

Draft Meeting Minutes for Londonderry Village Wastewater Project

November 21, 2025

Attendees:

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

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

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/mm--DHMi8KlqYWDiVdJaYGFK_x2P4nAEuzyihz7bkf1U4Lf4M3pIXUGzUPvHOqdN.9Rw6idMxi7krmKyc

Meeting was called to Order at 9:05 AM

Quick recap

The meeting focused primarily on project status updates and discussion of the North Village capacity allocation.

Next steps

- *Committee to forward North Village capacity allocation recommendation to Select Board.*
- *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. No items were added to the agenda.

Public Comments

No public comments were received by the Committee. Eric Richard participated in the discussion of the North Village capacity allocation and had previously submitted written comments to the Committee via email, those comments were distributed to all committee members.

Project Updates (Chrissy Haskins)

The South Village Phase I archaeological report was received and submitted to the State October 30th there is a 30 review period. Recent correspondence with North Village property owners/applicants has been productive.

Matt informed the Committee that easement deeds have been sent to all applicants in the South Village. The notification requested a response from applicants prior to December 1st. It was noted that the response would need to be notarized – Aileen noted that there are three notaries at the Town offices.

Funding Updates (Matt Bachler)

The Community Development Block Grant Disaster (CDBG) Disaster Recovery full application was submitted on September 30th. Updates likely won't be received until December or January. no updates/additional information has been received, and it likel

Discussion of North Village Capacity Allocation

The Committee entered into a lengthy discussion that centered around potential uses and the limited overall capacity for the North Village. As discussed in prior meetings, anticipated demand is greater than the designed capacity of the system (6,480 gallons per day). In addition to volume limitations, the system is limited in the amount of high strength waste (primarily restaurants/food preparation businesses) that comprises the overall wastewater flow.

The Committee reached consensus that 8 properties located on North Main Street within the service area be prioritized, including two currently vacant properties at 2242 and 2296 North Main Street. The Committee also reached consensus that approximately 10% of the systems permitted capacity (648 gallons) be reserved to support future economic development opportunities in the North Village service area. The Committee then moved to a discussion of how to prioritize connecting additional properties that are located within the service area, generally along Middletown Road and Edge Hill Road. Committee member Gubb recused himself from the meeting for the duration of this discussion.

The Committee reached consensus on a prioritization ranking 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

Based on agreement between all Committee members (Gubb recused), the Committee voted on and unanimously approved a motion to make a recommendation to the Select Boad ahead of their December 1, 2025 regularly scheduled meeting.

Motions

The meeting minutes from the November 11, 2025 meeting were approved.

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.

Next Committee Meeting –

*The Village Wastewater Committee **will not** be meeting on Friday, December 5th. The next meeting date was not scheduled during the November 21th meeting.*

The meeting adjourned at 10:35 AM.

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