

Town of Craftsbury Public Hearing
Cares Act Public Facility Funding (CDBG-CV)
to renovate air handling system at Craftsbury Care Center

October 19, 2021

6:30 PM at Craftsbury Town Hall

~approved~

[Hearing Notice](#)

Present:

- Derek Williams and Margaret Bledsoe;
- Craftsbury Select Board Jim Jones Co-Chair and Susan Houston;
- Craftsbury Community Care Center Board Steve Pitkin, Geoffrey Bok and Jane Marlin;
- Craftsbury Community Care Center Directory Kimberly Roberge;
- Craftsbury Select Board clerk Michelle Warren;

Hearing was called to order at 7 PM, by Jim Jones, Craftsbury Select Board Co-Chair. Jim disclosed that he serves on the Board of the Craftsbury Community Care Center, but will not receive any compensation directly or indirectly in regard to this grant, either for himself or family; thus no conflict of interest. Jim also noted that he supports the Craftsbury Care Center and always has.

Kim gave an overview of the Craftsbury Community Care Center, a facility for 24 senior residents, with individual rooms, lots of programming for residents. In normal times, a large part of the community. The Care Center participates in the Meals on Wheels program. It also provides numerous jobs for the community. Even though the Care Center followed guidelines, many residents and staff were affected by Covid-19. She said that by improving the ventilation system, it will help with Covid-19, influenza and other viruses. Jim commented that it should also improve the building itself, lasting longer with less condensation, etc.

The Care Center Board explained the plans with a [presentation](#).

Geoffrey stated that this offers a real opportunity for the Care Center and the Town. It uses a federal block grant through the State. In a nutshell, the Town applies for the block grant, maximum allowed is \$500,000, which is the amount the Care Center is requesting. If granted, the money will flow through the Town and go to the Care Center. The grant will provide funds for someone to handle the paperwork as well. It is critical to note that this is a grant, unlike the loan the Town did for the Care Center years ago. The money does not come from any town appropriations, it's State money.

Jim asked who would be handling the funds. Margaret said the Care Center will be sending out a RFP, to hire someone for the position. They would be managing repositions, keeping track of bills, etc. The Town clerk would just need to sign the checks and file.

Geoffrey said the current system uses a lot of recirculated air, which was standard at the time the Care Center was built and at the time, relatively efficient. The State now suggests using fresh air, when it comes to dealing with viruses. The fresh air system will be warm and comfortable. There will be a computerized system, to see where air is used more. Since this is using federal money, the State asks towns to administer it. Priority is for serving low and medium income people. It is really a unique opportunity, allowing the Care Center to put in a safer, more efficient system for residents and employees, to lower flu and pandemic risk.

As far as energy efficiency, will decrease air coming into building, sealing up the shell better, improve insulation, better heating control, heat recovery system, automatic system. However, may not have a net savings in fuel. It will help with ice damming and reducing electricity costs from heat tape.

Geoffrey noted that the Town is intermediary for the funds. A part-time consultant will also need to be hired independently, with a RFP. The environmental review is also covered by the grant.

For the schedule, the grant will be submitted next week. The Committee will meet Nov. 18th, select grant manager in November/December, develop designs with efficiency Vermont in December/January, develop plans with oversight manager January/February, construction phase will be April -October. It is scheduled to be completed by November 22.

Steve said they will do their best to have as minimal disruption to residents as possible. Much of the work will be in the attic, but there will be some work on residents' room with lighting and bathroom fan.

Susan asked if it was a highly competitive grant. The Board wasn't sure how many other applicants for the grant, but they had been encouraged to apply for this grant.

Geoffrey noted that if the Care Center doesn't receive the grant, the project plans will not continue.

Margaret said the total budget is \$577,499. The grant amount would be \$500,000 and the remainder has been voted on by the Care Center Board to be paid out of the Care Center general fund.

Geoff noted, to be clear, if they don't get the grant, the project won't continue.

A 10% construction contingency was built into the budget.

Steve mentioned some of the metal prices still are higher than normal, may affect the estimate, but they have tried to be as accurate as possible. Contractors have been very busy which may cause some delays.

Margaret said the Care Center feels confident, with the contingency they have in place, that it will not fail due to financial reasons.

Geoffrey commented that they really appreciate the support from the town.

Susan made a motion that the Town of Craftsbury support and will submit the Town of Craftsbury Application for the Community Development Block Grant Cares Act Public Facility Funding (CDBG-CV) to renovate the air handling system at Craftsbury Care Center. Jim seconded the motion, all in favor of the motion. Motion passed.

Susan made a motion to accept the Resolution for the VCDP grant Application Authority. Jim seconded, all in favor of the motion. Motion passed.

Jim and Susan signed the resolution for VCDP Grant Application Authority Single Application, Michelle signed as witness. Bruce Urie, Select Board co-chair is authorized as the contact person on the application (attached).

While filling out paperwork, Jim commented that Craftsbury doesn't have zoning laws. If allowed by the State, allowed here in Craftsbury.

The Select Board signed the Care Center's letter of support (attached) to the Vermont Community Development Program.

Meeting adjourned at 7:35 PM.

Respectfully Submitted,



Michelle Warren
Craftsbury Select Board Clerk

PUBLIC HEARING NOTICE

For publication on or before October 4, 2021
Tear Sheet Requested.

Notice of Public Hearing

The Town of Craftsbury is making application to the State of Vermont for an Implementation Grant under the Vermont Community Development Program. A public hearing will be held at 6:30 P.M. on October 19, 2021, at Craftsbury Town Hall to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$500,000 in VCDP Funds which will be used to accomplish the following activities: renovation of Craftsbury Care Center HVAC system in order to address safety issues related to the pandemic and to increase safety and energy efficiency in the complex.

Copies of the proposed application are available at the Craftsbury Town Clerk Office and may be viewed during the hours of 8:30-4:30 on Tuesday-Friday. Should you require any special accommodations, please contact the Craftsbury Town Clerk Office at 802-586-2823 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) # 1-800-253-0191.

Legislative Body for the Town of Craftsbury

Copy submitted by: Lynette Brown Phone: 802-586-2823

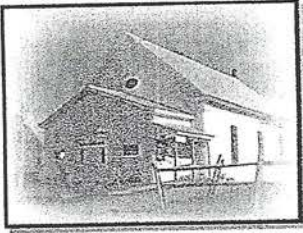
Send tear sheet to: Craftsbury Town Clerk, 85 S Craftsbury Rd, Craftsbury, VT 05826

Thank you

Minutes of the Public Meeting

June 2010

Agency of Commerce and Community Development



TOWN OF CRAFTSBURY

Post Office Box 55
Craftsbury, Vermont 05826
Telephone: (802) 586-2823
Website: www.townofcraftsbury.com

To: Vermont Community Development Program
National Life Building, Drawer 20
Montpelier, VT 05620-0501

Attn: Nathan Cleveland, Community Development Specialist

From: Selectboard of the Town of Craftsbury, Vermont

October 19, 2021

To the Vermont Community Development Program,

The Craftsbury Community Care Center provides essential services to residents of Craftsbury and surrounding towns; it has our full support. We are proud of its reputation of excellence and grateful for the wonderful care it gives our senior citizens. The proposed renovations of the facility's air handling system are necessary for the Care Center to maintain a safe environment for residents and staff in the wake of our national pandemic, and will also promote energy cost saving and efficiency.

This project is consistent with our Municipal Plan. Specifically, in the area of housing, one of our goals is to "Support Craftsbury's population with specific housing needs, such as the Craftsbury Community Care Center."

As representatives of the town of Craftsbury, we wholeheartedly approve the Center's application for funds to make needed improvements of the Craftsbury Care Center.

Thank you for your attention,

The Craftsbury Selectboard

Susan Houston
James Jones

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the Town of Craftsbury (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and
WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan April 2016 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that Bruce Urie is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) Bruce Urie Title Selectboard Co-char who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this 19 day of October, 2021

LEGISLATIVE BODY

[Signature] _____

Susan Hawston _____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the 19 day of October, 2021 and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this 19 day of October, 2021.

Michelle Warren
Clerk Town of Craftsbury Selectboard
Town Clerk Assistant

Michelle Warren
Signature

SIGN-IN SHEET

DATE: October 19, 2021
Public Hearing CCC Grant Appl.

NAME	PHONE #
<u>Michelle Warren</u>	<u>586.9632</u>
<u>Steve Pitkin</u>	<u>755 6272</u>
<u>Margaret Blodse</u>	<u>4245216</u>
<u>Derek Williams</u>	<u>272 2734</u>
<u>Susan Houston</u>	
<u>Geoffrey Bok</u>	<u>586-2334</u>
<u>Kimberly Foberge</u>	<u>586-2415</u>
<u>Jane Martin</u>	<u>586-7721</u>
<u>Jim Jones</u>	<u>586 2292</u>

Town of Craftsbury Application for Community Development Block Grant Cares Act Public Facility Funding (CDBG-CV) to Renovate Air Handling System at Craftsbury Care Center

Public Hearing, Town of Craftsbury, October 19, 2021



Background

The mission of the Craftsbury Community Care Center is to provide a caring, homelike, affordable residence for seniors in a setting that encourages independence, activities and involvement with families, friends and the larger community.

- We have 24 resident rooms available, each with a private bath, patio and individual heating controls.
- We provide programming and activities for residents as well as members of the larger community
- We serve as the center of our community's Meals on Wheels program
- We provide employment to community members and support local vendors.

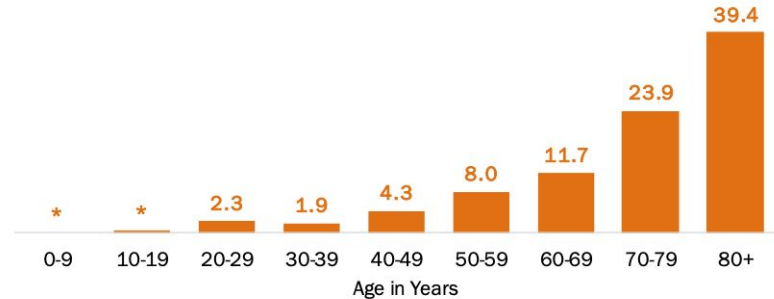


Challenges Presented by the Pandemic

Although we rigorously observed all CDC guidelines, at one point during the epidemic we had 29 infected members, 15 residents and 14 staff, and we were very distressed to lose two of our residents to the disease. Improving the quality of our ventilation system with high quality air will help maintain overall health and prevent the transmission of a range of diseases, including Covid-19 and yearly surges of influenza.

Vermonters 80 years and older are more likely to be hospitalized for COVID-19.

Rate per 10,000 Vermonters



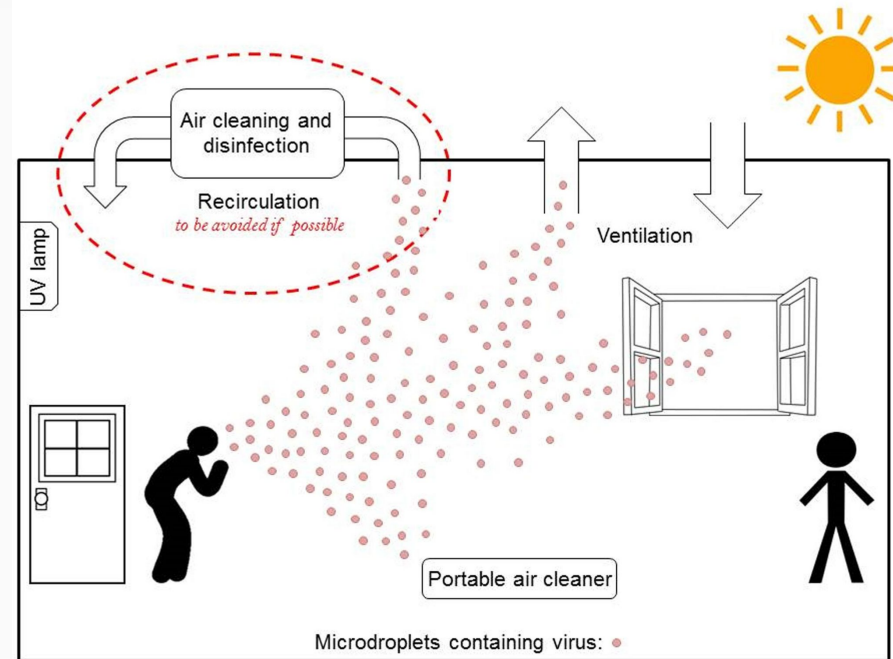
Summary of Project

The Craftsbury Community Care Center (CCCC) is requesting that the Town of Craftsbury apply for Community Development Block Grant Cares Act Public Facility Funding (CDBG-CV) from the State of Vermont, with the CCCC as subgrantee. This funding was allocated by the federal government to support local agencies and organizations in responding to the challenges of the COVID-19 pandemic.



