

DRAFT  
Town of Londonderry, Vermont  
Selectboard  
Meeting Minutes  
Monday, April 20, 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; Sally Hesse, Town Note Taker; Andy Dahlstrom, Short-Term Rental Coordinator.

Others in Attendance: David Forbes, Christina Haskins (remote); Dufresne Group; Paul Hendler; Colleen Kelly; Pam Spaulding; 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)]

None.

### 3. Minutes Approval – Meeting(s) of 4/6/2026

*Leanne Alexander moved to approve the minutes of the Selectboard meeting of 4/6/2026, seconded by James Ameden. The motion passed unanimously.*

### 4. Selectboard Pay Orders

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

### 5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Select Board emails will be transitioned to “.gov” this Friday.
- Monet Lane public hearing will be held on 6/15 at 4:30 p.m. instead of 5/18. Tulloch will help Windham get public hearings properly warned.
- Tulloch will be out of the office 4/29 – 5/4.
- The salt shed apron, sand and salt, and South Village wastewater project are out to bid.
- A pre-construction meeting for the Spring Hill culvert project will be held this week.
- 2 overweight permits were granted to: New England Quality Service and Casella Construction.
- Funding request for Segment 2 of South Village Wastewater Project was moved to Appropriations Committee by Congresswoman Becca Balint.
- Letter from Cota & Cota notified that there will be a month delay in contracts in an effort to stabilize fuel prices.

The following announcements were made by Chair Tom Cavanagh:

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- State Representative Chris Morrow held an open meeting at the New American Grill and indicated that Act 181 Road Rule and Tier 3 will most likely be appealed.
- There will be a meeting on Act 181 at the Winhall School tomorrow evening, and 2 members of the Land Use Review Board will be there.

Taylor Prouty asked about Town Meeting on website. It was clarified that it was properly warned but it is not on the website calendar. Tulloch will update the calendar.

**6. Visitors and Concerned Citizens**

**a. Coburns Way Concern Jessica Citera**

Jessica Citera was not present.

**7. Liquor Commission: if needed**

**a. Turner Enterprises LLC 1<sup>st</sup>, 3<sup>rd</sup>, and OCP**

*Jim Fleming moved to approve a approve a 1st and 3rd Liquor License and Outdoor Consumption Permit for Turner Enterprises, LLC, seconded by Leanne Alexander. The motion passed unanimously.*

**8. Roads and Bridges**

**a. Updates**

Taylor Prouty reported:

- Staff swapping out first bit of vacation time as winter ends.
- Department is beginning to transition into Spring and Summer projects.
- Prouty spoke with Road Foreman Josh Dryden to update summer work plan.

**b. Discuss work hours for South Village Wastewater project**

The issue of work hours came up at the pre-bid meeting last Wednesday, and Chrissy Haskins proposed the following work hours:

- Monday – Friday, 7 a.m. – 7 p.m. or until loss of daylight.
- Saturday 8 a.m.– 2 p.m. until the end of September, with possible additional Saturdays in October and November.
- VTRANS permit does not allow work during holidays or day before or after.

The proposed hours fit into allowable engineering budget. The major issue is that the project needs to spend \$3.7 million by November 30<sup>th</sup>.

The proposed hours will be put in an addendum to the contract. Additional hours can be added later if needed. It was noted that contractor will need to follow Federal and State laws on overtime, but these expenses will be paid by the contractor.

The Select Board gave their consent to the proposed work hours.

**c. Discuss West River Street Issue**

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The retaining wall on West River Street by the Ford shop is deteriorating and beginning to crumble. The group discussed the need to determine who originally constructed and who currently owns the wall. The Town Clerk will review the deed to clarify ownership, and Tom Cavanagh has reached out to VTrans for additional information. With recent heavy rainfall, there is concern about further damage. Cones have been set up to block the area, and the Town has six to eight concrete blocks available that could be placed along the edge if needed. Everett Hammond, engineer, will be contacted as he may have historical knowledge or familiarity with similar cases, and Shirley Twitchell may also have relevant information. The previous owner of the building was also contacted. There was consensus that repairs should be addressed sooner rather than later.

**9. Town Officials Business**

**a. Town Hall Renovation Committee**

**i. Review and Approve Architectural Service Proposal**

The Town received 1 bid from Stevens and Associates. The Town Hall Renovation Committee met and recommended the Select Board accepts the proposal. Scope of services will include a 3D model of existing conditions, code review, and development of a facility-wide master plan. A portion of the services will be covered by MERP allowable soft costs.

*Taylor Prouty moved to accept the proposal from Stevens & Associates to provide services relating to Town Hall Architectural Services, estimated to cost \$58,775 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by James Ameden. The motion passed unanimously.*

**b. Short Term Rental Administrator**

**i. Review and Approve Short Term Rental Ordinance**

Short-Term Rental Coordinator Andy Dahlstrom referenced the proposed Ordinance to Regulate the Operation of Short-Term Rentals included in the meeting packet and explained that all text in red were changes or additions. The Short-Term Rental working group met earlier in the day and unanimously approved this version of the ordinance, which was also complimented by the Town Attorney. A fee schedule was not included in the ordinance so it can change easily year by year.

The biggest change is the addition of an Appeals Board, which is expected to be brought to the May 4<sup>th</sup> meeting. Taylor Prouty inquired about the process for forming the Appeals Board. Dahlstrom explained that the Select Board will appoint the Appeals Board after final review by Town Attorney. The Select Board will vote on the structure, not the members. The Appeals Board will be an ad hoc committee of 3 members plus alternate, with provisions addressing conflicts of interest. Naming of members will follow an application process, with information posted on the Town website.

It was noted that ticketing for advertising an unlicensed short-term rental will begin on the first day of advertisement, with fines assessed for each day of noncompliance. Additionally, each approved property will be issued a placard that must be displayed in all

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advertisements. Per a question from Paul Hendler, it was clarified that appeals related to the ordinance itself would be heard by the Appeals Board, while appeals of fines are judicial in nature and would need to be addressed at the state level.

*Jim Fleming moved to adopt the Short Term Rental Ordinance as Amended, such amendment to take effect after 60 days unless a petition is filed as provided for under 24 V.S.A. § 1973(b), seconded by Leanne Alexander. The motion passed unanimously.*

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

**a. Updates**

The Stump Dump is full. Tom Cavanagh will meet with Hunter Excavating to discuss options or get a bulldozer in to push material back.

**11. Old Business**

**a. EDA resolution**

The Town plans to apply for EDA Disaster Supplemental Grant Program to complete the Londonderry South Village Wastewater Segment 2 project, and Aileen Tulloch is requesting authorization to submit application. There was uncertainty about amount of the request, and Tulloch will confirm the amount prior to submission.

*Leanne Alexander moved to adopt the EDA resolution authorizing the Town Administrator as the MAO for the Town of Londonderry for the purposes of pursuing grant funding, seconded by Jim Fleming. The motion passed unanimously.*

**12. New Business**

**a. Appoint CUD representatives**

Aileen Tulloch reached out to John Hankin, and he is available as representative to both Communications Union Districts (CUD).

*Taylor Prouty moved to adopt the Southern Vermont and DV Fiber Resolutions appointing John Hankin as Londonderry's Representative to the CUDs for a period of one year, and authorize chair to sign on behalf, seconded by James Ameden. The motion passed unanimously.*

**b. Discuss Re-Use of FEMA Buyout Properties**

The Town can apply to re-use town-owned FEMA buyout properties. There are 2 properties on Route 11 before Middletown Road (across from Mill Pond) that total 4 – 5 acres and could be used for recreational or “other” purposes. Several ideas were discussed, including storage

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for urban soil or unpaved parking for parade. Part of the property is not in the flood plain and might be subdivided and sold.

**c. Discuss Employee Reviews and Schedule**

Employee reviews need to be finished by July 1. It was decided to perform the reviews before the May 4, May 18, and June 1 Select Board meetings starting at 4:30 p.m. Each review will be 20-30 minutes, and the schedule will be coordinated with departments.

**d. Discuss Updating Purchasing Policy**

Staff started a preliminary discussion on updating the policy as some items are ambiguous, specifically the definition of “professional” services, sole source bids, and change orders. It was also recommended to increase the threshold required to get bids; the current amount of \$7,500 is low with past years of inflationary prices.

Staff will review and come back to Select Board with proposed changes.

**e. Review and Approve CWSRF Loan Resolution for Wastewater**

In January, the Select Board approved loan application amount of \$515,700. Chrissy Haskins, Dufresne Group, found out that the Town might be eligible for a 50% subsidy. The loan application needs to be amended with town applying for double original amount, resulting in the \$515,517 loan with the other half forgiven.

The Select Board can authorize the additional approved \$75,000, which can also be forgiven.

*Jim Fleming moved to adopt the Resolution to Increase the Amount of Authorized Indebtedness and the Resolution to Authorize Forgivable Indebtedness Pursuant to VSA § 4755(a)(4)(D) and authorize the Chair to sign them, seconded by Leanne Alexander. The motion passed unanimously.*

**f. Review and Approve possible logo for website and letterhead**

Office staff began looking for a Town logo as part of the website committee project. Several options were offered and discussed. It was suggested that all text on proposed logo be removed as it won't be visible when printed in smaller format. Staff will convey suggestions and bring a revised version back to the group.

**13. Executive Session: 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. 1 V.S.A. § 313 (a)(3) (Chad Stoddard Planning Commission Appointment)**

*Taylor Prouty moved to enter Executive session under 1 V.S.A. § 313 (a)(3), The*

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*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 Pam Spaulding, seconded by James Ameden. The motion passed unanimously.*

**Executive Session entered at 7:07 p.m.**

**Executive Session ended at 7:27 p.m.**

*Taylor Prouty moved to appoint Chad Stoddard to the Planning Commission, filling a 3 year term that ends 4/1/2027, seconded by Leanne Alexander. The motion passed unanimously.*

**14. Adjourn**

*Jim Fleming moved to adjourn the meeting, seconded by James Ameden. The motion passed unanimously.*

The meeting adjourned at 7:29 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

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Chair, Tom Cavanagh