



# Vermont Division for Historic Preservation

## Municipal Energy Resilience Program (MERP) Training

Greg Socinski – Historic Resources Specialist:  
Architecture

January 16<sup>th</sup>, 2025



## Agenda

- Introduction
- Regulatory Basis for MERP
- MOA Overview
- ORC Overview
- Project Review Form Overview
- Example Project
- Helpful Resources
- Questions!

# State Historic Preservation Office Division for Historic Preservation

State Historic Preservation Officer: Laura V. Trieschmann

State Archaeologist: Dr. Jess Robinson

State Architectural Historian: Elizabeth Peebles

Senior Review Coordinator: Scott Dillon

Historic Resources Specialist: Yvonne Benney Basque (archaeology)

- [Yvonne.Basque@vermont.gov](mailto:Yvonne.Basque@vermont.gov)

Historic Resources Specialist: Greg Socinski (architecture)

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Historic Resources Specialist: Polly Allen (architecture)

- [Polly.Allen@partner.vermont.gov](mailto:Polly.Allen@partner.vermont.gov)

Tax Credits and Grants Coordinator: Caitlin Corkins

Administrative Coordinator: [Lindsay Pacheco](#)

- [Lindsay.Pacheco@vermont.gov](mailto:Lindsay.Pacheco@vermont.gov)

Another five devoted to State Historic Sites



# Historic Preservation Project Review

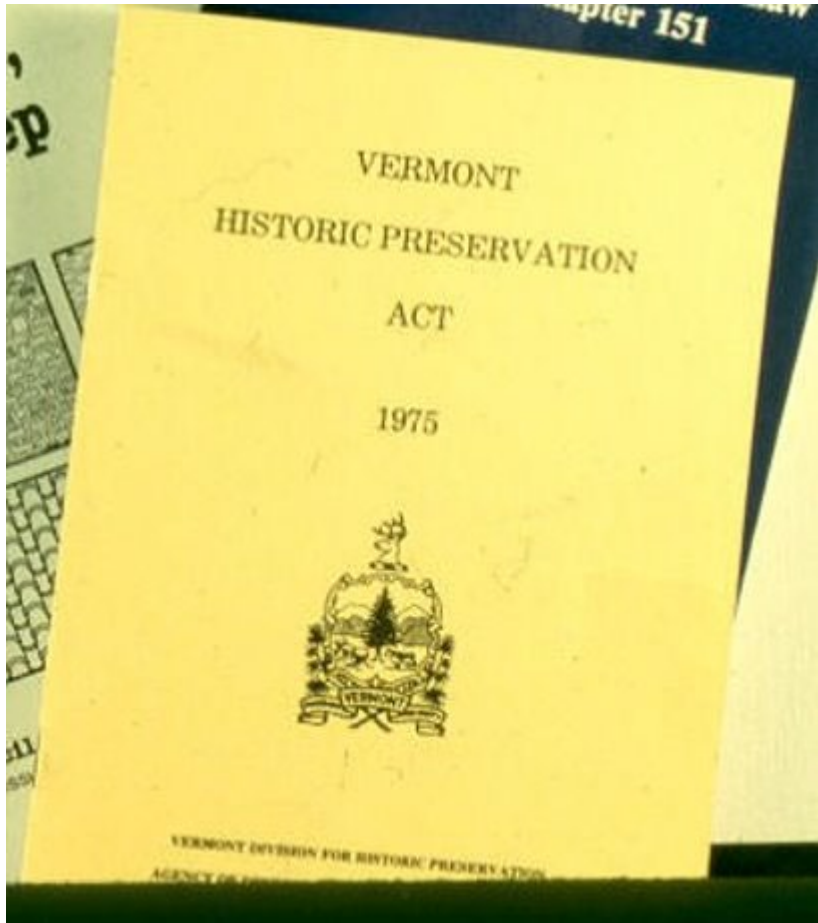
## Regulatory Pathways

- *National Historic Preservation Act of 1966 (NHPA)*
  - *Section 106 Regulations*
  - *36 CFR 800 – Protection of Historic Properties*
- *Vermont Historic Preservation Act of 1975*
  - *22 VSA Chapter 14*
- *Act 250 / Criterion 8*
  - *10 VSA Chapter 151*
- *Public Utility Commission - Certificate of Public Good*
  - *Section 248 of Title 30*



# Historic Preservation Project Review

## Regulatory Pathways – 22 VSA



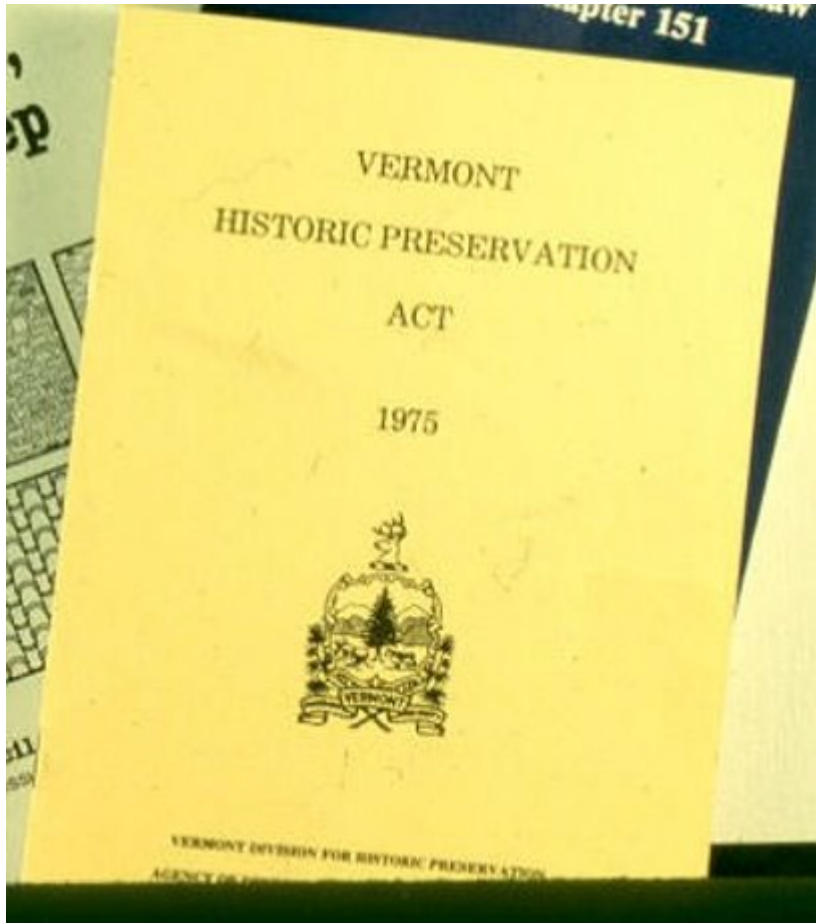
### *22 VSA Chapter 14 - Vermont Historic Preservation Act of 1975*

A state agency, department, division or commission must consult the Vermont Advisory Council on Historic Preservation before demolishing, **altering** or transferring any property that is potentially of historical, architectural, archeological or cultural significance, including any property listed on the State Register of Historic Places.

It is the responsibility of the state agency involved in the project to initiate consultation with the Vermont Division for Historic Preservation and fulfill the requirements of 22 V.S.A. Chapter 14.

# MERP Project Review

## Memorandum of Agreement (MOA)



### *What is an MOA?*

A Memorandum of Agreement (MOA) is a legally binding document that is negotiated amongst involved parties and commits them to carry out the undertaking in accordance with relevant regulations.

Between Building and General Services (BGS), Vermont Division of Historic Preservation (VDHP), and Vermont Advisory Council on Historic Preservation (VACHP)

This MOA is designed to *streamline* the 22 VSA regulatory review process creating clear guidelines for review and exemptions based on expected Scopes of Work.

# MERP Project Review

## Memorandum of Agreement (MOA)

### *Important Aspects*

I.B. “Historic property or resource” is “any building, structure, object, district, area, or site that is significant in the history, architecture, archaeology, or culture of this State, its communities, or the nation;” and includes any resource that is fifty (50) years of age or older that retains sufficient integrity.

### II. Exempt Properties and Activities

A. If a project meets **all** the following requirements, it is exempt from review under this agreement:

1. Project does not involve any property that is listed in or **eligible** for the State Register of Historic Places; and
2. Project consists of rehabilitation or alteration of buildings or structures less than 50 years old; and
3. Project does not involve ground disturbance, as defined in Stipulation III.B, below.

B. A project that does not satisfy **all** the criteria listed above will nonetheless be exempt from review under this agreement if it is limited solely to the exempt activities listed in Appendix A.

1. Refer to Appendix A for a list of Exempt Activities, which **DO NOT** require review by VDHP.

# MERP Project Review

## Memorandum of Agreement (MOA)

### III. PROJECT REVIEW RESPONSIBILITIES

A. All projects to be reviewed by VDHP require submittal of a MERP Project Review Form (Appendix B template) by municipalities.

1. If the submitted documentation is sufficient, VDHP shall complete the review in thirty (30) days.
2. If additional information is required to complete the project review evaluation, VDHP shall notify the municipality within fifteen (15) days of receipt of documentation.
3. VDHP, upon receipt of sufficient documentation, shall complete the project review evaluation within thirty (30) days.
  - a. VDHP, if appropriate, may respond that the project will not result in an adverse effect on a historic resource based on the information in the MERP Project Review Form.
  - b. VDHP may consult with municipalities to review plans and explore alternatives that avoid changes to the character-defining elements for which a resource is designated as historic, ensuring there are no adverse effects; or
  - c. VDHP may request that municipalities arrange for further review by a qualified archaeological professional, a qualified historic preservation professional, or both, but will do all possible consultation to avoid this request.



# Historic Preservation Project Review

## Historic Properties



A “**Historic Property**” is any site, structure, district, or archeological landmark which has been officially included in:

- National Register of Historic Places and/or
- State Register of Historic Places or
- Established by testimony of the Vermont Advisory Council on Historic Preservation as being *historically significant*.

