

Draft Meeting Minutes for Londonderry Village Wastewater Project

April 4, 2025

Attendees:

Online Attendees: Chrissy Haskins (DuFresne Group), Matt Bachler (Windham Regional Commission), Martha Dale (Londonderry Select Board), Aileen Tulloch (Londonderry Town Administrator), Shane O’Keefe (former Londonderry Town Administrator)

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

Guests: Pamela Spaulding (Londonderry Planning Commission)

The meeting was held at Neighborhood Connections, recorded to the cloud, and transcribed via AI Companion.

The video can be viewed at:

https://us06web.zoom.us/rec/share/tZ6udfoc56mrFyKNBhQLRCs_JroSqU1LT65V-XQ0gJlhHtIEYhggeJjXoPw3QAM.0yMks_2cAaDVFIWV

Passcode: @%r!T9T3

Meeting was called to Order at 9:03 AM

Quick recap

The meeting focused on recent project updates on project permitting at the State, with additional discussion of minimum lot sizes in the Villages. A revised schedule for regular meetings of the Committee was voted on and approved.

Next steps

- Matt to follow up with Lynette regarding Phase 2 funding update.
- Chrissy to provide a drawing of the site layout to the Select Board / Road Department, showing areas to avoid aggregate stockpiling, and also showing a “building envelope” based on mapped resource areas and anticipated setbacks.
- Chrissy to include boulders or barriers on the plans to limit vehicle access to sensitive areas.
- Matt to follow up with Bob Fisher on his review of the draft wastewater ordinance.
- Shane to connect Bob Fisher with Peele's attorney regarding the property easement.
- Gary to attend the next Select Board meeting to relay the wastewater committee's recent discussions.

- Matt to prepare the agenda for the April 15th meeting and post it next week.
- Matt to post a notice canceling the April 22nd regular meeting.

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. Two items were added to the agenda - a discussion on minimum lot size in the Villages, and a proposed Town newsletter. The meeting minutes from the March 18th meeting were discussed, with Cory noting that the formatting of the AI transcription may have cut off sentences in places. Gary will check the formatting of the minutes and recirculate. Aileen Tulloch joined the meeting, having started her role as Town Administrator on March 24, 2025.

Project Status Updates

Chrissy provided the committee with updates on both of the Villages. Achouak has offered tentative approval of the variances requested with some additional feedback (i.e. moving septic tanks). Formal approval will not be issued until the permit review process is complete. Chrissy mentioned that she is working with Oakson to finalize some of the design details. On February 21, 2025, Oakson received General Use Approval for their Perc-Rite Drip Dispersal system from Vermont Agency of Natural Resources, Drinking Water and Groundwater Protection Division. Chrissy noted that the plan is to proceed with the archaeological screening for Phase 1 B in May.

Prouty Parcel Use Limitations

Gary discussed potential future uses of the Prouty parcel, including setbacks that might limit the feasibility of hosting other uses at the property. Gary suggested early communication and coordination with the Select Board about these limitations. Shane mentioned a 2009 site study that included use of the site for septic fields and municipal facilities. Chrissy confirmed they have the 2009 study. Chrissy mentioned she had not yet sketched up a map but planned to do so and will forward it on when drafted.

Route 100 Culvert Replacement

Chrissy also noted that the Vermont Agency of Transportation (VTrans) has an upcoming culvert replacement project on Route 100, north of the South Village. Chrissy has recently communicated with Theresa Gilman at VTrans regarding the wastewater project. Shane suggested coordinating with Vtrans to avoid additional road closures in the future, and also avoid having to repave that section of Route 100.

Wastewater Ordinance and Fee Structure Review

Matt discussed that the draft fee structure, wastewater ordinance, and pre-construction application have been submitted to the Select Board. Matt has also sent the draft ordinance to Bob Fisher, the town attorney, for review and is awaiting his comments. The committee hopes that the Select Board

will review the ordinance and fee schedule at their meeting on April 21st. Shane reported that for the North Village, the property owner has expressed initial interest in donating the property for the project. The next step is to establish the value of the property for tax purposes.

Meeting Schedule Adjustment Discussion

The committee discussed changing their meeting schedule to minimize conflicts due to meeting during the mid-morning on the first Friday of each month, and the need to submit draft meeting minutes within 5 calendar days of each meeting. The committee agreed to move the meetings to the 2nd and 4th Tuesday of each month at 4 PM. Gary noted that as the project progresses towards bidding and construction, the committee may be able to reduce the frequency to once a month.

Gary made a motion to move the regularly meetings of the committee to the 2nd and 4th Tuesday of each month at 4:00 PM. Sharon seconded the motion and all voted in favor.

The new schedule is adopted moving forward, with the understanding that adjustments may be needed for the immediate upcoming meetings, and the schedule must also be approved by Neighborhood Connections.

Village Lot Size Challenges and New Town Newsletter Discussed

Chrissy mentioned that, since the last meeting, she was able to meet with Patty Eisenhower and Nancy Jensen from the Londonderry Housing Commission to discuss “infill” opportunities and future development in the Villages. The committee discussed whether it was appropriate to reduce the minimum lot sizes in the villages based on the limited wastewater capacity. The group discussed the potential for alternative approaches, such as cluster systems and planned unit developments, to increase housing density where feasible. They also discuss the potential for future property acquisitions for wastewater purposes using remaining ARPA funds.

Pamela discussed the idea of starting a new Town Newsletter to improve outreach/engagement with residents, and the importance of keeping residents informed about community events and important updates.

Rescheduling Committee Meeting for April 15th

The committee discussed the scheduling of their next meeting. They decided to hold the next meeting on Tuesday, April 15th at 4 PM. However, they acknowledged that some members would be unavailable due to travel and the time would need to be approved by Neighborhood Connections.

Larry made a motion to adjourn the meeting, seconded by Sharon, and the meeting adjourned at 10:28 AM PM. The next VWC meeting is scheduled for April 15th, 2025 at 4:00 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.