

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, January 6, 2025 – 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

Board members present: James Ameden, Jr., Thomas Cavanagh, and Martha Dale.

Board members absent: James Fleming and Taylor Prouty.

Town Officials: Shane O’Keefe, Town Administrator; Allison Marino, Town Clerk; Tina Labeau, Town Treasurer; Sally Hespe, Selectboard Meeting Note Taker; Jeremiah Sund, Town Assessor; Sandra Clark, Lister; Pamela Spaulding, Planning Commissioner; Helen Hamman and Irwin Kuperberg, Londonderry Conservation Commissioners; and Liam Elio, Mountain Towns Recreation Director (arrived at 7:15 p.m.)

Others in Attendance: Resident Paul Hendler and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

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

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

James Ameden moved to add to the New Business part of the agenda, as the last order of business, a discussion on the process of hiring officials for recreational sporting events, which may include an executive session to consider the appointment or employment of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), seconded by Martha Dale. The motion passed unanimously.

3. Minutes Approval – Meeting of 12/16/2024

Martha Dale moved to approve the minutes of the Selectboard meeting of 12/16/24, seconded by James Ameden. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

Town Administrator Shane O’Keefe made the following announcement:

- The Town Audit for Fiscal 2024 will be on the next meeting agenda, and an electronic version will be available.

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O’Keefe noted the following correspondence was included in the meeting packet:

- An update letter from the Community Fund for Londonderry, dated 12/23/2024, on use of ARPA funds and its other town initiatives.
- Copy of Town’s group net metering registration form submitted to the VT Public Utility Commission in support of the Town Office solar panel array.
- Resident request to remove the Brophy Lane “Bridge Out” warning sign. This will be discussed at next meeting when Road Foreman Josh Dryden should be present.
- Catering requests from Ski Magic, LLC for events at Magic Mountain.

Town Clerk Allison Marino made the following announcement:

- Dog licenses are now available with new pricing.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

a. Board of Listers/Assessor – Discuss results of the 2024 Equalization Study

Town Assessor Jeremiah Sund presented results from the State’s Property Valuation and Review 2024 Equalization Study. As a result of Act 183, the State has adopted a new methodology to adjust property tax rates statewide.

Martha Dale asked how Londonderry compares to other cities and towns in Vermont, and Sund said Londonderry is similar to neighboring towns. Sund believes the new methodology will ultimately be to the Town’s advantage.

b. Board of Listers – Appoint new Lister to fill vacancy

Lister vacancy was posted on 12/2/24 after the resignation of Lister DeGiorno. No one has expressed interest in the position to date.

c. Board of Listers/Assessor – Discuss proposal to restructure the Board of Listers

Shane O’Keefe discussed the several scenarios available to incorporate the roles of Lister and Assessor: 1) Board of Listers only; 2) Active Lister Board with Contracted Assessor; 3) Assessor with Listers doing only essential responsibilities; or 4) the Town could vote at Town Meeting to do away with Board of Listers entirely. Each option offers pros and cons as detailed in the meeting packet materials.

Jeremiah Lund, current Town Assessor, reported that he originally thought that the Town Assessor could act and operate as Lister. After talking to several district administrators for the Vermont Department of Taxes, this does not seem like an available option in Londonderry. The Assessor’s office is currently operating as option #2.

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d. Planning Commission – Discuss budget matter

Pamela J. Spaulding of the Planning Commission explained the Commission's recent budget request. The Commission voted to not accept the stipend of \$4,200 for fiscal year '24 – '25 and proposed using these funds for the purchase of chairs for the balcony of the Town Hall, with one plaque to read "In Recognition of the Town Hall Renovation Committee 2024." The Board agreed that the best way to transfer the funds was to put the money into the Reserve Fund and a motion will be proposed for the Board to vote on at the next meeting.

The Planning Commission further requested that the \$4,200 stipend for the '25 – '26 fiscal year be reduced to \$3,000 and the \$1,200 difference be divided between Education and Communication for the Planning Commission. Specifically, the commission would like to compensate the individual who assists with IT and Zoom meetings and also get note taking assistance for Planning Commission meetings.

8. Transfer Station/Solid Waste Management

a. Updates

The punch card vending machine has been retrofitted to work, but operation is still waiting on approval from the credit card processing company.

9. Roads and Bridges

a. Updates

Noone present to give updates.

b. Better Roads Road Erosion Inventory – Ratify filing of Letter of Intent

The Town received a reminder notice to file for State of Vermont Better Roads Program, and Shane O'Keefe filed paperwork in order to meet the program deadline. He is now asking for ratification of the submission of the Letter of Intent.

James Ameden moved to ratify the submittal of a Letter of Intent for participation in the FY2025 Better Roads Program, seconded by Martha Dale. The motion passed unanimously.

10. Old Business

a. Consider Code of Ethics Investigation and Enforcement Ordinance/Policy

Recent guidance received from the Vermont League of Cities and Towns indicates towns are now required to adopt an ethics ordinance. The Code of Ethics previously approved by the Board would be overridden by a new ordinance which will follow the same layout as other Town ordinances. Shane O'Keefe provided a draft ordinance in the meeting packet and will handle required public notice if the ordinance is adopted.

Martha Dale moved to adopt the Code of Ethics Investigation and Enforcement Ordinance as presented, such amendment to take effect after 60 days unless a

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*petition is filed as provided for under 24 V.S.A. § 1973(b). seconded by James Ameden. The **motion passed** unanimously.*

The ordinance as adopted is included as an addendum to these minutes.

b. Recommendation on the future of the Williams Dam

The future of the Williams dam has not been discussed since the August 19, 2024 Board Meeting, and Shane O’Keefe suggesting revisiting the issue now. If the dam is removed, other options for a water supply for the fire department will need to be explored. The Board will reach out to Todd Dale, an individual who assists communities with firefighting water supply needs, to advise on alternatives to the Mill Pond, including a dry hydrant and/or a cistern.

The Board will also reach out to Scott Jensen, River Management Engineer at the Vermont Agency of Natural Resources (ANR), for input. Jensen indicated earlier that it was unlikely that the State would issue a permit to dredge the pond as the State denied a similar request from the Town of Weston. The Board will also reach out to the Town of Wilmington, which installed a cistern for firefighting needs.

Money is currently available from the State for dam removal, but time to access these funds is running out. It was agreed to gather information from all sides and present at the first February Board meeting.

c. Appoint member(s) to the Long-term Community Recovery Committee

Helen Hamman, of the Londonderry Conservation Commission, applied to serve on the Long-term Community Recovery Committee. It was agreed that if Hamman is unable to attend a meeting, an alternate from the Conservation Commission can attend in her place. The Committee will meet 1 -2 times per month for 8 months, with the next meeting scheduled for 1/16/25 at 4:30 p.m.

*Martha Dale **moved to appoint Helen Hamman to the Long-term Community Recovery Committee, to serve a term to 12/16/2025, seconded by James Ameden. The **motion passed** unanimously.***

d. Town Office Renovations – Consider change order(s)

The original renovation plan for the Town Office included insulating the basement and attic levels, but not the entire building wall system. As the project nears completion, it was noted that air was escaping on the first floor. The contractor proposed several options to insulate the first floor, O’Keefe noted, and Efficiency Vermont was approached for help with the additional cost, but they are unable to assist.

Engineer Chris Cole recommended 2-inch spray foam installation for \$19,894, which would pay for itself over the lifetime of building. A portion of the cost would be offset by contractor credits for floor outlets and built-in shelving which were determined to not be necessary.

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The IT consultant, Pete Smith, is also looking at potential data wiring issues and will submit a quote to finish the IT work.

Martha Dale moved to authorize a change order for the Town Office Renovation Project to address the need to install additional insulation at a cost of \$19,894, and to acknowledge a change order credit of \$1,108 due to not installing floor outlets in the Clerk/Treasurer's Office, and to authorize the Town Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.

11. New Business

a. Consider request to use Town Hall

The Windham Regional Commission requested to utilize Town Hall for a public meeting on the revised regional plan. This is part of effort by the Commission to present the plan to various communities in the region. O'Keefe recommended that the Town should waive fees for the use of Town Hall, but still require insurance.

James Ameden moved to authorize use of the Town Hall meeting room by the Windham Regional Commission on the evening of 2/13/2024 for a public meeting on the draft Windham Regional Plan update, to waive applicable fees, and to authorize the Town Administrator to sign the required facility use agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

b. Review and discuss proposed FY2026 Budget

The Town Treasurer, Tina Labeau stated that there are still some budget items that need to be tweaked, including amounts for maintenance of the renovated Town Office. Labeau proposed that the budget can be reviewed line by line at the next Board Meeting. Initial estimates show the tax rate will be up approximately 4 cent assuming the existing Grant List.

Resident Helen Hamman asked if funding for a 2-year conservation study by UVM student was included in the budget. Labeau confirmed there is a line item for the Field Naturalist Program.

The budget must be approved by 1/20/2025, so the Board will hold a special meeting next week to review the budget and will request Doug Friant, Town Moderator, attend the meeting.

c. Review draft of Town Meeting Warning

First draft of the Town Meeting Warning was reviewed and several changes were discussed.

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d. Discuss Town Administrator recruitment process

Initial interviews with 4 candidates will be conducted tomorrow by Tom Cavanagh and Martha Dale. Dale outlined the questions that would be asked:

- Can you provide a thumbnail sketch of your background?
- Why do you think you're a good fit for this position?
- Can you provide examples of team work, grantsmanship and attention to detail?
- What do you think are challenges for Londonderry?
- How do you work with supervisors?
- How do you drive consensus?

O'Keefe shared guidance from the Vermont League of Cities and Town on questions that cannot be asked in interviews.

e. Discuss process for hiring officials for recreational sporting events

Liam Elio, Mountain Towns Recreation Director, reported that there is one referee who needs to be paid by check as they do not have a bank account to accept direct deposits. Treasurer Tina Labeau said the Town will switch from paying referees by direct depot to paying by checks.

Referees would be Town employees and therefore should be hired by the Selectboard. The Recreation Director requested the ability to hire referees for the season for all the Mountain Towns. In order to do this, the Recreation Director's job description will be changed to include the ability to hire and dismiss referees, court monitors, umpires, and other seasonal employees. O'Keefe and Elio will work together to define the boundaries of the newly delegated authority. The Board will vote on the new job description at the next meeting and vote separately on a set of defined rates for referees and other employees the Recreation Director will hire.

The Board also agreed to hold a one-year performance review for the Mountain Towns Recreation Director in the near future.

12. Adjourn

Martha Dale moved to adjourn the meeting at 7:27 pm p.m., seconded by James Ameden. The motion passed unanimously.

Respectfully Submitted,

Sally Hespe
Town Minute Taker

Approved January 20, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

ADDENDUM

CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE
Town of Londonderry, Vermont

ARTICLE 1. AUTHORITY. Under authority granted in 24 V.S.A. § 1997, and other such general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Londonderry that the following ordinance regarding ethics investigation and enforcement within the town (which may also be referred to as the "Municipal Ethics Code" or "Municipal Ethics Ordinance") is adopted for the Town of Londonderry, Vermont.

ARTICLE 2. PURPOSE. The purpose of this Ordinance is to enact procedures for the investigation of complaints that allege a municipal officer of the Town of Londonderry (the "Town") has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

ARTICLE 3. DEFINITIONS.

- A. "**Designated Complaint Recipient**" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- B. "**Municipal Code of Ethics**" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- C. "**Municipal Ethics Complaint**" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- D. "**Municipal Officer**" or "**Officer**" means:
1. any member of the Londonderry Selectboard;
 2. any member of a quasi-judicial body of the Town; or
 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of the Town:
 - a. auditor;
 - b. cemetery commissioner;
 - c. chief administrative officer, or Town Administrator;
 - d. clerk;
 - e. collector of delinquent taxes;
 - f. department heads;
 - g. first or second constable;
 - h. lister or assessor;
 - i. moderator;
 - j. planning commission member;
 - k. road commissioner;
 - l. treasurer;
 - m. trustee of public funds.
- E. "**Public body**" means any board, council, or commission of the Town, any board, council, or commission of any agency, authority, or instrumentality of the Town, or

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any committee or subcommittee of any of the foregoing boards, councils, or commissions.

ARTICLE 4. RESERVED.

ARTICLE 5. COMPLAINTS.

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Chair of the Selectboard.
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

ARTICLE 6. ENFORCEMENT. If the Designated Complaint Recipient, or the Selectboard Chair in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, the Selectboard Chair will take immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Selectboard may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:
 - 1. The Chair of the Selectboard may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Selectboard Chair and the Municipal Officer together constitute a quorum of a public body.
 - 2. The Selectboard may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending Municipal Officer in private.
 - 3. The Selectboard may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
 - 4. Upon majority vote in an open meeting, the Selectboard may request (but not order) that the offending Municipal Officer resign from their office.
- B. **Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Selectboard may choose to follow any of the steps articulated in Section 6.A. In addition to, or in lieu of any of those steps, the

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Selectboard may choose to remove an appointed Municipal Officer from office, subject to state law.

- C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the Selectboard Chair may take any disciplinary action, up to and including termination, in accordance with the Town’s personnel policy.

SECTION 7. APPEALS. A decision of the Selectboard may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Town’s personnel policy.

SECTION 8. OTHER LAWS. This ordinance is in addition to all other ordinances of the Town and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

ARTICLE 9. SEVERABILITY. The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

ARTICLE 10. PUBLICATION AND POSTING. This Ordinance and any subsequent amendment of this ordinance, or a concise summary thereof, shall be published in a newspaper of general circulation in Londonderry, within fourteen (14) days of its adoption, and shall be filed with the Town Clerk and posted at five (5) conspicuous places within the community.

ARTICLE 11. RIGHT OF PETITION. Notice is hereby given of the right to petition for a permissive referendum vote on this ordinance at an annual or special meeting as provided for in 24 V.S.A. § 1973. Such petition for a permissive referendum must be signed by not less than five (5) percent of the qualified voters of the Town of Londonderry and shall be presented to the Selectboard or the Town Clerk within forty-four (44) days following the date of adoption.

ARTICLE 12. EFFECTIVE DATE. Unless a petition is filed in accordance with 24 V.S.A. § 1973, the Ordinance shall become effective sixty (60) days after its adoption.

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**Town of Londonderry, Vermont
Selectboard**

Special Meeting Minutes

Monday, January 13, 2025

Londonderry Town Hall – 139 Middletown Road, South Londonderry, VT

Board members present: Thomas Cavanagh, Martha Dale, and James Ameden, Jr.

Board members absent: James Fleming and Taylor Prouty.

Town Officials: Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Allison Marino, and Housing Commission chair Patty Eisenhower (via phone at 4:50 PM).

Others in Attendance: Residents William Sinsigalli, Barry Randell and James Wilbur, and GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 4:02 PM.

2. Additions or deletions to the agenda

[1 VSA 312(d)(3)(A)]

None.

3. Selectboard Pay Orders

James Ameden moved to approve the pay orders for payroll, seconded by Martha Dale. The motion passed unanimously.

4. Old Business

a. Review and discuss proposed FY2026 Budget

Tina Labeau reviewed the proposed revenue and expense budgets for fiscal year 2026 with the Board members line-by-line. The General Fund expense budget in the draft presented showed an increase from \$2,795,959 to \$3,090,067, or 10.52%. Projected revenues other than property taxes increase from \$978,260 to 1,066,524, or 9.92%.

There was back and forth discussion and explanations on a number of the budget lines between the Board and staff.

Barry Randell expressed concern with several revenue and budget matters, noting that there have been budget increases year-over-year and few decreases. He recommended that the Board explore expenditure decreases.

Jim Wilbur spoke in favor of the budgeting for and operations of the Highway Department.

Labeau explained that if all appropriations and the budget were to be approved as presented, tax revenues would increase from \$2,536,496 to \$2,740,887, a difference of \$305,991 or 8.06%. Bill Sinsigalli noted that after subtracting the critical increases for the equipment reserve, trash hauling, Champion Fire contribution and debt service, the tax increase would be approximately 3%.

There was discussion about the various reserve funds, and Labeau noted that they are accounted for in the Town report. Wilbur explained the basis for the Town having established reserve funds to help ensure funds are available for emergencies and to help avoid peaks and valleys in the annual budget.

Adjustments will be made to the proposed budget for review and approval at the next regular meeting.

b. Review draft of Town Meeting Warning

Shane O’Keefe reviewed the draft Town Meeting Warning with the Board members, noting changes from the previous version, including adding the election of a Lister to fill a vacancy, changes to the list of social service appropriations, and refinements to the language of several articles from the Town Attorney.

The warning included a \$20,000 allocation to the Pingree Park Reserve Fund, as requested by the Parks Board, which would be moved to earlier in the warning to better align with other reserve fund allocations.

Regarding the article proposed by the Housing Commission whereby all or a portion of revenues from local option taxes would go to the Community Economic Improvement Reserve Fund, the Board was waiting to hear what percentage was being recommended by the Commission. It was noted that O’Keefe had reached out to all Vermont communities with local option taxes to determine how they were spending these funds, and has distributed this information to the Housing Commission. Patty Eisenhour stated that the Commission recommends that 100% of the local option taxes be allocated to the reserve fund.

Randell stated that local option taxes should be used to lower property taxes.

Eisenhour clarified that the local option taxes, if they are allocated to the Community Economic Improvement, would be available for other community improvement matters in a addition to housing. The Board members agreed to wait for the next meeting, when a full Board is likely to be in attendance, to make a decision on what percentage to include in the article.

c. Discuss Town Administrator recruitment process

Tom Cavanagh explained that he and Martha Dale had interviewed three out of four of the candidates, with O’Keefe in attendance as a resource, and noted that one of the candidates scheduled to be interviewed had to cancel.

The Board discussed when to interview the candidates, and it was agreed that a special meeting later the following week would be held to do this.

O’Keefe explained that Kathleen Ramsay of the Vermont League of Cities and Town was available to speak with the Board over the phone to discuss the onboarding services that they have offered to the Town. The Board decided that she should be invited to attend the next regular meeting in person.

5. New Business

a. Long-term Community Recovery Committee – Public meeting advertisement

Tom Cavanagh explained that the Long-term Community Recovery Committee would be holding a community listening session at the Town Hall on 1/25/2025 from 9:30 AM to 11:30 AM to get input from the community. He mentioned that the Committee was planning to send out a postcard mailer to all post office boxes in the community advertising the listening session, which would cost no more than \$1,000. Board members were in favor of this effort.

6. Adjourn

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

The meeting adjourned at 5:51 PM. The next regular meeting of the Selectboard is scheduled for 1/20/2025.

Respectfully Submitted,

Shane O’Keefe
Town Administrator

Approved January 20, 2025.

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, January 20, 2025 – 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

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

Board members absent: Martha Dale and Jim Fleming.

Town Officials: Shane O’Keefe, Town Administrator; Tina Labeau, Town Treasurer; Sally Hesper, Selectboard Meeting Note Taker; Nancy Jensen, Londonderry Housing Commission; and Liam Elio, Mountain Towns Recreation Director.

Others in Attendance: Melissa Brown; Kathleen Ramsay, Municipal Operations Specialist, Vermont League of Cities & Towns; Heather Stephenson; and GNAT camera operator Kate LeVine.

1. Call Meeting to Order

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

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

Taylor Prouty moved to delete from the Town Officials Business section of the agenda the review of the FY2024 Town Audit, which shall be addressed at the next regular meeting, seconded by James Ameden. The motion passed unanimously.

Taylor Prouty moved to delete from the New Business section of the agenda consideration of the annual PFAS groundwater sampling plan for the former septage fields, which shall be addressed after Agency of Natural Resources’ final review of the 2024 plan, seconded by James Ameden. The motion passed unanimously.

3. Minutes Approval – Meetings of 1/6/2025 and 1/13/2025

James Ameden moved to approve the minutes of the Selectboard meetings of January 6, 2025 and January 13, 2025, seconded by Taylor Prouty. 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.

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5. Announcements/Correspondence

Town Treasurer Tina Labeau made the following announcement:

- Reminder that dogs should be registered by April 1, 2025.

Town Administrator Shane O’Keefe made the following announcement:

- O’Keefe will be on vacation the 1st week of February but will prepare materials for the February 3rd Board meeting.

O’Keefe noted the following correspondence was included in the meeting packet:

- Notice to Dismiss Act 250 Land Use Permit Application for Blue Flame Gas Company.
- A letter from the attorney for Green Mountain Power regarding the status of the upgrades to the Londonderry Substation in the Town of Londonderry.
- December 2024 Sheriff’s Office report.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

a. Discuss Town Administrator transition planning with VLCT representative

Kathleen Ramsay, Municipal Operations Specialist with the Vermont League of Cities & Towns (VLCT) attended the meeting to speak and answer questions about the pilot project proposal from VLCT for facilitating a successful leadership transition from retiring Town Administrator, Shane O’Keefe to the next Town Administrator. Ramsay served as a manager or administrator in several small- and medium-sized Vermont Town. In her role at VLCT, she provides onboarding, coaching and support for towns hiring during leadership transitions.

Board Chair Tom Cavanagh commented that the pilot program will be useful as it will be hard to find someone with O’Keefe’s experience. Ramsay indicated that she has helped people without any town administrator experience transition to the role. Candidates can have diverse backgrounds, but should have an interest in community. With assistance and guidance, most candidates are successful.

The Board will connect with Ramsay after a candidate is selected to develop a transition plan.

b. Mountain Towns Rec. Director – Agreement for bus services for Nordic ski program

An agreement between Bennington-Rutland Supervisory Union (BRSU) and the Town of Londonderry for the transportation of students to and from the Viking Ski Center and Flood Brook School on Mondays, and Wild Wings and Flood Brook School on Fridays, for winter enrichment programming between December 2024 and April 2025 was presented. The service will be provided directly by the Flood Brook facilities department at a cost of \$55 per trip. Insurance coverage would be provided by BRSU.

Resident and parent Heather Stephenson added that this will be an invaluable service to families.

James Ameden moved to accept the Transportation Service Agreement between the Town and the Bennington-Rutland Supervisory Union related to transportation of students for recreational Nordic skiing and authorize the Mountain Towns Recreation Director to sign the agreement on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

c. Mountain Towns Rec. Director – Changes to job descriptions

The job description for Town of Londonderry Parks Maintenance Employee will be changed as follows (with proposed changes underlined):

- Work involves significant physical labor, use and maintenance of tools, and maintaining a reliable vehicle and valid driver's license.
- Maintenance tasks include but are not limited to: Lawn Mowing, weed whacking, landscaping, etc.

The job description for Town of Londonderry Mountain Towns Recreation Director will be changed as follows (with proposed changes underlined):

- Personnel Management: Develops and maintains a volunteer workforce committed to promoting local recreation. Establishes and maintains an environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe volunteer practices and working conditions. With regard to parks and recreational activities only, is authorized to hire and dismiss referees, event monitors, umpires and other temporary and/or seasonal employees at compensation rates approved by the Selectboard and in keeping with the Town's Personnel Policy, and shall report any such authorized activities to the Selectboard at its next regular meeting.

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The Mountain Towns Recreation Director will submit hiring rates for approval at the next Board meeting on February 3, 2025.

Taylor Prouty moved to accept the changes and amendments as discussed to the job descriptions for the Parks Maintenance Employee and Mountain Towns Recreation Director, the latter being given limited authority to hire and dismiss certain temporary and/or seasonal employees, seconded by James Ameden. The motion passed unanimously.

d. Local Cannabis Control Commission – Consider VT Cannabis Control Board permit S000011054, for a retail cannabis establishment renewal on parcel #1002007.000.

This permit renewal is for the retail store on Main Street. There have been no violations or issues to date.

James Ameden moved to grant a local control license renewal to Kellie D’Elia Laskin to operate a Retail cannabis operation on property located at parcel #102007.000, subject to compliance with and adherence to all Town of Londonderry ordinances, regulations and bylaws at all times, seconded by Taylor Prouty. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

The new transfer station punch card vending machine is not yet operational. Punch cards are available at the town office, online, and at other town offices.

9. Roads and Bridges

a. Updates

- Discussion on signage on Brophy Lane will be deferred to next meeting when Josh Dryden, Road Foreman, is present.
- Dryden is getting pricing on new truck and will be asking for sole source pricing by Allegiance Trucks.
- The Board requested that O’Keefe advertise the open road crew position in the newspaper for another 2 weeks.

b. Annual VTrans Certificate of Highway Mileage [19 VSA 305(b)]

Taylor Prouty moved to approve the annual VTrans certificate of highway mileage indicating no changes from the previous year, and authorize the Selectboard Chair to execute it on behalf of the Board per 24 V.S.A. Section 1141, seconded by James Ameden. The motion passed unanimously.

c. Discuss special weight limits for highways and bridges [23 VSA 1400b & 1400c]

The Board is authorized to set special limits for highways and bridges on a yearly basis. Taylor Prouty indicated that having the overweight permits applied for and recorded annually covers the bases without posting.

d. Spring Hill Road Culvert Project – Consider engineering contract amendment

The TAP funding from VTrans of \$350,000 for the Spring Hill Rd. culvert project has numerous State-mandated engineering requirements which have delayed the project. The delays have increased costs, which are reflected in the contract amendment. The soft costs will be covered by a VTrans Structure Grant, but money will need to be borrowed at a future point. The project will now likely begin in the 2026 construction season due to the delays, but VTrans is amenable to extending the grant period.

O’Keefe recommends authorizing the 2nd contract amendment.

Taylor Prouty moved to approve amendment #2 of the September 21, 2022 contract with Hoyle, Tanner & Associates, Inc. related to permanent replacement of culvert #12 on Spring Hill Road at Eddy brook, and to authorize the Town Administrator to execute any documents necessary for the contractor to continue to provide the necessary services. The original contract for this project was authorized by the Selectboard on September 12, 2023, and amendment #1 was authorized on August 21, 2023, seconded by James Ameden. The motion passed unanimously.

10. Old Business

a. Review and approve Annual Town Meeting Warning

The group discussed proposed Annual Town Meeting Warning Article 15 to decide what percentage of the local options tax should go into the Community Economic Improvement Reserve Fund. The Housing

Town of Londonderry, Vermont
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Commission, in a letter from Chair Patty Eisenhower, recommends 50% of the local options taxes be deposited into the Reserve Fund. Currently, all local options taxes go into the general fund as revenue to offset property taxes.

Heather Stephenson asked how much has been received so far from the local options tax. Town Treasurer Tina Labeau said that about \$10,000 has been received to date, but this only represents one fiscal quarter of tax receipts. Labeau projects the Town will receive \$50,000 for the year, which is a penny on the tax rate. She also acknowledged that the estimate is uncertain with so little history available from the State.

Nancy Jensen from the Housing Commission responded to an earlier request from the Board for examples on how monies in the Reserve Fund might be spent. She indicated that funding requests wouldn't be exclusively for housing builds, but might be used as matching funds for an accessory unit or as incentives to start a home share. The Housing Commission will be prepared to discuss various options on Town Meeting Day.

The Board and community members present debated whether to ask the Town to vote on a percentage of the local options tax going to the Reserve Fund or placing a fixed amount from the budget into the Reserve Fund. Liam Elios commented that because the total yearly intake from the options tax is still unknown, this makes the percentage available for housing also unknown. Melissa Brown commented that putting a defined amount into the Reserve Fund would offer greater flexibility for usage.

Melissa Brown asked the Board if they agreed with funding the Community Economic Improvement Reserve Fund directly instead of using a percentage of the options use tax. The Board decided to request the addition of housing usage into the Reserve Fund purpose and ask for a specific dollar amount to be added to the fund. All agreed that if this process doesn't work, it can be revised at a later date.

The Board agreed to keep Article 13 of the draft Town Meeting Warning, remove Articles 14 and 15, and amend Article 16 to read, "Shall the town vote to raise and appropriate the sum of \$25,000 to be deposited in the Fund."

Taylor Prouty moved to approve and sign the Warning for the Annual Town Meeting, scheduled for March 4, 2025, seconded by James Ameden. The motion passed unanimously.

b. Review and approve proposed FY2026 Budget

The Board briefly reviewed and discussed the proposed budget for FY2026.

James Ameden moved to approve the proposed Fiscal Year 2026 expense budget in the amount of \$3,150,324, seconded by Taylor Prouty. The motion passed unanimously.

c. Consider resignations from public bodies

James Ameden and Martha Dale completed all interviews except one and will report on findings at a future meeting. Ameden thanked all who participated in the interview process and provided thoughtful opinions.

d. Discuss Village Wastewater Committee

Board Chair Tom Cavanagh reported that the Village Wastewater Committee has missed multiple dates to submit meeting minutes, which is a violation of Vermont Open Meeting Law. Board members suggested reaching out to meet with the Committee, and Shane O'Keefe indicated the Committee was meeting the next day to discuss the matter and how to fill one long-outstanding member vacancy.

The Board is accountable for this Committee and needs to find a way to help. Heather Stephenson raised the possibility of using Zoom for meetings with AI Assistant for note-taking. This would also be beneficial for other committees and increase resident accessibility and interaction. She pointed out that the Town is circumnavigating the Vermont Open Meeting Law by not providing virtual access. Cavanagh replied that virtual options would require an additional employee to set up and monitor Zoom meetings.

Melissa Brown suggested that all Town Committee members are trained and oriented in committee member responsibilities and procedures. Prouty said training options are available, but recognized that there is an opportunity for mentoring new committee members.

11. New Business

a. Town Office Project – Determine bond repayment terms

Town Treasurer Tina Labeau indicated that bond interest payments would be due in FY2025 and FY2026. Payment options are based on 20 vs. 30-year terms. Her recommendation is to opt for the 20-year bond term to save over \$436,000 in interest.

Taylor Prouty moved to seek a bond payment term of 20 years from the Vermont Bond Bank relative to the \$1.3 million bond for the Town

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Office Renovations, seconded by James Ameden. The **motion passed** unanimously.

b. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

James Ameden moved to enter executive session to consider the employment of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Town Administrator Shane O’Keefe to attend the executive session, seconded by Taylor Prouty. The motion passed unanimously.

The Board and O’Keefe entered the executive session at 7:41 PM, and came out of executive session at 7:55 PM.

Taylor Prouty moved to authorize the chair to execute a contract beyond current employment for part-time employment with Shane O’Keefe as Assistant Town Administrator and Project Coordinator, through June 30, 2025, seconded by James Ameden. The motion passed unanimously.

12. Adjourn

James Ameden moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

The meeting adjourned at 7:56 PM. The next regular meeting of the Selectboard is scheduled for 2/3/2025.

Respectfully Submitted,

Sally Hespe
Town Minute Taker

Approved February 3, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Special Meeting Minutes

Thursday, January 23, 2025

Londonderry Town Hall – 139 Middletown Road, South Londonderry, VT

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

Board members absent: None.

Town Officials: Town Administrator Shane O’Keefe.

Others in Attendance: George Zoukee, Andy Dahlstrom, and Aileen Tulloch.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 4:30 PM.

2. Additions or deletions to the agenda

[1 VSA 312(d)(3)(A)]

None.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

Taylor Prouty moved to enter executive session to consider the appointment or employment or evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Town Administrator Shane O’Keefe and Town Administrator candidates to attend the executive session, seconded by James Ameden. The motion passed unanimously.

The Board and O’Keefe entered the executive session at 4:32 PM.

George Zoukee entered the executive session at 4:45 PM and left at 5:15 PM. Andy Dahlstrom entered the meeting at 5:42 PM and left at 6:18 PM. Aileen Tulloch entered the executive session at 6:35 PM and left at 7:09 PM.

The Board came out at executive session at 7:27 PM.

4. Discuss Town Administrator recruitment process

Jim Fleming moved to authorize the Selectboard Chair to negotiate conditions of potential employment with a candidate for the Town Administrator position, with the final hiring decision to be made at a Board meeting at a later date, seconded by James Ameden. The motion passed unanimously.

5. Adjourn

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

The meeting adjourned at 7:28 PM. The next regular meeting of the Selectboard is scheduled for 1/20/2025.

Respectfully Submitted,

Shane O’Keefe
Town Administrator

Approved February 3, 2025.

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, February 3, 2025
139 Middletown Road, 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: Liam Elio, Mountain Towns Recreation Director; Esther Fishman, Londonderry Solid Waste Group; Sally Hesper, Selectboard Meeting Note Taker; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Highway Department employee Donald Derby, and Pamela Spaulding, Planning Commission.

Others in Attendance: Melissa Brown; Nicholas Crane; Doug Friant; Jen Greenfield; Paul Hendler; Scott Ross; Anna Stoddard; Chad Stoddard; Aileen Tulloch; Ryan Anderson; Vermont Agency of Natural Resources representatives Marie Caduto (via phone), Ben Green and Scott Jensen, and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 5:00 p.m.

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

James Ameden moved to delete from the Old Business section of the agenda the consideration of change orders for the Town Office Renovations project, which shall be addressed at the next regular meeting, seconded by Taylor Prouty. The motion passed unanimously.

Tom Cavanagh moved to add to the Bond Bank Letter of Commitment to the New Business section of the agenda, seconded by Jim Fleming. The motion passed unanimously.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

At 5:05 p.m., Taylor Prouty moved to enter executive session to consider the appointment or employment or evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invited Donald Derby, Josh Dryden and Tina Labeau to attend the executive session, seconded by James Ameden.

At 5:16 p.m. Martha Dale moved to enter executive session to consider the appointment or employment or evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invited Aileen Tulloch and Tina Labeau to attend the executive session, seconded by James Ameden.

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Executive Session ended at 5:22 p.m.

4. Discuss Town Administrator recruitment process

Martha Dale moved to hire Aileen Tulloch to the full-time position of Town Administrator with starting salary of \$65,000 annually, plus full benefits including 10 vacation days, effective March 24, 2025, subject to completion of a probationary period of 6 months, seconded by Jim Fleming. The motion passed unanimously.

Aileen Tulloch responded that she is excited for the opportunity and eager to meet everyone in Londonderry. She currently lives in Putney, where she is the Selectboard Chair and previously served as a Lister. Tom Cavanagh indicated that the Vermont League of Cities and Towns has a pilot program to help with the transition process and Shane O'Keefe will continue to work for up to 10 hours a week until the end of June.

James Ameden moved to enter executive session to consider the appointment or employment or evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invited Nicholas Crane, Esther Fisherman, and Tina Labeau to attend the executive session, seconded by Jim Fleming.

James Ameden moved to hire Nicholas Crane to the part-time position of Transfer Station Attendant at a rate of pay of \$18 per hour, without benefits, effective February 2, 2025, subject to completion of a probationary period of 6 months, seconded by Taylor Prouty. The motion passed unanimously.

Melissa Brown asked if the transfer station will be open on Sundays once the new Transfer Station Attendant begins work, and the Board answered that this will be considered after the new Transfer Station Attendant completes training.

5. Minutes Approval – Meetings of 1/20/2025 and 1/23/2025

James Ameden moved to approve the minutes of the Selectboard meetings of January 20, 2025 and January 23, 2025, seconded by Martha Dale. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

Town Treasurer Tina Labeau made the following announcement:

- The Town Annual Report will be mailed by February 19, 2025.

Town Clerk Allison Marino made the following announcements:

- Dog licenses are due April 1, 2025.
- Magic Mountain has requested 7 days of outside liquor licenses.

8. Visitors and Concerned Citizens

Melissa Brown asked why there was not an option to attend the Selectboard meeting remotely, especially considering the Short-Term Rental working group meeting held prior to the Board meeting offered a Zoom option. Brown hopes that future Board meetings will have a regular Zoom option.

Jen Greenfield, owner of Snowdon Chalet asked if there have been any recent issues reported by neighbors located near Magic View. She indicated that several people staying at Magic View have been wandering her property and “casing” the place. Taylor Prouty said the last police log had similar reports. The Board suggested Greenfield and anyone else affected contact the sheriff at the non-emergency number.

9. Town Officials Business

a. Town Treasurer – Review FY2024 Town Audit

Town Treasurer Labeau reported that overall, the year went pretty well. Over \$1 million spent on road repairs resulted in a \$210,000 deficit in the fund balance at the end of the year, but more than \$600,000 has been recouped in the new fiscal year. Labeau anticipates a surplus at the end of the current year.

Martha Dale asked if the audit performed by Sullivan, Powers & Co. was clean, and Labeau responded there were no issues this year. Pam Spaulding had a question about the audit report pertaining to Page 39, Age of Spouse. This section is actuarial information required by the Vermont Municipal Employees’ Retirement System, and any questions on the content would need to be referred to that agency or the auditor.

Martha Dale moved to accept the FY2024 Town Audit as presented, seconded by Jim Fleming. The motion passed unanimously.

b. Mountain Towns Recreation Director – Consider compensation rates for parks and recreation temporary part-time employees

The Board discussed hourly rates submitted by the Mountain Towns Recreation Director. All agreed the rates seemed in line with surrounding towns. Pam Spaulding inquired why referees are paid more than umpires, which seems to be due to the active running involved with refereeing both basketball and soccer.

Martha Dale moved to approve compensation rates for temporary part-time parks and recreation positions at the following hourly rates of pay:

- *Basketball Referee - \$40.00*
- *Soccer Referee - \$40.00*
- *Baseball Umpire - \$20.00*

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- *Basketball Bookkeeper - \$15.00*
- *Basketball Clock operator - \$15.00*

Seconded by James Ameden. The motion passed unanimously.

c. Planning Commission – Consider hiring a person to provide technology services for meetings

Pam Spaulding, representing the Planning Commission, proposed the hiring of Ryan Anderson to provide technology services for commission meetings. Spaulding disclosed that Anderson is her son-in-law, and he has been providing assistance with Zoom meeting setup and administration since the Fall.

It was decided that the best way to hire Anderson would be as a Town employee paid an hourly wage. This would also allow Anderson to assist at other committee meetings if available. The cost of assisting at Planning Commission meetings would come out of that committee's communication budget and a draw-down statement would be supplied to the committee every few months. Any technology assistance provided outside the Planning Commission would be paid from other budgets.

Martha Dale moved to hire Ryan Andersen to provide technology services for meetings at \$25 per hour, with a \$50 minimum per meeting, effective 2/10/2024, subject to completing a probationary period of 6 months, seconded by Taylor Prouty. The motion passed unanimously.

10. Transfer Station/Solid Waste Management

a. Updates

The vending machine is up and running, although occasionally not working for certain credit cards. There are also issues with purchasing bulk card purchases, and Town staff will follow up with the company. Esther Fishman thanked Tom Cavanagh for his work on this project; Tina Labeau and Allie Marino were also thanked.

Esther Fishman reported that over 100 tons of dirt were dropped at the transfer station fill area and staff are concerned the time needed to push it back with the backhoe will leave them unable to punch cards. Tom Cavanagh will talk to Josh about having the road crew use the Town front loader to assist.

Bruce Frauman asked about the kindling that used to be available at the transfer station for resident use. Esther Fishman confirmed it is no longer there and will inquire about status.

11. Roads and Bridges

a. Updates

Taylor Prouty noted there is nothing specific to report. In general, there have been a lot of little storms which utilize resources. Tina Labeau reported that current expenditures are in line with prior years.

b. Consider application(s) for excess vehicle weight permits [23 V.S.A. 1400a]

Applications are from companies that have applied in previous years, and all insurance policies have been verified.

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

- *Newport Sand & Gravel Company, Inc.*
- *Renaud Brothers, Inc., and,*
- *Valley Crane Services, Inc.*

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

12. Old Business

a. Recommendation on the future of the Williams Dam

Several representatives from the state were present to answer questions on the future of the Williams Dam: Marie Caduto, Springfield Area Watershed Planner (via phone); Ben Green, Dam Safety Engineer; and Scott Jensen, River Management Engineer.

One of the questions voiced by community members concerns dredging around the existing dry hydrant. Ben Green indicated the location of the pond and the amount of sediment would make it tough to keep the hydrant open. Other towns with similar setups have ultimately moved the location of dry hydrants. Dredging behind the hydrant would also need buy-in from adjacent property owners and consideration that this could be a frequent activity after each big storm. The state would need a plan and to determine if this is a permissible activity. Melissa Brown asked if the state has a record of any prior applications to dredge part or entire pond. Green and Cavanagh stated they have not found any record of permits to dredge.

Scott Ross, who lives directly across from the dam asked what is the fate of the dam, and what is the point of spending large sums to dredge when it will probably flood again. The board ultimately will decide based on all the information and options gathered, sooner rather than later. One factor to consider, the cost of removing the dam will be covered by funding, but not any other cost. Additionally, the dam is uninsurable so future damages would need to be absorbed by the Town.

Opposition to removal is the fire department, as the dam is a source of water for firefighting. Others in town have indicated that the pond contributes to the aesthetic of the town.

Scott Jensen explained that the dam was reclassified as a “Significant Hazard”, which is defined as significant loss of property around dam and some measurable loss of property downstream. He clarified that the “Hazard” potential classification does not have anything to do with the physical condition of the dam or how it might perform under certain circumstances. The Williams dam has been in “Poor” condition for quite a while and not operational since the 1990s.

The Board reiterated that it is still weighing all options. Paul Hendler relayed that the SLR International report of July 2024 shows dam removal will improve conditions upstream and in the area surrounding dam, but the effects downstream are not known.

Resident Chad Stoddard expressed interest in dredging the entire pond back to its original depth and said 2 local excavation companies offered to do this for free. Cavanagh said no companies have come forward to the Town with this offer. Hendler said that dredging wouldn’t have any effect on future flooding. Anna Stoddard stated she wants the damn to stay because she doesn’t want her house to burn down without a water source. Once the damn is removed it can never be put back.

The Board agreed that a decision needs to be made, and the next and final step is to find a satisfactory solution for the fire department. The Board will reach out to Troy Dare for options on water sources, including dry hydrants and cisterns.

Melissa Brown urged thoughtful consideration as this is a very complicated decision.

13. New Business

a. Discuss winter meeting schedule

It was decided to stick to the current meeting schedule as posted.

b. Consider employee compensation matters

Taylor Prouty moved to adjust the hourly rate of pay for Donald Derry to \$32 per hour effective February 10, 2025, seconded by Martha Dale. The motion passed unanimously.

c. Bond Bank Commitment letter

The Town received approval from the Vermont Bond Bank for bond to finance town office renovations. The closing will be on March 6th.

Martha Dale moved to authorize the Town Administrator to sign all paper work for the Town Office building, seconded by James Ameden. The motion passed unanimously.

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Martha Dale reminded the Board that she was advised at a workshop that a line of credit should be secured for future emergencies in case the Town is unable to tap into federal funding. The Town does not currently have a line of credit, so this might be something the new Town Administrator can explore with the Town Treasurer.

14. Adjourn

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

The meeting adjourned at 7:28 PM. The next regular meeting of the Selectboard is scheduled for 2/17/2025.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved February 17, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes

Monday, February 17, 6:00 PM

139 Middletown Road, South Londonderry, VT 05155

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

Board members absent: James Fleming.

Town Officials: Shane O’Keefe, Town Administrator; Liam Elio, Mountain Towns Recreation Director; Pamela Spaulding, Planning Commission; Sally Hesse, Selectboard Meeting Note Taker; and Gary Hedman, Village Wastewater Committee.

Others in Attendance: Jen Greenfield; Peter Lerner, and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 6:03 p.m.

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

Taylor Prouty moved to add to the New Business section of the agenda a discussion on upcoming work priorities for the Assistant Town Administrator/Project Coordinator, seconded by Martha Dale. The motion passed unanimously.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

At 6:04p.m., Martha Dale moved to enter executive session to consider the evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invited Liam Elio and Town Administrator Shane to attend the executive session, seconded by James Ameden. The motion passed unanimously.

The Board entered executive session at 6:04 p.m., and Elio left the executive session at 6:20 p.m. Executive Session ended at 6:20 p.m.

4. Minutes Approval – Meetings of 2/3/2025

James Ameden moved to approve the minutes of the Selectboard meeting of February 3, 2025, seconded by Taylor Prouty. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

Town Administrator Shane O’Keefe made the following announcement:

- A big thanks goes out to the Road Crew for a great job during a very tough storm over the holiday weekend.

O’Keefe referenced the following correspondence found in the meeting packet:

- A 2/13/2025 email from the Windham Regional Commission inviting Selectboards to a region-wide Selectboard member gathering on 3/12/2025 from Noon to 1:30 PM at the New Brook Fire Department in Newfane. It requires registration, which O’Keefe can assist with.
- An example letter sent to property owners, along with a list of all property owners abutting the proposed Rinehart Road culvert replacement project, seeking to begin discussion on acquiring temporary and permanent easements.
- Settlement documents regarding the Act 250 permit application of Blue Flame Gas Company, Inc. for property at 3 Valley View Drive in Landgrove.
- The monthly report from the Windham County Sheriff’s Office for January 2025.

8. Visitors and Concerned Citizens

Pam Spaulding, speaking as a town resident, asked the Board for status on the proposed update of Town website. Shane O’Keefe responded that with the help of Heather Stephenson, three vendors have been selected to receive the Request for proposals. The RFP has not yet been sent out, but this will be done shortly. O’Keefe indicated Stephenson had done a great job.

9. Town Officials Business

a. Board of Listers – Annual certificate of no appeals/suits [32 V.S.A. 4155]

Shane O’Keefe explained that the Certificate of Appeal or Suit Pending is a document that needs to be signed and attested to annually to indicate there are not any appeals pending from actions of the Listers or suits pending to recover taxes paid.

Martha Dale moved that the Board approve and sign the annual Certificate of No Appeal or Suit Pending, seconded by James Ameden. The motion passed unanimously.

b. Planning Commission – Updates and discussions on Commission matters

Pam Spaulding, speaking on behalf of the Planning Commission, asked for an update on the Commission’s January 6 request to use their budgeted stipend to purchase chairs for the Town Hall renovation. As the request was tabled at the time, Spaulding asked if the Board was prepared to move on this now. Board Chair Tom Cavanagh indicated that the Town Treasurer, Tina Labeau, was going to look into how to best transfer the budget funds. Labeau was absent, but the Board will follow up with her.

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Spaulding also asked if the Town is planning to hire a second Minutes Taker. The Planning Commission is in need of a transcriber, preferably someone with a municipal background that understands technical language.

The Board has not looked into hiring another Minutes Taker. The current Minute Taker, Sally Hesse, is only available for bimonthly Selectboard meetings. The following options were discussed:

- Using artificial intelligence (AI) software to create a meeting notes draft and then have Commission review. The Village Wastewater Committee did this for their last meeting. While this option is not ideal, it is quick and allows committees to get draft minutes posted within 5 days to comply with the Open Meeting Law.
- Hiring a transcriber for the Planning Commission. One candidate recently attended a meeting and the committee is hopeful this individual might accept the position. The Board indicated that there is a budget line for Minute Taker, and Martha Dale suggested part of that budget should be available to the Planning Commission. The Board asked the Planning Commission to submit a budget for the position.

c. Mountain Towns Rec. Director – Consider compensation rates for parks and recreation temporary part-time employees

Liam Elio, Mountain Towns Recreation Director, provided updated information regarding baseball umpire wages that reflected increased rates for home plate and second umpires for the current season. Elio also indicated that basketball wages would increase next year, and the board agreed to adopt any additional changes at that time.

Martha Dale moved to approve REVISED compensation rates for temporary part-time parks and recreation positions at the following hourly rates of pay:

- *Basketball Referee - \$40.00*
- *Soccer Referee - \$40.00*
- *Baseball Umpire (solo or home plate) - \$25.00*
- *Baseball Umpire (second umpire – bases) \$20.00*
- *Basketball Bookkeeper - \$15.00*
- *Basketball Clock operator - \$15.00*
- *Non-volunteer event staff - \$15.00*

Seconded by James Ameden. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

Tom Cavanagh reported that the punch card vending machine is now working for bulk cards at the Village Market.

11. Roads and Bridges

a. Updates

Taylor Prouty asked everyone to use caution on roads with windblown snow and trees down until better weather prevails. Martha Dale asked him to thank the crew for all their hard work.

b. Discuss Brophy Lane warning sign

Brophy Lane property owner Peter Lerner spoke to the Board about the possible removal of the large red warning sign at the end of the lane, which he can see from inside his house. The warning sign and two large boulders were installed after the removal of an illegal footbridge that crossed the river. As there is no road that crosses the river at the site, Lerner is unsure why such a large and visible barrier is needed.

Taylor Prouty relayed that the removal of the footbridge drew attention to the area and the Town and the U.S. Forest Service, which owns the land, looked to the State for guidance on installing a warning barrier. While Brophy Lane is not overly travelled, Google Maps still indicates that the two sides connect via a road. Drivers unfamiliar to the area using GPS might assume it is a through road, necessitating the warning signs.

O’Keefe indicated that it will not be easy to take down the warning barrier. The Town must comply with the Manual on Uniform Traffic Control Devices (MUTCD), which dictates rules for traffic ordinance road signage. Additionally, removal of the barrier signage would be an insurance issue.

Next step is for O’Keefe to connect with the Town’s E911 Coordinator to apply to remove the “connected” road as depicted in Google and Apple maps.

c. Adopt annual VTrans Certification of Compliance with Town Road & Bridge Standards and network Inventory

O’Keefe explained that the Town receives the request for Certification of Compliance from Vermont Agency of Transportation annually. It is important to file this Certificate to show that Town has adopted state standards, which is a requirement for FEMA assistance.

Taylor Prouty moved to approve the annual VTrans certification of Town Road and Bridge Standards and Network Inventory, and authorize the Chair to sign the certification on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

d. Discuss VTrans FY2025 Municipal Highway Grant application

This is a program to apply for either a structures grant or for funding for Class 2 road paving. The Town usually only receives an award every 7 years, but O’Keefe

recommended applying every year as sometimes other towns forget and funding becomes available.

Possibilities for this year's application include Windy Rise Lane West, which was denied last year. The Board agreed to put the matter back on the agenda for the next Selectboard meeting and will discuss with Josh Dryden, Road Foreman, prior to the meeting.

e. Consider application(s) for excess vehicle weight permits [23 V.S.A. 1400a]

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

- *Record Concrete, Inc.*

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

12. Old Business

a. Rivers projects updates

Tom Cavanagh had a meeting two weeks ago with staff from the Windham Regional Commission and Stone Environmental regarding potential projects funded through FEMA under the Resilience Initiative for Vermont Empowerment and Recovery (RIVER) program. The first proposed project, replacement of the Cobble Ridge bridge, will not happen. The second and most feasible project involves developing alternate access to the Cobble Ridge Road neighborhood by way of Derry Woods Road. An initial meeting will be held with adjacent landowners on 2/25/2025, and the project will be brought to the full Board after if there is landowner support.

Prouty mentioned he'd heard from several area residents that while they support an alternate access, they don't support removing the bridge. The State is reviewing the benefit cost analysis (BCA) now, but there is the possibility that the State will treat this project as a road relocation and promote bridge removal. If the Town elects not to remove the bridge, it will most likely lose FEMA funding it was mentioned.

Another possible project is a phased project at the confluence of Utley Brook and the West River. This would be a major project below the dam where it's been determined change is needed. The Board could also pursue the Rinehart project, which would only get funded if it was the only proposed project.

All agreed that it would be a shame to miss out on any type of funding, but any proposed project needs to make sense for the majority of people and have solid support.

b. Village Wastewater Project – Consider amendment to Engineering Services Agreement(s)

Shane O’Keefe reported that the North Village ARPA grant was audited by The Agency of Natural Resources. It was determined that the grant agreement with the engineering contractor did not contain agency requirements, despite the contract being recommended by The Agency. The contract will have to be amended to include required language and the Town will need to prove that contractor has not been debarred.

Martha Dale moved to 1) accept the proposed first amendments to service agreements with the Dufresne Group related to the provision of engineering services for the two Village Wastewater projects, such amendments to a) revise project submittal timeframes and b) specifically include standard State of Vermont provisions for contracts and grants, and 2) to authorize the Town Administrator to execute the contract amendments on behalf of the Town. The initial engineering service agreements with the firm were reviewed and approved by the Board on May 20, 2024, seconded by Taylor Prouty. The motion passed unanimously.

c. Town Office Renovations Project – Approve bond documents

The Town’s Bond Council provided documents (meeting packet page 46) that need to be approved and signed to be eligible for borrowing. O’Keefe reviewed the materials with the Board, which contain standard bond resolution language.

James Amaden moved, relative to the \$1.3 million general obligation bond necessary to fund improvements to the Londonderry Town Office building, such bond having been approved by the Voters of the Town on March 7, 2023, to adopt and execute the Resolution and Certificate, the Loan Agreement with the Vermont Bond Bank and the General Obligation Bond, and authorize the Town Clerk and Town Treasurer to attest and certify these and other necessary approvals, seconded by Taylor Prouty. The motion passed unanimously.

d. Town Office Renovations project – Consider change order(s)

There are a few final change orders for the Town Office renovation:

- New foundation needs to be poured under the east door, which will protect the frame from frost.
- Power lines need to be run and buried underground before paving begins.

These new costs will be partially offset by a credit for IT expenses incurred.

Taylor Prouty moved to authorize change orders for the Town Office Renovation Project as follows: 1) to make structural improvements to the east basement entrance at a cost of \$8,285, and 2) to install underground power from the utility pole to the building at a cost of \$24,453, and to acknowledge a change order credit of \$4,294 due to data wiring terminal being done by others, and to authorize the Town

Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.

13. New Business

a. Consider request to use Town Hall – Weston Theater Company

This is the same request as last year from Weston Theater Company. The Board agreed this is a worthy cause. There will not be a fee for building usage, but the Weston Theater Company will reimburse cost of electricity.

Martha Dale moved to authorize use of the Town Hall for theatrical rehearsals by the Weston Theater Company for the period 5/13/2025 to 6/8/2025 and 6/17/2025 to 7/13/2025, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town. Such authorization is subject to the condition that a certificate of insurance acceptable the Town Administrator, naming the Town as an additional insured, shall be provided to the Town Administrator prior to issuance of the written authorization, seconded by James Ameden. The motion passed unanimously.

b. Consider employee compensation matters

Taylor Prouty moved to adjust the annual salary for Liam Elio to \$57,000 effective January 1, 2025, seconded by Martha Dale. The motion passed unanimously.

c. Executive session – Pending or probable civil litigation or a prosecution, to which the public body is or may be a party, per V.S.A. 313 (a)(1)(E)

Taylor Prouty moved to find that premature general public knowledge of probably prosecution in the matter of an alleged violation of the Short-Term Rental Ordinance will clearly place the Town of Londonderry at a substantial disadvantage, seconded by James Ameden. The motion passed unanimously.

At 7:41 p.m., Taylor moved to enter executive session to discuss probable prosecution of one or more violations of the Short-Term Rental Ordinance, to which the Board may be a party, pursuant to Title 1, V.S.A. Section 313 (a)(1)(E), and invite short-Term Rental Administrator Andy Dahlstrom and Shane O’Keefe to attend, seconded by James Ameden. The motion passed unanimously.

The executive Session ended at 8:30 p.m.

d. Consider upcoming work priorities for the Assistant Town Administrator/Project Coordinator

O’Keefe reminded the Board that after the Town Meeting in two weeks, he will no longer be Town Administrator and will assume the role of Assistant Town Admin./Project Coordinator at a reduced schedule of up to 10 hours per week. It was also noted that there will be a gap of 20 days until the new Town Administrator

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begins, and the Board should decide who will be responding to inquiries and emails during the gap period.

O’Keefe gave his thoughts on best usage of his 10 hours per week and will focus on the Municipal Energy Resilience Program (MERP) funding of about \$450,000 and the completion of the Town Office renovation. He suggested he work on site on Thursdays and remotely remaining hours.

Onboarding for the new Town Administrator will consist of onboarding and review on Londonderry processes with O’Keefe. The Vermont League of Cities and Towns consultant Kathleen Ramsay will assist with training on more general Town Administrator duties.

14. Adjourn

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

The meeting adjourned at 8:46 PM. The next regular meeting of the Selectboard is scheduled for 3/32025.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved March 3, 2025
LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, March 3, 2025 – 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

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

Town Officials: Shane O’Keefe, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Meeting Note Taker; Josh Dryden, Road Foreman; Jen Greenfield, Planning Commission; and Gary Hedman, Village Wastewater Committee.

Others in Attendance:

Meghan Arpino (Stone Environmental), Paul Hendler, Alyssa Sabetto (Windham Regional Commission), Pamela Spaulding, Heather Stephenson, and GNAT camera operator Bruce Frauman.

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)]

James Ameden moved to add an executive session for the purpose of duties and procedures of the Town, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval – Meetings of 2/17/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of February 3, 2025, with amendment to change “Assistant Town Manager” to “Assistant Town Administrator”, seconded by Jim Fleming. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

Town Administrator Shane O’Keefe made the following announcements:

- The Town Office Renovation project bond will close this coming Thursday and we can begin to requisition funds soon thereafter. The Board may need to formally declare who can make requisitions.
- This is my last Selectboard meeting as your Town Administrator, and I’d like to thank the Board for its leadership and willingness to put its trust in me over the past 6+ years.

Correspondence included in the Board’s meeting packet was as follows:

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- A thank you note from My Community Nurse Project for the Town's FY2025 contribution of \$2,500.
- A 2/25/2025 complaint alleging a violations of the Vermont Open Meeting Law by the Village Wastewater Committee, specifically not posting its minutes timely. At this time all missing minutes have been uploaded to the Town website and the Committee will address this matter at its next meeting, scheduled for this Friday.
- Notice of a special event permit issued to St Johnsbury Distillery for an event at Magic Mountain this past Saturday.
- A reminder email from the Windham Regional Commission inviting Selectboards to a region-wide Selectboard member gathering on 3/12/2025 from Noon to 1:30 PM at the Newbrook Fire Department in Newfane. It requires registration, which O'Keefe can assist with.
- The request for proposals for a new website has been issued to 4 vendors, with proposals due on 3/19/2025 in time for the new Town Administrator to participate in the selection process.

Town Treasurer Tina Labeau made the following announcement:

- Londonderry Town Meeting is tomorrow, March 4, 2025.

Tom Cavanagh and the other board members thanked outgoing Town Administrator Shane O'Keefe for his years of dedicated service to the Town and wished O'Keefe the best on his retirement.

6. Visitors and Concerned Citizens

a. Update on the Vermont RIVERS Project

Meghan Arpino (Stone Environmental) and Alyssa Sabetto (Windham Regional Commission) attended the meeting virtually to provide an update on the Vermont Rivers Program and outline next steps.

Three projects were under consideration:

- 1) The Cobble Hill Ridge Bridge project is off the table; the only fundable option is to remove the existing bridge and create an alternate access.
- 2) The Barker Road culvert project also won't proceed. This Vermont Emergency Management application round will be very competitive. Sabetto recommended that this project be submitted to the State's Clean Water State Revolving Fund, and the Board agreed to pursue this funding.
- 3) The third potential project is for North Village flood plain restoration, and Sabetto recommended putting together an application for a phased project. Phase 1 would be design and Phase 2 would be implementation. The project involves many property parcels, so a phased approach will allow time for necessary landowner outreach.

The next step is to move the application forward. Additional technical analysis on the properties downstream will be conducted prior to reaching out to land owners. Jim Fleming asked if properties owners should be talked to before application is developed based on Cobble Ridge Road owner responses. Taylor Prouty indicated there is more support for this

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project as it is fixing a problem within the river and everyone wants to find a way to reduce floodwaters in town.

While project design has not been started, the project will most likely include creating a bench to lower the flood plain, restoring the flood plain where there is historic fill, and using vegetation to slow flooding.

The first phase would involve design and coordination with property owners in order to be shovel ready for second phase of project construction. Permitting would occur between the preliminary and final phase.

The River Project team will begin assembling application materials and reach out to Town for necessary signatures.

The following concerned citizens addressed the Board:

- Gary Hedman, Village Wastewater Committee Chair, apologized for not submitting committee minutes as required by law and is making every effort to ensure this doesn't happen again. He also referenced the potential new committee member, Corey Mack, who is a licensed civil engineer, and whose appointment would allow the committee to meet quorum requirements. Hedman plan to have the draft ordinance and fee structure prepared for the next Board meeting.
- Heather Stephenson noted that State Representative Chris Morrow will be at the New American Grill on Thursday to discuss education reform and the Taconic and Green School District will have a meeting on March 17th with updates on the school district.
- Shane O'Keefe reported that the RFP was issued for the new website with proposals due on March 19th. The new Town Administrator should be helpful with this project with her technical background.

7. Town Officials Business

a. Discuss upcoming annual Town Meeting – Tuesday, March 4th at Town Hall

Town administrative staff indicated all is ready for the meeting on March 4th. No lunch will be served, and overflow parking will be available at the church parking lot.

8. Transfer Station/Solid Waste Management

a. Updates

The new transfer station attendant Nick is working out well, but not quite ready to open Sundays. Jim Fleming pointed out that the punch card machine doesn't print receipts and that the sticker indicating 3% credit card fee is hard to read. Town Treasurer Tina Labeau will post a bigger sign about the credit card fee. Punch card purchasers can get receipts at the town office if needed.

9. Roads and Bridges

a. Updates

Josh Dryden, Road Foreman, reported that 2,559 gallons of equipment fuel were used in February. He did not have salt and sand figures, but indicated supplies are holding up. The

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biggest issue is that staff is worn out – it’s been a very busy winter season. The Board indicated the crew has done a great job on the roads.

b. Discuss VTrans FY 2025 Municipal Highway Grant Application

This funding opportunity was discussed at the last board meeting. O’Keefe received feedback from VTrans that the Town is #8 on the approvals list to receive a structure grant, and he recommended putting in an application for the Windy Rise Lane West culvert #2 replacement. While Londonderry is #8 in line, the state suggested applying in case some of the top towns don’t want a grant this year.

James Ameden moved to authorize the Town Administrator to submit an application for funding under the VTrans Municipal Highway Grant program for replacement of culvert #2 Windy Rise Lane west, seconded by Taylor Prouty. The motion passed unanimously.

c. Consider purchase of new Highway Department vehicle

Josh Dryden reported that the Highway Department needs a new truck to replace the ’05 6-wheeler Mack with a tandem. The Department is trying to keep the fleet on an 8-year rotation. Dryden would like to eliminate the bidding process and purchase all vehicles from the same source, which would ensure consistency with parts and maintenance.

The Board has authority to waive the multiple bid policy and agreed that a sole source provider could be used to purchase Highway Department vehicles. Dryden will move forward with the purchase of a new tandem truck from Reeves, per the estimate in the meeting packet. The downpayment for the vehicle will come from the equipment reserve, with the remainder financed and payments drawn from general fund. Dryden will discuss trade-in with Reeves and keep the current truck until new one is delivered, which could take longer than anticipated.

Taylor Prouty moved to accept the proposal from Reeds for a new truck at \$169,800, and adding a proposal from Viking to install a dump body and plowing/sanding equipment for an additional \$107,800, for a total of \$277,600, and authorize the Chair to sign the paperwork on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

d. Consider application (s) for excess vehicle weight permits [23.V.S.A. 1400a]

Shane O’Keefe noted that there has been fewer applications than usual, but the application deadline is the end of March.

Jim Fleming moved to approve the excess weight permit (s) for:

- *St. Pierre, Inc., and*
- *G.W. Tatro Construction, Inc.*

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

10. Old Business

a. Town Office Renovations project – Consider proposal for data infrastructure services

The Town received a proposal from Clark Cl Connect (page 26 of meeting packet) at the recommendation of Pete Smith, for technical services to terminate, certify, and label all

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network connections. Bruce Frauman noted that some of the estimate figures might be off. Shane O’Keefe will ask for verification from the vendor.

Taylor Prouty moved to accept the proposal from CI Connect, LLC for data infrastructure services for the Town Office Renovation Project in the amount not to exceed \$3,500, and authorize the Town Administrator to execute the necessary documents to secure the vendor services on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

11. New Business

a. Village Wastewater Project – Consider application for Congressionally Directed Spending for Phase II of the South Village Wastewater project

Thanks to efforts of Heather Stephenson, the Town is on email list for Senator Peter Welch’s Congressionally Directed Spending funding. Phase 2 of the South Village Wastewater Project might be a good fit for this estimated \$2 million project. The group questioned who would have time to compile and submit the application. Stephenson reported that the application did not seem that involved, and O’Keefe said he had knowledge of cost-sharing requirements and could work on this. All agreed that this is worth pursuing as a large amount of money is available. There is also community development block grant funding available, and the Town should consider applying for that as well; funding for this will be announced by the State in mid-March.

Martha Dale moved to authorize the Town Administrator or Assistant Town Administrator to apply for Congressionally Directed Spending for the full estimated cost of Phase II of the South Village Wastewater project on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

b. Village Wastewater Committee – Appoint new member to fill vacancy

The committee applicant, Corey Mack, served as a supply manager volunteer during the flooding of 2023. Martha Dale sent him an email asking him to consider joining the committee.

James Ameden moved to appoint Corey Mack to the Village Wastewater Committee, seconded by Martha Dale. The motion passed unanimously.

c. Consider agreements with the Nature Conservancy accepting funds related to sale of the Glebe Mountain (McGraw) property to the U.S. Fish and Wildlife Service.

Shane O’Keefe reported that these payments were part of the original 2019 agreement.

Taylor Prouty moved to accept the terms of the proposed agreements with the Nature Conservancy related to the U.S. Fish and Wildlife Service acquisition of the Glebe Mountain (McGraw) property, such agreements provide that 1) \$5,000 of funds from the Town’s Conservation Fund provided by the Town in 2019 to assist with purchase of the property is reimbursed to the Town, and 2) the Town will receive a one-time payment of \$20,000 to compensate the Town for lost tax revenue resulting from the transfer the property to the federal government. The Town Administrator is authorized to execute the agreements on behalf of the Town, and the \$5,000 reimbursement of Town funds shall be redeposited into

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the Town's Conservation Fund, with the \$20,000 booked a s payment in lieu of taxes, seconded by Jim Fleming. The motion passed unanimously.

d. Enter executive session for the purpose of duties and procedures of the Town

Taylor Prouty moved at 7:24 p.m. to enter Executive Session for the purpose of duties and procedures of the Town, seconded by James Amaden. The motion passed unanimously.

Executive Session ended at 8:27 p.m.

12. Adjourn

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

The meeting adjourned at 8:28 PM.

Respectfully Submitted,

Sally Hesper, Town Minute Taker

Approved March 17, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, March 17, 2025, 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

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

Board members absent: Jim Fleming.

Town Officials: Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hesper, Selectboard Meeting Note Taker; Gary Hedman, Village Wastewater Committee; and Trevor Powers, Planning Commission.

Others in Attendance: Matt Bachler (Windham Regional Commission), Melissa Brown, Steve Brown, Pamela Spaulding, Heather Stephenson, and GNAT camera operator Bruce Frauman.

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 to the Agenda, under Roads & Bridges, consideration of an access permit regarding Middletown Road, seconded by Martha Dale. The motion passed unanimously.

Taylor Prouty also proposed moving item 10A up to item 4B.

3. Executive session Executive session for the purposes of duties and procedures of the Town [1 VSA 313]

James Ameden moved to enter Executive Session for the purpose of duties and procedures of the Town, seconded by Taylor Prouty. The motion passed unanimously.

Executive session entered at 6:02 p.m.

4. Report on interviews regarding resignations from public bodies

a. Report and comments from Selectboard and public

James Ameden summarized the report:

1. Themes from the interviews
 - a. Relationship between Selectboard and committees/commissions
 - b. Impact on town and Selectboard operations; history of money and grants not fully utilized
 - c. Management of information in the public sphere
 - d. Meeting management

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2. Goals/objections to move the town forward
 - a. Represent every perspective
 - b. Foster unity
 - c. Drive towards solutions for town issues
 - d. Provide support and outreach to town committees and renew the value of service
 - e. Acknowledge differences
 - f. Have Selectboard committees/commissions in the public behave with respect towards each other
 - g. Encourage a civilized process when conducting town business and seek trust and transparency in transactions
 - h. Enhance communication among and between town bodies
 - i. Enhance public access to town information through an updated town website
 - j. Selectboard delegates the committees/commissions, who are accountable for completing assigned tasks. The Selectboard holds ultimate responsibility for the committees' work. The charge to committees/commissions is to be spelled out in a committee charge documents.
 - k. Selectboard Chair management of meetings
 - i. Build agenda
 - ii. Manage the meeting and its participants, the Selectboard members, and the public
 - iii. Ensure every voice is heard
 - iv. Recognize that Selectboard members have an equal voice
3. Action steps for Selectboard relative to objectives and goals above
 - a. Monthly representations from committees/commission to Selectboard
 - b. Hold committees and commissions responsible for open meeting laws
 - i. Meeting minutes
 - ii. Meeting places
 - iii. Committee/commission formulation documents to state to state expected scope of work and outcome
 - iv. Others

Selectboard comments:

James Ameden indicated that the Board needs to be accountable in order to lead. We will be working harder to hold each other accountable -- communicating with each other and voicing our opinions. We will be expecting the same from committees and will open up more information to the public.

Taylor Prouty agreed with many of the points made. The process has caused the Board to look at how information is passed to the public and how the process can be improved. It exposed a need for us to support each other as Selectboard members, acknowledge differences, and respectively have our own positions. That balance is what is needed to have a fair process and make everything more effective over time.

Martha Dale thanked the public for their willingness to share what was working well and what was not. She appreciates the honesty of the respondents and the honesty of the Board members.

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The next steps are to identify specific things to do better, be more transparent, listen to what people have to say, and hold each other's views with civility and professionalism. Dale encouraged the public to let the Board know if they have any suggestions for action items.

Public comments:

Pam Spaulding asked about the tone in town due to the challenges. Ameden replied the focus moving forward has to be accountability and communication.

Heather Stephenson thanked the Board for conducting the interviews and noted the many resignations by individuals with decades of experience. She encouraged the Selectboard members to keep each other accountable and acknowledge it is okay to disagree.

b. Village Wastewater Committee – Review proposed Wastewater Ordinance (originally Agency item 10a)

Gary Hedman, Village Wastewater Committee Chair, reported that a draft version of the Wastewater Ordinance was submitted last week, and he anticipates minor changes as the bidding process goes out. Hedman also indicated that the commission fixed the open meeting violation. The last meeting agenda was uploaded per requirements, although a meeting quorum was not met.

Matt Bachler (Windham Regional Commission) provided an overview of the draft Ordinance. Bachler indicated that the Committee was not asking for approvals at this meeting. He recommends the Ordinance stay in draft until construction begins, with next steps being Town Attorney review and connecting with adjacent property owners. He also indicated that the draft Ordinance is based on a template developed by other attorneys and used by other communities in the state.

Bachler brought the following to the attention of the group:

- 1) Sewer commission. Once the system up and running there needs to be an oversight body. Per Vermont Statute, the oversight body can be either the Selectboard or a separate appointed commission. Bachler recommends that the Selectboard serves as Sewer Commission.
- 2) Reserve capacity. The Town needs to determine wastewater capacity, which is currently oversubscribed for North and South Villages. A plan is in development for expansion in South Village (Phase 2), but additional funding is still needed to build this out.

Martha Dale asked if additional reserve capacity will open up if people drop off the list. Bachler replied this is a possibility, and the Town will need to know definitively who is connected to the system before the design plan is finalized this Summer. The Town will also need easements from owners.

- 3) Ensure the ownership and fee schedules are provided to subscribers. The Town needs to set the fee schedule based on what it will cost to run the systems (draft budget in Meeting Packet and communicate to property owners. While final fees will change with construction costs, this will give owners a general idea of fees.

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Bachler reported 95% of the draft is complete. The Selectboard can accept this evening then authorize attorney review, set fee structure, and reach out to property owners.

James Ameden moved to acknowledge receipt of a draft of the proposed Wastewater Ordinance and authorize its submittal to the Town Attorney for review, seconded by Taylor Prouty. The motion passed unanimously.

5. Organization

a. Elect a Selectboard Chair and Vice-Chair [24 VSA 871(a)]

Current Chair Tom Cavanagh indicated he would be happy to remain as Chair if selected.

Taylor Prouty moved to elect Tom Cavanagh as Selectboard Chair, seconded by James Ameden. The motion passed unanimously.

Tom Cavanagh moved to elect James Ameden as Selectboard Vice Chair, seconded by Martha Dale. The motion passed unanimously.

b. Set Regular Meeting Schedule & Location [1 VSA 312(c)(1)]

Taylor Prouty moved to hold regular meetings of the Selectboard on the first and third Mondays of the month at 6:00 PM at the Town Hall, 139 Middletown Road in South Londonderry, until such time as the Town Office building renovations are completed, when such meetings shall again be held at the Town Office at 100 Old School Street in South Londonderry, or at the discretion of the Selectboard Chair and as permitted by applicable law, meetings may be held without a physical presence using publicly available remote meeting software, seconded by James Ameden. The motion passed unanimously.

c. Designate newspaper of record [17 VSA 2641(b)]

James Ameden moved to designate the Vermont Journal as the Town's newspaper of Record, seconded by Taylor Prouty. The motion passed unanimously.

d. Designate location of posting of notices [1 VSA 312(d)(1)]

Taylor Prouty moved to designate the Londonderry Town Office (Twitchell Building), the Londonderry Post Office and the South Londonderry Post Office as the physical locations for posting agendas of the meetings of public bodies and other required public notices, seconded by Martha Dale. The motion passed unanimously.

e. Designate member with authority to sign warrants

Taylor Prouty moved to appoint Tom Cavanagh as the designated Selectboard member with authority to sign warrants and pay orders, pursuant to 24 VSA Section 1623(a)(1), seconded by James Ameden. The motion passed unanimously.

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f. Adopt Rules of Procedure

Martha Dale moved to adopt and execute the Selectboard Rules of Procedure, as amended, seconded by Taylor Prouty. The motion passed unanimously.

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

James Ameden moved to approve the minutes of the Selectboard meetings of March 3, 2025, seconded by Taylor Prouty. The motion passed unanimously.

7. Selectboard Pay Orders

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

8. Announcements/Correspondence

Town Treasurer Tina Labeau made the following announcement:

- Remember to register dogs by April 1.

9. Visitors and Concerned Citizens

None.

10. Town Officials Business

a. Moved to 4b

b. Town Treasurer – Year-to-date budget review

Treasurer Tina Labeau provided update through end of January. She indicated the budget was on track and reported income from FEMA was received and that bond money and Merk grant funding will be received soon.

c. Town Clerk – Approval of Town Meeting Minutes of March 4, 2025

James Ameden moved to approve the minutes of the Annual Town Meeting of March 4, 2025, seconded by Taylor Prouty. The motion passed unanimously.

d. Appoint Road Commissioner [17 VSA 2646(16) & 2651(a)]

James Ameden moved to appoint Taylor Prouty as the Town's Road Commissioner, seconded by Tom Cavanagh. The motion passed unanimously.

e. Appoint Emergency Management Director [20 VSA 6(a)]

Martha Dale moved to appoint Richard Phelan as the Town's Emergency Management Director, seconded by James Ameden. The motion passed unanimously.

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f. Appoint Windham Regional Commission Representatives (2) [24 VSA 4343(a)]

Taylor Prouty moved to appoint George Mora as the Town's representative to the Windham Regional Commission, seconded by James Ameden. The motion passed unanimously.

g. Appoint Tree Warden [24 VSA 871(b)]

James Ameden moved to appoint Kevin Beattie as the Town's Tree Warden, seconded by Taylor Prouty. The motion passed unanimously.

h. Appoint 911 Coordinator [30 VSA 7056(a)]

James Ameden moved to appoint Will Goodwin as the Town's E911 Coordinator, seconded by Martha Dale. The motion passed unanimously.

i. Appoint Animal Control Officer [20 VSA 3549]

Martha Dale moved to appoint Pat Salo as the Town's Animal Control Officer, seconded by Taylor Prouty. The motion passed unanimously.

j. Appoint First Constable and, if needed, a Second Constable [17 VSA 2651a & 24 VSA 1936a]

James Ameden moved to appoint the Windham County Sheriff's Office as the Town's First Constable, seconded by Martha Dale. The motion passed unanimously.

11. Transfer Station/Solid Waste Management

a. Updates

The punch card machine credit processor was down for a period on Saturday, but 20 cards were still sold.

Nick Crane had one full day working for Steve Twitchell and it is going well.

9. Roads and Bridges

a. Updates

Taylor Prouty reported we are at the onset of mud season and urged caution while using dirt roads or avoid all together. Everyone expressed thanks to the road crew.

b. Consider application (s) for excess vehicle weight permits [23.V.S.A. 1400a]

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

- *r.k. Miles, Inc.,*
- *Gurney Brothers Construction, Inc., and*
- *David Chaves Excavating, Inc.*

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

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c. Consider access permit regarding property on Middletown Road

This is a retroactive request for a previously used access that is being modified. Josh reviewed the permit and signed off on it.

Taylor Prouty moved to approve access permit application No. 2025-01, submitted by The Corner Store, for a modification of an existing access to their parcel located on the North side of Middletown Road, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

13. Old Business

a. Follow-up discussion on 2025 Town Meeting

The Selectboard agreed it was good meeting, with smooth check-in.

b. Town Office Renovation Project – Consider proposal for storage filing

The Company that installed roller shelves in the basement, Dupont Storage Systems, has submitted a proposal for 2 large shelving units for file storage.

James Ameden moved to accept the proposal for file storage and shelving from Dupont Storage Systems in the amount of \$13,750, and authorize both the Town Clerk and Town Treasurer to sign any documents necessary for the procurement and installation of the units, seconded by Taylor Prouty. The motion passed unanimously.

c. Town Office Renovation Project – Consider change order(s)

The decision was made to replace the old plumbing and well tank and its components at the recommendation of contractor due to age.

James Ameden moved to authorize a change order for the Town Office Renovation Project that replaces plumbing fixtures originally scheduled to remain in place at a cost of \$5,175, and to authorize the Assistant Town Administrator to execute any documents necessary to implement these change orders, seconded by Taylor Prouty. The motion passed unanimously.

d. Town Office Renovation Project – Designate official(s) for bond decisions/disbursements

Martha Dale inquired if this is the normal process for decisions and disbursements. It was decided that Tina Labeau will make recommendations with Tom Cavanagh's approval and Shane O'Keefe's input.

Martha Dale moved, with regard to the Town Office Renovation Project bond, to 1) appoint the Town Treasurer as an Authorized Signer and authorize the Town Treasurer to act on behalf of the Town in matters relating to all current and future outstanding Vermont Bond Bank loans held by US Bank, and 2) authorize the Selectboard Chair to sign any required appointment or authorization documents on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

Town of Londonderry, Vermont
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14. New Business

a. Annual appointment(s) – Planning Commission

James Ameden moved to appoint Pamela Spaulding to the Planning Commission, for a three-year term ending 3/31/2028, seconded by Martha Dale. The motion passed unanimously.

b. Annual appointment(s) – Beautification Committee.

James Ameden moved to appoint Martha Dale and Gale Kuhlberg to the Beautification Committee, each for a three-year term ending 3/31/2028, seconded by Taylor Prouty. The motion passed unanimously.

12. Adjourn

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

The meeting adjourned at 7:18 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved April 7, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Special Meeting Minutes
Tuesday, April 1, 2025 5PM
139 Middletown Road, 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, Josh Dryden, Road Foreman.

Others in Attendance: Matthew Kujovsky

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 5:00 p.m.

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

None

3. Executive session Executive session for the purposes of duties and procedures of the Town [1 VSA 313]

Marth Dale made a motion to enter Executive Session under Title 1 V.S.A. 313(a)(3) to consider the appointment or employment or evaluation of a public officer or employee, and invite Matthew Kujovsky, Josh Dryden and Aileen Tulloch to attend the executive session,, seconded by James Ameden. The motion passed unanimously.

Executive session entered at 5:00 p.m.

4. Accept Rinehart Culvert bid

Hunter Excavating Inc came in as the low bidder in the amount of \$341,558.00. Martha Dale asked if there was any reason not to accept the bid. Road Foreman Josh Dryden said he had no reasons, the Town has worked with them before and been happy with their work.

Jim Fleming made a motion to accept the bid proposal from Hunter Excavating, Inc for the Rinehart Road culvert replacement project, a flood damage mitigation project funded through the Federal Emergency Management Agency, in the amount of \$341,558.00, and authorize the Town Administrator to execute any necessary documents to secure the vendor services on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously

5. Selectboard Pay Orders

Martha Dale made a motion to approve the pay orders for payroll and accounts payable, seconded by James Ameden. The motion passed unanimously.

Town of Londonderry, Vermont
Selectboard Meeting Minutes - April 1, 2025

6. Adjourn

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

The meeting adjourned at 6:02 PM.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved April 7, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, April 7, 2025, 6:00 PM
139 Middletown Road, 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; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Meeting Note Taker; Liam Elio, Mountain Towns Recreation Director; Will Goodwin, Zoning Administrator; and Mark Frayne, Deputy Health Officer.

Others in Attendance: Jen Greenfield, Paul Hendler, Pamela Spaulding, Chris Stephens, Marisa Stephens, and GNAT camera operator Bruce Frauman.

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)]

Tom Cavanagh moved to add under Agenda Item #7biii Summer Part-time Position, seconded by Taylor Prouty. The motion passed unanimously.

Tom Cavanagh moved to delete Agenda Item #12 Executive Session and delete Agenda Item #11b which is a duplicate to Agenda Item 7c, seconded by Taylor Prouty. The motion passed unanimously.

3. Minutes Approval - Meeting(s) of 3/17/2025 and 4/01/2025

Martha Dale moved to approve the minutes of the Selectboard meetings of March 17, 2025 and April 1, 2025, seconded by Taylor Prouty. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made:

- Aileen Tulloch reported she began work on March 24th. She is glad to be here and is settling in and learning the ropes. Tulloch will be working remotely on Wednesdays but will be available via phone and email.
- Select Board Chair Tom Cavanagh announced that tree removal around the Rinehart Culvert can now be done until April 15th.
- Town Clerk Allison Marino announced that dog licenses are now overdue and will incur a late fee.
- Mountain Towns Recreation Director Liam Elio announced the season opening day for community youth sports will be May 3rd.

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The following correspondence was reported:

- Sheehy, Furlong & Behm informed the Town that the substation upgrade would begin during the week of April 7, 2025.

6. Visitors and Concerned Citizens

Bruce Frauman reported that Friends of the West River Trail will be showing *The African Queen* and *The Maltese Falcon* at the old Depot in April. Flyers have been distributed locally.

7. Town Officials Business

a. Zoning Administrator

i. Scanner Use by other Towns

The Town owns a large format, portable scanner purchased to digitize surveys. Now that Londonderry is caught up with scanning surveys, Zoning Administrator Will Goodwin asked if the Town would allow other towns to borrow and use the scanner. Tina Labeau expressed the need to have a contract and fee schedule for borrowers that would cover any damages.

Administrative staff will research appropriate daily rental rates and report back to Board.

ii. Class 4 Road Policy and Bylaws

Goodwin reported that there is a discrepancy between Town Bylaws and Planning Commission Ordinance on Class 4 Roads. He recommended the policy and bylaws be amended to match, with both indicating if there is more than one house on the access, Class 4 Road standards apply, not driveway standards. He suggested the Planning Commission should determine and vote on preferred Bylaw, then the Selectboard can vote to update the Bylaws.

Landowners Chris and Marisa Stephens were present and asked how a new Bylaw might affect prior conversations they had with the Planning Commission, at which it was relayed that their access is deemed a driveway with a turnaround for plows. Goodwin stated that if there is a written decision, they don't have to upgrade to a Class 4 Road unless there are additional sub-divisions. The Stephens' also asked for clarification of where the Class 4 road begins beyond their property. They will work with the Road Foreman and the Board moving forward to get the road and any turnarounds marked.

b. Mountain Towns Recreation Director

i. Discuss possible vehicle purchase

Mountain Towns Recreation Director Liam Elio reported that they will be hiring a part-time maintenance employee who will need a vehicle to tow mowers and the tractor. The Parks Board voted to spend up to \$10,000 for a used, ½ ton vehicle, contingent on Selectboard approval. The truck would be used 20-30 hours a week for half the year and maintained and available for other uses during the winter season. Resident Paul Hendler asked if there is money for upkeep and insurance. Treasurer Labeau indicated that there are funds available in the Riverside Parks budget for this purchase and insurance and maintenance. The group also discussed the importance of getting input from Road Foreman Josh Dryden on the

Town of Londonderry, Vermont
Selectboard Meeting Minutes – April 7, 2025

selection and purchase of the truck. As this vehicle would not be part of the Road Crew department, an outside repair shop or individual would need to be utilized.

The Selectboard agreed that this proposal was a viable short-term option. The Town pickup is due for replacement in the next several years, and that could be recommissioned for parks maintenance at that time. The Board will also evaluate the merits of mowing in-house versus contracting out after this season. All agreed a new plan will be needed in the near future, as a used truck might not last too long.

Martha Dale moved to have the Mountain Towns Recreation Director to spend up to \$10,000 to purchase a used vehicle to use for the Mountain Towns Recreation program, seconded by James Ameden. The motion passed unanimously.

ii. Discuss Facilities Use Agreement

Elio requested permission to approve requests to reserve and use park facilities; he has had several inquiries in the past month.

After discussion, the Board concluded that the Facilities Use Agreement is only necessary for building rentals (Old Town Hall and Town Office) or whole park rentals. Individuals can use the park pavilions on a first-come, first-served basis.

iii. Summer Position.

Elio recommended Nicholas Crane for the part-time seasonal park position. It was noted that seasonal part-time workers cannot work over an average of 32 hours per week per year. Crane currently also works at the Transfer Station part-time, so hours between the two positions will need to be clarified.

Treasurer Tina Labeau will investigate more about hour requirements and report back at the next Selectboard meeting.

c. Deerfield Valley/Southern Vermont CUD Re-appointments

Annual appointments for both positions are in the meeting packet, and John Hankins is re-appointed for both.

Martha Dale moved to appoint John Hankins as the Town of Londonderry's Representative to the DViber and SoVT CUDS, seconded by James Ameden. The motion passed unanimously.

d. Town Clerk

i. Discuss Social Services Appropriations Policy

Town Clerk Allison Marino outlined proposed changes to the Town's appropriation process to make it easier and reflect 24 VSA 2691. If an organization does not meet the Vermont Statute definition for "social service" agency, they would be classified as: 1) municipal services; 2) community services; or 3) organizations whose requests are moved to a budget line. All Social Service agencies applying for appropriations will need to submit a petition every 5 years, if they missed a year, or if their monetary request changes. Fair warning on these policy updates will be sent to all organizations that requested Town appropriations at the March 2025 Town Meeting and will also be posted on the website.

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The Selectboard will review the proposed updates and put on agenda for next meeting.

8. Transfer Station/Solid Waste Management

a. Updates

None. It was noted that Recycling and Solid Waste Coordinator Esther Fishman recently had knee surgery, so she hasn't been attending Selectboard meetings.

9. Roads and Bridges

a. Updates

Taylor Prouty did not have any specific updates.

Martha Dale asked if there was a financial portion that corresponded to the Road Crew workplan in the meeting packet. Prouty said no; the submitted workplan is a project timeline only.

Bruce Frauman commented that Route 100 has some dips. Tom Cavanagh will request the State investigate.

b. Annual Town n Highway Financial Plan certification [19 V.S.A. §306(j)]

This certification is requested annually.

James Ameden moved to adopt and execute the annual financial plan for Town highways pursuant to 10 V.S.A. Section 306(j), seconded by Taylor Prouty. The motion passed unanimously.

c. Consider application (s) for excess vehicle weight permits [23.V.S.A. 1400a]

Martha Dale moved to approve the excess Weight permit (s) for:

- *A.S Clarke & Sons*
- *Miller Construction Inc*
- *New England Quality Service Inc*
- *AmeriGas*
- *Fuller Sand & Gravel*
- *Camp Precast Concrete Products*
- *Bazin Brothers Trucking, Inc*
- *Dead River Company*
- *Cota & Cota*
- *Casella Construction*
- *Structural Wood Corporation*
- *TK Trucking, Inc*

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

d. Approve rustproofing Release and Hold Harmless Agreement

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James Ameden moved to approve the rustproofing release and hold harmless agreement with Carrara's Rustproofing and authorize the Town Administrator to execute it on behalf of the Board, seconded by Taylor Prouty. The motion passed unanimously.

e. Ratify 3/17/2025 decision to approve Access 2025-01 on Middletown Road

Martha Dale moved to ratify the Board's 3/17/2025 decision to approve Access Permit Application Number 2025-01, submitted by the Corner Store, for a modification of an existing access to their parcel located on the North side of Middletown Road, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

10. Old Business

None

11. New Business

a. Itinerant Vendor Permit Application –Smokin' Bowls LLC

Taylor Prouty moved to approve Itinerant Vendor Permit #2025-01 for Smokin Bowls LLC, with condition of providing insurance certificate, seconded by James Ameden. The motion passed unanimously.

b. 2nd Class Liquor License – Mike and Tammy's Main Street Deli/Market

Martha Dale moved to approve a 2nd Class Liquor License for Mike and Tammy's Main Street Deli/Market, related to property located at 2170 Route 11, seconded by James Ameden. The motion passed unanimously.

c. 1st and 3rd Class Liquor Licenses – Manzana, Inc (Solo Farm and Table)

James Ameden moved to approve a 1st and 3rd Class Liquor License for Solo Farm and Table, related to property located at 95 Middletown Rd, seconded by Taylor Prouty. The motion passed unanimously.

d. Septage Fields Project – Consider annual PFAS groundwater sampling plan

Martha Dale moved to 1) accept the estimate of cost for 2025 groundwater monitoring estimate of PFAS at the former septage fields from Waite-Heindel Environmental Management, to cost approximately \$6,980, and 2) authorize the Town Administrator to execute necessary documents to employ the consultant firm for this service on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

12. Adjourn

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

The meeting adjourned at 7:05 PM.

