

DRAFT  
Town of Londonderry, Vermont  
Selectboard

Meeting Minutes  
Tuesday, February 17, 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 Hesse, Selectboard Minute Taker; Allison Marino, Town Clerk; and Liam Elio, Mountain Towns Recreation Director.

Others in Attendance: Pam Spaulding and Amanda Fouda, GNAT-TV.

**1. Call Regular Meeting to Order**

Tom Cavanagh called the meeting to order at 6:03 p.m.

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

There is need for an Executive Session at the end of the meeting, to be added as Agenda Item 11d.

*Taylor Prouty moved to add an Executive Session subject to VSA 313 (A)(3) and VSA 313 (A)(1)(A) for personnel and contract matters, seconded by Martha Dale. The motion passed unanimously.*

**3. Minutes Approval - Meeting(s) of 02/02/2026**

*Martha Dale moved to approve the minutes of the Selectboard meeting of 02/02/2026, seconded by Taylor Prouty. The motion passed unanimously.*

**4. Selectboard Pay Orders**

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

**5. Announcements/Correspondence**

The following announcements were made by Town Administrator Aileen Tulloch:

- Allison Marino, Town Clerk, was accepted into the New England Municipal Clerks' Institute & Academy (NEMCI&A) program to pursue certification as a Municipal Clerk. Instruction includes one week of in-person classes in July, followed by online coursework. Full certification and accreditation are achieved after three years. Scholarships should cover the full cost of the course.
- Received and are in the process of recording all easements for the South Village Wastewater Project. Once recording is complete, permit application will be submitted. The project should go out for bid in early March.
- Elizabeth Labeau resigned from the Parks Board.

## Town of Londonderry, Vermont

### Special Meeting and Selectboard Meeting Minutes – February 17, 2026

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- Pingree Park tennis court replacement RFP went out on Friday, February 13 with bids due March 5 at 2 p.m.
- Town Hall window restoration RFPs were due Friday, February 13, and 3 bids were received.
- Windham Regional Commission is holding a virtual public meeting on Tuesday, March 17<sup>th</sup> concerning Act 250 Tier 3 and Road Rule. Background information and Zoom link are on Town website under “News Items”.

The following correspondence can be found in the meeting packet:

- One liquor license event permit for 2/28/26 from Magic Mountain.

The following announcements were made by office staff:

- The Assistant Town Clerk has had a family emergency and will be out for foreseeable future so be aware that office is short-staffed.

#### 6. Visitors and Concerned Citizens

##### a. Tim Jones

##### i. GMP Updates and Request

Tim Jones, Program Manager, Green Mountain Power, provided an update in advance of Town Meeting. He thanked the Town for its partnership on the Under the Mountain Road project, with specific appreciation for Road Foreman Josh Dryden. Jones noted the dry and dusty conditions encountered and requested feedback. He reported that the only other GMP project in Londonderry this year is Route 121, most of which is in the neighboring town of Windham.

Taylor Prouty noted that gravel was applied later than ideal, which may contribute to mud season challenges. While some residents expressed concerns, it was noted that once the Town road crew resumes regular maintenance, conditions should normalize. Appreciation was expressed for working with GMP. GMP committed to returning to address any issues once snow and ice conditions have cleared.

Pam Spaulding thanked Martha Dale for her years of dedication to the board and various committees. She announced that the Public Hearing for By-Laws is March 9, and she would like feedback before or at the meeting.

Martha Dale recognized neighboring town of Landgrove, which produced an Olympic Champion, Ben Ogden!

#### 7. Roads and Bridges

##### a. Updates

Taylor Prouty gave the following updates:

- Many towns are facing salt shortages. Londonderry is not out, but there is not much left. There is currently at least 3 weeks lag for new salt delivery.

**Town of Londonderry, Vermont**  
**Special Meeting and Selectboard Meeting Minutes – February 17, 2026**

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- The salt and sand shed repairs should be complete in the next few days.

**b. Excess Weight Permits Approval**

Town Administrator Aileen Tulloch raised the option that the Selectboard grant authority to approve Excess Weight Permits for the entire calendar year, eliminating the need to bring each permit before the board. The Selectboard agreed with this approach and suggested that details be posted online so it is clear which organizations have been approved.

*Martha Dale moved to authorize the Town Administrator to review and approve all Excess Weight Permits for the 2026 calendar year and report out to the Selectboard, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Approve Town/State Culvert Utility Agreement (3178 Rte. 100)**

The Village Wastewater Project is expected to be completed before the State addresses the culvert, as the State project has been delayed. The Department of Transportation and Chrissy Haskins want an agreement in place as the State will seek reimbursement to relocate lines during project. The agreement will go to the Town Attorney for review and be brought to next Selectboard meeting.

**d. Review and Adopt Town Road and Bridge Standards**

Road and bridge standards must be adopted each year. A few minor changes were made to ensure standards align with State standards, which helps with funding. Aileen Tulloch will get follow up with Meghan Brunk for feedback.

*Martha Dale moved to adopt the 2026 Town Road and Bridge Standards, seconded by Taylor Prouty. The motion passed unanimously.*

**8. Town Officials Business**

**a. Assessor/Listers**

**i. Review and Approve Certificate of No Appeal**

There have been no appeals this year. After Certificate is signed it will be posted in Grand List from last year.

*Taylor Prouty moved to Approve the Certificate of No Appeal, seconded by Martha Dale. The motion passed unanimously.*

**b. Town Clerk**

**i. VHRP site visit**

Town Clerk Allison Marino reported on the Vermont Historical Records Program tour of the vault last summer. This was the first inspection, and the full report is included in meeting packet. The Town passed the inspection with high marks and will be used as a benchmark for other towns. Several historical items were discovered, including a road map and leather book cover, and Marino will research how to preserve and display.

**Town of Londonderry, Vermont**  
**Special Meeting and Selectboard Meeting Minutes – February 17, 2026**

---

Martha Dale suggested the Londonderry Arts and Historical Society or the Vermont Historical Society might have suggestions for preservation of some items.

**ii. Minutes and Agenda Procedure Review and Approval**

Town staff finalized the process for posting committee meeting minutes, which will simplify and clarify requirements for committee members. There was a question about the required timeframe for posting meeting minutes. Marino will verify and confirm that all minutes must be posted within five calendar days of the meeting date.

*Martha Dale moved to Approve the Minutes and Agenda Procedure and authorize the Selectboard Chair to communicate the procedure to all Board and Committee Chair, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Recreation Director**

**i. Parks Employee Job Description Approval**

Changes were made to job description as the position no longer requires employee to have a reliable vehicle since a department truck is available.

*Martha Dale moved to Approve the Parks Employee Job Description as written, seconded by Taylor Prouty. The motion passed unanimously.*

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

**a. Updates**

None.

**10. Old Business**

**a. Ratify Letter of Support decision of 02/02/26**

*Martha Dale moved to Ratify the 02/02/2026 decision to endorse a proposal to renew the FCC license for the Londonderry Volunteer Rescue Squad, and authorize Tom Cavanagh to sign, seconded by Taylor Prouty. The motion passed unanimously.*

**11. New Business**

**a. Wilder Memorial Library Transfer Station Waiver Request**

It was noted the library does not need additional approval as they are on the list of approved organizations. It was suggested the list be reviewed by the Selectboard once a year. This item will be put on next meeting agenda.

**b. Review and Approve Waites & Hendel PFAS proposal**

An inspection of the old septage field for PFAS levels at the transfer station is required every year.

**Town of Londonderry, Vermont**  
**Special Meeting and Selectboard Meeting Minutes – February 17, 2026**

---

*Martha Dale moved to approve the proposal from Waites & Hendel to provide PFAS Groundwater Monitoring services at a cost not to exceed \$7,737 for 2025 and authorize the Town Administrator to execute any and all documents on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Discuss possible tree donation**

Wise Oak wants to donate a tree to the community for Arbor Day. The Parks Department did not have any need. Various sites such as the Prouty property, Aiken’s Corner, and Williams Park were discussed. The Tree Warden will be consulted for suggestions.

**d. Executive Session**

*Taylor Prouty moved to enter Executive Session under 1 VSA 313 (a)(3) and 1 VSA 313 (a)(1)A the appointment or employment of evaluation or public officer employee and contracts and invite Town Administrator Aileen Tulloch to attend, seconded by Martha Dale. The motion passed unanimously.*

**Executive Session entered at 6:53 PM.**

**Executive Session ended at 7:07 PM**

**13. Adjourn**

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

The meeting adjourned at 7:08 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

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Chair, Tom Cavanagh

