

DRAFT
Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Monday, March 16, 2026, 6:00 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: None

Town Officials: Aileen Tulloch, Town Administrator, Andy Dahlstrom, Short Term Rental Administrator and Allison Marino, Town Clerk

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

1. Call Regular Meeting to Order

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

2. Additions or Deletions to the Agenda

[1 VSA 312(d)(3)(A)]

- Add item 10.g.i to re-appoint George Mora to WRC.
- Delete items 10.b.i. and 10.b.ii., as Liam Elio is not ready to discuss.

Leanne Alexander moved to add agenda item 10.g.i. (Re-appoint George Mora to the Windham Regional Commission) and delete agenda items 10.b.i. (Review and Approve Pingree Park Tennis Court Replacement Proposal) and 10.b.ii (Discuss Park Employee for 2026 season), seconded by Taylor Prouty. The motion passed unanimously.

3. Organization

a. Elect a Selectboard Chair and Vice-Chair

Tom Cavanagh indicated he would be happy to stay on as Chair and nominated James Ameden as Vice-Chair. There were no other nominations.

Jim Fleming moved to elect Tom Cavanagh as Selectboard Chair, seconded by Taylor Prouty. The motion passed unanimously.

Tom Cavanagh moved to elect James Ameden as Selectboard Vice-Chair, seconded by Jim Fleming. The motion passed unanimously.

b. Set Regular Meeting Schedule & Location

[1 VSA 312(c)(1)]

Jim Fleming moved to hold regular meetings of the Selectboard on the first and third Mondays of the month at 6:00 PM Town Office at 100 Old School Street in South Londonderry, or at the discretion of the Selectboard Chair and as permitted by applicable law, meetings may be held without a physical presence using publicly available remote meeting software, seconded by Leanne Alexander. The motion passed unanimously.

c. Designate newspaper of record

[17 VSA 2641(b)]

Vermont Journal fees were included in the meeting packet. It was noted that the Vermont Journal is responsive to placing advertisements, but it only publishes once a week. Pam Spaulding

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added that the Planning Commission also places meeting notices in the *Vermont Journal*, but the committee is uncertain how much of its communications budget has been spent or remains for the year. Spaulding asked whether it would be possible to receive an individual bill for the committee's advertisements. The group will follow up with Town Treasurer Tina Labeau, who was not present at the meeting.

James Ameden moved to designate the Vermont Journal as the Town's newspaper of record, seconded by Taylor Prouty. The motion passed unanimously.

d. Designate location of posting of notices [1 VSA 312(d)(1)]

Jim Fleming moved to designate the Londonderry Town Office (Twitchell Building), the Londonderry Post Office and the South Londonderry Post Office as the physical locations for posting agendas of the meetings of public bodies and other required public notices, seconded by Taylor Prouty. The motion passed unanimously.

e. Designate member with authority to sign warrants & pay orders [24 VSA 1623(a)(1)]

Taylor Prouty moved to appoint Tom Cavanagh as the designated Selectboard member with authority to sign warrants and pay orders, pursuant to 24 VSA Section 1623(a)(1), seconded by James Ameden. The motion passed unanimously.

f. Adopt Rules of Procedure

There were no changes to the Selectboard Rules of Procedure.

Leanne Alexander moved to adopt and execute the Selectboard Rules of Procedure, seconded by James Ameden. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 3/2/2026

Jim Fleming moved to approve the minutes of the Selectboard meeting of 3/2/2026, seconded by Leanne Alexander. The motion passed unanimously.

5. Selectboard Pay Orders

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

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Office staff continues to discuss moving to “.gov” for emails, and they have tested with aliases. Next step is to test with live emails and then move to transfer in batches, starting with Town staff.
- Application was submitted to Representative Balint's office for Wastewater project.
- Tulloch is working on applications for Welch and Sanders. Welch application is due 3/26, and Sanders application is due 4/3. Tulloch received required Letters of Support and plans

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to submit additional applications to Welch’s office for Cobble Ridge Bridge and flood scoping,.

- Applications for Town Hall architectural services are due 4/3 at 2 p.m. The Town is seeking a professional to do 3-D renderings and master plan for future renovations.

The following correspondence can be found in the meeting packet:

- Information on Act 181 and Town Roles in Housing and Tier 3 with link to Windham Regional Commission virtual public meeting on March 17th.
- Invitation to upcoming VLCT meetings including Advocacy, Open Meeting Law, and Selectboard Meet-up.
- FYI Special Event Liquor License application at Upper Pass Lodge.
- Copies of excess weight permits passed for Bazin Brothers, Cota & Cota, AmeriGas, Connecticut Valley Trucking, and G.W. Tatro Construction.

Taylor Prouty extended a warm welcome to new Selectboard member Leanne Alexander.

7. Visitors and Concerned Citizens

Pam Spaulding asked whether the website should be included in the motion regarding the posting of notices. It was noted that the website was not included, as notices are posted there as a matter of course.

8. Liquor Commission

Permit was referenced under Meeting Correspondence.

9. Roads and Bridges

a. Updates

Taylor Prouty provided the following updates:

- Tree planting at the Prouty Property, funded by a donation from Wise Oak, is still under discussion. Taylor Prouty spoke with Chrissy Haskins regarding potential planting locations, however, the originally discussed spot is not an option. He also spoke with Josh Dryden about planting at an alternative entrance to the same property where there is no planned construction.
- Looking for an individual to repair the stone wall at the library.
- Possible need to discuss adding overhangs at the town garage for the fuel tank and at the Town Office over the heat pumps and issue an RFP.
- Arrangements have been made with Hunter to remove the old tank, but no specific timeline has been set. The removal will need to occur in the spring to meet the one-year deadline.

b. Review and Approve Spring Hill Culvert Construction Proposal

Funding for this project is supported by the TAP grant. The bid process was rigorous, but the Town is required to accept the lowest bid which is from Hunter Excavating.

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Taylor Prouty moved to accept the bid from Hunter Excavating to provide services relating to Spring Hill Culvert Construction, estimated to cost \$559,973.50 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by Jim Fleming. The motion passed unanimously.

c. Review and Approve FY27 Grants In Aid

A Letter of Intent to participate is completed annually. The Town is working with Jeff Nugent to identify projects eligible for Grants in Aid.

Jim Fleming moved to approve the FY27 Grants in Aid Letter of Intent and authorize the Town Administrator to sign on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

d. Discuss possible Structures and Paving grant applications

Aileen Tulloch met with Meghan Brunk who reported the Town is not high on the list for either Structures or Paving grants. Brunk recommends applying anyway. Taylor Prouty spoke with Josh Dryden to discuss, and Tulloch will reach out to Brunk for project suggestions.

e. Review and Approve Annual Financial Plan –Town Highways

This is an annual certification that confirms VTrans numbers are correct for winter and summer maintenance. It was noted that if numbers go over due to emergency work, the Town can get reimbursed by the State.

Jim Fleming moved to approve the Annual Town Highway Financial Plan for FY 2027, seconded by James Ameden. The motion passed unanimously.

10. Town Officials Business

a. Town Hall Renovation Committee

i. Anand Fedele WRC update

The renovation project will be losing Anand Fedele as he is moving on to another planning job. Fedele has been instrumental in getting the project up and running. WRC does not plan to rehire for that position. Mike McConnell, who oversees MERP, will assume some tasks but his capacity is limited. Aileen Tulloch has agreed to take over the invoicing.

b. Town Clerk

i. Discuss Town Meeting Continuance and Preparation

The Town Meeting Continuance must be warned 30 days in advance and is scheduled for May 11 at 6 p.m. Town Attorney Bob Fisher confirmed that additional items may be added to the agenda if needed. The first article, however, cannot be changed and will remain as warned. Selectboard members were asked to notify staff if there are any items to add.

ii. Review and Approve Town Meeting 2026 Minutes

The Minutes were reviewed by Doug Friant, Town Moderator.

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Leanne Alexander moved to approve the minutes from the 2026 Annual Town Meeting, seconded by James Ameden. The motion passed unanimously.

c. Housing Commission

i. Appoint Martha Dale to Housing Commission

Jim Fleming moved to appoint Martha Dale as a Representative to the Housing Commission for a term of 3 years, seconded by James Ameden. The motion passed unanimously.

ii. Discuss Selectboard Liaison to Housing Commission

Former Selectboard member Martha Dale was the previous liaison, so a new Selectboard member needs to be named to the Commission. Leanne Alexander volunteered.

d. Wastewater Committee

i. Appoint Martha Dale to Wastewater Committee

Jim Fleming moved to appoint Martha Dale as a Representative to the Wastewater Committee for a term of 3 years, seconded by Leanne Alexander. The motion passed unanimously.

ii. Discuss Selectboard Liaison to Wastewater Committee

A new liaison needs to be named, and Aileen Tulloch agreed to serve in this capacity. It was noted that the Committee is trying to wind down from meeting twice a month. The next meeting is April 3 at 9 a.m. and will have a zoom option.

e. Short Term Rental Committee

i. Appoint Martha Dale to the Short Term Rental Committee

Jim Fleming moved to appoint Martha Dale as the Housing Commission's Representative to the Short Term Rental Committee, seconded by James Ameden. The motion passed unanimously.

f. Planning Commission

i. Update on By-Laws and next hearing Date (Pam Spaulding)

Pam Spaulding reported that the first meeting was held on March 9. The agenda for April's meeting has been posted on website, Town office, and both post offices, and will be in the newspaper this week.

g. Windham Regional Commission

i. Re-appoint George Mora to the Windham Regional Commission

The Town will now have 2 representatives on the Commission.

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Leanne Alexander moved to appoint George Mora as Londonderry's Representative to the Windham Regional Commission for a term of 1 year, seconded by James Ameden. The motion passed unanimously.

11. Transfer Station/Solid Waste Management

a. Updates

None.

b. Review and Approve Risk Assessment Questionnaire

John Hurd sent questionnaire to Aileen Tulloch indicating the results are helpful in grant applications.

James Ameden moved to approve the Waste Management Risk Assessment Questionnaire and authorize the Town Administrator to sign on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

12. Old Business

a. Ratify Cynthia Gubb decision

Taylor Prouty moved to ratify the 03/02/2026 decision to appoint Cynthia Gubb as a Representative to the Town Hall Renovation Committee for a term of 1 year, seconded by James Ameden. The motion passed unanimously.

b. Ratify Congressional directed spending

Taylor Prouty moved to ratify the 03/02/2026 decision to grant approval to the Town Administrator to apply for Congressionally Directed Spending and to authorize the Chair to sign any needed Letters of Support on behalf of the Selectboard, seconded by James Ameden. The motion passed unanimously.

13. New Business

a. Discuss plan for hybrid meetings

Office staff were able to purchase the equipment, including TV, Logitech, speaker/ video cam, and extension microphone with Town credit card points. Gary Barton will move electrical outlet and hard wire internet to rear wall. Hybrid meetings will be scheduled after installation and testing is complete.

14. Executive Session under 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation

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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 (Town Staffing) and 1 V.S.A. § 313

(a)(2)Negotiating or securing of real estate purchase or lease options.

Taylor Prouty moved to enter executive session under 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 the Town Clerk and the Town Administrator into the session, seconded by James Ameden. The motion passed unanimously.

Executive Session entered at 6:43 p.m.

Executive Session ended at 6:47 p.m.

James Ameden moved to enter executive session under 1 V.S.A. § 313 (a)(2) Negotiating or securing of real estate purchase or lease options and invite the Town Administrator into the session, seconded by Leanne Alexander. The motion passed unanimously.

Executive Session entered at 6:49 p.m.

Executive Session ended at 7:18 p.m.

15. Adjourn

Leanne Alexander moved to adjourn the meeting, seconded by James Ameden. The motion passed unanimously.

The meeting adjourned at 7:20 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh