

Draft Meeting Minutes for Londonderry Village Wastewater Project

February 19, 2026

Attendees:

Attendees: Lynette Claudon (Vermont DEC), Chrissy Haskins (Dufresne Group), Matt Bachler (Windham Regional Commission), Martha Dale (Londonderry Select Board), Aileen Tulloch (Londonderry Town Administrator), Pamela Spaulding (Development Review Board), Patty Eisenhour (Londonderry Housing Commission)

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

The meeting was held at the Londonderry Town Offices. The meeting was recorded and can be viewed at: https://us02web.zoom.us/rec/share/isPl5EH95MKFHj_klirntKh5h1MSGGUoTnr7ioXpNjK9mCSp_odwv3KdR3Ps4w6H.B0qGVzWGmXV4n6Z

Meeting was called to Order at 6:06 PM

Quick recap

The meeting focused primarily on project status updates and next steps for the Committee.

Next steps

- *Committee to provide condensed project timelines for updating the Committee page on the Town's new website (carry over from prior meeting).*
- *Committee to draft press release with comments from WRC and VT DEC for distribution to area newspapers (carry over from prior meeting).*
- *Committee to provide disposal area maintenance requirements (i.e. mowing, snow removal) and forward to Select Board.*
- *The South Village Project will likely be advertised the week of March 16th (pending issuance of remaining permits).*

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. A discussion of disposal area maintenance requirements was added to the Agenda.

Public Comments

Pamela noted that the first Planning Commission meeting Public Hearing is scheduled for March 9th at 6:00 PM.

Project Updates

South Village-

The 100% Design Drawings were submitted to Lynnette and Achouak for review/approval. All easements have been recorded, with special thanks for Allison for taking that effort on. The VTrans comprehensive permit was distributed to various working groups and should be issued in the near term. A construction period monitoring plan for the cellar hole in the South Village was submitted to the State Historic Preservation Office (SHPO). SHPO review is needed prior to the Indirect Discharge permit approval. Lynnette has been coordinating timely permit issuance once the SHPO approval is issued.

Only one easement was not submitted and due to timing considerations, the property can not be included in the current project plans. Aileen has communicated with the property owner and let them know that they could potentially be added at a later date if the easement issue is resolved.

Proposed bid timeframe is late February / early March. All ongoing permits and environmental review must be complete for the project to be advertised. Bid opening will likely be occurring in early April following a 30 day bid period.

Chrissy mentioned that during construction, a Resident Project Representative (RPR) will be available to act as a main point of contact for resident inquiries/issues. Matt asked if it made sense to try to contract with the system operator to have them present during construction, Chrissy didn't feel it was necessary, as there will be a systems operations training program in place.

Aileen mentioned that she had been contacted by the owner of 3326 Route 100, and they inquired as to why they had not received any notice of the project/connection application. Aileen will follow up with the property owner to discuss.

North Village-

(Carry Over from Prior Minutes) Aileen and others had a meeting with Mr. Peelle and his representatives on January 29th. The Town Attorney is working on providing a draft easement to Mr. Peelle in early March. The easement must be in place prior to submitting any permit applications.

Funding Updates

Aileen is working with Karen Geraghty on entering data for the Northern Borders pre-application, which is due February 27, 2026. As discussed during the January 22 meeting, Aileen noted that the South Village has been designated as a Priority Project. The project will be submitted to the Vermont Agency of Commerce and Community Development (ACCD) which, along with other state agencies and departments, uses these lists to help inform future funding allocations for many of their programs as well as Northern Border Regional Commission's funding opportunities. Aileen spoke with Senator Welch's office regarding earmark funding. The application period for earmark funding should be opening soon, and Senator Welch's office will be forwarding an application to Aileen.

Project Communication / Public Outreach

Aileen has updated the Town website landing page for the Committee and Project. The following items have been added to the landing page or are pending.

- Committee Recommendations for the South and North Village Capacity Allocations
- The Village Wastewater Ordinance
- RCAP O&M Fee Schedule
- Project Timeline/Schedule (Pending)
- Maps / redirect to Town GIS datalayer (Pending)
- Brief Project Summary (Pending)
- Where permits have been issued and are hosted on Agency websites, a redirect/link (Pending)

Submissions for the Derry Doings need to be in to Jen before the 15th of each month. The Committee discussed drafting a press release for distribution to local/regional newspapers and Lynnette offered to provide comments in support of the project from Vermont DEC.

Disposal Area Maintenance Requirements

Gary met with Tom Cavanaugh, Chad Stoddard, Josh Dryden, and Taylor Prouty to discuss the grounds maintenance requirements that will be necessary following construction of the South and North Village effluent disposal beds. The Committee will prepare a description of anticipated groundskeeping requirements (i.e. mowing, snow removal) and forward to Tom C.

Gary asked if the diesel generator specified for the South Village could be revised to a propane generator. Chrissy indicated that revising the plans would be fairly involved as it would include review by an electrical engineer and require an external storage tank, which would delay issuing the bid significantly. Chrissy noted that diesel generators have been utilized at similar facilities across the State without any issues.

Motions

The meeting minutes from the February 6, 2026 meeting were approved.

Next Committee Meeting –

The next Village Wastewater Committee meeting will be held on Friday, April 3rd at 9:00 AM at the Town Offices, or online at <https://us02web.zoom.us/j/85979580043>

The meeting adjourned at 6:55 PM.

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