Town of Orange Grant Committee Meeting Minutes

Date: July 24, 2026
Time: 12:00 PM
Location: Town Office/Zoom

Present: Diane Hallenbeck**,** Greg Colling**,** Sam Lash, Lee Cattaneo, Emily Ruff, Carmella Tucker, Steve Simpson

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Call to Order
The meeting was called to order at 12:04PM. The committee reviewed the agenda; no changes were made.

MERP Project Updates
The group reviewed revisions made to the project scope to ensure the work remains within the $402,731 MERP grant award. Changes included:

- Addition of an Energy Recovery Ventilation (ERV) system for the Town Garage to satisfy Building and General Services (BGS) requirements for energy improvements across all three municipal buildings.
- Adjustments to the scope of work involving doors, siding, insulation, and other building improvements.
- Addition of insulation type in the Town Clerk's Office.
- Review of items that are eligible for MERP funding versus those that remain the Town's financial responsibility.

Greg explained that project costs are being separated to distinguish MERP-funded expenses from Town-funded improvements, including the roof replacement.

Billing and Reimbursement Process
The committee reviewed the payment process for the project.
Millbrook Construction will submit invoices to Greg for review. After verification, invoices will be forwarded to Diane H for approval and then submitted to the Vermont Department of Buildings and General Services (BGS) for reimbursement through the MERP grant.

Underground Storage Tank Project
Steve provided an update on the underground storage tank removal project.
The tanks have been successfully removed, and environmental testing confirmed that the site is no longer an active contamination source. However, approximately 20 tons of contaminated soil remain. Wheeler Engineering will be asked to provide estimates for:

- Removal and disposal of the contaminated soil; and
- Leaving the soil on-site with annual monitoring and turning for several years.

The committee discussed the cost implications of each option before making a future recommendation.

Project Budget Discussion
The committee reviewed project costs that are outside the MERP award, including:

- Roof replacement
- Information Technology and security upgrades
- Fire Safety Improvements

Discussion included pursuing additional funding opportunities through Efficiency Vermont and other utility incentive programs to reduce the Town's share of project costs.

Committee Action

Lee Cattaneo made a motion to recommend approval of both:

1. The MERP Grant Sub-Agreement; and
2. The Millbrook Construction Contract;

for consideration by the Orange Selectboard.

The motion was seconded by Emily Ruff.

Motion carried unanimously.

Action Items

Steve to Present the MERP Grant Agreement and Millbrook Construction Contract to the Selectboard for approval.

Adjournment

There being no further business, the meeting adjourned at 12:55PM.