# Online Resource Center

## ORC

### Q Online Resource Center Search

Project Name

Project Number

File Name

Town

County

File Type

Document Type

Start Date

End Date

[8] Sites Found

Records per Page

15

Project Name	County	Town	File Type	Document Type	Project Number	
Captain Samuel Buck House	Bennington	Arlington	National Register	Determination of Eligibility		<a href="#">View Scanned Document</a>
Joshua Judson House	Bennington	Arlington	National Register	Determination of Eligibility		<a href="#">View Scanned Document</a>
Arlington Village Historic District (1089)	Bennington	Arlington	National Register	Registration Form	89001938	<a href="#">View Scanned Document</a>
East Arlington Village Historic District	Bennington	Arlington	National Register	Registration Form	98000689	<a href="#">View Scanned Document</a>
Arlington Green Covered Bridge	Bennington	Arlington	National Register	Registration Form	73000184	<a href="#">View Scanned Document</a>
Arlington Village Historic District (2024 AD)	Bennington	Arlington	National Register	Registration Form	AD89001938	<a href="#">View Scanned Document</a>

# 36,321 Records

9,779 restricted archaeology

26,542 unrestricted

<https://accdservices.vermont.gov/ORC/>

### Online Resource Center Search



Project Name:

Project Number:

File Name:

Town:

County:

File Type:

Document Type:

Start Date:

End Date:

[500] Sites Found

Records per Page: 15

Project Name	County	Town	File Type	Document Type	Project Number	
Potash			Historic Context	Industry and Commerce Context		<a href="#">View Scanned Document</a>

- All
- Addison - Addison
- Albany - Orleans
- Alburgh - Grand Isle
- Andover - Windsor
- Arlington - Bennington
- Athens - Windham
- Averill - Essex
- Averys Gore - Essex
- Bakersfield - Franklin
- Baltimore - Windsor
- Barnard - Windsor
- Barnet - Caledonia
- Barre City - Washington
- Barre Town - Washington
- Barton - Orleans
- Belvidere - Lamoille
- Bennington - Bennington
- Benson - Rutland
- Berkshire - Franklin
- All

### Resource Center Search

Project Number

County

File Type

Document Type

Start Date

End Date

Search

Reset Filters

[500] Sites Found

Records per Page

Project Name	County	Town	File Type	Document Type	Project Number	
Potash			Historic Context	Industry and Commerce Context		<a href="#">View Scanned Document</a>

## Q Online Resource Center Search

Project Name:

Project Number:

File Name:

Town:

County:

File Type:    
All   
Town File   
Town Report   
National Register   
State Register   
Historic Survey   
Archaeological Inventory   
Project File   
Environmental Review   
Historic Context   
Advisory Council

Document Type:

End Date:

[Reset Filters](#)

[500] Sites Found

Records per Page:


Project Name	County	Town	File Type	Document Type	Project Number	
Potash			Historic Context	Industry and Commerce Context		<a href="#">View Scanned Document</a>

## 🔍 Online Resource Center Search

Project Name <input type="text" value="Project Name"/>	Project Number <input type="text" value="Project Number"/>
File Name <input type="text" value="File Name"/>	
Town <input type="text" value="Charlotte - Chittenden"/>	County <input type="text" value="Chittenden"/>
File Type <input type="text" value="State Register"/>	Document Type <input type="text" value="All"/>
Start Date <input type="text" value="Start Date"/>	End Date <input type="text" value="End Date"/>
<input type="button" value="Search"/>	<input type="button" value="Reset Filters"/>

[1] Site Found i

Records per Page

Project Name	County	Town	File Type	Document Type	Project Number	
State Register of Historic Places	Chittenden	Charlotte	State Register	Nomination Form		<a href="#">View Scanned Document</a> 

COUNTY Chittenden TOWN Charlotte

Listed on State Register  
VT ACHP  
Date: 4/9/1980

NAME OF SITE	SITE NO.	NEGATIVE FILE NO.	N.R.
Baptist Corners	0403-1	76-A-196 76-A-197	
Old Route 7 Historic District	0403-2	76-A-200 76-A-201	
Charlotte Center Historic District	0403-3	76-A-280, 281, & 283	
Four Corners Historic District	0403-4	76-A-205 76-A-206	
Cedar Beach Historic District	0403-5	76-A-276	
Thompson's Point Historic District	0403-6	76-A-203	
Hutchins Residence	0403-7	76-A-196	
Valyou Residence	0403-8	76-A-196	
W. Palmer Residence	0403-9	76-A-196	
Casey Residence	0403-10	76-A-196	
Maplewood Farm (Meeting House)	0403-11	76-A-196	
Morse Residence	0403-12	76-A-196	
Dawson Residence	0403-13	76-A-196	
Pringle House	0403-14	76-A-196	
Horsford Estate	0403-15	76-A-196	
Dickerman Residence	0403-16	76-A-197	
The Lake House	0403-17	76-A-202	
Schoolhouse - Mt. Philo Road	0403-18	76-A-201	
Foote Farm	0403-19	76-A-201	
Lockhart Residence	0403-20	76-A-197	
Bean Residence	0403-21	76-A-197 76-A-197	
Cooper Residence	0403-22	76-A-198 76-A-198	

