

DRAFT
Town of Londonderry, Vermont
Selectboard
Public Hearing and Regular Meeting Minutes
July 06, 2026 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: James Ameden, Tom Cavanagh, Jim Fleming, and Taylor Prouty.

Board members absent: Leanne Alexander

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Andy Dahlstrom, Short-Term Rental Coordinator; Will Goodwin; Zoning Administrator; Jeremiah Sund, Town Assessor; Sandra Clark, Lister, Pamela Spaulding, Planning Commission; Chad Stoddard, Planning Commission; Patty Eisenhower, Housing Commission

Others in Attendance: Paul Hendler; Martha Cowles; Curt Cowles; Jim Wilbur; Jeff Duda; Nester Beckwith and Amanda Fouda, GNAT-TV.

1. Zoning Bylaws Public Hearing

Tom Cavanagh opened the public hearing at 6:00 p.m.

a. Questions and Concerns from the Selectboard

There were none.

b. Questions and Concerns from the Public

Will Goodwin (Zoning Administrator) mentioned that River Corridor rules were likely coming down from the State, even though they didn't make it to the by-laws. Patty Eisenhower mentioned that the Zoning By-Law document was very technical and encouraged educating the public on the new rules.

2. Adjourn Public Hearing

Tom Cavanagh moved to close the public hearing and James Ameden seconded. The motion passed unanimously.

The Public Hearing was closed at 6:01 p.m.

3. Call Regular Meeting to Order

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

4. Additions or Deletions to the Agenda

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

Taylor Prouty moved to add Henry Carr Tree Removal Proposals under Roads and Bridges and James Ameden seconded. The motion passed unanimously.

5. Minutes Approval – Meeting(s) of 06/15/2026 and 06/29/2026

Taylor Prouty moved to approve the minutes of 06/15/2026 and 06/29/2026 and Jim Fleming seconded. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- The education tax rate has come out, and normally we would be setting the municipal tax rate at this meeting, but since there is a Special Town Meeting on July 22, the Selectboard should call a special meeting right after Town Meeting to set the tax rate.
- The Town Clerk and Town Administrator met with Sunny Wright from the Library Board of Trustees to discuss possible placement of a notice board at the Library. The Trustees are amenable to the idea. Allison Marino will research different board types and send the list to the Trustees.
- Town Staff is working with our Pete Smith on a new file structure that will work with Microsoft Teams and hopefully make it easier for all of Town Staff to share and work with documents in the cloud.
- And RFP for a General Contractor for Town Hall Renovation work will go out this week.

Correspondence in the packet include:

- A Liquor License FYI
- A Grant-in-Aid Pre-Construction Scoping Summary
- There is a Windham Regional Commission Public Hearing for it Regional Plan at Brooks Memorial Library in Brattleboro at 1:30 pm on July 8th. Tulloch will be attending.
- A Change order for the Town Hall Window Restoration project in the amount of \$4,850 to paint the trim
- Notices that the Town received funding for the Transfer Station Stormwater project in the amount of \$19,625.93 through EDDIBG. The Town Garage Stormwater project was not funded, but there is another opportunity in the fall.

Town Clerk Allison Marino announced she would not be in the office next week due to training.

8. Visitors and Concerned Citizens

Chad Stoddard had questions and concerns about the North and South Village wastewater projects.

9. Liquor Commission

None

10. Roads and Bridges

a. Updates

Taylor Prouty announced that Road Foreman Josh Dryden has finished marking all the culverts for Little Pond Road and Spring Hill Road to prepare going out to bid. This will be work done in preparation for paving next year. Roadside mowing has begun. The new truck is waiting for the body to be installed, hopefully it will be in service before winter. The Grants-in-Aid projects will also be starting soon.

Aileen Tulloch mentioned that there is a possibility of a small structures grant to aid in the West River Street project.

b. Review and Approve Chaves Boynton Road Proposal

Taylor Prouty explained that this proposal would remove stumps, widen the road and create a ditch line near 444 Boynton Road.

James Ameden moved to accept the proposal from David Chaves Excavating to provide services relating to Boynton Road estimated to cost \$9,800 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work and Taylor Prouty seconded. The motion passed unanimously.

c. Review and Approve Tree Removal Proposals

Taylor Prouty explained that this is the same work that was approved in the last meeting but the ash trees on Little Pond Road have been separated from the Thompsonburg Road work so that the Ash Tree Borer fund can be utilized.

Taylor Prouty moved to approve the proposal from Henry Carr for projects on Thompsonburg Road for \$3,500 and Little Pond Road for \$4,300 2) authorize the Town Administrator to sign the contract on behalf of the board and James Ameden seconded. The motion passed unanimously.

11. Town Officials Business

a. Forest Fire Warden

i. Designate a Fire Chief to be Fire Warden

The Legislature recently passed Act 162, which changed the eligibility requirements for Town Forest Fire Wardens. Forest Fire Wardens now must be a Fire Chief. The Fire Chief can designate as many deputies as they desire. In Towns with more than one fire department, the Selectboard has to designate one of the Chiefs. Jeff Duda has agreed to step up to this role.

Both Duda and Tulloch wanted it on the record that this change was enacted with zero input from the majority of the State's Forest Fire Wardens, Fire Chiefs and Towns. It was also announced 6 days prior to its enactment, giving little notice to anyone, just prior to the 4th of July weekend.

James Ameden moved to designate Jeff Duda as the Town's Forest Fire Warden and Jim Fleming seconded. The motion passed unanimously.

b. Short Term Rental Administrator and Town Clerk

i. Review and Approve Updated STR Rental Policy and Procedure

The number of board members was amended to 5. The policy was also updated to reflect who would serve on the board and how the appeals process would work. The policy was reviewed by the Town Attorney

James Ameden moved to approve the updated Short Term Rental Policy and Procedure and Jim Fleming seconded. The motion passed unanimously.

ii. Review and Approve STR Appeals Form

The form was modelled after a property assessment grievance. It was also reviewed by the Town Attorney.

Jim Fleming moved to approve the Short Term Rental Appeals Form and James Ameden seconded. The motion passed unanimously.

c. Town Clerk

i. Video Surveillance Cameras for Town Office

The Town Clerk was hoping for a quote before the meeting but didn't receive one, so this will be on the agenda for the next meeting.

d. Assessor/Listers

i. Review and Approve Comcast BCA Stipulation

Communications property was redefined from business personal property to real property by the State legislature last year, and at the same time the State took over the valuations of these properties. Recognizing that Town BCA's would likely uphold the State's values, the Department of Property Valuation and Review and companies like Comcast came up with a stipulated agreement to skip BCA and appeal directly to PVR or to Superior Court.

Taylor Prouty moved to approve the stipulated agreement between the Town and Comcast and authorize the Selectboard Chair to sign on behalf of the Board and James Ameden seconded. The motion passed unanimously.

ii. Review and Approve State Re-appraisal of Magic Mountain

The State Legislature created the Commercial Appraisal and Litigation Assistance Program (CALAP) to assist communities in appraising large and complex properties. Magic Mountain is one such property. The Listers' would like to apply for the program in order to re-appraise Magic Mountain for 2028 re-appraisal. If the application is denied, NEMRC will do Magic Mountain's appraisal per the existing contract.

James Ameden moved to approve participation in the Commercial Appraisal and Litigation Assistance Program for the valuation of Magic Mountain Ski Resort for the Town's 2028 re-appraisal, and 2) authorize the Selectboard Chair to sign on behalf of the Board and Jim Fleming seconded. The motion passed unanimously.

12. Transfer Station/Solid Waste Management

a. Updates

Tina Labeau announced that the bulk punch cards are now a different color to differentiate them from the others which will hopefully prevent people from purchasing

them unless they mean to. Aileen Tulloch mentioned that we are still looking for a Part-Time Transfer Station Attendant.

13. Old Business

a. Approve the Discontinuance of Monet Lane and Written Decision

This is the last step in the road discontinuation process. Windham is voting on this tonight as well.

Taylor Prouty moved to find that the discontinuance of Monet Lane meets the public good, necessity and convenience of the inhabitants of the Town, and authorize the Selectboard Chair to sign the Order of Discontinuance of Monet Lane, and James Ameden seconded. The motion passed unanimously.

b. Review and Approve Town Office Renovation closeout and final payment.

Jon Saccocio of Stevens & Associates signed off on the remaining punch list items.

Jim Fleming moved to authorize final payment of the Town Office Renovation of \$4,300 to close out the Town Office Renovation Project and James Ameden seconded. The motion passed unanimously.

14. New Business

a. Approve Londonderry Zoning Bylaws

James Ameden moved to approve the Zoning Bylaws as presented and Jim Fleming seconded. The motion passed unanimously.

b. Award Town Buildings General Repair Bid

There was one bid from Hunter Excavating.

Jim Fleming moved to accept the proposal from Hunter Excavation to provide services relating to Town Office General Repair estimated to cost \$89,431 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work and James Ameden seconded. The motion passed unanimously.

c. Approve Joining the Windham County Regional Law Enforcement Governance Council and Appoint Selectboard member

The Sheriff needs 5 Towns to join the Council before it is active, and he is hoping to have the first meeting in early September. James Ameden agreed to be the Town's representative to the Council.

Jim Fleming moved that Londonderry join the Windham County Regional Law Enforcement Governance Council and appoint James Ameden as the Town's Representative to the Council and Taylor Prouty seconded. The motion passed unanimously.

d. Discuss South Village Wastewater funding gap and need for matching funds

Aileen Tulloch explained that Phase II of the South Village wastewater project current has about a 2 million dollar gap, and most grants require match. Although not having the match available at the time of applying doesn't disqualify applicants, those that can demonstrate they have the cash in hand or the ability to obtain it receive higher scores. The grants are highly competitive and a lot of entities are competing for a relatively small pot of money. Tulloch wanted to know the Board's temperature regarding further bonding or borrowing in order to go out for further grants that require match. The Board agreed it was not in favor of asking for more money from taxpayers for the project. Tulloch thanked the Board for the direction and will seek avenues for funding that don't require match or can be matched with State or Federal funds.

Chad Stoddard expressed his frustrations with the wastewater projects in general.

e. Review and Approve Municipal Energy Revolving Fund Application for Town Hall

The State received about 1.1 million in funding to create a revolving loan fund which could be used for energy sustainability and ADA improvements much like the Municipal Energy Resilience Program (MERP) did. The Town can apply for up to \$250,000 in MERF funding with a 0% interest rate if applied for before December 31, 2026.

Discussion ensued about the Town Hall renovations in general. Aileen Tulloch explained that there were renovations such as fixing the roof that didn't meet MERP or MERF eligibility requirements that were going on as part of the overall project. This loan would specifically be for further energy resilience projects, such as upgrading the heating system.

The Board asked the Town Hall Renovation Committee to come back with a number.

f. Discuss hiring a Wastewater Operator.

Aileen Tulloch explained that the South Village wastewater system might be operational by this fall, but even if it isn't the Town needs to contract with a Grade 1 Wastewater Operator this year in order for that person to observe the site and receive the necessary training. All municipal wastewater systems require a certified operator. The Operator would be paid for by the sewer fund, but since the site isn't operational yet there isn't a sewer fund yet. The initial expenditure shouldn't be too high. Tulloch asked for permission to send out an RFP for a Wastewater Operator. The Board agreed.

Chad Stoddard expressed his frustration with having to hire a wastewater operator.

g. Discuss Itinerant Vendor Ordinance

This came up because Taylor Prouty and Tom Cavanagh noticed a Hot Dog Cart operating in Town and they did not recall seeing an Itinerant Vendor Permit come up at any meetings. The Zoning Administrator had issued a Zoning Permit for the cart. Discussion ensued on whether the Itinerant Vendor Ordinance was redundant if zoning permits were already being issued, and whether other Towns had Itinerant Vendor Ordinances. Aileen Tulloch replied that yes, many did. Tulloch pointed out that at present, she was the Selectboard's Appointee, but that it might be better if Will Goodwin was their appointee, to streamline the process.

James Ameden moved to appoint Will Goodwin as the Appointee for Itinerant Vendor Applications and Tom Cavanagh seconded. The motion passed unanimously.

15. Executive Session: if needed

None needed.

16. Adjourn

Jim Fleming moved to adjourn and James Ameden seconded. The motion passed unanimously.

The meeting adjourned at 7:49 PM.
Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved
LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh