

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes

Monday, September 8, 2025, 6 PM

100 Old School Street, South Londonderry, VT 05155

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

Board members absent: None.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Note Taker; John Hurd, Recycling Coordinator; and Pamela Spaulding, Planning Commission.

Others in Attendance: Chrissy Haskins, Dufresne Group; Paul Hendler; George Legace, Center Merrill; Joyce Mathews; A.J. Paige and Monali King, Staff from Ruck-Up Vet's Outpost; and Amanda Fouda, GNAT Videographer.

1. Village Wastewater Project FONSI Hearing Call to Order

Tom Cavanagh called to order FONSI Hearing at 6:00 p.m.

The purpose of the hearing is to comply with Public Law surrounding Finding of No Significant Impact (FONSI) with regards to the South Londonderry Village Community Wastewater Project.

Chrissy Haskins, Dufresne Group, reported results from the environmental review process in several categories:

- Environmental Justice Considerations: No impact.
- Cultural, Historic and Archaeological Resources: Report is in review with Division of Historical Preservation and no impacts are anticipated.
- Land Use: No impact.
- Wetlands, Floodplains, Coastal Zones, Wild and Scenic Rivers: There are wetlands adjacent to the proposed project area, but any impact will be within road prisms. Work within a road prism is not considered an impact to a wetland buffer, and construction within the 100+ floodplain will be limited to buried pipes.
- Fish and Wildlife and Endangered Species: Project might affect 4 protected animal species. Tree cutting will be limited to November – February and road work will only occur within road shoulders in habitat areas.
- Drinking Water and Groundwater Protection: There are 2 hazardous waste sites in or adjacent to the project area. These are underground storage tanks that are not in close proximity to work areas, and soil testing will be conducted.
- Air Quality, Noise and Emissions: Dust from construction will be temporary.

a. Comments and Concerns from the Public

There were no comments.

b. Adjourn Hearing

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Jim Ameden moved to adjourn the hearing at 6:09 p.m., seconded by Martha Dale. The motion passed unanimously.

2. Call Regular Meeting to Order

Chair Tom Cavanagh called the Selectboard meeting to order at 6:09 p.m.

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

Taylor Prouty moved to add Item 8.g.i. "Approve Bench Request" to Towns Official Business, seconded by Martha Dale. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 8/18/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 8/18/2025, seconded by Taylor Prouty. The motion passed unanimously.

5. Selectboard Pay Orders

Jim Fleming 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:

- FYI received Ski Magic LLC Event permit request.
- Town Hall Renovation Committee had kickoff meeting with Anand Fedele, Project Manager, Municipal Energy Resilience Program (MERP).
- Awarded Ready Grant for \$15,000 to cover cost of grant writer for the 3 CBDG-DR grant applications due September 30th.
- Town staff and Road Foreman met with Bonny Johnson from Beautification Committee to determine placement of outdoor bench.
- Radar Feedback Sign on Route 11 has been installed and programmed.

The following correspondence can be found in the meeting packet:

- Windham County Sheriff's Office will hold a Regional Policing Public Meeting on September 22nd at the Windam County Courthouse in Newfane and online.
- Letter from Londonderry Rescue Squad to Selectboard urging the closing of the Magic View Motel as a homeless shelter.

Other announcements:

- The Planning Commission has submitted a letter in support of letter drafted by Tom Simmons, Neighborhood Connections, regarding Magic View Motel.
- Town office meeting room shades will be installed tomorrow.
- Clerk's and Treasurer's offices will be closed the 15th and 16th for training.
- Moving forward with signs for meeting rooms.

7. Visitors and Concerned Citizens

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None.

8. Town Officials Business

a. Town Clerk

i. Town Office Open House 10/24/2025

Allison Marino proposed an open house to be held on 10/24/2025 from 3- 6 p.m. for town members to view new renovations and “Meet and Greet” various committee members and the architect.

Martha Dale moved to hold a Town Office Open House on 10/24/2025 from 3 – 6 p.m., seconded by Jim Fleming. The motion pass unanimously.

ii. Okemo Chamber of Commerce – continued membership

Allison Marino recommends not renewing. The Okemo Chamber is not in the Town’s geography and benefits to the municipality are not worth the annual membership.

