

# Town Building Needs Study Committee

## Final Report

October 26, 2009



## **Preface**

All known municipal and volunteer committees and organizations that utilize municipal facilities were interviewed by mail, email, or in person. After documenting group membership and meeting frequencies, the space requirement for each group was determined and reported herein. Floor plans of the town buildings are presented and the buildings are assessed in the context of condition and ability to meet the space requirements of the committees and organizations. It was determined that although there presently appears to be adequate meeting room space available to most of the municipal and volunteer groups, large groups are excluded. There is a heavy dependence of groups of all sizes on three rooms, two large and one mid-size. There is an absence of smaller size meeting rooms that would allow for flexibility in serving the meeting space requirements of the committees and organizations. This has resulted in a number of groups becoming innovative with respect to finding a place to meet. Recommendations are made that would enhance the stock of small to mid-size meeting rooms that make up the bulk of required space. A collateral benefit of this approach would include an upgrade of the town's infrastructure that has been badly neglected.

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## **Introduction**

The Paxton Town Building Needs Study Committee (TBSC) was originated by the Paxton Board of Selectmen with the goal of determining present and future demand for building facilities that are available to the various municipal and public committees and gatherings that occur in the town of Paxton. Upon first analysis, it is readily apparent that great flexibility has been demonstrated by volunteers in the conduct of public meetings. In short, they have shown the ability to meet in any size municipal space, adequate or not, and at just about any time. It is recognized that the general citizenry whom these individuals serve is not aware of the demand for and the use that the existing town facilities experience in the conduct of government and general public affairs. For this reason it was determined that a compilation of committees and organizations who regularly utilize municipal space would prove to be informative and instructive to the public generally and municipal officials specifically. In the course of collecting these data, principals involved with each particular board, committee, or organization were interviewed, either in person or by questionnaire. In some instances, estimates were required and are noted with asterisks. Estimated room sizes (yielding a size range) are based on both 15 sq. ft. and 25 sq. ft. per individual. An explanation of this range of values is provided at the beginning of Section 2.

- Section 1 describes each group's composition and space requirements
- Section 2 provides descriptions of buildings and meeting areas that are presently utilized or potentially available
- Section 3 discusses the utilization of presently available spaces and provides recommendations for the reconfiguration of convertible spaces to accommodate present and future meeting space demand

## **Section 1 - Committees and Groups: Composition and Requirements**

Note: Room sizes are calculated for 15 sq. ft. - 25 sq. ft. per person.

### **1. Board of Health**

- Meetings: 1<sup>st</sup> Monday of the Month.
- Attendance: 3 board members with 1-6 non-members.
- Logistics: no outlets needed.
- Audiovisual: None needed.
- Seating arrangements: Need table for board members with review plans, chairs for non-members.
- Room size: 135 - 225 sq. ft.



## 2. Board of Registrars

- Meetings: twice a month, day of week variable in Town Hall Lobby.
- Attendance: 3 board members with no guests.
- Logistics: No need for electrical outlets.
- Audiovisual: None because petitioner brings their own visual aids.
- Seating arrangements: Would like rectangular tables for six chairs instead of the round tables presently available in the COA Dining Room.
- Room size: 45 - 75 sq. ft.

## 3. Boy Scouts

### A. Troop 105

- Meetings: Troop 105 : 2/month at Congregational Church Sunday evenings; Troop Committee: 1/month on 3<sup>rd</sup> Weds.; Patrol Leaders Council: 1/month on 4<sup>th</sup> Thursday. During the year 20 Troop meetings, 12 Troop Committee and 12 Patrol leader Council meetings; about 10 outings away from town.
- Attendance: Troop: 16 scouts with 3 adult leaders; Troop Committee: 10 adults; Council: Scout leadership within the troop.
- Logistics: Need outlets for laptops.
- Audiovisual: None needed.
- Seating arrangements: Semicircle of folding chairs. For formal meetings use rectangular tables.
- Room size: 285 - 475 sq. ft.

### B. Cub Scouts (grades 1-5)

- Meetings: 5 “dens” each meeting, 1-2 times/month in the White Bldg. ; all gather in a “pack” 1 meeting in the month.
- Attendance: Total 44 boys in each pack, or average 9 boys per den; Assume 2 adults per den. Once a month there is a parent/leader meeting in a private home. Pack meets in the PCS.
- Logistics: outlets sometime needed during the pack meeting, but not regularly.
- Audiovisual: not regularly.
- Seating arrangements: Divide packs up into groups around a table.
- Room size: 165 - 275 sq. ft., 5 meetings, 2 times per month.  
675 sq. ft. for pack meeting (assume 15 sf/person since few tables).

## 4. Cable Board

- Meetings: Meetings as needed in Town Hall.
- Attendance: 3 board members with no guests.
- Logistics: Many outlets.
- Audiovisual: Yes.

- Seating arrangements: Tables and chairs.
- Room size: 45 - 75 sq. ft.

#### 5. Capital Improvement Committee

- Meetings: once a month, October through February in the Senior Center.
- Attendance: 6 to 7 board members.
- Logistics: No need for electrical outlets.
- Audiovisual: No need for screens or wall space.
- Seating arrangements: Would like rectangular tables for six chairs.
- Room size: 105 - 175 sq. ft.

#### 6. Cemetery Commission

- Meetings: 4<sup>th</sup> Weds once a month in the Historic Commission room.
- Attendance: 3 board members, non-member attendees 6 or fewer.
- Logistics: One outlet for a laptop.
- Audiovisual: Require a screen and projector for PowerPoint presentations.
- Seating arrangements: Rectangular table for committee and chairs for non-member attendees.
- Room size: 135 - 225 sq. ft.

#### 7. Conservation Commission

- Meetings: 3<sup>rd</sup> Thursday in Town Hall lobby.
- Attendance: 7 board members with up to 5 non-members.
- Logistics: no outlets.
- Audiovisual: Table required for viewing plans.
- Seating arrangements: Rectangular table for 7 board members. Chairs for non-members.
- Room size: 180 - 300 sq. ft.

#### 8. Council on Aging

- Council Meetings: 1<sup>st</sup> Weds of the month at 8 am or 4 pm in Senior Center.
- Attendance: 9 board members and 6 Associate members. Only non-members are the Outreach Coordinator and the Volunteer Coordinator.
- Logistics: no outlets.
- Audiovisual: no audiovisuals.
- Seating arrangements: Rectangular tables with seating for 17.
- Diners in the Lunch Room: 6 to 13; Tues, Thurs and Fri.
- Events besides Council meetings:
  1. Movie of the Month...9 months/per year... 16 to 25 people

2. Men's Club...twice per month with guest speaker 15 to 28 men
  3. Book Club....monthly 20 people.
  4. One Act Play, "On The Home Front" ...65 people
  5. International Learning Program Breakfast.... 58 people
  6. Ice-Cream Social & Movie...28 people
  7. Lasagna Dinner Followed by "Magical Night of Electricity" 68 people plus 7 Girl Scouts as waitresses
  8. Veteran's Day Inter-Generational Program with the 7<sup>th</sup> & 8<sup>th</sup> graders from PCS. The Board Feeds the Vets Lunch and then the students come and sit at tables and ask the vets questions about their service. They then switch tables and do the same with another vet. They switch every ten minutes so they get to speak to about 7 vets. We have vets from every war from WW II to present. 60 to 70 kids plus 15 vets plus Board Members 12...total 87 to 97. The whole 1<sup>st</sup> floor is used for this.
  9. Bridge Club – Weekly – 8 to 10 people
  10. Fitness Club – Weekly – 12 to 20 people
  11. Additional events: Health & Wellness Seminars, Legal Seminars, Flu Shot Clinic, Insurance Seminars, AARP Tax Service, Blood Pressure Clinic, Podiatry Clinic, at least two seminars per month.
- Room size: 255 - 425 sq. ft.

#### 9. Finance Committee

- Meetings: Monthly until January, 4 per month through June.
- Attendance: 9 board members, 2 to 4 non-members.
- Logistics: One outlet for laptop.
- Audiovisual: None needed.
- Seating arrangements: Require table around which members sit and chairs for non-members.
- Room size: 195 - 325 sq. ft.

#### 10. Friends of Richard Memorial Library

- Meetings: 1<sup>st</sup> Tuesday of the Month in the Young Adult Room of the library.
- Attendance: 9 board members and no non-members.
- Logistics: 2 outlets required for computer and projector.
- Audiovisual: projector screen.
- Seating arrangements: Two large rectangular tables pushed together.
- Events: Require spaces for seating up to 60 people based on prior attendance.
  1. Program types -
    - Historical lectures from Old Sturbridge Village.
    - Wildlife lecturers
    - Entertainment - mentalist, antique appraiser, etc.
  2. Day long programs -
    - Craft Fairs
    - Art Shows
    - Literary programs
    - Book Fair
  3. Children's Programs - Historically groups up to 100 children together with children.
    - Halloween parties
    - Easter egg hunt
    - Christmas party

- Room size: 135 - 225 sq. ft.

## 11. Girl Scouts

### A. Cadettes, Seniors, Ambassadors (grades 7-12)

- Meetings: Troop: 2/month with 25-30 girls in the Library.
- Attendance: 20 adult members meet at Rutland Library, Paxton Sports Center, Dunkin' Donuts.
- Logistics: Many outlets for laptops for educational videos.
- Audiovisual: Bulletin Boards or SMART boards; PA system and podium for ceremonies.
- Seating arrangements: Arrange tables as a closed square, chairs for meetings with parents.
- Events beside Troop meetings (all large events at PCS). Probably combined with others:

1. 3-4 times/year all troops meet together - 130-150 girls/leaders
2. Dad and Me dinner dance - 200+ people
3. Thinking Day Ceremony - 130-150 girls/adults
4. Giving Campaign Event - 200+ people
5. Bridging/Year End Ceremony - 130-150 girls/adults

- Room size: 450 - 750 sq. ft. Needs open space for activities.

### B. Daisy Girl Scouts (K)

- Meetings: Tuesday, weekly in Center School cafeteria.
- Attendance: adult members meet at Rutland Library, Rutland Fire Station, Dunkin Donuts. Library, White Bldg.
- Logistics: No
- Audiovisual: No.
- Seating arrangements: Tables and chairs for up to 20 people.
- Events beside Troop meetings: See list above.
- Room size: 300 - 500 sq. ft. Needs open space for activities.

### C. Brownies (grades 1-3)

- Meetings: Tuesday, biweekly in the Library.
- Attendance: 2 events yearly for 20 adults and 14 girls.
- Logistics: No.
- Audiovisual: No.
- Seating arrangements: Enough chairs for girls and some adults, say 20.
- Events beside Troop meetings: Two ceremonies throughout year, each attended by 25 people.
- Room size: 240 - 400 sq. ft.

### D. Brownies (grades 1-3)\*

- Meetings: 3 meetings/month\*
- Attendance:
- Logistics:
- Audiovisual:
- Seating arrangements:
- Events beside Troop meetings:
- Room size: 225 - 375 sq. ft.\*

#### E. Brownies (grades 1-3)

- Meetings: 3 meetings/month on Monday.
- Attendance: 15 people maximum.
- Logistics: No electrical outlets.
- Audiovisual: No audiovisual or bulletin boards needed.
- Seating arrangements: Rectangular tables for 15 people.
- Events beside Troop meetings: 36 meetings at PCS and one overnight at the Library.
- Room size: 225 - 375 sq. ft.

#### F. Junior Girl Scouts (grades 4-6)\*

- Meetings: 2 meetings per month \*
- Attendance:
- Logistics:
- Audiovisual:
- Seating arrangements:
- Events beside Troop meetings:
- Room size: 225 - 375 sq. ft.\*

#### G. Cadet Girl Scouts (grades 7-8)

- Meetings: 2-3 meetings/month in library basement.
- Attendance: 12 girls.
- Logistics: 1 outlet for a CD player and additional for other appliances.
- Audiovisual: library computers used now; chalkboard required as well as some storage areas for crafts; wireless internet would be good.
- Seating arrangements: flexible.
- Events beside Troop meetings: Personally hosted a Saturday afternoon party for 12 girls.
- Room size: 195 - 325 sq. ft.

#### 12. Master Plan Implementation Commission (Projected)

- Meetings: 1 per month.
- Attendance: 5 board members + 2 ex officio members. Project up to 5 guests.
- Logistics: 1 outlet for computer, one for projector.
- Audiovisual: screen, projector.
- Seating arrangements: Rectangular tables, chairs for guests.
- Room size: 180 - 300 sq. ft.

#### 13. Open Space Committee

- Meetings: Haven't held meetings recently, but probably project 1/week until document updated
- Attendance: 3 board members at present, but will have more. No set number.
- Logistics: One outlet for laptop.
- Audiovisual: None needed.
- Seating arrangements: Require rectangular table around which members sit.
- Room size: 45 - 75 sq. ft.

#### 14. Paxton Cultural Council

- Meetings: Once a year in library. One community meeting every 3 years as a Public Forum.
- Attendance: 7 board members with no guests.
- Logistics: No outlets needed.
- Audiovisual: None needed.
- Seating arrangements: Rectangular table with chairs for board members.
- Room size: 105 - 175 sq. ft.

#### 15. Paxton Historical Commission

- Meetings: 3<sup>rd</sup> Thursday of month at Historical Commission room, White Building.
- Attendance: 7 board members with 1 Associate Member.
- Logistics: Two outlets needed for computer and projector.
- Audiovisual: Screen and bulletin boards.
- Seating arrangements: Rectangular table with 8 chairs and chairs for any guests.
- Room size: 120 - 200 sq. ft.

#### 16. Paxton Historic District Commission

- Meetings: 1 time/month, 2<sup>nd</sup> Weds. In Historical Commission room.
- Attendance: 5 board members. Project 3 non-members/associates.
- Logistics: 3 outlets for projector and laptops.
- Audiovisual: Projector screen and bulletin boards.
- Seating arrangements: One rectangular table with 5 chairs, plus additional chairs for guests.
- Room size: 120 - 200 sq. ft.

#### 17. Paxton Housing Partnership

- Meetings: once or twice a month, Mondays.
- Attendance: 5 board members and up to 6 non-members.
- Logistics: No need for electrical outlets, would like 2 drawer locked file cabinet.
- Audiovisual: None required.
- Seating arrangements: Would like two rectangular tables for 6 - 8 chairs.
- Room size: 165 - 275 sq. ft.

#### 18. Personnel Advisory Committee

- Meetings: One every 3 months with day variable.
- Attendance: 3-4 board members and up to 4 non-members.
- Logistics: No need for electrical outlets.
- Audiovisual: No need for audiovisuals or wall space.
- Seating arrangements: Would like one rectangular tables for 4 chairs and chairs for non-members.
- Room size: 120 - 200 sq. ft.

## 19. Planning Board

- Meetings: once a month, 2<sup>nd</sup> Monday.
- Attendance: 5 board members and up to 6 non-members.
- Logistics: No need for electrical outlets.
- Audiovisual: None because petitioner brings their own visual aids.
- Seating arrangements: Would like rectangular tables for 6 chairs instead of the round tables presently available in the COA Dining Room.
- Room size: 165 - 275 sq. ft.

## 20. Recreation Committee

- Meetings: 1 / month in the White Building.
- Attendance: 5 board members plus secretary, Director, Fields Director, DPW, Youth Soccer or Little League reps. Usually 10 people maximum.
- Logistics: no outlets.
- Audiovisual: No audiovisual.
- Seating arrangements: Rectangular Tables.
- Room size: 150 - 250 sq. ft.

## 21. Richards Memorial Library Trustees

- Meetings: 1<sup>st</sup> Tuesday of every month except July and August.
- Attendance: 6 Trustees with non-members attending occasionally.
- Logistics: No outlets needed.
- Audiovisual: No audiovisuals needed.
- Seating arrangements: Rectangular tables for 6 people. Chairs available for visitors.
- Room size: 120 - 200 sq. ft.

## 22. Select Board

- Meetings: Weekly in the activities room of the John Bauer Senior Center.
- Attendance: 3 board members plus Administrator, Administrative Secretary, two Press, and up to 21 general public.
- Logistics: outlets for laptops and projector.
- Audiovisual: Powerpoint, screens, etc.
- Seating arrangements: 3 rectangular tables plus chairs for the general public.
- Room size: 420 - 700 sq. ft.

## 23. Town Hall Renovation Committee

- Meetings: twice a month, Weds.
- Attendance: Five board members. Two to three non-members.
- Logistics: Two electrical outlets for laptop and projector.
- Audiovisual: Screen only Architect brings his own visual aids.
- Seating arrangements: Would like 2 rectangular tables for eight chairs.
- Room size: 120 - 200 sq. ft.



#### 24. Water Board

- Meetings: 1/month Tuesday or Thursday in the White Bldg.
- Attendance: 3 board members; 1-6 non-board members.
- Logistics: 1 outlet for computers.
- Audiovisual: projection screen and bulletin board, 4' x 6' area.
- Seating arrangements: There is no room at DPW. Rectangular tables.
- Room size: 135 - 225 sq. ft.

#### 25. (Zoning) Board of Appeals (ZBA)

- Meetings: scheduled on an as-needed basis on Thursdays.
- Attendance: 5 members with three alternates. Non-members attending usually 7-12, with 18+ maximum.
- Logistics: Need a minimum of 4 outlets for 2 laptops, recorder, and projector.
- Audiovisual: 5 x 5 projector screen, 5 x 5 bulletin for hanging charts, maps, pictures, design prints, drawings, etc.
- Seating arrangements: Minimum of 2 tables for ZBA members and administrator, sufficient chairs for ZBA, petitioners and other interested parties.
- Comment: ZBA sits at tables so that materials presented may be spread before the Board. Easels, taping to walls or projection are alternatives. Table for petitioner would be desirable.
- Room size: 390 - 650 sq. ft.

## **Section 2 - Building and Meeting Room Specifications and Capacities**

This Section will focus on the physical plant in terms of potential meeting and office spaces present in the existing town-owned buildings. Together with the discussion, floor plans will be presented with approximate measurements and utilization capacities. The capacities noted are based on one (1) person per 25 square feet. The Massachusetts State Building Code, 780 CMR, (7<sup>th</sup> ed, p. 262) allows 5 sq. ft. per standing individual and 15 sq. ft. per individual seated with tables and chairs. It was thought that these values apply primarily for floor load capacities and emergency evacuation concerns. It was therefore thought better to overestimate the size of meeting spaces using 25 sq. ft. per person to allow for greater flexibility in the use of the rooms and growth of a group's membership over time as well as the inclusion of some file cabinet storage space required by specific meeting units such as the Conservation Commission, Finance Committee and others. The new Public Safety Building is not considered in this document because all of the available meeting space in this building has specific and exclusive functionality for the fire and police personnel or is locked from public access for safety reasons presented by Chiefs Desrosiers and Conte (Appendix A). Photos of various aspects are also presented to enable assessment concerning the suitability of the particular room for a given function. The Discussions will reflect the majority opinion of the Committee.

### **1. The "White Building" located on West Street near Paxton Center.**

The White Building is a two story wooden structure with full basement constructed in 1898 (Fig. 2-1). This building consolidated educational responsibilities previously distributed amongst five smaller schools, two of which still exist. An architecturally appropriate addition was added in 1929. Subsequent additions were added over the next several decades at which point the White Building was abandoned as an educational facility. A connecting hallway still exists enabling access to the White Building from the Center School (PCS) without exiting the building. The building is suffering from neglect, but it is essentially the only building that contains a significant number of meeting rooms and, as such, it is heavily used. All rooms have walls lined with blackboards and bulletin boards, as characteristic of a school building. Because of Americans with Disabilities Act (ADA) and a structural deficiency (see below), the second floor cannot be used for public meetings and is, therefore, only used for storage by the Council on Aging (COA) and Boy Scouts. Recently an undersize boiler was installed in the building with the intention of not heating the second floor. All windows in the building are in poor repair with broken storms (vandalism) on the second floor, thus energy consumption is excessive. Windows on the first floor are sealed closed with caulk. A curtain is drawn in the first floor foyer to limit heat loss up the stairwell to the second floor. It is questionable whether the exterior walls are insulated. Two antiquated rest rooms are accessible from the hallway on the first floor. Parking is available for 20 vehicles. An additional 25 spaces are available in a lower unlit lot behind the building.

In 1998, at the direction of the Select Board, a preliminary architectural feasibility study for the White Building was conducted by Jordan O'Connor and Assoc., Petersham, MA (Appendix D). This appears to have been undertaken for the purpose of modernizing the building and having it meet ADA

requirements. A structural study was made and the building was determined to be “in generally good condition”. Although tuckpointing of the foundation was indicated as required, the only major deficiency concerned the load bearing requirements as now defined by the Massachusetts State Building Code. Aside from the increased code requirements, it was noted that the span of the floor joists is 24 feet allowing for a noticeable sag in the middle of the rooms. The remedy suggested by the architects was to use new intermediate beams supported on new columns, thereby reducing the unsupported span length to 12 feet. It was recognized that this would introduce additional columns into the rooms. While it is not unacceptable *per se* to have columns in rooms, reconfiguration of the space could incorporate these columns into walls. The estimated cost of renovations was \$850,000 as compared to the replacement cost of \$1,250,000 estimated by Thomas Plunkett Co. Inc. of Worcester. Although this study was conducted over a decade ago, there is no reason for this Committee to believe that the ratio of renovation vs. new construction would have changed with time. In addition to being part of the Paxton landscape for over 100 years, the White Building is now part of a local Historic District and is on the State Register of Historic Buildings. Replacement would require removal of the building from this Register.

A description of the spaces present in the White Building (Fig. 2-1) follows:

- a: First Floor (Fig.2-2): Left front when facing Hall (a,b). This room measures 630 sq ft and has a capacity of 25 individuals. Presently it is used as the kitchen for the COA and has kitchen appliances, serving counter, tables and couch. Some small meetings have been conducted there.
- b: First Floor (Fig. 2-2): Left rear when facing Hall (c,d,e,f): This 700 sq ft space has a capacity for 28 and is presently used as a dining room for the COA. It contains multiple round dining tables with chairs. A telephone is available in the passage connecting this room with the kitchen. The Planning Board, Paxton Housing Partnership, and other groups have used this room for regularly scheduled meetings.
- c: First Floor (Fig. 2-2): Right front when facing Hall (g,h,i): This space contains a meeting room of 450 sq ft with a capacity of 18. This space is occupied by the Historical Commission and contains a large table, a number of chairs and the Historical Commission collection of documents in file cabinets, desks and shelves as well as items. This room is used by the Water Board and Cemetery Commission as well as by the Historical Commission. There is one small closet. In the front, there is a 180 sq. ft. office space for the COA separated from the Historical Commission by an 8 foot high partition wall.
- d: First Floor (Fig. 2-2): Right rear when facing Hall (j,k,l): This 700 sq ft space has a capacity for 28 and is designated as the Activities Room for the Council on Aging during the day. It may contain collapsible tables and rigid/stackable chairs and computers used by COA members. However, because of its versatility, this room is used in the evening when available by many groups (e.g., Selectboard, Recreation, Finance Committee, Boy Scouts, etc.).

e: Second Floor (Fig. 2-3): Right front when facing Hall (a,b,c): This 630 sq ft space has a capacity for 25. It is presently used for COA storage. The floor covering is torn up and the room is not usable for meetings in its present state.

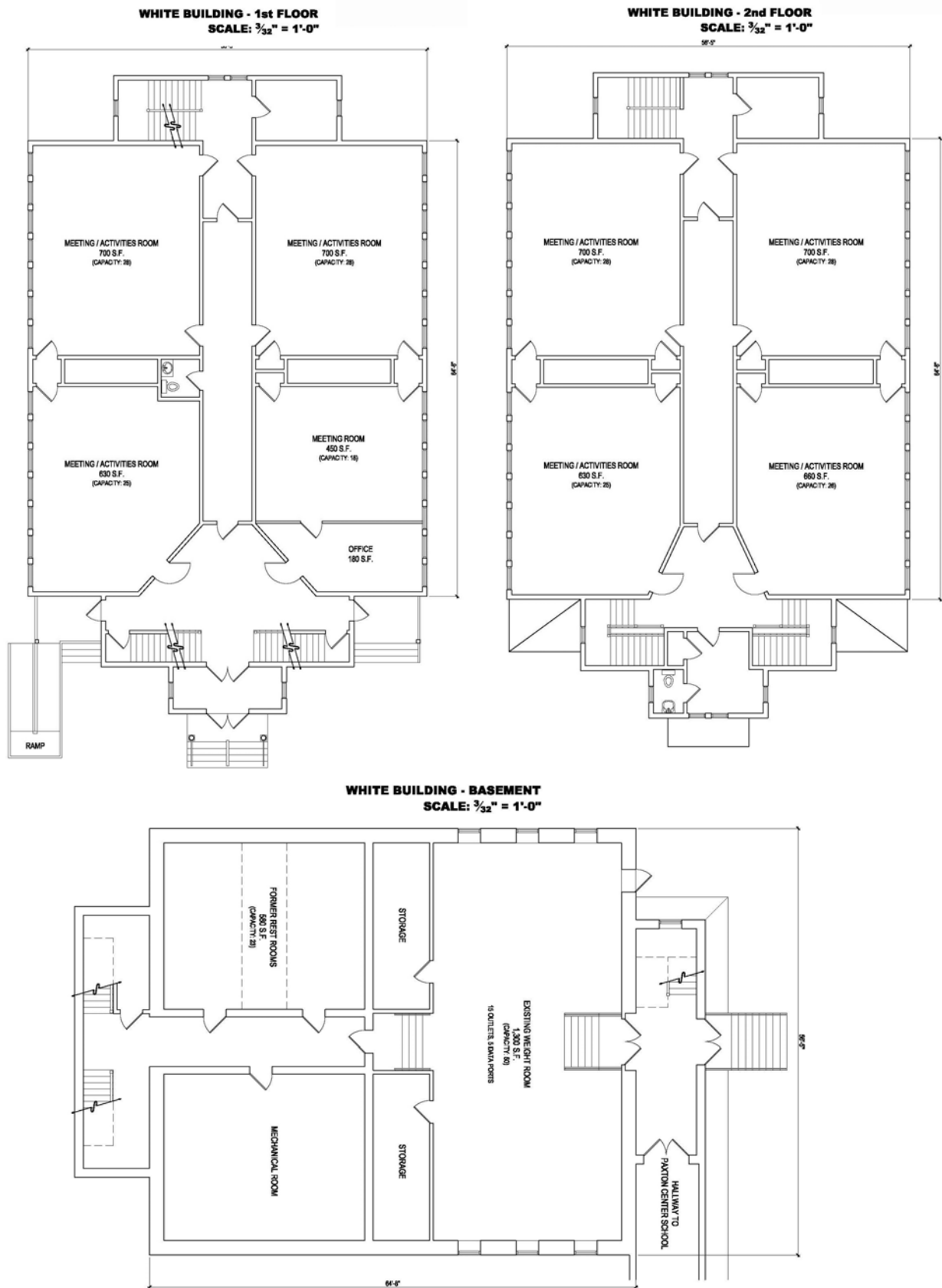
f: Second Floor (Fig. 2-3): Right rear when facing Hall (d,e,f): This 700 sq ft space has a capacity for 28. It is presently used for Boy Scout storage. The storm windows are broken in many places.

g: Second Floor (Fig. 2-3): Left front and rear when facing Hall: Although there was no available access to these two rooms during this survey, they measure the same as the rooms below on the first floor (630 and 700 sq. ft.) with capacities for 25 and 28 individuals, respectively. Both rooms are currently used for storage.

h: First and Second floors (Figs. 2-2, 2-3): Right rear at end when facing Hall: Two small rooms that served as school offices. It is not known if the room on the first floor is heated.

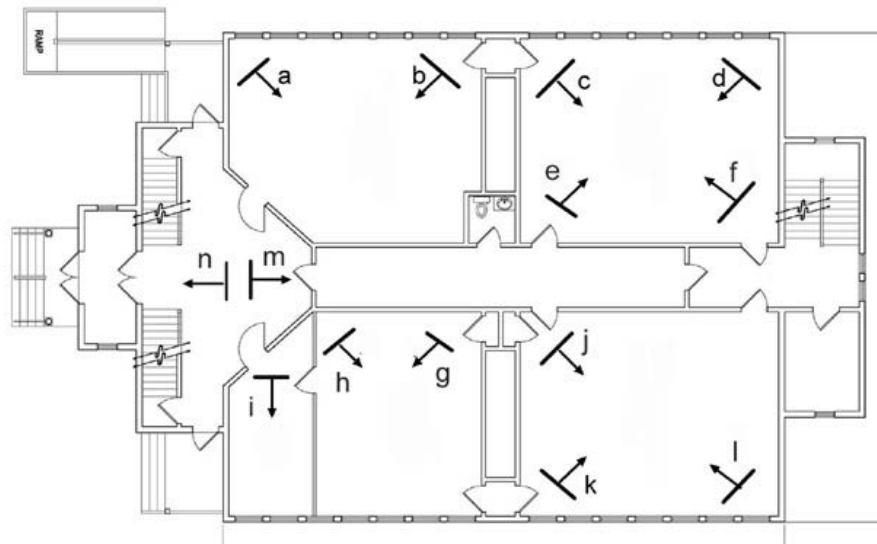
i: Second Floor (Fig. 2-3): Front over former main entrance: There is a small anteroom and nonfunctional rest room formerly used as the teacher's lounge.

j: Basement (Fig. 2-4) Most of the basement contains vestiges of boy's and girl's restrooms and boiler room remaining from the school. The rear portion (an addition to the original building) has been used by the Fire/Police for an exercise room (4a,b,c). This 1300 sq. ft. of space with a capacity for 50 individuals has been recently vacated with the opening of the new Public Safety building and letters have been received from the Cable (Appendix B) and Recreation (Appendix C) Committees requesting their use of this space.



**Figure 2-1 - Floor Plans of White Building**

**Figure 2-2 - First Floor**  
**White Building**



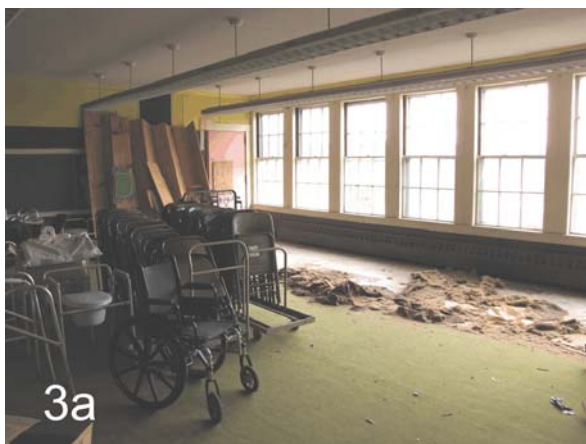
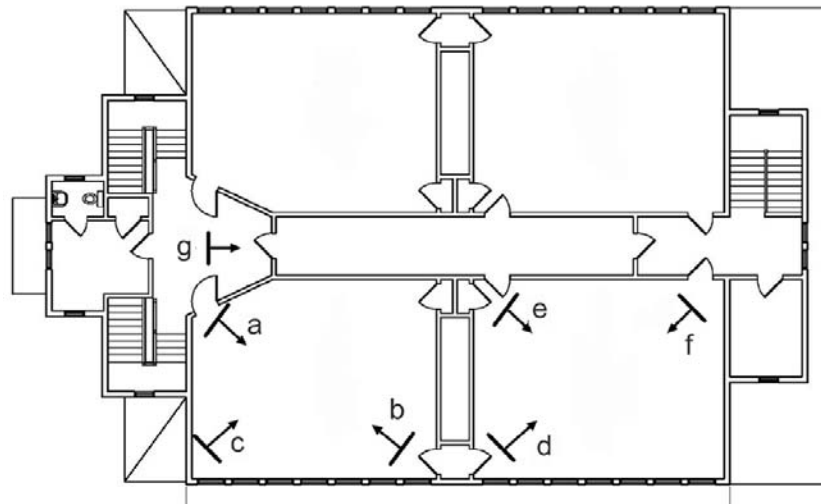






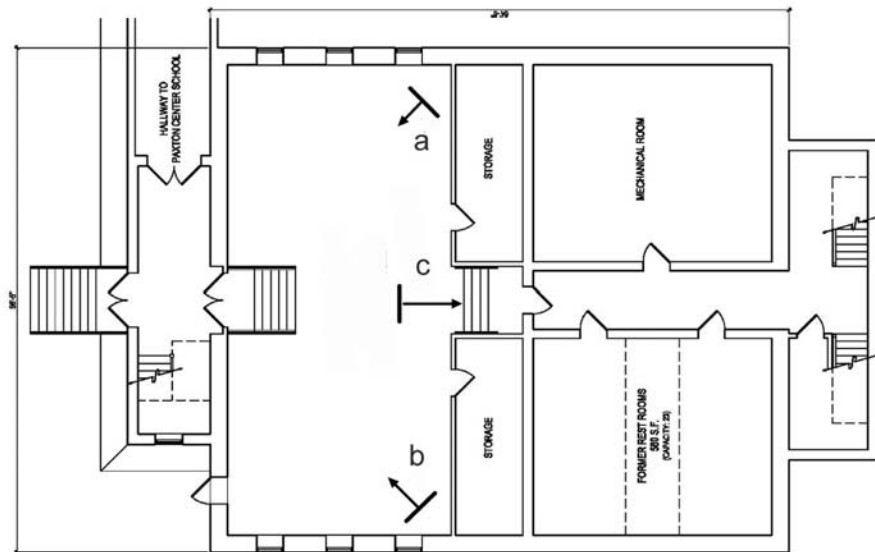


**Figure 2-3:** Second Floor  
White Building

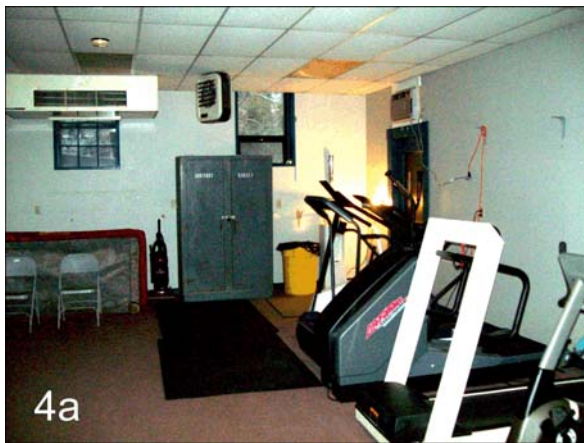








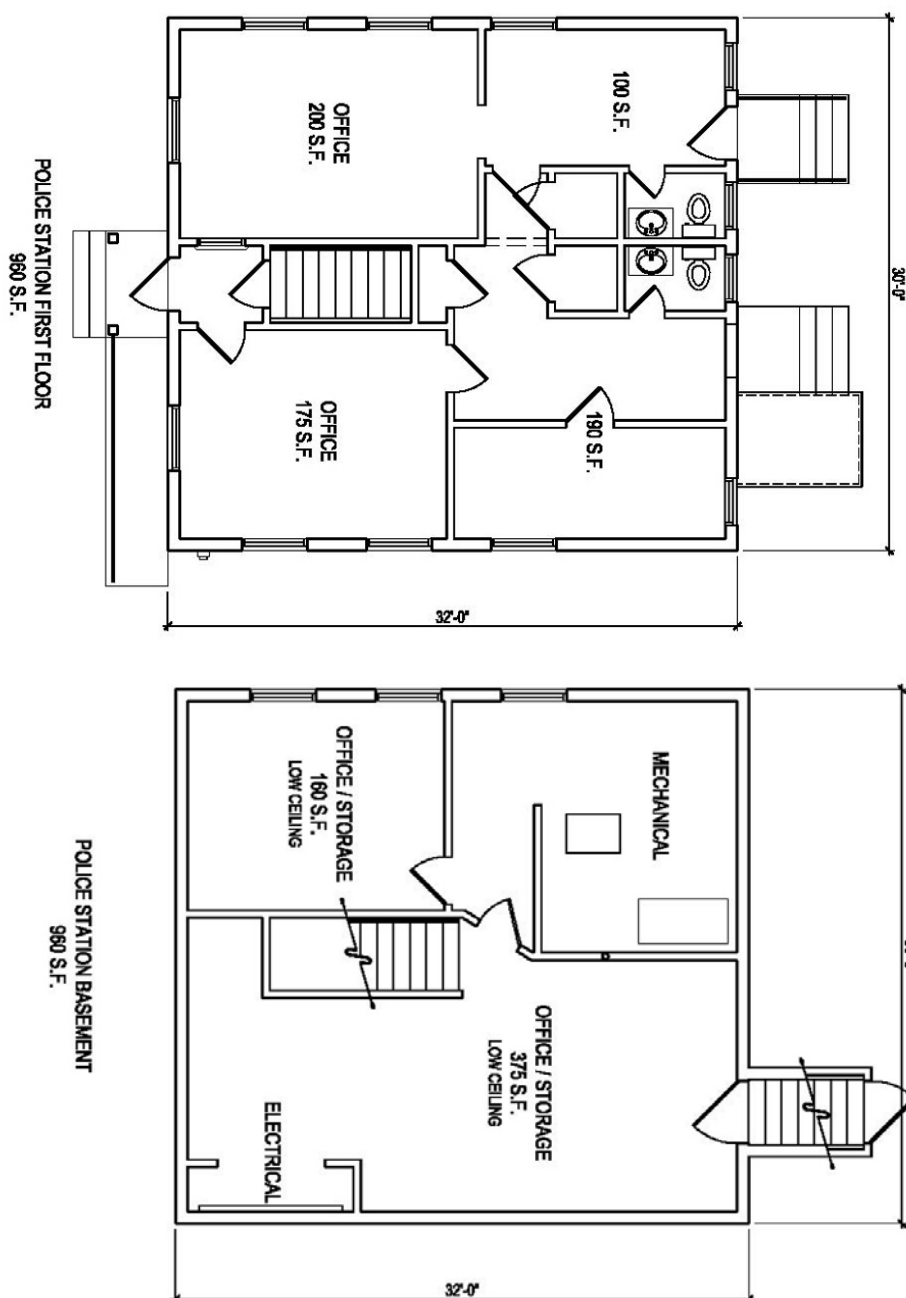
**Figure 2-4: Basement White Building**



## 2. Former Police Station located behind the Paxton Town Hall on West Street

This former commercial building has been utilized as the Police Station for a number of years and is now vacant with the completion of the new Public Safety Complex. The building, while small, is well maintained and contains approximately 650 sq ft of first floor space and 500 sq ft of basement space exclusive of restrooms, halls, stairs and mechanical room (Fig. 2-5). These useable areas are presently configured into office and storage space with partitions. The building is substantial with a new boiler and serviceable roof. There are deficiencies: 1) Heating in the basement is inadequate and there are issues with pipes freezing in the winter; 2) dehumidification would be required depending upon its use; and 3) the bulkhead leaks badly. The emergency generator for the Town Hall is located outside on the side facing the Town Hall.

Rooms were too small to get serviceable inside photos. The building is not entirely handicap accessible, but has an entrance ramp on the front of the building. Air conditioning is provided by window units. Parking shared by the Town Hall is available for 20-25 vehicles once spaces are marked and if temporary structures currently located on the property are removed.



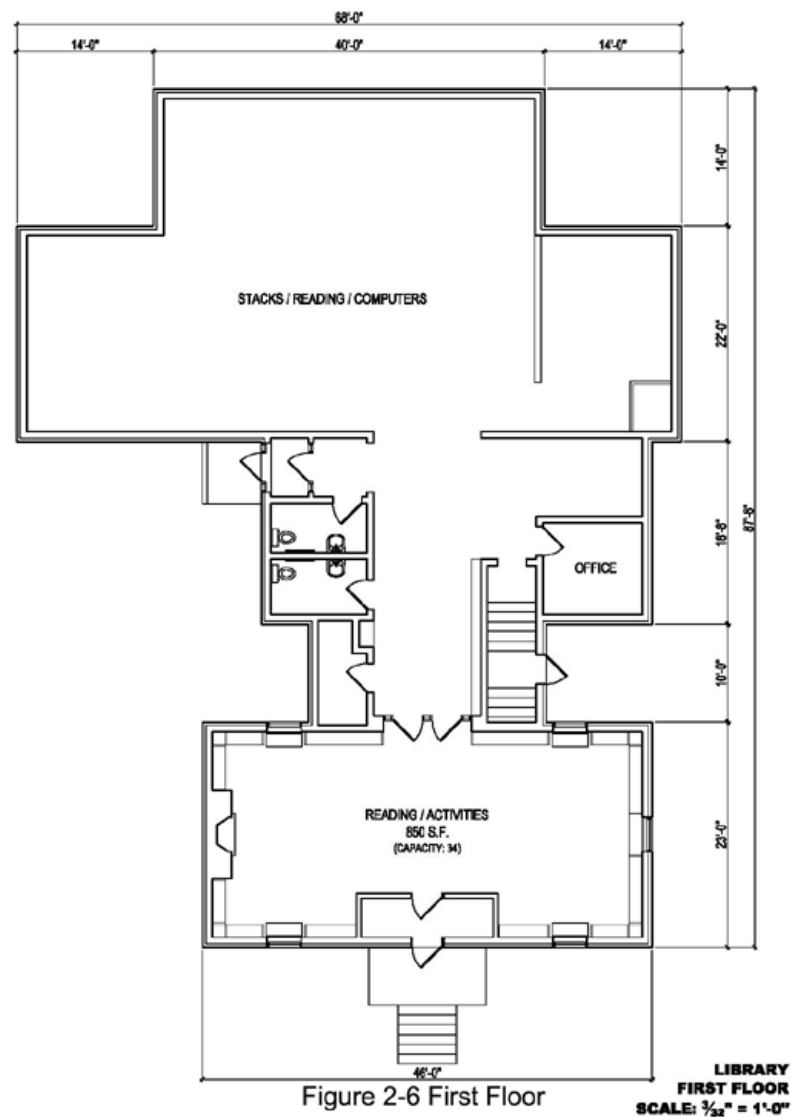
**POLICE STATION - 1st FLOOR**  
SCALE:  $\frac{1}{8}" = 1'-0"$

**POLICE STATION - BASEMENT**  
SCALE:  $\frac{1}{8}" = 1'-0"$

**Figure 2-5:** Former Police Station floor plans

### 3. Richards Memorial Library - Richards Avenue and Maple Street (Rt 31).

The original building was built in 1922 with a major addition added in 1976. The structure is brick with poured concrete foundation and slate roof (Fig. 2-6) . The first floor doesn't fully meet current ADA guidelines. Although it has a full basement, only the first floor can be utilized as a result of absence of handicap accessibility. Access to the basement is by an internal stairwell and external bulkhead. The building is air conditioned by units that have been donated by the Friends of Richards Memorial Library. Meetings of the Friends and the Girl Scouts as well as presentations afforded Paxton residents by the Friends group and the Paxton Cultural Council are held on the first floor of the old section of the building. Groups and audiences that have met in the library have ranged in size from 10 to well over 60. The only room amenable for meeting on the first floor measures 850 sq. ft. with a potential estimated occupancy of 34. The basement has an unfinished potential meeting space of 2,500 sq. ft. with a potential occupancy of 100. Parking is available for 20 cars.



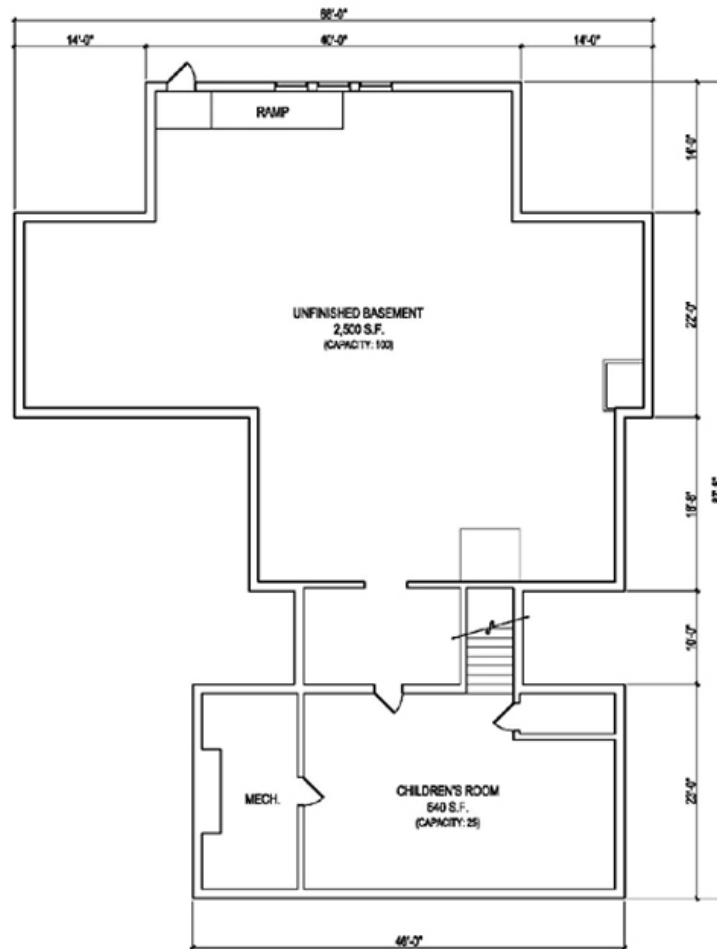


Figure 2-6 Basement

**LIBRARY  
BASEMENT  
SCALE:  $\frac{1}{32}" = 1'-0"$**



Figure 2-6 First Floor

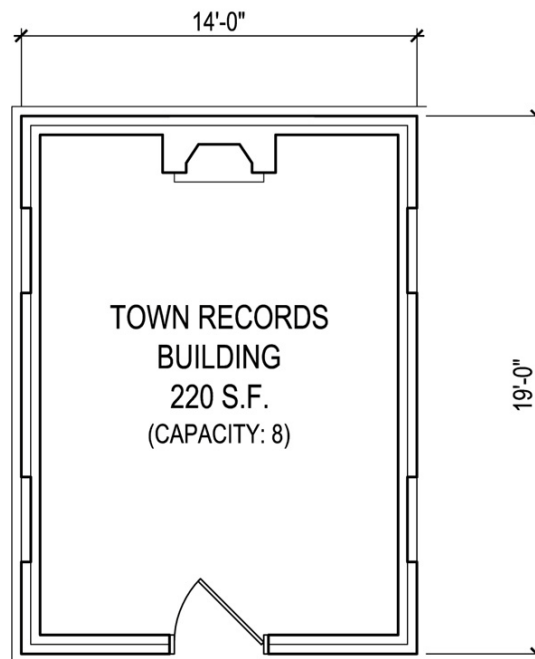


Figure 2-6 Basement

#### 4. Records Building.

A small brick records storage building is located in the Historic District on Pleasant Street one building down from the Town Hall. The single room contains a fireplace and has 220 sq. ft. with a capacity for 9 individuals. There are no rest rooms or windows, no heat and the building does not have any environmental systems to protect the records it contains.

**TOWN RECORDS BUILDING**  
**SCALE:  $\frac{1}{8}" = 1'-0"$**

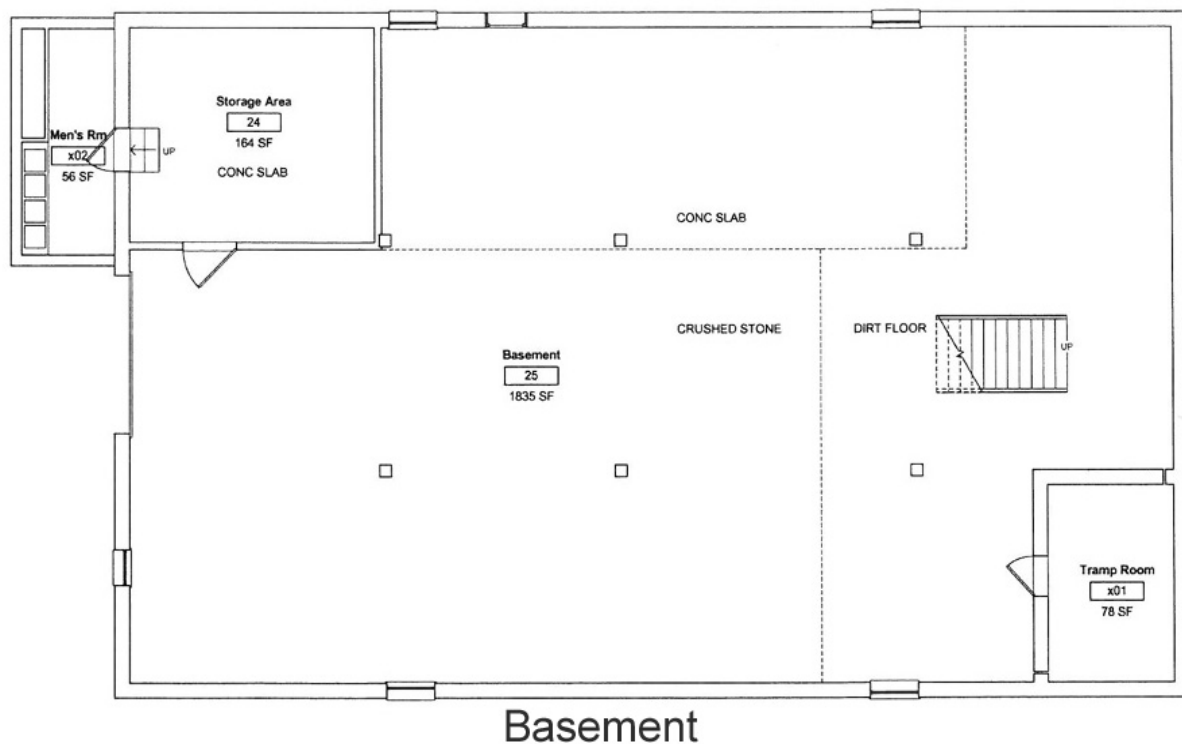


**Figure 2-7** Town Records Building

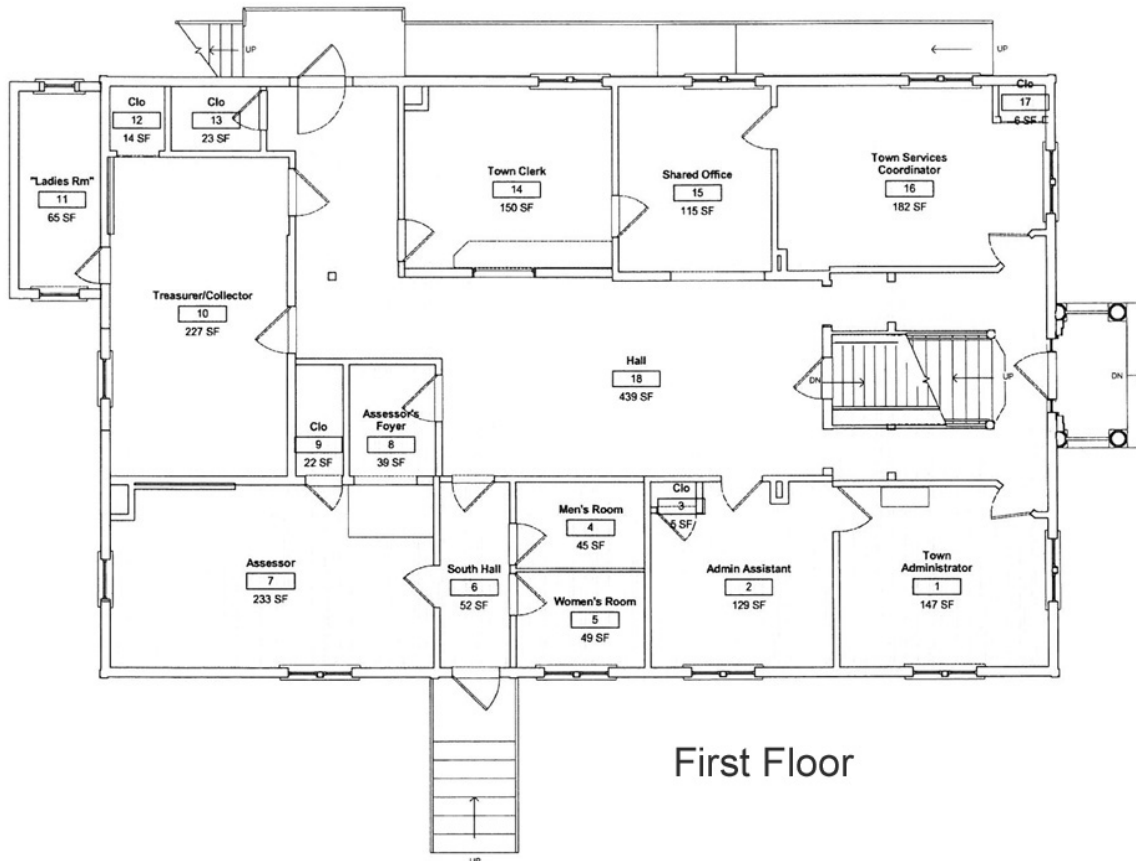


## 5. Paxton Town Hall

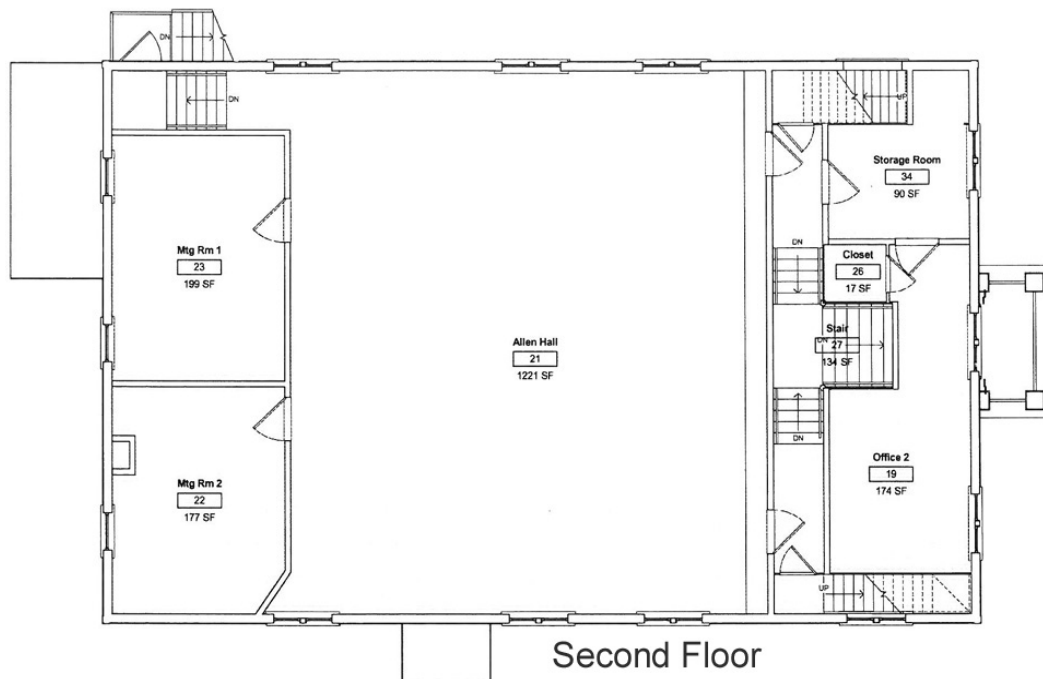
The Paxton Town Hall was constructed in 1889 on land donated by Mr. Ledyard Bill and funded by Mr. Simon Allen. It is of wood construction and is located in Paxton's Historic District. Presently, the first floor is the only one utilized primarily as a result of ADA compliance issues. The second floor is a hall with a balcony that currently is unused but has been the location for many Town functions (e.g., Town Meetings, Grange meetings, dances, and plays). The basement is unfinished with mostly a dirt floor and is used for miscellaneous storage. Although dry, there are humidity issues. There are no meeting spaces, public or municipal, in the building, although although this does not prevent committees from meeting at a table located in the first floor hallway. Presently, there is a Town Hall Renovation Committee working with Durland - VanVoorhis Architects to develop a more functional use of the entire building as the Town Hall. The floor plans for the Town Hall as it exists today, prior to any renovation or redesign, are depicted in Figure 2-8



**Figure 2-8** Town Hall Basement



**Figure 2-8 Town Hall First Floor**



**Figure 2-8 Town Hall Second Floor**

## 6. Department of Public Works on Holden Road

The buildings (Fig 2-9a,b) on the shore of Asnebumskit Pond were built in the 1960's. The long concrete block building is the main garage with 7 vehicle bays (Fig. 2-9a). Erected alongside is a metal building that was previously located behind the old fire station. This building also houses vehicles. There is one non-ADA compliant restroom for all employees regardless of their sex. The only rear entry and exit for the building is through this bathroom. The old furnace room is currently used for flammable storage. Next to furnace room is the 80 sq. ft. mechanics office with a capacity for 3 individuals. The 154 sq. ft. Highway Supervisor and Administrative Assistant's office (capacity 6) is located at the end of one of the equipment bays. There is a second building (Fig 2-9b) located near the pond that is a wooden structure formerly used as a road salt and sand shed but is now used to house road equipment. Attached to this structure is a metal building with two bays used to shelter more road equipment. Neither building has heat but both have electrical service, although lighting is poor. The facility is serviced by a dedicated generator obtained from the old fire station.



### Section 3 - Analysis and Recommendations of the Committee

The analysis was conducted in this manner. First the demand for a particular room size was determined using the estimated room sizes listed in Section 1. There are a number of assumptions made upon which this analysis is based. First, 25 sq. ft. are given for each individual in each group considered. Although values are listed for 15 sq. ft./person, they are included only for comparison. It is recognized that an individual sitting at a table or in a chair, or simply standing, requires less than 25 sq. ft.. However, the larger value is used for reasons indicated in Section 2. Second, it is recognized that many functions are conducted during the daytime, such as those for the Council on Aging (COA), or on Friday through Sunday such as for the Scouts. Once again, to simplify the analysis, a worst case scenario is used where meetings are held only during the evenings, Monday through Thursday. Third, groups such as the Scouts and COA have a considerable number of functions that are held only once a year and are of large size (>100 participants). It would be very difficult to predict infrequently occurring events and unrealistic for the town to consider providing very large spaces for such events. It is suggested that they continue utilizing, on a “for fee” basis, larger spaces such as can be provided in the Center School or Anna Maria College.

After room size requirements were determined, the use frequency/month for each particular room size was considered and matched with the use frequency for the individual groups. Sufficiencies and inadequacies are indicated and suggestions are made concerning modifying existing spaces to enable creation of additional meeting rooms. The goal of these modifications is to fully utilize existing buildings at the least expense with an encompassing desire to avoid “bandaid” fixes. Finally, ideas concerning longer range solutions are presented briefly.

#### 1. Room Size Demand.

Table 1 lists the estimated room requirements that are necessary to accommodate the existing committees and organizations that utilize municipal facilities. The values are restated from Section 1. Asterisks denote values that were estimated, and all values only consider meetings and not events that are conducted by the various organizations. It is apparent from Section I that events that involve 100 to 200+ participants are infrequent. These events are omitted from the Table because they may be best conducted on a “for fee” space rental basis at Center School or Anna Maria College.

<b>Committee</b>	<b>attendees</b>	<b>estimated sq. ft.</b>		<b>meetings/month</b>
1. Board of Health	9	135	225	1
2. Board of Registers	3	45	75	2
3. Cable	3	45	75	1
4. Capital Improvement	7	105	175	1
5. Cemetery Commission	9	135	225	1
6. Conservation Comm.	12	180	300	1
7. Council on Aging	17	255	425	1
8. Finance Committee	13	195	325	5
9. Friends of RML	9	135	225	1
10. Girl Scouts				
A	30	450	750	2
B	30	300	500	4
C	16	240	400	2
D	16*	225	375*	3*
E	15	225	375	3
F	16*	225	375*	2
G	12	195	325	3
11. Master Plan Imp.	12	180	300	1
12. Open Space	3	45	75	1
13. Cultural Council	7	105	175	1/yr
14. Historical Commission	8	120	200	1
15. Historic District Comm.	8	120	200	1
16. Housing Partner	11	165	275	2
17. Personnel Advisory	8	120	200	4/yr
18. Planning Board	11	165	275	1
19. Recreation Committee	10	150	250	1
20. RML Trustees	8	120	200	1
21. Select Board	13	420	700	4
22. Town Hall Renov.	8	120	200	2
23. Water Board	12	135	300	1
24. ZBA	26	390	650	1
25. Boy Scouts				
A	19	285	475	4
B	11	165	275	10
	50		750	1

Distribution of room number based on square footage required by organizations is depicted in Figure 3-1 for all groups and Figure 3-2 for groups other than Scouts. As depicted, the primary demand exists for rooms of a size ranging from 75 sq. ft. to 500 sq. ft. when all groups are considered. However, in the absence of Scouting, the greatest demand is for rooms 325 sq. ft. or smaller. A better understanding of room demand takes into account the actual use frequency of the rooms. Some rooms are required only once a month, whereas others are required four times a month. When the frequency of use per month is considered (Figures 3-3 and 3-4), rooms of 325 sq. ft. or smaller are most often used by non-scouting groups. With scouting considered, there is an added requirement for rooms of 275 sq. ft. with considerable demand for rooms 375 sq. ft. to 500 sq. ft.

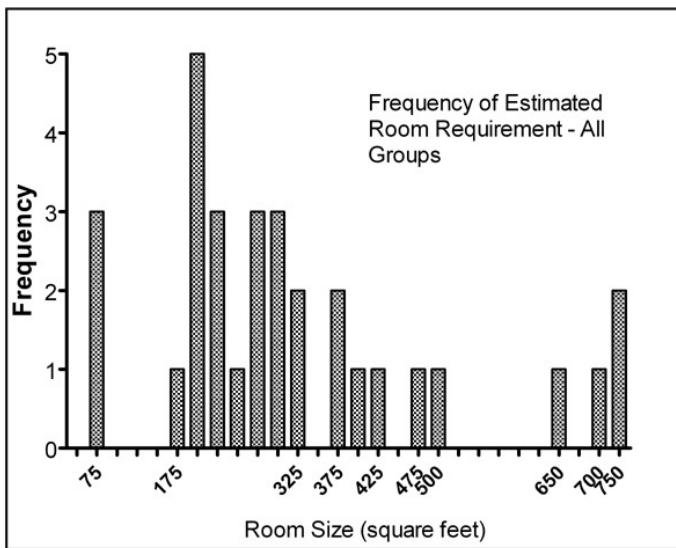


Figure 3-1

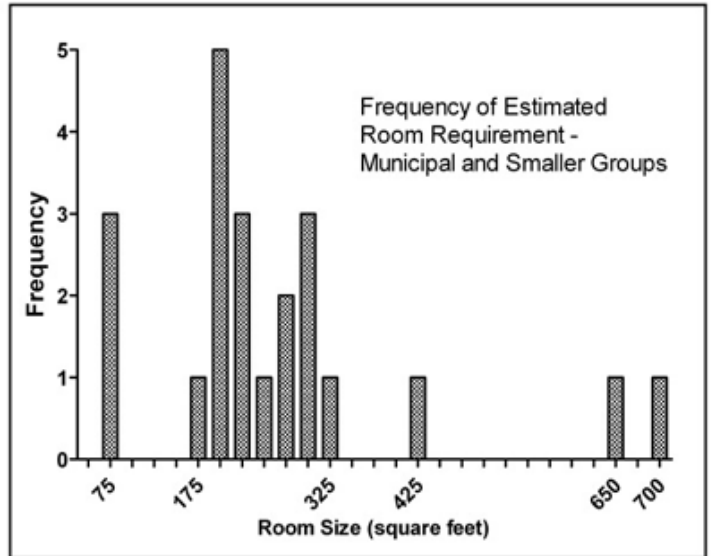


Figure 3-2

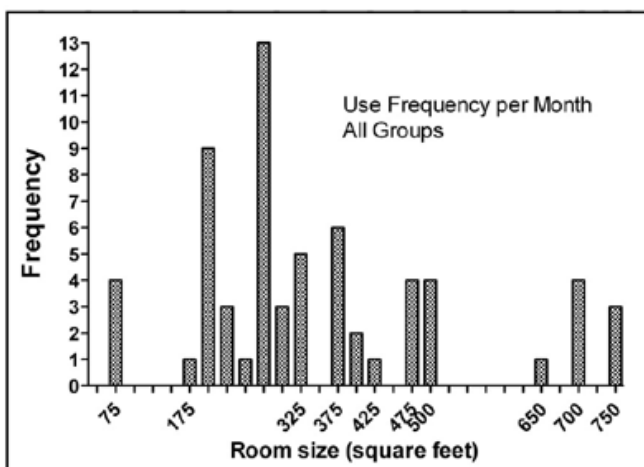


Figure 3-3

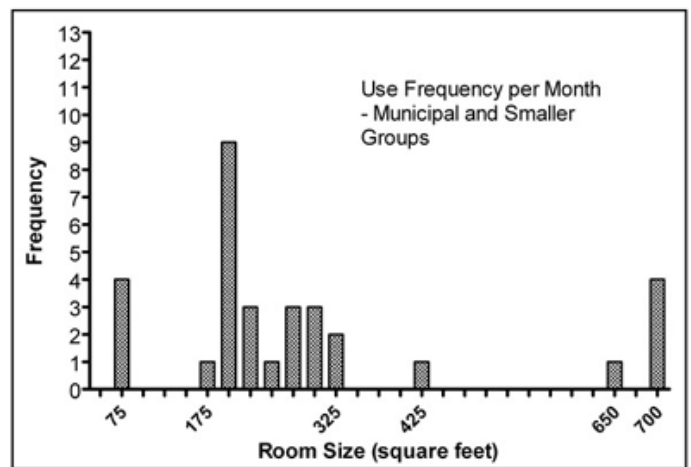


Figure 3-4

## 2. Utilization of Rooms Available and Proposed

Although it may appear that four rooms of 450 sq. ft. to 700 sq. ft.. are available for meetings (Fig. 3-5), a number of caveats exist. The COA Dining Room has furniture unsuitable for meetings and must potentially be available for luncheons, but can still be used for evening meetings. The Historical Commission room is for the most part a depository for Paxton historical records and items and has useable meeting space at less than 225

sq. ft.. The COA kitchen is not a suitable meeting space even though it is presently used by smaller groups. Thus, only three rooms are realistically available for meetings, the COA Activities Room (700 sq. ft.), the COA Dining Room (700 sq. ft.) and the Historical Commission Room (225 sq. ft.).

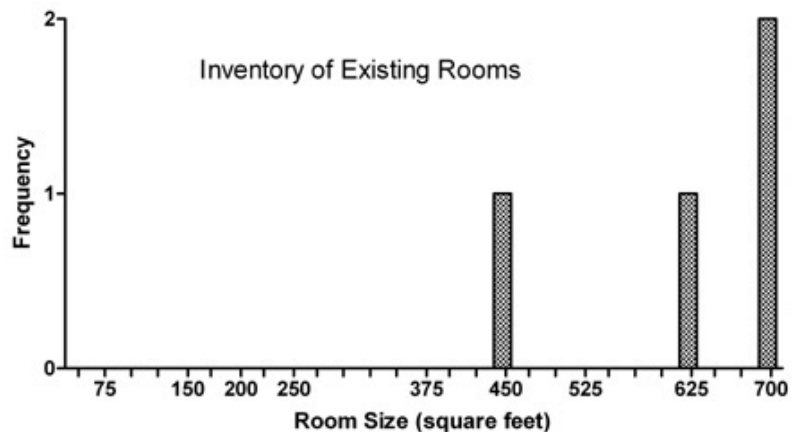


Figure 3-5

Assuming room availability 4 days a week, or 16 days a month (weekly, Monday through Thursday) meeting space is available to any group requiring up to 700 sq. ft. for 32 evenings/month (2 rooms x 16 evenings). For groups requiring less than 225 sq. ft, an additional 16 days a month are available. At present, all municipal and non-Scout private groups use-frequency/month (Fig 3-4) is 32 evenings/month, compared to 48 (32 + 16) evenings that rooms are available. The use-frequency for those groups requiring greater than 225 sq. ft. is 15/month compared to the 32/month available. However, the use frequency for those groups requiring 225 sq. ft. or less is 17, compared to the availability of only 16. It is apparent that for non-Scouting assemblies, there is a shortage of small rooms, although smaller groups can easily use the larger rooms when they are available. The addition of proposed meeting rooms would help to alleviate this situation (Fig 3-6). Furthermore, if smaller

### Room Inventory

White Building:	COA kitchen (?) - 625
	Historical Comm. - 450 (225)
	COA Dining Room (?) - 700
	COA Activities Room - 700
	Proposed Cable Room - 525
Police Station	Prop. Recreation Room - 525
Library	Proposed Meeting Room - 250
	Proposed Meeting Room - 235
Town Hall	Existing Meeting Area - 850
	Proposed meeting room - 380
	Proposed event room - 950
Town Hall	
	Proposed meeting Room - 219
	Proposed meeting Room - 152
	Proposed Allen Hall - 1592

groups have a greater number of smaller rooms in which to meet, than 700 sq. ft. rooms would become available for larger groups involving Scouting. For example, all groups (including Scouting) have a use- frequency of 25/month for rooms greater in size than 350 sq. ft. to be compared with 32/month (2 rooms x 16 evenings) available. Other factors must be considered with Scouting. Scouts are free to use municipal facilities on weekends as well as Monday through Thursday. In any case, in addition to the proposal for the restoration/renovation of the Town Hall presently being developed, the following modifications of existing buildings are suggested to economically provide adequate meeting space for the various municipal and public committees to conduct business.

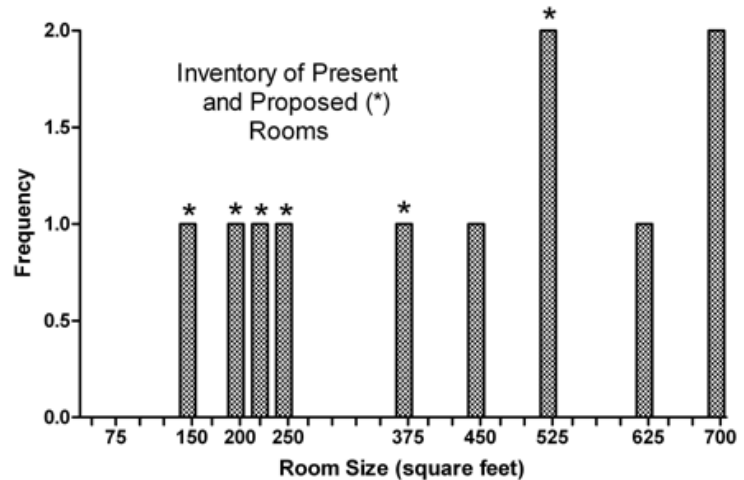


Figure 3 - 6

### 3. Suggested Building Modifications

#### A. Former Police Station on West Street-

Two primary options are available with respect to this building. One option would be to remove the building to provide for additional parking for the Town Hall. Several considerations weigh against this option. First, this option would do little to help alleviate the meeting room and office deficiencies. Second, considering the present parking usage and the additional spaces that would become available with the departure of Police vehicles, removal of sheds and proper layout of the existing space, additional parking may not be necessary at present. Third, the building is sound, contains a new boiler and has the requisite number of entrances and exits for public use.

A second option would be to re-use the building in two capacities. The basement may be utilized for storage of Town Hall records that are not of high security value (Fig 3-7). A common problem that has been encountered with Town Hall restorations in other communities involves the space in the building that is wasted for the storage of common paper files of low importance. In this case, while important documents can be placed in the proposed Town Hall vault, documents

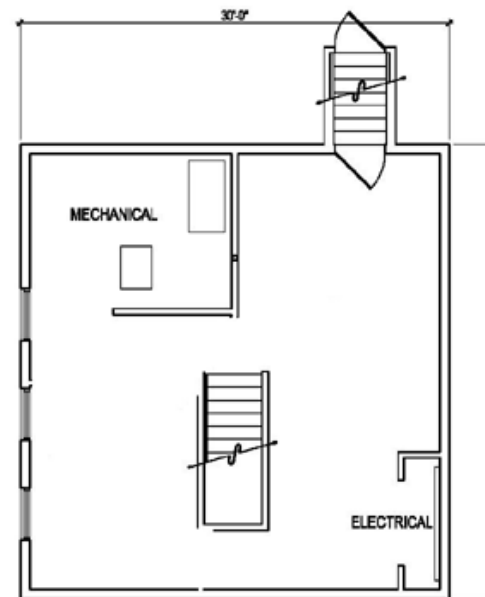


Figure 3- 7



that are either temporary or of lower importance can be boxed and properly secured in this space. Dehumidification would probably be required for the basement record storage area. Because this is not a public space it does not require ADA compliance.

The interior of the first floor may be reconfigured into two meeting rooms of 235 and 250 sq. ft. size (Fig 3-8). These rooms would each have external access. In addition, an office of 150 sq. ft. size may be configured for occupancy by the Water Board which is funded as an enterprise. A request has been made for this office space to be used under lease by two individuals (Water Board and National Water) with associated computers. Other configuration options are readily apparent. Unfortunately the stairwell is centered making the use of this floor as one large room difficult. Of course, because of the absence of ADA compliance, the present two restrooms may be combined into one compliant unisex facility. While the front of the building has an ADA compliant ramp, an additional ramp would be required for the rear door. Advantages are that the building is secure, heated, and within 50 feet of the proposed new entrance of the Town Hall. Air conditioning is available by window units. It may be suggested that the town could work with Bay Path Vocational to conduct the required demolition and construction for educational purposes and tax savings for the town. The net result would be two meeting rooms of 235 sq. ft. and 250 sq. ft.

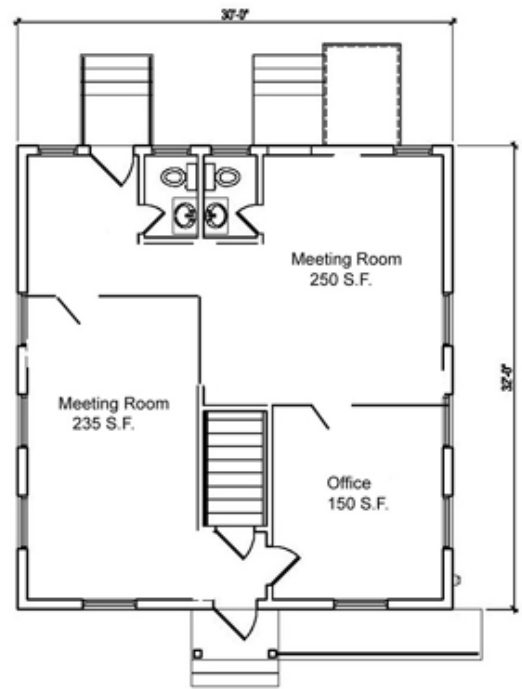


Figure 3- 8

## B. Library

This building functions as an exceedingly popular library for not only Paxton, but for a number of surrounding towns as well. Regardless of the need for meeting space, nothing should be done that will impede the designated function. At present, all meetings and presentations currently conducted occur when the library is closed, so the activities themselves do not interfere with the conduct of library business. Recent presentations in the first floor main building room have drawn an audience of between 49 and 60 persons. It is projected that many, if not all, of the presentations currently sponsored by the Friends group in the library will find a more suitable venue in the proposed restoration of Allen Hall in the Town Hall. But this

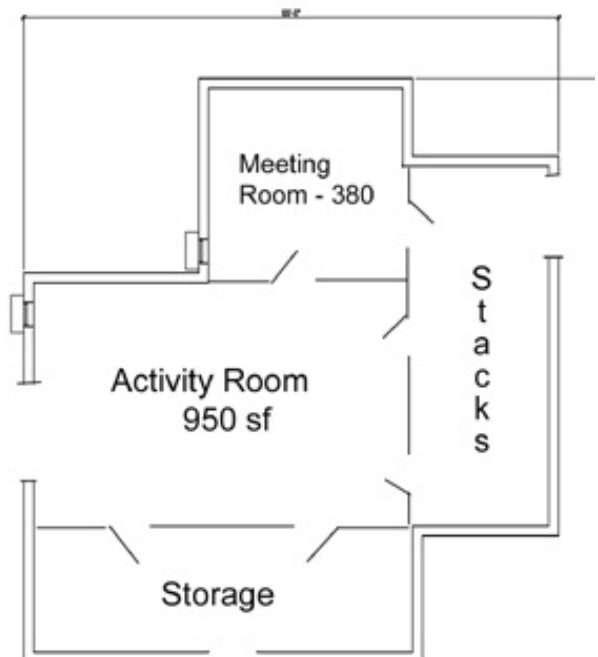


Figure 3.9

does not remove the fact that considerable space is present in the basement that is not functional because the building does not meet ADA requirements. It is, therefore, proposed that a program be initiated resulting in making the building ADA compliant. This would include restroom reconstructions on the first floor, installation of a compliant unisex restroom in the basement and installation of a stairwell and elevator on the side of the building where the bulkhead is presently located. These projects would enable subdivision of the basement into one meeting, a large function room for larger groups, and secure storage space and stacks (Figure 3-9). Space would be gained by elimination of the existing wheelchair ramp that leads only to a bulkhead exit. Re-locating stacks to the basement would free up first floor space for additional computer stations. Compliance renovations as described would allow development of one meeting room of 380 sq. ft. and an activity room of over 900 sq. ft.

### C. White Building

At present the White Building, located in the Paxton Historic District, is a heavily used and substantial municipal structure that is, for whatever reasons, not being properly maintained. This building is the home of the Edward Duane Room of the Paxton Historical Commission and the John Bauer Senior Center. It contains the primary meeting space for the municipal government and the community in general. As such, the utilization of this building in the future is complex. The following recommendations are made to enhance municipal and public use of this building.

Immediate action should be taken to utilize the basement space soon to be vacated by the Police and Fire Departments. Two principal organizations have come forth with needs proposals: Cable (Appendix B) and Recreation (Appendix C). As suggested by Cable TV representative Chuck Putney, a portion of the available space could be utilized by Cable TV for the creation of a studio to used for the production of programs for the general public and as an educational tool for public school students. Additional secure space can be reserved as an area containing video equipment and computers. Recreation requires space for pre-school activities and a place for equipment storage. A recommendation for the partitioning of this basement space is depicted in Figure 3-10. The advantages are that 1) the cable studio would have an external handicap access for the general public and a hallway access for students in the winter; 2) a secure cable TV area is present; 3) recreation will

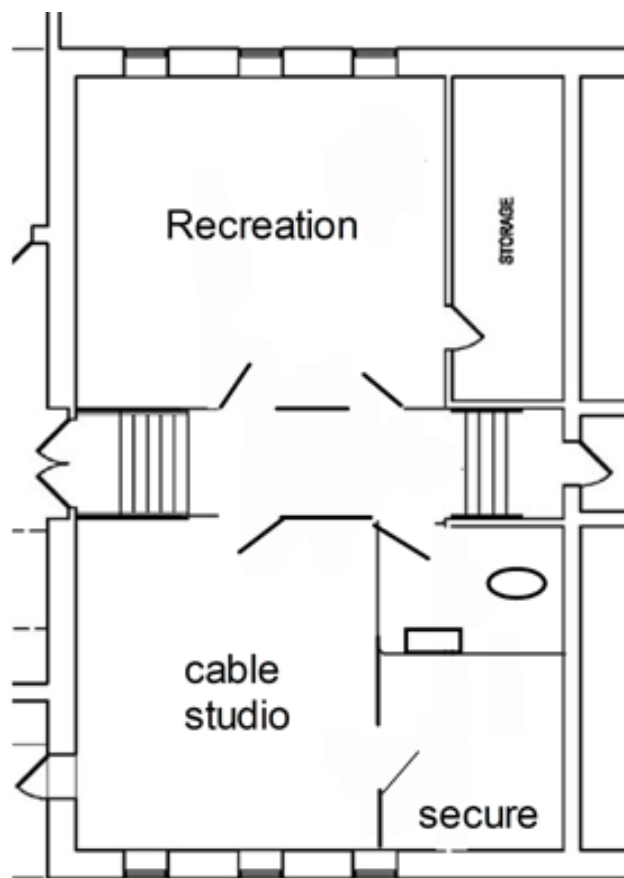


Figure 3-10

have a space of approximately 525 sq. ft. that is accessed directly from PCS for preschool activities, a storage area for equipment and Recreation meetings; 4) the central hallway would have access externally from PCS or through to the front of the building and the upper floors; and 5) a single unisex restroom can be placed with an entrance from the center hallway. The septic line connection is located in the floor at this point. Construction can be performed by Bay Path Vocational students as part of their educational program with financial support Cable TV. Recreation and Cable Committees would have meeting rooms and not compete with other committees.

#### **D. Town Hall**

The Town Hall Renovation Committee undertook the task of conducting a Designer Process with the the Architectural firm of Durland-Van Voorhis. The goal was to preserve the architecturally significant building and Hall while providing a state-of-the art 21<sup>st</sup> century work environment for the municipal staff. It is thought that a complete description of the resulting plan is not required at this point. It must be emphasized that in addition to providing the proposed conference rooms and spacious Allen Hall as described above, the work spaces have been significantly enlarged for virtually all the departments located in the Town Hall: Treasurer/Collector (34% increase and a separation of the two offices), Clerk (63% increase), Town Services Coordinator (91% increase), Assessors (21% increase), and Administrative Assistant (5% increase). Furthermore a 315 sq. ft. vault has been included together with an elevator, break room, ADA compliant bathrooms present on both floors, kitchenette, and other amenities.

#### **E. Department of Public Works**

The DPW barn provides a very difficult situation. It is in an environmentally sensitive area next to Asnebumskit Pond. It is not known if at some point the Commonwealth will require its relocation. The salt and sand is stored in a shed next to the smallest building (Fig 2-9b). Clearly if this is demanded, a land purchase in another part of town would be required and new facilities would be need to be built, imposing a financial burden on the town. If Paxton initiates on its own the replacement of either building in its present location, the Commonwealth will seize upon this opportunity to require the DPW to be relocated, and, once again, a land acquisition would be needed. Yet there are deficiencies that need to be addressed immediately pertaining to offices and restroom facilities. For the short term, an addition containing two new 12' x 14' offices need to be constructed extending along the exterior of the rear wall of the larger building (wall opposite the bays; Fig 2-9c). These would provide much needed rooms for record and map storage as well as meeting areas for the staff to discuss business. The old supervisor's office would revert to a break room for staff, something they do not have at present. Additionally, it is absolutely required that two ADA-compliant restrooms be constructed suitable for male and female employees.

#### **4. Conclusions and Future Considerations**

It is concluded that at the present time, there is adequate space available in the town buildings for meetings and assemblies of moderate to small size. However, just saying that space is available does not mean that facilities are adequate. Suggested ideas concerning the renovation of the old Police Building, the White Building Basement and Richards Memorial Library together with the renovation/restoration of the Town Hall would add seven smaller rooms, one 950 sq. ft. room, and one 1,590 sq. ft. room to the town's stock. This will go a long way toward enhancing the facilities available to the various committees staffed by employees and volunteers. Considerable space will be freed up in the White Building for larger groups such as those associated with Scouting. However, as discussed below, there are other considerations that will be important in the future. The timing of these events is difficult to predict, but it is clear that future attention must be paid to the historic White Building as outlined briefly below.

As the Town Hall restoration/renovation project proceeds, it will be necessary to relocate the town offices during construction. Two options are available. First, trailers may be rented for the conduct of Town Hall business during the construction period. This would involve rental of the trailer units. This is an expensive option. Alternately, a request may be made for the Historical Commission to move to the second floor of the White Building. Municipal offices would be distributed between the vacated Historical space and rooms located on the second floor of the White Building. This would necessitate consolidation of storage spaces on the second floor and obtaining of variances for the absence of handicap accessibility during the period of construction. It is recognized that the aforementioned architectural feasibility study of the White Building indicated a deficiency in load limits for the second floor. Although this was only a cursory study, it is obvious from the depression in the floor of the 2<sup>nd</sup> story that a 24 foot span is unacceptable, as the feasibility study indicated. Since some expenditure of funds will be necessary for the relocating of municipal offices to alternative quarters regardless of where they go, modification of the structure by installation of additional ceiling beams and supports as proposed in the aforementioned feasibility study may be possible at this time. This will involve the expenditure of town funds, but this construction would be required in any case should the building be renovated. As an alternative to public access to the second floor, the Council on Aging may be requested to temporarily move the dining area to the kitchen for the duration of the Town Hall Renovation/Restoration project and the present dining area may be partitioned.

It is anticipated that at some time in the future the John Bauer Senior Center would re-locate permanently to a senior housing building that is envisioned by the Paxton Housing Partnership. At this time, it is recommended that the structural capacity of the White Building be reassessed with the goal of renovating the building into a fully modern handicap accessible building with meeting rooms and offices as was envisioned in 1998, retaining those internal areas of the school building representing historical aspects for Paxton and restoring the external facade in line with its presence in the Paxton Historic District. The Historic Commission and Recreation could occupy spaces commensurate with their needs, the latter in association with the Center School that is connected directly to the White

Building. A minimum of six large 700 sq. ft. meeting rooms may be envisioned, with possible partition of some larger rooms into smaller spaces. Planning for the future depends upon how seriously the town wishes to retain its history while modernizing its facilities in a comprehensive and cost-effective fashion thereby maximizing their potential.

Respectfully submitted to the Board of Selectmen, October 26, 2009.

Town Building Needs Study Committee

Jay Gallant, chair

Richard Fenton, secretary

Paul Robinson, vice-chair

James Stone, treasurer

## APPENDIX A

To: Building use sub-committee  
From: Chiefs Desrosiers & Conte  
Date: 11-28-08  
Subject: Building Use

When discussing the potential uses of the new **Public Safety** Building, please consider the following. Chief Conte and I, along with many others, have fought long and hard to upgrade the public safety infrastructure for Paxton residents.

Every square foot of this building was discussed, designed, and constructed for public safety use. At no time during this enduring process was the term, "General Government" occupancy used. When the training room was co-named a community room, I did not envision children running around with paint and crafts, not did I expect town boards meeting there on any regular basis.

Chief Conte and I expected responsible adults using the room for special topic activities such as civilian academies, specialized clinics, or unique meetings. The room is not designed for break down and temporary storage of the training tables and chairs, nor is it supported by staff to prep and reassemble that specific room.

General government belongs in a government building, a building such as the town hall. Chief Conte and I recognize the need for government offices and would help support any endeavor to build new town office buildings.

Unlike many towns, the Paxton Fire and Police departments cooperate extensively. Chief Conte and I are ready to respect and protect the new facility and initiate policies to that end. The use of the training room should be highly restricted for many reasons including security and effective response time by Police and Fire departments to any town emergencies.

On a daily basis, residents and non residents visit the dispatch lobby to report crimes, report accidents, to seek protection from an abusive spouse or significant other, surrender firearms, and many other life crisis events.

Walk in medicals are not uncommon. EMS personnel have delivered babies on the apron and in the dispatch lobby. CPR has been performed at the fire station as well. Medical crisis are very personal and also protected by HIPPA laws.

I shudder to think that a person in need would not seek out police protection in fear of being recognized by another town resident due to a crowded board meeting or congested lobby. Too many persons in the lobby will also be very distracting to dispatchers. Persons in the lobby will not know what situation the dispatcher is dealing with on the radios and telephones and will absolutely be interrupting said dispatcher to ask questions about meeting times or other general questions.



Our dispatch lobby is designed with blast protection, bullet proof windows, and high security. This inherently suggests that this is not an area for the general public. In any given moment, the public safety building can be fervor of activity dealing with a crisis. In the 21<sup>st</sup> century challenges, emergency responders must have open and organized access to any supplies and personnel needed in a crisis without worrying about general civilian activities interfering, inhibiting, or blocking quick responses to crises.

The parking lot itself is a designated life flight landing zone. The parking lot should be as clear as possible **all** the time. Long term parking was never a consideration during design talks.

Any all call fire event will completely max available parking. Should the parking lot be obstructed by vehicles there on other business, responding firefighters will be forced to park on Pleasant St.

As I was writing this letter, the State Police Fugitive Team arrived in the lobby for immediate assistance with an arrest of a Paxton resident. We quickly brought the team in to the station and formulated a plan discussing the wanted resident and the tactics we were going to use for apprehension. This type of conversation is not for the public's ears and further that the training room could instantly become a command center for a natural or man made disaster.

At any given moment, forty or more firemen could arrive at the public safety building as well as mutual aid personnel. The building should remain in a state of readiness for emergency personnel at all times.

I submit that the most sensible option for the town is to utilize the vacated existing police station for general government and or community use. I would be willing to coordinate Bay Path Vocational High School Staff and students to perform required renovations to that facility at a minimal cost to the town.

The suggestion of using the new building for general government is clearly out of the realm of its design, and was never discussed during our long and tenuous struggled to obtain a new facility. Any such use would have been met with great resistance by Chief Conte and me because general government use of the new building would inhibit effective police and fire efforts and put our citizens at risk.

Chief Desrosiers

Chief Conte

## APPENDIX B

**From:** Chuck Putney [mailto:chuckputney@gmail.com]  
**Sent:** Wednesday, March 18, 2009 8:16 PM  
**To:** Jay Gallant  
**Cc:** Ray Charette  
**Subject:** Re: Space Committee and Cable Request

Hello, Jay,

As Ray indicated, the Cable Committee feels the area under discussion would be a good fit for Paxton Community Access Television (PCTV) and the PCTV control room, editing studio, and film/meeting space. While I know you and the committee are considering many needs and requests, we feel we can make a strong case that this would be the best use of this area.

This is a great opportunity for PCTV and for the town. To date, PCTV has been an under-utilized community resource, largely due to space/facility limitations. If housed in an appropriate space, PCTV would be an incredible resource for Paxton residents and town officials.

I'd appreciate the opportunity to discuss any areas/concerns that you and the space utilization committee feel a preliminary proposal should address. By any chance, are there room measurements/specs that are readily available?

Again, I appreciate your consideration and look forward to talking with you in the future.

Sincerely,  
Chuck Putney



Cable Summary

copy to T.H. Cimm  
J (facilities needs)  
FLY  
JAN

met again Jan 11  
- Scott  
- Ray

What has been done recently?

- a. All the equipment has been upgrade which includes
  - i. DVD player 400 DVD's
  - ii. Tape players - SHVS and Mini
  - iii. Server which hold 1 terabyte
  - iv. Bboard has been upgraded - Busby
  - v. Automatic playback and scheduling
  - vi. Smaller Camera
  - vii. PC's to run the server
  - viii. PC for editing movies (to be installed)

Capabilities exist for remote access into the servers

b. What have the cable funds used for?

- i. Staff expenses
- ii. Equipment replacement
- iii. Town internet funds
- iv. Town web site
- v. Moving of equipment out of the fire station - to mail back

2. What is being played?

- a. Weekly Church services
- b. Nature - State parks
- c. Holden programs
- d. Veteran programs
- e. Old tapes are being uploaded -

3. What needs to be done?

Remote Access

- a. Hookup needs to be established with the server will require (1) another remote internet hook-up or (2) through the town firewall using VPN? Has the town investigated the lower cost connections? DISCUSS CONNECTION
- b. Cable needs a place that is accessible, the current location is unacceptable. Problems are space, security, access (stairs). These must be addressed. Either provided the space in the new fire station or with the removal of the fire and police equipment from the White provide cable with a studio in that location. As to the rumors of providing the White building space to School, the school should have more then adequate space.
- c. Until cable has the proper location it's my belief there will be problems getting involvement.
- d. As to the "free labor" recording, if the town is going to provide "free" access to its facilities - then the groups should provide a person who will do the recording.

## APPENDIX C

To Whom it May Concern:

12/2/08

The Recreation Commission would like to request that you assign the gym used by the police/fire departments to Recreation. We believe that there are endless possibilities for our Commission if we are assigned this space.

- storage for supplies used by the Commission
- future and existing exercise classes
- coaches meetings
- coaches training
- Commission meetings
- summer programs (rainy days)
- yoga classes
- Special Events
- Much, Much More!

The fact that this space is attached to the school is a benefit for Recreation programs that solely rely on the gym and the community room. There is a great demand for school space by other programs as well. Recreation needs a place to call our own. We would like to continue with and expand our programs to offer more for the Town of Porton. We ask that you please

# APPENDIX D

## **JORDAN O'CONNOR & ASSOCIATES**

57 Maple Lane

Petersham, MA 01366

**architects**

Tel. (978) 724-3475

Fax (978) 724-6680

e-mail: maxo@tiac.net

May 18, 1998

### **Board of Selectmen**

Town of Paxton, MA

697 Pleasant Street

Paxton, MA 01612

### ***Re: Architectural Feasibility Study for the White Building, Paxton, MA***

Dear Mr. Johnson, Mr. Jillette and Mr. Lucey:

We have completed a preliminary feasibility study for the Town use of the White Building. It has been based upon on-site verification of existing conditions, site plans as prepared by Cullinan Engineering, Inc., input from the Council on Aging and various Town of Paxton department requests for space. The purpose of the study has been to ascertain the type/quantity of spaces available and the relative cost of improving the building to meet current code requirements. We have also been assisted in our efforts by the previous studies done on the building - most notably the September 14, 1988 analysis by the Mount Vernon Group, Inc. This report described quite well the general conditions of the building, ie: 2 original structures, types of wood framing, etc. We therefore have chosen not to repeat this description but have instead followed the scope stated in our contract to the Town dated November 10, 1997.

### **1. Structural Survey:**

The structure is wood framed and appears to be in a generally good condition. There is no visual evidence of dry rot. The exterior brick foundation requires some tuckpointing, most notably at the entrance to the existing handicapped ramp. The wood floor joists, as described in the previous report by the Mount Vernon Group, consists of 3"x 10" joists at 16" on center. The span of the joists appears to span from the exterior perimeter in to the corridor bearing walls. This span is close to 24 feet long. Considerable deflection is experienced due to this long span. The Mount Vernon Group estimated the floor as capable of supporting a total load of 50-78 pounds per square foot (psf) (not psi as they indicated). Of this total load at least 20 psf should be assigned to dead load (ie: weight due to structure, etc.). The remaining load is known as the live load (ie: user imposed movable loads imposed by the weight of people, file cabinets, etc.).

The current Mass. State Building Code requires a live load of 100 psf in lobbies, 50 psf in offices and 80 psf in corridors above the first floor. We suggest that the first, second and attic floors

systems be strengthened by the introduction of new intermediate beams supported on new columns.

(The attic was included for the purposes of providing additional storage only.) This will reduce the 24 foot span down to 12 feet. Of equal importance, it allows for a method of increasing the floor strength without having to reinforce each joist (ie: nailing a new wood member along each joist, etc.). On a preliminary analysis, and assuming an existing strength of wood as 1,200 psi, this yields a renovated floor system capable of supporting close to 275 psf. This is well within the parameters established by the Mass. State Building Code. It should be noted that this is a preliminary analysis. A more definitive survey and analysis will be required in the future.

## **2. Architectural Program**

The building currently houses the following types of program spaces:

- Lower Level - school functions (classrooms), utility rooms and storage (in corridors and old restroom areas at mid level).
- First Floor - Historical, Council on Aging (kitchen/lobby, dining area and office)
- Second Floor - unused except for some limited storage
- Attic - unused except for some limited storage.

Based upon user input and a meeting with the Selectboard we have determined that the following new architectural program best suits the needs of the Town and the building:

- Lower Level: utility room (boiler/mechanical area, electric room, etc.), general storage in old restroom, lower open area to be converted to one large meeting area serviced by new elevator and limited restrooms), some additional office space and vault storage.
- First Floor: Council on Aging to remain in two original classroom areas, new elevator to be accessed internally, new restroom core, new pantry area for Council on Aging Kitchen, limited office/conference area adjacent to entry lobby and elevator core.
- Second Floor: Building Inspector, Highway dept office/storage, two general office areas, restroom core and conference room, some limited storage
- Attic: to be used as storage only. Note that in order to use the attic as office space two new stairwells would be required of non-wood construction, another stop for the elevator and some restrooms as well. For these reasons the conversion of this attic space was judged not to be cost-effective.

Please note that the majority of the office areas on the second floor are unassigned (ie: there are



no internal walls, doors etc, that identify the actual user defined spaces). The budget has carried an appropriate allowance for such work. It was decided that for the purposes of this feasibility study the actual design of each space was not necessary.

### 3. Mass. State Building Code Review

The following represents a preliminary summary of the applicable regulations of the Mass. State Building Code as they affect the above referenced project. It is based upon the attached set of site and architectural plans. This document shall be copied to the local Code Inspection official for their review and records. Final submission to the Town of Paxton and approval (in the form of a Building Permit) shall be based upon future completed construction documents.

## SUMMARY

### Massachusetts State Building Code Review (sixth edition)

**All new work shall conform to 780 CMR unless noted below.**

#### Appendix F *Existing:*

The original use of the second floor was for Educational purposes. Appendix F classifies this as School, E, with a Haz. Index of 4. The current lower level use is also School, E, with a Haz. Index of 4. The first floor is composed of Office (Haz. Index of 2) and restaurant (Haz. Index of 5).

#### *New:*

Parts of the first floor and the entire second floor level, per Table F-1, will be a Use Group B with a Haz. Index of 2.

The partial first floor use by the Council on Aging for kitchen and eating areas may be classified as Assembly A-3 with a Haz. Index of 5.

The lower level is a Meeting Hall use of A-3, with a Haz. Index of 4. This is an accessory use of the upper level office functions.

3400.3 The lower level has recently been very well renovated. The change in Haz. Index is from E, 4 to A-3, 4. Table 3403, note #2 for 5B construction requires that the new use B have its Haz. Index increased by one (ie: from 4 to 5). It is suggested that this room be separated from the rest of the facility per 3400.3.3 and be administered under **3404.0** per 3400.3.1.

The first and second floor have had very little substantial change from their original use as the first Town of Paxton School House. The first floor A-3, Haz. Index of 5 is remaining as a partial A-3, Haz. Index of 5. The remainder of the floor will remain B, Haz. Index of 2.

The second floor use of E, Haz. Index of 4 is changing to B, a Haz. Index of 2. The second floor use is new and requires, per Table 3403, note #2, an increase of one (ie: from 2 to 3). Per 3400.3.1, both of these floors shall be administered under 780 CMR **3404.0**.

3404.5 Number of Means of Egress: The occupant load, per Table 1008.1.1:

**Second Floor**

- Business (@ 15 net sf/occupant)  
4,325 net sf  
Occupant Load =  $4,375 \text{ sf} / 100 = 44$  occupants

**First Floor:**

First Floor - Council on Aging (restaurant and kitchen)

- Assembly unconcentrated (@15 net sf/occupant)  
1400 sf net  
Occupant Load =  $1,400 \text{ sf} / 15 = 93$  occupants

First Floor - Office

- 1,200 sf net  
Occupant Load =  $1,200 \text{ sf} / 100 \text{ sf} = 12$  occupants

**Total First Floor Occupant Load =  $93 + 12 = 105$  people**

**Lower Level:**

Lower Level - Assembly

- Assembly unconcentrated (@15 net sf/person)  
 $1,670 \text{ sf} / 15 = 112$  people

Lower Level - Storage

- Storage (@ 300 sf/person)  
 $1,800 \text{ sf} / 300 = 6$  people

**Total Lower Level Occupant Load =  $112 + 6 = 118$  people**

All floors have an occupancy load less than 500. Table 1010.2 requires a minimum of 2 exits per floor.

All floors have two means of egress. The existing second floor fire escapes shall be demolished. The lower level rear corridor leading to the boiler room area shall not be considered a means of egress. The two paths of travel shall remain the stair and exterior door.

3404.6 Capacity of Exits: Per Table 1009.2 the required means of egress for assembly, business use in a sprinkled facility is:

Stairways	.2 inches per person
Doors/ramps/corridors	.15 inches per person

The second floor is served by three stairwells. Total available stair width is approx. = 96". Required egress component width: stairs =  $96"/.2$  per person = 480 people. Total capacity is greater than actual 44 people and is therefore acceptable.

The first floor is served by one exterior door and one stairwell. Capacity: door =  $36"/.15$  per person = 240 people, stair =  $48"/.2$  per person = 240 people. Total capacity =  $240 + 240 = 480$  persons. Total actual capacity = 105, therefore egress component capacity is acceptable.

The lower level is by one exterior door and one stairwell. Capacity: door =  $36"/.15$  per person = 240 people, stair =  $48"/.2$  per person = 240 people. Total capacity =  $240 + 240 = 480$  persons. Total actual capacity = 118, therefore egress component capacity is acceptable.

3404.7 The electrical renovation scope shall include provisions to upgrade all required exit  
3404.8 signs/lighting to meet the current requirements of these articles.

3404.9 An elevator addition is planned for the current scope of work.

3404.12.2 The existing facility appears to be of Type 5B unprotected. The facility shall be provided with an automatic fire suppression system.

## LOWER

The lower level shall be separated as a mixed use from the upper levels. For use group A-3 (lower level) Table 503 lists the following height and area limitations:

Required	Provided
• 2 story maximum*	1 stories
• 40' maximum height* elevation	12' max. height to upper floor
• 8,400 sf per floor maximum** * height mod. due to sprinklers ** area mod. due to sprinklers	1,670 gross sf (separated)



The existing facility currently meets the criteria established by Table 503. Per section 313.1.2, the separated uses shall require a one (1) hour rating (per sprinkler exemption).

### **FIRST**

The first floor consists of an assembly, A-3 use (Council on Aging) and Business, B use (general office area).

#### **A-3 Use:**

The first floor assembly use shall also be separated as a mixed use. For use group A-3 Table 503 lists the following height and area limitations:

<b>Required</b>	<b>Provided</b>
• 2 story maximum*	1 stories
• 40' maximum height*	11' max. height to from grade to second floor elevation
• 8,400 sf per floor maximum**	1,400 net sf (separated)
* height mod. due to sprinklers	
** area mod. due to sprinklers	

The existing facility currently meets the criteria established by Table 503. Per section 313.1.2, the separated uses shall require a one (1) hour rating (per sprinkler exemption).

### **FIRST AND SECOND**

#### **Business Use:**

The first floor business use is separated from the adjacent A-3 use.

For use group B Table 503 lists the following height and area limitations:

<b>Required</b>	<b>Provided</b>
• 3 story maximum*	2 stories above entry grade
• 60' maximum height*	40' max. height to from grade to roof
• 14,400 sf per floor maximum**	4,375 net sf
* height mod. due to sprinklers	
** area mod. due to sprinklers	

*[Note: Elevator addition shall conform to the above Business use requirements.]*

3404.12

Automatic Fire Suppression system shall be installed.

- 3404.13 The existing stairwell enclosure shall remain in place. Although no fire resistance is required new fire walls and doors shall be provided as an extra measure of protection. New walls shall be 2-hour rated with "b" label fire doors.
- 3404.14 No change of assembly use group is being made. This article is therefore not applicable.
- 3404.17 The occupation of the second floor does represent an increase in possible danger to the adjacent attached school. It is suggested that the incorporation of a new fire suppression system within the White Building is a legitimate compliance alternative that will mitigate the effect of increased occupancy.
- 3407.2.a The existing shingle roof system shall be demolished and replaced with a new asphalt shingle roof system. The attic shall remain unheated with the second level ceiling/attic floor system insulated to provide a U-value of .08.
- 3407.4.1 The existing window fenestration shall be demolished and replaced. Table 3407 requires that the doors/windows comply with a U-value of 0.65.
- 3407.1 The existing exterior walls shall be insulated to afford a U value of .08.
- 3408.2 A report by The Mount Vernon Group, Inc. for the Paxton Housing Partnership (d:9-14-88) found that the existing first and second floor framing consists of rough cut 3"x10" joists (@16" o.c.) spanning 24'. Their estimate was that this could "support a floor load of 50 - 78" pounds per square foot\*. (Note: The Housing Report incorrectly listed this as 50 - 78 pounds per square inch.).

Assuming a dead load of 20 pounds per sf, the allowable live load left would be in the 30 - 58 pounds per square foot range. Table 1606.1 lists Assembly w/movable seats as requiring 100 psf live load. Office areas in non-corridor situations require 50 pounds per square foot live load.

It is beyond the scope of this feasibility report to develop a detailed structural analysis. However, based upon the Housing Report and our observations, it is strongly suggested that all 24' long spans be supported by new intermediate beams and loadbearing columns. Although this will decrease the flexibility of the spaces and create additional cost, it will also decrease the 24' span to a much more reasonable 12'.

Please note that this is a preliminary finding. Additional structural analysis will be required upon future project requirements/documentation and investigation which is beyond the scope of this report.

- 3408.5.4.1 The cost of alterations is above 50% of the assessed valuation of the building. We are increasing the occupancy load. Per Table 3408.1 the Seismic Hazard Category is set at three (3).
- 3408.3.5 An analysis of lateral resistance will be required in the future. This can best be done once the existing interior sheathing is removed from the walls.
- 3409.1 The facility, to the best of our knowledge, has not been referenced as a historic building.

#### 4. Architectural Access Board Review

- 3.3.2 The total projected cost of the work is approximately \$850,000. The work includes the following alterations of existing conditions which are defined in this section as exceptions to 3.3.1 and 3.3.2:

• Roof repair and renovation	\$21,400
• Window replacement	34,000
• Interior architectural finish repairs	*
<hr/>	
Total	\$55,400

[\* It should be noted that the extensive nature of the renovation precludes using the category of "ordinary repairs" as an exemption.]

Therefore, the total cost of non-excepted work is only  $\$850,000 - \$55,400 = \$794,600$ . It is assumed that the non-excepted work is greater than 30% of the full and fair assessed value of the building and the non-excepted work is greater than \$100,000. Therefore, per 3.3.2, a. the entire building is required to comply with 521CMR.

- 3.3.4 The first floor use for office and Council on aging shall continue. The lower floor use by the School shall change to an open meeting area for Town use. The non-occupied second floor shall be renovated for use by the Town. All three levels are intended to be accessible to the public.
- 3.12 The attic level shall remain as storage and be non-accessible.

- 14.5 The lower level meeting area is classified as an Assembly use. Per the Mass. State Building Code (780 CMR), Table 10008.1.2 for assembly unconcentrated the occupancy load of this space is 1,670 sf / 15 net sf = 112 persons. The occupancy is greater than 50 people and will therefore require an assistive listening system.
- 17.1 The eating area for the Council on Aging is classified as a restaurant by the Arch. Access Board. All seating is non-fixed but at least 5% of this seating should meet accessibility standards (ie: 27" minimum knee clearance under the table, height of table between 27" and 34", etc.). This section also covers the requirements of the serving counters (ie: 34" maximum height, 36" minimum width of aisle, tray slides no higher than 34" above the floor).
- 20.1 An existing accessible route which serves to connect the site to the first floor shall be maintained.
- 20.10 All internal changes in level shall comply with this section.
- 20.12 Areas of rescue assistance are not required due to being an existing building undergoing alterations, etc.
- 22.1 It is intended that the path of external accessible travel, other than the existing 1:12 ramp, shall comply with a 1:20 slope.
- 23.2.1 Due to the limited nature of the parking only (ie: less than 25 spaces) only one space is required to be accessible.
- 23.2.2 This one space is required to be van-accessible and shall comply with 23.4.7.
- 24.1 The existing accessible ramp shall remain.
- 25.1 The existing main first floor entry shall remain accessible.
- 26.5 All accessible doors shall allow for a minimum of 32" clear width. Maneuvering clearances (12" pull side of latch, 18" push side of latch) shall be followed.
- 27.3 Stairway riser and treads shall be fitted with floor finish that provides for a gradual nosing.
- 27.4 Continuous new handrails shall be provided that offer a gripping thickness of between 1 1/4" and 1 1/2".

- 28.1 A new elevator shall be installed to connect the lower level meeting area to the first and second floors. Access to the elevator shall be via the first floor. Access from the exterior to the first floor shall remain via the existing exterior accessible ramp.
- 29.1 New floor surfaces shall conform to this section.
- 30.1 Each floor shall be provided new accessible restrooms per this section.
- 32.1 The kitchen equipment remains the responsibility of the Council on Aging.
- 34.1 The definition of storage is beyond the scope of this feasibility study.
- 36.1 Bottled water dispensers shall be provided in lieu of drinking fountains.
- 37.1 An accessible public telephone shall be provided on the first floor that conforms to this section.
- 40.1 A new fire alarm system shall be installed per the requirements of this section.

## **5. Renovation Recommendations**

A. The site plan depicts the nature of exterior improvements. The dotted area indicates new paved surfaces. The orientation of the parking has been changed to a one way on part of the site. New van accessible handicapped parking spaces have been created. New exterior lighting via "wall packs" off the building will maintain site security. Note that this type of lighting will direct the beam downwards so as to not annoy any neighbors. All disturbed areas will be relandscaped.

B. Exterior: The existing windows units will be replaced with new windows within existing openings. An allowance in the budget has been carried for the replacement of any rotted wood sills. All existing sills to remain shall be covered in new aluminum. The existing siding is in fair condition and can be scraped and painted with a great deal of effort. The budget has carried for the replacement of the siding with new cedar siding for final paint/stain application. The asphalt roof shall be stripped and a new asphalt roof installed( with building paper, nailable mastic along the soffit, soffit/ridge vents, flashing at all dormers, valleys, etc.). A new elevator shall be installed along the west side of the lower level meeting area. This site for the elevator was chosen so as to minimize its visual impact on the building, the desire for internal access to the elevator (ie: access from site to building first via the ramp), and the maintenance of the existing south stairwells.

C. Interior: The interior shall be upgraded with new accessible restrooms, electrical service/lights with voice/data systems provisions, fire alarm system, automatic fire suppression system (ie:

sprinklers) and new heating throughout including air-conditioning of all non-storage/utility spaces. All perimeter walls shall have the existing interior finish removed for the installation of new insulation/vapor barrier/gypsum board and final paint. This will allow for a much more energy efficient facility and allow for easier installation of electrical utilities as well. All interior floor finishes shall be replaced. All office areas shall receive carpet, restrooms shall have ceramic tile mosaic, lobby/corridor stairwell areas shall have vinyl composition tile. The Council on Aging shall have either carpet or vinyl composition tile. All occupied spaces shall be repainted. The cost of furnishings (ie: window treatment, furniture, movable equipment [refrigerators, copiers, etc.]) have not been included in the budget.

For a more detailed scope and cost estimate on the mechanical and electrical portions of the project refer to attachments by Johnson & Seaman Engineering, Inc. (mechanical) and Shepherd Engineering, Inc. (electrical).

## **6. Budget and Time Schedule**

The following budget and schedule has been prepared by Thomas Plunkett Company, Inc. (Construction Managers). It is based upon on-site walkthroughs with the architect and the attached preliminary plans.

## **7. CAD Documents**

Attached is a set of preliminary floor and site plans (d:5-18-98) which depict the existing conditions as renovated. They are based upon on-site verification of existing conditions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jordan O'Connor". The signature is fluid and cursive, with a large loop at the beginning and end.

Jordan O'Connor, AIA  
attachments

## Thomas Plunkett Company, Inc.

---

P.O. Box 326 West Side Station  
103 Dewey Street  
Worcester, Massachusetts 01602

Telephone (508) 797-3716  
Facsimile (508) 797-3720  
E-mail: PlunkettMOH@aol.com

23 April 1998

Mr. Jordan O'Connor  
Jordan O'Connor and Associates  
57 Maple Street  
Barre, Massachusetts 01001

Re: Town of Paxton  
Feasibility Study

Dear Jordan:

In accordance with your instructions we submit this budget estimate for one new municipal building to suit the same use as the previously discussed White Building.

The scope of the estimate is as follows:

- Two stories with approximately 12,000 square feet of gross area.
- Steel frame with concrete pan stairs.
- Exterior brick masonry veneer with metal stud / gypsum board back up.
- Ducted heat / air conditioning.
- Fire sprinklers.
- Toilet facilities and
- Electric service, distribution and lighting.


The cost for this type of structure will be approximately \$ 101.00 per square foot, or, \$ 1,212,000.00 This cost does not include any site development or acquisition costs.

Furthermore, the cost to demolish the existing White Building completely, including removal of foundations and capping of utilities on site will be approximately \$ 48,000.00.

Please feel free to call if we may be of any further assistance in this regard

Very truly yours,

Thomas Plunkett Company, Inc.

  
Thomas P. O'Connor, Jr.  
Vice President - Construction

Construction Managers

Design/Builders

TOTAL P.04



# Thomas Plunkett Company, Inc.

P.O. Box 326 West Side Station  
103 Dewey Street  
Worcester, Massachusetts 01602

Telephone (508) 797-3716  
Facsimile (508) 797-3720  
E-mail: PlunketMOH@aol.com

18 May 1998  
Mr. Jordan C. O'Connor  
Jordan O'Connor and Associates  
57 Maple Street  
Petersham, Massachusetts 01001

## Re: White Building Study Paxton, Massachusetts

Dear Jordan:

Enclosed is our revised preliminary budget for the renovation work contemplated at the White Building located in Paxton, Massachusetts based on your plans dated 5/6/98.

### Division 1 General Conditions

This includes all jobsite "overhead" items necessary to complete the work and miscellaneous work items not attributable to any other division

Total..... 82,000

### Division 2 Site Preparation

This division includes the work necessary to prepare the site as it currently exists for the proposed work. This would include the following items:

Selective Demolition	60,000
Earthwork	11,500
Water Service	5,000
Landscaping	5,000
Asphalt Paving	7,000
Total.....	88,500

### Division 3 Concrete

This section includes new foundations for the elevator shaft, sidewalks, pads, interior column footings and slab patching.

Total..... 16,500

### Division 4 Masonry

This section includes the construction of the proposed elevator shaft.

Total..... 15,000

Construction Managers

Design/Builders

# Thomas Plunkett Company, Inc.

P.O. Box 326 West Side Station  
103 Dewey Street  
Worcester, Massachusetts 01602

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Mr. Jordan C. O'Connor  
18 May 1998  
Page Two

## Division 5 Metals

This section includes the required structural steel to stiffen up the existing floors, framing and decking for the elevator shaft roof and miscellaneous hand railings.

Total..... 36,500

## Division 6 Carpentry

This section includes all carpentry labor needed to make necessary repairs and install new items furnished under different sections:

Rough Carpentry 58,600

Finish Carpentry 44,000

Total..... 102,600

## Division 7 Thermal and Moisture Protection

This section includes stripping existing roof shingles and installing new, caulking exterior gaps in siding, etc. and installing both thermal and sound insulation.

Roofing 21,400

Caulking 2,500

Thermal Insulation 6,000

Sound Insulation 6,500

Total..... 36,400

## Division 8 Doors and Windows

This section includes the furnishing of all interior doors, frames and hardware. It also includes the furnishing and installation of approximately 80 new aluminum frame fixed window units.

Interior Doors 8,000

H.M. Frames 3,000

Entry Doors 5,000

Finish Hardware 13,500

Windows 34,500

Total..... 63,500

Construction Managers

Design/Builders

TOTAL P.02

# Thomas Plunkett Company, Inc.

P.O. Box 326 West Side Station  
103 Dewey Street  
Worcester, Massachusetts 01602

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Mr. Jordan C. O'Connor  
18 May 1998  
Page Three

## Division 9 Interior Finishes

This section includes all drywall for partitions, exterior walls and soffits as well as interior finishes to floors, walls and ceilings.

Drywall	32,500
Acoustical Ceilings	17,500
VCT	5,000
Carpet	11,700
Vinyl Stair treads	4,800
VCB	4,000
Floor Preparation	8,000
Painting	19,000
Exterior paint removal	9,500
<b>Total.....</b>	<b>112,000</b>

## Section 10 Specialties

This section includes all toilet room accessories and dividing partitions.

Accessories	1,400
Partitions	2,000
<b>Total.....</b>	<b>3,400</b>

## Sections 11,12 and 13

Not Used

## Section 14 Conveying Systems

This section provides for one elevator as required.

<b>Total.....</b>	<b>75,000</b>
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## Section 15 Mechanicals

Plumbing: Demolition of existing infrastructure and installation of new toilet room facilities, appurtenant piping and one new electric hot water heater.

<b>Total</b>	<b>58,700</b>
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Sprinkler: Combination wet / dry pipe system with approximately 165 heads.

<b>Total</b>	<b>36,600</b>
--------------	---------------

Construction Managers

Design/Builders

# **JSE JOHNSON & SEAMAN ENGINEERING, INC.**

**4 Faith Avenue, Auburn, MA 01501 (508) 832-3535 Fax (508) 832-3393**

May 15, 1998

Mr. Jordan O'Connor  
Jordan O'Connor & Associates  
RR01 Box 84  
Barre, MA 01005

Re. Mechanical Systems Survey & Planning at the White Building in Paxton, MA

Dear Mr. O'Connor:

The following is a summary report outlining our observations and comments regarding the status of the existing buildings HVAC & Plumbing systems and their feasibility for reuse in the proposed renovations at the above referenced location. In addition, we have made recommendations and applied budgetary cost estimates to the modifications and improvements necessary to comply with current codes and standards and to update the antiquated mechanical systems to accommodate the office use as defined by your preliminary renovation plan dated 5/6/98.

## **SITE INSPECTION**

We performed a site inspection of the existing building with you in April, 1998. Our review was limited to our own observations along with architectural plans furnished by yourself. Comments and information provided during the site visit was used extensively in assembling this report.

## **GENERAL**

The building is primarily of brick/masonry and heavy wood frame construction with a brick exterior. Windows vary in type, but for the most part are of the single glazed. The building is a three-story structure with the north side projecting from grade 2-stories and the south elevation projecting 3-stories. The structure encompasses approximately 12,000 SF of floor space with 4,000 SF per floor.

The lower level houses a large open room, boiler room and storage area. The 1<sup>st</sup> floor was almost entirely comprised of classroom space, a segment of which has been retrofitted into space used by the Council for Aging. The 2<sup>nd</sup> floor was used exclusively for classroom space. There is also a small storage room(s) on each of the 1<sup>st</sup> & 2<sup>nd</sup> floors.

The renovation scheme would replace the existing windows with insulating types and provide insulation in the attic area.

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## PLUMBING

### *Fixtures and ADA Compliance:*

The existing buildings plumbing systems are limited to only two restrooms, one woman's and one men's, located on the 1<sup>st</sup> floor. Each restroom has an ADA compliant water closet and lavatory sink.

There is also a standard kitchen sink located in the proximity of the restrooms in the Council for Aging area.

### *Water Service:*

The domestic cold water supply is fed from a municipal water source. It will need to be upgraded in size to accommodate the increased water demand required of the new office occupancy.

Domestic hot water appears to be provided through a tankless hot water heater on the heating boiler that serves the entire domestic hot water needs for the building. Based on the current number of fixtures it is more than adequate to support the connected fixture loads.

We noticed few if any exterior freeze-proof type sill cocks. Based on Massachusetts Plumbing Code, there should be at least one every 100' of building perimeter.

### *Drainage Systems:*

For the most part the roof areas are sloped to the perimeter and drop down exterior leaders draining passively through the ground or into nearby site catch basins. There are also signs that an interior rain leader system exists for the flat roof sections. There were no signs of a storm water retention system in the immediate area.

We were unable to determine the existing exit point(s) of the sanitary waste piping since it drops below the floor slab before leaving the building. The system discharges to an on-site sanitary waste disposal system serving the adjacent school. This system was recently upgraded to comply with Title V requirements however, the capacity of this system for accommodating the increased load must be determined.

## HVAC

The building has a mix of heating sources supporting it. For the lower level, low-pressure steam is piped into the building from the adjacent school and supports two classroom unit ventilators in

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the large open area. The two horizontal classroom unit ventilators have the ability to draw in outside air through wall louvers behind the units.

For the 1<sup>st</sup> floor, Council on Aging, the heating requirements are supported by one (1) Weil McLain hot water boiler located in the boiler room. The boiler has a rated output capacity of 151,000 BTUH and is estimated to be 5 years old or less. The boiler vents through a sidewall power venter. We can only assume the existing chimney is in poor condition and therefore was not used for venting.

The main lobby /entry area of the building was once heated by a steam radiation coil under a grille in the floor which is no longer active. The 2<sup>nd</sup> floor of the building has old steam radiators, which are no longer operational.

The boiler room also houses an old steam boiler, which has been abandoned in place.

The local hot water boiler is currently fueled by #2 fuel oil supplied by one (1) 275 gallon above ground tank located adjacent to the boiler.

Heating from the hot water boiler is distributed to the 1<sup>st</sup> floor areas via a forced hot water distribution system serving fin-tube baseboard radiation located throughout the building. There are four (4) circulating pumps in the building each serving one of the following radiation zones:

- Northeast Section
- Northwest Section
- Southeast Section
- Southwest Section

It appears that most of the old asbestos insulating materials has been abated and/or replaced with equivalent fiberglass types. However, any renovation project should address the possible presence of asbestos on concealed ductwork or on other components.

There is no minimum outdoor air ventilation to most of the systems above the basement level. The American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Ventilation Standard 62-1989, requires outdoor air levels of 15 to 20 cfm per person dependant on occupancy classification. The operable windows in most of the 1<sup>st</sup> and 2<sup>nd</sup> floor areas would satisfy the natural ventilation requirements of the Commonwealth of Massachusetts State Building Code. However, we feel that proper indoor air quality can only be achieved through positive outdoor air ventilation even if it is introduced as a minimum air supplement to natural ventilation. Natural ventilation relies on occupants to control their air quality levels manually by opening and closing windows. Since CO<sub>2</sub> is odorless and colorless as many other indoor air pollutants are, we feel it is unrealistic to expect occupants to gauge the contamination level of the indoor air and open a window in the cold of winter.

Both bathrooms in the building have small exhaust fans, which connect to old duct risers.

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Our observations found no signs of a centralized or local energy management control system. It appears the only level of zoning and control is via four (4) thermostats, which control the respective circulating pump zone. Therefore, the staff adjusts day and night setback temperatures manually.

## PROPOSED DESIGN CONCEPT

### FIRE SUPPRESSION

Based on the size and change of use status for the building, we would expect that fire suppression sprinklers would need to be added to the building. Most of the building could be protected with a wet-pipe type system. However, since the attic is of combustible construction, this area would require a dry-pipe type system with associated air compressor and accessories.

### PLUMBING

As mentioned earlier, the existing water service to the building will need to be upgraded to accommodate the proposed renovation. For the purposes of our cost estimate we have assumed the existing waste inverts from the building will be adequate to accept the new basement fixtures.

The total number of fixtures throughout the building will be increased dramatically to accommodate the proposed use. According to the proposed architectural renovation plan the water closet/urinal fixture distribution shall be as follows:

	<u>Women's</u>	<u>Men's</u>	<u>ADA</u>
Lower Level -	2 wc	0	1 unisex
1 <sup>st</sup> Floor -	3 wc	1 wc, 1 u	1 men wc, 1 women wc
2 <sup>nd</sup> Floor -	3 wc	1 wc, 1 u	1 men wc, 1 women wc

In addition janitors closet shall be provided on each floor. It is anticipated that electric water coolers shall also be furnished on each floor.

It is questionable as to the layout of the kitchen as residential in nature. Local board of Health may require upgrade of existing fixtures including 3-bowl sink, hand sink, grease interceptor, etc.. For the purposes of this cost estimate we have assumed the kitchen shall remain as existing and as shown on the plans.



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### HVAC

For the heating system, we would recommend expanding the existing hot water boiler concept to accommodate the lower level and 2<sup>nd</sup> floor as well as any other area not currently heated. A new boiler could be installed adjacent to the existing and they could be coupled together to work in lead-lag order. This would give the system some redundancy as well as improved capacity control. We would also recommend running a new pressure rated flue liner up the existing chimney thereby removing the power venter, which is a maintenance concern in itself.

Fin-tube radiation would be added to all the areas not currently heated by such with zoning achieved through electric control valves.

The four existing pumps would be replaced with 2 main pumps, one primary and one stand-by. Existing pump zones would be controlled with electric control valves. The entire loop could be placed on an energy saving hot water reset schedule to conserve energy by reducing standby losses as well as ramping heat output of radiation in response to outdoor temperatures.

For air conditioning and ventilation we feel this building would best be suited for a variable air volume (VAV) type system. The air handler could be located in a lower level machine room utilizing existing chaseways to distribute air up and down the building. Each room in the building would have a VAV box, which would adjust the volume of air to the respective space to maintain space ventilation and cooling setpoint. Radiation zones could cycle as needed to maintain space heating setpoint.

### **ORDER OF MAGNITUDE COST ESTIMATE**

Note: The following cost estimates do not include demolition cutting, patching and painting and any work beyond the exterior building perimeter.

#### **FIRE SUPPRESSION**

Wet pipe system (\$2.2/SF)	\$26,400
Dry pipe system (2.5/SF)	<u>\$10,000</u>
<b>FIRE SUPPRESSION TOTAL</b>	<b>\$36,600</b>

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**PLUMBING**

(1) electric water heater and all new fixtures and piping  
within the building as defined above. **\$55,000**

**HV - OPTION #1 = BASE BUDGET**

(1) new hot water Boiler, (2) pumps and all assoc.  
piping and baseboard **\$45,000**  
(1) 15 ton central station air handler **\$20,000**  
main ducts, return fan, exhaust fan, controls and misc **\$20,000**  
**HV TOTAL \$85,000**

**DIVISION 15 OPTION #1 PROJECT TOTAL \$176,600**

**HVAC - OPTION #2**

(2) new hot water Boiler, (2) pumps and all assoc  
piping and baseboard **\$45,000**  
(1) 25 ton central station VAV air handler **\$25,000**  
(1) 25 ton condensing unit **\$15,000**  
(12) VAV units with duct & controls **\$50,000**  
main ducts, return fan, exhaust fan and misc **\$30,000**  
**HVAC TOTAL \$165,000**

**DIVISION 15 OPTION #2 PROJECT TOTAL \$256,600**

If you have any questions regarding this report please do not hesitate to call.

Sincerely Yours,  
Johnson & Seaman Engineering, Inc.



Kevin R. Seaman, P.E.  
President

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JOHNSON & SEAMAN ENGINEERING, INC.

**TOWN OF PAXTON**  
**WHITE BUILDING STUDY**

**PROPOSED ELECTRICAL COST ESTIMATE**

**LIGHTING** - Remove the existing pendent mounted fluorescent non-energy efficient lighting fixtures. Replace with 2x4, three lamp (T8), electronic ballast, parabolic fixtures or acrylic lens type fixtures. Note. The existing fluorescent fixtures most likely have PCB ballasts.

\$23,750.00

**EXTERIOR SITE LIGHTING** - Install a minimum of eight 175 watt metal halide, low glare, polycarbonate protected wall mounted fixtures around the perimeter of the new addition. Fixtures shall be controlled via a time clock and photo-cell

\$3,200.00

**GENERAL POWER RECEPTACLES** - Install a minimum of 8 duplex receptacles per office on a dedicated

\$6,200.00

**DATA AND TELEPHONE OUTLETS** - Install a minimum of 8 category 5 cable for data and a minimum of 8 category 5 cable for telephone. Install patch panels and punch down blocks

\$22,000.00

**FIRE ALARM SYSTEM**

\$12,000.00

**NEW SERVICE** - Disconnect the incoming 200 ampere, 120/240 volt, 1 phase, 3 wire, main electrical service and install a new 600 ampere, 120/208 volt, 3 phase, 4 wire service

**PRIMARY** - Remove the existing overhead secondary service and install a new underground line from the service entrance to the utility pole. Utility company will have to replace their primary service to a three phase system. They may require that a pad mount transformer be installed in lieu of pole mounted transformers.

**SECONDARY** - Installation of a new 600 ampere main electrical service.

\$18,500.00

padmount transformer

3,000.00

**Note:** Price does not reflect utility company back charges.

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**Electrical Cost Estimate**  
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**HVAC SYSTEM**

**HEATING ONLY SYSTEM** - Provide power to approximately four roof top units.  
\$2,500.00

**HEATING AND COOLING SYSTEM** - Provide power for approximately four packaged roof top heating and cooling units. Complete with duct smoke detectors connected to the fire alarm system for unit shut down.  
\$8000.00

**ROOF EXHAUST FANS** - Provide power to approximately three exhaust fans.  
\$800.00

**BOILER ROOM PUMP** - Provide power to a new 2 horse power pumps. Include disconnect and starter. Connect to the existing main electrical service  
\$350.00

**DEMOLITION**

**EXISTING CLASSROOM AND CORRIDORS** - Remove and dispose of existing light fixtures, main service, telephone, receptacles, etc.  
\$4,000.00