

DRAFT  
Town of Londonderry, Vermont  
Selectboard

Meeting Minutes  
Tuesday, January 20, 2026  
Special Meeting - 6:00 PM  
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: James Ameden and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Tina Labeau, Town Treasurer; Alison Marino, Town Clerk; Josh Dryden, Road Foreman; Liam Elio, Mountain Towns Recreation Director; Helen Hamman, Conservation Committee; Andrew Phinney, Road Crew; and Andy Dahlstrom, Short Term Rental Administrator.

Others in Attendance: Pam Spaulding; Paul Hendler; Karen Geraghty, KG Consulting; and Amanda Fouda, GNAT-TV.

**1. Call Regular Meeting to Order**

Tom Cavanagh called the meeting to order at 6:00 p.m.

- 2. 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. (Andrew Phinney 6-month review).**

*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, and invite Andrew Phinney and the Town Administrator to join the session, seconded by Martha Dale.. The motion passed unanimously.*

**Entered Executive Session at 6:01p.m.**

**Came out of Executive Session at 6:20p.m.**

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

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

It was noted that there is a typo throughout the agenda and the correct date for the last Selectboard Meeting is 01/05/2026.

**4. Minutes Approval - Meeting(s) of 01/05/2026**

*Martha Dale moved to approve the minutes of the Selectboard meeting of 01/05/2026, seconded by Tom Cavanagh. The motion passed unanimously.*

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**5. Selectboard Pay Orders**

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

**6. Announcements/Correspondence**

The following announcements were made by Town Administrator Aileen Tulloch:

- The Windham County Annual Meeting is on 1/28/26 at 4 p.m. Aileen has been the only person in attendance for the last 4 years and is looking for others to attend as well that day. The meeting is an opportunity for the public to weigh in on the Windham County budget. Anyone interested can contact the County Clerk at [CountyClerk@windhamcountyvt.gov](mailto:CountyClerk@windhamcountyvt.gov).
- Trees on the Prouty land were removed for the Wastewater Project, but not those on Route 100. This will probably occur later in the week, and the end of Crescent Street will need to be closed. Tom Cavanagh will post this information on the Londonderry FB Forum.
- Bids for inspection service for the Spring Hill culvert project have been received, and Josh Dryden, Aileen Tulloch, and Matt Bachler will review and provide a recommendation at the next meeting. RFP for construction of the project will go out this week.
- Tulloch will be on vacation Friday 1/23/26.

The following correspondence can be found in the meeting packet:

- A resignation from Jen Greenfield, Chair of the Planning Commission. Martha Dale asked if there were other reasons for the resignation than given in the letter, and the board cited Jen's recent comments to the Selectboard regarding heavy workload for volunteers. The acting Chair is Brent Bammarito and Tulloch is monitoring the Planning Commission email.
- FYI one special event permit.
- Email from Vermont Department of Environmental Conservation about PFAS Hazard Index.
- Letter of thanks from The Collaborative for appropriation.

The following announcements by the Town Clerk were made:

- Dog license reminders went out to owners to register by April 1 deadline.

**7. Visitors and Concerned Citizens**

None.

**8. Roads and Bridges**

**a. Updates**

Josh Dryden gave the following updates:

- Culvert replacement list is in order with Little Pond Road next. Department hopes to use the old Spring Hill culvert if size meets requirements.
- Planning to pave the apron in front of building to make cleanup easier and save salt.

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- Some equipment is broken and will be repaired.
- New truck will be on its way to Maine in the next few weeks.

**b. Review and Approve Certificate of Highway Mileage**

This is required every year and provides total mileage of all the highways in town.

*Martha Dale moved to approve the Certificate of Highway Mileage for 2026, seconded by Taylor Prouty. The motion passed unanimously.*

**9. Town Officials Business**

**a. Town Staff - Open Meeting Law Responsibility**

The issue of late and improperly warned meetings remains unresolved, with two recent meetings not properly warned and agendas often arriving after hours or during holidays when staff are unavailable. Staff expressed the difficulties with posting agendas and sought guidance on how to proceed.

Martha Dale noted that oversight would still be necessary to ensure timely submissions. Aileen Tulloch reiterated that under state law, it is the responsibility of committee, not staff, to comply with Open Meeting Law. Taylor Prouty questioned whether staff could post agendas if they were all delivered during normal business hours, but staff pointed out that timing errors persist and the required 48-hour warning period is difficult to meet due to the time needed for agendas to pass through the Town Clerk's office. Tulloch added that posting agendas places a greater responsibility on committee chairs but also offers them more freedom.

Committees need to improve their own processes, with the discussion emphasizing that compliance should be guided not only by state requirements but also by what works best for the Town's operations. Since requirements are not currently being met, the suggestion was made to create a checklist of posting requirements. If staff are to post agendas, clear requirements must be established, and if those requirements are not met, responsibility should revert back to the committee.

The possibility of losing volunteers due to these challenges was raised. Liam Elio asked about the town's written policy and suggested volunteer onboarding materials outline what is required of committees. Written instructions and a checklist will be created to ensure consistency and ensure everyone is aware of the rules. This new process will be disseminated to committees by the Selectboard, not staff.

**b. Short Term Rental Administrator**

**i. Short Term Rental Committee**

Andy Dahlstrom reported that the Short Term Rental working group is now up and running, and the first meeting was held today. The group is currently conducting its annual review of the ordinance and related language. The committee, which includes new members from the Housing Commission, encourages additional community members to attend

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meetings and offer suggestions. Meetings will be scheduled for one hour prior to regular Selectboard meetings.

**c. Conservation Committee**

**i. Regional Watershed Task Force**

Helen Hamman reported that, following the resilience project, it was determined that the town would form a regional task force to collaborate with neighboring towns on projects recommended by state agencies, including those suggested by the FEMA representative. Hamman requested that the Selectboard send notes to the Weston and Landgrove Selectboards and appoint several people to establish this task force, which would work jointly on multiple projects and coordinate with the Windham Regional Commission to address challenges in the West River basin. Martha Dale noted that a variety of interested parties and partners had been identified, and Hamman explained that the task force would be responsible for determining which partners to engage and which recommendations to pursue, starting with the most feasible projects. The initial step is to formally establish the task force, possibly by developing a charge before reaching out to other boards. Tom Cavanagh will contact the other boards, and this topic will be included on the agenda for the next meeting.

**d. Town Hall Renovation Committee**

**i. Funding conversation**

Liam Elio, representing the Town Hall Renovation Committee, reported on meetings with Windham Regional aimed at utilizing all remaining MERP funds for the Town Hall renovation and any leftover funds from the Town Office project. Bids have been received for basement work, and requests for proposals have been issued for wall, attic, and window restoration. There are also smaller projects that do not fall under MERP but will need to be completed alongside MERP-funded work. The committee hopes to be ready to begin by the start of the fiscal year on July 1, with a tentative goal to have projects underway by September and finished by the end of the calendar year.

It was noted that the building reserve fund is currently negative for the year. While the typical annual request is \$100,000, the budget request is \$200,000 for the upcoming fiscal year. The Selectboard indicated that the Town Hall renovation project could count on an estimated \$150,000 of the reserve fund, leaving \$50,000 available for other issues.

**10. Transfer Station/Solid Waste Management**

**a. Updates**

The vending machine will be fixed shortly.

**11. Old Business**

**a. Review and Approve FY 2027 Budget.**

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This was done at the last Selectboard meeting.

**b. Review and Adopt Town Meeting Warning**

Appropriations have been finalized in the town meeting warning, totaling \$37,000. Increases were requested by Senior Solutions, SEVCA, Neighborhood Connections, Grace Cottage, My Community Nurse, and The Collaborative. A few organizations will plan to petition for appropriations next year.

*Martha Dale moved to adopt the 2026 Town Meeting Warning, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Ratify South Village Waste Water Tree Removal Bid decision of 1/6/26**

*Taylor Prouty moved to ratify the 1/05/26 decision 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 Martha Dale. The motion passed unanimously.*

**d. Ratify Selectboard Schedule decision of 1/5/26**

*Martha Dale moved to ratify the 1/05/26 decision 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 Taylor Prouty. The motion passed unanimously.*

**e. Review and Approve Salt Shed Repair Proposal**

*Martha Dale moved to Approve the proposal by Hunter Excavation to enclose the Salt Shed in for an amount not to exceed \$9,126.16 and to authorize the Town Administrator to execute any and all documents necessary for the hiring of the contractor to complete the necessary work, seconded by Taylor Prouty. The motion passed unanimously.*

**12. New Business**

**a. Approve pursuit of grant funding (EDA and Northern Borders)**

Karen Geraghty of KG Consulting, who assisted with CBDG grant applications, expressed disappointment that the town did not receive funding from disaster awards, but noted that most awards were allocated to housing development projects rather than direct, shovel-ready initiatives. This outcome was not unexpected, as the funding originated from HUD, but additional funding opportunities are anticipated.

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The Northern Borders application period begins in a week, with eligibility for up to \$1 million for wastewater management projects, making Londonderry Phase 2 a strong candidate. The grant fits all eligibility criteria, and it was suggested that the town proceed with the application, which is limited to 60 counties in Maine, New Hampshire, New York, and Vermont. The Economic Development Administration also offers grants ranging from \$2 million to \$20 million, however, this program is more competitive on a national scale and accepts rolling admissions. The town may also consider pursuing a municipal planning grant in the future. Martha Dale discussed the potential for state and federal endorsements. Tulloch was encouraged to reach out to contacts, with Becca Balein identified as knowledgeable in this area. Although Londonderry is not currently on the regional or state priority lists for funding, obtaining a letter of support would be helpful.

*Martha Dale moved to authorize the Town Administrator to pursue grant funding from the US Economic Development Administration (EDA) and/or the Northern Border Regional Commission (NBRC) for priority projects for the Town of Londonderry, including but not limited to culvert upgrades, bridge replacements and wastewater infrastructure, seconded by Taylor Prouty. The motion passed unanimously.*

**b. Review and Approve Pingree Park Tree Removal Bid**

Removed from agenda.

**c. Approve Facilities Use Request for Green Mountain Gardeners**

*Martha Dale moved to authorize the use of the Town Office for a meeting of the Green Mountain Gardeners on February 9, 2026 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.*

**d. Review and Approve North and South Loan Applications for Village Wastewater**

Now is the time to approve; construction will start as soon as last easements are received. Jim Hendler asked if amounts matched those voted on at last year's Town Meeting, and staff confirmed they were.

*Martha Dale moved to approve the State Revolving Loan Program Funding Application for the North Village Community Wastewater System in the amount of \$282,000 and to authorize the Town Administrator to execute any and all documents necessary to secure the loan. Taylor*

*Martha Dale moved to approve the State Revolving Loan Program Funding Application for the South Village Community Wastewater System in the amount of \$515,700 and to authorize the Town Administrator to execute any and all documents necessary to secure the loan., seconded by Taylor. The motion passed unanimously.*

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**13. Adjourn**

*Taylor Prouty moved to adjourn the meeting, seconded by Tom Cavanagh. The motion passed unanimously.*

The meeting adjourned at 7:42 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

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Chair, Tom Cavanagh