

## Item Cover Page

### NARRAGANSETT TOWN COUNCIL AGENDA ITEM REPORT

**DATE:** December 16, 2024

**FROM:** Jill Sabo, Community Development Director

**CO-SPONSOR:** Michelle Kershaw, Parks & Recreation Director

**DEPARTMENT:** Community Development

**SUBJECT:**

A MOTION TO APPROVE the scope of work and issuance of a request for proposals for a feasibility study for a heating, venting, and air conditioning (HVAC) system for the Kinney Bungalow.

**SUGGESTED ACTION:**

Kinney Bungalow has become a popular meeting facility for weddings, private parties, and corporate events. The main function area on the second floor does not have heat or air conditioning, and the use of the building is subsequently restricted. In 2014, the Land Trust put forth a similar request to the Town Council for an RFP to be issued. The RFP was issued and the project was awarded, however, the Town did not seek to pursue the project further that that time. Since then, the Land Trust has discussed the possibility of HVAC at this location several times. During their October 17, 2024 meeting, the Land Conservancy Trust unanimously voted to request that the Town Council review the attached scope and direct the staff to prepare a Request for Proposals to undertake the following tasks:

1. Code review and Preliminary Design Report for HVAC options including a discussion of the historical challenges that said design and construction will present.
2. Preliminary Design of selected option.
3. Development of probable estimate of construction for selected option.
4. Development of projected annual operating costs for selected option.

The funding may come from the Parks & Recreation capital improvements budget. Once proposals have been received and evaluated, a recommendation will be made to the Town Council for action.

**ATTACHMENTS:**

[10182024\\_LCT\\_memo\\_to\\_TC.pdf](#)  
[hvacscopeofwork 10172024.docx](#)