

**Town of Londonderry, Vermont**  
**Town Hall Renovation Committee**  
**Meeting Minutes**  
**Thursday, February 26, 2026 – 10:00 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), Will Gansle, Historic Resources Specialist, Architecture, Vermont Division for Historic Preservation.

Londonderry Town Hall Renovation Committee

Project Meeting Summary and Action Report

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

**Meeting Summary**

**Summary**

The meeting focused on reviewing and comparing window restoration bids from Hunter and Valley companies, with discussions about exterior vs interior storm windows and concerns about contractor expertise. Will provided historical restoration guidance, while the committee and Anand evaluated cost differences between the two bidders. The group decided to seek additional references from both companies before making a final decision, with plans to reconvene on Monday, March 3, 2026 to finalize the selection. The discussion also touched on architectural services, with a proposal from Vermont Integrated Architecture for a master plan at \$20,000, though concerns were raised about whether this was sufficient given the project scope.

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 2/12/26 meeting, Liam seconded. Minutes were approved unanimously.
5. **Window Bid Evaluation Discussion**

The committee discussed window bids and Will provided feedback on the RFP and bids received. He noted that costs were in line with inflation expectations and suggested not automatically selecting the cheapest or most expensive bid. Will recommended Valley Restoration based on his positive experience with their representatives, though he acknowledged not having direct experience with their window team. The committee also briefly discussed adding Larry's wife to the committee, pending her formal application.

**6. Window Restoration Bid Review**

The group discussed bids for window restoration work, with Mimi noting that a previous estimate from a different vendor came in at \$45,000 but were not included in the current RFP. Anand and the committee agreed to consider the bids they have and move forward, while also discussing the broader context of the project and whether to allocate funds to the window restoration work.

**Architecture Partnership and Cost Discussion**

The group discussed architecture firm partnerships and costs for a building project. Liam shared insights from a conversation with an architecture firm, emphasizing the benefits of working with a general contractor like GPI, despite potential markup on estimates. Anand and Liam considered Vermont Integrated Architecture, founded by Andrea Murray, for the project. Murray proposed a master plan costing around \$20,000, which includes site visits, 3D photography, drawings, code review, and a strategic approach involving engineers. The group debated whether this cost would cover future adjustments and detailed design work, but Murray was unsure about additional design fees.

**Architectural Fee and Master Plan**

Anand expressed concerns about the proposed \$20,000 architectural fee being too low for a \$350,000 project, suggesting it might be more appropriate to aim for \$40,000. Liam emphasized the importance of determining whether the project is in the design or implementation phase, noting that a master plan could help secure grant funding. The THRC discussed the benefits of creating a comprehensive master plan, which would be less detailed than full construction drawings but would provide a general outline for the project. They also considered the timeline for completing the project, with Larry highlighting the need to adhere to the MERP grant timeline and ensure that certain preparatory work is done.

**MERP Grant Work Prioritization Plan**

The group discussed prioritizing the MERP grant work over optimal project sequencing, with Anand emphasizing the importance of expediency in spending the grant money. Liam proposed creating a master plan that prioritizes work needed for the grant while allowing other improvements to proceed in the background. They agreed to move forward with bidding for basement work and window replacements, aiming to have contracts in place by

September to demonstrate progress to BGS. The group also discussed allocating funds for architectural services, with Windham noting that spending on the basement and windows alone would exceed half of the MERP grant.

### **Window Restoration Bid Evaluation**

The team discussed window restoration bids from Hunter and Valley, focusing on exterior storm windows and interior work. They compared costs and specifications, with Hunter's bid being more complete but Valley potentially offering better value if exterior storms were included. The group agreed to reach out to both companies for references and clarification on their bids before making a decision. They planned to reconvene on Monday, March 2 to discuss the new information gathered.

### **Next Steps**

- A. Liam and Anand: Reach out to Hunter and Valley to request references, specifically regarding window restoration experience, and to clarify/obtain bids for exterior low-profile storm windows, insulation options (cellulose vs. foam), and handling of window weights/pockets.
- B. Liam and Anand: Inform Valley of the group's updated preferences (exterior, low-profile storm windows, avoidance of spray foam, and interest in cellulose/rock wool insulation), and request updated pricing and approach as needed.
- C. Liam and Anand: Notify Heritage (Casey) that their bid was not selected.
- D. Liam and Anand: Coordinate to ensure all information/clarifications are received from bidders before the Monday morning meeting.
- E. Liam: Post the agenda for the Monday 9am meeting on the website and send out the Zoom link.
- F. Aileen and Anand: Draft an RFP for architectural services, incorporating the discussed scope and referencing provided examples.

### **7. Set the Next Meeting**

The THRC agreed to reconvene Monday at 9:00 AM to make final decisions on window bids and next steps.

### **8. Adjournment**

Meeting concluded at approximately **10:58 AM** after covering all agenda items. Next meeting to be scheduled following contractor bid responses.

Londonderry Town Hall Renovation Committee, Meeting Minutes – February 26, 2026

*(All information derived directly from the February 26, 2026 Londonderry Town Hall Renovation Committee meeting transcript.)*

Respectfully Submitted,  
Larry Gubb  
Chair, Town Hall Renovation Committee

Approved \_\_\_\_\_