

Draft Meeting Minutes for Londonderry Village Wastewater Project

August 1, 2025

Attendees:

Online Attendees: Matt Bachler (Windham Regional Commission), Chrissy Haskins (Dufresne Group), Aileen Tulloch (Londonderry Town Administrator), Lynette Claudon (VT ANR), Heather Stephenson, Patty Eisenhauer, Chloe Genovart.

Village Wastewater Committee Members: Gary Hedman (online), Larry Gubb, Corey Mack (online)

Guests: Pamela Spaulding, Martha Dale (Londonderry Select Board)

The meeting was held at Neighborhood Connections and recorded to the cloud.

The video can be viewed at:

Share link: https://us06web.zoom.us/rec/share/pth2AURJNQ1aJtJx_n-PRtmg4gaB0ffM5A5mogcrVOOz56kjgKEVL2OXiV3n9qIK.kvKaZT_qUt-DPGdc

Passcode: gaMjD33+

Meeting was called to Order at 9:02 AM

Quick recap

The meeting focused primarily on project status updates and discussion of additional funding to support subsequent phases of the project build out. A discussion of funding support for commercial properties requiring grease separator installation was added to the agenda.

Next steps

- *Matt Bachler to provide a summary of the proposed re-allocation of grant funds between the ARPA grant and State General Fund Grant.*
- *Chrissy to provide updated summary tables for properties in the North and South Villages, showing whether a connection application had been received, and a parcel map depicting which properties had filed a connection application.*
- *Gary and Martha to coordinate additional outreach to several properties in the North Village, with the updated information/summary tables in hand.*
- *Chrissy and Aileen have coordinated on connection applications, confirmation emails have been sent out by Chrissy, notifying applicants that their connection application has been received. A separate email will also be sent, notifying those on the contact list that a connection application has not been received.*
- *Chrissy to revise summary tables to include additional information, per Lynette's requests (existing housing units, new housing units, new jobs).*
- *Chrissy and Matt to begin compiling a summary document outlining requests for additional ARPA funding, should it become available.*

- Lynette continues to work on the funding commitment for pre-treatment (\$500,000), but there are no concerns about.
Matt, Chrissy, and Aileen to work on the Community Development Block Grant Disaster Recovery funding pre-application, due August 5th.

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 motions were made or voted upon during the meeting.

Committee Meeting Recordings (Carry Over from Prior Meeting)

All available prior committee meeting recordings have been saved to an external hard drive that has been provided to the Town. Neighborhood Connections will be removing the prior recordings from their cloud storage.

Public Comments

Patty Eisenhower, representing the Londonderry Housing Commission, is attending in support of any homeowners that are looking to potentially add housing under Phase 2 of the project, and would be available to help navigate funding opportunities that might be available.

Project Updates

Chrissy provided an update on both the North and South Villages, sharing updated summary tables showing the properties for which a connection application had been received. Several connection applications that were outside of the proposed service area had also been received by Chrissy. Chrissy noted that for two of the properties, the owners would be connecting at their own cost. Chrissy noted that for the South Village, the received connection applications are at/above design capacity for Phase 1 of the project. Phase 2 of the system build out is not currently funded, and costs are estimated at approximately \$2.5 million. Chrissy noted that two of the properties would potentially be adding housing units. The North Village is also near capacity, with outreach to several property owners pending in an attempt to fill the remaining capacity.

Regarding Lynette's request to include employment information for properties potentially connecting to the system, Chloe noted that she currently employs 15-20 year round employees, and hosts one year round employee housing unit.

Lynette requested that the request to re-allocate project funding between the existing ARPA grant and State General Fund grant be filed with the State in the near future. In the event that other ARPA funded projects are not able to move forward, any ARPA funds would need to be reallocated within a single fiscal quarter (i.e. 3 month period). Lynette continues to check in on the funding commitment for the \$500,000 pre-treatment for Phase 2 of the system build out in the South Village. Lynette indicated that having a formal summary request outlining potential use of any reallocated ARPA grant funds would be helpful, given the short turn around that would be necessary in the event that additional funds become available. Lynette is meeting with ACCD and Northern Borders personnel regarding alternative funding opportunities.

Matt discussed process for having the project designated as a Priority Project with the Brattleboro Development Credit Corporation, which has an early September deadline (Currently on-hold with

Aileen pending additional information from Matt and Chrissy). If the project is selected by BDDC, there are two funding cycles that typically occur, Fall and Spring. The Community Development Block Grant Disaster Recovery funding (2023 Floods) has an August 5th pre-application deadline, Matt and Chrissy will work with Aileen on that pre-application submittal. Chrissy asked regarding the link or “tie-back” to the 2023 floods. Aileen indicated that the application will identify the links to the greatest extent possible, and also mentioned that she has been discussing grant writing assistance with Kristin Gadbois, Director of Disaster Recovery Case Management with the State of Vermont. Martha voiced her support for seeking additional grant writing assistance, likening the project to the many other undertakings (i.e. culvert and road repairs) that the Town has pursued.

Motions

Gary discussed the July 23rd letter from Jason O’Connor, owner of the Corner Store, to the Town regarding the installation of oil/grease separator for his property (and other commercial businesses in both Villages), which is required under state regulations.

The following motion was made by Gary:

“The Village Wastewater Committee recommends that the Select Board work with the Town Administrator to identify potential funding resources to support installation of grease separators for commercial properties in the North and South Villages.”

The motion was seconded by Larry, and all voted in favor.

Martha Dale agreed to lead/support discussion of the motion/recommendation when it appears before the Select Board.

Next Committee Meeting –

The next Village Wastewater Committee meeting is scheduled for Tuesday, August 19th, at 6:00 PM at the Londonderry Town Offices.

The meeting adjourned at 10:18 AM.

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