

DRAFT
Town of Londonderry, Vermont
Selectboard Monday, August 17, 2026
Selectboard Meeting 6:00 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: James Ameden and Leanne Alexander.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Clerk; George Mora, Assistant Town Clerk; Sally Hespe, Town Note Taker; Will Goodwin, Zoning Administrator; Patty Eisenhaur, Housing Commission; Chad Stoddard, Planning Commission; and Gary Kleiman, Windham Regional Commissioner.

Others in Attendance: Pamela Spaulding; Paul Hendler; Eric Richard; and Amanda Fouda, GNAT-TV.

1. Zoning By-Law Hearing

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

Town Zoning Administrator Will Goodwin explained most recent changes in the By-Laws were at request of Town Attorney. He noted that Town By-Laws will be stricter than the state on houses next to Lowell Lake, Mud Pond and Gale Meadows. Properties within 150 feet of water might also require a state permit.

a. Hear Questions and Concerns from the Selectboard

None.

b. Hear Questions and Concerns from the Public

None.

Tom Cavanagh moved to close the Zoning By-Law Hearing, seconded by Taylor Prouty. The motion passed unanimously.

The new By-Laws will take effect in 21 days.

2. Call Regular Meeting to Order

Tom Cavanagh called the Selectboard meeting to order at 6:05p.m.

3. Additions or Deletions to the Agenda

None.

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4. Minutes Approval – Meeting(s) of 8/3/26

Jim Fleming moved to approve the minutes of the Selectboard meeting of 8/3/2026, seconded by Taylor Prouty. The motion passed unanimously.

5. Selectboard Pay Orders

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Taylor Prouty 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:

- FYI catering liquor permit application for Fancy Grade A Barn received.
- Land Acquisition Task Force will meet Wednesday to elect Chair, decide meeting times, and develop roles. The meeting will be on Zoom at 4 p.m.
- Next Selectboard meeting will be Tuesday, September 8, 2026, due to the Labor Day Holiday.
- Aileen Tulloch attended the first meeting of the Windham Law Enforcement Government Council. Both James Ameden and Tulloch had trouble with the Teams meeting link and Tulloch will investigate. It was noted that the meetings are open to the public.

The following announcement was made by Town Clerk Tina Labeau:

- The Town was awarded a \$5,000 grant that Allison Marino submitted for surveillance cameras and equipment to monitor election ballot box outside.

7. Visitors and Concerned Citizens

None.

8. Liquor Commission

None.

8. Roads and Bridges

a. Updates

- The Town received HSIP grant, which can potentially be used for guardrails on Boynton Road or line striping.
- The old truck fuel tank was removed.
- Overhang covering HVAC equipment is under construction at Town Office.

b. Review and Approve FY 2027 Grants-In-Aid Agreement

Taylor moved to approve the FY2027 Grants-in-Aid Agreement and authorize the Town Administrator to execute any and all documents necessary to secure the grant, seconded by Jim Fleming. The motion passed unanimously.

10. Town Officials Business

a. Zoning Administrator

- Approve Jamerician Food Truck(Everton Brownie) Itinerant Vendor Permit for 8/13 and 9/4.**

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Vendor applied for permit for 2 dates to be at Food Truck Fridays at West River Coffee Barn.

Jim Fleming moved to approve an itinerant Vendor Permit for Jamerican Food Truck for 8/13 and 9/4, seconded by Taylor Prouty. The motion passed unanimously.

ii. Discuss Itinerant Vendor Ordinance Update

Gary Kleiman, owner of West River Coffee Barn, and the Selectboard discussed streamlining the itinerant vendor permitting process. This includes the possibility of issuing a year-long permit to West River Coffee Barn similar to the permit used for the West River Farmers Market, so that individual vendor requests would not need to come before the Board as frequently. Members noted that the Selectboard meets only every two weeks while itinerant vendors may come and go, so a seasonal or annual permit structure could make sense. It was noted that the related fee structure may need to be adjusted.

11. Transfer Station/Solid Waste Management

a. Updates

Cindy has been working for 4 weeks now as Sunday Transfer Station attendant, and everything is going fine.

b. Discuss closing Construction & Demolition and Take it or Leave it on Sundays

It was agreed that due to volume of trash and recycling drop off on Sundays, it is difficult to monitor Construction & Demolition drop off and the Take it or Leave it area.

Tom Cavanagh moved to close Construction & Demolition and the Take it or Leave it at the Transfer Station on Sundays, starting Sunday August 23, seconded by Taylor Prouty. The motion passed unanimously.

12. Old Business

a. Review and Adopt updated Zoning By-Laws

Jim Fleming moved to adopt the amended Zoning By-Laws as presented, seconded by Taylor Prouty. The motion passed unanimously

b. Squeaks House VTI Grant Update – Letter of Support

Eric Richard, a Weston resident, provided an update to the Selectboard regarding plans to renovate Squeaks House. He reported that a group of 20 community members met to discuss the building's future. An engineering design survey by PTB found that the foundation is

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deteriorating. The group is seeking grant funding and requested the Selectboard's endorsement, which is a requirement of the grant.

Jim Fleming moved to endorse the effort to pursue the Village Trust Initiative for the historic preservation and revitalization concept at 2296 N. Main Street (Squeaks House), with no financial obligation to the Town, seconded by Taylor Prouty. The motion passed unanimously.

c. Discuss and Approve Town Logo

Assistant Town Clerk George Mora presented updated logo designs that streamlined earlier versions for use on letterhead and other printed materials. The proposed logo incorporates the original Town stamp. The Selectboard expressed appreciation that the design reflects the history of the Town.

Tom Cavanagh moved to adopt Old Town Stamp as the official Town of Londonderry Logo, seconded by Taylor Prouty. The motion passed unanimously.

13. New Business

a. Review and Approve Town Hall General Contractor Bid

Hunter Excavating withdrew their bid because they utilized the wrong drawings and specs. The remaining bid from GPI Construction is considerably more money. There is an urgency to proceed as the project must be contracted by September 30 to receive MERP funding.

The group discussed accepting the GPI bid and then negotiating what work the Town can afford. It was decided that the project would be put out to bid again, with a narrower scope of work. There is currently \$100,000 - \$200,000 left in MERP funding, augmented by \$150,000 in the Building Reserve Fund.

b. Review and Approve Wastewater Operator Services Bid

Chrissy recommended Margaret Dwyer, and the bid was the lowest.

Taylor Prouty moved to accept the bid from Margaret Dwyer to provide services relating to Wastewater Operator Services, estimated to cost \$55 an hour with a maximum cost per year of \$17,500 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. Community Fund of Londonderry Letter of Support

The Selectboard received a request from the Community Fund of Londonderry for a letter of support for its application to the Preservation Trust of Vermont's Village Trust Initiative Grant to rehabilitate the old post office building. Questions were raised about who serves on

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the Community Fund of Londonderry board, who would be listed as the property owner on the grant application, and whether the Fund had spoken with the current property owners. Paul Hendler noted that he had reviewed the grant application and that an owner would need to control the property or have a long-term lease.

Considering these questions, the Selectboard agreed to ask the Community Fund to first speak with the current property owners. The Selectboard may hold a special meeting, if needed, to issue the required letter of support before the application deadline.

14. Executive Session: if needed

Taylor Prouty moved to find that premature general public knowledge of pending or probable civil litigation will clearly place the Town, the Board, or person involved at a substantial disadvantage by revealing attorney client privilege, seconded by Jim Fleming. The motion passed unanimously.

Taylor Prouty moved to enter Executive Session under 1 V.S.A. § 313 (a)(1)(E) Pending or probable civil litigation or a prosecution, to which the public body is or may be a party, and invite the Town Administrator to attend, seconded by Jim Fleming. The motion passed unanimously.

Executive Session entered at 6:54 p.m.
Executive Session exited at 7:06 p.m.

15. Adjourn

The meeting was adjourned at 7:08p.m.

Jim Fleming moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

Respectfully Submitted,

Sally Hespe, Town Note Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh