



Project Report

March 1, 2023

PROJECT TITLE	Space Needs Assessment	
FISCAL YEAR FUNDED	FY2023	
CATEGORY	Administration, Police, Public Works	
STARTING PROJECT BUDGET	\$99,100	
CURRENT PROJECT BUDGET	\$99,100	
<input type="checkbox"/> MASTER PLAN?	<input checked="" type="checkbox"/> GROWTH RELATED?	<input checked="" type="checkbox"/> SERVICE RELATED?

Project Description

SUMMARY STATEMENT
The needs of the Public Works Division, Town Hall, and the Police Department are to be assessed. Thereafter, the space needs and site requirements for the operations of these three units is to be determined based upon the assessment findings. Conceptual facility layouts for the current day and 15-year horizon design to accommodate the predicted needs and requirements are to be prepared.

✓ Task Checklist

CHECKLIST ITEMS
<input checked="" type="checkbox"/> Planning
<input type="checkbox"/> Design
<input type="checkbox"/> Permitting
<input type="checkbox"/> Bid
<input type="checkbox"/> Construction Contract Award/Execution
<input type="checkbox"/> Construction
<input type="checkbox"/> Closeout
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Task Timelines & Comments

PROJECTED START	ACTUAL START	PROJECTED COMPLETION	ACTUAL COMPLETION	COMMENTS
None	September 13, 2022	December 15, 2022		See Status Summary below.

Status Summary

A report of the findings of the assessment is scheduled to be presented by the Town's consultant on March 9, 2023 during the Board of Commissioners' Retreat. The written report is expected to follow shortly thereafter.
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Key Contacts

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