

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Public Hearing and Regular Meeting,

July 06, 2026 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. Zoning Bylaws Public Hearing
 - a. Questions and Concerns from the Selectboard
 - b. Questions and Concerns from the Public
2. Adjourn Public Hearing
3. Call Regular Meeting to Order
4. Additions or Deletions to the Agenda [[1 V.S.A. 312\(d\)\(3\)\(A\)](#)]
5. Minutes Approval – Meeting(s) of 06/15/2026 and 06/29/2026
6. Selectboard Pay Orders
7. Announcements/Correspondence
8. Visitors and Concerned Citizens
9. Liquor Commission
10. Roads and Bridges
 - a. Updates
 - b. Review and Approve Chaves Boynton Road Proposal
11. Town Officials Business
 - a. Forest Fire Warden
 - i. Designate a Fire Chief to be Fire Warden
 - b. Short Term Rental Administrator and Town Clerk
 - i. Review and Approve Updated STR Rental Policy and Procedure
 - ii. Review and Approve STR Appeals Form
 - c. Town Clerk
 - i. Video Surveillance Cameras for Town Office
 - d. Assessor/Listers
 - i. Review and Approve Comcast BCA Stipulation
 - ii. Review and Approve State Re-appraisal of Magic Mountain
12. Transfer Station/Solid Waste Management
 - a. Updates
13. Old Business
 - a. Approve the Discontinuance of Monet Lane and Written Decision
 - b. Review and Approve Town Office Renovation closeout and final payment.
14. New Business
 - a. Approve Londonderry Zoning Bylaws
 - b. Award Town Buildings General Repair Bid
 - c. Approve Joining the Windham County Regional Law Enforcement Governance Council and Appoint Selectboard member
 - d. Discuss South Village Wastewater funding gap and need for matching funds
 - e. Review and Approve Municipal Energy Revolving Fund Application for Town Hall
 - f. Discuss hiring a Wastewater Operator.
 - g. Discuss Itinerant Vendor Ordinance
15. Executive Session: if needed
16. Adjourn

Posted and distributed on July 2, 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

Public Hearing and Regular Meeting,

July 06, 2026 6:00 PM

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DRAFT
Town of Londonderry, Vermont
Selectboard Monday, June 15, 2026
Public Hearing 4:30 p.m.
At Monet Lane & Windham School Building
Meeting Minutes
Selectboard Meeting 6:00 PM
100 Old School Street, South Londonderry, VT 05155

1. Public Hearing

Board members present at site visit: Leanne Alexander, Taylor Prouty, and Tom Cavanagh (Londonderry); Michael Pelton and Kord Scott (Windham).

Board members absent at site visit: Jim Fleming and James Ameden Jr (Londonderry); George Sutton (Windham).

Board members present at Public Hearing: Leanne Alexander, Taylor Prouty, and Tom Cavanagh (Londonderry); Michael Pelton, George Sutton (remote) and Kord Scott (Windham).

Board members absent at Public Hearing: Jim Fleming and James Ameden Jr (Londonderry);

Town Officials present at site visit: Aileen Tulloch, Town Administrator (Londonderry)

Town Official present at Public Hearing: Aileen Tulloch, Town Administrator (Londonderry); Cathy Fales, Town Treasurer (Windham)

Public Present at site visit and Public Hearing: None.

a. Site Visit at Monet Lane in Londonderry and Windham

The group parked at Howard Hill Road in Londonderry and crossed Route 11 to the site of Monet Lane. Aside from the apron that Vtrans maintains, a culvert and a narrow path to the brook, there was little evidence that there was a Class III road at the site. Cement abutments in the brook might have been evidence of the washed out bridge. On the other side of the brook, a wide flat parking area with several RV's was observed, but no obvious sign of a Class III road. The group recessed the meeting at 4:38pm, and journeyed to the Windham Elementary School for the Public Hearing.

b. Hear Concerns from Windham and Londonderry Selectboard

The public hearing was opened at 5:04 pm by Michael Pelton and Tom Cavanagh, Chairs. All members agreed that there was not a Class III road at the site and that there was no reason to have a Class III road at the site. The culvert was mentioned; since the land will revert to the landowner, the culvert will become their property.

c. Hear Concerns from the public

None.

2. Adjourn Public Hearing

The Public meeting was adjourned at 5:09 PM

Town of Londonderry, Vermont
Selectboard Meeting Minutes – June 15, 2026

Regular Selectboard Meeting:

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

Board members absent: Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Alison Marino, Town Clerk; Sally Hespe, Town Note Taker; Chad Stoddard, Planning Commission; Andy Dalhstrom; Liam Elio, Mountain Towns Recreation Director; Will Goodwin, Zoning Administrator, and Patty Eisenhower, Housing Commission.

Others in Attendance: Amanda Fouda, GNAT-TV.

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. (Employee reviews, annual raises and Personnel Issues)

Taylor Prouty moved to enter Executive Session under 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, 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 Tina Labeau, Liam Elio, Aileen Tulloch, and Allison Marino to join the meeting, seconded by Leanne Alexander. The motion was approved unanimously.

Executive session entered at 6:00 p.m.

Executive session exited at 6:25 p.m.

4. Call Regular Meeting to Order

Tom Cavanagh called the meeting to order at 6:30 p.m.

5. Additions or Deletions to the Agenda

Taylor Prouty moved to add Edits to Zoning Bylaws under Agenda Item 12b, seconded by James Ameden. The motion passed unanimously.

Taylor Prouty moved to add under Roads and Bridges consideration of a contract to remove ash trees on Little Pond Rd. ahead of undrain and paving of tree work, seconded by James Ameden. The motion passed unanimously.

6. Minutes Approval – Meeting(s) of 6/1/2026

Leanne Alexander moved to approve the minutes of the Selectboard meeting of 6/1/2026, seconded by James Ameden. The motion passed unanimously.

7. Selectboard Pay Orders

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

Town of Londonderry, Vermont

Selectboard Meeting Minutes – June 15, 2026

8. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Music Mondays starts next Monday at 6-8 p.m. at Pingree Park, and at Walker Farm in Weston if raining.
- Town offices will be closed on Friday in observance of the Juneteenth Federal Holiday.
- Construction begins tomorrow for South Village Wastewater Project. Letters were sent to affected residents, and information is also on the website.
- Town did not receive funding from NBRC. Tulloch will meet with KG Consulting (grant writer) and Chrissy Haskins (Dufresne Group) to discuss new options for funding.
- Black Magic started working on chimney at Town Offices today, which might affect parking.

The following correspondence was referenced by the Town Administrator:

- Press Release announcing “June Groundbreaking for Village Wastewater Project Hunter Excavating awarded contract for critical infrastructure upgrade funded by ARPA.”
- Announcement that regional policing model in Windham County passed. The Town was asked to appoint a selectboard member to the Windham County Regional Law Enforcement Governance Council.
- Project done by Conway School (Imagining Flood-Adapted Futures in the Windham Region) that was forwarded to the Planning Commission.
- Letter from the South Londonderry Post Office announcing temporary closure effective 6/5/2026.

Town staff made the following announcements:

- Credit cards are now accepted for payment at Town Office, with credit card charge paid by customer.
- Town Office will be closed 6/23/26 for mandatory elections training.
- Two land records books will be going out for restoration.
- Facility use request to use the building later in the summer.

9. Visitors and Concerned Citizens

None.

10. Liquor Commission

None.

11. Roads and Bridges

a. Updates

The library wall is fixed, thanks to Luke Griswold.

b. Tree removal on Boynton Road

Town of Londonderry, Vermont

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The selectboard discussed tree removal work on Boynton Road that had been considered last year but funds were unavailable. A separate appropriation of \$25,000 has now been budgeted, with tree work representing a portion of that amount. Because the proposed cost of \$9,700 is below the \$10,000 threshold to issue an RFP, it was agreed that it was appropriate to proceed with the proposal from last year. The stretch near 444 Boynton Road is now ready to move forward.

Taylor Prouty will work with the contractor to develop an initial price for the remaining work and determine whether a request for proposals will be required. Prouty and Town Administrator Aileen Tulloch will also work together to prepare a scope of work.

Taylor Prouty moved to hire Save a Tree to complete the proposed scope of work along Boynton Road for an amount not to exceed \$9,700 and to authorize the Town Administrator to sign on the Town's behalf, seconded by James Ameden. The motion passed unanimously.

c. Review and Approve Chobor Access Permit

Road Foreman Josh Dryden spoke with the landowner and determined that a culvert will need to be replaced where an ash tree is scheduled for removal. Because several ash trees are now dead in the area, tree work will need to be completed in advance of the culvert work and an access permit will be required.

Leanne Alexander moved to approve access permit application submitted by Chris Chobor for a modification of an existing access to their parcel located on the east Little Pond Road and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

d. Ash Trees on Little Pond Rd.

The Board reviewed a proposal for removal of a single large ash tree near the access permit area and another group of ash trees above Chaves Road. Members noted that removing the ash tree would allow the berm to be removed and the area to be improved. The proposal also includes removal of a large dead maple. Funding for the work would come from the Emerald Ash Borer fund, and the project will require a three- to four-hour road closure.

Taylor Prouty moved to accept primarily for ash trees to be removed by Save a Tree, for a dollar amount not to exceed \$6,610, and ask the Town Administrator to sign on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

12. Town Officials Business

a. Town Clerk

i. Special Town Meeting Petition and Warning

The Town received a petition for reconsideration of Article 1 of the Special Town Meeting held in May.

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Leanne Alexander moved to warn a Special Town Meeting on July 22, 2026, for the purpose of reconsidering Article 1 of the Special Town Meeting held on May 11, 2026, seconded by Taylor Prouty. The motion passed unanimously.

b. Edits to Zoning Bylaws

Zoning Administrator Will Goodwin will submit a draft with edits via mail to Tom Cavanagh with paper copy to Allison Marino.

Tom Cavanagh moved to authorize the Zoning Administrator to make minor edits to the Bylaws, seconded by Leanne Alexander. The motion passed unanimously.

13. Transfer Station/Solid Waste Management

a. Updates

Dennis Cobb, who was offered position as Part-Time Transfer Station Attendant, never came in to fill out paperwork or attend training.

Tom Cavanagh moved to rescind the offer to Dennis Cobb for Part-Time Transfer Station Attendant and authorize the Town Administrator to repost the position, seconded by James Ameden. The motion passed unanimously.

14. Old Business

a. Review and Approve Land Acquisition Taskforce charge

Tabled until next meeting.

b. Review and Approve STR Appeals Board Make-up

The form is to protest decisions by STR Administrator, but the Town attorney has not approved.

The second topic was the composition of the Appeals Board. The current policy provides for a three-member board with one alternate. A five-member board has now been proposed, which would require a policy change. The proposed board would include the Town Clerk, one representative of the Development Review Board, one Selectboard member, one Justice of the Peace, and one representative from an emergency service, who may be a non-resident. The proposed five-member board would not include alternates, and no current or former Short-Term Rental Working Group members or the Short-Term Rental Administrator would serve on the appeals board.

An updated version reflecting these proposed changes will be presented at the next meeting.

Town of Londonderry, Vermont
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Taylor Prouty moved to approve the Short Term Rental Board appeals form, pending review by the Town Attorney, seconded by Leanne Alexander. The motion passed unanimously.

15. New Business

a. Employee annual raises

Taylor Prouty moved to increase the hourly pay rates for the following Town employees, effective July 1, 2026:

to Andy Dalhstrom an increase to \$49 per hour

to Aileen Tulloch an increase to \$69,000 per year

to Jeremiah Sund an increase to \$62 per hour

to Keith Barton an increase to \$26 per hour

to Steve Twitchell an increase to \$23 per hour

to Josh Dryden an increase to \$39 per hour

to Andrew Phinney an increase to \$30 per hour

to John Hurd an increase to \$32 per hour

to Liam Elio an increase to \$60,840 per year

to Troy Maynard an increase to \$34.50 per hour

to Donny Derby an increase to \$37.25 per hour

to Will Goodwin an increase to \$31 per hour,

seconded by Leanne Alexander. The motion passed unanimously.

b. Discuss South Londonderry Post Office Closure (Agenda Postings)

The South Londonderry Post Office is one of three required physical locations for posting agendas. As the Post Office will be temporarily closed and the current display board is difficult to post on, other locations were proposed, including Town Hall, Library, Fire Station, Corner Store, Heritage Family Credit Union. It was decided to keep current location until permission is granted for another location. Tulloch will reach out to the Corner Store and Library.

c. Review and Approve Dufresne Engineering Contract

Contract is for the Village Wastewater extension piece, specifically the fee schedule for engineering contractor. Tulloch recommends we sign it as the Dufresne Group is integral to the project.

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Taylor Prouty moved to accept the proposal from Dufresne Group to provide services related to construction engineering and 2) authorize town administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by Leanne Alexander. The motion passed unanimously

d. Review and Approve Sullivan & Powers Contract for auditing

Leanne Alexander moved to accept the proposal from Sullivan & Powers to provide services relating to the Town Audit, estimated to cost \$14,000, seconded by James Ameden. The motion passed unanimously

19. Adjourn

The meeting was adjourned at 7:18 p.m.

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

Respectfully Submitted,

Sally Hespe, Town Note Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

DRAFT
Town of Londonderry, Vermont
Selectboard Monday, June 29, 2026
Meeting Minutes
Special Meeting, 5:00 PM
100 Old School Street, South Londonderry, VT 05155

Board Members Present: Leanne Alexander, James Ameden Jr, Jim Fleming, and Tom Cavanagh

Board Members Absent: Taylor Prouty

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Alison Marino, Town Clerk.

Others in Attendance: Pamela Spaulding

1. Call Special Meeting to Order

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

2. Additions or Deletions to the Agenda

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

None.

3. Selectboard Pay Orders

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

4. Announcements/Correspondence

None.

5. Visitors and Concerned Citizens

None.

6. Liquor Commission

Jim Fleming moved to approve a 2nd Class Liquor License for Jelley Enterprise, Inc, a First, Third and ODC Permit for Upper Tamarack, Inc Upper Pass Lodge/Red Slate, and a Second Class Liquor License for O'Connors Corner Store, LLC seconded by Leanne Alexander. The motion passed unanimously.

7. Adjourn

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

The meeting adjourned at 5:01 p.m.

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

Estimate

Date	Estimate No.
06/22/26	102

Name/Address
Town Of Londonderry 100 OLD SCHOOL ST. S. Londonderry, Vt. 05155

P.O. NO.

Quantity	Item	Description	Cost	Total
1	MISC.	444 TO 473 BOYNTON RD FOR APPROXIMATELY 150' REMOVE TREES, STUMPS AND ROCK TO CREATE DITCH LINE ALONG ROAD AND OBTAIN 21'6" OF ROAD SURFACE. THIS WILL WIDEN THAT AREA OF ROAD 3-4'. STONE LINE STEEPER SLOPE DITCH. SEED AND MULCH ALL DISTURBED AREAS. REPLACE 2 CULVERTS ACROSS BOYNTON RD. WE WILL PROVIDE EQUIPMENT, LABOR AND TRUCKING *CULVERTS AND MATERIAL TO BE PROVIDED BY TOWN. TOWN IS ALSO RESPONSIBLE FOR ROAD CLOSURE AND SIGNAGE FOR TWO DAYS MAXIMUM/ ROAD WILL BE PASSABLE OVERNIGHT. EXEMPT FROM SALES TAX	9,800.00 0.00%	9,800.00 0.00
			Total	\$9,800.00

State of Vermont
Commissioner's Office
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Town Forest Fire Wardens and Deputy Town Forest Fire Wardens,

The Vermont Department of Forests, Parks, and Recreation (FPR) would first like to thank you for your service in protecting Vermont's communities and forest resources. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law ([Act 162](#) of 2026), passed by the legislature and signed by the Governor, updates Vermont's forest fire and fire prevention statutes (10 V.S.A. Chapter 83, Subchapter 4) and the responsibilities and authorities related to the town forest fire warden and deputy town forest fire wardens.

Effective July 1, 2026, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within a municipality shall serve as the town forest fire warden. In municipalities with multiple fire departments, the municipality shall designate a single fire chief to serve in this role. In some cases, a Fire chief may be the town forest fire warden for multiple towns if they have multi-town primary responsibility. If you are not currently the fire chief, you are no longer the town forest fire warden or deputy town forest fire warden appointed in your town.

The new statutes allow fire chiefs in the role of town forest fire wardens to designate one or more deputy town forest fire wardens. Deputy town forest fire wardens have the authority to issue permits to kindle a fire, much like a Key Person did before.

FPR recognizes that for some, this may be a significant change and difficult to hear. This change is not a reflection of the dedicated service of current town forest fire wardens and deputy town forest fire wardens. The previous forest fire statute, established in the early 1900s, identified a forest fire warden for each town and reflected the needs and realities of Vermont at that time, when communities were smaller and local fire protection systems were far less developed than they are today. Since that time, those statutes have remained largely unchanged while the current fire response systems have evolved around them. Fire chiefs have responsibility for fire suppression; however, the town forest fire wardens still had statutory authority for wildland fire suppression. Aligning the town forest fire warden with the fire chief role places fire suppression responsibilities with the fire chief, who oversees fire department resources. This change is intended to improve coordination, accountability, and the safe and effective management of wildfire incidents, while ensuring that those responsible for deploying local resources have an appropriate role in decisions that may affect costs and response capacity.

FPR encourages those whose role is changing to reach out to the fire chief for their respective town to explore opportunities to continue supporting their community as a deputy town forest fire warden. For those who already serve as both the fire chiefs and town forest fire wardens, further guidance will be provided by FPR's Wildland Fire Team as we work through this transition together.

The State of Vermont truly thanks you for your dedication and service to our communities.

Sincerely,



Danielle Fitzko, Commissioner
Vermont Department of Forests, Parks and Recreation
1 National Life Dr, Davis Bldg. | Montpelier, VT 05620
vtfpr.org

State of Vermont
Commissioner's Office
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Agency of Natural Resources
Danielle Fitzko, Commissioner

[phone] 802-828-1534
[fax] 802-828-1399

June 24, 2026

Dear Fire Chief,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to thank you and your department for your continued partnership in protecting Vermont's communities. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law (Act 162 of 2026), passed by the legislature and signed by the governor, updates Vermont's forest fire, fire prevention, and fire chief statutes (10 V.S.A. Chapter 83, Subchapter 4 and 20 V.S.A. § 2673) and the responsibilities and authorities related to the town forest fire warden, deputy town forest fire wardens, and fire chiefs.

Many of the legislative changes in Act 162 directly affect fire chiefs and their fire departments. We encourage you to review the information below and discuss any necessary implementation steps within your department and municipality.

Town Forest Fire Warden Designation

One of the most significant changes in Act 162 is the designation of the town forest fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard. Town forest fire wardens have the authority for forest fire suppression in their town. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest fire warden. This aligns the authority for forest fire suppression with the chief of the fire department. For municipalities served by multiple fire departments, the municipality must designate one fire chief to serve in this role. In some cases, this will mean that a fire chief is the town forest fire warden for multiple towns if their department has multi-town primary jurisdiction.

Deputy Forest Fire Wardens

Town forest fire wardens may appoint one or more deputy forest fire wardens to assist with issuing burn permits (Permits to Kindle Fire). Before the statute change, deputy town forest fire wardens were appointed by the Commissioner of FPR. Having deputy wardens who can assist with this responsibility helps ensure continuity during periods when the fire chief is unavailable and helps share the additional workload of issuing permits to kindle fire.

Campfire Definition

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per state statute, campfires do not require a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting Requirements

Act 162 updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. This is a significant change from the previous law that required a fire report within 2 weeks. Prompt notification and reporting to FPR is critical to help statewide situational awareness and resource coordination. Departments should ensure that personnel responsible for wildland fire incidents understand these reporting requirements and maintain accurate incident records.

Statewide Wildfire Coordination

Act 162 clarifies the authority of the State Forest Fire Warden during wildfire incidents and strengthens coordination between local departments and FPR. During significant or extended incidents, FPR may provide technical assistance, specialized resources, incident management support, aviation resources, or assume incident command when necessary to protect life, property, or natural resources. These changes are intended to improve coordination and ensure that local departments have access to the resources and support needed to manage increasingly complex wildfire incidents.

Reimbursement and Documentation

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take in order for the municipality to seek reimbursement. Notification must be made to FPR within an hour of discovery of fires on ANR owned land to be eligible for reimbursement.

Fire departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Implementation Assistance

FPR recognizes that implementation of these changes will vary among municipalities, particularly in towns served by multiple fire departments or towns with no fire departments. To support a smooth transition, FPR will be sending training materials, offering online informational and question-and-answer sessions, and working directly with fire chiefs.

Please reach out to your town(s) to inform them of any deputy town forest fire wardens that you have designated.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email ANR.WildlandFire@Vermont.gov or the wildland fire staff for your area:

CONTACT:

Dan Dillner
802-777-3079

EMAIL:

Dan.Dillner@vermont.gov

COUNTIES:

Addison, Chittenden, Franklin, Grand Isle

Devin Healy
802-917-2555

Devin.Healy@vermont.gov

Caledonia, Essex, Lamoille, Orange, Orleans, Washington

Kelsey Zaengle
802-917-2241

Kelsey.Zaengle@vermont.gov

Bennington, Rutland, Windsor, Windham

Fwd: [Dps.vtfirechiefs] Implementing Act 162 - Information & Resources

From Jeff Duda <jduda121c1@gmail.com>

Date Thu 7/2/2026 9:35 AM

To Troy Maynard <skierack@yahoo.com>; Melvin Twitchell <melvinick@yahoo.com>; Kevin Beattie <kevnshar@comcast.net>

Cc Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>; Aileen Tulloch <townadmin@londonderryvt.gov>

Jeff Duda, Chief
Champion Fire Company of South Londonderry
P.O. Box 5, 60 Main Street
South Londonderry, VT 05155

Begin forwarded message:

From: ANR - Wildland Fire <ANR.WildlandFire@vermont.gov>

Date: July 2, 2026 at 09:10:37 EDT

To: dps.vtfirechiefs@list.vermont.gov

Subject: [Dps.vtfirechiefs] Implementing Act 162 - Information & Resources

Good morning, Fire Chiefs,

We wanted to follow up with additional information and resources regarding the implementation of Act 162. Below you'll find links to guidance on town forest fire wardens, open burning, frequently asked questions, and other resources to help support you through this transition.

We realize for some of you this came as a complete surprise. We regret that many of you have not received communications from us and the process seems rushed and lacked transparency. We assure you that was not the intent, and we appreciate the feedback we've received as we work to support implementation.

We have since learned that our contact information for fire chiefs is incomplete, which contributed to some chiefs not receiving information as early as we would have liked. In addition, some emails sent from ANR.WildlandFire@vermont.gov with attachments were filtered into spam folders. We are working to improve both of these issues going forward, and we ask that you help us by forwarding this email to any fire chiefs you know who have not received it.

As we continue implementation, our priority is to make sure fire chiefs, deputy fire wardens, and municipalities have the information and support they need. To that end, we've developed and continue to update the following resources:

Resources to Support You:

- [Town Forest Fire Warden Webpage](#): Resources for town forest fire wardens including link to fire reporting system, Town Forest Fire Warden Handbook, backyard burning information, information on how to contact environmental enforcement officers, and links to statutes. This page is regularly updated with new information.
- [2026 Town Forest Fire Warden Handbook](#): This handbook is essentially a working version of the forest fire and fire prevention statutes as they relate to town forest fire wardens. Included are resources such as fire danger information, how to request FPR assistance on a wildfire, air pollution information, and Environmental Enforcement Officer contact information. This handbook is updated yearly.
- [Open Burning Outreach Letter](#) from The Air Quality & Climate Division (AQCD) of the Vermont Department of Environmental Conservation
- [Daily fire danger email](#): FPR sends an email with the daily forecasted fire danger.
- [FPR Wildland Fire Website](#)

Upcoming Question and Answer Sessions:

FPR is hosting two virtual Question & Answer sessions to review the changes in Act 162, discuss implementation, and answer your questions.

- [Tuesday July 7, 2026, at 1000](#)
- [Wednesday July 8, 2026, at 1900](#)

Registration is required. Click on your preferred session above to register. After registering, you will receive a confirmation email with information on how to join the webinar.

Questions we have been receiving about Act 162:

How do I report fires?

FPR has not shut down the old system or removed access from previously appointed town forest fire wardens. If they continue to serve in the role by being designated as deputy by the fire chief, they can continue to submit fire reports as in the past. FPR will be creating a new system to track town forest fire warden contact information and will be sending new usernames and passwords for each town. In the short term any fire reports can also be sent to the ANR.Wildlandfire@vermont.gov email.

What is Act 162?

Act 162 is an emergency bill that reforms the laws on wildland fire. It took effect July 1. It includes:

- Making fire chiefs the town forest fire wardens, with the ability to deputize others to issue burn permits
- Defining categories of fire
- Establishing clear lines of authority for fire suppression
- Clarifying what towns need to report to get reimbursed for fighting fires

Why were these changes made?

Wildland fire has increased significantly across the northeast over the past decade. Vermont's wildland fire laws are outdated, so there's a gap between what the law says and how towns actually manage fire responsibilities.

FPR's Wildland Fire staff also heard from fire chiefs and fire wardens about changes that would better prepare Vermont for growing fire risk. Last year, FPR surveyed fire wardens and fire chiefs, who suggested ideas like clarifying lines of authority,

defining fire categories, setting clear reporting requirements, and spelling out what's allowed during times of fire risk.

Why change the town forest fire warden program?

Fire chiefs lead emergency response in Vermont towns. But under the old law, the only entity in a town that had legal authority for forest fire suppression was the appointed town forest fire warden, while the fire chief was responsible for fire trucks and the fire department's response. In practice, that meant a fire warden could issue burn permits without coordinating with the fire chief.

While many town forest fire wardens were already fire chiefs and many fire chiefs and fire wardens worked together well, that has not always been the case. In situations of conflict, the FPR Commissioner, as the appointing authority for the town forest fire warden, was put in the position of mediating town disagreements without having the benefit of knowing the local situation.

Discussions with neighboring states also brought to light complications that have arisen when seeking emergency funding for large fire suppression.

In addition to creating consistency across the state, the new law matches how towns actually operate today, putting one person in charge of fires in each municipality. Act 162 also clarifies who has authority on a wildfire and that authority can be delegated to an incident management team.

Above all, the goal of this legislation was to improve Vermont's preparedness for a large wildfire.

Does Act 162 eliminate the town's ability to appoint a warden?

No. Under Act 162, the locally appointed fire chief, rather than the FPR commissioner, holds the authority to appoint deputy fire wardens.

Why did we receive the information about Act 162 with such short notice?

While informal conversations with fire chiefs and fire wardens about how Vermont could better prepare for increased threat of wildfire have been happening for years, the formal process of developing policy began in October with a survey that was sent to fire chiefs and town forest fire wardens. In January, town forest fire wardens were notified that the forest fire and fire prevention statutes were going to be addressed in the current legislative session. Several fire chiefs and a representative from the Vermont Firefighters Association testified in support of the bill. The bill was one of the last to pass in the legislative session, and it was signed by the Governor on June 17. A final version was available to us the next day. Since that time FPR has been working as fast as possible to provide the information municipalities need and answer questions. All agree that having such a short timeline is very difficult.

Why give fire chiefs more work when most are volunteers?

Town forest fire wardens have three main duties: forest fire suppression, submitting fire reports and keeping records, and issuing permits to kindle fire. In most cases fire chiefs have already been leading forest fire suppression efforts along with the fire department. Fire chiefs are also responsible for submitting reports for all other fire activities in NERIS. Currently the national reporting system for wildland fire is not linked to the NERIS reports but it will be soon. The burden of submitting a separate fire report to FPR can be delegated to the deputy or others.

FPR recognizes that issuing permits for debris burning is a time consuming and often difficult task. For that reason, Act 162 grants fire chiefs statutory authority to designate deputies to do the work of issuing burn permits with a simple process (statute only requires that a list of deputies be sent to FPR). Town forest fire

wardens previously appointed by FPR can serve in this role at the discretion of the fire chief.

How can a fire chief find support for these new responsibilities?

FPR will be holding Q&A sessions next week. This will be an opportunity for FPR to provide some information and answer questions. Please take some time to read through the [Town Forest Fire Warden Handbook](#) prior to attending the sessions if you are able.

Act 162 authorizes fire chiefs to choose who carries out fire warden duties, keeping that decision at the local level instead of with the State. Many communities are already reappointing their current wardens, who will keep issuing burn permits and doing the work they've done for years.

The Town Forest Fire Warden Handbook is a comprehensive document that serves as a reference and guide to town forest fire wardens. In most cases the answers to your questions can be found in this document.

What do I need to do to notify FPR of my municipality's fire chief and deputy town forest fire warden(s)?

Please fill out the form below, which was sent to town clerks last week. This can be sent from the town or directly from the fire chief.

- [Vermont Town Forest Fire Warden Contact Form](#)

How do I designate a deputy town forest fire warden?

Simply notify FPR through the form linked below.

- [Vermont Town Forest Fire Warden Contact Form](#)

Thank you for your service to your community and Vermont. We recognize that this transition may not be easy and expect there may be some changes along the way. We are committed to working alongside you, listening to your feedback, and continuing to improve implementation as we learn together. Through that partnership, we believe Vermont will be better prepared to prevent, respond to, and recover from wildland fires.

Thank you,

Dan Dillner, State Forest Fire Supervisor
Dan.dillner@vermont.gov

DPS.VTFireChiefs mailing list
DPS.VTFireChiefs@list.vermont.gov
<https://list.vermont.gov/mailman/listinfo/dps.vtfirechiefs>

Short-Term Rental Appeals Policy & Procedure.

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 administer literally the STR Ordinance, and will not license any property or permit any rental activity that does not conform to the Ordinance. The Administrator shall enforce violations of the Ordinance. The Administrator will provide the Town 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. The 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 an STR may be appealed by a property owner or their authorized agent 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 five members chosen by the Londonderry Selectboard, plus an alternate to ensure a hearing staffed by five Appeals Board members. The members of the Board shall consist of: The Town Clerk, one representative of the Development Review Board, one member of the Selectboard, one Justice of the Peace, and one Representative from an Emergency Service organization (who can be a non-resident). No one who has been or is a member of the Short Term Rental Working Group shall be allowed to serve on the Appeals Board.

Board Procedure. The Board shall meet quarterly in September, December, March and June, with additional meetings if a hearing is warranted. Applicants have no later than 30 days following the written action/decision of the STR Administer to submit their appeal. The clerk of the Appeals Board will compile the appeals received and present the written appeals to the board at the Appeals Board's quarterly meeting. The Appeals Board will determine which appeals warrant a hearing by the Appeals Board and which appeals will be decided upon the materials set forth in the appeal form. Appeals for which the Board determines no hearing is necessary, the Board will issue its written decision within 30 days of the quarterly meeting. For appeals which warrant a hearing, the Board will schedule a hearing with at least ten days' notice to the Appellant. The Clerk will alert the appellant of 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 Appeals Board decision will be issued in writing within thirty days of the closure of the hearing, and this decision will be final. Appellants shall have no further appeal within the Town and shall only have the appeal rights afforded to them through the Vermont Rules of Civil Procedure and the Vermont Superior

Court system. No Short-Term Rental activity will be allowed at the property of the appellant pending the appeal process if the STR property is not in good standing with the Town at the time the appeal is submitted. A Short-Term Rental owner shall have 30 days from the issuance of a written action/decision of the STR Administrator in which to file an appeal .

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.

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

Short-Term Rental Appeal Form

*All appeals must be submitted in writing. Return form to Town of Londonderry
100 Old School St, South Londonderry, VT 05155
Or email to: townclerk@londonderryvt.gov*

Property Owner(s) _____

Applicant Name _____
(if different) *Note: if you are NOT the property owner, provide written authorization signed by the owner*

Mailing Address _____

Phone _____ Email _____

PROPERTY ADDRESS _____

Note: The Town of Londonderry Rental Housing Appeals Board has a limited scope and purpose. The Appeals Board considers appeals to certain written actions/decisions of the Londonderry STR Administrator denying, revoking or conditioning or banning STR activity. The Appeals Board has no jurisdiction over decisions to amend the STR Ordinance. (The Londonderry Selectboard, not the Appeals Board, determines the content of the STR Ordinance.) The Appeals Board DOES NOT entertain appeals to a municipal violation issued for noncompliance with the STR Ordinance; such a violation may only be contested through the Vermont Judicial Bureau or in accordance with state court rules in the Superior Court.

In completing and signing this appeal application, the applicant attests to reading the Town's *Short Term Rental Appeals Policy and Procedure*.

REASON FOR APPEAL: check as appropriate

- ☐ Denial of STR Renewal Application
- ☐ Denial of first-time STR Application
- ☐ Denial of a Compliance Plan filed with STR Administrator
- ☐ Revocation or Suspension of issued STR License
- ☐ Ban on STR activity for a stated period
- ☐ STR License issued with restrictions other than outlined in current STR Ordinance

[Explanation of REASON FOR APPEAL, see page 2]

Explanation of REASON FOR APPEAL

Note: The burden of proof lies with the appeal applicant. A full, detailed explanation of the Reason for Appeal plus a complete presentation of evidence and exhibits supporting the appeal are due with the appeal filing. No evidence or exhibits may be entered at an appeal hearing unless already submitted at the time of appeal filing.

Please explain the reason for your appeal here. Attach additional pages as needed.

Applicant signature _____ **Date** _____

Memorandum

To: Londonderry Selectboard

From: Lister's Office

Date: July 2, 2026

Subject: Telecommunications Property Appeals and Stipulation Agreements Under Act 145 of 2024

Property Valuation & Review (PVR) has provided guidance regarding appeals involving communications (telecommunications) property values established under Act 145 of 2024. This is the first year that communications property is being centrally valued by the Vermont Department of Taxes under the new law, a significant number of appeals were anticipated.

To streamline the appeals, process and avoid unnecessary hearings, PVR has developed a voluntary Stipulation Agreement process that municipalities and appellants may use.

The Stipulation Agreement is a voluntary, mutual agreement between a municipality and a taxpayer who has appealed for a communications property assessment. The purpose is to expedite the Board of Civil Authority (BCA) appeal process and avoid the need for:

- A formal BCA hearing;
- Site inspections; and
- A written BCA decision.

PVR's rationale is that municipalities are required by statute to use the values determined by the Department of Taxes and generally are not defending values that they themselves did not establish.

Municipal Signature Authority

The statute does not specifically identify who should sign the agreement on behalf of the municipality. However, PVR recommends that the Chair of the Selectboard (or City Council Chair, where applicable) execute the agreement on behalf of the municipality.

Effect of the Agreement

Once signed by both parties, the Stipulation Agreement serves as the functional equivalent of a BCA decision. The appeal process then proceeds in the same manner as any appeal from a BCA decision.

Subsequent Appeal Process

After the stipulation is executed:

1. The appellant must file the signed stipulation with the Town Clerk within 30 days of the stipulation date, consistent with 32 V.S.A. § 4461(a) (see exhibit #A).
2. The appellant must indicate whether they wish to appeal to:
 - The Director of Property Valuation & Review (PVR); or
 - Superior Court.

Recommendation

Given PVR's guidance, it is recommended that the Selectboard authorize the Chair to execute telecommunications appeal stipulation agreements when presented, allowing appeals to proceed efficiently while avoiding unnecessary municipal time and expense associated with formal BCA hearings involving values established by the Department of Taxes.

Please contact the Lister's Office with any questions regarding this process.



June 18, 2026

RE: BCA Appeal – Property Tax – Comcast of CT/GA/MA/NH/NY/NC/VA/VT LLC

Dear Board of Civil Authority,

Please accept this as our appeal to the Board of Civil Authority (BCA) for our property tax account (Parcel ID: OPP271-) in your jurisdiction under Comcast of CT/GA/MA/NH/NY/NC/VA/VT LLC. This is the first year that the PVR has valued all communications property as real property. The depreciation tables and multipliers that the PVR have implemented for these valuations and specifically for the property of Comcast's cable and broadband system in this jurisdiction have resulted in values much greater than the fair market value required by law.

Starting with the 2026 Grand List, communications network infrastructure and property are now being reported as real property to the Vermont Department of Taxes (under Act 145 (H.657)). Although our property is now being reported directly to the state as real property, the legislation is not currently set up to provide the taxpayer with the option to appeal to the state initially. Please see the attached copy of the *Communications Property Grand List Treatment for 2026* memo regarding this change dated April 24, 2026 that was distributed to the local jurisdictions by Jill Remick, Director, Property Valuation and Review at the Vermont Department of Taxes.

Should you have any questions, please reach out to me either by phone at (215) 286-3940 or by email at Ryan_Muldoon@comcast.com. Thank you for your attention to this matter.

Sincerely,

Ryan Muldoon
Manager, Property Tax
Comcast Corporation

STIPULATION REGARDING APPEAL TO BOARD OF CIVIL AUTHORITY

Comcast Corporation

____ (“Taxpayer”) and the
Town/City of Londonderry, Vermont agree as set forth in this Stipulation
regarding Taxpayer’s appeal of the tax assessment grievance decision regarding Taxpayer’s
property (the “Property”) identified on the following Form(s) 3602b for Tax Year 2026
(check all that apply):

- ☒ Cable, Internet, Broadband, and Telephone Inventory and Valuation
- ☐ Cellular Radio Wireless Tower Inventory and Valuation
- ☐ Cellular Wireless Inventory Valuation
- ☐ CUD Inventory and Valuation
- ☐ Satellite Equipment Inventory and Valuation
- ☐ Wireline Inventory and Valuation

RECITALS

A. The Vermont Department of Taxes Division of Property Valuation and Review (“PVR”) has furnished the municipality’s listers or assessors with the valuation of the Property and, pursuant to 32 V.S.A. §§ 3602b and/or 4452(d), the listers or assessors must consider and/or use the valuations for purposes of property taxation and the grand list.

B. Taxpayer has now appealed to the Board of Civil Authority (“BCA”) a grievance determination of the listers/assessors regarding valuation of the Property.

C. Taxpayer appealed the valuation and the grievance determination to the BCA to preserve its rights to appeal, pursuant to 32 V.S.A. § 4461, to the Director of PVR or to Superior Court.

D. In light of the provisions of 32 V.S.A. §§ 3602b and 4452(d), the parties presume that the BCA would affirm the valuation determined by PVR and by the grievance and that Taxpayer would appeal the BCA decision to the Director of PVR or to Superior Court.

E. The parties therefore wish to avoid unnecessary expenditure of public and private resources and wish to allow appeal of the valuation and of the grievance to proceed efficiently to the Director of PVR or to Superior Court.

WHEREFORE, the parties STIPULATE as follows:

1. The parties waive the procedural requirements of 32 V.S.A. § 4404.

2. Taxpayer waives the procedural protections provided in 32 V.S.A. § 4404 and waives any remedies to which Taxpayer would otherwise be entitled based on the BCA's failure to follow the procedures 32 V.S.A. § 4404 specifies.

3. The valuation of the Property by the BCA, for purposes of further appeal by the Taxpayer, is the valuation PVR has previously furnished to the municipality's listers or assessors.

4. Taxpayer has elected to seek a decision on the merits from the Director of PVR or Superior Court with respect to any decision by the BCA on an appeal by the Taxpayer regarding valuation of the Property.

5. The parties agree that Taxpayer has exhausted its administrative remedies under 32 V.S.A. § 4404.

6. This Stipulation shall be considered a "decision of the board of civil authority" under 32 V.S.A. § 4461(a) and shall be the BCA decision from which Taxpayer appeals to the Director of PVR or to Superior Court under that section.

7. The date of this Stipulation shall be deemed "the date of entry of the board's decision" for purposes of determining the time for Taxpayer to file its notice of appeal under 32 V.S.A. § 4461(a).

8. Nothing in this Stipulation constitutes admission by either party as to the value of the Property or an admission by Taxpayer that the Property is subject to the provisions of 32 V.S.A. §§ 3602a, 3602b, and/or 4452 and Taxpayer reserves all rights to contest, at PVR or in Superior Court, the applicability of such provisions to the Property.

Dated July 6, 2026.

TOWN/CITY OF Londonderry, Vermont

By _____

Print Name Tom Cavanagh

Title Selectboard Chair

TAXPAYER

By _____

Print Name _____

Title _____

The Vermont Statutes Online

The Statutes below include the actions of the 2025 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 32 : Taxation and Finance

Chapter 131 : Appeals

Subchapter 002 : TO DIRECTOR OR TO SUPERIOR COURT

(Cite as: 32 V.S.A. § 4461)

§ 4461. Time and manner of appeal

(a) A taxpayer or the selectboard members of a town aggrieved by a decision of the board of civil authority under subchapter 1 of this chapter may appeal the decision of the board to either the Director or the Superior Court of the county in which the property is located. The appeal to the Superior Court shall be heard without a jury. The appeal to either the Director or the Superior Court shall be commenced by filing a notice of appeal pursuant to Rule 74 of the Vermont Rules of Civil Procedure within 30 days after entry of the decision of the board of civil authority. The date of mailing of notice of the board's decision by the town clerk to the taxpayer shall be deemed the date of entry of the board's decision. The town clerk shall transmit a copy of the notice to the Director or to the Superior Court as indicated in the notice and shall record or attach a copy of the notice in the grand list book. The entry fee for an appeal to the Director is \$70.00; provided, however, that the Director may waive, reduce, or refund the entry fee in cases of hardship or to join appeals regarding the same parcel. If, in the opinion of the Director, an appeal under this subsection involves a complex or unique property or valuation that would be best adjudicated by the Superior Court, the Director may decline to assign a property valuation hearing officer pursuant to section 4465 of this title and shall forward the appeal to the Superior Court where it shall be heard. An appeal forwarded by the Director under this subsection shall be considered timely filed in the Superior Court if it was timely appealed to the Director.

(b) On or before the last day on which appeals may be taken from the decision of the board of civil authority, an agent designated by the legislative body of the town, in the name of the town, on written application of one or more taxpayers of the town whose combined grand list represents at least three percent of the grand list of the town for the preceding year, shall appeal to the Superior Court from any action of the board of civil authority not involving appeals of the applying taxpayers. However, the agent designated

by the legislative body shall, in any event, have at least six business days after receipt of such taxpayers' application for appeal in which to take the appeal, and the date for the taking of such appeal shall accordingly be extended, if necessary, until the six business days shall have elapsed. The \$70.00 entry fee shall be paid by the applicants with respect to each individual property thus being appealed that is separately listed in the grand list.

(c) [Repealed.]

(d) Fees collected under this section shall be credited to a special fund established and managed pursuant to chapter 7, subchapter 5 of this title and shall be available to the Department of Taxes to offset the costs of providing those services. (Added 1969, No. 253 (Adj. Sess.), § 1; amended 1971, No. 185 (Adj. Sess.), § 217, eff. March 29, 1972; 1973, No. 193 (Adj. Sess.), § 3, eff. April 9, 1974; 1977, No. 66; 1977, No. 105, § 14(a); 1979, No. 177 (Adj. Sess.), § 2; 1983, No. 201 (Adj. Sess.), § 7, eff. April 27, 1984; 1993, No. 131 (Adj. Sess.), § 1; 1997, No. 59, § 12, eff. June 30, 1997; 1997, No. 161 (Adj. Sess.), § 21a, eff. Jan. 1, 1998; 1999, No. 49, § 45, eff. June 2, 1999; 2005, No. 202 (Adj. Sess.), § 8; 2017, No. 11, § 58; 2019, No. 51, § 3, eff. June 10, 2019; 2019, No. 84 (Adj. Sess.), § 4; 2021, No. 163 (Adj. Sess.), § 5, eff. June 1, 2022.)

Memorandum

To: Londonderry Selectboard

From: Londonderry Lister's Office

Date: 07/02/2026

Subject: Request to Utilize Vermont's Commercial Appraisal and Litigation Assistance Program (CALAP) for the Valuation of Magic Mountain Ski Resort

Recommendation

The Londonderry Lister's Office recommends that the Selectboard authorize participation in the Vermont Department of Taxes' Commercial Appraisal and Litigation Assistance Program (CALAP) for the valuation of Magic Mountain Ski Resort as part of the Town's 2028 reappraisal. Given the property's size and complexity, obtaining a state-funded commercial appraisal would be a prudent use of available resources. Because CALAP assistance is limited and generally awarded on a first-come, first-served basis, early application is advisable. The required PVR-5413 application is currently being prepared (see Exhibit A), and we request authorization for the Town Administrator to execute and submit the application on the Town's behalf upon completion by the Lister's Office.

Background

The Vermont Legislature established CALAP under 32 V.S.A. § 5413 (See exhibit #B) to ensure the equitable and accurate assessment of complex commercial and unique properties. The program provides municipalities, upon request, with:

- Professional commercial appraisal services;
- Qualified appraisal experts;
- Legal representation and litigation support if an assessment is appealed; and
- Assistance at no cost to the municipality.

The Department of Taxes specifically identifies unique and complex commercial properties as appropriate candidates for the program due to the specialized appraisal expertise required and the potentially significant costs associated with defending assessments. (See Vermont League of Cities & Towns explanation exhibit #C)

Londonderry Lister's Office

Vermont Form PVR-5413	Vermont Property Valuation and Review Commercial Appraisal and Litigation Assistance Program (CALAP) Appraisal Request
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CITY / TOWN INFORMATION

City / Town Name LONDONDERRY	Town Contact Person Name JEREMIAH SUND	Contact Phone Number 802-824-3356	Date of Request
--	--	---	-----------------

PROPERTY OWNER'S INFORMATION

Property Owner of Record's Name SKI MAGIC LLC			Property Owner's Representative, if applicable		
Mailing Address PO BOX 188			Mailing Address		
City LONDONDERRY	State VT	ZIP Code 05148	City	State	ZIP Code
Phone Number	Email Address		Phone Number	Email Address	

PROPERTY INFORMATION

Property Description from Current Grand List LAND & BUILDING	Grand List Value \$ 1,295,300.00	SPAN 357-110-11108
Physical Location 495 MAGIC MOUNTAIN ACCESS RD	Acreage 709.00	Property Type COMMERCIAL
Describe the subject property including the assessment history as well as past appeals.		

INCLUDED ATTACHMENTS

The following attachments are included. Check all that apply.

- | | | | |
|---|---|---|---|
| ☒ Previous Appraisals | ☒ Historical Assessment Records | ☒ Current Assessment Record | ☐ Narrative of Property |
| ☒ Past Appeal Documentation | ☐ Media Articles | ☐ Photos | ☐ Correspondence and Notes |

SELECTBOARD

Approval or denial will be made by email to the applying Town within 30 days of receipt of the completed application. An appraiser will be hired by the CALAP manager upon approval of the application. Legal Department will be notified of Approval and Appraiser engagement.

Signature of Selectboard Chairperson 	Print Name	Date
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32 V.S.A. § 5413. State appraisal and litigation assistance program

- (a) A State reappraisal and litigation assistance program shall be created within the Division of Property Valuation and Review of the Department of Taxes to assist municipalities with the valuation of complex commercial or other unique properties within a municipality's jurisdiction and to assist with any appeals arising from those valuations. The Commissioner of Taxes may contract with one or more commercial appraisers to provide State appraisal and litigation assistance to municipalities under this section. The Commissioner may adopt rules to administer the provisions of this section.
- (b) The Commissioner shall:
- (1) determine the conditions for a property to be eligible for State assistance, including the grand list value or category of the property or other relevant factors as determined by the Commissioner; and
 - (2) provide a process by which a municipality may apply for assistance under this section for one or more properties.
- (c) Any municipality assisted under this section shall be considered to have followed best practices pursuant to subdivision 5412(a)(1)(D) of this title.

The Vermont Statutes Online

The Statutes below include the actions of the 2025 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

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(Cite as: 32 V.S.A. § 4461)

§ 4461. Time and manner of appeal

(a) A taxpayer or the selectboard members of a town aggrieved by a decision of the board of civil authority under subchapter 1 of this chapter may appeal the decision of the board to either the Director or the Superior Court of the county in which the property is located. The appeal to the Superior Court shall be heard without a jury. The appeal to either the Director or the Superior Court shall be commenced by filing a notice of appeal pursuant to Rule 74 of the Vermont Rules of Civil Procedure within 30 days after entry of the decision of the board of civil authority. The date of mailing of notice of the board's decision by the town clerk to the taxpayer shall be deemed the date of entry of the board's decision. The town clerk shall transmit a copy of the notice to the Director or to the Superior Court as indicated in the notice and shall record or attach a copy of the notice in the grand list book. The entry fee for an appeal to the Director is \$70.00; provided, however, that the Director may waive, reduce, or refund the entry fee in cases of hardship or to join appeals regarding the same parcel. If, in the opinion of the Director, an appeal under this subsection involves a complex or unique property or valuation that would be best adjudicated by the Superior Court, the Director may decline to assign a property valuation hearing officer pursuant to section 4465 of this title and shall forward the appeal to the Superior Court where it shall be heard. An appeal forwarded by the Director under this subsection shall be considered timely filed in the Superior Court if it was timely appealed to the Director.

(b) On or before the last day on which appeals may be taken from the decision of the board of civil authority, an agent designated by the legislative body of the town, in the name of the town, on written application of one or more taxpayers of the town whose combined grand list represents at least three percent of the grand list of the town for the preceding year, shall appeal to the Superior Court from any action of the board of civil authority not involving appeals of the applying taxpayers. However, the agent designated

by the legislative body shall, in any event, have at least six business days after receipt of such taxpayers' application for appeal in which to take the appeal, and the date for the taking of such appeal shall accordingly be extended, if necessary, until the six business days shall have elapsed. The \$70.00 entry fee shall be paid by the applicants with respect to each individual property thus being appealed that is separately listed in the grand list.

(c) [Repealed.]

(d) Fees collected under this section shall be credited to a special fund established and managed pursuant to chapter 7, subchapter 5 of this title and shall be available to the Department of Taxes to offset the costs of providing those services. (Added 1969, No. 253 (Adj. Sess.), § 1; amended 1971, No. 185 (Adj. Sess.), § 217, eff. March 29, 1972; 1973, No. 193 (Adj. Sess.), § 3, eff. April 9, 1974; 1977, No. 66; 1977, No. 105, § 14(a); 1979, No. 177 (Adj. Sess.), § 2; 1983, No. 201 (Adj. Sess.), § 7, eff. April 27, 1984; 1993, No. 131 (Adj. Sess.), § 1; 1997, No. 59, § 12, eff. June 30, 1997; 1997, No. 161 (Adj. Sess.), § 21a, eff. Jan. 1, 1998; 1999, No. 49, § 45, eff. June 2, 1999; 2005, No. 202 (Adj. Sess.), § 8; 2017, No. 11, § 58; 2019, No. 51, § 3, eff. June 10, 2019; 2019, No. 84 (Adj. Sess.), § 4; 2021, No. 163 (Adj. Sess.), § 5, eff. June 1, 2022.)

The Vermont Statutes Online

EXHIBIT #B

The Statutes below include the actions of the 2025 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 32 : Taxation and Finance

Chapter 135 : Education Property Tax

(Cite as: 32 V.S.A. § 5413)

§ 5413. State appraisal and litigation assistance program

(a) A State appraisal and litigation assistance program shall be created within the Division of Property Valuation and Review of the Department of Taxes to assist municipalities with the valuation of complex commercial or other unique properties within a municipality's jurisdiction and to assist with any appeals arising from those valuations. The Commissioner of Taxes may contract with one or more commercial appraisers to provide State appraisal and litigation assistance to municipalities under this section. The Commissioner may adopt rules to administer the provisions of this section.

(b) The Commissioner shall:

(1) determine the conditions for a property to be eligible for State assistance, including the grand list value or category of the property or other relevant factors as determined by the Commissioner; and

(2) provide a process by which a municipality may apply for assistance under this section for one or more properties.

(c) Any municipality assisted under this section shall be considered to have followed best practices pursuant to subdivision 5412(a)(1)(D) of this title. (Added 2021, No. 163 (Adj. Sess.), § 3, eff. July 1, 2023.)

ORDER OF DISCONTINUANCE

STATE OF VERMONT TOWN OF LONDONDERRY

WHEREAS, at Londonderry, Vermont, on the 4th day of May, 2026, the Selectboard of the Town of Londonderry, on its own Motion, did vote to propose that pursuant to Title 19 Vermont Statutes Annotated, Chapter 7, as amended, that the following Town Highway, Monet Lane (TH #21), in the Town of Londonderry, be discontinued in its entirety. On the same day, the Town of Windham made the same vote to discontinue Monet Lane within the Town of Windham, and the Town of Windham undertook the same notices set forth below in order to hold a joint site visit and joint hearing on the matter.

WHEREFORE, the Londonderry Selectboard caused the notice of a site visit and hearing to be posted in the requisite places in town and to be published in the Vermont Journal on May 6, 2026, and said notice was sent by certified mail to all abutters of the town highway and the Town Planning Commission.

WHEREFORE, the Selectboard did order and appoint that on the 15th day of June, 2026, at 4:30 p.m. it would meet at the site and then at 5:00 p.m. on June 15, 2026 it would meet at the Windham Elementary School Building in Windham, Vermont for the purpose of hearing all persons interested in said Town Highway and its discontinuance, and for the purpose of examining the premises affected thereby, and did give notice thereof to the statutory parties and to those set forth in Exhibit "A" attached hereto all being persons who own or are interested in the lands on which said Town Highway now lies or abutting on said Town Highway at their last known addresses, and did leave a copy of such notice with the Londonderry Town Clerk.

AND, afterwards, on June 15, 2026, the Selectboard did examine said Town Highway,

and did hold a public hearing at which time individuals were given the opportunity to appear and give testimony regarding said Town Highway. There were no claims for damages. No members of the public appeared at the hearing, but town officials and town board members provided the information on the road and answered all questions. Board members present at site visit included Leanne Alexander, Taylor Prouty, and Tom Cavanagh (Londonderry); Michael Pelton and Kord Scott (Windham).

Board members present at the Public Hearing included Leanne Alexander, Taylor Prouty, and Tom Cavanagh (Londonderry); Michael Pelton, George Sutton (remote) and Kord Scott (Windham).

Town Officials present at site visit included Aileen Tulloch, Town Administrator (Londonderry), and Town Officials present at Public Hearing were Aileen Tulloch, Town Administrator (Londonderry) and Cathy Fales, Town Treasurer (Windham)

Site Visit: At the site visit, the group parked at Howard Hill Road in Londonderry and crossed Route 11 to the site of Monet Lane. Aside from the apron that Vtrans maintains, a culvert and a narrow path to the brook, there was little evidence that there was a Class III road at the site. Cement abutments in the brook might have been evidence of the washed out bridge. On the other side of the brook, a wide flat parking area with several RV's was observed, but no obvious sign of a Class III road. The group recessed the meeting at 4:38pm, and journeyed to the Windham Elementary School for the Public Hearing.

Public Hearing: The public hearing was opened at 5:04 pm by Michael Pelton and Tom Cavanagh, Chairs of the respective two Selectboards for the Town of Windham and Town of Londonderry, respectively. All Selectboard members from each town agreed that there was not a

workable or practical Class III road at the site even though the highway existed as a legal highway, and that there was no reason to have a Class III road at the site. The culvert was mentioned; since the land will revert to the landowner, the culvert will become their property. No one from the public was present, so no public testimony was heard. The public hearing was closed at 5:09 PM

UPON THE CONCLUSION OF THE HEARING, the Selectboard determined that the present status of the Town Highway known as Town Highway #21 is a Class 3 Town Highway. The highway is a dead end and is essentially a spur road and all abutters have other access to their respective properties from other town highways.

After due discussion and deliberation with those in attendance and after review of the premises, the Selectboard was of the opinion and did so vote that the necessity and convenience of the inhabitants and the public good requires that Town Highway #30 be discontinued in its entirety. The discontinued public right of way shall belong to the adjoining landowners on each side of the highway.

The Selectboard determined and voted that no damage was sustained by any person owning or interested in lands through which said proposed highway runs or abuts.

The Selectboard determined that the discontinuance of the aforementioned road meets the public good, necessity and convenience of the inhabitants of the Town in that the discontinuance eliminates any costs of maintenance and repair of this segment of road which is a dead end.

The Selectboard ordered that Town Highway #21 be discontinued.

THEREFORE, it is ORDERED by the Selectboard that the Town Highway #21 (Monet

Lane) be discontinued in its entirety. The discontinued public right of way shall belong to the adjoining landowners.

Dated at Londonderry, Vermont this ____ day of _____, 2026.

Selectboard, Town of Londonderry

By: _____
Tom Cavanaugh, Chair



Outlook

Londonderry Office - GPI Final Payment

From Jon Saccoccio <jsaccoccio@stevens-assoc.com>

Date Tue 6/16/2026 1:39 PM

To Tina Labeau <TREASURER@londonderryvt.gov>; Aileen Tulloch <townadmin@londonderryvt.gov>

Aileen,

I'm putting this email together for record.

Applications for Payment 14r1 and 15 were not reviewed by me. I believe they were paid. While I did not review them back in the winter, I don't think that oversight has any issue on the project or payment.

Overall, it looks like all the money tracks through, with \$4,300 having been withheld from Application 15 for punchlist items. To my understanding, it looks like everything is wrapped up with the final \$4,300 payment.

Jon

Jon Saccoccio, AIA

Director of Architecture

Stevens & Associates, P.C.

SMART DESIGN FOR LIVABLE COMMUNITIES

OFFICE: 802-257-9329

CELL: 802-490-2296

95 MAIN STREET, BRATTLEBORO, VT 05301



8. BID PROPOSAL FORM

Due: July 2, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly

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

Scope of Work Item	BID PRICE
A. Town Office Overhang for Heat Pumps	\$ 26,374.00
B. Town Garage Overhang for Fuel Tank	\$ 36,138.00
C. Repair Damage at Town Garage Storage Building	\$ 26,919.00

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: Jeff Cleary, Project Coordinator

Address: 2218 VT RT 100, S Londonderry VT 05155

Phone: 802-856-7165

Email: projects@hunterexvt.com

Signature:  **Date:** 6/30/26

[END OF DOCUMENT]

CUSTOMER
Town of Londonderry
Tom Cavanagh
T.CAVANAGH@londonderryvt.org
802-824-3254



PROPOSAL #
HE2140
DATE
6/30/26

Job Site Info:
100 Old School
Londonderry VT

Add Roof Over Heat Pumps at Town Hall

Hunter Excavating agrees that all work will be performed in a professional manner according to all manufacturer recommendations in compliance with local and state code requirements. Prior to commencement of work there will be a pre-construction meeting to coordinate impacts of work and scheduling. A construction plan will be developed with a project manager from Hunter Excavating. Any other special accommodation requests outside original construction plan will be met. Weekly meetings will be coordinated by project manager to ensure customer satisfaction throughout project.

Dimensions of proposed roof will be roughly 16'x7'. A new pressure treated 6x6 support post will be installed on a concrete frost pier, and a carrying beam to support rafters that match existing roof profile. Finish will match existing metal roof, and underside finish will be T&G painted boards. Trim to match existing.

SCOPE OF WORK:

1. Mobilization of equipment and labor for duration of proposed work
2. Coordinate "Dig Safe" utility locating
3. Install concrete frost pier
4. Install support post with 3-ply 2x12 LVL carrying beam, ledger support against building, 2x10 roof rafters, and 5/8" plywood.
5. Cover roof with matching metal roofing and underlayment
6. Install T&G boards underside of roof
7. Trim with fascia boards to match existing
8. Paint all wood trim
9. Provide restoration from construction

Total cost of proposed work.....\$26,374.00

Acceptance: Hunter Excavating, Inc. is hereby authorized to perform the work defined in this quote. Terms of this agreement are mutually agreeable.

X_____ Date _____

Thank you, we look forward to working with you!

CUSTOMER
Town of Londonderry
Tom Cavanagh
T.CAVANAGH@londonderryvt.org
802-824-3254



PROPOSAL #
HE2021
DATE
6/30/26

Job Site Info:
Old Town Garage
Londonderry VT

Add Roof Over New Fuel Tank

Hunter Excavating agrees that all work will be performed in a professional manner according to all manufacturer recommendations in compliance with local and state code requirements. Prior to commencement of work there will be a pre-construction meeting to coordinate impacts of work and scheduling. A construction plan will be developed with a project manager from Hunter Excavating. Any other special accommodation requests outside original construction plan will be met. Weekly meetings will be coordinated by project manager to ensure customer satisfaction throughout project.

SCOPE OF WORK:

1. Mobilization of equipment and labor for duration of proposed work
2. Coordinate "Dig Safe" utility locating
3. Layout & install two precast frost piers
4. Prepare siding to accept ledger for new "shed" style roof
5. Properly flash and install ledger board
6. Install two columns and 20' support beam for roof rafters
7. Install roof rafters 16" O.C.
8. Install 5/8" sheathing over new rafters
9. Install drip edge to match existing
10. Install approx. 160 square ft of underlayment and shingles (shingles to match existing)
11. Frame sidewalls to partially close in roof addition
12. Install siding and trim (siding and trim to match existing)
13. Provide restoration from construction

Total cost of proposed work.....\$36,138.00

Acceptance: Hunter Excavating, Inc. is hereby authorized to perform the work defined in this quote. Terms of this agreement are mutually agreeable.

X _____ Date _____

Thank you, we look forward to working with you!

CUSTOMER
Town of Londonderry
Tom Cavanagh
T.CAVANAGH@londonderryvt.org
802-824-3254



PROPOSAL #
HE2022
DATE
6/30/26

Job Site Info:
Old Town Garage
Londonderry VT

Repair Damage at Town Garage Storage Building

Hunter Excavating agrees that all work will be performed in a professional manner according to all manufacturer recommendations in compliance with local and state code requirements. Prior to commencement of work there will be a pre-construction meeting to coordinate impacts of work and scheduling. A construction plan will be developed with a project manager from Hunter Excavating. Any other special accommodation requests outside original construction plan will be met. Weekly meetings will be coordinated by project manager to ensure customer satisfaction throughout project.

SCOPE OF WORK:

1. Mobilization of equipment and labor for duration of proposed work
2. Safely install support for existing gable end damage
3. Remove existing gable end framing and door, also 8x8 collar tie support
4. Pull building as much as possible back to original place
5. Install new 8x8 collar tie
6. Install new rough sawn barn boards
7. Repair & reinstall barn door
8. Install new metal roof where missing from gable end
9. Provide restoration from construction

Total cost of proposed work.....\$26,919.00

Acceptance: Hunter Excavating, Inc. is hereby authorized to perform the work defined in this quote. Terms of this agreement are mutually agreeable.

X_____ Date _____

Thank you, we look forward to working with you!



WINDHAM COUNTY SHERIFF'S OFFICE

Sheriff Mark R. Anderson
185 Old Ferry Road
PO Box 8126, Brattleboro VT 05301
Tel: (802) 365-4942
Fax: (802) 365-4945



Dear Selectboard,

Wednesday, June 10, 2026

I respectfully request your town's Selectboard **vote on whether to join** the Windham County Regional Law Enforcement Governance Council and appoint a selectboard member to the Governance Council by **July 15th, 2026**. We would like to have the Council formed so that an initial meeting can be held in early September.

As you are probably aware, the idea of regional policing in Windham County has been percolating for a long time. Recently, my office in partnership with the Towns in Windham County spent the last four years working on a "Regional Policing Project." I am excited to share during the legislative session, Act 104 (also known as S.255), "An act relating to establishing a pilot Law Enforcement Governance Council in Windham County" was passed by the Legislature and signed by the Governor. A summary of the pilot and the bill are attached.

I am happy to attend your selectboard meeting to answer questions. I realize that Boards have changed and there may be new members who are not familiar with the concept. Over the last four years, some members continue to champion this work, while others are just learning we've been working on it. This project started as an idea of "What do towns need the Sheriff's Office to do?" and grew, with the support of towns in Windham County to become Act 104.

This is a practical, voluntary, locally governed opportunity to provide equitable, sustainable and reliable law enforcement to towns in Windham County in a way the towns can afford. You can continue to follow the project on our website at <https://windhamcountyyt.gov/RegionalPolicing>

Please don't hesitate to reach out if you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Mark R. Anderson".

Sheriff Mark R. Anderson
Windham County

SUMMARY OF S255 – REGIONAL POLICING PILOT

Pilot

An opt-in model which authorizes Towns in Windham County to form a Governance Council to provide sustainable, reliable and equitable law enforcement services across the Towns. Legislation was necessary because Vermont law did not allow realistic models for inter-municipal sharing of law enforcement resources in ways that worked for Towns. The pilot sunsets June 30, 2034. It was envisioned to support towns without police departments, but is left open to allow every town in Windham County to join.

Executive Summary

This is a multi-year pilot that only applies to Windham County and only to law enforcement and related services. As it approaches conclusion, the recommendation of the Governance Council, the Sheriff, and the Legislature, Act 104 may become permanent, improved with what is learned, or be dissolved. The Windham County Regional Governance Council will play a central role in determining the future regional public safety.

The relationship between the Council and the Sheriff is central to the pilot. The Council is the governing body for the participating towns. It determines the budget, service expectations, performance measures, reporting requirements, and allocation of resources among member towns. The Windham County Sheriff's Office is the service provider. The Sheriff delivers law enforcement and related services to member-towns as specified by the Council through an annual service agreement. In practical terms, the Council decides what participating towns are collectively asking for and how the service will be measured; the Sheriff is responsible for providing those services consistent with the agreement and the Sheriff's existing constitutional and statutory duties.

Act 104 does not transfer the Sheriff's statutory authority to the Council, and it does not make the Sheriff an employee of the Council. Instead, it creates a structured annual agreement between the elected municipal representatives and the Sheriff's Department. This gives member towns a formal governance role in regional law enforcement services while preserving the Sheriff's independent legal duties and responsibilities.

Finally, Act 104 does not impact Towns that do not join. They are not assessed for Council services, do not lose their current rights to contract independently or establish their own police department, and are not affected in their relationship with the Vermont State Police or existing mutual aid arrangements.

First Step

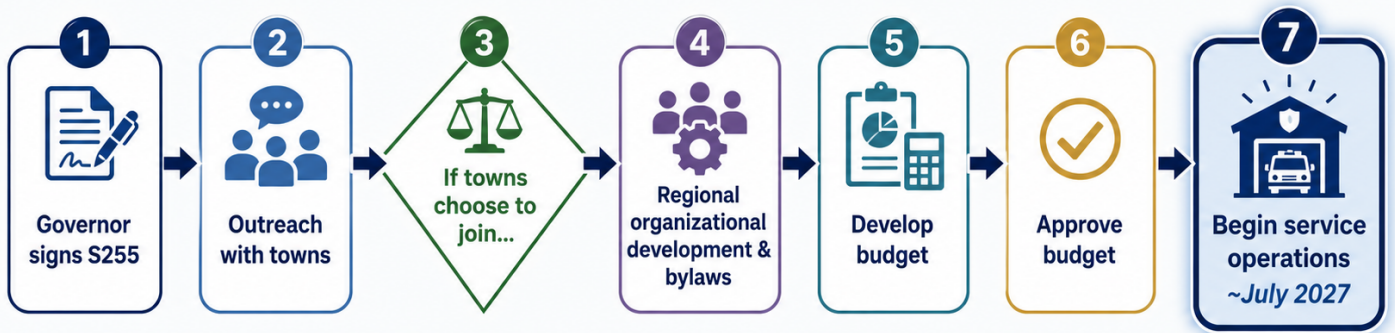
- A town joins by majority vote of its Selectboard.
- If a town votes to join, the Selectboard must designate one of its members to serve as the town's representative on the Council.

Governance Council

- Five towns must join to establish the authority of the Council.
- Membership consists of one serving Selectboard member from each participating Town
- Each participating town has one representative, with one vote.
- **Initial Work:**
 - Organize the Council;
 - Elect officers;

- Adopt bylaws;
- Define the desired level and scope of services;
- Develop service standards and performance metrics;
- Prepare a budget
- Enter into an annual service agreement with the Sheriff.
- **Powers and duties**
 - Adopt bylaws
 - Work with Sheriff to create annual budget
 - Work with Sheriff to establish level and scope of services to be provided
 - Types and level of services
 - Reporting requirements
 - All services will be in coordination with other law enforcement and emergency services
 - Develop standards and performance metrics for delivered services
 - Monitor service delivery and evaluate program effectiveness
 - Deliver progress reports to the Legislature and member towns annually
 - Financial statements
 - Service delivery statistics and performance metrics
 - Participation and satisfaction of member towns
 - Challenges encountered
 - Recommendations for changes
 - Members will report back to their Towns
 - Budget
 - Submit budget to Assistant Judges by December 1 of each year
 - Assessment to each participating Town will be based on population
 - The assessment will appear as a separate item in the County tax bill
 - It is anticipated that towns may use existing funds currently budgeted for law enforcement contracts with the Sheriff to cover these costs.

S.255 Implementation Roadmap



No. 104. An act relating to establishing a pilot Law Enforcement Governance Council in Windham County.

(S.255)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. DEFINITIONS

As used in this chapter:

(1) “Council” means the Windham County Law Enforcement Governance Council established pursuant to this chapter.

(2) “Member municipality” means a municipality within Windham County that has voted to participate in the Council and receive public safety services pursuant to this chapter.

(3) “Nonmember municipality” means a municipality within Windham County that has not voted or voted not to participate in the Council.

(4) “Public safety services” means law enforcement, dispatch services, animal control, and other related services as determined by the Council.

(5) “Sheriff” means the Sheriff of Windham County or designee.

Sec. 2. AUTHORIZATION AND ESTABLISHMENT

(a) Municipalities within Windham County are authorized to establish a law enforcement governance council for the purpose of providing regional law enforcement and related services during the pilot period.

(b) The Council shall be established when five or more eligible municipalities vote to become member municipalities.

(c) The Council shall be established and associated operations and taxation shall commence on either July 1, 2026, or the date on which five or more member municipalities have voted to become member municipalities, whichever occurs later.

Sec. 3. MEMBERSHIP

(a) A municipality within Windham County may join the Council by majority vote of the legislative body of the municipality.

(b) Each member municipality shall:

(1) Have one representative, with one vote, on the Council. A member municipality's representative shall be a serving selectboard member of that municipality, to be selected by the municipality's selectboard.

(2) Receive law enforcement and related services as determined by the Council.

(3) Pay its proportionate share of costs through the county tax mechanism.

(c) A member municipality may withdraw from the Council by majority vote of the legislative body of the municipality, with such withdrawal becoming effective at the end of the next fiscal year following the vote.

Sec. 4. GOVERNANCE

(a) The Council shall consist of one representative from each member municipality.

(b) The Council shall annually elect from its membership a chair, vice chair, and secretary-treasurer.

(c) The Council shall meet at least quarterly and at such other times as necessary. A majority of member municipalities shall constitute a quorum. All meetings shall be warned and conducted in accordance with the Vermont Open Meeting Law.

(d) The Council shall have the powers and duties to:

(1) adopt bylaws for the operation of the Council;

(2) determine the annual budget for law enforcement and related services to be provided to member municipalities;

(3) establish the level and scope of services to be delivered to member municipalities;

(4) develop standards and performance metrics for delivered law enforcement and related services;

(5) monitor service delivery and evaluate program effectiveness;

(6) submit the approved budget to the Windham County Assistant Judges for inclusion in the county budget; and

(7) enter into agreements necessary for the provision of services.

Sec. 5. BUDGET AND FINANCING

(a) Annually, the Council shall prepare and approve a budget for law enforcement and related services for the following fiscal year. The budget shall specify the total amount needed and the services to be provided. The

approved budget shall be submitted to the Windham County Assistant Judges on or before December 1 of each year.

(b) The Assistant Judges shall include the Council's approved budget as a separate item in the county budget. The county treasurer shall levy and collect a special assessment in proportion to each municipality's population. Nonmember municipalities shall not be assessed or charged for Council services. Funds collected shall be segregated and used solely for the purposes approved by the Council.

(c) The cost to each member municipality shall be determined by applying the county tax rate necessary to raise the Council's budget to each member's population.

(d) The county treasurer shall maintain separate accounts for Council funds. The Council shall cause an annual audit to be performed by an independent certified public accountant. Financial reports shall be provided quarterly to member municipalities and the Assistant Judges.

Sec. 6. SERVICE DELIVERY

(a) The Windham County Sheriff's Department shall provide law enforcement and related services to member municipalities as specified by the Council.

(b) Pursuant to 24 V.S.A. § 291a, the Council and Sheriff shall enter into an annual service agreement specifying:

- (1) the types and levels of service to be provided;
 - (2) standards and performance metrics for delivered law enforcement services;
 - (3) reporting requirements; and
 - (4) allocation of resources among member municipalities.
- (c) Law enforcement services provided shall be coordinated with State law enforcement agencies, existing member and nonmember municipal law enforcement agencies, and emergency services to ensure efficient resource utilization.

Sec. 7. REPORTING AND EVALUATION

(a) Beginning in 2027, on or before January 31 of each year, the Council shall submit a report to the House Committee on Government Operations and Military Affairs, the Senate Committee on Government Operations, the Windham County legislative delegation, and member municipalities containing:

- (1) financial statements for the preceding fiscal year;
- (2) service delivery statistics and performance metrics;
- (3) member municipality participation and satisfaction levels;
- (4) challenges encountered and lessons learned; and
- (5) recommendations for improvement.

(b) On or before September 30, 2030, and again on or before December 31, 2033, the Council, in consultation with the Windham County Sheriff and

Windham County Assistant Judges, shall submit a comprehensive evaluation of the pilot program to the House Committee on Government Operations and Military Affairs and the Senate Committee on Government Operations, including:

- (1) an assessment of cost-effectiveness compared to alternative service delivery models;
- (2) an analysis of service quality improvements;
- (3) an evaluation of the governance model's effectiveness;
- (4) recommendations regarding continuation, modification, or expansion of the program; and
- (5) a proposed framework for statewide replication, if warranted.

Sec. 8. LIMITATIONS AND PROTECTIONS

(a) Nonmember municipalities shall:

- (1) not be assessed any costs related to Council operations;
- (2) continue to receive State Police services as currently provided; and
- (3) retain all rights to establish their own local law enforcement agencies or contract for law enforcement services independently.

(b) Nothing herein shall:

- (1) affect the constitutional or statutory duties of the Windham County Sheriff;
- (2) alter State Police responsibilities or coverage;
- (3) impact existing municipal law enforcement agencies; or

(4) modify existing mutual aid agreements.

Sec. 9. SUNSET; TERMINATION

(a) The Windham County Law Enforcement Governance Council shall
cease to exist on June 30, 2034.

(b) In the event of the number of member municipalities being reduced to
one, the Council shall be deemed terminated.

(c) On June 30, 2034, or at the time of the Council's termination,
whichever occurs first:

(1) the Council shall cease operations;

(2) any remaining funds shall be returned proportionally by population
to current and prior member municipalities that were member municipalities
during the current fiscal year; and

(3) service agreements shall be terminated according to their terms.

Sec. 10. CONFORMING AMENDMENTS

Notwithstanding any provision of 24 V.S.A. chapter 5 to the contrary, the
Windham County Assistant Judges are authorized to include in the county
budget amounts approved by the Council pursuant to this act and to levy
differential tax rates on member and nonmember municipalities as necessary to
implement this act.

Sec. 11. EFFECTIVE DATE

This act shall take effect on passage.

Date Governor signed bill: May 19, 2026



Municipal Energy Revolving Fund Loan Application

APPLY NOW

The State of Vermont's MERF loan program offers \$1.1 million dollars in **zero-interest** loan financing to Vermont municipalities to fund energy efficiency upgrades & improvements to publicly owned buildings.



Interest



Lighting &
Controls



Insulation &
Weatherization



HVAC



(802) 261-7904



BGS.MERP@vermont.gov



<https://bgs.vermont.gov/commissioner/energy-environment>



Municipal Energy Revolving Fund (MERF) **Frequently Asked Questions (FAQ)**

This FAQ document outlines key provisions and procedures of the State of Vermont Department of Buildings and General Services (BGS) Municipal Energy Revolving Fund (MERF). It serves as a primary reference for municipalities to understand the MERF

****UPDATED as of 05/27/2026****

This material is based upon work supported by the U.S. Department of Energy's Office of State and Community Energy Programs (SCEP) under Award Number DE-EE0010371, and under the Energy Efficiency and Conservation Block Grant Program (EECBG) Award Number DE-SE0000605.

1. What is MERF?

The Municipal Energy Revolving Fund (MERF) is a \$1.1 million revolving loan fund that provides zero-interest loans of between \$100,000 and \$250,000 to municipalities for equipment replacement, studies, weatherization, construction of improvements affecting the use of energy resources, the implementation of energy efficiency and conservation measures, and the use of renewable resources.

2. Is MERF related to MERP?

The Municipal Energy Resilience Program (MERP), authorized under [Act 172](#) and aligned with the Vermont Climate Action Plan, is a grant program that aims to reduce greenhouse gas emissions from municipal buildings and disbursed \$35.9 million to 126 Vermont municipalities for energy efficiency improvements to municipal buildings. All funds were awarded on December 16, 2024.

MERF is a revolving loan fund that is intended to build upon the success of MERP by providing additional financing to municipalities.

3. Where does the funding for MERF come from?

MERF funding comes from two sources: the U.S. Department of Energy's Energy Efficiency Revolving Loan Fund (EERLF) and Energy Efficiency and Conservation Block Grant (EECBG) programs. These funds are both eligible to be loaned out to municipalities to finance Energy Conservation Measures in municipal buildings, but have slight differences in terms of associated reporting requirements, specific allowable uses, and hiring/material acquisition processes. More information on the differences in the funding sources and the implications for municipalities is provided in the 'Funding & Administration' and 'Loan Compliance Requirements' sections of the associated MERF Loan Guidance Document.

4. What can be done with a MERF loan?

A MERF loan can be used to implement a wide range of Energy Conservation Measures and other improvements to municipally-owned buildings, including the following types of projects:

- Comprehensive energy resilience assessments of municipal buildings and facilities
- Equipment replacement

- Studies
- Weatherization
- Construction of improvements affecting the use of energy resources
- Implementation of energy efficiency and conservation measures
- Use of renewable resources

See DOE guidance for full eligibility and limitations under [EECBG](#) and [EERLF](#). Projects not specifically identified in the list above may be permissible, but may require a DOE Environmental Questionnaire (EQ-1) submission, as detailed [here](#).

5. *Who is eligible to apply for a MERF loan?*

All municipalities in the State of Vermont are eligible to apply for & receive a MERF loan. Municipalities that applied for but were not awarded a MERP Implementation Grant award will be prioritized.

Although there is no requirement regarding the minimum or maximum “payback period” for an Energy Conservation Measure proposed in a MERF loan application, municipalities are required to pay off loans in their entirety within 10 years of receiving loan funds.

All buildings proposed to be upgraded or improved via MERF funds must have received a Level II energy assessment within the last 5 years. If the subject building has not had a Level II energy assessment, the applicant may apply to use MERF loan funding to pay for an energy assessment and associated energy efficiency projects.

6. *What is the timeline associated with MERF?*

BGS will open the MERF application portal to municipalities who applied for but were not awarded a MERP Implementation Grant on Thursday, May 28, 2026. Municipalities which received a MERP Implementation Grant and municipalities which did not apply for a MERP Implementation Grant will be allowed to submit MERF applications starting on Wednesday, July 1, 2026. After that time, MERF applications will be accepted on a rolling basis until all funds have been loaned out. Applicants will be informed of whether they have been approved for a MERF loan within three weeks of submitting a completed MERF loan application to BGS.

Once a municipality has been notified that it has received a MERF loan, that municipality will have one month to sign a loan agreement. From the date that the loan agreement is signed, municipalities will have one year to “begin work”, which is defined as “incurring any project-related cost, including the cost of a new Level II energy assessment, if required”. Municipalities will then have two years from the date that they “begin work” to complete their project, and ten years from the date that they “begin work” to pay off their loan in full. More information on the specifics of loan repayment dates & amounts is provided in the ‘Revolving Loan Fund Outline’ section of the associated MERF Loan Guidance Document.

7. *What are the details of the two funding streams that comprise MERF?*

As noted above, MERF has a budget of \$1.1 million that includes \$621,000 from EERLF and \$493,000 from EECBG. These two funding sources are both intended to fund energy efficiency projects but have slightly different rules and restrictions. BGS will work with municipalities who receive MERF loans to determine which of the two funding streams is the best fit for the municipality based on their proposed Energy Conservation Measure(s). To avoid complications and confusion for recipient municipalities, projects can only receive funding from one of the two funding streams – the combining of funding streams will not be permitted. The chart below includes a breakdown of the allowed uses & reporting requirements associated with each of the two funding sources:

	EERLF	EECBG
Can be used to pay for a Level II Energy Assessment?	Yes	No
Subject to federal reporting requirements?	Yes (including Davis-Bacon, BABA, NEPA, NHPA, and BuildingSync)	Yes (including Davis-Bacon, BABA, NEPA, NHPA, and BuildingSync)
Can be used to pay for energy efficiency upgrades?	Yes	Yes
Has an interest rate of 0%?	Yes	Yes
Can be used to pay for project design/management costs?	Yes	Yes
Has a deadline by which all funds need to be in circulation?	Yes (5/31/2029)	Yes (2/28/2027)

8. What are the specific details of the federal reporting requirements?

The reporting requirements (called ‘federal characteristics’ by the DOE) that will be applicable to EERLF & EECBG monies include the following:

- **Davis-Bacon Act (DBA):** Prevailing wage standards for labor on federally funded projects over \$2,000.00. BGS anticipates that all projects funded by MERF loans will be required to comply with this specific ‘federal characteristic’ and report the wages being paid to the laborers working on the project. BGS recommends that recipient municipalities structure contracts with contractors such that the contractors are responsible for all DBA reporting. DBA reports must be submitted to BGS weekly.
 - Resources:
 - [DBA Construction Compliance](#)
 - [Contractor Guidance on DBA](#)
- **Build America, Buy America Act (BABA):** Mandates that iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects **that exceed \$250,000 in total federal spending** be produced in the United States. BGS anticipates that only projects funded by MERF loans that both exceed \$250,000 in total federal spending and involve the usage of BABA-applicable materials will be required to comply with this specific ‘federal characteristic’ and source those materials domestically.
 - Applies to all materials permanently incorporated into the project
 - [Waivers](#) may be granted by DOE for public interest, unavailability, or cost thresholds
 - Municipalities and contractors must document and track material sources
 - Resources:
 - [OMB BABA Guidance \(Memo M-22-11\)](#)
 - [DOE Implementation Site](#)
- **National Environmental Policy Act (NEPA):** Requires environmental review of federally funded activities. Projects must undergo environmental screening or documentation, particularly for activities beyond routine retrofits (e.g., ground disturbance, capacity expansion). BGS anticipates

that most projects funded by MERF loans will **not** be of a size or type that would necessitate compliance with this specific ‘federal characteristic’.

- Resources:
 - [DOE NEPA Website](#)
 - [EECBG NEPA Contact Email](#)
- National Historic Preservation Act (NHPA): Requires compliance with NHPA standards and may require consultation with Vermont’s State Historic Preservation Office (SHPO). Projects may be subject to review under the DOE Historic Preservation Programmatic Agreement. BGS anticipates that some projects funded by MERF loans will be required to comply with this specific ‘federal characteristic’; particularly those that involve work on or within a registered historic building.
 - Resources:
 - [DOE Historic Preservation PA Guidance](#)
 - [Vermont SHPO Website](#)
- BuildingSync Compliance: Requires all energy audits supporting MERF applications to be Level 2 ASHRAE-compliant and compatible with the BuildingSync schema, which standardizes audit data for DOE reporting and tracking. BGS anticipates that all energy assessments funded by MERF loans will be required to comply with this specific ‘federal characteristic’.
 - Preferred audit providers include MERF-contracted vendors
 - Compliance ensures alignment with EERLF and EECBG data requirements
 - Resources:
 - [BuildingSync Schema Overview](#)
 - [DOE BuildingSync Technical Resources](#)
 - [Energy Audit Template Guidance](#)

9. How can municipalities ensure compliance with these various applicable ‘federal characteristics’?

The Vermont League of Cities and Towns has two valuable resources for guiding municipalities through this process: a Best Practices document of their own, linked [here](#); and a webinar that can be accessed [here](#).

BGS recommends that municipalities include reporting requirements in their construction RFPs so that contractors are obligated to provide the required information to BGS, who will ensure that information be correctly reported to the federal government. BGS will also work with municipalities to identify modifications that can be made to project proposals that would alleviate reporting requirements for certain ‘federal characteristics’.

10. Who are the agencies & organizations involved in administering MERF?

State of Vermont Public Service Department (PSD): The federal funding sources (EERLF & EECBG) that support MERF were acquired by PSD. PSD’s primary responsibility is to obtain and oversee federal awards, including managing reporting for “federal characteristics”. PSD does not administer or manage programs or projects funded by federal awards.

State of Vermont Department of Buildings & General Services (BGS): In accordance with Act 172, PSD sub-granted the federal funds to BGS so that BGS could administer the MERF loan program. BGS will be responsible for managing all MERF program-related communication, the MERF application and loan approval processes, and any necessary technical assistance related to the MERF loan program.

Vermont Bond Bank (VBB): VBB is BGS's loan financing and administration partner for the MERF program. Due to VBB's experience operating their own multi-million-dollar energy efficiency revolving loan fund, BGS selected VBB to service the loan disbursement and loan fund management aspects of the MERF program. As such, approved municipalities will receive their loans from VBB and will make repayments to VBB.

Regional Planning Commissions (RPCs): As with the MERP grant program, Vermont's eleven RPCs will continue to provide support to municipalities. The RPCs have received funding to support their municipal outreach & support efforts through 12/31/2028.

11. Who is eligible to receive a MERF loan?

All Vermont municipalities are eligible for MERF loans. A municipality is defined as "a city, town, fire district or incorporated village, and all other governmental incorporated units except for school districts." A list of active, approved municipal charters for the State of Vermont can be found [here](#).

During the MERP Implementation Grant application process in 2024, BGS received more requests for funds than were available. Municipalities which applied for but were not awarded a MERP Implementation Grant will be prioritized when applying for MERF loan approval. Municipalities which did receive a MERP Implementation Grant and municipalities which did not apply for a MERP Implementation Grant are also eligible to apply for a MERF loan, but only after the priority window for municipalities which applied for but did not receive an MERP Implementation Grant has closed.

MERF loan applications will be evaluated or scored using different criteria than the criteria used in the MERP Implementation Grant process.

12. How can approved municipalities use MERF loan financing?

Approved municipalities can apply MERF loan funds to Energy Conservation Measures taking place on or within existing buildings or structures owned by the municipality.

Proposed Energy Conservation Measures must fall within the "Bounded Categories" that the U.S. Department of Energy has specified for EERLF & EECBG fund usage, which include:

- Comprehensive energy resilience assessments of municipal buildings and facilities
- Equipment replacement
- Studies
- Weatherization
- Construction of improvements affecting the use of energy resources
- Implementation of energy efficiency and conservation measures
- Use of renewable resources

See DOE guidance for full eligibility and limitations under [EECBG](#) and [EERLF](#). Projects not listed under the Bounded Categories above can be permitted, but will require a DOE Environmental Questionnaire (EQ-1) submission, as detailed [here](#).

Additionally, an EERLF loan can be used to pay for a Level II Energy Assessment for a municipally-owned building. A Level II Energy Assessment for a municipally-owned building must be completed & on file with BGS before MERF funds can be used to finance an Energy Conservation Measures or other improvement in that building.

13. How can municipalities apply for a MERF loan?

The MERF loan opportunity will be advertised via the BGS website, emails to municipalities, posts on LinkedIn and other social media, through outreach from partner organizations like VECAN and RPCs,

and on the Vermont League of Cities & Towns Open Funding Opportunities page. The MERF loan application will open on **Thursday, May 28, 2026** for municipalities that applied for but were not awarded win a MERP Implementation Grant, and will open for municipalities who did receive a MERP Implementation Grant and municipalities who did not apply for a MERP Implementation Grant on **Wednesday, July 1, 2026**. The application will remain open until all MERF funds have been loaned.

The MERF loan application will be an online form, accessible via the BGS MERF website, which is linked [here](#). The application will collect basic demographic information, standard information regarding the municipality's financial situation, and specific information about the building(s) and energy assessment(s) and/or project(s) for which MERF funding is being requested. The application will also require municipalities to input some information into a standardized budget worksheet. That worksheet is linked [here](#), and a detailed document explaining how to utilize that worksheet is linked [here](#). BGS staff will be available for the entire time that the application is open to answer questions and provide clarification regarding the application process.

14. How will MERF loan recipients be chosen?

MERF loan applications will be evaluated as required per Act 172, considering financial need, geographic distribution, and ability to repay. Additional review of proposed project measures will also be conducted by BGS.

15. What are the terms of a MERF loan?

MERF loans that are executed in the calendar year of 2026 will have an interest rate of 0%. This 0% interest rate may not apply to loans executed in 2027 or beyond, and may not apply to municipalities that opt for a “blended loan” that combines a MERF loan with another funding source.

MERF loans will be required to be paid off in full within ten years of the date of the executed loan agreement between the selected municipality and the State of Vermont.

Selected municipalities will be required to make payments on their loans annually. The first annual loan payment will be due one year from the date of the executed loan agreement between the selected municipality and the State of Vermont.

Annual payment amounts will be based on the full amount of the loan amortized evenly over the term of the loan (10 years). These amounts will be reflected in the executed loan agreement. If, at the time of project completion, the entire loan amount hasn't been used by the selected municipality, a new loan repayment schedule will be issued reflecting the actual amount of money loaned.

It is possible for selected municipalities to incur financial penalties for late or delinquent loan repayments. Details of that penalty fee structure will be reflected in the executed loan agreement.

16. Does a municipality need voter authorization to apply for a MERF loan?

MERF loans do not necessarily need to be approved by a vote of the municipality's constituents. MERF loans for equipment and machinery can be approved by municipal leadership without explicit voter authorization – see Vermont League of Cities and Towns (VLCT) [list of statutes on municipal borrowing](#) for full details.

Loans for projects that simply include the purchase and installation of energy efficient equipment and machinery (heat pumps, boilers, solar panels, etc.) can be applied for and executed by municipal leadership without voter authorization, while loans for projects that include labor or intellectual work (insulation & weatherization, design work, project planning, etc.) will require explicit voter authorization.

17. What happens if a municipality is not selected to receive a MERF loan, or if MERF loan funding is exhausted before a municipality submits an application?

MERF is a revolving loan fund – as such, the funds loaned out to towns in the first round will eventually be repaid to the State for the purpose of funding new applicants in subsequent rounds. Additionally, any municipality is also eligible to apply for Vermont Bond Bank's Energy Efficiency & Renewable Energy Loan Program. Details of that program are linked [here](#).

18. Does the Energy Conservation Measure proposed in a MERF loan application need to be explicitly identified/recommended in the associated Level II Energy Assessment?

All proposed Energy Conservation Measures need to have demonstrated energy and cost savings. The simplest and easiest way to demonstrate these savings is via an Energy Assessment, especially because municipalities are required to submit Level II Energy Assessments for any buildings included before using MERF loan funding to pay for any Energy Conservation Measures in those buildings. Situations where a municipality is interested in implementing an Energy Conservation Measure that is not recommended in their Level II Energy will be handled on a case-by-case basis.



Municipal Energy Revolving Fund (MERF)

Loan Guidance Document

Administered by the Vermont Department of Buildings & General Services
(BGS)

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1. Program Overview

A. Summary

The Municipal Energy Resilience Program (MERP), authorized under Act 172 and aligned with the Vermont Climate Action Plan, aims to reduce greenhouse gas emissions from municipal buildings. The Municipal Energy Revolving Fund (MERF), capitalized through the U.S. Department of Energy's Energy Efficiency Revolving Loan Fund (EERLF) and Energy Efficiency and Conservation Block Grant (EECBG) programs, is a revolving loan fund that is intended to provide additional financing for municipal energy improvements that increase efficiency, reduce fossil fuel use, and support renewable energy integration. Loan amounts requested should be calculated based on estimated costs of the measures applied for in the application. Municipalities that applied for but did not receive a MERP Implementation Grant award will be prioritized for funding.

B. MERF Funding Programs

MERF loans that are comprised of funds from the EERLF program or the EECBG program can be used to fund the implementation of energy resilience projects in municipally owned buildings. Only MERF loans that are solely comprised of funds from the EERLF program can be used to pay for a Level II Energy Assessment. Municipalities do not need to have completed a Level II Energy Assessment for a building which they are proposing to upgrade prior to applying for a MERF loan to make those upgrades. However, municipalities must complete a Level II Energy Assessment for any building which they are proposing to upgrade prior to spending any MERF loan money on upgrades at that building.

2. Funding & Administration

A. Summary

MERF received a total of \$1,237,767 from the federal Department of Energy (DOE) through its EERLF & EECBG programs. These funds are federal, which means that federal characteristics and reporting requirements apply. Please refer to guidance in Section 5 of this document for further details.

B. Funding Breakdown

Total Funding: \$1,237,767 (\$547,717 from EECBG, \$690,050 from EERLF)

- \$123,777 for Program Administration
- \$1,113,990 for MERF Revolving Loan Fund

C. MERF Program Administration

State of Vermont Public Service Department (PSD): The federal funding sources (EERLF & EECBG) that support MERF were acquired by PSD. PSD's primary responsibility is to obtain and oversee federal awards, including managing reporting for "federal characteristics". PSD does not administer or manage programs or projects funded by federal awards.

State of Vermont Department of Buildings & General Services (BGS): In accordance with Act 172, PSD sub-granted the federal funds to BGS so that BGS could administer the MERF loan program. BGS will be responsible for managing all MERF program-related communication, the MERF application and loan approval processes, and any necessary technical assistance related to the MERF loan program.

Vermont Bond Bank (VBB): VBB is BGS's loan financing and administration partner for the MERF program. Due to VBB's experience operating their own multi-million-dollar energy efficiency revolving loan fund, BGS selected VBB to service the loan disbursement and loan fund management aspects of the MERF program. As such, approved municipalities will receive their loans from VBB and will make repayments to VBB.

Regional Planning Commissions (RPCs): As with the MERP grant program, Vermont's eleven RPCs will continue to provide support to municipalities. The RPCs have received funding to support their municipal outreach & support efforts through 12/31/2028.

3. Eligibility – Applicants, Facilities, and Projects

A. Eligible Applicants

All Vermont municipalities are eligible to apply for a MERF loan. A municipality is defined as "a city, town, fire district or incorporated village, and all other governmental

incorporated units except for school districts.” A list of active, approved municipal charters for the State of Vermont can be found [here](#).

As noted previously, while all Vermont municipalities are eligible to apply, priority will be given to municipalities which applied for a MERP Implementation Grant but did not receive a MERP Implementation Grant.

Additionally, to receive a MERF loan, a municipality must either have previously obtained a Level II Energy Assessment or must commit to using MERF loan funds to fund a Level II Energy Assessment for any building(s) that are proposed to receive MERF loan funds.

B. Eligible Facilities

MERF loan funds can be put towards any municipally-owned building that has received a Level II Energy Assessment or will obtain such an assessment using MERF loan funds.

C. Eligible Projects

Proposed energy efficiency projects must fall within the "Bounded Categories" that the U.S. Department of Energy has specified for EERLF & EECBG fund usage, which include:

- Comprehensive energy resilience assessments of municipal buildings and facilities
- Equipment replacement
- Studies
- Weatherization
- Construction of improvements affecting the use of energy resources
- Implementation of energy efficiency and conservation measures
- Use of renewable resources

See DOE guidance for full eligibility and limitations under [EECBG](#) and [EERLF](#). Projects not listed under the Bounded Categories above can be permitted, but may require a DOE Environmental Questionnaire (EQ-1) submission, as detailed [here](#).

4. Loan Terms & Conditions

A. Summary

Loans must follow Act 172 requirements for eligibility, equitable prioritization, and accountability.

Loans may be used to fund Level II Energy Assessments if a municipality has only received a Level I MERP audit or has not received a compliant energy audit in the past.

- A compliant energy audit is defined as:
 - A MERP-provided Level II Energy Resilience Assessment
 - A building energy audit of ASHRAE Level II or higher.

Final loan amounts may include a 10% contingency and/or a 20% “soft cost” allowance.

5. Loan Compliance Requirements

A. Federal Reporting Requirements

All funded projects must comply with the following federal reporting requirements (referred to as ‘federal characteristics’ by the DOE):

- Davis-Bacon Act (DBA): Prevailing wage standards for labor on federally funded projects over \$2,000.00. BGS anticipates that all projects funded by MERF loans will be required to comply with this specific ‘federal characteristic’ and report the wages being paid to the laborers working on the project. BGS recommends that recipient municipalities structure contracts with contractors such that the contractors are responsible for all DBA reporting. DBA reports must be submitted to BGS weekly.
 - Resources:
 - [DBA Construction Compliance](#)
 - [Contractor Guidance on DBA](#)
- Build America, Buy America Act (BABA): Mandates that iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects be produced in the United States. BGS anticipates that all projects funded by MERF loans that involve the usage of BABA-applicable materials **and exceed \$250,000 in total federal funding** will be required to comply with this specific ‘federal characteristic’ and source those materials domestically.
 - Applies to all materials permanently incorporated into the project.
 - [Waivers](#) may be granted by DOE for public interest, unavailability, or cost thresholds. **All MERF recipients will receive a waiver for projects that use less than \$250,000 in federal funding.**
 - Municipalities and contractors must document and track material sources for projects where BABA is applicable.
 - Resources:
 - [OMB BABA Guidance \(Memo M-22-11\)](#)
 - [DOE Implementation Site](#)
- National Environmental Policy Act (NEPA): Requires environmental review of federally funded activities. Projects must undergo environmental screening or documentation, particularly for activities beyond routine retrofits (e.g., ground disturbance, capacity expansion). BGS anticipates that most projects funded by

MERF loans will **not** be of a size or type that would necessitate compliance with this specific ‘federal characteristic’.

- Resources:
 - [DOE NEPA Website](#)
 - [EECBG NEPA Contact Email](#)
- National Historic Preservation Act (NHPA): Requires compliance with NHPA standards and may require consultation with Vermont’s State Historic Preservation Office (SHPO). Projects may be subject to review under the DOE Historic Preservation Programmatic Agreement. BGS anticipates that some projects funded by MERF loans will be required to comply with this specific ‘federal characteristic’; particularly those that involve work on or within a registered historic building.
 - Resources:
 - [DOE Historic Preservation PA Guidance](#)
 - [Vermont SHPO Website](#)
- BuildingSync Compliance: Requires all energy audits supporting MERF applications to be Level II ASHRAE-compliant and compatible with the BuildingSync schema, which standardizes audit data for DOE reporting and tracking. BGS anticipates that all energy assessments funded by MERF loans will be required to comply with this specific ‘federal characteristic’.
 - Preferred audit providers include MERP-contracted vendors.
 - Compliance ensures alignment with EERLF and EECBG data requirements.
 - Resources:
 - [BuildingSync Schema Overview](#)
 - [DOE BuildingSync Technical Resources](#)
 - [Energy Audit Template Guidance](#)

6. Application Process & Assistance

A. Summary

Municipalities will be required to apply online through the program website. An initial one-month application period will open on **May 28, 2026** for those municipalities that applied for MERP Implementation Grants but were not awarded. General applications will then begin on **July 1, 2026**. RPCs received funding through Act 172 to provide application assistance, technical assistance, program outreach and education to member municipalities. Municipalities needing assistance are encouraged to contact their RPC.

B. Program Contacts

BGS – Any inquiries to the State should be made to the following email address: BGS.MERP@Vermont.Gov. The website for MERF can be found at: <https://bgs.vermont.gov/municipal-energy-resilience-program/new-municipal-energy-revolving-fund-merf>. This website has the application portal, the BGS Frequently Asked Questions document, and additional information. Municipalities may also sign up for our email listserv for notifications about MERF.

C. Program Partners

Vermont Bond Bank (VBB) – website can be found at: <https://www.vtbondbank.org/>.

RPCs – various RPC websites can be found at: <https://www.vapda.org/regions.html>.

Vermont League of Cities and Towns (VLCT) – website can be found at: <https://www.vlct.org/>.

Efficiency Vermont (EVT) – website can be found at: <https://www.efficiencyvermont.com/>.

Vermont Energy & Climate Action Network (VECAN) – website can be found at: <https://vecan.net/>.

D. Application Components

Municipalities must submit a complete application, including:

- A project narrative (what, why, and how)
- A detailed budget worksheet
 - o Link to detailed budget worksheet is HERE: <https://bgs.vermont.gov/document/merf-application-building-info-ecm-spreadsheet>
 - o Budget worksheet INSTRUCTIONS HERE: <https://bgs.vermont.gov/document/merf-application-building-info-ecm-spreadsheet-instructions>
- Financial history records
- Documentation of energy assessment (Level II)
- Link to LIVE application form is HERE: <https://form.jotform.com/251246020901140>

7. Permitting & Code Requirements

A. Summary

Projects receiving a MERF loan will be required to obtain all building permits and adhere to building code requirements. BGS has worked with the following State agencies to establish a baseline understanding of MERP and will be able to assist as needed:

Agency of Commerce and Community Development (ACCD) - The Vermont Division for Historic Preservation (VDHP) and BGS have developed a streamlined process for review and issuance of any HP preservation project requirements. VDHP's website can be found at the following address: <https://accd.vermont.gov/historic-preservation>.

Vermont Department of Public Safety (DPS), Division of Fire Safety (DFS) – DFS has oversight and enforcement of building construction requirements and permit issuance as well as the oversight and enforcement of ADA requirements in the State. DFS's website can be found at the following address: <https://firesafety.vermont.gov/>.

8. Revolving Loan Fund Outline

A. Summary

This section pertains solely to the Act 172 revolving loan fund program referred to as 'MERF'.

B. Key Dates for Municipalities

5/28/2026: Application opens for municipalities which applied for but did not receive a MERP grant award.

7/1/2026: Application opens for municipalities which applied for and received a MERP grant award; and for municipalities which did not apply for a MERP grant.

Municipalities will be notified whether they have received a MERF loan within **three weeks** of submitting a complete MERF loan application.

To encumber funds, loan agreements must be signed within **one month** of the date which a municipality was notified that it was selected to receive a MERF loan.

Selected municipalities will have a maximum of **one year** from the date that the loan agreement is executed to begin work on their approved energy efficiency project. "Begin work" is defined as "incur any project-related cost". This timeline is the same for both municipalities that need a new Level II energy assessment and municipalities that already have a valid, applicable Level II energy assessment. If a selected municipality needs a new Level II energy assessment, incurring the assessment cost marks the beginning of work for the project.

Selected municipalities will have no more than **two years** from the date that they "begin work" to complete their approved energy efficiency project. "Completion" is defined as "self-certification of substantial completion at the time the assets are placed in service". Some exceptions to this completion date requirement may be made for projects that encounter unforeseeable contingencies.

Selected municipalities will have no more than **ten (10) years**, or the useful life of the financed asset(s), whichever is less, from the date that the loan agreement is executed to pay off their MERF loan in full. Some exceptions to this final repayment date may be made for situations where the selected municipality and VBB have worked together to establish a “blended loan”, which would include both MERF loan funds and funding from another source. Details on “blended loan” will be shared with selected municipalities on a case-by-case basis, depending on that municipality’s needs and/or financial constraints.

C. MERF Loans

Overview

MERF loans (loan minimum of \$100,000; no loan maximum but BGS recommends applicants request no more than \$250,000 to receive the BABA compliance waiver) will be provided to municipalities to fund energy resilience projects related to weatherization, thermal efficiency, supplementing or replacing fossil fuel heating systems with more efficient renewable or electric versions, and any other expenditures necessary for the project to be eligible for funding under federal law and guidelines.

MERF loans that are executed in the calendar year of 2026 will have an interest rate of 0%. This 0% interest rate may not apply to loans executed in 2027 or beyond, and may not apply to municipalities that opt for a “blended loan” that combines a MERF loan with another funding source.

As mentioned above, MERF loans will be required to be paid off in full within ten years of the date of the executed loan agreement between the selected municipality and the State of Vermont.

Selected municipalities will be required to make payments on their loans annually. The first annual loan payment will be due one year from the date of the executed loan agreement between the selected municipality and the State of Vermont.

Annual payment amounts will be based on the full amount of the loan amortized evenly over the term of the loan (10 years). These amounts will be reflected in the executed loan agreement. If, at the time of project completion, the entire loan amount hasn’t been used by the selected municipality, a new loan repayment schedule will be issued reflecting the actual amount of money loaned.

It is possible for selected municipalities to incur financial penalties for late or delinquent loan repayments. Details of that penalty fee structure will be reflected in the executed loan agreement.

MERF loans do not necessarily need to be approved by a vote of the municipality’s constituents. MERF loans for equipment and machinery can be

approved by municipal leadership without explicit voter authorization – see Vermont League of Cities and Towns (VLCT) [list of statutes on municipal borrowing](#) for full details. Loans for projects that simply include the purchase and installation of energy efficient equipment and machinery (heat pumps, boilers, solar panels, etc.) can be applied for and executed by municipal leadership without voter authorization, while loans for projects that include labor or intellectual work (insulation & weatherization, design work, project planning, etc.) will require explicit voter authorization.

Funds

Municipalities that are selected to receive a MERF loan will execute a loan agreement with VBB and the State of Vermont that specifies the maximum amount of money the State of Vermont will loan to the municipality. As municipalities begin their approved energy efficiency projects, they will send invoices that they receive from contractors related to the approved energy efficiency projects to BGS & VBB. BGS will review the invoice to ensure it is eligible for reimbursement, and then VBB will transfer the funds required to pay that invoice to the municipality. Municipalities are eligible to receive payment disbursements from VBB until they have received the maximum amount of funding specified in their executed loan agreement.

The total loan amount provided to a selected municipality may slightly vary from the amount which the municipality requested, depending on estimates and recommendations from the Level II energy assessment and available funds in the MERF loan program.

There is no way for a municipality to receive up-front funding as part of the MERF loan program. The only payments that will be made from VBB to municipalities will be reimbursement requests that are exactly sufficient to pay a reviewed and approved invoice.

D. Reporting Requirements

BGS will coordinate with selected municipalities to ensure the efficient reporting of data related to any applicable federal requirements. This will include weekly wage reports for any labor performed as part of a MERF-funded project, as required by the Davis Bacon Act, and quarterly reporting on project developments, material sourcing and other topics if a selected municipality's project is required to be compliant with the Build America Buy America (BABA) standards.

BGS will also coordinate directly with selected municipalities to document the cost savings and energy savings of the funded projects.

E. Scoring Metrics

Applications will be scored according to four categories: Ability to Pay, Financial Need, Geographic Distribution, and Project Proposal. Those categories are detailed below:

- Ability to Pay (worth 30 of the 100 available points): this criterion will be reviewed by VBB, which is serving as the loan financing partner for this program. Applicants will receive 0 points if VBB determines that they do not have the capacity and ability to repay a loan, and will receive 30 points if VBB determines that they do have the capacity and ability to repay a loan.
- Financial Need (worth 30 of the 100 available points): this criterion will be reviewed by VBB. Applicants will receive 30 points if they submit an attestation that they are unable to fund the proposed energy efficiency measure without receiving a loan, and will receive 0 points if they do not submit such an attestation.
- Geographic Distribution (worth 30 of the 100 available points): this criterion will be reviewed by BGS. Applicants will receive 20 points if their municipality directly abuts a municipality that has already received a MERF loan, 25 points if their municipality does not directly abut but is located in the same county as a municipality that has already received a MERF loan, and 30 points if their municipality neither abuts nor is located in the same county as a municipality that has already received a MERF loan.
- Project Proposal (worth 10 of the 100 available points): this criterion will be reviewed by BGS. Applications will be reviewed on their ability to clearly demonstrate energy savings financial savings, and the pay-back period of the proposed project.

RE: Waste water operator

From Christina Haskins <chaskins@dufresnegroup.com>

Date Tue 6/23/2026 4:31 PM

To Aileen Tulloch <townadmin@londonderryvt.gov>

It would ultimately be in your sewer operating budget, not your general budget.

But of course, you don't have a sewer budget until you start collecting user fees, so it's a chicken/egg situation.

I think the time would be fairly limited ahead of commissioning, so maybe the Town can find a way to cover those costs until the operating fees start coming in (even as a "loan" to the sewer fund?). You may want to check with Tina and Bob Fisher on this.

Chrissy Haskins, PE

Dufresne Group

Phone: 802.674.2904 | Cell: 802.366.0529

From: Aileen Tulloch <townadmin@londonderryvt.gov>

Sent: Tuesday, June 23, 2026 4:28 PM

To: Christina Haskins <chaskins@dufresnegroup.com>

Subject: Re: Waste water operator

Okay great, thanks. I have on the next agenda to discuss advertising for this. I am not certain we budgeted for this position. I'll have to ask Tina.

Aileen Tulloch

Town Administrator

Town of Londonderry, Vermont

100 Old School Street

South Londonderry, VT 05155

802-824-3356, ext. 5

Please note my new email address: townadmin@londonderryvt.gov

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

From: Christina Haskins <chaskins@dufresnegroup.com>
Sent: Tuesday, June 23, 2026 4:15 PM
To: Aileen Tulloch <townadmin@londonderryvt.gov>
Subject: RE: Waste water operator

The ID permit includes operator requirements. The link to the permit is:
https://anrweb.vt.gov/PubDocs/DEC/WWDocs/Regional-Imaging/ID/ID-9/ID-9-0201_thru_ID-9-0400/ID-9-0340/ID-9-0340_Permit.2026.pdf

Section D1 of the permit requires an operator certification grade of "Grade I".

Based on discussions with Hunter, I'm not sure if the system will be in operation this fall, but you do need an operator on board for the training (schedule TBD) and for the QA/QC plan, which needs to be done this year. With a contract operator, maybe they could charge at an hourly rate until the system is commissioned and goes into operation.

Chrissy Haskins, PE
Dufresne Group
Phone: 802.674.2904 | Cell: 802.366.0529

From: Aileen Tulloch <townadmin@londonderryvt.gov>
Sent: Tuesday, June 23, 2026 9:58 AM
To: Christina Haskins <chaskins@dufresnegroup.com>
Subject: Waste water operator

Hi Chrissy,

Would you be able to provide me with qualifications for the system operator we need to hire? Also, are we expecting the system to be operational THIS fall?

Aileen Tulloch
Town Administrator
Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356, ext. 5
Please note my new email address: townadmin@londonderryvt.gov

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

TOWN OF LONDONDERRY ITINERANT VENDOR ORDINANCE

AUTHORITY: This ordinance is adopted pursuant to the authority of 24 VSA 2291 (9).

Requirement: As of the date of adoption of this ordinance by the Londonderry Select Board, any Itinerant Vendor, as defined herein, shall obtain a license according to the requirements and provisions set forth herein, prior to engaging in such business.

Definition: Itinerant Vendor shall include persons, principles, agents, or business entities who engage in temporary or transient business within the Town of Londonderry, whether in one location or by traveling from place to place, to sell goods, services or food, or other items deemed similar in nature by the Select Board, from a structure, tent, vehicle or other device. This definition does not include principles, agents or business entities exclusively selling fruits vegetables or other farm products.

Itinerant Vending shall include temporary or transient business conducted outside any dwelling or structure, other than a temporary structure such as a tent, cart, mobile unit or similar device *without wastewater facilities by the property owner and /or owner's family members or others with a duly executed agreement with the property owner located within the property boundary and setbacks as described by the most current Zoning District Map for Londonderry.*

Exemptions: Garage sales, yard sales, auctions and similar types of sale for a period of 3 consecutive days or less, or more than eight days per calendar year, conducted by a property owner so as to not cause unsafe traffic conditions, parking problems or other nuisances to neighbors shall be exempt from this Ordinance.

Application: A complete application and fee shall be submitted to the Town Clerk or Appointee to be referred to the Londonderry Select Board for action to approve or deny.

A complete application shall include the following information and attachments:

1. Name, mailing address, and phone number of the Itinerant Vendor applicant.
 2. The physical address of the vending site, parcel identification number, and owner of record.
 3. A description of the proposed vending activity including items to be sold, hours/days/term of operation, and other information as may be reasonably required.
 4. A sketch showing the physical location of the property, proposed vending operation including the location and dimension of any structures, carts, vehicle, or other device to be used, signage and available on site parking.
 5. A Project Review Sheet as issued by the Department of Environmental Conservation District Office.
 6. Evidence of receipt of all applicable federal, state, and local permits necessary to legally conduct business, including but not limited to: Vermont sales and use tax
-

certificates, rooms and meals tax certificates and health permits to operate a food establishment.

7. Any other information as may be reasonably requested or required by the Town.

FEES:

1. Applications shall include the required fees:
 - a. \$25 per application.
 - b. Fees may be waived for religious, charitable, educational and service organizations conducting fundraising activities in a public place or on Town property.

Procedure: The Select Board or Appointee shall act to approve or deny the complete application within 15 working days of referral by the Town Clerk or Appointee. Notice of approval, together with any applicable conditions, shall be delivered in writing to the applicant. If the permit is not approved, notice including the reason(s) for denial shall be delivered in writing to the applicant.

Posting: The approved Vendor License shall be posted and visible at the business location or carried with the Itinerant Vendor for presentation upon request.

Expiration: An Itinerant Vendor permit shall be effective for a term of 12 months at which time the permit shall expire, unless renewed by submittal of a complete application and fee to the Town Clerk for the same period, providing the activity is to continue as originally permitted and also provided no complaints relating to the itinerant vendor activities have been submitted. Any changes in the business shall require a new determination by the Select Board or Appointee.

Appeal: A person may appeal the denial of a license by filing a written notice of appeal with the Town Clerk or Appointee within five (5) days of receipt of notification of denial. The appeal shall be considered by the Select Board at a duly warned hearing with notice to the appellant. The decision may be affirmed or reversed, with or without conditions imposed to protect public health, safety and welfare and to prevent damage to public and private property.

Penalty: Violations of the provisions of this Ordinance shall be determined by the Select Board or Appointee which shall require payment of a fine of not less than \$100 nor more than \$100 for each offense, for each day the offense may continue, after notice of violation is delivered in writing by certified mail.

Performance Standards

All permit holders must comply with all of the following performance standards:

- (A) No land or structure in any zoning district shall be used or occupied by an Itinerant Vendor in any manner so as to create dangerous, injurious,

noxious or otherwise objectionable conditions which adversely affect the reasonable use of adjoining or nearby properties.

(B) The following standards apply to all Itinerant Vendors. In determining ongoing compliance with these performance standards, the burden of proof shall fall on the applicant. The activity of any Itinerant Vendors shall not cause or result in:

- (1) **noise** in excess of seventy (70) decibels at the property line, or represents a significant increase in noise levels in the vicinity of the use so as to be incompatible with the surrounding area;
- (2) **noticeable, or clearly apparent vibration** which, when transmitted through the ground, is discernible at property lines without the aid of instruments;
- (3) **smoke dust, odors, noxious gases, or other forms of air pollution** which constitute a nuisance to other landowners, businesses, or residents; which endanger or adversely affect public health, safety, or welfare; which cause damage to property, business, or vegetation; or which are offensive or uncharacteristic of the area;
- (4) **releases of heat, cold, moisture, mist, fog, precipitation or condensation** beyond the property lines of the property on which it is located, or to a height likely to be detrimental to the public safety, health, or welfare;
- (5) **glare, lumen, light or reflection** which constitutes a nuisance to other property owners or tenants, which impairs the vision of motor vehicle operators, or which is detrimental to the public health, safety, or welfare;
- (6) **liquid or solid wastes or refuse** in excess of available capacities for proper disposal; which cannot be disposed of by available or existing methods without undue burden to municipal facilities; which pollute ground and surface waters; or which are otherwise detrimental to the public health, safety, and welfare; or
- (7) **undue fire, safety, explosive, radioactive emission or other hazard** which endangers the applicant's or neighboring properties, or the general public or which results in a significantly increased burden on municipal facilities and services.

- (8) **Access.** The area of operation shall have enough room for customers to turn around and re enter the roadway face first and have a clear visibility to approaching traffic and pedestrians.
- (9) **Cleanliness.** The Vendor shall keep the area of operation clean and tidy. Any refuse shall be stored in secure containers that are screened from the neighbor's view. Any water used to clean or rinse shall be contained within the area of operation.
- (10) **Hours.** Hours of operation shall be at the discretion of the Select Board taking into consideration the type and nature of the vending activity; the vending site and surrounding neighborhood; the zone where the vending activity will take place.
- (11) At the end of the season or use, all temporary vestiges of the Vendor's business must be stored away from public view.
- (12) **Health.** All Itinerate Vendors selling food products shall comply with the Vermont Department of Health; "Health Regulations for Food Service Establishments".
- (13) **Signs.** Signage for Itinerate Vendors shall be governed by and in compliance with Section 418 of the Londonderry Zoning By-Laws.
- (14) **Vehicles/Trailers.** All vehicles and/or trailers used by Itinerate Vendors shall be safe, roadworthy and properly registered with the Vermont Department of Motor Vehicles.

MEMO

TOWN OF LONDONDERRY

To: Selectboard
From: Allison Marino, Town Clerk
CC: Aileen Tulloch
Date: 6/1/2026
Re: DLL Applications

COMMENTS: Highland Beverage, LLC – (Glebe Mt Gardens) - one time occasion permit



**VTRANS MUNICIPAL ROADS GRANTS IN AID
Pre-Construction Scoping Summary**

Date of Pre-Construction Scoping Meeting:	
Municipality:	
Municipal Representative(s) Present:	
Email of Municipal Representative(s):	
Phone # of Municipal Representative(s):	
Name & Organization of person assisting with completing the assessment (if any):	
Total # of Hydrologically Connected Segments to be brought into compliance:	
GIA Grant Number & Award Amount:	

General Project Notes:

--

Please complete a separate detail sheet for each segment to be worked on. Multiple segments with the same scopes/BMP's can be entered on the same sheet. Copy page 2 as needed.

Submit this completed form to VTrans Grants in Aid at grantsinaid@vermont.gov. Call Coordinator Elise Grout (802)793-0529 or Ashley Andrews (802)498-5548 with any questions.

Municipality must receive written authorization from VTrans before proceeding with construction. This is to ensure that the segments presented are eligible and to confirm that the grant has been properly executed.

Segments or Outlet IDs #

Road Name

☐ **Road segment is Hydrologically Connected.** If no, ineligible without inventory modification.

What is the overall segment score from the road erosion inventory?

☐ Partially Meets ☐ Does Not Meet

Road Type: ☐ Paved Road with Catch Basin ☐ Paved Road with Open Ditches
 ☐ Gravel Road with Open Ditches ☐ Class IV Road

What are the Best Management Practices (BMPs) to be implemented using the Grants-In-Aid funding on this segment?

- ☐ Clean, shape, seed & mulch grass-lined drainage ditches
- ☐ Clean and shape stone-lined drainage ditches, install stone check-dams & turnouts or other distributed flow infiltration
- ☐ Removal of Grader Berms, Lowering of high road shoulders
- ☐ Installation or replacement of drainage culvert(s) on non-perennial stream within right of way, installation of culvert headwalls and outlet stabilization.

Culvert ID # & Size: _____

- ☐ Installation or replacement of driveway culvert(s) on non-perennial streams within right of way, installation of culvert headwalls and outlet stabilization
- ☐ Stabilizing conveyance zones for proper drainage
- ☐ Road Crowning and Addition of gravel to meet roadway/travel lane standards
- ☐ Addressing gully erosion on Class 4 roads
- ☐ Stabilizing catch basin outlets.

Required: Soils exposed by maintenance and new practice construction on hydrologically connected roads will be seeded and mulched or otherwise stabilized.

Details of Work to be Completed on this Segment(s):

Segments or Outlet IDs #

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Details of Work to be Completed on this Segment(s):



State of Vermont
Land Use Review Board
10 Baldwin Street
Montpelier, VT 05633-3201
<https://act250.vermont.gov>

Site Visits and Public Meeting Notice

The Windham Regional Commission submitted preapplication RPC11-0001 for its draft regional plan with Tier 1B status requests to the Land Use Review Board ("Board") for review pursuant to 24 V.S.A. § 4348(b).

The preapplication can be viewed online by visiting the Board Database: [Act 250 - RPC11-0001](https://anrweb.vt.gov/ANR/Act250/RPDetail.aspx?AppNum=RPC11-0001) (<https://anrweb.vt.gov/ANR/Act250/RPDetail.aspx?AppNum=RPC11-0001>)

The preapplication was deemed complete on June 17, 2026. The Board will be conducting site visits and a public meeting as follows:

Site Visits

Prior to the public meeting, the Board will be conducting site visits. The site visits will start at **9:00 A.M. on July 8, 2026.**

Site Visits Itinerary

Transportation will be provided, either via minivan(s) or bus. Wheelchair accessibility is not certain. Participants may alternatively use a personal private vehicle. The minivan(s) or bus will return to the starting location at the end of the site visits. Except for the site visits starting time, all times are subject to change without notice.

1) 9:00 a.m. Brattleboro

- 22 Browne Court (Exit 3 Park N Ride, adjacent to the BDCC business park)
- van(s) or small bus will depart from the parking lot at 9:00 a.m.

2) 9:30 a.m. Townshend (Harmonyville)

- ± 34 Common Road, village, near church and high school
- 5-minute stop, subject to available parking

3) 9:55 a.m. Jamaica (Rawsonville)

- 8701 VT-30 (Rawsonville Marketplace), South Londonderry
- 10-minute stop (includes coffee break if needed)

4) 10:20 a.m. Londonderry

- En route, drive through South Londonderry (Main Street village area)



- 5700 VT100 (± Londonderry Village Market)
 - 5-minute stop
- 5) **10:40 a.m. Windham**
- En route, drive through the northerly proposed village center
 - 5976 Windham Hill Road (Windham Town office)
 - 10-minute stop (includes bathroom break if needed)
- 6) **11:30 a.m. Rockingham (Cambridgeport)**
- ± 3992 VT 121, Cambridgeport
 - 5-minute stop, subject to available parking
- 7) **11:45 a.m. Bellows Falls**
- 54 Depot Square (Amtrak station)
 - 5-minute stop
- 8) **12:05 p.m. Putney**
- En route, drive along River Road South
 - 7 Carol Brown Way (± Farmer's Market, Putney Food Coop)
 - 5-minute stop
- 9) **12:20 p.m. Brattleboro**
- Return to Start
 - 22 Browne Court (Exit 3 Park N Ride, adjacent to the BDCC business park)

Public Meeting Notice

A public meeting is scheduled for **1:30 p.m. on July 8, 2026**. Interested persons may participate as follows:

In Person:

To participate in person, the location of the public meeting will be:

**Brooks Memorial Library
Room A – Community Meeting Room
224 Main Street, Brattleboro**

The meeting location is accessible. Various nearby parking is available for a fee, and includes street parking on High Street, and the nearby High-Grove Lot. Additional parking details are available at: <https://brattleboro.gov/parking>

Note: due to an expected construction activity at the parking lot “grade-entrance” to the Library, participants may need to enter at the main entrance on Main Street (and take the elevator up if needed).

Electronically:

Persons may also attend electronically through Microsoft Teams video conferencing software. To access the Teams meeting, click on the link below, or enter the meeting ID and passcode by clicking on the button in the upper right corner of the Teams calendar window that says “# Join with an ID.”

- **Teams Meeting Link:**

<https://teams.microsoft.com/meet/261726195886994?p=ax5YbLrWC9EcyVbZk0>

- **Meeting ID:** 261 726 195 886 994

- **Passcode:** tF7HB926

Persons without the Microsoft Teams app installed on their device can download it from [Microsoft](https://www.microsoft.com/en-us/microsoft-teams/download-app) (<https://www.microsoft.com/en-us/microsoft-teams/download-app>).

Call-in:

Persons may also attend by calling in to the meeting, as follows:

- **Dial:** 802-828-7667
- **Enter Conference ID:** 568 243 72#
- **To mute and un-mute:** Press *6

Persons choosing the call-in option will not have access to the visual portion of the meeting, nor the functionality of Teams.

Public Meeting Agenda

Except for the starting time, all times are subject to change without notice.

- 1:30 p.m. Call to order and Board member roll call
- 1:32 p.m. Introductions and explanation of preapplication process
- 1:40 p.m. RPC: virtual mapping tour (centers, village areas, Tier 1B etc.)
- 2:10 p.m. RPC: overview of the draft regional plan
- 2:40 p.m. Questions from Board members and site visit observations
- 3:30 p.m. Questions from State partner agencies and the public
- 4:00 p.m. Adjourn
- 4:15 p.m. Meeting space must be fully vacated for next occupant

Accommodations

Any person needing accommodation to participate in this site visit or public meeting, please contact the Board at the email or phone number listed below before the date of the site visit and public meeting.

Comments

Persons wishing to comment on the application may participate in the meeting or email the Board at Act250.Board@vermont.gov. Comments must be submitted within thirty (30) days of the preapplication completeness date unless additional time has been approved by the designated Board member.

Dated this 25th day of June, 2026

By: /s/ Kirsten Sultan

Kirsten Sultan, Board Member

Land Use Review Board

10 Baldwin Street

Montpelier, VT 05633-3201

act250.board@vermont.gov

802-828-3309

Enc./Att.: Recipient List

Written communications to and from state officials regarding state business are considered public records and may be subject to public scrutiny. This meeting is subject to Vermont's Open Meeting Laws. By participating, you are consenting to being recorded and for that recording to be published on the Board's database and YouTube channel.

Recipient List

A copy of the foregoing **Preapplication Site Visit and meeting Notice for RPC11-0001** has been sent on this June 25, 2026 as follows. To the extent that an email is not listed, the document has been sent by U.S. First Class mail.

Applicant

Windham Regional Commission,
Attn: Matt Bachler
mbachler@windhamregional.org

Partner Agencies

Vermont Agency of Agriculture, Food and
Markets
116 State Street, Drawer 20
Montpelier, VT 05620-2901
agr.act250@vermont.gov

Department of Housing & Community
Development
Agency of Commerce and Community
Development
National Life Building, 6th Floor, Drawer
20
Montpelier, VT 05620-0501
Alex.Farrell@vermont.gov
Nate.Formalarie@vermont.gov
Grace.Vinson@vermont.gov

Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901
anr.act250@vermont.gov

Community Investment Board
Deane Davis Building, 2nd Floor
1 National Life Drive
Montpelier, VT 05602
Jacob.Hemmerick@vermont.gov

Department of Public Service
45 State Drive
Waterbury, VT 05671-1300
PSD.PlanningStandards@vermont.gov
Anne.Margolis@vermont.gov
Claire.McIlvennie@vermont.gov

Vermont Emergency Management
Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300
psd.vtdps@vermont.gov
Eric.Forand@vermont.gov
Mark.Bosma@vermont.gov
Stephanie.A.Smith@vermont.gov

Vermont Agency of Transportation
Barre City Place
219 N. Main Street
Barre, VT 05641
AOT.Act250@vermont.gov

Dated June 25, 2026.

/s/ Rachel Lomonaco
Rachel Lomonaco
Land Use Review Board Business Director
act250.board@vermont.gov



Valley Restoration, LLC. Historic Plaster Solutions, LLC.

SteepleJacks and Historic Preservation
PO Box 665, Litchfield, CT 06759
Major Contractor 0903779

CHANGE ORDER

Date:	April 14, 2026	Project Location:	Londonderry VT
Original Contract Date:	March 19, 2026	Contract No:	139
Project / Owner:	Town of Londonderry	Change Order No.	1
Description of Work			
Scarpe prime and Paint Window Trim			

Items	
Costs Description	Amount
1. Window Trim	4,850.00
2.	
3.	
Sub Total	4,850.00
Tax Exempt	
TOTAL	4,850.00

Please print, sign, and return a copy of this change order request to our office. Following receipt of a signed approval we will authorize the above outlined work to be completed.

Accepted by:

Signature of Authorized Representative

Date

Printed Name & Title

Submitted by: Paul Bastiaanse, Valley Restoration, LLC.

June 26, 2026

Margo Ghia
Natural Resources Planner
Windham Regional Commission
139 Main Street Suite 505
Brattleboro, VT
mghia@windhamregional.org

**RE: Enhancement Development, Design, and Implementation Block Grant (EDDIBG)
– Londonderry Town Garage Stormwater Project – Funding Award Decision**

Dear Margo,

After careful review and consideration by the MARC EDDIBG Project Review Committee, the project, **Londonderry Town Garage Stormwater Project**, has not been selected for funding at this time.

This was a highly competitive grant round with funding requests exceeding available funds by more than \$680,000. We greatly appreciate the time and effort put into your funding proposal, and encourage you to resubmit under future EDDIBG funding rounds.

Please feel free to contact us at cwbg@marcvt.org with any questions or concerns, and thank you for your efforts to protect and improve water quality in Vermont.

Sincerely,

Chris Yurek
MARC Senior Planner

Cc: Cindy Ingersoll, Community Development Planner

June 26, 2026

Margo Ghia
Natural Resources Planner
Windham Regional Commission
139 Main Street
Brattleboro, VT 05301
mghia@windhamregional.org

**RE: Enhancement Development, Design, and Implementation Block Grant (EDDIBG)
– Londonderry Town Transfer Station Stormwater Project – Funding Decision
Notification**

Dear Margo,

On behalf of the Mount Ascutney Regional Commission (MARC) Enhancement Development, Design and Implementation Block Grant (EDDIBG) Project Review Committee, we are pleased to inform you that your project, **Londonderry Town Transfer Station Stormwater Project**, has been selected for funding for a maximum amount of **\$19,625.93**.

Congratulations on your award. This was a highly competitive grant round with funding requests exceeding available funds by more than \$680,000. We appreciate the time and effort put into your application. We will provide a draft subgrant agreement for your review in the next two weeks.

In the meantime, please feel free to contact us at cwbg@marcvt.org with any questions you may have at this time.

Thank you,

Chris Yurek
MARC Senior Planner

Cc: Cindy Ingersoll, Community Development Planner

FW: EDDIBG notifications

From Margo Ghia <mghia@windhamregional.org>
Date Mon 6/29/2026 12:10 PM
To Aileen Tulloch <townadmin@londonderryvt.gov>

 2 attachments (125 KB)

WRC - Londonderry Town Garage Notification Letter.pdf; WRC - Londonderry Transfer Station Notification Letter.pdf;

Hi Aileen,

We have received notification on the two stormwater design proposals for Londonderry. The Transfer Station project was awarded design funding in this round of clean water grants.

Unfortunately the Town Garage project was not awarded funding at this time.

For the Transfer Station, once I get all the paperwork/contracts signed (this will take a few months if past experience proves to be true) I will reach out to you about how we might move forward with the design process.

As for the Town Garage, I have asked for feedback on the grant so we can strengthen it in the next round of funding (hopefully this fall). This was a very competitive round of applications.

Margo

Margo Ghia, Natural Resources Planner
Windham Regional Commission
139 Main St., Suite 505
Brattleboro, VT 05301
mghia@windhamregional.org
802.257.4547 ext. 116

From: Chris Yurek <cyurek@marcvt.org>
Sent: Friday, June 26, 2026 5:16 PM
To: Margo Ghia <mghia@windhamregional.org>
Cc: Cindy Ingersoll <cingersoll@marcvt.org>
Subject: EDDIBG notifications

Hi Margo,

Please see the attached letters with regards to your recent EDDIBG application submissions.

Thanks,

Chris



Chris Yurek
Senior Planner
P.O. Box 320
[38 Ascutney Park Road](#)
[Ascutney, Vermont 05030](#)
cyurek@marcvt.org (email)
802.674.9201 x119 (office)
www.marcvt.org

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