

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes

Monday, September 29, 2025, 6 PM

100 Old School Street, South Londonderry, VT 05155

Board members present: James Ameden, Jr., Thomas Cavanagh, Jim Fleming, and Taylor Prouty.

Board members absent: Martha Dale.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Sally Hespe, Selectboard Note Taker; Andy Dahlstrom, SRT Administrator; Patty Eisenhaur, Housing Commission; Liam Elio, Mountain Towns Recreation Director; and Will Goodwin, Zoning Administrator.

Others in Attendance: Paul Hendler; Gary Kleiman; Ben and Loana Sargent; Scott Ross, Mercedes Ross; Pamela Spaulding; and Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

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

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

Item 6a Meg Staloff – Annual BDDC update was corrected to read “BDCC”.

3. Minutes Approval – Meeting(s) of 9/8/2025 and 9/25/2025

Taylor Prouty moved to approve the minutes of the Selectboard meetings of 9/8/2025 and 9/25/2025, seconded by Jim Fleming. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Tulloch recently attended the Windham County Sheriff’s Office Regional Policing Public Meeting. Support for the program has been positive, and the legislature will be asked to endorse the regional plan. Towns were asked to talk it up, call legislators, and support when it comes up.
- CBDG-DR grant process is almost complete. The application will be submitted on September 30 and the Town should hear back in November.
- Selectboard meetings will be back to regular schedule of first and third Mondays of the month.
- Tulloch will be attending Town Fair in South Burlington October 7 - 10.

The following correspondence can be found in the meeting packet:

- Letter from GMP informing the Town that they are putting in new utility lines along Route 11, Route 100, Old Stowell Hill, Sherwood Forest Rd., and North Main Street.

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Other announcements:

- Tina Labeau gave reminder that Wednesday is Tax Day, and she will be in office until 5.
- Tom Menees will give a presentation on the positive impact of removing the dam on October 18, 9:30 a.m., at Town Hall. Details will be distributed via email, social media, flyers, and the website.

6. Visitors and Concerned Citizens

a. Meg Staloff – Annual BDCC update

Laura Sibilia, Director of Regional Economic Development Strategies and Programs, provided an update on the work of the Brattleboro Development Credit Corporation (BDCC) in advance of the organization's annual appropriation request to the Town. The organization is happy to offer more information on available services if needed and distribute an Executive Summary 5-year plan for growing the region. Sibilia also described the survey that was sent to all selectboard members to get feedback on developing programs and processes.

b. GMP easement Request (Scott Ross)

Scott Ross requested approval to run underground electric service from town-owned pole to 2486 Vt. Rt. 11. Green Mountain Power has okayed but needs Town approval to prepare the easement request. As the town pole is located on a FEMA buyout property, staff will need to review FEMA buyout guidelines before project can proceed.

Taylor Prouty moved to approve the underground utility request for the Ross property contingent on compliance with FEMA buyout guidelines, seconded by Jim Fleming. The motion passed unanimously.

c. Ben Sargent – Short Term Rental

Ben Sargent requested reconsideration and approval for 2 STR structures on his property. Two cabins were previously registered, but renewal registration paperwork was not submitted by the due date. Payment for the registrations, however, was submitted online by the due date. Sargent relayed that the units, along with 9 others on his property, were being reviewed under ACT 250 at the time of STR registration. Once this was resolved, Sargent informed the STR Administrator that all 11 units were eligible to be renewed, but did not submit paperwork for all.

Andy Dahlstrom, STR Administrator, reported that he processed what he received and confirmed that application paperwork for the 2 units was not received by the due date. The Town Attorney reviewed this and several other STR registration questions and indicated that the ordinance is clear regarding requirements and dues dates and that is what is should be adhered to.

The Selectboard concurred with the STR Administrator and the Town Attorney. While payment was received, registration applications were not. To issue registrations after widely publicized deadline would risk setting a precedent for this new program.

7. Town Officials Business

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a. Zoning Administrator

i. Discuss Roads and Bridges Standards (Road Widths)

Zoning Administrator Will Goodwin reported to the board that there are differences in Town road standards compared to State road standards and asked if they should match. The main difference is in definitions of road widths. It was agreed that the standards should be in alignment for consistency and clarity in the case of any appeals. Goodwin will further review and compare the standards and return to the Selectboard with findings.

ii. Application form updates and fee changes

Goodwin submitted proposed zoning application form updates and permit fee changes for approval. The additional fee previously charged for permits issued after work completion was removed. This fee was often paid by new home buyers who needed permits after purchase for existing decks, sheds, etc.

Taylor Prouty moved to accept the new Zoning Fee Schedule as presented by Zoning Administrator, seconded by James Ameden. The motion passed unanimously.

b. Conservation Commission

i. Discuss forming a Regional Watershed Management task force.

The formation of a Regional Watershed Management task force was proposed in the Town's Long Term Recovery Plan. Flood resilience is a multi-town issue and a task force of adjacent towns could review watershed recommendations that come through the State.

The task force could be formed by: 1) creating a charge and then contacting other Selectboards or 2) have regional Selectboards nominate members who make a charge. Aileen Tulloch will do some research on what other towns have done or are doing.

c. Recreation Director

i. Mowing Memo

Mountain Towns Recreation Director Liam Elio sent a memo outlining what areas the Parks Department is responsible for mowing and landscaping.

ii. Facility Use Agreement – Town Hall Haunted House.

