

Grant Committee Meeting Minutes

Town of Orange

Date: June 12, 2026

Location: Orange Town Complex

Members Present: Diane Hallenbeck, Lee Youngman, Steve Simpson, Greg Colling, Sam Lash, Lee Cattaneo

Steve called the meeting to order at 11:15AM

MERP Budget Review

Greg presented updated project budget calculations, including revised soft costs of approximately **\$16,000** (reduced from earlier estimates of \$28,000). The estimated total construction budget available for the MERP project was discussed at approximately **\$380,000**, requiring an estimated **\$120,000 reduction in scope** to align with available funding.

The committee discussed flexibility in allocating funds between the Town Office and Town Hall buildings, noting that while invoicing would be based on building-specific measures, adjustments between buildings may be possible pending approval.

Project Priorities and Scope

Committee members discussed prioritizing work between the Town Office (Town Clerk's building) and the Town Hall.

Consensus was reached that the **Town Office building should receive priority**, as functionality concerns require immediate attention. Key priorities identified for the Town Office included:

- Proper insulation
- Window replacement
- Door replacement

The committee agreed that work at the **Town Hall may need to be scaled back** if necessary to remain within budget. Members discussed retaining existing Town Hall windows if replacement proves cost prohibitive.

Greg emphasized the importance of proper insulation to improve energy efficiency and reduce long-term operating costs.

Contractor Budget and Scope Review

The committee agreed that Millbrook Construction must provide a measure-by-measure itemized budget before contract negotiations are finalized.

Greg will coordinate a meeting with David Pratt of Millbrook Construction to review project scope, costs, and priorities. Committee members expressed interest in meeting in person, with Zoom as a backup option if scheduling conflicts arise.

The committee discussed potential cost savings opportunities, including use of town equipment for excavation work, if feasible.

Department of Fire Safety / ADA Requirements

The committee reviewed potential **Department of Fire Safety** requirements that may need to be addressed as part of the project. Certain requirements, including a fire alarm system, were identified as potentially cost-prohibitive and may require future consideration.

ADA compliance items were discussed, including:

- Accessible egress
- Parking accessibility
- Accessible door hardware
- Assisted listening systems

It was noted that only one ADA-related improvement may be required to qualify under available funding.

Foundation and Site Considerations

The Town Office foundation extends approximately **three feet below grade** and already have documentation of this. The committee also discussed verifying the location of the septic field at Town Hall to avoid disturbance during driveway or accessibility improvements.

Additional Town Project Updates

The committee briefly discussed:

- Road repair planning for a damaged section of Reservoir Road requiring grinding and removal of material until future funding is available.
- Grant extension planning for the Town Plan update.
- Culvert inventory through Central Vermont Regional Planning for the road crew.
- Follow-up regarding the sidewalk study through VTrans District 6.
- Grants committee membership following the Town Clerk resignation.

Action Items

Steve

- Coordinate with Matt regarding excavation or documentation of foundation conditions if needed.
- Confirm sludge disposal procedures and any fee exemptions with the disposal facility.
- Confirm Town Hall septic field location before construction planning.

Lee C

- Follow up on Town Plan grant extension

Diane

- Check with Ashley about Grants in Aid deadline

Greg

- Schedule meeting with Millbrook Construction (David Pratt) to review scope and obtain itemized budget.
- Provide and review AIA contract template requirements.
- Coordinate with Sam/Central and BGS regarding amendments and scope approvals.
- Issue weekly field reports during construction and circulate updated budget information to the committee.

Adjournment

The meeting concluded following discussion of project priorities and next steps.