

**Town of Londonderry, Vermont  
Selectboard**

**Special Meeting Minutes**

**Monday, January 13, 2025**

**Londonderry Town Hall – 139 Middletown Road, South Londonderry, VT**

**Board members present:** Thomas Cavanagh, Martha Dale, and James Ameden, Jr.

**Board members absent:** James Fleming and Taylor Prouty.

**Town Officials:** Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Allison Marino, and Housing Commission chair Patty Eisenhour (via phone at 4:50 PM).

**Others in Attendance:** Residents William Sinsigalli, Barry Randell and James Wilbur, and GNAT camera operator Bruce Frauman.

**1. Call meeting to order**

Selectboard Chair Tom Cavanagh called the meeting to order at 4:02 PM.

**2. Additions or deletions to the agenda**

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

None.

**3. Selectboard Pay Orders**

*James Ameden moved to approve the pay orders for payroll, seconded by Martha Dale. The motion passed unanimously.*

**4. Old Business**

**a. Review and discuss proposed FY2026 Budget**

Tina Labeau reviewed the proposed revenue and expense budgets for fiscal year 2026 with the Board members line-by-line. The General Fund expense budget in the draft presented showed an increase from \$2,795,959 to \$3,090,067, or 10.52%. Projected revenues other than property taxes increase from \$978,260 to 1,066,524, or 9.92%.

There was back and forth discussion and explanations on a number of the budget lines between the Board and staff.

Barry Randell expressed concern with several revenue and budget matters, noting that there have been budget increases year-over-year and few decreases. He recommended that the Board explore expenditure decreases.

Jim Wilbur spoke in favor of the budgeting for and operations of the Highway Department.

Labeau explained that if all appropriations and the budget were to be approved as presented, tax revenues would increase from \$2,536,496 to \$2,740,887, a difference of \$305,991 or 8.06%. Bill Sinsigalli noted that after subtracting the critical increases for the equipment reserve, trash hauling, Champion Fire contribution and debt service, the tax increase would be approximately 3%.

There was discussion about the various reserve funds, and Labeau noted that they are accounted for in the Town report. Wilbur explained the basis for the Town having established reserve funds to help ensure funds are available for emergencies and to help avoid peaks and valleys in the annual budget.

Adjustments will be made to the proposed budget for review and approval at the next regular meeting.

**b. Review draft of Town Meeting Warning**

Shane O’Keefe reviewed the draft Town Meeting Warning with the Board members, noting changes from the previous version, including adding the election of a Lister to fill a vacancy, changes to the list of social service appropriations, and refinements to the language of several articles from the Town Attorney.

The warning included a \$20,000 allocation to the Pingree Park Reserve Fund, as requested by the Parks Board, which would be moved to earlier in the warning to better align with other reserve fund allocations.

Regarding the article proposed by the Housing Commission whereby all or a portion of revenues from local option taxes would go to the Community Economic Improvement Reserve Fund, the Board was waiting to hear what percentage was being recommended by the Commission. It was noted that O’Keefe had reached out to all Vermont communities with local option taxes to determine how they were spending these funds, and has distributed this information to the Housing Commission. Patty Eisenhour stated that the Commission recommends that 100% of the local option taxes be allocated to the reserve fund.

Randell stated that local option taxes should be used to lower property taxes.

Eisenhour clarified that the local option taxes, if they are allocated to the Community Economic Improvement, would be available for other community improvement matters in a addition to housing. The Board members agreed to wait for the next meeting, when a full Board is likely to be in attendance, to make a decision on what percentage to include in the article.

**c. Discuss Town Administrator recruitment process**

Tom Cavanagh explained that he and Martha Dale had interviewed three out of four of the candidates, with O’Keefe in attendance as a resource, and noted that one of the candidates scheduled to be interviewed had to cancel.

The Board discussed when to interview the candidates, and it was agreed that a special meeting later the following week would be held to do this.

O’Keefe explained that Kathleen Ramsay of the Vermont League of Cities and Town was available to speak with the Board over the phone to discuss the onboarding services that they have offered to the Town. The Board decided that she should be invited to attend the next regular meeting in person.

**5. New Business**

**a. Long-term Community Recovery Committee – Public meeting advertisement**

Tom Cavanagh explained that the Long-term Community Recovery Committee would be holding a community listening session at the Town Hall on 1/25/2025 from 9:30 AM to 11:30 AM to get input from the community. He mentioned that the Committee was planning to send out a postcard mailer to all post office boxes in the community advertising the listening session, which would cost no more than \$1,000. Board members were in favor of this effort.

**6. Adjourn**

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

The meeting adjourned at 5:51 PM. The next regular meeting of the Selectboard is scheduled for 1/20/2025.

Respectfully Submitted,

Shane O’Keefe  
Town Administrator

*Approved January 20, 2025.*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair