

## **Danville Train Station Committee Minutes**

*Meeting of January 11, 2022 5:30-7:00 pm*

Location: Danville Town Hall Meeting Room and via Zoom

*Attendees: Michael Hogue, Patty Conly, Kate Whitehead, Kitty Toll, Sally Fishburn, Rob Meaders, Laural Ruggles, Stan Pekala, Tim Ide, Alison Low, Ted Houle, Rob Balivet and Peter Crosby*

Meeting opened at 5:30 pm by Michael Hogue, chair. The Danville Train Station Committee (DTSC) is a subcommittee of the Planning Committee. Michael took roll and submitted the agenda for approval. Agenda approved.

Minutes from the November 9, 2021 and December 14, 2021 meetings were approved.

The meeting turned to the team reports:

### **Building and Land-Sally Fishburn, co chair**

Sally reported that she, Alison, Rob and Kate met to discuss the Request for Qualifications (RFQ) and the Request for Proposal (RFP) timing to find and choose an architect and engineer. The RFQ is designed to solicit input from architects that are interested in providing services to the DTSC. From the RFQ input, the team will select 2-3 firms to develop a full proposal of tasks, timing and costs for architectural and engineering services.

The RFQ is expected to be advertised (vt.com, etc.) starting January 14<sup>th</sup>, with a deadline of two weeks for submission of interest. The RFP process will allow 3-4 weeks for proposal submission from the selected firms. The goal is to have the architect/engineer in place during March. Sally reminded the committee that this contract for architectural and engineering services covers work up to "shovel ready" and not through the construction phase.

The chair asked about progress on the plot survey. Rob answered that it would be conducted in the Spring, must likely April.

### **Use, Kate Whitehead, co chair**

Kate indicated that the Municipal Planning Grant (MPG) will cover this phase of architectural and engineering services.

She also reported on the status of the VOREC grant submission. The proposals that were submitted were quite involved, thus the date for awards was moved forward to mid-February.

Michael mentioned the need to write a page on the work of the DTSC for the Town Report and asked Alison if she had prepared a list of milestones achieved. She responded yes and indicated that the list is in the google drive.

### **Funding, Kitty Toll, co chair**

Kitty indicated that a VPT was conducting a fundraising workshop on February 15<sup>th</sup>, 8:45 am to 12:20 pm. And asked who was going to attend. Sally, Michael, Kate, Patty and Alison all indicated attendance. Kitty was going to look into the registration process (deadline for joining is February 7<sup>th</sup>).

Michael said he was working on the draft grant writing and administration contracts for the Select Board (SB). Also he is working on a REDI grant to help fund grant writing and administration for the SB.

Regarding the possible elevator response and answer examples, Alison pointed out that they were all negative in tone. She suggested we write a few possibilities for enthusiastic replies, which tie the speaker more closely to the project. Michael noted that we still have not drafted the elevator pitch.

He also indicated that he had talked with Beth Kanell about continuing to work with us on marketing, use and process. The committee unanimously embraced that idea. Michael will speak to Beth about conducting sessions at the next two committee meetings.

There being no other business, the meeting was adjourned at 6:25 pm.

Respectfully submitted,

Michael Hogue