TOWN MANAGER

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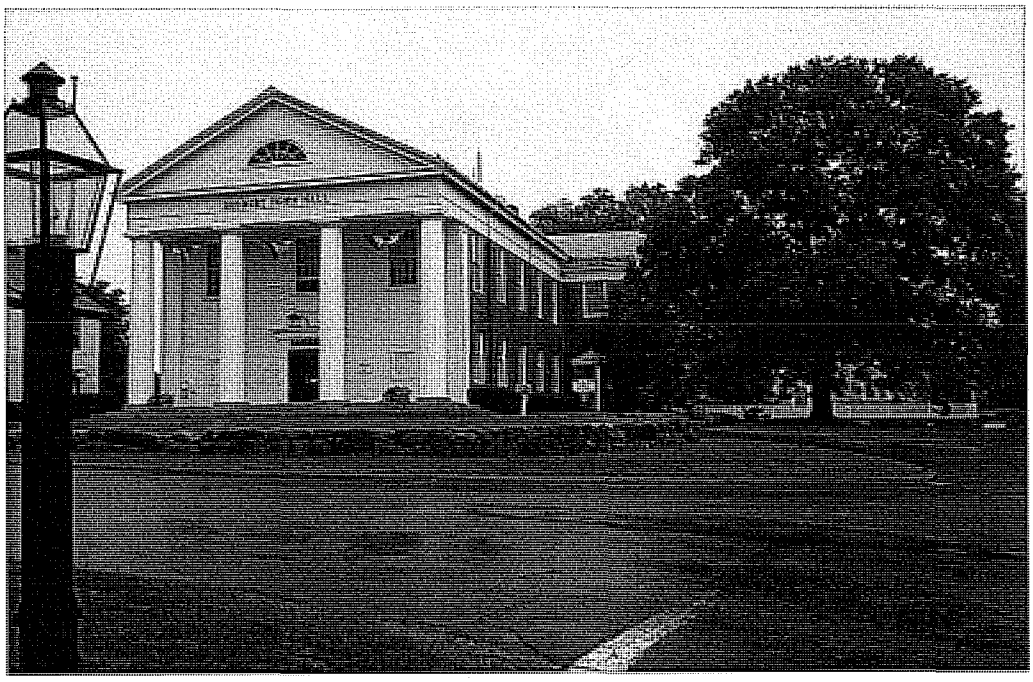
Town of Sudbury Space Needs Study



Prepared by Bargmann Hendrie + Archetype for
Town of Sudbury, Massachusetts
Maureen Valente, Town Manager

Engineering Consultant: SAR Engineering, Inc.
10 Granite Street
Quincy, MA 02169

DRAFT REPORT
January 4, 2002

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Executive Summary

The Town of Sudbury is considering various options for providing additional office, facility and operational space to insure the most effective administration of Town government and the most effective delivery of Town services to its citizens.

Bargmann Hendrie + Archetype (bh+a) was retained by the Town to perform a Comprehensive Facility Study focusing on office space and facility needs associated with the Town's general government and other municipal service functions. Town facilities evaluated included:

Town Hall, 322 Concord Road
Alan Flynn Building, 278 Old Sudbury Road
Loring Parsonage, 288 Old Sudbury Road
Sudbury Police Station, 415 Boston Post Road
Fairbank Community Center, 40 Fairbank Road.

The Study was overseen by a committee appointed by the Town Manager and consisting of the Assistant Town Manager, the Town's Building Inspector and the Chair of the Permanent Building Committee.

The objectives of the Townwide Comprehensive Facility Study are to obtain current information on the conditions of Town facilities and to develop the most feasible and cost-effective alternatives to update and upgrade the facilities to maximize efficiency in administration, management and service delivery.

In conjunction with SAR Engineering, bh+a toured the facilities, observing existing conditions and noting deficiencies. Building materials, spaces and systems were observed, and Department heads and other relevant personnel were interviewed. In general, the team found the buildings to be well-built and structurally sound. However, certain deficiencies were identified, and long-standing problem areas (e.g., structural problems associated with overloading floors at the Flynn Building, boiler/burner incompatibility issues at Fairbank Center) were acknowledged. Programmatic space needs were identified and tabulated, by department.

Working from existing paper drawings (where available), bh+a prepared CAD base drawings (floor plans) of the five facilities. An analysis of space needs by department followed; data and preliminary conclusions derived from this process then informed the development of conceptual scenarios representing alternative implementation strategies. Four different scenarios are illustrated by a matrix supplemented by selected conceptual floor plans and preliminary cost estimates. Parking issues are also addressed.

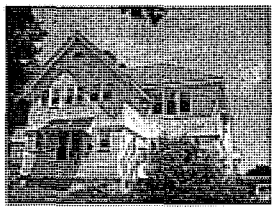
Next steps include presentation of preferred options in a public forum, in the hope of receiving feedback and guidance toward the development of final recommendations.

Building and Department Overviews

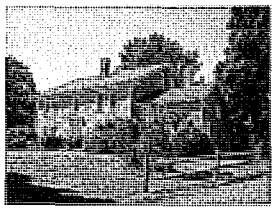
The following pages give an overview of each of the five buildings studied and the programs housed within them. This information was collected during interviews with department heads and tours of each facility. Building overviews provide descriptions of the physical plants and their condition, outlining deficiencies and making recommendations as necessary. Engineering field reports and recommendations supplement building overviews to provide a more in depth analysis of the building systems. Department overviews provide a brief description of what the functions of the departments are and the space needs of each. Program analysis spreadsheets supplement each overview to show the square footage requirements of each department.

List of Buildings Studied:

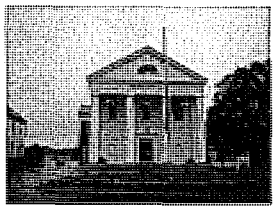
- Flynn Building



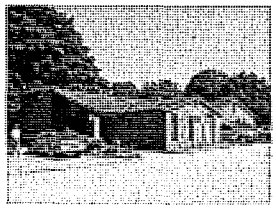
- Loring Parsonage



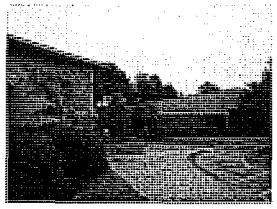
- Town Hall



- Police Station



- Fairbank Center



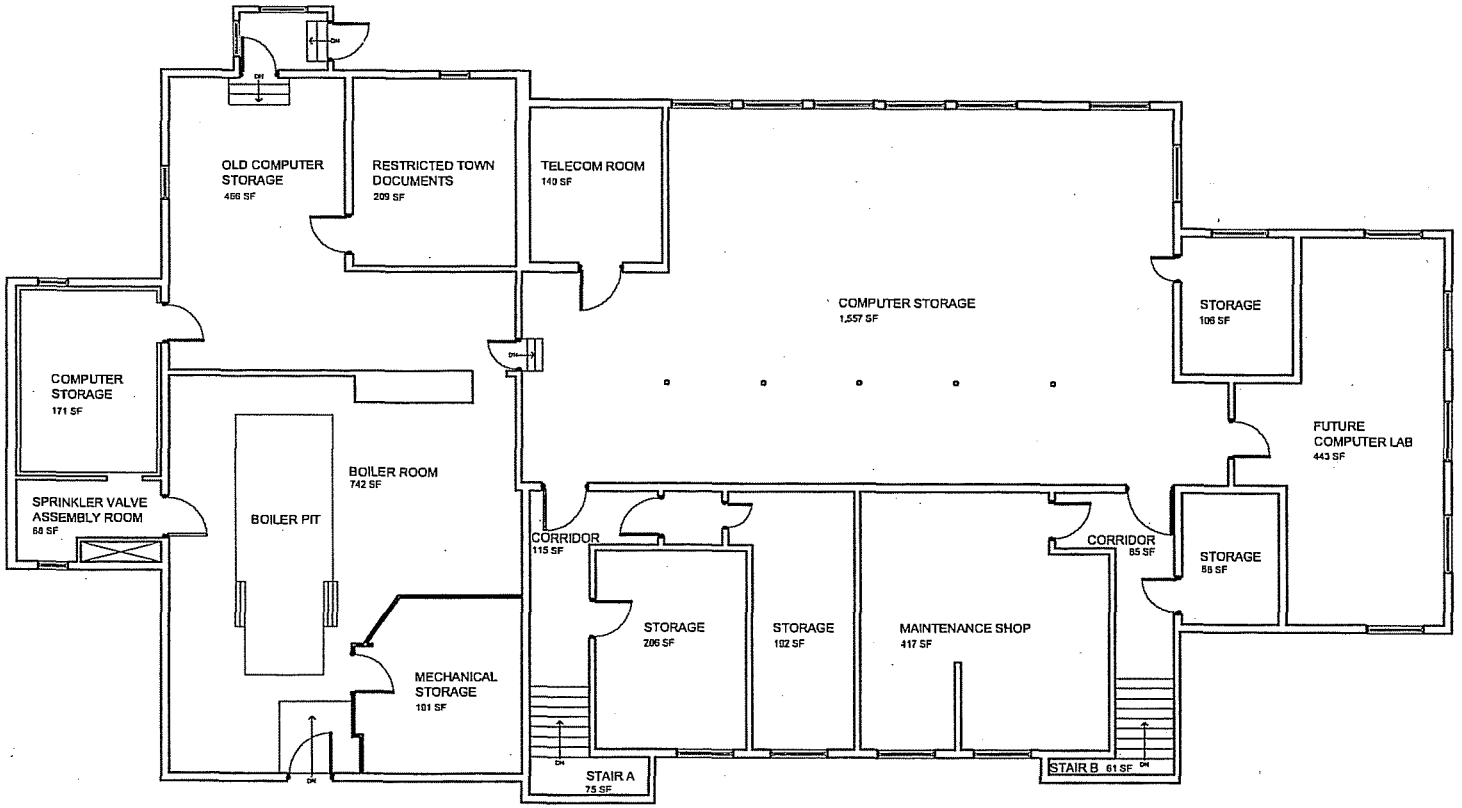
Flynn Building

Building Data Inventory:

Address: 288 Old Sudbury Road
Zoning:
Lot size:

Building type: Administrative Office Building
Number of floors: 2 floors with a basement
Year built: 1897
Additions:
Major renovations: Accessibility upgrades (in progress)

Occupancy groups: B, Business
Construction class: 5B



ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
###-####-#### Tel
###-####-#### Fax
www.——.com

REVISIONS

1	
2	
3	
4	
5	
6	

DATE

DRAWING TITLE

Flynn Building Basement Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

LM
DRAWN BY

2253.00
PROJECT #

a100_flynn.dwg
FILE NAME

DRAWING NUMBER

A100

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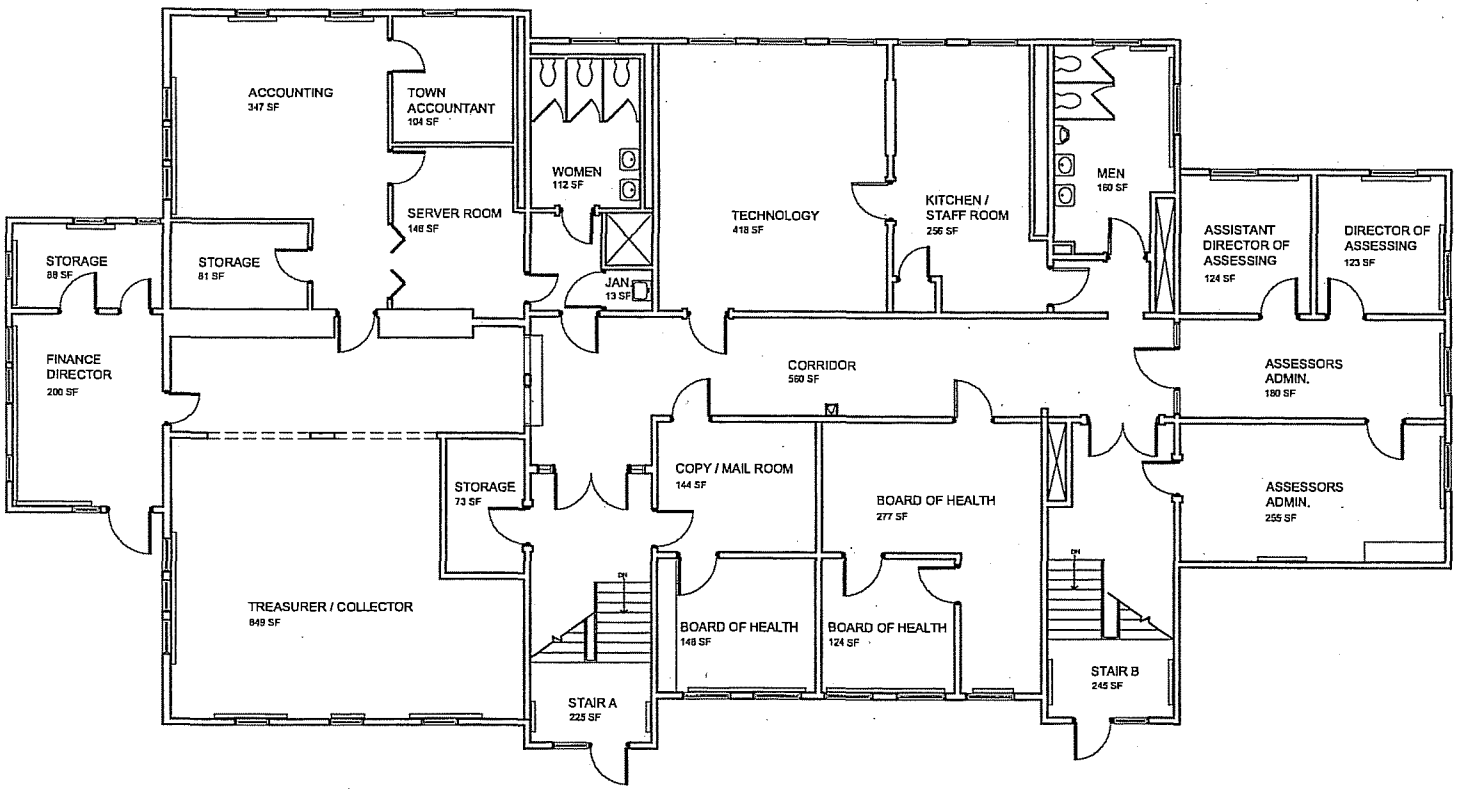

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268 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM
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Name
Street
City, State Zip
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REVISIONS
1
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DATE

DRAWING TITLE
Flynn Building First Floor Plan

DRAWING INFORMATION
July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/8" = 1'-0"
SCALE
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PROJECT #
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FILE NAME

DRAWING NUMBER
A101

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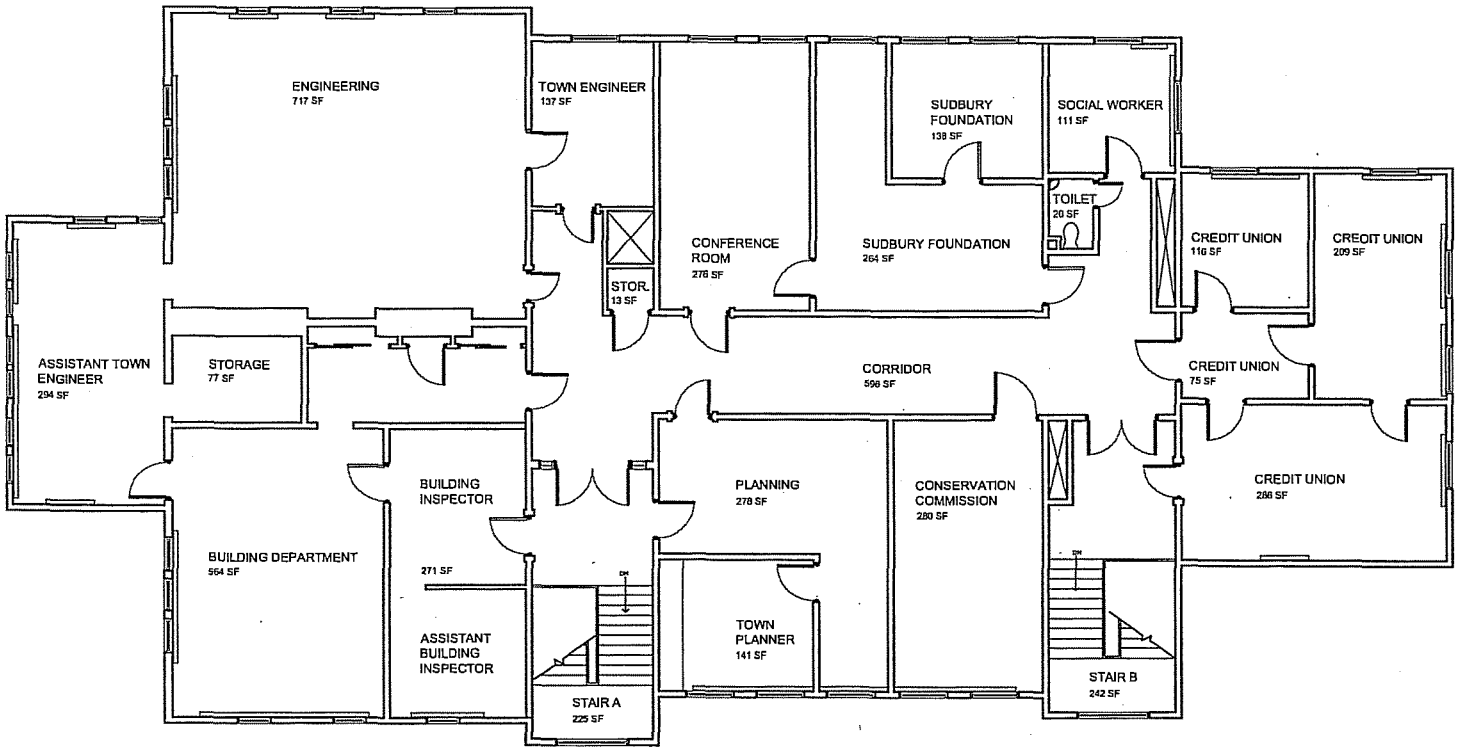

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Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
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###-#### Fax
www.____.com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Flynn Building Second Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

LM
DRAWN BY

2253.00
PROJECT #

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FILE NAME

DRAWING NUMBER

A102

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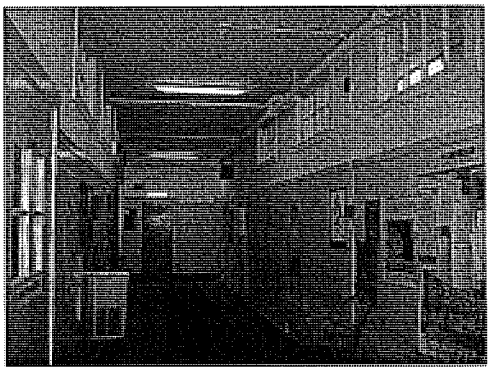
Flynn Building

Building Condition Overview:

The Alan Flynn Administration Building was originally built as a schoolhouse in 1898. This building is a two-story structure built of wood frame construction, with a raised basement. The exterior is clad in painted clapboard and wood shingles, in good condition. Several roof types, including gable, hipped, and flat are combined. Clad in asphalt shingles, the gable and hipped roofs are in good condition. The flat roof was leaking but has since been repaired. Most of the original windows have been replaced with aluminum double hung windows with applied mullions. Currently, the entire building is painted bright white.

There is no central entry to the Flynn Building. Rather, there are two doors on the east side of the building, adjacent to the parking lot. The building entrances are not wheelchair accessible; both are one step up from grade and enter onto a stair landing. This landing is at mid-level, so neither floor is directly accessible. Plans are underway for an elevator to be installed at one of these entrances. This elevator will bring employees and visitors up or down one half level to the basement or first floor and up one and one half levels to the second floor. The scheme calls for the concrete step in front of this entrance to be removed and the area in front of the door regraded to provide a new ramp up to the entrance. It should be noted that the handrails on the existing stairs and the thresholds at the entry and basement level are not ADA-compliant.

Two stair towers serve as the main entrances.



Second floor corridor.

The interior finishes are in good condition. Most walls are painted plaster with painted wood trim. The ceilings throughout the building are painted plaster; however in some office spaces, suspended acoustic ceiling tiles or suspended gypsum wallboard have been installed. In the main corridors and kitchen, acoustic ceiling tiles have been applied directly to the plaster ceiling. The floor finishes in most offices are hardwood or carpet, and vinyl tile is used in the bathrooms, kitchen and stair landings. The main corridors also have a wood floor. Interior doorknobs are not ADA compliant. The Town reports that floor loading has been a major problem for this building. When it was built as a school, the loading was designed for 100 lbs/sf, but the vaults and fireproof file cabinets that are used in Town offices create point loads that exceed this capability. Extra support has already been added in the southeast corner of the basement to support the loads in the Treasurer/Collector's office; additional support may be needed in the future.

No central air conditioning is provided in this building, so window and wall unit air conditioners are used for cooling – an inefficient use of energy. A problem with the electrical loading is evident throughout the building during the summer months because most computers and air conditioning units cannot be used simultaneously without causing power drops and, thus, computer problems. Central heating is provided for the building but individual thermostats are lacking in most of the offices. One example of the balancing problems is that the south side of the building is reported to be always warm, no matter what the weather. The plumbing fixtures in the restrooms are outdated and need to be replaced. None of the bathrooms are wheelchair accessible. This building is fully sprinklered and is equipped with heat detectors and a fire alarm system; refer to engineer's field report for more details.

Building security, especially for workers in the building after hours, is not adequate. The two entrances are secured by a key lock. These locks are difficult to operate and can easily be mistaken for locked when they are not. (Further, there are several people who have keys to this building, some of whom no longer work in the building.) A better access control system with more secure access is necessary. There is no emergency or 24 hour lighting in the main corridor. This corridor becomes very dark during the evening hours when most offices are closed. Outdoor lighting is also minimal, so the parking lot is also dark during the evening hours.

Parking is inadequate for the current occupancy of the Flynn Building. Several departments use municipal vehicles during the day, so parking for two vehicles is required for those employees. The close proximity of this parking lot to the entrance to the school building behind it often attracts school traffic, which exacerbates this lack of parking.

As a former schoolhouse familiar to many residents, the Flynn Building conveys a certain charm, and it has served as the home for some city departments for several years. However, the structure's high ceilings, extra-wide corridors and structural constraints render it less attractive for continued investment of public monies. This is not to say that the building is "fatally flawed" and should be razed; rather, it should be understood that there are certain inefficiencies, from the operations and maintenance point of view.

SAR Engineering, Inc.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Alan Flynn Building *FIELD REPORT NO.:* 1

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 8:30 AM *WEATHER:* Showers *TEMP. RANGE:* 68°

PRESENT AT SITE:

Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

OBSERVATIONS:

FIRE PROTECTION

- 6" service to sprinkler system presently adequate.
- 2 OS&Y valves.
- 1 watts backflow preventer.
- Firematic alarm valve.
- 2" drain to exterior as part of the inspector's test connection.
- Building is sprinklered with exception to some miscellaneous storage closets.
- Siamese connection on exterior of building.
- Second floor hallways and stairways are sprinklered.
- The square foot coverage should be verified for coverage.
- Water pressure – flow test should be updated.
- System in general is in fair to good condition.
- Sprinkler has pendent heads – model unknown at present.
- System should be tested annually.
- Flow test also suggested for supply data

PLUMBING

- Sanitary sewer to lift station to leaching field.
- Piping for sanitary is extra heavy cast iron with lead and oakum joints.
- Piping is in good condition with no visible leaks.
- Water service is 1 ½ diameter to meter and increases to 2" after meter.
- In the restricted town documents room, there is some miscellaneous water piping in fair to poor condition with asbestos insulation and fiberglass insulation both. Abatement and replacement suggested.
- Hot water is supplied by electric water heater manufactured by state 66 gallon capacity.
- There is a 2" gas service into the building with the meter being on the exterior of the building.
- There is also a backflow preventer on the boiler for make up water for the boilers. Testing per DEQE CMR 2.a.7.
- Toilet rooms have wall hung fixtures with flushometers, no floor drains, not hose bibs, and not ADA compliant.
- Drinking fountains are older style Halsey Taylor and low water pressure observed. Replacement recommended.

10 Granite Street, Quincy, Massachusetts 02169 617 328-9215 FAX 617 328-9216 email: sar@sar.com

SAR

FIELD REPORT

PROJECT: Sudbury Facilities Study – Alan Flynn Building *FIELD REPORT NO.:* 1

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 8:30 AM *WEATHER:* Showers *TEMP. RANGE:* 68°

- Janitors sink has no vacuum breaker on the faucet. This is a code violation. Vacuum breaker required.
- Water pressure at some fixtures low.
- Some pipe sizing to be addressed and pressure test suggested.

HVAC

The building heating piping appears to contain asbestos. The town should retain a consultant to review this.

Heat is provided by a Weil-McLain oil fired hot water boiler having an output capacity of 887,000 BTU. Steel piping distributes hot water from two hot water pumps, which are in poor condition and require new seals. Room heat is provided by finned tube radiation, which lacks proper zone valves.

1. The boiler was installed in 1973 and is nearing its useful life expectancy.
2. The pumps may be useful for another five years when rebuilt with new seals.

There are a number of window air conditioning units.

ELECTRICAL

Electrical System

The building is fed from underground service providing 200A, 120/208, 3 phase, 4 wire system. The 200A 30 pole distribution board and various panels on each floor make up the electrical distribution system for the building. The main distribution and panelboards have utilized all the circuit breakers, and no spare breaker is available for future use.

The distribution board and panelboards are in fair condition. However, the service may not support significant increase in the load. The computer load does not have TVSS panelboards. "TVSS" are transient voltage surge suppressor. TVSS provide protection of electrical circuits for sensitive load like computers from the effect of lightning induced currents and switching transient.

Lighting

The lighting throughout the building is fluorescent fixtures with T-12 lamps. The fixtures are in good condition. Energy efficient fixtures are required.

Emergency Lights

The building has emergency battery unit and remote units. However, in the basement, old computer storage room, mechanical room, and future computer lab emergency battery units are not provided. In computer room, additional emergency light is required.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Alan Flynn Building *FIELD REPORT NO.:* 1

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 8:30 AM *WEATHER:* Showers *TEMP. RANGE:* 68°

Exit Lights

Exit lights in the building are illuminated type. In basement, second floor, and engineering department, additional exit lights are required.

Fire Alarm System

The existing "Silent Knight System" 8 zone hard wired fire alarm system is located on the first floor at stair #A. The fire alarm has battery with 24 hours standby capacity. The building has heat detectors. However, heat detectors in the basement area are hanging on the ceiling and need to be properly installed.

The building also has initiating and notifying devices on both entrances and corridors. However, no horn/strobes are provided in the office areas, computer rooms, and bathrooms.

Miscellaneous System

The building has its own telephone system.

ITEMS TO VERIFY	*ACTION REQUIRED:*
Water pressure, flow test	Head spacing to be reviewed for coverage for code update

REPORTED BY: Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

(s) "Atmospheric Vacuum Breaker" shall mean a device used to prevent back siphonage and not to be used under static line pressure.

(2) Responsibility

(a) The Department has the following responsibilities relative to cross connections:

1. Establishment and administration of regulations covering cross connections;
2. Reviewing and approving plans for proposed new installation of air gaps with tank and pump arrangements, reduced pressure backflow preventers or double check valve assemblies before they may be lawfully installed or maintained;
3. Inspection of new installations for compliance with approved plans;
4. Issuing permits to maintain approved cross connections as indicated in 310 CMR 22.22(4);
5. Providing advice and assistance to others involved in program elements under this section;
6. Surveying commercial, industrial, and institutional buildings served by the public water system to determine if cross connections exist, whenever the Department deems such surveys necessary;
7. Annual inspection and testing of approved backflow preventers.

(b) The supplier of water is responsible for the safety of the public water system under its jurisdiction, and shall have the following specific responsibilities relative to cross connections:

1. Making semi-annual inspections of all approved backflow prevention devices installed on the distribution system;
2. Assisting Department personnel in annual inspections of approved backflow prevention devices;
3. Inspecting all commercial, industrial and institutional premises served by the public water system to determine if cross connections exist, whenever the supplier of water deems such inspections necessary;
4. Taking appropriate action to eliminate hazardous conditions;
5. Reporting to the Department any violations of these regulations found in surveys or otherwise;
6. Maintaining records of inspections of approved backflow preventers, and submitting copies of the records of the inspections to the Department.

(c) The owner of any permit for a cross connection has the following responsibilities relative to cross connections:

SUDBURY FACILITIES STUDY

UPGRADE RECOMMENDATIONS FOR ALAN FLYNN BUILDING

HVAC

1. The Flynn Building boiler was installed in 1973 and should be replaced along with its two hot water pumps. It is not known if asbestos abatement is required. New hot water zone valves should also be considered. The total cost of the recommended upgrades is estimated at $23,500 as follows:

   a. The new boiler, pumps and controls are estimated at $18,000.

   b. The estimated cost for 20 new zone valves is $5,500.

2. A major architectural reconfiguration within the building may require additional HVAC changes.

PLUMBING/FIRE PROTECTION

1. With the exception of several small closets not being sprinklered, the overall system appears to be in good condition and code compliant. We would recommend that the town hire a sprinkler system service company to flush out and test the system annually.

   Estimate cost to add additional heads $250/head (approximately 10 heads).

2. The overall condition of the plumbing systems appear to be in good condition. Several code violations were observed regarding ADA compliance. It is recommended that replacement of five fixtures at $2,500/fixture equals $12,500 (2 water closets, 2 lavatories, and 1 drinking fountain) should satisfy ADA compliance.

ELECTRICAL

We recommend the following two options:

Option I

1. The existing lighting fixtures should be replaced with new fluorescent fixtures with T-8 lamps and electronic ballast because it is more energy efficient (lumens/watt), longer life, and comply with energy code.

   The cost to provide new fixtures will be approximately $38,000.

2. New emergency lights should be provided in the areas shown as per attached sketch.

   The approximate cost of fixtures will be $2,000.

3. The exiting fire alarm system should be replaced with new addressable ADA compliant system.

   The approximate cost for a new fire alarm system will be $24,000.

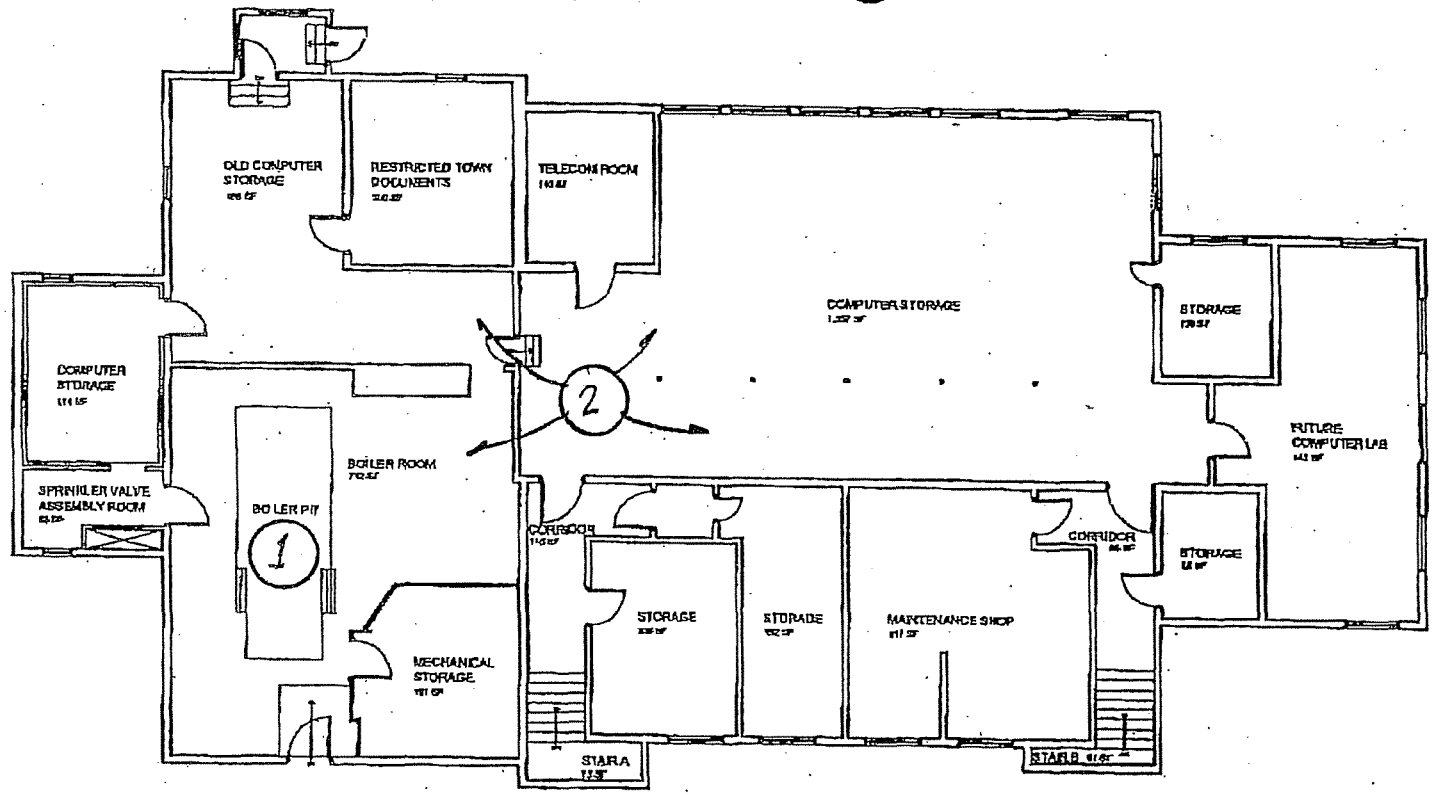
Option II

1. Option I includes upgrading existing lighting and fire alarm system only. However, if new mechanical equipments are proposed, we then recommend 400A 120/208V, 3 phase, 4 wire main distribution board and panelboards on each floor.

2. The approximate cost will be $40,000.

W:\2109200\Admn\Crsp\Rec – Flynn Building

1. REPLACE BOILER
2. REPLACE ZONE CONTROL VALVES
3. NEW TOILET EXHAUST FAN



bh+a

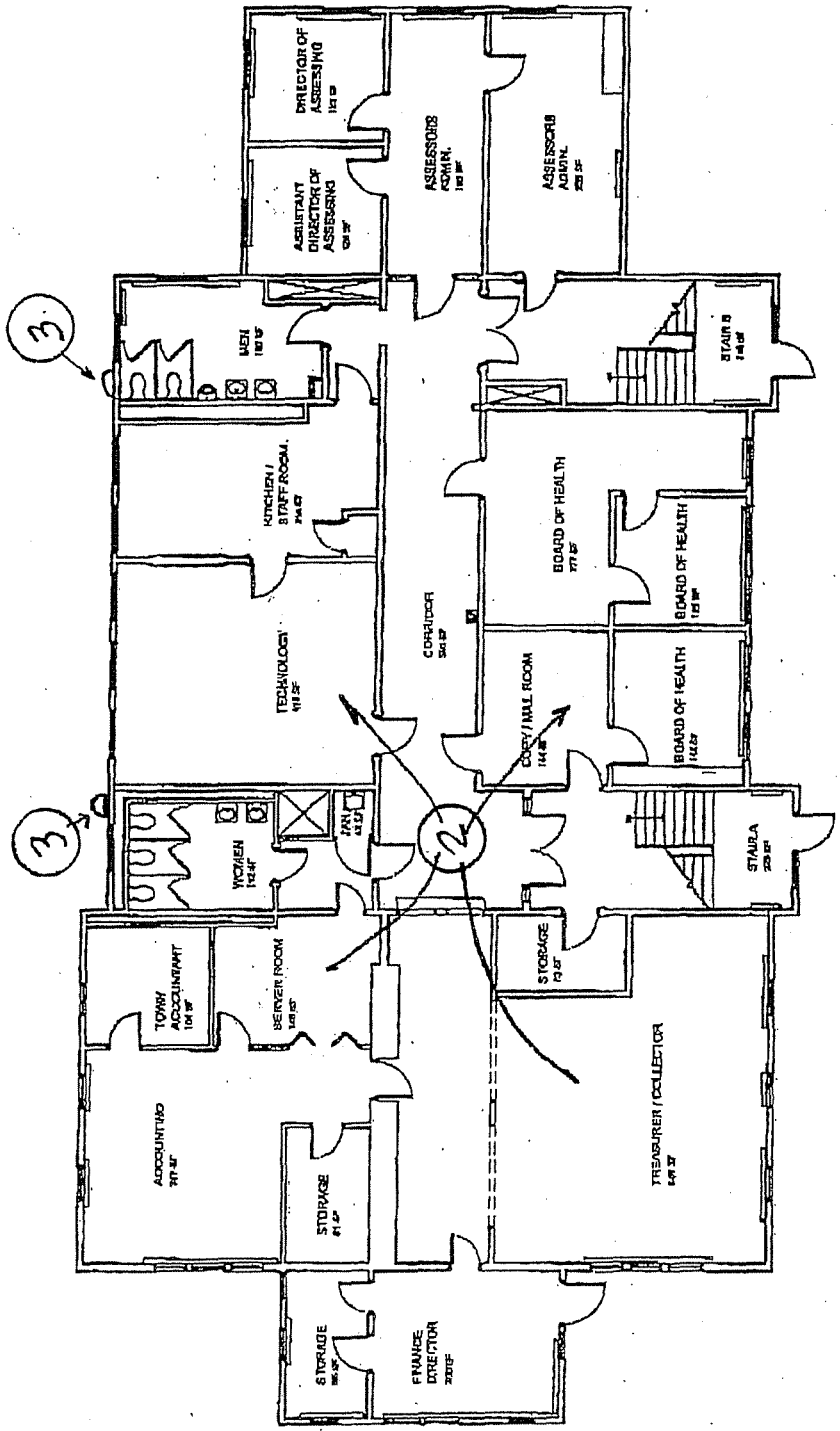
Sudbury Space Needs Study

Town of Sudbury

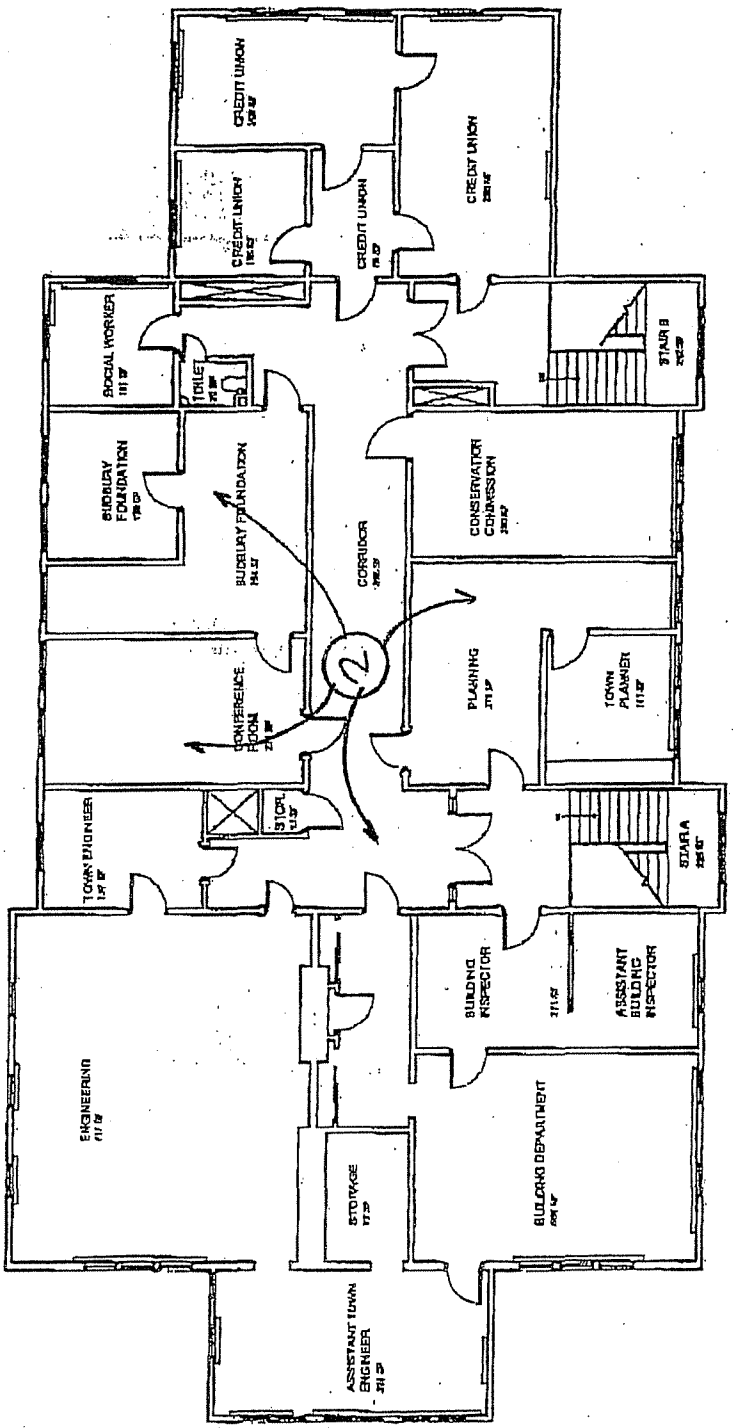
Flynn Building Basement Floor Plan

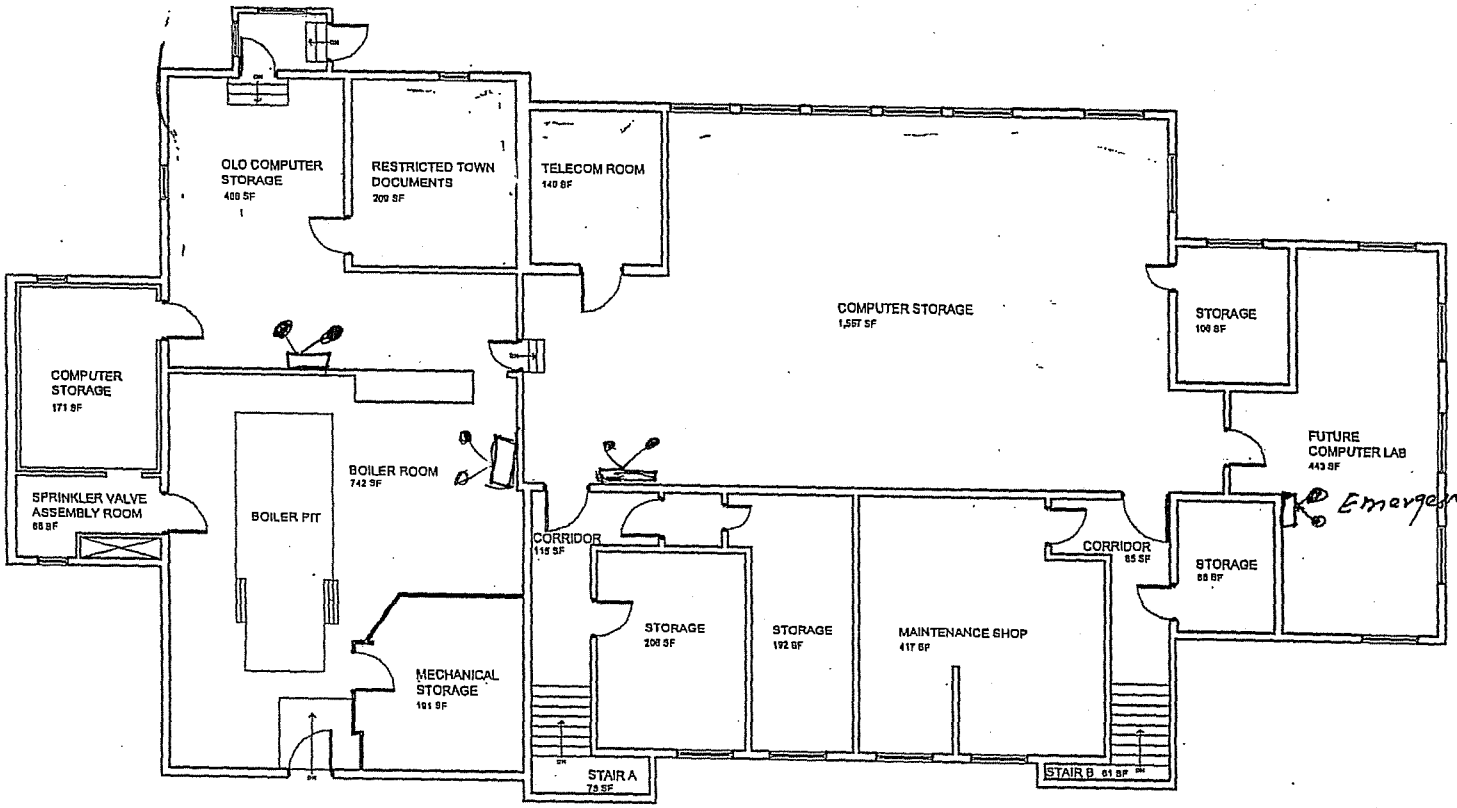
A100

BH+A | Sudbury Space Needs Study | Town of Sudbury | Flynn Building First Floor Plan | A101



bh+a | Sudbury Space Needs Study | Town of Sudbury | Flynn Building Second Floor Plan | A102





ARCHITECT

bh+a

PROJECT NAME

Sudbury Space Needs Study

CLIENT

Town of Sudbury

PROJECT TEAM

REVISIONS

DRAWING TITLE

Flynn Building - Basement Floor Plan

DRAWING INFORMATION

DRAWING NUMBER

A100

Flynn Building

Departments Overview:

The Flynn Building houses a number of offices for various Town department offices including: Treasurer / Collections, Accounting, Assessors, Technology, Board of Health, Conservation Commission, Planning, Building, Engineering, and Social Work. Some of these departments are scheduled to move to the new DPW building that is to be built in 2002. These include Engineering, Building, Planning, Conservation Commission, and the Board of Health. As part of this study, these departments are not covered in as much depth as those who will remain in the buildings being studied. The services that the Town Office Departments provide, the staff levels for each department, and the summary of space needs are as follows:

I. Treasurer / Collections – The Treasurer / Collections Department is responsible for the collection and recording of all monies to be paid to the Town, including, taxes, excise fees, and usage fees. The primary responsibilities of this department include tax collection, cash management, investment management, management of long term and short term debt, trust fund management, and delinquent account collection. The Department of the Treasurer / Collections is headed by 1 Finance Director. This department is additionally staffed by 1 Assistant Treasurer and 3 Accounting Clerks.

Space Needs Summary:

- Accessible counter space for public transactions that is visible to all accounting clerks
- Department office needs controlled access: the department deals with money and security is a major consideration.
- Storage space for bill paper and envelopes that is out of the way and accessible
- Additional vault and file storage space

II. Accounting - This office is responsible for maintaining financial records for the Town. The accounting department verifies Town payroll and maintains employee benefits for all Town and school employees. This department also processes the accounts payable for all of the Town departments. The Accounting department deals mostly with other Town departments and has limited contact with the public. The staff for this department includes, 1 Town Accountant, 1 Assistant Town Accountant, 1 Accounting Assistant / Accounts Payable Manager, and 1 Accounting Assistant in charge of Benefits.

Space Needs Summary:

- Large table in open office space to spread out large account books and conduct staff meetings
- Additional temporary record storage on the floor and remote permanent record storage
- Space for printers / copiers within the open office space
- Direct entry off of the main corridor
- Location adjacent to Treasure / Collector

III. Assessors - This Department is responsible for valuation of property in the Town for the purposes of taxation, maintaining and updating records and plans; the issuing of motor vehicle and boat excise tax bills; and keeping records of deeds and real estate bills. This Department is headed by a 3 person Board of Assessors and is staffed by 5 staff members including 1 Director of Assessing, 1 Assistant Director of Assessing, 2 Data Collectors (1 full-time, 1 part-time), and 1 Front Office / Data Entry Clerk.

Space Needs Summary:

- Expanded and accessible counter space for public transactions
- Expanded workspace for G.I.S. (Geographic Information System) computer station
- Additional storage space for applications, excise cards, forms & photos
- Additional storage space for records and plan files
- Workstation and storage for the Board of Assessors
- Large table to be used by Board of Assessors and for meetings with auditors

IV. Technology – The responsibilities of this department include maintaining all of the computer and telephone equipment for the three town buildings in the Town Center and providing technical support and training to all Town employees. All of these Town buildings have a telecom closet, but the main hub for all of this equipment is in the Flynn Building. This department also works closely with the Information Systems Director for the schools to maintain a streamlined system for all Town departments. This department employs 1 Director, 1 Assistant Director, 4 part-time senior staff (100 hours/month), 1 summer intern and 1 off-site employee, who maintains the website.

Space Needs Summary:

- A secure, access-controlled and climate-controlled server room that is separate from any employee / visitor passageways
- Additional archival storage space for trade magazines and backup files
- A better ventilated and climate controlled copy room

V. Social Work – This office is presently overseen by the Board of Health, however a plan has been proposed to create a Human Services Department. This department will be headed by the Community Social Worker and include the Youth Coordinator and Senior Outreach Coordinator. Presently, the Youth Coordinator and Senior Outreach Coordinator have office space in the Town Hall. Ideally, these three offices would be located at the Fairbank Center where the clients of the Youth and Senior Outreach coordinators are most easily located.

Space Needs Summary:

- Additional file storage for Community Social Worker
- Additional file and equipment storage for the Youth Coordinator
- Locate all three offices at the Fairbank Center under Human Services Department
- All three offices accessible off of common reception area for the department
- Conference room to be shared by Community Social Worker and Senior Outreach Coordinator
- Youth Coordinator office space large enough for meetings of 5-6 people and adjacent to a youth function room.
- All office spaces must have sufficient windows and two doors for the comfort and safety of those being counseled.

VI. Conservation Commission – This Commission is charged with the formulation of rules and regulations to protect open space land in Sudbury. The Commission administers the Wetlands Protection Act and local By-Laws. The Commission reviews proposals for development, and advises developers of applicable laws and regulations and maintains records and files for public reference. The Commission is supported by 1 full-time Director and 1 part-time Administrative Assistant, as well as 7 Volunteer Commissioners, 4 Associates, and some seasonal employees.

Space Needs Summary:

- More space for the storage of files and plans
- Larger space for the public to come in to see exhibits, etc.

- Dedicated workspace in the office for the volunteers
- An accessible meeting room for commission meetings (can be shared with other departments)

VII. Engineering – The Engineering Department designs the infrastructure improvements in Town by providing plans and specifications and technical support to various roadway and building improvement projects. This department is the depository for more than 4,000 plans of properties within the Town. This department staffs 6 employees including, 1 Town Engineer, 1 Assistant Town Engineer, 1 Civil Engineer, 1 Junior Civil Engineer, 1 Junior Engineer, and 1 Administrative Assistant.

Space Needs Summary:

- Additional flat file storage space
- A separate, well-ventilated plotter room
- Private conference room
- Adjacency to the building and planning departments

VIII. **Building Department** – This department administers building, electrical and plumbing and gas permitting, enforces code compliance, and provides building inspection services for all buildings in Town. The Town building inspector is also the zoning code enforcement officer for the Town. Maintenance and cleaning services for all Town buildings is contracted through this office. This department employs 4 staff including, 1 Building Inspector, 1 Assistant Building Inspector, 1 Supervisor of Town Buildings (also the Town Wiring Inspector), and 1 Administrative Assistant.

Space Needs Summary:

- Computer and layout space is required for all three inspectors
- A large reference table for staff meetings, appraiser visits, etc.
- Additional storage space for drawings
- A large waiting area (for at least 3 people) with a large reference table for the public to access building plans and information
- Adjacency to the engineering and planning departments

IX. **Planning Department** – This department is responsible for all Town owned land. This department employs a "bare bones staff", including 1 Town Planner and 1 Administrative Assistant.

Space Needs Summary:

- A table and chairs setup for small meetings with the public
- A large public meeting room that is shared with other town departments

X. **Board of Health** – The Board of Health performs many important and crucial duties relative to the protection of public health, including, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution. This department was not interviewed as part of this study because it is assumed that it will be moving to the new DPW building.

FLYNN BUILDING PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	BASEMENT LEVEL		
001	CORRIDOR*	115 SF	115 SF
002	BOILER ROOM*	742 SF	742 SF
002A	MECHANICAL CLOSET*	191 SF	191 SF
003	SPRINKLER VALVE ASSEMBLY ROOM*	68 SF	68 SF
004	COMPUTER STORAGE	171 SF	150 SF
005	OLD COMPUTER STORAGE	466 SF	466 SF
006	RESTRICTED TOWN DOCUMENT STORAGE	209 SF	250 SF
007	TELECOM ROOM*	140 SF	140 SF
008	COMPUTER STORAGE	1,557 SF	0 SF[1]
009	STORAGE	106 SF	106 SF
010	FUTURE COMPUTER TRAINING LAB	443 SF	443 SF
011	STORAGE	88 SF	88 SF
012	CORRIDOR	85 SF	85 SF
013	MAINTENANCE SHOP	417 SF	417 SF
014	EQUIPMENT STORAGE	192 SF	192 SF
015	MISC. FILE STORAGE	206 SF	400 SF
	STAIRWELL A	75 SF	75 SF
	STAIRWELL B	61 SF	61 SF
	FIRST LEVEL		
100	CORRIDOR*	560 SF	560 SF
101	FINANCE DEPARTMENT STORAGE	73 SF	100 SF
102	TREASURER / COLLECTOR	849 SF	850 SF
103	FINANCE DIRECTOR	200 SF	200 SF
103A	FINANCE STORAGE	88 SF	100 SF
104	ACCOUNTING	347 SF	450 SF[2]
104A	ACCOUNTING / FINANCE STORAGE	81 SF	100 SF
105	TOWN ACCOUNTANT	104 SF	120 SF
106	SERVER ROOM	146 SF	150 SF
107	WOMEN'S ROOM*	112 SF	112 SF
108	JANITOR	13 SF	13 SF
109	TECHNOLOGY	418 SF	420 SF
110	KITCHEN / STAFF ROOM*	256 SF	250 SF
111	MEN'S ROOM*	160 SF	160 SF
112	ASSSISTANT DIRECTOR OF ASSESSING	124 SF	140 SF
113	DIRECTOR OF ASSESSING	123 SF	140 SF
114	ASSESSORS ADMINISTRATION	180 SF	180 SF
115	ASSESSORS ADMINISTRATION	255 SF	255 SF
NEW	BOARD OF ASSESSORS WORKSPACE	0 SF	150 SF
116	BOARD OF HEALTH	277 SF	0 SF[3]
117	BOARD OF HEALTH	124 SF	0 SF[3]
118	BOARD OF HEALTH	148 SF	0 SF[3]
119	COPY / MAIL ROOM*	144 SF	150 SF
	STAIRWELL A*	225 SF	225 SF
	STAIRWELL B*	245 SF	245 SF

FLYNN BUILDING CON'T.

	SECOND LEVEL		
200	CORRIDOR*	598 SF	598 SF
201	BUILDING INSPECTORS	271 SF	0 SF[3]
202	BUILDING DEPARTMENT	564 SF	0 SF[3]
203	ASSISTANT TOWN ENGINEER	294 SF	0 SF[3]
203A	ENGINEERING STORAGE	77 SF	0 SF[3]
204	ENGINEERING	717 SF	0 SF[3]
205	TOWN ENGINEER	137 SF	0 SF[3]
206	STORAGE	13 SF	13 SF
207	CONFERENCE ROOM*	276 SF	280 SF
208	SUDBURY FOUNDATION	264 SF	264 SF
209	SUDBURY FOUNDATION	138 SF	138 SF
210	COMMUNITY SOCIAL WORKER	111 SF	120 SF
211	UNISEX TOILET ROOM*	20 SF	20 SF
212	CREDIT UNION	116 SF	116 SF
213	CREDIT UNION	75 SF	75 SF
214	CREDIT UNION	209 SF	209 SF
215	CREDIT UNION	286 SF	286 SF
216	CONSERVATION COMMISSION	280 SF	0 SF[3]
217	PLANNING DEPARTMENT	278 SF	0 SF[3]
218	TOWN PLANNER	141 SF	0 SF[3]
	STAIRWELL A*	225 SF	225 SF
	STAIRWELL B*	242 SF	242 SF

CURRENT SF TOTAL	**15,916 SF**	
NECESSARY SF TOTAL		**11,645 SF**
ADDITIONAL SPACE AVAILABLE FOR OTHER USES		**4,271 SF**

* SPACES SHARED BY ALL BUILDING OCCUPANTS.

[1] CONSOLIDATE ALL COMPUTER STORAGE INTO OLD COMPUTER STORAGE AND COMPUTER STORAGE ROOMS.

[2] ADDITIONAL SPACE TO ACCOMMODATE LAYOUT AREA.

[3] IT IS ASSUMED THAT THESE DEPARTMENTS WILL BE MOVING TO THE NEW DPW BUILDING.

NOTE: THIS ANALYSIS IS EXCLUSIVE OF A SEPARATE ACCESSIBILITY IMPROVEMENTS STUDY WHICH WILL AFFECT THE S OF RESTROOMS AND WILL INVOLVE INTERVENTION OF NEW ELEVATOR SHAFT.

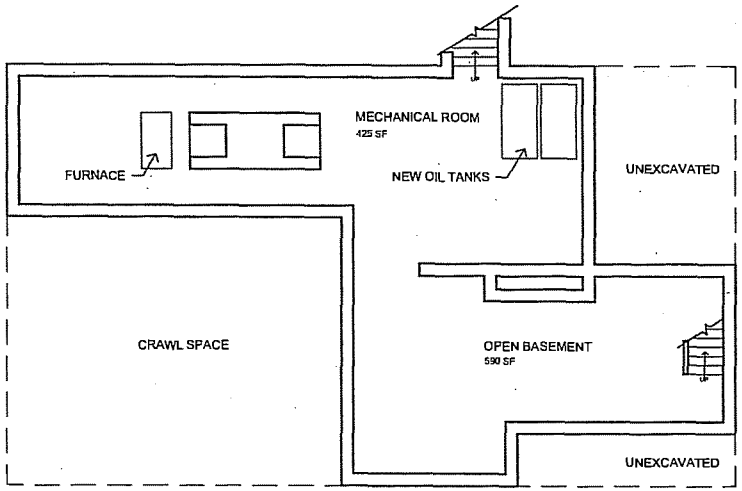
Loring Parsonage

Building Data Inventory:

Address: 278 Old Sudbury Road
Zoning:
Lot size:

Building type: Administrative Office Building
Number of floors: 2 floors with a basement and attic
Year built: 17th century
Additions: None
Major renovations:

Occupancy groups: B, Business
Construction class: 5B



ARCHITECT
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PROJECT NAME
Sudbury Space Needs Study
Sudbury, MA, 01776

CLIENT
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM
DISCIPLINE
Name
Street
City, State Zip
####
####
www.——.com

REVISIONS
1
2
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DATE

DRAWING TITLE
Loring Parsonage Basement Floor Plan

DRAWING INFORMATION
July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/4" = 1'-0"
SCALE
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DRAWN BY
7753.00
PROJECT #
a100-parsonage.dwg
FILE NAME

DRAWING NUMBER
A100

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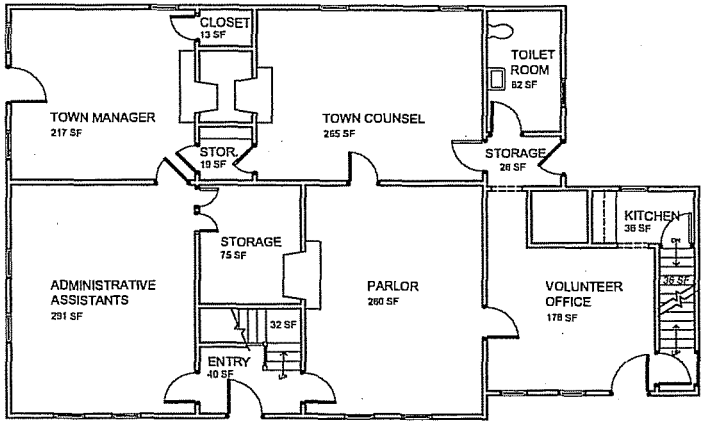

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
###-#### Tel
###-#### Fax
www.----.com

REVISIONS

1 _____
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5 _____
DATE

DRAWING TITLE

Loring Parsonage First Floor Plan

DRAWING INFORMATION

July 23, 2021
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/4" = 1'-0"
SCALE

by
Checked by

12253.00
PROJECT #

a101 parsonage.dwg
FILE NAME

DRAWING NUMBER

A101

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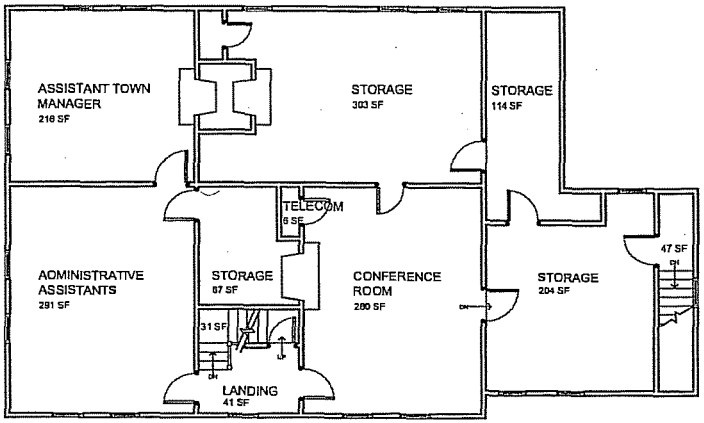

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
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000.000.0000 Fax
www.---.com

REVISIONS

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DATE

DRAWING TITLE

Loring Parsonage Second Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/8" = 1'-0"
SCALE

DRAWN BY

2253.00
PROJECT #

a102-parsonage.dwg
FILE NAME

DRAWING NUMBER

A102

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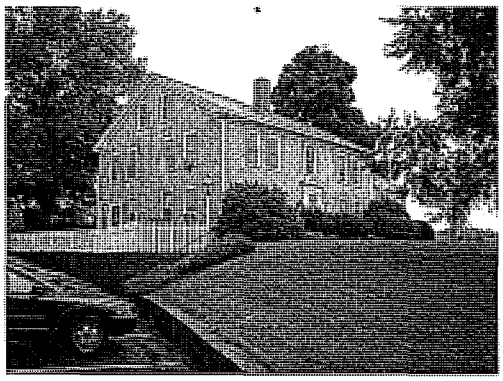
Loring Parsonage

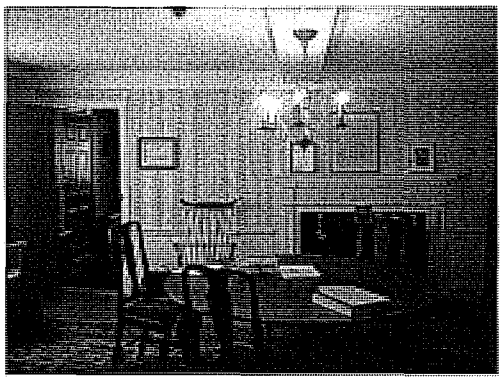
Building Condition Overview:

Erected in the early eighteenth century, the Loring Parsonage is a wood-frame, two-story building with an attic and basement. The "house" sits on a knoll adjacent to the twentieth-century Town Hall. The exterior finish is painted clapboard and wood trim, and the gable roof is currently clad with asphalt shingles. The attic is unfinished with exposed roof rafters and floor joists. Inside, all walls and ceilings are plaster and the floors are wood plank. All interior surfaces are painted or wallpapered and are in fair condition. Over the years, the northwest corner of the house has settled, resulting in sloped floor surfaces and cracks in some of the interior wall surfaces. The basement has a concrete floor and stone walls with concrete footings. Part of the basement is full-height; the rest is crawl space. The mechanical equipment is new and in good condition. The building has central heating, but not central air-conditioning; air conditioners are installed in the windows of the offices. To preserve the historic integrity of the front façade, air conditioners have not been installed in any of the front windows. Some life-safety equipment, including heat detectors, a fire extinguisher on the second floor landing and security lighting, has been installed. This historic building is not protected by a fire suppression system.

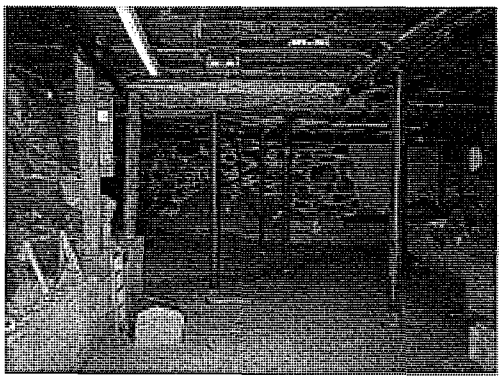
The site and the building itself are not wheelchair-accessible. From the parking area, there are 6 steps up to the brick paved pathway. The front door is three steps above grade. All doors are less than the 3'-0" clear width required by ADA. Office space on the second floor is only accessible via stairways that are less than 3'-0" wide. Major renovations would be required to make this building wheelchair-accessible and suitable for office use. However, these renovations are not recommended, as they could severely damage or destroy the historic fabric of the building.



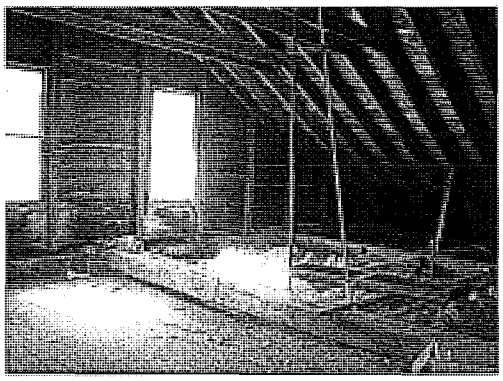
Parking lot for the Parsonage. Note stairs to reach main entry.



Parlor on first floor.



Basement space.



Attic space.

SAR Engineering, Inc.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Loring Parsonage *FIELD REPORT NO.* 5

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

PRESENT AT SITE:

Don Gamble - SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

OBSERVATIONS:

This is a residential building built in the 1700's.

No sprinkler protection
This is a historical landmark and suggest sprinkler per 6th edition building code.

PLUMBING

Hot water tank is Bradford White 30 gal. electric.
12" diameter sump pit in basement.
Water service 1" copper – no meter visible.
½" backflow preventer for boiler water make-up. 310 CMR D.E.Q.E annual testing as per 3.-2.A7 Inspection Testing.

First Floor

Kitchen sink – in small kitchenette.
One bathroom.
One watercloset – tank type floor mounted.
One lavatory – wall hung.

Exterior

One hose bibb, no vacuum breaker to be corrected. This is a code issue.
Ceiling height approximately 7'-0".
In general for it use at present time, there is no need to update all its systems presently.
Suggest maintenance checklist for sump pump hot water. Tank and sprinkler as per historical dwellings.
Code section 3409.0 (CMR 780) historical buildings, especially Section 3409.3.1 attached.

HVAC

1. The Parsonage is provided with an older boiler with a new fuel oil burner. There are three hot water zone pumps providing heat to baseboard radiation and convectors.

2. The interior women's bathroom requires an exhaust fan.

10 Granite Street, Quincy, Massachusetts 02169 617 328-9215 FAX 617 328-9216 email: sar@sar.com

SAR

FIELD REPORT

PROJECT: Sudbury Facilities Study – Loring Parsonage *FIELD REPORT NO.* 5

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

The fuel oil burner and the two 235 gallon fuel tanks were installed during the summer of 2001.

ELECTRICAL

Electrical System

The building is fed from underground service providing 200A, 120/240V, 1 phase, 3 wire system. The 42 pole Cutler and Hammer distribution panelboard is in good condition.

Lighting

The lighting throughout the building has both fluorescent and incandescent fixtures. The fixtures are in fair to good conditions. However, in some areas like the volunteer office on the first floor, relamping is required. The light level is poor on the first floor bathroom. There is no light in the attic. The energy efficient fixtures are required.

Emergency Lights

The building has emergency battery units. However, there is no emergency battery unit in the volunteer office on the first floor and storage room on the second floor. (It appears that stairs #2 are used for exit purposes.)

Exit Lights

The LED exit signs with self-contained battery backup are not installed on the main door and volunteer office and storage on the second floor. Only exit signs are provided.

Fire Alarm System

The building fire alarm devices are tied to the fire alarm panel located in the Town Hall. The building has heat detectors and pull station on the main entrance. The building has old initiating devices. The bathrooms do not have notifying devices.

Miscellaneous System

1. The building has time clock for the outside lights.

2. The building has its own telephone system.

ITEMS TO VERIFY: *ACTION REQUIRED:*

REPORTED BY: Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

SUDBURY FACILITIES STUDY

UPGRADE RECOMMENDATIONS FOR LORING PARSONAGE

HVAC

1. The HVAC system in the Parsonage should remain as is until such time as its future use is determined.

PLUMBING/FIRE PROTECTION

1. The building presently is not sprinklered. Because of the historical value of the property, it should be considered to protect the property with one automatic sprinkler system. Estimated cost $3.50/sq. ft.

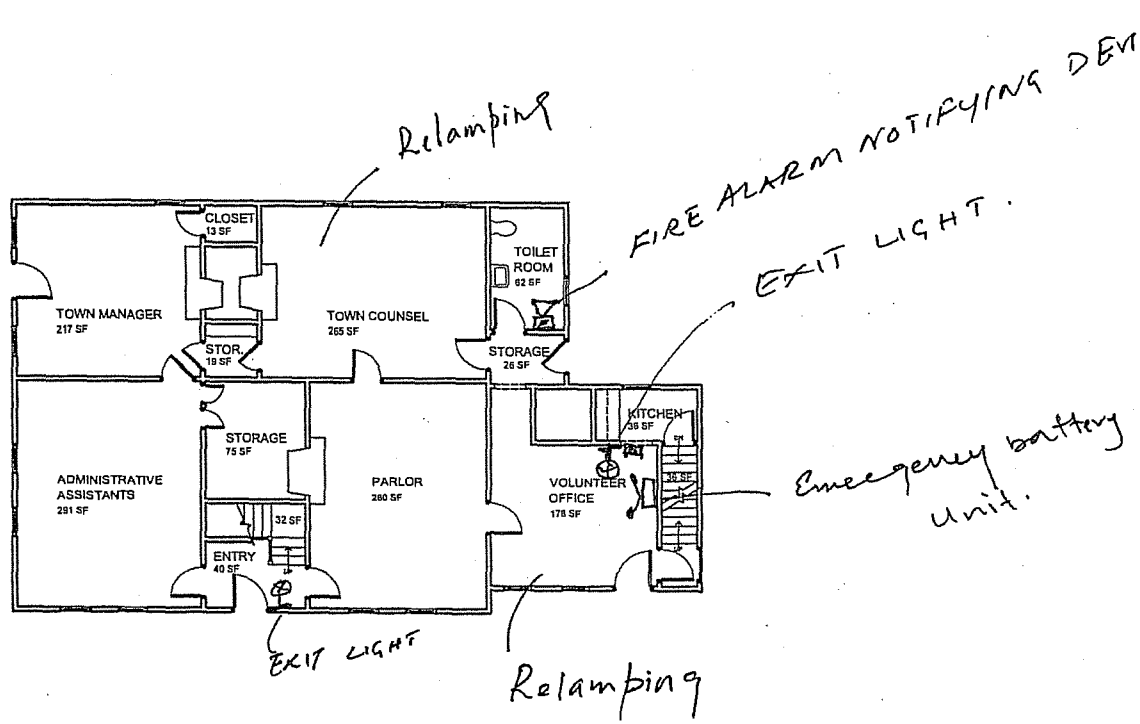
2. The existing plumbing systems appear to be in fair condition. However, outside of normal maintenance, there are no items that require special attention.

ELECTRICAL

1. Lighting should be provided as per the sketch for code compliance. The approximate cost will be $300.00.

2. The existing fire alarm devices are connected to the fire alarm panel in the Town Hall. If the Town Hall fire alarm system is replaced, the fire alarm devices for the Parsonage Building should also be replaced with new addressable devices to be compatible with the new addressable system for code compliance.

   The approximate cost will be $4,000.



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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
[illegible] Tel
[illegible] Fax
www.[illegible].com

REVISIONS

1
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DATE

DRAWING TITLE

Loring Parsonage First Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

by
DRAWN BY

2223.00
PROJECT #

a101 parsonage.dwg
FILE NAME

DRAWING NUMBER

A101

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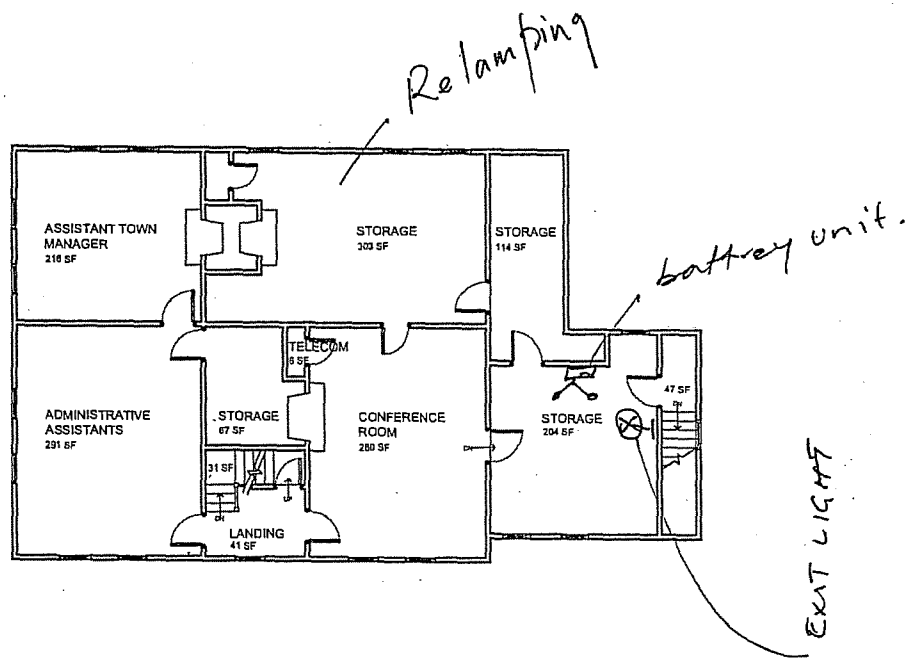

ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
[illegible] Tel
[illegible] Fax
www.[illegible].com

REVISIONS

1
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5
DATE

DRAWING TITLE

Loring Parsonage Second Floor Plan

DRAWING INFORMATION

July 12, 2004
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

DRAWN BY

[illegible]
PROJECT

[illegible]
FILE NAME

DRAWING NUMBER

A102

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Loring Parsonage

Departments Overview:

The Loring Parsonage houses three Town department offices including: Town Manager, Assistant Town Manager, and Town Counsel. The services these Town Office Departments provide, the staff levels for each department, and the summary of space needs are as follows:

I. Town Manager – The Town Manager is the "Chief Executive Officer" of the Town. This office works closely with the Board of Selectmen to carry out policy directives and review site plans for development in Sudbury. Further responsibilities include, preparing the Town budget and presenting it at Town Meeting, executing some contracts, and appointing all department heads (except the Town Accountant, Town Counsel, and Board of Health) and public safety personnel. Overall, this office is responsible for all of the Town's day-to-day executive administration duties. This office provides administrative support and oversight to the Selectman's activities and all Town Department activities. This department is staffed by 1 Town Manager, 1 Administrative Assistant, and 1 Office Supervisor. This office also has several part-time volunteer employees who come in to help with answering the phones and assembling weekly packets.

Space Needs Summary:

- A large table within the Town Manager's office to layout drawings
- More storage and filing space for active and permanent records and reports
- More organized dead storage space
- Additional workspace for the administrative assistants
- An additional workstation for volunteers adjacent to a large table for assembling weekly packets
- An accessible private conference room

II. Assistant Town Manager / Personnel Manager – This office serves two main functions. As Assistant Town Manager, this office provides assistance to the Town Manager in carrying out the Town's day-to-day executive administrative duties. This office is further responsible for heading most special projects that the Town undertakes. As Personnel Manager, the responsibilities of this office include job postings, hiring, employee orientation, competitive bargaining issues and contracts, making adjustments to the Classifications & Salaries plans, and addressing grievances. This office employs 1 Assistant Town Manager and 1 part-time (30 hrs / wk) Administrative Assistant. An additional part-time administrative assistant is needed.

Space Needs Summary:

- Additional active and permanent storage space
- More organized dead storage space

III. Town Counsel – This department is responsible for all of the town legal issues. The Town Counsel works closely with the Town Manager. This office staffs 1 Town Attorney and 1 Administrative Assistant.

Space Needs Summary:

- Additional file storage space

IV. Board of Selectmen – As the executive body in charge of the Town, the Board of Selectmen is responsible for setting policy and executing most contracts. The Board appoints the Town Manager, and works closely with the Town Manager to carry out policy directives. Also with the Town Manager, the Board is responsible for the review of site plans for development in Sudbury. Although this is typically a responsibility of the planning board, the Board of Selectmen has this responsibility under the Sudbury Zoning By-Laws. The Board does not presently have office space in the Parsonage. The Town Manager's administrative assistant at the Parsonage conducts the administrative functions for the Board. The Recording Secretary for the Board currently works out of her home. A small office space / workroom separate from the large meeting hall for the Board members to meet and store their materials is needed.

Space Needs Summary:

- A small meeting room with storage space in the same location as the Town Manager

LORING PARSONAGE PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	BASEMENT LEVEL		
001	OPEN BASEMENT*	425 SF	425 SF
002	MECHANICAL ROOM*	590 SF	590 SF
	SECONDARY STAIRWELL*	47 SF	47 SF
	FIRST LEVEL		
100	ENTRY VESTIBULE*	40 SF	40 SF
101	ADMINISTRATIVE ASSISTANTS	291 SF	350 SF
102	TOWN MANAGER	217 SF	217 SF
102A	STORAGE	13 SF	20 SF
103	VESTIBULE / STORAGE	19 SF	19 SF
104	STORAGE	75 SF	75 SF
105	TOWN COUNSEL	265 SF	300 SF
106	UNISEX TOILET ROOM*	62 SF	0 SF
NEW	MEN'S TOILET ROOM	0 SF	50 SF
NEW	WOMEN'S TOILET ROOM	0 SF	50 SF
107	VESTIBULE / STORAGE	26 SF	26 SF
108	KITCHEN*	36 SF	100 SF
109	VOLUNTEER OFFICE	178 SF	300 SF
110	PARLOR*	280 SF	280 SF
NEW	BOARD OF SELECTMEN WORK ROOM	0 SF	200 SF
	CENTER STAIRWELL*	32 SF	32 SF
	SECONDARY STAIRWELL*	36 SF	36 SF
	SECOND LEVEL		
200	LANDING*	41 SF	41 SF
201	ADMINISTRATIVE ASSISTANTS	291 SF	350 SF
202	ASSISTANT TOWN MANAGER	216 SF	216 SF
203	STORAGE	67 SF	67 SF
204	TELECOM CLOSET*	6 SF	6 SF
205	STORAGE	303 SF	350 SF[1]
206	STORAGE	114 SF	0 SF[1]
207	STORAGE	204 SF	0 SF[1]
208	CONFERENCE ROOM*	280 SF	300 SF
	CENTER STAIRWELL*	31 SF	31 SF
	SECONDARY STAIRWELL*	47 SF	47 SF
	CURRENT SF TOTAL	**4,232 SF**	
	NECESSARY SF TOTAL		**4,565 SF**
	ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**333 SF**

* SPACES SHARED BY ALL BUILDING OCCUPANTS.

[1] EXISTING STORAGE IS SPREAD AMONG SEVERAL SMALL CLOSETS AND ROOMS BUILT AS PART OF THE PARSONAGE. EFFICIENCY COULD BE IMPROVED THROUGH CONSOLIDATION OF STORAGE AREAS AND INSTALLATION OF APPROPRIATE RACKS / SHELVES.

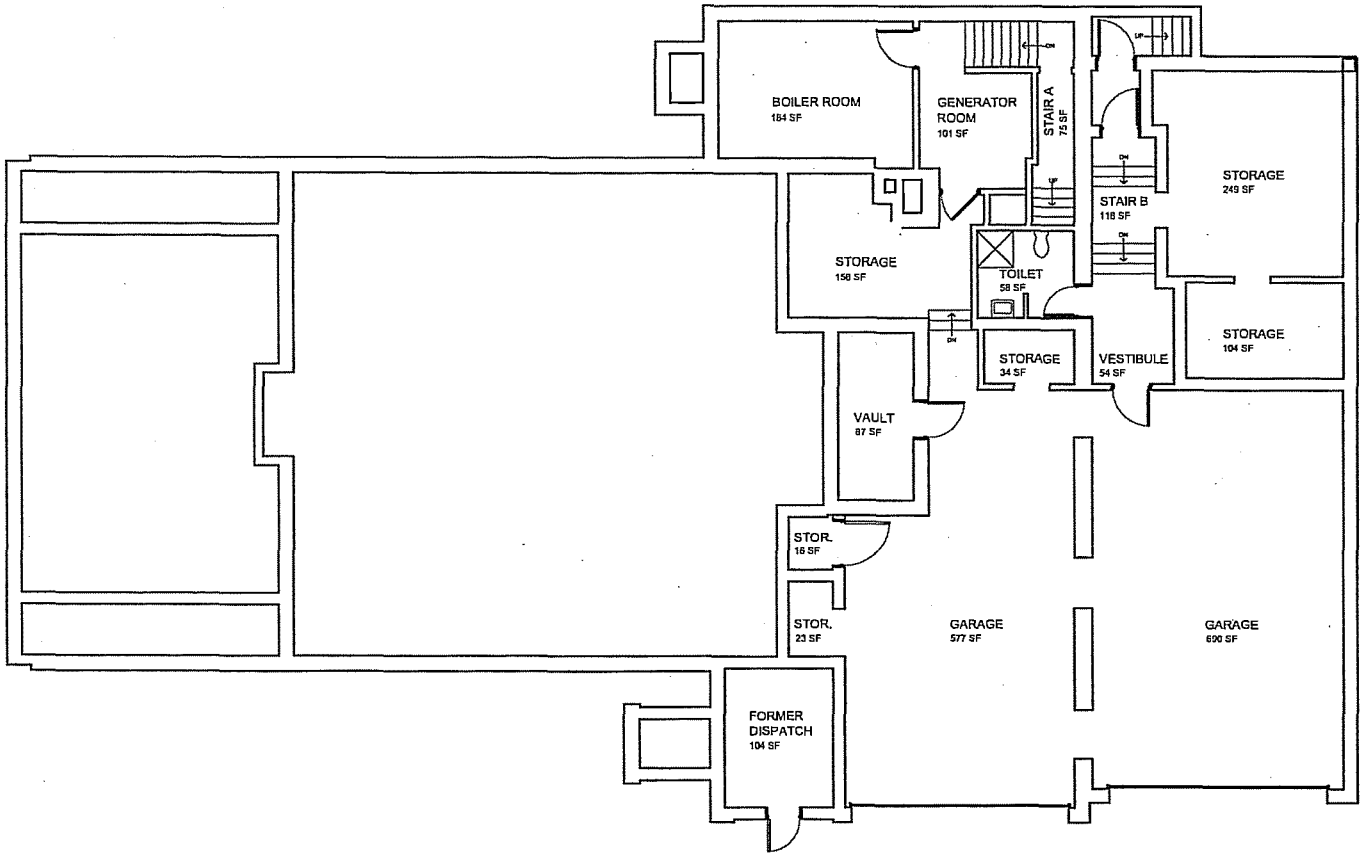
Town Hall

Building Data Inventory:

Address: 322 Concord Road
Zoning:
Lot size:

Building type: Administrative Office Building
Number of floors: 2 floors with a basement
Year built: 1931
Additions: handicapped accessible ramps
Major renovations: 2nd floor lighting added during library residency

Occupancy groups: B, Business; A-3, Assembly
Construction class: 5B



ARCHITECT

bh+a

Bergmann Hendrie + Archetype, Inc
316 Summer Street
Boston, MA 02210
617 350-0450 Tel
617 350-0215 Fax
www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
[illegible] Tel
[illegible] Fax
www.——.com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall Basement Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

by
Drawn BY

2253.00
PROJECT #

a100-townhall.dwg
FILE NAME

DRAWING NUMBER

A100

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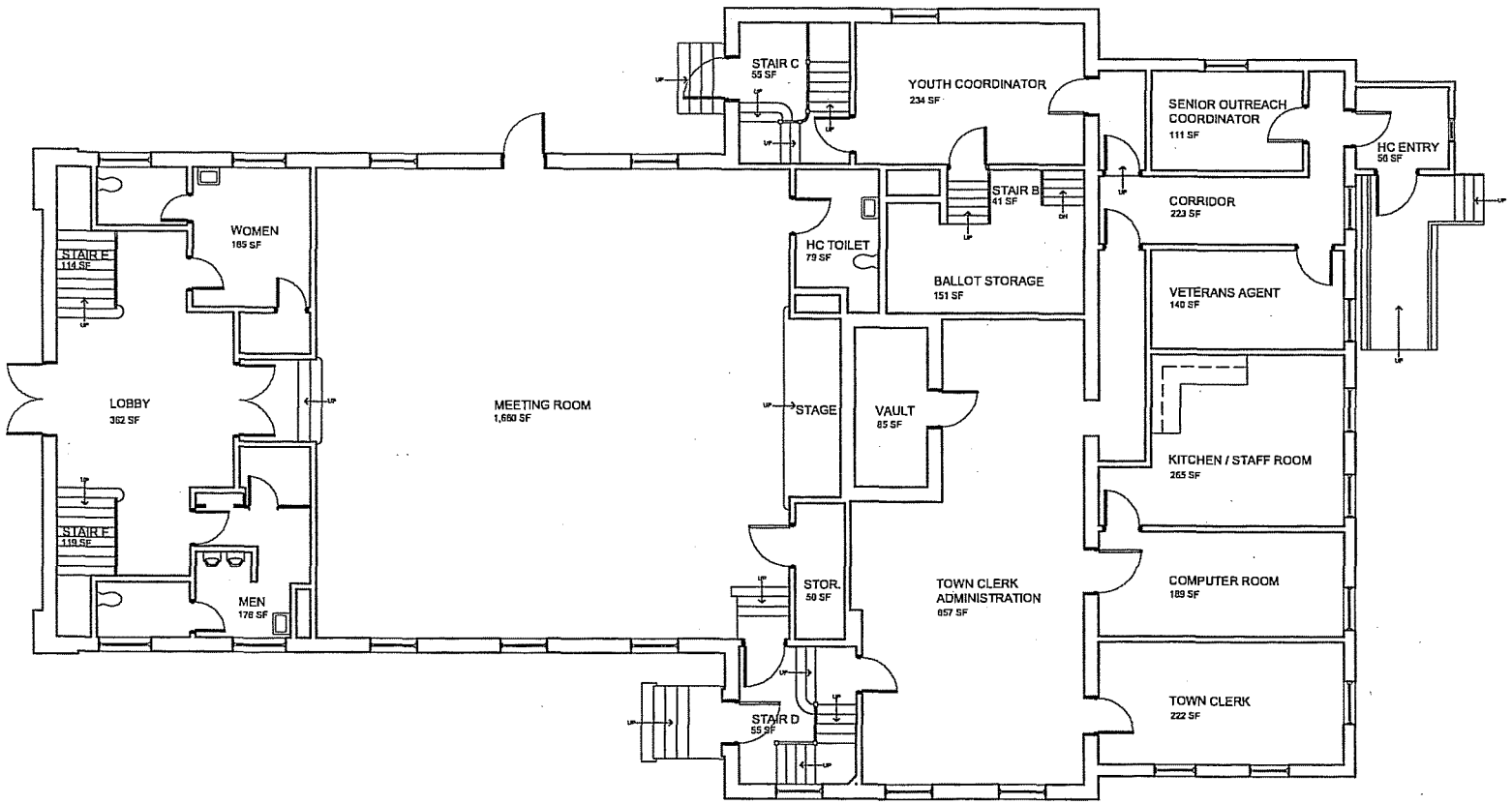

ARCHITECT

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PROJECT NAME

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Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
[illegible] Tel
[illegible] Fax
www.——.com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall First Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

Ins
DRAWN BY

7753.00
PROJECT #

a101-townhall.dwg
FILE NAME

DRAWING NUMBER

A101

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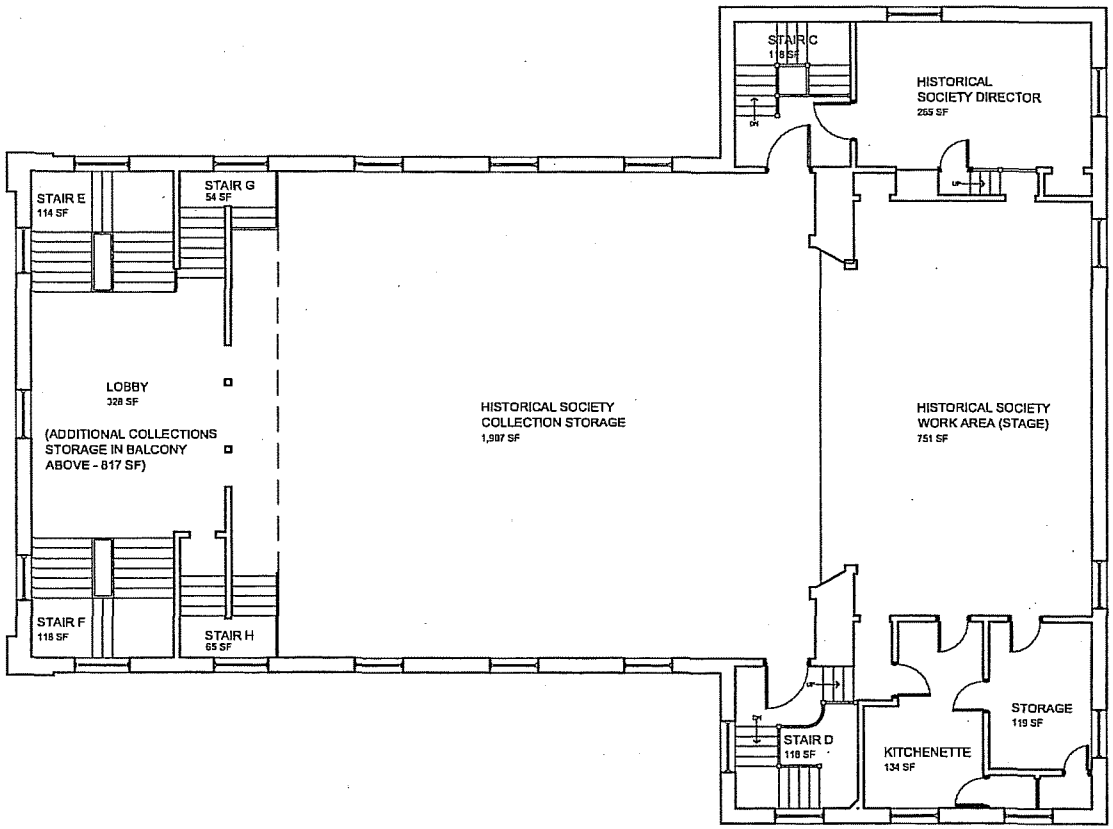

ARCHITECT

bh+a

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316 Summer Street
Boston, MA 02210
617 350-0450 Tel
617 350-0215 Fax
www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
xxx xxx-xxxx Tel
xxx xxx-xxxx Fax
www.xxxx.com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall Second Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/16" = 1'-0"
SCALE
by
DRAWN BY
7753.00
PROJECT #
p:\02_townhall.dwg
FILE NAME

DRAWING NUMBER

A102

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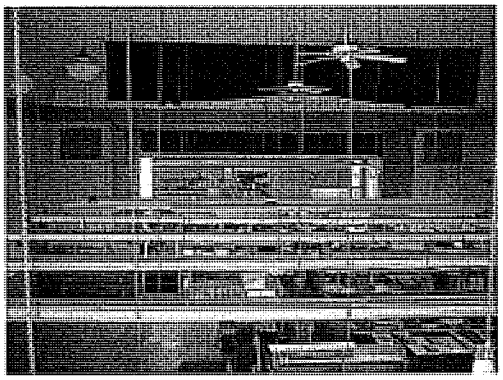
Town Hall

Building Condition Overview:

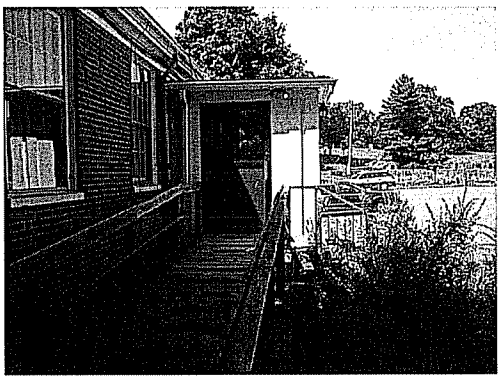
The Town Hall was built in 1931 as the Town office building, a place for public assembly, and the Town Fire Station. Two stories tall with a full basement, the building is built of brick masonry bearing wall and wood frame construction and is in good condition overall. The front portico is wood frame sheathed in painted flush board siding. The paint finish is in need of renewal and there may be rotted wood that will require repair and/or replacement. The gable roof sheathed in slate shingles was not accessible but appears to be in good condition. However, the wood cornice and gutters have incurred water damage and may require repair or replacement. Windows throughout the building are in fair condition; some lower rails and sills are in poor condition and will require patching, repair or replacement. The exterior brick walls of the building envelope are painted brick on the interior. All interior partitions are wood frame with a painted plaster finish. The interior finishes on the first floor have recently been replaced and are in good condition. The basement and garage bays have been used only for storage since the Fire Department moved out of the building in the early 1960's; the paint finishes in the basement garage bays remain in fair/poor condition. Hardwood flooring on the second floor is in good condition, as are the paint finishes on the walls. Linear pendant lights that were installed during the library's residency remain at the second floor. These lamps do not contribute to the historic character of this assembly room. The building was deemed structurally sound prior to the library's occupation and remains in good condition overall, by all appearances.

Recently refinished office area.

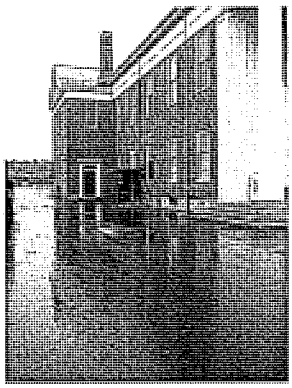


Pendant lights on second floor.

The main lobby of the Town Hall building is located four granite steps up from grade and is rarely used because it is not wheelchair-accessible. An accessible covered entry to the Board of Selectmen's meeting room was created on the north wall, adjacent to the main parking lot. Another accessible entrance to the offices on the first floor is provided on the east side of the building; this entrance has a wooden ramp that is not fully ADA-compliant. The second floor and the basement are not currently wheelchair-accessible. The grand stairs leading from the first floor lobby to the second floor lobby and balcony are handsome and generously sized, but are nonconforming with respect to building codes. Most doors and corridors throughout the building are accessible.



Ramp at rear of building to access offices.



Accessible entrance to meeting room.

The meeting and public assembly spaces of Town Hall have seen little use in recent years. Indeed, the auditorium, stage and backstage rooms are currently occupied by the Historical Society, which manages to make use of the space despite its maze-like quality. In terms of renovation and reuse, the multiple levels created by the stacked stage areas represent a significant, but not insurmountable, accessibility challenge, and a certain cost premium.

The Town Hall comprises an important anchor to the ensemble of public and private buildings grouped along the intersection of Old Sudbury and Concord Roads. In its current state, the building represents an underutilized resource for the Town. Several options for renovation and expansion appear feasible, whereby various combinations of municipal departments would occupy and share this prominent and centrally located landmark. To accomplish this transformation, additional square footage could be created by inserting a new mezzanine and/or by erecting historically respectful additions to the side and rear of the Town Hall. Naturally, the design of any addition should minimize any adverse impact on the adjacent Loring Parsonage, and height and massing issues should be carefully considered.

SAR Engineering, Inc.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Town Hall *FIELD REPORT NO.:* 3

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 3:30 PM *WEATHER:* *TEMP. RANGE:*

PRESENT AT SITE:

Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

OBSERVATIONS:

- This building is not sprinklered.
- Recommend sprinkler or update fire alarm as per SAR's Electrical Field Engineer's recommendation in this report.

PLUMBING

- Basement area.
- Hot water gas fired A.O. Smith 50 gallon tank.
- Vented to Chimney.
- 3" gas service in.
- Backflow preventer for boiler makeup to be tested per DE 6E-310 CMR enclosed.
- Some new plumbing observed for handicap ADA. Toilet room on first floor.
- No hub service weight. Cast iron observed. Repair work on existing sanitary piping should be tested as part of any future plumbing work. This could be done by camera vision, air testing, or by cutting out a section of vertical stack and a section of horizontal piping to check total wall thickness and the condition of the inside of the piping.
- Ball valves on newer piping which is type L copper in good condition.
- Building sewer also goes to sanitary lift station and then to leaching field near school building under the parking lot.
- Sump pit and pump 12" diameter x 2'0" deep pit, pump unknown at present, in generator room.
- No check valve visible. Updating this system is suggested.
- Old bathroom in basement poor condition. Remove or remodel suggested.
- Old sink for hand wash 4'-0" long not used since "92". Remove or remodel suggested.
- Garage fixtures not used much since 1992. Remove or remodel suggested.
- Both garages have 12"x12" floor drains. Cleaning suggested.
- 16" x 16" – sump pit in boiler room. Update pumping controls and pump suggested.
- Pump unknown, check valve is online.
- No ball valve for shut off. Should have quick disconnect system.
- Gas lined runs through garage area to boiler room. All piping should be labeled.
- Gas meter on exterior of building near dispatch office, pumping, maintenance, label.

10 Granite Street, Quincy, Massachusetts 02169 617 328-9215 FAX 617 328-9216 email: sar@sar.com

FIELD REPORT

PROJECT: Sudbury Facilities Study – Town Hall *FIELD REPORT NO.:* 3

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 3:30 PM *WEATHER:* *TEMP. RANGE:*

First Floor

- Handicapped toilet room.
- Handicapped accessible toilet room.
- Water closet.
- Lavatory.
- ADA compliant.
- Men's toilet room:
  - 2 urinals with flushometers
  - 1 wall hung lavatory
- Slop sink off men's room.
- Old faucet, no vacuum breaker. This should be corrected, code violation.
- Drinking fountains. These should be updated and ADA compliant.
- Area drain from basement working. Cleaning suggested.
- Down spouts and gutters tie into foundation drains. Additional field work will be required to determine if the storm drains are connected to the sanitary system.
- Plumbing in most areas need attention and updating.

HVAC

The Town Hall is equipped with a single Weil-McLain series 88 gas-fired steam boiler. We were advised that this was installed in 1994 and appears to be well maintained. A new condensate tank was installed recently along with a new pump. The boilers capacity is 1,360,000 BTU.

1. An interesting feature is the use of a below the water line hot water delivery system coupled to an Everhot hot water heat exchanger. This method allows for the addition of hot water baseboard heat to be added where needed.

There is a packaged rooftop air conditioner on the rear low roof that provides cooling to the office areas.

ELECTRICAL

Existing Electrical System

The 400A, 120/240V, 1 phase, 3 wire underground service was installed about 25 years ago. The 400A ITE disconnect is located in the storage room in the basement. Three phase is not available in the building.

A 42 pole panelboard and various panelboards make up the electrical distribution system for the building. The disconnect and the panelboards are in poor to fair condition. The service may not support a significant increase in load. It is also difficult to access the panelboard in the storage area.

SAR

FIELD REPORT

PROJECT: Sudbury Facilities Study – Town Hall *FIELD REPORT NO.:* 3

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 3:30 PM *WEATHER:* *TEMP. RANGE:*

Lighting

The lighting throughout the building is fluorescent fixtures with T-12 lamps. The light fixtures in the garage area are in bad condition and do not work. There are no light fixtures in the bathrooms in the basement.

The office area on the first floor has fixture with T-12 lamps and were installed a few years ago and seems to be in good condition.

The fluorescent light fixtures with T-12 lamps on the second floor of the Historical Society Collection Storage area are in fair condition.

The theatrical lights in this area appear to have been abandoned.

Energy efficient fixtures are required.

Emergency Lights

The building has emergency battery unit and emergency emote units throughout the building. It was not verified that all of the battery pack would function for 90 minutes as required.

Exit Signs

Exit signs throughout the building are illuminated type

Fire Alarm System

The existing "Fire Lite" 3-zone hard wired fire alarm panel appears to be approximately 25 years old. The fire alarm devices in the Loring Parsonage Building is interfaced with the fire alarm system.

The building has fire alarm initiating and notifying devices. However, they are not adequate. The Historical Society area and bathrooms do not have notifying devices.

Miscellaneous System

1. The building has time clocks for outside light

2. The Town Hall has its own telephone system with phones in offices.

3. The existing "Onan" gas generator is in bad condition. There was no nameplate to know the exact size of the generator.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Town Hall *FIELD REPORT NO.:* 3

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 3:30 PM *WEATHER:* *TEMP. RANGE:*

4. Security System available only for Historical Society Collection Storage room on the second floor.

ITEMS TO VERIFY *ACTION REQUIRED*

:

REPORTED BY: Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

SUDBURY FACILITIES STUDY

UPGRADE RECOMMENDATIONS FOR TOWN HALL

HVAC

1. Given the condition of the existing HVAC systems and equipment in the Town Hall Building, it may be desirable to upgrade the entire HVAC system at an estimated cost of $40,000. This expenditure would be justifiable if a ten-year program goes ahead.

2. Any new addition or major reconfiguration to the existing Town Hall Building will impact the existing mechanical systems.

3. If provided with a new HVAC system for the existing building and for a new addition, the cost is estimated at $300,000 including demolition and/or modifications of the existing systems.

PLUMBING/FIRE PROTECTION

1. The building presently is not sprinklered and by code it is not required to be updated unless major renovations are performed. Estimated cost to sprinkler $2.50/sq. ft.

2. The plumbing systems appear to be in fair condition with no major code violations although no leaks were observed. Repairs to the systems will be required on an as needed basis, i.e., where a pipe or faucet leaks, you fix it. It is apparent that the building has had modifications to make it ADA compliant.

ELECTRICAL

1. The existing 400A, 120/240V, 1 phase, 3 wire distribution board is approximately 25 years old. We recommend that it should be replaced with new distribution equipment with electrical closets and proper access to the equipment, particularly in the garage. However, if new HVAC equipment and/or elevator are proposed, then new 120/208V, 3 phase, 4 wire system is recommended in lieu of the existing 120/240V, 1 phase, 3 wire system. The requirements for three-phase system have to be coordinated with the power company. We anticipate that the power company can provide 3 phase of their system to the building if required.

   The approximate cost will be $30,000.

2. The entire lighting fixtures should be replaced with new fluorescent fixtures with T-8 lamps. The existing emergency lights and exit lights should also be replaced with new fixtures for code compliance.

   The approximate cost will be $28,000.

3. Replace the existing fire alarm system with new addressable ADA compliant system.

The approximate cost will be $18,000.

W:\2109200\Admn\Crsp\Rec – Town Hall

Town Hall

Departments Overview:

The Town Hall houses the Town Clerk's office, and also the offices of the Veteran's Agent, Youth Coordinator and Senior Outreach Coordinator. The Youth Coordinator and Senior Outreach Coordinator are supervised by the Community Social Worker, whose office is currently in the Flynn Building. The Sudbury Historical Society also occupies space in this building. The services the Town Offices provide, the staff levels for each office, and the summary of space needs are as follows:

I. Town Clerk – This office is responsible for administering and maintaining records and vital statistics for the Town of Sudbury, including birth and death records, marriage licenses, and dog registrations. Per state statute, this information must be stored in a safe within the Town Clerk's office. This office also administers voter registration and voting procedures for the town. The voting equipment is presently stored in several locations throughout the Town Hall, including the basement, the stair landing between the first floor and the basement and the vault on the first floor. All of this equipment should be consolidated into one central location. The workspace for the administrative staff is inadequate. The State requires that all records be typed on a typewriter, so each employee must have a computer and a typewriter at his/her workstation. Two additional computers are used exclusively for the Census.

The main entrance to the Town Clerk's office is not through the accessible entry to the building. The accessible entry brings visitors into the back of the Town Clerk's office, not to the public counter. The staff in this office say they have learned to accept this, but visitors often feel uncomfortable walking directly into the workspace. This office employs 1 Town Clerk and 4 administrative staff (2 full-time, 2 part-time).

Space Needs Summary:

- Additional personal workspace (with computer and typewriter) for all administrative staff
- Consolidated storage for all election equipment and ballot storage
- Accessible entry to the front of the office
- Additional file storage for forms and records
- Additional vault storage space

II. Additional Program Needs:

The Town Hall presently supports some additional offices and organizations, including the Youth Coordinator, Senior Outreach Coordinator, Veterans Agent, and the Historical Society.

The offices for the Youth Coordinator and Senior Outreach Coordinator are adequate in size, but their location is not desirable for the services they provide. They frequently interact with the youths and seniors in the community and these groups do not often gather at the Town Hall. These offices would be better located at the Fairbank Community Center where the Parks & Recreation Department and Senior Center are located.

The office space for the Veteran's Agent is also adequate. This office is located next to the Town Clerk's office, but that adjacency is not required.

The Historical Society uses the second floor of the Town Hall to house its collections. The Society staffs 14 volunteers and 1 Director, however, there are typically only 4 volunteers working at one time. The Society occupies this space under an agreement with the Board of Selectmen and could be told to move if the Town were to find a need to use the second floor for Town office space. This second floor has been deemed structurally sound, but it is not universally accessible. The Society would prefer to display its collections in a house museum.

Space Needs Summary:

- Accessible entry to the second floor

TOWN HALL PROGRAM ANALYSIS SUMMARY REPORT

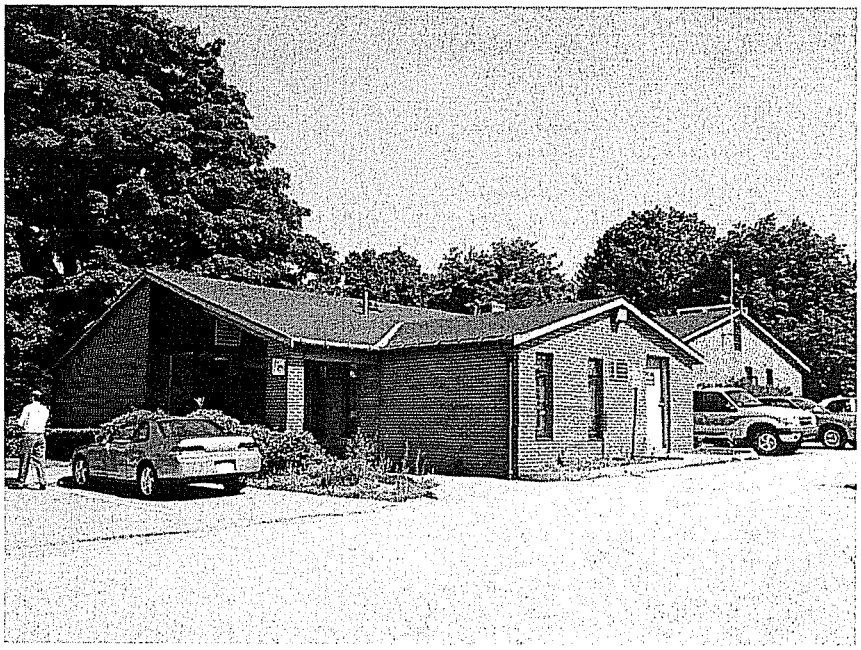
ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	BASEMENT LEVEL		
001	GARAGE	690 SF	690 SF
002	GARAGE	577 SF	577 SF
003	FORMER DISPATCH	104 SF	104 SF
004	STORAGE	23 SF	23 SF
005	STORAGE	16 SF	16 SF
006	VAULT	87 SF	200 SF
007	STORAGE	34 SF	34 SF
008	STORAGE	158 SF	158 SF
009	BOILER ROOM	184 SF	184 SF
010	GENERATOR ROOM	101 SF	101 SF
011	TOILET ROOM	58 SF	58 SF
012	VESTIBULE	54 SF	54 SF
013	STORAGE	249 SF	249 SF
014	STORAGE	104 SF	104 SF
	STAIRWELL A	75 SF	75 SF
	STAIRWELL B	118 SF	118 SF
	FIRST LEVEL		
100	LOBBY	362 SF	362 SF
101	WOMEN'S ROOM	185 SF	185 SF
102	MEN'S ROOM	176 SF	176 SF
103	MEETING ROOM	1,680 SF	1,680 SF
104	HC TOILET ROOM	79 SF	79 SF
105	TOWN MANAGER STORAGE	50 SF	50 SF
106	TOWN CLERK ADMINISTRATION	657 SF	700 SF
107	VAULT	85 SF	200 SF
108	YOUTH COORDINATOR	234 SF	234 SF
109	BALLOT STORAGE	151 SF	151 SF
110	SENIOR OUTREACH COORDINATOR	111 SF	111 SF
111	CORRIDOR	223 SF	223 SF
112	VETERAN'S AGENT	140 SF	140 SF
113	KITCHEN / STAFF ROOM	265 SF	265 SF
114	COMPUTER WORK ROOM	189 SF	150 SF
115	TOWN CLERK	222 SF	222 SF
	STAIRWELL B	41 SF	41 SF
	STAIRWELL C	55 SF	55 SF
	STAIRWELL D	55 SF	55 SF
	STAIRWELL E	114 SF	114 SF
	STAIRWELL F	119 SF	119 SF
	HC ENTRY VESTIBULE	56 SF	56 SF

TOWN HALL CON'T.

