



Certified Local Government Program

2022 CLG Grants – Round II Application

**FFY 2022 grant funding provided by the
National Park Service/Historic Preservation Fund**

Grant Period: October 1, 2021 – September 30, 2024

**Vermont Certified Local Government Program
2022 Grant Application Form**

Application Deadline: On or before 4:30 PM, Monday, March 7, 2022.

Application Format: All application materials should be submitted electronically via email. If you are unable to do so, please contact Devin Colman at 802-585-8246 or devin.colman@vermont.gov.

What to Submit: All application materials must be submitted prior to the application deadline. A complete application consists of the following items, in the following electronic formats:

- A fully completed Application Form, signed by the applicant, the Chair of the CLG Commission, and the Chief Elected Local Official (or designee). Submit a scanned PDF of the complete application with all signatures.
- A fully completed Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
 - a scanned PDF of the signed Proposed Budget Form, and
 - a MS Word version of the Proposed Budget Form.
- A copy of the most recent municipal financial report/single audit. Submit as a PDF.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project. Submit these materials as PDFs.

How to Submit the Application: Please submit all of the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2022 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form (PDF)*
[Name of CLG Community] – Proposed Budget Form (PDF & Word)
[Name of CLG Community] – Financial Report (PDF)
[Name of CLG Community] – Supporting Materials (PDF)

To complete this Grant Application, simply click in the gray text boxes and type your responses. Please keep your responses as concise as possible and specific to the proposed project.

Good Luck!

**If you have any questions about the application process, please contact
Devin Colman at 802-585-8246 or devin.colman@vermont.gov.**

**Vermont Certified Local Government Program
2022 Grant – Round II Application Form**

Name of CLG Community: Rockingham

Name of CLG Coordinator: Walter Wallace

Telephone: 802-591-0831

Email: clg@rock.bf.org

Mailing Address: POB 370, Bellows Falls, VT 05101

Name of Municipal Treasurer: Kathleen Neathawk

Telephone: 463-3456 x 1102

Email: clerk@rockbf.org

Project Name: Rockingham Meeting House Window Assessment – Pre-Development

Will this project be administered by a designated third-party? Yes or No

If yes, name of organization: _____

Project Category: Please check the appropriate category below and provide the requested information where indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

Survey Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

National Register Project. *Please describe in Project Summary:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

Preservation Planning Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process

- Information and Education Project.** *Please describe in Project Summary:*
- purpose of the project;
 - audience, methods and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
- Pre-Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- Development Project.** *Please describe in Project Summary:*
- purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
 - Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

Project Summary (please address the bulleted items in the Project Category selected above):

The Historic Preservation Commission (HPC) is developing an on-going cyclical window conservation program as part of its stewardship of the Rockingham Meeting House (RMH), a National Historic Landmark. The windows are arguably the most important design feature of the building, bringing light and visual delight variable by time of day and season. To initiate this program the (HPC) proposes to hire a consultant to assess the window sets, document design and condition, and prepare a maintenance action plan.

Built between 1787 and 1800, the building has a total of 50 window sets. Each set has two multi-lite sashes and are single hung: 41 sets are 20/20 lites; 6 sets are 15/20 lites; 2 sets are louver/20 lites; and a pulpit window with 42/24 lites with an arched upper sash. All sashes are of wood construction and set into wood side and top jambs. The windows have only one moveable sash, supported in an open position not by counter-weights, but by prop sticks. An indeterminate number of sashes are original to the 1787-1800 period. Estimates range from 10% to 20% of the 1,956 glass panes are from this same period.

Deferred maintenance of the window sets has led to a variety of problems. Moveable sashes are hard to open. A noticeable number of windowpanes are cracked. Integrity of glazing is spotty. Interior painted surfaces are peeling and at risk of dry rot. In April 2021 two sets reached

a point of decline with rotting sash rails and muntins that required expensive and unbudgeted emergency restoration. To address these problems and prevent deterioration the HPC is creating a cyclical maintenance plan to include annual maintenance checklists and with long term conservation benchmarks. The preservation consultant will establish the initial baseline for this plan.

The consultant will undertake a physical investigation of the architectural integrity of existing windows by mapping out the condition of each unit, with photographs, graphic drawings, and listing the aspect of each element of the window. The investigation will cover window location; condition of the frame, jamb, and sill; condition of the sashes (rails, stiles and muntins); condition of the paint; problems with glazing; condition of the hardware; and overall condition of the window (rated as excellent, fair, or poor).

Using the physical investigation data, the consultant will carry out a technical investigation and issue a final report. Deliverable: final report with recommendations for restoration and conservation of the windows to include documentation of age and condition, a priority listing of window sets by condition to guide preservation scheduling, near-term restoration and conservation cost estimates, a cyclical maintenance plan, and CAD/CAM drawings of each window set.

