

Town of Londonderry, Vermont
Town Hall Renovation Committee (THRC)
Meeting Minutes
Monday, March 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, Sharon Crossman, Cynthia Gubb

Others in Attendance:

In Person:

Online: Aileen Tulloch, Londonderry Town Administrator, 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 reviewing and finalizing an architectural RFP for the town hall renovation project, with discussions about Anand's upcoming departure from his role as project manager. The committee reviewed the RFP addendum and discussed how to proceed without Anand's direct involvement, with Liam potentially taking on the project management responsibilities. They also addressed the window bid update and contract details, with Aileen agreeing to draft the contract. The committee decided to meet again on April 9th at 10am to review architectural bids, with Aileen handling the distribution of bids and creating a comparison sheet beforehand. They also briefly touched on the need to develop a vision statement for the town hall renovation project.

- 1. Meeting called to order** at 9:31 AM.
- 2. Additions and Deletions:** Larry, chairing the meeting, discussed the possibility of stepping down from the position and suggested a vote for the next meeting.
- 3. Public Comments/Visitors:** None
- 4. Minutes Approval:** Approval of the Minutes of the 3/2/26 and 2/26/26 meeting were postponed
- 5. Window Bid and Contract Updates**

The THRC discussed the window bid, noting that Valley Restoration was selected, but no contracts had been signed yet. Anand agreed to follow up with Valley Restoration, and Aileen

planned to draft a contract. The group also touched on the architectural RFP and considered adding performance requirements for the windows, but decided to focus on ensuring good performance through testing rather than setting specific metrics.

Window Specifications for Renovation Project

The team discussed window specifications for a renovation project, focusing on low-profile storm windows. Liam agreed to contact Valley Storm to obtain detailed specifications, which will be reviewed at the next meeting along with contract information from Aileen. Aileen will prepare a contract with the RFP as an attachment and include language for consultation with the Town Hall Renovation Committee.

6. Architectural RFP Process Discussion

The team discussed the architectural RFP process and acknowledged their mistake in sending it out prematurely without proper group consultation. Anand clarified that his reference to working with Liam and Aileen was about facilitating the transition of municipal project management responsibilities, which the group agreed needed further discussion. The team also addressed the issue of Anand's departure, noting that Windham Regional is not hiring a replacement, and they need to determine how to handle the remaining project work and budget allocation for future tasks.

Architectural Project Status Update

The group discussed the status of a project involving architectural work and project management, with Anand explaining that his role is funded through a short-term grant and cannot continue beyond its expiration. Aileen clarified the reimbursement process for invoices from Windham Regional, which will be forwarded to Tina for Select Board approval. Liam raised questions about the budget allocation, with Anand confirming they had used approximately \$11,000 of the \$25,800 budgeted amount, and discussed the possibility of using town employees like Liam for project work if needed.

Facility Assessment RFP Discussion

The team discussed an RFP for a facility assessment project, with Liam explaining that Vermont Integrated Architecture provided a comprehensive list of phases and RFP examples. An addendum is being developed by Anand and Aileen to address questions from potential bidders, with a potential deadline extension being considered. The scope of work includes reviewing existing conditions, performing code assessments, and developing a facility-wide master plan, with particular attention to ADA compliance and bathroom renovations. Liam and Aileen

discussed the possibility of including two ADA-compliant bathrooms in the project, one on each floor, to improve accessibility throughout the building.

Architectural Master Plan Scope Discussion

The team discussed the scope of work for an architectural master plan, focusing on MERP-related priorities and code deficiencies. They agreed to include 3D modeling and renderings, but decided against an historic assessment, as this was already covered. Liam suggested developing a vision statement for the town hall, which the team will consider for their next meeting. Anand clarified that the scope was originally designed to be more targeted towards the MERP scope, which influenced the decision to exclude a full building code analysis.

MERP Design Services Scope Discussion

The team discussed the scope of design services related to MERP improvements, acknowledging that most work falls outside MERP funding. Anand noted a precedent where the town of Athens received approval for engineering services through MRP for a structural, non-MERP-related item. Liam emphasized the importance of limiting design elements that might need undoing, particularly regarding the balcony lobby project. The group agreed to remove full building code analysis from the exclusions in the addendum to allow for potential code-related issues to be identified during the conceptual design process.

ADA Compliance and Construction Priorities

The committee discussed priorities for ADA compliance and construction projects, with Anand noting that while ADA bathroom designs are a high priority, other aspects remain undefined due to low priority under MERP. Liam highlighted the need for attic access improvements and HVAC modifications, emphasizing that the HVAC system may be a higher priority than bathrooms due to upcoming insulation work. The group reviewed the scope of architectural services, which will include concept design, construction documents, and coordination with the town, while explicitly excluding project management roles.

Construction RFP Discussion Meeting

The team discussed an RFP for a construction project, with Anand presenting a list of 30 questions from potential bidders and proposing to extend the deadline by a week to April 3rd. They reviewed the scope of work, which includes MERP grant work and Phase 1 construction, with a total construction budget of \$154,000. The THRC and Anand agreed to be vague about the budget when communicating with potential contractors, while being more transparent about the scope of work. The team also discussed the town's allocation of \$150,000 for the project, with Liam noting that this money would not be available until July.

Budget and Project Planning Discussion

The team discussed the approach for budget allocation, with Anand proposing to assume \$150,000 total including the MERP budget and allocating 70% to construction. They agreed to use the VLCT contract template for the project, with Aileen planning to consult Karen about the structure used by Vermont Integrated Architect. Liam provided context on the Walker Theater's scheduling, noting that while the earlier May-June slot might be replaceable, the June-July slot would be difficult to find elsewhere. The team confirmed that while the consultant's role would be reduced, they would still provide project support, and discussed the need for a structural engineer and building science specialist, with MEP engineering services potentially needed for stamped plans.

Municipal Project Manager Transition Planning

The meeting focused on the transition of responsibilities following Anand's departure. Anand shared the scope of work for the Municipal Project Manager role, highlighting ongoing tasks and future responsibilities. The group discussed the need for a point person to oversee the project, with Liam expressing willingness to take on this role with support. They also addressed the upcoming RFP process for insulation and air sealing, with Anand committing to complete the RFP before leaving.

Next Steps

1. Aileen: Draft and circulate the contract with Valley Restoration for committee review, including RFP as attachment and language regarding consultation with the committee
2. Liam: Contact Valley Restoration to request cut sheets/specifications for the storm windows they are proposing, and any addendum to their bid with this information
3. Anand: Finalize and circulate the addendum to the architectural RFP, including all referenced documents, and make recommended changes (e.g., remove "full building code analysis" from exclusions)
4. All committee members: Review the addendum and documents when circulated by Anand
5. Aileen: Post the finalized addendum and documents to the RFP list
6. Liam: Develop a comparison spreadsheet for architectural bids once received
7. Mimi and Aileen: Coordinate and be present for site visits by architectural bidders as needed
8. Committee: Develop a vision statement for the town hall project for next meeting

9. Liam: Draft agenda for next meeting, to include vision statement discussion
10. Mimi and Aileen: Ensure all bidders who wish to tour the town hall are coordinated with him for access
11. Committee: Review architectural bids when received and prepare questions/feedback ahead of April 9th meeting
12. Anand: Highlight and share the project management scope of work, indicating completed and remaining tasks for transition
13. Aileen: Include architectural RFP responses in Selectboard packet if received in time
14. THRC Committee: Reach out to bidders with clarifying questions as needed after bid review
15. Committee: Prepare recommendation for Selectboard after bid review and Q&A with bidders
16. Aileen: Handle posting of meeting notices (including Zoom details) for next meeting.
17. Liam: Pick up key from Anand for town hall access during site visits
18. Committee: Add election of officers/chair to agenda for a future meeting (as discussed)

7. Set next meeting

The team agreed to meet on Thursday, April 9th at 10:00 AM to review bids and discuss any questions, with Aileen handling the posting of the RFP and coordinating building tours between this meeting and then.

8. Adjournment

Meeting concluded at approximately **11:24 AM** after covering all agenda items.
Next meeting to be scheduled following contractor bid responses.

End of Report

(All information derived directly from the March 2, 2026 Londonderry Town Hall Renovation Committee meeting transcript.)

Respectfully Submitted,
Larry Gubb
Chair, Town Hall Renovation Committee

Approved _____