

**Town of Londonderry, Vermont  
Selectboard Meeting Agenda**

**Tuesday, February 17, 2026**

**Candidates Night—5:00PM**

**Special Meeting— 6:00 PM**

**100 Old School Street, South Londonderry, VT 05155**

1. Call Regular Meeting to Order
2. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
3. Minutes Approval – Meeting(s) of 02/02/2026
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
  - a. Tim Jones
    - i. GMP Updates and Request
7. Roads and Bridges
  - a. Updates
  - b. Excess Weight Permits Approval
  - c. Approve Town/State Culvert Utility Agreement (3178 Rte 100)
  - d. Review and Adopt 2026 Town Road and Bridge Standards
8. Town Officials Business
  - a. Assessor/Listers
    - i. Review and Approve Certificate of No Appeal
  - b. Town Clerk
    - i. VHRP site visit
    - ii. Minutes and Agenda Procedure Review and Approval
  - c. Recreation Director
    - i. Parks Employee Job Description Approval
9. Transfer Station/Solid Waste Management
  - a. Updates
10. Old Business
  - a. Ratify Letter of Support decision of 02/02/26
11. New Business
  - a. Wilder Memorial Library Transfer Station Waiver Request
  - b. Review and Approve Waites & Hendel PFAS proposal
  - c. Discuss possible tree donation
12. Adjourn

***Posted and distributed on February 13, 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>

**Town of Londonderry, Vermont**  
**Selectboard Meeting Agenda**

Tuesday, February 17, 2026

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DRAFT  
Town of Londonderry, Vermont  
Selectboard Meeting Minutes  
Monday, February 2, 2026

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

Board members absent: Taylor Prouty and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; John Hurd, Recycling Coordinator; Pam Spaulding, Planning Commission

Others in Attendance: Donna Korpi; Mimi Lines; Paul Hendler; Melissa Brown; Heather Stephenson; Cynthia Gubb; Elsie Smith; and Amanda Fouda, GNAT-TV.

### 1. Call Regular Meeting to Order

Tom Cavanagh called the meeting to order at 6:00 p.m.

### 2. 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. (John Hurd 6 month review)

*Martha Dale moved to enter Executive Session per 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, and invite John Hurd and the Town Administrator to join the session, seconded by James Ameden, Jr. The motion passed unanimously.*

Entered Executive Session at 6:09pm.

Came out of Executive Session at 6:21pm

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

*Martha Dale moved to add to the agenda Letter of Support for the Londonderry Rescue Squad under 12.d and James Ameden Jr seconded. The motion passed unanimously.*

### 4. Minutes Approval - Meeting(s) of 01/20/2026

*James Ameden Jr moved to approve the minutes for the meeting of 01/20/26 and Marth Dale seconded. The motion passed unanimously.*

### 5. Selectboard Pay Orders

*James Ameden Jr moved to approve the pay orders for payroll and accounts payable and Marth Dale seconded. The motion passed unanimously.*

### 6. Announcements/Correspondence

- The following announcements were made by Town Administrator Aileen Tulloch
- The South Village Londonderry Wastewater Project Phase II was placed on the Regional Priority Projects list, which opens the door for additional funding

including NBRC grants, which opened Monday and is due on February 27<sup>th</sup>. Tulloch is working with Karen Geraghty of KG Consulting to write the grant application.

- Request for Proposals for Spring Hill Road Construction is due February 27<sup>th</sup> at 2:00pm, and a Request for Proposal for Town Hall Window Restoration is due on February 13<sup>th</sup> at 5:00pm.

The following correspondence can be found in the meeting packet:

- A Liquor license event permit
- A thank you card from Rita Morse appreciating the naming of the John Morse Room after her late husband
- A memo from Anand Fedele of WRC on Town Hall Renovation updates.

## **7. Visitors and Concerned Citizens**

### **a. Donna Korpi**

#### **i. Winter Road Maintenance concerns**

Donna Korpi expressed concerns regarding the fact that the Winter Road Policy has not been updated since 2015 and is concerned that the policy as written is not being followed, specifically related to salt use. Tom Cavanagh pointed out that the State takes care of Route 100 and Route 11. Melissa Brown asked why the policy hadn't been updated since 2015. Cavanagh responded that a lot of policies needed updating. Aileen Tulloch added that updating the Road Policy is on her To Do list, and she had started to look into this and tried find a best practices template from VLCT but they directed her to VTrans, which is where that project stands. Korpi added that policies need to be implemented, not just written down. Martha Dale suggested that Cavanagh and the Road Foreman talk to Korpi to discuss further.

### **b. Heather Stephenson**

#### **i. Selectboard Diversity Concern**

Heather read a statement about a lack of diversity on the Selectboard and cited Board culture and meeting access as an impediment for people to step up to serve, especially women. She asked for the Board to have guidelines and proactively recruit members that are more diverse She asked how candidates are recruited and raised concerns about the practice of voting from the floor at Town Meeting.

Tom Cavanagh responded that the Selectboard can't control who gets onto the Board. Anyone can step up and be elected.

Aileen Tulloch mentioned that as far as remote access is concerned, the Board was getting more comfortable with remote technology, and that she anticipated that hybrid meetings would become commonplace soon, assuming the budget for better equipment passes at Town Meeting. Tulloch recounted her own experience as a Selectboard Chair with hybrid meetings, agreeing that it increases access not only for members of the public but also potential Selectboard members, but pointed out that it adds complexity to the job of the Chair and to the Town Administrator's position.

Melissa Brown asked about reinstating "Candidate nights" and asked what the current Board members were doing to recruit new members. Cavanagh responded that he personally has spoken with a bunch of people, but so far no takers. Donna Korpi

suggested putting out an announcement on social media and the website on which positions were open and what the position entails.

Tulloch mentioned that from her experience the recruitment process doesn't necessarily come from the Board itself but from the community because potential new members need support to step up, and often need to be asked more than once before they agree to run and addressed the differences between a non-profit board recruitment process and that of an elected board position.

Stephenson asked about whether there was a governance policy. Tulloch responded that there are Rules of Procedure that the Selectboard votes to adopt every year.

Mimi Lines mentioned there is a diverse population that needs a bigger voice. Tulloch offered to speak with anyone thinking about running about the position.

Brown asked if there were term limits. Tulloch said there were no term limits and no recall provisions for Selectboard members and urged people to talk to their legislators to change State Statute.

Discussion was had about changing the way Londonderry votes for candidates from on the floor to Australian Ballot. To do so, an article would have to go before the Town at Town Meeting for the change. It is too late to do this for this year but could be voted on next year.

More discussion about how to get the word out that there are two Selectboard positions open ensued. Tulloch agreed to create a checklist of Selectboard responsibilities and the whole Board reiterated that they would be happy to talk to anyone who wants to run about the position.

## **8. Roads and Bridges**

### **a. Updates**

## **9. Town Officials Business**

## **10. Transfer Station/Solid Waste Management**

### **a. Updates**

## **11. Old Business**

## **12. New Business**

### **a. Review and Approve Spring Hill Culvert Inspection Services Bid**

Aileen Tulloch explained that because this was a TAP funded project there were requirements for the RFP and for evaluating the return bids. Tulloch and Matt Bachlar scored the two proposals independently and then met, along with the Road Foreman Josh Dryden, to review the score sheets. When tallied together, GPI received a score of 188 and MSK received a score of 167. The cost proposals were then opened. GPI had an estimated cost of \$51,460, and MSK had an estimated cost of \$44,000. The review committee recommended that the Board select GPI.

*Martha Dale moved to accept the proposal from GPI to provide services relating to construction inspection services estimated to cost \$51,460 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the*

*contractor to conduct the necessary work and James Ameden Jr seconded. The motion passed unanimously.*

**b. Review and Approve Pingree Park Tree Removal Bid**

Aileen Tulloch explained that the Parks Board recommended the proposal by TK Trucking.

*James Ameden Jr moved to accept the proposal from TK Trucking to provide services relating to tree removal, estimated to cost \$8,900 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, and Marth Dale seconded. The motion passed unanimously.*

**c. Approve 2/17/2026 Selectboard Meeting change**

The 3<sup>rd</sup> Monday of the month falls on President's Day, which is a holiday for Town Staff.

*James Ameden Jr moved to move the regular Selectboard Meeting of 02/16/2026 to 02/17/2026 due to the President's Day Holiday, and Martha Dale seconded. The motion passed unanimously.*

**d. Approve Letter of Support for FCC license for Londonderry Rescue Squad.**

Usually Keene dispatch renews the license but it was dropped by accident this year. The Rescue Squad needs a letter of support from the Selectboard to get it reinstated.

