

**Town of Londonderry, Vermont  
Town Hall Renovation Committee  
Meeting Minutes  
Wednesday, January 7, 2025 – 2:00 PM  
Town Offices – 100 School Street, South Londonderry, VT**

**Town Hall Renovation Committee Members (Present):** Larry Gubb (Committee Chair), Mary (Mimi) Adams Lines, 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 2:09 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 December 10, 2025, Mimi seconded. Minutes were approved unanimously.

**5. Overview of Budget**

Anand began with review of the comprehensive budget he compiled and broke down into 9 categories for work to be completed under the MERP grant and available funds for the Londonderry Town Hall.

The categories were as follows:

1. Basement Insulation & Water Management
2. Attic Insulation and Air Sealing
3. Wall Insulation and Air Sealing
4. Attic Hatch (Installation of 4 insulated hatches)
5. Window Installation and Storm Install
6. ADA Upgrades
7. Soft Costs
8. Contingency

## 9. Project Buffer/Surplus

The THRC discussed each aspect of each category in order to provide Anand with some clarification going forward and putting together bidding documents. The plan was to aim for doing non-MERP grant work from early to mid-July based on a new fiscal budget year and the availability of non-MERP grant funds in order to complete work (as recommended by an earlier Engineering Ventures report) which was deemed necessary to be done prior to and in preparation for identified MERP grant work.

There was discussion around what was believed to be the depletion of the Town Building Fund for completion of the work done on the Town Offices and whether voters would vote to replenish that fund with a request for \$200,000 in order to keep the Town Hall Renovation Project and other building maintenance moving forward and allow for a request of a reduction to the previous amount asked for over recent years, of \$100,000 should \$200,000 not be approved. The Committee agreed that this would allow work to continue on the Town Hall so that it would not lose the MERP grant funding, due to lack of funds to proceed with non-MERP grant work which was necessary to be completed in conjunction with MERP grant funded work. Certain work which would not be funded by the MERP grant needs to be completed prior to and as necessary for the MERP grant funded work to proceed. A budget needs to be prepared for the cost of the non-MERP grant funded work so a request can be made by the THRC to the Selectboard for the necessary funds. Anand said that although putting together a budget for this work is not directly related to MERP, he would help construct a budget as the work is related to allowing the MERP grant funded work to proceed. The Town would also research other sources of funding for Town Hall work.

## 6. Overview of Schedule

The THRC identified several things that needed to be done before the MERP work could commence. It was believed that there would be some structural value to the foam insulation in the basement area where some stones have been reported as loose. A perimeter “footing” drain was also deemed necessary to be done either prior to or commensurate (if possible) with some of the interior basement insulation work. The foam insulation work in the basement requires non-occupation of the building for a two-week period once the foam is in place. This may be a good period for work on the exterior perimeter drain, if it did not disturb or interfere with the foundation foam work and non-occupation of the building after the foam work was done. At the same time the perimeter drain is being done repairs can be done on the exterior of the foundation in the area of the leaks in the current restroom areas of the basement. A lead time to the foam insulation installers of 3 weeks was also discussed as part of coordination of the scheduling of the work in conjunction with non-MERP funded work and the availability of building fund funding from the Town.

## 7. SOW (Scope of Work) for Insulation

Anand indicated he had been in contact with the State Division of Historic Preservation regarding their recommendations for the use of foam insulation on wooden parts of the structure and their recommendation suggested that it was okay to use a thin layer of foam as a sealant in the interior side of wall and roof sheathing or attic side of ceilings, but not use foam as the actual insulation.

They recommended cellulose in the walls and on top of ceilings. This means additional accommodation and preparation of areas where access is needed across insulated ceilings and around hatch areas where boxing the hatch opening to the depth of the insulation would be needed. The sealing and insulation would be covered under MERP grant funding but not the work required for boxing out hatchways or building platforms where required for access across insulated areas. The foam insulation contractors also recommended removing permanently or temporarily the stairway into the crawlspace at the front entry side of the building.

## **8. SOW for Windows**

As yet there has been no bid received for proposed historic window restoration. All present at the meeting thought that the Indo storm insulation panels were an acceptable form of adding insulation value to the windows. Liam had an estimate of approximately \$1,200 ea. for the 10 windows that need the Indo panels, meaning an overall cost of approximately \$12,000. A question arose as to whether to place the panels on the exterior or the interior and whether to have 2 panels (one for each sash) for each window so they may possibly remain operable or creating only one large panel per window. If the panels were removable, whether large or broken into two, the windows could still be operable, but any weight and pulley system to hold them open would no longer exist, so some manner to hold them open would have to be substituted. For the historic sash restoration, the THRC recommended seeing if potential contractors could provide a breakout of costs for doing the work onsite or for pulling the windows and doing the work offsite, so that there could be a comparison of costs.

## **9. ADA (Americans with Disabilities Act)**

There was discussion about various ADA compliance needs throughout the building as identified by in a report by Architect Jon Saccaccio and what could be covered under the ADA portion of the MERP grant funding. One important item was the front entryway and the size of the entry stoop to meet ADA requirements. Other discussion was centered around using a portion of the funds to secure a design for an ADA compliant restroom at the main entry end of the building.

## **10. Contracting**

Discussion continued about finding contractors to complete non-MERP work as soon as funding was available, assuming a replenishing of the building fund and approval of a budget by the Selectboard.

Scheduling is needed and planning for doing MERP and non-MERP funded work and coordinating where they can be done at the same time and where other parts need to be scheduled ASAP after.

There was also discussion of use of the building by Theater companies during the summer and Liam mentioned it is the bad weather venue for music Monday's. Liam suggested that this year, the building should be shut down after the fiscal funding year to reserve use of the space for MERP and other work. There was a short discussion about the refurbishing of the seating for the balcony, which in prior THRC meetings was something to be done in the future as other pieces of work on the

Town Hall were completed in preparation for placing them back on the balcony once their refurbishment has been completed.

**11. Set Next Meeting:**

Anand asked if another meeting this month might help complete answering some of the questions we had not been able to answer fully in this meeting. No definitive date was decided upon, but tentatively the THRC was left with the thought of trying to schedule another meeting for late January.

**11. Adjourn:**

Mimi made a motion to adjourn the meeting, Liam seconded, the THRC voted to end the meeting at 4:20 PM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved \_\_\_\_\_.