DRAFT
Town of Londonderry, Vermont
Selectboard Tuesday, September 9, 2026
Selectboard Meeting 6:00 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent:. Tom Cavanagh.

Town Officials: Aileen Tulloch, Town Administrator; Liam Elio, Recreation Director; Andy Dahlstrom, Short Term Rental Administrator; Larry Gubb, Town Hall Renovation Committee; Cindy Gubb, Town Hall Renovation Committee.

Others present: Jeff Cleary, Hunter Excavating LLC; Kelly Capen (online).

1. Call Special Meeting to Order

James Ameden called the meeting to order at 6pm.

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

Aileen Tulloch requested to remove 8.b as she did not receive the documents, and to add an executive session at the end under 1 V.S.A. § 313 (a)(1)(F).

Taylor Prouty ***moved to remove 8.b. and to add an executive session under 1 V.S.A. § 313 (a)(1)(F)*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

3. Minutes Approval – Meeting(s) of 08/17/2026 and 08/24/2026

Aileen Tulloch noted that she changed the signatory from Tom Cavanagh to James Ameden on both since Cavanagh was not present.

Leanne Alexander ***moved to approve the minutes of the Selectboard meetings of 08/17/2024 and 08/24/2026*** *and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

4. Selectboard Pay Orders

Taylor ***Prouty moved to approve the pay orders for payroll and accounts payable*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

5. Announcements/Correspondence

Town Administrator Aileen Tulloch made the following announcements:

a. Office staff have purchased Letterhead with the new Town Logo. Tulloch thanked the Board for approving a logo. She has already used the letterhead twice.

b. Tulloch has completed the paper work for the Category Z Administrative costs for the DR4720 FEMA project which is hopefully the last step to close out the 2023 flood projects.

c. The new file structure is in place and Town Staff will beta test it hopefully next week. The plan is to roll it out to all Staff so that document storage and sharing is easier across departments

d. There’s been an uptick in public records requests recently, both from large companies hoping to sell information and from residents. These requests have been eating into staff time.
e. Tulloch will be meeting with the Towns in the ACO Regional agreement on 9/10 where they will hopefully vote to allow Londonderry into the program. Tulloch will also be attending a Q&A session on 9/10 at the Brattleboro Legion for candidates for Lieutenant Governor and then will be attending a Roundtable in Wilmington on Friday. The Town Clerk and the Town Treasurer will be out on Wednesday and Thursday, so the office will be sparsely occupied for the rest of the week.

The following correspondence in the Selectboard packet are as follows:
a. An announcement from SeVEDS about the Get On Board program.
b. A notice from WRC about their upcoming draft regional plan hearing on September 21, 2026 at 6pm
c. A notice from WRC about a public hearing in Jamaica concerning their Enhanced Energy Plan on September 22, 2026 at 4pm
d. A grant opportunity: Extreme Cold Weather Shelter Program
e. Notice from the State appointing Rich Phelan as the Health Officer
f. A draft model Class 4 Highway policy. Does the Selectboard want to update the current one (adopted in 1996)
g. A bunch of catering permits came through-they did not make it to the packet due to network issues. All just FYI.
g. A draft of the Flood Scoping study for North Village properties done by Steffen Krei
h. Email correspondence from Barry Randall accusing Town Staff of misinformation and misconduct. Tulloch added that both the Town Clerk and the Town Treasurer work extremely hard to accommodate the public and they do not engage in either misinformation or misconduct. They are often at the forefront of people’s anger or frustration and they handle it well, but they are also human. Be kind.

6. Visitors and Concerned Citizens

None.

7. Liquor Commission

None.

8. Roads and Bridges

a. Updates

Taylor Prouty mentioned that progress is being made on the Grants in Aid projects. The town garage shed project is also moving along. Spring Hill Road will be closed at the site of the box culvert with intermittent closures for the other culvert replacements. Little Pond Road will also have intermittent closures but they will coordinate with the school bus schedule. James Ameden mentioned that wastewater project now has stop lights instead of flaggers, so anyone driving on Route 100 should be aware of that.

b. Review and Approve Driveway Access Permit (Woodall)

The Board discussed whether this second access should be subject to DRB review.

Leanne Alexander ***moved to approve access permit application submitted Ronnie Woodall for a modification of an existing access to their parcel located on the north side of Melendy Hill Road, and authorize the Chair to sign the permit on behalf of the Board, subject to DRB review****, and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

9. **Town Officials Business**
   a. **Town Treasurer**
      i. **Appoint Selectboard Representative for Tax Sale**

Tulloch explained that the Town needs to have a representative at the tax sale in case the Town wishes to purchase any of the properties. She recommended Taylor Prouty since he is on the Land Acquisition Task Force.

Leanne Alexander ***moved to appoint Taylor Prouty as the Selectboard Representative for the Tax Sale occurring on September 16, 2026 at 10:30 am at the Town Office****, and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

   b. **Recreation Director**
      i. **Review and Approve Change Order for Tennis Court**

Liam Elio explained that pickle ball is very popular with all six courts often in use. Those playing tennis have to compete with those playing pickle ball. This change order would add two new pickle ball courts to help accommodate everyone. There might be an opportunity to fundraise as well. Work will start in a few weeks to give everyone a few more weeks to play.

Taylor Prouty ***moved to approve the Change Order for Pingree Park Tennis Court Replacement in the amount not to exceed $7,159.00 and authorize the Town Administrator to sign on behalf of the Board****, and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

      ii. **Accept resignation of Kelly Pajala from Parks Board**

The Board thanked Kelly Pajala for her service to the Town.

Taylor Prouty ***moved to accept the resignation of Kelly Pajala from the Parks Board*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

      iii. **Appoint Parks Board Member (Christine Blaylock)**

Taylor Prouty ***moved to appoint Christine Blaylock to the Parks Board to fill out the remainder of Kelly Pajala's term, which ends on 04/01/2027****, and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

   c. **Beautification Committee**
      i. **Appoint Beautification Committee Member (Melissa Brown)**

Leanne Alexander ***moved to appoint Melissa Brown to the Beautification Committee to fill out the remainder of Pam Abraham's term, which ends on 04/01/2029*** *and Taylor Prouty seconded. The* **motion passed** *unanimously.*

d. Short Term Rental Administrator

i. Discuss Administrative Fee for Declined Applications

Andy Dahlstrom presented to the board a request to add an administrative fee of $150 to the fee structure policy to account for applications that are declined. The Board agreed to add this fee; Dahlstrom will bring the changes to the Board at the next meeting.

ii. Discuss adding non-refundable clause to Fee Schedule

Andy Dahlstrom wanted to add a non-refundable clause on the Fee Schedule to deter people from paying first and then not filling out the application or renting before they are approved. The Board agreed this was also a good addition.

iii. Review and Approve STR Appeal Board Members

The Short Term Rental Appeal Board had willing members from Emergency Services, the DRB, a Justice of the Peace and the Town Clerk, but needed a Selectboard member to round out the Board. Leanne Alexander agreed to be part of the STR Appeals Board. There was a question about Terms and whether they should be staggered. The Board agreed to give the members a 1 year term to start and Aileen Tulloch will ask the Town Attorney what the best practice going forward is.

Tayor Prouty ***moved to appoint Allison Marino, Maureen Cronin, Paul Hendler, Rich Phelan and Leanne Alexander to the STR Appeals Board for a term of 1 years pending attorney review*** *and Leanne Alexander seconded. The* **motion passed** *unanimously.*

e. Town Hall Renovation Committee

i. Request for Approval for MERF Loan Application

MERF is a new State revolving fund with goals similar to MERP to help rehabilitate older buildings with energy efficiency and sustainability in mind. The Revolving Fund comes with a guarantee of 0% interest until 12/31/2026. Towns that did not receive MERP funding had first crack at the MERF funding, so it is not a guarantee that Londonderry would get a approval for a loan.

Leanne Alexander ***moved to approve the application of a MERF loan with the caveat that the final approval will come back to the Selectboard*** *and Taylor Prouty seconded. The* **motion passed** *unanimously.*

ii. Request for Approval to apply for additional grants

The Town Hall Renovation Committee would like to go out for an ADA grant offered by the Vermont Community Development Program to fund the construction of a first floor ADA compliant bathroom.
Leanne Alexander ***moved to approve the Town Hall Renovation Committee application for the Vermont Community Development Program Accessibility Modification Grant and authorize the Town Administrator to execute any documents necessary to secure the funding for the grant*** *and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

iii. **Review and Approve Town Hall General Contractor Services Proposal One bid was received.**

Leanne Alexander ***moved to accept the proposal from Hunter Excavating to provide General Contractor Services estimated to cost $284,771 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.*

10. Transfer Station/Solid Waste Management
a. Updates

None.

11. Old Business
a. Review and Approve Updated Itinerant Vendor Ordinance

Aileen Tulloch recommended that they table this because Will Goodwin had not yet had a chance to review it.

b. Review and Approve Updated Itinerant Vendor Permit Application

This also hasn't been reviewed yet.

12. New Business
a. Review and Approve line striping and sealing of Town Office Parking Lot

The Board asked if this had been budgeted for. Aileen Tulloch answered that it had not. The Board agreed that it should be put in the budget for next year.

b. Review and Approve Town Garage Shed Roof Change Order

During repair of the Town Garage Shed it was noted that the fasteners on the roof had failed. The options were to replace the fasteners, or replace the whole roof. Replacing the roof was deemed the better option.

Leanne Alexander ***moved to approve the Change Order Town Garage Shed Roof Repair in the amount not to exceed $5,819 and authorize the Town Administrator to sign on behalf of the Board to conduct the necessary work*** *and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

13. Executive Session: 1 V.S.A. § 313 (a)(1)(F) Confidential attorney-client communications made for the purpose of providing professional legal services to the body.

Taylor Prouty ***moved to find that premature general public knowledge of confidential attorney-client privilege will clearly place the Town, the Board or person involved at a substantial disadvantage by revealing negotiating*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously*

Taylor Prouty ***moved that the Board enter executive session pursuant to1 V.S.A. § 313 (a)(1)(F) Confidential attorney-client communications made for the purpose of providing professional legal services to the body and invite the Town Administrator to join the session*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously.*

Entered executive session: 7:09 pm
Exited executive session: 7:22pm

Taylor Prouty ***moved to authorize the Town Administrator to enter into discussions with the State to reallocate a portion of the North Village ARPA funds to the South Village Phase II project, and to seek additional grant funding for the North Village projects as appropriate*** *and Leanne Alexander seconded. The* ***motion passed*** *unanimously***.**

14. Adjourn

Leanne Alexander ***moved to adjourn*** *and Taylor Prouty seconded. The* ***motion passed*** *unanimously.*

The meeting adjourned at 7:27 pm

Respectfully Submitted,
Aileen Tulloch, Town Administrator

Approved
LONDONDERRY SELECTBOARD

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Chair, Tom Cavanagh