

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes

Thursday, September 3, 2026

Meeting Location: Town Offices, School Street, 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 – none

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 6:02 PM.
2. There was one addition to the agenda.
 - Review of the current condition of the HVAC system at the Town Hall
3. There were no comments from the public as none were in attendance.
4. The minutes were reviewed from the August 17, 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. Liam reviewed what happened in the bidding process. Hunter Excavating withdrew their original bid as they missed some items outlined in the RFP documents and the drawings. The selectboard decided to repeat the bidding process for the project with just the four priorities the THRC had identified, and a new RFP was prepared. However, GPI withdrew their bid before the selectboard meeting. Consequently, only Hunter Excavating bid on the job.

The committee discussed the changes in the numbers. Basically, the insulation and venting of the attic space went up by \$20,000 (\$10,000 of that number was for a steel ladder to the cupola), the porch remodel stayed the same, the entrance redesign went up by \$2,000, and the rear door replacement went up by \$730. The committee was okay with those changes. Mimi made a motion to accept the bid of Hunter Excavating, Cindy seconded the motion, and the motion passed. Larry will draft a statement to present to the selectboard at the September 8 meeting and send it to Aileen.

The Hunter Excavating bid is higher than the available funds the committee has on hand. We estimated there was about \$250,000 (we need to have Aileen confirm this number but

she first needs to be sure we have covered Jon's expenses) and in order to comply with the MERP grant, we need to be under contract by September 30, 2026 and the grant monies need to be spent by December 30, 2026.

The committee once again looked at the items in the bid and prioritized them as follows:

First: Entrance redesign with ADA improvements and replace the rear door.

Second: Insulate and vent the attic.

Third: Complete the porch remodel.

If the selectboard accepts our recommendation, then hopefully we can meet with Jon & Nestor the following week to discuss the priorities and get started.

6. Liam shared the details of his meeting with Evan from Carroll Mechanical, Inc., who the town has used for various HVAC needs. Evan reported that the current system is in good shape. He suggested that we continue to improve and upgrade the envelope and see how that work affects the heating of the building this winter. He stated that the heating system has never had a chance with the current state of the uninsulated building. The basement and attic insulation should improve the performance of the system and the comfort of the building. In the future, we could consider an ERV (air exchange) system but not until we can improve the wall insulation. We could also add heat pumps as a supplement to the current system. The six vents in the meeting hall area and the one in the entrance are working. We could add more vents in the backstage area at some future time.

Liam mentioned that he also has a meeting with Gary from Green Mountain Power next week to discuss the location of the electrical box and associated costs of moving it to the back of the building.

7. Liam shared with the group the results of his meeting with Margie Daitch about shades for the Town Hall and she prepared a proposal that he shared with the committee. The cost depends on the quality of the shade we choose, and ranges from \$1,740 for a basic roller shade up to \$4,920 for an insulated shade. We decided to stop by Margie's shop in Manchester to take a look at the options and colors, and if we decide to go ahead, Liam would be able to purchase them without going through the bid process. The shades would fit under the current wooden valances which we want to save and be a top-down shade. A more insulated shade would provide some level of darkening, but not a total blackout. Cindy and Mimi said they would take a look and get back to the committee.

8. Historic grants update:

- Liam mentioned the VT Historic Preservation grant which is a \$20,000 grant and has to be matched one to one. The deadline is October 5 to submit to the VHP. We would actually need to cover \$40,000 because the grant is paid when the work is finished. Liam shared all of the things that did not qualify for funding. We discussed the refurbishing or the purchase of new seating in the balcony as a possibility. The last estimate Mimi secured was \$47,500 to

refurbish the old seats but that could be double in price by now. We looked at “new” seating which would run about \$355/seat and we have 70 seats which would be a total of \$24,500. The committee needs to do more research, update the current quote from the person in the Midwest, and explore the possibility of new seating . See the link for an example of what could be purchased new. (<https://www.theaterseatstore.com/5025-series>).

- Village Trust Initiative grants – unfortunately we do not qualify for this grant as the town hall is a municipally-owned property.
- 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. The grant process opened on September 1st. We need the Selectboard’s approval to apply for a grant, which Liam and Aileen will request at the next meeting on 9/8/26. As a reminder, the details are outlined below.

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.

Other identified grants that need more research:

- 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

Cindy reminded the committee about 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.

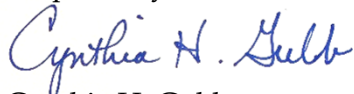
9. Next meeting: to be determined based on the selectboard approving the Hunter Excavating RFP

10. Meeting adjourned at 7:08 PM, Larry made a motion, Mimi seconded, and the motion carried.

Next Steps

- ☐ Aileen needs to confirm the dollar amount of the MERP funds available for use on this project.
- ☐ Larry will draft a recommendation for the upcoming selectboard meeting recommending the town accept the bid of Hunter Excavating as outlined in their proposal.
- ☐ Aileen will present to the selectboard.
- ☐ Larry has already drafted a recommendation for the town to apply for the MERF loan program and Aileen will present it to the selectboard on September 8, with Town Hall Committee members attending.
- ☐ Liam will meet with GMP.
- ☐ Cindy and Mimi will visit Margie's shop in Manchester and look at the shades and color options.
- ☐ More research needs to be done on the grants that have been identified.
- ☐ Cindy will share the write-up she prepared for Doings in Derry to publicize the committee's progress with the townspeople of Londonderry.

Respectfully submitted,



Cynthia H. Gubb

Secretary

Town Hall Renovation Committee