



## **MEMORANDUM OF RECORD**

October 9, 2023

**Via E-mail Only:** [jarneson@richmontvt.gov](mailto:jarneson@richmontvt.gov)

Josh Arneson, Town Manager  
Town of Richmond  
203 Bridge Street  
Richmond VT 05477

**Re: Extension to Secure Notice to Proceed NBRC Contract #NBRC21GEDA04**

Dear Mr. Arneson:

NBRC has reviewed the request to extend the end date to secure a Notice to Proceed for the above-referenced project. The grantee has documented that since the date of award, the project has encountered challenges delaying its ability to secure a Notice to Proceed by September 30, 2023.

This request was reviewed and approved by the State of Vermont. The date to secure a Notice to Proceed has been extended to September 30, 2024. All other portions of the Grant Agreement apply.

Sincerely,

Andrea K. Smith  
Program Director

cc: Kristie Farnham, VT SPM via e-mail [kristie.farnham@vermont.gov](mailto:kristie.farnham@vermont.gov)  
NBRC files