

**Town of Londonderry, Vermont**  
**Town Hall Renovation Committee**  
**Meeting Minutes**  
**Thursday, January 22, 2026 – 1:00 PM**  
**Town Offices – 100 School Street, South Londonderry, VT**

**Town Hall Renovation Committee Members - In Person:** Larry Gubb (Committee Chair), Mary (Mimi) Adams Lines, Liam Elio

**Others in Attendance:**

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

Londonderry Town Hall Renovation Committee

Project Meeting Summary and Action Report

**Prepared by:** [AI-generated summary based on meeting transcript]

**Meeting Overview**

The committee convened to review progress and next steps for the Londonderry Town Hall renovation project. Discussions focused on the **window restoration and insulation scopes of work, funding status, and coordination with the Windham Regional Commission (WRC).**

Participants included **representatives from the Windham Regional Commission**, and other committee members. The meeting covered both **technical decisions** and **administrative actions** related to the **Municipal Energy Resilience Program (MERP)** funding .

1. **Meeting called to order** at 1:08 PM.
2. **Additions and Deletions:** None
3. **Public Comments/Visitors:** None
4. **Minutes Approval:** Mimi made a motion to approve minutes of 1/7/26 meeting, Liam seconded, approved unanimously.

**5B. Window Restoration and Storm Window Plan** (Committee agreed to discuss windows first, wall and attic insulation, after)

**5.B1 Scope of Work Review**

- **WRC** presented a near-final draft of the **window restoration RFP**.
- The RFP focuses on **restoring 12 historic first-floor windows** and **weatherizing non-historic upper windows**.

- **Optional inclusion:** Contractors may quote **interior storm windows (e.g., INDO inserts)** as a separate line item .

### **5.B2 Key Technical Notes**

- **Front reception windows:** Identified as **fixed, non-operable leaded glass**; corrections will be made in RFP section 2.1B.
- **Paint color:** Committee discussed the possibility of reverting to a **historic green-and-white color scheme** based on old photographs. Decision deferred until restoration reveals underlying paint layers.
- **Basement and balcony windows:**
  - Basement windows: Already double-paned with storms; no major changes needed.
  - Balcony lobby windows: Non-historic, single-pane; recommended for **replacement** rather than restoration.
- **Attic window above balcony:** May be original; to remain and be restored .

### **5.B3 Storm Window Discussion**

- Consensus to **avoid exterior metal storm windows** due to poor aesthetics on historic façade.
- **Interior INDO inserts** preferred for energy efficiency and minimal visual impact.
- **Cost estimates:**
  - Large main windows: ~\$1,002 each
  - Smaller stage windows: ~\$842 each
- **Installation and storage:** To be handled in-house if feasible; concern raised about storage space for removed panels .

### **5.B4 RFP Timing and Distribution**

- **Posting goal:** January 27, 2026 (Monday).
- **Bidder walkthrough:** Scheduled for **Wednesday, February 4**.
- **Distribution:**
  - WRC to send RFP to known contractors (e.g., Casey Carmichael, Adam Grimes, Tom McLaughlin).
  - Liam to post on VLCT website, local journal, and town website .

## **5A. Wall and Attic Insulation Plan**

### **5.A1 Building Envelope Strategy**

- Discussion centered on **balcony lobby insulation, attic ventilation, and removal of old fiberglass insulation.**
- Plan to construct a **drop ceiling** in the balcony lobby to allow for blown-in cellulose insulation above.
- **Ventilation plan:**
  - Cut soffit vents around main roof perimeter.
  - Add a **gable vent** above the front entry peak to connect airflow between new and existing attic spaces .

#### **5A.2 Wall Insulation Options**

- Current walls are 2x4 framing (approx. R-7 to R-8).
- Proposed to **add a secondary offset 2x4 wall** for increased depth (≈7 inches total) and reduced thermal bridging.
- Alternative: Sister 2x6 studs to existing framing for moderate R-value improvement.
- **Backstage walls:** Some open stud areas to be closed off before insulation .

#### **5A.3 Attic Work Sequence**

1. Remove scrap lumber and debris.
2. Contract remediation team to **vacuum out existing fiberglass.**
3. Construct new **catwalk and hatches** (two vertical, R-50 insulated).
4. Blow in **cellulose insulation (target R-50, ~15 inches).**
5. Verify ventilation and air sealing .

#### **5A.4 Compliance and Funding Notes**

- **Spray foam prohibited** in historic structures per VDHP; cellulose confirmed as acceptable.
- **MERP eligibility:**
  - Insulation and window restoration clearly covered.
  - Drop ceiling and wall build-out may require justification letters linking them to energy efficiency outcomes.
- **WRC to consult BGS** on eligibility before finalizing insulation RFP .

### **6. Construction and ADA-Related Work**

#### **6.1 General Construction Tasks**

- **Bulkhead replacement:** To improve drainage and prevent siding splatter.
- **Basement hatch:** Redesign for better access and sealing.

- **Back door awning:** Deteriorated; replacement recommended.
- **Front entry awning:** Damaged by vehicle impact; repair needed.
- **Doorway updates:** ADA-compliant front door to be re-hinged on left side .

**6.2 ADA and Entryway Concerns**

- Committee questioned whether the **front landing** meets ADA 5-ft clearance requirements.
- Possibility of **replacing concrete ramp** discussed, though likely outside MERP scope.
- WRC confirmed **door replacement and weatherization** may be eligible under ADA improvements .

**7. Funding and Scheduling Updates**

- **Select Board feedback:** Supportive of \$200,000 request; expect ~\$150,000 allocation to maintain fiscal flexibility.
- **March 2026 Town Meeting:** Article to be warned for funding approval.
- **Cash flow strategy:** Potential **short-term loan from Cemetery Commission** to begin spring work before July reimbursements.
- **Priority start:**
  - Drainage and hatch work can begin early spring.
  - MERP-funded insulation and window restoration to follow .

**7.1 Decisions and Action Items**

	Action Item	Responsible	Due Date	Notes
1	Finalize and post Window Restoration RFP	WRC / Liam Elio	Jan 27, 2026	Include INDO insert language
2	Conduct bidder walkthrough	Committee	Feb 4, 2026	Town Hall site
3	Verify MERP eligibility for insulation-related construction	WRC	Before insulation RFP finalization	Consult BGS
4	Draft insulation RFP (revised)	WRC	TBD	Incorporate drop ceiling and

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				ventilation details
5	Develop cost estimates for bulkhead, hatch, awnings	Nestor (Hunter)	Early Feb 2026	Feed into general construction RFP
6	Coordinate with Select Board and Cemetery Commission on early funding	Liam / Tina	March 2026	Prepare borrowing plan
7	Prepare follow-up letter to BGS justifying build-out as energy-related	WRC	TBD	To secure MERP approval

**8. Next Steps**

- Proceed with **window RFP posting** and **contractor outreach** immediately.
- WRC to **revise insulation RFP** after consulting BGS and Vermont Foam.
- Committee to reconvene once draft construction cost inputs are received from Nestor.
- Continue coordination with Select Board for **funding approval at Town Meeting** .

**9. Adjournment**

Meeting concluded at approximately **2:15 PM** after covering all agenda items.

Next meeting to be scheduled following RFP postings and contractor responses.

**End of Report**

*(All information derived directly from the January 22, 2026 Londonderry Town Hall Renovation Committee meeting transcript.)*

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved \_\_\_\_\_