

**Town of Londonderry, Vermont**  
**Selectboard**  
**Meeting Minutes**  
**Monday, September 18, 2023**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** Thomas Cavanagh, Melissa Brown, Taylor Prouty, and Martha Dale.

**Board Members Absent:** James Fleming.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe; Town Treasurer Tina Labeau; Town Clerk and Parks Board Chair Kelly Pajala; Planning Commission Chair Sharon Crossman; Planning Commissioner (and One Londonderry representative) Mimi Lines; Housing Commission Chair Patty Eisenhour; and Williams Dam Committee members Paul Hendler and Rachel Febbie. Others – Taylor Farm representative Mimi Wright; Business owners Myra Adams, Tom & Judy Platt; Beverly Jelley, and Center Merrill; One Londonderry representative Marlene Boyaner; Residents Sam Eisenhour, Mark Reilly, Jane Hewson, James Wilber, Bill Sinsigalli, Jennifer Ogden, Ron and Myrtle Bacon, and approximately six others; and GNAT camera operator Bruce Frauman.

**1. Call meeting to order**

Selectboard Chair Tom Cavanagh called the meeting to order at 6:00 PM.

**2. Additions or deletions to the agenda**

[1 VSA 312(d)(3)(A)]

None.

**3. Minutes Approval – Meeting(s) of 8/21/2023 & 9/11/2023**

Dale mentioned that in the minutes of the 9/11/2023 meeting, under matter regarding the Zoning Permit application for the pollinator garden sign, the vote was 3-2, and not 3-0 as shown, which should be corrected.

Brown asked that in the minutes of the 8/21/2023 meeting, a sentence be added to better clarify that the delinquent tax penalty is 8% and would now be shared 3% to the Town and 5% to the Delinquent Tax Collector, which is a change from it being 5% to the Town and 3% to the Delinquent Tax Collector

*Martha Dale moved to approve the minutes of the Selectboard meeting of 8/21/2023 and 9/11/2023, as amended, seconded by Melissa Brown. The motion passed unanimously.*

**4. Selectboard Pay Orders**

*Martha Dale moved to approve the pay orders for payroll and accounts payable, seconded by Melissa Brown. The motion passed unanimously.*

**5. Announcements/Correspondence**

Kelly Pajala noted that the Town Clerk’s and Treasurer’s Office would be closed on the afternoon of 10/12/2023 and the morning of 10/24/2023 for training.

Shane O’Keefe noted the following:

- The Transfer Station backhoe sold at auction for \$16,700, which is well above what was expected, and he suggested always using Auctions International for equipment sales.
- The Cobble Ridge Bridge repairs began last Wednesday, on 9/13/2023, and the bridge is expected to be open in a few weeks, well ahead of the deadline. He expressed thanks to contractor Wes Ameden for jumping right onto the project.

And he mentioned the correspondence included in the Board’s meeting packet was as follows:

- His letter of 9/14/2023 to neighbors in the Cobble Ridge/Stone Hollow on the bridge repair project status.
- A notice of award of \$6,000 from the Brattleboro Development Credit Corporation, dated 9/24/2023, for design costs of the Town Office reconstruction project.
- A letter from the VT Department of Buildings and General Services informing the Town of its approval of energy resilience assessments for the Town Office and the Town Hall, which could result in implementation grants of up to \$500,000 for energy improvements. He thanked Energy Committee Bruce Frauman for his efforts on that application.
- A notice from the VT Department of Health acknowledging the appointment of Rich Phelan as the Town’s Health Officer. He thanked Rich for volunteering for this position.
- A letter of thanks from Health Care and Rehabilitation Services of Southeastern Vermont for the Town’s annual voted appropriation to the organization (\$1,513).
- A letter from the Vermont League of Cities and Town requesting appointment of a designated voting delegate for its annual business meeting scheduled for 9/26/2023.
- The August monthly report from the Windham County Sheriff’s Office.

## **6. Visitors and Concerned Citizens**

Cavanagh, noting the number of attendees at the meeting, reminded the audience that the Board’s Rules of Procedure allow for up to three minutes of comment per person.

Rachel Febbie inquired about flood mitigation plans for the community in the short term, such as dredging the Mill Pond or redirecting the channel, and whether the Town is seeking funding from FEMA for this type of work, noting that dam removal would take a few years.

Cavanagh mentioned that previous permit requests to dredge the pond were not approved by the State, but Febbie mentioned the State river management engineer had explained to her that there are instances of such dredging that are allowed and that now may be the time to do that work. O’Keefe recalled that the 2022 dam study done for the Town indicated a dredging cost of ~\$150,000. Febbie noted that local contractors may do this work for a lot less, and Cavanagh clarified that none have come forward.

Sam Eisenhour spoke of his interest in working with the Town to establish a skate park at Pingree Park. He mentioned his involvement in establishing one in Manchester, and that he has attended Parks Board meetings of late to discuss this effort. It would be a long-term project done with private funds, he said, and would benefit the local community and be a positive influence on youth.

Mr. Eisenhour expressed an interest in the proper way of fundraising for this effort, and Dale suggested he work with the One Londonderry ways and trails group and possibly the Community

Fund for Londonderry as a funding conduit. He said that he was working with a not-for-profit entity that helps with fundraising for recreation efforts, and added that he welcomed participation from all groups, and thanked the Board for its time.

Center Merrill mentioned that he owns two buildings impacted by the recent flooding and that he had spoken to the Board last year about flood prevention needs. He noted he and his tenants have spent ~\$700,000 on fixing up after the most recent flood, and if the Town doesn't do something there will be no downtown. Dale spoke about an upcoming meeting with the State of Vermont to discuss long-term comprehensive flood mitigation planning.

Merrill mentioned the possibility of establishing retention ponds upstream of the villages as an opportunity to store flood waters to help mitigate flooding.

Cavanagh spoke about discussions with the State and Congresswoman Becca Balint about studying flooding from Weston to Jamaica as a single system.

Beverly Jelley noted that this recent flooding event was her third flooding experience and asked what the Town was doing to deal with this issue. She mentioned that she has yet to receive reimbursement from her flood insurance policy for her store, and that she does not have flood insurance for the residence next door. She asked for support from the Board or in the future there will be no businesses in the village.

Cavanagh responded by saying that the Town does support its local businesses, and added that the Williams Dam Committee is soon to issue a Request for Proposals seeking a consultant to look into flooding impacts should the dam be removed.

He spoke further about the Town's efforts to engage with the State and federal governments on flood mitigation planning. Prouty committed the Town's support for things that the Town has control over.

Pajala agreed to contact Rep. Balint to see about expediting flood insurance payouts locally.

Febbie inquired about ways to lower the water level, even a little bit, such as dredging the Mill Pond or changing the flow of Utley Brook. Funding for dredging was discussed, as was studies necessary for changing the course of Utley Brook. She suggested moving large stones in the West River to alleviate flooding. Prouty mentioned that the State has allowed for equipment work in rivers to be extended to deal with flood recovery efforts.

O'Keefe mentioned communication from Vermont Emergency Management seeking to meet with the Town to discuss the FEMA process.

Pajala noted that the Town of Weston is having discussions about possible removal of its mill dam and suggested that the Town connect with Weston on its efforts, and that there be a regional watershed approach to flood resilience.

## **7. Town Officials Business**

### **a. Parks Board – Approve interlocal agreement for the Mountain Towns Recreation Director position**

Kelly Pajala stated that the proposed interlocal agreement is before all of the Selectboards of the partner communities at this time, with the Towns of Winhall and Landgrove having signed already. Once signed by all Selectboards a certified copy of the agreement will be given to each Town.

She added that the Mountain Towns Recreation Director Advisory Committee is meeting soon to discuss the hiring process, that the recreation director job has been posted, and that there is one

application received so far. She said they hope to have a preferred candidate for an early October hiring.

Pajala thanked the Board for its support throughout the process of conception and eventual implementation of the regional recreation director concept, and said she looks forward to the many benefits the position will bring to the participating communities.

*Martha Dale moved to approve and execute the Interlocal Agreement between the Towns of Londonderry, Winhall, Landgrove, Weston and Peru relative to the employment of a Mountain Towns Recreation Director to administer recreational programs, services and activities for the inhabitants of the partner communities, seconded by Melissa Brown. The motion passed unanimously.*

Brown stated that this effort is a good example of working with other communities to solve community problems.

**b. Local Cannabis Control Commission – Application 2023-01: Consider VT Cannabis Control Board permit S-000004765, for an “Outdoor Cultivator Tier 1 Small Cultivator” on parcel #041010.000**

O’Keefe noted that there are statutory limitations on what information can be made public regarding cannabis-related businesses, and that the Board should be mindful of this.

Myra Adams presented information on her proposed outdoor growing operation which has been held up over the past year due to wetlands issues, but that she hopes to have her greenhouse set up for the next growing season. She said she’s hoping to proceed with excavation work in November, and will have everything in full compliance with applicable regulations. It was noted that the Vermont Cannabis Control Board approved this application last year and this is a renewal, but that because the Local Cannabis Control Commission was established in 8/15/2022, this is the first time this operation is coming before the Town.

*Taylor Prouty moved to grant a local control license to Myra Adams to operate a Tier 1 Outdoor Cannabis Cultivation Operation on property located at parcel #041010.000, subject to compliance with and adherence to all Town of Londonderry ordinances, regulations and bylaws at all times, seconded by Melissa Brown. The motion passed unanimously.*

**c. Planning Commission – Monthly update + Discussion of hybrid meetings for public bodies**

Sharon Crossman mentioned that the Zoning Bylaw was in its 4<sup>th</sup> year of development and there has been one Planning Commission public hearing so far. They are on version 5 of the Bylaw, and with some further changes to it they plan on a second public hearing in October. The Commission would then present the Bylaw to the Selectboard in November for further public input and the next steps in the adoption process. She spoke to the helpful participation in the process of various committees and staff members.

On the Village Wastewater Project, she mentioned that a public presentation with project experts will be held on the evening of 10/17/2023 at the Flood Brook School, which will be an opportunity for those with project questions and concerns to be heard. Crossman mentioned that the Committee is on track with the ARPA grant funding timeframe, with four properties presently being looked at for community wastewater systems, two in each village. Test pits at the sites are imminent. She spoke to the overall goals of the project and resultant community benefits.

Crosman spoke about the proposed south village master plan and main street study, and hopes to have a proposal from Stevens & Associates soon for the Commission to review and the

Selectboard to consider. O’Keefe mentioned that there was a set grant amount and the scope of work would need to match that figure.

She mentioned that the Commission had acquired the equipment to allow for remote meetings and had a recent dry run that went well. As the Commission is an appointed public body, the Selectboard must authorize remote meetings according to the Vermont League of Cities and Towns Open Meeting Law guidance, she mentioned. She added that the equipment could be used for other boards and committees.

Whether videos or fully or partially remote meetings needed to be recorded and kept as public documents was discussed. Pajala mentioned that the Town should have a retention policy and process for recorded meetings.

Whether to stop remote meetings if participants lose connectivity was discussed, and while it is not a requirement to do so, it was generally agreed that if it was member of the public body or host that is unable to participate then the meeting should be recessed.

Pajala suggested that the Town should provide Zoom meeting software accounts for all Town staff and boards that need to arrange for remote meetings instead of individuals relying on personal accounts. Dale asked for cost implications of this, and O’Keefe mentioned the cost was \$16/month per account.

Pajala suggested that there be uniformity in how remote or hybrid meetings are handled from an open meeting and public records standpoint by public bodies, and agreed to work on a Town remote meeting and recording policy for consideration by the Board.

*Martha Dale moved to authorize all public bodies to conduct their meetings in-person, via remote meeting software, or a hybrid of both in-person and with remote meeting software, at their discretion, provided all provisions of the Vermont Open Meeting Law are followed at all times, seconded by Taylor Prouty. The motion passed unanimously.*

Brown confirmed that meeting agendas must indicate whether there would be a remote attendance option.

Crossman spoke further about other very important initiatives in the community involving such things as housing, flood mitigation and dam matters, and noted that there is a lot going on in the community and emphasized the importance of citizens being engaged and involved. Dale echoed this and emphasized the importance of the collaboration between the non-profit and municipal efforts in the community.

## **8. Transfer Station/Solid Waste Management**

### **a. Updates**

Cavanagh noted again that the old backhoe is sold, and the new one is in use at the Transfer Station.

## **9. Roads and Bridges**

### **a. Updates**

### **b. Updates on storm damage and recovery**

Prouty mentioned that there is a delayed timeline for the Spring Hill Road culvert replacement as the new culvert is still being fabricated. This delay allows for the Cobble Ridge Road Bridge repairs to be accelerated, but the Spring Hill Road project will go quickly when the culvert is delivered.

He added that the Road Crew, despite Road Foreman Josh Dryden's time spent in numerous FEMA flood recovery meetings, is still out getting its regular work done. Prouty described the many hours of time being dedicated to very grueling FEMA damage assessment meetings, which will be followed by a number of other required process steps, the end result being to keep the overall recovery costs to the Town at a minimum.

Bruce Frauman thanked the Road Crew for their efforts to repair West River Road.

Prouty mentioned that there is a lot of effort and coordination going on behind the scenes to aid with the storm recovery work, and it was reiterated that the Road Foreman is very much involved so his on-the-road work has been limited. O'Keefe mentioned that engineer Everett Hammond is working on scopes of work of various projects. Prouty noted the great efforts of Bill Kearns to work on specific FEMA requirements, and Cavanagh mentioned that Londonderry is further along than other communities due to his familiarity with the process.

### **c. Review bids and award contract for storm-related road paving**

O'Keefe noted that an invitation to bid for storm-related paving repairs was publicly advertised and sent directly to a number of paving contractors, but that only one bid was received, presumably due to the high number of storm repair projects in the region at the time. The invitation required a site visit with the Road Foreman for contractors to be to be eligible.

It was explained that the project was bid out to include an area owned by the Champion Fire Company #5 on Main Street, but included an alternate bid removing that area so that the fire department can get an idea of its paving cost if they go with the Town's contractor. Springfield Paving of Claremont, NH bid \$312,175 for all work, but \$309,575 for just Town paving needs.

There was discussion about the contractor and the Board was generally comfortable with it. Prouty spoke to the effort it takes to mobilize, prepare and pave the large number of small work sites. He also spoke to general community paving needs and schedules, and O'Keefe added mention of the paving capital plan developed two years ago.

*Martha Dale moved to accept the bid from Springfield Paving for storm-related road paving, and to authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to provide the necessary services, seconded by Taylor Prouty. The motion passed unanimously.*

## **10. Old Business**

### **a. Discuss regulation of short-term rentals**

The Board reviewed written discussion points on regulation of Short-term Rentals (STR) submitted by residents Bill Sinsigalli and Jennifer Ogden, who went on to speak to matters that they believe the Board should be considering. Sinsigalli suggested the Board limit the expansion of STRs beyond what is typical, such as beyond a property owner's residence and accessory unit. He noted that near his home a property owner has acquired properties and is subdividing it and creating housing lots for the purpose of converting them to STRs, which he referred to a "Short-Term Rental Farm". He suggested some appropriate limits on the number of STRs that any one owner can operate. Ogden referred to information and policy statements from the Vermont Short Term Rental Alliance that suggest a waiting period for conversion of a home to an STR to limit negative impacts on housing.

Brown suggested that at this time the Board would like to get a better fix on the number of STRs in the community and the proposed ordinance will allow for that data collection. She spoke

about the change to seasonal rentals, where in the past visitors stayed for a ski season and became part of the community, while now there are mostly short stays with no community connection.

Sinsigalli spoke to limits of the Zoning Bylaw that presently allow for serial permits for STRs, that he recommends be changed.

Jane Hewson spoke of how quiet and beautiful the community is and the need to take risks to protect the rural nature of the town. She supported the reasonable creation of limited STRs for homeowners, but said the Town must protect against commercialization of residences where owners have no intention of living on the property and being part of the community.

O’Keefe noted that Vermont case law provides that the conversion of a single-family home to a STR does not constitute a change of use and therefore does not require issuance of a zoning permit. He also made clear that in a Zoning Bylaw previously authorized uses can be considered “grandfathered”, but under an ordinance there is no right to such a preexisting legal status.

Prouty expressed support to limiting expansive development of STRs in balance with the interest of homeowners seeking to generate income by renting out space. Cavanagh spoke of the need to not be too strict with an ordinance regarding ownership limitations or the Town could find itself in expensive court battles.

Crossman mentioned that the proposed Zoning Bylaw amendment is very light on the issue of STRs. Discussion of uses allowed in specific zoning districts were discussed.

Rachel Febbie mentioned that local ski house rentals have in fact changed with the establishment of Epic and Ikon ski passes allowing people to ski at various resorts under a single pass. She also spoke about her own ownership of an STR as being a way to get ahead. becoming upwardly mobile, and added that the Board should be careful not to impact people’s investments.

Patty Eisenhour spoke of the importance of better defining the threshold of STRs becoming commercial. Pajala spoke to the possibility of the Zoning Bylaw addressing use definitions that can help the overall structure of housing and STRs, and that the State may be helping with relevant definitions, but suggested that the Board should continue on with the ordinance adoption process. She added that communities that have adopted registry-type ordinances have seen successes and helpful results. Brown suggested changes to the definitions in the STR Ordinance to better define what an operator is.

Mark Reilly suggested zeroing in on a definition to clarify when someone’s hobby becomes a business.

The idea of limiting the number of nights that a STR can be rented out was briefly raised, and Cavanagh mentioned it had been considered previously but was not carried through in the proposed ordinance as administering this would be extremely difficult.

Dale raised the issue of workforce housing and suggested a scenario where an incentive can be built into the Town’s processes that would allow for an STR if a workforce housing unit is also built by a property owner.

Sharon Crossman suggested establishing a moratorium on issuing permits allowing for STRs, and it explained that it is single-family dwellings that are being permitted and that they are then being legally converted to STRs.

Cavanagh stated that the Town needs to get an ordinance on the books to create some regulatory framework. Brown noted that some tweaks need to be made to some of the terms of the ordinance in light of the new information, such as adding language on the definition of an operator not having multiple STRs and/or whether they can be owned by businesses as opposed

to only individuals. Cavanagh mentioned that the Board would need to confer with the Town Attorney on these type of changes.

Sinsigalli and Hewson inquired how a community group can suggest new language to be considered by the Board, and it was suggested that they can develop and submit language.

Ogden stated that it's a bigger issue that just Londonderry and people are exploiting and taking advantage of rural communities for the sake of commercialization.

The need to adopt an STR ordinance in short order was stressed and being an important first step for the community.

It was agreed that insofar as registration fees for STRs, the Board would not list actual fee amounts but instead would simply refer to the Board's authority to change such fees as they see fit by a vote of the Board instead of an ordinance amendment process.

The Board thanked the attending citizens interest in discussing STR issues.

**b. Discuss One Londonderry proposal for improvements to former Genser barn site**

Marlene Boyaner requested approval to go ahead with the plantings previously described to the Board on 5/15/2023, and to formally name the property as "Aiken's Corner". She reiterated that One Londonderry would not be fundraising this year in deference to storm recovery efforts, and that there was a commitment not to add to the Town budget for this project. Mark Wright has agreed to supply the plantings and landscaping installation at no cost.

Mimi Lines spoke to the history of the Aiken family from the History of Londonderry book, and mentioned that Capt. Edward Aiken served in the Revolutionary War and is buried in the Lowell Lake cemetery.

Cavanagh expressed strong concerns for pedestrian safety due to traffic congestion in the area and suggested traffic calming and safety measures. Dale referred to pedestrian safety improvements recommended in the North Village Main Street Study and Master Plan, and Lines suggested a sidewalk feasibility study be initiated.

Boyaner mentioned that she has received approval from VTrans for the project. Brown suggested moving forward with the project and addressing any issues as they come up.

*Melissa Brown moved to name the former Genser barn property located at the northeast corner of VT Routes 11 and 100, which is parcel #102026.000, as "Aiken's Corner", and to authorize plantings on the property as proposed by One Londonderry, provided all such plantings shall be maintained by and at the cost of One Londonderry, and such plantings shall not at any time be allowed to grow in such a way as to negatively impact traffic safety in the area, seconded by Martha Dale. The motion passed unanimously.*

**c. Discuss the Williams Dam**

Cavanagh noted that FEMA representatives have stated that because the Town has not maintained the dam over the years that FEMA will not cover the Town's efforts to address repairs necessitated by the recent storm-related flooding. There is a possibility that the agency will help pay all or some of the cost to determine impacts on flooding should the dam be removed. And Brown mentioned that the Williams Dam Committee is soon to issue a Request for Proposals for this study.



The Board discussed the flood damage inspection report provided by the Town's engineer, which noted there was not significant damage to the dam itself, though there was considerable scouring of roads on either side. It was reiterated that the dam is in poor condition.

**d. Discuss Burton roadside historic marker event at Williams Park, and related traffic control**

Cavanagh spoke about the unveiling of the historical marker sign for Jake Burton and the birth of snowboarding soon to go up at Williams Park and the wish to have a police presence to ensure safety due to its location at the edge of VT Route 11. There was a discussion on line striping and parking spaces and parking violations at the edge of the State highway.

*Martha Dale moved to allow for use of the Town contract with the Windham County Sheriff's Office for traffic control for the historic sign dedication event scheduled for the morning of 10/3/2023, at Williams Park and VT Route 11, and authorize the Town Administrator or Parks Board to submit an access permit with the State of Vermont Agency of Transportation, if necessary, seconded by Melissa Brown. The motion passed unanimously.*

**e. Ratify 8/21/2023 decision to approve an excess vehicle weight permit**

Because the Board voted on 8/21/2023 to grant a request for an excess vehicle weight permit when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote. Pajala noted that the permittee, Wilson & Lawrence, was blasting and installing a tennis court where a zoning permit had not been issued, and neighbors had contacted the Town Office and a zoning permit has since been applied for. It was agreed the lack of a zoning permit was the responsibility of the property owner.

*Taylor Prouty moved to ratify the Board's 8/21/2023 decision to approve the excess weight permit for Wilson & Lawrence, Inc., and to authorize the Town Administrator to execute the permit on behalf of the Town, seconded by Melissa Brown. The motion passed unanimously.*

**f. Ratify 8/21/2023 decision to amend the job description for the Minutes Taker position**

Because the Board voted on 8/21/2023 to amend the job description for the Minutes Taker position when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

*Martha Dale moved to ratify the Board's 8/21/2023 decision to amend the job description for the Minute Taker position to allow for remote viewing of the meetings by the employee, and to authorize readvertising the position accordingly, seconded by Melissa Brown. The motion passed unanimously.*

**g. Ratify 8/21/2023 decision to award a contract for storm damage exigency engineering services for the Williams Dam**

Because the Board voted on 8/21/2023 to award a contract for storm damage engineering services for the Williams Dam when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

*Taylor Prouty moved to ratify the Board's 8/21/2023 decision to 1) determine that inspection and possible repairs of the Williams Dam necessitated by the recent FEMA-declared flooding disasters are of an exigent necessity and require immediate attention to ensure the health, safety and general welfare of the community, 2) to acknowledge that the firm of DuBois & King, Inc. has already been under contract with the Town for engineering services related to*

*this facility, such contract having been secured via an approved competitive request for proposals solicitation process in keeping with the Town’s procurement policy, and 3) to acknowledge receipt of a scope of services for inspection and related engineering, and 4) authorize the Town Administrator to execute a consultant contract with the approved firm for these services, seconded by Martha Dale. The motion passed unanimously.*

**h. Ratify 9/11/2023 decision to authorize a zoning permit application for the pollinator garden at the Prouty property**

Because the Board voted on 9/11/2023 to authorized submittal of a zoning permit application for the Prouty property pollinator garden sign when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

*Melissa Brown moved to ratify the Board’s 9/11/2023 decision to authorize the submittal of a zoning permit application related to signage for the pollinator garden on the Town-owned Prouty Property, and authorize the Town Administrator to sign the application on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.*

**11. New Business**

**a. Appoint member(s) of the Londonderry Housing Commission**

The Board reviewed an application for appointment to the Housing Committee submitted by Mimi Lines.

*Martha Dale moved to appoint Mary Adams Lines to the Londonderry Housing Commission for a term extending to 6/30/2025, seconded by Melissa Brown. The motion passed unanimously.*

**b. Consider request for itinerant vendor permit and use of alcoholic beverages in a public place – Taylor Farm Fall Festival**

The Board reviewed a request for use of alcoholic beverages in a public place submitted by the Taylor Farm for fall festival planned for the afternoon and evening of 10/7/2023. Mimi Wright submitted an application for an itinerant vendor permit to the Board at the meeting.

*Melissa Brown moved to approve Itinerant Vendor Permit #2023-02 and grant a permit allowing the use and consumption of alcoholic beverages, to Jonathan Wright on behalf of the Taylor Farm for the Taylor Farm Fall Festival, scheduled for October 7, 2023 from 4:00 PM to 10:00 PM, seconded by Martha Dale. The motion passed unanimously.*

**c. Executive session – Discussion on a contract, per 1 V.S.A. 313 (a)(1)(A)**

*Taylor Prouty moved to find that premature general public knowledge of contract matters related to the Town audit of government structure will clearly place the Town of Londonderry at a substantial disadvantage, seconded by Melissa Brown. The motion passed unanimously.*

*Taylor Prouty moved to enter executive session to discuss a contract matter related to the Town audit of government structure, pursuant to Title 1, V.S.A. Section 313(a)(1)(A), and invite Tina Labeau and Kelly Pajala to attend, seconded by Melissa Brown. The motion passed unanimously.*

The Board entered executive session at 8:44 PM. Pajala and Labeau left the executive session and meeting at 9:44 PM, and the Board came out of executive session at 9:56 PM. No decisions were made.

**12. Adjourn**

*Melissa Brown moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.*

The meeting adjourned at 9:57 PM. The next regular meeting of the Selectboard is scheduled for 10/2/2023.

Respectfully Submitted,

Shane P. O’Keefe  
Town Administrator

*Approved October 2, 2023.*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair

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