

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Wednesday, October 5, 2022
Town Hall – 139 Middletown Road, South Londonderry, VT

Committee Members Present: Lawrence Gubb, Mary Adams Lines, Sharon Crossman and Shane O’Keefe.

Committee Members Absent: None.

Others in Attendance: Town Officials – None. Others – Project Engineer Chris Cole, P.E.

1. Call meeting to order

The meeting was called to order at 4:09 PM.

2. Additions or deletions to the agenda

[1 VSA 312(d)(3)(A)]

None.

3. Committee organization - Elect Chair, Vice Chair and Secretary

Shane O’Keefe moved to elect Larry Gubb and Chair, Mimi Lines as Vice Chair and Shane O’Keefe as Secretary of the Committee, seconded by Mimi Lines. The motion passed unanimously. Gubb took over as Chair.

4. Discuss project status

Chris Cole updated the Committee on matters involving the proposed renovations.

Sharon Crossman entered the meeting at 4:11 PM.

Cole noted that the Selectboard had approved a proposal from Vermont Roofing Company for the repair and replacement of the roof, but the start date of work is uncertain. He mentioned that VMS Construction is no longer willing to work on the project due to overscheduling and understaffing, so other contractors will need to be recruited to address further structural repairs.

5. Discuss water infiltration into basement

In response to reports of considerable water leaking into the bathroom area on the lower level during a rain storm on 9/5/2022, those gathered inspected the interior and exterior of the building to assess how the water leaked in. Cole described the exterior drainage work completed in the past year, which created a drip zone and positive drainage around the exterior of the building.

A vertical crack in the foundation was discovered on the north side of the building just outside the bathroom, and Cole suggested that the foundation should be excavated in that area and a masonry sealant applied. Cole will inquire of general contractors he intends to contact to include this work in their overall project estimates.

It was agreed that someone needs to come to the building as soon as possible to treat the small areas of mold in and around the bathrooms. [Cole suggested professional treatment.](#) O’Keefe will ask the contractor that cleans the Town Offices to [see if they can](#) address this.

6. Discuss planned roof repair and replacement work

The approved proposal from Vermont Roofing Company for the repair and replacement of the roof is estimated to cost \$18,883. Cole explained that it includes ripping and replacing the existing asphalt roofing to the front and rear of the building and to repair the slate roofing in the middle section of the building, which is maintenance only. He will work with the contractor on scheduling of the work which may occur in the late fall or winter, but is more likely to take place in the spring of 2023. Cole will look into the following additional work, which may be handled by either the roofer or general contractor:

- Adding a water diverter for the roof at the ADA ramp at the front of the building.
- Potential for roofing replacement of the cupola and repairs of its cornice.

The overall project budget should be revised to reflect the changes to the roofing budget, which is much less than expected.

7. Discuss need for structural improvements

With VMS Construction having pulled out of the project, Cole will connect with other general contractors with whom he is familiar to see if they are interested in working with the Town on the upcoming structural work, to include strengthening the roof structure and balcony. Once a project estimate is established by a new general contractor, a decision can be made on the extent of final structural engineering.

8. Other matters

Window repairs were discussed. The north and south sides each have one 8 over 8 window and three 6 over 6 windows in need of repairs, with some panes presently missing.

The need for a periodic inspection and/or cleaning of the Town Hall was discussed.

Installation of built-in air temperature and humidity controlling unit was discussed as a possible way to address humid conditions in general in the basement.

[Painting of the railing on the entry ramp was discussed, and Cole stated that it's best to wait a year before doing so.](#)

9. Schedule next meeting

No decision was made on a date for the next meeting, but it was generally agreed it would take place in a few weeks, pending information back from Cole.

10. Adjournment

Shane O'Keefe moved to adjourn the meeting, seconded by Mimi Lines. The motion passed unanimously.
The meeting adjourned at 5:19 PM.

Respectfully Submitted,

Shane P. O'Keefe
Secretary

Approved _____, 2022.

TOWN HALL RENOVATION COMMITTEE

Larry Gubb, Chair