MERP Working Group

Minutes for Tuesday, January 21, 2025
Craftsbury Town Hall

Present: Craig Taylor, Ned Houston, Bill Day, Kevin Gregoire, Jamie Milholland

The meeting was called to order at 1:00pm.

Agenda Items

1. Approval of minutes
Minutes of the January 8, 2025 meeting were approved with corrections.

2. Town Conflict of Interest Policy
All members of the MERP Working Group have read and committed to comply with Craftsbury's Conflict of Interest Policy.

3. Jared Waite
Structural Engineer Jared Waite is booked for a site visit on March 21, 2025 at 10:00am to examine the Town Hall.

4. Select Board meeting 1/22/25
Craig will attend. Topics:

- Purchasing policy
- Hiring a project manager
- Process for engaging consultants, vendors, and contractors
- ADA compliance

5. Project Manager
We reviewed a draft Project Manager job description, all are asked to bring edits and suggestions to our next meeting. Jamie will bring a written expression of interest to the next meeting.

6. VDHP Compliance
VDHP seems inclined to work with towns but also clearly needs to review everything. Craig is preparing a preliminary application.

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7. ADA Compliance
Craig will ask the Select Board for guidance.

8. Load Calculations for Ventilation, Heating, and Cooling
Craig and Ned will work on.

9. MERP Project Summary Spreadsheet
We reviewed a spreadsheet summarizing the projects covered by the MERP grant.

10. Next Meeting
Tuesday, February 4, 1:00PM, Craftsbury Town Hall.

The meeting was adjourned at 2:30pm.

Minutes submitted by Bill Day, 1/22/25

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