



## Legislation Details (With Text)

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**Title:** Discussion on the Town Hall Remodel  
30 Minutes

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment A - PowerPoint Presentation

Date	Ver.	Action By	Action	Result
5/10/2018	1	Town Council	Received and Filed	

**TO:** Mayor Collins and Town Council Members

**FROM:** Kevin Burke, Town Manager  
Paul Mood, P.E., Town Engineer  
Jeremy Knapp, Engineering Services Analyst

**DATE:** May 10<sup>th</sup>, 2018

**DEPARTMENT:** Engineering

### AGENDA TITLE:

Discussion on the Town Hall Remodel (30 Minutes)

### RECOMMENDATION:

Receive information and provide feedback on two options for a minor remodel to the Town Hall building.

### SUMMARY STATEMENT:

In 2016 the Town initiated a Space Study Needs Assessment which analyzed the Town Hall, Engineering/Public Works, and the Public Safety Building for both current and the next 10-20 years, to understand the space required to conduct the same operations but with a better level of service, at potentially larger scale and certainly with greater accumulation of records.

The current utilization of the Town Hall Complex has had a series of additions and remodels to address single-minded issues. The Space Needs Assessment looked at the buildings in their entirety with the entire operation in mind and maximized the space identified.

The entrance to the Town Hall Building and flow of work can be quite clunky. It is not obvious where

to go or who is available to help the customer. The Council Chamber is beautiful but awkward as it is surrounded by working offices and it blocks access to the main conference room facilities. The Community Room has become an important space for the organization, but its access and use can be less than optimal.

The results of this Space Study Needs Assessment were presented to Town Council in the spring of 2017. In January of 2018 a contract was brought before Town Council for the remodel of all three buildings within the Town Hall Complex. Town Council directed, instead of doing the full remodel, staff further the analysis of Town Hall in the current fiscal year and see if there is a way to improve the entrance and gain the immediate office needs at a lower cost.

Town staff engaged DWL Architects to complete this task and is presenting two options which address the issues of the lobby to town hall, the immediate need for additional offices, the consolidation of the IT staff, all while keeping the community room a public space. In addition, the ultimate build out is presented to show the interim improvements can be directly incorporated into that design at a future date if necessary.

**BUDGETARY IMPACT:**

This study session item has no immediate impact to town budget. These items are budgeted for \$350,000 in FY18 Capital Improvement Program for the design of a complex wide remodel, which is proposed to be reallocated to this project. At the May 24, 2018 Council meeting, staff will request an approximate \$40,000 design contract to be awarded to DWL Architects for the design of construction documents for the proposed remodel. Additionally, at a subsequent date, Town Council will be requested to award a contract for construction of the remodel which is anticipated to be less than \$300,000.

**ATTACHMENT(S):**

Attachment A - PowerPoint Presentation