

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: July 1, 2022

RE: Audio & Light Quote for Sound System Improvements for Council Chambers

Audio and Light has submitted a quote to update and upgrade the current sound system in the council chambers. The quote includes replacement of existing technical equipment installed within the council chambers equipment room and installation of four small speakers on the council dais. Existing microphones will be reused and two new microphones for staff will be installed. The quote also includes the installation of a Wi-Fi based assistive listening system. Other technical and software upgrades to the sound and a/v systems will occur as well. All of the updates and upgrades are being designed to better enhance the communication capabilities of the council chamber space in Town Hall.

Following approval of the purchase Town staff will apply the Town's standard form contract to the quotation for review and approval by the Finance Officer and Town Attorney.

Requested Action: Approve the quote from Audio & Light for \$16,809 to upgrade the Town Council sound system.

