


**Linda Zappala**

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**From:** Maureen Jagos - CHS <mjagos@rcis.org>  
**Sent:** Thursday, August 4, 2022 1:20 PM  
**To:** Robert Valentine; Linda Zappala; Chester Library Board - CHS  
**Cc:** Robert Courtenay; Antonio Ardisana; smith1153@optonline.net; Brandon Holdridge  
**Subject:** Library Construction Aid application

Maureen Jagos - CHS has shared a OneDrive for Business file with you. To view it, click the link below.

 CPL const 8. 2022-08042022124150.pdf

RECEIVED  
CC: TS, TB (ea), WC  
AUG 04 2022

Dear Members of the Chester Town Board,

TOWN CLERK  
CHESTER, NEW YORK

I am writing to let you know that we will be applying for Library Construction Aid this year. This is aid processed through the library system to be paid out next year. We plan to use the money to upgrade the current front doors to ADA compliant doors. Attached is the application I plan to submit before September 1, 2022.

Since the building we are housed in belongs to the Town we are subject to 2 additional requirements. The first is to attach a copy of our current lease showing that we plan to be in the building at least 10 years after the compilation date, which we have, and the second is that we need a letter from the Town stating that a resolution was passed at one of your upcoming board meetings, indicating that you are aware of the project and approve of it. Included with the application, on page 23, is a sample of a letter provided to me by RCLS. The letter is simply the resolution that was passed and printed on the town's letterhead.

I am sending this email to you today because I will be on vacation beginning August 5<sup>th</sup> and returning on August 15<sup>th</sup>. I will do my best check my email periodically to see if you have any follow up questions.

I also wanted to restate that RCLS has a hard submission deadline of September 1st. I do hope that providing you with the information now, you will have enough time to provide the required letter.

Maureen

RECEIVED

AUG 05 2022

SUPERVISOR  
TOWN OF CHESTER