



Town of Mamaroneck

Town Center

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OFFICE OF THE TOWN ADMINISTRATOR

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Memorandum

To: Supervisor and Town Board

Re: LMCTV Update- Production Van and Third Floor Occupancy

Date: August 12, 2019

Production Van

There are plans for LMCTV to purchase a production van at a cost of between \$27,000 and \$35,000 including the purchase and outfitting of the vehicle. Financing of the van would be from the Board of Control's capital PEG money. The Village Manager of Mamaroneck and I met recently to work on a way for LMCTV to obtain the greatest value when purchasing the van and to be able to take advantage of municipal pricing.

As it stands now the Village will purchase the vehicle through a New York State Contract, and register it in the name of the Village. The Village will also insure and maintain the vehicle. In terms of fueling, the plan would be for the Town to allow the vehicle to fuel at the Town yard. Since our fuel dispensing system is automated, the record keeping will be more efficient. Also, the vehicle will be stored here at the Town Center.

Office/Operations Space-Town Center

LMCTV is proceeding with the design of the renovations to the third floor for their permanent headquarters. The plan is for LMCTV to occupy the entire eastern side of the building, closest to Boston Post Road. I have had a recent meeting with LMCTV and their architects to review the concept design. One of the issues with the renovation is relocating the Larchmont Historical Society, the private attorney's office and possibly the Sanitation Commission office to the western side of the building. Because of the need to relocate these uses and to provide a general freshening up of the third floor, I have asked the architects to submit a proposal for consideration by the Town. There may be value in conducting a complete renovation to the third floor since the LMCTV work takes up so much of the project. The architect's proposal is listed for your consideration on the business agenda for August 12, 2019. The proposal includes the scope of work for this project.

Stephen V. Altieri
Town Administrator