*Marth Dale moved to endorse a proposal to renew the FCC license for the Londonderry Volunteer Rescue Squad, and authorize Tom Cavanagh to sign, seconded by James Ameden, Jr. The motion passed unanimously.*

**13. Adjourn**

*James Ameden Jr moved to adjourn, seconded by Martha Dale. The motion passed unanimously.*

The meeting adjourned at 6:58 PM.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved  
LONDONDERRY SELECTBOARD

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Chair, Tom Cavanagh

\_\_\_\_ Town of Londonderry \_\_\_\_  
(Municipality)

**VERMONT AGENCY OF TRANSPORTATION  
DEPARTMENT OF MOTOR VEHICLES  
UNIFORM MUNICIPAL EXCESS WEIGHT PERMIT  
FLEET**

Approval is hereby given for the granting of a fleet permit under the provisions of VSA Title 23, Sec. 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Owner: David Chaves Excavating, Inc.  
Address: P.O. Box 70  
Londonderry, VT 05148  
Contact: Samantha Chaves Phone# 802-824-3140

Type(s) of Vehicle(s)	# of Axles	Product Carried	Max. Weight Requested	Max Weight Approved
Dump Trks	3	All	69,000	_____
Dump Trks	4	All	80,000	_____
Tractor Trailer	6	Equipment	108,000	_____
Tractor Trailer	8	Crusher	149,900	_____
Tractor Trailer	7	Crusher	140,000	_____

Approved for the following highways (list may be attached): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following restrictions apply (list may be attached): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This approval shall be effective for no more than a one year period ending March 31, 2026. This approval covers all vehicles bearing the company name. If permit is to cover unmarked company trucks, please attach a list to this form giving year and make of truck, VIN#, maximum weight and registration #.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400a(c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Duly authorized agent)

Note: Effective July 1, 1994, a Vermont State permit is not required to operate on local highways and bridges.

Vermont Agency of Transportation  
 Department of Motor Vehicles  
 Uniform Municipal Excess Weight Permit

**Londonderry**

(Municipality)

Fleet

Single Vehicle

Approval is hereby given for the granting of a permit under the provisions of VSA Title 23, Sec. 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Registrant: St.Pierre Inc.

Address: 59 Jeffrey Road Charlestown NH 03603  
Street/Road City State Zip

Contact: Dave Jellie, Vice President of Sales Phone: (603) 826-4121

Type of Vehicle	# of Axles	Product Carried	Max. Weight Requested	Max Weight Approved
TK	4	A	69,000	
TK	3	A	60,000	
TK	2	A	35,000	
TK	5	A	80,000	

Approved for the following highways (list may be attached): \_\_\_\_\_

The following restrictions apply (list may be attached): \_\_\_\_\_

This approval shall be effective for no more than a one-year period ending March 31, 2027. If a fleet permit, this approval covers all vehicles bearing the registrants name. If the permit is to cover unmarked company trucks, please attach a list to this form giving the year, make, VIN number, maximum weight and registration number.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec. 1400a © and is required to furnish the municipality a valid **Certificate of Insurance** in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF VERMONT  
AGENCY OF TRANSPORTATION  
UTILITY RELOCATION AGREEMENT**

**OWNER: TOWN OF LONDONDERRY  
PROJECT NUMBER: LONDONDERRY ER P23-1(228)  
EXPENDITURE ACCOUNT/SUBJOB NO.: P231228- 100  
CONTRACT NUMBER: UT0349**

**THIS AGREEMENT**, made and concluded by and between the State of Vermont, acting through its Agency of Transportation, hereinafter referred to as the STATE, and TOWN OF LONDONDERRY duly organized and existing in the State of Vermont with its principal place of business at 100 Old School Street South, Londonderry, VT 05155 hereinafter referred to as the OWNER;

**WITNESSETH:**

**WHEREAS**, the STATE has programmed a highway project identified as Londonderry ER P23-1(228) which shall provide certain highway improvements on VT - 100 in the Town of Londonderry; and

**WHEREAS**, it is evident that adjustment to, and/or replacement of, the OWNER's facilities, hereinafter referred to as RELOCATION WORK, are required by proposed construction of said highway improvements.

**THE STATE AND THE OWNER MUTUALLY AGREE:**

**Scope of the Work**

That the RELOCATION WORK, detailed plans and estimates of which are attached hereto and made a part hereof, consists of:

- a. Preliminary engineering and associated costs described as follows:

Design of the temporary support or the design of the temporary bypass shall be done by the STATE acting through its highway prime contractor. The OWNER will review and approve the designs and submittals prepared by the STATE's Contractor.

- b. Right-of-way acquisition (easements, rights of entry, etc.), described as follows:

Any ROW necessary for temporary sewer bypass and services is the responsibility of the STATE.

- c. Construction work to be accomplished by the OWNER described as follows:

None

- d. Construction work to be accomplished for the OWNER by the STATE acting through its highway prime contractor, described as follows:

Installation of temporary support of Town owned Sewer force main during the culvert installation or construction of temporary bypass line, removal of sewer force main within the project area, reinstallation and reconnection of sewer line following the culvert installation, and removal of bypass line.

e. Quality control and on-the-job inspection of the work described in paragraph (d.) above, by the OWNER or a representative employed by the OWNER, shall be provided to assure the installation meets with the OWNER's approval. However, it should be expressly understood that the OWNER, or its representative, shall at all times work through the STATE's Engineer and not directly with the STATE's Contractor.

## **Payment**

a. Reimbursement by the OWNER to the STATE will be based on unit bid prices and actual quantities installed. Detailed plans and corresponding estimate of \$15,000.00 is attached hereto and made a part hereof.

b. Increases or changes in the scope and cost of the RELOCATION WORK shall only be authorized by a Supplementary Agreement, fully executed by the parties to this Agreement. Such Supplementary Agreement shall be supported by a detailed estimate of the cost changes.

## **Termination**

That upon completion of the RELOCATION WORK and final payment of any money due under the terms of this agreement, this agreement shall terminate. Upon termination of the agreement, the relationship between the STATE and the OWNER with respect to the OWNER's facilities shall be in accordance with applicable State and

Federal laws and regulations governing the operation of utility facilities within public highways.

**THE STATE AGREES:**

That acting through its highway prime contractor, it shall perform the RELOCATION WORK described in the "Scope of Work" section (d) in accordance with the plans and specifications.

That the OWNER has the right to delete any or all of the proposed RELOCATION WORK and perform the work with its own forces.

That it shall require the highway construction project to be prosecuted at all times with reasonable care in accordance with the Standard Specifications for Construction, as modified by such special provisions as may be attached to the highway construction contract.

That the OWNER and its agents shall be granted access within the limits of the highway construction projects at all times during the life of the project for the purpose of quality control, operating, maintaining, relocating or reconstructing its facilities.

That the OWNER shall be notified at least twenty-four (24) hours in advance of a planned interruption to the normal usage of the OWNER's facilities.

**THE OWNER AGREES:**

That the plans for the RELOCATION WORK are based on standards which conform to or exceed the minimum requirements of all applicable National, State and Local codes and regulations and that the OWNER is solely responsible for the operation and maintenance of utility plant covered by or completed under this agreement in conformity with such standards.

To notify the STATE within three (3) weeks of receipt of bid prices of their intent to delete work from the STATE contract. If notification is not made within this time period, the OWNER will accept the actual costs based on bid prices.

To purchase all necessary rights-of-way and easements as are required to accommodate the RELOCATION WORK, and to secure such permits and approvals as are required. Copies of facsimiles of such rights, easements and approvals shall be

provided to the STATE for assurance of such instruments to its Contractor.

To provide quality control and on-the-job inspection of materials and construction methods used in the RELOCATION WORK described in the "Scope of Work", at no cost to the STATE, and to save the STATE free and harmless from any responsibility therefore, except where the STATE shall disregard written exceptions filed with the STATE by the inspector for the OWNER.

To notify the STATE of any substantial changes in the scope or character of the RELOCATION WORK as soon as the need for such change becomes apparent.

To maintain in good and safe condition its plant and facilities located within the project limits and to repair any property damage resulting from such maintenance to the satisfaction of the STATE.

To accept facilities constructed in the RELOCATION WORK described in the "Scope of Work" section (b) immediately upon completion and demonstrated capability of the system to function as intended.

This agreement shall be binding upon the successors and assigns of the respective parties hereto:

IN WITNESS WHEREOF, the parties to this agreement have executed the same this day \_\_\_\_\_, the STATE, by its Secretary of Transportation, and the OWNER by its authorized agent.

IN WITNESS WHEREOF:

OWNER:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_

(AUTHORIZED AGENT)

\_\_\_\_\_  
(TITLE)

STATE OF VERMONT  
AGENCY OF TRANSPORTATION

\_\_\_\_\_  
BY: \_\_\_\_\_

SECRETARY OF TRANSPORTATION

## **CONSTRUCTION CONDITIONS**

1. All communications between the OWNER, highway contractors, and any other parties having an interest in the highway construction contract shall be via the STATE's representative on the project, the Resident Engineer.

### **2. BUY AMERICA PROVISIONS**

Buy America provisions, in accordance with Title 23, United States Code, Section 313 and Title 23, Code of Federal Regulations, Section 635.410 apply to the RELOCATION WORK covered by this Utility Relocation Agreement. All steel and iron products permanently incorporated into Federal-Aid projects shall be products that have been entirely manufactured within the United States. All manufacturing processes of the steel or iron material in a product (i.e., smelting and any subsequent process which alters the steel material's physical form or shape or changes its chemical composition) must occur within the United States to be considered of domestic origin. This includes processes such as rolling, extending, machining, bending, grinding, drilling and coating. Buy America requirements of Titles 23, Code of Federal Regulations, Section 635.410 are applicable to all Federal-Aid highway construction projects. The OWNER shall provide the UTILITIES & PERMITS UNIT with a written certification prior to performing any RELOCATION WORK pursuant to this Utility Relocation Agreement, confirming that only domestic steel and/or iron products will be used by OWNER for this project. Documentation Records proving this certification must be maintained by the OWNER for three (3) years after final payment under this agreement is made. This Buy America Certification may be subject to audit and may be used in any proceeding under the False Claims Act, Title 18, United States Code, Section 1020 and Title 23 Code of Federal Regulations, Section 635.119. Further, failure to comply with any Buy America requirements may jeopardize reimbursement of the RELOCATION WORK.

3. Prohibition of Russian Goods - The OWNER and its representatives are hereby notified that, pursuant to Vermont Executive Order No. 02-22, dated March 3rd, 2022, the purchase of Russian-sourced goods and goods produced by Russian entities (defined as institutions or companies that are headquartered in Russia or have their principal place of business in Russia) are prohibited.

4. All logs, trees, underbrush, slash, etc. resulting from clearing operations associated with relocation work shall be burned or otherwise disposed of by the OWNER or its agents, as directed by the Engineer.

5. Abandoned, unused or junk materials associated with the Relocation Work shall be disposed of by the OWNER in a manner approved by the Engineer, except that abandoned underground facilities shall become the property of the highway contractor, and may not be acquired by the OWNER or the STATE.

6. Material disturbed by the placement of underground facilities which will ultimately be located beneath the highway sub-grade shall be compacted as required by the highway construction contract and in a manner approved by the Engineer.

7. Maintenance of utility plants located within operational limited - access highway facilities must be conducted from outside the limited - access facility where it is reasonably possible to do so.

8. Project signing and traffic control shall be in conformance with the MUTCD, Agency of Transportation Standard E-119 and any additional signing or traffic control deemed necessary by the Agency of Transportation. (MUTCD available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.)

**Bypass Option:**

	Quantity	Unit	Unit Price	Total Price
3" Pressure Sewer Pipe	50	LF	\$ 35.00	\$ 1,750.00
3" Bypass Pipe	115	LF	\$ 15.00	\$ 1,725.00
Excavate/Backfill Pits	20	CY	\$ 50.00	\$ 1,000.00
4" Thick Rigid Board Insulation	250	SF	\$ 7.00	\$ 1,750.00
Removal and Reinstallation of existing sewer main	1	LS	\$ 8,775.00	\$ 8,775.00
<b>TOTAL</b>				<b>\$ 15,000.00</b>

**Notes**

Pipe replacement after culvert install, including fused joints, trace wire, and crushed gravel for pipe, not including excavation or backfill  
 Bypass pipe between valve clusters, to be laid on ground, buried only at driveway  
 6'x6' access pits at both bypass connection points  
 4 feet wide, above entire length of replaced pipe, and under replaced pipe at culvert  
 Removal and Reinstallation of existing sewer main

**Support Option:**

	Quantity	Unit	Unit Price	Total Price
Support Pipe (50 LF)	1	LS	\$ 5,000.00	\$ 5,000.00
4" Thick Rigid Board Insulation	250	SF	\$ 7.00	\$ 1,750.00
<b>TOTAL</b>				<b>\$ 6,750.00</b>

**Notes**

4 feet wide, above entire length of replaced pipe, and under replaced pipe at culvert



AGENCY OF NATURAL RESOURCES  
AGENCY OF TRANSPORTATION

January 21, 2026

Re: 2026 Town Road and Bridge Standards

Dear Municipal Officials,

The Vermont Agency of Natural Resources and the Vermont Agency of Transportation have jointly updated the Town Road and Bridge Standards, effective January 21, 2026. These standards are an updated version of the 2019 Town Road and Bridge Standards. Sections 1 and 2 (Municipal Roads and Class 4 Roads) are still required for hydrologically-connected roads under the Municipal Roads General Permit (MRGP). Section 3 (Perennial stream crossings) is still required statewide and must follow the DEC Stream Alteration Standard. Adoption of standards for non-hydrologically-connected roads remains optional. Municipalities may continue to use their own town road standards if the town standards meet or exceed the State template.

The major changes to the optional standards (Sections 4-8) apply to **Section 5 – Drainage Crossings**, cross culverts that move water from one side of the road to the other. When a municipally owned or maintained cross culvert is replaced, it must now be at least 18 inches in diameter, where road layout allows. Culverts that frequently plug, wash out, or fail during storms are expected to be upsized when replaced. Section 5 provides a clearly adopted standard for drainage (cross) culverts that are not otherwise covered by the MRGP or stream alteration standards. This section does not apply to intermittent or perennial streams, which continue to be handled under their own standards.

Municipalities are encouraged to consider adoption of additional optional standards to improve the resiliency of municipal highway infrastructure, enhance public safety, and to realize as many benefits as possible from the FEMA Public Assistance program. VTrans District personnel are available to work with any municipality in explaining the various options and to answer questions related to the new town road and bridge standards template. Please contact your nearest VTrans District Office for assistance and information.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Moore".

Julie Moore P.E.

Secretary

Vermont Agency of Natural Resources

A handwritten signature in black ink, appearing to read "Joe Flynn".

Joe Flynn

Secretary

Vermont Agency of Transportation

# TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

## MUNICIPALITY OF \_\_\_\_\_, VERMONT

The Legislative Body of the Municipality of \_\_\_\_\_ hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** \_\_\_\_\_

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	YES (Required by MRGP)	YES    NO
Section 2 – Class 4 Road Standards	YES (Required by MRGP)	YES    NO
<b>Town wide</b>		
Section 3 - Perennial stream- bridge and culvert standards	YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	YES    NO	
Section 5- Drainage crossings	YES    NO	
Section 6 - Roadway construction standards	YES    NO	
Section 7 - Guardrail standard	YES    NO	
Section 8 - Driveway access standard	YES    NO	

**Road segments** – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

**\*Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

**\*\*Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*. <https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf>

### Road and Bridge Standards Sections

**Section 1 – Municipal Road Standards** - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

**Section 2 – Class 4 Road Standards** - See Appendix A

**Section 3 - Perennial stream - bridge and culvert standards**

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

**“Perennial stream”** means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: [https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME\\_districts.pdf](https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf)

**Section 4 – Intermittent stream crossings** – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

**“Intermittent streams”** are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

**Section 5 – Drainage crossings (NOT perennial or intermittent streams)-** Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18”. Undersized drainage crossings shall be upsized 6-12” if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

**Section 6 - Roadway construction standards – Sub-base and gravel standards**

All new or substantially reconstructed gravel roads shall have \_\_\_inches\* thick gravel sub-base, with an additional \_\_\_inches\* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have \_\_\_inches\* thick gravel sub-base.

\*Municipalities shall indicate their own construction criteria.

**Section 7 - Guardrail standard**

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

**Section 8 - Driveway access standard**

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard A-76 Standards for Town & Development Roads and B-71a and b Standards for Residential and Commercial Drives; the VTrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of \_\_\_\_\_, State of Vermont on \_\_\_\_\_, 20\_\_\_\_

Selectboard / City Council / Village Board of Trustees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix A

### MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

#### Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits<sup>3</sup> or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

#### Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

#### Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

#### A. Roadway/Travel Lane Standards

##### 1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:

Minimum: ¼" per foot

Recommended: ¼" – ½" per foot or 2% - 4%.

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<sup>3</sup> Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.

- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% -

2%.

## 2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

### A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:

- a. Stone-lined ditch: minimum 6"- 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,
- b. Grass-lined ditch with stone check dams<sup>4</sup>, or
- c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.

3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.

- a. For slopes greater than or equal to 8% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

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<sup>4</sup> See check dam installation specifications.

b. For slopes greater than 10%: minimum 6-8" minus stone. Recommended 12" minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

### C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
  - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.
  - b. For turnouts with slopes 5% or greater: stabilize with stone.
  - c. For slopes greater than 5% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction.
  - d. For slopes greater than 10%: minimum: 6-8" minus stone or equivalent for new construction. Recommended 12" minus fractured stone or the equivalent.