The Importance of Ventilation Systems

Ventilation with clean outdoor air is healthier because it removes viruses and other particles, and it also removes gas, like the carbon dioxide that everyone makes when they breathe out. Our current system relies on recirculated air, which is more likely to transmit the virus. However, outdoor air is hard to heat or cool, so most ventilation systems use at least some recirculated air. Our renovation includes ventilation with outside air and a new insulation for the building, which will make it more energy efficient.



CARES ACT COVID FUNDING

- The federal CARES Act includes \$5 billion in funding for the HUD- Community Development Block Grant (CDBG) program.
- Vermont's share will result in more than \$4.7 million to assist communities across the state recovery from COVID-19.
- This special allocation of CDBG funds will be available to rapidly respond to COVID-19 and the economic and housing impacts it has caused
- This is a unique opportunity for the Craftsbury Care Center; as a small organization we find it difficult to raise sums for large improvement projects.



What the CBDG-CV Grant would Fund

- **AIR QUALITY:** Air quality improvements will include increasing the amount of fresh air introduced into the building, replacing the current building exhaust system with heat recovery ventilation, and installing a heating and ventilation control system that will monitor air quality and compensate for changes in building use and environmental conditions.
- **HEAT DISTRIBUTION:** This will be improved through improved air circulation and a control system that monitors and adjusts for building use patterns and environmental conditions.
- **ENERGY EFFICIENCY:** The building energy efficiency will be addressed by decreasing air infiltration at the building shell, improvements to the attic insulation envelope, installation of heating controls that will modulate to accommodate use patterns, and the use of energy recovery ventilation units to capture the heat from the building exhaust system.

Responsibilities of the Town

- **This is a grant, not a loan.** The town is not responsible for generating the funding identified in the grant budget. However, the town will be the intermediary for funds through a subgrant agreement between the town and the CCCC.
- The town will submit requisitions for work that is being done at the Center and will then transfer disbursed funds to the CCCC. The town will also need to submit progress reports to the State.
- With funds from the grant, a part-time consultant can be employed who will perform these services for the town.
- There will also be an environmental review once the grant is awarded, and costs for this review are also reimbursable through the grant agreement.

Community rallies around care center

Mar 11, 2021

[Local News](#)

VTCNG / News & Citizen / News / Local News



Timeline of the Work

Date	Concept
October 2021	Submission of Grant Application
November 2021	Notification of Award
November-December 2021	Selection of Grant Manager to be responsible for requisitions, progress reports and other grant requirements, completion of Environmental Review, selection of design and engineering consultants.
December - January 2021	<ul style="list-style-type: none">• Develop designs for the renovation and consult with Efficiency Vermont• Ensure that construction plan provides minimal disruption to operations and resident comfort
January 2021 - February 2022	Develop plans and specifications suitable for securing competitive contractor bids for the work
February-March 2022	Secure bids from qualified contractors for the work and enter into agreements with contractors for the construction
April - October 2022	Construction Phase of Project
November 2022	Expected Project completion

Budget Overview

General Administration: \$24,000

This includes attorney fees for grant review, costs of public hearings and progress reports, and a part-time grants overview manager to make progress reports and requisitions, and liaison between town and CCCC.

Public Facility Rehabilitation: \$509,499

The bulk of the grant will be spent directly on the renovation project. We will be doing the construction under a lump sum contract for all labor and material to complete the work. The budget includes \$469,499 for the construction contract and \$40,000 for contingencies.

Program Management: \$44,000

This includes \$38,000 for architectural and engineering fees, environmental review costs and costs involved with compliance with federal labor standards.

Budget Total: \$577,499

Costs beyond the \$500,000 grant amount will be paid out of the Craftsbury Care Center General Fund.

Next Steps

- A vote will be taken by the Selectboard at the ending of the public hearing to determine whether the town will submit the application.
- There will be a 5-day opportunity for public comment: October 20-25.
- The grant would be submitted before the end of October.
- The Vermont Community Development Board will meet to consider the application on November 18. A decision is expected at that meeting.



Thank You!

We are proud of the work that we do at the Care Center to provide our residents with a safe and comfortable home environment. We appreciate your support in helping us to insure that we learn from this pandemic and institute the changes needed to protect the health of all of our residents, staff, volunteers and visitors.

