

Royalton Memorial Library Renovation Project
List of Items that are still outstanding before project can proceed
As of 03/15/2019

- 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.** Budget review meeting in the near future with Library trustees, state grant administrators and Town Administrator Rose Hemond.
- 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.** Request was made to Attorney Paul Giuliani to mark-up A1A contract with language as per his notes. Once complete, edits will be sent over to Upland Construction to be included in a revised contract. Selectboard and Library agreed to sign MOU and construction contract on 03/26/2019.
- 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** Should be signed by 03/26/2019
- 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.** Ad in this week's Herald. Received one proposal for Clerk of the works. Will present all submissions at meeting on 03/26/2019
- 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. Still waiting on quote from insurance company. Can take weeks.**
- 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** Rose continues to work with library on CDBG award conditions.
- 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. 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. Received board approval on 03/12/2019. Waiting on opinion letter from attorney. Submitted grant information.**