Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Thursday July 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, Marlon Arauz, intern with S & A

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 an AI generated summary based on meeting transcript. The rest of the notes were taken by Cynthia Gubb, secretary.

Meeting Summary: Liam provided updates on Phase 1 work, including completed window reinstallations, basement foundation work, and electrical upgrades with battery backup for the sump pump in the basement. The committee discussed the Municipal Energy Revolving Fund (MERF) program, which is offering $1.1 million in 0% loans for energy efficiency projects, though Liam noted they need clarification on requirements and whether the funding would need to go before town meeting. The rest of the meeting focused on reviewing construction updates and design plans for the Town Hall improvements which included discussion about ADA compliance for bathroom accessibility, the parking area layout, and various technical specifications including flooring, wall finishes, and window selections.

1. The meeting was called to order at 12:04 pm.

2. There were no additions or deletions to the agenda.

3. There were no comments from the public.

4. The minutes were reviewed from the June 9, 2026 meeting. Mimi made a motion to approve the minutes and Liam seconded the motion. All members of the committee voted to approve the minutes.

5. Phase I Update:
   Liam gave a brief update that had been outlined in an email sent to the committee earlier. All of the windows have been reinstalled, but some may need a little touch up paint which can be done later in the fall. The tracks of the windows have been lubricated, which makes them easier to open and close, but they are very heavy and it is recommended that two people open and close them. The storms will be installed on the outside of the windows in the fall.

   Most of the basement work has been completed, which included reinforcement and cleaning up that area, VFI laid down a dimple mat liner then a plastic lining. The walls were then spray foamed. A sump pump has been installed and Gary Barton installed the electrical supply (20 amp with battery backup) needed for the pump.

   Hunter will complete the work on the bulkhead outside entrance and reinstalling the steps. It was decided that a Bilco outside bulkhead would be the best solution which might have to be custom made due to the nonstandard opening. It will insure a tight seal and will be safer to use. Other needed preparations for Phase II were completed.

6. Aileen talked about the MERF (Municipal Energy Revolving Fund) loans that became available on July 1. The Selectboard wanted more information before the town applies for funding. These loans provide a 0% interest rate for a 10 year term and can only be used for MERP eligible items.

   The committee needs to develop a list of what these funds might be used for, and it was suggested that we target an update of the HVAC system, which might include a new, more energy efficient furnace, along with air conditioning. We need to secure more detailed information on the existing system, what might be done to improve it, and an estimate on the overall cost.

   MERP and MERF are two different things. MERP grant funds must be contracted by September 30, 2026. MERF loans can be applied for until all of the funds have been committed. The $1.1 million MERF dollars were designated by the U.S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG).

7. Jon Sacciccio gave a brief statement about the plans being 90% completed as he still needs input on a number of things. He wanted to leave the meeting with a buy-in for the plans, what's good, and what needs more discussion. He stated that there are

no triggers for Fire & Safety. The thermal code for this project is R49 which meets the minimum standard. He also recommended we add attic vents to address any moisture issues and that will allow the building to breathe. He stated that the town needs to continue to monitor the building going forward and that is something that needs to be addressed.

Jon mentioned the "Notes" section of the drawings which contain general information, technical information, and standard statements.

He started with the site plan and some issues are apparent:

- One of the property lines goes right through the building.
- Because of this, a 'boundary survey" needs to be completed.
- Discussion needs to happen with the abutting neighbors.
- Documents then need to be drawn up, records updated and filed.

We discussed the new access to the entrance and the committee agreed that we should have a ramp on each side if the south side of the building can accommodate it. There would be a designated handicapped parking spot on the north side, and two parking spots on the south side. Now would be the time to discuss several options with the owners of Solo – possibly moving the stone wall away from the town hall which would create more parking for town hall functions and for Solo, who uses the parking lot for their guests.

Jon moved on to the new handicapped accessible bathroom in the lobby area presenting several options. The committee decided on Option #3, with a few changes which included eliminating the closet to expand the size of the bathroom and moving the closet to the end of the lobby. The Committee agreed to the use of Marmoleum as a flooring option which was used in the Town Office bathrooms and is quite durable. Sheetrock on the walls, with beadboard wainscotting was the choice for the bathroom, and all sheetrock in the lobby. Jon will recommend fixtures. Paint colors will be decided at a later date.

Next in the discussion was the porch on the second level. The walls will be insulated. In regard to selecting windows, it was recommended that we use aluminum-clad wood windows that match the existing ones rather than all-wood or vinyl options. The stairs going up to the lobby should be removed and replaced with the best option he can come up with that is close to code compliant. The work in this area will include removing the existing chimney, and leave the closet out of the discussion for now.

The attic plan includes a steel commercial grade attic ladder. One inch spray foam and 14” loose fill insulation will be used in this space. The stage area needs attention. The question was raised if the existing equipment could come down and could it be replaced by sheetrock? If there was plywood over the stage, then it could be spray foamed and insulated with loose fill insulation.

Moving on the entry, the front door should be two 32” leaves with windows in them. Light fixtures will be on the entry wall. Discussion took place about protecting the front entry by installing bollards. This would be helpful in preventing someone accidently backing into the structure.

Jon discussed building construction details, focusing on light fixtures, ventilation systems, and attic access. He explained the recommended plans for installing louvered vents and discussed the need for proper air barriers and insulation details. He also addressed concerns about the railing height for a ramp and detailed specific construction elements including ceiling joists and ventilation systems.

The team discussed the next steps, focusing on the RFP process and timeline. The decision was made to send out the RFP today with drawings available by Tuesday, and August 6th was set as the bid deadline with a mandatory pre-bid meeting on July 23rd at 10 a.m. The group reviewed budget constraints, particularly around the attic installation budget and various ADA compliance requirements, noting that some items like bathrooms and the porch that might need to be deprioritized if costs exceed available funds. They agreed to create a bid sheet breaking down different components and the meeting of the Town Hall Committee was scheduled for August 14th to review the bids. The Committee recommendation can then be presented at the August 17th Selectboard meeting.

Next Steps

- Aileen: Finalize and send out the RFP for the project, including the information on the mandatory pre-bid meeting scheduled for July 23 at 10 am.
- Jon: Complete the changes to the construction drawings and have them ready to send to interested bidders by Tuesday, July 14.
- Committee: Create a bid sheet with different components (e.g., attic, porch, windows, walls) for contractors to provide pricing.
- Aileen: Contact Mike McConnell for clarification on the Municipal Energy Revolving Fund (MERF) process, specifically regarding labor vs. equipment and town meeting requirements.
- Liam: Get clarity on the existing heating system from the current maintenance provider to help decide what could be included in a potential MERF application.

- Liam: Investigate custom bulkhead options with Hunter and provide recommendations.

- Jon:
  - Redesign the bathroom layout based on Option 3 (eliminate closet, enlarge bathroom, move toilet) and draw up elevations.
  - Specify finishes for the bathroom (e.g., vinyl sheet flooring, abuse-resistant sheetrock or beadboard wainscot).
  - Specify wood windows (aluminum-clad) to match existing, including details for attic ventilation (soffit vents, cupola).
  - Design and specify the new front door (custom wood, symmetrical, ADA-compliant) and include an allowance for hardware.
  - Design the handrail for the ramps, considering color (white or light gray) and material (galvanized with field paint).
  - Finalize the design for the attic insulation, considering the stage rigging and potential for future work.
  - Address the rot in the framing around the front door area in the project scope.
  - Add solar light fixtures to the site plan and specify appropriate, downcast fixtures.
  - Create a sketch of an expanded parking lot layout for future consideration and conversation with abutting landowners.
- Committee: Discuss and provide a recommendation to the select board on the use and amount for the MERF application (e.g., heating/cooling system upgrade).
- Committee: Meet on August 14th to review bids and prepare for the select board meeting on August 17th.

8. **Next Meeting Date:** August 14, 2026, time to be determined

9. **Adjournment:** The meeting concluded at approximately 2:13 PM.

Respectfully submitted,

Cynthia H. Gubb

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