

Town of Orange
MERP Grant Meeting
December 4, 8:30 AM
Orange Town Office

In Attendance: Steve Simpson, Lee Cattaneo, Emily Ruff, Bill Crowther, Greg Colling, Sam Lash

1. Emily Ruff called the meeting to order at 8:37 am.
2. There were no agenda revisions.
3. On a motion made by Steve Simpson and seconded by Lee Cattaneo, the November 20th minutes were approved with all members voting in favor.
4. Confirm Project Management Contract - Sam Lash will incorporate Greg Colling's revisions into the project management contract for Steve Simpson to advance to selectboard at next meeting. Greg Colling will develop detailed construction documents to create a single, comprehensive RFP for a General Contractor to serve as a single point of accountability managing all subcontractors and preventing scheduling conflicts. He will create schedules for work and write specifications for materials. The RFP must be issued by March 2026 to show "good progress" with the hope that work can commence in May or June 2026. All work must be under contract by November 2026 to obligate full grant funds from BGS by December 2026. The pre-contracted town clerk's office roof will be managed as a separate work item to avoid adding the GC's overhead and profit to its cost.
5. Confirm Meeting Schedule and Cadence - We will be meeting at 8:30 am on Thursday biweekly. Our next meeting will be December 18th. Establish Work Plan - As a group we will review and prioritize scope of work to make recommendations of schedule, and then Greg Colling can start to assemble the detailed scope. Greg Colling needs help from town identifying qualifying builders.
6. Discuss recurring meeting agenda to report on deliverables, outstanding items and action needed
 - a. Agenda will be MERP project status (deliverables, schedule), Grant Tracking (deadlines, action items), and Financials (invoices, reporting), with other business added as needed.
7. Other Business - Lee Cattaneou inquired about an aging summary from CVRPC for the LHMP grant completed by prior selectboard members. Current staff lack details on the grant or invoices. It was determined this was closed and will be reported to CVRPC accordingly.
8. At 9:22 am Emily Ruff made a motion to adjourn, and Steve Simpson seconded. All members were in favor.