

**Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Thursday, May 4, 2023 – 1:00 PM
Town Hall – 139 Middletown Road, South Londonderry, VT**

Town Hall Renovation Committee Members Present: Larry Gubb (Committee Chair) Sharon Crossman, Mary (Mimi) Adams Lines.

Others in Attendance:

In Person: Shane O’Keefe (Town Administrator), Chris Cole (Cole Company-Project Engineer/Management).

1. Call meeting to order

Larry called the meeting to order at 1:15 PM

2. Additions or deletions to the agenda:

No additions or deletions.

3. Approval of Minutes:

Sharon Made a motion to approve the minutes of the March 3, 2023 meeting, as written, Mimi Seconded. All others on the Committee voted to approve.

4. Review and discuss completed work, ongoing work and next steps based in recommendations of the project consultant and the committee

A quick review was made of the electrical work done by Gary Barton, Gary replaced and removed all old knob and tube, plus other wiring for the light fixtures to be replaced while the flooring above is awaiting replacement. Gary will provide cuts/information on replacement fixtures for the THRC to review.

All visited the second floor to review the work in progress which included beefing up the floor structures of both the balcony lobby area and the balcony, based on specification by Engineering Ventures. The lobby area was nearly complete and awaiting flooring. The balcony floor structure beefing up was underway, The new fir tongue and groove flooring is delivered and ready for installation. Chris will send photos to Engineering Ventures for their approval of what has been done.

There was discussion of whether to and where to insulate the balcony lobby area as it appears there was never any heat to that space and the walls and ceiling framing were never covered with any sort of wall or ceiling finish. It was agreed that what to do would be a part of the discussion about insulating the building.

The balcony lobby area appears to be an addition to the original Town Hall structure. Chris recommended trying to find some old photos of the building prior to the addition to determine where windows and doors may have existed on the original building's façade.

Next Steps: Chris reviewed the approved budget of \$186,000 and provided a breakdown of what monies of the \$186,000 had been committed and of the committed amounts, what portion of those had been done. It is as shown in the following:

Engineering Ventures - \$16,500 – to include second floor lobby and balcony floor structure design and specification, which has been completed, the structural truss design to support the balcony structure (this design has been completed and is out for pricing and any modifications to the design) Shane mentioned that a grant from BDCC was intended to cover most, if not all the engineering design work. He was going to double check on this.

Chris Cole Project Management - \$15,400 of which a portion has been paid

Vermont Roofing –	\$18,833 approved and completed
	\$19,210 approved – work has not been done
Total	\$38,093

All Seasons \$40,241 – approved – work both completed and ongoing

Total spent or committed - \$110,234

Total uncommitted **\$75,766**

Chris recommended that the top priority for the remainder of the budgeted amount that had not yet been committed, should be the structural truss work for support of the balcony as completion of that work would allow opening of the balcony to the public once that work was completed with other features like a railing and reinstallation of the seating, once the seats had been refurbished. All Seasons is currently putting pricing together for the structural truss work. Chris also recommended adding a contingency to the pricing. There was discussion of whether the work should also include sanding and coating the replaced flooring in the balcony and balcony lobby area. It was agreed by Chris and the Committee that pricing should include sanding and two coats of finish, perhaps whatever would be needed by code, for a railing at the edge of balcony. Currently there is a low wall that serves as a railing. Code may require installing additional railing to raise the height.

The next priority should be given to the cupola, with an assessment of its condition and repair of any rot, fix roofing, trim and then paint, ideally to complete all coats of paint with one trip of a lift to reach the cupola.

Remaining work should the budgeted amount has not yet been exhausted and for future budgeting and funding would include repair of foundation crack at the NW corner of the building, ADA and other code compliance issues for building entry and restrooms,

mechanical, electrical and plumbing (MEP) code upgrades. Getting proposals and pricing from All Seasons and Vermont Roofing. Insulation of the building would be included in next steps. Shane mentioned Municipal Energy Resilience Program (MERP) grants available for insulation projects of up to \$300,000 per structure. He mentioned the contact for more information was Margo Ghia at the Windham Regional Commission (WRC). Shane, Sharon and Mimi volunteered to investigate further. Would be good if possible to coordinate timing with structural truss work, but not necessary. Shane said another energy audit would be required, but is included in the grant. Balcony seats are another next step.

5. Discuss plan for seat refurbishing, funding the cost of the refurbishment, scheduling the work and coordination and scheduling their reinstalment on the balcony, when the balcony work is completed and ready to receive them for reinstallation.

Larry asked Shane if there was a requirement by the Town to request a minimum number of bids of proposals for pricing of the seat refurbishment. Shane said in the case of something like specialized work where there may be very few contractors that engage in the required work, if evidence that numerous contractors were sought out, but few if any additional were found, a need to seek several proposals/bids may not be necessary. A cost comparison for buying new seats might also be useful.

Various ways of funding the cost of the seat refurbishing was discussed. Applying for grants was discussed, one potential grant source mentioned was the Hubbard Foundation. Another, the Windham Foundation. Others could be sought. Another way to pay for the seat refurbishing could be an appeal to donate the cost of a seat in return for a small plate/plaque with the donor's name on it. Mimi will investigate additional questions with the Wisconsin company she discovered who gave a rough estimate per seat for refurbishing. Questions remaining would include whether there are any additional costs associated with the work beyond the per seat cost, how the seats are done (for example: are seats picked up and taken to and returned from the contractors facility? Do they refurbish seats and backs and them come onsite to attach then to the frames?) When can they do them, what is the lead time for getting on their schedule. If the money cannot be raised for refurbishing before the next major function, like Town Meeting, how and where will we store the seats until they can be refurbished? Can they be stored in the basement/lower level?

6. Old Business and other matters

None

7. Schedule next meeting

The next meeting was preliminarily planned for about three weeks from this meeting, based on the gathering of information.

8. Adjournment

The meeting was adjourned at 2:14 PM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved _____.

Town Hall Renovation Committee

Larry Gubb, Chair