



Project Report

September 8, 2022

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		

Status Summary

Interviews of Town staff, Mayor, and Commissioners is scheduled for the week of September 12, 2022



Key Contacts

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