BOOK II



1



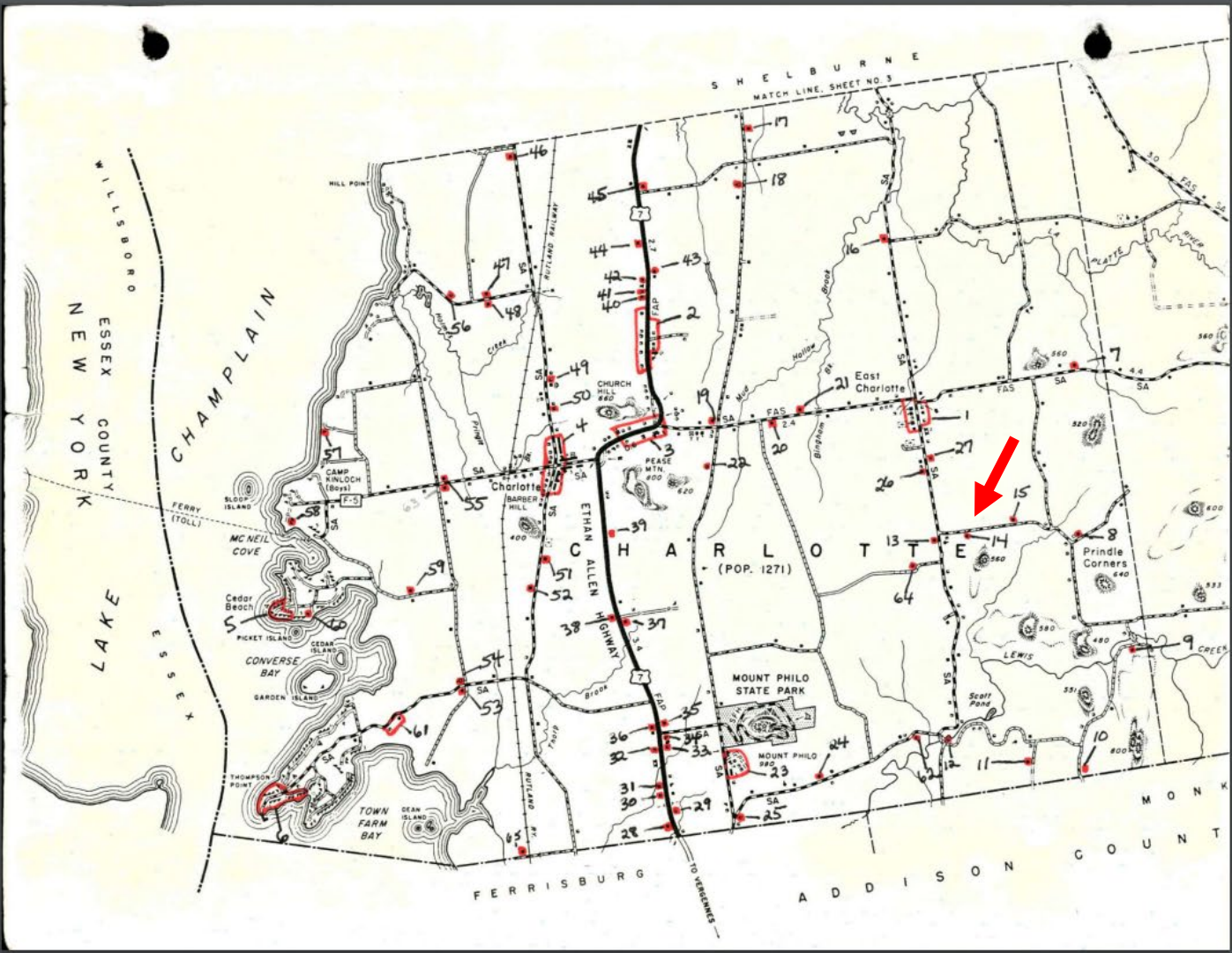
2



3



4



1



2



3



4







263



264



265



266



267

Listed on State Register  
VT ACHP  
Date: 01/19/1980

STATE OF VERMONT  
Division for Historic Preservation  
Montpelier, VT 05602

HISTORIC SITES & STRUCTURES SURVEY  
Individual Structure Survey Form

COUNTY: Chittenden	SURVEY NUMBER: 0403-14
TOWN: Charlotte	NEGATIVE FILE NUMBER: 76-A-196
LOCATION: Prindle Road	UTM REFERENCES: Zone/Easting/Northing 18 645170 4906890
COMMON NAME: Pringle House	U.S.G.S. QUAD. MAP: Mt. Philo Quad. 7.5' Series
FUNCTIONAL TYPE: Residence	PRESENT FORMAL NAME:
OWNER: Tom & Shirley Marshall	ORIGINAL FORMAL NAME: Gideon Prindle Estate
ADDRESS: Charlotte, Vermont	PRESENT USE: Dwelling
ACCESSIBILITY TO PUBLIC: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Restricted <input type="checkbox"/>	ORIGINAL USE: Same
LEVEL OF SIGNIFICANCE: Local <input type="checkbox"/> State <input checked="" type="checkbox"/> National <input type="checkbox"/>	ARCHITECT/ENGINEER:
GENERAL DESCRIPTION: Structural System	BUILDER/CONTRACTOR:
1. Foundation: Stone <input checked="" type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete Block <input type="checkbox"/>	PHYSICAL CONDITION OF STRUCTURE: Excellent <input type="checkbox"/> Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>
2. Wall Structure	THEME:
a. Wood Frame: Post & Beam <input type="checkbox"/> Balloon <input type="checkbox"/>	STYLE: Federal
b. Load Bearing Masonry: Brick <input checked="" type="checkbox"/> Stone <input type="checkbox"/> Concrete <input type="checkbox"/>	DATE BUILT: ca. 1800
Concrete Block <input type="checkbox"/>	
c. Iron <input type="checkbox"/> d. Steel <input type="checkbox"/> e. Other:	
3. Wall Covering: Clapboard <input type="checkbox"/> Board & Batten <input type="checkbox"/> Wood Shingle <input type="checkbox"/>	
Shiplap <input type="checkbox"/> Novelty <input type="checkbox"/> Stucco <input type="checkbox"/> Sheet Metal <input type="checkbox"/> Aluminum <input type="checkbox"/>	
Asphalt Shingle <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Stone Veneer <input type="checkbox"/>	
Bonding Pattern: Common Bond Other:	
4. Roof Structure	
a. Truss: Wood <input type="checkbox"/> Iron <input type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/>	
b. Other: rafter	
5. Roof Covering: Slate <input type="checkbox"/> Wood Shingle <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/>	
Sheet Metal <input checked="" type="checkbox"/> Built Up <input type="checkbox"/> Rolled <input type="checkbox"/> Tile <input type="checkbox"/> Other:	
6. Engineering Structure:	
7. Other:	
Appendages: Porches <input checked="" type="checkbox"/> Towers <input type="checkbox"/> Cupolas <input type="checkbox"/> Dormers <input type="checkbox"/> Chimneys <input checked="" type="checkbox"/>	
Sheds <input type="checkbox"/> Ells <input checked="" type="checkbox"/> Wings <input type="checkbox"/> Other:	
Roof Style: Gable <input checked="" type="checkbox"/> Hip <input type="checkbox"/> Shed <input type="checkbox"/> Flat <input type="checkbox"/> Mansard <input type="checkbox"/> Gambrel <input type="checkbox"/>	
Jerkinhead <input type="checkbox"/> Saw Tooth <input type="checkbox"/> With Monitor <input type="checkbox"/> With Bellcast <input type="checkbox"/>	
With Parapet <input type="checkbox"/> With False Front <input type="checkbox"/> Other:	
Number of Stories: <u>2 1/2</u>	
Number of Bays: <u>5 x 2</u>	Entrance Location: <u>central</u>
Approximate Dimensions: <u>42' x 28'</u>	
THREAT TO STRUCTURE: No Threat <input checked="" type="checkbox"/> Zoning <input type="checkbox"/> Roads <input type="checkbox"/> Development <input type="checkbox"/> Deterioration <input type="checkbox"/> Alteration <input type="checkbox"/> Other:	LOCAL ATTITUDES: Positive <input type="checkbox"/> Negative <input type="checkbox"/> Mixed Other:



ADDITIONAL ARCHITECTURAL OR STRUCTURAL DESCRIPTION:

Windows have flat arches and 2 over 2 sashes. Two quadrant windows light the gables on each end. The doorway is wide with pilasters instead of sidelights and the transom is lit by a semi-elliptical fanlight with radiating muntins.

RELATED STRUCTURES: (Describe)

- 1, gambrel-roofed barn with asbestos-shingle siding, a wing, an ell and silos.
- 1, gable-roofed, vertical-boarded shed.
- 1, 3-sided shed for hay storage.
- 1, clapboarded, gable-roofed shed in the rear of the house.

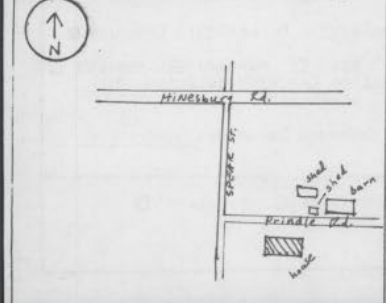
STATEMENT OF SIGNIFICANCE:

This Federal style house was the home of Gideon Prindle who came to Charlotte from New Milford, Conn. in 1792. He first settled at Wing's Bay where he built the first tannery in town. Later, he moved to this farm where he both farmed and tanned until his death in 1836. His grandson Cyrus, who spelled the family name, Pringle and was appointed the state botanist in the 1880's, also lived here.

REFERENCES:

- 1, 2.

MAP: (Indicate North in Circle)



SURROUNDING ENVIRONMENT:

- Open Land  Woodland
- Scattered Buildings
- Moderately Built Up
- Densely Built Up
- Residential  Commercial
- Agricultural  Industrial
- Roadside Strip Development
- Other:

RECORDED BY: Adele Cramer

ORGANIZATION: Vermont Division for Historic Preservation

DATE RECORDED: 7/29/76



263



264



265



266



267



263



264



265



266



267

RECORDED BY:	Adele Cramer
ORGANIZATION:	Vermont Division for Historic Preservation
DATE RECORDED:	7/29/76



0403-14



Not everything listed on the State Register currently is STILL eligible for listing on the State Register

Not all buildings eligible for the State Register of Historic Places are LISTED in the State Register

- We are always adding and removing listings

Not all buildings that have been surveyed (under “Historic Sites and Surveys”) have been listed in the State Register

- This does not mean that the building is not eligible for the State Register

Generally, if the building is currently listed and has not changed drastically since its listing, it is still eligible for listing

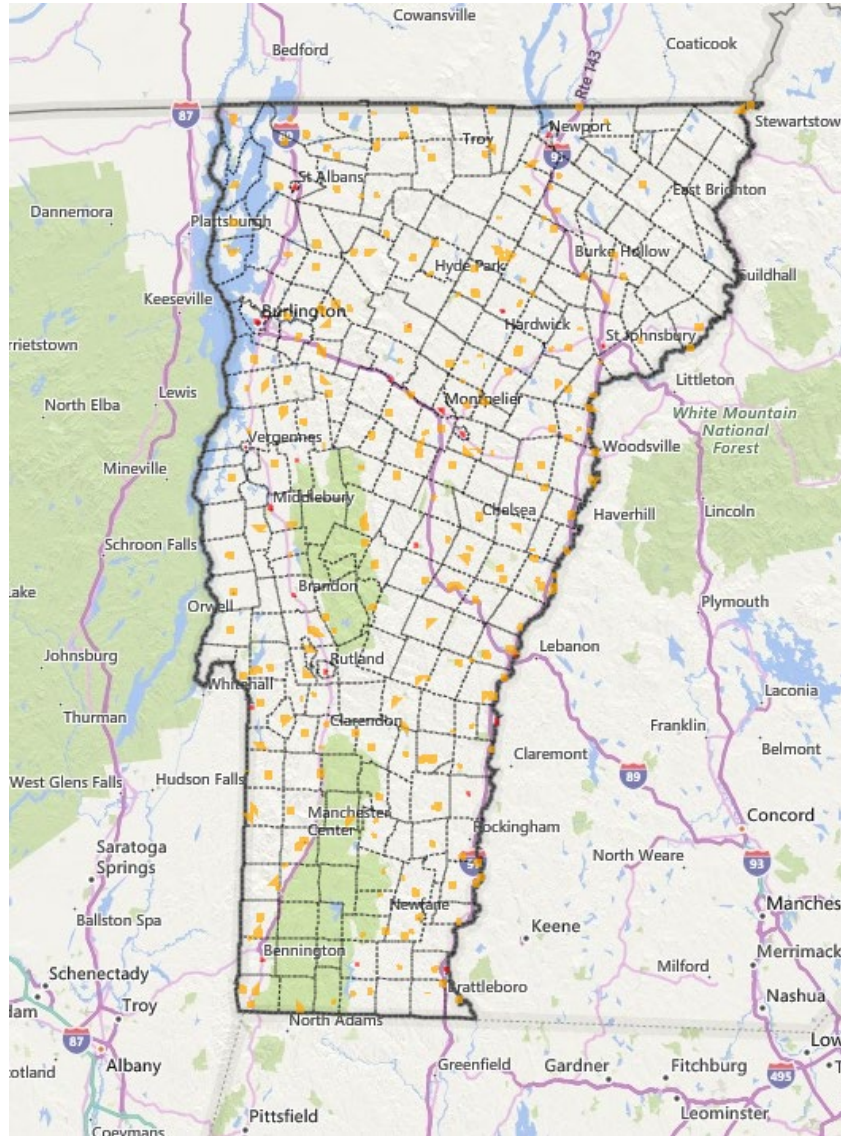
A listing in the National Register of Historic Places is a *de facto* listing in the State Register

Any building over 50 years of age MAY be eligible for the State Register

If unsure, please reach out and check in with our office



# Vermont Planning Atlas



<https://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

Online Resource Center | Vermont Planning Atlas

maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas

PLANNING ATLAS  
Department of Housing and Community Development

Theme Tools Measure Draw Links ArcGIS

Planning Atlas Act174 - Planning Resources

Search...

Layers

Filter Layers... Filter

- Designations, Town Plans & Bylaws
- Community Development
- Natural Resources and Physical Features
- Transportation
- Built Environment
- Cultural and Recreational
- Boundaries
- Basemaps

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Layers

- Planning Resources
- Planning Resources
- Historic Resources**
- EVSE Eligibility
- Rental Assistance Eligibility
- Community Recovery and Revitalization Eligibility
- Act 174 - Energy Planning

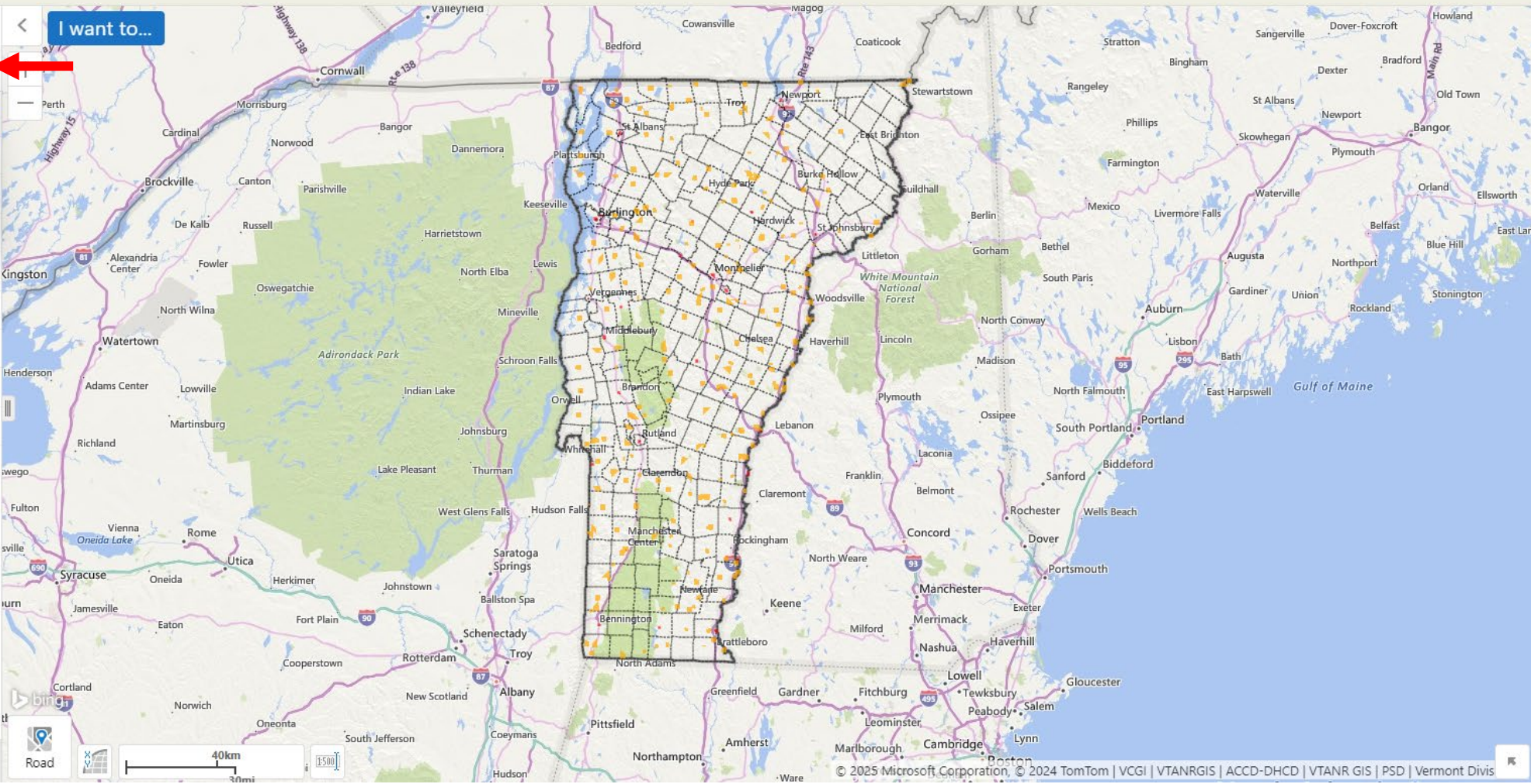
Transportation

Built Environment

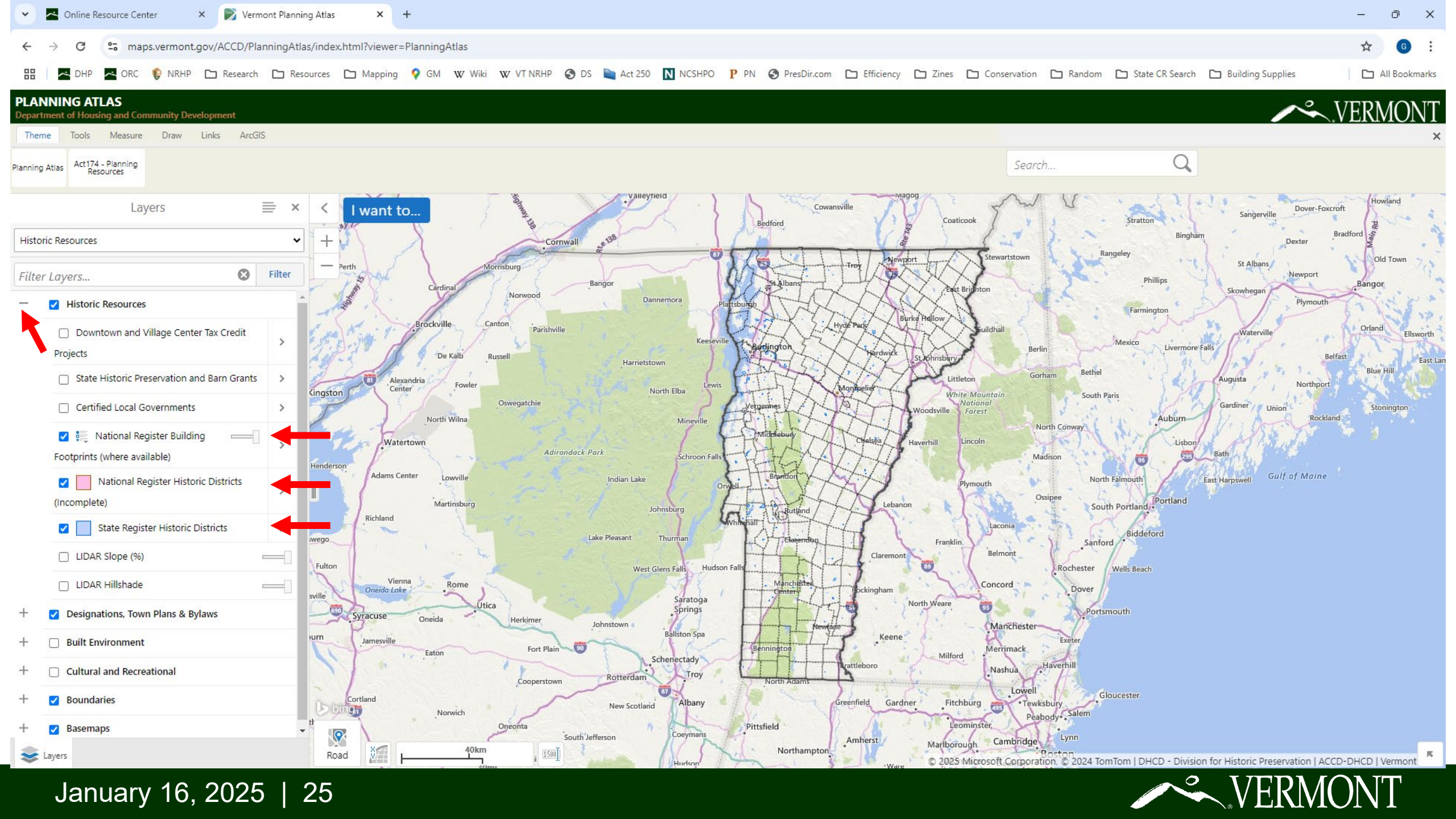
Cultural and Recreational


Boundaries

Basemaps







Search... 

Layers

- Historic Resources
  - Downtown and Village Center Tax Credit Projects
  - State Historic Preservation and Barn Grants
  - Certified Local Governments
  - National Register Building Footprints (where available)
  - National Register Historic Districts (Incomplete)
  - State Register Historic Districts
  - LIDAR Slope (%)
  - LIDAR Hillshade
- Designations, Town Plans & Bylaws
- Built Environment
- Cultural and Recreational
- Boundaries
- Basemaps

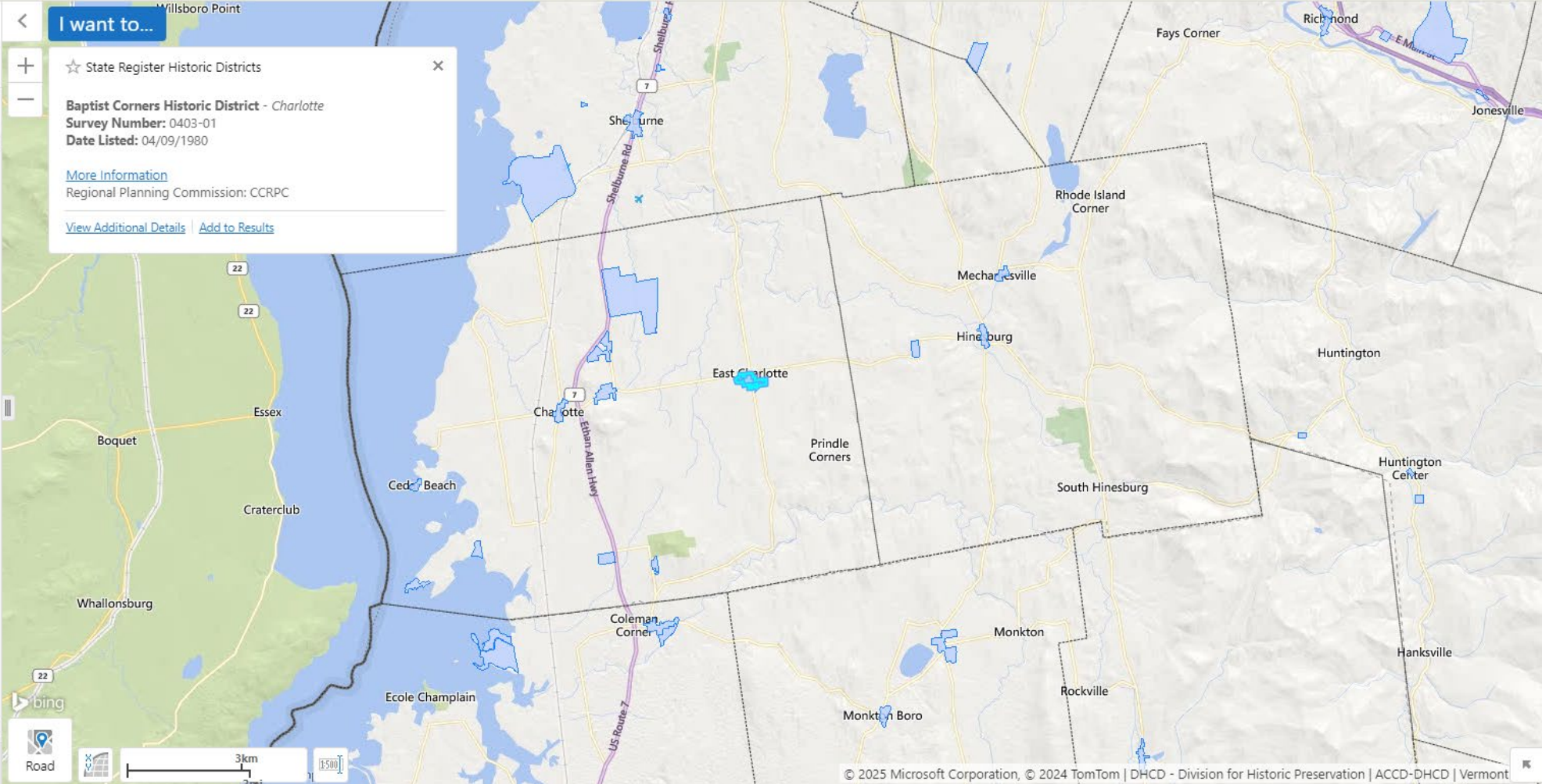
I want to...

☆ State Register Historic Districts

**Baptist Corners Historic District - Charlotte**  
Survey Number: 0403-01  
Date Listed: 04/09/1980

[More Information](#)  
Regional Planning Commission: CCRPC

[View Additional Details](#) [Add to Results](#)



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Layers

Historic Resources

Filter Layers... Filter

- Historic Resources
  - Downtown and Village Center Tax Credit Projects
  - State Historic Preservation and Barn Grants
  - Certified Local Governments
  - National Register Building
  - Footprints (where available)
    - National Register Historic Districts (Incomplete)
    - State Register Historic Districts
  - LIDAR Slope (%)
  - LIDAR Hillshade
- Designations, Town Plans & Bylaws
- Built Environment
- Cultural and Recreational
- Boundaries
- Basemaps

I want to...

Parcel: 138-043-10287 1 of 2

☆ Parcel: 138-043-10287

Standardized Parcel Boundary  
CHARLOTTE - 2023  
SPAN: 138-043-10287  
Map ID: 00002-2858.  
Property Description: .34 ACRES & DWL:  
Category (Real Estate Only): Commercial  
Resident Ownership Code: C  
Grand List Acres: 0.34  
Listed Real Value (Full): 316500

Please contact the [Vermont Center for Geographic Information](#) for parcel mapping information.

[View Additional Details](#) | [Add to Results](#)

# MERP Project Review Form

## Vermont Division for Historic Preservation MERP PROJECT REVIEW FORM

The Vermont Historic Preservation Act (22 V.S.A. chapter 14) directs any agency, department, division, or commission to consult with the Vermont Advisory Council on Historic Preservation (VACHP) before demolishing, altering, or transferring any property that is potentially of historical, architectural, archaeological, or cultural significance; and states that the State Historic Preservation Officer (SHPO), through the administration of Vermont Division for Historic Preservation (VDHP), shall cooperate with state agencies in the planning and conduct of specific undertakings affecting historic properties and preservation objectives. The VACHP delegated to VDHP the authority to consult with municipalities awarded Municipal Energy Resilience Program (MERP) Implementation Grants to review and resolve any impacts on historic properties and sites in accord with state law.

\*Refer to Appendix A of the Memorandum of Agreement amongst the Department of Buildings and General Services, Agency of Administration, the Division for Historic Preservation, Agency of Commerce and Community Development, and the Vermont Advisory Council on Historic Preservation for a list of Exempt Activities. Exempt Activities will NOT require review by VDHP.

To start the review process, please complete this form and submit it, with the information requested below, to VDHP at [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov).

1. Contact information:
  - a. Name: Greg Socinski
  - b. Email address: [greg.socinski@vermont.gov](mailto:greg.socinski@vermont.gov)
  - c. Phone number: 802 636 7413
2. MERP Project Information:
  - a. Awarded Project Name: Charlotte Historic Society
  - b. Building Name: Old Charlotte Town Hall
  - c. Address: 1 Hinesburg Road, Charlotte, VT 05445
3. Please provide a short description of the proposed project applicable to VDHP Review:

Cold climate heat pump installation, Weatherstripping door and windows, basement/attic sprayfoam insulation install, new boiler
4. Project information:
  - a. Project involves ground disturbance: Yes  No
  - b. Historic Resource is more than fifty (50) years old: Yes  No
  - c. Historic Resource is listed in the State Register of Historic Places  
(check [Online Resource Center](#)): Yes  No  In Historic District  Unsure
5. Anticipated project start date: July 2025
  - a.  Expedited review requested (for emergencies or prior consultation only)
  - b.  Preliminary/conceptual review
  - c.  Final documentation review
6. Please also submit as appropriate:
  - a.  Project location map (can be annotated google map or similar)
  - b.  Site map (shows the proposed ground disturbance)
  - c.  Project Construction
  - d.  Photographs of Historic Resource (show project areas)

This can be found on BGS MERP website

- Fillable PDF – can be filled out in Adobe and attached to email
- Please send all submissions to [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

**Vermont Division for Historic Preservation  
MERP PROJECT REVIEW FORM**

The Vermont Historic Preservation Act (22 VSA chapter 14) directs any agency, department, division, or commission to consult with the Vermont Advisory Council on Historic Preservation (VACHP) before demolishing, altering, or transferring any property that is potentially of historical, architectural, archaeological, or cultural significance; and states that the State Historic Preservation Officer (SHPO), through the administration of Vermont Division for Historic Preservation (VDHP), shall cooperate with state agencies in the planning and conduct of specific undertakings affecting historic properties and preservation objectives. The VACHP delegated to VDHP the authority to consult with municipalities awarded Municipal Energy Resilience Program (MERP) Implementation Grants to review and resolve any impacts on historic properties and sites in accord with state law.

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To start the review process, please complete this form and submit it, with the information requested below, to VDHP at [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov).

1. Contact information:

- a. Name:
- b. Email address:
- c. Phone number:

2. MERP Project Information:

- a. Awarded Project Name:
- b. Building Name:
- c. Address:

3. Please provide a short description of the proposed project applicable to VDHP Review:

4. Project information:

- a. Project involves ground disturbance: Yes  No
- b. Historic Resource is more than fifty (50) years old: Yes  No
- c. Historic Resource is listed in the State Register of Historic Places  
(check [Online Resource Center](#)): Yes  No  In Historic District  Unsure

5. Anticipated project start date:

- a.  Expedited review requested (for emergencies or prior consultation only)
- b.  Preliminary/conceptual review
- c.  Final documentation review

6. Please also submit as appropriate:

- a.  Project location map (can be annotated google map or similar)
- b.  Site map (shows the proposed ground disturbance)
- c.  Project Construction
- d.  Photographs of Historic Resource (show project areas)

when applicable, please submit:

- e.  Archaeological Resource Assessment (ARA)
- f.  Phase 1 Report (archaeology)
- g.  Qualified Professional Consultant report

Please email this form and supporting materials to [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

**TO BE COMPLETED BY VDHP:**

- Determination of Eligibility Recommendation
  - Not Eligible or Historic
  - Eligible
  - Listed or Previously Determined Eligible
  - Date of Determination or Listing:
  - VDHP Staff Making Determination:
- No Historic Properties Affected
  - No Historic Resource Present in Area of Potential Effect
  - Work will have No Effect on Historic Resource
- Historic Properties Affected
  - Qualified Professional Historic Preservation Consultant will be required
  - Qualified Professional Archeological Consultant will be required
  - Archeological Resource Assessment (ARA) required
  - Phase 1 archeological investigation required
- Concur with ARA  Concur with Phase 1 Archaeology
- No Adverse Effect
- Adverse Effect
  - VACHP consultation required DATE:
  - Project MOA or other agreement docs executed DATE:
  - Conditions: DATE:

Comments:

**X:** \_\_\_\_\_  
For: Vermont Division for Historic Preservation

Vermont Division for Historic Preservation  
MERP PROJECT REVIEW FORM

The Vermont Historic Preservation Act (22 VSA chapter 14) directs any agency, department, division, or commission to consult with the Vermont Advisory Council on Historic Preservation (VACHP) before demolishing, altering, or transferring any property that is potentially of historical, architectural, archaeological, or cultural significance; and states that the State Historic Preservation Officer (SHPO), through the administration of Vermont Division for Historic Preservation (VDHP), shall cooperate with state agencies in the planning and conduct of specific undertakings affecting historic properties and preservation objectives. The VACHP delegated to VDHP the authority to consult with municipalities awarded Municipal Energy Resilience Program (MERP) Implementation Grants to review and resolve any impacts on historic properties and sites in accord with state law.

\*Refer to Appendix A of the Memorandum of Agreement amongst the Department of Buildings and General Services, Agency of Administration, the Division for Historic Preservation, Agency of Commerce and Community Development, And the Vermont Advisory Council on Historic Preservation for a list of Exempt Activities. Exempt Activities will NOT require review by VDHP.

To start the review process, please complete this form and submit it, with the information requested below, to VDHP at [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov).

1. Contact information:
  - a. Name: Greg Socinski
  - b. Email address: greg.socinski@vermont.gov
  - c. Phone number: 802 636 7413
2. MERP Project Information:
  - a. Awarded Project Name: Charlotte Historic Society
  - b. Building Name: Old Charlotte Town Hall
  - c. Address: 1 Hinesburg Road, Charlotte, VT 05445
3. Please provide a short description of the proposed project applicable to VDHP Review:  
Cold climate heat pump installation, Weatherstripping door and windows, basement/attic sprayfoam insulation install, new boiler
4. Project information:
  - a. Project involves ground disturbance: Yes  No
  - b. Historic Resource is more than fifty (50) years old: Yes  No
  - c. Historic Resource is listed in the State Register of Historic Places (check [Online Resource Center](#)): Yes  No  In Historic District  Unsure
5. Anticipated project start date: July 2025
  - a.  Expedited review requested (for emergencies or prior consultation only)
  - b.  Preliminary/conceptual review
  - c.  Final documentation review
6. Please also submit as appropriate:
  - a.  Project location map (can be annotated google map or similar)
  - b.  Site map (shows the proposed ground disturbance)
  - c.  Project Construction
  - d.  Photographs of Historic Resource (show project areas)

# MERP Project Review Form

## 3 – Project Description

- Attach additional description/narrative as necessary

## 5b – Preliminary/concept review v.

## 5c – Final documentation review

## 6 – Necessary Submission Attachments

- Project Location Map
- Site Map
- Photographs

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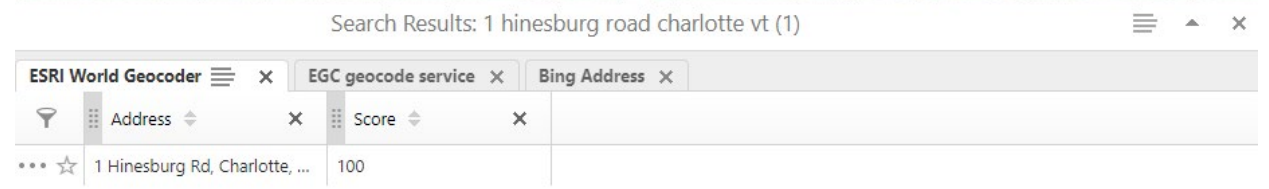
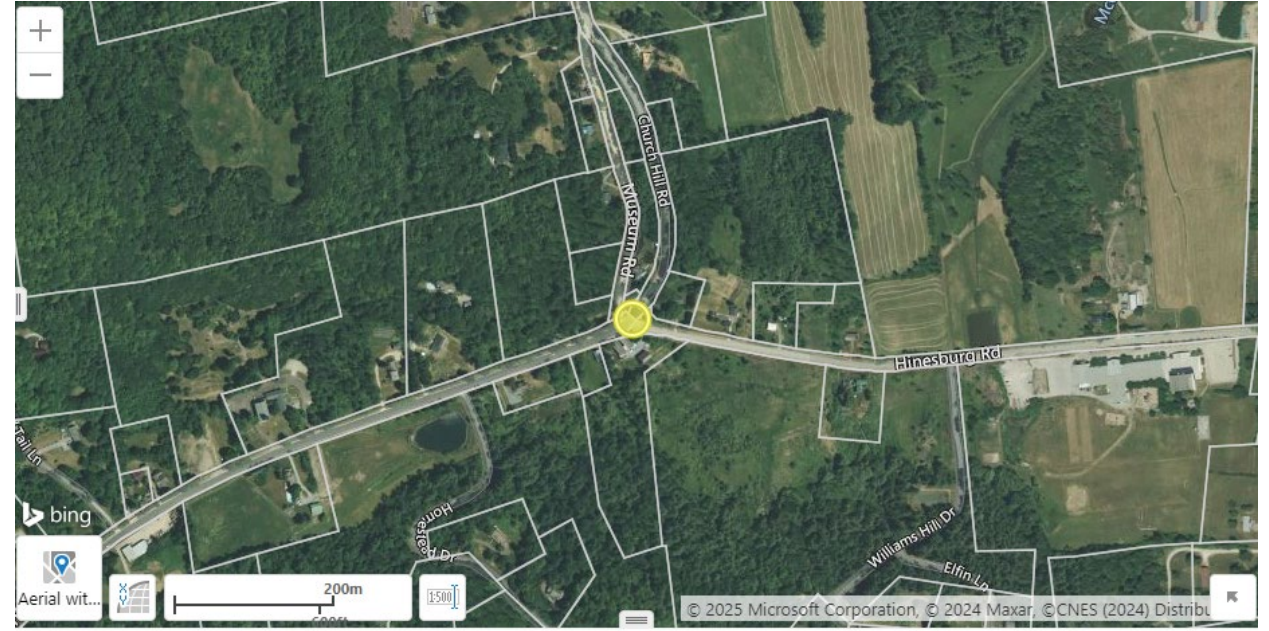
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# Project Location Map



- Annotated USGS Quadrangle map
- Annotated Google, Bing or similar map
- Annotated Vermont VCGI map
  - [vcgi.vermont.gov](http://vcgi.vermont.gov)


Vermont Division for Historic Preservation  
MERP PROJECT REVIEW FORM

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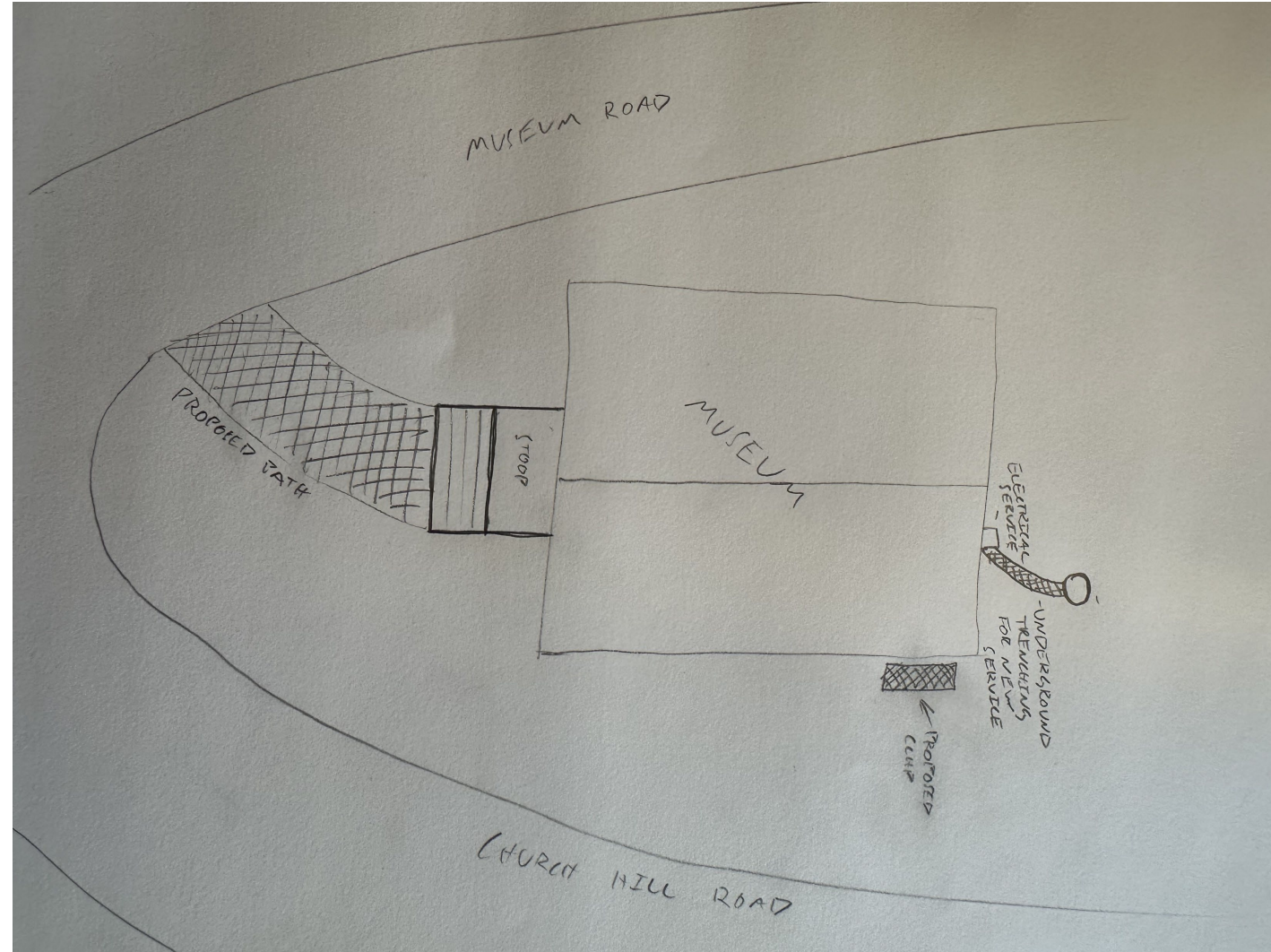
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  - Photographs of Historic Resource (show project areas)

# Site Map





APPENDIX A  
EXEMPT ACTIVITIES

Activity	Description	Scopes that can be designed to be exempt	Scopes that <i>cannot</i> be designed to be exempt
<input type="checkbox"/> Non-Historic Buildings and Structures	Rehabilitation of non-historic buildings and structures, (i.e. those less than 50 years old), except when alteration to the existing building or structure may impact a surrounding historic district.  "Impact" means that the project produces a change which is visible from the public right of way within the historic district.	<ul style="list-style-type: none"> <li>Ensure that the non-historic building energy project does not impact the surrounding historic district. If this requirement is satisfied, then any energy project may proceed without VDHP review.</li> </ul>	<ul style="list-style-type: none"> <li>Any building at least 50 years old, and any of the below categories of projects are not exempt.</li> <li>Any building less than 50 years old, within a historic district, and the project impacts the surrounding district, <i>and</i> any of the below categories of projects are not exempt</li> </ul>
<input checked="" type="checkbox"/> Mechanical, Electrical, Plumbing (MEP) Systems	Repair, replacement, and installation of MEP systems provided that such work does not involve ground disturbance, alter, or permanently change the appearance of the interior or the exterior of the building, affecting character-defining features of the building.  "Ground disturbance" refers to digging to a depth greater than 6 inches, or digging in an area greater than 100 square feet. Projects involving digging to a depth less than 6 inches in an area of less than 100 square feet will not be seen as involving ground disturbance.  Work that requires the installation of new ducts through the interior; new electrical wiring; new plumbing pipes and fixtures; installation of fire and smoke detectors; or	<ul style="list-style-type: none"> <li>Air source heat pumps where exterior equipment is not located on the front of the building</li> <li>Boiler replacement</li> <li>Boiler retrofit to biomass</li> <li>HVAC retro commissions (e.g. adding or fine-tuning variable frequency drives to system fans)</li> <li>Electric vehicle supply equipment (EVSE) installation projects that meet the criteria for exemption approved by the Vermont Division for Historic Preservation (VDHP) and the Vermont Advisory Council for Historic Preservation (VT ACHP)—exemption memo attached.</li> </ul>	<ul style="list-style-type: none"> <li>Electric Service Panel upgrades (<i>note that other energy project scopes may depend upon a building amp upgrade</i>)</li> <li>Ground source heat pumps</li> <li>Heat recovery ventilation (HRV) or energy recovery ventilation (ERV) systems, whether or not they require new ductwork</li> <li>Electric vehicle supply equipment (EVSE) installation projects that do not meet the criteria for exemption approved by VDHP and VT ACHP</li> <li>Air source heat pumps where exterior equipment is located on the front of the building</li> <li>Installation of a rooftop HVAC unit where there was not one previously</li> </ul>

Activity	Description	Scopes that can be designed to be exempt	Scopes that <i>cannot</i> be designed to be exempt
	new ventilation systems shall not be exempt.  <i>Refer to Preservation Briefs 24: Heating, Ventilating, and Cooling Historic Buildings: Problems &amp; Recommended Approaches</i>		
<input type="checkbox"/> Exterior Repairs	Repair or partial replacement of deteriorated porches, cornices, exterior siding, doors, balustrades, stairs, or other trim when the repair or replacement is done <i>in-kind</i> to closely match existing material and form.  Exempt exterior repairs may not involve ground disturbance.  Removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property must be avoided and are not exempt.  Grinding of mortar joints on historic buildings should be avoided and is not exempt.  <i>Refer to Preservation Briefs 47: Maintaining the Exterior of Small &amp; Medium Size Historic Buildings</i>	<ul style="list-style-type: none"> <li>Accessibility improvements to the building's exterior which use in-kind materials and do not drastically alter the building's character.</li> </ul>	<ul style="list-style-type: none"> <li>Exterior repairs with non in-kind materials</li> <li>Any accessibility improvement which involves ground disturbance (e.g. installing a ramp, installing an elevator)</li> </ul>
<input checked="" type="checkbox"/> Windows	Caulking; weather stripping; re-glazing and repainting of windows; and repair, replacement or installation of storm windows (exterior, interior,	<ul style="list-style-type: none"> <li>Any enumerated activity in the first paragraph under the 'Description' column</li> </ul>	<ul style="list-style-type: none"> <li>Window replacement will only be exempt if the windows are non-historic (installed less than 30 years ago); however, if the MERP assessment</li> </ul>

# Exempt List

# Old Charlotte Town Hall MERP Grant – VDHP Review

Example Project Submission:

Sent to [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

Included:

- MERP Project Review form (includes Exempt List)
- Project Location Map
- Word Document (including project narrative, photos and site map)



The Old Charlotte Town Hall, a town-owned building now housing the Charlotte Historical Society, is listed on the National Register of Historic Places, as a contributing building to the Charlotte Center Historic District. We suspect it might be listed on the State Register of Historic Places but are unsure. The building currently functions as a small museum on the history of Charlotte and is open infrequently (10 hours/week) during the warmer months. The town is interested in utilizing the building more fully and holding more frequent events

there, but the dated heating system, lack of insulation, drafty doors and windows make it uncomfortable for occupation during the winter (and sometimes late fall and early spring as well). The town received a MERP grant from BGS to address some of these issues. The scope of the work is as follows.

1. Install a cold climate heat pump to assist with heating in the shoulder seasons and allow air conditioning during the summer as well.
2. Spray foam the attic and basement to air seal and provide insulation. It was recommended that we spray on the underside of roof sheathing in the attic and directly on the stone foundation and sills in the basement.
3. We plan to keep the original windows but would like to weatherstrip them as well as the single front door. We currently have old plexiglass storms that don't do much, so we'd like to have new custom wood storms made and installed. They will sit inside the existing exterior window casing (we have a local carpenter who will be making them for us).
4. There is heat in the building, but it hasn't been used in years. The boiler looks like it's from 1970s so we plan to replace it with a new high efficiency boiler (boiler is located in the basement). We will use the existing piping that's currently in place.
5. The building has a very old 50-amp electrical service and we would like to upgrade to a 100-amp service. The electrical pole is very close to the building but the line runs underground, so it will need to be excavated from the pole to the building.



Old Charlotte Town Hall, looking north



Looking west



Looking east



Looking south



Proposed location of heat pump (will be placed on a stand close to the corner)



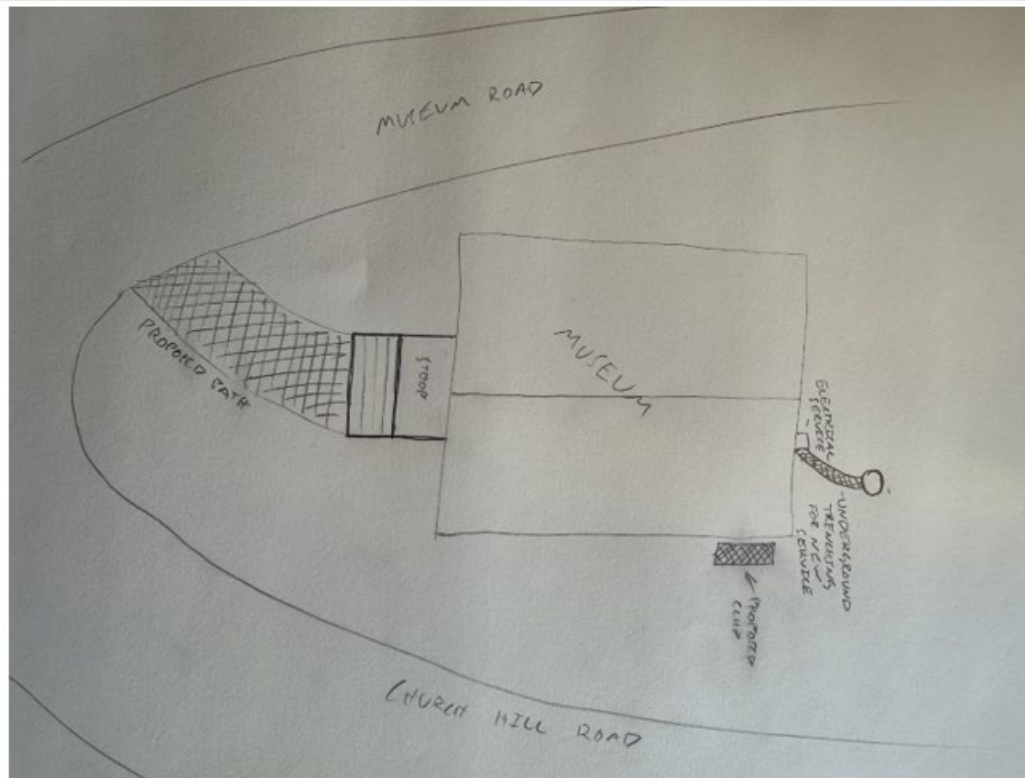
Examples of windows (all 8 windows will be receiving new storms)



Detail photo of existing storm window. New storms will sit in the same opening.



Existing basement door will be used to remove old boiler and install new boiler. Electrical service will remain in same spot (pole is just out of frame to the right)



Schematic drawing showing location of heat pump and trenching necessary for new electric service.

# What to expect?

Aspects of Scope of Work:

Cold Climate Heat Pump





# What to expect?

Aspects of Scope of Work:

Weatherstripping door/windows and new wood storms



Activity	Description	Scopes that can be designed to be exempt	Scopes that <i>cannot</i> be designed to be exempt
<p>Windows</p> <p style="text-align: center;">☐</p>	<p>Caulking; weather stripping; re-glazing and repainting of windows; and repair, replacement or installation of storm windows (exterior, interior, metal or wood) provided they match the historic shape and size of the historic prime windows and that the meeting rail coincides with that of the prime window. Color should match trim, if possible.</p> <p><i>Replacement of historic windows is not an exempt activity.</i> If replacement windows are being proposed, the qualified professional must provide a statement to VDHP of the condition of existing windows; why the existing windows cannot be retained; safety considerations such as the presence of lead-based paint hazards; cost considerations of retaining existing windows vs. installing replacements including ongoing maintenance; and rationale for the design and selection of new windows, along with how the replacement windows will meet the Secretary of the Interior's Standards for Rehabilitation. <i>Energy efficiency shall be considered as part of the evaluation of the proposed replacement windows.</i></p>	<ul style="list-style-type: none"> <li>Any enumerated activity in the first paragraph under the 'Description' column</li> <li>Any non-historic window repair/replacement</li> </ul>	<ul style="list-style-type: none"> <li>Window replacement will only be exempt if the windows are non-historic (installed less than <u>30</u> years ago); however, if the MERP assessment finds that energy savings will be achieved by window replacement, and the payback is less than the expected useful life of the equipment, this will help the project's case during VDHP review.</li> </ul>



# What to expect?

Aspects of Scope of Work:

Boiler Replacement



□	Mechanical, Electrical, Plumbing (MEP) Systems	<p>Repair, replacement, and installation of MEP systems provided that such work does not involve ground disturbance, alter, or permanently change the appearance of the interior or the exterior of the building, affecting character-defining features of the building.</p> <p>“Ground disturbance” refers to digging to a depth greater than 6 inches, or digging in an area greater than 100 square feet. Projects involving digging to a depth less than 6 inches in an area of less than 100 square feet will not be seen as involving ground disturbance.</p> <p>Work that requires the installation of new ducts through the interior; new electrical wiring; new</p>	<ul style="list-style-type: none"> <li>• Air source heat pumps where exterior equipment is not located on the front of the building</li> <li>• Boiler replacement</li> <li>• Boiler retrofit to biomass</li> <li>• HVAC retro commissions (e.g. adding or fine-tuning variable frequency drives to system fans)</li> <li>• Electric vehicle supply equipment (EVSE) installation projects that meet the criteria for exemption approved by the Vermont Division for Historic Preservation (VDHP) and the Vermont Advisory Council for Historic Preservation (VT ACHP)—exemption memo attached.</li> </ul>	<ul style="list-style-type: none"> <li>• Electric Service Panel upgrades (<i>note that other energy project scopes may depend upon a building amp upgrade</i>)</li> <li>• Ground source heat pumps</li> <li>• Heat recovery ventilation (HRV) or energy recovery ventilation (ERV) systems, <u>whether or not</u> they require new ductwork</li> <li>• Electric vehicle supply equipment (EVSE) installation projects that do not meet the criteria for exemption approved by VDHP and VT ACHP</li> <li>• Air source heat pumps where exterior equipment is located on the front of the building</li> <li>• Installation of a rooftop HVAC unit where there was not one previously</li> </ul>
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Activity	Description	Scopes that can be designed to be exempt	Scopes that <i>cannot</i> be designed to be exempt
	<p>plumbing pipes and fixtures; installation of fire and smoke detectors; or new ventilation systems shall not be exempt.</p> <p>Refer to <i>Preservation Briefs 24: Heating, Ventilating, and Cooling Historic Buildings: Problems &amp; Recommended Approaches</i></p>		

# What to expect?

Aspects of Scope of Work:

New Electrical Service



VDHP consultation:

