

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, January 05, 2026

Regular Meeting– 6:00 PM

100 Old School Street, South Londonderry, VT 05155

1. Public Hearing on Spring Hill Culvert Project
 - a. Questions and concerns from the Selectboard
 - b. Questions and concerns from the public
2. Adjourn Public Hearing
3. Executive Session 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting. (Andrew Phinney 6 month review, Transfer Station Part Time Attendant discussion)
4. Call Regular Meeting to Order
5. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
6. Minutes Approval – Meeting(s) of 12/15/2025
7. Selectboard Pay Orders
8. Announcements/Correspondence
9. Visitors and Concerned Citizens
10. Roads and Bridges
 - a. Updates
11. Town Officials Business
 - a. Town Clerk and Town Administrator
 - i. Facilities Use Policy and Procedure
12. Transfer Station/Solid Waste Management
 - a. Updates
13. Old Business
 - a. Review and Approve FY2027 Budget
14. New Business
 - a. Review Town Meeting Warning
 - b. Approve Town Office Facility Use Request for CFL
15. Adjourn

Posted and distributed on January 2, 2026

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

Live video of meetings available at:

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

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

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Selectboard Meeting

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Regular Meeting– 6:00 PM

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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.

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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

TOWN OF LONDONDERRY
FACILITY USE POLICY AND AGREEMENT
Approved as amended January 4, 2016

The Town of Londonderry has a number of facilities that are available for use by Londonderry residents, taxpayers and their guests. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating, will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities.

This policy applies to these facilities: Londonderry Town Hall, Twitchell Building (Town Office Building), Pingree Park Pavilion, and the Memorial Park Pavilion.

The Town of Londonderry will make these facilities available on a first come, first serve basis for individuals, groups and organizations during times when the facilities are not being utilized for Town of Londonderry programs or by Town staff, boards, commissions and committees, or Town of Londonderry sponsored events.

Smoking is prohibited at all Town facilities. Responsible use of alcohol is permitted by attendees of legal age.

A variety of low impact uses are acceptable, providing the use is legal and orderly, and doesn't exert undue impact or wear and tear on the buildings. In general, commercial use or functions for private profit are not offered but will be considered by the Select Board on a case by case basis.

In the case of use by school or other under aged groups, there must be adult supervision on the premises at all times.

FACILITY USE AGREEMENT

Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities are required to complete a Facility Rental Agreement for each event.

Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.

There will be a \$50 refundable security deposit required for use which can be used for cleanup (if required). Additional charges for cleanup may be imposed.

For usage of the Town Office/Twitchell Building, the \$50 refundable security deposit required can be used for cleanup (if required) and for the key necessary to access the building. Users are required to contact the Town Office at least 48 hours prior to an event in order to receive a security access code, and key.

Due to insurance restrictions, the following are requirements for use of town facilities:

- Small, informal events such as birthday and anniversary parties do not need to provide liability insurance.
- Larger events such as a wedding reception with alcohol, theatrical event charging admission, etc., are required to carry liability insurance. The user can go online with PACIF and pick up a "TULIP" (temporary use liability insurance policy). Please see the town office for more information.
- Any business using the facilities for profit must carry liability insurance. For businesses and organizations that already carry insurance, the Town of Londonderry is to be named as "additional insured".
- It is highly recommended that any event where alcohol is served use a licensed caterer and/or have a liability insurance policy.
- When an insurance policy is required, documentation must be furnished before this document is signed and use of facilities is approved.

This Agreement, dated _____, 20____ is between the Town of Londonderry and _____. The parties agree to the conditions as listed in this document.

FACILITY: _____

EVENT: _____

DATE: _____

A copy of liability insurance will be attached to this agreement when required.

Town of Londonderry: By _____ (Authorized Agent)

User _____

Address: _____ Town _____ St _____ Zip _____

Phone: _____

_____ (Organization, if applicable)

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Cash Receipts					
Taxes:					
Property Taxes Raised (Current & Delinquent)	-	2,511,497	-		
Local Options Tax Revenue	30,000	27,055	50,000		50,000
Interest on Delinquent Taxes	50,000	23,643	55,000		50,000
Penalties on Delinquent Taxes	30,000	41,860	30,000		35,000
Education Billing Fee Retained	15,000	-	15,000		15,000
Current Use	70,000	82,444	72,000		75,000
CT River Tax Losses	2,341	2,341	2,341		2,341
Total Taxes:	197,341	2,688,840	224,341	-	227,341
Licenses & Fees:					
Recording Fees	20,000	22,626	22,000		23,000
Dog Licenses	1,500	2,105	2,200		2,200
Marriage Licenses	200	275	200		300
Liquor Licenses/Cannabis Licenses	1,300	930	1,300		1,300
Vendor Licenses	25	75	25		100
Zoning Permits & Applications	6,000	18,815	7,000		8,000
Truck Permits	225	220	250		250
Clerk Fees	6,500	5,276	6,500		6,500
Short Term Rental Fees	50,000	48,000	55,000		55,000
Other Fees	200	5,350	200		2,000
Total Licenses & Fees:	85,950	103,672	94,675		98,650
Transfer Station/Recycling:					
Town of Landgrove	29,734	20,797	34,202		35,221
Town of Peru	73,188	51,189	84,185		84,989
Town of Weston	74,427	52,056	85,610		89,761
Town of Windham	44,253	30,951	50,902		69,706
Hazardous Waste	1,000	850	500		850
Sale of Recyclables	3,000	2,694	3,000		3,000
Transfer Station Fees (PAYT)	230,000	246,040	230,000		250,000
Compost Buckets	100	9	100		-
Annual Stickers	9,000	13,525	9,000		12,000
Transfer Station Grants	8,000	9,966	10,000		10,000
Total Transfer Station/Recycling:	472,703	428,076	507,498		555,527
Other Revenues:					
Investment Income	2,000	48,940	5,000		25,000
Highway State Aid	119,000	126,034	124,000		126,000
Equalization Study Grant Income	1,577	1,574	1,577		1,574
PILOT	17,000	17,628	17,000		17,000
Judicial	8,000	3,915	6,000		4,000
Collins Fund	3,600	4,983	4,000		5,000
South Londonderry Street Lights	7,200	7,290	7,200		7,800
Londonderry Street Lights	6,000	5,432	6,000		6,100
Lease Land	77	104	83		104
Structures Grant Income	-	48,351	-		-
Solar Array Income	6,300	6,151	6,300		6,500
Miscellaneous State Grant Income	20,000	1,000	20,000		20,000
Miscellaneous (Including Highway Auction Money)	2,000	75,347	2,000		2,000
Records Digitization	2,000		2,000		2,000
Weston Mountain Towns Rec Director Share	9,300	4,355	9,542		10,331
Winhall Mountain Towns Rec Director Share	17,644	8,400	18,403		19,925
Peru Mountain Towns Rec Director Share	7,926	-	8,179		8,855
Landgrove Mountain Towns Rec Director Share	2,642	2,509	2,726		2,952
Transfer from Highway Equipment Fund	40,000		-		-
Total Other Revenues:	272,266	362,012	240,010		265,141
Grants & Reimbursements					
South Village Waste Water Grant		87,189			
North Village Waste Water		8,529			
FEMA JULY 23 STORM REIMBURSEMENT		596,999			
Total Grants & Reimbursements	-	692,717	-	-	-
Prior Year Surplus (Deficit)					
Total Cash Receipts	1,028,260	4,275,317	1,066,524		1,146,659

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Cash Disbursements					
Salaries:					
Town Administrator	72,900	71,427	72,900		67,000
Admin Mitigation Project Coordinator	-	4,394	-		
Town Clerk	60,000	63,292	61,500		63,500
Assistant Town Clerk	25,000	18,015	25,000		30,000
Town Treasurer	42,000	42,000	62,400		64,275
Listers	10,000	5,910	10,000		15,000
Town Assessor	68,000	69,144	71,000		73,130
Delinquent Tax Collector	15,000	26,913	15,000		15,000
Selectboard Stipends	6,300	4,800	6,300		6,300
Ballot Clerks	3,000	1,095	1,500		3,000
Animal Control Officer	6,000	3,749	6,000		10,000
Recording Secretary for Boards	3,350	3,563	6,500		7,000
Records Digitization (Reimbursable)	2,000	90	2,000		2,000
Special Project Manager		6,970			
Short Term Rental Coordinator	45,000	45,000	46,124		50,180
Total Salaries:	358,550	366,361	386,224		406,385
Benefits Administration - FICA/MEDI					
Town Administrator	5,577	5,464	5,577		5,126
Admin Mitigation Project Coordinator	-	336	-		-
Town Clerk	4,590	4,842	4,705		4,858
Assistant Town Clerk	1,913	1,378	1,913		2,295
Town Treasurer	3,213	3,213	4,774		4,917
Listers	765	452	765		1,148
Town Assessor	5,202	5,290	5,432		5,594
Delinquent Tax Collector	1,148	2,059	1,148		1,148
Selectboard Stipends	482	367	482		482
Ballot Clerks	230	84	115		230
Recording Secretary for Boards	256	273	497		765
Records Digitization (Reimbursable)	153	7	153		536
Special Project Manager		533			153
Short Term Rental Coordinator	3,443	3,443	3,528		3,839
Benefits Administration - FICA/MEDI	26,970	27,740	29,087		31,088
Benefits Administration - VT Municipal Retirement					
Town Administrator	7,290	11,285	7,290		4,020
Town Clerk	3,300	3,481	3,536		3,810
Town Treasurer	3,135	4,890	4,451		4,757
Benefits Administration - Retirement	13,725	19,657	15,277		12,587
Benefits - Health Insurance					
Administration Health Insurance	68,000	99,114	80,000		115,000
Health Insurance Stipend	2,500	-	2,500		2,500
Administration HRA	9,000	13,691	9,000		12,500
Total Benefits - Health	79,500	112,805	91,500		130,000
Benefits - Workers Comp/Life & Disability Insurance					
Administration Workers Comp	1,000	1,000	1,500		2,450
Administration Life & Disability Insurance & Child	2,800	2,594	2,800		6,000
Total Benefits - Workers Comp	3,800	3,594	4,300		8,450
Travel and Training & Cell Phone					
Town Administrator	2,500	2,384	3,000		3,000
Town Clerk	750	715	750		1,000
Assistant Town Clerk	350	764	350		700
Town Treasurer	1,000	978	1,000		1,000
Listers/Town Assessor	1,610	1,441	3,100		3,500
Selectboard	150	150	150		150
STR Coordinator		600	1,100		1,100
Total Travel and Training	6,360	7,032	9,450		10,450
Office Expenses					
Professional Auditors	10,000	11,500	15,000		20,000
Election Expense	2,000	4,471	1,000		2,500
Legal Expenses	10,000	21,764	10,000		15,000
Advertising	2,500	3,081	2,500		2,500
Office Supplies	4,500	5,968	5,000		6,000
Town Report Printing & Postage	5,000	4,240	6,000		6,000
Postage and Mailing	5,000	5,070	6,000		6,000
Recording Supplies	1,800	-	1,800		1,800
Town Mapping	2,750	2,750	3,200		2,200
Short Term Rental Coordinator Expenses	-		-		4,400
GIS Mapping Online	2,080	1,821	1,500		2,500
Total Office Expenses	45,630	60,665	52,000		68,900

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Computer/Copier					
Website	6,000	5,560	8,000		7,000
Copier	4,500	3,231	4,500		4,500
Software and Support	20,000	24,514	25,000		30,000
Computer Equipment	5,000	5,385	5,000		6,000
Total Computer/Copier	35,500	38,690	42,500		47,500
Other Administrative Expenses					
IDS Dog Tags	175	129	175		175
Windham County Tax	52,000	50,710	52,000		52,000
VLCT Dues	3,800	3,740	3,800		3,934
WRC Dues	5,118	5,118	5,118		5,118
Credit Card Expenses	500	284	500		500
Legal Service - Tax Sale	400		400		400
Listers Expenses	500		370		500
Misc. Administrative/Selectboard Misc.	7,500	5,891	7,500		7,500
Windham County Sheriff/Policing	57,000	56,160	70,000		70,000
Salary Adjustment	13,438		20,000		20,000
Total Other Administrative Expenses	140,431	122,032	159,863		160,127
Other Municipal Services/Appropriations					
GNAT-TV					3,560
Greenup Day Vermont					100
4th of July Fireworks and Parade					1,500
SVEDS					5,307
VT Rural Fire Protection					200
Champion Fire Department #5					40,000
Phoenix Fire Department #6					20,000
Londonderry Historical Society					2,000
So. Londonderry Library Association					15,000
Londonderry Volunteer Rescue Squad					15,750
Total Other Municipal Services	-	-	-	-	103,417
Planning Commission					
Planning Commissioners Stipends	4,200	-	3,000		3,500
Planning Commission Training & Education	1,000	10	1,600		1,000
Water Supply and Wastewater Planning	100	231,599	100		100
Town Buildings Planning	1,000		1,000		1,000
Communications	3,000		3,600		3,000
Printing	500	189	500		500
Municipal Planning Grant Expense	3,000	10,169	3,000		3,000
Zoning Bylaw Implementation	1,000	-	1,000		1,500
Total Planning Commission	13,800	241,968	13,800		13,600
Housing Committee					
Software/Printing and Mailing	5,750	208	5,750		500
Grant Match					4,000
Training and Education	500	-	500		250
Total Housing Committee	6,250	208	6,250		4,750
DRB Stipends					
DRB Stipends	4,200	600	4,200		4,200
Zoning Administrator Salary	27,000	21,451	31,200		32,240
Zoning Administrator FICA/MEDI	2,066	1,641	2,387		2,466
Zoning Administrator - Child Care Tax	119	-	137		142
Zoning Adminstrator Workers Comp	125	94	120		210
Hearing Notices/Advertising	1,000	451	1,000		1,000
Printing	100	-	100		100
Travel & Training	400	10	400		400
GIS Maps/Misc.	2,080	2,079	1,500		2,080
Total Development Review Board	37,089	26,326	41,044		42,838

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Electricity					
Street Lights - S. Londonderry	7,200	7,495	7,300		7,800
Street Lights - Londonderry	6,000	5,844	5,500		6,100
Town Office	3,000	6,248	3,000		5,000
Town Garage	2,800	2,281	2,300		2,400
Town Hall	900	1,511	900		1,500
Salt/Sand Shed - Prouty Property	500	483	400		500
Total Electricity	20,400	23,863	19,400		23,300
Town Office					
Repairs and Maintenance	6,000	17,883	10,000		10,000
Cleaning	6,240	4,805	10,400		14,560
Town Office Supplies	1,750	5,535	2,500		5,000
Fuel	4,500	289	3,000		3,000
Locks and Security	700	421	2,000		2,000
Internet	3,000	6,940	3,600		3,600
Telephone System	3,000	1,467	3,600		5,100
Total Town Office	25,190	37,341	35,100		43,260
Town Garages					
Repairs and Maintenance	3,000	2,220	3,000		3,000
Telephone & Internet	900	1,383	900		1,450
Fuel	4,500	5,345	4,500		6,000
Old Garage Upgrades	1,000	-	1,000		1,000
Total Town Garages	9,400	8,947	9,400		11,450
Town Hall					
Repairs and Maintenance	2,000	14,742	2,000		6,000
Telephone	800	2,455	2,400		2,400
Fuel	1,400	5,559	2,000		2,500
Total Town Hall	4,200	22,756	6,400		10,900

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Transfer Station					
Wages	53,960	49,181	55,000		57,600
FICA/MEDI	4,128	4,145	4,208		4,406
Vt Municipal Retirement	2,492	2,484	2,900		3,456
Health Insurance	14,000	15,024	15,600		18,000
HRA	1,500	3,030	2,500		2,500
Workers Comp Insurance & Life and Disability	4,500	4,101	5,000		4,236
Child Care Tax	255	-	242		253
Transfer Station Administration	5,383	5,000	5,383		5,383
Uniforms	250	-	250		250
Repairs and Maintenance	7,000	5,015	7,000		7,000
Vending Machine Purchase		7,077	-		-
Electric Upgrade/Equipment	15,000	-	35,000		35,000
Portable Toilets	1,800	3,480	1,800		2,160
Telephone	750	1,196	800		1,200
Electricity	2,500	2,693	3,000		3,100
Fuel	2,000	2,824	3,500		3,500
Supplies and Misc.	3,500	3,243	3,500		3,500
Yard Maintenance	9,500	9,400	9,500		10,000
Backhoe Purchase Payment	34,159	33,995	34,159		34,159
Advertising	500	500	750		500
Contracted Hauling Fees	250,000	201,050	250,000		275,000
Backhoe Repairs	2,000	2,337	2,000		2,000
Vehicle Insurance	700	854	850		900
Total Transfer Station	415,877	356,630	442,942		474,104
Recycling					
Wages	57,530	56,776	60,000		64,500
FICA/MEDI	4,401	3,837	4,590		4,934
Vt Municipal Retirement	2,643	3,160	2,900		3,870
Health Insurance	6,000	4,571	6,000		18,000
HRA	1,500	247	2,500		2,500
Workers Comp Insurance & Life and Disability	4,600	4,205	4,500		4,744
Uniforms	250	65	250		250
Child Care Tax	239	-	264		284
Supplies and Misc.	1,000	439	1,000		1,000
Organics	17,000	18,366	20,000		20,000
Recycle Hauling	90,000	90,174	120,000		120,000
Advertising	500	-	500		500
Educational Publications	500	1,189	500		500
Total Recycling	186,163	183,029	223,004		241,082
Hazardous Waste					
Wages	16,000	11,843	16,000		16,640
FICA/MEDI	1,224	906	1,224		1,273
Child Care Tax	70	-	70		73
Workers Comp Insurance	1,624	1,432	1,224		1,400
Travel & Training	2,000	27	2,000		1,000
Advertising	1,400	296	1,400		500
Supplies	200	-	200		250
Contractor	40,000	35,211	35,000		40,000
Membership Dues	850	722	850		850
Misc.	50	861	50		50
Total Hazardous Waste	63,418	51,297	58,018		62,036
Septage Spreading					
Groundwater Testing Services	7,000	7,779	8,000		8,000
Total Septage Spreading	7,000	7,779	8,000		8,000

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Town Parks					
Grounds Maint Employee	15,000	7,734	27,300		27,040
FICA/MEDI	1,148	366	2,088		2,069
Mountain Towns Rec Director	57,000	56,000	59,000		60,840
FICA/MEDI	4,361	3,462	4,514		4,654
Health Insurance	12,500	13,687	14,000		17,400
VMERS	3,135	3,890	3,393		3,650
Health Reimbursement Account	2,500	1,069	2,500		2,500
Mileage, Cellphone & Memberships		2,719	3,000		3,000
Workers Comp/Life & Disability Insurance	3,200	3,446	3,323		2,600
Operating Supplies	3,000	2,170	13,000		13,000
Outside Services Lawn Maintenance & Plowing	23,000	12,045	6,500		6,500
Electricity	2,300	1,888	2,300		2,500
Infrastructure Maintenance	15,000	15,000	15,000		
Tennis Court Maintenance	20,000	11,859	-		10,000
Portable Toilets	5,000	2,480	5,000		5,000
Total Town Parks	167,143	137,815	160,917		160,753
Insurance					
Liability	9,000	9,931	11,000		11,000
Property	17,000	16,224	15,000		15,000
Bond	3,500	2,654	3,000		3,000
Workers Comp	1,000	34	1,000		1,000
Unemployment	1,200	929	1,200		1,200
Employment Practices Liability	5,000	3,765	5,000		5,000
Total Insurance	36,700	33,537	36,200		36,200
Debt Service					
Fire Truck Installment Phoenix	50,000		50,000		-
John Deere Tractor Installment (ends fy 2027)	28,601	28,601	30,031		31,935
2020 International Installment (ends fy 2025)	31,386	31,386	-		-
2025 International Installment (ends fy 2030)	-	-	33,683		35,532
Bond Payment - Town Office (Ends fy 2055)	-	12,754	52,832		119,015
New Truck Installment	-		-		45,000
Interest on John Deere Tractor	2,931	2,931	1,501		2,224
Interest on 2020 International	948	948	-		-
Interest on 2025 International	-		10,318		8,469
Total Debt Service	113,866	76,619	178,365		242,175
Total Dispatching	40,000	39,397	42,000		52,000
Conservation Commission					
Salaries	1,200		1,200		1,200
FICA/MEDI	92		92		92
Workers Comp	4		4		4
Child Care Tax	-		-		-
Field Naturalist Program	550		3,250		3,250
Association of Vermont Conservation	250	50	50		50
Water Testing	500	-	500		500
Public Meeting Costs	3,000	640	3,000		3,000
Conservation Town Appropriation	200		-		1,000
Conservation Projects	500	462	400		400
Total Conservation Commission	6,296	1,152	8,496		9,496

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Summer Roads					
Wages	130,334	106,056	150,000		159,000
FICA/MEDI	10,217	8,113	11,475		12,152
Vt Municipal Retirement	6,842	4,132	8,625		7,325
Health Insurance	56,060	33,772	52,000		59,000
HRA	10,217	5,882	7,300		7,300
Child Care Tax			660		700
Workers Comp Insurance & Life and Disability	7,600	7,441	7,100		10,500
Uniforms	2,600	3,101	4,000		4,000
Travel & Meetings/Education	800	297	3,300		4,000
Total Summer Roads	224,670	168,795	244,460		263,977
Summer Highway Equipment Maint					
Tires	8,000	4,498	8,000		8,000
Highway Equipment Maint.	50,000	87,973	50,000		75,000
Trucking	-		-		-
Roadside Mower	-		-		-
Vehicle Insurance	5,000	5,899	6,150		6,200
Total Summer Highway Equipment Maint	63,000	98,370	64,150		89,200
Summer Highway Construction					
Signs/Cones	5,000		5,000		6,000
Tree Removal	5,600		7,500		30,000
Bridge/Guardrails	7,500		7,500		10,000
Paving	-		-		-
Operating Supplies	7,500	10,638	7,500		10,000
Fuel	30,000	13,265	30,000		30,000
Gravel	75,000	36,031	100,000		100,000
Calcium Chloride	15,000	10,886	17,500		17,500
Equipment Purchase	40,000	-	10,000		10,000
Culverts	10,000	9,698	10,000		10,000
Better Roads Grant Expense	2,000	2,645	6,000		3,000
Highway Repairs (Storm Related)	4,000	74,770	4,000		4,000
Highway Miscellaneous	-		-		-
Contracted Services	15,000	5,700	18,000		25,000
Total Summer Highway Construction	216,600	163,633	223,000		255,500
Winter Roads					
Wages	93,666	78,040	105,000		114,000
Overtime	25,625	18,913	22,000		23,000
FICA/MEDI	8,871	7,355	9,716		9,240
Vt Municipal Retirement	6,018	4,152	7,303		5,700
Health Insurance	40,615	38,948	37,000		42,000
HRA	7,333	2,881	5,100		5,200
Child Care Tax	405	-	559		600
Workers Comp Insurance & Life and Disability	5,500	5,687	5,100		8,000
Uniforms	1,900	1,048	4,000		4,000
Travel & Meetings/Education	-	1,200	-		1,200
Total Winter Roads	189,933	158,224	195,777		212,940
Winter Highway Equipment Maint					
Tires	7,000	7,385	7,000		7,000
Highway Equipment Maint.	30,000	16,641	40,000		40,000
Plow/Grader Wear Maint.	-		-		-
Tire Chains/Cutting Edges	6,000	9,509	12,000		-
Vehicle Insurance	3,500	4,216	4,400		5,000
Total Winter Highway Equipment Maint	46,500	37,750	63,400		52,000
Winter Highway Construction					
Operating Supplies	7,000	25,512	5,000		12,500
Fuel	25,000	21,528	25,000		25,000
Gravel	-	368	-		-
Salt	150,000	163,454	150,000		175,000
Winter Sand	95,000	77,597	95,000		95,000
Signs					
Total Winter Highway Construction	277,000	288,460	275,000		307,500

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Emergency Management					
Emergency Management	1,000	-	1,000		1,000
Total Emergency Management	1,000	-	1,000		1,000
Total Beautification Committee	4,000	3,843	4,000		4,000
Total Budgeted Expenses	2,885,961	2,926,314	3,150,324		3,600,965
Excess/(Deficiency) of Cash Receipts over Cash	(1,857,701)	1,349,003	(2,083,800)		(2,454,306)
Appropriations					
American Red Cross	500	500	-		
Champion Fire Company #5	20,000	20,000	40,000		-
Friends of the West River Trail	1,000	1,000	1,000		1,000
Grace Cottage Foundation	1,000	1,000	1,000		1,000
Greater Northshire Access TV	2,000	2,000	2,000		
Green Mountain RSVP	415	415	415		415
Green Up Vermont	100	100	100		
Healthcare & Rehabilitation Services	1,513	1,513	1,513		1,513
Londonderry 4th of July	1,500	1,500	1,500		
Londonderry Conservation Fund	500	500	500		
Londonderry Historical Society	1,000	1,000	-		-
Londonderry Transport (Neighborhood Connectio	11,600	11,600	11,660		-
Londonderry Volunteer Rescue Squad	15,750	15,750	15,750		
Mountain Valley Health Council	5,000	5,000	-		
My Community Nurse	2,500	2,500	3,500		3,500
Neighborhood Connections/including Transport	6,000	6,000	6,000		20,000
Phoenix Fire Company #6	20,000	20,000	20,000		
Senior Solutions	970	970	970		970
SEVCA	1,700	1,700	1,700		2,000
South Londonderry Library	15,000	15,000	15,000		
SVEDS	5,307	5,307	5,307		
The Collaborative	1,000	1,000	1,000		1,000
Valley Cares	2,742	2,742	2,742		2,742
Vermont Rural Fire Protection	100	100	200		
Visting Nurse Association	7,000	7,000	-		
West River Montessori School	-	-	3,000		3,000
Windham County Humane Society	450	450	500		500
Windham County Youth Services	315	315	315		315
Womans Freedom Center	800	800	800		800
Total Appropriations	125,762	125,762	136,472		38,755
Economic Improvement Reserve Fund	5,000	5,000	25,000		5,000
Williams Dam Expenses	-	5,747			
New Fulltime Asst Clerk/Office Manager	-				81,000
Emerald Ash Borer Removal Reserve Fund	3,000	3,000	3,000		3,000
Transfer to Highway Equipment Fund	100,000	100,000	100,000		100,000
Pingree Park Reserve Fund			20,000		20,000
Transfer to Infrastructure Fund	100,000	100,000	100,000		100,000
Transfer to Highway Improvement Fund	300,000	300,000	340,000		360,000
Total Cash Disbursements	3,519,723	3,565,823	3,874,796	-	4,308,720
Excess/(Deficiency) of Cash Receipts over Cash	\$ (2,491,463)	\$ 709,494	\$ (2,808,272)	\$ -	\$ (3,162,061)
Taxes Needed to Balance with Appropriations	\$ (2,491,463)	\$ 709,494	\$ (2,808,272)	\$ -	\$ (3,162,061)

WARNING FOR THE LONDONDERRY TOWN MEETING

The legal voters of the Town of Londonderry, Vermont, are hereby notified and warned to meet at the Town Hall, 139 Middletown Road, South Londonderry in Londonderry, on Tuesday, March 3, 2026, to act on the following Articles, namely:

BUSINESS TO BE TRANSACTED FROM THE FLOOR:

Beginning at 9:30 a.m., the following business will be transacted from the floor:

ARTICLE 1 To elect a Moderator to preside at Town Meeting.

ARTICLE 2 To act on the report of the Town Officers.

ARTICLE 3 To elect all Town Officials required by law:

- Selectboard member for a term of two years.
- Selectboard member for a term of three years.
- Town Clerk for a term of three years.
- Treasurer for a term of three years.
- Lister for a term of three years.
- Cemetery Commissioner for a term of five years.
- Trustee of Public Funds for a term of three years.

ARTICLE 4 To see how much the Town will vote for a General Fund.

ARTICLE 5 Shall the Town vote for its taxes to be paid to the Town Treasurer as provided by law, due date to be on or before October 1, 2026?

ARTICLE 6 Shall the Town vote to raise and appropriate the sum of \$XX,XXX for the following organizations?

- | | |
|---|----------|
| • Friends of the West River Trail | \$1,000 |
| • Grace Cottage Foundation | \$1,000 |
| • Greater Northshire Access TV | \$2,000 |
| • Green Mountain RSVP | \$415 |
| • Green Up Vermont | \$100 |
| • Health Care & Rehabilitation Services | \$1,513 |
| • Londonderry 4 th of July | \$1,500 |
| • Londonderry Transport Services (Mtn Town Connector) | \$11,660 |
| • My Community Nurse program | \$3,500 |
| • Neighborhood Connections | \$6,000 |
| • Senior Solutions | \$970 |

• SVEDS	\$5,307
• SEVCA	\$1,700
• The Collaborative	\$1,000
• Valley Cares	\$2,742
• Vermont Rural Fire Protection	\$200
• West River Montessori School	\$3,000
• Windham County Humane Society	\$500
• Windham County Youth Services	\$315
• Women's Freedom Center	\$800

ARTICLE 7 Shall the Town vote to raise and appropriate the sum of \$3,000 to be deposited into the Emerald Ash Borer Infestation Reserve Fund?

ARTICLE 8 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Highway Equipment Reserve Fund?

ARTICLE 9 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Town Buildings Reserve Fund?

ARTICLE 10 Shall the Town vote to raise and appropriate the sum of \$410,000 to be deposited in the Highway Improvement Reserve Fund?

ARTICLE 11 Shall the Town vote to raise and appropriate the sum of \$20,000 to be deposited in the Pingree Park Reserve Fund?

ARTICLE 12 Shall the Town vote to raise and appropriate the sum of \$5,000 to be deposited in the Community Economic Improvement Reserve Fund?

ARTICLE 13 To transact any other business that may legally come before the Meeting.

Dated at Londonderry this 20th day of January 2025.

Selectboard of the Town of Londonderry

Thomas Cavanagh, Chair

James Ameden, Jr., Vice Chair

Taylor Prouty

James Fleming

Martha Dale

Received for the record this _____ day of January 2026

Allison Marino, Town Clerk

TOWN OF LONDONDERRY
FACILITY USE POLICY AND AGREEMENT
Approved as amended January 4, 2016

The Town of Londonderry has a number of facilities that are available for use by Londonderry residents, taxpayers and their guests. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating, will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities.

This policy applies to these facilities: Londonderry Town Hall, Twitchell Building (Town Office Building), Pingree Park Pavilion, and the Memorial Park Pavilion.

The Town of Londonderry will make these facilities available on a first come, first serve basis for individuals, groups and organizations during times when the facilities are not being utilized for Town of Londonderry programs or by Town staff, boards, commissions and committees, or Town of Londonderry sponsored events.

Smoking is prohibited at all Town facilities. Responsible use of alcohol is permitted by attendees of legal age.

A variety of low impact uses are acceptable, providing the use is legal and orderly, and doesn't exert undue impact or wear and tear on the buildings. In general, commercial use or functions for private profit are not offered but will be considered by the Select Board on a case by case basis.

In the case of use by school or other under aged groups, there must be adult supervision on the premises at all times.

FACILITY USE AGREEMENT

Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities are required to complete a Facility Rental Agreement for each event.

Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.

There will be a \$50 refundable security deposit required for use which can be used for cleanup (if required). Additional charges for cleanup may be imposed.

For usage of the Town Office/Twitchell Building, the \$50 refundable security deposit required can be used for cleanup (if required) and for the key necessary to access the building. Users are required to contact the Town Office at least 48 hours prior to an event in order to receive a security access code, and key.

Due to insurance restrictions, the following are requirements for use of town facilities:

- Small, informal events such as birthday and anniversary parties do not need to provide liability insurance.
- Larger events such as a wedding reception with alcohol, theatrical event charging admission, etc., are required to carry liability insurance. The user can go online with PACIF and pick up a "TULIP" (temporary use liability insurance policy). Please see the town office for more information.
- Any business using the facilities for profit must carry liability insurance. For businesses and organizations that already carry insurance, the Town of Londonderry is to be named as "additional insured".
- It is highly recommended that any event where alcohol is served use a licensed caterer and/or have a liability insurance policy.
- When an insurance policy is required, documentation must be furnished before this document is signed and use of facilities is approved.

sge

This Agreement, dated December 18, 2025 is between the Town of Londonderry and
The Community Fund for Londonderry VT, Inc. (CFL). The parties agree to the conditions as listed in this document.

FACILITY: Town Office Building

EVENT: Meeting of CFL -

DATE: January 8, 2026 at 5pm

A copy of liability insurance will be attached to this agreement when required.

Town of Londonderry: By _____ (Authorized Agent)

User Susan Collins

Address: 4 OLD COUNTY RD E Town LANDGROVE St VT Zip 05148

Phone: 802-379-7056

The Community Fund for (Organization, if applicable)
Londonderry VT, Inc.

Londonderry ER-P23-1(225) & Londonderry ER-P23-1(225) Culvert Replacement Project – Project Delay

From Thilliyar, Mahendra <Mahendra.Thilliyar@vermont.gov>

Date Tue 12/30/2025 11:04 AM

To Aileen Tulloch <townadmin@londonderryvt.org>

Cc Amy Spera <aspera@gill-eng.com>; Cota, Carolyn <Carolyn.Cota@vermont.gov>

Dear Members of the Select Board:

Due to delays in obtaining the necessary ROW clearances for the subject projects, the construction of the projects has been postponed. The projects are currently scheduled to be advertised in April 2026, with construction planned for the 2027 construction season. This schedule will allow sufficient time within the construction contract for fabrication of the required precast elements.

If you have any questions, please feel free to contact me.

Thanks,

Mahendra Thilliyar | Project Manager

Project Delivery Bureau | Structures Section

Highway Division

Vermont Agency of Transportation

219 North Main Street | Barre, VT 05641

802-917-2758 phone | mahendra.thilliyar@vermont.gov

From: Thilliyar, Mahendra

Sent: Sunday, December 21, 2025 6:14 PM

To: 'townadmin@londonderryvt.org' <townadmin@londonderryvt.org>

Cc: Amy Spera <aspera@gill-eng.com>; Cota, Carolyn <Carolyn.Cota@vermont.gov>

Subject: Londonderry ER-P23-1(225) & Londonderry ER-P23-1(225) Culvert Replacement Project – Route 100 Closure Plan Update

Dear Members of the Select Board:

I am writing to follow up on our meeting in July, during which we presented the subject culvert replacement projects on Route 100 in Londonderry.

At this meeting we presented two options for the traffic maintenance for the culvert construction: a single continuous roadway closure during which both culverts would be replaced, or two separate roadway closures replacing one culvert at a time. You expressed a preference for two individual roadway closures.

Since that meeting, we have proceeded to finalize the culvert design and contract specifications, evaluating project logistics and scheduling constraints. After careful consideration, it has become clear that a single, continuous 75-day roadway closure is the most effective approach for ensuring the successful and timely completion of both culvert replacements. This option offers greater flexibility for

the contractor and increases the likelihood of responses from bidders, and ensures that all work will be completed before the start of the 2026–2027 school year.

Please note that under the revised plan, the construction contract will allow for a full roadway closure for up to 75 days between June 1 and August 21, 2026. We selected August 21st based on your preference to have the northern stretch of Route 100 opened ahead of the school year. I have attached the slides from our presentation that show the project locations, State-signed detour route, and the local bypass routes.

The Agency will consider a grant to assist with maintenance and speed enforcement along the local Town roads. Note that the compensation the Town will receive for a single 75-day closure will be higher than the total compensation that would have been provided for two separate closures.

Please let me know if any questions or concerns.

Thank you for your continued partnership with this important project.
Sincerely,

Mahendra Thilliyar | Project Manager
Project Delivery Bureau | Structures Section
Highway Division
Vermont Agency of Transportation
219 North Main Street | Barre, VT 05641
802-917-2758 phone | mahendra.thilliyar@vermont.gov

Location

Project Proximity

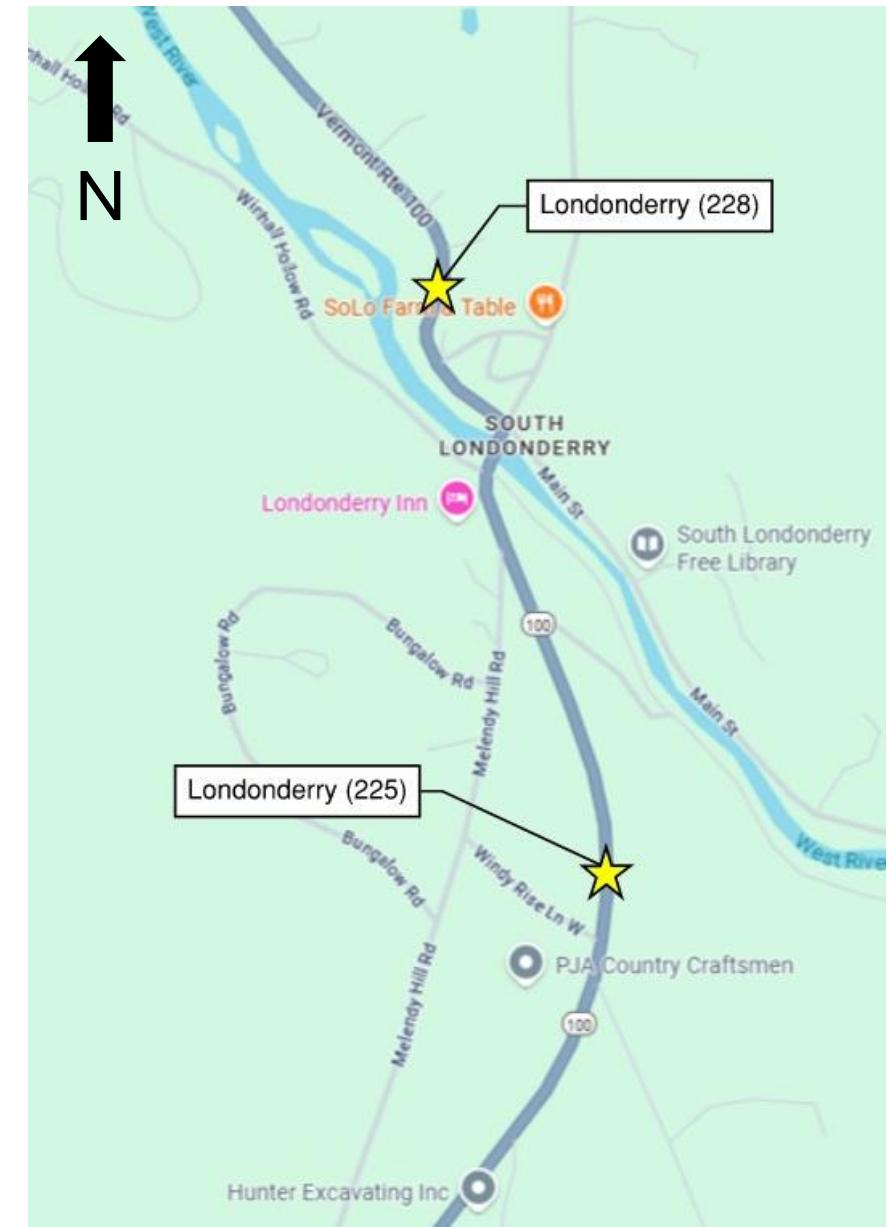
The two culverts are located 0.6 miles apart.

Londonderry (225)

Londonderry (225) is located at mile marker 2.548 on VT-100, approximately 300-ft north of the intersection with TH 49 (Windy Rise Lane).

Londonderry (228)

Londonderry (228) is located at mile marker 3.17 on VT-100, approximately 500-ft north of the intersection with TH 55 (Crescent Street).

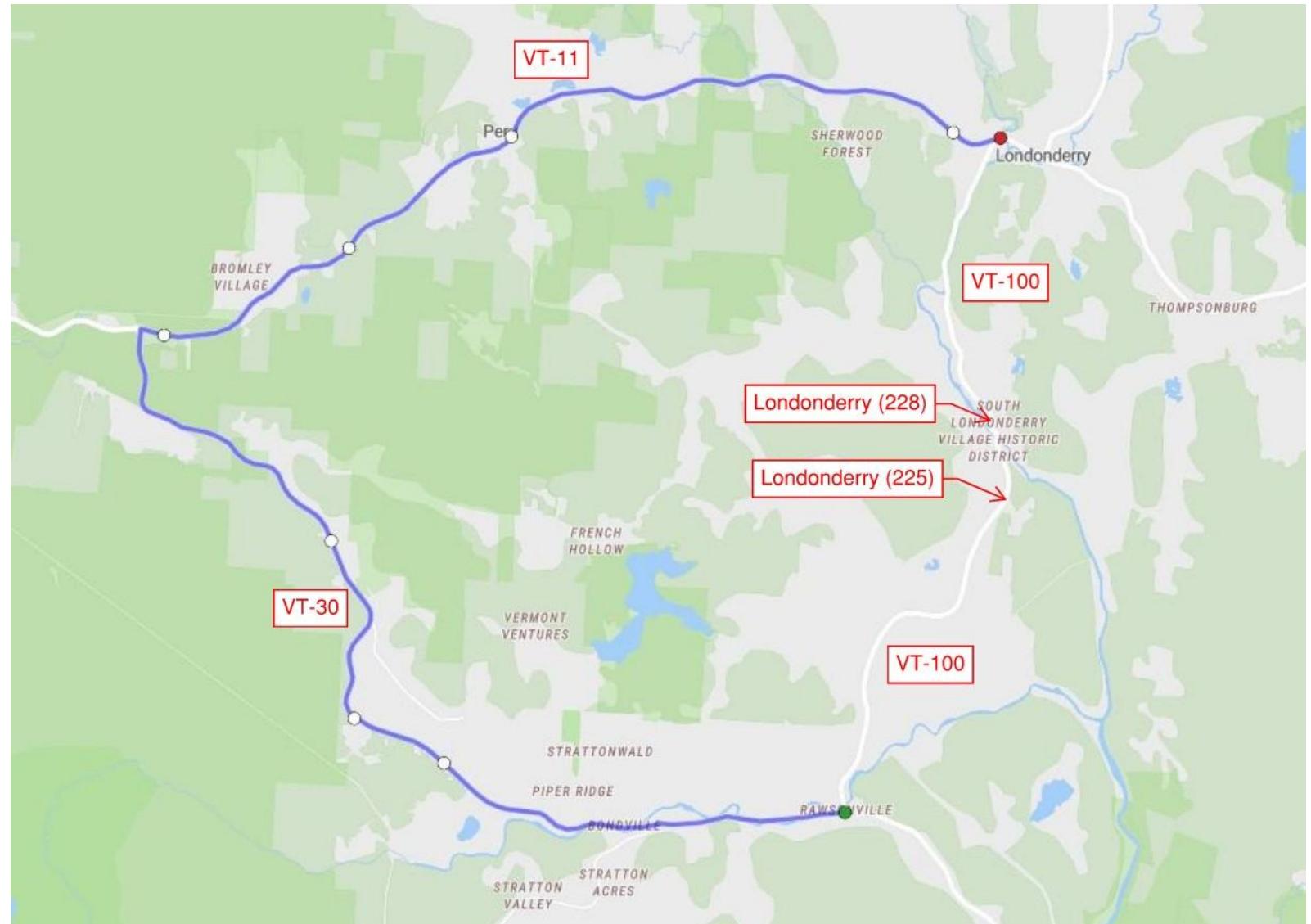


State-Signed Detour Route

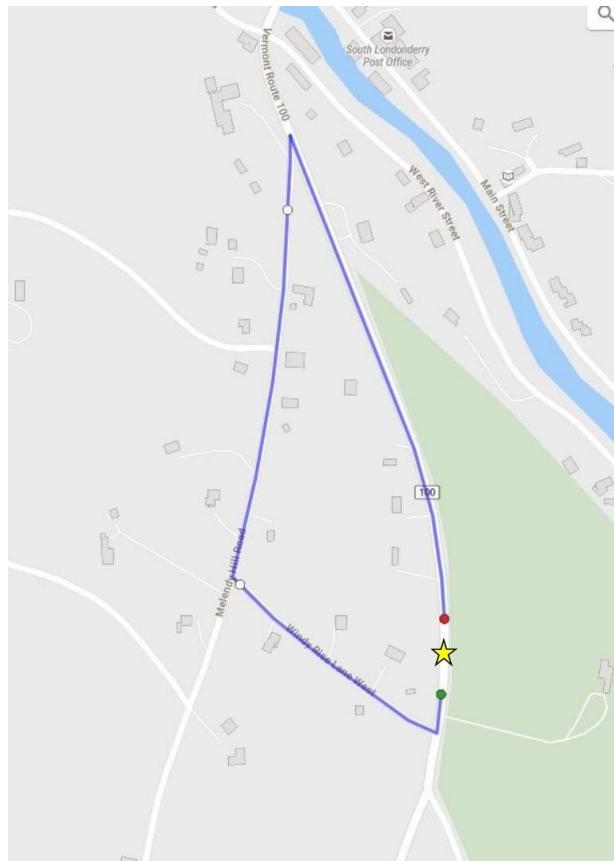
The roadway will be closed during construction.

Detour Route Length

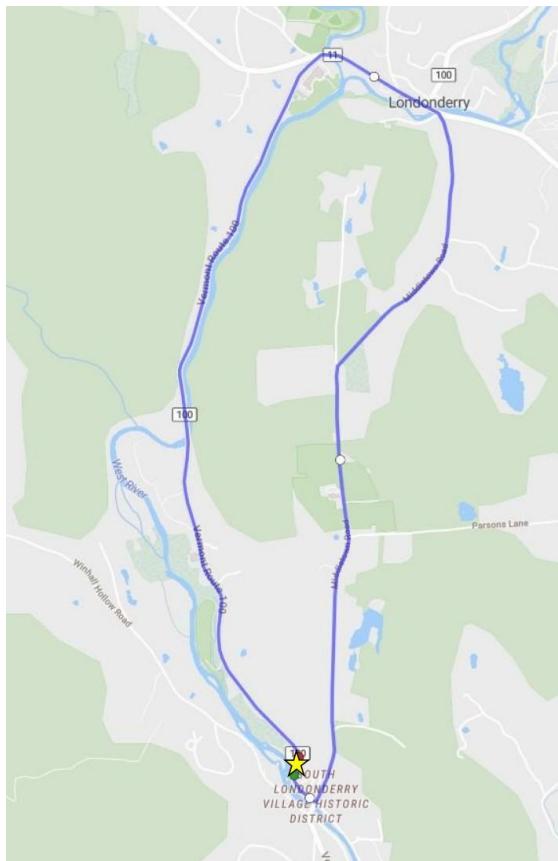
The state-signed detour route extends for 17.3 miles.



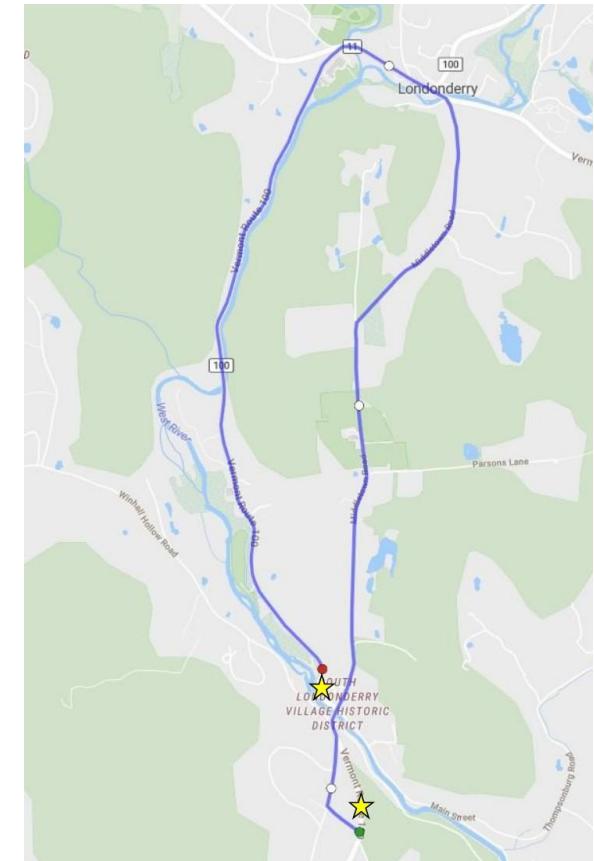
Local Bypass Routes



Londonderry (225)
0.8 miles



Londonderry (228)
5.7 miles



Combined
6.1 miles

MEMO

TOWN OF LONDONDERRY

To: Selectboard
From: Allison Marino, Town Clerk
CC: Aileen Tulloch
Date: 12/31/25
Re: DLL Applications

