

## PROJECT APPROVAL REQUEST

1. **Project Name:** Olde Lyme Park Restroom Upgrade for Year around Usage

2. **The Person or Persons and Committee Proposing the Project:**

The Lake Dam Committee and LLCC BOD are sponsoring this project.

3. **The Project's Description/Scope Including:**

a) **Narrative description of the project.**

This project will upgrade the restroom at Olde Lyme park to facilitate its use by members on a year-round basis. Historically, all LLCC park restrooms are closed and winterized from November 1<sup>st</sup> to April 15<sup>th</sup> of each year to prevent the water lines from freezing during cold winter months. Members noted in a previous "parks survey" that they would like to see at least one functioning restroom open year around to support winter park users and exercise walkers. During the FY 2023 budget cycle, funding was approved to upgrade the restroom in Banbury park for year around usage. This remodel was completed and involved routing nearby power to the restroom and installing an interior heater, a fan with lights and an in-line hot water heater to the restroom sink. Heating was added to both adjoining restroom areas since a common water source is used and both required heating to prevent freezing. In the 2025 budget cycle, the Board decided that the restroom at Olde Lyme Park should be upgraded in a similar manner for use by members in Divisions 4 and 5 (on the west side of Mason Lake road). The upgrade would be patterned after what was done with the Banbury restroom and will take advantage of all lessons learned from that project.

b) **The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.**

The purpose of this project is to provide LLCC members in Divisions 4 and 5 with a functioning restroom for use on a year around basis. Currently, due to concerns about water line freezing, the restroom at Olde Lyme park is closed and winterized from November through April of each year. Members can use the park throughout the year but will have no functioning restroom during the winter months. This complicates their visit especially if they have small children, and may ultimately limit their ability to enjoy park visitations. In addition, walkers and joggers frequently need to make restroom stops as they walk or jog around our development and having an open restroom facility would be beneficial to them as well

c) **Description, drawings and sketches as necessary to understand the project.**

The Olde Lyme Restroom upgrade will be modeled on the Banbury park restroom upgrade.

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**d) The approximate cost for the project, and the basis and assumptions for that cost estimate.**

It is estimated that the total cost of this project is \$15,000. This amount has been included and approved in the FY 2025 LLCC budget. This estimate is based on expenditures experienced during the Banbury restroom remodel. Specific project tasks associated with this project include:

- 1) Route power from an adjacent power pole into both restrooms and terminate in a fuse panel (100 amp).
- 2) Install a heater in both bathrooms with tamper proof thermostat
- 3) Install a restroom ceiling using particle board or plywood sheets. Include cutouts for roof skylights if applicable.
- 4) Install the following equipment in one restroom designated to be open year around: a) overhead light/fan with motion sensor and b) in-line 120-volt tankless electric water heater on the hot water line for the sink.

**e) A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.**

This project should be managed by our Facilities manager and the work performed by our maintenance personnel with subcontracted help from an experienced local electrical contractor. The latter effort will involve routing power from an adjacent power pole to an electrical fuse panel installed on the side of the restroom. PUD 3 will also be required to support routing of power from the existing power pole.

**f) An approximate schedule, including any time constraints regarding project activities or completion dates.**

Since the Olde Lyme restroom is already winterized and closed for the 2024/2025 winter months, this project needs to be scheduled and completed prior to next year's winter season. Facilities should plan the work consistent with other demands for their time. Completion should be targeted for no later than the end of September, 2025 before Fiscal Year budgeted funds expire.

**4. The budget status of the project.**

Funding for this project (\$15,000) has been authorized by the BOD and included in the FY 2025 LLCC baseline budget.

**5. Any additional considerations the board may need to consider, including any foreseeable project risks or liabilities.**

*Olde Lyme restroom is somewhat isolated and can be prone to vandalism. Having the restroom unlocked during daylight hours adds to the risk. Making sure a camera is set up to monitor the restrooms would help deter this possibility.*

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**6. *The proposed project manager.***

This project will be managed by the LLCC Facilities manager.

**7. *Evidence of coordination with appropriate staff departments and management.***

The project has been reviewed with the Facilities Manager and the General Manager who support its objective and scope.