### D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18" culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.

6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

#### E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15" culvert, 18" recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

#### **Standards for Closed Drainage Roads**

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such as bioretention practices, when appropriate.

#### **Standards for Connected Class 4 Roads**

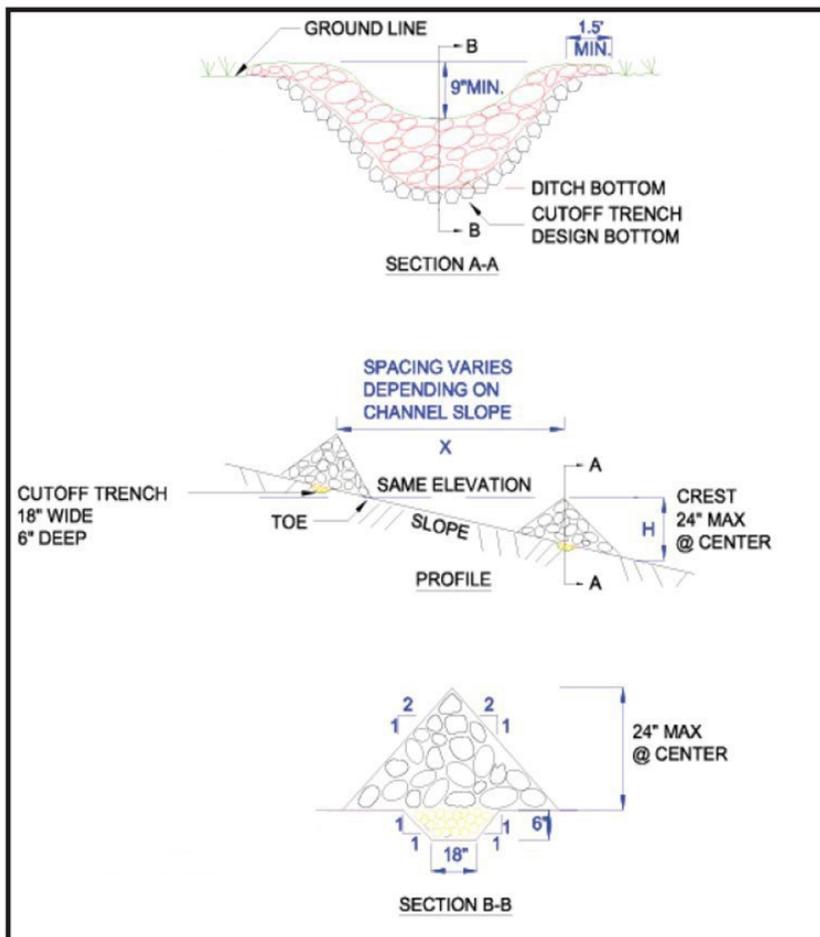
Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

## Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.



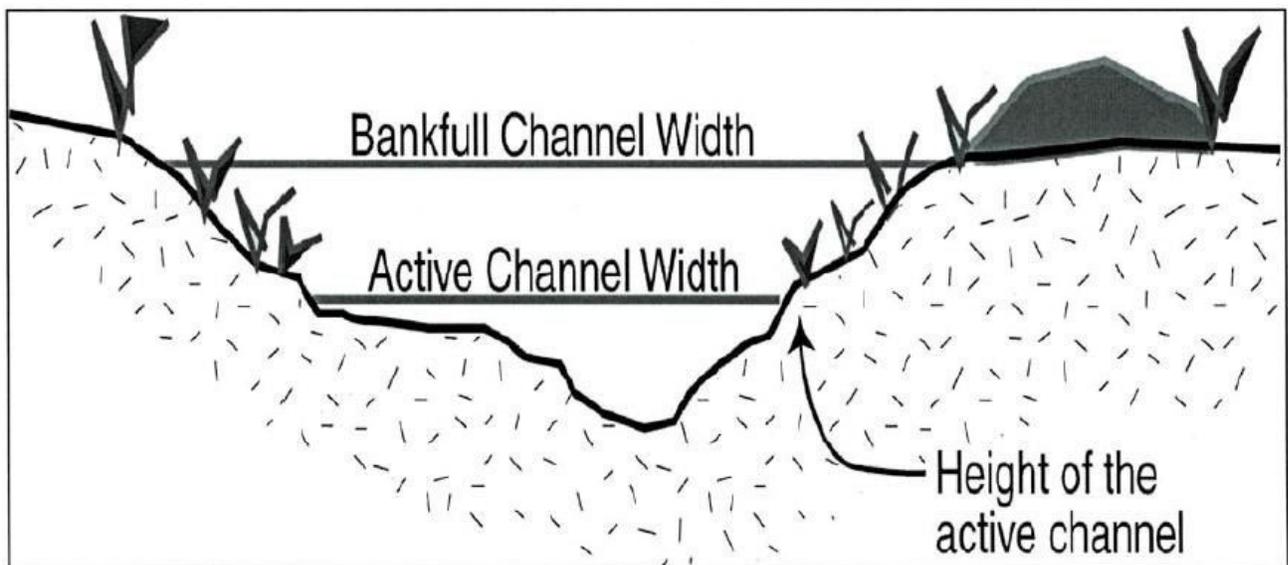
## Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a defined channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi<sup>2</sup>, differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermittent streams is often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

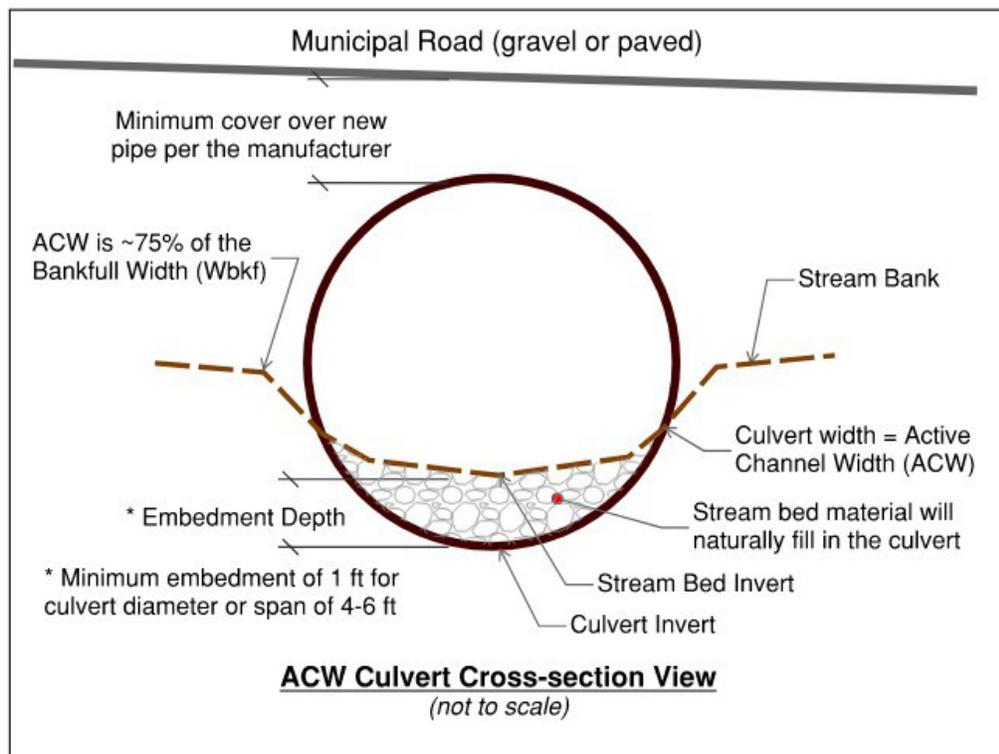
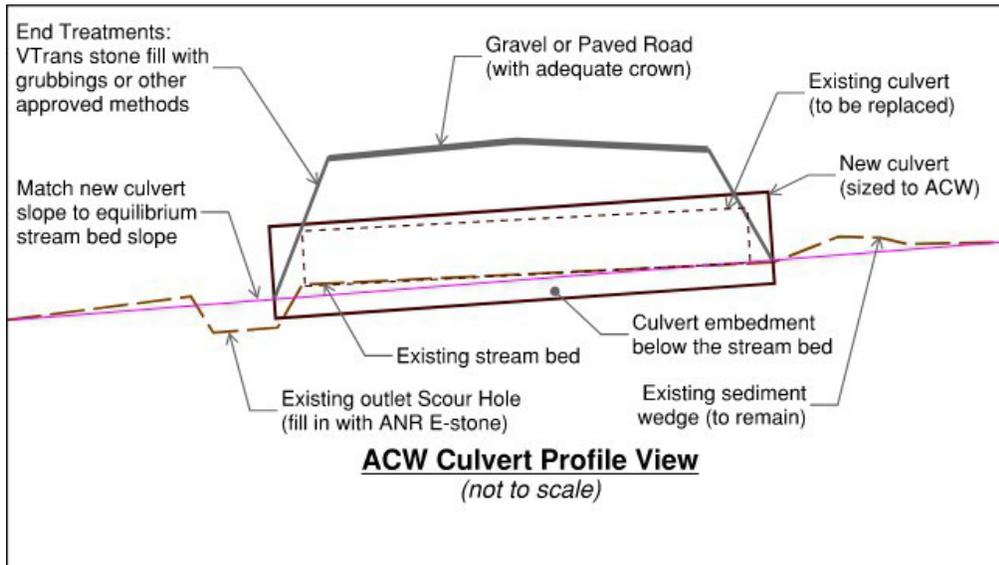
### Determining the Active Channel Width on Intermittent Streams



**Active Channel Width (ACW)** is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.

### Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, **the culvert sizing will meet or exceed the Active Channel Width**. \* To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. \* The selected active channel width for the structure will be a representative average of these field measurements.



CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date, (NO EARLIER THAN THE FIRST TUESDAY OF FEBRUARY FOLLOWING THE LODGING OF THE GRAND LIST) there are no appeals pending from the action of the listers nor suits to recover taxes paid under protest.

Under the provisions of 32 VSA, section 4157, from this date on when offered in evidence in any court in this state, this list shall be received as a legal Grand List and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Selectmen or Mayor

Listers or Assessors

Attested this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Town/City Clerk

# Vermont Historical Records Program Assessment Report – Londonderry Town Clerk’s Office

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Vermont Historical Records Program (VHRP) Director Rachel Onuf, and Roving Archivist Jane Cadwalader visited the Town Clerk's Office in Londonderry on October 1, 2025, and met with Allison Marino, Town Clerk. Through the Roving Archivist Program, VHRP staff are available to travel to local repositories to offer technical assistance on how to better preserve and provide access to permanent records. On this visit, the VHRP received a tour of the town vault and discussed preservation and storage issues. The following report outlines some best practices for managing permanent records, as well as the VHRP's observations and recommendations for further action.

## Background

The Town of Londonderry, Windham County, has a population of approximately 1,900 people. The Town Clerk's office is located at the town office building on 100 Old School St and has open hours Mondays through Fridays from 8:30 am to 4:30 pm. Records are stored in the town vault, which was constructed in the 1970s. Town records are available to view by the public during office hours.

The Town Clerk holds public records of the municipality and some historical materials. Land records, vital records, and election records are all examples of permanent records stored in the vault. Other records are fragile due to their age. This includes old grand lists and unbound town meeting minutes. Allison has also located some materials that are not public records but hold historical value. Some examples are the bound record volumes of the South Londonderry Free Library and old signs and posters from events held in Londonderry. The Londonderry Arts and Historical Society (LAHS) also has an agreement with the town to store some of their high value armaments in the vault. These objects were on exhibit at the time of the site visit.

## Building & Environment

The building is a collection's primary defense against the elements, making regular building upkeep an essential component of preservation. Unless the building is sound and secure, it cannot prevent the entrance of pests and intruders, support climate control, or protect records from fire, water, and other disasters. Keeping a log of building problems and how they were mitigated will preserve institutional knowledge about the building even through staff changes over time.

### Temperature, Relative Humidity, Air Quality, & Environmental Monitoring

Temperature and relative humidity (RH) levels in the vault determines the longevity of materials, and heat and moisture are catalysts for decay. Appropriate storage conditions vary depending on the type of material, but in general, cooler is better. Items should be stored below 70°F, at an RH of 30-50%, and spikes or dips in temperature and RH should be kept to a minimum. Be aware of seasonal fluctuations, as they can cause mechanical stress in paper and other hygroscopic materials as it absorbs and releases moisture in response to changing moisture levels in the surrounding environment. Humid environments put records at risk of mold growth (which can bloom when RH exceeds 60% for more than 72 hours) and can be inviting to pests. You also do not want the RH to be too low, because this could cause paper to become dry, brittle, and weak over time. However, this could be less of an issue if materials are properly stored, as the storage box can serve as a barrier to those fluctuations in humidity.

Air quality can be compromised by particulates and gaseous pollutants. Particulate matter such as dirt, dust, and fibers can stain and abrade paper, photographs, and magnetic and optical media. Gases such

as sulphur dioxide and nitrogen dioxide (generated from automobiles and industry), ozone, and peroxides catalyze chemical reactions that lead to acid formation in paper, cause red rot in leather bindings, and fading and discoloration of photographs. Exposure of records to pollutants can be controlled by good building maintenance, routine housekeeping, and mechanical air filtration, such as what is typically provided by HVAC systems. Following a regular schedule of cleaning or replacing filters will ensure that the system operates as intended. Other steps that can be taken to prevent exposure to pollutants include keeping exterior windows closed and housing materials in protective enclosures, such as sturdy boxes.

The best way to protect against mold and other environmental threats is through environmental monitoring, which tracks temperature and humidity over time. Monitor environmental conditions on an ongoing basis in the vault and other storage areas. Even if the building has a system that tracks its own performance it's still best to monitor with another tool as a backup. Use a tool that collects data over time, showing patterns and seasonal fluctuations in the environment and areas where actions can be taken to improve conditions. Freestanding equipment like air conditioners, humidifiers, and dehumidifiers can improve conditions in small areas, though these are not ideal as a long-term solution. Even when actions have been taken to mitigate temperature and humidity problems, continue monitoring to catch any changes due to mechanical failure or extreme weather events that might negatively impact materials.

There are several options for doing environmental monitoring. You can take a more manual, snapshot approach and use a simple thermometer and hygrometer to take manual temperature and humidity readings. Another manual option would be a min/max digital hygrothermograph which captures a reading of the highest and lowest temperature and humidity since it was last reset. A more sophisticated, automated method of monitoring uses a datalogger which continuously records readings and can provide robust data. Dataloggers use specialized software to analyze the data, reducing staff time, and many decent dataloggers cost under \$200. Some options are the HOBO UX100-011A and the HOBO MX1101. You can learn more about environmental monitoring from the Northeast Document Conservation Center (NEDCC): [2.2 Monitoring Temperature and Relative Humidity — NEDCC](#) and the Conservation Center for Art and Historic Artifacts (CCAHA) has a helpful comparison chart of several types of dataloggers: [CCAHA Environmental Datalogger Quick Comparison Chart](#) (2022).

### **Observations & Recommendations**

*There were no visible signs of recent dampness in the vault or on the records we observed. An Eva-Dry mini de-humidifier occupied an immobile shelf along the wall. This small unit is a rechargeable dehumidifier for small spaces with a wet/dry indicator. When the dehumidifier fills (6 oz), it can be plugged into a socket and recharged. ([The E-333 Renewable Mini Dehumidifier | Eva-Dry](#)). During our visit, the vault had a temperature of 68.7° F and 53.4% RH. Allison didn't have a thermometer/hygrometer in place; however, she did express interest in dataloggers. It is great to see Londonderry being aware of the environment in the vault. It is recommended that Londonderry use a datalogger to gain continuous temperature and RH over time. A datalogger can be purchased from one of the companies listed in the CCAHA comparison chart.*

### Light

All light sources (lighting and windows) accelerate deterioration by providing energy to fuel damaging chemical reactions, causing paper to fade, yellow, or darken, and ink and other media to fade or change

color. Light damage is cumulative and irreversible. The damage is caused by visible light and ultraviolet radiation (UV). Its extent is determined by the intensity of the light and the length of exposure. An option for upgrading existing lighting is light emitting diodes (LEDs). These semiconductor devices emit a specific spectrum of light based on the materials used in their manufacture. An important feature for preservation is that LEDs do not emit UV radiation or heat, reducing some of the damaging effects of light. All lights don't need to be immediately updated to LEDs; instead replace as needed when changing lightbulbs or when upgrading lighting fixtures.

### Observations



*Lighting remains on during office hours and brightly lights the vault. We discussed the lighting with Allison, and she stated that the bulbs are LED and are turned off at the end of the day. Most of the records are stored in containers or volumes that shield them from light. As Allison continues to rearrange the records in her care, some of the unhousted historical records (for example, town meeting minutes from the 1860s) will be placed in containers. Londonderry is doing a great job limiting town records' exposure to light.*

### Fire & Water Protection

Buildings storing collection materials should be equipped with a building-wide fire detection and suppression system. Fire detection devices—ideally including both smoke and heat detectors—should be wired directly to the local fire department or another agency where they can be monitored 24 hours a day, 7 days a week.

