

Town of Londonderry, Vermont
Selectboard Meeting Agenda
Monday, July 7, 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 06/16/2025, 06/23/2025 and 06/30/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. [Review and Approve GMP Under The Mountain Project](#)
 - b. [Discuss Route 100 Culvert replacement and road closure \(VTRANS\)](#)
7. Review and Approve Recycling Coordinator Hire
8. Town Officials Business
 - a. Town Administrator
 - i. Discuss changes to Open Meeting Law (Act 51)
 - b. Town Clerk
 - i. Review and Approve Public Records Policy
 - c. Treasurer/Assessor
 - i. Discuss Late Filing Homestead Penalty
 - ii. Errors and Omissions
 - iii. Review and Approve Letter to Engage Auditor
 - iv. Review and Approve 2025 Municipal Tax Rate
9. Transfer Station/Solid Waste Management
 - a. Updates
10. Roads and Bridges
 - a. Updates
 - b. Accept Winter Sand Bid
 - c. Accept Salt Bid
 - d. Review and Approve Farrell Second Driveway Access
11. Old Business
 - ~~a. Review and approve GMP Under The Mountain project~~
 - a. Ratify 06/16/2026 Decision to approve Neighborhood Connections Facilities Use Agreement
 - b. Review and Approve Long Term Recovery Plan
12. New Business
 - ~~a. Discuss Route 100 Culvert replacement and road closure (VTRANS)~~
 - a. Approve Cannabis License for Hidden Leaf
 - b. Approve Excess Weight Permits
13. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3) (Sally Hespe 6-month review)
14. Adjourn **AS AMENDED AT MEETING**

Posted and distributed on July 3, 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, July 7, 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; Sally Hespe, Selectboard Meeting Note Taker; Sandra Clark, Lister; Esther Fishman, Recycling Coordinator; Jeremiah Sund, Assessor; Josh Dryden, Road Crew Foreman.

Others in Attendance:

Alex Alberti; Tim Jones, Green Mountain Power; Paul Hendler; John Hurd; Pamela Spalding; Mahendra Thilliyar, VTRAN Project Manager; Amy Spera and Caitlin Burner, Gill Engineering
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 11a "Review and approve GMP Under the Mountain Project" to Item 6 "Visitors and Concerned Citizens" and move Item 12a "Discuss Route 100 Culvert replacement and road closure (VTRANS)" to Item 6 "Visitors and Concerned Citizens", seconded by James Ameden. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 6/16/2025, 6/23/2025 and 6/30/2025

Martha Dale suggested the following change to 6/16/2025 Minutes Item 11a: change McGeever to McKeever.

Martha Dale moved to approve the minutes of the Selectboard meeting of 6/16/2025 as amended and the minutes of 6/23/2025 and 6/30/2025, seconded by James Ameden. The motion passed unanimously.

4. Selectboard Pay Orders

James Ameden 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:

- Laurie Krooss, Second Congregational Church, will be holding an outdoor service at Pingree Park on 7/20 at 8:30 a.m.

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- Staff received the new website and will be meeting soon to review.
- Tulloch will be on vacation the week of July 14th.
- There will be a Special Town Meeting on July 19th at Town Hall.

The following correspondence was reported by Tulloch.

- Mary Caduto reported that River Corridor Plan is now available.
- VDEC regarding permitting for the Rinehart Culvert which is ready for FEMA applicant review. This should be final step to receiving funds.
- June 30th email was received regarding plantings in triangle at intersection in front of Mountain Market that are obscuring the view. The Beautification Committee has looked at it and will remove the tall plants and figure what to replace it with next year.

6. Visitors and Concerned Citizens

a. Review and approve GMP Under the Mountain project

Tim Jones, Green Mountain Power Program Manager, addressed the Selectboard and referenced his earlier April board appearance where he talked about GMP's Zero Outage Initiative to rebuild underperforming areas. The Under the Mountain Rd. project has been identified for undergrounding after considering number of line miles, number of customers, and the frequency and duration of outages.

The objective of the project is to rebuild and bury the main line up the road and intercept customers where their services exist. Maps included in the meeting packet illustrate blue dotted lines for underground wire and solid blue lines that might need to go overhead. GMP anticipates that 95% of the lines will go underground. Existing culverts as indicated on the maps will be returned as found unless they are 24 inches or less, in which case they will be upsized and replaced.

Project length is about 3 miles with an anticipated duration of several months from start to finish. GMP would like to get Town approval to start July or August and finish this season. Construction notices will be sent out a few weeks in. One lane of the road will remain open.

Taylor Prouty added that there are a lot of benefits to the town and residents. Private landowners will have option to update their services separately.

Jones invited Selectboard members to observe current projects on Plum Rd. in Townsend or Turkey Mountain Rd. in Jamaica.

The project will be on the agenda for the next meeting on July 21st for Selectboard approval.

b. Discuss Route 100 Culvert replacement and road closure (VTRANS)

Mahendra Thilliyar, VTRAN Project Manager and Amy Spera and Caitlin Burner from Gill Engineering reported they were in the final design phase of a project to replace 2 culverts below Route 100 in Londonderry. They discussed the project purpose, scope, traffic maintenance, and construction sequencing.

Burner, Design Lead, explained that the two culverts below Route 100 in Londonderry (maps in meeting packet) are undersized and lead to roadway flooding. Proposed replacements will be cast

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box culverts with larger hydraulic openings. Construction will entail excavation, removal, placement of precast pieces, backfill and channel work, and a final repaving of roadway and would be conducted during the 2026 construction season.

To complete the culvert replacements, Route 100 will need to be closed for a period of time. The signed detour will be 17 miles long. Two shorter local bypasses were discussed for local traffic use during construction. The group discussed whether to have a single roadway closure for 60-70 days or 2 separate closures lasting 4 – 6 weeks each. It was decided 2 separate closures would be better for emergency services, preferably in the summer months when schools are closed.

The project will cause wear and tear on roads with heavier local traffic, particularly trucks. Jones added that any state signed road closures will include compensation for road usage.

7. Review and Approve Recycling Coordinator Hire

The Selectboard met and agreed to offer John Hurd the position of Recycling Coordinator. Esther Fishman will stay on for a few weeks to aid the transition. Fishman pointed out that the job title should be changed to reflect other job responsibilities, and the Board will put that item on the next agenda.

The Board thanked Esther for her service.

James Ameden moved to hire John Hurd to the position of Recycling Coordinator with starting salary of \$31, effective July 15th, subject to completion of a probationary period of 6 months, seconded by Taylor Prouty, the motion passed unanimously.

8. Town Officials Business

a. Town Administrator

i. Discuss changes to Open Meeting Law (Act 51)

The Legislature made changes this year that would make it easier for municipalities to comply with Open Meeting Law requirements, including the following:

- Recording meetings in audio or video and posted at the same time as draft minutes.
- Undue hardship exemption must show the entity lacks staff or resources for compliance.
- Hybrid meeting requirement only applies to public bodies of state government; municipal public bodies are exempt. Site visits are also exempt from the hybrid meeting requirement.
- Elimination of “non-advisory” bodies, only using terms “public body” and “advisory body”. Public bodies have supervision, control or jurisdiction; advisory bodies do not have supervision.
- Executive sessions must be warned on the agenda and indicate the nature of the business of the executive session.
- There must be a motion and a vote to go out of executive session, though it is unclear how to document that.
- Disorderly conduct is a person who impairs the meeting.

b. Town Clerk

i. Review and Approve Public Records Policy

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Town Clerk Allison Marino reported on the new Public Records Policy which will allow for reimbursement of administrative time.

Marino will submit the fee structure for the Policy at the next Selectboard Meeting.

James Ameden moved to adopt the Town of Londonderry's Public Records Policy, seconded by Martha Dale. The motion passed unanimously.

c. Treasurer/Assessor

i. Discuss Late Filing Homestead Penalty

Treasurer Tina Labeau commented on staff time needed to revise tax bills and materials when taxes are not filed on time. Labeau recommended adopting a 1% Late Filing Fee.

Martha Dale moved to adopt a penalty of 1% for Late Homestead Filings for the 2025 tax year, seconded by Taylor Prouty. The motion passed unanimously.

ii. Errors and Omissions

Town Assessor Jeremiah Sund and Lister Sandra Clark reported that as a result of the State taking over valuations of utilities, they were requesting a correction of an assessment for VT TRANSCO LLC.

Taylor Prouty moved to accept the Errors & Omissions Certificate changing assessment to \$143,300 for VT Transco LLC SPAN 357-110-23288 for the 2025 Grand List., seconded by Martha Dale. The motion passed unanimously.

iii. Review and Approve Letter to Engage Auditor

Martha Dale moved to Approve the Letter to Engage Sullivan, Powers & Co, P.C. as Auditor for Fiscal Year 2024-2025, seconded by James Ameden. The motion passed unanimously.

iv. Review and Approve 2025 Municipal Tax Rate

Treasurer Tina Labeau reported that the Tax Rate is up overall and added the Homestead Rate went down while the Non-Homestead Rate went up.

Martha Dale to adopt a Municipal Tax Rate of .6517 for the 2025 tax year., seconded by James Ameden. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

Esther Fishman visited all towns served to discuss closure of Londonderry burning facility and relayed the following:

- Peru indicated they have a burning site.
- Weston thinks they have a site.
- Landgrove will send burning out.
- Windham has some concerns.

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- Hunter Excavating indicated they will give road crew a discount for Town materials burning.

Burning in other locations or in smaller quantities was discussed, and Martha Dale pointed out the Selectboard adopted a no-burn policy. Fishman also relayed that Windham and Peru asked if their disposal fees would be discounted with the closing of burning. The Board said no discounts would be applied.

10. Roads and Bridges

a. Updates

Josh Dryden reported the following:

- The truck is still broken but they are pursuing the warranty for engine repairs.
- Excavator has been repaired.
- Fuel delivery should be put out to bid.
- Andrew started work but still waiting for drug test results.

b. Accept Winter Sand Bid

Five bids were received, with quotes for 2 options: one for delivered sand and one for sand only. It was decided to go Hunter Excavating's delivery option and it was noted the price was the same as last year.

Taylor Prouty moved to accept the bid from Hunter Excavating to provide services relating to Winter Sand, estimated to cost \$76,500 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the vendor, seconded by Martha Dale. The motion passed unanimously.

c. Accept Salt Bid

Bids were received from American Rock Salt Co. and Apalachee.

James Ameden moved to accept the bid from Apalachee to provide services relating to Winter Salt, estimated to cost \$167,670 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the vendor, seconded by James Ameden. The motion passed unanimously.

d. Review and Approve Farrell Second Driveway Access

Taylor Prouty moved to approve access permit application No.2025-25, submitted by Farrell Home LLC for a secondary driveway access to their parcel located on the north side of Evergreen Lane, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

11. Old Business

a. Ratify 06/16/2026 Decision to approve Neighborhood Connections Facilities Use Agreement

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James Ameden moved to ratify the 06/16/2025 decision to approve Neighborhood Connections Facilities Use Request for the use of Pingree Park on July 18, 2025, and authorize the Town Administrator to sign on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

b. Review and Approve Long Term Recovery Plan

Martha Dale moved to Adopt the Town of Londonderry's Long Term Recovery Plan, seconded by Taylor Prouty. The motion passed unanimously.

12. New Business

a. Approve Cannabis License for Hidden Leaf

Taylor Prouty moved to grant a local control license to Hidden Leaf Homestead LLC to operate an Outdoor Cultivator Tier 1 Small Cultivator operation on property located at 1317 Spring Hill Road, subject to compliance with and adherence to all Town of Londonderry ordinances, regulations and bylaws at all times, and authorize the Chair to sign on behalf of the Boar., seconded by James Ameden. The motion passed unanimously.

b. Approve Excess Weight Permits

Taylor Prouty moved to approve the excess weight permit(s) for:

- *Hunter Excavating, LLC*
- *Beacon Sales Acquisition and*
- *Consolidated Communication*

and authorize the Town Administrator to execute the permit(s) on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

13. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3) (Sally Hespe 6-month review)

James Ameden 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 Sally Hespe to attend the executive session, seconded by Taylor Prouty. The motion passed unanimously.

Executive session entered at 7:27.

Jame Ameden moved to exit executive session, seconded by Taylor Prouty. The motion passed unanimously.

Executive session ended at 7:32.

14. Adjourn

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

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The meeting adjourned at 7:34 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair