

Draft Meeting Minutes for Londonderry Village Wastewater Project

July 8, 2025

Attendees:

Online Attendees: Matt Bachler (Windham Regional Commission), Chrissy Haskins (Dufresne Group), Aileen Tulloch (Londonderry Town Administrator).

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

Guests: Jason O'Connor, Heather Stephenson (online)

The meeting was held at the Londonderry Town Offices, recorded to the cloud, and transcribed via AI Companion.

The video can be viewed at:

https://us02web.zoom.us/rec/share/q6OPrxRz0XPa_vlHyaQgjjhvf82T8W4ZWXwgzLgWDBqIOvWUiZ0jOkMstAT6Ern8.5LjdB7KrVviHhRww

Meeting was called to Order at 6:20 PM

Quick recap

The meeting focused primarily on project status updates, discussion of oil/grease separators, and preparation for the July 10th Question and Answer Session.

Next steps

- *Matt Bachler to confirm no application connection fee and/or connection application withdrawal penalty prior to Q&A Session.*
- *Chrissy will coordinate connection applications with Aileen. Both Chrissy and the Town will need to have a complete set.*
- *Emails notifying applicants that their connection application has been received should be sent out on July 15 (or shortly thereafter). A separate email should go out at the same time, notifying those on the contact list that a connection application has not been received.*
- *The Q&A Session will be held on July 10th at 6:00 PM at the Town Offices.*
- *Deadlines for submitting a connection application will be July 15th (South Village) and July 31st (North Village).*

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)

Neighborhood Connections has asked the Committee to archive recordings of past meetings from the Neighborhood Connections cloud storage, due to file size/space. A external hard drive will be purchased, and all recordings that are older than 30 days will be saved to the hard drive and transferred to the Town. – Update: An external hard drive has been purchased and Gary will work with Neighborhood Connections to archive past meetings / provide to Town.

Public Comments

Jason O'Connor, owner of the Corner Store, discussed the costs associated with installation of an oil/grease separator for his property. The separator is required under state regulations and Chrissy is aware of three properties across the two villages where a separator is required (including the Corner Store). The Committee recommended Jason attend the July 10th meeting, as well as reach out to the Select Board regarding potential assistance with installation costs for the oil/grease separator. Chrissy and Matt will also review potential funding options that might be available. Aileen will need to confirm if the Economic Development Reserve fund might be an appropriate source. Chrissy noted that she informed Aileen that the site-specific engineering/design for each of the three separators could be covered under the existing engineering/design contract.

Project Updates

Chrissy noted that Hartgan Archaeological Associates Inc. is currently conducting field evaluations this week, starting with the Prouty Property, and work should be complete this week (property owners have been notified). Chrissy has been approached by several potential system users, and has also received four applications and talked with three others. A brief discussion on coordinating the connection applications resulted, with Chrissy to reach out to Aileen to confirm approach.

July 10 Q&A Session

A Village Wastewater Q&A Session will be held on July 10th at 6:00 PM at the Town Offices. Gary may not be able to attend in person, but other Committee members will be present and will assist with meeting set up, and meeting moderation/coordination. The Town's AV equipment was reviewed and set up in advance of the July 8th meeting and all seemed to work well. The Village Wastewater meetings (for the 8th and 10th) do not appear in the Zoom Workplace calendar. To enter the meeting, the Committee used the link provided in the Meeting Agenda. The deadline for submitting a complete user connection application is July 15th, 2025 (South Village) and July 31, 2025 (North Village). Reminder emails were sent to potential applicants ahead of the July 10th Q&A session. Additional correspondence will be sent out after the July 10th Q&A Session, and again on the 15th to confirm receipt (or lack of receipt) of connection applications for the South Village.

Next Committee Meeting –

The next Village Wastewater Committee meeting is scheduled for Tuesday, July 15th, at 6:00 PM at Neighborhood Connections.

Larry made a motion to adjourn the meeting, seconded by Gary, and the meeting adjourned at 7:10 PM.

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