The best insurance against water damage is regular inspection and maintenance of the roof and flashing. Gutters and drains should be cleaned at least twice per year. Collections should not be stored underneath water or steam pipes, lavatories, mechanical air-conditioning equipment, or other sources of water. Collections should also be stored at least 4" above floor level to protect against any ground flooding; shelves or pallets can be used to achieve this height above the floor. Staff should familiarize themselves with the location and operation of water mains and shut-off valves in the event that it is

necessary to shut off the water supply during an emergency and this information should be included in an institutional disaster plan.

### Observations



*Permanent records are stored in the fireproof town vault on the first floor. The vault door is left open during office hours and closed at the end of day. The entire building is protected by a fire alarm system with control panel and other utility and system panels in the basement. When we examined the vault, there were no records stored directly on the ground. All materials were kept on shelving, rolling carts, and vertical map storage. Londonderry is doing a great job keeping the vault walkways clear and records off the floor.*

### Emergency Preparedness

Every institution with records of enduring value should evaluate its risk of events that could damage holdings. Plausible risks should be addressed, and the institution should prepare a formal, written plan for responding to collection-related disasters. This disaster plan should include:

- The disaster response team to coordinate first response and salvage activities
- Contact information for all staff who will assist in the case of disaster (including home phone numbers)
- Phone numbers and contact names of vendor services for freezing materials and drying out of buildings
- Salvage priorities (for example, permanent records take priority)
- Proper procedures for drying records and other formats
- Location of in-house disaster supplies ([Emergency Supply Kits | Conservation Center for Art & Historic Artifacts](#))
- Information about insurance coverage

Several disaster plan templates are available at no cost or for a fee. The Vermont Arts and Culture Disaster and Resilience Network (VACDaRN) created a free Vermont-specific simple disaster plan template ([VT-Disaster-Plan-Template 2022.docx](#)). The Council of State Archivists (CoSA) created the Pocket Response Plan (PReP), a free document that lists essential information about your emergency response plan. A [PReP template specific to municipalities](#) is available on the VACDaRN website ([Resources for Cultural Heritage Institutions | VACDaRN](#)). The document can be filled in, printed out, and given to staff involved in emergency response for quick access.

Emergencies can be addressed quickly, and damage avoided or minimized, if Londonderry is prepared to respond. For this reason, in addition to an up-to-date disaster plan, it is recommended that staff who are familiar with the plan are trained to carry it out. Londonderry should also consider creating or purchasing a complete disaster response kit to keep on hand. This Connecting to Collections Care webinar on [Collections Emergency Kits](#) provides information on useful equipment to include, where to store kits, and training on how to use them.

### **Observations & Recommendations**

*We did not discuss emergency preparedness; however, the Town of Londonderry does have an Emergency Management Director, Richard Phelan, who is responsible for the organization, administration, and operation of emergency management in the municipality. The town has an emergency management plan listed and a long-term recovery plan linked on their website. It is suggested that the Town Clerk use the PReP template for municipalities to list essential information regarding the recovery of the town records. This would include contacts within the municipality, the state, vendors, and organizations that can assist in the response and salvage after a disaster.*

### Pests & Housekeeping

Insects and rodents see records as food sources. Clutter and food remains attract pests. Eating and drinking should be prohibited in all spaces where town records are stored, processed, or used. Systematic housekeeping—through periodic vacuuming of floors, shelves, and boxes—is also important, since particulate matter can attract pests as well. Moist conditions may encourage both pests and mold growth, so control of the relative humidity and prevention of water leaks is very important. Due to the toxic nature of pesticides, chemical extermination for pest problems should be used only as a last resort. For more information on pest management techniques, see the [Northeast Document Conservation Center's Preservation Leaflet 3.10, Integrated Pest Management](#).

### **Observations & Recommendations**

*Londonderry has a no food and drink policy in the vault with clear signage. This is a good preventative policy and there has been no evidence of pests in the vault. However, there should be monitoring for pests in case problems arise in the future, both by visually checking around the vault and occasionally placing sticky traps (blunder traps used for insects, not rodents) near doorways and windows to see if anything is caught that was not observed during inspections. If regular housekeeping (such as vacuuming and dusting) is not already occurring, a schedule should be devised to make sure this essential preservation activity is happening, perhaps annually or seasonally.*

### Security

Security of both the building and the records is essential to preservation. Access to records must be controlled during hours of operation and the building must be well-secured when it is closed to the

public. Perimeter intrusion alarms and internal motion detectors wired directly to the local public safety department or to another monitoring agency are recommended. For the purpose of controlling access during working hours, as well as controlling loss of materials, it is best to limit open entrances, ideally to one used by site visitors and staff alike. Researchers using the records should be continuously supervised to prevent theft and vandalism, and to spot accidental mishandling of materials during use. Building keys and combination lock codes should be strictly limited. A list of key holders should be kept current, and staff members should be required to return keys when they terminate employment.

### **Observations**

*All permanent records are stored in the vault, and the door remains open during open hours. Researchers have a space to review records in the vault and in the office area. Allison's desk location is within view of the open door, and she can observe users if needed. Londonderry is doing a great job of securing the town records while keeping them available to the public.*

## **Collection Storage & Handling**

### Shelving, Storage Furniture, & Space

Powder-coated steel shelving that will accommodate volumes and boxes without any overhang is the best storage furniture for record books and document boxes. There are other suitable types of shelving, however. Metal shelving, if it is not rusting, is usually better than wood, but wood can be used, if a sealant has been applied. A thick acid-free paper or polyester sheet can be used to line shelves to protect materials from any chemical reactions happening in the wood or in the sealant. If materials are boxed, this is less of an issue. Do not overcrowd materials on shelves, and do not store materials on the floor; everything should be at least four inches off the floor to mitigate the risk of damage from a water event.

Materials should be stored on numbered shelves so current and future staff can find them and storage spaces should be mapped. Number or otherwise uniquely identify each shelf, cabinet drawer, or wall where materials are stored to provide uniform location information. This unique identifier should be taped or otherwise put onto each location, or a key provided for the space.

### **Observations**

*Londonderry has a large, single room vault in the town offices where all permanent records are held. The shelving is powder-coated metal and roller shelving for large volumes. Immobile shelving and vertical plat cabinets surround the walls, and high-density storage is in the center. There is enough room to accommodate additional shelving and incoming records. As Allison continues to go through the records and arrange them based on record type and format, she hopes to maximize the available space.*

### Housing

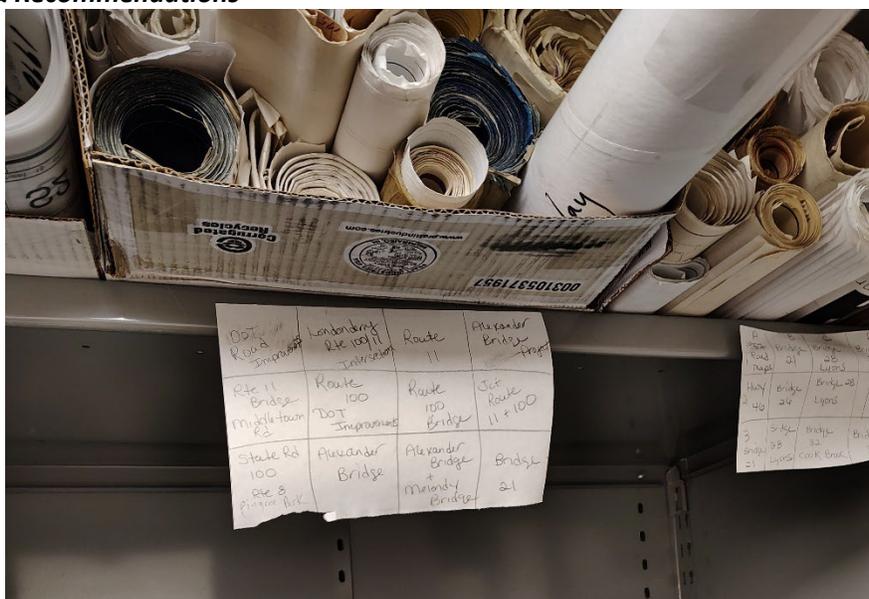
“Housing” refers to the containers materials are placed in before they are stored on shelves or in cabinets. These containers are typically acid-free boxes and folders. Housing is the first line of protection against air pollutants and is the first thing that will get wet in a water event. Boxes should not be too full, which makes it difficult to remove folders or papers without damaging the records. If the container is too empty, papers can develop permanent slumps. Additionally, valuable space is left unused. If you do have a container that is not full, spacers can be used to prevent slumping. Loose, permanent records should be placed in folders. Large papers should be in a large flat file or flat archival box, but if they are really large, they can be carefully rolled around an acid-free tube.

