

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Employee Reviews—4:00 PM

May 18, 2026, Monday, 6:00 PM

100 Old School Street, South Londonderry, VT 05155

PUBLIC ACCESS: Hybrid meeting as allowed under 1 V.S.A. 312. Remote access is not guaranteed, especially during a storm, a power outage or technical difficulties. Selectboard meetings are recorded. Access, if available, to meeting from your computer, tablet or smartphone. Join Zoom Meeting: <https://us02web.zoom.us/j/87870498479> Meeting ID: 878 7049 8479; One tap mobile: +13052241968,,87870498479# US or +13092053325,,87870498479# US

1. Call Regular Meeting to Order
2. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
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. (Applicant Interview, Employee reviews, and Personnel Issues)
4. Minutes Approval – Meeting(s) of 05/04/2026 and 05/13/2026
5. Selectboard Pay Orders
6. Announcements/Correspondence
7. Visitors and Concerned Citizens
8. Liquor Commission
 - a. Approve First and Third License for Manzana Inc (SOLO)
9. Roads and Bridges
 - a. Updates
 - b. Review and Approve Sargent Driveway Access Permits
10. Town Officials Business
 - a. Short Term Rental Administrator
 - i. Review and Approve STR Appeals Board Procedure
 - b. Town Clerk
 - i. Review and Approve Special Town Meeting Minutes
 - c. Parks Board
 - i. Appoint Justin Alexander to Parks Board
 - d. Town Treasurer
 - i. Budget adjustment
 - e. Windham Regional Commission
 - i. Accept George Mora's resignation
 - ii. Appoint Emmett Dunbar to the WRC
11. Transfer Station/Solid Waste Management
 - a. Updates
12. Old Business
 - a. Ratify 05/12/26 West River Street Proposal Decision
 - b. Ratify Stormwater Grant Letters of Support Decision
 - c. Review and Approve M&W Soils Engineering Proposal
13. New Business
 - a. Discuss and approve masonry work at the Town Hall
 - b. Review and Approve Amended Purchase Policy
 - c. Discuss future land purchases

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

14. Adjourn

Posted and distributed on May 15, 2026

Meeting documents will be available at londonderryvt.gov/sbagendas approximately 24 hours before the meeting.

Livestream: <https://www.youtube.com/user/GNATaccess> <https://www.facebook.com/GNATtelevision>

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Selectboard Meeting 05/18/2026

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DRAFT
Town of Londonderry, Vermont
Selectboard Monday, May 4, 2026
Meeting Minutes
Employee Reviews, 4:30 p.m.
Regular Meeting, 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Leanne Alexander, James Ameden, and Tom Cavanagh,

Board members absent: Jim Fleming and Taylor Prouty.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; and Sally Hesper, Town Note Taker; Will Goodwin, Zoning Administrator; and Keith Barton.

Others in Attendance: Esther Fishman, Cynthia Prairie, and Amanda Fouda, GNAT-TV.

1. Call Special Meeting to Order

2. Additions or Deletions to the Agenda

Leanne Alexander moved to add 13.b.i Parks Board Appointment, 3. Executive Session under 1 V.S.A. § 313 (a)(1)(E), and delete Short term rental agenda item and the Coffee Barn Vendor Permit item, seconded by James Ameden. The motion passed unanimously.

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

James Ameden made a motion to enter Executive Session under 1 V.S.A. § 313 (a)(1)(E) Pending or probable civil litigation or a prosecution, to which the public body is or may be a party, and invite the Zoning Administrator, the Town Attorney, and the Town Administrator to attend, seconded by Leanne Alexander. The motion passed unanimously.

Executive session entered 4:30 p.m.

Executive session exited 4:51 p.m.

4. 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. (Employee reviews)

James Ameden made a motion to enter Executive Session under 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, 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 the Town Administrator, Will Goodwin, Steve Twitchell and Keith Barton to attend, seconded by Leanne Alexander. The motion passed unanimously.

Executive session entered 4:54 p.m.

Executive session exited 5:10 p.m.

5. Call Regular Meeting to Order

Tom Cavanagh called the meeting to order at 6:21 p.m.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – May 4, 2026

7. Minutes Approval – Meeting(s) of 4/20/2026

Leanne Alexander moved to approve the minutes of the Selectboard meeting of 4/20/2026, seconded by James Ameden. The motion passed unanimously.

8. Selectboard Pay Orders

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

9. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Town Hall restoration is in progress, and the windows are now boarded up.
- Jon Saccoccio of Stevens & Associates has visited site and is beginning work on Master Plan.
- Special Town Meeting is on Sunday at 6 p.m. and will be held at Town Hall with no windows.
- Bids for South Village wastewater project moved back to May 12 at 2 p.m. There will be a special Selectboard meeting on May 13th to approve bid award.
- Soft launch of new zoom setup today and hybrid meetings will start next week. The meeting link will be on agenda and website. The same link will be used meeting to meeting so people can bookmark.
- No correspondence to report.

10. Visitors and Concerned Citizens

a. Esther Fishman

i. Mountain Valley Health Center 50th Anniversary Announcement

ii. Request for police presence

Esther Fishman announced that the Mountain Valley Health Council is planning a 50th anniversary celebration for the Mountain Valley Health Center on June 20, from 11:30 a.m. to 2:30 p.m. The event will be held under a tent at the clinic, with parking available at Flood Brook School. Food and refreshments will include hot dogs, an ice cream truck, and drinks. Speakers are expected to include Chris Morrow and Roger Fox, and Mike Bernhart will share some of the clinic's history. Fishman noted that the Selectboard is invited and encouraged to attend.

Because attendees will park across the road, Fishman requested police presence or portable "stop/slow" signage to assist with traffic, noting that the location is on a curve for eastbound traffic.

Discussion followed regarding how to arrange this support, including contacting the Sheriff's Department to request coverage for the event timeframe. It was noted that coverage may fall within Londonderry's contracted sheriff hours (20 hours per week).

Town of Londonderry, Vermont
Selectboard Meeting Minutes – May 4, 2026

Aileen Tulloch stated she would contact Sheriff Anderson to confirm availability and determine whether the coverage would be provided under the Town contract or paid directly by the Council.

Leanne Alexander moved to approve the use of the Sherriff Department to provide police presence on June 20th for a period of 3 hours, seconded by James Ameden. The motion passed unanimously.

b. Cynthia Prairie

iii. Approve West River Farmer’s Market Itinerant Vendor Permit

Permit fees were paid and site plan submitted. All agreed that the market is a great community asset.

James Ameden to approve Itinerant Vendor Permit #2026-01 for West River Farmer’s Market for the 2026 market season, seconded by Leanne Alexander. The motion passed unanimously.

11. Liquor Commission

a. Review and Approve Mike and Tammy’s 2nd Class Liquor License

Leanne Alexander moved to approve to approve a 2nd Class Liquor License for Mike and Tammy’s Main Street Market Deli, seconded by James Ameden. The motion passed unanimously.

12. Roads and Bridges

a. Updates

The new Truck left Reeds and went to Viking in Maine. The down payment is included in this month’s pay order. Notice was received that the 2nd truck is on its way.

b. Review and Approve Salt Shed Apron Proposal

Two bids were received, and the bid tabulation is included in the meeting packet.

Leanne Alexander moved to accept the proposal from Hunter Excavating to provide services relating to the Salt Shed Apron estimated to cost \$12,785 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by James Ameden. The motion passed unanimously.

c. Warn Public Hearing for 6/15/2026 Monet Ln

James Ameden moved to warn a Public Hearing on 6/15/2026 for the possible discontinuance of Monet Lane, with a Site visit to occur at Monet Ln starting at 4:30pm, and the public hearing to occur at the Meeting Room at the Windham School Building at 5:00pm, seconded by Leanne Alexander. The motion passed unanimously.

d. Approve Spring Hill Road Closure for Culvert Work

Spring Hill Road will need to be closed to put culvert in, but it is too early to set closure date.

13. Town Officials Business

a. Town Staff

i. Discuss possible logos

Staff took feedback into consideration and removed wording. They will shrink down to size for use on letterhead and submit at next meeting.

b. Parks Board

i. Parks Board Appointment.

Leanne Alexander needs to recuse herself as her husband is applying for the position. As there was not a quorum, the vote will be pushed to the next meeting.

14. Transfer Station/Solid Waste Management

a. Updates

None.

b. Discuss Brush Disposal

Brush is still coming into to transfer station, but there is no way to dispose of it. The group agreed it seemed reasonable to stop taking brush at this point.

Leanne Alexander moved to stop taking brush at the transfer station, seconded by James Ameden. The motion passed unanimously.

15. Old Business

None.

16. New Business

a. Discuss return of Cemetery Commission documents

Melvin Twitchell has a bunch of Town documents from when he took minutes for Cemetery Commission. He has been asked to return the documents, but there has been no response. Tom Cavanagh will send a letter asking for the return of documents.

15. Executive Session: if needed

Not needed.

Town of Londonderry, Vermont
Selectboard Meeting Minutes - May 4, 2026

16. Adjourn

The meeting was adjourned at 6:43 p.m.

Leanne Alexander moved to adjourn the meeting, seconded by James Ameden. The motion passed unanimously.

Respectfully Submitted,

Sally Hesse, Town Note Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

DRAFT

**Town of Londonderry, Vermont
Selectboard Meeting Minutes
May 13, 2026
Special Meeting- 4:30 PM
100 Old School Street, South Londonderry, VT 05155**

Board members present: Leanne Alexander, Jim Fleming, Tom Cavanagh

Board members absent: Taylor Prouty, James Ameden

Town Officials: Aileen Tulloch (via Zoom)

Others in Attendance: Christina Haskin, Dufresne Group; Hunter Kaltsas, Hunter Excavating LLC.

1. Call Special Meeting to Order

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

2. Additions or Deletions to the Agenda

[1 V.S.A. 312(d)(3)(A)]

Leanne Alexander moved to add to new business 11.B West River Street Engineering Contracts, 11C Stormwater Grant Letter of Support for the Transfer Station, and 11d Stormwater Grant Letter of Support for the Town Garage. The motion passed unanimously

3. Selectboard Pay Orders

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

4. Announcements/Correspondence

Tom Cavanagh announced that the radar panel for the radar sign near the Coop has been reinstalled and is working again.

5. Visitors and Concerned Citizens

6. Liquor Commission

7. Roads and Bridges

8. Town Officials Business

a. Recreation Director

i. Parks Board Appointment

Leanne Alexander has to recuse herself, so no quorum to take action on this item.

9. Transfer Station/Solid Waste Management

a. Updates

10. Old Business

11. New Business

a. Review and Approval South Village Wastewater Proposal

Chrissy Haskins from Dufresne Group explained there were two bids, one from Hunter Excavating and one from Michelle Baillargeon Construction Services. The bid from Michelle Baillargeon was deemed non-responsive, which left Hunter Excavating as the low bidder.

Leanne Alexander made a motion to accept the bid from Hunter Excavating Inc to provide services relating to the South Village Wastewater Project estimated to cost \$4,126,878 and 2) authorize the Town Administrator to execute any

documents necessary for the hiring of the contractor to conduct the necessary work, and Jim Fleming seconded. The motion passed unanimously.

b. Review and Approve West River Street Proposals

Aileen Tulloch received two proposals for necessary repair work on West River Street, one from Everett Hammond to provide engineering services and the other from Gary Raponotti to provide surveyor services to determine the ROW.

Tom Cavanagh made a motion to accept the proposal from Everett Hammond to provide services relating to West River Street estimated to cost \$12,000 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work and Leanne Alexander seconded. The motion passed unanimously.

Tom Cavanagh made a motion to accept the proposal from Gary Rapanotti to provide services relating to West River Street estimated to cost \$4,400 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work and Leanne Alexander seconded. The motion passed unanimously.

c. Review and Approve Letter of Support for Transfer Station Stormwater Grant

Margo Ghia from Windham Regional Commission is applying for two grants to move the Transfer Station stormwater project along as well as the one for the Town Garage. She needs Letters of Support from the Selectboard to apply for the grant.

Leanne Alexander made a motion to approve the letter of support for the Transportation Stormwater Grant, and authorize the chair to sign on behalf of the Board, seconded by Jim Fleming. The motion passed unanimously.

d. Review and Approve Letter of Support for Town Garage Stormwater Grant

Leanne Alexander made a motion to approve the letter of support for the Transportation Stormwater Grant, and authorize the chair to sign on behalf of the Board, seconded by Jim Fleming. The motion passed unanimously.

12. Executive Session: if needed

None needed

13. Adjourn

The meeting was adjourned at 4:37 pm

Jim Fleming made a motion to adjourn, seconded by Leanne Alexander. The motion passed unanimously.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved
LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

MEMO

TOWN OF LONDONDERRY

To: Selectboard
From: Allison Marino, Town Clerk
CC: Aileen Tulloch
Date: 5/18/2026
Re: DLL Applications

COMMENTS:
Manzana. Inc. (SOLO)
First and Third Class

Town Highway Access Permit Application Form Parcel ID No. 037011.102

This form must be submitted for all new and modified access areas onto a Town highway. For accesses on a State road, including VT Routes 11 and 100, property owners must apply directly to the Vermont Agency of Transportation. **** Please Type or Print Clearly ****

Applicant(s)

Name: BEN SARGENT
Address: 1720 UNDER THE MOUNTAIN ROAD
Town/State/Zip: SOUTH LONDONDERRY VT 05148
Phone: 917 667 2152 Email: HURRICANEHOPEFUL@YAHOO.COM

Property Owner(s): Check here if same as applicant

Name: _____
Address: _____
Town/State/Zip: _____
Phone: _____ Email: _____

Property Information

Property Location/Address: 1722 & 1724 UNDER THE MOUNTAIN ROAD
Date Purchased by Owner: _____ Deed Recorded in Book _____ Page _____
Property Size (acres): 3.05 AC Road Frontage (feet): 388 Town Highway # _____
Existing Use of Property: Residential
Proposed Use of Property: Residential

Proposed Town Highway Access

The undersigned hereby requests an access permit to construct the following:
 New Access to Highway Modification to existing Access to Highway
To be located on the West side of the Town Highway indicated above, 1100 feet
distant from the intersection of this road with Cross Road
Is there already a road access to this property? Yes No
Describe proposed new or changed access in detail: Existing access is via shared driveway
Proposed drive allows private access

Town Highway Access Permit Application Form

Parcel ID No. 037011.102

Certification

By signing below both the owner and applicant hereby affirm that the information presented in this application, and all supporting forms, plans and documents are true, accurate and complete, and agree that, if any such information is found by the Town to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The property owner and their successors agree to maintain any approved Town Highway access compliant with issuance and adhere to the directions, restrictions, and conditions forming part of any permit issued in response to this application.

Permission is hereby granted by the property owner for Town representatives to inspect the property at mutually acceptable times to verify information provided in this application.

Applicant Signature: [Signature] Date: _____

Property Owner Signature: [Signature] Date: _____

Check here if owner is submitting a Letter of Authorization in lieu of signing above

For Road Foreman/Road Commissioner Use Only

Culvert Required: Yes No Culvert Diameter: 15" ^{Lot 2} Culvert Length: 20'

Culvert distance from center of Town road: 20' Amount of culvert cover: _____

Flush culvert headers required: Yes No
Ditch work for proper drainage Yes No

Ditching distance: N S E W side of drive: NA N S E W side pf drive: NA

Access approach width: 15' to 18"

Reverse pitch from road (1/2"/foot min.) Yes No Distance from travel lane: _____

Cut for line of sight Yes No

Cut distance from center of Town highway N S E W side: one small maple tree

Cut distance from center of Town highway N S E W side: _____

Cut distance parallel to Town Highway N S E W side: _____

Cut distance parallel to Town Highway N S E W side: _____

Directions, Restrictions, Conditions: _____

Town Highway Access Permit Application Form Parcel ID No. 037011.100

Certification

By signing below both the owner and applicant hereby affirm that the information presented in this application, and all supporting forms, plans and documents are true, accurate and complete, and agree that, if any such information is found by the Town to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The property owner and their successors agree to maintain any approved Town Highway access compliant with issuance and adhere to the directions, restrictions, and conditions forming part of any permit issued in response to this application.

Permission is hereby granted by the property owner for Town representatives to inspect the property at mutually acceptable times to verify information provided in this application.

Applicant Signature: [Signature] **Date:** _____

Property Owner Signature: [Signature] **Date:** _____

Check here if owner is submitting a Letter of Authorization in lieu of signing above

For Road Foreman/Road Commissioner Use Only Lot 3

Culvert Required: Yes No Culvert Diameter: NA Culvert Length: NA

Culvert distance from center of Town road: NA Amount of culvert cover: NA

Flush culvert headers required: Yes No
Ditch work for proper drainage Yes No

Ditching distance: N S E W side of drive: NA N S E W side pf drive: NA

Access approach width: 15' to 18'
Reverse pitch from road (1/2"/foot min.) Yes No Distance from travel lane: ~~NA~~

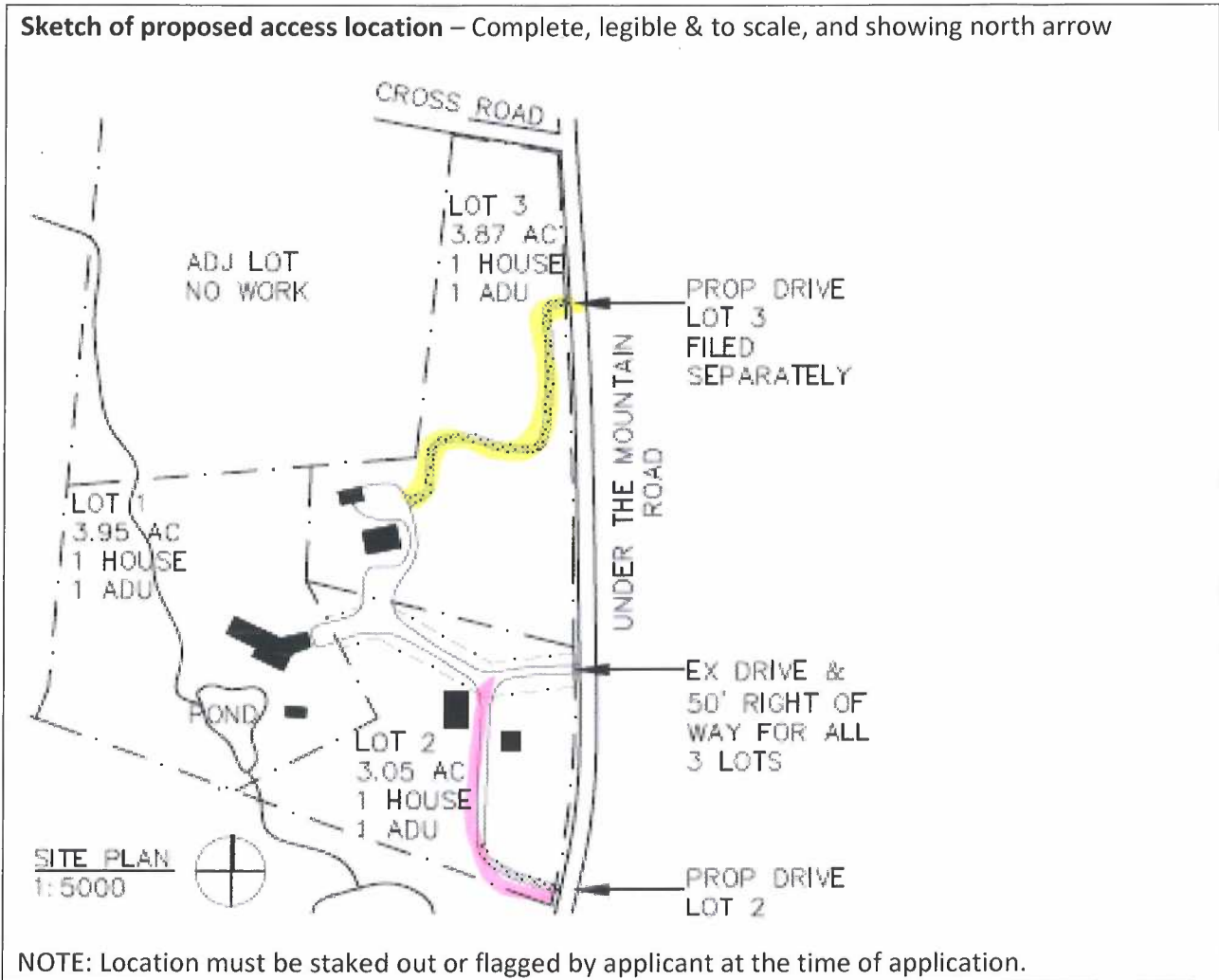
Cut for line of sight Yes No
Cut distance from center of Town highway N S E W side: one large maple
Cut distance from center of Town highway N S E W side: _____
Cut distance parallel to Town Highway N S E W side: _____
Cut distance parallel to Town Highway N S E W side: _____

Directions, Restrictions, Conditions: _____

Town Highway Access Permit Application Form

Parcel ID No. 037011.102

Sketch of proposed access location – Complete, legible & to scale, and showing north arrow



Fees

Applications are not considered to be complete until all applicable fees have been received as follows:

Modification of existing access	\$50.00
New access	\$75.00

Payment must be made by check, payable to: *Town of Londonderry, Vermont*

Applicants may be required to pay reasonable and customary costs for assistance provided by experts (engineers, planning consultants, etc.) requested by the Selectboard as part of the review process.

Town Highway Access Permit Application Form

Parcel ID No. 037011.102

For Selectboard Office Use Only

ACTION TAKEN: Approved Approved with Conditions Denied

Comments: _____

Signature: _____

Selectboard Chair

Date: _____

This permit, if issued, is done so in accordance with 19 V.S.A. Section 1111 and with the understanding that construction shall comply with all applicable Federal, State and local laws and regulations and with any directions, restrictions or conditions listed on this permit. Violations shall be corrected by the property owner in a timely manner or the Town shall have the right to revoke the application or permit for non-compliance, or make necessary changes the cost of which shall be borne by the property owner. Violations may also be subject to penalties and fines prescribed by applicable law. This permit shall be effective only for the land use herein indicated and any change in land use shall require a new permit.

For Final Inspection Use Only

Final Inspection Date: _____ Constructed as permitted?: Yes No

Acceptable minor modifications from that permitted: _____

Final Approval Granted?: Yes No

Comments: _____

Signature: _____

Road Foreman
 Road Commissioner

Date: _____

BID TABULATION

A
Project
FY2027 Winter Sand

Bidder

	Sand Delivered/Cubic Yard	Sand Delivered/Total Cost	Sand only/Cubic Yard	Sand only/Total Cost
1 Pike Industries Inc New Haven VT Location of Supply: 2275 Rt 7 Danby VT	31.89	127,560.00	16.66	66,640.00
2 Hill Construction Group Inc Chester VT Location of Supply: 462 Adams Road, Chester VT	26.50	106,000.00	24.00	96,000.00
3 M&M Excavating Inc Chester VT Location of Supply: 265 Andover Rd Ludlow VT	<u>26.00</u>	<u>104,000.00</u>	<u>16.00</u>	<u>64,000.00</u>
3 Hunter Excavating South Londonderry, VT Location of Supply: Derry Woods Road, Londonderry VT	27.00	108,000.00	27.00	108,000.00

Low bids are underlined

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 26.50	\$ 106,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 24.00	\$ 96,000.00
	Location of Bidder's sand supply Location:	462 ADAMS ROAD CHESTER, VERMONT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: HILL CONSTRUCTION GROUP, INC

Authorized Representative: SHAYNE W. HILL

Address: 1129 MIDDLETOWN ROAD - ANDOVER VERMONT 05143

Phone: 802 875 1407

Email: swhill@vermontel.net

Signature: Shayne Hill Date: 05/12/2026

[END OF DOCUMENT]

HILL CONSTRUCTION
GROUP INC
• ANDOVER VERMONT.

5/13/26

@ 3:15 pm

THE TOWN OF LONDONDERRY VT
% RFP COORDINATOR

FY2027 WINTER SAND BID

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 31.89	\$127,560.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 16.66	\$66,640.00
	Location of Bidder's sand supply Location:	2275 RT 7 DANBY VT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: PIKE INDUSTRIES, INC.
Authorized Representative: PATRICK NEEDHAM
Address: 174 CAMPGROUND RD NEW HAVEN VT 05472
Phone: 802-316-9649
Email: patrick.needham@pikeindustries.com
Signature: *Patrick Needham* Date: 5/10/26

[END OF DOCUMENT]

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$28.00	\$112,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$19.00	\$76,000.00
	Location of Bidder's sand supply Location:	63 Laver Rd. Arlington, VT 05250	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: David Chaves Excavating, Inc.

Authorized Representative: David Chaves

Address: P.O. Box 70 Londonderry, VT 05148

Phone: 802-236-4386 cell 802-824-3140-office

Email: Chavesexc@yahoo.com

Signature: David M Chaves Date: 5/13/26

[END OF DOCUMENT]

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 26.00	\$ 104,000
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 16.00	\$ 64,000
	Location of Bidder's sand supply Location:	265 Andover RD Ludlow, VT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: M&M Excavating INC
Authorized Representative: Mike O'Neil
Address: 124 Gold River Ext. Chester, VT 05143
Phone: 802-875-3319 Cell 802-236-3424
Email: moneil@mmexcavating.com
Signature: [Signature] Date: 4/20/26

[END OF DOCUMENT]

M&W SOILS ENGINEERING, INC

SOILS AND CONCRETE LABORATORY

159 East Street
PO Box 1466
Charlestown, NH 03603
603-826-5873

MECHANICAL ANALYSIS OF AGGREGATES AND GRANULAR MATERIAL

Project: **M&M IN-HOUSE TESTING**

Type of Material: Road Sand	Sample #: 41326RoadSand
Source of Material: Pelkey Pit	Date in Lab: 4-13-26
Sample from: Supplied by Client	Date Tested: 4-14-26
Report To: M&M Excavating	Technician: JB

Sieve	Weight	% Retained	Cumulative % Retained	Cumulative % Finer	Specification
3/4"	13.0	1.4	1.4	98.6	
1/2"	69.5	7.5	8.9	91.1	
3/8"	46.2	5.0	13.9	86.1	
4	130.6	14.1	28.1	71.9	
8	119.7	13.0	41.0	59.0	
10	25.0	2.7	43.7	56.3	
16	107.1	11.6	55.3	44.7	
30	128.8	13.9	69.3	30.7	
40	61.2	6.6	75.9	24.1	
50	60.7	6.6	82.5	17.5	
100	86.4	9.4	91.8	8.2	
200	46.7	5.1	96.9	3.1	
pan	29.1	3.2	100.0	0.0	

Moisture Content: 3.8 %

Road sand specifications vary between jurisdictions

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$27.00	\$108,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$27.00	\$108,000.00
	Location of Bidder's sand supply Location:	Derry Woods Rd. Londonderry, Vt.	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: Hunter Excavating, Inc.

Authorized Representative: Kellie Baker-Waite

Address: 2218 Rte. 100, South Londonderry, vt.

Phone: 802-856-7165

Email: projects@hunterexvt.com

Signature:  **Date:** 5/13/26

[END OF DOCUMENT]

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 26.00	\$ 104,000
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 16.00	\$ 64,000
	Location of Bidder's sand supply Location:	265 Andover RD Ludlow, VT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: M&M Excavating INC
Authorized Representative: Mike O'Neil
Address: 124 Gold River Ext. Chester, VT 05143
Phone: 802-875-3319 Cell 802-236-3424
Email: moneil@msexcavating.com
Signature: [Signature] Date: 4/20/26

[END OF DOCUMENT]

M&W SOILS ENGINEERING, INC

SOILS AND CONCRETE LABORATORY

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PO Box 1466
Charlestown, NH 03603
603-826-5873

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Project: **M&M IN-HOUSE TESTING**

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4	130.6	14.1	28.1	71.9	
8	119.7	13.0	41.0	59.0	
10	25.0	2.7	43.7	56.3	
16	107.1	11.6	55.3	44.7	
30	128.8	13.9	69.3	30.7	
40	61.2	6.6	75.9	24.1	
50	60.7	6.6	82.5	17.5	
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Moisture Content: 3.8 %

Road sand specifications vary between jurisdictions

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Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$28.00	\$112,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$19.00	\$76,000.00
	Location of Bidder's sand supply Location:	63 Laver Rd. Arlington, VT 05250	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: David Chaves Excavating, Inc.

Authorized Representative: David Chaves

Address: P.O. Box 70 Londonderry, VT 05148

Phone: 802-236-4386 cell 802-824-3140-office

Email: Chavesexc@yahoo.com

Signature: David M Chaves Date: 5/13/26

[END OF DOCUMENT]

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 26.50	\$ 106,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 24.00	\$ 96,000.00
	Location of Bidder's sand supply Location:	462 ADAMS ROAD CHESTER, VERMONT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: HILL CONSTRUCTION GROUP, INC

Authorized Representative: SHAYNE W. HILL

Address: 1129 MIDDLETOWN ROAD - ANDOVER VERMONT 05143

Phone: 802 875 1407

Email: swhill@vermontel.net

Signature: Shayne Hill Date: 05/12/2026

[END OF DOCUMENT]

HILL CONSTRUCTION
GROUP INC
• ANDOVER VERMONT.

5/13/26

@ 3:15 pm

THE TOWN OF LONDONDERRY VT
% RFP COORDINATOR

FY2027 WINTER SAND BID

8. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$27.00	\$108,000.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$27.00	\$108,000.00
	Location of Bidder's sand supply Location:	Derry Woods Rd. Londonderry, Vt.	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

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Authorized Representative: Kellie Baker-Waite

Address: 2218 Rte. 100, South Londonderry, vt.

Phone: 802-856-7165

Email: projects@hunterexvt.com

Signature:  **Date:** 5/13/26

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Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

Bid Option	Quantity - Description	Cost per Cubic yard (\$)	Total cost (\$)
A. <u>Sand Delivered</u>	4,000 cubic yards – 3/4" sand	\$ 31.89	\$127,560.00
B. <u>Sand Only</u>	4,000 cubic yards – 3/4" sand	\$ 16.66	\$66,640.00
	Location of Bidder's sand supply Location:	2275 RT 7 DANBY VT	

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: PIKE INDUSTRIES, INC.

