

9.13.18

September 11, 2018

Dear Chairperson,

I wanted to touch base regarding the CPC project for the Records Retention Storage Facility in the basement of the Community Center.

Currently we are working with all Town departments that have storage in the basement to conduct a clean out of unnecessary or broken items while still following the procedure for disposal of Town property. The Recreation Department has begun cleaning their equipment area. Channel 18 has completed cleaning and organization of their items that are being stored in our lower level. The COA department has been contacted to organize and clean the materials they have in storage. I have been working with the Facilities Manager to do the same for cleaning and maintenance supplies needed for the building as well as additional material for repairs to the Center. This as you can imagine is a large undertaking but necessary prior to building the storage facility.

I am getting information together for the Assistant Town Administrator to issue an RFP for the project. I continue to work with Sean Libby, Facilities Manager to make sure we have all the necessary construction components covered for the RFP including electrical, HVAC, sprinklers etc. I am hopeful we will be able to put in place a plan and timeline that will work for all involved without creating a strain on departments.

Please know we are excited about the opportunity your funding has provided and are working diligently to insure that we meet all the necessary requirements to implement this important project.

Please let me know if you have any additional questions or concerns. Thank you in advance for your time and attention to this project that will benefit the Town.

I look forward to providing updates to your Committee as we move forward to a successful conclusion.

Regards,

Carolyn Carey

Director, Harwich Community Center