Respectfully Submitted,

Town of Londonderry, Vermont
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Sally Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, April 21, 2025, 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

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

Board members absent: Martha Dale and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Sally Hesse, Selectboard Meeting Note Taker; Gary Barton, Jeff Duda, Fire Chief South Londonderry Fire Department, Mimi Lines, Housing Commission, Andy Dahlstrom, Short Term Rental Administrator; Josh Dryden, Road Foreman; Jeff Duda, South Londonderry Fire Commission; Liam Elio, Mountain Towns Recreation Director; Esther Fishman, Solid Waste Coordinator; Mark Frayne, Deputy Health Officer; Jen Greenfield, Planning Commission; Gary Hedman, Village Wastewater Committee; and Kelly Pajala, Parks Board.

Others in Attendance: Matt Bachler, Windham Regional Commission; Paul Hendler, Tim Jones, Green Mountain Power (GMP); Rich Phelan; Ben and Loana Sargent; and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 6:02 p.m.

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

None.

3. Minutes Approval – Meeting(s) of 4/7/2025

James Ameden moved to approve the minutes of the Selectboard meeting of April 7, 2025, seconded by Taylor Prouty. 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:

- Town office renovations are moving forward and nearing completion. Staff hope to move in by April 28th, and the trailer will be removed by May 20th.
- The Reinhart contract was signed and trees were removed by FEMA's April 15th deadline to protect Northern Long-eared Bats.
- Bids for the Memorial Park pavilion roofing project are due May 1st at 2 p.m.

The following correspondence was reported by Tulloch:

- FEMA Rinehart project final public notice was published as required in public places.

6. Visitors and Concerned Citizens

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None.

7. Town Officials Business

a. Village Wastewater Committee

i. Discuss Village Wastewater Management Ordinance and Fee schedule

Matt Bachler, Senior Planner at Windham Regional Commission, provided an update. He reported that Dufresne Group is working on design plans for the North and South Villages, and the required historical and archeological reviews are scheduled for May. The Town Attorney, Bob Fisher, drafted an easement plan for the Peele property and sent out for review.

Fisher has also reviewed and provided comments on the draft ordinance that was discussed at the March 17th Selectboard meeting. Fisher recommends: 1) looking at duration timeline for preliminary and final approvals and account for State review and permitting, which can be lengthy; and 2) reviewing the relevant State statute for establishing a reserve fund.

Next steps include working with Fisher and the Board to make final changes and present updated version at the May 2nd or May 19th Selectboard meeting. Bachler is confident in the draft ordinance; it is a template used and vetted by other towns and attorneys in Vermont. RCAP Solutions and Dufresne Group have also reviewed and provided input on the draft.

Gary Hedman, Village Wastewater Commission added that there are 3 items that need to be reviewed and finalized: 1) fee structure; 2) connection application; and 3) what entity will act as Village Wastewater Administrator. Hedman also reported that the Dufresne Group provided a “Building Envelope” that details resource maps and setbacks. This will be forwarded to the Selectboard for review.

b. Mountain Town Recreation Director

i. Part Time Summer Hire

James Ameden moved to hire Nick Crane to the part-time Parks Staff with a starting salary of \$25 per hour, effective April 21, 2025, subject to completion of a probationary period of 6 months, seconded by Taylor Prouty. The motion passed unanimously.

ii. Parks Board Appointment

Liam Elio, Mountain Towns Recreation Director reported that the Parks Board voted unanimously to appoint Kelly Pajala to its Board, and Tom Cavanagh welcomed Pajala back.

James Ameden moved to appoint Kelly Pajala to the Londonderry Parks Board, seconded by Taylor Prouty. The motion passed unanimously.

c. Short Term Rental Administrator

i. Short-term Rental Ordinance Draft

Short-term Rental Administrator Andy Dahlstrom was present to answer questions on the Ordinance and walk through the process with the Board. The draft Ordinance was included in the meeting packet, and Andy pointed out a few key changes:

- Rental Arbitrage is defined and aligned with Vermont STR policy. Only owners can hold a STR license, not renters.
- Knox Boxes will be required when the property is vacant or unattended.
- There will be a limit on the number of STRs that each owner can register, but owners that already have in excess of this number will be grandfathered in as long as they hold deed.
- A newly purchased property cannot be registered as an un-hosted rental in first year of ownership.
- There is a cap of 50 rental nights for future un-hosted rentals.
- A quiet hour was added.
- Specifications to meet Vermont fire code (current alarms, window size) were added.
- Owners will provide disposal containers and arrange for timely removal of all trash, compost, and recyclables.
- Any fees associated with serving STR operator a violation ticket will be added to the ticket.

Taylor Prouty moved to adopt the Short-term Rental Ordinance as presented with the noted changes, such amendment to take effect after 60 days unless a petition is filed as provided for under 24 V.S.A. § 1973(b), seconded by James Ameden. The motion passed unanimously.

The ordinance is adopted and is included as an addendum to these minutes.

8. Transfer Station/Solid Waste Management

a. Updates

Nick Crane is ready to start on Sundays. The Board will revisit at next meeting and set timeframe for him to start, most likely Sunday, May 11th.

Gary Barton relayed that Greg Heaton of Green Mountain Power confirmed a contract was awarded for transfer station power upgrade. Green Mountain Power will be upgrading lines along Route 100 in the near future, but this won't affect the transfer station upgrade. The main issue is that the increase to 30 amps will require installation of a line to a structure or pedestal with separate underground amps running to compactors.

It was agreed that an engineering plan will be needed before the project goes out to bid. Taylor Prouty will reach out to Greg Heaton for recommendations.

Esther Fishman raised the need for a staging area at the station for large debris. Brett at Hunter Excavating has an industrial chipper and might be willing to chip big stuff, but a staging area

Town of Londonderry, Vermont
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would still be needed. Another option would be to limit the size of what comes into the transfer station.

Taylor Prouty brought up brush burning and the need to implement some new rules. Fishman indicated she would like to eliminate burning altogether and the State might be moving in this direction.

b. 2025 Solid Waste Implementation Approval

Fishman referenced the 2025 Solid Waste Implementation Plan, which was included in the meeting packet. The plan follows a State template.

There were no questions or comments on the draft plan.

Taylor Prouty moved to approve the 2025 Solid Waste Implementation Plan and authorize the Selectboard Chair to sign on behalf of the Selectboard, seconded by James Ameden. The motion passed unanimously.

9. Roads and Bridges

a. Updates

Road Foreman Josh Dryden reported the following:

- Road crew continues to clean up brush and trees downed by the ice storm.
- Paving will be on the agenda for the next Board meeting.
- Winhall Hollow needs some culverts replaced.
- The wall on the salt shed will be replaced.
- Additional salt was ordered with remaining budget before prices go up.

b. Discuss Replacement of Fuel Tank

The existing underground fuel tank has reached end of life and the Town would like to replace with a 2,000 gallon above ground tank before a leak or contamination occurs. Two separate estimates were submitted by Beardsley, Inc. for an above ground tank: 1) for standard tank and 2) for electronic monitoring console add-on. Dryden reported other towns utilize the electronic technology, which monitors each staff person's usage. Hunter Excavating provided an estimate for underground tank removal.

This expenditure is in the budget, with any overage to come out of the Reserve Fund. It will be important to follow State tank removal guidance, and Gary Hedman offered to help put State filing package together.

Taylor Prouty moved to accept the bid from Beardsley in the amount of \$25,454.73 to provide fuel tank, supplies, electronic recording console and accept the bid from Hunter Excavating of \$24,874.00 for removal of existing tank at the highway garage, seconded by James Ameden. The motion passed unanimously.

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c. Grant-in-Aid Letter of Intent

This is a letter of intent, not a grant award. The Town participates in this program each year. The Town Administrator will coordinate with the Road Foreman.

Taylor Prouty moved to approve the Letter of Intent to Participate in the SFY26 Municipal Roads Grants-in-Aid Program and to authorize the Selectboard Chair to sign on behalf of the Selectboard, seconded by James Ameden. The motion passed unanimously.

d. Consider application (s) for excess vehicle weight permits [23.V.S.A. 1400a]

James Ameden moved to approve the excess Weight permit for Riggs Distler & Company and authorize the Town Administrator to execute the permit on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

10. Old Business

None

11. New Business

a. EMS Local Emergency Management Plan annual adoption

The plan is the same as last year, with the addition of Aileen Tulloch and James Ameden.

Taylor Prouty moved to adopt the 2025 update of the Town of Londonderry Local Emergency Management Plan and authorize the Selectboard Chair to execute any documents necessary for the action, seconded by James Ameden. The motion passed unanimously.

b. GMP Poles Upgrade Project Melody Hill

Tim Jones of Green Mountain Power spoke informally about GMP's reliability and resiliency program, a 2-year program to implement strategic projects in the Southern half of the state. Initiatives include two big overhead projects in the area: Route 100 from Rawsonville to Londonderry and Route 100 from Londonderry to Weston.

GMP will also return to the Selectboard to request permission for placing underground wires on dirt roads where there are unreliable circuits. Taylor Prouty commented there is a need for consistent design for these types of projects.

c. Discuss Fire Station Move

Jeff Duda of the South Londonderry Fire Department described the need to move the firehouse due to frequent flooding. A committee will be formed to look at process to move to a new location. One location identified is the Prouty property, which the Town owns. Financing for the project will require a site is identified and permitted, and ownership of the Prouty property might need to be transferred directly to the Fire Department for funding approval. The legalities will need to be answered before applying for any grant money. Tom Cavanagh is also waiting to hear from USDA.

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Moving the firehouse will entail a long-term planning process to build a facility that meets the needs of the town for years to come. This item will be kept on the agenda as planning moves forward.

d. Planning Commission – discuss minute taker position

Jen Greenfield announced they are still looking for someone to take notes and prepare meeting minutes. They will continue using AI until a person is hired.

e. Town Website Vendor Recommendation and Approval

After issuing an RFP, the committee conducted a thorough review of submissions from four firms using a detailed evaluation rubric (see packet) based on the project’s scope and core criteria. These included functionality needs such as public communication, document management, and e-services; compliance with standards like ADA and WCAG; alignment with our budget and timeline; and a strong understanding of necessary security measures.

In addition to the formal review process, we actively engaged town committee and board chairs and stakeholders throughout the process to ensure the website project reflected the broader needs of our community. We have also remained responsive to evolving public comments, such as recent changes to GNAT meeting recording hosting on their website. Following this careful process, the committee selected Revize as the firm best positioned to deliver a successful outcome.

Why Revize:

- **Proven Track Record:** Revize has a strong history of successful municipal website development, including work with several Vermont towns, demonstrating their familiarity with local government needs.
- **Thoughtful Project Management:** Their proposed 24–30-week timeline reflects realistic, well-structured planning with clearly defined roles and consistent communication between their team and ours.
- **Quality Over Speed:** Revize prioritizes getting things right through a deliberate testing and refinement phase, ensuring the final product meets all requirements – not just deadlines.
- **Budget-Conscious Approach:** Revize’s proposal aligns with our budget parameters, offering a comprehensive solution without unnecessary extras.
- **Trusted Partnership:** Local references and recommendations support Revize’s proposal, validating their claims with real-world experience and successful collaborations.

Revize’s combination of experience, thoughtful planning, and adaptability in the opinion of the committee makes them the clear choice to lead this important project.

James Ameden moved to accept the proposal from Revize to provide services relating to a new Town of Londonderry website, estimated to cost \$5,560 for the initial on boarding and \$5,560 annually for 5 years and to authorize the Town Administrator to execute any

Town of Londonderry, Vermont
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documents necessary for the hiring of the vendor to conduct the necessary work, seconded by Taylor Prouty. The motion passed unanimously.

f. Champlain Valley Office of Economic Development Housing Committee

Mimi Lines reported the Housing Committee applied for and received a mini grant from the Champlain Valley Office of Economic Development. The funds will be used for outreach, specifically supporting the website, direct mail, and other communications. No matching funds are required for the acceptance of the grant.

Taylor Prouty moved to authorize the Londonderry Housing Commission to accept funds from the Champlain Valley Office of Economic Development Housing Committee Mini Grant for the purposes of outreach, seconded by James Ameden. The motion passed unanimously.

g. 2nd Class Liquor License –Jelley Enterprises, Inc.

James Ameden moved to approve a 2nd Class Liquor License for Jelley Enterprise, Inc, related to property located at 2102 N. Main St., seconded by Taylor Prouty. The motion passed unanimously.

h. 1st, 2nd, and 3rd Class Liquor Licenses – Turner Enterprises, LLC (New American Grill)

James Ameden moved to approve 1st, 2nd and 3rd Class Liquor Licenses for Turner Enterprises, LLC, related to property located at 5700 Route 100, seconded by Taylor Prouty. The motion passed unanimously.

i. 2nd Class Liquor License – O’Connors Corner Store, LLC.

James Ameden moved to approve a 2nd Class Liquor License for O’Connors Corner Store, LLC, related to property located at 1 Main St., seconded by Taylor Prouty. The motion passed unanimously.

j. Itinerant Vendor Permit – West River Farmer’s Market

Taylor Prouty moved to approve Itinerant Vendor Permit #2025-02 submitted by the West River Farmers Market of Londonderry, Inc. for 2025, contingent upon receipt of application fee, and allow for the use of Williams Park for this purpose, subject to the permittee 1) maintaining insurance coverage throughout the period of use of the Town property, to include Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000, and 2) providing to the Town, prior to the first use of the Town property, an acceptable certificate of insurance that names the Town as an additional insured, seconded by James Ameden. The motion passed unanimously.

It was noted the Farmer’s Market Board would like to schedule meeting for Sunday, May 4, with the Town Hall as back up site in case of inclement weather.

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k. Town Hall Facilities Use Request for 5/10/2025

James Ameden moved to authorize the use of the Town Hall for a private event on May 10, 2025, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

12. Adjourn

Taylor Prouty moved to adjourn the meeting, seconded by James Ameden. The motion passed unanimously.

The meeting adjourned at 8:06 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS

Town of Londonderry, Vermont Adopted December 19, 2023 (effective February 17, 2024)
Amended March 25, 2023 (effective May 24, 2024);
Amended June 3, 2024 (effective August 2, 2024);
Amended April 21, 2025 (effective July 1, 2025)

ARTICLE 1. AUTHORITY. Under authority granted in 24 V.S.A. § 2291(29) and 24 V.S.A. § 1971 et seq., and other such general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Londonderry that the following civil ordinance requiring the annual registration of all short-term rentals operating within the town (which may also be referred to as the "Short-Term Rental Ordinance") is adopted for the Town of Londonderry, Vermont.

ARTICLE 2. PURPOSE. The purpose of this Ordinance is to promote and protect the public health, safety, welfare, and convenience of the town, to preserve residents' rights to quiet enjoyment of homes and properties, and to ensure the safety of occupants of short-term rentals. The Londonderry Selectboard hereby find that unregulated short term (i.e., less than 30 day) transient occupancy of dwelling units in residential neighborhoods presents a threat to the public welfare relating to compatibility with residential uses and preservation of the character of the neighborhoods in which they are located, and to the availability of housing stock in the town. Unregulated short-term rentals have negative secondary effects on residential areas, with such areas experiencing heightened adverse impacts from parking, garbage, noise and outdoor/nighttime activities. These negative effects, when left unchecked, injure and degrade the community as a whole and constitute a public nuisance. The purposes of this Ordinance are: (a) to balance the desire of property owners to rent their residential properties to short term rental guests for compensation against the desire of residents to preserve the traditional peace and quiet of their residential neighborhoods; (b) to preserve and protect residential neighborhood character and livability from the nuisance impacts that are often associated with short term rentals; (c) to limit or prevent the loss of available housing stock for long term rentals or for purchase by those who wish to reside in Londonderry from being replaced with short term rentals; (d) to ensure the safety of occupants of short term rentals and the well-being of the community; and (e) to promote the public health, safety and welfare of the Town, its residents and visitors.

Town of Londonderry, Vermont: Ordinance to Regulate the Operation of Short-Term Rentals

ARTICLE 3. DEFINITIONS.

A. “Owner” means a person who holds title to the property on which a short-term rental is operated. The Owner/person shall be defined as an individual, a married couple, one or more family members living in the same household, a corporation, a partnership, or Limited Liability Company (“LLC”) or other LLCs with overlapping members, which in all cases shall be deemed an Owner, but which shall exclude from the definition any tenant or lessee of a lease.

B. “Short-term rental” or “STR” means a dwelling unit rented to the transient, traveling, or vacationing public for periods of fewer than 30 consecutive days and for more than 14 days per calendar year, and is either:

1. “Hosted” meaning a room or group of rooms located within an Owner’s primary residence (a Homestead) or an accessory dwelling or cabin on the premises of the Owner’s primary residence; or,
2. “Unhosted” meaning a furnished house, condominium, apartment, or an accessory dwelling or cabin that is not the Owner’s primary residence (not a Homestead) or located on the premises or property of the Owner’s primary residence.

C. “Dwelling unit” means a room or rooms connected together containing cooking, sanitary and sleeping facilities that constitute a separate, independent housekeeping establishment. It shall include prefabricated modular units and mobile homes, but shall not include a motel, boarding house, shelter or similar structure.

D. “STR Administrator” means a person or persons designated by the Selectboard of the Town of Londonderry to administer and enforce this Ordinance.

E. “Bed and Breakfast”, “Boarding House”, “Motel” and “Inn” shall have the same definitions as contained in the Town of Londonderry Zoning Bylaw as amended from time to time. This Short-Term Rental Ordinance shall not apply to Bed and Breakfasts, Boarding Houses, Motels and Inns which have zoning permits issued pursuant to the Town of Londonderry Zoning Bylaw and Ordinance.

F. “Lot” means a parcel of land undivided by any street or road, and occupied or to be occupied by only one primary structure or principal use and the accessory buildings or uses customarily incidental to such structures or uses. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yard and other open spaces as are herein required. Such lot shall have frontage on an improved

Town of Londonderry, Vermont: Ordinance to Regulate the Operation of Short-Term Rentals

public street, or other means of access approved by the Planning Commission. In no case shall the division or combination of land result in the creation of a parcel which does not meet the requirements of this Bylaw.

G. “Rental Arbitrage” is the practice of a long-term lease-holder converting the leased property into a short-term rental, for the purpose of the income that results from the difference between the two rental rates: a form of subletting a leased property by a lessee.

H. “Knox Box” means is a small, secure holder for a house key, used by firefighters and/or emergency medical personnel to access a residence in the event of an emergency when the residence is unoccupied, or its occupants are unable to open the residence to First Responders.

ARTICLE 4. SHORT TERM RENTAL REGISTRATION.

A. The short-term rental of a dwelling unit requires the annual issuance of a Short-Term Rental Registration from the STR Administrator. A person shall not commence the use of a dwelling unit as a short-term rental unless and until the STR Administrator issues the requisite Short Term Rental Registration.

B. Any application made by a person other than a single individual must detail the other members of any Corporation, LLC, or Partnership (“Common Ownership”), and any out-of state entity must provide a valid and current copy of the articles of organization for the entity.

C. All STRs must be rented via an STR rental platform to satisfy any reporting requirements and the payment of any municipal, state and federal taxes.

D. STR registrations may be issued for one STR unit on a property, provided:

1. An Owner who has more than one Unhosted property currently registered and who is in good standing with the Town of Londonderry at the time of the enactment of this amended section shall be entitled to renew the pre-existing STR licenses for so long as the Owner is the record Owner of the Property and so long as the Owner meets all other requirements of this Ordinance. Such pre-existing, nonconforming status shall automatically cease upon any failure to continue to register the Property or upon any conveyance of the Property; and

2. An Unhosted property may not be registered as an STR within one calendar year of its transfer to a new Owner; and

3. An Unhosted property being registered for the first time shall not exceed the maximum permitted 50 STR rental days within any calendar year.

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E. The dwelling unit overnight capacity of a short-term rental shall be a maximum of two occupants for every bedroom indicated in the Town Listers property database for the dwelling unit, plus an additional two occupants. For example, a three-bedroom dwelling unit shall have a dwelling unit capacity of eight persons ((3 bedrooms X 2) + 2) when used as a short-term rental. An Owner shall not advertise or permit occupancy by more than the capacity set forth in this section.

F. The number of persons present at an STR property between the hours of 10pm and 7am cannot exceed the overnight capacity, plus 2 visitors. (No parties or events). For example, a three-bedroom STR cannot have more than 10 people on the property during these hours.

G. A Knox Box shall be installed at any Short-term rental property with an automatic fire alarm system. Whether the automatic fire alarm is required by Fire Safety code or not, a Knox Box will be available for use in an emergency by the Londonderry and South Londonderry Fire Companies.

H. Rental Arbitrage is not permitted in Londonderry. No long-term lessee or tenant may receive a short-term rental license or engage in short-term subletting; only a property owner can be granted a short-term rental license.

I. An Owner shall provide the following information in an application for Short-Term Rental Registration for dwelling units with an occupancy of 8 or less, on a form provided by the Town:

1. The number of bedrooms to be rented and the requested dwelling unit capacity to be approved in the Short-Term Rental Registration.

2. The Owner's name, mailing address, email, and a cell phone number or other number (such as a property management company) that will be answered 24 hours a day during the time that the short-term rental unit is being rented.

3. The property Owner's name, address, phone number, email, date of birth, driver's license and license state, and military status (active or not), and if the owner is a corporation, the registered corporate agent and president of the corporation and their name and address, and if the owner is a partnership, the registered partnership agent and the names and addresses of the general partners (information that is needed to enforce a municipal complaint before the Vermont Judicial Bureau).

4. Property owners who are not in residence at the property the entire time it is being rented shall designate and provide the name and contact information of a designated agent

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located in Windsor, Bennington or Windham Counties who shall be responsible for responding to emergency situations occurring at the Short-term rental dwelling unit.

5. The Posting of Contact Information required by 18 V.S.A. § 4467 within the short-term rental dwelling unit.

6. The education materials required by 18 V.S.A. § 4468(a), including without limitation the self-certification form pertaining to health and safety precautions that Owners must take into consideration prior to renting a dwelling unit required by 18 V.S.A. § 4468(b).

7. Confirmation of commercial liability insurance, with proper notification of short-term rental activity to that insurer of not less than \$1,000,000 per occurrence to cover each short-term rental unit, unless such short-term rental is offered through a hosting platform that maintains equal or greater coverage, and that the liability insurance policy that covers the dwelling unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the dwelling unit as a short-term rental.

8. Proof, satisfactory to the Town, that the Owner has obtained and performed all necessary licensing and registrations with the State of Vermont Department of Health, Division of Fire Safety and Department of Taxes necessary to operate a Short-term rental. A short-term rental is a "public building" as defined by 20 V.S.A. § 2730, subject to inspection and regulation by the Vermont Division of Fire Safety.

9. Proof, satisfactory to the Town, that every sleeping space in the registered STR contains a secondary means of escape (egress) with measurements meeting code defined by VT Fire and Building Safety Code, and that all photoelectric smoke detectors and CO detectors in the registered rental are operational and within their expiration date.

10. Annually, beginning with the first renewal of said registration, the Owner shall file with the Town an accounting/printout of the total number of days the property was rented on a short-term basis during the previous year. Failure to submit said accounting/printout will result in the renewal registration being denied.

J. An application for Short-Term Rental Registration, for dwelling units with a capacity of greater than 8 occupants, shall require compliance with subsection I above, plus the following:

1. Confirmation that the septic capacity is at least equal to the requested short-term rental dwelling unit capacity. This shall be evidenced by a) a valid State of Vermont Wastewater and Water Supply Permit for the property for dwelling units or wastewater and water supply systems constructed, modified or occupied after June 30, 2007, OR, b) a local

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zoning or septic permit for dwelling units constructed before July 1, 2007 indicating the number of bedrooms permitted, OR, c) by the number of bedrooms indicated in the listers property database if a local zoning or septic permit does not exist for dwelling units constructed before July 1, 2007.

2. An inspection report, showing satisfactory inspection results for the most recent inspection, with occupancy approved from the State of Vermont Division of Fire Safety for the requested short-term rental dwelling unit capacity.

K. No registration for the short-term rental of a dwelling unit shall be issued unless the applicant has complied with subsection I above (for dwelling units with an occupancy of 8 or less) or has complied with subsection J above (for dwelling units with a capacity of greater than 8 occupants).

L. Short-Term Rental Registrations shall expire on June 30 of each year and require renewal to continue use of a dwelling unit as a short-term rental. In the event that a property for which a Short-Term Rental Registration has been filed is transferred or conveyed to a new property owner, the new Owner shall file a new application for a new Short Term Rental registration subject to Article 4 (D) above.

M. The number of lessees, guests, or other persons using a dwelling unit pursuant to the short-term rental lease or other agreement with the Owner shall not exceed the approved dwelling unit capacity on the Short-Term Rental Registration.

N. Disposal: Recycling, Food Waste, Ash and Coals, Trash.

An STR owner shall provide for the separation and disposal of trash, food waste, and recyclable material utilizing secure, bear-proof receptacles, and shall provide one or more adequate metal containers for disposal of ash and coals if there is a fireplace, fire pit, wood burning stove, wood or charcoal grill, or other source of ash or coals at the short-term rental. The owner is responsible for the timely removal of these items, in accordance with Vermont State Law (10 V.S.A. § 6621a).

ARTICLE 5. LICENSE FEES. A fee for a License shall be paid to the Town of Londonderry with the submission of any Short-Term Rental Registration application or annual renewal, regardless of date of registration. The fee shall be in an amount as determined by the Selectboard which may, from time to time, modify this fee and may establish and adopt other fees related to the administration and enforcement of this Ordinance, and may incorporate all such fees into a duly adopted fee schedule.

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ARTICLE 6. RESERVED.

ARTICLE 7. ENFORCEMENT. A short-term rental shall be made available by the owner for inspection within one week of a request by the STR Administrator. Any person who violates a provision of this Ordinance shall be subject to a civil penalty of up to \$800 per day for each day that a violation continues. Each day the violation continues shall constitute a separate offense. The STR Administrator and the Londonderry Zoning Administrator, along with the Selectboard and Town Administrator, shall all be designated and authorized to act as Issuing Municipal Officials to issue and pursue complaints before the Judicial Bureau, or other court having jurisdiction.

ARTICLE 8. WAIVER FEES. An Issuing Municipal Official is authorized to recover waiver fees, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pays the waiver fee:

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Waiver fee for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.	\$125 per day	\$250 per day	\$500 per day	\$650 per day plus revocation for 12 months before a new STR registration application may be submitted. The revocation can be appealed.
Waiver fee for all other violations.	\$150 per day	\$350 per day	\$600 per day	

Offenses for the purpose of calculating waiver fees shall be counted on a twelve-month basis, beginning on July 1 and ending on June 30 of each year. An Issuing Municipal Official shall have authority to issue a written warning, without recovering a waiver fee, for any First Offense violation. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

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ARTICLE 9. PENALTIES. An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.	\$200 per day	\$400 per day	\$650 per day	\$800 per day plus revocation for 12 months before a new STR registration application may be submitted. The revocation can be appealed.
Fine for all other violations.	\$250 per day	\$500 per day	\$750 per day	

Offenses for the purpose of calculating penalties shall be counted on a twelve-month basis, beginning on May 1 and ending on April 30 of each year. An Issuing Municipal Official shall have authority to issue a written warning, without recovering a civil penalty, for any First Offense violation. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses. Failure to timely pay a penalty upon entry of judgment under 24 V.S.A. § 1981 shall result in the automatic suspension until paid of any approved Short-term rental registration(s) registered to the person against whom the civil judgment has been entered including registrations for any other Short-term dwelling units owned or operated by the person and located within Londonderry.

The fees associated with serving a property owner with a Short-Term Rental Ordinance non-compliance violation will be borne by the ticketed party, unless the ticketed party is found by the Vermont Court not to be in violation of the Ordinance or subject to it.

ARTICLE 10. OTHER RELIEF. In addition to the enforcement procedures available under Chapter 59 of Title 24, the Londonderry Town Administrator is authorized to commence civil action in the Civil Division of the Vermont Superior Court to obtain injunctive and other appropriate relief, to request revocation or suspension of any Short-Term Rental Registration on behalf of the Londonderry Selectboard, or to pursue any other remedy authorized by law.

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ARTICLE 11. OTHER AUTHORITIES NOT PREEMPTED. This Ordinance is not intended to preempt or be exclusive with regard to any other permitting or regulatory law or authorities that pertain to the ownership, operation, management or use of property or dwelling units engaged in Short-term rentals.

ARTICLE 12. SEVERABILITY. The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgement shall not affect the validity of any other provisions.

ARTICLE 13. DESIGNATION. This ordinance is hereby designated as a civil ordinance pursuant to Title 24, Vermont Statutes Annotated Section 1971(b), and may be referred to as the Short-Term Rental Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Londonderry Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.

ARTICLE 14. PUBLICATION AND POSTING. This Ordinance and any subsequent amendment of this ordinance, or a concise summary thereof, shall be published in a newspaper of general circulation in Londonderry, within fourteen (14) days of its adoption, and shall be filed with the Town Clerk and posted at five (5) conspicuous places within the community.

ARTICLE 15. RIGHT OF PETITION. Notice is hereby given of the right to petition for a permissive referendum vote on this ordinance at an annual or special meeting as provided for in 24 V.S.A. § 1973. Such petition for a permissive referendum must be signed by not less than five (5) percent of the qualified voters of the Town of Londonderry and shall be presented to the Selectboard or the Town Clerk within forty-four (44) days following the date of adoption.

ARTICLE 16. EFFECTIVE DATE. Unless a petition is filed in accordance with 24 V.S.A. § 1973, the Ordinance shall become effective sixty (60) days after its adoption. However, the Short-Term Rental registration requirements under Article 4 shall not take effect until July 1, 2025, though registration applications may be accepted by the STR Administrator beginning May 1, 2025.

* * *

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, May 5, 2025 6 PM
139 Middletown Road, 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; Tina Labeau, Town Treasurer; Sally Hesper, Selectboard Meeting Note Taker; Sandra Clark, Town Lister; Josh Dryden; Road Foreman; Liam Elio, Mountain Towns Parks Administrator; Gary Hedman, Chair, Village Wastewater Committee; and Jeremiah Sund, Town Assessor.