Authorized Representative: PATRICK NEEDHAM

Address: 174 CAMPGROUND RD NEW HAVEN VT 05472

Phone: 802-316-9649

Email: patrick.needham@pikeindustries.com

Signature: *Patrick Needham* Date: 5/10/26

[END OF DOCUMENT]

Town of Londonderry, VT

RFP No. 2026-09Bid Tabulation 2026-05-14

BID TABULATION

A

Project

2026-27 Road
Salt

Bidder

1 **Cargill**
North Olmsted, OH

declined to bid

2 **Morton Salt**
Chicago, IL

111.09 per ton

2 **American Rock Salt Co, LLC**
Morris, NY

112.00 per ton

Low bids are underlined

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2026-09

DATE: April 8, 2026

PROJECT TITLE: FY2027 Road Salt

PROPOSAL DUE DATES: Bid proposals are due by Thursday, May 14, 2026, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: Product delivery may begin at the direction of Town staff after a contract with the Town is executed. The proposed contract term will expire on June 30, 2027.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Scope of Work
3. Pricing
4. Submission of Proposals
5. General Provisions
6. Evaluation and Contract Award
7. Bid Proposal Form

1. INTRODUCTION

Proposals are requested for supply/delivery of road salt for Town Highway and other maintenance activities.

2. SCOPE OF WORK

The Town is requesting bids for the supply of approximately 1,800 tons of road salt for the 2025-26 winter season (based on previous year usage), which shall be delivered to the Town salt/sand shed on 4215 VT Route 100. Deliveries will be on an as-needed basis, with a minimum delivery of 20 tons.

Salt shall meet the following specification: Shall not need screening to allow for ease of handling and spreading by the Town.

Additional terms and conditions may be further mutually defined in a formal contract.

3. PRICING

- A. Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.
- B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

4. SUBMISSION OF PROPOSALS

- A. Bids should be submitted electronically to the following email address: townadmin@londonderryvt.gov. Bids will also be accepted by mail or in-person.
- B. Respondents must use the enclosed Bid Proposal Form (see page 6) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “FY2027 Road Salt Bid” in the email subject line, or on the envelope if submitted by mailed or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- D. There will be no public opening of the bids received by the Town, but they will be reviewed by the Londonderry Selectboard at their next regularly scheduled meeting.

5. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.gov

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by

the RFP Coordinator.

Should potential bidders wish to view the Town salt and sand shed with a Town representative prior to bidding, please contact Road Foreman Josh Dryden at 802-824-3356, ext. 6 on or before May 7, 2026.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

E. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

F. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of

the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

- 4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
- 5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
- 6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

- 1) Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.
- 2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.

- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

D. Start of Work

Work/delivery may commence any time after execution of a contract at the direction of Town staff, and must be completed by June 30, 2027, as weather conditions dictate.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly.

1. ROAD SALT SUPPLY AND DELIVERY: Check here [] if supplementary documentation is attached.

Total cost: \$ \$112.00 per ton (\$201,600.00 total cost)
Per ton, delivered

Other Information clarifying cost proposal: _____

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

BIDDERS ACKNOWLEDGEMENTS

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is **June 30, 2027**.

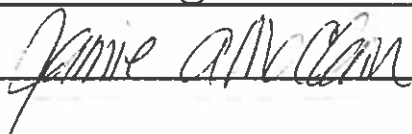
Company: American Rock Salt Co., LLC

Authorized Representative: Jamie A. McClain, Marketing Director

Address: PO Box 190, Mt. Morris, NY 14510

Phone: (888)762-7258

Email: customerservice@americanrocksalt.com

Signature:  **Date:** May 12, 2025

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2026-09

DATE: April 8, 2026

PROJECT TITLE: FY2027 Road Salt

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F. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of

the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

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- Bidder's experience and reputation, including past performance for the Town of Londonderry
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- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.

- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

D. Start of Work

Work/delivery may commence any time after execution of a contract at the direction of Town staff, and must be completed by June 30, 2027, as weather conditions dictate.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly.

1. ROAD SALT SUPPLY AND DELIVERY: Check here [] if supplementary documentation is attached.

Total cost: \$ 111.09
Per ton, delivered

Other Information clarifying cost proposal: _____

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

BIDDERS ACKNOWLEDGEMENTS

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is **June 30, 2027**.

Company: Morton Salt, Inc.

Authorized Representative: Anthony T. Patton, Senior Director of Government Sales

Address: 1 North Franklin St. Suite 450, Chicago, IL 60606

Phone: 855-665-4540

Email: bids@mortonsalt.com

Signature:  **Date:** 5-11-2026



24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

04/29/2026

Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

RE: FY2027 Road Salt

Cargill, Incorporated – Deicing Solutions (“Cargill”) regrets that we will be unable to submit a bid for your deicing requirements for the winter season 2026/2027.

Please retain our name on your bidders list for possible future consideration.

Sincerely,

A handwritten signature in blue ink that reads "Katelyn Bires". The signature is fluid and cursive.

Katelyn Bires

Customer Care Representative II

(800) 600-7258

Salt_CustomerCareRoadSafety@cargill.com

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2026-09

DATE: April 8, 2026

PROJECT TITLE: FY2027 Road Salt

PROPOSAL DUE DATES: Bid proposals are due by Thursday, May 14, 2026, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: Product delivery may begin at the direction of Town staff after a contract with the Town is executed. The proposed contract term will expire on June 30, 2027.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Scope of Work
3. Pricing
4. Submission of Proposals
5. General Provisions
6. Evaluation and Contract Award
7. Bid Proposal Form

1. INTRODUCTION

Proposals are requested for supply/delivery of road salt for Town Highway and other maintenance activities.

2. SCOPE OF WORK

The Town is requesting bids for the supply of approximately 1,800 tons of road salt for the 2025-26 winter season (based on previous year usage), which shall be delivered to the Town salt/sand shed on 4215 VT Route 100. Deliveries will be on an as-needed basis, with a minimum delivery of 20 tons.

Salt shall meet the following specification: Shall not need screening to allow for ease of handling and spreading by the Town.

Additional terms and conditions may be further mutually defined in a formal contract.

3. PRICING

- A. Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.
- B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

4. SUBMISSION OF PROPOSALS

- A. Bids should be submitted electronically to the following email address: townadmin@londonderryvt.gov. Bids will also be accepted by mail or in-person.
- B. Respondents must use the enclosed Bid Proposal Form (see page 6) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “**FY2027 Road Salt Bid**” in the email subject line, or on the envelope if submitted by mailed or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- D. There will be no public opening of the bids received by the Town, but they will be reviewed by the Londonderry Selectboard at their next regularly scheduled meeting.

5. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.gov

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by

the RFP Coordinator.

Should potential bidders wish to view the Town salt and sand shed with a Town representative prior to bidding, please contact Road Foreman Josh Dryden at 802-824-3356, ext. 6 on or before May 7, 2026.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

E. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

F. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of

the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

- 4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
- 5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
- 6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

- 1) Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.
- 2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.

- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

D. Start of Work

Work/delivery may commence any time after execution of a contract at the direction of Town staff, and must be completed by June 30, 2027, as weather conditions dictate.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: May 14, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly.

1. ROAD SALT SUPPLY AND DELIVERY: Check here [] if supplementary documentation is attached.

Total cost: \$ _____
Per ton, delivered

Other Information clarifying cost proposal: _____

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

BIDDERS ACKNOWLEDGEMENTS

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is **June 30, 2027**.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

Appeals process for the Short-Term Rental program in Londonderry, VT.

A Short-Term Rental Administrator will be designated by the Selectboard of the Town of Londonderry to administer and enforce this Ordinance. The STR Administrator will provide assistance to individuals who wish to short-term rent their property by providing the necessary forms to obtain the required municipal license, and when necessary by referring them to the state authorities that must be contacted to obtain necessary state permits. The STR Administrator will be required to literally administer the STR Ordinance, and will not license any property or permit any rental activity that does not conform to the Ordinance. The Administrator will enforce violations of the Ordinance. The Administrator will provide the clerk with a registry of rental licenses, violations of the Ordinance, denials of STR applications and revocations STR licenses for recording.

Enforcement. The STR Administrator shall act to stop or prevent violations of the STR Ordinance. To do this, STR Administrator shall institute in the name of the municipality an action, injunction, or other proceeding to prevent or abate violations and to impose fines for any violations of the Ordinance. The Administrator shall have no discretion and must enforce all Ordinance violations in the municipality.

Appeals. Actions of the STR Administrator in approving or denying a permit for a STR may be appealed by an “interested party” to the Rental Housing Appeals Board. Actions of the STR Administrator filed in the Judicial Bureau for the imposition of fines and enforcement, or actions filed for injunctive relief in Superior Court, may be contested by the property owner only in accordance with the Judicial Bureau rules at the Judicial Bureau or contested in accordance with state court rules in the Superior Court. There is no appeal to the Rental Housing Appeals Board for actions filed in the Judicial Bureau or in Superior Court.

The Rental Housing Appeals Board. This board shall be an *ad hoc* municipal panel that performs a quasi-judicial function and hears appeals from actions or decisions of the Short-Term Rental Administrator in approving or denying an STR license. The board will be composed of three members chosen by the Londonderry Selectboard, plus an alternate to ensure a hearing staffed by three Appeals Board members.

From the date of enactment, any Short-Term Rental owner shall have 30 days in which to file an appeal that pre-dates the enactment of the Rental Housing Appeals Board. Following the date of enactment, an interested party—including an STR owner—shall have 30 days to file an appeal following the action being appealed.

Form of Appeal: Entering an appeal shall be done in writing, either in the form of a PDF attached to an email to TOWNCLERK@londonderryvt.gov, or by physical mail to: Town of Londonderry, c/o Town Clerk, 100 Old School St., South Londonderry, VT 05155.

The appeal shall state all the pertinent facts of the case—including any exhibits and evidence—and the basis for the appeal. The Appeals Board will, via the Town Clerk or another designee of the Town, acknowledge receipt of the appeal within thirty days and schedule a hearing at the next quarterly meeting of the Appeals Board. The Town Clerk or another designee of the Town will alert the appellant to the hearing date, time, and place a minimum of ten days before the scheduled hearing. At the hearing, the appellant shall have the right to testify, to present witnesses on the appellant’s behalf, to cross-examine all other witnesses, and to present oral and written evidence on the action being appealed,

provided that no new evidence is introduced or presented on appeal that was not previously introduced or presented to the Town Clerk in the submitted appeal.

The STR Administrator may participate in the appeal by explaining his or her action that is under appeal. In addition, the Administrator may present evidence to support his or her decision and may question any witness or evidence presented during the hearing by the person bringing the appeal.

The Rental Housing Appeals Board decision will be issued in writing within thirty days of the hearing and will be final.

No Short-Term Rental activity will be allowed at the property of the appellant during the appeal process if the STR property is not in good standing with the Town at the time the appeal is submitted.

Note: Definitions above are derived from a publication by Vermont's Office of the Secretary of State, entitled *The Players: A review of the roles and responsibilities of local officials with respect to land use regulation in our municipalities*. 24 V.S.A. § 4460. The Rental Housing Appeal Board function and purpose is derived from Vermont statutes concerning a municipal Zoning Board of Adjustment.

Minutes of May 11, 2026, Special Town Meeting

The legal voters of the Town of Londonderry, Vermont, met at the Town Hall, 139 Middletown Road, South Londonderry in Londonderry on Monday, May 11, 2025, to vote by Floor upon the following Articles of business:

Tom Cavanagh, Selectboard chair, called the Meeting to order at 6:02pm. The pledge of allegiance was said.

Moderator Doug Friant went over the rules.

ARTICLE I

ARTICLE 1 Shall the Town raise and appropriate a sum not to exceed \$81,000 for the purpose of funding, in part, the salary and benefits of the General Office Manager, a portion of which salary and benefits will be shared by all Departments within the town?

Pam Spaulding made the motion with George Mora Seconded.
Lengthy decision was had; vote went to ballot with 32-yes to 33-no.
Motion failed.

ARTICLE II

ARTICLE 1 To transact any other business that may legally come before the Meeting.

- (NON-BINDING) Shall the Town of Londonderry authorize the Selectboard to investigate purchasing one or more parcels of land for future use to be determined by a future Town Meeting?

Pam Spaulding moved the motion with Marge Fish Seconding.
Tom Cavanagh spoke on behalf of the Selectboard.
Discussion was had.
Motion passed by voice vote.

Marge Fish made a motion to adjourn the meeting, Pam Spaulding seconded.
Motion passed unanimously.

Adjourn at 7:17pm.

Respectfully Submitted:

Allison Marino, Town Clerk

Selectboard and Moderator of the Town of Londonderry

Thomas Cavanagh, Chair

James Ameden, Jr. Vice Chair

Taylor Prouty

James Fleming

Leanne Alexander

Doug Friant, Moderator

Received for the record this _____ day of _____ 2025

Allison Marino, Town Clerk

Town of Londonderry, Vermont
Application for Appointment to Town Boards, Commissions, Committees and Officer Positions
Complete this form if you are interested in being appointed to a public body or Town Officer position.

Nominee Contact Information

Name: Justin Alexander Date: 4/29/2026
Street Address: 3832 rt 100 South Londonderry VT
Mailing Address (if different): _____
Preferred Phone: 802-291-0306 Alternate Phone: _____
Email address: JustinAlexander@vermontel.net

Indicate board/commission/committee or officer position in which you are interested in being appointed:

Please indicate your appointment status (Mark with an X)

Incumbent appointee. You may leave the information requests below blank.

Not presently an appointee. Please complete the following:

1. Please list any prior experience serving on any public boards, commissions, committees or public offices (and approximate dates):

I am a member on Mtn Towns Rec, I have lots of knowledge in all areas that will help the Parks board.

2. Please list any other experience that may be pertinent to the board, commission, committee or office on which you are requesting to serve.

15 years Excavation and construction

3. Please provide a brief statement describing your interest in serving the Town of Londonderry.

grew up here, just want to help keep the town a great place.

4. Please list any professional qualifications (if applicable).

Attach any additional information to this application and return to the Town Administrator at 100 Old School Street, South Londonderry, VT 05155 or townadmin@londonderryvt.org.

Emmett Dunbar for WRC Commissioner

From George Mora <ggmora99@mac.com>
Date Mon 5/4/2026 1:32 PM
To Aileen Tulloch <townadmin@londonderryvt.gov>
Cc Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>

Hi Aileen,

I don't know if Emmett has contacted you yet, but he wants to step up as commissioner to WRC – which I wholeheartedly support. I've been wanting to step down for some time, but didn't want to leave Londonderry with no representation at WRC. With Gary Kleiman having stepped up and Emmett willing to as well, I can leave with a clear conscience.

I'll reach out to some key individuals at WRC to let them know my plan.

Regards,
George

George Mora
Mora Creative Services

4427 VT Route 100 N
South Londonderry, VT
05155 USA
(802) 734-0859

Town of Londonderry, Vermont
Application for Town Boards, Commissions and Committees
Complete this form if you are interested in joining an appointed public body.

Nominee Contact Information

Name: EMMETT S. DUNBAR Date: 05/01/2026

Street Address: 395 Middletown Rd. Apt 3 South Londonderry, VT 05155

Mailing Address (if different): _____

Preferred Phone: (508) 237-4046 Alternate Phone: _____

Email address: anjalifarmvt@gmail.com

Indicate board, commission or committee you are interested in joining:

Windham Regional Commission Representative

Please indicate your appointment status (Mark with an X)

Incumbent appointee. You may leave the information requests below blank.

Not presently an appointee. Please complete the following:

1. Please list any prior experience serving on any public boards, commissions or committees (and approximate dates): Planning Commission, Londonderry, Secretary - recorded all meetings; Oversaw Village Center Designation (VCD) and annual Historic Tax Credit reporting to ACCD (03/2014-03/2018)

Welcoming Communities Challenge, Core Team Member, BDCC, Brattleboro (01/2023-09/2024)

Bellows Falls Downtown Development Alliance, (BFDDA) Bellows Falls, (2017-2023) Grant development, strategic planning, staff support, volunteer recruitment and advancement, (President - 7/21-6/23)

2. Please list any other experience that may be pertinent to the board, commission or committee on which you are requesting to serve.

Director, Economic Development Department & Programs Southeast Vermont Community Action (SEVCA) 2022-23

Director of Economic & Community Development Town of Rockingham 2016-17

Business Director & Founding Partner Canal Street Art Gallery, Bellows Falls 2018-24

Okemo Valley Regional Chamber of Commerce Board, Ludlow 2015-18

3. Please provide a brief statement describing your interest in serving the Town of Londonderry.

I would like to serve the community of Londonderry as a representative to the WRC because I think it's vitally important that we are a contributor to Windham County. Currently, I am working P/T for Neighborhood Connections in transportation, and seasonally on our farm. I have helped on projects throughout Windham County, and want to increase the positive efforts within environmental stewardship and economic development.

4. Please list any professional qualifications (if applicable).

Certificate in Project Management, University of Vermont 2021

Masters of Science Management in Mission Driven Org/Business (MSM), Marlboro College Graduate School 2015

Candidate, VT State Representative, Londonderry Area District 2012

Attach any additional information to this application and return to the Town Administrator at 100 Old School Street, South Londonderry, VT 05155 or townadmin@londonderryvt.org.

May 14, 2026

Town of Londonderry, VT
100 Old School Street
So. Londonderry, VT 05155
attn: Aileen Tulloch, Town Administrator

re: Quote for Geotechnical Investigation
11 West River Street and Spring Hill Road

Dear Aileen,

Thank you for inquiring about our geotechnical engineering services on the above-referenced project. We are responding to a proposal request sent by Everett Hammond of Hammond Engineering, acting on your behalf.

The focus of the investigation is at 11 West River Street (the Forbes building). There is limited room to do probes along the street, Everett recommend three locations. To get a drilling contractor to the site, we need to commit to a day of work (or at least a day of drilling charges). The West River Street work is probably an hours worth of work. Everett suggested that you might want to do road probes along Spring Hill Road while the drill rig is in Town. We could do up to 20 probe locations along this road in the remainder of the drilling day. We would plan just one day with a subcontracted GeoProbe boring rig. The GeoProbe provides a continuous soil sample, driven by a hydraulic hammer. The boring diameter is less than 3", so the holes are easily patched. We could do 10' deep borings at the Forbes location, and 5' borings in the Spring Hill locations.

We would need the assistance of the Town highway crew in both locations, to initially mark the drilling locations and then to provide flagging on the day of drilling. We could carry private flaggers, but at a cost to the Town. We would contact Dig Safe on behalf of the drilling sub. Work would occur between 8 am and 3:30 pm.

We would typically run a few gradation samples of either discrete or composite soil samples obtained from the borings. I would anticipate the need for up to 8 lab gradations.

A fairly basic Geotechnical Engineering report would be prepared, to be used by others for design or planning. A map of the drilling locations on West River Street will be provided, based on available maps, but the length of Spring Hill Road would negate the use of a map. The boring logs would provide descriptions of the locations, generally

measured by the Town crew from a zero point at the start of the project. Field logs and laboratory reports will be included as appendices to the report.

Our rates would be as follows;

Coordination, Dig Safe	\$400.00
Field Engineer (1 day with travel)	\$1,200.00
Subcontracted Drilling (one day, mob/demob, sample sleeves)	\$2,750.00
Lab gradations	\$600.00
Geotechnical Report	\$1,500.00

Based on the above rates, I would expect a Not-To-Exceed value of **\$6,450** for work described herein.

If the Selectboard would rather concentrate on the Forbes site, the expected cost would be on the order of \$5,000, reflecting lessened costs in the Field Engineer, sample sleeves, gradations, and reporting. The absolute best case would be to wait until the drillers were working nearby and hope they could fit this in for a minimal charge, but that is very hard to plan around.

We would schedule drilling once we had authorization to proceed, the drillers are currently scheduling into early June. Thank you for your attention to this proposal.

Sincerely,

Randall Rhoades

Randall Rhoades, PE



Adams Masonry, LLC
 2108 VT-RT 100
 South Londonderry, VT 05155
 +18023753048
 wayneadamsmasonry@comcast.net

Estimate

ADDRESS
Liam Elio Town of Londonderry Town hall basement project

ESTIMATE #	DATE
1653	05/14/2026

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Mortar - Type S	Type S Mortar	20	16.13	322.60
	Sak conc	premixed concrete	10	11.54	115.40
	Labor	man hour	240	95.00	22,800.00

Please note that this estimate is not guaranteed. The price provided in the estimate is based on the project requirements as described by the client and is an approximation. Any additional work not included in this estimate will result in additional charges. If the client requests changes to quantities, specifications, schedule, or other aspects of the services described in this estimate, the costs will need to be reassessed, and additional charges may apply. It's important to understand that estimates do not represent the actual balance owed or a bid price. A start-up deposit will be required, and we will bill for labor and additional material costs throughout the project until completion.

TOTAL **\$23,238.00**

Accepted By

Accepted Date

PURCHASING POLICY
Town of Londonderry, Vermont
Amended May 18, 2026

I. PURPOSE:

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Londonderry at the lowest reasonable price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

To the extent practical and cost effective, preference will be given to local vendors.

All purchases should, where possible, be made within the budget line item that would apply to that purchase.

II. PURCHASE AUTHORIZATION:

- A. **Purchases under \$3,000:** Any Town officer or employee may purchase items or materials provided that the purchase can be shown to be necessary and is in the best interest of the Town.
- B. **Purchases between \$3,000.01 and \$5,500:** Any Town officer or employee must contact the Selectboard and the Town Administrator prior to the purchase to inform of the need for the purchase.
- C. **Purchases between \$5,500.01 and \$10,000:** Any Town officer or employee must obtain prior approval of the Selectboard. Officers and employees must solicit quotes from at least three vendors unless the Selectboard has approved a sole source vendor. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated (if applicable) under prior contracts with the Town.
- D. **Purchases over \$10,000:** Any purchase of \$10,000 or more is subject to the Bid Process below.

III. ONGOING AND RECURRING PURCHASES:

Certain purchases occur on a continuous and ongoing basis. An example is gravel and other road materials. For these types of purchases, the Town official or employee responsible for the purchases should maintain a current comparison price list from available vendors/suppliers. The price list will be used to make purchase decisions based on price, quality, availability, and other pertinent factors. The price list should be updated regularly. Authority to purchase is subject to the amount of the purchase as listed under Purchase Authorization listed above.

IV. BID PROCESS:

All purchases of \$10,00 or more shall be subject to a bid process, except for the ongoing and recurring purchases discussed above, and emergency purchases specified under Exceptions, below.

The bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard, Town administrator or department heads. At a minimum, Notice of the Request for Bids shall be made by letters or emails to known providers soliciting bid responses, on the Town website, and advertisements placed in a newspaper of general circulation in the region. Depending on the services requested, other broader venues might be used at the discretion of the Town.

Bid Specifications: The Request for Bids shall include the following specifications:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. How bids should be delivered.
5. Specifications for the project or services including quantity, design, and performance features.
6. Bond and/or insurance requirements.
7. Any special requirements unique to the purchase.
8. Delivery or completion date.

Once a request for bids has been issued, the bid specifications will be available for inspection on the Town Website.

Bid Submission:

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Bid Opening:

Every bid received prior to the bid submission deadline will be tabulated and reviewed at a Selectboard meeting. The tabulation will include the name of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

Criteria for Bid Selection:

In evaluating bids, the Selectboard will consider the following:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.

8. Nature and size of bidder.
9. Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract. The board also reserves the right to consult with outside sources to determine the ability of a bidder to perform the requirements of the proposal.

Change orders:

If specification changes are made prior to the close of the bid process, the Request For Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

V. EXCEPTIONS TO THE BID PROCESS REQUIREMENTS:

1. **Sole Source Purchases:** If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. In addition a contract may be awarded without competitive bid when a Town employee determines, in consultation with the Town Administrator, after conducting a good faith review of available sources, that there is only one qualified source for the required supply, service or construction or the Town wants purchase same equipment including computers and vehicles in order to streamline servicing and maintenance. The employee shall conduct negotiations, as appropriate, as to price, delivery, and terms. A Bid Waiver Form should be completed and sent to the Town Administrator.
2. **Emergency Purchases:** The Selectboard may award contracts and make purchases for the purpose of meeting an emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of Town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services. In situations where the Town's Emergency Operations Center has been activated due to a significant public emergency, and there is an immediate need for a purchase in direct support of emergency response activities, such purchase can be authorized by any one Selectboard member (or the Town Administrator in the absence of a Selectboard member) upon request of the Emergency Management Director or Acting Emergency Management Director.
3. **Professional Services:** The bid process requirements do not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

4. **Federal/State Grant Funding:** When the purchase involves the expenditure of federal/state assistance or contract funds, the bid process shall be conducted in accordance with any mandatory applicable federal/state laws and regulations.

VI. CONTRACTS

The Town Administrator is authorized to sign contracts for any purchases not subject to the bid process. For purchases that are subject to the bid process, the Selectboard will delegate the authority to execute and sign contracts to the Town Administrator or other employee as appropriate.

VII. DISPOSAL OF EQUIPMENT:

When disposing of replacement equipment that it is no longer needed by the Town, the item shall be placed for bid on the Town website for three weeks, notice sent on the Town email distribution list and posted in 3 conspicuous places in town. Bids can be dropped off, mailed or sent by email to the Town Clerk and should include name, contact information and the amount of the bid. Bid amounts will be disclosed and more than one bid can be submitted. The bids will be reviewed by the Selectboard, and awarded to the highest bidder. The Selectboard reserves the right to reject all bids.

In the event that an item receives no or insufficient bids, the Selectboard has the option to donate the item to a charitable organization or to otherwise dispose of the item(s) as appropriate.

When replacing capital equipment, value of the equipment shall be determined by the best method(s). Such equipment may be offered for sealed bid with stated minimum bid or traded-in whichever will net the greatest value to the Town. Notice will be given as above and also printed in the newspaper of record.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Londonderry, Vermont, this 18th day of May 2026 and is effective as of this date until amended or repealed.

Town of Londonderry, Selectboard

Thomas Cavanagh, Chair

James Ameden Jr, Vice-Chair

Leanne Alexander

Jim Fleming

Taylor Prouty

PURCHASING POLICY
Town of Londonderry, Vermont
Amended November 4, 2019

I. PURPOSE:

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Londonderry at the lowest reasonable price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

To the extent practical and cost effective, preference will be given to local vendors.

All purchases should, where possible, be made within the budget line item that would apply to that purchase.

II. PURCHASE AUTHORIZATION:

A. **Purchases under \$1,000:** Any Town officer or employee may purchase items or materials provided that the purchase can be shown to be necessary and is in the best interest of the Town.

B. **Purchases between \$1,000 and \$2,500:** Any Town officer or employee must contact the Selectboard and the Town Administrator prior to the purchase to inform of the need for the purchase.

C. **Purchases between \$2,500 and \$7,500:** Any Town officer or employee must obtain prior approval of the Selectboard. Officers and employees must solicit quotes from at least three vendors unless the Selectboard has approved a sole source vendor. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated (if applicable?) under prior contracts with the Town.

D. **Purchases over \$7,500:** Any purchase of \$7,500 or more is subject to the Bid Process below.

III. ONGOING AND RECURRING PURCHASES:

Certain purchases occur on a continuous and ongoing basis. An example is gravel and other road materials. For these types of purchases, the Town official or employee responsible for the purchases should maintain a current comparison price list from available vendors/suppliers. The price list will be used to make purchase decisions based on price, quality, availability, and other pertinent factors. The price list should be updated regularly. Authority to purchase is subject to the amount of the purchase as listed under Purchase Authorization listed above.

IV. BID PROCESS:

All purchases of \$7,500 or more shall be subject to a bid process, except for the ongoing and recurring purchases discussed above, and emergency purchases specified under Exceptions, below.

The bid process shall be initiated by the issuance of a Request for Bids prepared by the Selectboard, Town administrator or department heads. Notice of the Request for Bids shall be made by letters or emails to known providers soliciting bid responses, advertisements posted in three public locations within the town, on the Town website, and advertisements placed in a newspaper of general circulation in the region.

Bid Specifications: The Request for Bids shall include the following specifications:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. Any special requirements unique to the purchase.
7. Delivery or completion date.

Once a request for bids has been issued, the bid specifications will be available for inspection at the Town office.

Bid Submission:

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Bid Opening:

Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Selectboard. The bid opening will include the name of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

Criteria for Bid Selection:

In evaluating bids, the Selectboard will consider the following:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.

5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of bidder.
9. Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract. The board also reserves the right to consult with outside sources to determine the ability of a bidder to perform the requirements of the proposal.

Change orders:

If specification changes are made prior to the close of the bid process, the Request For Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

V. EXCEPTIONS TO THE BID PROCESS REQUIREMENTS:

1. **Sole Source Purchases:** If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.
2. **Emergency Purchases:** The Selectboard may award contracts and make purchases for the purpose of meeting an emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of Town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services. In situations where the Town's Emergency Operations Center has been activated due to a significant public emergency, and there is an immediate need for a purchase in direct support of emergency response activities, such purchase can be authorized by any one Selectboard member (or the Town Administrator in the absence of a Selectboard member) upon request of the Emergency Management Director or Acting Emergency Management Director.
3. **Professional Services:** The bid process requirements do not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

VI. DISPOSAL OF EQUIPMENT:

When disposing of replacement equipment that it is no longer needed by the Town, the item shall be placed for bid on the Town website for three weeks, notice sent on the Town email distribution list and posted in 3 conspicuous places in town. Bids can be dropped off, mailed or sent by email to the Town Clerk and should include name, contact information and the amount of the bid. Bid amounts will be disclosed and more than one bid can be submitted. The bids will be reviewed by the Selectboard, and awarded to the highest bidder. The Selectboard reserves the right to reject all bids.

In the event that an item receives no or insufficient bids, the Selectboard has the option to donate the item to a charitable organization or to otherwise dispose of the item(s) as appropriate.

When replacing capital equipment, value of the equipment shall be determined by the best method(s). Such equipment may be offered for sealed bid with stated minimum bid or traded-in whichever will net the greatest value to the Town. Notice will be given as above and also printed in the newspaper of record.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Londonderry, Vermont, this 4th day of November 2019 and is effective as of this date until amended or repealed.

Town of Londonderry, Selectboard

James Ameden, Chair

Georgianne Mora, Vice-Chair

Thomas Cavanagh

Robert Forbes

Taylor Prouty

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