

Short-Term Rental Working Group Meeting
DRAFT Minutes
Monday, March 16, 2026 – 5 PM
100 Old School St, South Londonderry, VT 05155

Members* present: Trevor Powers, Tom Cavanagh, Andy Dahlstrom, and [remote] Patty Eisenhour
Members missing: Brent Bammarito and Maryann Morris
Others present: Pam Spaulding; [remote] Doria Habib, Matthew and Kara Pachniuk

1.Call Meeting to Order: Chair Cavanagh called meeting to order at 5pm.

2.Additions or Deletions to the Agenda: none

3.Approve minutes from March 3, 2026 meeting: moved by Powers, seconded by Eisenhour: unanimous vote to approve.

4.Consider areas of possible change to STR Ordinance:

Before looking at the meeting packet documents, Dahlstrom asked for Group review of the proposed meeting calendar. There was agreement to meet Monday, April 6 (a vote later set the meeting start time at 4:30pm), to hold Monday, April 13 as a possible extra meeting day if needed, and to meet April 20 when the proposal of any STR Ordinance changes will be made to the Selectboard.

Turning to the revised “Get the Green Light” document, with an expanded description of a Rental Housing Appeals Board and process, and new language describing the Compliance Plan path for STR applicants:

Eisenhour asked about the proposed STR enrollment calendar: 1) for background on the choice to license STRs for a fiscal year rather than a calendar year, and 2) for clarification of the proposed enrollment windows for future STR applications. Dahlstrom will clarify in the Get the Green Light doc and in future publications—should this suggestion be supported—that any new applicant could submit at any time of year. Only the license renewal applications would be given re-enrollment periods (possibly May 15-June 15 and November 1 - December 1). The Group discussed the busy and slow seasons for Londonderry tourist visitors, both for the best timing to STR inspections and with the aim of allowing an STR licensee to capture either the whole 12-month year or the most lucrative winter season. Powers reminded the Group of the rental rate figures for Londonderry from the VT Housing Finance Agency shared at an earlier meeting.

Eisenhour asked about a checklist for an applicant to work through, for the content of an application and sequence of steps. Dahlstrom added that the one goal of the Get the Green Light doc is to have one publication for each type of applicant. In final form, the Get the Green Light would be simplified for the purpose Eisenhour identified.

Discussion turned to clarification of the two categories of a Compliance Plan.

Dahlstrom asked the Group for thoughts on the existing Article 7 of the STR Ordinance, which states that an STR shall be made available by the owner for inspection within one week of a request by the STR Administrator. Eisenhour suggested treating an Article 7 violation as an "Amber" status rather than just a ticketable offense, requiring immediate compliance action with potential license revocation if violations persist. Powers spoke in agreement.

Turning to the Rental Housing Appeals Board topic, Dahlstrom shared that Town Attorney Fisher had today given the draft document about the Appeals Board a first reading and found it generally

acceptable, with a few minor wording adjustments and deletions. The Town Attorney suggests a Board of three people appointed by the Selectboard and comprised of 1 Selectboard member, 1 STR Working Group member, and 1 member of the Town public. Habib raised a question about the Appeals Board handling unique cases not fitting typical denial scenarios, and asked about a bucket her appeal would go in.

Because the Appeals Board is derived from the ZBAs and DRBs that are directed by Zoning Bylaws, the question came up—both from Attorney Fisher and the Working Group—if the “variance” language used to settle a zoning dispute would or would not be applicable to an STR Appeals Board that is directed by the Ordinance.

Pachniuks raised a question about a town official using an STRs driveway, and if that should be by owner permission or appointment only. Dahlstrom replied that he would ask the Town Attorney opinion on this, for possible addition or clarification in the Ordinance.

5. Next regular meeting, April 6, 2026, 5pm: Motion to change April 6 meeting start time to 4:30pm, moved by Dahlstrom, seconded by Powers: unanimous vote to set next meeting start at 4:30pm

6. Adjourn: Cavanagh moved to adjourn the meeting at 5:59pm, Powers seconded, and all voted yea.

* STR Working Group member Martha Dale is on the Londonderry Selectboard agenda for re-appointed to this working group. Dale was subsequently—in the 6pm Selectboard mtg—appointed by the SB to Londonderry’s Housing Commission and then as the Housing Commission representative to the STR Working Committee (Group).