

## Danville Train Station Committee Minutes-DRAFT

Meeting of August 8, 2023, 4:00-5:30 pm

Location: Danville Town Hall Meeting Room

**Attending:** Michael Hogue, chair; Sally Fishburn co-chair Building, Rob Balivet, Catherine Whitehead co-chair Use, Laural Ruggles, Patty Conly, Ted Houle, Kitty Toll co-chair and Peter Crosby,

The revised Minutes of June 13, 2023, meeting were reviewed and accepted.

**Building/Land:** Sally reported that the construction documents were about 95 percent complete. There are two issues needing resolution before documents are ready to go out to bid: value engineering regarding the foundation and ramp/floor supports and the requirements for the Pause Place. There is a meeting scheduled to discuss the foundation/supports.

Sally had a conversation with the construction manager's relative to overall cost of the construction and he advised that the probable range is \$600,000 to \$750,000. Once the construction documents are ready and he has secured bids from the trades he will be able to provide a project cost.

Sally advised that we should stop talking about the Pause Place as a Pocket Park. VTrans expects the Pause Place to be in support of the trail users, not the community and has specific requirements for the construction and amenities. It is unlikely that they will amend this design and further discussion would hamper the completion of the construction documents. In addition, it is doubtful that the Pause Place can be completed prior to the completion of the station as we will probably be required to fencing off the trail due to south side renovations, thus rerouting the rail traffic through the area that will be the Pause Place.

She made a motion that the Pause Point area be dealt with later so that Ryan Edwards can complete the construction documents and Millbrook can go out to the market for bids. Michael indicated that the idea to finish it earlier than the station was to show progress and increase the fundraising prospects. The Better Connections Crowd Sourcing Grant is prepared to provide the financing. He was in support of making the Pause Place a later action and asked Kate to talk with Richard Amore about the change in the goal for the Pause Place. The motion was seconded by Ted and the motion was unanimously approved.

Sally confirmed that the Kiosk in West Danville would be moved to the Pause Place and VTrans would move it. The Pause Place would be a level 3 trailhead, the highest level of rider support.

She also indicated that she would resign from the committee as soon as the construction documents were completed so she can focus on her business. The effort of the Building/Construction team has been enormous, taking up weeks of her time and she recommended that the DTSC hire a 'clerk of the works' to represent it during the construction phase to assure that the work is completed according to plan. There was total agreement with this recommendation and Rob was asked to investigate the market for such a person/firm.

All present respected Sally's decision and thanked her for the tremendous amount of work she had accomplished guiding us and the architect to the point that the renovation is about to proceed. The decision was met with great sadness, we will miss her presence on the team.

**Use:** Kate reported that Lamoille Valley Tours, tours and eBike rentals, has committed to lease space in the freight room section of the station. She is expecting a report from Mellissa Levy, feasibility consultant, defining the lease arrangements and the prospects for the “grab and go” and ice cream.

Sally pointed out that any food preparation, including the provision of ice cream would require meeting all the Department of Health rules for food dispensing. These requirements could add significant costs and would require ongoing compliance.

Despite the agreement that that these services were promising for the success of the station, Kitty voiced concern over the complexity of having three tenants. It was not clear as to how this would work out. Discussion ensued about the possibilities and a couple of ideas surfaced that may help the Kate’s team find an acceptable solution: having “grab and go” be an online pre order service to each vendor with delivery to the station for pickup, a limited offering of dispensed food oriented to trail users, and for the ice cream vending to be a cart (perhaps positioned daily in the Pause Place) all of which would not be prepared in the freight room.

As to grants, Kate said the Arts Council grant application was submitted and she should hear something in a month. She also said that the Better Connections Crowd sourcing grant was preliminary approved and as discussed with them, it would fund the Pause Place. However, since it now appears that it will be solely a trail user not community-oriented area, she will have to reopen the conversation with them.

Kitty asked if that meant the \$60,000 would not be available to support the building construction. Kate answered that there is \$24,000 in the construction funds for the Pause Place that would be released for general construction. Michael also indicated that the Crowd Source vendor to Better Connections had the online platform and marketing skills. Kate will have a dedicated person there to help with marketing for online contributions. We can contract the firm to continue online fund raising for our project. The extent to which the Pause Place is less than \$60,000 plus amounts continuing to coming in from online fundraising will go to the construction project.

Kitty raised the possibility of a federal grant, there was agreement that we may have to pursue this despite the long lead time. The PTV Paul Braun grant was thought to be a good fit. Kate agreed to evaluate the options and the requirements.

Patty Conly reported that her request for track lighting in the Passenger area was accepted by Ryan and would be in the construction document. She also raised concern about the storage of objects for the agent’s office fit out, particularly the clock. Michael noted that the area was dry but many of the items need some level of restoration, particularly the clock. Ted, Peter and Patty indicated that there is a excellent clock repair shop in Littleton. There was agreement to have the clock repaired there. Other suggestions will be forthcoming for furniture repair.

Laural displayed the ‘coming soon’ sign for the station, all felt it is a great sign. She also reported that due to the floods the governor will not be riding the trail on July 15<sup>th</sup>. Ted pointed out that much of the trail needs extensive repair from storm damage. Laural said the trip had been postponed until September. Both the delay on the Pause Park construction and the governor’s ride would suggest we delay showing the sign until sometime in the Fall.

**Fundraising:** Kitty recommended that based on the construction manages cost range, we delay the fundraising until we know the cost and the fund-raising need. Peter seconded this strategy. There was full agreement to delay.

**New Business:** none.

Motion to adjourn passed at 5:30 pm

Respectfully submitted.

Michael Hogue, chair