Not everything needs to be housed. Large bound volumes of records, for instance, can be stored on rolling shelves. Other volumes can be shelved upright, but they need to be supported by other volumes and bookends and not allowed to lean. If they are too large to fit upright or are in poor condition, they should lie flat on the shelf. If they are fragile or rare, volumes can be housed in individual book boxes, which will protect them from light and dust and give them some additional support.

NEDCC has more information about archival storage best practices in their [Preservation Leaflets](#), under Storage and Handling.

Three vendors for archival supplies are: [Hollinger Metal Edge](#), [Gaylord Archival](#), and [University Products](#). Free catalogs can be requested and all three periodically have sales. Although Staples, Uline, and other vendors offer “archival” or “acid-free” storage supplies, conservators advise us to avoid using their products because they have not been tested to ensure that they retain those characteristics over time.

### **Observations & Recommendations**



*Housing in the vault varies by type and format of records. Allison expressed interest in appropriate housing for the records in her care during our initial contact. For permanent records and records of historical value that are fragile or have conditions issues, it is recommended that they be placed in archival housing. In general, acid free folders and document boxes are recommended for permanent records. For example, the unbound town meeting minutes from 1863 would benefit from this type of housing. See Appendix A for recommendations. However, some records may not fit in standard folders and containers and may require specialized housing.*

*Rolled documents (maps, plans, etc.) are in varying states of storage and housing. Some of the records are in old cardboard boxes or loose on the shelves, and they overhang the shelving. Allison is already rehousing rolled documents in containers that will protect them from environmental factors. One recommendation is to reorient the new containers, so they do not overhang the shelves. This will provide better support and minimize risks, like people or equipment colliding with containers extending over the edge.*



*One of the unique items in the vault is a piece of tanned leather cut in a large strip and folded in half with the ends meeting in the center. It does not appear to be a traditional leather binding for a volume and there is no documentation to identify its use. The leather was found on top of a black backing, and we speculate that it is part of an old exhibit or presentation. Since there are no clues as to its use or reason for being in the vault, we recommend not investing too many resources. However, wrapping it in acid-free tissue and tying it with cotton tape can limit environmental exposure. A large, flat container with lid made of acid-free board can help to support the item.*

*The Municipal Restoration and Preservation Fund can be used to purchase archival supplies. Londonderry has a Municipal Restoration and Preservation Reserve Fund, which “shall be used solely for restoration, preservation, digitization, storage, and conservation of municipal records” (Vermont Statute 32 V.S.A. § 1671).*

## Records Management

Records and information management is the systematic and administrative control of records throughout their life cycle to ensure efficiency and economy in their creation, use, handling, control, maintenance, and disposition.

The Targeted Assistance Program (TAP) at VSARA is available to support municipalities in managing their records and information. Our TAP colleagues can be reached at [sos.rim@vermont.gov](mailto:sos.rim@vermont.gov) and welcome your RIM questions.

## Records and Information Management Policy

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. A records and information management (RIM)

policy ensures that all municipal employees conform with and are aware of those mandates. A policy can help Londonderry document the practices and procedures they use to manage the records in their custody.

### **Observations & Recommendations**

*The Town Clerk's office doesn't have a RIM policy in place. This policy should be developed, and it should include a retention plan based on the record schedules issued by the State Archivist before dispositioning any records. "(b) A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule, as defined in 3 V.S.A. § 117(a)(6), that has been approved by the State Archivist. [1 V.S.A. § 317a \(Management of Public Records\)](#)." The TAP staff at VSARA can share a model policy and walk through it with you.*

### Inventory and Retention

The inventory process is a way to become more familiar with holdings and use this information to make decisions about the records in your custody. As the RIM policy is being developed, the inventory can be used to create the municipality's retention plan. The inventory can help the office identify records that have met retention and can be dispositioned. An inventory also can aid in disaster recovery by helping staff determine which records have been damaged, and in making storage decisions once it's known how many items, of what dimensions, need to be housed.

One way to collect this information is through a spreadsheet. You can use programs like Excel or Google Sheets to capture the information listed below. Spreadsheets present the information together in one document and are searchable. The basic data that should be recorded about each grouping of public records would be the:

- **Creator** - the town department or entity that created or collected the records,
- **Record type**
- **Date range**
- **Size** - how much shelf space it needs usually expressed in linear feet,
- **Location**
- **Brief description/notes.**

### **Observations & Recommendations**

*Londonderry has not completed a comprehensive inventory, but Allison is going through the vault and organizing the records. This would be a good time to conduct an inventory and gather information about the town records for future retention, storage, and preservation needs. For each record type on your inventory, TAP staff can help you identify the relevant record schedule that will provide the minimum retention and disposition requirements.*

## Reformatting & Conservation Treatment

### Reformatting

Reformatting materials involves creating a copy in a different format from the original for preservation or access purposes. Reformatting strategies should be considered when it's desirable to share the materials more widely, or when the value, condition, or use of physical records makes it necessary to limit their handling. Of all reformatting strategies, digitization is arguably the most popular and offers many possibilities for improving access to town records, and benefits preservation by reducing the need to handle original items.

Despite its popularity, it is important to understand that digitization can be a complex and challenging preservation strategy, given the commitment, logistics, and resources required to preserve new digital objects created from physical materials and objects. Digital preservation requires a long-term commitment to staffing, data management, and storage, whether through the maintenance of a single repository, consortial or hosted services, or through participation in a cooperative preservation network or data store. Data must be securely backed up and may require periodic migration to new formats to maintain access. Descriptive, administrative, technical, and preservation metadata must be created for the purposes of discovering digital objects and managing them long-term.

### **Observations**

*Londonderry provides online access to land records from 1994 to present. They have in-house scanning equipment. They continue to scan land records and add them to NEMRC.*

### In-House Repair & Professional Conservation

In-house repair of permanent records should be approached with caution. Despite best intentions, seemingly simple treatments—such as basic repair, surface cleaning, and humidification and flattening of paper—can cause unintended, irreversible damage if not performed properly. Mending supplies marketed as “archival”—such as document preservation tape—may be stable today, however their properties as they age are often unknown. When considering in-house treatments, it is best to consult a conservator before proceeding.

People should also carefully weigh the resources needed to treat a single item against the resources available overall. Depending on labor and resources, the expense of a single treatment might be better spent improving the storage conditions for many records. For the good of the records as a whole, the best treatment is often stabilization through protective enclosure in chemically stable housing. Torn or fragile documents can be placed in acid free paper slings ([Gaylord Archival® 80 lb. Text Envelope Slings \(10-Pack\) | Archival Envelopes, Sleeves & Protectors | Preservation | Gaylord Archival](#)) or in polyester sleeves; though plastic can create microenvironments, so they may not be best for storage areas without climate control. Damaged volumes can be placed in custom-fitted boxes.

Two Vermont-based conservators are Carolyn Frisa ([Works on Paper Conservation](#)) and MJ Davis ([Washi Paper Conservation](#)), respectively. It may be that fragile permanent records can just be stored within archival storage materials and that conservation is not needed, but if the town decides there is the budget to restore something then these are good people to suggest treatment options and their costs.

## Observations & Recommendations



*During the visit, VHRP did not observe any records with severe deterioration. Some of the town record volumes showed signs of wear, but still maintained the properties needed to protect the records inside.*

*Allison asked for advice about how to handle loose records in land record volumes. Some were simply laid in, and others had originally been pasted in, but the adhesive had failed. We consulted with State Archivist Tanya Marshall, and she recommended keeping them as they are rather than moving them to the current volume of land records or digitizing them as a group.*

*We also discussed a rolled map of the Brattleboro and Whitehall Railroad through Londonderry. This map is backed on linen and rolled, making it difficult to view. Flattening and framing the item should be considered if there is adequate display space. It should also be framed using archival matting and UV glass to minimize environmental risks. We do not recommend permanent display of the document in a lit area, because of the risk of permanent fading. Adequate storage should still be available in the vault. It is recommended that if Londonderry decides to flatten and frame the map, they should consult a conservator.*

## Conclusion

The Town Clerk's office is already doing great work to preserve the permanent public records of Londonderry. The Town Clerk has a long list of duties beyond records storage and preservation. Even with this busy schedule she is actively improving arrangement and storage of the Londonderry town records, which will ensure their continued preservation. Being curious and seeking help with technical issues helps address these questions. VHRP is here to provide continuing support.

While Londonderry is already on a good path to preserving and providing access to its records, there are several areas that should be addressed to strengthen efforts:

- It is recommended that Londonderry monitor the temperature and RH of the vault. Londonderry should consider purchasing a datalogger that can take continuous measurements for analysis.

- It is recommended that Londonderry create a PReP document. Londonderry can use the PReP template for municipalities.
- It is recommended that Londonderry use archival housing when replacing existing housing, especially for older town records (ex. 1863 town meeting records).
- It is recommended that Londonderry develop and approve a RIM policy and conduct an inventory of the town records. Londonderry can contact TAP at [sos.rim@vermont.gov](mailto:sos.rim@vermont.gov) for assistance.
- It is recommended that Londonderry consult with a conservator about flattening and framing the Londonderry railroad map. Contact information is available in the Conservation section above.

The building provides the first line of defense for materials and making sure that the building envelope is monitored and maintained will help preserve permanent records. Inventorying your records is essential to being able to make decisions about what to keep, about where to expend resources, and aids in the event of a disaster recovery. Londonderry is already off to a great start in many of these areas – shore up these practices, keep up the good work, and document the decisions that you make – and why.

It is hoped that this report will guide the Town Clerk’s office as they continue the work of preserving and providing access to the records of the Town of Londonderry. Please don’t hesitate to be in touch if you have any questions or if I can be of further assistance; the VHRP is an ongoing resource and support.

Respectfully submitted,

Jane Cadwalader  
Roving Archivist  
Vermont Historical Records Program  
Vermont State Archives & Records Administration  
802-828-5385  
[sos.vhrp@vermont.gov](mailto:sos.vhrp@vermont.gov)  
January 2026

## Appendix

### Appendix A: General Book and Document Supplies

Most of the following supplies are available from multiple vendors, giving the option to select the one that best meets Londonderry's needs in terms of cost, shipment method, etc.:

- Acid-free, lignin-free and buffered document storage boxes like these from University Products: [Perma/Dur Barrier Board Document Cases, Blue/Gray](#) (item 735-2210)
- Acid-free, lignin-free and buffered folders like these from Hollinger Metal Edge: [Heavy-weight 20 pt. file folders](#) (item HWFF1)
- Acid-free, lignin-free and buffered interleaving paper like this from Hollinger Metal Edge: [Interleaving paper](#) (item 18600)
- Spacer boards to keep documents upright like these from University Products: [Document case spacer board](#) (item 613-0821)

# Agenda and Minutes

The board/committee are solely responsible for adhering to open meeting law requirements, it is not on the Town staff to meet these requirements.

## **Agenda**

- Must in a PDF
- It must be posted at the Town Office building, South Londonderry Post Office, Londonderry Post Office, as well as on the Town website, and in the boards/committee binder in the copy room for public record.
- Regular meetings need 48 hours ahead of time, which does not include weekends and holidays.
- Special meeting 24 hours ahead of time which does not include weekends and holidays.

***If a board/committee wishes to utilize Town office staff time, Agenda must:***

- Must be Sent to [townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org); [townclerk@londonderryvt.org](mailto:townclerk@londonderryvt.org);

And [treasurer@londonderryvt.org](mailto:treasurer@londonderryvt.org) You MUST include all three emails!

- Must be a PDF
- Town Staff will post on the Website and at the Town Office **ONLY**
- It must be to the office staff on Thursday, the week prior to the meeting by 2:00pm.
- Late agendas will not be posted.

## **Minutes**

Draft minutes should be posted 3 days after meeting is held, according to open meeting law.

If the Board or Committee is posting to the website, please do so at your earliest convenience.

Also, you will have to post a copy of the Approved Minutes, once approved, in your board or committee binder in the copy room.

***If Town Boards/committees wish to utilize Town Office Staff time, minutes must:***

- Be in a PDF – format
- Date in title
- What type of meeting – Regular or special meeting – in title
- Board or Committee Name – in title
- Minutes will be posted at the Town staff convenience and may not be in compliance with Open Meeting Law.

**LONDONDERRY SELECT BOARD  
100 OLD SCHOOL STREET  
SOUTH LONDONDERRY, VT 05155**

**NON-PROFIT REQUEST TO WAIVE TRANSFER STATION FEES**

**Effective January 1, 2016**

In recognition of the importance of volunteer efforts and community service, the Londonderry Select Board will consider waiving solid waste tipping fees at the Londonderry Transfer Station for non-profit organizations in the Londonderry Group's member towns of Landgrove, Londonderry, Peru, Weston, and Windham. Only waste that is acceptable at the Transfer Station will be accepted.

Fee Waiver application form below must be completed and submitted to Town of Londonderry Select Board at the above address or dropped off at Londonderry Town Office. The application will be considered at the next regular meeting following submission. You will be notified of the outcome of your application.

The Londonderry Select Board reserves the right to approve or deny any application for any reason.

**Person filing for waiver:** Shawna Batogowski, Selectboard Administrative Assistant + *Faye Mack, Library Director*

**Name of Organization:** Wilder Memorial Library (Town of Weston Municipal Library)

**Address:** Wilder Memorial Library, PO Box 245 Weston, VT 05161

**Contact information (phone/email):** wildermemorallibrary@westonvt.org *202/ director@wilderememorallibrary.org*

**Date of 501c3 (attach letter of determination):** The Wilder Memorial Library is a municipal library of the Town of Weston and is not organized as a 501(c)(3) nonprofit. A letter from the Weston Selectboard confirming municipal status is attached.

**Describe the organizations' purpose:** The Wilder Memorial Library is the official municipal public library of the Town of Weston. It provides free public access to books, educational resources, internet services, community programming, and literacy support for residents of Weston and surrounding communities.

**What is the source and weekly volume of the trash for which you are applying for a fee waiver?**

The waste consists of typical library-related refuse (paper waste, packaging, and routine facility trash). Volume is minimal and generated through normal library operations, generally equivalent to a small household amount on a weekly basis.

**Does paying for trash disposal present a hardship for your organization? Y or N** Yes

**Please explain:** The library operates with a limited municipal budget and relies on careful stewardship of public funds. Waiving transfer station fees would help ensure that available funds can be directed toward library services, materials, and community programming rather than operational disposal costs.

Signature of Applicant: *Faye C Mack* Date: *1/29/2016*  
Signature of Select Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Londonderry

Adopted 10-5-15

**Town of Weston  
Selectboard  
PO Box 98  
Weston, VT 05161**

December 30, 2025

**Londonderry Transfer Station**  
Londonderry, VT

**Re: Municipal Library Fee Waiver Determination**

To Whom It May Concern,

This letter is to confirm that the **Wilder Memorial Library** is the official **municipal library of the Town of Weston, Vermont**.

The Wilder Memorial Library is established and operated as a public municipal service of the Town of Weston and is governed in accordance with Vermont statutes applicable to municipal libraries. As a municipal entity, the library is **not organized as a 501(c)(3) nonprofit corporation** and therefore does not have an IRS Letter of Determination.

The Town of Weston Selectboard recognizes the Wilder Memorial Library as a Town-supported municipal institution serving the public, and this letter is intended to serve as confirmation of its municipal status for purposes of fee waivers or similar determinations.

If you require any additional information or verification, please feel free to contact Shawna Batogowski at the Town Office.

Sincerely,

**Weston Selectboard**  
Town of Weston



**FW: Arbor Day**

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**From** Allison Marino <TOWNCLERK@londonderryvt.org>

**Date** Fri 2/6/2026 12:22 PM

**To** Aileen Tulloch <townadmin@londonderryvt.org>

Thought this could go to parks or if SB had any other ideas or beautification ?

-A

Allison Marino

(she/her)

Clerk

Town of Londonderry, VT

100 Old School Street

S. Londonderry, VT 05155

802-824-3356 ext 101

Office Hours:

**Monday – Friday 8:30 am to 4:00 pm (Closed all Federal Holidays)**

<https://pay.xpress-pay.com/org/D6F2CEAF94204A6>

Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

**PLEASE NOTE: The Town of Londonderry does not bear any responsibility or liability for missing or incorrect information or documents. Documents are provided as a courtesy due to current circumstances.**

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**From:** Karli Knapp <Karli.Knapp@davey.com>

**Sent:** Friday, February 6, 2026 12:09 PM

**To:** Allison Marino <TOWNCLERK@londonderryvt.org>

**Subject:** Arbor Day

You don't often get email from [karli.knapp@davey.com](mailto:karli.knapp@davey.com). [Learn why this is important](#)

Hi! Arbor Day is coming up in April and our company is looking to donate a tree to our community. I was wondering if you had any ideas or recommendations on who we could contact.

Please let me know, Thanks!

**Karli Knapp**

Wise Oak - A Davey Company

Property Care Coordinator | Southern Vermont | Cost Center 158931

3988 Route 100 N  
South Londonderry, VT 05155

(802) 824-5540



# MEMO

## TOWN OF LONDONDERRY

**To:** Selectboard  
**From:** Allison Marino, Town Clerk  
**CC:** Aileen Tulloch  
**Date:** 2/13/2026  
**Re:** DLL Applications

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**COMMENTS:** St. Johnsbury Distillery– Special Event Permit  
2/28/2026 @ Magic