

## **Danville Train Station Committee Minutes-DRAFT**

Meeting of December 13, 2022, 5:30-6:30 pm

Location: Danville Town Hall Meeting Room

Attendees: Michael Hogue-chair, Sally Fishburn-co chair Building, Rob Balivet, Kate Whitehead-co chair Use, Patty Conly, Ted Houle, Kitty Toll-co chair Funding, and Tim Ide

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 noted a quorum was present.

No guests were present.

Minutes from the meeting of October 11, 2022, were read and approved. There are no November minutes as the meeting was cancelled.

Building/Land: Sally Fishburn

1. RFQ for the Construction Manager (CM) is out, applications due shortly, expect selection by the first of the new year.
2. Ryan Edwards completed the design phase and has begun design development.

Use: Kate Whitehead

1. VOREC will send a contract this month and she was able to amend the contract scope relative to signage, wayfinding, the freight side feasibility study, website development, mapping and other operational actions. She expects that we should be able to engage consultants in January or February.

As regards other grant possibilities she indicated that February 8<sup>th</sup> is the due date for a Block Grant which issues grants from \$500 to \$500,000. She discussed some of the requirements of the grant. The committee asked her to pursue this grant to fill out the grant funding needs.

2. Kate presented her thinking on the website possibilities and connections to the existing Better Connections site. Discussion turned to possible funding predominantly a Cultural Facilities grant up to \$30,000, with a dollar for dollar match by the Town. In addition, she discussed the Crowd Source Better Places grant of \$2 for every \$1 raised via the web.
3. Patty Conly presented the progress to recreate the agent's office on the passenger side. She indicated it was highly likely that a full restoration of the equipment, furnishings and materials may be possible.
4. Michael reported on the progress of the Recreation, Historic and Scenic asset project. The team agreed that it should focus on well-known assets in this first round. It is expected that the team will publish a book and map for use by locals and visitors. The guide will measure all

routes from the train station, provide a description of the asset along with a few pictures. For each asset current parking will be identified as to location, ownership, and an estimate of future needs. The team expects that by the third edition they will have completed full documentation of Danville's Recreation, Historic and Scenic assets. Michael noted that the team still needs additional manpower to cover North and Northwest areas.

Funding:

1. Michael indicated that his discussion with the Select Board and the Planning Committee on the importance of 100% contribution to this effort was met with complete agreement.
2. Kitty reiterated the need to have a solid number on the construction prior to launching a general fund raising. Sally thought we should have this in a month or two after hiring the construction manager.
3. Michael asked Kitty to draft a fund raising letter for their two signatures to use with the SB, PC and DTSC committees.

The meeting was adjourned at 6:45 pm.

Respectfully submitted, Michael Hogue-chair