

Memo



TO: Council

FROM: Mayor

DATE: May 6, 2022

SUBJECT: Municipal Hall Upgrade Oversight Committee

Purpose

The purpose of this memo is to establish an Oversight Committee for the Municipal Hall Upgrade project that would oversee construction timelines and monitor and approve Change Orders.

Background

Town Council approved the awarding of a contract to Copcan in late 2021. Since that time work on the project has proceeded with an estimated completion date of approximately nine to ten months from this date.

The COVID-19 pandemic has raised concerns over the timely completion of the planned upgrades.

Conclusion and Recommendation

To efficiently facilitate discussions around potential changes to the contract, I am directing the following:

- 1) That an oversight committee be established to oversee the budget and timelines of the "Municipal Hall Upgrade Project."
- 2) The membership of this committee shall be limited to Mayor Day, Councillor Vomacka, and the CAO.
- 3) That this oversight committee meet with the contractor (Copcan) when Change Orders affecting the overall contract for the project are proposed or should issues arise with project timelines.
- 4) Information from any such meetings shall be communicated back to Council for discussion and/or resolution.

A handwritten signature in black ink, appearing to read "Bob K. Day", written over a horizontal line.

Mayor Bob K. Day

"Building Community Together"