

Royalton Memorial Library Renovation Project
List of Items that are still outstanding before project can proceed
As of 03/08/2019

- Comprehensive budget with construction, permit, clerk of the works and insurance costs. Also \$7500.00 back to preservation trust and listing of all funding sources. **Need to work on this with the library trustees and Pam. Spoke with Pam will get together to review record keeping procedures.**
- Legal review of A1A contract **Attorney notes were received by the Selectboard and are under review. Emailed new Selectboard members notes and contracts this week.**
- Completion of MOU and signed by Selectboard Chair and Library Trustee **One more item about the re-negotiated lease needs to be addressed in MOU. Still Outstanding**
- Advertise, interview and hire a clerk of the works. **Rose has contacted Two Rivers, several engineering firms and a construction consultant firm on 02/27/2019. She is awaiting responses. Advertising for COW on website. Should have one proposal by 03/12/2019.**
- Obtain construction insurance **still waiting to hear from VLCT PACIF. Completed application for insurance quote and submitted will take a few days to get back.**
- Verify grant awards and conditions have been met **Rose is working with library on this. Rose continues to work with library. Need to work on award conditions for CDBG grant**
- Obtain permits. **Should be done by contractor. Upland informed Rose there is only one permit outstanding as the building permit was obtained and only requires amending. Same**
- Apply for bridge financing **Spoke with Mascoma Bank will work on application next week. Bank requested verification of all grant awards, letter from bond counsel and Selectboard approval. Will seek Selectboard approval at 03/12/2019 meeting.**