MERP Working Group

Minutes for Wednesday, January 8, 2024
Craftsbury Town Hall

Present: Craig Taylor, Ned Houghton, Bill Day, Kevin Gregoire, Jaime Milholland
Guest: Brandon Erny

The meeting was called to order at 2:00pm.

Agenda Items

1. Approval of minutes
Minutes of the December 11, 2024 organizing meeting were approved.

2. Town Conflict of Interest Policy
All members of the MERP Working Group are expected to read and commit to observing Craftsbury's Conflict of Interest Policy.

3. Town Purchasing Policy
All members of the MERP Working Group are expected to read and commit to observing Craftsbury's Purchasing Policy.

4. Historical Preservation Review
Vermont BGS has created a form for MERP requests and is offering a webinar on January 16. Craig will handle submitting the form as needed.

5. Asbestos Testing
Whether testing is required depends on the materials encountered in each project.

6. NVDA Guidance
NVDA has published a MERP Implementation Guidance document, which this group will follow.

7. Certificate of Insurance
Has been requested from the Vermont League of Cities and Towns.

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8. ADA Compliance
Clear guidance is readily available; the working group will be able to monitor and respond to ADA issues ourselves.

9. Asana
Bill will set up an Asana database for the project.

10. Project Manager
A job description is needed.

11. Next Steps
To review the entire project and identify next steps, priorities, and need, set timelines, etc.

12. Next Meeting
Tuesday, January 21, 1:00PM, Craftsbury Town Hall.

The meeting was adjourned at 3:30pm.

Minutes submitted by Bill Day, 1/9/25

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