

Town of Londonderry, Vermont

Selectboard Meeting Agenda

October 05, 2026/6:00pm

100 Old School Street, South Londonderry, VT 05155

PUBLIC ACCESS: Hybrid meeting as allowed under 1 V.S.A. 312. Remote access is not guaranteed, especially during a storm, a power outage, or technical difficulties. Selectboard meetings are recorded.

Join Zoom Meeting: <https://us02web.zoom.us/j/87870498479> Meeting ID: 878 7049 8479;

One tap mobile: +13052241968,,87870498479# US or +13092053325,,87870498479# US

1. Call Regular Meeting to Order
2. Additions or Deletions to the Agenda [1 V.S.A. 312(d)(3)(A)]
3. Minutes Approval – Meeting(s) of 09/21/2026
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. Road Closures for Trunk Or Treat (Jeff Duda)
 - b. Crosswalks on Route 11 (Martha Dale)
7. Liquor Commission
8. Roads and Bridges
 - a. Updates
 - b. Approve Change Order to extend Spring Hill Culvert Contract Date
9. Town Officials Business
 - a. Town Clerk
 - i. Review and Adopt Amended Dog Ordinance
 - b. Recreation Director
 - i. Review and Approve West River Road Closure
 - ii. Review and Approve Army Corp Use Agreement
 - iii. Review and Approve LWCF grant application for Tennis Court
10. Transfer Station/Solid Waste Management
 - a. Updates
11. Old Business
 - a. Review and Approve Windham County ACO contract
 - b. Review and Approve Itinerant Vendor Ordinance
 - c. Review and Approve Itinerant Vendor Application
 - d. Adopt the Library bulletin board as a physical posting location
12. New Business
 - a. Discuss Note Taker Position
 - b. Review and Adopt Social Media Policy
13. Executive Session: 1 V.S.A. § 313 (a)(1)(E) Pending or probable civil litigation or a prosecution, to which the public body is or may be a party. (STR Administrator)
14. Adjourn

Posted and distributed on 10/02/2026

Meeting documents will be available at londonderryvt.gov/sbagendas approximately 24 hours before the meeting.

Livestream: <https://www.youtube.com/user/GNATaccess> <https://www.facebook.com/GNATtelevision>

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DRAFT

Town of Londonderry, Vermont
Selectboard Tuesday, September 9, 2026
Selectboard Meeting 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Meeting Minutes

In attendance: Tom Cavanagh, Selectboard Chair; James Ameden, Jr, Vice Chair; Taylor Prouty, Jim Fleming, Leanne Alexander.

Office Staff in attendance: Aileen Tulloch, Town Administrator; Tina Labeau, Treasurer; Allison Marino, Town Clerk; John Hurd, Solid Waste Coordinator; Liam Elio, Mountain Towns Rec Director; Pam Spaulding, Planning Commission; Patty Eisenhour, Housing Commission; Andy Dahlstrom, Short Term Rental Administrator.

Others in Attendance on Zoom: Ron Rhodes Connecticut River Conservancy; Georgianne Mora, Bret Carter, Hunter Excavating; Jon Olin, Hoyle & Tanner

Others in Attendance: Cindy Gubb, Anna Stoddard, Chad Stoddard, Jim Ameden, Sr; Jennifer Greenfield; Dominique Boutin; Paul Hendler; Shelley Hendler; Rachel Febbie; Kim Ray; Heather Stephenson.

1. Call Regular meeting to Order

Tom Cavanagh, Chair called the Regular Meeting to Order at 6:00 p.m.

2. Additions or Deletions to the Agenda

[1 V.S.A. 312(d)(3)(A)]

Tom Cavanagh made a motion to move Item 11b – to item 6a – Taylor Prouty seconded – passed.

Taylor Prouty moved to remove item 8a Driveway Access Permit – Leanne Alexander seconded – passed.

3. Minutes Approval – Meeting of 09/08/2026

Leanne Alexander moved to approve the minutes of the Selectboard meetings of 09/08/2026 James Ameden seconded – passed.

4. Selectboard Pay Orders

Jim Fleming moved to approve the pay orders for payroll and accounts payable– Leanne Alexander seconded – passed.

5. Announcements/Correspondence

Aileen Tulloch announced that the office staff was having some trouble with OneDrive and SharePoint after Microsoft updates last week. It has been fixed and we're working on the file structure.

Aileen attended the animal control officer budget meeting, and Londonderry was accepted into the group. We will be getting a contract from the sheriff's office by the next meeting

Hunter Excavating has been working on exploring Main Street for ledge for the South Village wastewater project and found none. While the town and Hunter will do everything they can to minimize disruption to lawns, gardens and trees. Anything within the right way can be removed cut or disrupted when needed to complete the project.

The Grafton Gran Fondon bike event will be coming through Londonderry on October 3. They anticipate 60 riders total divided among five roots. The event organizers will be putting out signs for safety and direction.

Correspondence included in the Board's meeting packet is as follows:

- a) Notice of Public Information Sessions from the Land Use Review Board:
 - a. September 30 6:30pm-8:00 pm in West Burke
 - b. October 1 6:30-8:00 pm in Brattleboro
 - c. October 6 6:30-8:00 pm in Rutland And on Zoom.

A request from VLCT to designate an official or a Selectboard member to cast a ballot for the Board of Directors.

6. Visitors and Concerned Citizens

a. Discuss Grant Opportunity for Engineering Design for Dam Removal

Ron Rhodes presented a potential \$50,000 grant from a large, anonymous national foundation for engineering design related to dam removal. This sparked a debate between town officials and residents:

Fire Protection & Safety: Fire officials, including the spokesperson for the North Londonderry Fire Department, argued that the Mill Pond is a vital, year-round water source. They emphasized its accessibility in winter when private ponds (often 50-75 feet behind houses) are inaccessible or lack sufficient volume for fire suppression.

Regulatory Pressure: The board noted that the state has warned the dam will be placed in the "unsafe dam program" if significant action is not taken by the next inspection.

Grant vs. Repair: Proponents of removal cited the lack of available federal grants for repair, noting that the Town was previously denied funding because the dam is not classified for flood mitigation. Pro-repair residents noted that a previous committee spent \$30,000 on studies and voted 3-2 in favor of repair.

b. Winhall Hollow Road Concern

Pamela Spaulding requested the demolition of the "White House" on Winhall Hollow Road (between 911 numbers 3432 and 3376). The house, reportedly the first in town to have electricity, is now structurally unsound with a collapsed roof and floor. The board will investigate local statutes (such as Bylaw 1206/1207) and state laws regarding abandoned and hazardous buildings.

Residents raised concerns about heavy truck traffic and speeding on Middletown Road. The board discussed coordinating with local law enforcement to monitor specific truck numbers and dates reported by citizens. The board also addressed concerns about trucks from Hunter Excavating, noting that while the traffic is temporary, contractors must remain respectful of residential speed limits.

7. Liquor Commission - FYI catering permits in packet

8. Roads and Bridges

a. Discuss driveway permit application improvements.

Taylor spoke about working on road crossing permits – to fit in the driveway access permit application or create a new permit for utility access.

b. Review and Approve Spring Hill Rd culvert change order

During excavation to install the box culvert, Hunter Excavation encountered ledge, which was unexpected. Blasting will be needed, which will increase the cost of the project.

Taylor Prouty moved to approve the Change Order from Hunter Excavation to provide services relating to Spring Hill Road Culvert Replacement, estimated to cost 226,166.27 and 2) authorize the Town Administrator to execute any documents necessary to conduct the necessary work seconded by Leanne Alexander - passed.

9 Town Officials Business

a. Town Staff

i. Discuss Doings in Derry Newsletter

Allison Marino, Town Clerk spoke about how sending out Doings in Derry is not always timely as we try to not send out too many emails and use this primarily for town specific notifications. Dominique Boutin, Jen Greenfield, Chad Stoddard and Cindy Gubb raised concerns. Tom suggested setting up a new mailchimp account. Aileen Tulloch, Town Administrator, proposed still posting it on the Town Website under the Community section and utilizing the website's built in e-subscribe feature.

b. Recreation Director

i. Approve REDI grant application

Leanne Alexander moved to approve the application of a REDI grant by the Parks Board and authorize the Town Administrator to execute any documents necessary to secure the grant seconded by James Ameden - passed.

c. Planning Commission

Pam Spaulding said they are currently working on the Town Plan.

d. Short Term Rental Administrator

Review and Approve STR fee structure changes

Andy Dahlstrom, Short Term Administrator, proposed a non-refundable administrative fee for declined applications, with exceptions for certain circumstances.

Taylor Prouty moved to approve the Short Term Rental fee structure changes as proposed, seconded by Jim Fleming - passed

10. Transfer Station/Solid Waste Management

a. Updates

John Hurd, Recycling Coordinator, updated on illegal dumping at the Transfer Station on a Wednesday. The board suggested he call the police. Hazard Waste Collection at Flood Brook on Saturday, October 3 from 9 to 1.

11. Old Business

a. Discuss Bond Vote for Williams Dam

Lengthy discussion was had with no decision being made.

b. Review and Approve Windham County Humane Society Contract

Currently the Town has no impoundment facility. The Windham County ACO Ashley Pinger is familiar with the Windham County Humane Society.

Leanne Alexander moved to approve the contract for Windham County Humane Society for services related to animal impoundment seconded by James Ameden - passed.

12. New Business

a. Discuss Rules and Procedures for Obtaining Quotes

Aileen talked about how she obtains information to do a Request for Proposals.

b. Discuss Municipal Planning Grant Opportunities

Aileen Tulloch explained the Municipal Planning Grant could either be for Housing or North Village Flood Feasibility Study. Planning Commission will not be applying. The Board agreed a Flood Feasibility Study would be the best use of that grant money.

13. Executive Sessions:

Taylor Prouty moved to enter Executive Session under 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting (Assistant Clerk 6 month Review); 1 V.S.A. § 313 (a)(1)(E); Pending or probable civil litigation or a prosecution, to which the public body is or may be a party (Short Term Rental Ordinance); 1 V.S.A. § 313 (a)(2) Negotiating or securing of real estate purchase or lease options (North Village Wastewater) and invite Aileen, Tina, Allison and Andy to attend – Leanne Alexander seconded – passed.

**Entered Executive session at 8:20 pm
Came out of Executive session at 9:20 p.m.**

Taylor Prouty moved to increase the Assistant Town Clerk working hours by 16 hours at an hourly rate of \$25 per hour, through a budget adjustment at no increase to the budget, Leanne Alexander seconded – passed.

14. Adjourn

Leanne Alexander moved to adjourn at 9:25 p.m. Jim Fleming seconded. Passed.

Respectfully Submitted,

Tina Labeau, Town Treasurer

Approved
LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

ORDINANCE REGULATING DOGS AND WOLF-HYBRIDS

Town of Londonderry

SECTION 1. AUTHORITY. This ordinance is adopted by the Town of Londonderry under authority of 20V.S.A. § 3549, 24 V.S.A. §§ 2291 (10), (14), and (15), and 24 V.S.A. Chapter 59. Upon adoption, this Ordinance will supersede the Town of Londonderry’s Dog Ordinance as adopted on August 18,2025.

SECTION 2. PURPOSE. The purpose of this ordinance is to regulate the keeping of dogs and wolf hybrids and to provide for their leashing, muzzling, restraint, impoundment, and destruction, to protect the public health and safety of the Town and preserve the quiet enjoyment of its residents’ homes and properties.

SECTION 3. DEFINITIONS. For purposes of this ordinance, the following words and phrases shall apply:

A. “Dog” means any member of the canine species. For purposes of this ordinance, this term shall also include “wolf-hybrids” and “working farm dogs” except as otherwise stated.

B. “Domestic animal” means those animals defined by 6 V.S.A. § 1151(2).

C. " (3) “Domestic pet” or “pet” means any domestic dogs, domestic cats, and ferrets. The term shall also include such other domestic animals as the Secretary shall establish by rule, provided that the Secretary finds that the animal has the potential to become an imminent danger to public health or welfare if not subjected to the provisions of this chapter.

D. “Enforcement Officer” means any Town Constable, Police Officer, Animal Control Officer, Humane Officer, or any other person designated as an Enforcement Officer by the Selectboard.

E. “Impoundment” means being held by the Town at a place designated by the Selectboard. Such a place may or may not be operated by the Town and may or may not be within Town limits.

F. “Owner” means any person who has actual or constructive possession of a dog. The term also includes those persons who provide food and shelter to a dog.

G. “Potentially vicious dog” means a dog that, while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real

property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring and other domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.

H. “Premises” means the home and real property of the dog owner.

I. “Running at large” means that a dog is not:

- a. on a leash; or
- b. in a vehicle; or
- c. on the owner’s premises.
- d. on the premises of another person with that person’s permission; or
- e. clearly under the verbal or non-verbal control of its owner.

J. “Wolf hybrid” means an animal that:

- a. is the progeny of a dog and a wolf (*Canis lupus* or *Canis rufus*); or
- b. is advertised or otherwise described or represented to be a wolf hybrid; or
- c. exhibits primary physical and/or behavioral wolf characteristics.

K. “Working farm dog” means a dog that:

- a. is bred or trained to herd or protect livestock or poultry or to protect crops; and
- b. is used for those purposes; and
- c. is registered as a working farm dog pursuant to State law.

SECTION 4. NUISANCES.

A. Prohibitions. An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

Nuisance One: Lack of current license and/or rabies tag

A dog without a collar or harness with a current license tag securely attached.

Nuisance Two: Running at large

A dog running at large in the Town. “Run at large” shall mean to move about without restraint, control or limitation as to property lines or areas. A domestic pet or domestic

animal on a public road is considered restrained if it is on a leash and is not causing a danger or nuisance.

Nuisance Three: Failure to remove waste

A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.

Nuisance Four: Unconfined dog in heat

A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.

Nuisance Five: Disturbing the Peace

A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period between the hours of 10:00pm – 7:00am. This regulation shall not apply to dogs in a kennel or boarding facility which has received a zoning permit under the Town's Zoning Regulations. The zoning permit will govern the use of the kennel or boarding facility. This regulation shall not apply to a working farm dog. Note that the working farm dog also needs to be working on a farm that meets the qualifications for a farm. See the Required Agricultural Practices that are set forth by the department of Agriculture as to the minimum requirements for a farm operation.

Nuisance Six: Potentially vicious dog

A dog that while running at large: inflicts minor injuries on a person not necessitating medical attention; chases, worries, threatens to attack or attacks another domestic pet or domestic animal; causes damage to personal or real property; chases a person; or causes any person to reasonably fear attack or bodily injury from such dog. This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog.

B. Exemptions for Working Dogs. The provisions of the sections pertaining to running at large and disturbing the peace shall not apply to working farm dogs if the working farm dog is:

1. barking to herd or protect livestock or poultry or to protect crops; or
2. running at large to herd or protect livestock or poultry or to protect crops.

SECTION 5. COLLAR AND LICENSE.

Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. A dog found without a collar or harness and license shall be in violation of this Ordinance and may be immediately impounded.

SECTION 6. ENFORCEMENT.

A violation of this Ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Windham County Superior Court, at the election of the Selectboard and/or Enforcement Officer. Violations concerning potentially vicious dogs under Section 4 A (Nuisance 6) and violations concerning a vicious dog and dog bite cases shall be enforced pursuant to Section 9 and Section 10 of this ordinance in addition to any civil fines imposed.

Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any Enforcement Officer shall have authority to issue tickets and represent the Town at any hearing. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

SECTION 7. PENALTIES AND COSTS.

A. The Enforcement Officer is authorized to recover civil penalties for violations of this Ordinance to any person who violates any provision of the ordinance shall be subject to a civil penalty of not less than a warning to not more than Five Hundred Dollars (\$500.00) together with the costs of prosecution and, in the event of a continuing violation, each day shall constitute a separate offense.

B. The Enforcement Officer is authorized to recover a waiver fee in lieu of a civil penalty, in the stated amount, for any person who declines to contest a municipal complaint and pays the waiver fee.

C. Determining the sequences of offenses for violations of this Ordinance shall be as follows: a subsequent violation that is identical to, and that occurs within 12 months of, a previous violation shall be considered a higher offense (i.e., second, third, or subsequent offense). Any subsequent identical violation that occurs after 18 months of a previous identical violation shall be considered a new first offense.

D. Reckless Dog Owner. Any owner who has violated this Ordinance 3 times, whether the offenses are identical or not, within a 12 month period shall provide proof to the

Enforcement Officer of successful completion of a behavior modification program, pre-approved by the Selectboard, and designed to improve the owner's understanding of dog ownership responsibilities, within 4 months from the date of notification. The Enforcement Officer shall issue a notification of this requirement, in writing by regular mail, postage prepaid, to the owner's last known address. Failure to provide such certification within the time allotted shall subject the offending dog(s) to immediate seizure and impoundment.

E. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.

F. A warning shall not be counted towards the calculation of the number of offenses under this Ordinance.

G. Fees

Lack of current license and/or proof rabies vaccine

1st Offense: **Warning** Waiver fee: NA

2nd Offense: **\$50** Waiver fee: **\$35**

3rd & Subsequent Offense: **\$75**

Running at large

1st Offense: **\$25 Waiver Fee: \$15**

2nd Offense: **\$75 Waiver Fee: \$50**

3rd & Subsequent Offense: **\$125 Impoundment and/or fine** Waiver fee: **\$100 Impoundment and/or fine**

Failure to remove waste

1st Offense: **\$25 Waiver fee: \$15**

2nd Offense: **\$50 Waiver fee: \$30**

3rd & Subsequent Offense: **\$75 Waiver fee: \$60**

Unconfined dog in heat

1st Offense: **Warning** Waiver fee: **NA**

2nd Offense: **\$75 with impoundment (and any fees associated)** Waiver fee: **\$60 impoundment (and any fees associated)**

3rd & Subsequent Offense: **\$100 with impoundment (and any fees associated)** waiver fee: **\$80 with impoundment (and any fees associated)**

Disturbing the peace

1st Offense: **Warning** Waiver fee: **NA**

2nd Offense: **\$50** Waiver fee: **\$30**

3rd & Subsequent Offense: **\$75 and/or impoundment fine** Waiver fee: **\$60 and/or impoundment fine**

Potentially vicious dog

1st Offense: **\$200 with impoundment (and any fees associated)** Waiver Fee: **\$100 with impoundment (and any fees associated)**

2nd Offense: **\$350 with impoundment (and any fees associated)** Waiver Fee: **\$150 with impoundment (and any fees associated)**

3rd & Subsequent Offense: **\$500 with impoundment (and any fees associated)** Waiver Fee: **\$300 with impoundment (and any fees associated)**

Vicious dog

1st Offense: **\$500 with impoundment (and any fees associated)** Waiver fee: **NA**

2nd Offense: **\$800 with impoundment (and any fees associated)** Waiver fee: **NA**

3rd & Subsequent Offense: **\$1,000 and/or humane disposal of the animal** Waiver fee: **NA**

SECTION 8. IMPOUNDMENT.

A. Grounds for Impoundment. Any dog may be immediately impounded if the dog:

1. has been determined by an Enforcement Officer to be a "potentially vicious dog," which presents an imminent danger to people or other animals;
2. has reportedly bitten a person off or on premises the ordinance will apply to all dog bites, regardless of location and premises of its owner.
3. is in violation of State licensing law;
4. has an unknown rabies vaccination history or is suspected of having been exposed to rabies;
5. is running at large;
6. is an unconfined dog in heat; or
7. is found without a collar or harness and license.

B. Notice of Impoundment. The officer who impounds a dog shall, within twenty-four (24) hours, give notice to the owner thereof either personally, by telephone call, or by regular mail postage prepaid at the owner's last known address. Such notice shall inform the

owner of the nature of the violations, the dog's location, and the necessary steps to have it returned to the owner. If the owner of the dog is unknown, the officer who impounds a dog shall, within twenty-four (24) hours of impoundment, post a public notice. Notification shall be posted in the town clerk's office and other usual places for public notice for a ten (10) calendar day period. The public notice shall include a description of the dog, including any significant marks of identification, and when and where it was impounded or found by the person placing the dog in the town's custody. The public notice must also declare that, unless the owner 1) claims the dog, 2) pays all expenses incurred by the town for treatment, boarding and care of the dog, and any applicable penalties, and 3) takes all necessary remedial action within ten (10) calendar days following posting, the town may place the dog in an adoptive home or transfer it to a humane society or rescue organization. If the dog cannot be placed in an adoptive home or transferred to a humane society or rescue organization, it may be destroyed in a humane way.

C. Release from Impoundment. Impounded dogs shall be released to the owner only after payment of all penalties and impoundment fees (including, but not limited to, boarding, food, and veterinary expenses), the final disposition of a potentially vicious dog or vicious dog hearing if applicable, and after all necessary remedial action, as determined by the enforcement officer in consideration of the violation committed, is taken by the owner. Remedial action shall include, but is not limited to, such actions as providing a collar and current license; verification of certification of current vaccination against rabies completion of a program designed to improve the owner's understanding and execution of dog ownership responsibilities. If the owner of a dog impounded under the provisions of this ordinance refuses to take the remedial action necessary to secure the dog's release within ten (10) calendar days following notice of impoundment or gives notice either personally, by telephone call, or in writing to the town of forfeiture of ownership before that time, the dog may be placed in an adoptive home, transferred to a humane society or rescue organization; or, if the town is unable to transfer the dog, it may be humanely destroyed. The owner of a dog transferred or humanely destroyed shall remain liable for all expenses incurred by the Town for treatment, boarding and care of the dog for the duration of its impoundment, and any expenses associated with its transfer or humane disposal.

D. Rabies Suspect. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If an official designated by the Selectboard to enforce the provisions of this ordinance determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules.

SECTION 9. INVESTIGATION OF VICIOUS DOGS.

A. Complaint. When a dog has bitten a person while the dog is off or on the premises of its owner or keeper, and the person bitten requires medical attention for the attack, such person may file a written complaint with the Selectboard of the municipality. The complaint shall contain the time, date, and place where the attack occurred, the name and address of the victim or victims, and any other facts that may assist the Selectboard in conducting its investigation.

B. Investigation and Hearing. The Selectboard, within seven (7) calendar days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner of the dog which is the subject of the complaint can be ascertained with due diligence, said owner shall be provided with a written notice of the time, date, and place of hearing and a copy of the complaint.

C. Protective Order. If, after a hearing on the matter, the dog is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the dog is disposed of in a humane way, muzzled, chained, or confined. The order shall be sent by certified mail, return receipt requested, to the owner. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided in 20 V.S.A. § 3550.

D. Rabies suspect. The procedures provided in this section shall only apply if the dog is not a rabies suspect. If a member of the Selectboard or an Enforcement Officer determines that the dog is a rabies suspect, the Selectboard shall immediately notify the Town Health Officer who shall proceed in accordance with the Vermont Department of Health's rules. If the dog; payment of all applicable fines or waiver fees; and proof of satisfactory successful is deemed healthy, the terms and conditions set forth in the Selectboard's order shall be enforced.

SECTION 10. POTENTIALLY VICIOUS DOGS.

A person claiming a dog is a "potentially vicious dog" may file a written complaint with the Selectboard. The complaint shall contain the time, date, and place where the alleged behavior occurred, an identification of the domestic pet or animal threatened or attacked, the name and address of any victim or victims, and any other facts that may assist the Selectboard in conducting its hearing. Upon receipt of a "potentially vicious dog" complaint, the Selectboard shall proceed as in the case of a "vicious dog" complaint using Section 9 B.-D. above, with the exception that if the Selectboard determines that the behavior classifies the dog as "potentially vicious" the Selectboard may order any protective measures be taken absent the dog being humanely destroyed.

SECTION 11. OTHER LAWS.

This ordinance is in addition to all other ordinances of the Town of Londonderry and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 12. SEVERABILITY.

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 13. EFFECTIVE DATE.

This ordinance shall become effective 60 days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted by the Town of Londonderry Selectboard at its meeting held on the 18th day of August 2025.

Amended Oct. 5th, 2026, by the Town of Londonderry Selectboard at its meeting held on the same day.

Town of Londonderry, Selectboard

_____	_____
Thomas Cavanagh, Chair	James Ameden, Jr, Vice-Chair

_____	_____
Taylor Prouty, Member	Leanne Alexander, Member

James Fleming, Member

SPECIAL ACTIVITY/EVENT APPLICATION
U.S. Army Corps of Engineers

Please provide the following application information necessary to process your request (attach additional pages if necessary):

Organization: Mountain Towns Recreation (Town of Londonderry)

POC Name: Liam Elio

Address: 100 Old School St South Londonderry VT 05155

Phone Number: 802-824-6996 Alternate Phone Number: _____

E-mail: recdirector@londonderryvt.gov

Event Description: 5k Running Race from the S. Londonderry Depot - out and back

Event Date: November 1st, 2026

Event Time: 11am - 2pm

Specific Location: West River trailhead - south about 1.5 miles - loop back around on lower trail - end at Depot

Number of Participants: 30 - 60

Number of Additional People (spectators, visitors, volunteers): 10-30

Number of Vehicles: Zero on USACE land

Number of Vessels: zero

1. Are fees or donations to be collected from the public or participants? If “yes,” what are the amounts and for what purpose will they be assessed? What are the expected gross revenues? For what purpose will the collected funds be used?

\$25 entry fee for runners to benefit the Friends of the West River Trail - ~\$1300 - Non-profit a

2. Will the event involve vendors? If “yes,” list each individually.

No

3. How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event area?

Won't be on USACE property

4. Will restricted access to the event be required? If “yes,” what circumstances or conditions of the event require that access be restricted?

NA

5. What are the time requirements for set-up and take-down for the event?

A few volunteers out before race time and a sweep crew at the end.

6. Will first-aid stations, ambulances, safety vessels, or other safety measures be required? If “yes,” what measures will be taken to provide the needed services and equipment?

LVRs has been made aware of the race. Med kits will be stationed at multiple locations along

7. Will support equipment (i.e., buoys, temporary course markers, bleachers or traffic control devices) be required? If “yes,” list the equipment and when they will be set up and taken down.

No

8. Will there be any storage requirements needed prior to or following the event?

No

9. Are permits from other governmental agencies required? If “yes,” list agencies and type of permits.

No

10. Will security measures be required for crowd or traffic control? If “yes,” what measures will be taken to ensure adequate public safety?

No

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain the Special Use Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Use Permit.

Land and Water Conservation Fund

The Land & Water Conservation Fund supports the development of public outdoor recreation opportunities across Vermont, with a focus on creating parks and open spaces, enhancing recreation areas and facilities, and protecting wilderness areas and forests.

- **Current status:** 2027 grant round is now open. Pre-Application materials are due November 20, 2026
- **Eligible applicants:** Municipal entities, tribal governments, and state agencies only (e.g. towns, cities, school districts, water districts, park districts, etc.)
- **Grant amounts:** Recommended request range \$25,000-\$1,000,000 – 50% match required
- **Funding source:** National Park Service funds

The Land and Water Conservation Fund Program (LWCF) became effective in January 1965 to create parks and open spaces, protect wilderness and forests, and provide outdoor recreation opportunities. Funds are derived from federal recreation fees, Outer Continental Shelf (OCS) revenues from leasing oil and gas sites in coastal waters, federal surplus real property sales, and a portion of federal motorboat fuel taxes. Funds are apportioned to federal agencies, and to the 50 states and 6 territories through the U.S. Department of the Interior National Park Service (NPS). In Vermont, LWCF is administered by the Vermont Department of Forests, Parks & Recreation. LWCF grants provide up to 50% matching assistance to the state and local governments.

Project applications are scored and ranked by a project application ranking committee following the Open Project Selection Process (OPSP) using established criteria. The resulting recommendations are reviewed and approved by the ranking committee. All applications must meet an identified need within the draft [Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#) and address local and regional needs. [This graphic](#) summarizes the SCORP. Municipalities must agree to dedicate the park or area where the project is located for public outdoor recreational use in perpetuity. In addition, the grantee must also agree to develop, operate, and maintain the development to acceptable National Park Service (NPS) standards for public outdoor recreation. Grants are subject to approval by the National Park Service (NPS).

This year, FPR is accepting materials for RTP and LWCF simultaneously. While the deadlines to apply and templates are the same and they share a lot of the same requirements as federally funded grants, they are fundamentally two different programs with separate requirements and eligibility.

- [Timeline](#)
 - [Eligibility and Requirements](#)
 - [Application Process and Resources](#)
 - [LWCF Ongoing Site Stewardship](#)
-

2027 LWCF Timeline

- Pre-applications open and application materials released by September 29, 2026
 - Pre-application submission deadline: November 20, 2026
 - Full application submission deadline: January 31, 2027
 - Grant application review and selection: February – mid-March 2027
 - Compliance Reviews: April - September 2027
 - Pre-award site visits, Section 106 of the National Historic Preservation Act, National Environmental Policy Act (NEPA), Endangered Species Act, state environmental permitting, state risk assessment, etc.
 - Project Submission for National Park Service Review: October 2027 – January 2028
 - NPS Review: October 2027 – March 2028
 - Grant Notification and Grant Agreement Development: February - May 2028
 - Anticipated Grant Implementation Period: approximately June 1, 2028 through December 31, 2030
-

Eligibility and Requirements

Who is eligible to apply for LWCF grants:

- Municipalities (e.g. towns, cities, school districts, water districts, park districts, etc.)
- State government agencies, other governmental entities (district or local authorities), or tribal governments

Project Eligibility

Eligible projects include:

- Acquisition of land for parks and public outdoor recreation
- Development of new outdoor recreation facilities
- Renovation of existing facilities for outdoor recreation.

Recreational spaces acquired or developed using LWCF assistance must be maintained and remain open for public outdoor recreation in perpetuity. This provision states that “no property acquired or developed with LWCF money shall be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior.”

Reimbursement, Request Amounts, and Match Requirements

LWCF is a reimbursement program, and grantees must be capable of financing the project and (after a grant agreement is fully executed) first paying for expenditures and then submitting a request to the State for reimbursement using the required documentation. Applicants must commit to a minimum 50% match, meaning LWCF can only cover half the total project expenses.

For the 2027-2028 LWCF Grant Round, we recommend submitting projects that request \$25,000 to \$1,000,000 in funding from LWCF (total project costs ranging from \$50,000-\$2,000,000). We anticipate that selected projects will be distributed across this funding range.

Compliance Requirements

Projects must demonstrate compliance with State and Federal regulations including but not limited to:

- National Environmental Policy Act (NEPA)
- Endangered Species Act
- Section 106 of the National Historic Preservation Act
- Executive Orders (which include but are not limited to Floodplain Management, Wetlands Protection, Build America/Buy America, Civil Rights Act)
- The State’s Permitting Processes

Application Process and Resources

To apply for LWCF funding, there is a two-step application process that begins with a short pre-application submission. Pre-application submissions will be reviewed for compliance with the LWCF program. Selected applicants will then be invited to submit a proposal for full review.

How to Submit a Pre-Application

Pre-application submissions will close at 11:59 PM on November 20, 2026. Email **all of following required documents** to ANR.FPRRecreationGrants@vermont.gov by the deadline to submit a pre-application:

1. [Pre-Application Form](#)
2. [Workplan](#)
3. [Budget](#)
4. Plus, for Development projects only:
 - Project Map
 - Completed [Permit Navigator](#) results or Project Review Sheet, or other preliminary permit review document
 - Completed [Design Assessment Tool for Trails](#) (for trail projects only!)

Pre-applications **must include** all of the required documents. Grants staff will screen submissions received before 5 pm on Wednesday, November 18, for completeness and notify applicants of any missing documentation that still needs to be submitted by 11:59 pm on Friday, November 20, 2026.

For proposals submitted after 5 pm on November 18, applicants are strongly encouraged to carefully review their email submission to ensure all required materials are submitted by the deadline as **incomplete proposals will not be considered** for moving to the Full Application stage.

How to Submit a Full Application

If invited to submit a full proposal, the full grant application will be offered through the ANROnline portal. To complete your full grant application, you will need to follow the steps below.

1. Download, review, and complete all other required templates and supplemental materials for your project.
2. Complete the 2027 LWCF Grant Application Form and submit it online.

Upcoming Webinars and Open Office Hours

LWCF Project Planning Webinar | Tuesday, October 6, 2026, 11:00 AM - Noon - [Register for this webinar](#).

The webinar will include a presentation explaining the goals of the LWCF grant program, an overview of the process, and eligible activities to help inform project planning. There will be time at the end of the session for questions from attendees related to project planning and design. The webinar will be recorded and posted on this webpage afterward.

RTP and LWCF Pre-Application Materials Webinar | Monday, October 19, 2026, 1:30-2:30 PM - [Register for this webinar](#)

- The webinar will provide technical and content guidance about how to complete the specific materials required for the pre-application phase, including the workplan, budget, design assessment tool for trails, and permitting tools. As both LWCF and RTP use the same templates, this webinar is for applicants in both programs. There will be time at the end of the session for questions from attendees related to the templates and resources. The webinar will be recorded and posted on this webpage afterward.

Open Office Hours

Staff at FPR will host virtual open office sessions for prospective applicants to learn more details about the grant program and ask questions. Open office hours will be recorded and posted on this webpage afterward.

Tuesday, October 27, 2026, 1:00-2:00 PM – [Register for this session.](#)

- The first half-hour of the session will be open for questions specific to LWCF project planning. The second half-hour of the session will be open for questions on any topic related to the grant application process.

Thursday, November 5, 2026, 11:00 AM-Noon – [Register for this session.](#)

- The first half-hour of the session will be open for questions specific to RTP project planning. The second half-hour of the session will be open for questions on any topic related to the grant application process.

Tuesday, November 17, 3:00-4:00 PM – [Register for this session.](#)

- This entire session is open for any questions related to the grant round.

Our goal is to give everyone an equal opportunity to connect with us. We are unable to meet 1:1 with every prospective applicant during the pre-application phase. If the webinar and open office hours don't work for you, please email your questions to us at ANR.FPRrecreationgrants@vermont.gov. We will only meet 1:1 with applicants if we are unable to fully address questions via email.

Application Resources

2027 Pre-Application Resources

- [2027 LWCF Pre-Application Guidance](#)

- **[Federal LWCF Manual](#)**
 - See Ch. 3, *Criteria for Acquisitions and Criteria for Development* for additional project eligibility information.
- [2027 LWCF Pre-Application Form](#)
- [2027 RTP LWCF Workplan](#)
- [2027 RTP LWCF Budget](#)
- For Development Projects Only:
 - Project Map
 - [Creating Project Maps: Instructions for Grant Applicants](#)
 - [Video Overview of Creating Project Maps](#)
 - [Design Assessment Tool for Trails](#)
 - [Design Assessment Tool for Trails Guidance](#)
 - Completed [Permit Navigator](#) results or [Project Review Sheet](#)

2025 Full Application Resources

Please note: the full application materials are from the previous round, shared for reference only. The 2027 Full Application Preview and updated guidance will be released later this fall.

- **[2025 LWCF Full Application Guidance](#)**
 - [Creating Project Maps: Instructions for Grant Applicants](#)
 - [Video Overview of Creating Project Maps](#)
- **[2025 LWCF Full Application Preview](#)**
- **[Vermont Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](#)**
 - [SCORP Summary](#)
 - [Open Project Selection Process](#)

Recordings from Past Information Sessions

- 2025 LWCF Pre-Application Materials Webinar - [Recording](#) and [Slides](#)
- 2025 LWCF Project Planning Webinar - [Recording](#) and [Slides](#)
- 2025 LWCF Office Hours - [Session 1 Recording](#) and [Session 2 Recording](#)

About the Department

Forests

State Parks

Recreation

Activities

Using State Lands for Recreation

Recreation Grants

Recreational Trails Program

Land & Water Conservation Fund

LWCF Site Stewardship

VOREC Community Grant Program

Grant Management Resources

Grant Program Impacts and Past Awards

Partners and Resources

Trail Maps and Guides

Vermont Outdoor Recreation Economic Collaborative

Outdoor Recreation Ethics

State Lands

Agency Home

Project Learning Tree

GRANT MANAGEMENT RESOURCES

GRANT PROGRAM IMPACTS AND PAST AWARDS

Contact Us

Outdoor Recreation Grants Team

ANR.FPRRecreationGrants@vermont.gov

Or [subscribe to our mailing list](#) to stay up to date about outdoor recreation grant opportunities and resources.

WHEN IN DOUBT, REACH OUT!

Contact Information

Department of Forests, Parks and Recreation

Commissioner Danielle Fitzko

1 National Life Drive, Davis 2

Montpelier, VT 05620-3801

[Email](#) | 802-828-1534

Send a Request

[Report website accessibility feedback](#) or request content in another format.

[Request a reasonable accommodation or free language access.](#)

[Request public records.](#)





State of Vermont
Windham County Sheriff's Office
P.O. Box 8126
Brattleboro, VT 05304-8126
Tel: (802) 365-4942
Mark R. Anderson, Sheriff



CONTRACT # 27-040

CONTRACT FOR ANIMAL CONTROL SERVICES

THIS AGREEMENT made this 30th day of September 2026, by and between the Windham County Sheriff's Office having its office in Brattleboro, Vermont (hereinafter the "Office") and the Town of Londonderry having its office in Londonderry, Vermont (hereinafter the "Town"), pursuant to 24 V.S.A. § 291a.

Recitals

Whereas, the Town desires to contract with the Office for the performance of animal control services; and

Whereas, the responsibilities of animal control are delegated to municipalities under State law. This includes the management of licensing, rabies control, vicious animals, and other public health initiatives; and

Whereas, the Office is agreeable to rendering such animal control enforcement services on the terms and conditions set forth in this Agreement; and

Whereas, such law enforcement agreements are authorized and provided for pursuant to Title 24, Section 291a of the Vermont Statutes.

Now Therefore, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1. Scope of Services

- A. The Office shall provide a Regional Animal Control Officer (ACO) to provide animal control services on behalf of the member-towns to the extent and in the manner set forth in this Agreement.
- B. The Town acknowledges that services rendered under this agreement are mutually beneficial to all member-towns. The member-towns include the Town of Brookline, Town of Dummerston, Town of Grafton, Town of Guilford, Town of Newfane, Town of Putney, Town of Vernon, Town of Londonderry, Town of

Westminster, and the Town of Windham.

- C. When a member-town has an animal control issue, its citizens or local government can contact the WCSO dispatch to file a complaint. If the complaint is within the agreed scope of services, the ACO will be dispatched to address the issue. If it is beyond the scope of services (possible exclusions may be leash law violation, sustained barking), the Office will notify the Town who will handle it in accordance with the individual town's expectations. This triaged approach allows the Town to retain local control within its ordinances and standards of living, while enabling the Town jurisdiction to benefit from a trained ACO who can handle the most difficult and critical situations.
 - i. The Office will develop, with the Town, a scope of core services/calls for which it will respond to for all member-town jurisdictions. Such services shall include those duties and functions of the type coming within the jurisdiction and customarily rendered by an Animal Control Officer.
 - ii. Specific services/calls included in the scope of services include:
 - 1. Response to vicious animals
 - 2. Monitoring/enforcement of animals required to quarantine
 - 3. Animal registration and/or vaccination required under Vermont law
 - 4. At-large animals
- D. All matters incident to the performance of such services or the control of personnel employed to render such services under this Agreement shall be and remain in the control of the Office. All employees or deputy sheriffs assigned to service for the Town pursuant to this Agreement shall be subject to and shall abide by all policies and procedures of the Office.
- E. The Town acknowledges that policing activities can result in court hearings in which the Office's staff is required to attend. The Town agrees to compensate the Office for activities including but not limited to, court hearings, depositions and other legal processes for activities performed pursuant to this contract.

2. Compensation

- A. The Town shall pay to the Office the amount of \$5,005.00 for the twelve month period for Animal Control Services provided under this Agreement.
- B. Out of such compensation, the Office shall cover its related expenses for the hourly wage of its employees; including worker's compensation, unemployment, social security, federal/state withholdings, liability insurance, mileage, and supervision.

- C. The Town agrees to prepay for services. Payments will be made in 10 equal payments of \$500.50, due on or before the first of each month. The Town will be invoiced approximately one month prior to the first of each month for services provided under this contract.
- D. Notwithstanding the above, payments shall be made in full within thirty (30) days of billing invoice date for the contracted work by Office. All overdue accounts will be charged interest at the rate of 1½ (1.5%) per month, 18% per annum.
- E. The Town agrees to pay the Office retroactively, within the terms of this Agreement for any services provided prior to the execution of this Agreement.

3. Personnel and Hours Provided.

- A. The Office agrees to provide an animal control officer and a fully equipped vehicle suitable for the scope of services.
- B. The Office agrees that it will provide services of 1,248 hours per year to all the member-towns of the Regional Animal Control Officer program. The Office reserves the right to adjust the hours, but anticipates a regular schedule averaging 24 hours per week. The Town acknowledges this service is not available 24 hours per day, seven days per week.
- C. The Office will convene a minimum of one meeting of the member-towns on or before November 1st of each year. The Town agrees to reasonably provide one member to participate in the meeting for the purposes of developing a scope of services agreeable to the member-towns and the Office, as well as managing any issues between the member-towns and the Office.
- D. The Town agrees that any personnel, enforcement, or policy concerns shall be raised with the Sheriff and his or her designee and not with on-duty deputies or staff.
- E. The Town will contact the Sheriff and his/her designee if they wish a change or special emphasis made to satisfy the Town's animal control needs.

4. Equipment Provided by the Office.

- A. The Office shall furnish and maintain all necessary equipment and supplies to perform the law enforcement services under this Agreement. The Office shall furnish fully equipped vehicle for all services incurred in connection with the services under this contract and related duties concerning the Town. The cost of vehicle operations shall be the responsibility of the Office except as otherwise provided in this agreement.

- B. The Town shall incur all expenses for any special equipment requested and approved by the Town for use by the Office in the furtherance of this Agreement.
- C. The Office shall be the owner of any and all equipment acquired for use by the Office in the furtherance of this Agreement. Any specialized equipment requested and purchased by the Town shall remain the property of the Town.

5. Facilities, Equipment and Documentation Provided by the Town.

- A. The Town agrees, in lieu of providing facilities, that necessary activities performed by the Office in accordance with this agreement may be performed at a facility designated by the Office.
- B. The Town agrees to furnish the Office with certified copies of all current animal control ordinances and shall make every effort to keep said ordinances current and consistent with Vermont and Federal laws, statutes, rules and regulations. The Town will furnish and legally post all signs necessary for advising the public of said municipal ordinances.
- C. The Town will furnish the Office with legal counsel or advice concerning its Town ordinances after consultation with the Town, if necessary.
- D. The Town shall be responsible for all costs related to veterinary care, boarding or impoundment costs, or any other financial responsibilities required of municipalities under Vermont law not otherwise discussed in this Agreement.

6. Reporting and Documentation.

- A. The Office will provide activity reports to the Town through the utilization of the electronic Sheriff's Town Activity Reporting System.
- B. The Office will provide data in relation to this program to the Town upon written request of the Town. Data available will be based on information available through the Vermont Public Records Act. The Office reserves the right to withhold data pending civil or criminal investigations if it believes the release could jeopardize the investigation.
- C. The Town will designate in writing, one of the Selectboard members or administrative officers to be a liaison with the Office.

7. Insurance. The Office shall be responsible for maintaining its own automobile liability, general liability, law enforcement liability and worker's compensation insurance legally required to cover vehicles, personnel, and equipment used by the Office in the provision of the services under this Agreement.

8. Administration Fee. Pursuant to 24 V.S.A. § 291a(c), the Sheriff, as administrator of this Agreement, shall be entitled to compensation at a rate not to exceed 5% of the total contract

amount. This administration fee does not increase the gross total cost for services specified in this Agreement. The Sheriff may elect to be paid some or the entire administration fee at any time during the term of this Agreement.

9. Term. The term of this Agreement shall be October 1, 2026 to June 30, 2028.

10. Notice/Renewal. On or before November 1 of each year, the Office shall notify the Town of the contract rates for the following year. Sixty (60) days prior to the end date of this Agreement, the Town shall provide the Office with written notice of whether it will renew the Agreement. Absent such notice, this Agreement shall automatically renew for a term of one year at the contract rates set by the Office in the notice.

11. Termination. Either party may terminate this agreement with 90 days prior written notice.

12. Conflicts of Interest and Interference with Law Enforcement Duties.

A. The Office is providing law enforcement services to the general public and the staff of the Town under this Agreement. It is the intention of the Office and the Town that those services be provided by the Office to the Town in a manner that is free from actual or apparent conflicts of interest. The deputy sheriffs assigned to provide services to the Town under this Agreement shall be trained and certified. Such deputy sheriffs shall use their training, experience, judgment and resources of the Office in carrying out law enforcement services under this Agreement. No employee, elected or appointed official or agent of the Town shall interfere with or attempt to influence any investigation, arrest or prosecution brought by any deputy sheriff under this Agreement. For purposes of this Agreement, the terms “interfere” and “influence” shall mean any identification or use of an employee, official or agent’s position in the Town with the intention or purpose of shaping, changing or swaying the decision or conduct of a deputy sheriff in connection with any specific law enforcement or traffic enforcement matter.

B. Any employee, elected official or agent of the Town, who has a concern about a law enforcement action, investigation or personnel, or who has been notified of such a concern, shall direct such concern to the Town Administration which will in turn direct the matter to the Sheriff for an appropriate response.

C. No employee providing service under this Agreement shall use or attempt to use his or her official position, official identification or badge for personal or financial gain, or for obtaining privileges not otherwise available to him or her from or through the Town.

13. Availability of Resources. This entire agreement is based upon availability of the Office’s staff and resources.

14. Entire Agreement. This Agreement shall constitute the entire agreement between the parties and prior understandings or representations preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in the Agreement. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding if evidenced in writing and signed by an authorized representative of each party. All provisions of this Agreement are severable and if any section or part thereof is found to be invalid or unenforceable, no other section shall be affected by that finding solely.

15. Governing Law. This contract will be governed by the laws of the State of Vermont.

Windham County Sheriff's Office

Town of Londonderry

By: _____
Mark Anderson, Sheriff

By: _____
Duly Authorized Agent

Date: _____

Date: _____

TOWN OF LONDONDERRY

ITINERANT VENDOR ORDINANCE

AUTHORITY: This ordinance is adopted pursuant to the authority of 24 VSA 2291 (9).

Requirement: As of the date of adoption of this ordinance by the Londonderry Select Board, any Itinerant Vendor, as defined herein, shall obtain a license according to the requirements and provisions set forth herein, prior to engaging in such business.

Definition: Itinerant Vendor shall include persons, principles, agents, or business entities who engage in temporary or transient business within the Town of Londonderry, whether in one location or by traveling from place to place, to sell goods, services or food, or other items deemed similar in nature by the Select Board, from a structure, tent, vehicle or other device. This definition does not include principles, agents or business entities exclusively selling fruits vegetables or other farm products.

Itinerant Vending shall include temporary or transient business conducted outside any dwelling or structure, other than a temporary structure such as a tent, cart, mobile unit or similar device without wastewater facilities, by the property owner and /or owner's family members or others with a duly executed agreement with the property owner and located within the property boundaries beyond setbacks required by the Town's Zoning Bylaw.

Exemptions: Garage sales, yard sales, auctions and similar types of sale for a period of 3 consecutive days or less, or not more than eight days per calendar year, conducted by a property owner so as to not cause unsafe traffic conditions, parking problems or other nuisances to neighbors shall be exempt from this Ordinance.

Application: A complete application and fee shall be submitted to the Selectboard's Itinerant Vendor Permit Appointee for action to approve or deny.

Permitted Applicants: Itinerant Vendors may apply singly, or property owners regularly hosting itinerant vendors may obtain a site permit that covers vendors lacking their own Itinerant Vendor Permit.

A complete application shall include the following information and attachments:

1. Name, mailing address, and phone number of the Itinerant Vendor applicant.
2. The physical address of the vending site, parcel identification number, and owner of record.
3. A description of the proposed vending activity including items to be sold, hours/days/term of operation, and other information as may be reasonably required.
4. A sketch showing the physical location of the property, proposed vending operation including the location and dimension of any structures, carts, vehicle, or other device to be used, signage and available on site parking.

6. Evidence of receipt of all applicable federal, state, and local permits necessary to legally conduct business, including but not limited to: Vermont sales and use tax certificates, rooms and meals tax certificates and health permits to operate a food establishment.
7. Any other information as may be reasonably requested or required by the Town.

FEES:

1. Applications shall include the required fees:

- a. \$25 per application.
- b. Fees may be waived for religious, charitable, educational and service organizations conducting fundraising activities in a public place or on Town property.

Procedure: The Appointee shall act to approve or deny the complete application within 15 working days of receipt of the Application. Notice of approval, together with any applicable conditions, shall be delivered in writing to the applicant. If the permit is not approved, notice including the reason(s) for denial shall be delivered in writing to the applicant.

Posting: The approved Vendor License shall be posted and visible at the business location or carried with the Itinerant Vendor for presentation upon request.

Expiration: An Itinerant Vendor permit shall be effective for a term of 12 months at which time the permit shall expire, unless renewed by submittal of a complete application and fee to the Town Clerk for the same period, providing the activity is to continue as originally permitted and also provided no complaints relating to the itinerant vendor activities have been submitted. Any changes in the business shall require a new determination by the Select Board or Appointee.

Appeal: A person may appeal the denial of a license by filing a written notice of appeal with the Town Clerk or Appointee within five (5) days of receipt of notification of denial. The appeal shall be considered by the Select Board at a duly warned hearing with notice to the appellant. The decision may be affirmed or reversed, with or without conditions imposed to protect public health, safety and welfare and to prevent damage to public and private property.

Penalty: Violations of the provisions of this Ordinance shall be determined by the Select Board or Appointee which shall require payment of a fine of not less than \$100 nor more than \$100 for each offense, for each day the offense may continue, after notice of violation is delivered in writing by certified mail.

Performance Standards

All permit holders must comply with all of the following performance standards:

- (A) No land or structure in any zoning district shall be used or occupied by an Itinerant Vendor in any manner so as to create dangerous, injurious, noxious or otherwise objectionable conditions which adversely affect the reasonable use of adjoining or nearby properties.

(13) The following standards apply to all Itinerant Vendors. In determining ongoing compliance with these performance standards, the burden of proof shall fall on the applicant. The activity of any Itinerant Vendors shall not cause or result in:

- (1) noise in excess of seventy (70) decibels at the property line, or represents a significant increase in noise levels in the vicinity of the use so as to be incompatible with the surrounding area;
- (2) noticeable, or clearly apparent vibration which, when transmitted through the ground, is discernible at property lines without the aid of instruments;
- (3) smoke dust, odors, noxious gases, or other forms of air pollution which constitute a nuisance to other landowners, businesses, or residents; which endanger or adversely affect public health, safety, or welfare; which cause damage to property, business, or vegetation; or which are offensive or uncharacteristic of the area;
- (4) releases of heat, cold, moisture, mist, fog, precipitation or condensation beyond the property lines of the property on which it is located, or to a height likely to be detrimental to the public safety, health, or welfare;
- (5) glare, lumen, light or reflection which constitutes a nuisance to other property owners or tenants, which impairs the vision of motor vehicle operators, or which is detrimental to the public health, safety, or welfare;
- (6) liquid or solid wastes or refuse in excess of available capacities for proper disposal; which cannot be disposed of by available or existing methods without undue burden to municipal facilities; which pollute ground and surface waters; or which are otherwise detrimental to the public health, safety, and welfare; or
- (7) undue fire, safety, explosive, radioactive emission or other hazard which endangers the applicant's or neighboring properties, or the general public or which results in a significantly increased burden on municipal facilities and services.
- (8) Access. The area of operation shall have enough room for customers to turn around and re-enter the roadway face first and have a clear visibility to approaching traffic and pedestrians.

- (9) **Cleanliness.** The Vendor shall keep the area of operation clean and tidy. Any refuse shall be stored in secure containers that are screened from the neighbor's view. Any water used to clean or rinse shall be contained within the area of operation.
- (10) **Hours.** Hours of operation shall be at the discretion of the Select Board's Appointee, taking into consideration the type and nature of the vending activity; the vending site and surrounding neighborhood; the zone where the vending activity will take place.
- (11) At the end of the season or use, all temporary vestiges of the Vendor's business must be stored away from public view.
- (12) **Health.** All Itinerant Vendors selling food products shall comply with the Vermont Department of Health; "Health Regulations for Food Service Establishments".
- (13) **Signs.** Signage for Itinerant Vendors shall be governed by Londonderry Zoning By-Laws.
- (14) **Vehicles/Trailers.** All vehicles and/or trailers used by Itinerant Vendors shall be safe, roadworthy and properly registered with the Vermont Department of Motor Vehicles.

Amended Oct. 5th, 2026, by the Town of Londonderry Selectboard at its meeting held on the same day.

Town of Londonderry, Selectboard

Thomas Cavanagh, Chair

James Ameden, Jr, Vice-Chair

Taylor Prouty, Member

Leanne Alexander, Member

James Fleming, Member

SOCIAL MEDIA POLICY
Town of Londonderry, Vermont
Adopted October 05, 2026

DRAFT

I. Title and Authority

- A. This policy shall be known as the Town of Londonderry (herein referred to as the Town) Social Media Policy (hereafter "Policy"). It has been adopted by the Town Select Board pursuant to 24 V.S.A. §§ 1121, 1122, and 872.
- B. The Selectboard reserves the right to amend any of the provisions of this Policy for any reason and at any time, with or without notice.
- C. This policy is administered by the Town Administrator or his/her authorized representative or designee.

II. Purpose.

- A. The purpose of this Policy is to provide standards and procedures for the appropriate use of Town social media platforms. This Policy gives direction to Town employees, elected officials, volunteers, appointees, public bodies and other authorized users of the Towns' electronic/ computer resources to access and engage in social media platforms for Town purposes. This Policy also creates guidelines for any public user who accesses or comments on the Town social media platforms.
- B. While this Policy generally applies to the most popular platforms, such as Facebook, YouTube, Instagram, Snapchat, and Twitter, it is acknowledged that social media is an evolving communications tool and that new platforms may become available over time. The Town may utilize social media plat forms to communicate information related to the business of the Town directly to the public as well as to provide members of the public the opportunity to comment on or participate in discussions concerning Town business, including but not limited to operations and services provided by the Town. The Town encourages the use of social media to further the goals of our missions of its departments and public bodies, and to contribute to the overall vibrancy of its community and degree of participation by its citizenry, where appropriate. The Town has an overriding interest and expectation in deciding what is published on behalf of the Town through social media and in establishing guidelines for the use of municipal social media by Town officials and the public.

III. Definitions.

The following definitions shall apply to this Policy:

- A. **Comment** means a statement, post, image, remark, or response submitted by a Town official or member of the public to the Town's social media platform(s), including hyperlinks (links) and any medium of content.
- B. **Designated Agent** means an individual designated by the Selectboard to receive and respond to notifications of claimed copyright infringement. Once named, the municipality must file a "designation of agent" form with the United States Copyright Office.
- C. **Municipal Electronic Equipment** means all municipal electronic equipment

including computers, cell phones, smart phones, or other devices, any associated hardware or software, and any other municipal equipment that may be utilized to send or receive electronic communications.

- D. **Town Official** means employees of the Town, elected or appointed officials, and volunteers.
- E. **Town Social Media or Town Social Media Platform** means the official social media platform(s) of the Town or that the Town uses to communicate to the public:
***Londonderry Vermont Community Forum Facebook page**, Londonderry Planning Commission Facebook Page, Village Wastewater Facebook page, Mountain Towns Park & Recreation Facebook Page and website, Front Porch Forum and the Town website: londonderryvt.gov
- F. **Town Social Media Moderator** means an individual designated by the Selectboard to monitor, manage, and oversee Town social media comments and content.
- G. **Town Website or Official Town Website** means the official website/domain of the Town: www.londonderryvt.gov
- H. **Social Media Platform or Social Media** means the various forms of information-sharing technology to create online content and dialogue around a specific issue or area of interest. Examples of social media applications include but are not limited to Facebook, Google, YouTube, Instagram, Snapchat, Flickr, Twitter, LinkedIn, Front Porch Forum and news media comment-sharing/blogging.
- I. **User** means a member of the general public who accesses, comments, or posts content to Town social media platforms.

IV. Conduct of Town Officials/Guidelines

- A. Those designated and authorized to utilize Town social media platforms do so with the understanding that they are representing the Town via social media outlets and must conduct themselves at all times as representatives of the Town. Officials' use of Town social media platforms shall comply with this Policy, the Town's personnel and any other relevant policies, charter provisions, rules, and regulations. This includes any usage of Town social media platforms from outside of the workplace.
- B. When a Town official responds to a comment in his/her capacity as a Town official, the official's name and title should be made available.
- C. Information posted to Town social media platforms is public information, and all comments and posts by municipal officials are subject to Vermont's Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, Town charter provisions and regulations. Town officials should have no expectation of privacy regarding the information posted on social media platforms nor in anything created, sent or received on Town electronic equipment. The Town may monitor any and all transactions, communications and transmissions to ensure compliance with this Policy and to evaluate the use of its equipment.
- D. When conducting Town business, Town officials are expressly prohibited from disclosing any information via comments or posts to Town social media platforms that may be confidential.
- E. Town officials are discouraged from using personal accounts to comment on or post Town

information to Town social media platforms or to post information regarding official Town business, or posting personal opinions about the Town, other officials, or employees on any social media platforms while serving their terms as Town Officials, unless authorized by the Selectboard to do so.

- F. It is the responsibility of authorized Town officials to ensure that information communicated by means of social media is accurate and up to date.
- G. No personal telephone numbers, email addresses, personal addresses or any other personal information will be put on social media.
- H. No public records shall be disseminated via social media.
- I. No third-party vendors or sale of materials.
- J. Updates will be posted in a timely manner.
- K. The Town Social Media Moderator will monitor the content posted by Town officials and the public on each of the Town's social media platforms to ensure it complies with this Policy for appropriate use, messaging and branding, consistent with the goals of the Town.
- L. All Town officials must be provided with a copy of this Policy and sign the Acknowledgement of Official Use by Town Officials (see Addendum A) prior to being appointed or upon being elected.

V. Designation of Social Media Platforms

For each of the Town's social media platforms, the Selectboard has identified and designated the type of speech forum, and its purpose and rules, as follows:

A. Government Speech Forums.

The following social media platforms are hereby designated as Government Speech Forums:

1. Town Website
2. Town Email
3. Wastewater FB
4. Planning Commission FB
5. Mountain Towns Park & Rec FB
6. Mountain Towns Recreation Website

These platforms do not allow for any public comments whatsoever. They are reserved for the Town government to engage in its own expressive conduct to promote its own message.

B. Limited Public Forums.

The following social media platforms are hereby designated as Limited Public Forums: <https://www.facebook.com/groups/londonderryvtforum>

This site is not moderated or maintained by the Town, but can be utilized to promote Town information. When authorized Town officials post Town-related information to this site, they shall turn off the ability for the public to comment.

VI. User Comments: Rules and Guidelines

- A. This Section applies to users who access or comment on the Town social media platforms. The rules and guidelines in this Section apply to all Town social media platforms or community forums.
- B. Any Town sponsored Social Media pages will disable the ability for the public to comment. When a Town Official posts Town-related information to other public forums, they will turn off the ability to comment on those posts.
- C. Comments on Social Media by Town officials containing, constituting, or linking to any of the following inappropriate forms of content shall not be permitted on any type of social media platform and are prohibited while the official is in service to the Town:
 - 1. Profane, obscene, or sexual language;
 - 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
 - 3. Solicitations of commerce, including but not limited to advertising of any business or product for sale;
 - 4. Disruptively repetitive content;
 - 5. Conduct or encouragement of illegal activity;
 - 6. Information that may tend to compromise the safety or security of the public or public systems; Malicious or harmful software or malware;
 - 7. Defamatory or personal attacks;
 - 8. Threats of violence or to public safety; Confidential, private, or exempt information or records as defined by State law
 - 9. Conduct that violates any federal, state, or local law;
 - 10. Copyrighted materials in violation of State or federal law; or Comments that are clearly unrelated to the subject matter of any post made on the platform by or on behalf of the insert Town.
- D. Users may contact the Town Social Media Moderator at any time to identify comments or other conduct on the Town social media platforms in violation of this Policy. Users should avoid and ignore responding to a comment in violation of this Policy, or if responding, do so in conformance with this Policy.
- E. All comments posted to any Town social media platform are bound by that platform's applicable statement of rights and responsibilities or terms of service. The Town reserves the right to report any violation of that platform or site's statement of rights and responsibilities or terms of service to the platform or site's provider with the intent of the provider taking appropriate and reasonable responsive action.

VII. Account Management

- A. Town officials may only establish or use Town social media platforms on behalf of the Town after approval by the Selectboard or the Town Administrator as authorized representative. The Selectboard or Town Administrator as authorized representative or designee will review all requests by Town officials to contribute to Town social media platforms and has the sole authority to authorize their use and establish and/or terminate Town social media accounts. In this role, the Selectboard or Town Administrator as authorized representative will evaluate all requests for usage, verify staff authorized to use Town social media tools, and confirm completion of online training for social media if deemed necessary. The Selectboard or Town Administrator as authorized representative will also be responsible for maintaining a list of all social media platforms in use, the names of all administrators of these accounts, as well as the associated usernames and active passwords.

VIII. Town Social Media Moderator

- A. The Selectboard or Town Administrator as authorized representative shall designate a Town Social Media Moderator to monitor, manage, and oversee all comments and, content on each social media platform to ensure adherence to this Policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the Town.
- B. If a comment or other content is edited or removed by the Town Social Media Moderator, the comment or content must be retained in accordance with the relevant records retention schedule. The edit or removal shall be accompanied by a description of the reason such comment or content was deemed not suitable for posting along with the time, date, and identity of the poster when available.
- C. The Town Social Media Moderator or his/her authorized representative or designee retains the sole authority to remove information from municipal social media outlets.
- D. Designated department heads and/or other authorized Town officials will be responsible for the content and upkeep of any Town social media platforms they may create.
- E. Wherever possible, content posted by the Town to the Town's social media platforms will also be available on the Town's official website. Town social media platforms should complement rather than replace the Town's existing website resources. Content posted on the Town's social media platforms should contain links directing users to the Town's official website for additional information, forms, documents, or online services necessary to conduct business with the Town.
- F. All Town social media platforms shall clearly indicate that they are maintained by the Town and shall prominently display necessary contact information. All Town social media platforms shall include the prominent placement of the official Town seal, if available, along with the following notification:

This is the official platform for the Town of Londonderry, Vermont. If you are looking for more information about the Town of Londonderry, Vermont please visit the Town's official website: www.londonderryvt.gov. The purpose of this platform is to provide general public information only. Should you require a response from the Town or wish to request Town services, you must go to www.londonderryvt.gov, if appropriate, or contact the Town at townadmin@londonderryvt.gov – 802-824-3356.

IX. Copyright Infringement Notification

- A. The Town complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law (U.S. Copyright Act, Title 17 of the US Code, and, more recently, the Digital Millennium Copyright Act, 105 PL 304) makes it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to do so from the copyright holder.
- B. The Town respects the intellectual property of others and requests users of the Town social media platforms to do the same. In accordance with the DMCA and other applicable law, the Town may remove comments or posts to the Town social media platforms that are copyrighted, and to deny access to the Town social media platforms users who are deemed to be copyright infringers pursuant to this Policy.
- C. The following notification shall be made accessible on all municipal social media platforms and on the Town's official website:

If you believe that any material on the Town's official website or Town social media platforms infringes on any copyright which you own or control, or that any link on Town social media platforms directs users to another website that contains material that infringes on any copyright that you own or control, you may file a notification of such infringement with the Town's Designated Agent as set forth below.

Notifications of claimed copyright infringement must be sent to the Town of Londonderry, Vermont's Designated Agent, for notice of claims of copyright infringement. The Town of Londonderry Vermont's Designated Agent may be reached as follows:

*Designated Agent: Town Administrator
Address: 100 Old School Street, South Londonderry, VT 05155
Telephone: 802-824-3356
Email Address: townadmin@londonderryvt.gov*

X. Public Records Law – Compliance

- A. Town social media platforms and their related content are subject to Vermont's Access to Public Records Law. Records that are produced or acquired in the course of Town business, including material posted to Town social media platforms, may be a public record and therefore, there should be no expectation of privacy in regard to the information posted on Town social media platforms. Public records, regardless of format, are available for inspection and copying during customary business hours unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).
- B. The official Town website and Town social media platforms shall clearly indicate that any content or comments posted or submitted for posting in whatever format are subject to public disclosure. Content related to Town business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The name, title, and contact information for the proper custodian of public records shall be posted on each Town social media platform.

XI. Public Records Law - Retention

Relevant records retention schedules apply to content on the official Town website as well as to Town social media platforms. Content posted or submitted for posting shall be retained pursuant to Vermont's Public Records Law in its standard format and in accordance with applicable disposition orders and retention schedules as established by the Vermont State Archivist.

XII. Open Meeting Law - Compliance:

- A. All posts by members of the Town's public bodies that relate to Town business are subject to Vermont's Open Meetings Law. Members (elected or appointed) of any Town public body should refrain from using Town social media platforms to discuss the business of the public body or take action by the public body in violation of Vermont's Open Meeting Law.
- B. Furthermore, members of public bodies should refrain from commenting on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies.
- C. Members of Town public bodies may utilize Town social media for gathering public input and fostering of public discussion related to the role with which the public body has been charged by statute or the Selectboard, provided that the use is authorized in accordance with and conforms to this Policy.
- D. Information posted by the Town on its social media platforms will supplement and not replace required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law.

XIII. Enforcement against Town Officials

Employees found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment in compliance with the Town's personnel Policy, employment contract, or collective bargaining agreement as appropriate¹. Appointees and volunteers found in violation of this Policy may be subject to removal from their respected public posts. Elected officials found in violation of this Policy may be subject to private or public admonishment and/or may be asked to resign their office².

The foregoing Policy is hereby adopted by the Selectboard of the Town of Londonderry, Vermont, this XXth day of September, 2026 and is effective as of this date until amended or repealed.

¹ Certain appointed public officers such as a Zoning Administrator and members of the Development Review Board may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

² Unless there is a local ordinance or charter provision that states otherwise, such a request shall not be considered an order for the elected official to resign.

Town of Londonderry, Selectboard

Thomas Cavanagh, Chair

James Ameden, Jr., Vice-Chair

Leanne Alexander

James Fleming

Taylor Prouty

MEMORANDUM

From: Town Attorney

To: Selectboard

Re: Open Meeting Law Complaint

Date: 9/25/2026

On September 22, 2026, the Town received a complaint alleging a violation of the Open Meeting Law at the September 21, 2026 Selectboard meeting. The complaint alleges that the Selectboard went outside the scope of the basis identified for entering an executive session by “debat[ing], negotiat[ing], and reach[ing] a consensus to alter the town’s budget structure to bypass the explicit will of the voters.”

The Selectboard entered executive session to, among other reasons, discuss the evaluation of a public employee, specifically a part-time assistant town clerk, pursuant to 1 V.S.A. § 313(a)(3), for the purposes of conducting the employee’s six-month review. After exiting executive session, the Selectboard made the final decision to promote the employee from part-time to full-time as required by § 313(a)(3). As noted in the minutes to the meeting, the decision resulted in no increase to the town budget.

The six-month review of the employee was a valid reason to enter executive session pursuant to § 313(a)(3). The final decision and reasoning for that decision was made in public as required by § 313(a)(3). The decision made no alteration to the town budget and therefore there is no violation of the Open Meeting Law as alleged.

The complaint makes further allegations that the decision to promote the employee to full-time was improper because the Town had voted against the appropriation of funds for “this specific full-time position” at the annual Town Meeting on March 3, 2026, and a special Town Meeting on May 11, 2026. There is no alleged violation of the Open Meeting Law, which pertains to the right of the public to attend meetings of public bodies. Nevertheless, in the interests of efficiency, this claim is addressed below.

Pursuant to 24 V.S.A. § 872, the Selectboard has the general supervision of the affairs of the Town. This includes the general fund budget approved by the voters pursuant to 17 V.S.A. § 2664. Pursuant to Section 7 of the Town’s Personnel Policy, adopted pursuant to 24 V.S.A § 1121, “[r]egular work hours for persons employed by the Town shall be determined by the Selectboard.” The Selectboard acted within its authority and discretion to promote the employee to a full-time position, and that additional salary was within the approved budget.

The warned articles at the annual and special town meeting were both for raising and appropriating a sum *in addition* to the general fund budget for the purpose of funding the salary of a General Office Manager. The vote not to approve that additional funding does not prohibit the Selectboard from promoting an assistant town clerk (not a general office manager) from a part-time to full-time employee to be paid from the approved general fund budget, as the allocation and spending of the general fund budget and the supervision of town personnel are both within the Selectboard’s authority pursuant to state law.

TOWN OF LONDONDERRY
100 Old School Street
South Londonderry, VT 05155
www.londonderryvt.org

VERMONT OPEN MEETING LAW COMPLAINT FORM

To: Town Administrator ☐ via email at townadmin@londonderryvt.org
☒ via hand delivery at above address
☐ via U.S. Mail at above address

Date: September 22 2026

FACTUAL DESCRIPTION OF THE COMPLAINT:

Prior to bringing a civil action in the Civil Division of the Superior Court in the county in which the alleged violation has taken place for appropriate injunctive relief or for a declaratory judgment, Vermont law requires any person aggrieved by an alleged violation of the Open Meeting Law to provide the public body with a written notice that alleges a specific violation and requests a specific cure of such violation.

Date and Time Occurred: September 21 2026 approximately 8:20.41 pm

Name of Public Body (board/commission/committee): Londonderry Select Board

Specific Violation Alleged: _____

Specific Cure Requested: _____

Please provide any additional facts that may assist the Town in its investigation below:

Please see attached document

If you need more space, please attach sheets to this form. Check here ☒ if documents are attached. Submit this document, and any supporting documentation, to the addressee noted at the top of this form.

Complaint submitted by: Name: Chad L. Stoddard

Mailing Address: 5855 VT 100 Londonderry, VT. 05148

Email Address: chad.stoddard@comcast.net Preferred Phone: 802-379-5875

Date Received: _____ By: _____ Date referred: _____

Date required for response by public body: _____ Form Date: 9/23/2024

NOTICE OF OPEN MEETING LAW & STATUTORY VIOLATION

Date: September 22, 2026

To: The Selectboard of the Town of Londonderry, Vermont

From: Chad Stoddard

Delivery Method: Attached to Official Town Complaint Form

RE: Notice of Open Meeting Law Violation and Request for Cure (1 V.S.A. § 314)

To the members of the Londonderry Selectboard,

This letter serves as a formal written notice under **1 V.S.A. § 314(b)** that the Londonderry Selectboard committed a violation of the Vermont Open Meeting Law during its meeting conducted on **September 21, 2026**.

1. Statement of Facts & Specific Violation

During the meeting on September 21, 2026, the Selectboard entered an executive session citing **1 V.S.A. § 313(a)(3)** for the purpose of discussing the evaluation of a public employee.

While inside that closed session, the Selectboard moved outside the narrow scope of an individual performance evaluation and instead debated, negotiated, and reached a consensus to alter the town's budget structure to bypass the explicit will of the voters. Upon returning to open session, the board immediately held a vote to add 16 hours to a part-time position, granting full-time status and town-funded benefits.

This sequence constitutes two distinct violations of Vermont law:

- **Misuse of Executive Session for Policy Decisions:** While the final vote was cast in open session, the actual deliberation and decision to circumvent the electorate occurred entirely behind closed doors. Under Vermont law, an executive session cannot be used to hash out controversial policy choices or budget adjustments. Because the debate and consensus occurred in secret, the open-session vote was a mere rubber-stamp, violating the public's right to witness the board's decision-making process.
- **Violation of Town Meeting Legislative Authority:** The electorate of the Town of Londonderry explicitly voted *against* funding this specific full-time position twice at Town Meeting, and a third time via a petitioned Special Town Meeting. The Selectboard's decision to allocate public funds for these extra hours and benefits directly overrides the binding, democratic votes of the town's voters. The board does not possess the statutory authority to fund a position the town has repeatedly rejected.

2. Statutory Request for Cure

Under **1 V.S.A. § 314(b)(2)**, the Selectboard has **10 calendar days** from the receipt of this notice to publicly acknowledge this violation and state its intent to cure it.

To properly cure this violation, the Selectboard must:

1. Void and reverse the vote taken on September 21, 2026, immediately returning the employee to their previous part-time status without town-funded full-time benefits, in accordance with the binding Town Meeting votes.
2. Formally acknowledge this procedural and statutory violation during the open session of the next Selectboard meeting, ensuring it is recorded in the public minutes.

If the Selectboard fails to acknowledge this violation within 10 calendar days, or fails to actively cure it within 14 calendar days, I reserve the right to file a civil action in Vermont Superior Court pursuant to **1 V.S.A. § 314(c)**.

Sincerely,



Chad Stoddard

Chad Stoddard

5855 VT 100

Londonderry, Vermont 05148

chad-stoddard@comcast.net

802-379-5875

Fw: Selectboard officials

From Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>

Date Fri 10/2/2026 9:48 AM

To Aileen Tulloch <townadmin@londonderryvt.gov>

Thomas Cavanagh
Chair, Londonderry Selectboard
802-824-3254

From: Brooke Cote <brooke.cote20@gmail.com>

Sent: Thursday, 01 October 2026 18:06:28

To: Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>

Subject: Selectboard officials

Hello Tom and selectboard officials.

WHAT THE ACTUAL HECK?!

Do you selectboard members forget you are supposed to back and HONOR the MAJORITY vote of Londonderry voters?!?!!! That is literally your positions.

Here I was thinking Martha was the problem.

This is truly unbelievable and unacceptable.

Whoever honored that vote while the townspeople voted it down TWICE, should voluntarily step down and resign.

And you guys wonder why the townspeople show up angry and agitated.

DO BETTER. See you all Monday.

Brooke Cote

complaint

From Bonnie Cobb <bonniecobb55@gmail.com>
Date Wed 9/23/2026 6:52 PM
To Aileen Tulloch <townadmin@londonderryvt.gov>
Cc Bonnie Cobb <bonniecobb55@gmail.com>

Sept. 23, 2026

To the Londonderry Town Administrator and all Selectboard Members,

As a resident and registered voter of Londonderry, I am writing to formally express my strong disagreement with the Selectboard's recent decision at their Sept. 21, 2026 meeting regarding the additional hours and pay for the assistant town clerk. While I respect the hard work and time the Board invests in serving our community, I believe this specific decision does not serve the best interests of our town's registered voters. I question whether this decision implies that, now working a full-time 40-hour workweek, the assistant town clerk is eligible for full benefits. I am deeply concerned that the town voters voted against this proposal because the astronomical amount of money with benefits would impose an unnecessary burden on taxpayers, especially when other options were not considered. Subsequently, a special town meeting was convened due to a petition filed with the town to move and vote again on this matter. However, it was decided at that meeting to table the issue. I hope that this Selectboard decision was not made out of special favoritism towards the assistant town clerk. I am

particularly concerned at the manner in which this decision was made after the townspeople voted **NO** at Town Meeting this seems to be suspicious and backhanded. I am under the understanding that this action was not legally handled. I may be missing some important information, and I would appreciate it if you could provide me with a clearer explanation of your actions to help me better understand.

Respectfully Submitted by,
Bonnie Cobb



Application ID: DLL - Application - 82669
Application for: Tobacco Substitute Endorsement
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: Jelley Enterprises, Inc.
Business ID: 0000019
Business Address: P.O. Box 336,
Londonderry, Vermont 05148
Entity Type: Business Corporation
Phone: 802-824*4556
Management Type if LLC:
Email: beverlyjelley@live.com

People Information

- **Person:** Beverly Jelley

Business Role: Business Principal
Email: beverlyjelley@live.com
Business Address: ,
,
US Citizen?
Political Position
Phone: **Name:** Beverly Jelley
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Jelley's Auto Care Center

Location Address:

2102 N. Main St.,
Londonderry, Vermont 05143

Local Jurisdiction/ Town Clerk:

Londonderry

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Beverly Jelley

Training Completion Date:

Wed Mar 12 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-011732

Licensee Name:

Jelley's Auto Care Center

License Status:

License issued-new application

Licensee Address:

2102 N. Main St. ,
Londonderry, Vermont 05143

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-31317	Lottery License Agreement	LN-016018
D-40312	Other	Jelley Enterprises, Inc.
D-55355	Other	LN-016018
D-31317	Lottery License Agreement	LN-016018
D-55355	Other	LN-016018

Payment and Acknowledgement

Signed by:

Date of Submission:

2026-09-24 18:09:12

State of Vermont / DLL Application Fee:

75.00

State of Vermont / DLL Payment Status:

Success

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 82782
Application for: Tobacco Substitute Endorsement
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: AGS Vermont Inc.	Business ID: 0129449
Business Address: PO Box 6000, Pembroke, New Hampshire 03275	Entity Type: Business Corporation
Phone: 6032235328	Management Type if LLC:
Email: agsrbk@agne.com	

Foundational License (if applicable)

License Type: Tobacco	License Number: LP-015891
Licensee Name: Londonderry Village Market	License Status: License issued-new application
Licensee Address: 5700 Vermont Route 100 , Londonderry, Vermont 05148	License Start Date: 2026-07-01
	License End Date: 2027-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:
,	
,	

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Details

Start date of event:

End date of event:

Physical Location Street 1

5700 Vermont Route 100

Physical Location Name:

Londonderry Village Market

Physical Location Street 2/Unit/Suite:

Physical Location State:

Vermont

Town Clerk/ Municipal Jurisdiction:

Londonderry

Outside Side Consumption End time:

Physical Location City/Town:

Londonderry

Landlord Name:

5700 ROUTE 100, LLC

Do you Lease the Premises:

Landlord Email:

Lease Expiration Date:

Business Location:

Outside Side Consumption Start time:

Approximate Number of Persons Expected:

Outside Side Consumption Hours Requested:

Outside Side Consumption Days Requested:

Physical Location Zip:

05148

Describe the type of event/ OCP Area:

Days or specific bingo date(s):

Location:

LN-018295

Documents Attached

Name	Document Type	Assosicated With
D-02827	Lease or proof of ownership	AGS Vermont Inc.
D-02828	Lease or proof of ownership	AGS Vermont Inc.
D-02829	Lease or proof of ownership	AGS Vermont Inc.
D-03624	Lease or proof of ownership	AGS Vermont Inc.
D-03625	Lease or proof of ownership	AGS Vermont Inc.
D-03626	Lease or proof of ownership	AGS Vermont Inc.
D-03627	Lease or proof of ownership	AGS Vermont Inc.
D-09490	Other	AGS Vermont Inc.
D-09491	Lease or proof of ownership	AGS Vermont Inc.
D-09501	Other	AGS Vermont Inc.
D-09502	Lease or proof of ownership	AGS Vermont Inc.
D-09503	Lease or proof of ownership	AGS Vermont Inc.
D-09504	Other	AGS Vermont Inc.
D-09505	Lease or proof of ownership	AGS Vermont Inc.
D-09506	Other	AGS Vermont Inc.

D-09649	Sales and Use tax documents	AGS Vermont Inc.
D-09650	Sales and Use tax documents	AGS Vermont Inc.
D-09651	Sales and Use tax documents	AGS Vermont Inc.
D-09877	Lease or proof of ownership	AGS Vermont Inc.
D-09878	Lease or proof of ownership	AGS Vermont Inc.
D-10075	Lease or proof of ownership	AGS Vermont Inc.
D-10076	Other	AGS Vermont Inc.
D-10077	Other	AGS Vermont Inc.
D-10078	Other	AGS Vermont Inc.
D-31366	Lottery License Agreement	AGS Vermont Inc.
D-31367	Lottery License Agreement	AGS Vermont Inc.
D-31372	Lottery License Agreement	LN-018295
D-31466	Lottery License Agreement	AGS Vermont Inc.
D-34991	Other	AGS Vermont Inc.
D-35869	Other	AGS Vermont Inc.
D-39247	Other	AGS Vermont Inc.
D-39279	Other	AGS Vermont Inc.
D-40682	Other	AGS Vermont Inc.
D-44760	Other	AGS Vermont Inc.
D-44762	Other	AGS Vermont Inc.
D-51026	Other	AGS Vermont Inc.
D-52917	Other	AGS Vermont Inc.
D-31372	Lottery License Agreement	LN-018295

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:
75.00

Date and time of Submission:

2026-09-28 16:23:43

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false

An Important Notice About VLCT / PACIF / VERB Negotiations

From VLCT <info@vlct.org>

Date Thu 10/1/2026 4:36 PM

To Melissa Brown <m.brown@londonderryvt.org>

[View in your browser](#)



Dear Members:

We are writing to make you aware of important negotiations occurring between VLCT and our two affiliated government risk pools, PACIF and VERB, and to encourage you to learn more about these negotiations ahead of the upcoming annual meetings of all three organizations. **The outcome of these negotiations could affect the services VLCT provides its membership.**

In December of 2025, the boards of directors of PACIF and VERB surprised VLCT by declining to renew their customary full-year funding agreements for services. **Since then, at the request of PACIF and VERB Board Members, a working group consisting of VLCT, PACIF and VERB Board Members has met nine times, including nearly 20 hours in executive session, to negotiate a change to our administrative service agreements.** The only documented agreement publicly shared has been a one-year fee and service agreement that enabled VLCT to continue operating for 2026. That agreement ends in December, and we believe VLCT members should be aware that significant changes may be ahead for 2027 and beyond.

The boards of directors of PACIF and VERB have requested more day-to-day control over VLCT operations that directly and indirectly affect insurance and risk management programs - about 70 percent of our operation. They are also seeking to reduce the amount of money they pay VLCT to administer the insurance programs. These requests come at a time when both PACIF and VERB have record memberships and record net positions, arguably some of the most successful examples of intergovernmental cooperation in the state's history. VLCT is proud of our role in administering both trusts and helping them reach this level of success.

To accommodate the financial changes PACIF and VERB have proposed, VLCT may need to change or reduce the services being delivered to our members,

including reinstating fees for trainings, reducing the number of educational and networking opportunities offered, reevaluating the type of inquiries we can answer, and creating and updating less resources, models and templates. **To learn more about these negotiations, including how they may impact our ability to provide services to you in the future, we encourage you to visit [VLCT Updates on PACIF/VERB Contract Negotiations](#).**

Your voice matters. We hope you'll attend all three organizations' annual meetings this fall to share your views on how a change to the VLCT relationship with PACIF and VERB could impact you.

- VLCT's annual meeting will be held virtually on Tuesday, October 6 at 2 PM. You can register online [here](#).
- PACIF and VERB decided to have their meeting on a different day, at a different place this year. The annual meetings for PACIF and VERB will be held in-person on November 18 at 10 AM at 33 College Street in Montpelier.

While the best way to be heard is to attend the meeting and speak up or contact board members directly, VLCT has also created a member feedback form at [VLCT Updates on PACIF/VERB Contract Negotiations](#).

Thank you for your service to Vermont's municipalities. We appreciate your attention to these important negotiations.

Sincerely,

The VLCT Board of Directors



Vermont League of Cities & Towns

89 Main St. Suite 4
Montpelier, VT 05602
800-649-7915
www.vlct.org

Read this notice at vlct.org

Email sent to m.brown@londonderryvt.org



Fw: Action required by October 30, 2026: Title VI training, quiz, and questionnaire

From Allison Marino <TOWNCLERK@londonderryvt.gov>

Date Thu 10/1/2026 2:41 PM

To Aileen Tulloch <townadmin@londonderryvt.gov>

Not sure if you got this but I passed along to you

Allison Marino
(she/her)
Clerk
Town of Londonderry, VT
100 Old School Street
S. Londonderry, VT 05155
802-824-3356 ext 101

Office Hours:

Monday – Friday 8:30 am to 4:00 pm (Closed all Federal Holidays)

<https://pay.xpress-pay.com/org/D6F2CEAF94204A6>

Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

PLEASE NOTE: The Town of Londonderry does not bear any responsibility or liability for missing or incorrect information or documents. Documents are provided as a courtesy due to current circumstances.

From: Martin, Patricia <Patricia.Martin@vermont.gov>

Sent: Wednesday, September 30, 2026 4:29 PM

To: Martin, Patricia <Patricia.Martin@vermont.gov>

Subject: Action required by October 30, 2026: Title VI training, quiz, and questionnaire

You don't often get email from patricia.martin@vermont.gov. [Learn why this is important](#)

Hello,

Please have your organization's designated Title VI Coordinator complete the required Title VI [training](#), [quiz](#), and [questionnaire](#) by October 30, 2026. If you have not yet designated a Title VI Coordinator, please do so before beginning these activities.

Your participation helps identify and remove transportation barriers, supports compliance monitoring and technical assistance, and keeps grant eligibility and reimbursement on track.

As a direct recipient of federal aid and assistance, the Vermont Agency of Transportation (AOT) may delegate project management responsibilities to subrecipients—including cities, towns, municipalities, nonprofits, and other entities. Subrecipients, like direct recipients, must carry out federally funded activities in accordance with all applicable federal requirements, including Title VI and the ADA. These requirements are covered in the [training](#).

AOT is committed to accessibility, including digital accessibility, for all. If you need language assistance, a reasonable accommodation, or materials in an alternative format, please email AOT.CRTitleVI@vermont.gov.

Thank you for your time and partnership.

Patricia Martin, M.S. (she, her)| Civil Rights Data & Reporting Manager, Title VI and ADA Coordinator
Civil Rights Bureau | Finance & Administration Division
Vermont Agency of Transportation
[219 North Main Street | Barre, VT 05641](#)
[802-595-6959](tel:802-595-6959) | patricia.martin@vermont.gov
vtrans.vermont.gov/civil-rights

Fw: Town of Grafton -- NIMS 402 Training

From Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>

Date Wed 9/30/2026 11:29 AM

To Aileen Tulloch <townadmin@londonderryvt.gov>

Thomas Cavanagh
Chair, Londonderry Selectboard
802-824-3254

From: Liana Rice <lrice@windhamregional.org>

Sent: Wednesday, 30 September 2026 09:18:29

To: frasercrew@aol.com <frasercrew@aol.com>; slakejr89@gmail.com <slakejr89@gmail.com>; duane.wardsboro@outlook.com <duane.wardsboro@outlook.com>; halifaxvtemd@gmail.com <halifaxvtemd@gmail.com>; selectboard1westonvt@gmail.com <selectboard1westonvt@gmail.com>; firechief@rockbf.org <firechief@rockbf.org>; amalshuk2015@gmail.com <amalshuk2015@gmail.com>; jsymonds@brattleboro.gov <jsymonds@brattleboro.gov>; emd@jamaicavermont.org <emd@jamaicavermont.org>; vernonemd@gmail.com <vernonemd@gmail.com>; rjw@wbmvt.com <rjw@wbmvt.com>; emd@guilfordvt.gov <emd@guilfordvt.gov>; dwellman.brooklinevt@gmail.com <dwellman.brooklinevt@gmail.com>; Emergency Management Director <EMD@londonderryvt.gov>; derrick.tienken@vermont.gov <derrick.tienken@vermont.gov>; andrewmassari2000@yahoo.com <andrewmassari2000@yahoo.com>; angielitchfield5@gmail.com <angielitchfield5@gmail.com>; emd@marlborovt.us <emd@marlborovt.us>; EMD@putneyvt.gov <EMD@putneyvt.gov>; emd@graffonvt.org <emd@graffonvt.org>; smoore@wilmingtonvt.us <smoore@wilmingtonvt.us>; vrivas27@verizon.net <vrivas27@verizon.net>; gig@whitinghamvt.org <gig@whitinghamvt.org>; emd@dummerston.org <emd@dummerston.org>; ism777oth@yahoo.com <ism777oth@yahoo.com>; david.bemis@vermont.gov <david.bemis@vermont.gov>; hitecrednecktony@gmail.com <hitecrednecktony@gmail.com>; glen33c1@gmail.com <glen33c1@gmail.com>; wardsborohighway@myfairpoint.net <wardsborohighway@myfairpoint.net>; edee.halifaxvt.selectboard@gmail.com <edee.halifaxvt.selectboard@gmail.com>; selectboard2westonvt@gmail.com <selectboard2westonvt@gmail.com>; manager@rockbf.org <manager@rockbf.org>; cjstreeter6@gmail.com <cjstreeter6@gmail.com>; jeremy.evans@vermont.gov <jeremy.evans@vermont.gov>; tom.tolbert@jamaicavermont.org <tom.tolbert@jamaicavermont.org>; lttcapen@gmail.com <lttcapen@gmail.com>; michael.arbogast@vermont.gov <michael.arbogast@vermont.gov>; sheilamorse@guilfordvt.gov <sheilamorse@guilfordvt.gov>; mdesocio.brooklinevt@gmail.com <mdesocio.brooklinevt@gmail.com>; Tina Labeau <TREASURER@londonderryvt.gov>; townadmin@winhall.org <townadmin@winhall.org>; cmsprague18@gmail.com <cmsprague18@gmail.com>; newfanegarage@newfanvt.com <newfanegarage@newfanvt.com>; mollyselectboardmarlboro@gmail.com <mollyselectboardmarlboro@gmail.com>; chief@putneyvt.gov <chief@putneyvt.gov>; townadmin@graffonvt.org <townadmin@graffonvt.org>; matthew.murano@vermont.gov <matthew.murano@vermont.gov>; townclerk@townofstratton.com <townclerk@townofstratton.com>; scott@whitinghamvt.org <scott@whitinghamvt.org>; davidson@dummerston.org <davidson@dummerston.org>;

kordscott@vermontel.net <kordscott@vermontel.net>; danhollisteraco@gmail.com
<danhollisteraco@gmail.com>; cmarrow@townshendvt.gov <cmarrow@townshendvt.gov>;
wardsboro.townoffice@gmail.com <wardsboro.townoffice@gmail.com>; halifaxtownclerk@gmail.com
<halifaxtownclerk@gmail.com>; selectboard@westonvt.org <selectboard@westonvt.org>; highway@rockbf.org
<highway@rockbf.org>; highways@westminstervt.org <highways@westminstervt.org>; jpottter@brattleboro.org
<jpottter@brattleboro.org>; jessica.pollack@jamaicavermont.org <jessica.pollack@jamaicavermont.org>;
firechief@vernonvt.org <firechief@vernonvt.org>; highway@doververmont.com <highway@doververmont.com>;
taracheney@guilfordvt.gov <taracheney@guilfordvt.gov>; snoga.brooklinevt@gmail.com
<snoga.brooklinevt@gmail.com>; Tom Cavanagh <T.CAVANAGH@londonderryvt.gov>; stuart@winhall.org
<stuart@winhall.org>; rayeilers@icloud.com <rayeilers@icloud.com>; tlawley23@gmail.com
<tlawley23@gmail.com>; townadmin@marlborovt.us <townadmin@marlborovt.us>; manager@putneyvt.gov
<manager@putneyvt.gov>; amberstevens@vermontel.net <amberstevens@vermontel.net>;
jarchambault@wilmingtonvt.us <jarchambault@wilmingtonvt.us>; garage@townofstratton.com
<garage@townofstratton.com>; hwy@whitinghamvt.org <hwy@whitinghamvt.org>;
chief@westdummerstonfire.com <chief@westdummerstonfire.com>; michael.herbert.pelton@gmail.com
<michael.herbert.pelton@gmail.com>
Cc: townadmin@grafftonvt.org <townadmin@grafftonvt.org>; 'Christie, Taiga' <Taiga.Christie@vermont.gov>
Subject: Town of Grafton -- NIMS 402 Training

You don't often get email from lrice@windhamregional.org. [Learn why this is important](#)

Good Morning All,

Forwarding you all some information from Morgan Wilbur, Grafton's Town Administrator:

We have been working with Taiga to host a **NIMS (National Incident Management System) 402 training session at the Grafton Town Hall. That will be held on Thursday, October 22nd from noon to 4:00 p.m.** If you have a list of Elected and Appointed Officials for local towns who are looking for training for response during an emergency such as flooding, would you be able to share this information with them? I have created a Google Form to collect RSVPs: <https://forms.gle/j44qo7FZSngQPMeg6>

Best,

Liana Rice

Planner

Windham Regional Commission

139 Main Street, Suite 505

Brattleboro, VT 05301

(802)257-4547 ext: 115



October 2, 2026

Dear Windham Region Selectboard Chairs and Town Managers,

The Windham Regional Commission will hold a public hearing on the final draft of the Windham Regional Plan update on Thursday, November 5, 2026 at 6:00 p.m. The draft Regional Plan has been updated based on comments received from the Land Use Review Board, town officials, and members of the public on the first draft of the plan. Please see the attached public hearing notice with additional information. The public hearing will be held at WRC's office located at 139 Main Street, Suite 505, Brattleboro, Vermont, and remotely via Zoom. To access the public hearing electronically or by telephone, visit WRC's website at www.windhamregional.org and follow the Zoom meeting link, or call the number provided in the meeting invitation.

Over the last year, WRC has been working on updating its Regional Plan to meet new state requirements with the passage of Act 181 in 2024. WRC last adopted an update to the Windham Regional Plan in July 2025. The main updates we have been working on include:

- Updating the Land Use chapter and Regional Future Land Use map based on new statewide regional future land use categories
- Incorporating regional and municipal housing targets based on growth scenarios developed by the Vermont Housing Finance Agency
- Addressing how the Regional Plan addresses potential environmental benefits and burdens

WRC has been meeting with member towns over the last year to review draft updates to the Regional Future Land Use map and get community input. Enclosed is a current draft of the Regional Future Land Use map for your community as of September 25, 2026. Included with the map is a spreadsheet summarizing changes made to the Regional Future Land Use Map since the first draft of the map was provided to towns.

Please find enclosed a report documenting how the draft Windham Regional Plan conforms with the goals established in 24 V.S.A. 4302 and the plan elements established in 24 V.S.A. 4348a. Also find enclosed information about town eligibility for the new Act 250 Tier 1 exemption areas and the process for updating designated area boundaries on the Regional Future Land Use map after the plan is adopted.

The draft Windham Regional Plan can be viewed on WRC's website using the following web address: <https://windhamregional.org/act-181/>. WRC invites town officials to provide comments at the public hearing or in writing to Matt Bachler, Senior Planner, by email at mbachler@windhamregional.org, or by mail at 139 Main Street, Suite 505, Brattleboro, VT 05301, or by phone at 802-257-4547, ext. 112.

WINDHAM REGIONAL PLAN UPDATE NOTICE OF PUBLIC HEARING

The Windham Regional Commission (WRC) will hold a public hearing on a proposed Windham Regional Plan update on Thursday, November 5, 2026 at 6:00 p.m. at WRC's office, 139 Main Street, Suite 505, Brattleboro, Vermont, and remotely via Zoom. To access the public hearing electronically or by telephone, visit WRC's website at www.windhamregional.org and follow the Zoom meeting link, or call the number provided in the meeting invitation.

The WRC serves all of Windham County, the Bennington County towns of Readsboro, Searsburg and Winhall, and the Windsor County town of Weston. The Windham Regional Plan provides guidance for change and development in this 27-town region, and it establishes the basis for much of the WRC's work program and regional planning efforts. The plan is intended for use by the WRC, town planning commissions, Selectboards, state agencies, developers, and others.

The principal elements of the Windham Regional Plan are: Introduction, Regional Profile, Land Use, Natural Resources, Transportation, Community Utilities, Facilities, and Services, Energy, Housing, Economic Development, Natural Resources, Educational, Cultural and Recreational Resources, and Implementation.

The draft Windham Regional Plan can be viewed on WRC's website using the following web address: <https://windhamregional.org/act-181/>. The WRC invites the public to make comments at the public hearings or in writing by email to Matt Bachler, mbachler@windhamregional.org or by mail or phone using the contact information below:

Windham Regional Commission
139 Main Street, Suite 505
Brattleboro, VT 05301
Phone: 802-257-4547, ext. 112



Windham Regional Commission Report on the 2026 Windham Regional Plan Update

This report is in accordance with 24 VSA § 4348(d)(1), which states that at least 30 days before the first public hearing on a proposed Regional Plan update, the Regional Planning Commission shall prepare and distribute a report documenting conformance of the Regional Plan with the goals established in 24 VSA § 4302 and the plan elements established in 24 VSA § 4348(a).

Vermont Planning Goals – 24 VSA § 4302

Goal 1. To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.

This is addressed in the narrative descriptions of the regional future land use areas in the Land Use chapter of the plan and is also supported by policies within this chapter. Higher intensity residential development is directed towards downtown and village centers, planned growth areas, and village areas. The Land Use chapter includes a policy that states a substantial majority of the regional housing targets should be accommodated in downtown centers, village centers, planned growth areas, and village areas. Regional housing targets assign 60% of the needed additional housing units in the region to these land use areas.

The Land Use chapter encourages new growth, including commerce and industry, in downtown centers, village centers, planned growth areas, village areas, enterprise areas, and infill and transition areas. The Economic Development chapter supports the continued growth and development of large-scale industrial and commercial uses in the Enterprise areas.

The Land Use chapter encourages developing and expanding public infrastructure, including water and sewer systems and pedestrian and bicycle facilities, to promote and enable greater densities in development centers, including Downtown Centers, Village Centers, Planned Growth Areas, Village Areas, Resource-Based Recreation Areas, and Enterprise Areas. The Community Utilities, Facilities, and Services Chapter encourages the development of public water and wastewater treatment in areas where future growth is appropriate.

Encouragement of development that follow smart growth principles is addressed throughout the plan, specifically in the Land Use, Housing, Natural Resources, and Transportation Chapters of the plan.

Goal 2. To provide a strong and diverse economy that provides satisfying and rewarding job opportunities and that maintains high environmental standards, and to expand economic opportunities in areas with high unemployment or low per capita incomes.

The Economic Development chapter includes a discussion on current challenges and opportunities for the regional economy. The Regional Plan seeks to build on local existing assets to strengthen the economy. The Economic Development chapter includes a policy on promoting activities and development that contribute to a strong and diverse economy and providing satisfying and reward job opportunities for citizens in all parts of the region. This chapter also includes a policy on the supporting the creation of a variety of stable, year-round jobs with wages and other compensation that provide a livable income.

Goal 3. To broaden access to educational and vocational training opportunities sufficient to ensure the full realization of the abilities of all Vermonters.

The Educational, Cultural, and Recreational Resources chapter lists and discusses the early childhood, elementary, secondary, post-secondary and adult educational options that are located in the Windham Region. The chapter discusses the challenges facing the supervisory districts in terms of enrollment and aging school buildings. For the post-secondary and adult learning opportunities, the chapter notes the types of courses and/or training programs that each option provides. Also included is discussion of the workforce development program that is offered through the Southern Vermont Center of Excellence. To support this planning goal, the policies focus on supporting educational providers in addressing challenges.

Goal 4. To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians and bicyclers.

The Transportation Chapter provides a comprehensive and integrated plan to address the transportation needs of the region. The chapter includes separate sections and supportive policies to address public transit, rail, and pedestrian and bicyclist facilities. The chapter also addresses the interconnection between transportation, land use, energy, and resiliency planning. Detailed information is provided on planning for stormwater management for transportation systems to reduce impacts on surface waters.

Goal 5. To identify, protect and preserve important natural and historic features of the Vermont landscape, including significant natural and fragile areas; outstanding water resources, including lakes, rivers, aquifers, shorelands and wetlands; significant scenic roads, waterways and views; important historic structures, sites or districts, archaeological sites and archaeologically sensitive areas.

The Natural Resources chapter provides an overview of the different types and location of natural and fragile areas in the region, including state-designated areas, high elevation lands, bear habitats, deer wintering areas, cold water fish habitats, rare, threatened or endangered species, and critical natural areas. This chapter also discusses surface water resources, including lakes, rivers, aquifers, shorelands, and wetlands. The region's scenic resources, including mountain ridges, farmlands, historic villages, and shorelines are addressed in the Natural Resources chapter. Historic structures and sites are discussed in the Educational, Cultural, and Recreational Resource Chapter. The plan highlights the role of historic features in defining the character of the region and contributing to the quality of life.

Goal 6. To maintain and improve the quality of air, water, wildlife, forests, and other land resources.

The Natural Resources chapter includes strategies for maintaining and improve the quality of air, water, wildlife, forests, and other land resources in the Windham Region. This chapter has a separate section addressing air quality concerns and a section on the importance of mineral resources, but also the need to manage extraction activities. Wildlife resources are addressed generally in the Natural Resources, Fragile Areas, and Wildlife Resources, section of the chapter, with more detailed information on bear habitat, deer wintering areas, fish habitat, beavers, and wildlife corridors. The Natural Resources chapter includes information on the current basin plans within the Windham Region and their role in managing surface water resources. The plan discusses the importance of maintaining large forest blocks to protect ecological health and habitat corridors.

Goal 7. To make efficient use of energy, provide for the development of renewable energy resources, and reduce emissions of greenhouse gases.

This goal is addressed in the Energy Chapter of the plan. The chapter states that a primary purpose of the plan is to implement the 2022 Vermont Comprehensive Energy Plan and the 2021 Vermont Climate Action Plan. The chapter discusses current and anticipated future energy use for the Windham Region, specific renewable energy targets, and greenhouse gas emission reductions in the electricity, thermal, and transportation sectors. The chapter identifies goals and strategies under the pathways of Conservation and Efficiency, Land Use, Transportation, Renewable Energy Siting, and Equity in order to achieve these energy targets. Energy issues are also addressed within other chapters in the plan, specifically in the Land Use and Transportation chapters.

Goal 8. To maintain and enhance recreational opportunities for Vermont residents and visitors.

The Educational, Cultural, and Recreational Resources chapter discusses the importance that outdoor recreational opportunities have on the lives of Vermonters. In the Windham Region, resource-based opportunities include: ski resorts, individual hiking trails, multi-use trails, trail systems, state parks, and water resources. The presence of these resources serves to create the sense of place that the Region seeks to maintain and enhance, for its inherent value, value to residents, and the draw that it creates in our tourism economy.

Goal 9. To encourage and strengthen agricultural and forest industries.

The Windham Region has a long history of agricultural and forestry enterprises being an important component of the region's economic landscape. The Regional Plan highlights the significance of these industries as part of the future of the region in the Natural Resources and Economic Development Chapters. Policies in these chapters address the need to protect agricultural and forested land and strengthen the vitality of the working lands economy. The preservation of forest and agricultural lands is also addressed in the Land Use chapter through the regional future land use map and supporting policies.

Goal 10. To provide for the wise and efficient use of Vermont's natural resources and to facilitate the appropriate extraction of earth resources and the proper restoration and preservation of the aesthetic qualities of the area.

The Regional Plan balances the need for the human use of natural resources with the preservation of natural resources for non-human centric needs. Policies from the plan address protection, sustainable use, and restoration of lands that have been disturbed by the extraction of resources.

Goal 11. To ensure the availability of safe and affordable housing for all Vermonters.

The Regional Plan provides background information on housing affordability and quality in the region. Many households are cost burdened in the region and wages have not kept up with increased housing costs. The regional housing target analysis identified a significant need for affordable owner occupied and rental units. Housing quality is also a concern, especially due to the age of the housing stock. The regional plan directs higher intensity residential development towards downtown or village centers, planned growth areas, and village areas. The Regional Plan directs 60% of new housing to growth areas which are also the locations of higher density residential development, including single family, multi-family, and manufactured homes. These areas are located throughout the region. Single family and two family dwellings are encouraged throughout the region at various densities. Accessory dwelling units are promoted as a tool for encouraging affordable housing options.

Goal 12. To plan for, finance and provide an efficient system of public facilities and services to meet future needs.

The Community Utilities, Facilities and Services chapter focuses on the existing conditions, levels of service, and future needs of public and private utilities, facilities and services critical to supporting the health and wellbeing of our communities. The chapter specifically covers water systems, wastewater treatment systems, solid waste management, radioactive waste management (because of the presence of the former Vermont Yankee Nuclear Power Station in this region), emergency services, health care services and facilities, and communications infrastructure. Schools are covered in the Educational, Cultural, and Recreational Resources chapter. What is needed within each type of resource to maintain standards and support expected growth is discussed in each relevant sub-section.

Goal 13. To ensure the availability of safe and affordable child care and to integrate child care issues into the planning process, including child care financing, infrastructure, business assistance for child care providers and child care work force development.

The Economic Development chapter recognizes the importance of providing adequate childcare options to support a strong regional workforce. The Educational, Cultural, and Recreational Resources Chapter includes information on the current availability of childcare and unmet needs in the region. The chapter discusses the importance of affordable and high quality child care to support full employment, raise income levels, and provide development benefits for children. This chapter includes a policy on supporting efforts to increase the availability, affordability, and accessibility of childcare, in particular infant programs.

Goal 14. To encourage flood resilient communities.

Encouragement of directing growth to existing centers is discussed in the Land Use Chapter, as is the acknowledgement that many of the region's settlements are located adjacent to streams and rivers and are prone to flooding. This overlap of desire to develop compact settlements, but the vulnerability of many of them, is a challenge in the Windham Region. The Natural Resources Chapter includes information on flood vulnerable areas in the region, including floodplains and river corridors. This chapter also includes a discussion on regional and municipal flood resiliency strategies. The Community Utilities, Facilities, and Services Chapter addresses the existing infrastructure for regional emergency planning and the importance for flood preparedness and response planning at the regional and local level.

Goal 15. To equitably distribute environmental benefits and burdens as described in 3 V.S.A. Chapter 72.

As part of the Regional Plan update process, WRC completed a data and mapping exercise to identify environmental justice communities in our region. Using the Environmental Justice definitions as addressed in Vermont legislation, WRC produced a map, located in Appendix A, that highlights the communities in the Windham Region that have environmental justice concerns. WRC also pulled and analyzed data from five other social and environmental justice Federal and State tools to further help identify environmental justice issues in the region. WRC referred to the environmental benefits and burdens defined and statute and looked at the Windham Regional Plan's policies to see how they aligned with equitable distribution of environmental benefits and burdens throughout the region.

Required Elements of a Regional Plan – 24 VSA § 4348(a)

- (1) A statement of basic policies of the region to guide the future growth and development of land and of public services and facilities, and to protect the environment.*

The Introduction chapter includes a series of statements on the long-range shared vision for the region and a set of regional goals. Each chapter within the plan includes a set of policies that as a whole guide the future growth and development of land and development of public services and facilities, and protect the environment.

- (2) A natural resources and working lands element, which shall consist of a map or maps and policies, based on ecosystem function, consistent with Vermont Conservation Design, support compact centers surrounded by rural and working lands.*

The natural resource policies in the Windham Regional Plan use Vermont Conservation Design and ecosystem function principals as their base. The policies balance the preservation of natural resources with the need for growth and development in the region. Economic and social vitality is considered and the policies encourage that new development to support human/societal needs protect the natural environment to the extent possible. The Land Use policies and narrative in the Windham Regional Plan also address the balance between development and natural resource preservation. These policies encourage compact development centers surrounded by productive rural lands and important natural resource conservation lands.

Productive agriculture often relies on good quality soils as a basis for producing crops or raising animals. The Natural Resources chapter discusses the importance of preserving quality soils, and by extension, agricultural land, in the region. Natural Resources policies address the preservation of important soils. The Economic Development chapter addresses the importance of supporting land-based industries by focusing on the production, distribution, and marketing of agricultural and forestry products and programs. Future Land Use, as outlined in the Land Use chapter, encourages and supports development that maintains the region's historic settlement pattern of compact villages and town centers separated by rural countryside and forests, consistent with state land use law.

The Natural Resources Chapter addresses managing forest lands to maintain and improve forest blocks and habitat connectors. The natural resource policies, and the discussion in the natural resource chapter, highlight the importance of maintaining intact, healthy, large forest blocks and wildlife connectors. The policies help guide conservation and sustainable management of our forest resources.

The preservation of rare, threatened or endangered (RTE) species and natural areas are addressed through the narrative and policies in the Natural Resources Chapter of the Windham Regional Plan. Natural Resource Policies focus on the protection of RTE species and natural areas.

The Windham Regional Plan addresses the protection, maintenance, or improvement of water bodies throughout the region. In the Natural Resources chapter, policies specifically address water quality for surface and groundwater.

- (3) An energy element, including an analysis of resources, needs, scarcities, costs, and problems within the region across all energy sectors, including electric, thermal, and transportation; a statement of policy on the conservation and efficient use of energy and the development and siting of renewable energy resources; a statement of policy on patterns and densities of land use likely to result in conservation of energy; and an identification of potential areas for the development and siting of renewable energy resources and areas that are unsuitable for siting those resources or particular categories or sizes of those resources.*

This element is addressed in the Energy Chapter. The chapter discusses current and anticipated future energy use for the Windham Region, specific renewable energy targets, and greenhouse gas emission reductions in the electricity, thermal, and transportation sectors. The chapter identifies goals and strategies under the pathways of Conservation and Efficiency, Land Use, Transportation, Renewable Energy Siting, and Equity in order to achieve these energy targets. The plan includes maps showing the potential for solar and wind energy generation in the region, known and possible constraints in renewable energy generation siting, transmission and distribution resources and constraints, transportation infrastructure, and possible locations for siting renewable energy generation

- (4) A transportation element consisting of a statement of present and prospective transportation and circulation facilities, and a map showing existing and proposed highways, including limited access highways, and streets by type and character of improvement, and where pertinent, anticipated points of congestion, parking facilities, transit routes, terminals, bicycle paths and trails, scenic roads, airports, railroads and port facilities, and other similar facilities or uses, and recommendations to meet future needs for such facilities, with indications of priorities of need, costs, and method of financing.*

The Transportation Chapter includes a description of the region's existing transportation infrastructure and needed improvements. This includes highways, bicycle and pedestrian paths, freight rail, passenger rail, and transit routes. The Transportation Chapter includes recommendations on funding sources for municipal transportation infrastructure improvements. The plan includes maps showing the existing and future regional transportation network. The Implementation Chapter discusses the role of WRC in supporting towns with planning for transportation improvement projects.

- (5) A utility and facility element, consisting of a map and statement of present and prospective local and regional community facilities and public utilities, whether publicly or privately owned, showing existing and proposed educational, recreational and other public sites, buildings and facilities, including public schools, State office buildings, hospitals, libraries, power generating plants and transmission lines, wireless telecommunications facilities and ancillary improvements, water supply, sewage disposal, refuse disposal, storm drainage, and other similar facilities and activities, and recommendations to meet future needs for those facilities, with indications of priority of need.*

The Community Utilities, Facilities and Services chapter focuses on the existing conditions, levels of service, and future needs of public and private utilities, facilities and services critical to supporting the health and wellbeing of our communities, as well as considerations around planning for new facilities and infrastructure. The chapter specifically covers water systems, wastewater treatment systems, solid waste management, radioactive waste management (because of the presence of the former Vermont Yankee Nuclear Power Station in this region), emergency services, health care services and facilities, and communications infrastructure. Schools are covered in the Educational, Cultural, and Recreational Resources chapter. What is needed within each type of resource to maintain standards and support expected growth is discussed in each relevant sub-section. These facilities are shown on the Educational Facilities, Governmental Services, Health Care Social Services, and Utilities maps in the Regional Plan.

- (6) A program for the implementation of the regional plan's objectives, including a recommended investment strategy for regional facilities and services based on a capacity study of the elements in this section.*

The Implementation chapter includes a discussion on the ways by which the Regional Plan will be

implemented. This includes through municipal planning assistances, regional programs, regional planning studies, and coordination with state, regional, private, and non-profit entities. An Implementation Matrix is included in Appendix F and provides specific action steps WRC has identified to implement the plan in coordination with towns, state agencies, and other stakeholders. The Implementation Matrix is organized by plan chapter and identifies the lead entity and partners for each action step, priority level, and potential funding or resources.

- (7) *A statement indicating how the regional plan relates to development trends, needs, and plans and regional plans for adjacent municipalities and regions.*

The “Regional Plan in Context” section of the Implementation chapter addresses this requirement. In terms of the relationship between the Regional Plan and plans for towns in the Windham Region, WRC maintains an on-going consultation process with our towns regarding the town plan update process and consistency with the Regional Plan and state planning goals. WRC reviewed the regional plans for each of the adjoining regional planning commissions for consistency with the Windham Regional Plan with a focus on planning issues that span the regional boundaries, such as land use, transportation, economic development, and watershed planning. Since RPCs are in the process of updating Regional Plans to comply with the Act 181 requirements, this section will be revised and updated as needed before the final submission of the Windham Regional Plan. The Windham Regional Profile includes a discussion on development trends and changes in regional demographics since the last Plan update was completed. This data was analyzed and the findings incorporated into the separate chapters within the Plan and their respective policies.

- (8) *A housing element that identifies the regional and community-level need for housing that will result in an adequate supply of building code and energy code compliant homes where most households spend not more than 30 percent of their income on housing and not more than 15 percent on transportation. To establish housing needs, the Department of Housing and Community Development shall publish statewide and regional housing targets or ranges as part of the Statewide Housing Needs Assessment. The regional planning commission shall consult the Statewide Housing Needs Assessment; current and expected demographic data; the current location, quality, types, and cost of housing; other local studies related to housing needs; and data gathered pursuant to subsection 4382(c) of this title. If no such data has been gathered, the regional planning commission shall gather it. The regional planning commission’s assessment shall estimate the total needed housing investments in terms of price, quality, unit size or type, and zoning district as applicable and shall disaggregate regional housing targets or ranges by municipality. The housing element shall include a set of recommended actions to satisfy the established needs.*

The Housing Chapter includes information about housing needs and affordability. WRC consulted the SHNA, housingdata.org, U.S. Census and other resources when developing the Housing Chapter, as well as the municipal housing targets. See Appendix E for more information about how the regional housing targets were municipalized. The regional housing targets identify need based on various housing stock characteristics, including affordability, quality, unit size and geography. The housing policies section lay out strategies WRC will use to support new housing throughout the region. The Implementation Matrix in Appendix F identifies specific actions WRC will undertake to satisfy the housing need.

- (9) *An economic development element that describes present economic conditions and the location, type, and scale of desired economic development, and identifies policies, projects, and programs necessary to foster economic growth.*

The Economic Development chapter includes information on existing economic conditions for the region. The chapter discusses the current strengths of the regional economic and how to best build on those, including specific supportive policies. This chapter also includes information on how WRC collaborates with its local Regional Development Corporation, the Brattleboro Development Credit Corporation. The Land Use chapter guides economic development growth to appropriate locations, including downtown and village centers, planned growth areas, village areas, enterprise areas, transition/infill areas, and resource-based recreation areas.

- (10) *A flood resilience element that:*
- (i) *identifies flood hazard and fluvial erosion hazard areas, based on river corridor maps provided by the Secretary of Natural Resources pursuant to 10 V.S.A. § 1428(a) or maps recommended by the Secretary, and designates those areas to be protected, including floodplains, river corridors, land adjacent to streams, wetlands, and upland forests, to reduce the risk of flood damage to infrastructure and improved property; and*
 - (ii) *recommends policies and strategies to protect the areas identified and designated under this subdivision (A) and to mitigate risks to public safety, critical infrastructure, historic structures, and public investments.*

The Natural Resources chapter and the Water Resources Map together discuss and show the water resources, including flood hazard and fluvial erosion hazard areas, of the Region. The primary Flood Resiliency element of the plan is in Natural Resources chapter and includes language that encourages towns to develop policies and regulatory and non-regulatory local strategies to protect floodplains and river corridors. The Community Utilities, Facilities, and Services Chapter addresses the existing infrastructure for regional emergency planning and the importance for flood preparedness and response planning at the regional and local level.

- (11) *A future land use element, based upon the elements in this section, that sets forth the present and prospective location, amount, intensity, and character of such land uses in relation to the provision of necessary community facilities and services and that consists of a map delineating future land use area boundaries for the land uses in subdivisions (A)–(J) of this subdivision (12) as appropriate and any other special land use category the regional planning commission deems necessary; descriptions of intended future land uses; and policies intended to support the implementation of the future land use element using the land use categories as defined by 24 V.S.A. § 4348a(a)(12)*

The Regional Future Land Use Map shows all of the land use areas listed in statute. The Land Use chapter includes a narrative description of each land use area and the type and intensity of development that are appropriate in each. The policies in the Land Use chapter further support the implementation of these future land use areas.



**Windham Regional Commission
Guidelines for Municipalities on
Requesting Act 250 Tier 1 Exemption Status and
Revisions to Regional Future Land Use Map Boundaries**

The purpose of these guidelines is to provide municipalities in the Windham Region with information on the process for requesting Tier 1 exemption from Act 250 and for requesting revisions to the Windham Regional Plan Future Land Use Map boundaries.

Requesting Act 250 Tier 1 Exemption Status

Act 181 passed in 2024 and creates exemptions from the Act 250 permitting requirements for land development if certain criteria are met and a municipality elects to request the exemption. There are two exemption categories: Tier 1A and Tier 1B. Properties within a Tier 1A area are fully exempt from the Act 250 permitting requirements. For Tier 1B areas, only residential development with up to 50 dwelling units on 10 acres or less of land is exempt. The eligibility and application process for Tier 1A and Tier 1B are described below. Please contact WRC staff if you have questions about your town's eligibility or the application process.

Eligibility Requirements

Tier 1A – Full Exemption

To be eligible for Tier 1A status, all of the following criteria must be met:

- The area must be mapped as one of the following Regional Future Land Use Categories in the Windham Regional Plan: Village Center, Downtown Center, or Planned Growth Area.
- The town must have a municipal plan approved in accordance with 24 VSA 4350
- The town either needs to have adopted flood hazard and river corridor bylaws, or the proposed Tier 1A area must exclude flood hazard and river corridor areas.
- The town must have adopted zoning bylaws and subdivision bylaws.
- The town's land development regulations need to further Smart Growth Principles in 24 VSA 76A, adequately regulate the physical form and scale of development, and provide reasonable provisions for a portion of the areas with municipal sewer and water to allow buildings with a height of at least 4 stories.
- Compatible with the character of adjacent National Register of Historic Districts, National or State Register Historic Sites, and other significant cultural and natural resources identified by local or State government
- Town has identified and planned for maintenance of significant natural communities, and rare, threatened, and endangered species located in the Tier 1A area, or excludes those areas from the Tier 1A area
- Public water and wastewater, or planned improvements, have capacity to support additional development
- Municipal staff adequate to support coordinated comprehensive and capital planning, development review, and zoning administration

Tier 1B – Partial Exemption for Certain Residential Developments

To be eligible for Tier 1B status, all of the following criteria must be met:

- The area must be mapped as one of the following Regional Future Land Use Categories in the Windham Regional Plan: Village Center, Downtown Center, Planned Growth Area, or Village Area
- Municipal plan approved in accordance with 24 VSA 4350
- Permanent zoning and subdivision bylaws
- Adopted flood hazard and river corridor bylaws, or proposed Tier 1B area excludes flood hazard and river corridor areas
- Water supply, wastewater infrastructure, or soils that can accommodate a community wastewater system for compact housing development in Tier 1B area
- Municipal staff to support development review and zoning administration

Application Process

For Tier 1A exemption, the town will apply directly with the State Land Use Review Board. Towns can apply at any time following the approval of the Windham Regional Plan by the Land Use Review Board. For more information visit: <https://act250.vermont.gov/tier-1a-approval-process>.

For Tier 1B exemption, WRC can submit a request from a town with its adopted Regional Plan for Land Use Review Board approval. The Selectboard must first pass a resolution in support of requesting Tier 1B status. WRC can provide your town with a template resolution. Following the approval of the Regional Plan, stand-alone requests for Tier 1B area status can be submitted to the Land Use Review Board at any time after WRC holds a public hearing on the request. The Land Use Review Board is then required to hold a public hearing within 30 days after receiving the request and issue a determination within 30 days after the hearing.

Regional Future Land Use Map Boundary Update Process

While the Regional Plan is reviewed and updated every 8 years as required by statute, WRC expects the Regional Future Land Use Map will be updated more regularly in response to changing community needs. Following the adoption of the Windham Regional Plan, there is a process WRC and towns will need to follow to revise the Regional Future Land Use Map. The following describes the process for approving minor map amendments and all other map amendments that do not qualify as minor.

Minor Map Amendment

Minor amendments to the Regional Future And Use Map consist of any change in land use category impacting **fewer than 10 acres of land**.

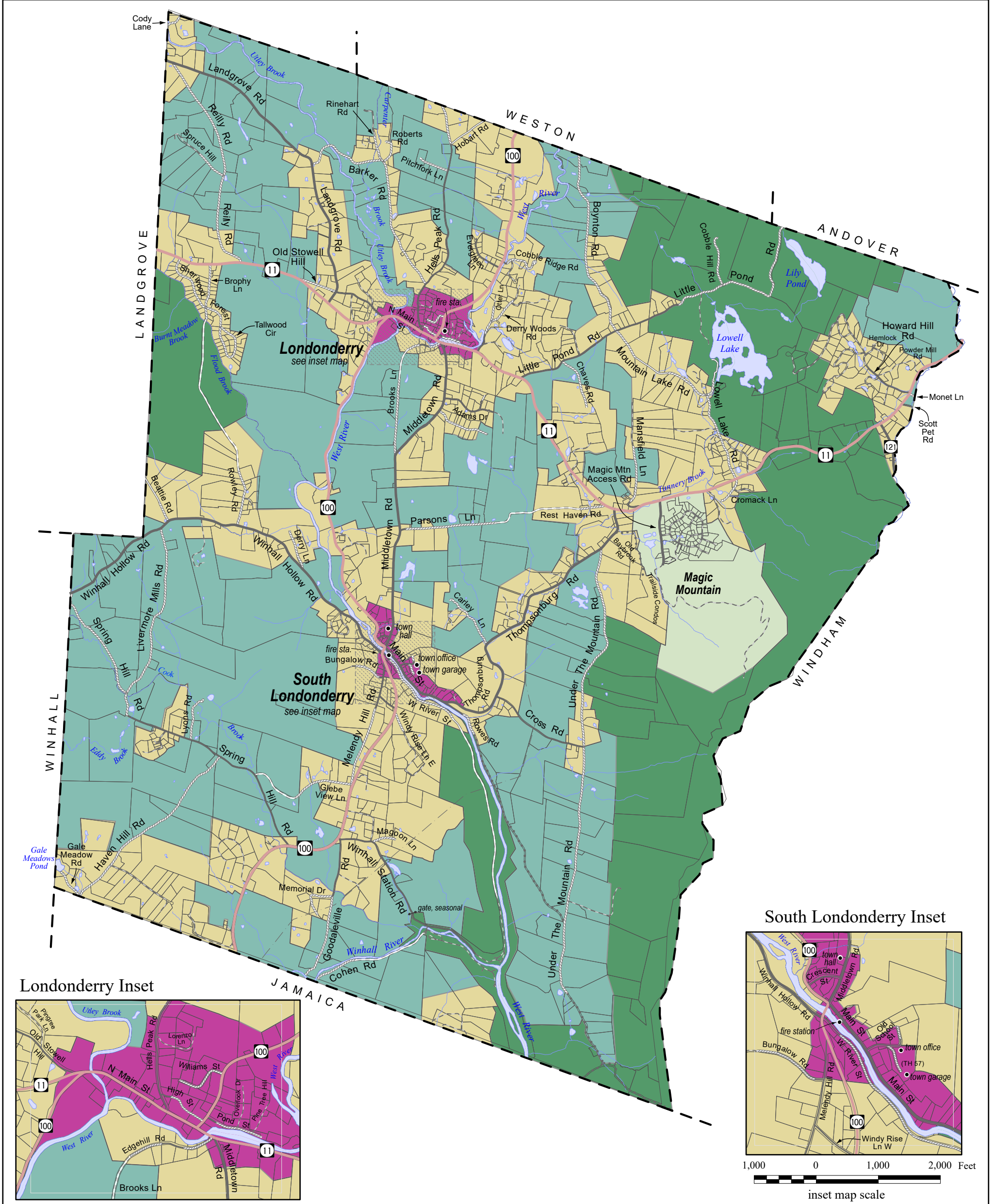
WRC may submit a request for a minor amendment to the boundaries of a future land use area for consideration by the Land Use Review Board with a letter of support from the municipality. The request may only be submitted after an affirmative vote of the Selectboard and WRC.

A minor amendment to future land use area boundaries does not require an amendment to a regional plan and will be included in the next iteration of the regional plan.

Non-Minor Map Amendments

Non-minor amendments to the Regional Future Land Use Map consist of a change in land use category impacting **10 acres of land or more**.

Towns may request WRC approve a non-minor amendment to the Regional Future Land Use Map. WRC is required to hold a public hearing on these types of map amendments before it considers approval. After adoption of the regional plan amendment, WRC must submit a request to the Land Use Review Board for an affirmative determination of regional plan compliance for the amendment. The Land Use Review Board is then required to hold a public hearing within 30 days after receiving the request and issue a determination within 30 days after the hearing.



Windham Region Draft Act 181 Future Land Use Map Town of Londonderry, Vt.

September 2026

- Resource-based Recreation Area
- Rural Agriculture and Forestry
- Rural Conservation
- Rural General
- Village Center

0.5 0 0.5 1 1.5 Miles

**Windham Regional Future Land Use Map - Revisions Made to First Draft of Plan for Second Draft Public Hearing
October 2, 2026**

Brattleboro	
<i>Land Use Area Description</i>	<i>Map Updates</i>
Planned Growth Area located to the west of Exit 3 on Interstate 91 along Black Mountain Road extending to SIT campus	This area was changed to Transition and Infill. A small area just north of the West River adjacent to I-91 was changed to Rural General
Planned Growth Area on Route 9 in West Brattleboro to Sunset Lake Road	The western portion of the Planned Growth Area along Route 9 was changed to Transition and Infill. One property on Sunset Lake Road was changed from Planned Growth Area to Rural General
Putney	
<i>Land Use Area Description</i>	<i>Map Updates</i>
Planned Growth Area on River Road South	The developed portion of the Landmark College campus was added to the Planned Growth Area on River Road South. Previously the campus was mapped as Rural General
Kimball Hill Road Village Area to Putney Central School	This area was changed to Planned Growth Area to be consistent with the other Planned Growth Area mapping along Kimball Hill Road extending from the Village Center
Westminster	
<i>Land Use Area Description</i>	<i>Map Updates</i>
North Westminster Village Area	Village Area around North Westminster Village Center changed to Rural General and Village Center
Westminster Village Area	Village Area on School Street changed to Village Center
Readsboro	
<i>Land Use Area Description</i>	<i>Map Updates</i>
Readsboro Village Center	Additional properties around Readsboro Village added to Village Center and Transition and Infill land use categories

**Windham Regional Future Land Use Map - Revisions Made to First Draft of Plan for Second Draft Public Hearing
October 2, 2026**

Rockingham

<i>Land Use Area Description</i>	<i>Map Updates</i>
Bellows Falls Downtown Center, Planned Growth Area & Village Area	Modifications were made to the boundaries of the Planned Growth Areas and Village Areas around Bellows Falls Downtown Center. The Downtown Center was expanded slightly to include the block bordered by Rockingham, Green, and Williams Streets. A portion of the Village Area on the northern end of Route 5 was changed to Transition and Infill Area.
Cambridgeport Village Center	Changed from Village Center to Hamlet

Grafton

<i>Land Use Area Description</i>	<i>Map Updates</i>
Cambridgeport Village Center	Changed from Village Center to Hamlet
Grafton Village Center	Grafton Village Center expanded east along Route 121 to Grafton Fire Station Property

Winhall

<i>Land Use Area Description</i>	<i>Map Updates</i>
Village Area on Route 30 west of Bondville Village Center	Changed from Village Area to Village Center
Residential Properties on Pearl Buck Drive	Rear portion of properties changed from Rural Conservation to Rural General
Snow Valley Property at the end of Snow Valley Road	Changed from Rural Conservation to Resource Based Recreation Area

Weston

<i>Land Use Area Description</i>	<i>Map Updates</i>
Weston Village Area	The Village Area on the west side of the West River was changed from Village Area to Village Center