

**From:** [Jackson Evans](#)  
**To:** [Bristol Town Administrator](#)  
**Cc:** [Recreation Director](#)  
**Subject:** Re: PTV grant applications for Bristol building renovations?  
**Date:** Wednesday, September 7, 2022 10:22:29 AM

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Good morning Valerie,

Thanks for the additional background on Holley Hall and the Lawrence Library. After talking with my colleagues at PTV, I think we can definitely assist you with a general condition assessment for the Library in the near term. This preliminary report provides a snap shot of the building as it is today and looks at the major historical elements of the building and assesses their condition. It also provides priorities for repair and broad based cost estimates for the work. We work with a dedicated group of professionals who provide these report for a reduced fee, which generally cost between \$500 and \$750, with PTV pitching in for half the cost. I like to do a site visit before we move ahead with these just to be sure I understand the scope of the building and know who best to pair you with for the report.

As for Holley Hall, I think we should start the conversation about the needs for the building with a site visit. Now that you have a couple of engineering reports in hand, we should talk about scope of work and a timeline.

I am going to be in Addison County for another site visit on Wednesday September 21 and would love to include a meeting with you then if possible. Looks like I could be in Bristol around 12:30 - 1:00. Does that happen to work for you? If not, let me know what you have for availability on your end we can work something out.

Thank you!

Jackson Evans, Field Services  
Preservation Trust of Vermont  
[email: jackson@ptvermont.org](mailto:jackson@ptvermont.org)  
phone: 802-345-5684  
web: <https://ptvermont.org>

On Aug 26, 2022, at 4:19 PM, Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)> wrote:

Hi Jackson,

Belated thank you for your response. Yes! We would greatly appreciate any assessment assistance that can be provided for these two buildings. What would be the terms of a grant through the Robert Sincerbeaux Fund? We did not know about the 2006 work, but just last year on our own initiative, we had a structural engineer assess the strength of the bell tower floor and structure because we needed to remove the bell for other repairs. An experienced roofer did a fair amount of the work identified in the 2006 report as well as other roof-related repairs, but no bricks were removed. More is needed.

I've been working on an RFP to paint the exterior of the Lawrence Memorial Library, but got stalled because of the amount of exterior repair that will be needed to be done first. This week I was provided with photos of varying levels of wood rot (see attached). Where to start? What else is going on with the building that requires attention? I will plan to reach out to Karen Freeman at VHCB in the near future about possible funding for either or both projects.

I will be out of the office next week, but will be checking e-mails periodically.

Thank you, again.

--Valerie

Valerie Capels, Town Administrator  
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**From:** Jackson Evans <[jackson@ptvermont.org](mailto:jackson@ptvermont.org)>  
**Sent:** Friday, August 19, 2022 1:09 PM  
**To:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Cc:** Lisa Ryan <[lisa@ptvermont.org](mailto:lisa@ptvermont.org)>; Recreation Director <[recdirector@bristolvt.org](mailto:recdirector@bristolvt.org)>  
**Subject:** Re: PTV grant applications for Bristol building renovations?

Hi Valerie,

I would be happy to help you with condition assessments for Holley Hall and the Lawrence Memorial Library. I am attaching copies of some sample assessments to show the level of detail these general assessments provide. As I think you know, we can help fund these reports with a mini grant through our Robert Sincerbeaux Fund.

In looking back at the reports completed in Bristol in the past, Holley Hall had an assessment of the bell tower and exterior brick work done in 2006 (report attached). Do you know if the work recommended in that report was carried out?

As for your question about possible grant funding, I can follow up on Lisa's suggestion

that you reach out to some of our partners in the State agencies. Julia Connell ([julia.connell@vermont.gov](mailto:julia.connell@vermont.gov)) is the Addison County coordinator for Vermont Community Development Program. They administer several programs that may apply to your projects depending on the scope.

The Vermont Housing Conservation Board has a couple of programs that may be helpful to investigate:

Mariah Noth ([julia.connell@vermont.gov](mailto:julia.connell@vermont.gov)), at VHCB oversee's their Rural Economic Development Initiative (REDI). REDI grants can assist with Federal Grant Writing and preparation which may be a good option depending on your needs.

VHCB also has a Historic Preservation Program that may apply to your projects. Contact Karen Freeman ([karen.freeman@vchb.org](mailto:karen.freeman@vchb.org)) for more info on this program.

And lastly, the USDA Rural Development office offers a vast array of potential funding sources. Jon Muise is the contact there [jon.muise@usda.gov](mailto:jon.muise@usda.gov). If you explain your project to him he should be able to connect with you with the right folks at USDA.

I hope this is helpful in steering towards some options. Please let me know how you'd like to proceed and we can talk about next steps, be that towards a condition assessment (or two) or otherwise.

Sincerely,

Jackson Evans, Field Services  
Preservation Trust of Vermont  
email: [jackson@ptvermont.org](mailto:jackson@ptvermont.org)  
phone: 802-345-5684  
web: <https://ptvermont.org>

On Aug 15, 2022, at 12:30 PM, Bristol Town Administrator  
<[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)> wrote:

Hi Lisa,

Thank you very much for getting back to me and for the updates and referrals.

The Lawrence Memorial Library is owned by the Town. Last year I began an application to the 1772 Foundation and then realized that municipally-owned buildings were not eligible. I felt rather silly.

We will appreciate any support you and your team can offer.

Stay well,

--Valerie

Valerie Capels, Town Administrator  
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**From:** Lisa Ryan <[lisa@ptvermont.org](mailto:lisa@ptvermont.org)>  
**Sent:** Friday, August 12, 2022 9:50 AM  
**To:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Cc:** Recreation Director <[recdirector@bristolvt.org](mailto:recdirector@bristolvt.org)>; Jenna Lapachinski <[jenna@ptvermont.org](mailto:jenna@ptvermont.org)>; Jackson Evans <[jackson@ptvermont.org](mailto:jackson@ptvermont.org)>  
**Subject:** Re: PTV grant applications for Bristol building renovations?

Hi Valerie,  
Thanks for reaching out. I have cc:ed Jenna Lapachinski and Jackson Evans on this email. They are our full-time Field Service Representative Team. One of them will get back to you shortly.

My role at the organization is focussed on administering our federal grant funding for the time being and my field service work is limited. I am hoping that one of them can get back to you about your request for Robert Sincerbeaux Fund grants and assessments.

As for grant funding....is the Lawrence Memorial Library Municipally owned or a non-profit owned library? There may be one source that I know of that could help that project if it is non-profit owned.

As for the other projects, we don't have funding at this time for the renovations. There may be other funding from the Vermont Community Development Program or through Vermont Housing and Conservation Board or USDA Rural Development. One of our Field Service Team Members will get back to you and help put you in touch with the administrators of those sources.

Best,  
Lisa Ryan, Field Services

Preservation Trust of Vermont  
802-917-2994  
[lisa@ptvermont.org](mailto:lisa@ptvermont.org)

I work part-time for Preservation Trust of Vermont and am frequently out in the field with limited access to email. I will do my best to get back to you within a week of receiving your message. Thank you!

On Aug 10, 2022, at 4:56 PM, Bristol Town Administrator  
<[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)> wrote:

Hi Lisa,

I hope you have been well and have been able to enjoy the summer. A lot has been happening here in Bristol: new sidewalks, water line projects, new employees, flood recovery projects, building renovations, stormwater improvements, studies for a new Public Works facility and Police Station, and more. On the list of upcoming projects are also much-needed repairs for two of Bristol's most iconic properties: Holley Hall and Lawrence Memorial Library. Both buildings have suffered from deferred maintenance and would benefit from thorough assessments. The Selectboard has renewed its commitment to maintaining Bristol's historic properties and is committed to doing what needs to be done. Last year, for example, we had major repairs done to the Holley Hall bell tower (including an evaluation by a structural engineer), had the bell refurbished, and had various repairs made to the slate roof, including installation of a snow guard and new copper flashing. Also last year, we had urgent slate roof repairs done at Lawrence Memorial Library, including replacement of a rotting eave and installation of a snow guard. The year before that we had all of Howden Hall repainted. And the year before that we had the gazebo on the Town Green repaired and repainted. All of these projects (and more) were paid by the Town through its capital building reserve fund. Much more needs to be done. Would it be possible to apply for a [Robert Sincerbeaux Fund grant](#) to conduct more in-depth assessments of one or both of these buildings?

We are in the process of preparing a grant application to the Vermont Historic Preservation Grant program, due Oct. 1, for some of the more obvious and urgent repairs/restorations at Holley Hall. The 50% cash match will need to come out of what's left of Bristol's capital building reserve fund. Would any [other grants through](#)

[the Preservation Trust of Vermont](#) be available toward renovation/restoration projects at Holley Hall and/or the Lawrence Memorial Library?

We will appreciate any guidance and support you can offer.

Thank you,

--Valerie

Valerie Capels, Town Administrator  
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<Bristol\_Lawrence\_Memorial\_Library\_wood\_rot\_pics\_2022.zip>

<Knight\_Consulting\_Holley\_Hall\_bell\_tower\_assessment\_letter\_2021-04-29.pdf>