

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

Monday, August 17, 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 (secretary), Liam Elio (committee co-chair)

Others in attendance – by ZOOM: Aileen Tulloch, Londonderry Town Administrator,

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.*

1. The meeting was called to order at 10:03 AM.
2. There were several additions to the agenda.
 - Window update
 - Additional grant possibilities
3. There were no comments from the public as none were in attendance.
4. The minutes were reviewed from the July 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. Project Priorities: Discussion turned to the two bids the town received for the scope of work outlined in the drawings of Stevens & Associates and how to prioritize the various components of the project to match up with available funds.

Priority #1: Focus on the attic insulation and venting with associated electrical work that might need to be done before insulation is installed. The committee decided to leave the wall insulation for later as it is a bit of an unknown and needs more investigation. It was thought that any electrical work should be done first so that the walls would not have to be reinsulated. Once the attic insulation is completed, we can see how well the building performs, then move forward with wall insulation when we have more detailed information.

Liam also informed the committee that moisture monitors had been installed on all three floors and he has an app on his phone which tracks the information from the monitors. This will give us a good idea of how well the venting is working over once installed.

Priority #2: The committee felt the entrance redesign was the next highest priority. Liam shared that up to \$80,000 of the MERP grant funding can be used towards ADA improvements, which the entrance would qualify for. Mimi shared a photo of the accessible ramp at Meditrina, a restaurant in Chester, which was wooden (ramp and wood frame with a metal railing inside the wood frame). It was an attractive example of providing accessibility access to an old building and it had a very appealing visual presentation. This idea could be incorporated in the discussion with the contractor the committee decides to recommend.

Priority #3: The committee agreed that the rear door needs replacement as there are gaps at the bottom of the door and it is old. The canopy can be replaced at a later date, depending on the decision of GMP of where to move the meter and electrical box. We all agreed it would be great if we could move it to the rear of the building but that will depend on the price. GMP will move it to the front of the building at no charge. If the meter is moved to the front of the building, Larry suggested we build a box to hide it but will still allow access to it. Liam will follow up with GMP.

Priority #4: The porch should be insulated and finished off to complete more of the envelope of the building.

Priority #5: The ADA bathroom should be constructed in the lobby of the building. While we are uncertain how the wastewater would be handled at this time, we felt it was important to keep this project on the list, but put it at a lower priority. We need to see if any of the improvements we are making to the entrance will trigger a need to complete this immediately or if it can wait.

Discussion turned to the discrepancy of the bid prices with GPI coming in almost \$146,000 more than Hunter Excavating (we backed out the price of the canopy for the back door for a more accurate comparison). We all felt it was important to have an onsite project manager to make sure things are getting completed to the specifications.

After discussing the priorities, we talked about the current available funds and how much of those funds would cover the cost of the different priorities.

\$150,000 Town funding dedicated to the Town Hall
120,000 MERP grant monies remaining (need verification from Aileen)
\$270,000 Possible available funds

To be on the safe side, we went with \$250,000 of available funds. Looking at the Hunter Excavating bid numbers:

\$307,000 total bid by HE
45,000 subtracted for the accessible bathroom
16,000 subtracted for the wall insulation
\$246,000 adjusted numbers from HE

Cynthia made a motion to accept the Hunter Excavating bid less the price of the wall insulation and the ADA bathroom. Mimi seconded the motion and it was subsequently approved by the entire committee.

Larry will write up a recommendation for the selectboard to accept the bid of Hunter Excavating but without including the cost of the wall insulation and ADA bathroom.

6. Aileen gave an update on 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 town can borrow up to \$250,000. This is a competitive process, and we may not get the loan. We will ask the selectboard to reconsider this opportunity for additional money for the town hall projects not covered by current funding. The meeting is on September 8, 2026. Larry will craft a recommendation to present to the selectboard and get it to Aileen.

Liam made a motion to move forward with this request to apply for the loan to cover the costs of improving the HVAC system and build the ADA bathroom in the lobby. Mimi seconded the motion, and the committee approved the motion.

7. Historic preservation grants: Mimi presented a grant that the project might qualify for, but it does require a 50/50 match of town funds. We can apply for up to \$20,000 and the match would be covered because of the dedicated funds the town has already committed. Liam will investigate further and identify the deadline.
8. Cindy mentioned the Vermont Community Development Program (VCDP) which offers Accessibility Modification Grants ranging from \$5,000 to \$150,000 to help local

municipalities bring public buildings, libraries, and community facilities into compliance with the Americans with Disabilities Act (ADA) and state requirements.

Grant Guidelines & Details:

- **Funding Range:** \$5,000 – \$150,000 per project.
- **Eligible Projects:** Retrofitting municipally owned buildings, upgrading public restrooms, installing ramps, improving public library access, and removing physical barriers.
- **Core Requirement:** Projects must primarily benefit persons of low and moderate income or address urgent community development/compliance needs.
- **Application Process:** Municipalities must submit pre-applications online via the Vermont Grants Management Platform. New 2026 pre-applications and application rounds become accessible starting **September 1, 2026**.

Note: The town has to apply for this grant program. If the town has applied for any grants previously with the state, this will probably have to be done by Aileen (she will have a user name/password as town administrator). That said, we can certainly assist her in writing the grant application if she gives us the list of information needed.

9. Other grants to investigate (Mimi will find out more updated information):
 - Better Places Initiatives
 - Village Trust Initiative grants – unfortunately we do not qualify for this grant as the town hall is a municipally-owned property.
 - Paul Bruhn grant/Vermont Historic Preservation: \$50,000 - \$100,000, (it appears that the next round will open in late summer/early fall of 2026).
 - Sparks Connecting Communities grant - \$500 - \$3000

The committee briefly discussed sharing a progress report with the residents of the town by writing up a summary of what's been accomplished to date and what is planned in the immediate future. Mimi has a write-up of the history of the Town Hall and will share it with the group.

Cindy will reach out the Margie Daitch, who owns a window treatment store in Manchester, to see if she could help us get a rough idea of options for shades for the windows (insulated, remote control, etc.). The committee agreed that we should reinstall the valance boards that were originally over the windows which were painted and stenciled by Katie Wright, matriarch of the Wright family here in town and talented artist. They were removed to accommodate the window restoration.

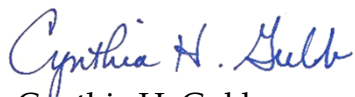
10. Next meeting: 9/2/26 @ 1:00 PM in the Town Hall.

11. Meeting adjourned at 11:37 AM, Liam made a motion, Mimi seconded, and the motion carried.

Next Steps

- ☐ Larry will draft a recommendation for the upcoming selectboard meeting recommending the town accept the bid of Hunter Excavating but without including the cost of the wall insulation and ADA bathroom construction.
- ☐ Aileen will present to the selectboard.
- ☐ Larry will draft a recommendation for the town to apply for the MERF loan program.
- ☐ Aileen will present it to the selectboard on September 8, with Town Hall Committee members attending.
- ☐ Liam will follow up with GMP.
- ☐ Mimi will investigate the other grant opportunities she presented and report out at the next meeting.
- ☐ Cindy & Liam will write up a summary for Doings in Derry to share the committee's progress with the townspeople of Londonderry.
- ☐ Cindy will investigate the details of the VDCP's accessibility grant program for municipalities. (Included the basic outline of the program in the minutes.)
- ☐ Cindy will reach out to Margie Daitch about helping the committee develop a cost estimate of window blinds/shades for the town hall.

Respectfully submitted,



Cynthia H. Gubb

Secretary

Town Hall Renovation Committee