

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, August 4, 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; Sally Hespe, Selectboard Note Taker; Josh Dryden, Road Crew Foreman; Patty Eisenhaur, Housing Commission; Jen Greenfield, Planning Commission; and Pamela Spaulding, Planning Commission.

Others in Attendance: Marisa and Chris Stevens; Chad Stoddard; Tuck Wilson; Anand Fedele, Assistant Planner, Windham Regional Commission (WRC), 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)]

None.

3. Minutes Approval – Meeting(s) of 7/19/2025 and 7/21/2025

Martha Dale moved to approve the minutes of the Special Town Meeting of 7/19/2025 and the Selectboard meeting of 7/21/2025, seconded by James Ameden. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Grant funding for a Community Development Block Grant (CDBG) opened and 2 pre-applications were submitted for the Windy Rise and Barker Road culverts.
- Submitted a planning pre-application for the Cobble Ridge Bridge and the North Village Flood Proofing Scoping Survey.
- Matt Bachler is working on submitting a pre-application for funding for Phase 2 of Wastewater project.
- Tulloch is working on Phase 2 of Wastewater to CEDS for consideration for a regional priority project.
- Submitted MERP drawdown request for town office renovation; working with GPI to break out electrical prices.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – August 4, 2025

The following correspondence was reported by Tulloch:

- Windham County Sheriff's office is holding several public meetings for their Regional Policing Initiative on August 6 and August 7.
- Windham Regional Commission (WRC) adopted their Regional Plan (<http://plan.windhamregional.org>).
- Several liquor license applications for Magic Mountain catering events.
- A Reimbursement request from Dufresne Group for North and South Village Wastewater expenses.
- Email from Trevor Dryden with concerns about the Winhall Hollow culvert project.
- The State Recovery Office is holding a Roundtable Session at South Londonderry Town Hall from 12 – 1:30 p.m. on August 12th. The Governor and top State officials will be at the meeting.

The following announcements were made by Tom Cavanagh:

- Cavanagh met with Spray Guard and Hunter Excavating about the Town Hall basement. Due to high moisture level, Hunter suggested doing the whole basement and include a French drain for an approximate cost of \$35,000. Tina Labeau will review what is available in the building reserve fund, and the project will be put out to bid.
- Kristen Gadbois, Vermont State Disaster Case Management Director, is helping with CDBG grants and found an engineering firm that would cover 30% of the cost to do a feasibility study for waterproofing businesses in the North Village. The cost would be \$6,540, paid by the Town and businesses. There will be a meeting with the engineer, Kristen, and the State the week of August 25th at the Town Office.

The Following announcement was made by Allison Marino:

- A new bulletin board and drop box will be installed in the next few weeks.

6. Visitors and Concerned Citizens

Pam Spaulding, Planning Commission, reported that the survey the commission was planning to conduct has been tabled for the time being.

7. Town Officials Business

a. Town Administrator/Town Clerk

i. Review and Approve Fee Schedule for Public Records Requests

The Fee Schedule was approved at the last meeting, but staff had subsequent changes.

Martha Dale moved to approve the Fee Schedule for Public Records, seconded by James Ameden. The motion passed unanimously.

ii. Review Draft Updated Dog Ordinance

The Dog Ordinance had not been updated since 1975 (possibly amended in 2001). It was run by Attorney Bob Fisher, and his comments were incorporated into Ordinance. Changes surrounded sanctioned farms and kennels, which are exempt from noise complaints

Town of Londonderry, Vermont

Selectboard Meeting Minutes – August 4, 2025

Martha Dale asked if any type of dog bite can be investigated. The Ordinance allows individuals to file a complaint regarding a potentially vicious dog, even if they don't seek medical attention. Written complaints are filed with the Selectboard, which can investigate and decide consequences, except having a dog destroyed.

A public hearing is not required to pass the Ordinance. It will be put on next agenda for adoption, then noticed in paper, published in 5 places, and allow a 60 day wait for anyone to petition. Tulloch will ask the Town Attorney if the old Ordinance needs to be rescinded.

iii. Review and Approve Scanner Use Agreement

A few towns are interested in using the large format scanner. The new agreement was reviewed by the Town Attorney, who did not have any revisions.

James Ameden moved to approve the Scanner Use Agreement as presented, seconded by Taylor Prouty. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

No updates at this time.

9. Roads and Bridges

a. Updates

Road Foreman Josh Dryden reported:

- Fuel tanks will be delivered shortly, and he is coordinating with State about placement and also removal of old tanks.
- Truck and excavator are still being repaired; still waiting on new truck.
- Winhall Station culvert is here and will check with Hunter about installation.
- Have not heard about paving start date.
- Needs to check on sand delivery.
- Never got bid for salt shed repair but will reach out to GPI (contractor for Town Office renovation).

Taylor Prouty reported that he met with Henry Carr on Boynton Road about tree removal and ditching. GMP will take down service line to abandoned buildings to make removal easier and less expensive. Depending on cost, the excavating will be out to bid.

b. Review and Approve Driveway Access Permit for GMP

Taylor Prouty moved to approve access permit application No. 2025-04, submitted by Green Mountain Power in order to conduct necessary work in the roadways, and authorize the Chair to sign the permit on behalf of the Board, contingent on receipt of fee, seconded by Martha Dale. The motion passed unanimously.

c. Discuss Rest Haven Turnaround.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – August 4, 2025

Josh Dryden came up with a location 30 feet past Class 3 road end to build turnaround on Rest Haven Rd. Town Highway department will gravel 620 feet, with turnaround on Hodge property. Trees will be cut and removed for turnaround access and the roadsides will be mowed in summer. The Town will maintain the turnaround year-round.

Town Attorney Fisher is fine with adopting an informal easement and will draft for owner signatures. Adjacent property owners were present at the meeting and indicated approval to proceed.

d. Discuss Sidewalk on Route 100 and Route 11

Martha Dale emailed Tom Cavanagh and Aileen Tulloch requesting discussion about installing sidewalks and crosswalks in the North Village. It was pointed out that this is a state highway, so VTRANS will need to be involved. Some towns, such as Chester, have taken over the state highway that goes through their business district.

Aileen Tulloch shared her experience with getting sidewalks in Putney, which took 2 years. She will gather information on Chester, Brattleboro, and Putney, but pointed out it is usually planning boards that pursue these issues.

10. Old Business

a. Discuss Village Wastewater Funding Deadlines

Matt Bachler, Windam Regional Commission, submitted summary of project schedule and upcoming deadlines, which is in the Meeting Packet. Funding from ARPA funds have a hard finish date of 8/31/2026, which will be tight, but the Town can make a request to the Commissioner to re-allocate these grant funds.

Tulloch will write a letter to Commissioner of Environmental Conservation for re-allocation change. As we do not know if the change will be approved, the project will continue on its current schedule for now.

Martha Dale moved to direct the Town Administrator to write a letter to the Commissioner of the Department of Environmental Conservation requesting that state general funds and ARPA funds be reallocated between the North and south villages, to on Boueasse schedule restraints and authorize the Town Administrator to sign the letter on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

11. New Business

a. MERP Project Management for Town Hall (Anand Fedele WRC)

Anand Fedele discussed WRC's Proposal for project management services for the Town Hall renovation project. There is \$120,000 of grant funding available to install a vapor barrier, windows, and ADA compliant features. Scope of Work will include budget development, procurement support and documentation, vendor selection, monitoring and site visits, and final inspection reporting.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – August 4, 2025

Fedele reported that other towns contracted for these project management services that were awarded this grant, which allows for collective bidding and coordination between towns. This increases both efficiency and cost savings.

The Selectboard will have Town Attorney review contract and bring back to next meeting.

b. Discuss Selectboard Legislative Priorities

Tulloch suggested the Selectboard identify 5 State Legislative priorities, indicating the only way for a town to affect change is to petition the State. One successful example from last year was reduction in State's Local Option Tax take, which was a result of town petitions. Towns have also petitioned to gain freedom to control their own roads.

Martha Dale asked if there is a consultant that could help Town identify issues. Tulloch recommended a brainstorming session, and she will reach out to Vermont League of Cities and Towns and Chris Campy from WRC suggestions on someone to facilitate the session.

c. Discuss shades for John Morse Room

Allison Marino reported that estimates were received from Friends of the Sun for installation of shades in the John Morse Room. The estimates were for: 1) roller shades; 2) roller shades with cassette coverings; and 3) venetian blinds with wood slats. Cost would range from \$3,000 to \$5,000.

All agreed that the enhanced efficiency and energy savings would pay for the project over time.

Martha Dale moved to allow staff to choose best blind option not to exceed \$4,500, 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 7:16 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair