**12/11 TB Meeting**

* December 6 received the community center design services document from Thaler, Reilly & Wilson.
* The document includes the architectural, engineering & construction admin services proposal and conditions assessment report.
* There are twenty-two items in the scope of work under Priority 1. The TB has received a hard copy, an electronic version went out to the Charlton Community Center Committee earlier today and the document will also be added to the town website by the town clerk’s office.
* December 11 received letter from The New York State Historic Preservation Office (SHPO). Based on their review, it is the opinion of the SHPO that our proposed project will have no adverse effect to historic resources.
* This letter will be added by me to our project description in the U.S. Department of Housing and Urban Development portal.
* We will also be contacting our HUD representative to confirm our documentation is exact and complete to avoid any delay.

**Next steps:**

* The CCC is presently providing Committee Chair, Jenna Smith, with feedback and questions due back to her on December 20. We plan to meet with the CCC sometime in January to discuss and hopefully answer all questions and concerns.
* Tentative schedule:
1. February-TRW to provide the town with schematic design drawing and scope of work.
2. April 2024-TRW to supply construction documents to town.
3. Construction to tentatively begin in May 2024.
4. The community center would close during construction with a plan to re-open nine to 12 months later. (February – May 2025)

**The numbers:**

* Grant amount is $540,000.
* Priority one total is $678,000.
* Design Fee is $ 89,400.
* The grand total is $ 767,400.
* Shortfall of $ 227,400

**Questions:**