

Town of Londonderry, Vermont
Town Hall Renovation Committee
Meeting Minutes
Thursday, March 21, 2024 – 10:00 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, Shane O’Keefe (Town Administrator)

Others in Attendance:

In Person: Chris Cole (Cole Company-Project Engineer/Management).

1. Call meeting to order

Larry called the meeting to order at 10:05 PM

2. Additions or deletions to the agenda:

Shane requested an add to the agenda to discuss the MERP assessment and MERP mini-grant application. The Town Hall Renovation Committee (THRC) approved to add it under Old Business/other matters.

3. Approval of Minutes:

Mimi made a motion to approve the minutes of the January 26, 2024 meeting, as written, Sharon Seconded. All present on the Committee voted to approve.

4. Review and discuss completed work, leaking in basement, mold and moisture mitigation, close-out of All Seasons most recent work, ongoing work and next steps based in recommendations of the project consultant and the committee. Windows, thermal insulation, other.

Chris reported that All Seasons has completed all of their work and final bills are pended from both All Seasons and Engineering Ventures (EV) for their work. Shane asked if another inspection was needed by the Fire Marshall. Chris responded that as long as EV signs off on the structural work the Fire Marshall is okay with their sign off. Mimi asked if a railing where the balcony overlooks the lower level had been addressed. Chris responded with the recommendation that a walk through is done with the Fire Marshall to discuss Americans with Disabilities Act (ADA) compliance and things like the railing. He suggested that Jon Saccoccio, the architect doing the Town Offices renovation design work join the walk through if possible.

Shane mentioned that the Selectboard (SB) had authorized an inspection and assessment of the air handling equipment for the basement level and coming up with suggestions for moisture control in that space. He added that the Municipal Energy Resilience Program

(MERP) mini grant in the amount of up to \$4,000 was intended to cover things like an ADA assessment and that Jon Saccoccio would be a good person to do that work. Chris added that he could also do some preliminary sketches of what was needed based on the findings of the assessment.

Shane suggested that the THRC make a motion to proceed with an application for a MERP mini grant for \$4,000. Sharon made a motion to recommend to the Selectboard to authorize Shane to proceed with an application for a MERP mini grant of \$4,000 for the purposes of an ADA assessment of the Town Hall. Mimi seconded. All approved.

Mimi made a motion to ask Vincent Annunziata to be removed from the THRC due to a lack of attendance and participation. Sharon seconded, all approved. The THRC wondered whether a member of the SB might be interested or available to replace Vincent as a THRC member. The THRC would investigate further.

Chris reiterated completed work saying what remains is to close out EV's structural work and All Season's work, adding that his own contract is also complete, but that he is willing to work on an hourly basis.

He said the cupola work and the floor finishing, although approved expenses by the SB, were change orders. While the cupola work is completed, the balcony loggia and seating area floors still need sanding and a finish.

5. Ongoing Work:

Chris said that a budget for the sanding and floor finishing for the balcony and second floor level have been approved.

Mimi says she has a price for the refurbishing of the seating which has not changed from the original inquiry. There was discussion of how and where to raise the money and if there might be money that could come from the building fund or not and if, as discussed, finding numerous businesses that did seat refurbishing were not available for RFP's whether a single source could be used and what the process for doing that would be.

Larry mentioned we had planned on trying to raise funds for the seating via grants and looking into various sources, as well as doing a local fundraising appeal to raise money, asking people if they would like to sponsor seats in exchange for a metal tag on the seat with their name on it.

Shane mentioned that the Town Office renovation project may need funds to complete its work, dependent upon what is found once bids come in for the project in the near future.

6. Old Business and other matters

Chris spoke of next step. First would be to complete the floor sanding and finishing on the upper level on the balcony and the space outside the balcony where the flooring was replaced. Shane said that even though an amount has already been approved by the Selectboard, any amount above \$7,500 must go through the Town bidding process or single source procurement process. He said he would assist with providing what needs to be done to satisfy the procurement process. A scope of work is needed. \$12,000 had been approved by the Selectboard on July 31, 2023. Chris said he would assist with scope of work for floor sanding.

Sharon asked about sanding the main level floors and Shane responded that this had already been investigated and it was found the flooring is thin from prior sanding and it was determined another sanding could damage the floor. He said this should be verified again.

Mimi mentioned the seating again and asked if building fund money is requested for the seat refurbishing, what is needed to show what she has found to so far be apparent with regard to the number of businesses that do seat refurbishing work. From her research there are only a very few, if only one she has found to date, that do this sort of work. Shane responded that the THRC would need to show it researched other businesses that would do the work and that the number was very small if not just singular. Other sources of funding should also be investigated.

Mimi said there were 8 historical windows that needed restoration and that the windows would have to be shipped to the place of the restorer. She added that it would not include restoring the window frames. Chris recommended reviewing the recently received The MUNICIPAL ENERGY RESILIENCE PROGRAM (MERP) energy assessment and said that funding would have to be found before sending out RFPs for restoration. Shane recommended seeking grant funds for the windows and seat refurbishing or ask for funding from the Selectboard.

Chris said he could put together an RFP for the shipping portion of the window restoration.

Shane recommended waiting for bids to come in for the Town Offices project to see if building fund money may be needed for that. He mentioned seeking a Rockingham HMS grant and mentioned a contact that helped Londonderry with a Bellows Falls Area Development Corporation grant.

Shane asked Chris if painting the exterior where the structural was done and patched was a part of that contract. Chris responded that he would check into that. Shane also mentioned that some nail heads were already showing through the painted front of the building. Chris said that all of the cupola work money was not spent and thought that maybe some of that money could be used for painting.

7. Schedule next meeting

The next meeting would be scheduled after further information gathering and as required.

8. Adjournment

Sharon made a motion to adjourn the meeting, Mimi seconded. Motion was approved unanimously. Meeting was adjourned at 11:14 AM

Respectfully Submitted,

Larry Gubb

Chair, Town Hall Renovation Committee

Approved _____.

Town Hall Renovation Committee

Larry Gubb, Chair