

TOWN OF ORANGE
Grant Committee Meeting Minutes
December 18, 2025 – 8:30 AM
Orange Town Office & Zoom

Attendees: Lee Cattaneo, Steve Simpson, Emily Ruff, Diane Hallenbeck, Sam Lash

1. Call to Order

Meeting called to order at 8:35 AM by Steve Simpson.

2. Agenda Revisions

Lee Cattaneo added Highway Safety Grant discussion to the agenda.

3. Approval of Minutes

Lee moved to approve previous meeting minutes; Steve seconded. Motion carried.

4. MERP Project Status Review

- **Contract Completion:**
Greg Coling's contract has been completed. A copy should be filed in the MERP folder. A detailed scope of work is needed for RFP discussion at the next meeting.
 - **BGS Coordination:**
BGS conducted check-in with Sam Lash, who is compiling recommendations to present to BGS to avoid amendments. BGS inquired about the new siding in the Town Office envelope project, which Sam Lash advocated for including. Committee will ensure grant language alignment and proper documentation demonstrating how siding fits project scope.
 - **Amendment Considerations:**
Town hall ceiling work and minor structural work pieces flagged for potential amendment. Sam Lash will work on developing these for consideration at next meeting.
 - **Financial Hardship Form:**
Sam Lash will resubmit financial hardship form (second submission) and CC committee members on submission for our records.
 - **Administrative Tasks:**
Steve Simpson needs to complete payment authorization form. A reminder that expenses must be submitted as incurred and quarterly. Sam Lash will send draft RFP to committee and Greg for review ahead of our January 8th meeting.
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5. Grant Tracking Review

Steve Simpson reported that the Gazebo and Fema 2023 flood grant payments have been received and are closed out.

6. Financial Review

No items for discussion.

7. Other Business

- **Highway Safety Grant:**
Application deadline: February 2, 2025
Keith Cubbon available to provide support
Project can be funded if on preapproved list
Action Item: Lee Cattaneo and Keith Cubbon to meet next week to conduct site review
 - **Town Forest:**
Allen Follensbee contacted Steve Simpson regarding next steps for planning town forest management in 2026. Communication will be advanced to Recreation Committee, with Selectboard providing final approval and oversight.
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8. Next Meeting

January 8, 2025 at 8:30 AM

9. Adjournment

Lee Cattaneo moved to adjourn; Steve Simpson seconded. Motion carried.

Meeting adjourned at 9:08 AM.