

Town Hall Committee Meeting Minutes - Draft
Wednesday February 28, 2018 – Calais Town Offices

Attendees: Denise Wheeler (Selectboard), Clif Emmons (Selectboard), Donna Fitch (Treasurer), Jonathan Williams (Selectboard Administrator), Scott Bassage, David Schutz, and Lisa Ryan

Denise Wheeler called the meeting to order at 8:00 A.M.

The committee spoke with Lisa about the ongoing town hall renovation presentations and provided information on the number of attendees, questions asked, and other items. Future presentations were considered. The committee discussed the Vermont Community Development Program grant, the Arts Council grant, the Historic Preservation grant, and other grant opportunities with Lisa Ryan. Lisa informed the committee that if the town had an arts grant in hand with the warned loan it would make a VCDP grant application more competitive. The requirements of the VCDP grant were discussed, including a phase 1 environmental assessment. The costs of these potential environmental ‘soft costs’ must be planned and budgeted for (two to five thousand, up to twenty-five thousand dollars potentially). Some towns will pay for the environmental assessment out of pocket in advance of any grant application submission. VCDP grants are in a sense ‘first come first serve.’

The Davis Bacon act and wage requirements were discussed. The requirements and language to go out to bid were discussed: “lowest and most qualified.”

The committee discussed speaking with the Agency of Commerce and Community Development concerning the factoring in of environmental assessment costs into the VCDP grant award itself. The committee discussed minimum insurance requirements for grant administration. Other funding sources for this phase of the project were considered (Arts Council grant, USDA rural business development grants, Vermont Community Foundation grants, Vermont Housing and Conservation Board grants, the Walter Serf Community Fund grant, etc.).

The committee decided to apply for the Vermont cultural grant and will explore other grant opportunities. The committee will also contact Susi Poland at USDA and make inquiries about the rural business development grant program.

The committee and Lisa together reviewed and discussed Lisa’s contract re: the CLG grant, etc., and provided feedback.

Public Comment: None.

The meeting was adjourned at 9:15 A.M.

Respectfully submitted,

Jonathan Williams, Selectboard Administrator

Approved by the Town Hall Committee at the _____ Meeting