



Town of Lancaster

OFFICE OF THE SUPERVISOR

21 Central Avenue
Lancaster, New York 14086
(716) 683-1610
Fax (716) 683-0512

ROBERT H. GIZA
Supervisor

TO: All Town Hall Department Heads
FROM: Robert H. Giza *R H G.*
DATE: June 4, 2010
RE: Town Hall Renovation Project

Be advised that on Monday, June 7, 2010, contractors will begin the process of replacing the elevator in Town Hall. The project is expected to take about 30 days to complete meaning there will be no elevator service in the Town Hall from June 7, 2010 through approximately the first week in July.

During this same time period, the rear entrance to Town Hall will be open, but may be unavailable at times. In addition, the rear stairwell is going to be closed off to the public completely. Every effort will be made to allow employees and visitors to enter and exit through the rear entrance for ease of access to the ground floor offices and restrooms. The front door of Town Hall and the door on the south side of the building (the side closest to the Mobil Station) will be available throughout the project without restriction.

As a result of these restrictions, there will be no handicap accessibility to the first floor for an extended period of time. I'm asking all Town Hall department heads and employees to do their best to accommodate visitors to during this period of restricted access.

Also, on Monday June 14, 2010, the Town Hall will be without electricity for a period of time, probably about 4 to 6 hours as contractors and NYSEG change the electric service to the building. The project is scheduled to start at 9:30am. I recommend that at the close of business on Friday, June 11, all computers, lights, fans, etc. be turned off in preparation for the electric outage.

I expect all staff to report for work as usual on the 14th. Please be prepared to perform whatever work that's feasible considering the lack of phones, computers, lighting, etc. It may be a good time to clean out files and the like. People may wish to consider taking the day off, but be advised that it will not be a free day off; vacation, personal or compensatory time will be required to be used for anyone wishing to take the day off.

Thank you for your cooperation. If you have any questions or concerns, please contact me at your convenience.

cc: Opera House