



Brian Mullis

From: Swain, Lauren <Lauren.Swain@maine.gov>
Sent: Thursday, December 4, 2025 1:29 PM
To: Brian Mullis
Subject: ACTION REQUIRED: HCBG Supplementary Materials

Good Afternoon!

Thank you for your submission to Round 1 of the Historic Community Buildings Grant program. Please use the following link to upload the required supplementary materials,

[Sangerville Town Hall](#)

Supplementary documentation:

1. Cost proposals from contractors
2. Resumes for donated labor. Attach resumés for all persons to be valued for match purposes at more than the state minimum wage. See Chapter 7.8 of the Grant Manual.
3. Resumes for contractors who provided cost proposals, and any architects, engineers, consultants, conservators, or other professionals who have either provided project drawings and specifications or will be providing project oversight or other services (if known at time of application). Resumes should highlight experience working with historic buildings.
4. Copies of completed drawings and specifications, assessments, stabilization plans, or historic structure reports if appropriate.
5. 2025 Budget Worksheet
6. Photographs in JPEG format. See Chapter 6.11 of the Grant Manual
7. Signed and completed Application Checklist and Certification. See our website.

Please let me know if you have any other questions or issues uploading to the folder!

Lauren Swain
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Michelle Nichols

From: Webb, Erika <Erika.Webb@maine.gov>
Sent: Tuesday, March 17, 2026 12:42 PM
To: Michelle Nichols
Subject: RE: HCBG Program - Town of Sangerville - Sangerville Town Hall
Attachments: guidance_on_historic_building_conditions_assessments.pdf

Hi Michelle – I hope you’re doing well? Below is a breakdown of the points in our letter. I hope this helps.

Thanks, Erika

1. In application question 27, you indicated the Town established a capital reserve account to cover all costs and reimbursements, as well as matching funds. The definition of “governmental” funds includes any funding that is within the control of a government entity. Therefore, these funds would be considered government funding and cannot be used for the 25% match.

We have received guidance that there are two options to avoid the issue noted above: 1) a governmental entity may pay all invoices and after they are paid, it may request reimbursement from an eligible non-profit organization that has agreed to provide the 25% matching share and the 75% share from the Commission; or 2) the eligible non-profit may directly pay the contractor the 25% matching share and the governmental entity (Town/Trustees) may cover the grant share and then seek reimbursement from the Commission. Please note that the sequence of payment/reimbursement in option 1) is very important because if the governmental entity acquires the matching share before it pays the invoice, those funds received from the non-profit are now considered governmental funds and would be disqualified as the matching share.

2. We recommend you commission a historic preservation specialist to conduct a thorough condition assessment of the Sangerville Town Hall. A condition assessment will provide you with a scope of work to move forward on the most urgent preservation and restoration projects. If such a report exists, please provide it if you intend to apply for another grant round.

In the grant manual under Chapter 5. Selection Criteria 1. Project Description and Process we ask applicants to submit any available condition assessments for the building. Documents submitted with the application indicate Wentworth Partners & Associates evaluated the building. Did they provide the Town with a report? Below are links to information on preservation planning and condition assessments.

As the name implies, a condition assessment is an assessment of a historic building’s physical conditions. It will usually provide an assessment of each building component (such as the roof,

chimneys, siding, trim, flashings, gutters, site drainage, foundation, windows, sills, framing, etc.) and a description and assessment of whether it is in good, fair, or poor condition accompanied by photos. The scope of such an assessment should be determined by the client in consultation with a qualified building professional who has experience working with historic structures. An assessment provides information on the condition of a property and may generally address some needed repair work, but it will not usually go into great detail as to what repairs are necessary or how to execute them. A condition assessment is usually a first step to getting drawings and specifications completed by an architect. Condition assessments have a variety of uses including budgeting, prioritizing, scheduling, and phasing of projects and provide some information on the extent of drawings and specifications that will be necessary. We often see condition assessments used as a basis to receive bids from contractors for projects that don't have drawings and specifications, which can be acceptable in instances where such documents are not required, where the scope of work is not highly complex, and where highly qualified contractors are executing a project. However, for purposes of the HCB Grant, we are requiring drawings and specifications unless a project falls under the exceptions listed in the Grant Manual. In some instances, a licensed architect/engineer may provide drawings and specifications for a specific project without a condition assessment, but they will likely include the cost of investigatory work they need to do in the cost of creating the documents.

A good brief summary of Condition Assessments from the Minnesota Historical Society is attached and additional information from the AIA can be found at the following link:
<https://learn.aiacontracts.com/articles/facility-condition-assessments-purpose-and-use/>

Local Preservation Planning | Maine Historic Preservation Commission

Condition Assessments and Inspections - Understanding Your Historic Building — Maine Preservation

3. The grant amount requested in the application is \$250,000, but the grant amount requested in the Excel budget worksheet exceeded the maximum request of \$250,000.

In the grant manual under Introduction the maximum award is listed as \$250,000. In the Excel Budget worksheet submitted with your application (cell K36) the grant amount requested is \$255,443.75.

4. There is a 10% contingency referenced in the Wentworth cost estimate. Please note contingencies cannot be included in the project totals per the grant manual.

Per Chapter 8. Funding Requirements, 2. Unallowable Costs F. Administrative Costs – contingencies, overhead, and indirect costs are expenses that are unallowable either as reimbursable charges or as match. A 10% contingency for construction was reflected in the budget sheet row 33.

Erika Webb
Historic Community Buildings Grant Administrator