

**Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes**

Tuesday, June 9, 2026

Meeting Location: Town Hall, Middletown Road, South Londonderry, VT

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

Others in attendance – in person: Aileen Tulloch, Londonderry Town Administrator, Jon Saccoccio, Stevens & Associates

Vision Statement: 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.

Note: Meeting Summary and Action Steps were prepared by AI generated summary based on meeting transcript in addition to notes taken by the secretary, Cynthia Gubb.

Meeting Summary

The meeting focused on reviewing architectural plans and design decisions for the Town Hall renovation project, with Jon presenting schematic designs for accessibility improvements, front entrance modifications, and attic insulation work. The committee discussed replacing the front doors while preserving historic elements, adding an accessible bathroom, and creating a new attic access for the insulation project. Jon explained that MERP grant funding requires specific energy improvements and ADA compliance work to be completed by the end of December. They also explored options for a back stage exit and reviewed structural considerations for the porch area, while discussing potential future phases including heating system modernization and mechanical improvements that could be addressed in later phases of the project.

- 1. Meeting called to order at 10:03 AM.**
- 2. Additions and Deletions: None**
- 3. Public Comments/Visitors: None**
- 4. Minutes Approval:** Minutes of the April 9, 2026, meeting of the Town Hall Renovation Committee were approved. Liam proposed the motion, Mimi seconded it, and it was passed by all present.

5. **Construction Update:** Liam gave the committee an update on construction projects currently underway.

- Some of the windows are being delivered today (which the committee witnessed) and subsequent deliveries will be made in batches.
- The windows were removed on April 22, 2026.
- Installation will begin after all the windows are delivered.
- Measurements for the storm windows have been taken and will be delivered and installed before fall.
- Repair of the foundation and basement work is underway Adams Masonry.
- Once this work is completed, VFI will come in and complete prep work, then spray foam the foundation and basement area.
- Liam contacted two roof contractors but has had difficulty in getting responses by them. He will keep trying.

6. **Design Presentation by Jon Saccoccio of S & A:** Jon proceeded to give an in-depth review of the proposed designs of several key areas of the Town Hall. He started with an overview:

- S & A completed a comprehensive review of the building.
- They considered a logical progression of timing for use of MERP grant funds so that the town will not have to redo what's already been done.
- Up to 20% of the grant funds can be used on ADA accommodations.
- They scanned the building which provided working drawings.
- They had a surveyor come to check boundaries.
- They focused on MERP related energy improvements and ADA upgrades/installations (which also included signage, an ADA bathroom in the lobby, and access).
- They stated that there are multiple ways of doing things but will focus on pricing to match MERP grant monies with the knowledge that we might have to pivot and adjust as we move forward.

As we develop the scope of the project, the committee agreed that phasing is the best approach with possibly structuring it as follows:

Phase I:

- All of the improvements currently underway some of which is funded by MERP grant money.

Phase II:

- Improving the entrance, which would include a new door, new ramp and steps up to a concrete platform to enter the building.
- Reviewing the current status of the heating system and pricing out improvements so the building can be used in the winter.
- Reviewing the electrical wiring and moving it in the attic before insulating.
- Insulation of the walls, attic, and porch.

Phase III:

- Other improvements and addressing safety issues such as the stairway to the balcony.
- Roof
- New tables & chairs and refurbishing the balcony chairs
- New lighting fixtures in the main area
- Refinishing of the floors (check with other refinishing contractors)
- Repainting window trim and blinds for the windows
- Possible solar (or consider installing on other town-owned property)

Jon stated that the surveyor thinks the property line on the uphill side is closer to the bank and further away from the building. He also stated that the surveyor's findings were inconclusive, and we agreed with Aileen that the town should approach abutting landowners to define the borders and secure signed agreements on them. The next step would be to engage a boundary surveyor.

We moved on the conceptual drawings that Jon had prepared to discuss in more detail the ADA bathroom, talk about the scope of the attic work that needs to be done prior to the insulation installation, and the front entrance so Jon can move on to construction documents that can be put out to bid.

A. Front entry:

- a. Completely rebuild the entrance to allow for a new ramp up the right side of the entrance, new stairs from the left side/parking lot, and redo the steps in front. We agreed that a concrete or stone wall should be in front of the new steps and ramp to hide stair treads, ramp structure, etc.
- b. Handrails for both the steps & ramp to be determined but the committee would like to have something nicer than the off-the-shelf variety.
- c. The drip line off of the building will be addressed to prevent ice and snow build up on steps and ramp.
- d. Exterior lighting needs to be included.
- e. The current sign over the entrance needs to be "refreshed" and we need to have a place to put it in the new design.
- f. New front doors will be designed with new hardware and a secure lock.

B. ADA compliant bathroom

- a. Jon located a new bathroom in the lobby on the right-hand side as you enter the building.
- b. Need to determine how to handle the septic connection.
- c. We discussed switching the location of the toilet and sink and moving the door, designing it to swing out leaving more room in the bathroom to move around.

C. Stage exit to the outside back corner

- a. Jon presented three scenarios for a new exit, none of which seemed like the best solution.
- b. Mimi suggested moving the exit to the other side of the building where the stair would not interfere with the limited parking that is available. Jon will explore that option and also the inside stair option.

D. Attic improvements

- a. Jon suggested that a commercial grade drop down staircase be added to access that space. An additional set of stairs needs to be built to access the area that needs to be insulated.
- b. The drawing showed where the access would be located, along with the heavy-duty plywood walkway that extends from one end to the other.
- c. We should consider moving any electrical lines before insulating so there is future access to that wiring.
- d. S & A will determine what extra framing is needed in order to support the additional weight of the walkway and insulation.
- e. Scope of the construction drawings will include:
 - i. Structural
 - ii. Framing (if needed)
 - iii. Moving the electrical wiring
 - iv. Insulation
 - v. Check on the fire alarm wire to see if it is active
- f. Discussion turned to whether or not the roof needs to be vented. We decided to leave this item for a later date when the heating system is evaluated and upgraded.

E. Porch

- a. We agreed that the closet should be taken out.
- b. This section needs to be insulated, and the windows replaced for energy efficiency.

- c. Access to the balcony and porch needs to be evaluated for safety concerns. New lighting, hand rails on both sides of the stairs, etc. should be considered in conjunction with a visit with the Fire Marshall.
- d. Structurally, the porch is sound.
- e. Need to determine final finishing (wood?) and lighting.

F. Miscellaneous items

- a. Discussion returned to what the ideal heating system might be. This could be a combination of revamping what is currently there, with a combination of combustible, electric and heat pumps.
- b. Heat distribution is currently an issue.
- c. Ductwork can easily be run underneath and once the basement area is insulated the hot air getting to the floor vents should still be warm.
- d. The building will still need a combustible heat source. We could possibly consider pellets.
- e. The ventilation and heating systems should be evaluated together.
- f. We should consider replacing the current fans in the main area to move air around on shoulder seasons when AC is not needed, and possible add two additional fans.
- g. Evaluate the lighting in the main area and select something more appropriate for the time period of the building, but energy efficient.

Next Steps:

Jon:

- Produce construction, bid, and permit drawings by end of June for attic insulation/access, front entrance (including new doors and accessible features), ADA bathroom, and associated structural improvements with all of the above.
- Develop door swing and fixture layout options for the new bathroom and circulate to committee for review.
- Include lighting design for front entrance (directed spots or equivalent) in construction documents.
- Draw detailed options for the porch/balcony, including cathedral ceiling and wall insulation details.
- Coordinate with structural engineer to review and confirm roof/attic framing can support planned work (insulation, solar, or metal roof) and incorporate findings into design.
- Review fire alarm wiring in attic during construction and ensure modifications maintain code compliance and functionality.
- Prepare large-scale details for porch ceiling/insulation.

- Mock up and circulate additional options for stage exit/egress (including moving to opposite side and interior trapdoor stair) for committee review and future phasing.
- Review and, if necessary, adjust scope with committee to ensure all immediate work (e.g., attic access, structural, insulation) is captured for current bidding/permitting, and identify items for future phases.
- Email updates and design options to Liam (and committee) for ongoing review and comment prior to next in-person meeting.

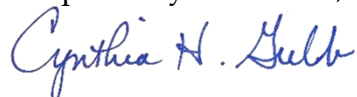
Committee (Liam, Mimi, Larry, etc.):

- Provide direction to Jon regarding aesthetic preferences for new front doors (e.g., style, glazing, hardware, etc.) and railings, referencing historic photos and current needs.
- Review and provide feedback on bathroom layout options (door swing, fixture placement, storage) once received from John.
- Schedule a future in-person check-in (target July) to review design progress, especially for railings, doors, and other visible features. Determine next project phases and priorities after current phase bidding/permitting is complete.
- Engage a boundary surveyor to definitively establish property lines before proceeding with exterior work near property edges.
- At some point, consult with Fire Marshal regarding code requirements for new/modified stairs, porches, and interior access, especially for egress and head clearance.
- Consider and provide feedback on type of roof (slate, metal, solar compatibility) once structural report is received.
- Review and confirm preferred window/door hardware, glazing, and security features for new front doors.
- Develop and communicate a maintenance plan for the building's historic floor, including possible refinishing approaches and contractor selection.

7. Next Meeting Date: TBD

8. Adjournment: The meeting concluded at approximately 11:54 AM.

Respectfully submitted,



Cynthia H. Gubb

Secretary, Town Hall Renovation Committee

Approved: _____

