

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Thursday, February 12, 2026 – 9:30 AM
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:

In Person: Aileen Tulloch, Londonderry Town Administrator

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 Summary

The meeting focused on discussing the town hall renovation project and prioritizing upcoming work. The group reviewed the status of window restoration bids and discussed potential next steps for other projects. They debated whether to hire an architect or engineer for the project, considering the need for HVAC and structural assessments. The team also addressed concerns about timing and funding, particularly regarding Municipal Energy Resilience Program (MERP) Grant money. They concluded by discussing the potential impact of construction work on Walker Theater's use of the space and agreed to gather more information from previous consultants before making further decisions.

1. **Meeting called to order** at 9:38 AM.
2. **Additions and Deletions:** None
3. **Public Comments/Visitors:** None
4. **Minutes Approval:** Mimi made a motion to approve minutes of 1/22/26 meeting, Liam seconded. Minutes were approved unanimously.

5. Window Update

Window Restoration Bid Review Meeting

The THRC discussed the window restoration project, including a recent bidder site visit that attracted four potential contractors. They reviewed an addendum that was issued based on bidder questions, particularly regarding window functionality and hardware requirements. The group agreed to meet on Tuesday to review the bids, which are due Friday, with the goal of making a recommendation to the Select Board before their next meeting. They also considered bringing in a consultant from the State Historic Preservation Office to help evaluate the bids.

VDHP Bid Review Meeting Planning

The group discussed scheduling a meeting with the Vermont Division for Historic Preservation (VDHP) to review bids for a preservation project. They decided to wait for VDHP's availability rather than rushing to meet on Tuesday. Windham agreed to contact Will at VDHP to find a suitable time, with the group tentatively planning for the week of February 23-27. They concluded that VDHP's input would be valuable for technical insights on the proposed scopes, and Liam suggested slowing down the process to ensure thorough review.

Town Hall Construction Projects

The group discussed necessary construction tasks for the town hall, including building a ceiling for insulation, installing gable ventilation, and addressing potential heat register issues. They considered hiring an architect or engineer to assess the building's needs and determine if further code compliance is necessary. The team agreed on three immediate projects: installing a perimeter drain and foundation repair, replacing windows, and adding a basement liner foam, which they believe can proceed without an architect. They also discussed the possibility of installing a sprinkler system and the need to investigate the town hall's septic system.

Project Prioritization and Budget Planning

The group discussed prioritizing future projects, with perimeter drain and foundation repairs identified as the next viable tasks. They agreed to hire a plumber to investigate the basement drain and septic system before any digging begins, as this work is funded by the cemetery commission. The THRC also considered whether to continue with insulation and balcony redesign work, or pivot to hire a professional for assessments and design. Anand explained there is a dedicated budget of \$38,000 for soft costs, with \$10,000-\$15,000 available for design work, and emphasized the importance of clearly defining the scope to keep costs down.

6. Design Professionals

Engineering and Architectural Project Planning

The group discussed the need for engineering and architectural expertise for a building project. They agreed that an engineer, potentially Chris Cole whom the THRC and Town has

worked with previously, would be suitable for most aspects of the project, while an architect would be needed for specific tasks like bathroom design. The focus was on organizing systems and creating a program that aligns with their timeline and budget constraints, including MERP funding. They emphasized the importance of being shovel-ready and integrating work covered by different funding sources.

Building Project Planning and Assessment

The group discussed the next steps for a building project, focusing on gathering information and planning. They decided to create an RFP for engineers to assess the building's issues and prioritize work. Liam will review old reports and reach out to Chris and Jon Saccaccio (Architect) for insights. They also considered the impact of construction on Weston Theater's use of the space and discussed potential timing for various projects. The group agreed to meet again to discuss a draft RFP Larry will prepare.

7. Next Steps

1. Windham: Contact Will at VDHP to determine his availability and preferred method for reviewing window restoration bids (in-person meeting or remote review), and coordinate scheduling a meeting with the group and VDHP for the week of the 23rd-27th, targeting Thursday the 26th at 10 a.m.
2. Liam: Dig into old reports from Chris Cole and Engineering Ventures to review previous findings, cost structures, and recommendations, and bring relevant information to the next meeting.
3. Liam: Reach out to Chris Cole and Jon Saccaccio to gather any free advice or information on next steps, project priorities, and feasibility of engaging an engineer or architect in the near term.
4. Larry: Put together a draft RFP for engineering services (scope: initial consultation/plan to organize issues, priorities, and next steps), to be discussed at the next meeting.
5. Liam: Send out the most recent version of Anand's project list/memo to ensure all participants have the latest information for planning next steps.
6. THRC: Investigate the current status/location of the septic system and basement drain, potentially by engaging a plumber, before perimeter drain/foundation excavation begins.
7. Liam: Prepare RFP for perimeter drain and foundation repair (including masonry and excavation in sections), and send to Aileen for distribution within the next week.
8. All: Schedule and attend next meeting on Thursday, 26th at 10 a.m. to review window bids with VDHP input and discuss next project steps.
9. Liam & Larry: Read through old reports and reach out to Chris and/or Jon to inform next steps for engineering/architectural consultation

8. Adjournment

Meeting concluded at approximately **10:58 AM** after covering all agenda items.

Next meeting to be scheduled following contractor bid responses.

End of Report

(All information derived directly from the February 12, 2026 Londonderry Town Hall Renovation Committee meeting transcript.)

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved _____