

**Town of Londonderry, Vermont  
Selectboard**

Meeting Minutes  
Monday, March 17, 2025, 6:00 PM  
139 Middletown Road, South Londonderry, VT 05155

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

**Board members absent:** Jim Fleming.

**Town Officials:** Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hesper, Selectboard Meeting Note Taker; Gary Hedman, Village Wastewater Committee; and Trevor Powers, Planning Commission.

**Others in Attendance:** Matt Bachler (Windham Regional Commission), Melissa Brown, Steve Brown, Pamela Spaulding, Heather Stephenson, and GNAT camera operator Bruce Frauman.

**1. Call Meeting to Order**

Chair 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)]**

*Taylor Prouty moved to add to the Agenda, under Roads & Bridges, consideration of an access permit regarding Middletown Road, seconded by Martha Dale. The motion passed unanimously.*

*Taylor Prouty also proposed moving item 10A up to item 4B.*

**3. Executive session Executive session for the purposes of duties and procedures of the Town [1 VSA 313]**

*James Ameden moved to enter Executive Session for the purpose of duties and procedures of the Town, seconded by Taylor Prouty. The motion passed unanimously.*

Executive session entered at 6:02 p.m.

**4. Report on interviews regarding resignations from public bodies**

**a. Report and comments from Selectboard and public**

James Ameden summarized the report:

1. Themes from the interviews
  - a. Relationship between Selectboard and committees/commissions
  - b. Impact on town and Selectboard operations; history of money and grants not fully utilized
  - c. Management of information in the public sphere
  - d. Meeting management

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2. Goals/objections to move the town forward
  - a. Represent every perspective
  - b. Foster unity
  - c. Drive towards solutions for town issues
  - d. Provide support and outreach to town committees and renew the value of service
  - e. Acknowledge differences
  - f. Have Selectboard committees/commissions in the public behave with respect towards each other
  - g. Encourage a civilized process when conducting town business and seek trust and transparency in transactions
  - h. Enhance communication among and between town bodies
  - i. Enhance public access to town information through an updated town website
  - j. Selectboard delegates the committees/commissions, who are accountable for completing assigned tasks. The Selectboard holds ultimate responsibility for the committees' work. The charge to committees/commissions is to be spelled out in a committee charge documents.
  - k. Selectboard Chair management of meetings
    - i. Build agenda
    - ii. Manage the meeting and its participants, the Selectboard members, and the public
    - iii. Ensure every voice is heard
    - iv. Recognize that Selectboard members have an equal voice
3. Action steps for Selectboard relative to objectives and goals above
  - a. Monthly representations from committees/commission to Selectboard
  - b. Hold committees and commissions responsible for open meeting laws
    - i. Meeting minutes
    - ii. Meeting places
    - iii. Committee/commission formulation documents to state to state expected scope of work and outcome
    - iv. Others

*Selectboard comments:*

James Ameden indicated that the Board needs to be accountable in order to lead. We will be working harder to hold each other accountable -- communicating with each other and voicing our opinions. We will be expecting the same from committees and will open up more information to the public.

Taylor Prouty agreed with many of the points made. The process has caused the Board to look at how information is passed to the public and how the process can be improved. It exposed a need for us to support each other as Selectboard members, acknowledge differences, and respectively have our own positions. That balance is what is needed to have a fair process and make everything more effective over time.

Martha Dale thanked the public for their willingness to share what was working well and what was not. She appreciates the honesty of the respondents and the honesty of the Board members.

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The next steps are to identify specific things to do better, be more transparent, listen to what people have to say, and hold each other's views with civility and professionalism. Dale encouraged the public to let the Board know if they have any suggestions for action items.

*Public comments:*

Pam Spaulding asked about the tone in town due to the challenges. Ameden replied the focus moving forward has to be accountability and communication.

Heather Stephenson thanked the Board for conducting the interviews and noted the many resignations by individuals with decades of experience. She encouraged the Selectboard members to keep each other accountable and acknowledge it is okay to disagree.

#### **b. Village Wastewater Committee – Review proposed Wastewater Ordinance (originally Agency item 10a)**

Gary Hedman, Village Wastewater Committee Chair, reported that a draft version of the Wastewater Ordinance was submitted last week, and he anticipates minor changes as the bidding process goes out. Hedman also indicated that the commission fixed the open meeting violation. The last meeting agenda was uploaded per requirements, although a meeting quorum was not met.

Matt Bachler (Windham Regional Commission) provided an overview of the draft Ordinance. Bachler indicated that the Committee was not asking for approvals at this meeting. He recommends the Ordinance stay in draft until construction begins, with next steps being Town Attorney review and connecting with adjacent property owners. He also indicated that the draft Ordinance is based on a template developed by other attorneys and used by other communities in the state.

Bachler brought the following to the attention of the group:

- 1) Sewer commission. Once the system up and running there needs to be an oversight body. Per Vermont Statute, the oversight body can be either the Selectboard or a separate appointed commission. Bachler recommends that the Selectboard serves as Sewer Commission.
- 2) Reserve capacity. The Town needs to determine wastewater capacity, which is currently oversubscribed for North and South Villages. A plan is in development for expansion in South Village (Phase 2), but additional funding is still needed to build this out.

Martha Dale asked if additional reserve capacity will open up if people drop off the list. Bachler replied this is a possibility, and the Town will need to know definitively who is connected to the system before the design plan is finalized this Summer. The Town will also need easements from owners.

- 3) Ensure the ownership and fee schedules are provided to subscribers. The Town needs to set the fee schedule based on what it will cost to run the systems (draft budget in Meeting Packet and communicate to property owners. While final fees will change with construction costs, this will give owners a general idea of fees.

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Bachler reported 95% of the draft is complete. The Selectboard can accept this evening then authorize attorney review, set fee structure, and reach out to property owners.

*James Ameden moved to acknowledge receipt of a draft of the proposed Wastewater Ordinance and authorize its submittal to the Town Attorney for review, seconded by Taylor Prouty. The motion passed unanimously.*

**5. Organization**

**a. Elect a Selectboard Chair and Vice-Chair [24 VSA 871(a)]**

Current Chair Tom Cavanagh indicated he would be happy to remain as Chair if selected.

*Taylor Prouty moved to elect Tom Cavanagh as Selectboard Chair, seconded by James Ameden. The motion passed unanimously.*

*Tom Cavanagh moved to elect James Ameden as Selectboard Vice Chair, seconded by Martha Dale. The motion passed unanimously.*

**b. Set Regular Meeting Schedule & Location [1 VSA 312(c)(1)]**

*Taylor Prouty moved to hold regular meetings of the Selectboard on the first and third Mondays of the month at 6:00 PM at the Town Hall, 139 Middletown Road in South Londonderry, until such time as the Town Office building renovations are completed, when such meetings shall again be held at the 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 James Ameden. The motion passed unanimously.*

**c. Designate newspaper of record [17 VSA 2641(b)]**

*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)]**

*Taylor Prouty 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 Martha Dale. The motion passed unanimously.*

**e. Designate member with authority to sign warrants**

*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.*

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**f. Adopt Rules of Procedure**

*Martha Dale moved to adopt and execute the Selectboard Rules of Procedure, as amended, seconded by Taylor Prouty. The motion passed unanimously.*

**6. Minutes Approval – Meeting(s) of 3/3/2025**

*James Ameden moved to approve the minutes of the Selectboard meetings of March 3, 2025, seconded by Taylor Prouty. The motion passed unanimously.*

**7. Selectboard Pay Orders**

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

**8. Announcements/Correspondence**

Town Treasurer Tina Labeau made the following announcement:

- Remember to register dogs by April 1.

**9. Visitors and Concerned Citizens**

None.

**10. Town Officials Business**

**a. Moved to 4b**

**b. Town Treasurer – Year-to-date budget review**

Treasurer Tina Labeau provided update through end of January. She indicated the budget was on track and reported income from FEMA was received and that bond money and Merk grant funding will be received soon.

**c. Town Clerk – Approval of Town Meeting Minutes of March 4, 2025**

*James Ameden moved to approve the minutes of the Annual Town Meeting of March 4, 2025, seconded by Taylor Prouty. The motion passed unanimously.*

**d. Appoint Road Commissioner [17 VSA 2646(16) & 2651(a)]**

*James Ameden moved to appoint Taylor Prouty as the Town's Road Commissioner, seconded by Tom Cavanagh. The motion passed unanimously.*

**e. Appoint Emergency Management Director [20 VSA 6(a)]**

*Martha Dale moved to appoint Richard Phelan as the Town's Emergency Management Director, seconded by James Ameden. The motion passed unanimously.*

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**f. Appoint Windham Regional Commission Representatives (2) [24 VSA 4343(a)]**

*Taylor Prouty moved to appoint George Mora as the Town's representative to the Windham Regional Commission, seconded by James Ameden. The motion passed unanimously.*

**g. Appoint Tree Warden [24 VSA 871(b)]**

*James Ameden moved to appoint Kevin Beattie as the Town's Tree Warden, seconded by Taylor Prouty. The motion passed unanimously.*

**h. Appoint 911 Coordinator [30 VSA 7056(a)]**

*James Ameden moved to appoint Will Goodwin as the Town's E911 Coordinator, seconded by Martha Dale. The motion passed unanimously.*

**i. Appoint Animal Control Officer [20 VSA 3549]**

*Martha Dale moved to appoint Pat Salo as the Town's Animal Control Officer, seconded by Taylor Prouty. The motion passed unanimously.*

**j. Appoint First Constable and, if needed, a Second Constable [17 VSA 2651a & 24 VSA 1936a]**

*James Ameden moved to appoint the Windham County Sheriff's Office as the Town's First Constable, seconded by Martha Dale. The motion passed unanimously.*

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

**a. Updates**

The punch card machine credit processor was down for a period on Saturday, but 20 cards were still sold.

Nick Crane had one full day working for Steve Twitchell and it is going well.

**9. Roads and Bridges**

**a. Updates**

Taylor Prouty reported we are at the onset of mud season and urged caution while using dirt roads or avoid all together. Everyone expressed thanks to the road crew.

**b. Consider application (s) for excess vehicle weight permits [23.V.S.A. 1400a]**

*Taylor Prouty moved to approve the excess Weight permit (s) for:*

- *r.k. Miles, Inc.,*
- *Gurney Brothers Construction, Inc., and*
- *David Chaves Excavating, Inc.*

*and authorize the Town Administrator to execute the permit(s) on behalf of the Town, seconded by James Ameden. The motion passed unanimously.*

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**c. Consider access permit regarding property on Middletown Road**

This is a retroactive request for a previously used access that is being modified. Josh reviewed the permit and signed off on it.

*Taylor Prouty moved to approve access permit application No. 2025-01, submitted by The Corner Store, for a modification of an existing access to their parcel located on the North side of Middletown Road, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.*

**13. Old Business**

**a. Follow-up discussion on 2025 Town Meeting**

The Selectboard agreed it was good meeting, with smooth check-in.

**b. Town Office Renovation Project – Consider proposal for storage filing**

The Company that installed roller shelves in the basement, Dupont Storage Systems, has submitted a proposal for 2 large shelving units for file storage.

*James Ameden moved to accept the proposal for file storage and shelving from Dupont Storage Systems in the amount of \$13,750, and authorize both the Town Clerk and Town Treasurer to sign any documents necessary for the procurement and installation of the units, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Town Office Renovation Project – Consider change order(s)**

The decision was made to replace the old plumbing and well tank and its components at the recommendation of contractor due to age.

*James Ameden moved to authorize a change order for the Town Office Renovation Project that replaces plumbing fixtures originally scheduled to remain in place at a cost of \$5,175, and to authorize the Assistant Town Administrator to execute any documents necessary to implement these change orders, seconded by Taylor Prouty. The motion passed unanimously.*

**d. Town Office Renovation Project – Designate official(s) for bond decisions/disbursements**

Martha Dale inquired if this is the normal process for decisions and disbursements. It was decided that Tina Labeau will make recommendations with Tom Cavanagh's approval and Shane O'Keefe's input.

*Martha Dale moved, with regard to the Town Office Renovation Project bond, to 1) appoint the Town Treasurer as an Authorized Signer and authorize the Town Treasurer to act on behalf of the Town in matters relating to all current and future outstanding Vermont Bond Bank loans held by US Bank, and 2) authorize the Selectboard Chair to sign any required appointment or authorization documents on behalf of the Town, seconded by James Ameden. The motion passed unanimously.*

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**14. New Business**

**a. Annual appointment(s) – Planning Commission**

*James Ameden moved to appoint Pamela Spaulding to the Planning Commission, for a three-year term ending 3/31/2028, seconded by Martha Dale. The motion passed unanimously.*

**b. Annual appointment(s) – Beautification Committee.**

*James Ameden moved to appoint Martha Dale and Gale Kuhlberg to the Beautification Committee, each for a three-year term ending 3/31/2028, seconded by Taylor Prouty. The motion passed unanimously.*

**12. Adjourn**

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

The meeting adjourned at 7:18 PM.

Respectfully Submitted,

Sally Hesse, Town Minute Taker

Approved April 7, 2025

LONDONDERRY SELECTBOARD

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Thomas Cavanagh, Chair