

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Monday, July 31, 2023 – 3:00 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 3:06 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 May 4, 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 and replaced lighting in downstairs lobby/entry and under the balcony area in the main hall. All present liked the low profile, bright and well dispersed lighting.

All visited the second floor to review the work done by All Seasons to replace the flooring on the second in the upstairs lobby and balcony seating area. The floors still need a finish coat and there was discussion about looking into whether to use a colored stain or a clear coat. Mimi will look into various color or clear coat options.

Chris said that the All Season’s contract completed, but not closed out, as a means to add continuing work as a change order. The repair in the foundation crack towards the rear of the building was an added charge of about \$500.

Ongoing Work:

Chris was going to double check to see how much of the approximately \$110,000 committed has been spent. As of the last THRC meeting on May 5, 2023, it was believed

that the amount of the \$186,000 approved funds that had not yet been committed was \$75,766.

All Seasons had done an estimate for the structural roof truss balcony support work which came in at \$75,788. Very close to funds we believe had not yet been committed. Chris recommended a 10% contingency be held, which means roughly \$7,600 fewer funds available for the work. Shane mentioned that the Town had gotten a \$6,000 grant from BDCC to cover structural work. The Town can seek grants to make up for the difference or request additional funds from the Town Building Fund to complete the work.

Sharon made a motion:

The THRC recommends a change order to the All Seasons contract to cover the amount of \$75,788 estimated for the structural roof truss balcony support improvement work, plus a 10% contingency for a total amount of \$83,367.

Mimi seconded, motion passed unanimously.

Chris spoke of next steps and 2 additional projects that he recommended be done following the structural work. The two projects he suggested should be considered soon as one is critical for weatherizing the building and the other would be preparation for when the balcony seating is ready to be placed back onto the balcony.

The two first projects are as follows:

#1. Repair the cupola roofing, cornices and trim. All Seasons has provided an estimate for the work based on a per week basis.

One week =	\$8,000
Two weeks =	\$14,000

With a 10% contingency plus construction management fees, the recommended budget for this work is \$20,000

#2. Chris said the current cost for floor finishing is about \$10/square foot. The floor area of the new flooring is estimated to be 920 SF or \$9,200 at the \$10/SF cost. With contingency and construction management fee, Chris recommended a budget of \$12,000.

An additional motion was made by Sharon:

The THRC requests approval from the Selectboard, the additional sum of \$32,000 to cover the cost of these two projects (repair of the cupola and finishing of the new flooring in the upstairs lobby and balcony area), inclusive of 10% contingency and construction management costs.

Mimi seconded, motion passed unanimously.

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.

Mimi reiterated her research into seat refurbishing, stating how there do not appear to be many companies in the nation that do refurbishing work. The company she located (Davis Furniture Company from Ohio, has done several projects in Vermont. She got three prices. One for a less comprehensive refurbishing at a cost of \$635/seat, one for a very complete refurbishing job at \$675/seat and a price of \$754.58/seat for brand new seating.

The Committee discussed the historic value of the high level refurbishing versus buying totally new seating and felt that based on the described level of refurbishment at the \$675/seat (see attached description) would be their recommendation. There is a count of 70 seats. If all seats were in good enough shape for refurbishing, the total cost would be \$47,250, plus tax (@ 6%=\$2,835) for a total of approximately \$50,000. The Davis Furniture Company needs a 50% deposit upfront and a 180 day lead time.

The Committee will report these findings at the next Selectboard meeting, August 7, 2023 to keep them apprised of this cost, while the Committee seeks means of funding the work through grants and donations.

6. Discuss acceptance of two stage scenery curtains offered to Londonderry by the Town of Wardsboro. The two curtains were originally painted by Charles Huist who had done other scenery curtains for Londonderry, many years ago.

The Committee discussed the offer of two scenery/curtains painted by Charles Huist (the original painter of Londonderry's scenery curtains. The Town of Wardsboro has had two scenery curtains , by Charles Huist that need some restoration work. They have five curtains, but no means to hang these two on their town hall stage. Christine Hadsel the Director of Curtains Without Borders, suggested they offer these two curtains to Londonderry, knowing Londonderry already has works by Charles Huist.

Mimi made a motion that ***the THRC recommend to the Selectboard the acceptance of the gift of these two curtains from the Town of Wardsboro.*** Sharon seconded. The motion passed unanimously.

7. Old Business and other matters

Chris mentioned a third project in the next steps. This project would be to consider the window and insulation work that was displaced in order to complete structural and other weatherizing work.

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. Shane said another energy audit would be required, but is included in the grant.

Larry mentioned Fire and Safety permitting for the balcony seating regarding occupancy, seating type, type and numbers of egress and distance from egress. Chris will check with State.

8. Schedule next meeting

The next meeting would be scheduled after further information gathering.

9. Adjournment

The meeting was adjourned at 4:30 PM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved_____.

Town Hall Renovation Committee

Larry Gubb, Chair