Others in Attendance: Barthley Thomas; Paul Hendler; Dan McKenna; Pam Spaulding; and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 6:01 p.m.

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

Taylor Prouty moved to delete agenda item 7.b.i. (Town Clerk Social Services Appropriations Policy Approval) and item 10.b (Town Office Renovations – Consider change order), seconded by James Ameden. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 04/21/2025

Martha Dale noted to the need to correct the spelling of the name “Peale” to “Peele”.

James Ameden moved to approve the minutes of the Selectboard meeting of April 21, 2025 as amended, seconded by Taylor Prouty. The motion passed unanimously.

4. Selectboard Pay Orders

Martha Dale 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:

- Town office renovations still moving along, and staff hope to be in by May 14th. The trailer is scheduled to be removed on the 20th.
- STR Ordinance was noticed in the *VT Journal* and posted on the website, Town Hall, post offices, and Town Office.
- The Last Selectboard meeting was not live streamed or recorded. Keegan Douglas of GNAT would like to come to next meeting to present a different solution.
- Website Committee met to complete initial design questionnaire. The committee also discussed the idea of creating a logo, perhaps by design contest by local students.

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- Attending May 15 and 16 VTCMA conference but available for email and phone.

The following correspondence was reported by Tulloch:

- Email from Peter Franzoni of Rutland with a resolution for the Selectboard to consider.
- Smugglers Notch LLC was granted a Farmer’s Market Spirits License.
- Email from Patty Ferrick-Reilly in the packet regarding the STR policy.

6. Visitors and Concerned Citizens

Resident Dan McKenna voiced his concerns about the STR amendment. While he agrees with the new safety requirements, he asked why there is a one-year wait period for new owners before they can begin renting and if an economic impact study was done. McKenna also voiced concerns about the yearly limit on rental nights. Tom Cavanagh replied that the new ordinance was drafted based on community input and a desire to limit home purchases for financial gain by non-residents. McKenna stated that the new amendment will affect future home values, as potential rental income for owners will decrease.

Resident and STR property owner Barthley Thomas asked what prompted the amendment. Selectboard members replied that community feedback reflected a dissatisfaction with “party houses” with absentee owners.

Thomas reported that many STR are owned by locals as business opportunities. He pointed out that other businesses do not face caps on the number of days they can operate. Thomas predicts the ordinance will slow growth in the area and that decreased rental days will impact house cleaners, maintenance companies etc.

Martha Dale added that the STR Committee took information from residents and many communities in VT and nationally. The resulting ordinance balances growth and safety. It is the responsibility of the Selectboard to make sure homes are safe for guests in the community.

Dan McKenna thanked the committee for listening and indicated he would be filing an appeal.

7. Town Officials Business

a. Town Assessor/Listers

i. Lister Appointment

Marge Fish approached Town Lister Sandra Clark after the Town Meeting and said she would be willing to serve as one of the Listers. Clark stated that Fish has a wonderful background, is good is with people, and would perform the role admirably.

Martha Dale moved to appoint Marge Fish to fill the office of Lister pursuant to 24 V.S.A. § 963 and authorize the Selectboard Chair to sign the Notice of Vacancy on behalf of the board. The appointee will serve until a town election is had, seconded by James Ameden. The motion passed unanimously.

b. Parks director

i. Memorial Park Pavilion Roof bid

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Liam Elio reported that the Parks Board chose a bid from Buddy System Roofing to repair the roof of the Memorial Park Pavilion. Their work is known in the community. Pam Spaulding asked why they were replacing with shingles versus standing seam roof. Elio responded they were replacing with same material already on roof, and it would be repaired to withstand the snow load.

Jame Ameden moved to 1) accept the bid from Buddy System Roofing to provide services relating to the Memorial Park Pavilion Roof Repair, estimated to cost \$10,71 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.

8. Transfer Station/Solid Waste Management

a. Updates

Most of the time the vending machine is working unless the credit card processor is down.

b. Discuss Recycling Hours

Nick and Candy ready to work Sundays. Martha Dale noted the vending machine sign will need to be changed. It was agreed new hours will begin Sunday, May 11. Hours will be 12-4, which will be a 5-hour shift for staff to allow for opening and closing. Nick will be working on garbage, and Candy will cover recycling. "Take It or Leave It" will be open on Sundays only if Candy can cover.

It was noted per Pam Spaulding's question that the first Household Hazardous Waste Collection will be the first Saturday in June.

Tom Cavanagh moved to reopen the Transfer Station from 12 – 4 on Sundays starting May 11, 2025, seconded by Taylor Prouty. The motion passed unanimously.

9. Roads and Bridges

a. Update

Road Foreman Josh Dryden reported:

- Fuel usage for April was 870 gallons for equipment and 140 gallons for the Transfer Station.
- The excavator broke on Route 100, and will hopefully be fixed tomorrow.
- Road crew is busy picking up brush and grading when able.

b. Discuss paving schedule

Taylor Prouty, Josh Dryden, and Tom Cavanagh provided a summary of meeting with Everett Hammond, and noted this year's budget is larger than usual as funds were not spent during the flood.

- Total funds available are \$750,000 for paving and \$200,000 grant.

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- Primary project will be Winhall Hollow Rd. and grant funds must be used for Landgrove Rd.
- Project RFPs will be posted shortly and work will be done over the summer.
- All the bad culverts (10 – 20) will be replaced prior to paving on Winhall Hollow Rd and a chip seal process will be used, which extends the life of paving an additional 5 years.
- Hunter Excavating will pave Old School Street while they are doing the new Town Office parking lot.
- Overall goal is to address larger stretches of road instead of little sections.

The Board discussed how to let citizens know about upcoming work. Announcements will go out with general timeframe once paving company is selected. It was noted that the Town is utilizing Everett Hammond, an independent engineering contractor, to assist with RFP and planning. Hammond could also be hired to help update the Town paving plan, which drafted 4-5 years ago.

c. Discuss culvert replacement on Winhall Station

Five culverts need to be replaced. The campground is closed for the majority of summer, so there will be minimal traffic. Tulloch will work to get the RFP out.

d. Discuss salt shed wall

Both ends of the salt shed are currently open and the snow blows in and hardens the salt. Sides are needed at an estimated cost of \$2,500. The project will be put out to bid.

10. Old Business

a. Discuss Village Wastewater Fee Schedule

Gary Hedman reported that Aileen Tulloch and Martha Dale both attended the last meeting. Lynette Claudon, Vermont DEC, told the Committee that there is an additional \$500,000 grant available; ARPA money was transferred into the state fund. The transfer did not, however, include an extension in the current completion deadline of September 2026. The Committee is drafting a position paper that the Town can submit to the State legislature requesting an extension to the end of 2026.

The group discussed the Prouty parcel map and noted a freshwater well was not marked. A water source will need to be identified to get water to any buildings or a new firehouse, but this should not impede the wastewater project from moving forward. Hedman will make sure the map gets put on a board for easier study.

Hedman revisited the draft Ordinance that was presented at the March 17th meeting. The Selectboard agreed with comments and changes proposed by the Town attorney and to serve as the Wastewater Administrator. The Board is prepared to adopt the Ordinance at the next meeting

The next step is to adopt a fee structure. A draft was prepared by RCAP with 3 options and reviewed by the Committee. Martha Dale requested information on fee structures from other

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municipalities, and this information is included in the meeting packet. It was agreed that connection fees will be a burden to some in town, and perhaps other options for funding, such as a local use options tax, might be considered. Additionally, the Town will need to begin outreach and communications with residents who want to connect to the system.

The Selectboard agreed to discuss the fee structure and have consensus at next meeting.

11. New Business

a. Londonderry domain name change from .org to .gov

Using domains with “.gov” is best practice for government agencies. The Website Committee recommends this change and will make the transition in conjunction with the website migration.

Martha Dale moved to 1) approve the migration of Londonderry’s Domain Name from londonderryvt.org to londonderryvt.gov, and 2) direct the Town Administrator to coordinate with staff, IT services and Revize to accomplish the migration, seconded by Taylor Prouty. The motion passed unanimously.

b. Discuss change of venue for Selectboard Meetings

The next Selectboard meeting will be at Old Town Hall to ensure construction is complete, with subsequent meetings at the new Town Offices.

c. 1st and 3rd Class Liquor Licenses and Outside Consumption Permit- Ski Magic, LLC

Taylor Prouty moved to approve a 1st and 3rd Class Liquor License for Ski Magic, LLC, related to property located at 495 Magic Mountain Access Rd, seconded by James Ameden. The motion passed unanimously.

d. 2nd Class Liquor License –AGS Vermont Inc (Londonderry Village Market)

Taylor Prouty moved to approve a 2nd Class Liquor License for AGS Vermont Inc, related to property located at 5700 Vermont Route 100, seconded by James Ameden. The motion passed unanimously.

e. Outside Consumption Permit – Turner Enterprises, LLC (New American Grill)

Taylor Prouty moved to approve an Outdoor Consumption Permit for Turner Enterprises, related to property located at 5700 Vermont Route 100, seconded by James Ameden. The motion passed unanimously.

f. Outside Consumption Permit – Upper Tamarack, Inc (Upper Pass Lodge)

Taylor Prouty moved to approve an Outdoor Consumption Permit for Upper Tamarack Lodge, related to property located at 420 Magic Mountain Access Rd., seconded by James Ameden. The motion passed unanimously.

g. Itinerant Vendor Permit Application –Grateful Harvest

Taylor Prouty moved to approve Itinerant Vendor Permit #2025-03 for Grateful Harvest LLC at location of Green Mountain Therapeutics, seconded by James Ameden. The motion passed unanimously.

h. Town Hall Facilities 05/04/25 Request (retroactive) Farmer’s Market

Martha Dale moved to authorize the use of the Town Hall for a private event on May 04, 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.

12. Adjourn

James Ameden moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

The meeting adjourned at 7:33 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, May 19, 2025 6 PM
139 Middletown Road, 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; Allison Marino, Town Clerk; Sally Hesse, Selectboard Meeting Note Taker; Gary Hedman, Chair, Village Wastewater Committee; Corey Mack, Village Wastewater Committee; and Chad Stoddard, Parks Board.

Others in Attendance: Matt Bachler, Windham Regional Commission; Paul Hendler; Bob Maisey; and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 6:02 p.m.

2. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

Taylor Prouty 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 invite Josh Dryden, Aileen Tulloch, and Andrew Phinney to attend, seconded by Jim Fleming. The motion passed unanimously.

Executive Session entered at 6:05 p.m. and ended at 6:37 p.m.

3. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

Martha Dale moved to add agenda item 11.b Town Office Renovations change order, seconded by James Ameden. The motion passed unanimously.

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

James Ameden moved to approve the minutes of the Selectboard meeting of May 5, 2025, seconded by Martha Dale. The motion passed unanimously.

5. Selectboard Pay Orders

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

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Town office renovations finishing up. Some exterior painting needs to be done and parking lot paved. The electrical service will be connected on Thursday, with office closed that day.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – May 19, 2025

- The Website Committee picked template for new design.
- Culvert bids are due.
- Application for state funds to replace the Windy Rise culvert has been approved for a total of \$200,000. This project was originally number 8 on list, but not enough other towns applied so the Town's application was accepted.

Additional Announcements:

- Tom Cavanagh asked town to be patient with staff over the next few months as they transition to new office space.
- Bruce Frauman announcement GNAT will be getting new equipment to record Selectboard meetings.
- Town offices will be closed a few days when paving is scheduled.

The following correspondence was reported by Tulloch:

- Chester snowmobile club thank you letter and invitation to BBQ on Saturday, May 31. at the Chester Recreation Park.
- Esther Fishman sent Hazardous Waste Collection Day (6/7 and 11/4/2025) flyer.
- Vermont Declaration of Inclusion Initiative's May 13, 2025 Press Release indicated that the 2nd week in May is Inclusion Week in Vermont.
- Town office final work schedule in meeting packet. An email concerning the STR Ordinance from Mike Long

7. Visitors and Concerned Citizens

None.

8. Town Officials Business

a. Village Wastewater Committee

i. Approve Village Wastewater Ordinance

Matt Bachler, Windham Regional Commission indicated that one small final correction was made to the Village Wastewater Ordinance. Section 16 (Pre-Treatment and Flow Equalization) Item 3@ (Interceptors may be required) was amended to read "interceptors shall be provided when, in the option of the Board *or as required by State regulations.*"

Bachler concluded that the ordinance has been thoroughly reviewed and is ready for Selectboard approval. The next step is to begin conversations with residents, which will include providing and discussing the ordinance.

Martha Dale moved to adopt the Wastewater Ordinance as presented, such ordinance to take effect after 60 days unless a petition is filed as provided for under 24 V.S.A. § 1973(b), seconded by Tom Cavanagh. The motion passed unanimously.

ii. Discuss Wastewater fee schedule

Gary Hedman, Chair of the Village Wastewater Committee, reported that the working group held a special meeting to discuss the fee structure and made a motion to recommend to the Selectboard the following:

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To support the construction of the village wastewater system, the village wastewater committee recommends that the municipal debt service obligation be included in the local property tax calculation. As grand list expenditures are not tied to or bound by the direct benefit to each contributing member of the grand list, inclusion of the debt service obligation is consistent with other municipal costs that prioritize mutual benefit on the greater good. Based on estimates conducted by the Rural Community Assistance Partnership (RCAP) the annual cost of debt service associated with the village wastewater project would be approximately \$16 (based on a property value of \$250,000).

Corey Mack, Village Wastewater Committee, stated that this project is beneficial to the entire municipality; the social contract of living in Town is contributing to town-wide improvements. The Committee submitted a memo (in the meeting packet) presenting arguments in favor of 100% Grand List support of the capital construction cost debt service. The project will be beneficial to residents who connect now. Even if they have a functioning septic system, they might not be able to install a new system at a later date due to Vermont's septic and drinking water regulations.

Tom Cavanagh expressed concerns about increasing fees to tax payors. Prior Selectboard members had indicated that residents would not need to pay for the system.

There was some confusion about the 3 fee structures submitted by RCAP which detail projected user fees as a function of Grand List support. Martha Dale added that a recent EPA ruling issued fee recommendations based on income. The Selectboard decided it needs additional clarification and details on cost to town and individual users for the bond portion of the project. The Village Wastewater Committee will bring revised fee structure suggestions to next meeting. Outreach to residents and connection applications cannot be distributed until fee structure approved.

Taylor Prouty stated as a potential system connector, he will abstain from any votes on fee structure but would like to be part of the continuing conversation.

Chad Stoddard asked what could be done about past, present, and future Board members speaking before they know what is really going on. Promises are made and then recanted. He hopes Board and other Committees think about this.

b. Town Clerk

i. Approve Social Services Appropriation Policy

Allison Marino reported to Selectboard last month that she had reworked the policy. The draft was sent out to all organizations who requested appropriations over the last 3 years; only 2 replied with questions.

Martha Dale moved to approve the Social Service Appropriation Policy as presented, seconded by Jim Fleming. The motion passed unanimously.

c. Parks Board re-appointments (Steve Bergleitner)

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Taylor Prouty moved to appoint Steve Bergleitner to the Parks Board for terms of three years, ending on 04/30/2028, seconded by James Ameden. The motion passed unanimously.

d. Conservation commission re-appointments (Gary Hedman and Steve Swinburne)

Aileen Tulloch will reach back out to Steve; he didn't respond to request for re-appointment.

Jim Fleming moved to appoint Gary Hedman to the Conservation Commission for term of four years, ending on 05/31/2029, seconded by James Ameden. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

- Met with electric engineer to review what needs to be done at transfer station.
- Saturday, June 7, is first Household Hazardous Waste Day.
- Transfer station is now open on Sundays 12 – 4.

10. Roads and Bridges

a. Updates

- Summer work is beginning.
- RFP for salt shed repair going out. Work will be pushed to July 1 or later for next fiscal year.
- There was grant money available for edge line striping last year, it is still available. An RFP went out last fall but didn't receive any bids. Tulloch will review the RFP from last year and try again.

11. Old Business

a. Discuss change of venue for Selectboard meetings

Selectboard ready to move meetings back to Town Offices. Parking lot and Old School Street repair will necessitate office closing, but there will be advance notice.

Jim Fleming moved to hold regular meetings of the Selectboard on the first and third Mondays of the month at 6:00 PM at the Town Office at 100 Old School Street in South Londonderry, beginning at our next regularly scheduled meeting of June 2, 2025 or at the discretion of the Selectboard Chair and as permitted by applicable law, meetings may be held without a physical presence using publicly available remote meeting software, seconded by James Ameden. The motion passed unanimously.

b. Town Hall Renovation Project – Consider Change orders

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

12. New Business

a. Naming the new Selectboard Meeting Rooms

It was proposed to name the new Selectboard Meeting Room the “John Morse Room.” John Morse was a teacher in the building when it served as the school, and the room was his classroom. Morris taught for many years on site and then became a custodian. He had an impact on the community for many years.

Taylor Prouty moved to name the new Selectboard Meeting Room after John Morse, seconded by James Ameden. The motion passed unanimously.

b. Discuss Stormwater Master Plan

Selectboard discussed the Stormwater Master Plan prepared by Fitzgerald Environmental Associates under contract to the Vermont Department of Environmental Conservation (in meeting packet). The projects selected for conceptual design are: 1) VT Route 100 behind bank; 2) VT Route 100, Transfer Station; 3) Old Town Garage Rd., parking area; 4) Pingree Park Road, behind ballfield, and 5) VT Route 11, gravel parking lot.

It was agreed there is no downside to proceeding as State will assist with grant seeking. Aileen Tulloch will reach out to the state.

Tom Cavanagh moved to allow the Town Administrator to proceed with grant process for Stormwater Master Plan, seconded by Martha Dale. The motion passed unanimously.

c. Approve Barr Highway Access Permit

Taylor Prouty noted that this is permit is for temporary highway access. Proposed future use of the shed will need to approved by Zoning Board. Prouty expressed concern that parking and mailbox access could become an issue if the site becomes a popular place of business.

James Ameden moved to approve access permit application No. 2025-01, submitted by Capucine & Sabrina Barr for a new highway access to their parcel located on the East 318 Old Sawmill Rd, and authorize the Chair to sign the permit on behalf of the Board, seconded with Jim Fleming. The motion passed unanimously.

d. Approve 1st and 3rd Class Liquor License for Upper Tamarack, Inc (Upper Pass Lodge)

James Ameden moved to approve a 1st and 3rd Class Liquor License for Upper Tamarack Inc related to property located at 420 Magic Mountain Access Road, seconded by Martha Dale. The motion passed unanimously.

e. Approve 1st and 3rd Class Liquor Licenses and Outdoor Consumption Permit for Smith Foodservice Hospitality & Entertainment, LLC (Revival Kitchen)

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Jim Fleming moved to approve a 1st and 3rd Class Liquor License and an Outdoor Consumption Permit for Smith Foodservice Hospitality & Entertainment, LLC related to property located at 3928 Vermont Route 11., seconded by James Ameden. 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 7:50 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**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 Hesper, Selectboard Meeting Note Taker; Patty Eisenhour, 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 Amaden. 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.

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Additional Announcements:

- 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

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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.

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

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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.

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

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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 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

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Selectboard Meeting Minutes - June 2, 2025

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

The meeting adjourned at 7:30 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, June 16, 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; Allison Marino, Town Clerk; Sally Hesper, Selectboard Meeting Note Taker; Patty Eisenhour, Housing Commission; Andy Dahlstrom, Short Term Rental Administrator; Will Goodwin, Zoning Administrator; Kelly Pajala, Jen Greenfield, and George Mora; Long Term Recovery Committee.

Others in Attendance: Jessica Citera; Paul Hendler; Dan McKenna; Brent Bammarito; Kim Ray; Pamela Spalding; Ari Santos, GNAT Content Producer; Amanda Fouda, GNAT Technician; Tammie Reilly; GNAT Executive Director; and Keegan Douglass, GNAT Video Production Manager (remotely).

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)]

Martha Dale moved to add agenda items 11J and 11K to approve Neighborhood Connection's Facility of Use request and Town Office completion, seconded by James Ameden. The motion passed unanimously.

3. Minutes Approval - Meeting(s) of 6/2/2025

James Ameden moved to approve the minutes of the Selectboard meeting of June 2, 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 James Ameden. The motion passed unanimously.

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Office renovations are moving along, and grass seed has been planted on graded areas.
- Paving has begun on Old School St. and is mostly complete.
- Front door has been delivered and should be installed 6/21.
- Bid documents for Winter Sand and Winter Salt went out last week.
- Tulloch will be on vacation the week of July 14th.
- Shane O'Keefe's last day will be June 30th. Tulloch extended her personal thanks for his assistance during the transition and wished him well in his retirement.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – June 16, 2025

Additional Announcements:

- Town Clerk Allison Marino reported the doors and locks not all working and suggested visitors call the office if they can't access building.

The following correspondence was reported by Tulloch:

- Town of Londonderry extension request for Spring Hill Road Culvert.
- Resignation letter from Esther Fishman. The job opening for Part-Time Recycling Coordinator position has been posted.
- Letter in support of STR housing commission.

6. Visitors and Concerned Citizens

a. Jessica Citera Short Term Rental Ordinance Concerns

Jessica Citera addressed the Selectboard and referenced the petition she filed with the Town to appeal the Amendment to the Short Term Rental Ordinance dated April 21, 2025. Citera expressed her view that the amendments will have a negative economic impact on the Town. She has asked for the research that led to the adoption of the amendments, specifically the 50 night yearly limit on new STRs. With only 42 hotel rooms in Londonderry, this limit will impact tourism and subsequently local businesses due to a decrease in lodging rooms.

Citera suggested the Town's research looked at towns that are not comparable to Londonderry. She reported that Town homestead numbers are increasing and housing prices are dropping. The 99 registered STRs in Town reflect only 6.4% of properties. While the median household income cannot afford a local home, Citera argued that supply and demand cannot be controlled.

Tom Cavanagh explained that the amendments were adopted to limit out of state investors from buying up STR. Citera inquired how many STR are unhosted, with owners not using property any nights. Andy Dahlstrom said this statistic is hard to gather. Citera stated that without knowing how many "problem" houses there are and the Ordinance only active for 6 months, the Amendment decision might have been rushed. She also indicated the STR Committee might be "stacked", including one member who was in an active lawsuit with a neighboring STR owner.

Patty Eisenhower spoke and indicated the Housing Commission sent a statement endorsing the Ordinance Amendment. Workers who work here can't afford to live here, and at least 2 houses have recently gone to Air Bnb. The Amendment will slow the speculation of buying property and puts brakes on things. The Commission supports determining a threshold of STRs for the Town, similar to 5 - 15% thresholds adopted by other resorts towns across the United States.

Jen Greenfield remarked that a lot of people have been displaced by investors buying up homes. She has witnessed this as an owner of a motel that housed the homeless during Covid. Multiple businesses have help wanted signs and have limited hours because they cannot find workers within driving distance.

Brent Bammarito spoke about the STR Committee and his participation. He believed committee was thoughtful and deliberate; there was no "stacked deck". The group as a whole marginalized the issues the one member had with STRs. They each volunteered their time for

Town of Londonderry, Vermont
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the good of the community, a community that is dying. He added that if Flood Brook closes, this will be a shell community.

In summary, this is a resort community and there will be balances between locals and non-locals. Citera is asking that STRs are not restricted by the Amendments, and she has a right to ask for data that substantiates the adoption of the Amendments. The petition has been filed and Citera's questions will be addressed by special Town meeting and vote.

7. Town Officials Business

a. Town Treasurer

i. Budget adjustments

Tina Labeau submitted updates to the budget reflecting addition of the new Road Crew position.

b. Short Term Rental Administrator

i. Adoption of Fee Schedule.

Jim Fleming moved to approve the 2025-2026 Short Term Rental Fee Schedule as presented and to take effect immediately, seconded by James Ameden. The motion passed unanimously.

c. Town Clerk

i. Review and Approve Special Town Meeting Warning for Short Term Rental Ordinance Amendment

The Warning was drawn up with assistance of Town Attorney Bob Fisher. There are 2 articles on the warning: Short Term Rental Ordinance Amendment and Election of Town Lister.

It was noted that only the amendments to the Short Term Rental Ordinance will be voted on; the Ordinance has already been voted on and enacted. Moderator Peter Pagnucco will lead the meeting and there will be a 3-minute limit per person discussion.

The Town will post the Amendments on the website for viewing.

Martha Dale moved to approve and sign the Warning for the Special Town Meeting for the Short Term Rental Ordinance Amendments and to elect a Lister, scheduled for July 19th, 2025 at 9:30 am at the Londonderry Town Hall, seconded by James Ameden. The motion passed unanimously.

ii. Delinquent Dog List

Town Clerk Allison Marino submitted the list. Once accepted, it will be sent to Pat Salo (Animal Control Officer).

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Taylor Prouty moved to accept the Delinquent Dog license list, seconded by James Ameden. The motion passed unanimously.

d. Zoning Administrator

i. Consider Permitting Fees

Will Goodwin reported that the Town does not currently charge for permit extensions or amendments, and the Town is required to pay \$15 for filing. It was agreed that a \$25 fee for such changes seems fair.

Taylor Prouty moved to assess a \$25 fee for permit extensions or amendments, seconded by Martha Dale. The motion passed unanimously.

ii. Consider Properties with second driveways

Goodwin reported that the Town currently requires a hearing for creating 2nd driveway access. This is unusual and the Vermont League of Cities and Towns says this is “quasi” legal. The requirement will be deleted from the next rendition of the Bylaws.

Pamela Spaulding inquired about setback requirements, but these are not implemented in Londonderry.

iii. Consider Memorandum of Understanding for Scanner Rental

Aileen Tulloch has researched this matter, but no other Towns have a similar Memorandum. Taylor Prouty suggested there could be agreement on shared equipment by road crews that could be referenced. Staff will continue to work on fee structure and draft agreement.

8. Transfer Station/Solid Waste Management

a. Updates

- The Hazardous Waste Collection was held in the pouring rain, but there was a steady stream of cars. No numbers have been reported yet.
- The Electronics Collection filled a tractor trailer and box truck; 17,000 pounds was collected in total.
- Fishman referenced information in the meeting packet concerning what’s happening with hazardous waste at the State Level. H.484 is a pending bill with three provisions concerning solid waste districts:
 - Additional fees charged to registrants of pesticide products
 - Amends current Household Hazardous Waste EPR program
 - Amends requirements under Vermont’s Paint Stewardship Program.

b. Discuss Wood Burning at Transfer Station

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The DEC has reached out to the Town after numerous complaints from an adjacent neighbor regarding wood burning at the Transfer Station. Fishman looked into other options, including bringing materials to Hunter Excavating for burning. This option, however, is very expensive. As Londonderry is an ACT 240 site, materials from outside Londonderry should not be accepted for burning.

In light of these facts, it was decided to end all wood burning at the Transfer Station. This will have implications for local businesses who will need to pay for disposal elsewhere. The Town will look into getting a permit for road crew to burn Town materials on the lower field in the future.

Tom Cavanagh moved to stop wood burning at the Town Transfer Station, seconded by Martha Dale. The motion passed unanimously.

9. Roads and Bridges

a. Updates

Taylor Prouty reported that bid might go out for tree removal and ditching on Boyden Road. He is determining whether this would be one project, which would be over threshold and need to go out for bid, or 2 separate projects that would not need to go through bidding process.

b. Accept Edge Line Painting Bid

A bid was received from RFP that was put out last year. The cost will be less than grant funding; Aileen Tulloch will ask if remainder can be used for another project.

James Ameden moved to accept the proposal from Green Mountain Line Striping, LLC to provide services relating to Edge Line Striping estimated to cost \$7,698.24 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. Accept Paving Bid

The deadline for bids was 2 p.m. today and three bids were received: Bazin Brothers Trucking, Fuller Sand & Gravel, Inc., and Sunapee Paving. Bazin Brothers was the low bid at \$682,172. Everett Hammond has worked with Bazin Brothers and Josh Dryden was fine with this option. Landgrove Rd. will be covered by a \$200,00 grant from the state

James Ameden moved to accept the proposal from Bazin Brothers to provide services relating to paving town highways, estimated to cost \$682,172 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by Jim Fleming. The motion passed unanimously.

d. Accept Chip Seal Bid

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Only one bid was received from All States Construction. Everett Hammond gave a positive recommendation. This project will reinforce the longevity of the road work the Town is spending so much money on.

James Ameden moved to accept the proposal from All States Construction to provide services relating to chip sealing town highways estimated to cost \$131,900 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.

10. Old Business

a. Ratify Cota & Cota Contract Approval from 6/2/2025

Martha Dale moved to ratify the Board's 06/02/2025 decision to sign the contract with Cota and Cota for another year., seconded by James Ameden. The motion passed unanimously.

11. New Business

a. Discuss GNAT-TV Livestreaming solutions

Tammie Reilly, GNAT Executive Director, was invited to talk about options to make meeting livestreams more consistent.

Reilly thanked the board for having her and indicated the goal was to build a relationship. She reminded the group that GNAT offers a community calendar for event posting, a press release portal, and the “News Project” hosted by Andrew McGeever. GNAT began filming Town committee meetings in 2013. Livestreamed events are distributed on GNAT cable channel, Roku, Apple, FireTV, and YouTube. Reilly also introduced Amanda Fouda, who will be the GNAT videographer for future Selectboard Meetings.

Reilly discussed several options for offering hybrid meetings, ranging from \$3,000 to \$100,000. The goal is to decide what product is appropriate to help meet open meeting laws and allow the public to participate. GNAT Video Production Manager Keegan Douglass gave an overview of the equipment options and recommended reaching out to other towns to see what they are doing; Manchester and Arlington both offer hybrid meetings. The state is leaning more heavily on requiring hybrid options for public bodies, so this is a good time to start researching.

A small committee of Aileen Tulloch, James Ameden, and Tom Cavanagh will work on researching options with GNAT and gather input from all committees to make a long-term plan to get the right system.

c. Discuss alternate meeting schedule (Labor Day)

Due to the Labor Day holiday, September meeting dates will move to the 8th and the 22nd.