New electrical service is not EXEMPT

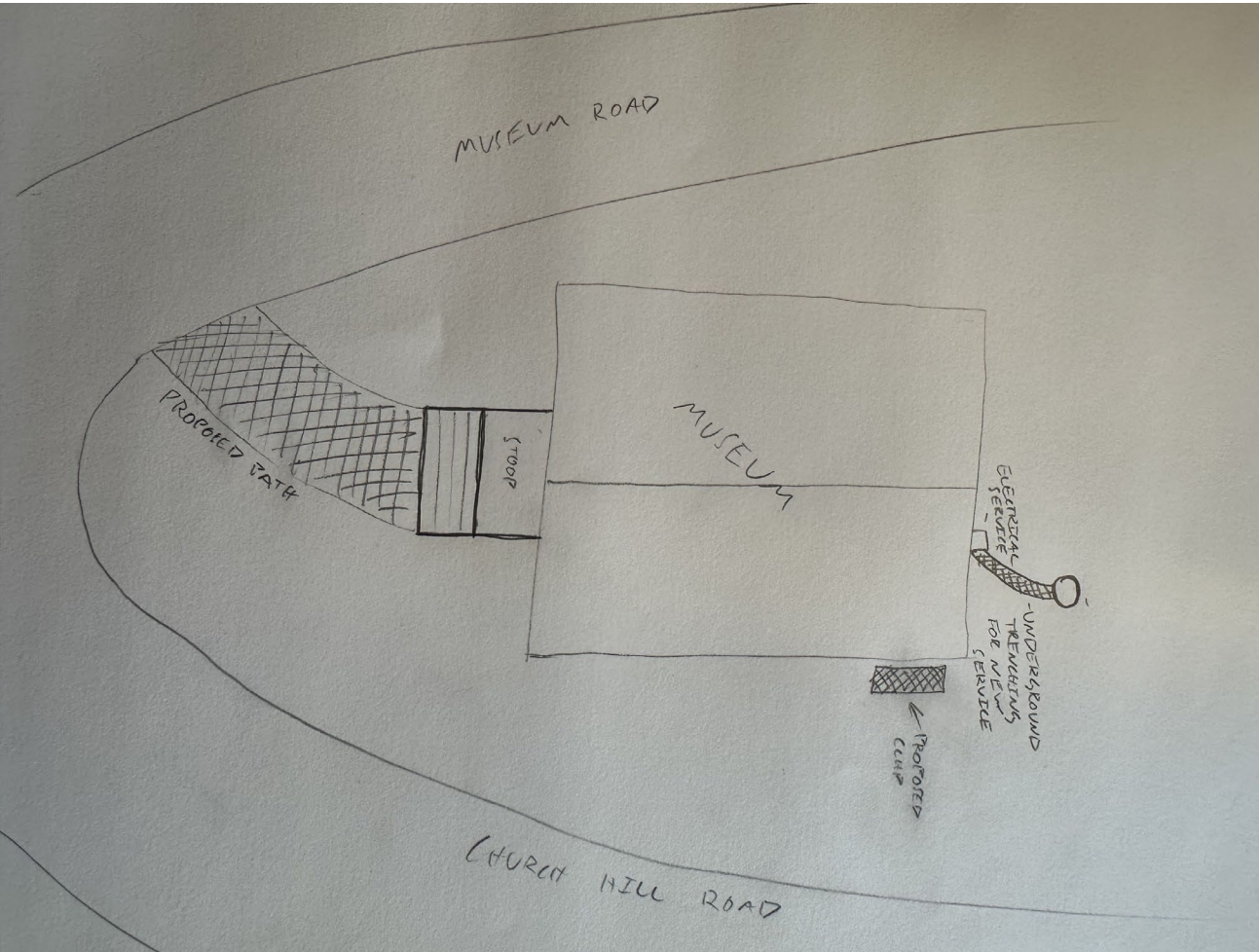
There is also ground disturbance here, but given the trenching occurs in a previously existing trench, it is likely not an issue, because there will be no NEW ground disturbance.

We will likely ask for photos of existing exterior service and interior panel, but since in this case the panel is in basement and not being moved, it will not be an issue.

# What to expect?

Aspects of Scope of Work:

Proposed Path?



VDHP consultation:

The “proposed path” was not mentioned in the scope of work in the project narrative.

Is this part of the MERP scope of work?

Is this a separate project?

Seek to clear confusion on this element

# What to expect?

## Aspects of Scope of Work:

### Spray foam Insulation (or... the elephant in the room)

VDHP consultation:

Spray foam as insulation (not just an air sealing method) can NEVER be designed as exempt and will always require consultation

Spray foam in attics is not recommended (especially to underside of the roof deck)

- We suggest spot air sealing with can foam and blown-in cellulose insulation
- Spray foam on the underside of roof decking in attics will conceal any roof leaks and potentially won't be noticed until major damage is done

Basements are trickier, but can be done IF a release layer (Tyvek or similar) is applied to stone foundation prior to application

- Makes application REVERSIBLE
- There are always issues with water/moisture management. If spray foam is applied WITHOUT proper exterior water management (drainage/grading), water can and will get into the foundation and with stacked stone foundations can do real damage through freeze/thaw cycles, which may not manifest for some time
- If damage does manifest, if a release layer allows you to remove it easily, which is highly recommended for a relatively new product whose long-term effects might not be currently known

□	Insulation	Insulation in ceilings, attic, and basement spaces provided it is installed with “appropriate vapor barriers”, including the eligible air sealing and insulation scopes outlined here.  <i>Refer to Preservation Briefs 3: Improving Energy Efficiency in Historic Buildings</i>	<ul style="list-style-type: none"> <li>• Air sealing the building shell—e.g. caulking, weather stripping, and other air infiltration controls around exterior-facing windows and doors</li> <li>• Air sealing with spray foam is permissible <u>except</u> in highly visible areas or on historic finished surfaces</li> <li>• Installing thresholds which do not harm or</li> </ul>	<ul style="list-style-type: none"> <li>• Insulation which must be installed from the exterior of the building, and exterior materials must be removed or replaced</li> <li>• Using spray foam for insulation, not just air sealing</li> <li>• Air sealing/insulation projects which require a mechanical ventilation system to be installed, to direct moisture out of the</li> </ul>
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Activity	Description	Scopes that can be designed to be exempt	Scopes that <u>cannot</u> be designed to be exempt
		obscure historic windows or trim—any such materials are considered historic if they are original to the historic building's date of construction or more than thirty years old.  • Insulation—e.g. non-toxic fiberglass, foil-wrapped, or loose-fill or dense-pack cellulose—which does not harm or damage historic fabric, nor causes any permanent visible alteration to the exterior siding, <u>AND</u> the building already has a mechanical ventilation system	building as it becomes more airtight.

# National Park Service (NPS) Guidance

“Consideration must also be given to the irreversibility of [spray foam insulation] because the foam enters the pores of the wood. It may be more advisable to install a breathable layer of material that will allow for future removal without leaving a residue.” (Pg.8)

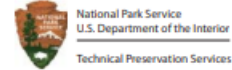
“The use of spray foam or foamed-in-place insulation would appear to have great potential for application in historic wood-frame buildings due to their ability to flow into wall cavities and around irregular obstacles. Their high R-value and function as an air barrier make them a tempting choice. However, their use presents several problems. The injected material bonds tightly to historic materials making its removal difficult, especially if it is encased in an existing wall” (Pg.12)

“... the long-term effects of adding either open- or closed-cell foams to insulate historic masonry walls as well as performance of these products have not been adequately documented. Use of foam insulation in buildings with poor quality masonry or uncontrolled rising damp problems should be avoided” (Pg.14)

## 3 PRESERVATION BRIEFS

### Improving Energy Efficiency in Historic Buildings

Jo Ellen Hensley and Antonio Aguilar



The concept of energy conservation in buildings is not new. Throughout history building owners have dealt with changing fuel supplies and the need for efficient use of these fuels. Gone are the days of the cheap and abundant energy of the 1950's. Today with energy resources being depleted and the concern over the effect of greenhouse gases on climate change, owners of historic buildings are seeking ways to make their buildings more energy efficient. These concerns are key components of sustainability — a term that generally refers to the ability to maintain the environmental, social, and economic needs for human existence. The topic of sustainable or “green” building practices is too broad to cover in this brief. Rather, this preservation brief is intended to help property owners, preservation professionals, and stewards of historic buildings make informed decisions when considering energy efficiency improvements to historic buildings.

Sound energy improvement measures must take into consideration not only potential energy savings, but also the protection of the historic property's materials and features. This guidance is provided in accordance with the Secretary of the Interior's Standards for Rehabilitation to ensure that the architectural integrity of the historic property is preserved. Achieving a successful retrofit project must balance the goals of energy efficiency with the least impact to the historic building. Planning must entail a holistic approach that considers the entire building envelope, its systems and components, its site and environment, and a careful evaluation of the effects of the measures undertaken. Treatments common to new construction need to be evaluated carefully before implementing them in historic buildings in order to avoid inappropriate alteration of important architectural features and irreparable damage to historic building materials. This brief targets primarily small-to medium-size historic buildings, both residential and commercial. However, the general decision-making principles outlined here apply to buildings of any size and complexity.

#### Inherent Energy Efficient Features of Historic Buildings

Before implementing any energy conservation measures, the existing energy-efficient characteristics of a historic building should be assessed. Buildings are more than the sum of their individual components. The design, materials, type of construction, size, shape, site orientation, surrounding landscape, and climate all play a role in how buildings perform. Historic building construction methods and materials often maximized natural sources of heat, light and ventilation to respond to local climatic conditions. The key to a successful rehabilitation project is to understand and identify the existing energy-efficient aspects of the historic building and how they function, as well as to understand and identify its character-defining features to ensure they are preserved. Whether rehabilitated for a new or continuing use, it is important to utilize the historic building's inherent sustainable qualities as they were intended to ensure that they function effectively together with any new treatments added to further improve energy efficiency.

**Windows, courtyards, and light wells**  
Operable windows, interior courtyards, clerestories, skylights, rooftop ventilators, cupolas, and other features that provide natural ventilation and light can reduce energy consumption. Whenever these devices can be used to provide natural ventilation and light, they save energy by reducing the need to use mechanical systems and interior artificial lighting.

Historically, builders dealt with the potential heat loss and gain from windows in a variety of ways depending on the climate. In cold climates where winter heat loss from buildings was the primary consideration before mechanical systems were introduced, windows were limited to those necessary for adequate light and ventilation. In historic buildings where the ratio of glass

# Resources

The Secretary of the Interior's Standards for the Treatment of Historic Properties - <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

National Park Service Preservation Briefs - <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

NPS Preservation Brief #3: Improving Energy Efficiency in Historic Buildings – <https://www.nps.gov/orgs/1739/upload/preservation-brief-03-energy-efficiency.pdf>

NPS Preservation Brief #9: Repair of Historic Wood Windows – <https://www.nps.gov/orgs/1739/upload/preservation-brief-09-wood-windows.pdf>

NPS Preservation Brief #24: Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches – <https://www.nps.gov/orgs/1739/upload/preservation-brief-24-heating-cooling.pdf>

NPS Preservation Brief #32: Making Historic Properties Accessible - <https://www.nps.gov/orgs/1739/upload/preservation-brief-32-accessibility.pdf>

Vermont Division of Historic Preservation: Resources for Historic Building Efficiency and Sustainability - <https://accd.vermont.gov/historic-preservation/planning/building-efficiency>

Preservation Trust of Vermont: Insulation and Historic Buildings - <https://ptvermont.org/insulation-and-historic-buildings/>

Project Review Submission Email: [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

Questions?