COMMENTS: SC Distillation, LLC – Special Event Permit

12/30/25 @ Upper Pass Lodge
1/13/26 @ Upper Pass Lodge

FOR IMMEDIATE RELEASE: January 5, 2026

Brattleboro Regional Chamber of Commerce to Host Annual Legislative Breakfast in Partnership with BDCC's Windham Leadership Series

Brattleboro, VT - The Brattleboro Regional Chamber of Commerce will host its annual breakfast with Windham County legislators on Monday, January 12, 2026. This year, the event will be held in partnership with the Brattleboro Development Credit Corporation's Windham Leadership Series.

The breakfast will be from 7:30 am to 9:00am at the Brattleboro Retreat Education Conference Center, at 1 Anna Marsh Lane. Parking is available on-site and signs will guide you to the meeting location.

Register here: <https://brattleborodevelopment.com/event/legislative-breakfast/>

The breakfast, which brings together area legislators and members of the community, has been a perennial Chamber event for more than 50 years. Under the collaboration with BDCC, this year, the breakfast will be the second session of BDCC's Windham Leadership Series.

The conversation will look ahead to the 2026 session and the policy environment employers may encounter in the coming year.

Scheduled to attend the breakfast: Rep. Michelle Bos-Lun (Windham-3), Rep. Zon Eastes (Windham-1), Rep. Ian Goodnow (Windham-9), Rep. Emilie Kornheiser (Windham-7), Rep. Emily Long (Windham-5), Rep. Laura Sibilia (Windham-2), and Sen. Wendy Harrison. (List will be updated.)

About the Chamber

The Brattleboro Regional Chamber of Commerce is one of the leading business and community organizations in southeastern Windham County, serving the communities of Brattleboro, Dummerston, Guilford, Newfane, Putney, Townshend, and Vernon. Founded in 1906, the Chamber will celebrate its 120th anniversary in 2026.

About BDCC

Brattleboro Development Credit Corporation (BDCC) is a private, nonprofit economic development organization with the mission of investing in the drivers of the regional economy so that people, businesses, and communities in Southern Vermont can thrive. In addition to its private nonprofit leadership role in regional business acceleration and expansion programs and projects, economic, workforce and community development programming, BDCC also serves as the State of Vermont's certified Regional Development Corporation (RDC) for the greater Windham County area (including Windham County and the towns of Readsboro, Searsburg, Winhall and Weston). BDCC is one of 12 RDCs throughout Vermont. BDCC's activity is made possible in part by a grant from the State of Vermont through the Agency of Commerce and Community Development. For more information visit: <https://brattleborodevelopment.com/>

About The Windham Leadership Series

The Windham Leadership Series will bring together leaders from across the region who want access to timely information and clear data for meaningful cross-sector discussion about the forces moving our economy. Each session features a speaker who's achieving results, someone with practical experience, strong data, or insights that help us see new possibilities for Windham County. The series will support practical learning and encourage participants to compare notes with peers navigating similar decisions.

Contact:

Kate O'Connor
Brattleboro Regional Chamber of Commerce
(802) 254-4565
kate@brattleborochamber.org
www.brattleborochamber.org

Adam Grinold
Brattleboro Development Credit Corporation
(802) 275-7731 x 224
agrinold@brattleborodevelopment.com
www.brattleborodevelopment.com



To: Tom Cavanagh, Londonderry Selectboard Chair

From: Anand Fedele, WRC Assistant Planner

Date: January 2nd, 2026

Re: MERP project update for month of December

Dear Tom,

In December, WRC collaborated with the Londonderry Town Hall Renovation Committee to evaluate proposals for the basement weatherization bid posted in November. On December 15th, the Selectboard awarded a contract to Vermont Foam. We began coordinating with Vermont Foam around site logistics and schedule. We anticipate that the encapsulation and spray foaming will occur in late spring. Before scheduling the work, we need to confirm that a passive PVC drain in the basement will be suitable for integration with the recommended sump pump system. While moisture mitigation is being pursued in the basement, I believe it is critical to coordinate this work with broader on-site water management if possible. A 2021 Structural Engineering Assessment of Town Hall recommends several waterproofing strategies beyond those that are being implemented in the basement, including:

- A perimeter drainage system and regrading effort
- Waterproofing on the outside of the concrete foundation walls
- Installation of gutters and downspouts tied into the drainage system

While these improvements fall outside of MERP, we recommend that the Selectboard consider these upgrades along with those being covered and implemented under the grant. The THRC has identified additional structural items recommended in the assessment that may prove timely/well-suited to being pursued alongside MERP.

Regarding other aspects of the scope, WRC will work with the THRC to rebid the window improvements in Town Hall. The THRC is considering a scope change regarding the windows, making a rebid more opportune. The group is now evaluating the appropriateness of installing HP-approved storm windows, in addition to restoring and weatherizing the historic units. This approach appears to balance historic preservation, aesthetics, and efficiency, and may be a more affordable strategy than the original window scope as written. The THRC will meet next week to discuss and formulate a plan.

WRC will also be working with the THRC to develop a Scope of Work for insulation in the walls and attic of Town Hall. The attic insulation strategy will involve air sealing with spray foam and insulating with blow-in cellulose, per Vermont Division of Historic Preservation requirements. The walls will be insulated from the outside to avoid altering the historic interior with blown-in or dense-pack cellulose.

ADA is the last remaining aspect of the Scope of Work. An ADA assessment conducted on Town Hall provides the Town with options to consider when allocating the \$38,484 for accessibility upgrades. There are several smaller ADA upgrades recommended by the report (compliant signage, modification of door hardware, upgrade to the main entrance/exterior ramp, parking lot reconfiguration, etc.) Additionally, the THRC is evaluating the possibility of designing a new ADA bathroom on the first floor in the entrance area on the north side of the building. This would prevent the need to install an expensive lift to the basement and retrofit the current bathrooms. While a full construction project for a new bathroom is likely to exceed the current ADA budget, we can leverage MERP funding to hire an architect to develop a historically-matched design for future implementation.

Finally, WRC has updated the project budget and schedule to align with information and real-world numbers as they become apparent. The basement work came in under the original budget allocation, allowing for some flexibility within the current budget. Although this may be hopeful, there is a chance that MERP funding stretches far and can cover some HVAC work for the building. If this becomes more of a reality, we will entertain another scope change with BGS.

Please feel free to reach out to Aileen or me with questions about this project. I am always happy to discuss.

Sincerely,

Anand Fedele
Assistant Planner
Windham Regional Commission