Jim Fleming moved to discontinue the Town of Londonderry’s membership in the Okemo Chamber of Commerce, seconded by Taylor Prouty. The motion passed unanimously.

b. Town Treasurer

i. Review and Approve Auditor Engagement

Tina Labeau reported a new Auditor engagement letter is needed as the Town has received over the \$750,000 threshold in federal funds. The cost is estimated to be \$5,000 over budget, but Tulloch thinks some could be reimbursed as the audit is a grant requirement.

Martha Dale moved to 1) approve the engagement of Sullivan, Powers and Company for auditing services for fiscal year 2025 and 2) authorize the Town Administrator to sign any and all documents necessary on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

c. Village Wastewater Committee

i. Discuss and Approve Phase I Connections Recommendations

The Wastewater Committee was requested to prioritize the “non-priority” service connections in advance of receiving bid documents.

At their September 5, 2025 meeting the Committee passed a motion to recommend that the Selectboard accept the following order of prioritization of “non-priority” properties: 1) Infill Development; 2) Middletown Road Extension; 3) Main Street Extension; and 4) Old School Street Extension.

Martha Dale commented on the committee’s thoughtful process and recommended the Selectboard accept the priorities in this order.

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Martha Dale moved to approve the order of prioritization of service connections and extensions in addition to the core properties, as provided in a September 5th memo prepared by the Windham Regional Commission, as follows:

- *Option 1- Infill Development*
- *Option 2 - Middletown Road Extension*
- *Option 3 - Main Street Extension*
- *Option 4 - Old School Street Extension*

seconded by Jim Fleming. The motion passed unanimously.

d. Recycling Coordinator

i. Review and Approve Solid Waste Implementation Plan

The new Recycling Coordinator, John Hurd, presented the Plan to the Selectboard for approval. The Plan covers all aspects of the role of the coordinator and follows the format that the State provides. A public hearing was held at which no one showed up. Hurd indicated that his predecessor drafted the plan and he has no concerns. The next step will be to send to State for approval for next 4 years.

Taylor Prouty moved to adopt the 2025 Solid Waste Implementation Plan, seconded by Martha Dale. The motion passed unanimously.

e. Housing Commission

i. Review and Approve Charge change

The Housing Commission proposed a change to the Membership clause of the Charge to make the liaison from the Selectboard a nonvoting member.

Martha Dale moved to move to change the Membership clause of the Housing Commission's charge as follows: The Commission membership shall consist of seven (7) members, including one from the Planning Commission, who shall have a vote on the Commission, and a liaison from the Selectboard, who will be a nonvoting member. Members shall be appointed by the Selectboard and may include residents of other communities. All members shall serve on a voluntary basis, seconded by Jim Fleming. The motion passed unanimously.

f. Recreation Director

i. Appoint Troy Caraway to Parks Board

Jim Fleming moved to appoint Troy Caraway as a Representative to the Parks Board for a term of 3 year(s), seconded by James Ameden. The motion passed unanimously.

g. Beautification Committee

i. Review and Approve Bench Request

Bonny Johnson and other members of the Beautification Committee met with Town administrative staff and the Road Foreman to review location of proposed new bench. It

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was decided to place in the front of the Town Office under one of the birch trees out of the way of the plow.

Jim Fleming moved to approve the purchase of a bench in the amount of \$257.39 for use at the Town Office, seconded by Taylor Prouty. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

None.

10. Roads and Bridges

a. Updates

Taylor Prouty reported on the following projects:

- Culverts replacement on Winhall Station Road is ongoing.
- Winhall Hollow Road culverts have been replaced and paving will start shortly.
- Landgrove Road culvert work is in progress and paving and chip sealing will be done in the coming months.
- Work is ongoing on Edge Hill.

b. Review and Approve Edge Striping Overage

A mistake was made by the contractor in the bid estimate which necessitated a revision. This cost will be paid by a grant and the increase is within the funding available.

