

Draft Meeting Minutes for Londonderry Village Wastewater Project

February 6, 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

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

The meeting was held at the Londonderry Town Offices. The meeting was recorded and can be viewed at: https://us02web.zoom.us/rec/share/9vn01X_05W0QWiD1oO_q2QbcC2q3UQ49JTfUk7bKXa2rQCDzKxZbr59pPFKlTeO0.wUP14pMW9H51Up4

Meeting was called to Order at 9:04 AM

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).*
- *Disposal area maintenance requirements (i.e. mowing, snow removal) to be discussed with Tom Cavanaugh (carry over from prior meeting).*
- *Project will likely be advertised the week of March 16th, with bid openings occurring during the last two weeks of March.*

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 additions to the Agenda were made.

Public Comments

Pamela noted that the Select Board's normal Monday meeting was rescheduled to Tuesday, February 17th due to the President's Day holiday. The Committee normally meets on the third Tuesday of each month, and will instead meet on Thursday, February 19th to avoid conflicting schedules with the Select Board.

Project Updates

South Village-

All tree clearing is complete.

The Construction General Permit (CGP) has been issued for the Project. The VTrans comprehensive permit is still pending. Comments were received on the Indirect Discharge permit are were relatively minor. A construction period monitoring plan for the cellar hole in the South Village is being submitted to the State Historic Preservation Office (SHPO). SHPO review is needed prior to the Indirect Discharge permit approval.

Only one easement has not been submitted. Due to timing considerations, the property can not be included in the current project plans, but can added at a later date if the easement issue is resolved.

Proposed bid timeframe is still mid-February. All ongoing permits and environmental review must be complete for the project to be advertised. Chrissy indicated that it is likely that the project will be advertised the week of February 16th, which would have the bid opening occurring during the last two weeks of March. The South Londonderry project is reportedly the closest to being put out to bid across Vermont.

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.

North Village-

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

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 discussed the potential for submitting the project for Congressional earmark funding, where additional project funding could be administered through EPA.

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
- Maps / redirect to Town GIS datalayer
- Brief Project Summary
- Where permits have been issued and are hosted on Agency websites, a redirect/link

Lynnette mentioned that the Town of Jericho had created a project timeline for their wastewater project, and will share it with the Committee as a template.

Pam indicated that 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.

Motions

The meeting minutes from the January 22, 2026 meeting were approved.

Next Committee Meeting –

The next Village Wastewater Committee meeting will be held on Thursday, February 19th at 6:00 PM at the Town Offices, or online at <https://us02web.zoom.us/j/85979580043>

The meeting adjourned at 9:46 AM.

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