

**Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Monday, April 9, 2026
Town Offices, 100 School Street, South Londonderry, VT**

Town Hall Renovation Committee (THRC) Members – in person: Larry Gubb (committee chair), Mimi Lines, Cynthia Gubb, Liam Elio

Others in attendance – in person: Aileen Tulloch, Londonderry Town Administrator, Gary Barton, electrician and resident

Note: Meeting Summary, Minutes, and Action Steps were prepared by AI generated summary based on meeting transcript

Meeting Summary

The Londonderry Town Hall Renovation Committee met to discuss electrical upgrades, window replacements, architectural services, and basement improvements. The committee reviewed plans to move the electrical meter from under the eaves to the gable side, with Liam coordinating with Greg Heaton from Green Mountain Power. THRC approved the installation of storm windows on the front lobby while keeping the existing leaded glass windows non-functional, and discussed a meeting scheduled for Monday, April 13 with the window contractor to assess removal options. The committee accepted Stevens and Associates' architectural services proposal at \$58,775, despite being higher than the initial \$20,000 quote, recognizing the value of having a comprehensive master plan. Liam provided updates on basement work, including plans for Hunter to handle prep work for the bulkhead for \$2,500 and further discussions about perimeter drainage and foundation waterproofing options with various contractors. The conversation ended with a discussion about potentially adding attic and wall insulation as a change order to VFI's existing basement contract rather than putting it out to bid separately.

- 1. Meeting called to order at 9:01 AM.**
- 2. Additions and Deletions: None**
- 3. Public Comments/Visitors: Gary Barton, electrician & resident**

Town Hall Power System Upgrade (moved this agenda item up to allow Gary Barton to discuss the issues and then leave).

Gary Barton participated in the discussion about the electrical systems in the Town Hall which lead to a discussion about power issues at the Town Hall. He stated that the power

is underground and the meter socket is broken. He suggested moving the meter from under the eaves to the gable side with a 200-amp wire running from front to back or exploring placement in the back of the building. The group discussed the costs, with underground power installation estimated at \$25 per foot, and considered the option of using existing and extending conduit during planned perimeter drainage work.

The committee discussed electrical infrastructure plans for the renovation of the building. Liam noted that all electrical work would need to meet commercial standards due to expected occupancy of over 100 people, requiring wiring in conduit. The group considered options for concealing meters and discussed the potential need to upgrade electrical service. The committee members and Aileen were in favor of placing the meter at the back of the building. They also discussed the possibility of replacing the building's siding which would be coordinated with electrical work.

4. Minutes Approval: Minutes of the March 12, 2026, meeting of the Town Hall Renovation Committee were approved.

5. Elections:

The committee discussed leadership roles and agreed to have Larry and Liam serve as co-chairs, with Liam focusing on agendas, budgets, and meeting facilitation and Larry leading the meetings along with other responsibilities. Cynthia agreed to take on the role of secretary with Larry providing training. The group approved these new roles through a vote.

6. Window Upgrade Project:

The committee discussed the window upgrade project, noting that the contract is signed and communication with Kate, the point person, is ongoing regarding storm windows for the front windows. The team expressed a preference for solid panes over those with breaks to avoid potential leakage. Liam scheduled a meeting for Monday, April 13th at 2:30 PM with the representative from Valley Restoration to assess the removal process and discuss taking all windows at once, which could potentially speed up the installation timeline despite a proposed 4+ week turnaround.

7. Vision Statement:

Cynthia presented a draft vision statement for the Londonderry Town Hall renovation committee, proposing the following:

As a vital resource to the town, our vision is to restore and rehabilitate the town hall as a community center and performing arts venue, while preserving and highlighting the historical and cultural significance of the building.

The committee discussed additional potential uses for the space including events, performing arts, town meetings, and workshops. Cynthia will add these ideas to the document.

8. Architectural Bids:

The town received only one proposal, two other firms declined based on tight time frames. The committee discussed the architectural services proposal from Stevens & Associates for the town hall, focusing on ADA bathroom requirements and timeline concerns. Liam expressed concerns about the tight timeline, particularly regarding the May 31st deadline for drawings, and suggested extending the project by 4-6 months to ensure better scope and pricing. The group agreed to make a recommendation to the Select Board to accept the proposal for the proposed services, with a motion being made and seconded. The proposal will be presented at the April 20th Select Board meeting. No work can begin without its approval. Larry will draft a statement on behalf of the THRC to the Select Board.

The committee reviewed a list of supplemental services included in their proposal, noting several exclusions such as mechanical, electrical, and plumbing code reviews. Several committee members expressed concern about these exclusions and suggested reaching out to Stevens & Associates to potentially include additional services. The group also discussed the timeline for the project and the availability of MERP funding to cover some costs, though there are limitations on how much can be covered.

The committee briefly discussed additional grant funding for the renovation project, highlighting the importance of demonstrating a well-planned process to potential funders and hence the need for these architectural services.

9. Project and Maintenance Updates:

Liam provided updates on building maintenance, including securing the front door and addressing roof issues by contacting a slate roofer for repairs. Liam also mentioned plans to check the drain system in the basement, potentially using a camera to locate and inspect the pipes.

Discussion turned to the basement preparation work needed before VFI can complete their spray foam and liner installation. The work includes sealing off the hatch to the finished basement, rebuilding the rotted bulkhead, and constructing a new wall in the foundation. Several committee members proposed using a BILCO unit or a simpler construction approach, though the BILCO option was deemed potentially more expensive. The team was discussed whether to remove or modify the existing stairs to make VFI's work easier. Liam discussed using Hunter Excavating for these projects

around the bulkhead and would include the framing work and a new roof for the bulkhead for \$2,500.

Regarding the foundation, Liam spoke with a company called Spray Guard about perimeter drainage and waterproofing but learned they don't handle mortar work on stone foundations, which would be needed for the stone foundation portion of the project. Liam concluded that the foundation work would likely require three different contractors: one for perimeter drainage, another for the poured concrete foundation work, and potentially a third for mortar work on the stone foundation.

Further investigation is needed about the perimeter drains and Liam suggested consulting additional experts, including Trevor Bickford. The conversation also covered plans for an ADA-compliant bathroom, which would require a new drain pipe for wastewater. This would have to be coordinated with the existing septic system and connection to the town wastewater system. Decisions about the drain's scope would depend on professional advice from S&A.

The group also discussed a potential change order for VFI to insulate walls and the attic, though concerns were raised about not having additional bids for this work. The team decided to wait for an updated proposal from VFI and input from S&A before making decisions about the change order and other exterior work, including the possibility of wrapping the building with a moisture barrier.

Next Steps:

- Liam: Contact Greg Heaton at the power company to discuss options for locating the meter on the back of the building by possibly running underground power to the back or parsonage side of the building.
- Liam: Ask Kate (window contractor) whether the question about the leaded glass window storm is structural or aesthetic and confirm preference for a solid pane vs. a break in storm.
- Liam: Confirm window assessment meeting with window rep on Monday, April 13th at 2:30 and share with THRC members if they can or wish to attend.
- Larry: Write recommendation to Select Board for approval of Stevens and Associates architectural services proposal.
- Liam: Schedule and coordinate initial site visit/assessment with Stevens and Associates after Select Board approval. At that meeting, request inclusion of full

building code review and preliminary drawings for ADA bathroom(s), and clarify scope as needed before contract signing.

- Liam: Proceed with hiring Hunter to do basement prep work (sealing hatch, rebuilding bulkhead, constructing wall for foam) under maintenance budget.
- Liam: Coordinate with septic company to run camera and inspect basement and crawl space drain.
- THRC: Wait for updated proposal from VFI for attic wall insulation, then the committee will review the cost before deciding whether to proceed via change order or putting it out to bid.
- THRC: Wait for Stevens & Associates assessment before making decisions on full siding removal, building wrap, and related exterior work.
- Liam: Schedule next meeting with the THRC and Stevens & Associates after approval by Select Board and contract execution (date TBD).

10. Next Meeting Date: TBD based on Stevens & Associates proposal approval.

11. Adjournment: The meeting concluded at approximately 11:57 AM.

End of Minutes:

Information derived from the April 9, 2026, Londonderry Town Hall Renovation Committee meeting transcript.

Respectfully submitted,
Cynthia H. Gubb
Secretary, Town Hall Renovation Committee

Approved: _____