Elio proposed to resurrect the Halloween Haunted House at Town Hall and will head the project with a team of volunteers and coordinate with Trunk or Treat activities. Families will enter through the basement, ensuring the event is accessible to all.

Jim Fleming moved to authorize the use of the Town Hall for a Haunted House on October 31, 2025, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

None.

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9. Roads and Bridges

a. Updates

Taylor Prouty provided an update from Road Foreman Josh Dryden:

- 4th road crew member will be on leave of absence through Thanksgiving (annual occurrence).
- Work on Under the Mountain Rd. continues. Upcoming culvert replacements may result in short term road closures.
- Mowing still ongoing on Middletown and Little Pond roads.
- Pavement milling ongoing on Winhall Hollow and Landgrove roads, followed by paving.
- Reinhard Rd. box culvert progressing.
- New truck has arrived at Reed's but still needs to get plow attached.
- Determining whether to single source road fuel contractor or put out to bid. Maybe just tack onto 3-year heating oil contract with Cota and Cota.
- A couple of culverts are left to put in on Spruce Rd. and West River St.
- Grants and aid projects for Edgehill Rd. are complete.
- Need for hay bale mulching. The price for this machinery is expensive, so this might be contracted out. – too expensive piece of machinery for amount used. Maybe contract out.

b. Review and Approve Hell's Peak Road Tree Removal Proposal

Details were discussed at last Selectboard meeting.

Taylor Prouty moved to accept the proposal from SavATree to provide services relating to tree removal on Hell's Peak Rd, estimated to cost \$3950 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of contractor to conduct the necessary work, seconded by James Ameden. The motion passed unanimously.

10. Old Business

a. GNAT-TV Hybrid estimates

Three hybrid setup options for Town Office meeting spaces were received from GNAT. The Selectboard is leaning towards Option 2, which would include two cameras, three microphones, and initial set up by an engineer.

The State will be requiring hybrid town meetings in the future, at which point this would be a necessity. Staff will run the proposed options by the Town technician, Peter Smith. Once an option and price are selected, the project will be added to next year's budget.

b. Ratify 09/08/2025 Beautification Bench Request decision

Taylor Prouty moved to ratify the Selectboard's 09/08/2025 decision to approve the purchase of a bench in the amount of \$257.39 for use at the Town Office, seconded by Jim Fleming. The motion passed unanimously.

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11. New Business

a. Thompsonburg Road Closure for Halloween

Taylor Prouty moved to close Main St. from the corner of Route 100 and Main St. up to the South Londonderry Library and Middletown Road northbound Lane from Route 100 to Town Hall on Friday October 31 from 4 p.m. to 7 p.m., seconded by James Ameden. The motion passed unanimously.

b. Review and Adopt Personnel Policy

Tina Labeau and Aileen Tulloch have been working on an updated Personnel Policy. Primary changes include:

- At-will section is now throughout document.
- Changed coverage for elected officials and staff.
- Clarified VT Sick Leave Policy.
- Removed Conflict of Interest.
- Narrowed close relative in nepotism section with waiver for exceptions.
- Removed mandatory drug testing for non-CDL drivers.
- Performance based decisions.
- Added holidays: Indigenous People's Day, Juneteenth, and Bennington Battle Day (State and Federal Holidays).
- Vacation time now accrues up to five days, with additional time accrued for years of service.
- Added Tina Labeau as one of the reporters for sexual harassment.
- Fixed health insurance back to \$5,000.

James Ameden moved to adopt the Personnel Policy as Amended August 19, 2025 effective October 1, 2025, seconded by Taylor Prouty. The motion passed unanimously.

c. Warn Town Plan Hearing and Adoption (30 days from September 29th)

The Planning Commission held a public hearing and voted to send the Town Plan to the Selectboard for adoption. The Selectboard will next warn a Town Plan Hearing for public comments before adoption.

Taylor Prouty moved to Warn a Notice of Public Hearing on October 29th, at 5:00 pm at the Town Office to hear comments and concerns from the Public regarding the Amended Town Plan per VSA 24 §4385 (a), seconded by James Ameden. The motion passed unanimously.

d. Review and Approve Londonderry's Participation in the National Opioid Settlement

Jim Fleming moved to approve Londonderry's participation in any National Opioid Settlements and authorize the Town Administrator to enter Londonderry into such

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settlements and to sign any and all documents necessary to execute this action on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

e. Approve Itinerant Vendor (Workhorse Sandwich Stop)

Gary Kleiman, an owner of the West River Coffee Barn, has arranged for 3 food trucks to offer lunch on Fridays for 6 weeks starting Friday, October 3rd. Two of the food trucks – El Chepe and Crooked Barn have prior approval. Kleiman is requesting approval for Workhorse Sandwich Stop.

Taylor Prouty moved to approve Itinerant Vendor application for Workhorse Sandwich Stop dependent on receipt of application, seconded by Jim Fleming. The motion passed unanimously.

12. 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 that the Board enter executive session to attorney-client communications pursuant to 1 V.S.A. § 313 (a)(1)(F), and invite the Town Administrator into the executive session, seconded by James Ameden. The motion passed unanimously.

Executive session entered at 7:41 p.m.

Executive session ended at 7:50 p.m.

13. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by James Ameden. The motion passed unanimously.

The meeting adjourned at 7:51 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair