



Agenda Item: Traffic Safety Devices – Equipment Purchase Proposal

Type: Discussion / Action

Prepared By: Sara Samario, Town Administrator

Date: October 14, 2025

Background

Town staff, in collaboration with the Fall Festival Committee, have evaluated the need for improved traffic management equipment to support major community events and town operations. The current equipment used by staff is outdated, worn, and increasingly difficult to manage. Additionally, the Fall Festival Committee rents similar equipment annually from an outside vendor to accommodate the large influx of visitors during the festival.

Proposal

In lieu of continued annual rentals, the Fall Festival Committee has proposed renting the necessary traffic safety devices directly from the Town, should the Town acquire and maintain its own equipment. This approach would reduce long-term costs for community events and ensure that the Town has readily available resources for traffic control during emergencies, road repairs, and other planned closures.

Operational Benefit

After consultation with Public Works Supervisor David Holton, staff determined that the proposed equipment would serve multiple purposes throughout the year, including:

- Traffic control during annual community events such as the Fall Festival and holiday parades.
- Enhanced safety during utility repairs, water line maintenance, or roadway closures.
- Improved visibility and organization during special projects requiring partial street access.

Estimated Cost and Funding

The proposed purchase would include six (6) water walls and twelve (12) traffic drums, with an estimated total cost ranging between \$2,000 and \$2,500. Staff is continuing to research vendors to obtain the most competitive pricing, but the above range reflects a realistic estimate based on current market rates.

Recommendation

Staff recommends the Town Commission approve a budget allocation of \$2,500 for the purchase of traffic control devices as outlined.

Recommended Motion

To approve a budget of \$2,500 for the purchase of traffic control devices, including six (6) water walls and twelve (12) traffic drums, and authorize staff to proceed with procurement in accordance with the Town's purchasing policies.