



ELMORE
COMMUNITY
TRUST

Board of Trustees

12/8/24

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The mission of the Elmore Community Trust is to care for the places that make Elmore special. Not only is the Elmore Town Hall a historic and special building in itself, but it also serves as the venue for some of our community's most treasured traditions and gatherings. Maximizing the potential utilization of the beautiful Town Hall is a clear priority of the community and ECT respectfully proposes a renovation project funded and managed by our organization that will address all capacity limiting code violations as detailed below.

ECT recognizes the importance of preserving historic structures in a way that addresses three primary concerns: 1) Realizing the fullest potential of the space for the greater good of the community, 2) Thoughtful, high-quality design and construction that increases the value of the space and endures for decades, 3) Adherence to historic preservation guidelines. With ECT's community focused mission and practical experience with these concerns, our organization is in a unique position to undertake this project on behalf of the Town of Elmore and the Elmore community.

Project Scope

The primary scope of the project will include:

- 1) Replacement or relocation of front entrance with a 34" outward swinging configuration equipped with: ADA compliant locking lockset, crash bar for emergency egress, self-closing mechanism and door stop/prop hardware. All hardware will be commercial grade and of historically appropriate finish.
- 2) Refurbishment and adjustment of interior airlock door set so that they may swing out, unimpeded. This includes removal of any locking hardware.
- 3) Replacement of interior door at rear of building with new, 32" outward swinging door and ADA compliant non-locking lockset. No door closing hardware will be installed.
- 4) Replacement of exterior door at rear (lakeside) building access. 34" replacement door will have outward swing configuration and will include: lever lockset, key matched with front door, crash bar for emergency egress, self-closing mechanism and door stop/prop hardware.
- 5) Relocation of existing fire extinguisher to a code compliant location, addition of two new extinguishers at rear interior and exterior doors along with appropriate signage.
- 6) Replacement of front ramp/staircase set with new pressure treated lumber, ADA compliant ramp and staircase, including code compliant hand railings.
- 7) Replacement of rear staircase with new, pressure treated lumber staircase and hand railings.
- 8) Review of electrical infrastructure for code compliance and remediation of any code violations.
- 9) Any other work deemed necessary by the State Fire Marshal in order to achieve maximum allowable occupancy within the building.

Project Management

The Elmore Community Trust proposes to act as the manager of Town Hall egress path renovation project of the scope described above. All work will be performed by licensed and insured contractors. Design and construction will meet all current Vermont State building code requirements as well as the latest Vermont historic preservation building practices and guidelines. All necessary permit applications will be filed with State and local authorities with copies of certificates provided to the Elmore Select Board upon receipt. Certificates of insurance from all contractors will be provided to the Town Clerk prior to the start of work.

Oversight and Accountability

As a municipally owned structure, ECT understands the need for oversight by representatives of the Town. Unless otherwise requested, ECT will provide a written progress report to the Elmore Select Board or any other designated party each month. This report will detail the project status and any new developments from the previous report. ECT will also present a final in-person review of the project at its completion. As the property owner, the ESB will retain full authority over the scope and execution of the project.

Funding

All funding for the proposed scope of work will be sourced by the Elmore Community Trust. While the full projected cost of the project is not yet determined, ECT projects the cost to be no greater than \$15,000. Given the historic nature of the building, the goals of the project and the clear scope of work, it is expected that the project can be fully funded by public grants.

Timeline

If approved by the ESB, ECT will begin design work immediately.

-Jan/Feb - Design/design review

-Feb/March - Grant submission and review

-March/April -Construction

-May 15th - Proposed deadline for project completion and walkthrough with ESB and fire marshal.

Timeline is subject to contractor and material availability. Significant deviations from timeline will be discussed with ESB via the monthly progress report. Actual construction schedule will be coordinated with the Town and other interested community organizations.

We appreciate your consideration. If you have any questions, please feel free to contact us at info@elmorecommunitytrust.org.

Sincerely,

Trevor Braun

Trevor Braun

The Elmore Community Trust Board of Trustees

Elmore Community Trust, Inc. A 501(c)(3) Tax-Exempt Organization

EIN: 85-0623566

No goods or services were provided in exchange for this generous, tax-deductible gift.