Jim Fleming moved to approve payment in the amount of \$10,721.34 to Green Mountain Line Striping LLC., seconded by Taylor Prouty. The motion passed unanimously.

c. Discuss Boynton Road/Hells Peak Road Tree Removal

Tree work estimate from Save-a-Tree is \$9,500, \$2,000 over the budget of \$7,500. To stay within budget, options are to do \$7,500 of tree work at Boynton Road or do entire project on Hells Peak Road for under \$5,000. Trees on Hells Peak are already dead, so it was decided to remove those trees first to mitigate future hazards. Taylor Prouty will request that Save-a-Tree identify ash trees, as that removal is covered by funding.

d. Review and Approve Overweight Permit

Martha Dale moved to approve the excess weight permit(s) for: McElwain Contracting, LLC. and authorize the Town Administrator to execute the permit(s) on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

e. Discuss Route 100 Sidewalk in South Londonderry

Chrissy Haskins, Dufresne Group, reported that sections of sidewalk on Route 100 and Main Street will be disturbed during Wastewater construction project and need to be replaced to meet State standards. Replacement will be complicated as required setbacks will make it

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necessary to move some existing retaining walls. The board decided to hold off on replacement now and wait for Town Revitalization Plan.

11. Old Business

a. Approve Public Hearing Notice on 9/25/2025 at 5:00 p.m. for CDBG-DR Funding

The CDBG-DR grant application requires a Public Hearing.

Martha Dale moved to Warn a Public Hearing Notice on 9/25/2025 at 5:00pm at the Town Office, for the purpose of hearing public comment on the Town's intent to apply for CDBG-DR grant funding, such notice to be warned at least 15 days prior to the hearing, seconded by James Ameden. The motion passed unanimously.

12. New Business

a. Discuss using Economic Fund to fund Flood Protection Study

Warften Engineering has submitted a proposal for a Feasibility Study to examine floodproofing solutions for six businesses located on North Main Street in Londonderry. The engineer will donate some of their time, bringing the estimated cost to \$6,545. The cost would be split by the Town and businesses owners. The Town would pay half and property owners would divide the remainder. Center Merrill indicated he is willing to pay for 2 businesses bringing the cost for remaining businesses to \$500.

Jim Fleming moved to approve expending the amount of \$3,545 for the purposes of funding a portion of a proposed Feasibility Study Flood Protection and Mitigation, North Main Street, Londonderry VT, seconded by Martha Dale. The motion passed unanimously.

b. Review and Approve Town Office Chimney Rebuild Proposal

GPI, the contractor who renovated the Town Office noted the chimney needed a new liner, but it was later determined that the whole chimney needs to be rebuilt. The estimate received is in line with market price. Funds from the Building Reserve will be used.

Jim Fleming moved move to accept the proposal from Black Magic Chimney Sweeps to provide services relating to chimney repair, estimated to cost \$20,205.00 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by James Ameden. The motion passed unanimously.

c. Discuss Selectboard Meeting Schedule and Public Hearings

The Planning Commission needs to move forward with Town Plan, which expires October 2nd. The Plan needs to be current to apply for CDBG-DR funding. The next Selectboard Meeting will be moved to September 29th, at which time the Selectboard will accept the plan and issue warning as required.

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Taylor Prouty moved to move the next Selectboard Meeting on September 22 to September 29th, seconded by Jim Fleming. The motion passed unanimously.

d. Approve Ruck-up Coin Drop

A.J. Paige, of Ruck-up Veteran's Project requested permission to hold a coin drop fundraiser in October. For the past several years, this fundraiser raised an average of \$2,300 for the organization, which is distributed to veterans and their families across New England.

Jim Fleming moved move to approve the request from Ruck Up, Inc. to hold a coin drop fundraiser on VT Route 11 in the vicinity of Hell's Peak Road on October 18, 2025, with a rain date of October 19, 2025, subject to provision prior to the event of acceptable written proof of adequate liability insurance and written proof of authority to conduct the event from the State of Vermont Agency of Transportation, seconded by James Ameden. The motion passed unanimously.

e. Approve Town Hall Facility Use (Weston Theatre)

The Weston Theatre lost their rehearsal space and requested use of Town Hall.

Martha Dale moved to authorize the use of the Town Hall for rehearsals between September 6 through the 21st, 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.

f. Approve Town Office Facility Use (PVR) for 09/08/2025

Taylor Prouty moved to authorize the use of the Town Office for the Regional Assessment Districts' Stakeholder meeting on 09/08/2025, 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.

g. Discussion on presentation from Todd Menees on Williams Dam

Todd Menees, River Management Engineer of the Vermont Department of Environmental Conservation, would like to make a presentation mid-October on options for the dam. All agreed it is important to keep this conversation going.

13. Adjourn

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

The meeting adjourned at 7:26 PM.

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Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair