

## Draft Meeting Minutes for Londonderry Village Wastewater Project

January 9, 2026

Attendees:

**Attendees:** Matt Bachler (Windham Regional Commission), Chrissy Haskins (Dufresne Group), Martha Dale (Londonderry Select Board), Aileen Tulloch (Londonderry Town Administrator)

**Village Wastewater Committee Members:** Gary Hedman, Larry Gubb, Corey Mack, Sharon Crossman

The meeting was held at the Londonderry Town Offices. The meeting was not recorded due to a technical issue.

**Meeting was called to Order at 9:03 AM**

### **Quick recap**

*The meeting focused primarily on project status updates and next steps for the Committee.*

### **Next steps**

- *Committee to gather prior project submittals and provide information for updating the Committee page on the Town's new website, as well as Derry Doings.*
- *Matt to review existing project information/files on the Windham Regional Commission website and forward any relevant documents to Aileen.*
- *Larry and Gary to work on drafting a brief project summary to be reviewed ahead of the Committee's next meeting.*
- *Committee to work with Londonderry Housing Commission regarding minimum lot size in Village service areas (carry over from prior minutes).*

### **Summary**

*Gary called the meeting to order and noted that the meeting was properly warned, with agendas posted at the post offices and town offices. No additions to the Agenda were made.*

### **Public Comments**

*No public comments were received.*

### **Project Updates**

*South Village-*

*Tree clearing at the Prouty Parcel is substantially complete. Chrissy is working on a VTrans approval for the additional tree clearing that is necessary at 3115 Route 100, and anticipates that the approval will be granted the week of January 12<sup>th</sup>. Tree cleaning at 3115 Route 100 is expected to be complete in one day.*

*The Construction General Permit (CGP) has been issued for the Project. The VTrans comprehensive permit and Discharge permit are still pending.*

*Two easements are still pending for properties in the South Village, once of which may require additional time to execute due to an existing deed covenant to a party that has not been located to date. Hartgan has submitted an addendum to their archaeological survey report.*

*The group then briefly discussed bid schedule. For construction to begin in May 2026, the project needs to be advertised for bid by mid-February. All ongoing permits and environmental review must be complete for the project to be advertised.*

*Chrissy noted that the project estimate is still carrying a 15% contingency, which will be reduced to 5% after bidding. There are no issues with vendor supply of equipment/materials that Chrissy is aware of.*

*North Village-*

*Chrissy received interest from an additional property owner near the intersection of Route 11 and Middletown Road. Their property is located within the floodplain. Chrissy will review their information and update the Committee at a subsequent meeting.*

*Aileen continues to try and schedule a meeting with Mr. Peelle and his representatives, and will update the Committee once progress has been made. At the November 21, 2025 meeting, the Village Wastewater Committee passed the following motion:*

### ***Funding Updates***

*Matt reports that the paperwork for extending the ARPA grant deadline has been received. This would effectively extend the deadline until December 16, 2026 for the State ARPA grant money in addition to the funds appropriated through the Bond vote. Chrissy noted that all work funded by the State ARPA grant must still be completed by November 30<sup>th</sup>. Aileen mentioned that she was recently made aware of an EPA federal program for funding, with additional details to be provided at a later date.*

### ***Project Communication / Public Outreach***

*The meeting then turned to a general discussion of communicating project updates and information to the community. The Committee's landing page on the Town website will be updated to reflect Committee Member Corey Mack. Items that the Committee agreed should be accessible via the Committee page include:*

- Committee Recommendations for the South and North Village Capacity Allocations*
- The Village Wastewater Ordinance*
- RCAP O&M Fee Schedule*
- Maps / redirect to Town GIS datalayer*
- Brief Project Summary*
- Where permits have been issued and are hosted on Agency websites, a redirect/link*

**Motions**

*The meeting minutes from the December 16<sup>th</sup>, 2025 meeting were approved.*

**Next Committee Meeting –**

*The next Village Wastewater Committee meeting will be held on Thursday, January 22<sup>nd</sup>, at 6:00 PM (due to MLK Holiday) at the Town Offices, or online at <https://us02web.zoom.us/j/85979580043>*

*The meeting adjourned at 10:07 AM.*

*Note – While we strive for accuracy, the draft meeting minutes may contain errors or omission, and are subject to revision prior to approval.*