

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, June 16, 2025 – 6:00 PM

100 Old School Street, South Londonderry, VT 05155

1. Call Meeting to Order
2. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
3. Minutes Approval – Meeting(s) of 06/02/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. Jessica Citera Short Term Rental Ordinance Concerns
7. Town Officials Business
 - a. Town Treasurer
 - i. Budget adjustments
 - b. Short Term Rental Administrator
 - i. Adoption of Fee Schedule
 - c. Town Clerk
 - i. Review and Approve Special Town Meeting Warning for Short Term Rental Ordinance Amendment
 - ii. Delinquent Dog List
 - d. Zoning Administrator
 - i. Consider Permitting Fees
 - ii. Consider Properties with second driveways
 - iii. Consider Memorandum of Understanding for Scanner Rental
8. Transfer Station/Solid Waste Management
 - a. Updates
 - b. Discuss Wood Burning at Transfer Station
9. Roads and Bridges
 - a. Updates
 - b. Accept Edge Line Painting Bid
 - c. Accept Paving Bid
 - d. Accept Chip Seal Bid
10. Old Business
 - a. Ratify Cota & Cota Contract Approval from 06/02/2025
11. New Business
 - a. Discuss GNAT-TV Livestreaming solutions
 - b. Discuss alternate meeting schedule (Labor Day)
 - c. Discuss special meeting date to conduct employee reviews

- d. Discuss Long Term Recovery plan
- e. Approve WRC contract extension for Village Wastewater projects
- f. Accept Town Office Cleaning Bid
- g. Approve Neighborhood Connections Itinerant Vendor Permit
- h. Approve Neighborhood Connections Request for Transfer Fee Waiver
- i. Review and Approve Windham County Sheriff Contract
- j. Approve Neighborhood Connections Facilities Use Request
- k. Review and Approve Certificate of Substantial Completion for Town Office Project

AS AMENDED AT MEETING

12. Adjourn

Posted and distributed on June 13, 2025

Meeting documents will be available at <http://www.londonderryvt.org/town/agendasminutes/> approximately 24 hours before the meeting.

Live video of meetings available at:

<https://www.youtube.com/user/GNATaccess>

<https://www.facebook.com/GNATtelevision>

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday June 2 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; Sally Hespe, Selectboard Meeting Note Taker; Patty Eisenhaur, Housing Commission; Liam Elio, Mountain Towns Recreation Director; Mark Frayne, Deputy Health Officer; Corey Mack, Village Wastewater Committee; and Chad Stoddard, Parks Board.

Others in Attendance: Matt Bachler, Windham Regional Commission; Marlene Boyaner; Christina Haskins, Dufresne Group Consulting Engineers; Mark Frayne, Deputy Health Officer; Helen Hamman and Bonny Johnson, Beautification Committee; Shane Evans, Kim Ray (came in late); and Ari Santos, GNAT Content Producer.

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 add agenda item 12.c Cota and Cota to New Business, seconded by James Ameden. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 05/19/2025

Martha Dale proposed changing “Website Committed” to “Website Committee” on Page 4 under Announcements.

Jim Fleming moved to approve the amended minutes of the Selectboard meeting of May 19, 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:

- Staff are now in the renovated Town Office. Paving and landscaping are in progress, with limited parking over the next 2 weeks. Visitors should call in advance of coming to the office during this time.
- RFPs for salt shed, edge lining, and town office cleaning were posted last week and due on June 12th by 2 p.m.

Additional Announcements:

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- Tom Cavanagh reported there was another leak in the basement of Town Hall. Spray Guard was called to come and repair.
- Martha Dale reported that the Beautification Committee would like to donate an outdoor bench for the renovated Town Office. The Committee should bring plan to next Selectboard for approval.

The following correspondence was reported by Tulloch:

- 2 liquor applications: Ski Magic and Glebe Mountain Brewery.
- Thank you letter from HCRS.
- A mandated inspection of Williams Damn has been scheduled.

6. Visitors and Concerned Citizens

Chad Stoddard reported he provided Town Administrator Aileen Tulloch with information on alternative and innovative septic designs approved by the State. Tulloch will share with the Selectboard and Village Wastewater Committee per Stoddard's request.

7. Town Officials Business

a. Parks Director

i. Discuss Aiken Corner Mowing

Liam Elio requested written clarification on what parcels are mowed by the Town now that there is staff dedicated to mowing. One area of confusion is Aiden's Corner. Resident Marlene Boyaner stated that the Town has always mowed this area.

Tom Cavanagh suggested Elio write up a list of properties the town mows and submit for public record. Cavanaugh clarified that the Town is responsible for all mowing, and the Beautification Committee tends any Town property plantings. He hopes Parks and the Beautification Committees can work together moving forward.

b. Discuss Village Wastewater Fee Schedule

Corey Mack, Village Wastewater Commission (Chair Gary Hedman was unable to attend), reviewed the presentation on Wastewater System Fees submitted in the Meeting Packet. The report sought to clarify the various fee options for the proposed Wastewater System.

The following details were presented for an estimated 53 Residential Units:

- Engineering / Admin Cost: Fully grant covered
- Construction Cost: \$6.65 Million, requires match
 - Town Meeting Vote for Bond in 2023 for \$797,700 to cover local match
 - Annual debt service of \$26,590 (30 year loan, 0% interest)
- Annual Operations & Maintenance Cost: \$36,800+\$10,700 reserve per year
 - To be paid by user fee

The question that needs to be answered is who pays for the annual debt service: the grand list (shared by whole town) or system users. It was noted that the Town will be obligated to cover the annual debt service and maintenance if system is not wholly subscribed.

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The Village Wastewater Committee recommends that the Town cover the debt service through the grand list. Mack pointed out that no other Town infrastructure is paid for by users only, and residents have a shared interest in all improvements.

Chad Stoddard asked who pays the difference if the system is not at 100% subscription. The Town would need to pay the difference. Stoddard emphasized that this cost would ultimately fall on the taxpayers, as would Phase 2 and Phase 3. Stoddard argued that this obligation should not fall to the grand list, but should be paid by system users. Towns should not be in the business of replacing septic systems on private properties. He referenced the information he provided to Aileen Tulloch that details alternative systems and indicated that the entire proposed new system is not necessary. Resident Kim Ray also mentioned the possibility that homeowners insurance premium might increase when hooked up to new wastewater system.

The Selectboard reminded the group that the Town voted 2:1 in support of the bond, indicating clear support for the project and agreed that spreading the debt service cost to grand list would be the cheapest alternative. Any rates adopted now are based on best expert estimates and can and should be reevaluated periodically and adjusted if needed.

Martha Dale moved to adopt a Wastewater Operations and Maintenance User Cost of approximately \$75.00 per Equivalent Resident Unit, per month, and to repay the debt service of approximately \$26,590 per year for a period of 30 years with 100% of Grand List support, until such debt service is satisfied, seconded by Tom Cavanaugh. The motion passed, with Taylor Prouty abstaining.

The next step is to take approved rates and get residents signed up.

c. Housing Commission re-appointments - Pamela Spaulding, Mimi Lines

Jim Fleming moved to appoint Pamela Spaulding and Mimi Lines to the Londonderry Housing Commission for a term of 3 years, ending on 06/30/2028, seconded by Martha Dale. The motion passed unanimously.

d. Conservation Commission re-appointment - Steve Swinburne

Jim Fleming moved to appoint Steve Swinburne to the Conservation Commission for a term of 3 years, ending on 06/30/2028, seconded by Martha Dale. The motion passed unanimously.

e. Town Administrator

i. Discuss Public Records Request Policy

Aileen Tulloch reported that various staff receive public record requests, but there is no unified policy on how to handle the increasing number of requests. Tulloch supplied an example from Vermont League of Cities and Towns that streamlines the process and recommended that the Town adopt a similar policy.

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Town staff will discuss and present a revamped policy for Selectboard approval.

8. Transfer Station/Solid Waste Management

a. Updates

Household Hazardous Collection will be held at Flood Brook this Saturday from 9 -1.
Businesses will have to pay.

9. Roads and Bridges

a. Updates

No updates.

b. Review bids and award contract for Winhall Station Rd. Culvert project

The Town received bids from Hunter Excavating, Sanderson Trucking and Excavating, and Kurtz Excavating and selected Hunter after review.

Jim Fleming moved to accept the bid from Hunter Excavating to provide services relating to Winhall Station Road Culvert Replacement at a cost of \$18,500 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.

c. Consider Road Crew Hire

The applicant accepted the position.

Taylor Prouty moved to hire Andrew Phinney to the full-time position of Road Crew with a starting salary of \$26 per hour, plus full Benefits including \$50 per month cell phone stipend and \$100 per pay period CDL stipend effective July 1, subject to completion of a probationary period of 6 months, seconded by Martha Dale. The motion passed unanimously.

d. Approve Deming Highway Access Permit 2025-03

Road Foreman Josh Dryden reviewed and verbally approved Permit.

Taylor Prouty moved to approve a Road Access Permit by Wylie Construction on behalf of Jamie Deming at 252 Glebe View Lane, conditional on formal approval and signature of Road Foreman Josh Dryden, seconded by James Ameden. The motion passed unanimously.

10. Old Business

a. Ratify 05/19/2025 decision to approve Town Hall Renovation Change Orders

Jim Fleming moved to ratify the board's 05/19/2025 decision to authorize change orders for the Town Office Renovation Project as follows: 1) to Replace parking lot sub base at a cost of \$16,675, and 2) to authorize the Town Administrator to execute any documents

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necessary to implement these change orders, seconded by Martha Dale. The motion passed unanimously.

11. New Business

a. Discuss Committee meeting locations

Several Board members reported receiving complaints from residents about feeling awkward about going to peoples' private homes for public meetings. Tom Cavanagh proposed all committee meetings should be at the newly renovated Town Office, which is accessible by all. It was also pointed out that holding public meetings in private residences might be a liability issue; all meetings held in Town buildings are covered by Town insurance policies.

Bonny Johnson, who is on the Beautification Committee, stated that Vermont state law requires meetings to be open to the public, either in person or remotely. She does not believe this precludes meeting in private homes, as long as all are invited. Helen Hamman added that few attended meetings when they were held in Town Office, but attendance is more consistent since moving to rotating private residences.

Tom Cavanagh stated the newly renovated Town Offices offers a nice, neutral location, and recommended all future Committee Meetings be held at Town buildings. Committee Chairs should reach out to Aileen Tulloch to get on schedule.

Tom Cavanagh moved to require all public bodies hold meetings in the Town Office, Town Hall, or Neighborhood Connections, seconded by James Ameden. . The motion passed , with Martha Dale opposed.

b. Approve 2nd Class Liquor License for Derry Downtown, Limited (Garden Market)

James Ameden moved to approve a 2nd Class Liquor License for Derry Downtown, Limited related to property located at 2116 North Main Street, seconded by Jim Fleming. The motion passed unanimously.

c. Cota and Cota Renewal Contract

The town received a renewal contract from Cota and Cota for fuel delivery to all 3 buildings. Aileen Tulloch asked if this should be bid out as the cost is over the \$5,000 threshold. As this is the longstanding supplier, it was agreed to sign for another year.

Tom Cavanagh moved to sign contract with Cota and for another year, seconded by Jim Fleming. The motion passed unanimously.

12. Adjourn

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

The meeting adjourned at 7:30 PM.

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Project

The punch list is mostly complete, but the staff indicated not all items are included on the punch list. The Selectboard decided the certificate will not be signed until Jon Saccoccio (architect) verifies items and status.

12. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by Martha Dale. The motion passed unanimously.

The meeting adjourned at 8:17 PM.

Respectfully Submitted,



Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD



Thomas Cavanagh, Chair