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Alissa Italiano

Town Board:
Sara Bollinger
Ingrid Gonzalez-McCurdy
Katelyn Kriesel
Michael Nesci
William Nicholson

**Agenda
Town Board Meeting
April 8, 2026
5:00 PM**

**Use the Manlius Town Board's recurring Zoom Link!
The same link will be used for all meetings.**

**Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/87987327153>**

Pledge Of Allegiance

Town Facilities Review

1. Karen Lynn Kaplan

Other Business

Adjournment



Town Board Work Session
Tuesday, April 8, 2026
5:00pm

AGENDA

Project Goal:

- Through a community engagement and assessment process, create a set of recommended options regarding the Town's Facilities for the Town Board's consideration.

Work Session Objectives:

- Review current draft plan for the review of the Town's facilities
- Gather input from the Board on the current draft plan
- Clarify next steps to create a final, Board-supported plan to present to the public, as needed

Agenda:

- Welcome
- Getting Started
- Current Draft Plan - Presentation & Discussion
- Next Steps & Close



Town Facilities Review
Revised Proposal 3/18/26

Charter

The Town of Manlius is exploring a community engagement and assessment process during 2026 that includes:

- Three Phases -
 - Planning
 - Data Collection & Analysis
 - Shortlist of Recommended Options

- Four Components -
 - Town Board
 - Study Group
 - Community Engagement
 - Maxwell MPA Capstone Project

THREE PHASES

1. Planning - Determine the approach and process of project, including scoping and support needed.
2. Data Collection & Analysis - Design and implement an inclusive information gathering strategy covering both a technical review of the Town's existing studies and soliciting new community input to inform the Study Group's work.
3. Shortlist Recommended Options - Based on data from Phase 2, Study Group will create a shortlist of recommended options for Town Board's consideration.

FOUR COMPONENTS

Town Board

Provides ongoing leadership and oversight of project.

Study Group

Establish a Study Group of 7-9 Manlius residents and 2 Town Board Members, plus a Town Official to have an engaged group of residents spearheading this community engagement and assessment process.

Responsibilities:

- Participate in Community Engagement activities
- Review and prioritize municipal building issues to be addressed, informed by Data Collection & Analysis phase
- Identify potential solutions/improvements to overcome or limit the impact(s)
- Participate in three Study Group meetings
- Participate in two Public Work Sessions
- Present findings and recommendations to Town Board

Community Engagement

To ensure a transparent and engaged public process as well as community-informed decision-making, this project would include a significant community engagement focus that is inclusive and varied. Residents would be able to participate in the process in the following ways:

- Accessible information re: issues/limitations of the municipal buildings in need of repair (Town Hall and Police Department) and NYS requirements for municipal government facilities
- Online community survey
- In-person community meetings: hosted at Minoa, Fayetteville, & Manlius libraries
- In-person tours
 - Manlius Town Hall and Police Station
 - Other Town Halls and Police Stations of similar-sized Towns (e.g., Camillus, Cicero, Clay, DeWitt & Salina), schedule permitting
- Key Informant Interviews

Maxwell MPA Capstone Project

Engage a group of Maxwell MPA students on a discreet part of this project, providing external perspective and key analytical review. Scope would likely include:

1. Review of reports/studies already prepared for the Town
2. Review data collected during Community Engagement activities
3. Identify any new opportunities/ideas not previously addressed in the existing reports/studies that may need further research. Conduct this research if/as time allows
4. Identify and prioritize key issues to be addressed
5. Synthesize data and input to produce two to five options for repair, redesign, renovation, construction, relocation etc. with pros/cons for Board consideration
6. Identify potential solutions/improvements to overcome or limit the impact(s)
7. Assign cost estimates (ranges: \$, \$\$, \$\$\$, \$\$\$\$) to implement potential solutions/improvements
8. Produce and submit written report and visuals that will be publicly accessible
9. Present findings and recommendations to the Town Board with time for questions and discussion.

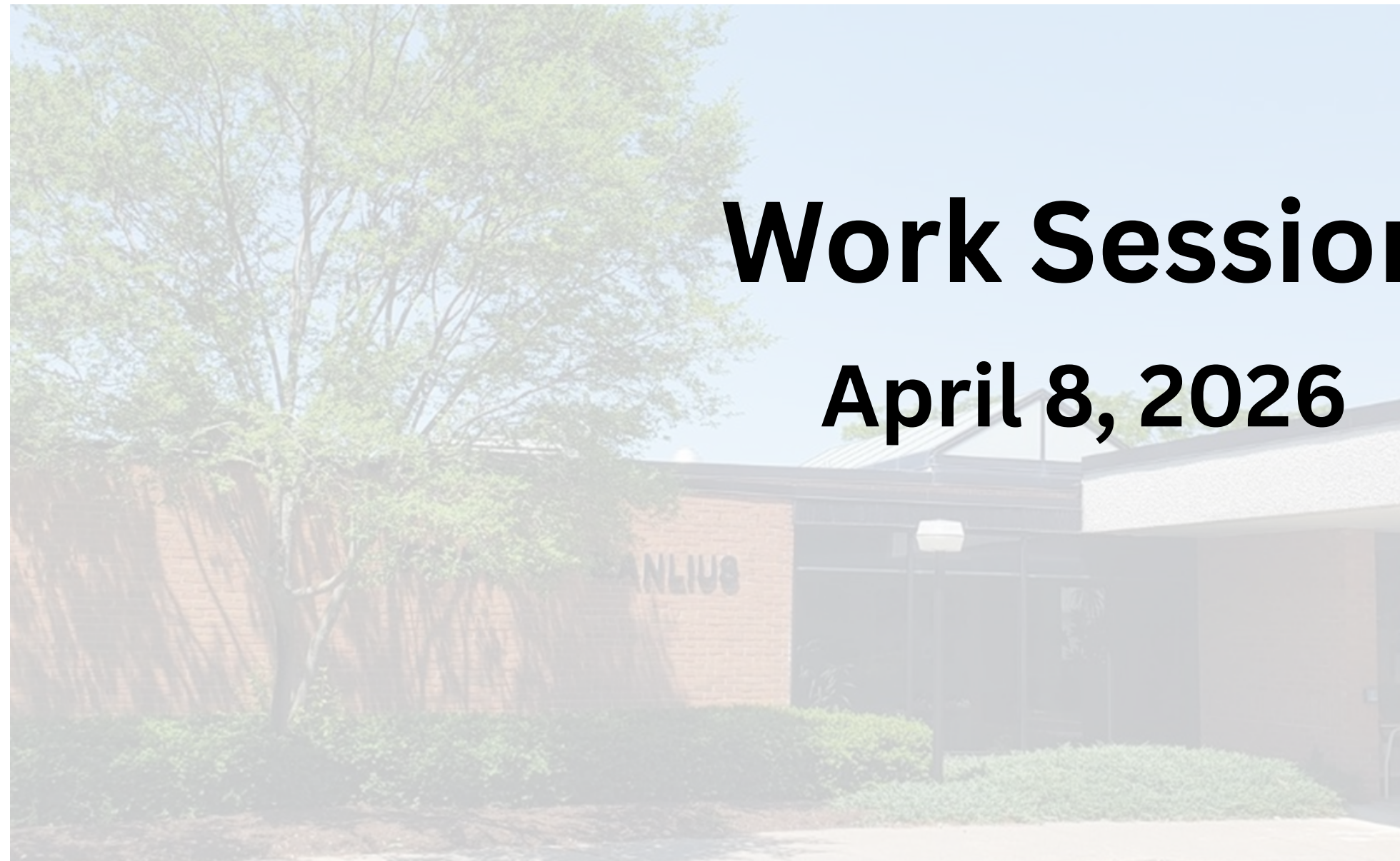
PROJECT TIMELINE (For Discussion)

Phase	Activity
Planning (30 days)	Town Board: <ul style="list-style-type: none"> ● At 3/11 meeting, approved agreement to parameters of the project with Consultant for early stage of Planning phase ● Prepare & implement publicity ● Design scope & launch recruitment (application process) for Study Group ● Set Community Engagement Strategy and design data gathering protocols (online Community Survey, Community Meetings, Key Informant Interviews)
Data Collection & Analysis (90 days)	Town Board: <ul style="list-style-type: none"> ● Town Board discusses approach – meeting on 4/8 (Karen Kaplan, Facilitator) Study Group: <ul style="list-style-type: none"> ● Select Study Group members ● Study Group meeting #1 <ul style="list-style-type: none"> ○ Confirm committee purpose & guidelines ○ Discuss survey/engagement findings if available Community Engagement: <ul style="list-style-type: none"> ● Launch online Community Survey with professional assistance ● Facilitate three public meetings in the Villages of Fayetteville, Minoa and Manlius – include education on the issues ● Key informant Interviews ● Summaries of resident feedback

	<p>Maxwell MPA Capstone Project:</p> <ul style="list-style-type: none"> • Launch Maxwell Student Capstone Team May 23rd
	<p>Study Group:</p> <ul style="list-style-type: none"> • Study Group meeting #2 with the Maxwell Team to discuss key limitations/problems in need of deeper analysis <p>Community Engagement:</p> <ul style="list-style-type: none"> • Town Hall & Police Station Tours-Town Board, Study Group members, Staff, Police Committee, Maxwell Team and other interested parties may join tours as schedules permit <p>Maxwell MPA Capstone Project:</p> <ul style="list-style-type: none"> • The Maxwell Team will lead an in-depth analysis • Present findings & recommendations during Public Work Session (Study Group in attendance) – 5PM on 6/24 • Present highlights to the Town Board (15 min) - 6:30PM on 6/24
<p>Shortlist Recommended Options (90 days)</p>	<p>Study Group:</p> <ul style="list-style-type: none"> • Study Group #3 meets to discuss the findings of the Maxwell MPA student report, community engagement and their own analysis to recommend options for further discussion and analysis <p>Town Board:</p> <ul style="list-style-type: none"> • Explore feasibility to put Capital Improvement language on the ballot in November
	<p>Study Group:</p> <ul style="list-style-type: none"> • Present final recommendations to the Town Board

	<p>Town Board:</p> <ul style="list-style-type: none">• Promote recommended options widely via website, print media, social media and summer/fall festivals/tabling events (All) <p>Town Board:</p> <ul style="list-style-type: none">• Public Work Session - discuss what to include in 2027 Town Budget for Municipal Building projects
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The timing of activities may shift once project is further refined and during the project's implementation



Work Session
April 8, 2026



- Welcome
- Getting Started
- Current Draft Plan - Presentation & Discussion
- Next Steps & Close

Agenda

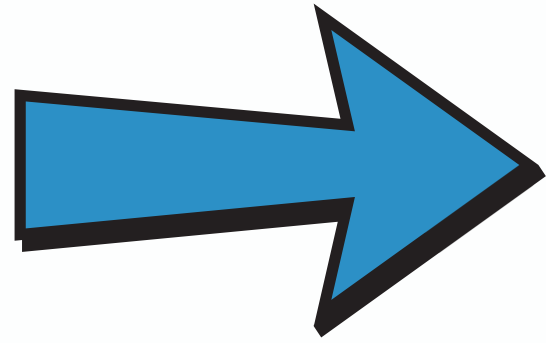
- Review current draft plan for the review of the Town's facilities
- Gather input from the Board on the current draft plan
- Clarify next steps to create a final, Board-supported plan to present to the public, as needed

Session Objectives

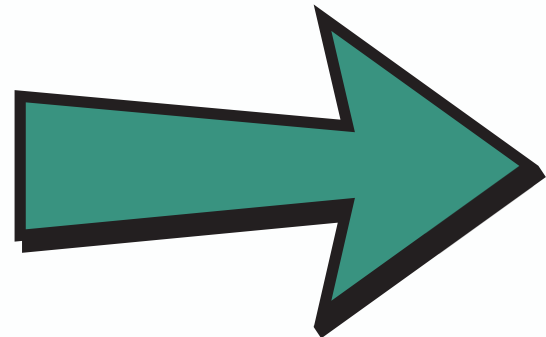
Current Draft Plan - Project Goal

Through a community engagement and assessment process, create a set of recommended options regarding the Town's Facilities for the Town Board's consideration.

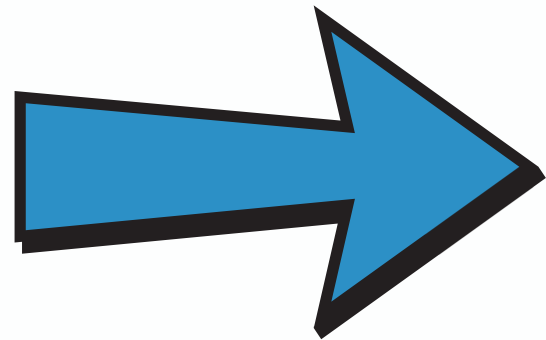
Current Draft Plan - Three Phases



Planning

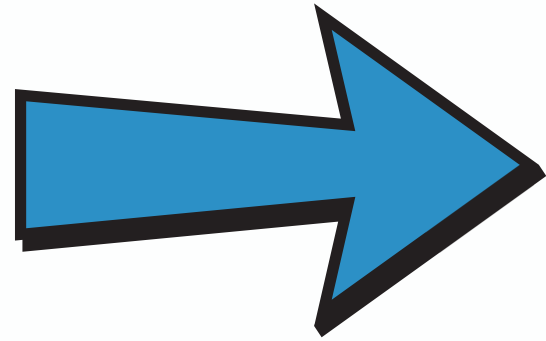


Data Collection & Analysis

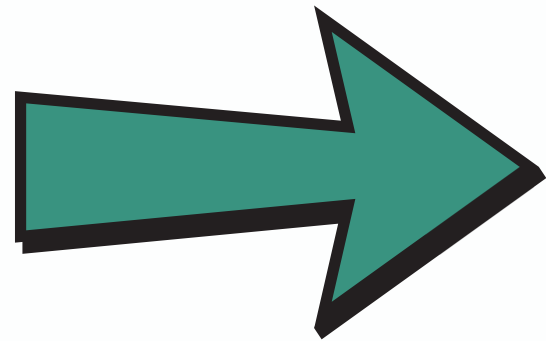


Shortlist Recommended Options

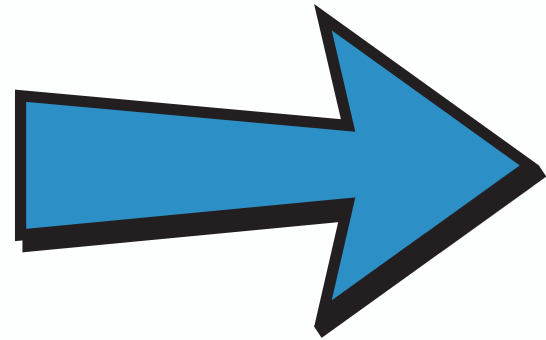
Current Draft Plan - Four Components



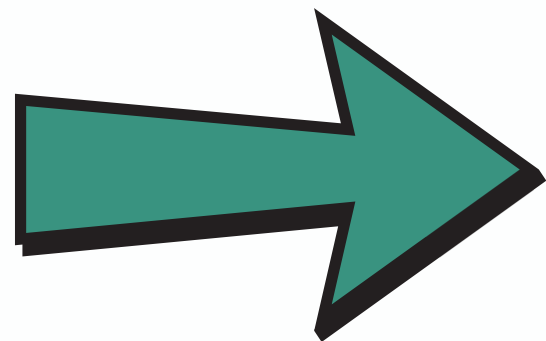
Town Board



Study Group



Community Engagement

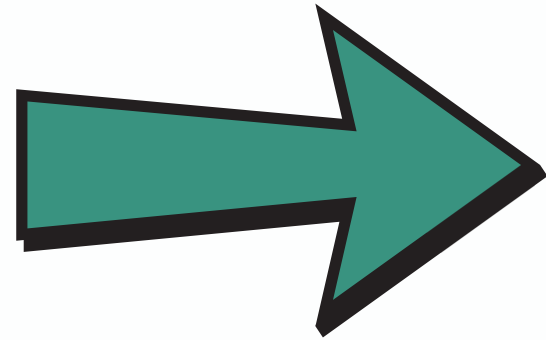


Maxwell MPA Capstone Project

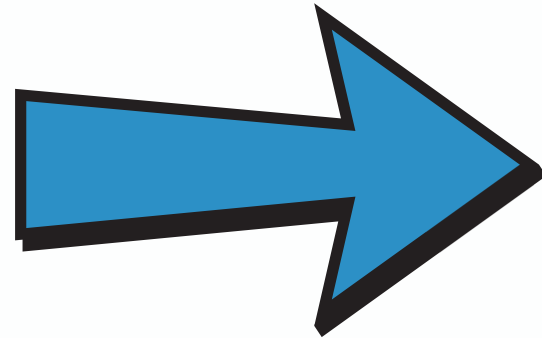
Project Timeline



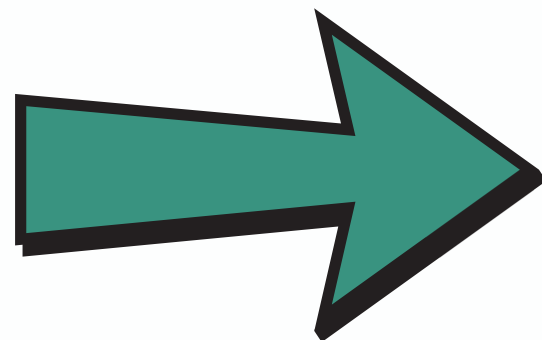
Current Draft Plan - Discussion



Questions?



Comments?



What's missing?

Next Steps

Town of
MANLIUS
New York

