

## **Memorandum**

March 17, 2022

TO: Commissioners of Poolesville

FROM: Wade Yost, Town Manager

RE: Sale of Old Methodist Church (Thrift Store)

Commissioners:

The Town Attorney, Town Engineer and are collaborating on the legal requirements necessary to dispose of the subject property. Below are the identified requirements used when preparing the sale of the Old Town Hall.

- Inspection Report - Done
- Survey - underway
- Phase 1 environmental assessment - underway

### **Need to do - can be done in parallel**

- Develop site plan/Planning Commission approval/record easements
- Title search
- Appraisal
- Covenants
- Closed Bid Packet - Commissioner Approval