

Town of South Hero  
**Old White Meeting House - Restore & Revitalize Project**

**Date:** Thursday, March 18, 2021  
Meeting of the OWMH Steering Committee on Zoom

**Call to Order:** 4:00 PM by David Carter - Chair

**Attendees:** David Carter-Selectboard, Emily Klofft-NRPC, Beth Curtis-Grannies Attic, Linda Seavey, Mary Harwood, Sarah Kjelleren, Terry Robinson - Bicentennial Museum, Michael Carroll, Sandy Gregg-Planning Commission

**1. Introductions**

**2. VCDP Grant Status** - Emily K from Northwest Regional Planning Commission (NRPC) presented a PowerPoint (can be viewed in its entirety on the Town website).

Highlights are as follows:

- “Project Overview” slide provides a brief history of how we got to this point.
- “Project Roles” slide charts the roles of Selectboard & Town Staff, Steering Committee, NRPC, & Consultants.
- “Budget - VCDP Planning Grant” slide describes the various grant tasks ‘Items’, their ‘Description’, ‘Total (cost’, ‘VCDP ‘ grant \$), and ‘Match” which is the amount the Town matches in the grant. VCDP dollars = \$28,725; plus Town Match dollars of \$6,000 = Total of \$34,725 for this stage of the project.
- “Work Products” slide describes: Architectural work @ \$9,500; Site Plan work @ \$2,500; Historic work @ \$2,500; and Phase 1 Environmental Site Assessment @ \$4,000.
- “Stages - VCDP Planning Grant” slide illustrates the flow of tasks with estimated dates. Note the process is ~ 3 months behind schedule due to Covid-19. The expectation is still to have this phase completed in time to take advantage of the 2022 construction season.

**3. Environmental Site Assessment status:** Emily K-NRPC reported that those folks were held up due to a backlog caused by the large number of requests (yes, another Covid-19 impact).

**4. Next Steps by NRPC:** Emily K.-NRPC will keep us apprised of any date changes as they attempt to stay on pace.

**5. Next Steps by Town:** David C. reported his attempt to identify possible waste water sites.

**6. Record keeping for In-Kind contributions** toward grant credits. Sandy G. expressed the need to track volunteer work and other contributions. This type of community contribution is impactful when applying for grants. It clearly demonstrates community support of the project. An Excel spread sheet should work for this. Responsibility for this record keeping will be further discussed at a later meeting.

**7. Recap Steps & Tasks Before the Next Meeting:** David C. recapped

**8. Next Meeting:** Thursday, April 22nd at 4:00 PM via Zoom.

## **9. Misc. Comments:**

- Honeymoon Cottage update: Terry R. brought the group up to date on this project. There is a clear plan for rehab of this 1917 cottage. It will be restored to a 1930's look as that was the era of most use of the cottage. Ross Brown has volunteered to be the Project Manager and Anne Zolotas will assist.
- American Rescue Act was briefly touched upon: the details of funds amount & applicabilities have yet to be worked out. David C. as Selectboard Chair will be the point person on this.
- Phase 1 Environmental Site Assessment: if there are issues that require remediation the Town can apply for Brownfields funding through NRPC.
- RFP (Request for Proposals): Linda Seavey has the background & experience in this area. Linda S., David C. and Sandy G. will comprise the group to review RFPs. Emily-NRPC will provide a Scoring Chart.
- Fundraising:
  - Honeymoon Cottage: Sarah K. volunteered to setup Crowd Funding effort for the "Parklet" planned for the front area of the Honeymoon Cottage. Also, Sarah K. volunteered to research the AARP grant with grant application deadline April 14.
  - NRPC could possibly act as the Town Agent as they have a 501C3 branch. Emily K will ask NRPC.

## **10. Adjourned 4:55 PM**