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Martha Dale moved to set September Selectboard meetings to September 8th and 22nd, seconded by Jim Fleming. The motion passed unanimously.

d. Discuss special meeting date to conduct employee reviews

Employee reviews will be conducted on Monday June 23rd and Monday June 30th starting at 3:30.

e. Discuss Long Term Recovery plan

Several members of the Long-term Recovery Committee were present to discuss and seek Selectboard approval of the Plan included in the meeting packet.

George Mora reported the process began last December when FEMA suggested the Town create a plan to address periodic flooding. Community engagement meetings were held to gather input from residents on issues of concern. The resulting Derry Resilience Project has 5 goals:

- Improve the community's ability to respond to emergencies.
- Prepare for future disasters through emergency preparedness, resilience, and hazard mitigation.
- Build a stronger sense of community and foster volunteerism through community-wide communications and activities.
- Plan for development that creates a vibrant, affordable, and thriving community over the long term.
- Take a leadership role in regional cooperation.

In preparing the report, the committee spoke with representatives from local organizations such as: Stratton Foundation; Neighborhood Connections; Vermont Agency of National Resources; CT River Conservancy; VT Core of Engineers, and FEMA. The plan focuses on ten projects in 5 categories: Fire Department Strategic Planning, Emergency Preparedness and Response, Hazard Mitigation, Community Development, and Regional Cooperation.

The Committee has identified champions and partners to get each project going and action steps are identified in the report. The Selectboard should support the plan as soon as possible and will meet to discuss and approve at the next meeting.

e. Approve WRC contract extension for Village Wastewater projects

The current contract is set to expire shortly so there is a need to request extension until December 31, 2025.

Martha Dale moved to 1) approve the extension of the Windham Regional Commission contract for services related to the Village Wastewater project and associate grant funding to December 31, 2025, and 2) authorize the Town Administrator to execute any documents necessary for extending the contract, seconded by Jim Fleming. The motion passed unanimously.

f. Accept Town Office Cleaning Bid

Current contract ends June 30th; only 1 bid was returned from current provider. The recommendation was to proceed with a 2-year contract.

Taylor Prouty moved to accept the proposal from SVT Property Management to provide services relating to cleaning Town Offices estimated to cost \$280 per week for the period 7/1/25 – 6/30/2027 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the vendor to conduct the necessary work, seconded by Martha Dale. The motion passed unanimously.

g. Approve Neighborhood Connections Itinerant Vendor Permit

Neighborhood Connections will be hosting “Living Well Health & Benefits Fair” in the Mountain Marketplace parking lot in Londonderry on Friday, September 19, 2025. It was decided they did not need an Itinerant Vendor Permit as the property is not owned by the Town.

h. Neighborhood Connections Request for Transfer Fee Waiver

Neighborhood Connections filed a Non-Profit Request to Waive Transfer Station Fees, waiving the fee for the organization to bring waste to the transfer after an event on July 18, 2025.

Jim Fleming moved to waive the Transfer Station fee for Neighborhood Connection’s event on July 18, 2025, and authorize the Chair to sign on behalf of the Board, seconded by Taylor Prouty. The motion passed unanimously.

i. Review and Approve Windham County Sheriff Contract

This contract is renewed every year. Tina Labeau confirmed the amount is correct.

Martha Dale moved to 1) approve the Windham County Sheriff’s Contract for services between July 1, 2025 and June 30, 2026 in the amount of \$70,000, 2) designate the SB Chair Tom Cavanagh and Town Administrator as authorized to request services, and 3) authorize the Town Administrator to sign the contract on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

j. Approve Neighborhood Connection’s Facilities Use Request

Jim Fleming moved 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 James Ameden. The motion passed unanimously.

k. Review and Approve Certificate of Substantial Completion for Town Office

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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

**Town of Londonderry, Vermont
Selectboard**

Special Meeting Minutes
Monday, June 23, 2025 3:30PM
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, Josh Dryden, Road Foreman. Esther Fishman, DRB Chair, Will Goodwin, Zoning Administrator

Others in Attendance: Pamela Spaulding, Troy Maynard, Donnie Derby

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 3:32 p.m.

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

A discussion was had about the order of the agenda, with Taylor Prouty making the suggestion that they move the Executive Session to be the last item on the agenda.

*Taylor Prouty made a motion to **move Item 3 (Executive Session) to Item 6.** Jim Fleming seconded. The **motion passed** unanimously.*

3. Approve Pay Orders

*Jim Fleming made a motion to **approve the pay orders for payroll and accounts payable.** James Ameden Jr. seconded. The **motion passed** unanimously.*

4. Approve Memorial Park Pavillion Overage

Aileen Tulloch explained that there was trim and plywood repair which accounted for the overage from the original estimate of \$10,711. The balance due is \$6,105. Josh Dryden asked if Buddy would be interested in working on the salt shed project. Tulloch will reach out to see if he is interested.

*Jim Fleming made a motion to **approve the payment in the amount of \$6,105 to Buddy System Roofing for work completed at the Memorial Park Pavilion.** Taylor Prouty seconded. The **motion passed** unanimously.*

5. Approve Itinerant Vendor Permit for West River Coffee Barn

*Jim Fleming made a motion to **approve Itinerant Vendor Permit #2025-04 for the West River Coffee Barn.** James Ameden seconded. The **motion passed** unanimously.*

Jim Fleming wished the West River Coffee Barn good luck.

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

Taylor Prouty made a motion 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, the Road Foreman, the DRB Chair, the Zoning Administrator Troy Maynard and Donnie Derby to attend the executive session. James Ameden seconded. The motion passed unanimously.

The Selectboard **entered executive session at 3:37pm** with Aileen Tulloch, Town Administrator, Josh Dryden, Road Foreman, and Donnie Derby.

Derby **exited the executive session** at 3:47pm.

Tina Labeau, Treasure, **entered the executive session** at 3:47 pm and exited at 3:49 pm.

Derby **entered the executive session** at 3:49 pm, and exited at 3:52 pm.

Troy Maynard **entered the executive session** at 3:53pm and exited at 4:05 pm.

Maynard **entered the executive session** at 4:09 pm and exited at 4:12 pm.

Josh Dryden, Road Foreman **exited the executive session** at 4:35pm.

Dryden **entered the executive session** at 4:36 pm and exited at 4:40pm.

Will Goodman, Zoning Administrator and Esther Fishman, DRB Chair, **entered the executive session** at 4:41pm and exited at 4:55pm

Tom Cavanagh made a motion to adjourn the executive session and Taylor Prouty seconded. The motion passed unanimously.

The Selectboard **exited the executive session** at 4:56 pm.

7. Adjourn

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

The meeting adjourned at 4:57 PM.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved June 7, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**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 Hesse, 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

Town of Londonderry, Vermont

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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 Hesse 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 Hesse 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

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, July 21, 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; Andy Dahlstrom, Short Term Rental Coordinator; and Liam Elio, Mountain Towns Recreation Director.

Others in Attendance:

Tim Jones, Green Mountain Power; Paul Hendler; Chris Morrow, Vermont State Representative; Pamela Spalding; 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)]

Taylor Prouty moved to move Item 11b "Review and Approve GMP Agreement" to Item 7b "Visitors and Concerned Citizens", seconded by James Ameden. The motion passed unanimously.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)(Liam Elio review)

James Amaden 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 Liam Elio to attend the executive session, seconded by Taylor Prouty. The motion passed unanimously.

Entered Executive Session at 6:02 p.m.

Exited Executive Session at 6:29 p.m.

Taylor Prouty moved to raise Liam Elio's rate of pay annually from \$57,000 to \$59,000 starting the next pay period, seconded by Martha Dale. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 7/7/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 7/7/2025, seconded by James Ameden. The motion passed unanimously.

5. Selectboard Pay Orders

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James Ameden 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:

- Tulloch is back from vacation.

The following correspondence was reported by Tulloch:

- Letter and flyer from Southern VT Economy Project (SVEP) announcing Town Building Symposium on August 28th.
- Information for SoVT Get on Board program. Tulloch attended the series and said it is a great introduction to municipal and nonprofit boards.

The following announcements were made by Tom Cavanagh regarding the Special Town Meeting held on July 19th:

- Marge Fish was elected Lister.
- The petition to Disapprove Amendments to Short-Term Rental Ordinance failed, by a vote of 66-25.

7. Visitors and Concerned Citizens

a. Representative Chris Morrow – Legislative Update

Rep. Morrow provided updates on the recent Legislative session of interest to Londonderry residents:

- A fair amount of work was done on health care and education bills.
- Next steps for education reform are redrawing district and supervisory boundaries; he believes the fundamentals of moving to a foundation formula are basically good.
- Income sensitivities will be incorporated into property taxes; the addition of a “Second Home” tax category is the beginning of process for 2nd home tax increases in the future.
- Healthcare is in worse shape than education: hospitals are struggling; UVM Medical Center is a monopoly; and Blue Cross Blue Shield is in financial distress. Some good work was done, but a lot remains.
- Flood Bill passed that will distribute funds for denied FEMA claims.
- Local Option Tax was bumped 5% extra for towns.
- Housing Bill included options for towns to borrow for housing initiatives, each with various guidelines and restrictions.
 - Community Housing Infrastructure Program (CHIP) – allows borrowing against future increases in Grand List.
 - Bond Bank available for low interest borrowing.
- Cell Phone Bill will ban cell phones in schools. Morrow pointed out this nationwide initiative began with 2 moms – great example of grassroots initiatives.

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Martha Dale asked whether Morrow could assist with seeking extension for September 26th deadline for Village Wastewater Commission application. Morrow requested an email with details and indicated he would try to help.

Tom Cavanagh inquired about timeline for school redistricting. Morrow replied plan would be drawn up by end of year and legislature will decide in January/February. There is a lot to be decided and it will be a rough transition, but Morrow hopes that some money will be saved and education will be equalized across the state.

b. Review and Approve GMP Agreement

Road Foreman Josh Dryden and Town Attorney Bob Fisher had questions on the Agreement that were resolved. One item is need for GMP to pay and file a Road Access Right of Way permit. As the town does not have this specific permit, a Driveway Right of Way form will be used. The town will adapt the Town of Halifax's permit and use going forward for Road Access Right of Way applications.

Tim Jones of GMP indicated he will return with filing fee and permit ASAP to begin work in August.

Taylor Prouty with moved to approve the Green Mountain Power Agreement for work proposed on Under the Mountain Road with condition of submitting the required fee and Road Access Permit Application, seconded by James Ameden. The motion passed unanimously.

8. Town Officials Business

a. Town Administrator/Town Clerk

i. Windham County Animal Control Officer program

Tulloch provided details on the Windham County Animal Control Program, which supplies a regional animal control officer/sheriff and services to towns for a set fee. Right now, 8 towns have joined; the more towns that join the lower the fees. Tulloch noted that the services do not include dealing with barking dogs. Some of the benefits include a trained animal control officer who is fully deputized and a place to house animals.

The Selectboard indicated they would be interesting in pursuing this option provided they are able to address the tasks the program does not address and response times are not excessive. The current Londonderry Animal Control Officer, Pat Salo, could be retained to oversee beaver control and barking dog complaints. Taylor Prouty stated this would be a more modern and consistent approach.

Staff will reach out with questions and also begin to revise the current Londonderry Dog Ordinance, which was written in 1975.

ii. Public Records Fee Schedule

Town Clerk Allison Marino updated the Public Records Fee Schedule to reflect current Statute, not Uniform Charges, which are outdated. Town Administrator Aileen Tulloch had some amendments to the schedule to recover time and expenses incurred copying records.

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Taylor Prouty moved to adopt the Public Records Fee Schedule as amended including 1) copying records at \$.33 per minute after the first 30 minutes, 2) senior staff time tasks necessary to comply at \$.57 per minute after first 30 minutes, and 3) copying electronic records at \$.25 per record, seconded by Martha Dale. The motion passed unanimously.

b. Short-Term Rental Coordinator – Andy Dahlstrom

i. Vacation approval

Andy Dahlstrom, whose position is 20 hours per week job, reported working 100 hours in May and 105 hours in June, 45 hours more than scheduled. He requested putting that extra time worked towards 2 weeks of time off. He will coordinate with staff the best time to be out and put an out of office responder on his email. The Selectboard approved this request.

Dahlstrom also reported that as a result of reapproval of Short-Term Rental Ordinance Amendments, he anticipates more incoming questions and calls from affected property owners. Town Attorney Bob Fisher has confirmed that the original April 1 adoption date of the Ordinance is the date the Ordinance is in effect. Fisher has also suggested ways property owners can rent that are not subject to the Short-Term Rental Ordinance, which Dahlstrom has relayed to anyone inquiring.

c. Planning Commission

i. Survey at Transfer Station

Pamela Spalding, a member of the Planning Commission, reported that the commission wants to conduct a local resident survey at the Transfer Station, setting up a table at the Swap Shop. The purpose of the survey is to see what people are interested in.

The Selectboard approved the proposal. It was suggested that the survey include information about the role of the Planning Commission and where results would be posted.

9. Transfer Station/Solid Waste Management

a. Updates

- The new Recycling Coordinator, John Hurd, started today. His phone extension is #10.

10. Roads and Bridges

a. Updates

- New Road Crew employee's drug test has come back. He is working towards CDL with anticipated completion by September.
- Josh's dump truck is still under repair. Although the warranty had just expired, he is pursuing partial reimbursement.

b. Review and Approve Spring Hill Bank Stabilization Work Proposal

Received approval and Hunter Excavating was able to quickly start and finish the project. Decay was due to past beaver activity.

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Taylor Prouty moved to approve the Spring Hill Stabilization Work Proposal by Hunter Excavating estimated to cost \$35,000, and authorize the Town Administrator to sign the proposal on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

c. Review and Approve Guardrail Work Proposal

It was noted that the estimated cost is less than budgeted.

Martha Dale moved to approve the Guardrail Work Proposal by Lafayette, estimated to cost \$6,500, and authorize the Town Administrator to sign the proposal on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

d. Review and Approve Town Highway Structures Grant 2026

This is for Windy Rise Project. The project will need to go out for bid and secure matching funding, so timeframe is for next year or year after.

Taylor Prouty moved to approve the Town Highways Structures Grant Agreement for 2026 and authorize the Town administrator to sign the agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

11. Old Business

a. Review and Approve Town Office Change Orders

These should be the final change orders.

Martha Dale moved to authorize change orders for the Town Office Renovation Project as follows: 1) Remove concrete steps on the south side at a cost of \$2,269, 2) Entry porch ceiling replacement for new lighting at a cost of \$589, 3) replace the water line to the well at a cost of \$805, 4) Additional miscellaneous site work at a cost of \$24,137, and 5) Solar addition for size increase at a cost of \$626, and to authorize the Town Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.

b. Review and Approve Certificate of Substantial Completion for Town Office

Project is substantially complete and punch list is small. There are still adjustments that need to be made, but there is a warranty period.

Martha Dale moved to approve the Certificate of Substantial Completion for the Town Office Project, and authorize the Town Administrator to sign the certificate on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

12. New Business

a. Recycling Coordinator Job Description

It was proposed that the Job Title for the Recycling Coordinator be changed to Solid Waste/Recycling Coordinator to reflect full duties of the role.

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Taylor Prouty moved to rename the Recycling Coordinator as the Solid Waste/Recycling Coordinator, seconded by James Ameden. The motion passed unanimously

b. Review and Approve Windham Regional Commissions Town Office Facilities Use

The Windham Regional Commission wanted to find a meeting space in this area and requested permission for use.

Martha Dale moved to approve the Windham Regional Commission's use of the Town Office John Morse Meeting Room on Wednesday September 2, 2025 from 6 to 8 pm, and authorize the Town Administrator to sign the Facilities Use Agreement on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

c. Review and Approve MERP Amended Agreement

Soft costs were not included in original agreement and were added to the amended agreement.

Taylor Prouty moved to approve the MERP Amended Agreement and authorize the authorize the Town Administrator to sign on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

d. Building Use Request for Weston Playhouse Theater Company – Twitchell Building for August 2, 2025

The group requested usage for their Board meeting.

Martha Dale moved to approve the Weston Playhouse Theater Company's use of the Town Office John Morse Meeting Room on Saturday, August 2, 2025, and authorize the Town Administrator to sign the Facilities Use Agreement on behalf of the Town, 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 7:54 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**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 Hesse, 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.

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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

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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.

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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 Bouease 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.

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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 Campany 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

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, August 18, 2025 6 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: Martha Dale and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Liam Elio; Mountain Towns Recreation Director; Sally Hespe, Selectboard Note Taker; Jen Greenfield, Planning Commission; and Pamela Spaulding, Planning Commission.

Others in Attendance: Judy and Pete Cobb; Paul Hendler; Bobby Gray; Bonny Johnson; Meg Staloff (SeVEDS); 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)]

No additions or deletions.

3. Minutes Approval - Meeting(s) of 8/4/2025

Taylor Prouty moved to approve the minutes of the Selectboard meeting of 8/4/2025, 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:

- Five projects submitted for funding for a Community Development Block Grant (CDBG) were approved for the full application process. Tulloch will reach out to Chris Campany For assistance in applications and grant management.
- Allison Marino relayed that Highway Beverage LLC submitted Event Permits for 8/30 and 8/31.
- The Selectboard was invited to a Town Building Symposium as part of the Municipal Leaders Network series on 8/28 at Wardsboro Town Hall.

6. Visitors and Concerned Citizens

a. Meg Staloff (SeVEDS) Get On Board Program

Meg Staloff, Southern Vermont Economy Project Manager at Brattleboro Development Credit Corporation provided information on several upcoming opportunities:

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- Town Building Symposium, part of the Municipal Leaders Network series on 8/28. The focus will be on Town-owned buildings, which can make up a significant part of annual Town budgets. The session will consider how town leaders can best use public dollars as they plan for current and long-term maintenance.
- SoVT Get on Board, training for local leaders September through November 2025. An in-person series of 4 Saturday classes to gain practical skills to become effective and active participants in civic life in Southern Vermont communities. Focus will be on how towns work and how nonprofits and municipal governments can work together. Scholarships are available, and the registration fee includes meals.

7. Town Officials Business

a. Beautification Committee

i. Town Hall Beautification Request

Bonny Johnson, Chair of the Beautification Committee, reported on 2 ideas the committee has for the new Town Hall:

- 2 potted boxwood shrubs to be placed on either side of front entrance
- 2 weatherproof benches that convert to picnic tables placed near birch trees for staff and public use

The purchases would be covered by the 2025-2026 budget.

The Selectboard requested the Beautification Committee meet with building staff and Josh Dryden to determine best placement and ensure winter plowing is not affected. The Beautification Committee will report back at the next Board meeting on September 8.

b. Town Administration

i. Vermont Local Government Institute Program - Letter of Support

Tulloch requested a Letter of Support from the Select Board as required for this opportunity.

Taylor Prouty moved to endorse the Town Manager's inclusion in the Vermont Local Government Institute Program, seconded by James Ameden. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

No updates were reported.

Pam Spaulding asked for status on electrical upgrades at the Transfer Station. Tom Cavanagh reported that the project is still in the works. Power is now at the site and service will be installed by GMP.

9. Roads and Bridges

a. Updates

Taylor Prouty reported:

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- Culvert replacement has begun on Winhall Hollow Rd. Signs were not posted as the project started with short notice. The road will not be closed, but there will be delays during project.
- Progress on fuel tanks is ongoing.

b. Approve George & Lamotte Access Permit

This is a straightforward application for relocation of driveway for a new garage.

Taylor Prouty moved to approve access permit application No. 2025-5, submitted by Ferdinand & Monika Lamotte for new access to their parcel located on the north of Pond Street, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

c. Review and Adopt Private Road Sign Policy

This was approved by Selectboard but not adopted as a Policy. The Town will pay for first sign installation for private road; residents will pay for any subsequent sign replacements.

James Ameden moved to adopt the Private Road Sign Policy, seconded by Taylor Prouty. The motion passed unanimously.

d. Review and Approve Edge Hill Rd. Paving Proposal

This is a proposal to pave the steep part of Edge Hill Rd. to make grading easier. Work would be done by Hunter Excavating. It was noted there are adequate funds left in the paving budget to cover this expense.

James Ameden moved to accept the proposal from Hunter Excavating LLC to provide services relating to the paving of Edge Hill Road, estimated to cost \$5,885,000 and 2) authorize the Town Administrator to execute any documents necessary for hiring of the contractor to conduct the necessary work, seconded by Taylor Prouty. The motion passed unanimously.

10. Old Business

a. Review and Approve WRC Project Manager contract for Town Hall MERP Improvements

Town Attorney Bob Fisher reviewed the contract and suggested several changes, which WRC accepted.

Taylor Prouty moved to accept the proposal from Windham Regional Commission to provide services relating to Project Management Services for Town Hall MERP-eligible renovations, estimated to cost \$21,800.00 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.

b. Review and Adopt Dog Ordinance

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The Town Attorney reviewed the Ordinance; a clause was added rescinding the old Ordinance.

James Ameden moved to adopt the Ordinance Regulating Dogs and Wolf-Hybrid, such ordinance to take effect after 60 days unless a petition is filed as provided for under 24 V.S.A. § 1973(b), seconded by Taylor Prouty. The motion passed unanimously.

A copy of the Ordinance is attached to these minutes.

c. Discuss Grease Trap issue for the Corner Store

Any business that has a commercial kitchen and wants to hook up to the proposed Village Wastewater System will be required to install a 1,000-gallon grease trap. Jason O'Connor of the Corner Market requested that this cost be supported by the Town's Economic Development Reserve Fund.

The Selectboard indicated that the next step is to determine the number of businesses and total costs involved. Additionally, the Wastewater Committee should to be consulted.

11. New Business

a. Discuss Mowing Aiken's Corner

Mark Wright has offered to take over the mowing and maintenance of Aiken's Corner, which is currently done by a Parks employee. Aileen Tulloch expressed concern about potential liability of non-Town employees mowing Town property. The Selectboard will encourage Mark and Liam Elio to discuss the matter together to come to resolution.

b. Approve Library Request to use Parking Lot on Sept. 13

James Ameden moved to approve the Library's request to use the Town Office Parking Lot on September 13, seconded by Taylor Prouty. The motion passed unanimously.

c. Review and Approve Endorsement of Closing Magic View Motel as a Shelter

Thomas Simmons, Executive Director, Neighborhood Connections in Londonderry sent a request to the Selectboard to endorse a letter related to Magic View Motel (in meeting packet). The Motel has been utilized by the state as an overflow homeless shelter, and Neighborhood Connections has provided extensive services to the residents. The letter is a formal request from the 3 regional agencies providing housing navigation services to cease using Magic View Motel as a homeless shelter if no supports or funding are provided.

Resident Bobby Gray, who lives across the street from the motel, discussed drug traffic and violence at the property. There has been considerable police activity and several reported deaths. The President of the Londonderry Volunteer Rescue Squad, Pete Cobb, reported that the squad already had at least 40 calls to Magic View since the beginning of the year. He also talked about safety issues; the squad will not enter the motel now until police are present. James Ameden reported the Fire Department feels similarly.

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All members present of the Selectboard agreed to sign the proposed letter. The Selectboard, Rescue Squad, and Fire Department will also work to send their own letters in support of closing Magic View as a homeless shelter.

The group discussed possible outreach to the motel owner to discuss closing the program. Jen Greenfield, whose Snowden Motel took part in the homeless voucher program several years ago, indicated the choice is with the owner, who makes a profit from participating. It was mentioned that Rutland was successful in shutting down a similar motel, and Aileen Tulloch will reach out to that town for details.

James Ameden moved to Endorse the letter asking the State to either discontinue use of the Magic View Motel for placements in its Emergency Motel Program, or allocate funding to providers for needed services, seconded by Taylor Prouty. The motion passed unanimously.

13. Adjourn

James Ameden moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

The meeting adjourned at 7:22 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

ORDINANCE REGULATING DOGS AND WOLF-HYBRIDS

Town of Londonderry

SECTION 1. AUTHORITY. This ordinance is adopted by the Town of Londonderry under authority of 20V.S.A. § 3549, 24 V.S.A. §§ 2291 (10), (14), and (15), and 24 V.S.A. Chapter 59. Upon adoption, this Ordinance will supersede the Town of Londonderry’s Dog Ordinance as amended on September 29, 1995.

SECTION 2. PURPOSE. The purpose of this ordinance is to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment, and destruction, to protect the public health and safety of the Town and preserve the quiet enjoyment of its residents’ homes and properties.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following words and phrases shall apply:

A. “Dog” means any member of the canine species. For purposes of this ordinance, this term shall also include “wolf-hybrids” and “working farm dogs” except as otherwise stated.

B. “Domestic animal” means those animals defined by 6 V.S.A. § 1151(2).

C. " (3) “Domestic pet” or “pet” means any domestic dogs, domestic cats, and ferrets. The term shall also include such other domestic animals as the Secretary shall establish by rule, provided that the Secretary finds that the animal has the potential to become an imminent danger to public health or welfare if not subjected to the provisions of this chapter.

D. “Enforcement Officer” means any Town Constable, Police Officer, Animal Control Officer, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.

E. “Impoundment” means being held by the Town at a place designated by the Selectboard. Such a place may or may not be operated by the Town and may or may not be within Town limits.

F. “Owner” means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.

G. “Potentially vicious dog” means a dog that, while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself,

its offspring and other domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.]

H. "Premises" means the home and real property of the dog owner.

I. "Running at large" means that a dog is not:

- a. on a leash; or
- b. in a vehicle; or
- c. on the owner's premises.
- d. on the premises of another person with that person's permission; or
- e. clearly under the verbal or non-verbal control of its owner.

J. "Wolf hybrid" means an animal that:

- a. is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*); or
- b. is advertised or otherwise described or represented to be a wolf hybrid; or
- c. exhibits primary physical and/or behavioral wolf characteristics.

K. "Working farm dog" means a dog that:

- a. is bred or trained to herd or protect livestock or poultry or to protect crops; and
- b. is used for those purposes; and
- c. is registered as a working farm dog pursuant to State law.

SECTION 4. NUISANCES.

A. Prohibitions. An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

Nuisance One: Lack of current license and/or rabies tag

A dog without a collar or harness with a current license and/or valid rabies tag securely attached.

Nuisance Two: Running at large

A dog running at large in the Town. "Run at large" shall mean to move about without restraint, control or limitation as to property lines or areas. A domestic pet or domestic

animal on a public road is considered restrained if it is on a leash and is not causing a danger or nuisance.

Nuisance Three: Failure to remove waste

A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.

Nuisance Four: Unconfined dog in heat

A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.

Nuisance Five: Disturbing the Peace

A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period between the hours of 10:00pm – 7:00am. This regulation shall not apply to dogs in a kennel or boarding facility which has received a zoning permit under the Town's Zoning Regulations. The zoning permit will govern the use of the kennel or boarding facility. This regulation shall not apply to a working farm dog. Note that the working farm dog also needs to be working on a farm that meets the qualifications for a farm. See the Required Agricultural Practices that are set forth by the department of Agriculture as to the minimum requirements for a farm operation.

Nuisance Six: Potentially vicious dog

A dog that while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.

B. Exemptions for Working Dogs. The provisions of the sections pertaining to running at large and disturbing the peace shall not apply to working farm dogs if the working farm dog is:

1. barking to herd or protect livestock or poultry or to protect crops; or
2. running at large to herd or protect livestock or poultry or to protect crops.

SECTION 5. COLLAR AND LICENSE.

Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog found without a collar or harness and license shall be in violation of this Ordinance and may be immediately impounded.

SECTION 6. ENFORCEMENT.

A violation of this Ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Windham County Superior Court, at the election of the Selectboard and/or Enforcement Officer. Violations concerning potentially vicious dogs under Section 4A(Nuisance 6) and violations concerning a vicious dog and dog bite cases shall be enforced pursuant to Section 9 and Section 10 of this ordinance in addition to any civil fines imposed.

Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer shall have authority to issue tickets and represent the Town at any hearing. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

SECTION 7. PENALTIES AND COSTS.

A. The Enforcement Officer is authorized to recover civil penalties for violations of this Ordinance to any person who violates any provision of the ordinance shall be subject to a civil penalty of not less than a warning to not more than Five Hundred Dollars (\$500.00) together with the costs of prosecution and, in the event of a continuing violation, each day shall constitute a separate offense.

B. The Enforcement Officer is authorized to recover a waiver fee in lieu of a civil penalty, in the stated amount, for any person who declines to contest a municipal complaint and pays the waiver fee.

C. Determining the sequences of offenses for violations of this Ordinance shall be as follows: a subsequent violation that is identical to, and that occurs within 12 months of, a previous violation shall be considered a higher offense (i.e., second, third, or subsequent offense). Any subsequent identical violation that occurs after 18 months of a previous identical violation shall be considered a new first offense.

D. Reckless Dog Owner. Any owner who has violated this Ordinance 3 times, whether the offenses are identical or not, within a 12 month period shall provide proof to the

Enforcement Officer of successful completion of a behavior modification program, pre-approved by the Selectboard, and designed to improve the owner's understanding of dog ownership responsibilities, within 4 months from the date of notification. The Enforcement Officer shall issue a notification of this requirement, in writing by regular mail, postage prepaid, to the owner's last known address. Failure to provide such certification within the time allotted shall subject the offending dog(s) to immediate seizure and impoundment.

E. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.

F. A warning shall not be counted towards the calculation of the number of offenses under this Ordinance.

SECTION 8. IMPOUNDMENT.

A. Grounds for Impoundment. Any dog may be immediately impounded if the dog:

1. has been determined by an Enforcement Officer to be a "potentially vicious dog," which presents an imminent danger to people or other animals;
2. has reportedly bitten a person off or on premises the ordinance will apply to all dog bites, regardless of location and premises of its owner.
3. is in violation of State licensing law;
4. has an unknown rabies vaccination history or is suspected of having been exposed to rabies;
5. is running at large;
6. is an unconfined dog in heat; or
7. is found without a collar or harness and license.

B. Notice of Impoundment. The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof either personally, by telephone call, or by regular mail postage prepaid at the owner's last known address. Such notice shall inform the owner of the nature of the violations, the dog's location, and the necessary steps to have it returned to the owner. If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment, post a public notice. Notification shall be posted in the town clerk's office and other usual places for public notice for a ten (10) calendar day period. The public notice shall include a description of the dog, including any significant marks of identification, and when and where it was impounded or found by the person placing the dog in the town's custody. The public notice must also declare that,

unless the owner 1) claims the dog, 2) pays all expenses incurred by the town for treatment, boarding and care of the dog, and any applicable penalties, and 3) takes all necessary remedial action within ten (10) calendar days following posting, the town may place the dog in an adoptive home or transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.

C. Release from Impoundment. Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including, but not limited to, boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action, as determined by the enforcement officer in consideration of the violation committed, is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license; verification of certification of current vaccination against rabies completion of a program designed to improve the owner's understanding and execution of dog ownership responsibilities. If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) calendar days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization; or, if the town is unable to transfer the dog, it may be humanely destroyed. The owner of a dog transferred or humanely destroyed shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment, and any expenses associated with its transfer or humane disposal.

D. Rabies Suspect. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules.

SECTION 9. INVESTIGATION OF VICIOUS DOGS.

A. Complaint. When a dog has bitten a person while the dog is off or on the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date, and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the Selectboard in conducting its investigation.

B. Investigation and Hearing. The Selectboard, within seven (7) calendar days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date, and place of hearing and a copy of the complaint.

C. Protective Order. If, after a hearing on the matter, the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested, to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. § 3550.

D. Rabies suspect. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or an Enforcement Officer determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules. If the dog; payment of all applicable fines or waiver fees; and proof of satisfactory successful is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

SECTION 10. POTENTIALLY VICIOUS DOGS.

A person claiming a dog is a "potentially vicious dog" may file a written complaint with the Selectboard. The complaint shall contain the time, date, and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the Selectboard in conducting its hearing. Upon receipt of a "potentially vicious dog" complaint, the Selectboard shall proceed as in the case of a "vicious dog" complaint using Section 9 B.-D. above, with the exception that if the Selectboard determines that the behavior classifies the dog as "potentially vicious" the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.]

SECTION 11. OTHER LAWS.

This ordinance is in addition to all other ordinances of the Town of Londonderry and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 12. SEVERABILITY.

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 13. EFFECTIVE DATE.

This ordinance shall become effective 60 days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted this _____ day of _____, 20__.

SIGNATURES:

Adoption History

1. Agenda item at regular Selectboard meeting held on _____.
2. Read and approved at regular/special Selectboard meeting on _____ and entered in the minutes of that meeting which were approved on _____.
3. Posted in public places on _____.
4. Notice of adoption published in the _____ newspaper on _____ with a notice of the right to petition.
5. Other actions [petitions,etc.

**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 Hesper, 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 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 Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

DRAFT

Meeting Minutes
Thursday September 25, 2025 - 5:00 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: James Ameden, Jr, Martha Dale

Town Officials: Aileen Tulloch, Town Administrator, Pamela Spaulding, Planning Commission, Jen Greenfield, Planning Commission

Others in Attendance: Karen Geraghty, KG Consulting (online), Keegan Douglas, GNAT-TV (online)

1. Open Public Hearing on Community Development Block Grant - Disaster Recovery (CDBG-DR) grant applications

Tom Cavanagh called the Public Hearing on Community Block Grant - Disaster Recovery applications to order at 5:00 pm.

a. Presentation on Expand Wastewater System Grant (07110-DR-IG-2025-Londonderr-13)

Karen Geraghty of KG Consulting VT explained that The Vermont Agency of commerce and Community Development has received \$67,845,000 from US Department of Housing and Urban Development (HUD) in Community Development Block Grant- Disaster Recovery (CDBG-DR) funds in response to Vermont's July 2023 floods FEMA Disaster Declaration 4720. These funds will help communities with the necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas receiving major disaster declarations, for CDBG-DR eligible activities and addressed a national objective of benefitting low and moderate income people and addressing an urgent need. The Federal Register mandates \$54,276,000 must be used to serve communities in HUD-Identified MID areas (Most Impacted and Distressed Area). The remaining \$13,569,000 may be used to address unmet needs in the State-Identified MID areas (Caledonia, Orleans, Rutland, Windham, and Windsor Counties).

She then went on to explain the first application for expanding the Wastewater system:

The Town has been awarded a \$4,143,300 ARPA grant from the State of Vermont for the design and construction of a community wastewater system for the village of South Londonderry. This funding included design engineering for a future expansion of the system, but not sufficient funding to cover the entire cost of construction of the expansion. The initial phase will be completed in 2026 and will provide treatment for up to 6,480 gallons of wastewater per day. The proposed expansion would increase capacity by an additional 6,480 gallons per day, for a total of 12,960 gallons.

CDBG-DR Grant Fund Amount Requested: \$1,050,000

i. Concerns and Questions from the Selectboard

Jim Fleming asked where the funds were held and whether they were guaranteed.

Answer: They are currently being held by HUD and we haven't submitted the grant application or been awarded anything yet, so nothing is guaranteed.

ii. Concerns and Questions from the Public

Pam Spaulding asked if the requested funding was for Phase I of the project or for Phase II.

Answer: This would be for Phase II.

b. Presentation on Replace Culverts Grant Application (07110-DR-IG-2025-Londonderr-34)

Geraghty explained that this application was for two culvert replacements.

- Windy Rise Lane West Culvert # 2 – The Town received a Highways Structures grant for \$200,000 for a total estimated cost of \$450,000 in July of 2025 to replace the culvert. If fully funded the project could go out to bid in Spring 2026, with engineering and bidding costs being completed Summer 2026 and bids for construction going out in Fall of 2026. Construction would be completed late summer/early fall 2027.
- Barker Road Culvert #18 -- The Barker Road Culvert sits below the Rinehart road Culvert, which is being replaced with a box culvert in summer/fall 2025 (funded by FEMA). Both the previous Rinehart culvert and the Barker Road culvert were repeatedly washed out in the floods of 2023, and it is presumed that with a larger box culvert upstream, Barker Road will be even more vulnerable to flood damage.

CDBG-DR Grant Fund Amount Requested: \$750,000.00

i. Concerns and Questions from the Selectboard

Taylor Prouty asked whether the deadline for the Structures grant for the Windy Rise Lane West Culvert works with the timeline for the CDBG-DR grant.

Answer: Yes, the Structures grant has a deadline of 12/31/2027.

ii. Concerns and Questions from the Public

None.

c. Presentation on Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies CDBG-DR Application (07110-DR-PG-2025-Londonderr-33)

Geraghty moved on to the last application which is a planning grant application for:

- North Village Flood Proofing Feasibility Scoping Study --The North Village Flood Proofing Feasibility Scoping Study would identify ways in which the North Village businesses could prevent loss of property and revenue during flooding events and other natural disasters, lessening or eliminating the need for economic recovery, which would provide for the North Villages economic sustainability, and retain local jobs.
- The Cobble Ridge Road Bridge replacement study--would fund engineering for replacing the existing Cobble Ridge Road Bridge, which was badly damaged during the July 2023 flood event with a new bridge of at least 68 feet, would be bid out in Fall of 2025. The engineering could

conclude by Spring of 2026. At a cost estimated at about 5 million, the engineering study could help the Town receive funding for the construction phase of the project, which the Town would start seeking at the conclusion of the engineering phase.

CDBG-DR Grant Fund Amount Requested: \$300,000

i. Concerns and Questions from the Selectboard

None.

ii. Concerns and Questions from the Public

None.

2. Adjourn Public Hearing

Tom Cavanagh moved to adjourn the public hearing at 5:16pm, seconded by Jim Fleming. The motion passed unanimously.

3. Call Regular Meeting to Order

Chair Tom Cavanagh called the Special Selectboard meeting to order at 5:17 pm.

4. Additions or Deletions to the Agenda

[\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)

None.

5. New Business

a. Vote to Adopt 07110-DR-IG-2025-Londonderr-13 Expand Wastewater System Grant Funding Resolution

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-13 (Wastewater System Expansion)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and

2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and

3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and

4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and

5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and

6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and

7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Jim Fleming moved to 1) Adopt the 07110-DR-IG-2025-Londonderr-13 Expand Wastewater System Grant Funding Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Taylor Prouty. The motion passed unanimously.

b. Vote to Adopt 07110-DR-IG-2025-Londonderr-34 Replace Culverts Grant Funding Resolution

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-34 (Replace Culverts)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Taylor Prouty moved to 1) Adopt the 07110-DR-IG-2025-Londonderr-34 Replace Culverts Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Jim Fleming. The motion passed unanimously.

c. **Vote to Adopt 07110-DR-PG-2025-Londonderr-33 Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies**

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-33 (Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

- d. *Jim Fleming moved to 1) Adopt the 07110-DR-IG-2025-Londonderr- Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies Grant Funding Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Taylor Prouty. The motion passed unanimously.*

6. Adjourn

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

The meeting adjourned at 5:24 pm.

Respectfully Submitted,

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved
LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**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 Hesper, 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.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – September 29, 2025

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 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

Town of Londonderry, Vermont
Selectboard Meeting Minutes - September 29, 2025

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.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – September 29, 2025

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.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – September 29, 2025

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

Town of Londonderry, Vermont
Selectboard Meeting Minutes – September 29, 2025

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

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, October 6, 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; Sally Hesper, Selectboard Note Taker; and Andy Dahlstrom, SRT Administrator.

Others in Attendance: Cameron and Doria Habib; Rick Kelley, 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)]**

Add Agenda Item 9b Application for Road Access Permit for Log Landing and change Meeting Minutes approval date.

Taylor Prouty moved to add 9b Application for Road Access Permit for Log Landing and change meeting minutes for approval from 9/08/25 to 09/29/2025, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 9/29/2025

James Ameden moved to approve the minutes of the Selectboard meetings of 9/29/2025, 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 James Ameden. The motion passed unanimously.

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- CBGD-DR grant was submitted last week and will hear back in November.
- Tulloch will be out of office Tuesday – Thursday for Town Fair in South Burlington but available by phone and email.
- Presentation by Todd Menees of the VT Rivers Program at Town Hall on Saturday October 18th at 9:30 a.m. about Williams Dam.
- Rinehart Rd. box culvert has been replaced and road should be reopened tomorrow.

The following correspondence can be found in the meeting packet:

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- Vermont Department of Environmental Conservation sent notice of intent to issue a Finding of No Significant Impact (FNSI) for the South Londonderry Village Community Wastewater Project.
- Williams Dam was downgraded from “Poor” to “Unsatisfactory” on the Periodic Inspection Report by the Vermont Department of Environmental Conservation. The Hazard Potential Classification remained “Significant”.
- John Hurd sent a report on participation for last Saturday’s Hazardous Waste Day.

6. Visitors and Concerned Citizens

a. Cameron Habib – Short Term Rental Request

Cameron Habib and his wife Doria requested special consideration to be grandfathered into the previous STR Ordinance. After receiving notification to register their STR in November 2024, Habib reached out to the STR Administration via email with several questions. The STR Administrator acknowledged receipt of the email but indicated his response would be postponed due to the high volume of calls and emails. The STR Administrator replied later with answers, but Habib reached out to the STR Administrator again the day before the deadline with additional questions which were not answered.

The Habibs found out in September 2025 that their application would not be grandfathered as the application was never submitted. The Habibs assumed the date of first written contact would be used to hold their place in the process as is done in other municipalities. They believe they made a good faith effort to comply, and the unanswered questions were out of their control.

The Town Attorney reviewed the Habib’s grandfather request and indicated that because an application was not submitted by the deadline, they are not enrolled in the STR program and cannot be grandfathered in. The Selectboard concurred. As this is the first year of the program, changes to the program might be made in the future, and the Selectboard encouraged the Habibs to be part of the process for suggestions for change. The possibility of adding an appeals process was also introduced.

In another matter, Pam Spaulding asked the status of the new website. Tulloch reported that content has been migrated to new site (with a .gov domain) and training for the committee will be in the next several weeks. A launch date at the end of October is anticipated.

7. Town Officials Business

a. Short Term Rental Administrator

i. Updates

- Last year 53 applications were submitted; this year 68 have been submitted, with 43 complete and licensed.
- Registration fees are now paid after walk through inspection to confirm layout and number of bedrooms.
- 43 applications netted \$31,000 in registration fees, which should cover costs.

Town of Londonderry, Vermont
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- 9 STRS have dropped out, 4 have moved to long term rentals, and 5 no longer renting – all signs of the success of the ordinance.
- Safety amendments have resulted in more smoke and CO alarm installations, along with bedroom window replacements.

b. Recreation Director

i. Pingree Park – Contract with Lawn Master

Liam Elio sent a report that there is a contract for the rest of the year Lawn Master and will renew next year.

Taylor moved to approve the contract with Lawn Master for Pingree Park and authorize the Town Administrator to sign on behalf of the town, seconded by James Ameden. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

None.

9. Roads and Bridges

a. Updates

- Rinehart Rd. culvert is assembled and road will open tomorrow.
- Under Mountain Rd. culvert replacement is ongoing. Road closed to local traffic only with several more weeks of work remaining.
- Winhall Hollow Rd. grinding done and shim layer on southbound lane.
- Landgrove Rd. work will begin once Winhall Hollow Rd. done.
- Still waiting for installation on new truck.

b. Log Landing

Application was received for log landing on Sherwood Forest over town property. Landing exists but access needs to be fixed to be used. Rick Kelley, Forester, reported that this access has been used before with good success. Safety on Route 11 is key, so it is better to use the town road.

Taylor Prouty moved to approve access across town-owned property for Rick Kelley on behalf of Robert Kohler to use Town Parcel 066068.000 for a temporary logging access to be removed upon completion of logging on Parcel 112137.000, seconded by Jim Fleming. The motion passed unanimously.

10. Old Business

a. Add Library as approved public meeting space

Town of Londonderry, Vermont
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The South Londonderry Librarian requested if public meetings can be held at the library. As it is a public building, the Selectboard agreed as long as they adhere to the requirements of open meeting laws.

Jim Fleming moved to approve the use of the South Londonderry Library by Town of Londonderry public bodies, seconded by Taylor Prouty. The motion passed unanimously.

11. New Business

a. Approve Town Office Use Request (Weston Theater)

Jim Fleming moved to authorize the use of the Town Office by the Weston Theater for a board meeting on 10/11/2025 from 9 a.m. - 1 p.m. and to have them return the furniture and everything to its original positions and to authorize the Town Administrator to sign the Facilities Use Agreement on behalf of the Town, seconded by Taylor Prouty. 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 7:14 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, October 20, 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; Sally Hespe, Selectboard Note Taker; Liam Elio, Mountain Towns Recreation Director.

Others in Attendance: Matt Brades and Kate Fellows, Fourth Corner Foundation; Chris Blackey; 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)]

Agenda was amended to reflect correct spelling "Liam Elio".

3. Minutes Approval - Meeting(s) of 10/6/2025

James Ameden moved to approve the minutes of the Selectboard meetings of 10/6/2025, seconded by Taylor Prouty. The motion passed unanimously.

4. Selectboard Pay Orders

Martha Dale 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:

- Attended Town Fair in South Burlington last week. Keynote Speaker was Tami Pyfer, cofounder of the [Dignity Index](#), a tool to measure respectful engagement. Martha Dale suggested the Selectboard should post the index and endorse. There was also De-escalation Training by Morning Fox, Vermont Department of Mental Health.
- The website has been migrated. Town staff will work on cleaning up pages and move over when ready, with a target date of October 31st.

The following correspondence can be found in the meeting packet:

- Email and letter from Matt Bachler, Senior Planner, Windham Regional Commission. ACT 181 made substantial changes to Act 250, and the WRC is beginning the process of working with member towns to update the Windham Regional Plan.
- An Open House at the renovated town offices will be held Friday, October 24, from 3 – 6 p.m. with cookies. Members of the Selectboard, committees, renovation team, and Rep. Chris Morrow will be attending.

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- Two sessions by the Strategy for a Resilient Vermont will be held online for residents to learn about the Resilience Implementation Strategy’s approach to making Vermont resilient to increasing climate hazards.
- Email from Meg Staloff, Brattleboro Development Credit Corporation, with invitation to the next Southern VT Municipal Leaders Network Event on December 2nd in Wilmington. One of the topics for discussion will be the Community and Housing Infrastructure Program (CHIP).

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

a. Town Hall Renovation Committee

i. Member Appointment (Liam Elio, Recreation Director)

James Ameden moved to appoint Liam Elio as a Representative to the Town Hall Renovation Committee, seconded by Martha Dale. The motion passed unanimously.

b. Development Review Board

i. Member Re-Appointments: 1) Christopher Laselle, 2) Richard Phelan and 3) Robert Trask

Martha Dale moved to appoint Christopher Laselle, Richard Phelan, and Robert Trask as Representatives to the Development Review Board for a term of three years, seconded by James Ameden. The motion passed unanimously.

8. Transfer Station/Solid Waste Management

a. Updates

None.

b. Fourth Corner Recycling Request (Kate Fellows)

The Fourth Corner Foundation asked to make a one-time annual donation to the Town of Londonderry Transfer Station for use of the recycling program instead of purchasing punch cards. John Hurd, Solid Waste Manager, will coordinate process with the Foundation.

Taylor Prouty moved to approve a one annual time donation by Fourth Corner Foundation for recycling in lieu of Transfer Station punch cards, seconded by James Ameden. The motion passed unanimously.

c. 1st Baptist Church Tire Exemption Request

Chris Blackey informed the Selectboard that the church is in the last phase of purchasing the Melendy house. They plan to take it down and make green space and some parking. In walking through the building, they found about 40-50 tires and are requesting a waiver for disposal fees.

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James Ameden moved to exempt 1st Baptist Church from the \$4.00 per tire Transfer Station fees, seconded by Taylor Prouty. The motion passed unanimously.

9. Roads and Bridges

a. Updates

- Paving is complete around town, including Winhall Hollow and Landgrove Roads.
- Shouldering began today on the southbound lane of Winhall Hollow Rd.
- Under the Mountain Rd. work is continuing with culverts and then top coating. Beware of low spots and bumps.
- Rhinehart Rd. culvert is done except guard rails.
- One tree trimming project remains on Hell's Peak Rd.

b. Halloween Road Closure modification request (Chris Blackey)

Chris Blackey expressed concern that one lane of traffic would be open Halloween from Main Street to Town Hall. He requested both lanes close and he would inform affected neighbors the road would shut down from 5 until 6:45 p.m. Signs would also be posted about road closure. The Town Administrator will call the sheriff's office and the parks department will help with traffic.

Taylor Prouty moved to approve the extension of the road closure to include Main St. and Middletown Rd. from 5 – 7 p.m. on October 31st, seconded by James Ameden. The motion passed unanimously.

c. Review and approve FY26 Grants in Aid Agreement

This agreement is for 2026. A project hasn't been identified yet.

Martha Dale moved 1) approve the FY26 Grants in Aid Agreement and 2) authorize the Town Administrator to execute any and all documents to secure the grant on behalf of the Town. seconded by James Ameden. The motion passed unanimously.

d. Letter of Support for Additional TAP Grant

The Spring Hill Culvert project is moving along. There is an opportunity to apply for another \$300,000 for the project and necessitates a letter of support from the Select Board.

James Ameden moved to 1) approve the letter of support for Additional TAP Grant funding for the Spring Hill Road Culvert Project, and 2) to authorize the Chair to sign on behalf of the Board, seconded by Martha Dale. The motion passed unanimously.

10. Old Business

None.

11. New Business

a. Town Hall Facilities Use Request (SevEds)

Taylor Prouty moved to authorize the use of the Town Hall for a GROW Grantee meeting

Town of Londonderry, Vermont
Selectboard Meeting Minutes – October 20, 2025

on 12/10/2025, 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.

12. Executive Session – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3) (Town Administrator 6 month review)

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

Entered Executive Session at 6:42 p.m.

Exited Executive Session at 7:05 p.m.

13. Adjourn

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

The meeting adjourned at 7:06 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, October 20, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: None

Town Officials: Aileen Tulloch, Town Administrator; Jen Greenfield, Planning Commission Chair; Pamela Spaulding Planning Commission; Steve Twitchell, Planning Commission; Patty Eisenhaur, Housing Commission Chair.

Others in Attendance: Curt Cowles, Martha Cowles, and Gary Kleinen

1. Open Public Hearing Town of Londonderry Town Plan

Chair Tom Cavanagh opened the Public Hearing at 5:00pm

a. Presentation by the Planning Commission

Pamela Spauding from the Planning Commission explained the proposed Town Plan had only those sections updated that needed to be changed in order to get it re-adopted per Vermont State Statute. The Planning Commission plans to revisit the Town Plan once the Zoning Bylaws are finalized and adopted, hopefully next year. She thanked Patty Eisenhaur and the Housing Commission and Larry Gubb and the Wastewater Committee for their contributions.

b. Questions and Concerns from the Selectboard

Martha Dale asked which sections got updated.

Jen Greenfield responded that Matt Bachler from WRC helped them identify which sections needed to be updated in order to comply with State Statute and move forward with the Bylaws. Landuse, Housing, Wastewater, Census information among others.

Taylor Prouty acknowledged that this was a very limited update.

Marth Dale asked how the Selectboard could create a vision out of the document that is easy to keep the document front and center moving forward for the Town so it doesn't simply "sit on a shelf". Tom Cavanaugh replied that it is supposed to be a blueprint for the Town. Prouty commented that it should drive the Selectboard's decision. Dale said she hoped that the Selectboard actively uses it and wondered if other Town Plans have been able to figure this out. Aileen Tulloch commented that reformatting the plan might be part of the process when the Planning Commission takes it back up again. Dale also hopes that there is a good way to get public input as well.

c. Questions and Concerns from the Public

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Patty Eisenhaur commented that at the end of each section there are goals defined, which might be a good way to get a summary.

Curt Cowles asked what the timeline was as far the Zoning By Laws are concerned.

Tom Cavanagh explained that this hearing was only about the Town Plan, and then explained the Zoning By Laws timeline.

Gary Keinen commented that he was involved in the Town Plan process in Concord, MA which had an implementation matrix that was intended to help guide the Selectboard in decision making, if the Planning Commission is interested in seeing that plan.

2. Adjourn Public Hearing

Jim Fleming moved to adjourn the public hearing and Taylor Prouty seconded. The motion passed unanimously.

3. Call Regular Meeting to Order

Chair Tom Cavanagh called the regular meeting to order at 5:10 pm

4. Additions or Deletions to the Agenda

[\[1 V.S.A.](#)

[312\(d\)\(3\)\(A\)\]](#)

None.

5. New Business

- a. Vote to Adopt the Londonderry Town Plan

Martha Dale moved to adopt the 2025 Londonderry Town Plan as presented and Jim Fleming seconded. The motion passed unanimously.

6. Adjourn

Jim Fleming moved to adjourn and James Ameden seconded. The motion passed unanimously

The meeting adjourned at 5:13 PM.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved
LONDONDERRY
SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, November 3, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Jim Fleming., Thomas Cavanagh, and Martha Dale.

Board members absent: James Ameden, Jr. and Taylor Prouty.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Note Taker; Tina Labeau, Treasurer; Allie Marino, Town Clerk; Will Goodwin, Zoning Administrator; Mark Frayne, Deputy Health Officer; John Hurd, Solid Waste Coordinator; Josh Dryden, Road Foreman; Jennifer Greenfield, Planning Commission; Gary Hedman, Village Wastewater Commission; and Patti Eisenhauer, Housing Commission.

Others in Attendance: Sheriff Mark Anderson; Tyler Fisher; Paul Hendler; Barry Randell; Pamela Spaulding; Wayne Cooley and Ruthanne Batchelder (Chester Snow Mobile Club) and Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

Chair Tom Cavanagh called the Selectboard meeting to order at 6:02 p.m.

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

Martha Dale moved to delete Agenda Item 7e, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval - Meeting(s) of 10/20/2025 and 10/29/2025

Jim Fleming moved to approve the minutes of the Selectboard meetings of 10/20/2025 and 10/29/2025, seconded by Martha Dale. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- RFP for tree removal will be going out for Peele and Prouty properties for Wastewater Project.
- 2 RFPS will be going out for Town Hall Renovation Project for 1) window restoration or replacement and 2) vapor barrier.
- Website meeting will be held Wednesday for finishing touches and to determine go live date.
- Vermont Emergency Management Department released funds for Rinehart project.
- Bill Kearns is helping track hours for entire flood project.

The following correspondence can be found in the meeting packet:

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- Thank you letter from Grace Cottage Hospital for last year's appropriation.

Selectboard Chair Tom Cavanagh made the following announcement:

- Will not be at next 2 meetings; it is hunting season.

6. Visitors and Concerned Citizens

a. Animal Control Office program (Sheriff Mark Anderson)

Windham County Sheriff Mark Anderson presented a document outlining that towns are responsible for animal control, but many now seek help from the Sheriff's Department due to a lack of available personnel, training, and equipment – especially for late-night calls and leash law enforcement. Some towns rely on constables, volunteers, or part-time staff to fill the gap.

To address this, the Sheriff has been working with towns on a pilot project to provide shared animal control services. The goal is to create a consortium of towns employing a trained officer to handle enforcement, education, and early intervention before problems arise. The current officer has animal experience, including veterinary technician training.

The current part-time position (22 hours per week) covers Windham County, providing services such as welfare checks, neglect cases, animal-at-large or vicious animal calls, and registration support for town clerks. Nine towns currently participate; Londonderry would be the tenth. Membership requires approval by existing towns. The current assessment is \$3.51 per capita, based on 2020 census data, not much different than current cost.

Martha Dale supported municipal collaboration. Josh Dryden noted that the officer would not handle beaver-related incidents, so that would be contracted separately.

Next steps include adding the program in the town budget and requesting approval for Londonderry's participation (non-binding) in early spring. The proposal should appear as an article in the town meeting process.

b. Chester Snowmobile Club Permission (Ruthanne Batchelder)

This is a yearly request.

Jim Fleming moved to approve the Chester Snowmobile Club's request to utilize parts of Lowell Lake Rd. TH#19 and Mansfield Lane TH#29 for snowmobile trails from December 15, 2025 – April 16, 2026, seconded by Martha Dale. The motion passed unanimously.

c. Preservation of "Squeak's House" (Eric Richard)

Part-time Weston resident Eric Richard introduced a potential project to preserve the historic Ezekial Glazier House ("Squeaks House"), which has been unoccupied for some time. Ed Brown, the current owner, has been in discussions regarding the property. A structural engineer determined that the building is in good condition overall, although the foundation may need replacement. Efforts are underway with historic restoration and preservation groups, and outreach has begun to local, state, and national organizations to explore available grants and funding.

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Ideas for future use include converting the property into a museum, possibly highlighting Burton Snowboards, and utilizing the basement for public restrooms. An application has been submitted to the Village Wastewater Project to connect the site to the system.

Will Goodwin, the Zoning Administrator, noted that the Historical Society should be involved and could potentially manage the project. The Select Board agreed that preserving the Glazier House would be an enhancement to the town and expressed support for efforts to save the building and seek additional resources.

d. Public Trust Fund Concerns (Barry Randell)

Resident Barry Randell voiced concerns about the large balance in the Public Trust Fund and suggested exploring ways to distribute more of the funds. The Selectboard made it clear that the Public Trust Funds are overseen by the Trustees, not the Selectboard.

7. Town Officials Business

a. Wastewater Committee

i. Grease Trap Funding Recommendation

Gary Hedman of the Village Wastewater Commission discussed the requirement for commercial businesses to install grease traps. Some small businesses have requested relief for the cost of installing these grease traps. The Committee determined that there is no mechanism to subsidize expenses for private business owners, as such costs must be borne by the property owner. It was noted that if the construction project comes in under budget and there are reserve funds, the Selectboard, as superintendent, could consider allowing grease trap costs to be spread over time rather than paid upfront. The estimated cost for a 1,000-gallon grease trap is approximately \$10,000, and three businesses are expected to require installations.

ii. North Village Prioritization

The Committee presented recommendations for sewer hookups in the South and North Villages. The North Village poses greater complexity due to its smaller system capacity and the fact that the number of interested connections exceeds that capacity. The Committee is evaluating applications from North Village commercial enterprises and plans to advance a recommendation within the next week or two. This recommendation will address the higher-strength waste generated by restaurants and their greater demand on the wastewater system, aiming to balance total gallons and waste strength across users. It was noted that not all applicants may be accommodated.

The Committee hopes to submit a written recommendation before Thanksgiving. They won't be able to give every applicant what they applied for.

b. Development Review Board

i. Member Appointment (Pam Spaulding)

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Jim Fleming moved appoint Pamela Spaulding as a Representative to the Development Review Board for a term of two year(s), seconded by Martha Dale. The motion passed unanimously.

c. Zoning Administrator

i. Model WRC bylaws on River Corridors

The town's flood bylaws are outdated following the passage of Act 121. There is interest in adopting river corridor regulations, which are not yet required but are expected to be in the future. Windham Regional Commission recommended seeking the Selectboard's input on the matter. Under the proposed updates, any new septic system, accessory dwelling unit, fence, fully licensed RV, or substantial improvement within 500 feet of a structure, including electrical work, would require conditional use approval – effectively doubling the number of projects covered. While most towns currently do not have river corridor regulations, such measures will be mandatory by 2028. Will Goodwin indicated he will proceed with efforts to pursue modifications to the bylaws.

Martha Dale moved to endorse the Planning Commission's decision to utilize the Model WRC bylaws for River Corridors for the purpose of updating Londonderry's Zoning By-Laws., seconded by Jim Fleming. The motion passed unanimously.

d. Town Administrator

i. State Ethics Training Requirements

Town Ethics guidelines were rescinded and replaced with State Ethics guidelines, and Allison Marino is now the liaison for training with the State. Tulloch reminded the Select Board that the State considers the training mandatory. Tulloch will coordinate with Marino to send out the training link.

8. Transfer Station/Solid Waste Management

a. Updates

John Hurd, Solid Waste Coordinator, reported:

- Completed training on hazardous waste management.
- Tires were recently picked up from the transfer station; current prices are not covering pickup costs.
- Presently charging \$4 per tire, while the actual cost is \$5.50.
- Considering an alternative option with Casella dropping off a container, which would reduce expenses.
- Proposed new tire disposal rates: \$6, \$8, and \$20, with large equipment tires priced by weight; a formal price schedule will be presented at the next meeting.
- Approximately 350 tires are processed annually.
- Upcoming Shred Day scheduled for November 22.

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- Shredding will be offered at a discounted rate of \$6 per box, with drop-off at the Town Office.

9. Roads and Bridges

a. Updates

Josh Dryden, Road Foreman, reported:

- Culvert work completed; paving is done.
- Sand supply is in, and roads are being graded in preparation for winter.
- Town truck remains at Reed's; delay due to the body company holding up completion.
- Fuel tank currently in use until the level reaches five inches; removal postponed until next spring.

b. New Truck Purchase Approval

Martha Dale moved to 1) approve the purchase of a HV507 SFA and associate Chassis/Equipment for a price not to exceed \$237,350, and 2) to authorize the Town Administrator to execute the necessary documents on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

c. Road Access Permit Approval (Berkowitz)

Jim Fleming moved to approve access permit application No. 2025-11, submitted by Nancy & Ellen Berkowitz for a modification of an existing access to their parcel located 2460 Under the Mountain Road and authorize the Chair to sign the permit on behalf of the Board, seconded by Martha Dale. The motion passed unanimously.

10. Old Business

None.

11. New Business

a. Review and Approve Request for WRC Review and Approval of Town Plan

As part of the adoption process, the WRC needs to weigh in on the plan prior to approval.

Martha Dale moved to 1) approve the letter requesting WRC Review and Approval of the 2025 Londonderry Town Plan, and 2) to authorize the Town Administrator to sign the letter on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

b. High Water Mark Sign Discussion

Proposal came from state for high water mark signs in flood affected areas. Bev Jelley's and the fire department are 2 locations being considered. The cost is \$300 if state funding is not available.

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Jim Fleming moved to have 2 signs high water signs installed: 1 one for Londonderry and 1 for South Londonderry, seconded by Martha Dale. The motion passed unanimously.

12. Adjourn

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

The meeting adjourned at 7:48 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

James Ameden Jr. Vice Chair

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, November 17, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: James Ameden, Jr., Taylor Prouty, and Martha Dale.

Board members absent: Tom Cavanagh and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Allison Marino, Town Clerk; Sally Hesper, Selectboard Note Taker; Andy Dahlstrom, Short Term Rental Coordinator; Patti Eisenhauer, Housing Commission; Liam Elio, Mountain Towns Recreation Director; Mark Frayne, Deputy Health Officer; and John Hurd, Recycling Coordinator.

Others in Attendance: Tyler Fisher; Paul Hendler; Pamela Spaulding; Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

James Ameden, Jr. called the Selectboard meeting to order at 6:00 p.m.

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

Agenda Item 7b should read "10/06" not "10/20".

Martha Dale moved to correct Agenda Item 7b to read "Ratify log landing decision from 10/06", seconded by Taylor Prouty. The motion passed unanimously.

2. Minutes Approval – Meeting(s) of 11/3/2025

It was noted that due to Chair Tom Cavanagh's absence, minutes will be signed by James Ameden, Jr.

Martha Dale moved to approve the minutes of the Selectboard meetings of 11/3/2025, seconded by Taylor Prouty. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- The website is live. The domain name was changed to londonderryvt.gov, and visitors will be redirected to new site.
- Two RFPs for the basement ceiling and window renovations for Town Hall were issued on 10/10, with an optional site visit on 10/21. Submissions are due 12/1.
- Easement letters went out for South Village Wastewater project and need to be returned and notarized (can do in town hall) by 12/1.
- All necessary easements have been received for Spring Hill Rd. culvert project.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – November 17, 2025

- Tina is working with Bill Kearns for FEMA Category Z reimbursement for 2023 storm.

The following correspondence can be found in the meeting packet:

- Several liquor licenses applications for Magic Mountain catering events.
- Windham Regional Commission notice of public hearing to review updated Town Plan on Thursday 12/4 at 4 p.m. The Zoom link is in public hearing notice.
- Two thank you letters from SEVCA and Windham County Humane Society for town appropriations.
- Notice from Londonderry GLC Solar of application to Public Utility Commission for certificate of public good.
- Email from Barry Randell expressing his disappointment in the outcome of his presentation at the 11/3 Selectboard meeting.

6. Visitors and Concerned Citizens

a. Short Term Rental Concern (Tyler Fisher)

Before hearing from resident Tyler Fisher, Tulloch read a legal opinion from Town attorney Robert Fisher stating that it would be prudent to amend the Short-Term Rental (STR) regulations to establish a Town-level STR Appeal Board. Until such appeal process or body is created, the Town Attorney recommends that anyone wishing to appeal must file in Superior Court under Rule 75 which covers claims against government action).

Tyler Fisher, a resident on Route 11, addressed the Board regarding his family home, which he rents when not using it. He explained that he believed he did not need to file STR paperwork because he owns the property and considers it a private residence. He stated that he responded to all communications from the Town but did not receive the two mailed notices, though he did respond promptly when contacted by phone. He requested reconsideration of the restrictions applied to his property.

Andy Dahlstrom, STR Administrator, noted that whether the home is a family property is not relevant to compliance, adding that the property has operated as one of the busier rentals in town – approximately 180 nights per year – and appears to function as an active short-term rental. Board member Taylor Prouty added that other STR owners have raised concerns but that changes must follow the existing regulatory process, and he encouraged Tyler Fisher to remain engaged as amendments, including a future appeal process, may be considered.

The selectboard concluded that it cannot respond to any appeals until an appeal process is established.

7. Roads and Bridges

a. Updates

- Road maintenance has begun, and crews are working on Green Mountain Rd.
- The loader is getting repaired. Backhoe will be used for salt and sand.
- The 4th road crew member started back up and will be training on the truck now that he has his license.
- Spring Hill Rd. culvert is coming along.

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- Guardrails on Rinehart are done.

b. Ratify log landing decision from 10/06

Taylor Prouty moved to ratify the Selectboard's 10/06/2025 decision to approve access across town-owned property for Rick Kelley on behalf of Robert Kohler to use Town Parcel 066068.000 for a temporary logging access to be removed upon completion of logging on Parcel 112137.000, seconded by Martha Dale. The motion passed unanimously.

c. Discuss Monet Lane Road Discontinuance

Tulloch was contacted by the State regarding status of Monet Lane. While there is no road or bridge, the road has not been declassified. The State recommends Town work with Windham to officially declassify or “throw up” the road, and Tulloch will pursue.

8. Town Officials Business

a. Town Clerk

i. Review and Approve amended Public Records Request Policy

Several changes were made since July draft. A disclaimer was added about title insurance, and details were added concerning requesting specific pages.

Martha Dale moved to approve the Public Records Request Policy as amended, seconded by Taylor Prouty. The motion passed unanimously.

ii. Review and Approve Amended Public Records Fee Schedule

Additions included provision of a minimum charge of \$10 for email requests and fee for Clerk was amended to be equal to senior staff rate.

Martha Dale moved to approve the approve the Public Records Fee Schedule as amended, seconded by Taylor Prouty. The motion passed unanimously.

b. Parks Director

i. Pingree Tennis Court Cemetery Commission Loan Request

Liam Elio discussed the current condition of the tennis court at Pingree Park, noting that it is in significant disrepair. While an overhaul of the entire park is desired, the Recreation Board intends to wait and only proceed with the court renovation at this time.

Assessments from Advantage Tennis indicate a flawed foundation, broken fencing, and conditions that now pose a safety hazard. The Recreation Board recommended a complete demolition and rebuild and has communicated with the Cemetery Commission about borrowing funds and spreading the cost over five years. The estimated project cost is approximately \$150,000, which will be put out to bid, and the Board will explore options for loans, grants, and donations while preparing to fund the full amount if necessary. The Cemetery Commission has approved the proposal, and Select Board approval is now required. Martha Dale noted that the new surface could support multiple uses, including tennis and up to four pickleball courts. The expected lifespan of a new court is 10–30 years,

Town of Londonderry, Vermont
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with 20 years being a reasonable estimate. Fencing costs are projected at around \$30,000, and efforts will be made to reduce expenses by reusing materials when possible. If funding is secured during this budget cycle, the plan is to prepare the site in fall 2026 and complete installation in spring 2027.

James Ameden moved to approve the pursuit of a loan from the Cemetery Commission of an amount not to exceed \$150,000 for the purposes of replacing the Pingree Park Tennis Court, and to authorize the Town Administrator to execute any and all documents necessary to secure the loan, seconded by Taylor Prouty. The motion passed unanimously.

ii. Appoint Londonderry and at-large member to MTRDAC

The Mountain Towns Recreation Director Advisory Committee (MTRDAC) consists of representatives from the 5 towns, Flood Brook and West River Sports Associations and a member at large. Additional members are needed due to turnover.

Martha Dale moved to appoint Justin Alexander as the Londonderry Representative for a term of 2 years and Kate Zeigler as the At Large Representative for a term of one year to the Mountain Towns Recreation Director Advisory Committee, seconded by Taylor Prouty. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

- Casella now charges \$40 per mattress disposal, and 2027 will bring a huge increase.
- New tire prices are proposed: \$6 car and light truck; \$8 heavy truck; \$20 light equipment; and \$150 heavy equipment. All fees doubled if rims are included.
- Information will be added to the town newsletter and website, and the Solid Waste page of the website will be updated in the next few weeks.

b. Review and approve Tire Fee Schedule

Martha Dale moved to approve the Tire Fee Schedule as presented, seconded by Taylor Prouty. The motion passed unanimously.

10. Old Business

None.

11. New Business

a. Chris Morrow Request for Input

Representative Morrow sent an email to area towns requesting input on bill concerning flood/ disaster issues as next year FEMA will have less money and be less responsive. Tom Cavanagh will reach out to Morrow.

b. Approve Facility Use Agreement for December 1-3 Town Hall (Weston Theatre)

The Theatre is requesting use of the basement for rehearsals and there are no conflicts.

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Taylor Prouty to authorize the use of the Town Hall for Play Rehearsals on December 1 through 3 2025 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

c. Approve Facility Use Agreement for 11/22/2025 Town Hall (Birthday Party)

Someone will need to go and turn on heat prior.

Martha Dale to authorize the use of the Town Hall for a Birthday Party on 11/22/2025 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

d. Approve Liquor Licenses

i. Jakes Restaurant 1st, 3rd and OCP

Taylor Prouty moved to approve a 1st, 3rd and OCP Liquor License for Jake's Restaurant related to property located at 5680 Vermont Rte. 100, seconded by Martha Dale. The motion passed unanimously.

ii. West River Coffee Barn 2nd Class

Martha Dale moved to approve a 2nd Class Liquor License for West River Coffee Barn related to property located at 2309 N Main St, seconded by Taylor Prouty. The motion passed unanimously.

12. Adjourn

Martha Dale moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

The meeting adjourned at 6:54 PM.

Respectfully Submitted,

Sally Hesper, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

James Ameden Jr., Vice Chair

DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
Monday, December 1, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Martha Dale, Jim Fleming, and Taylor Prouty.

Board members absent: James Ameden, Jr., and Tom Cavanagh.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hesper, Selectboard Minute Taker; Patti Eisenhauer, Housing Commission; Gary Hedman, Village Wastewater Commission.

Others in Attendance: Jim Hendler; Chad Stoddard; and Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

Board Member Taylor Prouty called the Selectboard meeting to order at 6:03 p.m.

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

Martha Dale moved to add Agenda Item 7b Plowing Contract, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval - Meeting(s) of 11/17/2025

Jim Fleming moved to approve the minutes of the Selectboard meeting of 11/17/2025, seconded by Martha Dale. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Two RFPs went out for Town Hall basement ceiling and window renovation. They were due today at 5 pm.
- Easement letters out in South Village; some complete but not notarized. There are 3 notaries in the Town Clerk's office available between 8:30 a.m. and 4 p.m.
- Next selectboard meeting will start at 4:30 p.m. with a special meeting to review FY27 budget.
- Per the direction of the Selectboard on 8/18/2025, Tulloch has been working with the Town Attorney to find ways to mitigate usage of Magic View as an emergency shelter. The Town filed a request for a Jurisdictional Opinion (JO) that Magic View requires an Act 250 permit as their Change of Use impacts municipal services and constitutes a change to their original Act 250 permit (#2W0062).

The following correspondence can be found in the meeting packet:

Town of Londonderry, Vermont

Selectboard Meeting Minutes – December 1, 2025

The Londonderry Housing Commission announced that Windham & Windsor Housing Trust's *Green Mountain Home Repair (GMHR)* program has launched a special initiative in cooperation with The Collaborative and Neighborhood Connections to support homeowners in the mountain towns of Andover, Jamaica, Londonderry, Weston, and Windham. Eligible homeowners in these communities may now apply for grants of up to \$25,000 to complete essential health and safety repairs. Housing Commission Chair Patti Eisenhauer noted that the program will be promoted through emails to referral partners, schools, and selectboards, as well as on the Town website, Facebook page and local newsletters.

6. Visitors and Concerned Citizens

Chad Stoddard of the Parks Board asked whether the Beautification Committee has raised funds for maintenance at Aiken's Corner. The committee had originally planned to raise \$1,000 per year toward a \$10,000 goal. Mark Wright had offered to perform the maintenance, and an agreement was made between the Parks Board and Wright. Stoddard noted, however, that Wright simply showing up and taking care of the work is not consistent with the agreement that was established. Martha Dale reported that she does not know the status of the fundraising. Stoddard pointed out that paperwork had been filed by the Beautification Committee. He will locate the paperwork, and the Town will facilitate a conversation with the Beautification Committee and the Parks Board.

7. Roads and Bridges

a. Updates

- Undermountain Rd. is still undergoing construction per GMP agreement. A crew was gravelling the road today; caution should be used.

b. Plowing Contract

The contract with Dryden's Outdoor for plowing Town Hall, Memorial Park, and Pingree Park expired in September, and a new contract was not established. While the original RFP was for two years and could theoretically be amended, Stoddard noted his understanding that there would not be a contract for the parks since they are not utilized in the winter. The Town now has a fourth road crew member and a plow, but staff do not have the proper equipment to manage plowing effectively. The board agreed that direction is needed on whether to purchase equipment that would allow the Town to handle plowing internally. The matter will be placed on the agenda for the next selectboard meeting. In the meantime, Town Hall will be plowed with the red truck until a decision is made. The agenda item will also include consideration of hiring a fourth part-time employee to take on this responsibility along with other small maintenance jobs. Additional options discussed included closing the gate to Pingree Park for the winter and asking Matt Batchelor to explore how other towns expand roles to meet similar needs.

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8. Town Officials Business

a. Wastewater Committee

i. North Village Allocation Recommendations

Gary Hedman of the Village Wastewater Committee presented a memo from the Windham Regional Commission summarizing ongoing discussions regarding the North Village wastewater system. The recommendation is to implement different design considerations with a hard cap on gallons and to reserve 10% of the system's capacity for future needs. While several homeowners won't be connecting to the system now, it is anticipated that future owners will likely do so. Reserve capacity would also allow for the possibility of connecting the old Mill restaurant. The permitting process will continue at the state level as the project progresses, and the redevelopment of the Mill is seen as desirable, though other properties could be added if plans change.

Paul Hendler asked who would pay for the reserve 10%, and it was relayed that the cost of excess capacity would be distributed among all users, with debt service spread across the grand list. Both wastewater systems will be managed as one entity. There is flexibility for future modifications depending on system construction progress. The importance of advancing permitting and the bid process was emphasized, and questions will be posed to Matt and Chrissy at the next meeting. Chad Stoddard asked about pretreatment to lower costs, which was considered but would add significant costs. A motion on the recommendations was tabled to the next meeting, at which Taylor Prouty will be recused from voting due to a potential conflict of interest.

9. Transfer Station/Solid Waste Management

a. Updates

None.

10. Old Business

None.

11. New Business

a. Facility Use Request for Town Office December 4.

Jim Fleming moved to authorize the use of the Town Office for a meeting on 12/04/2025 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Martha Dale. 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.

Martha Dale moved that the Board enter executive session to discuss attorney-client communications pursuant to 1 V.S.A. § 313 (a)(1)(F), seconded by Jim Fleming. The motion passed unanimously

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Entered executive session at 7:06 p.m.
Came out of executive session at 7:15 p.m.

13. Adjourn

Jim Fleming 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

Acting Chair, Taylor Prouty

DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
Monday, December 15, 2025
Special Meeting - 4:30 PM to 6:00 PM
Regular Meeting - 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: James Ameden, Jr. (Regular Meeting only), Tom Cavanagh, Martha Dale, Jim Fleming (Special Meeting only), and Taylor Prouty.

Board members absent: None.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Patti Eisenhauer and Maryann Morris, Housing Commission; Gary Hedman, Village Wastewater Commission; Josh Dryden, Road Foreman; Liam Elio, Mountain Towns Recreation Director; Pam Spaulding, Planning Commission; and Will Goodwin, Zoning Administrator.

Others in Attendance: Jen Greenfield; Dominique Boutin; GNAT Videographer Ari Santos; Christina Haskins, Dufresne Group; Matt Bachler and Anand Fedele, Windham Regional Commission; and Eric Richard.

1. Call Special Meeting to Order at 4:32 p.m.

a. FY 2027 Budget Review

Town Treasurer Tina Labeau supplied draft FY 2027 budget for review and noted the following:

Cash Receipts:

- Taxes remain fairly level.
- Current Use increase.
- Licenses are increased due to increase in recording fees and number of zoning applications.
- Transfer Increase due to increase in usage of Pay as You Go vending machines sales (\$17,000 to \$19,000 per month).
- Investment Income increase due to performance.
- Highway Aid increased a bit.
- Judicial decrease due to less tickets issued.
- Solar Array increases by 2% every year.

Overall, income projected to be up \$1.1 Million.

Expenses:

- Administration & Salaries up from 3% COLA Raise and addition of full-time assistant clerk/office manager position (40 hours plus benefits).
- Training and Travel increase reflects more required training.
- Professional Audit increase as single audit will likely be required with Wastewater project.
- Legal Expenses increase with additional usage and reviews.

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- Office Supplies increase reflects larger space in new Town Offices.
- GIS Increase.
- Increase in Website and Copier reflect new website hosting payment.
- Increase in software and support.
- Computer Equipment increase due to replacement of 3 or more computers.
- Other Municipal Services/ Appropriations increase as former appropriations are now regular expenses in the budget. Allison Marino clarified that these additions are for organizations that service Londonderry only (not all mountain towns), and the only organization that has a slight increase is GNAT-TV.
- Planning Commission has decreased.
- Electricity is up but should be offset by heat pump.
- Cleaning increase due to increase in space.
- Town Garage fuel increases.
- Town Parks Infrastructure Maintenance will go into a reserve fund for tennis courts.

Debt service:

- Bond Payment roughly the same each year
- New Truck installment payment.

Conservation Commission:

- Increase of \$1,000 into budget line instead of appropriations.

Roads:

- All figures are best estimates; costs continue to rise.
- Increase in Contractor Services for tree work and excavation.

Total budgeted expenses \$3.6 million dollars.

a. Discuss appropriations (Town Clerk)

Appropriations are not reflected in the budget. All organizations requesting appropriations were asked to submit 80 signatures (5% of population is statutory requirement) this year. Only a handful have submitted to date; deadline is January 2nd.

2. Adjourn Special Meeting

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

Special Meeting adjourned at 5:15 p.m.

3. Call Regular Meeting to Order

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

4. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

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Taylor Prouty moved to move Agenda Item 10ai Village Wastewater to Item 8ab and add Agenda Items 10e Planning Commission, seconded by James Ameden. The motion passed unanimously.

5. Minutes Approval – Meeting(s) of 12/1/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 12/1/2025, seconded by James Ameden. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- None of the 3 CDBG-DR applications were approved for funding.
- No bids for Town Hall window replacement were received. Project Manager Anand Fedele will restructure the RFP.
- RFP for construction and inspection services for Springhill Rd. will go out tomorrow with a deadline of Friday, January 16th at 4 p.m. A public hearing must be held before going out to bid, with a tentative public information hearing set for January 5th.
- RFP for tree removal for South Village Wastewater Project went out today and is due January 5th at noon.

The following correspondence can be found in the meeting packet:

- Memo from Town Clerk Allison Marino for 3 event permits for liquor licenses.

The following announcement by Town Office staff:

- Town Offices will be closed on Wednesday, Thursday, and Friday of Christmas and New Year's weeks.

8. Visitors and Concerned Citizens

a. Wastewater Committee

i. Review and Approve North Village Allocation Recommendations

Gary Hedman, Chair of the Village Wastewater Committee, attended to answer any questions and review the committee's recommendations as several Selectboard members had missed the previous meeting and presentation.

Taylor Prouty requested clarification on reserve and priority usage, specifically whether the 10% reserve plus the identified North Main Street properties would use the system's entire capacity. Chrissy Haskins explained that this is not necessarily the case as flows are not finalized; additional properties beyond North Main Street might be added. Martha Dale

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noted that the proposed ranking system is the best way to deal with these opportunities for buildings and sites along Main Street, allowing for movement as everything is finalized.

Hedman clarified that the properties in the bottom half of table (see Meeting Packet) were established based on overall benefit to the town, considering cost effectiveness, length of connection, and proximity to surface water. He emphasized that the committee is getting close to finalizing overall design flows prior to design construction, and the intent of the recommendation is to keep the permitting process moving forward.

Hedman also addressed the idea of reserving capacity, noting the town has the right to reserve capacity for a couple of key properties that choose not to connect now and allowing them to connect later under different owners. He referenced prior Selectboard meeting minutes regarding the cost of reserve capacity, confirming that if the town holds back capacity, there would be a modest incremental increase to costs that would be passed onto the grand list. Matt Bachler calculated that reserving 10% capacity (648 gallons) in the North Village would cost roughly \$2,070 a year. He added that the ordinance allows the Selectboard to set aside capacity for a public purpose, and this decision could be revised.

Tom Cavanagh asked how many houses 648 gallons would accommodate, and Gary Hedman confirmed it would serve approximately two houses. Additionally, if a restaurant owner installs pre-treatment on their property, some reserve capacity could be used to increase seating at that restaurant. Discussions with restaurant owners are ongoing, and initial applications for 120 seats have been reduced. The committee's recommendation reflects the current direction of these discussions.

Martha Dale moved to approve the Village Wastewater Committee's recommended allocation priorities as set forth in the Windham Regional Commission memo dated 12/1/2025, seconded by Tom Cavanagh. The motion passed unanimously with Taylor Prouty abstaining.

The Selectboard thanked the Committee for its efforts and recommendations.

9. Roads and Bridges

a. Updates

Road Foreman Josh Dryden reported:

- Still waiting on new truck.
- Salt has been delivered to keep shed full.
- The new hire continues learning, and the crew is working well together.

b. Discuss Plowing Parks, Town Hall, Town Office

A plan for plowing Town Hall and Town Office parking lots was discussed. The Town Office lot is easy to plow as lot is now smooth. There have been a lot of requests to use Town Hall, so it should be plowed. Town crew will plan to plow that lot after roads are plowed or earlier if an event is being held.

Regarding plowing of Parks lots, Liam Elio reported that the Parks Board voted a year ago to close the parks for the winter, after which the Selectboard contracted for lot plowing for one year. However, there was very little usage at Memorial Park, so there was no need to continue the contract. Pingree Park saw slightly more activity, but still not many visitors, and the entrance is not suitable for large plows. As a result, the Parks Board did not budget for a plow contract this year and is not interested in spending money on plowing. The gates to the parks are closed to vehicular traffic, but some plowing and blowing has been done by Elio and volunteers to keep a couple of parking spaces clear at both parks. Josh Dryden commented on the need for sanding, noting that someone slipping and falling would be a liability. The Parks Board is comfortable with the parks being closed for the winter, and Tom Cavanagh agreed that, due to liability concerns, the lots should not be plowed or cleared.

c. Review and Approve Spring Hill Road Culvert HTA Contract Amendment

The Spring Hill Rd. easement took longer than expected, but the right of way has now been approved by VTRANS and is ready to move forward. The cost went up due to the delay, so a contract amendment is needed for \$20,000 more.

Taylor Prouty moved to approve the Spring Hill Road Culvert Hoyle and Tanner Contract Amendment and authorize the Town Administrator to sign on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

d. Discuss list for possible HSIP 1017 Grant Application

A new round of State funding is available for road improvements with applications due February 2nd. Aileen Tulloch had an initial conversation with Josh Dryden and Taylor Prouty about potential uses for the grant, including guard rail repairs, stop bars, rumble strips, edge line striping, and Boynton Road edging, as well as curb and intersection signage. The eligible items are limited to those specified in the email (see Meeting Packet). Dryden and Prouty will compile a list of projects to include in the grant application, with the priority being guard rail repair and tree removal, up to a maximum of \$50,000 and send to Aileen Tulloch for submission.

10. Town Officials Business

b. Town Staff

i. Discuss responsibility for posting agendas of committees and boards.

Town Staff (Tina Labeau, Allison Marino, and Aileen Tulloch) are currently responsible for posting agendas and minutes for multiple committees and boards, but there are 7 or 8 committees that do not have salaried help dedicated to them to post their agendas and minutes. Currently, Town Staff attempt to manage this task on top of their other duties, but meetings are often not properly warned. Agenda posting requests frequently come after hours or on Holidays when no Staff were present, or lost amongst the copious amount of emails Staff get in a day. Town Staff proposed that each Committee shall be responsible for properly warning their meetings (see page 25 of Meeting Packet).

Dominique Boutin expressed concern that asking volunteers to handle this task could be burdensome or discouraging, especially since many volunteers already contribute

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significant time while working full-time. There was support for assigning this responsibility to the proposed new staff member, making it a paid task. Aileen Tulloch noted that in other towns, volunteers post agendas. Gary Hedman highlighted the increasing workload of Town Staff and the challenge of relying on volunteers for timely postings, suggesting middle ground, Maryann Morris emphasized the need to support volunteers and improve communication. Tom Cavanagh pointed out that if there were Open Meeting Law violations, the Committees would be held accountable, not Town Staff. The Board acknowledged the risks of agendas not being posted and discussed possible adjustments, including a trial period with a new staff person and encouraging committee chairs to learn how to post agendas online. The Selectboard will revisit this at a later date.

c. Parks Director

i. Discuss Transfer Station Bottle Shed

Liam Elio reported on the layout of the bottle shed: the enclosed structure is where bottles are processed and stored and the open shed adjacent is for bottles and cans (stored in blue bins).

d. Town Hall Renovation Committee

i. Review and Approve soft cost allocation increase request for MERP

Anand Fedele, Windham Regional Commission, outlined allocation increase request for MERP funding for Town Hall renovation. WRC worked with the Town Hall Renovation Committee and the Town Administrator to identify expansions to the Town Hall Scope of Work in response to changes to the overall MERP budget. The Town accessed \$238,656 of the originally allocated \$335,500 in MERP funding for the Town Office. This left a surplus of \$91,844 for the Town Hall, and the project team has identified additional scope measures to address the building performance, including thermal envelope work and insulation.

As a result of the expanding project scope, WRC proposes a \$4,000 increase to the Town's project management contract with WRC, leaving \$12 - 13,000 for permitting, design, and other soft costs.

Martha Dale moved to Approve the allocation of MERP funding related renovations of Town Hall as follows:

- *\$25,800 WRC Project Management*
- *\$12,684 other MERP-related Soft Costs*

seconded by James Ameden. The motion passed unanimously.

ii. Review and Approve MERP Scope Request

The BGS-approved Scope request includes building-wide insulation and air sealing, and the installation of attic hatches. These improvements will go a long way toward making the building usable year-round.

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James Ameden moved to approve the Amended MERP Scope and authorize the Town Administrator to sign on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

iii. Review and Accept Bid for Town Hall Renovation – Basement

Two bids were received for basement work, and the Town Hall Renovation Committee recommends Vermont Foam Insulation proposal.

James Ameden moved to accept the Proposal from Vermont Foam Insulation to provide services relating to basement insulation of the Town Hall, estimated to cost \$25,084.25 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.

e. Planning Commission

Planning Commission member Pam Spaulding suggested creating an ordinance regarding abandoned buildings. The Selectboard agreed it is a good idea, but noted enforcement could be an issue. Aileen Tulloch will work with Planning Commission to draft the ordinance.

11. Transfer Station/Solid Waste Management

a. Updates

None.

12. Old Business

None.

13. New Business

a. Approve FY 2027 Budget

The draft needs to be updated and will be approved at the next Selectboard meeting.

b. Review and Approve Change Order for Town Office Renovation

These final change orders should close out project.

Martha Dale moved to approve all final change orders for the Town Office Renovation Project and to authorize payment of \$114,256 to GPI to close out the project and authorize the Town Administrator to execute any related documents, seconded by James Ameden. The motion passed unanimously.

c. Review Housing Commission Article Request

Housing Commission Chair Patti Eisenhaer advocated to appropriate \$25,000 of the Meals and Rooms Option Tax receipts to the Community Economic Reserve Fund for Fiscal Year

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2027. A similar request was made last year to fund capital projects in the interest of businesses and housing.

It was agreed that this article will be added to the Town Meeting warning.

d. Discuss Selectboard Meeting 1/19 (MLK Day)

Martha Dale moved to move our regularly schedule Selectboard meeting on 1/19 to 1/20, at 6:00 pm at the Town Office, seconded by James Ameden. The motion passed unanimously.

14. 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 to find that premature general public knowledge of attorney-client communications will clearly place the Town, the Board or person involved at a substantial disadvantage by providing legal services to the body, seconded by Martha Dale. The motion passed unanimously.

Taylor Prouty moved that the Board enter executive session to discuss attorney-client communications pursuant to 1 V.S.A. § 313 (a)(1)(F), and invite the Town Administrator and the Zoning Administrator into the executive session, seconded by Martha Dale. The motion passed unanimously.

Entered executive session at 7:33 p.m.

Came out of executive session at 8:01 p.m.

15. Adjourn

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

The meeting adjourned at 8:02 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

