

**Approved Minutes**  
**Calais Historic Preservation Commission**  
**Calais Town Office**  
**Wednesday February 10<sup>th</sup>, 2016**

Present: David Schutz, Susan Weber, Syver Rogstad, Curtis Johnson. Scott Bassage, Reed Cherington.  
Absent: Larry Bush, Ernie Parrish, Susannah Blachly.

David opened the meeting at 7:02

We approved the minutes, Weber, Johnson

**2014 update**

Curtis reported on the Engineering analysis of the steeple. Curtis reminded us that the report is from a Professional Engineer(PE.) The PE's signature on the report indicates his opinion of the work that needs to be done.

**2015 Update**

Curtis reminded us of the recommendations contained in the Town Hall Task force report. The first recommendation is to determine the floodplain status of the Town Hall.

**2016 Update**

David announced that we have received a 2016 CLG Grant to determine the floodplain status of the Town Hall..

The 60% Federal Portion of the grant is \$18,000, the 40% Calais share is \$12,000 from cash and in-kind match. The grant is approved to begin on January 21, 2016. The Grant funds will be sent to the town shortly after the final project report is submitted. The final project report is due September 1, 2017.

David asked Curtis if he would manage the Request for Proposal(RFP) process for procurement of contractors for the grant. Curtis agreed.

Curtis gave us an outline of his development of the scope of work and an RFP for the project. The RFP will be ready before our March meeting.

The RFP will include a completion date of Late August.

David will make efforts to obtain the 2016 CLG Grant Agreement for our project.

We adjourned at 8:15

Submitted with respect by  
Scott Bassage  
3/8/2016