MERP Working Group

Minutes for Tuesday, February 4, 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 21, 2025 meeting were approved.

2. Select Board
Craig attended the January 22 Select Board meeting.

- Craig asked that the board delegate MERP RFP writing to the MERP working group, and proposed that the Select Board review our RFPs and bids as they come in. More clarity is needed about certain aspects of the purchasing policy (e.g., what is the threshold for needing three bids, is bidding required for consultants, etc.).

3. Project Manager

- There were no changes to the Project Manager job description proposed at the January 21 meeting.
- Jamie expressed interest in serving as project manager for the MERP grant.
- With Jamie not in the room, Ned moved that the board appoint Jamie to be project manager. Bill seconded the motion and the motion was approved with a unanimous voice vote.
- Jaime will write an estimate/proposal in line with the approved job description that will include his estimate of the hours needed to complete the project and his proposed rate.

4. Historical Preservation Review
Craig has written and submitted a preliminary application for Town Hall to the VDHP.

5. ADA Compliance
An assessment of compliance needs to be organized. Jamie will look at this.

6. Load Calculations
Craig shared and discussed balanced ventilation calculations he prepared for the Town Hall (hall and offices) following ANSE/ASHRAE Standard 62.1-2022.

7. Next Meeting
To be announced.

The meeting was adjourned at 2:15pm.

Minutes submitted by Bill Day, 2/6/25