CORINTH TOWN HALL BUILDING COMMITTEE
MEETING MINUTES ~APPROVED 8/12/25 ~

DATE: Thursday April 17, 2025.
TIME: 7 PM.
LOCATION: Corinth Town Hall.
ZOOM CONFERENCE LINK:
https://us06web.zoom.us/j/82674668616?
pwd=dRhKVXbnien0O4q1wMHJdxod6uADdU.1#success

Carl called the meeting to order at 7:00PM
Attendance: Carl Demrow (chair), Dan Wing, John Haney, Norm Collette (Sec)

AGENDA:
1. To approve the draft meeting minutes of the 2/24/25 and the 3/17/25 meetings.
Web Links:
https://corinthvt.org/wp-content/uploads/2025/03/building-committee-min-2025-02-24-draft.pdf
https://corinthvt.org/wp-content/uploads/2025/03/building-committee-min-2025-03-17-draft.pdf
Dan moved that we accept the minutes from 2/24/25 and the 3/17/25, John seconded the motion, No further discussion. All in Favor so carried.

2. To review & act on our MERP Grant amendments options.
A. Service Upgrade.
B. Change over/Adapt the oil furnace to heat with heat pump technology rather than oil.
C. Floor in attic insulation/sub-floor/Main floor ceiling issues. Repairs will be needed after attic work.
Detail Specifications.
E. Future EV charging station?
F. Basement foundation/sill insulation.
G. Windows/Storms.
H. Other.

2. MERP Grant Update: Carl updated the committee on where we stand on the MERP grant and the amendments needed to move it along. A historic review from VDHP will also be needed.

A. Service Upgrade: The currant 200 amp service is basically maxed out and can only handle two heat pumps and no EV charger. It needs to be upgraded to 300 or 400 amps and we will amend the grant for this to be included.

B. Forced Hot Air Oil Furnace versus Ducted Heat Pump: After looking over the furnace situation in the basement, it was decided that we might be better off if we could keep the oil furnace to work in conjunction with a duct-ed heat pump system that uses the same duct work as the oil burner.
It was then decided that we need an installer or engineer to come out to look the project over with us.
Dan brought up ARC in Bradford and it was decided to have Norm contact them to set up an appointment for someone to come out and meet with us on April 24th in the afternoon or on the 25th.

C. Floor In Attic Insulation/Sub-Floor/Main Floor Ceiling Issues: This project will require strapping and adding 2" of ridged foam insulation to the existing single layer of boards topped with at least ½" plywood. It will include boxing in the stud walls as well to create fire stops, and any ceiling repairs below that will result from this work. We would also specify that contractors are easy on the ceilings below by screwing down all materials added to the attic floor and being as easy as possible on the ceiling below.
The attic windows replacement needed. (If we could include them in this grant that would be great). Note: The 3 window units on the south wall will be replaced as part of the south wall project.
E. Future EV Charging Station: Not possible at this time without a service upgrade.

F. Basement Foundation/Sill Insulation: Insulating the north & east concrete walls were discussed as part of this grant, and that we would be better off having it strapped and insulated with rigid foam and box in between the stud work as fire stops that were never added to the building. This effort will address this fire stop issue in the basement and in the attic.

G. Windows/Storms. Three foundation windows need replacement or boxing in and sealed. Chances are the VDHP Review will require they be replaced or restored. Note: Access through at least the northern most one of these window openings is needed in the basement for future service options.
(Large schoolhouse windows and storms, along with attic window replacement may be more than we can do with this MERP funding unless there is a balance left after all these other projects are completed).

H. Other.
No further discussions.

3. Office reconfiguration: To discuss the clerk's thoughts on changing the office around:
The committee studied the office layout and considered the clerks ideas on re configuring the office by changing the location of the visitors reception area near the entrance-exit door to the 2nd office entrance door, and moving her desk to the south window location.
It was noted that the office was studied in great detail back when the Lister office was built and the main office remodeled as efficiently as it could be at the time.
Issues Considered:

Traffic. Office worker and customer traffic would conflict at the 2nd door and office security could be compromised.
Cleaning. Mud and grit is a steady at the entrance and having the reception area at the first door minimizes how much dirt gets tracked into the office and the rest of the building. This is why the east porch entrance was closed to office traffic. Moving the reception area further into the building will increase the cleaning needs and wear and tear.
Budget. Martha thought she could get free help to offset costs. There would still be costs in such a change that may not be budgeted for.
There is a lot that we are planning for at the town hall presently. Do we need another project of this nature at this time? The committee did not think this office reconfiguration would be a good idea.
Ideas were shared to improve the clerks light space by adding daylight LED lights to the ceiling lights like over the treasurers area. (these units will be changed out once we implement the MERP grant and install new more efficient lights in the office).
We can also get a nice sky panel for the light over the clerks desk though it would be best to wait for the new ceiling light units are in before doing this.

4. Review plans for ADA entrance & back wall restoration. Scope of Work needed for VDHP.

Carl reported that we are still waiting on architect Ryan Edwards. Norm noted that the VDHP is still waiting for the Scope of Work expected from Edwards.

5. Any other business that may come before the committee.

No other business.

Carl called to adjourn the meeting at 8:00 PM, Norm seconded the motion. No further discussion. All in favor. Meeting adjourned.