

DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
Monday, January 5, 2026, 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Tom Cavanagh, Martha Dale, Jim Fleming, and Taylor Prouty.

Board members absent: James Ameden.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Tina Labeau, Town Treasurer; Doug Friant, Town Moderator; and Alison Marino, Town Clerk.

Others in Attendance: Matt Bachler, Windham Regional Commission; Christina Haskins, Dufresne Group; Amanda Fouda, GNAT-TV.

1. Public Hearing on Spring Hill Culvert Project

a. Questions and concerns from the Selectboard

Matt Bachler from Windham Regional Commission explained that this meeting is required as part of the TAP grant and serves as the second public informational session, with the first having taken place in August 2023. Bachler reported that all easements from adjacent property owners have been secured, and the right of way with VTRANS is in place. It is expected the project will be bid in late January, with proposals due in late February. Construction should begin in late spring and conclude by late summer. A construction inspections service firm will be hired to oversee the project to ensure adherence to the proposal and plan. An RFP was issued for this service, and the recommended firm will be proposed at the February 2, 2026 Selectboard meeting. There will be a temporary road closure for two to three months during the summer on Spring Hill Rd., with a detour set up and appropriate signage posted in advance.

Additional TAPP funding of approximately \$300,000 was applied for and a decision is pending.

b. Questions and concerns from the public

None.

2. Adjourn Public Hearing

Martha Dale moved to adjourn the Public Hearing, seconded by Jim Fleming. The motion passed unanimously.

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. (Transfer Station Part Time Attendant discussion).

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Taylor Prouty moved that the Board enter Executive Session per 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting, seconded by Jim Fleming. The motion passed unanimously.

Entered executive session at 6:09 p.m.
Came out of executive session at 6:19 p.m.

Taylor Prouty moved to hire Dana Griswold at \$30 an hour for the transfer station on Sundays, not including benefits, seconded by Jim Fleming. The motion passed unanimously.

4. Call Regular Meeting to Order

Chair Tom Cavanagh called the regular Selectboard meeting to order at 6:10 p.m.

5. Additions or Deletions to the Agenda [1 VSA 312(d)(3)(A)]

Need to add Agenda items for tree removal bids for South Village Wastewater Project and MLK Meeting Date Change.

Martha Dale moved to add Agenda Item 14C Review and Approve South Village Wastewater Tree Removal Bid and Agenda Item 14D Approve Meeting Date Change from 1/19 to 1/20/2026, seconded by Taylor Prouty. The motion passed unanimously.

6. Minutes Approval – Meeting(s) of 12/15/2025

Jim Fleming moved to approve the minutes of the Selectboard meeting of 12/15/2025, seconded by Martha Dale. The motion passed unanimously.

7. Selectboard Pay Orders

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

8. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Happy New Year - Welcome to 2026.

The following correspondence can be found in the meeting packet:

- One event permit FYI.
- VTRANS announcement that culvert replacement project on Route 100 is postponed and now scheduled for 2027.
- Town Hall renovation update from Anand Fedele, Windham Regional Commission.
- Site visit of culverts, which Tom will attend.

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The following announcement were made by Town Office staff:

- Dog registrations are open for 2026.
- 2026 permits for transfer station on sale.

9. Visitors and Concerned Citizens

None.

10. Roads and Bridges

- Crews are taking care of roads with holidays, storms, and illness.
- RFP for Salt Shed repair did not receive any bids. Tom Cavanagh will reach out to Nester, and then Tulloch will reissue RFP.
- Tina Labeau has closeout paperwork for underground fuel tank and will get that done this week.

11. Town Officials Business

b. Town Clerk and Town Administrator

i. Facilities Use Policy and Procedure

Facilities Use policy needs to be updated. Staff wondered if Selectboard needs to approve each use or not. It was decided staff could approve. The new policy will be adopted after it is drafted.

12. Transfer Station/Solid Waste Management

a. Updates

- Individual who had Sunday Transfer Station position has resigned, and Keith has been filling in. Dana Griswold will now have this position.
- Vending machine has functional issues that will be looked at.
- Getting a new Port-a-Potty with new company that is less expensive.

13. Old Business

a. Review and Approve FY 2027 Budget

Tina Labeau reported no further updates were made, and no feedback was received from any citizens.

Martha Dale moved to approve the FY2027 Budget as presented, seconded by Jim Fleming. The motion passed unanimously.

14. New Business

a. Review Town Meeting Warning

The following warning items were discussed:

- Town Clerk Allison Marino clarified that the new policy regarding appropriations requires organizations submit an annual written request and a petition every five years. If petitions are not received by due date of 1/14/26 they will not be on the warning. Marino expects to have final appropriations by the next Selectboard Meeting on 1/20/26.
- Town Moderator Doug Friant commented that small appropriation requests might not be worth the effort of getting signatures. The group discussed other ways, including an electronic signatures, that small requests could be funded as getting signatures is very difficult.
- Tina Labeau reported that the Building Reserve Fund budget was increased from \$100,000 to \$200,00 to cover a deficit of \$80,000 left from the Town Office renovation. This will hopefully cover some of the upcoming Town Hall renovations.
- Friant commented that one issue that might bring discussion by voters is the proposed Assistant Office Manager position.
- Selectboard members Jim Fleming and Martha Dale will be up for reelection. Jim Fleming plans to run again, but Martha Dale will not run or accept the position if elected.
- 1% sales tax has been added back in, and the staff and Selectboard will put together a presentation in support of the tax.
- Friant noted that any presentation will require unanimous consent.

b. Approve Town Office Facility Use Request for CFL

Martha Dale moved to authorize the use of the Town Office by the Community Fund for Londonderry for a meeting on January 8th at 5 p.m. and authorize the Town Administrator to sign the Facility Use Agreement on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

c. Review and Approve South Village Waste Water Tree Removal Bid

Chrissy Haskins clarified that tree removal will be on about 1/10 of an acre of the Prouty property and an additional 5 trees will be removed at 3115 Route 100.

Three bids were received. Hunter Excavating was \$3,000 under the next lowest bid.

Jim Fleming moved to accept the proposal from Hunter Excavating to provide services relating to Tree Removal for the South Village Wastewater project estimated to cost \$6,008 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by Taylor Prouty. The motion passed unanimously.

d. Approve moving meeting scheduled for MLK Day.

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Jim Fleming moved to change the date of our next meeting from 1/19 to 1/20 at the Town Offices due to the Martin Luther King holiday, seconded by Martha Dale. The motion passed unanimously.

15. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by Martha Dale. The motion passed unanimously.

The meeting adjourned at 7:02 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh