

**Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Wednesday, December 10, 2025 – 2:00 PM
Town Offices – 100 School Street, South Londonderry, VT**

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

Others in Attendance:

Online: Aileen Tulloch (Town Administrator), Anand Fedele, Assistant Planner, MERP Grant Project Manager for Windham Regional Commission (WRC).

1. Call meeting to order

Meeting was called to order at 2:02 PM

2. Additions or deletions to the agenda:

None

3. Public Comments

None

4. Approval of Minutes:

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

5. Basement Bids:

Anand reviewed two bids received for the MERP grant basement work. One from Vermont Foam Insulation (VFI) of Chester, VT and another from Builders Installed Products (BIP) of Westmoreland, NH.

The bid proposal from VFI included a site visit and review from a representative of VFI, while the bid proposal from BIP did not include a site visit. The VFI bid proposal, while more than double the bottom line as the BIP proposal, was more comprehensive in included items and a breakdown of costs and in some instances included more than the RFP required, but brought up some items which were listed in the Engineering Venture's Structural Review, dated January 1, 2021 and updated September 22, 2021. The review recommended a number of things relevant to moisture control and thermal insulation in the basement level of the building, both

the heated occupiable space and the crawl space area. Of particular relevance and pointed out by review by VFI were some loose stones on the loose laid stonework. The Engineering Venture's review recommended these loose stones should be infilled with grouted stones to stabilize those portions of wall. This was noted by the THRC as important to the overall proposed work as something that should be done prior to MERP grant work. The Committee agreed to seek out a masonry contractor to take a look and submit a proposal for doing this work, recognizing the cost would not be covered by the MERP grant.

Other aspects of the VFI bid included a sump pit and pump, as well as work to better isolate heat loss from the bulkhead by building an accommodation for an insulated door (also included in the bid). This would prevent heat from being lost through exterior bulkhead door. There was brief discussion of additional moisture removal work based on Engineering Ventures review, which included exterior drainage work around the foundation and some floor joist work in the stage floor area of the building, as well as posting work in the crawl space. Things that Anand suggested would not be covered by the MERP grant. The Committee recognized that these would have to be addressed at some point and expenses would come from the Londonderry building fund or other grant monies. It was mentioned that the exterior foundation drainage work should be done prior to the MERP grant work, if possible, as well as work done on improving the exterior bulkhead door. Funds for this work would have to come out of the Londonderry building fund or from some other grant or source. It was also discussed and agreed that this work could not take place till late spring/early summer.

Discussion returned to work that is relevant to the MERP grant bid proposals and what needed to be completed from non-MERP funds prior to proposed MERP work proceeding. The THRC discussed how the VFI proposal not only involved a site visit and review by their representative, but how their proposal was very complete and in several ways covered some recommendations by the Engineering Ventures review. Liam put forth a motion to **recommend to the Londonderry Selectboard approve the proposal submitted to the Town Administrator, by Vermont Foam Insulation (VFI) Dated 12-1-25 (proposal # 2624698) entitled "Insulation & Air Barrier Job Details", as work to be performed under the Town Hall Municipal Energy Resilience Program (MERP) Grant funding.** Mimi seconded the motion and the motion passed unanimously by the three Committee members present. Aileen will include the motion in the packet for the Selectboard meeting on December 15, 2025.

6. Window Bids:

The THRC then turned to discussion of the “Window Efficiency Upgrades for the Londonderry Town Hall” draft RFP. Anand reported that there were no bid proposals received for the windows, but he did receive some expressed interest from Adam Grimes window restoration located in Brattleboro and Pinnacle Door & Window in Marlboro, NH. Both said they could not do the work requested in the RFP, but could do restoration work on the sash replacing any single pane glazing where needed. Mimi asked why there appeared to be no proposal from the window restoration company she has been in contact with. Anand said an RFP may not have been specifically sent to them, but that he would contact and check with them with the information Mimi has. Anand also mentioned that area contractors that could do onsite restoration of the windows could save some money with regard to the cost of having a different contractor remove the windows, pack them up for shipping, shipping them, then reinstalling them upon their return.

Liam mentioned a company named “Indow” which laser measures windows and creates an interior storm that can be removed in warmer months and for ventilation.

The THRC agreed to review the product as an alternative to the original RFP asking for insulated glazing replacement for each pane. It was believed the cost savings would be substantial by using the Indow or a similar system. Mimi voiced her concerns about the appearance of plastic panels and whether they would be approved by the Vermont Division for Historic Preservation or the Preservation Trust of Vermont. Liam did a quick investigation that suggested they were approved for historic building application. The THRC agreed that it would be helpful to personally see some Indow installations, especially those that have been in place for several years to see how they wear and age. Anand recommended trying to secure a bid proposal for the windows as soon as we are able to secure an approval by the Selectboard then the necessary contract work between the Town and contractors.

7. BGS Update:

Anand said he would put together a scope amendment for funding through the Vermont Department of Buildings and General Services (BGS) grants for things like perimeter drain work, more attic insulation work, exterior door replacement and all things the THRC discussed that may not or would not fall under MERP grant funding.

There was discussion of whether wall insulation was necessary and what type should be used. The thought was that foam insulation with fire protection covering was practical for the crawl space area in the basement and a thin foam platform base for

cellulose insulation in the attic areas is suggested, but cellulose should be the type of insulation used above the platform base and in the walls. Insulating the exterior walls could be done from the exterior. Liam mentioned that the siding on the Town Hall may need to be assessed for possible replacement which may present another method of insulating while the walls are opened up, if any sheathing is also removed at the same time.

As discussed in earlier meetings, the exterior doors need replacing with newer and insulated doors that would meet historical approval.

The Engineering Ventures review and THRC discussion can help aid Anand's scope amendment.

Aileen mentioned that final billing and payment for the work on the Town Offices has yet occurred which has delayed knowing whether and what funds may be needed from the Town building fund to finalize that work. Once this is completed, the Town and the THRC will have a better idea of what remains in the building fund for work on the Town Hall and for potential grant funding local and Town matches.

8. Engineer Update:

Based on the THRC discussion of other agenda items, much of the Engineering Ventures review was discussed as it related to the MERP grant funding and BGS with the Committee realization that additional work beyond these two sources of funding remains to be done. Liam mentioned repair of slate roofing tiles. Larry said it was his understanding that roof repair work had been done by Four Seasons contractors. It may be worthwhile to check the contract and approval of their work to be certain. Aileen mentioned that floor finishing should be one of the last pieces of work to be done as there will be foot traffic on them while other work is being done.

9. Theater Chairs:

It was agreed by the THRC that further business and discussion of the balcony seating be postponed to a subsequent meeting. The seating was also mentioned in discussion of other work for the Town Hall as it will also likely be one of the last pieces of work to be done, following the finishing of the floors in the balcony, but funding needs to be found in order to refurbish the seating, prior to the last step of reinstalling the seats. Sharon and Mimi had volunteered to research potential sources of funding and a potential community appeal. Grants generally require some sort of match by the Town and until the Town Offices project expenses are final and paid, it has not been known what building fund monies may be available for potential grant match needs.

10. Set Next Meeting:

The THRC agreed to meeting as needed contingent upon receipt of further information from Anand on BGS scope amendment work and information from Aileen regarding final Town Offices construction billing and payments and an assessment of funds potentially available for Town Hall renovation work. It was agreed that unless there was an urgent need to meet before the new year, the THRC would try to meet early in January.

11. Adjourn:

Mimi made a motion to adjourn the meeting, Liam seconded, the THRC voted to end the meeting at 4:43 PM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved_____.