

# TOWN FACILITY PROJECT IMPLEMENTATION FRAMEWORK





# EXISTING TOWN FACILITIES IN NEED OF ATTENTION

Town Hall – 301 Brooklea Drive, Fayetteville

Owned by the Town of Manlius

Town Clerk's Office, Assessment, Receiver of Taxes,  
Recreation Department, Planning & Development,  
Town Supervisor's Office, HR/Town Manager's Office,  
Comptroller and Town Court

Manlius Police Department – Arkie Albanese Drive –  
rented from the Village of Manlius



**GOAL IS TO ADDRESS SAFETY,  
MECHANICAL AND OPERATIONAL  
CHALLENGES IN THE CURRENT  
TOWN FACILITIES**

**FACILITIES INCLUDE THE MANLIUS  
POLICE DEPARTMENT, TOWN HALL  
AND COURT**

**WITH A COLLABORATIVE APPROACH  
THAT ENGAGES ALL STAKEHOLDERS**

**TO IDENTIFY POTENTIAL SOLUTIONS  
THAT INCORPORATE EXISTING  
STUDIES ALONG WITH NEW  
INFORMATION**



**HIRE PROJECT  
MANAGEMENT/PUBLIC  
ENGAGEMENT CONSULTANT**

**ESTABLISH GOVERNANCE &  
COMMUNICATION STRUCTURE**

**TOWN FACILITY ADVISORY  
COMMITTEE (TFAC)**

# IMPORTANT NEXT STEP

## ENGAGING A PROJECT CONSULTANT



### **Collaboration with ALL Stakeholders**

The consultant works directly with the board and gathers feedback from the public through a series of town halls/charrette to ensure all voices are heard.



### **Navigating Conversations**

As a skilled facilitator, the consultant helps articulate core facility issues and gathers information to contribute to effective solutions.



### **Transparent Project Communication**

The consultant is responsible for open and clear communication throughout the project, fostering trust among all participants.



# COMMUNICATIONS FEEDBACK: THE NEED FOR BROADER REACH

Sending **postcards** to residents for important votes or updates

Considering a **printed newsletter** in January or other key times of year

Utilizing **village digital signs, post office bulletin boards, and local businesses like Tops** to post announcements and newsletters

Ensuring all notices and alerts clearly state that **meetings are open to the public**

Developing a **strategic partnership** with the Eagle Bulletin, especially in advance of meetings

ADDITIONAL STEPS/TIMEFRAME TBD

ARCHITECTURAL AND TECHNICAL ANALYSIS WHICH  
INCORPORATES EXISTING STUDIES

ONGOING COMMUNICATION

REPORTING FINDINGS

DECISION-MAKING

