

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Monday, March 2, 2026 – 9:00 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).

Londonderry Town Hall Renovation Committee

Project Meeting Summary and Action Report

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

Meeting Summary

The committee met to discuss window restoration bids for the Londonderry Town Hall, ultimately deciding to accept Valley Restoration LLC's bid of \$85,300, which included exterior storm windows, over Hunter's bid of \$76,000. After reviewing reference calls from both companies, the committee determined that Valley had more experience with historic building restoration and provided clearer pricing for potential additional work. The committee agreed to allow Valley to proceed with their exterior storm window selection, pending final approval from the Select Board, and Larry committed to writing a formal recommendation for the board's consideration.

1. **Meeting called to order** at 9:01 AM.
2. **Additions and Deletions:** None
3. **Public Comments/Visitors:** None
4. **Minutes Approval:** Approval of the Minutes of the 2/26/26 meeting were postponed
5. **Window Bids Meeting Discussion**
The meeting began with Larry calling it to order at 9-01 and discussing the need for editing and reviewing the minutes due to a quick turnaround. Aileen clarified that approving the minutes was not necessary at this meeting, but it was important for the committee to review them to ensure accuracy. Liam agreed to post the minutes on the website after making necessary corrections within a few hours of the meeting. The main focus of the meeting was on window bids, which were the only agenda item discussed.

Window Bid Cost Updates

Liam reported on Valley's bid, which includes window weights and low-profile storm windows, with the latter being priced at \$11,800 for storm windows from a storm window manufacturer presented by Valley. Anand noted that the storm window cost seemed reasonable compared to expectations. Liam updated the cost sheet, showing Valley at \$85,300 and Hunter at \$76,000, with the possibility of additional wood repair costs. The group discussed keeping the windows on-site to minimize movement, and Liam asked about Anand's references.

Contractor Reference Call Results

Anand reported on reference calls made for both Valley and Hunter contractors. For Valley, he spoke with several references, including Martin Yoref, Charles Smith, and Ed Dorsett, all of whom provided positive feedback about Valley's expertise and professionalism in historic building restoration, particularly regarding window work. For Hunter, Anand reached out to references including GPI and Wyndham Windsor, though he was unable to contact them, and spoke with Tamara at Hilltop Montessori School who confirmed positive experiences with Hunter's window restoration work. While Valley's references were particularly strong, there was some uncertainty about the extent of efficiency gains from their window restoration work, though Anand suggested this could be addressed through contract language specifying required air leakage values.

Town Hall Window Restoration Decision

The THRC discussed and ultimately decided to award the town hall window restoration project to Valley Restoration, LLC over Hunter's bid, citing Valley's greater experience with historic building restoration and more transparent pricing approach. The \$9,000 price difference between the bids was considered justified given Valley's expertise and controlled environment for off-site work, while concerns were raised about Hunter's bid pricing of the unknown additional costs that could arise during restoration. Aileen noted that while the town hall is an individually designated historic building, any cost overruns would require Select Board approval through a change order process.

Exterior Storm Window Bid Review

The committee reviewed a bid for exterior storm windows and discussed its cost, which was double the previous estimate. The THRC and Aileen agreed to recommend a "not to exceed" amount of \$85,300 to the Select Board, with Aileen promising to include this in a motion for the board's consideration. They noted that while the bid was rushed, any changes to the window specifications would need to be brought to the Select Board as a change order.

Next Steps

- A. Larry: Review and update the meeting minutes, then send the updated copy to Aileen for posting on the website.

- B. Larry: Write up a formal recommendation for the Select Board regarding the acceptance of Valley Restoration LLC's bid, including the bid amount and relevant details, and send to Aileen.

- C. Larry and Aileen: Draft and present a motion to the Select Board to accept Valley Restoration LLC's bid, including "not to exceed" language and the specified bid amount.

- D. Anand: Double-check with BGS to confirm whether performance standards (e.g., blower door test benchmarks) are required in the contract for MERP funding eligibility.

- E. Liam, Aileen, and Anand: Meet to discuss and develop the architect RFP, aiming to have a draft ready for group review within about two weeks (after town meeting week).

6. Set next meeting

The Committee planned to meet on Thursday March 12 at 9:30 AM

7. Adjournment

Meeting concluded at approximately **9:30 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 26, 2026 Londonderry Town Hall Renovation Committee meeting transcript.)

Respectfully Submitted,
Larry Gubb
Chair, Town Hall Renovation Committee

Approved _____