

Draft Meeting Minutes for Londonderry Village Wastewater Project

December 16, 2025

Attendees:

Online Attendees: Matt Bachler (Windham Regional Commission), Chrissy Haskins (Dufresne Group), Patty Eisenhaur (Londonderry Housing Commission), Martha Dale (Londonderry Select Board), Pamela Spaulding (Londonderry Planning Commission), Lynnette Claudon (State of Vermont DEC).

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

The meeting was held at the Londonderry Town Offices and recorded to the cloud.

The video can be viewed at:

Share link:

<https://us02web.zoom.us/rec/share/rZCVS3hbRuYuMwlzFu2Qzmj7qcxStTFdQwR26sKiqj3Zh5DHeMaRKkHYN-yvNK.ssslO3Aljib6TUs5>

Meeting was called to Order at 6:08 PM

Quick recap

The meeting focused primarily on project status updates, discussion of the North Village capacity allocation, 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*.
- Committee to work with Londonderry Housing Commission regarding minimum lot size in Village service areas.
- Carry over from prior minutes: Gary to draft a memo summarizing recent discussion on grease separator costs.

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. Discussion of Town Administrator request to modify agenda/minutes posting was added to the agenda.

Public Comments

Patty requested that the Committee provide feedback ahead of the January 12 public hearing on Unified Development By-Laws. No other public comments were received by the Committee.

Project Updates

North Village –

At the November 21, 2025 meeting, the Village Wastewater Committee passed the following motion:

The Committee recommends that the Select Board review and accept the order of prioritization of service connections and extensions in addition to the core properties, as provided in a memo prepared by the Windham Regional Commission, and summarized below.

Eight properties located on North Main Street within the service area were prioritized, including two currently vacant properties at 2242 and 2296 North Main Street. Approximately 10% of the systems permitted capacity (648 gallons) will be reserved to support future economic development opportunities in the North Village service area.

The recommendation included a prioritization of additional properties within the service area, generally along Middletown Road and Edge Hill Road, summarized below:

Area #1 – 2484 and 2452 Middletown Road

Area #2 – 79, 95, 110, and 160 Edge Hill Road, and 2493 Middletown Road

Area #3 – 2414 and 2430 Middletown Road

Area #4 – 147 and 183 Edge Hill Road

Area #5 – 49 Hells Peak Road, 148 High Street, 31 Pond Street

The Londonderry Select Board approved the Committee's recommendation at their meeting on December 15, 2025. Final capacity allocations will be developed for each of the individual properties listed above, but approval of the recommendation will allow design and permitting work to advance. Chrissy is working with several applicants on the above. A meeting with Mr. Peelle will hopefully occur in early January 2026.

South Village –

The Construction General Permit (CGP) application has been submitted, VTrans permit application and Discharge Permit application are being submitted this week (the Discharge Permit application has been submitted in draft (plans and specs have already been reviewed, and the hydrogeology report was just submitted). Historic Preservation review is pending, Chrissy met with Historic Preservation and Lynette on Monday – there is one parcel (17 Main Street) where additional shovel testing is being requested (can only be done in Spring). It may be possible to complete that property in Phase I, as a change order, as installation of the service lines will likely be occurring during later phases of construction. The tree clearing request for proposals for the South Village is out for bid and the work must be completed by the end of January to comply with time of year restrictions. Approximately 14 easements (out of ~25) have been returned/notarized, with everything needing to be finalized by January 1st.

The meeting then turned to a general discussion of communicating project updates and information to the community, starting with the tree removal work in January 2026. The Committee will start

pulling together a list of items to share on the Towns website page. Pam offered to add an item to the January Derry Doings regarding the tree work.

Funding Updates

The state will not be able to approve the reallocation request to redistribute funding between ARPA and State administration, but will be able to extend the ARPA deadline to the end of 2026. The Town did not receive approval through the Community Development Block Grant Disaster (CDBG) Disaster Recovery program.

Committee Responsibilities

Gary relayed the recent request from the Town for Committees to begin taking on the task of posting agendas at the Town offices (in addition to the village post offices), and online on the Towns website. Minutes would also be uploaded to the website. On a less frequent basis, hard copies of all agendas and minutes would be entered into the vaults at the Town offices. Gary discussed the potential need for additional support if the request is formalized/adopted.

The discussion then returned to a discussion of communicating project updates and information to the community, and what project related documents would be good to include. Chrissy noted that some permits are publicly available online, and Lynnette provided additional context on the review process / timeline. Items to include: Draft Ordinance, Windham Regional Commission recommendations, RCAP fee structure, project schedule / timeline.

Motions

The meeting minutes from the November 21, 2025 meeting were approved.

Next Committee Meeting -

The next Village Wastewater Committee meeting will be held on Friday, January 9th, at 9:00 AM, at the Town Offices, or online at <https://us02web.zoom.us/j/85979580043>

The meeting adjourned at 7:00 PM.

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