The budget is based on the following assumptions. For the physical investigation, assuming 5 to 10 days in the field, \$3-4k. For consultant's time developing the technical investigation and final report including a briefing with RMH conservator, \$1-2k.

See Supporting Materials attachment for a preliminary visual condition assessment and Historic Resources Map key H-1 for location.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of all CLG grant projects)

Through a variety of public presentations, press releases via local media outlets, on-screen public service announcements at the Bellows Falls Opera House, special programming on public access FACT-TV, WOOL 91.5 FM (Bellows Falls-based Pacifica Radio affiliate with a national reach), and on the town website. In addition, the project will be highlighted in the Historic Preservation Public Awareness Campaign 2022 (funded through the recently awarded CLG 2022 Phase I Grant) and a variety of other activities. The annual Rockingham Old House Awards ceremony will be held at the Meeting House and the window conservation project will be highlighted to illustrate an aspect of historic preservation.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

The project is Phase I in window conservation. (Phase II will implement Phase I recommendations and maintenance plan and is outside the scope of the present project.) As a National Historic Landmark, the Meeting House is of national significance to understand and interpret the development of 18th and 19th century Euro-American culture in the northern frontier region of New England. It is imperative that current stewards preserve the integrity of the building for future generations of town residents, visitors from the other side of the mountain and pond, and for scholars.

3. Describe the project schedule assuming starting date of **April 2022** and completion date of **August 1, 2024**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

DATE	Task/Product Completed
4/2022	DHP notifies applicants of grant awards
5/2022	Execute Grant Agreement with DHP
11/30/2022	Develop RFP and initiate competitive bidding process for consultants
12/1/2022	First Progress Report Due to DHP
3/31/2023	Contract with consultants
4/1/2023	Second Progress Report Due to DHP
11/30/2023	Deadline for draft technical report for HPC review and comment
12/1/2023	Third Progress Report Due to DHP
3/31/2024	Deadline for final technical report confirmed by HPC
4/1/2024	Fourth Progress Report Due to DHP
8/1/2024	Completion Date: Deadline to submit final project report, final product, and request reimbursement.
9/30/2024	Deadline for DHP to process payment requests and disburse grant funds

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

Walter Wallace, HPC Coordinator, administers CLG grant and coordinates the selection and work of the project consultant, serving as liaison between sub-contractor and HPC. Salary expense subsumed in 2022 CLG I grant with no direct cost to CLG II grant.


Gary Fox, Development Director, supervises HPC Coordinator and provides town staffing oversight. Salary expense subsumed in 2022 CLG I grant with no direct cost to CLG II grant.


HPC Members, John Leppman, MD (Chair); Myles Mickle, Annette Spaulding, Elijah Zimmer, and Diana Jones. Monitors project progress and receives the final reports on behalf of the Town of Rockingham. In-kind professional services subsumed in 2022 CLG I grant with no direct in-kind costs to CLG II grant.


5. What are the dates of the local government's fiscal year? July 1 to June 30
6. What are the dates of the designated third-party administrator's fiscal year?
to or not applicable

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

<u>Walter Wallace</u>	<u>Coordinator, Historic Preservation Commission</u>
Name of person preparing this application	Title
	<u>3/7/2022</u>
Signature	Date

<u>John L. Leppman, MD</u>	
Name of CLG Commission Chair	
	<u>3/7/22</u>
Signature	Date

<u>Scott Pickup</u>	<u>Town of Rockingham Municipal Manager</u>
Name of Chief Elected Local Official (or Designee)	Title
	<u>3/7/22</u>
Signature	Date

Name of CLG Community: Rockingham

Name of CLG Project: Rockingham Meeting House Window Assessment – Pre-Development

Federal Share: \$3,000 + Local Share: \$2,000 (cash & in-kind match) = Total Project Amount: \$5,000

Note: the Federal Share cannot exceed 60% of the total project amount, and the Local Share must be at least 40% of the total project amount.

CASH EXPENDITURES 1 (expenses to be reimbursed by the grant)				
Salaried Employees	# Hours & Rate	Proposed	Actual	Variance
<i>Name, Title</i>		0.00		
Total Cash Expenditures for Salaried Employees		0.00		

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)				
Contracted Services	Description of Services	Proposed	Actual	Variance
<i>Historic Window Preservationist</i>	Consultant to assess condition of the window sets at Rockingham Meeting House. Deliverable: final report with recommendations for restoration and conservation of the windows, to include documentation of age and condition, restoration and conservation cost estimates, a proposed cyclical maintenance plan, and CAD/CAM drawings of each window set.			
		\$5,000.00		
Total Cash Expenditures for Contracted Services		\$5,000.00		

CASH EXPENDITURES 3 (expenses to be reimbursed by the grant)				
Other Expenses	Description of Costs	Proposed	Actual	Variance
<i>Vendor</i>		0.00		
Total Cash Expenditures for Operating Services		0.00		

IN-KIND EXPENDITURES 1 (services to serve as match for the grant)				
Donated Time	# Hours & Rate	Proposed	Actual	Variance
<i>Name</i>		0.00		
Total In-Kind Expenditures for Donated Time		0.00		

IN-KIND EXPENDITURES 2 (services to serve as match for the grant)				
Donated Services	Description of Costs	Proposed	Actual	Variance
Vendor		0.00		
Total Cash Expenditures for Donated Services		0.00		

LOCAL CASH MATCH (cash to serve as match for the grant)				
Cash Match	Description of Match	Proposed	Actual	Variance
Town General Funds	Per FY'24 Town Budget	\$2,000.00		

	Proposed	Actual	Variance
Total of All Cash & In-Kind Expenditures	2,000.00		

Certification: *I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.*



Chief Elected Local Official

3/7/22

Date

Rockingham Meeting House Windows

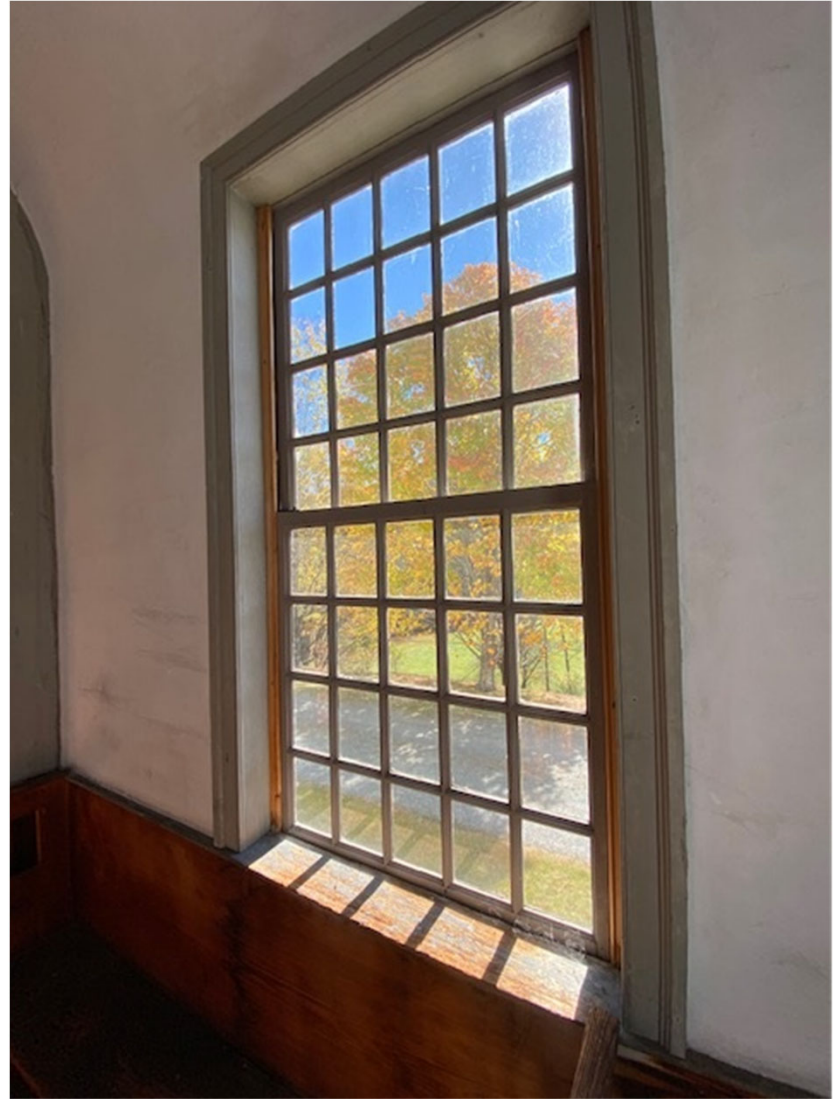
Built between 1787 and 1800, the building has a total of 50 window sets. Each set has two multi-lite sashes and are single hung: 41 sets are 20/20 lites; 6 sets are 15/20 lites; 2 sets are louver/20 lites; and a pulpit window with 42/24 lites with an arched upper sash. All sashes are of wood construction and set into wood side and top jambs. The windows have only one moveable sash, supported in an open position not by counterweights, but by prop sticks. An indeterminate number of sashes are original to the 1787-1800 period. Estimates range from 10% to 20% of the 1,956 glass panes are from this same period.













Town of Rockingham, Vermont
Web GIS Maps and Online Property Information
by MainStreetGIS, LLC Town Website
[User Guide](#) [Feedback](#) [Disclaimer](#)

Base Map: Google Satellite

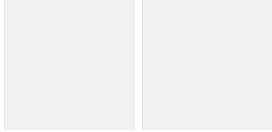
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- Tax Map
- Property List
- Report an Issue

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