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Lunenburg County Administration  
11413 Courthouse Road  
Lunenburg, VA 23952

**Tracy M. Gee**  
County Administrator

Telephone: (434) 696-2142  
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**MEMO**

**TO: Sara Capps**

**CC: Tracy Gee, County Administrator**

**FROM: Glenn Millican**

**DATE: May 5, 2020**

**SUBJECT: Project 3035 Performance Report**

Background –

This project is designed to remove abandoned and vandalized structures from a middle school site and revitalize the site for small scale industrial/commercial development.

As the school was the site of the first K-12 school for African American students the desire of the planning staff and the Board of Supervisors to incorporate existing design elements that are significant to the community into the site. In doing so we will remove all buildings and be cognizant of site elements should not be destroyed in the grading process.

It is our goal to move forward as rapidly as possible during the pandemic, ensuring safety and having a quality project.

Listed below you will find progress items to date:

- Official notification of extension
- On site review of existing conditions of property and buildings; assessment of existing conditions.
- Location of asbestos mitigation reports commissioned by Lunenburg County Schools.

- Development of scope of work for the project.
  - Use of the property.
  - Conformance with our recent Comprehensive Plan.
  - Conformance with the recent Comprehensive Economic Development Plan.
  
- Budget development.
  
- Selection of an engineering firm from eligible firms under a continuing services contract with Region 3 Virginia Growth Alliance.
  
- Collection of haz/mat mitigation documents and delivery to the selected engineering firm.
  
- Discussions with the Town of Victoria regarding use of town staff to perform turnkey demolition and grading under a Memorandum of Understanding. The town would be responsible for all insurance, bond, payroll, etc. as required.
  
- Received quote from the Town of Victoria. (attached)
  
- Received update from The Timmons on progress toward Phase 1 review.