Town of Orange
Grants Committee Minutes
March 20, 2026
Orange Town Office

1. Call Meeting to Order and Elect Chair and Vice Chair. Called to order at 10:00 A.M. Present were members Diane Hallenbeck, Lee Youngman and Lee Cattaneo. Also present were Greg Colling (Merrimack Design), Sam Lash (CVRPC) and Kevin Wilson.

Diane nominated Steve Simpson to be chair, there were no other nominations, and the vote was unanimous. Lee Y. nominated Emily Ruff to be vice-chair, there were no other nominations, and the vote was unanimous.

2. Agenda Revisions. There were no revisions

3. Approve Minutes of March 6 meeting. Diane made the motion to approve, Lee Y. seconded and the vote was unanimous.

Steve Simpson had asked that the meeting be paused to allow him to meet with the fire alarm contractor. The meeting was paused at 10:06 and reconvened at 10:18, now including Steve in attendance.

4. Review MERP Project

- a. Discuss Scope of Work and draft RFPs
    - i. Blower Door Test. - Discussed the blower door test, clarifying that it will be conducted as part of Gregory's scope of work.
    - ii. BGS meeting results. - Discussed an RFP amendment that BGS approved, with Sam reporting BGS requested budget details once proposals are received. Lee C. inquired about the RFP schedule, prompting Gregory to emphasize the need for clear timeframes and project sequences for the two-building project.
    - iii. Fire Marshall meeting. - Greg provided details on recent site visits with the Fire Marshal, who identified several needed improvements including a fire alarm system for the town hall, handrails on stairs, and emergency beacon replacements. Greg noted that the Fire Marshall would follow up with a detailed report, which had not yet been received.
- b. Review Grant Tracking. - Diane is maintaining binder with all actions relating to MERP grant.
- c. Review Financials. - The focus was on the procedural aspects of the grant project. Sam explained that the town would not pay invoices when initially received but would submit them to Building General Services for disbursement of funds to the Town, which would then be processed through the town's usual payment system. Diane expressed concerns about the payment turnaround time, and Gregory emphasized the importance of quick payments to keep contractors motivated. Lee Y. requested more information and offered to review the internal tracking process. The Town will formalize the internal financial tracking and payment procedures after checking with the Town Auditor.

5. Review updates on Grants in Progress

- a. Better Roads - Application due by 4/15/2026. Steve is preparing the necessary data.
- b. Grants in Aid (Project TBD / Ashley Andrews). - Steve will call Ashley Andrews
- c. Municipal Planning Grant (Town Plan). - Lee C. indicated public meeting was held

d. Park and Ride Grant. - Town will decide what and when work will be undertaken.

6. Review applications

a. HSIP Grant - No word on safety grant for guardrail and ledge removal.

b. PACIF - Grants reimburse members for up to 50% of pre-approved purchases with the primary purpose of reducing the likelihood of PACIF claims. Diane is preparing list for approval.

c. Salt Shed – Maximum amount for construction is $500,000. No word on approval.

7. Other Business. Next steps

- Finalize RFP and project schedule for April meeting discussion
- Check on T-Mobile and AARP Grants for recreation facilities and Federal Grants for Emergency response

8. Confirm next meeting date and agenda. - Next meeting will be April 3, 2026. Tentative start time is 10:30 A.M. Agenda and start time to be finalized by March 30, 2026.

9. Adjourn. - Meeting adjourned at 11:27 A.M.