

DRAFT (Amended by vote on June 22, 2022)  
Minutes of the Deerfield Community Preservation Committee  
April 6, 2022 - Held remotely via Zoom

Present: Tim Hilchey (Chair), Alan Swedlund, Lili Dwight, Analee Wulfkuhle, Charles Shattuck, Ben Bensen (Clerk)  
Also: Julie Chalfant, Chair of the Finance Committee, representing the Old Grammar School project, and Fran York (citizen)

Meeting called to order 6:35p.m.

Old Business: Further discussion of the various components of the project, with the goal of returning next year for further funding. A \$1.5million project requires an Operating Project Manager. The goal is to develop a detailed plan and solid cost estimates. Request For Proposal would include hiring an OPM to oversee the project, cost estimates, requirements, details, etc. Before coming back to the Selectboard and CPC for further funding the project will require detailed drawings and plans. Hopes to keep this funding cycle's request below \$475,000; timeline for the project runs into next year.

- Repairs to be done by June
- RFP ready by June-July
- Award to be made in August
- Final decision about the project by early 2023

Comments about the proposal:

Alan - What part of the project was fundable by CPA?

Tim - Had spoken with Stuart Sagenor of CPA. Not in favor of funding "furnishings and equipment." Focus on the building itself. \$7,000,000 estimate; was "not thrilled." Need to ensure that unspent monies specified in any CPC grant be returned to the CPC account for future projects.

Julie - The goal for the building is to "insulate well, make it efficient, and keep it simple."

Alan - Not opposed to the project, but concerned to adhere to legal guidelines and ensure that "we get the building we want."

Charles - Wanted clarification as to what qualifies for CPC support.

Analee - Appreciated all of Julie's hard work. To counter anticipate resistance to the project, we need to hone in on a clear explanation of the CPA process for voters, and emphasize the professionalism of OPM.

Lili - Also supported Julie. Make sure all requests are legitimate; take out "repairs." Also, requested that the Finance Committee report to CPC on progress. Wonder who would decide "what gets value-engineered out?"

Julie - Agreed that a committee of “persons conversant with this sort of work” would be helpful, and the Town will need it. The elevator is important as handicap accessible.

Tim - Concurred. The committee should make decisions but adhere to CPC guidelines.

Alan - Was unsure of “Go/NoGo” language. Hoped the money could be spent thoughtfully and well-targeted. Wanted to get through Phase I carefully and well.

Julie - Thought the project will result in a good town hall with or without the addition.

Tim - Noted that Stewart Sagenor recommended hiring an experienced historic preservation consultant early, to guide architects’ work. Roughly \$10,000 would be money well-spent as opposed to changing plans later. Much better to comply throughout the process.

Lili - Noted that the Senior Housing Committee was seeking money through a Complete Neighborhoods Grant, and some of the expertise used for this could be shared.

Tim suggested that the Finance Committee’s application be crafted to include funds for an historic preservation specialist, that “maintenance” requests be deleted but that ongoing historical preservation of the building be an ongoing condition, and that names of those involved be included, even if apparently redundant. Suggested that we meet briefly next week to see that these were appropriately presented in the application so that they could be recommended for the warrant for Town Meeting, that all rules would be followed, and that funds appropriated but not used for the project be returned to the CPC. If other grants were received for the project, could CPC funds be returned regardless? Julie noted that \$15,000 was included in the application for planning and grant writing.

Tim thanked Julie for her patience and diligence. We need to write a motion which reflects this. Analee asked if Julie could review the draft; Tim hoped to share it with all members.

Next meeting: April 11, 6:00pm

Chuck - Asked that we review what we’ve approved, as well and when and how; bonding would be based on local charges

Alan - Stated the importance of letting people know that the money “is already there.”

Review of the previous meeting's minutes; Alan moved, Lili seconded, approved 6-0. Checked to see if the Selectboard's letter of support is included in the AHTCC application packet.

Ben moved, Lili seconded that we adjourn at 7:58pm. Approved 6-0.