

DRAFT
Town of Londonderry, Vermont
Selectboard Monday, May 18, 2026
Meeting Minutes
Employee Reviews, 4:30 p.m.
Regular Meeting, 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; Tina Labeau, Town Treasurer; Alison Marino, Town Clerk; Sally Hesper, Town Note Taker; Andy Dalhstrom, STR coordinator; Liam Elio, Mountain Towns Recreation Director; Brent Bammarito, Planning Commission; and Trevor Powers, Planning Commission

Others in Attendance: Pam Spaulding; Kyle Alves; Melissa Brown; Gary Kleiman; Ben Sargent; and Amanda Fouda, GNAT-TV.

1. Call Special Meeting

Tom Cavanagh called meeting to order at 4:30 p.m.

2. Additions or Deletions to the Agenda

- Delete Agenda Item 10.d.i Town Treasurer, Budget Adjustment
- Add Agenda Item 13.d. New Business, Review and Approve Chaves Water Test Permission
- Add Agenda Item 13.e. New Business, Itinerant Vendor Permit

Taylor Prouty moved to delete Agenda Item 10.di., seconded by Leanne Alexander. The motion passed unanimously.

Taylor Prouty moved to Add Agenda Item 13d and 13e., seconded by Leanne Alexander. The motion passed unanimously.

3. 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. (Employee reviews)

Taylor Prouty made a motion 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 Administrator and Dennis Cobb, Josh Dryden, Andrew Phinney, Dennis Derby and Troy Maynard to join the meeting, seconded by Leanne Alexander. The motion passed unanimously.

Executive session entered 4:34 p.m.

Executive session exited 5:42 p.m.

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Tom Cavanagh made a motion to hire Dennis Cobb as Sunday Transfer Station Attendant, seconded by Leanne Alexander. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 5/4/2026 and 5/13/2026

Leanne Alexander moved to approve the minutes of the Selectboard meeting of 05/04/2026 and 05/13/2026, seconded by Jim Fleming. The motion passed unanimously.

5. Selectboard Pay Orders

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

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Hybrid meetings are now operational.
- South Village wastewater project about to start construction.
- VTRANS reviewed box culvert design for Spring Hill. Hunter is working with vendor.
- Tulloch is working with KG consulting on funding for 2nd phase Village Wastewater project.
- Email from Senator Peter Welch’s office nominating Town project for appropriation consideration.
- Tulloch will be out of office on Thursday

Office staff made the following announcements:

- Electronics collection will take place Saturday, May 23, 9 a.m. – 1 p.m. at Flood Brook School.
- Office has new contract with Secure Shred to shred documents on site once a month.

7. Visitors and Concerned Citizens

Melissa Brown raised a question regarding ballot handling at the recent Special Town Meeting. Town Clerk Alison Marino and Town Treasurer Tina Labeau explained that when the number of ballots doesn’t match the number of voters checked in, a second vote is needed. They explained that the discrepancy at the Town Meeting occurred when 67 people checked in, but only 65 ballots were cast. It was explained that this was due to one person choosing not to vote and one person bringing up another’s vote.

As a second question, Brown asked about the process for requesting a re-vote. The Board stated that a petition may be filed for a special town meeting and that staff would confirm whether the signature requirement is 5 or 10 percent of the grand list.

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Brent Bammarito indicated he was resigning from the Planning Commission due to family and business obligations. He said it had been a pleasure working for the Town, and the Selectboard thanked him for his work.

8. Liquor Commission

a. Approve First and Third License for Manzana Inc (SOLO)

Jim Fleming moved to approve a First and Third Liquor License for Manzana Inc., seconded by James Ameden. The motion passed unanimously.

9. Roads and Bridges

a. Updates

Tyler Prouty reported:

- Road crew alternating time off, finishing grading, and beginning mowing. Very close to getting a new truck.

b. Review and Approve Sargent Driveway Access Permits

Both modifications were reviewed with the landowner by Josh Dryden, who indicated there was no reason not to approve.

Taylor Prouty moved to approve access permit application No. 2026-01, submitted by Ben Sargent for a modification of an existing access to their parcel located at 1722 & 1724 Under The Mountain Road and authorize the Chair to sign the permit on behalf of the Board, seconded by Leanne Alexander. The motion passed unanimously.

c. Review and Approve Winter Sand Bids

Five bids came in, and tabulation is in packet. The lowest bid was from M&M Excavating, and Josh Dryden approved of the sand quality.

Leanne Alexander moved to accept the bid from M&M to provide services relating to FY2027 Winter Sand, estimated to cost \$104,000 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the vendor to conduct the necessary work, seconded by Leanne Alexander. The motion passed unanimously.

d. Review and Approve Winter Salt Bids

Three bids were received. While the lowest bid was from Morton Salt, this company is unknown and the salt is of a finer quality which would necessitate having trucks be recalibrated. The recommendation is to accept bid from American Rock Salt Co. It was noted that bids were universally higher, with price increases attributed to higher fuel costs.

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Taylor Prouty moved to accept the bid from American Rock Salt to provide services relating to FY2027 Winter Salt, estimated to cost \$112 per ton and 2) authorize the Town Administrator to execute any documents necessary, seconded by James Ameden. The motion passed unanimously.

10. Town Officials Business

a. Short Term Rental Administrator

i. Review and Approve STR Appeals Board Procedure

Melissa Brown asked how much had been collected in fees and fines over the past year. Short Term Rental Administrator Andy Dahlstrom replied that more than \$40,000 had been collected in fees. He added that fines had not yet been finalized but were estimated to total between \$2,000 and \$3,000.

Regarding the proposed procedure, Dahlstrom noted that the final draft had been developed by the STR Working Group over several meetings and co-authored by the Town Attorney. The group added several minor changes to be made to the document.

It was noted that there are about 75 short-term rentals per year. That number has remained steady, varying by only one or two units as owners stop renting, change rental status, or newly register.

Taylor Prouty moved to approve the Short Term Rentals Appeals Procedure with minor changes discussed, seconded by James Ameden. The motion passed unanimously.

b. Town Clerk

i. Review and Approve Special Town Meeting Minutes

Leanne Alexander moved to approve the meeting minutes of the Special Town Meeting held on May 11, 2026, seconded by James Ameden. The motion passed unanimously.

c. Parks Board

Leanne Alexander recused herself.

i. Appoint Justin Alexander to Parks Board

Jim Fleming moved to appoint Justin Alexander as a Representative to the Parks Board for a term of one year, seconded by James Ameden. The motion passed unanimously.

d. Windham Regional Commission

i. Accept George Mora's resignation

Jim Fleming moved to accept George Mora's resignation as a Representative to the Windham Regional Commission, seconded by James Ameden. The motion passed unanimously.

ii. Appoint Emmett Dunbar to the WRC

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Jim Fleming moved to appoint Emmett Dunbar as a Representative to the Windham Regional Commission for a term of one year, seconded by Leanne Alexander. The motion passed unanimously.

11. Transfer Station/Solid Waste Management

a. Updates

Tom Cavanagh provided the following updates on the Stump Dump:

- Hunter Excavating gave an estimate of \$5,000 to bring in bulldozer to push stump material back.
- Town looking into alternative of using lower field for new stump dump, but need to research further as well testing occurs in that area.

12. Old Business

a. Ratify 05/13/26 West River Street Proposal Decision

Taylor Prouty moved to ratify the Selectboard's 5/13/2026 decision to accept the proposal from Everett Hammond to provide services relating to West River Street estimated to cost \$12,000 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. Ratify Stormwater Grant Letters of Support Decision

Taylor Prouty moved to ratify the Selectboard 05/13/2026 decisions to approve the Letters of Support for the Transfer Station and Town Garage Stormwater Grant Applications, seconded by James Ameden. The motion passed unanimously.

c. Review and Approve M&W Soils Engineering Proposal

Proposals were sought for a geotechnical investigation on West River Street and Spring Hill Road. The proposal from M&W Soils Engineering included the cost of a boring rig for the entire day, which would cover the work needed for West River Street and allow for an additional 40 borings on Spring Hill Road. It was recommended that the Town secure the boring rig for the full day, as it might be difficult to bring the equipment back at a later date.

James Ameden moved to accept the proposal from M&W Soils Engineering to provide services relating to West River Street estimated to cost \$6,450 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work with the inclusion of Spring Hill, seconded by Leanne Alexander. The motion passed unanimously.

13. New Business

a. Discuss and approve masonry work at the Town Hall

Stevens and Associates completed structural imaging and an engineering review of Town Hall. Before basement work proceeds, they suggest that repairs be made in the crawl space. Adams Masonry of South Londonderry was recommended for the work, and a bid was submitted. Liam Elio asked about the process of accepting the bid as a sole-source procurement in order to avoid delaying the project and jeopardizing MERP funding. The Selectboard determined that the matter constituted an emergency situation and that the bid could therefore be accepted. Taylor Prouty and Melissa Brown both spoke in support of Adams Masonry's work. It was noted that the goal was to avoid delaying the basement work.

James Ameden moved to accept the proposal from Adams Masonry LLC to provide services relating to Town Hall Renovations estimated to cost \$23,238.00 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.

b. Review and Approve Amended Purchase Policy

This item has been under discussion for some time, as a purchase policy is required for federal grant applications. The amended policy was included in the meeting packet. While the overall process remains the same, the purchase thresholds have been updated as follows:

- Purchases under \$3,000: Any Town officer or employee may purchase items or materials if the purchase is necessary and in the best interest of the Town.
- Purchases between \$3,000.01 and \$5,500: Any Town officer or employee must contact the Selectboard and the Town Administrator before making the purchase to notify them of the need.
- Purchases between \$5,500.01 and \$10,000: Any Town officer or employee must obtain prior Selectboard approval. Officers and employees must also solicit quotes from at least three vendors unless the Selectboard has approved a sole-source vendor. Vendors will be selected based on cost, the quality of the goods or services offered, and the vendor's demonstrated ability, capacity, and skill, including under prior contracts with the Town.
- Purchases over \$10,000: Any purchase of \$10,000 or more is subject to the bid process outlined below.

Additional changes include:

- Vehicle purchases do not have to go out to bid.
- A bid waiver form will be created.
- Exceptions will be allowed for federal and state grant funding requirements.
- The Town Administrator may sign contracts that are not subject to the bid process.

Leanne Alexander moved to Adopt the Purchase Policy as Amended, seconded by Tylor Prouty. The motion passed unanimously.

c. Discuss future land purchases

Taylor Prouty added this item to discuss future land acquisition needs. He said the Town should consider acquiring land for housing, wastewater, water, and other municipal purposes as opportunities arise. He noted that parcel size and selection criteria would depend on the intended use, including location and land usability.

Gary Kleiman said the issue involves both identifying suitable parcels and determining funding sources. He suggested clarifying the Town's goals, keeping the matter under old business, and considering a task force or Planning Commission review to evaluate future acquisition opportunities. The idea of creating a reserve fund for land purchases was also discussed. Tulloch agreed to come up with a charge for a possible land acquisition task force.

d. Review and Approve Chaves Water Test Permission

Chaves Excavating is expanding. As the Town abuts the property, permission is needed from Town.

Taylor Prouty moved to permit Water Testing for Chaves Excavation expansion project and authorize the Town Administrator to sign on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

e. Itinerant Vendor Permit

Gary Kleiman, owner of the West River Coffee Barn, is seeking permit for Svenfish to set up delivery truck of fresh fish every Friday evening in the establishment's parking lot.

Leanne Alexander moved to approve Itinerant Vendor Permit for Svenfish, dependent on receipt of permit fee, seconded by James Ameden. The motion passed unanimously.

14. Executive session: 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.

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 pending negotiations, seconded by Leanne Alexander. 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 Zoning Administrator, Town Administrator, and STR Administrator, seconded by Leanne Alexander. The motion passed unanimously.

Executive session entered at 7:08 p.m.

Executive session exited at 7:38 p.m.

15. Adjourn

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The meeting was adjourned at 7:39 p.m.

Leanne Alexander moved to adjourn the meeting, seconded by Jim Fleming. The motion passed unanimously.

Respectfully Submitted,

Sally Hesse, Town Note Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

