Town of Orange
Grant Committee Minutes
February 20, 2026
Orange Town Office

1. Called to Order at 12:00 P.M. In attendance were members Steve Simpson, Diane Hallenbeck and Lee Cattaneo. Also attending were Greg Colling and Sam Lash.

2. Agenda Revisions. None

3. Approve Minutes. Steve made the motion to approve, Lee seconded, and the minutes were unanimously approved.

4. Review MERP Project

a. Discuss Scope of Work and draft RFPs

i. Blower Door Test. Gregory shared that the consultant had inspected the town meeting house and found the cell to be tight with no apparent air leakage but noted a hole in the wood between two boards below the windows, indicating a lack of insulation. It was suggested to investigate the walls for insulation and discussed potential alternatives, such as wrapping the building with wafer board or using continuous insulation, though Gregory emphasized that significant work, like removing siding and re-insulating, would be costly and not required by code for historic buildings. The group decided to wait for Sam's input on the BGS meeting results before proceeding further.

ii. BGS meeting results. There were no reports from the BGS meeting at this time.

iii. Fire Marshall meeting. Greg will schedule a meeting with the fire marshal to review project scope and address any code compliance issues

b. Review Grant Tracking. Greg agreed to review applications for payment and maintain a record of transactions, while Diane noted that this new process is more efficient than the previous method of receiving a lump sum from BGS.

c. Review Financials. Greg and Diane discussed using a shared Excel/Google Sheets tracking system to monitor perceived costs and payments,

d. Check in on hardship funding. Sam needs additional info on expenses

5. Review updates on Grants in Progress

a. Better Roads (George Street / Daniel Judkins). The deadline was missed.

b. Grants in Aid (Project TBD / Ashley Andrews). Steve to check with Ashley.

c. Municipal Planning Grant (Town Plan). Public input meeting scheduled for March 11th at 6:00 P.M.

d. Park and Ride Grant - review extension status, scope of work and civil engineer RFP. The time extension was approved. The scope of work only includes lighting and paint striping. Pavement is not included and will be a significant increase. Further consideration is needed.

6. Review applications

a. HSIP Grant application was submitted prior to the deadline.

b. PACIF Diane needs additional information on safety expenditures.

7. Other Business. Next steps needed.

- Greg: Follow up with the thermal envelope consultant next week to discuss blower door test and finalize specific scope of work recommendations for the Merck project, including possible wall insulation measures; take notes and report back to the group.
- Greg: Contact Vermont Department of Fire Safety (Division of Fire Safety) to schedule a meeting with the regional fire marshal to review the project scope and ensure compliance; address any flagged concerns in the scope of work.
- Sam: Send around general placeholder amendment language for new measures (e.g., potential town hall wall insulation) to the group and once approved, submit for project amendments.
- Sam: Follow up with JT Consulting to obtain the actual CFM air leakage results, raw IR (infrared) images, and any prep data/results from previous blower door tests.
- Greg: Review the sample RFP provided by Sam, add necessary language regarding scope of work and contract documents, and provide feedback to Sam.
- Greg: Review applications for payment from contractors, verify work completed and amounts, and maintain a record file of all transactions for the project.
- Diane and Greg: Coordinate to ensure all grant-related financials and payment documentation are shared/copied so Greg can maintain backup records.
- All: Continue tracking grant expenses and documentation using the shared Google Sheet/Excel tracker; Sam to assist with quarterly reporting as needed.
- Sam: Distribute meeting notes from the BGS site visit.

8. Confirm next meeting date and agenda. Next meeting will be on March 6th at 10am to review progress on above items, particularly the outcome of Greg and Nate's meeting regarding the blower test and scope of work

9. Adjourn. Lee made the motion to adjourn, Steve seconded, and the meeting was adjourned at 1:17 P.M.