

**Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Tuesday, November 4, 2025 – 11:00 AM
Town Hall – 139 Middletown Road, South Londonderry, VT**

Town Hall Renovation Committee Members Present: Larry Gubb (Committee Chair) Sharon Crossman, Mary (Mimi) Adams Lines, Liam Elio

Others in Attendance:

In Person: Aileen Tulloch (Town Administrator),

On Line: Anand Fedele, Assistant Planner, MERP Grant Project Manager for Windham Regional Commission (WRC).

1. Call meeting to order

Meeting was called to order at 11:15

2. Additions or deletions to the agenda:

None

3. Public Comments

None

4. Approval of Minutes:

Mimi made a motion to approve the minutes of September 4, 2025, Liam seconded. Minutes were approved unanimously.

5. Town Hall Municipal Energy Resilience Program (MERP) Grant implementation update:

- a. Anand reviewed two RFP's he had created. One entitled the ***"Town Hall Basement Waterproofing, Encapsulating, Air Sealing and Insulating."***, the other entitled ***"Window Efficiency Upgrades for the Londonderry Town Hall"*** (please see the attached draft documents for each).

The THRC discussed the potential of ongoing water leakage into the basement due to insufficient drainage on the north side of the Town Hall. Anand was not sure that work to solve that drainage concern would be covered under the grant, but would investigate. There was discussion about where insulation should be placed and be most effective. It was agreed the ceilings were important, and the basement crawlspace, adding a vapor barrier on the dirt floor of the basement. Mimi

mentioned a need for the vapor barrier to be heavy duty and durable. There was also discussion about how to insulate the walls with concern about the wooden interior wall covering and how to do a vapor barrier and concerns about the use of spray foam insulation in the walls and creating an airtight space without air exchange capacity. Aileen mentioned that adding air exchange equipment might solve several concerns. Insulation in the ceiling was thought to be important. There was the appearance of what might have once been a leak in the ceiling wood finish, if not an ongoing leak or some flaking of the finish on the wood that needed to be checked out to see what might have caused the condition and present a solution to correct what might be causing it if it is an ongoing condition and report if it was caused by a past condition that has been corrected. Anand reiterated that the MERP grant would cover costs on the existing structure with regard to protecting the envelope related to energy costs and how to reduce heat loss.

There was also discussion about what the Grant would cover regarding the Americans with Disabilities Act (ADA). An ADA accessibility assessment had been done by Jon Saccaccio. That assessment included a proposal with two options for the addition of a lift to the current exterior of the building at approximately \$65,000 for the lift and the addition structure. The MERP Grant allows for 20% of the total grant amount for the structure to be used for ADA accessibility work. Assuming a Grant amount of approximately \$200,000 for the Town Hall, this would mean \$40,000 of that amount would be available for ADA work. This would not be enough to cover the lift amount, nor the estimated total of \$94,000 for all ADA work.

The THRC had previously discussed the possibility of constructing an accessible restroom on the main level of the Town Hall in lieu of a lift, but in addition to creating an accessible restroom on the basement level where there are currently two non-accessible restrooms. The estimated \$40,000 available for ADA work would not cover the cost of both design and construction of a new accessible restroom, but may help pay for the cost of a design for such a restroom, if not a few additional ADA improvements, like some signage, possibly more, as a means to be prepared for further funding to construct the restroom.

The THRC then turned to discussion of the ***“Window Efficiency Upgrades for the Londonderry Town Hall”*** draft RFP. Anand reviewed the intent and scope of work and mentioned that the leaded glass transoms over the picture windows on either side of the entry present a difficulty in finding contractors that work on leaded glass. At the same time the THRC discussed the various types of windows in the building from historical buildings to newer windows and how to prioritize restoration and details as to how to both restore them, as well as make them more

energy efficient. The large windows in the main hall would have their glazing and mountings restored or repaired/replaced to meet a historical standard, but would also have an additional layer of glazing installed in channels over the existing glazing so each sash could remain operable. Screens were discussed, but deemed to not be a priority under this grant. The same would apply for the windows on the stage level. The windows on the upper balcony lobby area are not historically significant and the THRC agreed that these windows could be fully replaced with energy efficient windows that would match the size and appearance of the existing windows. The windows on the basement level currently have storm windows, perhaps not the most efficient, but enough to place these windows as last in priority.

This led to discussion of whether current exterior doors could be included in the MERP Grant work. Anand said that they were currently not included in the initial Grant, but he would check to see if they could be included at the same time he clarified any other questions about what work the Grant would cover, where the THRC had questions.

Anand planned to post RFP's in the next week, scheduling walk throughs with Contractors for November 20th or 21st. Walkthroughs with insulating companies Vermont Foam Insulation (VFI)/Fanum/Efficiency Vermont/Weatherization VT, would be needed. Liam asked if the basement work might be able to be done by different contractors. Aileen thought it would be better to ask contractors to break out several options for the work to be done and asked Anand to write up the changes to the scopes of work, as discussed. The THRC agreed. It also agreed that no addendums to the RFP's would be made. Aileen would act as point of contact for bidding information.

The THRC and Aileen would await information from Anand next week.

6. Other Business:

It was agreed by the THRC that further business and discussion of the balcony seating be postponed to a subsequent meeting, due to the cold temperature inside the Town Hall.

7. Schedule next meeting

The next meeting will be as required.

8. Adjournment

Sharon made a motion to adjourn the meeting, Mimi seconded, the THRC voted to end the meeting at 12:43 PM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved _____.