



MEMORANDUM

TO: Mayor Jones and Members of the Board
FROM: Karen Proctor, Town Administrator
DATE: January 21, 2021
RE: Gates

DISCUSSION:

The traffic control gates are expected to be completed around the end of February; therefore, staff would like the Board to begin discussions regarding the following items:

- 1) Would the Board like to allow access to any of the neighboring communities? If yes, how many RFID tags per family?
- 2) How would the Board like to distribute the access passes to the residents?
- 3) What rules should be established regarding the RFID tags?
Currently, 2 tags per household were planned to be distributed at no cost. Should each household be able to purchase additional tags? If so, can they only be purchased for family members living in the same household? How many additional tags can be purchased and at what cost?
- 4) Does the Board want to have the gates down 24/7 when first in operation, then move to just during "rush" hours? What hours will be considered "rush" hours?
- 5) Who will manage the gate software? A laptop will need to be brought to and connected at the gate sites.
- 6) Other?

Attached for your review is a revised expense detail spreadsheet.

ATTACHMENT:

Exhibit A: Updated Gate Expense Detail Spreadsheet

SUMMARY OF GATE EXPENDITURES TO DATE

Contractor	Contract Cost	Paid in 2019	Paid to Date 2020	Amount Remaining
SEH	\$ 12,753.50	\$ (9,990.75)	\$ (76.00)	\$ 2,686.75
Terracare	\$ 86,245.12		\$ (28,748.00)	\$ 57,497.12
DGO	\$ 66,712.98			\$ 66,712.98
IREA	\$ 10,902.00		\$ (10,902.00)	\$ -
TOTAL	\$ 176,613.60	\$ (9,990.75)	\$ (39,726.00)	\$ 126,896.85

TIMELINE

- March 2020** Project on hold due to pandemic
- June 2020** Move forward with the project, revenue projections are good
- July 2020** IREA did site visit to begin design
- September 2020** Received design and cost estimate. Required additional work by Terracare and DGO
- October 2020** Received final estimate from Terracare
- November 2020** Received final estimate from DGO
- December 2020** Construction begins
- February 2021** Gate completion expected