	SECOND LEVEL		
200	LOBBY	328 SF	328 SF
201	HISTORICAL SOCIETY COLLECTIONS STORAGE	1,907 SF	1,907 SF
202	HISTORICAL SOCIETY DIRECTOR	265 SF	265 SF
203	HISTORICAL SOCIETY WORK AREA (STAGE)	751 SF	751 SF
204	STORAGE	119 SF	119 SF
205	KITCHENETTE	134 SF	134 SF
	STAIRWELL C	118 SF	118 SF
	STAIRWELL D	118 SF	118 SF
	STAIRWELL E	114 SF	114 SF
	STAIRWELL F	118 SF	118 SF
	STAIRWELL G	54 SF	54 SF
	STAIRWELL H	65 SF	65 SF
	BALCONY LEVEL		
300	HISTORICAL SOCIETY STORAGE	817 SF	817 SF

CURRENT SF TOTAL	**12,789 SF**	
NECESSARY SF TOTAL		**13,021 SF**
ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**232 SF**

Police Station

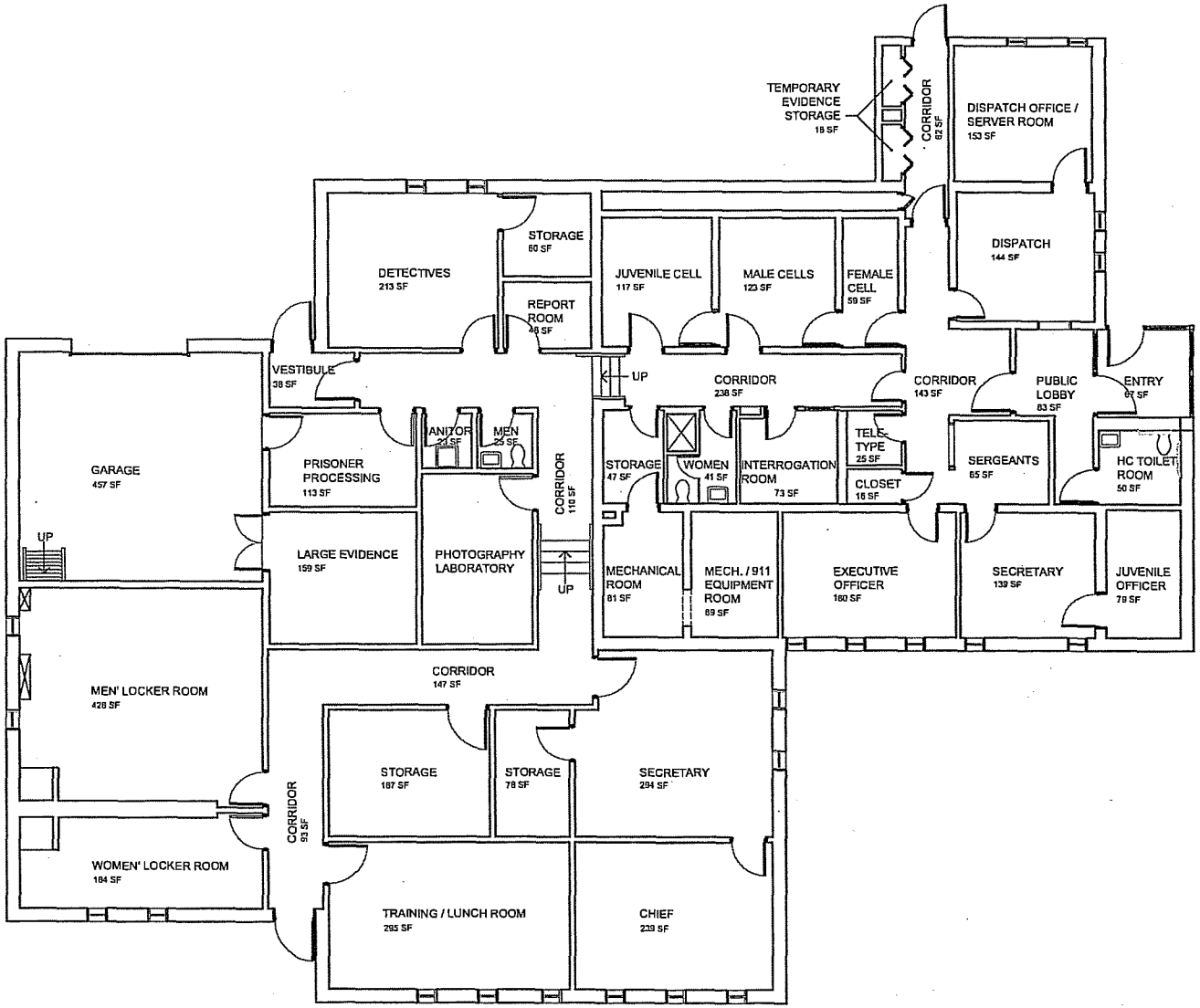


Building Data Inventory:

Address: 415 Boston Post Road
Zoning:
Lot size:

Building type: Police station
Number of floors: 1 floor with attic
Year built: 1961
Additions: Doubled building size in 1981
Major renovations:

Occupancy groups: B, Business
Construction class: 3B



ARCHITECT

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www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

275 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
000 000-0000 Tel
000 000-0000 Fax
www.---.com

REVISIONS

1
2
3
4
5
6
DATE

DRAWING TITLE

Police Station Floor Plan

DRAWING INFORMATION

July 23, 2021
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/8" = 1'-0"
SCALE

1753.00
PROJECT #

DRAWING NUMBER

A101

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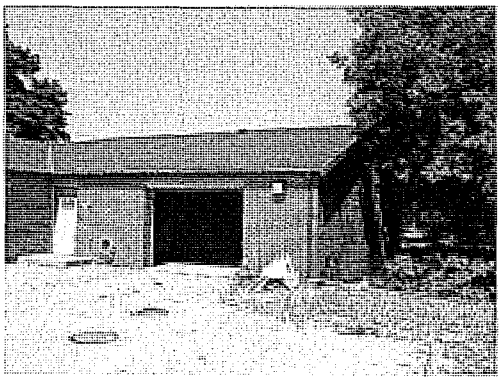
Police Station

Building Condition Overview:

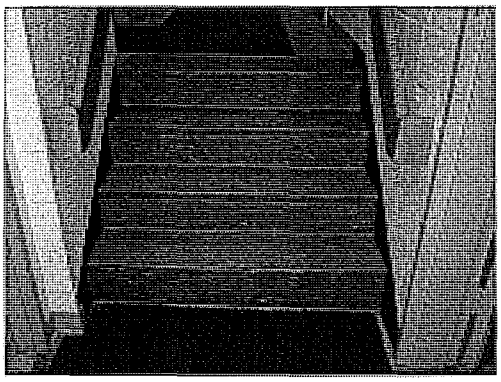
The Police Station was originally constructed in 1960 and a major addition was built in 1981. The addition contributed square footage to all sides of the building and could be said to engulf the small site. This building is one story tall with a partial attic. Constructed of brick veneer on concrete masonry unit (CMU) backup, the exterior walls are in good condition. The roof is gabled with asphalt shingles and copper gutters. Reported leaks in the roof have been repaired. Solar hot water panels located on the southwest corner of the roof are no longer in use.

Only a portion of this building is wheelchair-accessible. As part of the 1981 addition, a 2'-8" change in level was created between the old building and the new wing to the rear of the old building; the interior level change avoided extensive regrading and reflected the limited space available for parking and garage access. The stairs that create this level change fill the width of the corridor; unfortunately, no other means of accessing the offices exist in that part of the building. The interior walls are metal studs with painted gypsum wallboard (with the exception of the CMU walls that were formerly the exterior walls of the original building; a layer of painted gypsum wallboard was added to these walls to match the finishes of the addition). All interior finishes are in good condition.

There are reported electrical and HVAC problems throughout this building. An energy deficiency in the building is most evident in hot/humid weather conditions, when power is being consumed throughout the Town. The local electrical company is said to be attending to this energy deficiency. Wall unit air conditioners supply the cooling for most of the building. Centrally located, the interrogation room is one of several spaces with no means of cooling or ventilation (as required by code). The large meeting room also lacks air conditioning.

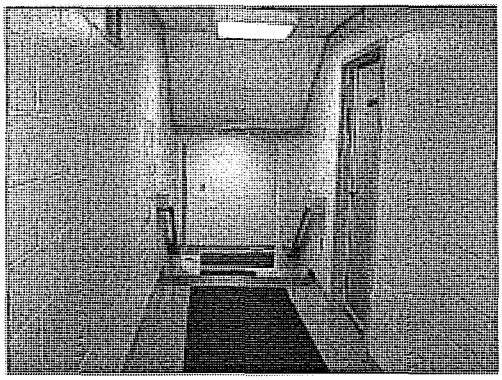


Single garage bay at the rear of the station.

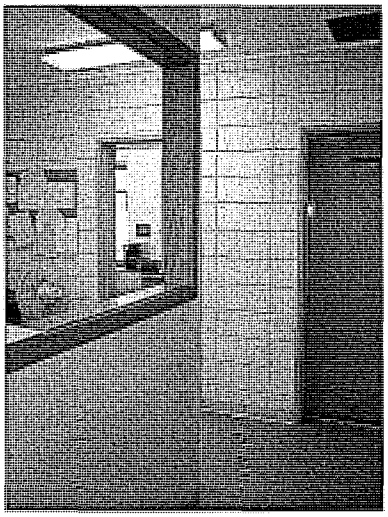


Stairs connecting original building to addition.

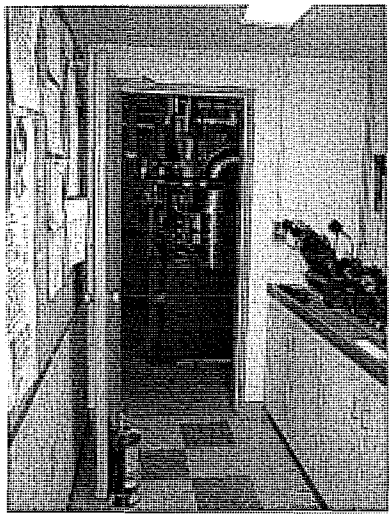
There is an overall lack of security at the building envelope. Doors to the exterior are equipped with combination keypad locks and doors are intended to close and lock automatically. However, the aging doors do not close automatically and, therefore, do not lock. The plumbing chase adjacent to the cellblock provides another security concern; this chase is accessible via two doors – one in the male cell and one in the corridor leading to the side exit.



Corridor between original building and addition.



Sergeant's desk area (to left)



Equipment storage / mechanical room.

It appears that the Police Department has simply outgrown this facility. Because of the site constraints and the building's various problems, renovating and expanding the existing building may result in an unsatisfactory solution as inflexible as the current facility. Serious consideration should be given to erecting a new, state-of-the-art facility on a different site.

SAR Engineering, Inc.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Police Station *FIELD REPORT NO.:* 2

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 2:30 PM *WEATHER:* *TEMP. RANGE:*

PRESENT AT SITE:

Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

OBSERVATIONS:

- No sprinkler system. Sprinkler suggested.
- Water pressure unknown as of study date. Flow test suggested.

PLUMBING

- Wall hung fixtures that are adequate for their current use.
- Flushometers that appear to be working properly.
- Gas hot water heater Rudd 40 gallon.
- Boiler is gas fired.
- 1 ½ water service with water meter observed.
- Watts backflow preventer – watts 009 model.
- There is a sewer ejector for this building. Alarm controls are visible. Ejector is on the exterior.
- Lunch Room has stainless steel sink, older faucet. Update with newer fixture.
- Toilet Room / Locker Room has wall hung fixtures with flushometers.
- No handicap fixtures or access in this toilet room.
- Cells have institutional fixtures and one stainless steel sink.
- There is a slop sink with trap standard. Wood ford screw on style vacuum breaker on faucet.
- Miscellaneous brass floor clean outs observed.
- Lobby area has handicap toilet room.
  1 – water closet with flushometer
  1 – lavatory wall hung

Garage Area

- Floor drains in garage area observed.
- (2) cleanouts in floor to manholes in driveway and ejector. Ejector to be serviced.
- There is a shower in men's locker room. Up grade suggested.

HVAC

The Police Station has a 1982 Burnham gas fired boiler with three zone pumps. Its capacity is 316,000 BTU output. Hot water radiation heats all of the perimeter zones. Cooling is provided by means of window air conditioners for the exterior. There is no interior cooling.

10 Granite Street, Quincy, Massachusetts 02169 617 328-9215 FAX 617 328-9216 email: sar@sar.com

SAR

FIELD REPORT

PROJECT: Sudbury Facilities Study – Police Station *FIELD REPORT NO.:* 2

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/14/01 *TIME:* 2:30 PM *WEATHER:* *TEMP. RANGE:*

The boiler is approaching its life expectancy and will need replacement in three to six years.

ELECTRICAL

Electrical System

The building is fed from overhead service providing 200A, 120/240, 1 phase, 3 wire system. The various distribution board and panelboard make up the electrical distribution system. However, service may not support increase in load. The panelboards are in fair condition.

Lighting

The lighting throughout the building is fluorescent fixture with T-12 lamps. The fixtures are in good condition. Energy efficient fixtures are required.

Emergency Lights

The building has battery pack emergency lights.

Exit Lights

The building has LED exit lights.

Fire Alarm System

The building has "Fire Lite" fire alarm system. However, the initiating and notification devices are not adequate.

Miscellaneous

1. The building is on 15 KVA "Onan" 120/240A generator with automatic transfer switch.

2. The building has its own telephone, computer, and emergency call system.

ITEMS TO VERIFY *ACTION REQUIRED:*

REPORTED BY: Steve Woodman – SAR Engineering, Inc.
Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

SUDBURY FACILITIES STUDY

UPGRADE RECOMMENDATIONS FOR POLICE STATION

HVAC

1. If a new Police Station were to be built, the cost of the new HVAC system is estimated at $100,000, including a separate cooling system for the Control and/or the Radio Room with independent office heating and cooling zone controls. The heating and cooling systems should be designed with the highest possible energy efficient equipment.

2. The holding cells should be designed with air conditioning as a means to reduce prisoner irritation on long weekend stays when the Courts are closed for a long weekend. The cell cooling cost is included within the $100,000 estimate.

3. If the existing Police Station were to remain as is for another ten years, it may be necessary to replace the boiler. Estimated cost is $4,000.

PLUMBING/FIRE PROTECTION

1. The present building is not sprinklered. If an addition or major renovations are planned, it would be recommended that the building be fully sprinklered. Estimated cost is $2.75/sq. ft.

2. The overall condition of the plumbing system appears to be in fair to good condition with no code violations observed.

ELECTRICAL

1. The existing electrical systems are in fair condition. However, for any increase in load, new distribution equipments are recommended.

2. New addressable fire alarm system for ADA compliance is recommended.

3. Lighting fixtures with electronic ballast and T-8 lamps is recommended.

The approximate cost to replace the above items will be $50,000.

Police Station

Department Overview:

The Police Department provides the citizens of Sudbury with police protection including addressing motor vehicle, civil, and criminal incidents. The Department operates 7 days per week, 24 hours per day. Staffing currently includes 27 sworn officers, 4 dispatchers and 2 secretaries. The department expects to hire an additional 2–3 officers over the next 4-5 years. At this time there are no female officers. The Department currently uses 9 police cruisers and 1 motorcycle for patrolling.

Program Needs Overview:

The existing police facility is too small to accommodate current space demands. The 1981 addition added square footage to accommodate needs at that time, but this department has since outgrown the facility, and the designed in 1981 is no longer suitable. For example, the design of the addition created a 2'-8" change in level that renders most of the office spaces inaccessible to wheelchairs. Further, the one interview / interrogation room in the building is located off of the same corridor as the cellblock; ideally, this room would be located remotely from the cellblock so that there is no chance that a prisoner will pass a victim in the corridor. The cellblock should also be located closer to where prisoners are brought into the building and the booking area. Many office spaces are undersized. In the design of this station, an office space for the sergeants was not included. The 5 sergeants presently share one desk in an open office area. The sergeants should each have their own desk in a shared office. This office should be large enough for or adjacent to a space for the sergeants to conduct roll call at the change of shifts. A storage closet has become an office space for the Juvenile Officer. Obviously, it was not designed with proper ventilation for its use. Three detectives share one office space that is too small for all of the equipment that they require.

Storage is lacking overall for this department. Additional storage for equipment, records, and supplies is needed. A larger and more secure space is needed for temporary evidence storage. The training room is the only meeting room in the building and is used for training, lunch, meetings, and roll call. This room is especially undersized for staff meetings when all officers are in attendance. The current configuration of the public lobby space is too small and uninviting. The dispatch window is not secure. A combined dispatch with the Fire Department is desired, but the existing space is too small to accommodate it. There is a need to improve security of the building perimeter; doors that should close and lock automatically do not. The existing garage bay is inadequate for the current department needs. There is a severe shortage of parking spaces, especially at the change of shifts and during full staff meetings.

Space Needs Summary:

- Air conditioning and heating improvements are required to make full use of the facility
- Accessible corridors are required to make all areas in the facility wheelchair accessible
- Storage space is needed for general supplies and records
- Larger, alarmed and ventilated storage space for evidence and lost articles
- Larger public lobby space
- Larger dispatch area
- Secure plexi-glass dispatch window
- Separate training and lunch rooms
- Space for officers to congregate at the start of shifts (for roll call, receipt of assignments, etc.) that is part of or adjacent to the sergeant's office.
- Larger office space for the sergeants
- Office space for juvenile officer
- Larger office space for three detectives
- Exercise / weight room
- Larger interview / interrogation room separate from the cellblock
- Cellblock located adjacent to booking area
- Additional garage bays for vehicle maintenance, speed trailer and motorcycle storage
- Additional parking spaces to accommodate change in shift or training session traffic

POLICE STATION PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	FIRST LEVEL		
100	ENTRY	67 SF	67 SF
101	PUBLIC LOBBY	83 SF	150 SF
102	CORRIDOR	143 SF	143 SF
103	SERGEANT'S OFFICE	65 SF	200 SF
104	HC TOILET ROOM	50 SF	50 SF
105	JUVENILE OFFICER	79 SF	120 SF
106	SECRETARY	139 SF	139 SF
107	EXECUTIVE OFFICER	180 SF	180 SF
108	CLOSET	16 SF	16 SF
109	TELETYPE	25 SF	25 SF
110	CORRIDOR	238 SF	238 SF
111	INTERROGATION ROOM	73 SF	120 SF
112	WOMEN'S ROOM	41 SF	50 SF
113	STORAGE	47 SF	75 SF
114	MECHANICAL ROOM	81 SF	81 SF
115	MECHANICAL / 911 EQUIPMENT ROOM	89 SF	89 SF
116	CORRIDOR	110 SF	110 SF
117	PHOTOGRAPHY LABORATORY	155 SF	155 SF
118	SECRETARY	294 SF	294 SF
119	RECORD STORAGE	78 SF	100 SF
120	CHIEF	239 SF	239 SF
121	LUNCH ROOM	295 SF	250 SF
NEW	TRAINING ROOM	0 SF	400 SF
NEW	EXERCISE / WEIGHT ROOM	0 SF	400 SF
122	RECORD STORAGE	167 SF	250 SF
123	CORRIDOR	147 SF	147 SF
124	CORRIDOR	93 SF	93 SF
125	WOMEN'S LOCKER ROOM	184 SF	200 SF
126	MEN'S LOCKER ROOM	428 SF	500 SF
127	GARAGE	457 SF	1000 SF
128	LARGE EVIDENCE ROOM	159 SF	250 SF
129	PRISONER PROCESSING	113 SF	150 SF
130	VESTIBULE	38 SF	38 SF
131	JANITOR	23 SF	25 SF
132	MEN'S ROOM	25 SF	50 SF
133	DETECTIVES' OFFICE	213 SF	300 SF
134	EQUIPMENT STORAGE	60 SF	100 SF
135	REPORT ROOM	48 SF	100 SF[1]
136	JUVENILE CELL	117 SF	117 SF
137	MALE CELLS	123 SF	123 SF
138	FEMALE CELL	59 SF	59 SF

POLICE STATION CON'T.

139	TEMPORARY EVIDENCE STORAGE	18 SF	50 SF
140	CORRIDOR	62 SF	62 SF
141	DISPATCH OFFICE / SERVER ROOM	153 SF	153 SF
142	DISPATCH	144 SF	200 SF
200	ATTIC STORAGE	647 SF	800 SF
201	ATTIC STORAGE (ABOVE LOCKER ROOM)	335 SF	335 SF
	CURRENT SF TOTAL	**6,400 SF**	
	NECESSARY SF TOTAL		**8,793 SF**
	ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**2,393 SF**

[1] INCREASED TO ACCOMMODATE TWO OFFICERS.

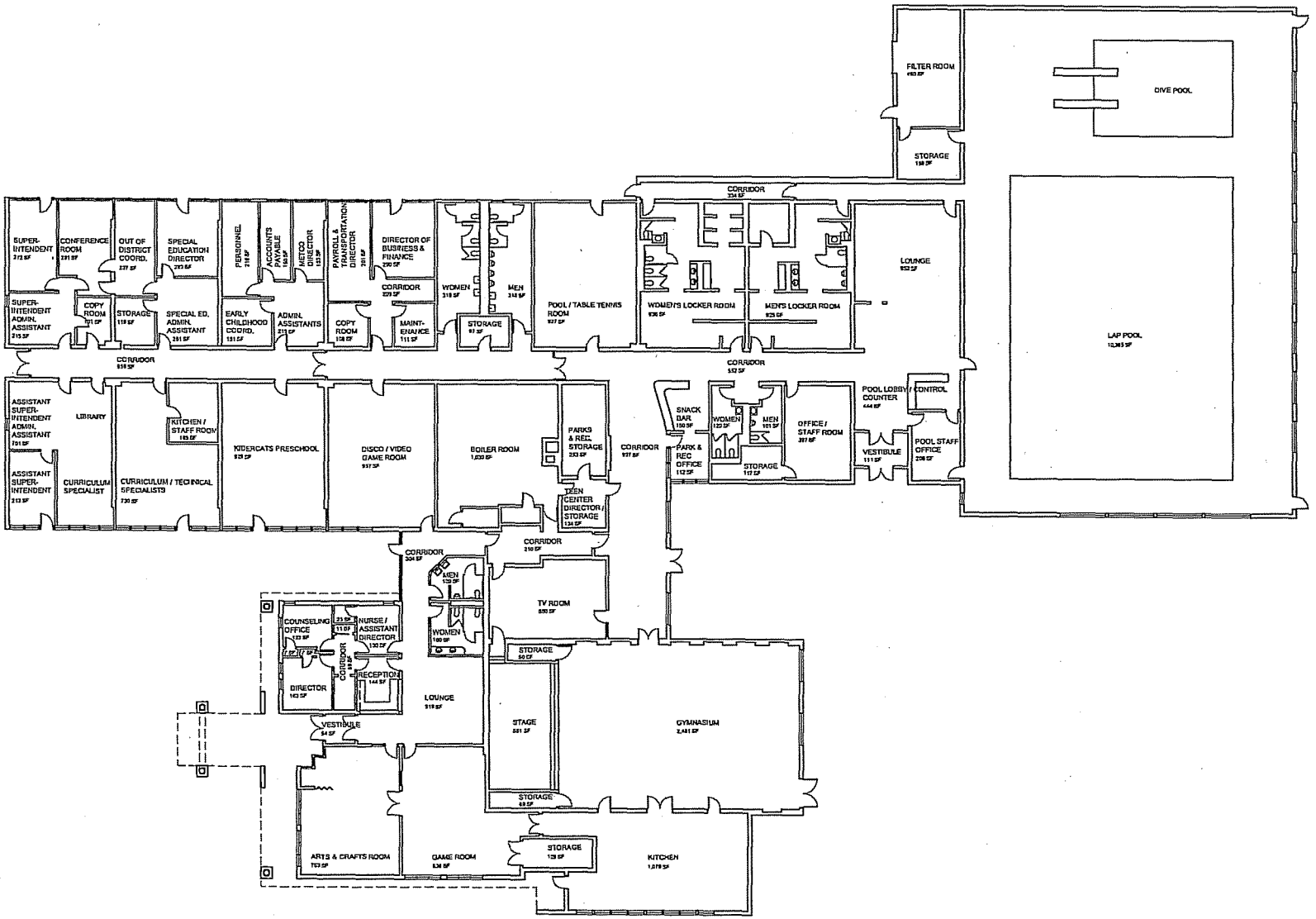
Fairbank Community Center

Building Data Inventory:

Address: 40 Fairbank Road
Zoning:
Lot size:

Building type: Community center
Number of floors: 1 floor
Year built: 1957
Additions: Senior Center in 1987 & Atkinson Pool in 1989
Major renovations: School administration wing divided original classroom spaces into several office spaces.

Occupancy groups: A-3, Assembly; B, Business
Construction class: 3B and 5B



ARCHITECT

bh+a

Bergmann Hendrie + Architype, Inc
316 Summer Street
Boston, MA 02210
617 350-0450 Tel
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www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
###-####-#### Tel
###-####-#### Fax
www.——.com

REVISIONS

1
2
3
4
5 DATE

DRAWING TITLE

Fairbank Center Floor Plan

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/4"=1'-0"
SCALE

7753.00
PROJECT #

DRAWING NUMBER

A101

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Fairbank Community Center

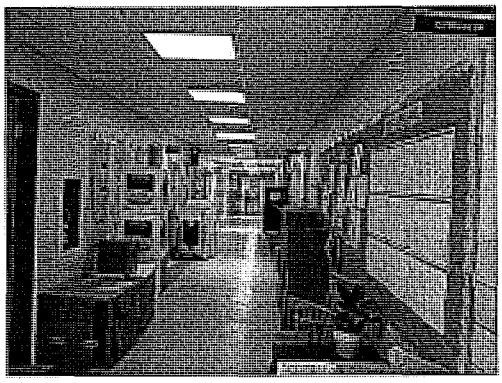
Building Condition Overview:

The Fairbank Center was originally built as a school building in 1957 and has seen several additions since the Recreation Department took it over. The flat-roofed original building is one story tall and built of concrete masonry unit (CMU) construction with a brick veneer. The additions of the Atkinson Pool and Senior Center in the late 1980's introduced gable roofs with asphalt shingles to the school building's exterior image. All exterior finishes are in good condition.

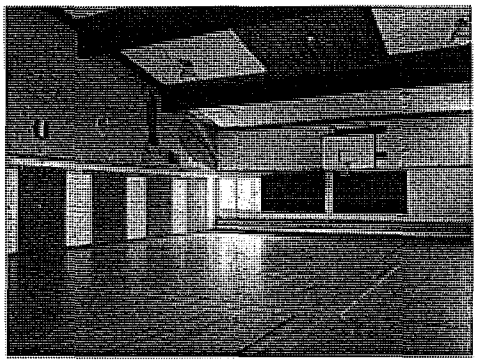
All entrances to this building are at grade and wheelchair-accessible. Interior finishes include vinyl composition tile (VCT) flooring and painted CMU in the corridors of the old building. Interior partitions are sheathed in painted or wallpapered gypsum wallboard. Floor surfaces are finished in VCT or carpet. All interior finishes remain in good condition (although the pool and toilet areas show normal wear and tear).

One mechanical room that is part of the original school building serves the entire community center facility. There is central air conditioning only in the Senior Center wing of the building; wall or window air conditioning units serve all other spaces. The locker rooms in the Recreation Department wing of the building are inadequate in size and poorly ventilated. Ventilation in the pool area is also poor.

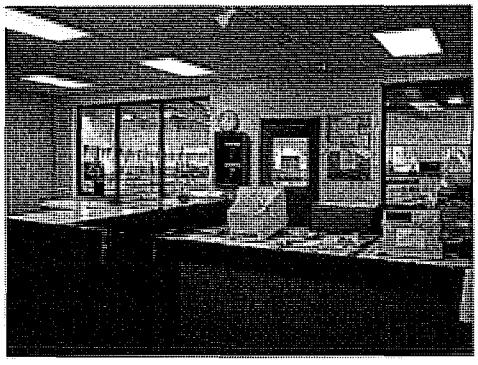
Flat roof of original school building next to gabled Senior Center addition.



Interior corridor of original school building, now used by School Administration.



Gymnasium shared by Recreation Dept. & Senior Center.



Atkinson Pool lobby area.

In general, the building currently known as the Fairbank Center appears to have served the Town well and has been adapted successfully for various needs, over the years. While certain deficiencies have been identified, the physical plant is relatively sound. If necessary for programmatic reasons, an addition could be built with minimal impact on the existing building; however, the lot area behind the building is reportedly limited in size.

SAR Engineering, Inc.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Fairbank Center *FIELD REPORT NO.* 4

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

PRESENT AT SITE:

Don Gamble - SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

OBSERVATIONS:

FIRE PROTECTION/SPRINKLER

Partially sprinklered most likely the 1987 renovation.
Water service enters in the control room of the pool area.
Building should be 100% sprinklered.
Flow test to determine feasibility of this.

PLUMBING SYSTEMS

Boiler Room

Sump pump has no cover, no check valve observed to be updated and new Quik disconnect. Check valve and ball valve suggested.
Loose wiring at sump pump to bemaintained.
Water dumps to p-trap with air break to 3" C.I. storm drain. Lead and oakum joints.
Hot water supplied by A.O. Smith Burkay System. (2) 100 gal. tanks – boilers with 110 gal. storage tank.
No mixing valve observed.
Toilet – shower rooms are gang style – no mixing valves observed. Updating suggested.
Existing oil firing equipment, pump, piping compressor abandoned in place. Remove this old equipment.
Gas fired equipment – 4" diameter gas line runs across from kitchen to boiler room.
Gas line meter outside kitchen area, 2" to booster, 4" across building, across stage area, TV room, closets, storage areas before entering the boiler room. Rerouting gas line suggested. However, may not be feasible.
Plumbing fixtures are wall hung with flushometers. Update suggested.
Small stainless steel sink in arts and crafts room, older style delta faucet. Replace.

Kitchen Area

Full size kitchen
3 bay scullery sink with low boy grease trap floor mounted and commercial hose spray. Cleaning of crease tap on a periodical schedule suggested.
Full stove
Full ovens
Dishwasher
Additional sink with hose spray – commercial style.
No vacuum breakers on any faucets observed. Code issue vacuum breakers required.

10 Granite Street, Quincy, Massachusetts 02169 617 328-9215 FAX 617 328-9216 email: sar@sar.com

SAR

FIELD REPORT

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DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

Full fan unit over cooking equipment. Testing and cleaning suggested.
Ansil system over stove and ovens. Testing suggested.
82 gal. hot water tank electric and manufactured by state. Gas conversion suggested. May be cost efficient.

Men's Room

Wall hung fixtures
Flushometer style
One water closet handicap accessible.
One floor drain.
One hose bib.

Women's Room

One water closet
One water closet ADA – Handicap accessible.
Two counter style lavs – ADA accessible.
One floor drain
One hose bib

Pool Room

Two Raypk heaters for heating of pool system. There are 12 to 13 years old, but seem to work adequately. Drinking fountains are wall hung and not ADA – Handicap compliant.

In general, the systems are working but need updating to ADA compliance and sprinkle the rest of the Building is suggested.

HVAC

The Fairbank Center is a multi-use building with two 30 year old (approximate) H.B. Smith steam boiler. Roughly ten years ago six of the eighteen sections were removed and new gas burners were installed.

The existing boiler pressure relief valves should be piped to the atmosphere to prevent injury to anyone working on the boiler. These are not high pressure steam boilers, which are required by code to be vented outdoors, but rather a serious safety issue due to the age of the boilers.

There are three steam to hot water heat exchangers feeding the three building zones. Each exchanger has two hot water pumps.

The condensate tank is near its life expectancy and is showing signs of corrosion.

SAR

FIELD REPORT

PROJECT: Sudbury Facilities Study – Fairbank Center *FIELD REPORT NO.* 4

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

The boiler burners are Ray Manufacturing and their capacity is 2.1 to 6.3 million BTU's. They appear to be too large for the twelve existing boiler sections. The Town should consult with their service contractor to insure the boiler sonly fire on low fire. The modern equipment of these boilers is the H.B. Smith series 350. This boiler has a maximum firing rate of 2,240,000 BTU's. Firing beyond that limit can result in serious damage.

Each of the three expansion tanks were flooded indicating a problem with the volume of the expansion in the system. We suggest that the tanks be drained and watched during the beginning of the heating system.

The Senior Center has baseboard hot water heat and central air conditioning all in excellent condition. The rooftop cooling unit has a life expectancy of twenty years. It is now ten years old.

The Pool Center has central heating provided by an air handler with concealed ductwork. The pool heaters are Raypaks and have just recently been rebuilt. In general, the entire system looks good.

ELECTRICAL

Electrical System

The pad mounted transformer provides the building with 800A disconnect and 120/208, 3 phase, 4 wire system. The distribution board and various panelboard makeup the electrical distribution for the entire building. The distribution system is in good condition.

Lighting

The lighting throughout the building has fluorescent and incandescent fixtures. The fixtures are in good condition.

The gymnasium has high bay metal halide fixtures switched through circuit breakers. It appears the fixtures stay "on" most of the time.

Emergency Light

The building has emergency backup units throughout the building.

Exit Lights

The building through has exit lights. However, there is no exit light in the kitchen.

FIELD REPORT

PROJECT: Sudbury Facilities Study – Fairbank Center *FIELD REPORT NO.* 4

TRADE/DISCIPLINE: Plumbing/Fire Protection, Electrical *PROJECT NO.:* 21092.00

DATE: 9/19/01 *TIME:* 9:30 AM *WEATHER:* Showers *TEMP. RANGE:*

Fire Alarm System

The building has Simplex "4002" fire alarm system with initiating and notifying devices. The gymnasium has no pull station and just one (1) horn/strobe. The school office area does not have horn/strobes.

No smoke detectors in the gymnasium. The kitchen has ansul fire suppression system tied to the fire alarm control panel.

Miscellaneous

The building has its own telephone system.

ITEMS TO VERIFY: *ACTION REQUIRED:*

REPORTED BY: Don Gamble – SAR Engineering, Inc.
Ahmad Moghni – SAR Engineering, Inc.

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(l) "Health Hazard" shall mean actual or potential threat of contamination of the public water system, including the consumer's potable water system, to such a degree that there would be a danger to health in the opinion of the Department.

(m) "Person" shall mean an individual, corporation, company, association, trust, partnership, the Commonwealth, a municipality, district, or other subdivision or body politic of the Commonwealth, or any department, agency, or instrumentality of the United States, except that nothing herein shall be construed to refer to or to include any American Indian tribe, or the United States Secretary of the Interior in his capacity as trustee of Indian lands.

(n) "Potable Water" shall mean water from any source which has been approved by the Department for human consumption.

(o) "Public Water System" shall mean a system for the provision to the public of piped water for human consumption, if such system has at least fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days of the year. Such term includes (1) any collection, treatment, storage, and distribution facilities under control of the operator of such a system and used primarily in connection with such system; and (2) any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. A public water system is either a "community water system" or a "non-community water system".

1. "Community water system" shall mean a public water system which serves at least fifteen (15) service connections used by year-round residents or regularly serves at least twenty-five (25) year-round residents.

2. "Non-community water system" shall mean a public water system that is not a community water system.

(p) "Reduced Pressure Backflow Preventer" shall mean a device incorporating (1) two or more check valves, (2) an automatically operating differential relief valve located between the two checks, (3) two shutoff valves, and (4) necessary appurtenances for testing. The device shall operate so that the pressure in the zone between the two check valves is maintained at a value less than the pressure on the public water system side of the device. At cessation of normal flow, the pressure between the check valves shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve shall operate to maintain reduced pressure by discharging to the atmosphere.

(q) "Supplier of Water" shall mean any person who owns or operates a public water system.

(r) "Unapproved Water Supply" shall mean any water not approved by the Department as safe for human consumption.

(s) "Atmospheric Vacuum Breaker" shall mean a device used to prevent back siphonage and not to be used under static line pressure.

(2) Responsibility

(a) The Department has the following responsibilities relative to cross connections:

1. Establishment and administration of regulations covering cross connections;
2. Reviewing and approving plans for proposed new installation of air gaps with tank and pump arrangements, reduced pressure backflow preventers or double check valve assemblies before they may be lawfully installed or maintained;
3. Inspection of new installations for compliance with approved plans;
4. Issuing permits to maintain approved cross connections as indicated in 310 CMR 22.22(4);
5. Providing advice and assistance to others involved in program elements under this section;
6. Surveying commercial, industrial, and institutional buildings served by the public water system to determine if cross connections exist, whenever the Department deems such surveys necessary;
7. Annual inspection and testing of approved backflow preventers.

(b) The supplier of water is responsible for the safety of the public water system under its jurisdiction, and shall have the following specific responsibilities relative to cross connections:

1. Making semi-annual inspections of all approved backflow prevention devices installed on the distribution system;
2. Assisting Department personnel in annual inspections of approved backflow prevention devices;
3. Inspecting all commercial, industrial and institutional premises served by the public water system to determine if cross connections exist, whenever the supplier of water deems such inspections necessary;
4. Taking appropriate action to eliminate hazardous conditions;
5. Reporting to the Department any violations of these regulations found in surveys or otherwise;
6. Maintaining records of inspections of approved backflow preventers, and submitting copies of the records of the inspections to the Department.

(c) The owner of any permit for a cross connection has the following responsibilities relative to cross connections:

(c) "Atmospheric Vacuum Breaker". The atmospheric vacuum breaker, designed to prevent back siphonage, is not effective against backflow due to back pressure. See 310 CMR 22.22(6)(e).

1. Vacuum breakers must be installed at least six inches above the flood level rim of the fixture they serve.
2. The device must be installed downstream of the last shut off serving the fixture or equipment.
3. Vacuum breakers must not be installed in locations where the device is subject to corrosive fumes, dust or grit.
4. The device must be protected against freezing and mechanical abuse.
5. If vacuum breakers are used as protection on tanks containing liquids which are hazardous to health, further protection will be required on the main water line.
6. Atmospheric vacuum breakers must not be used under conditions of static line pressure.

(d) "Barometric Loop". A barometric loop is effective against back siphonage only and will be approved only when no health hazard exists and back pressure is not anticipated.

(e) "Fire Protection Systems". Private fire protection systems, because of their varying degrees of hazard, must be evaluated by the Department to determine the type of backflow prevention required. Therefore, no changes in either the equipment comprising a system or the source of water supply for the system shall be made without prior approval of the Department. Also, the approval of the Department shall be obtained before any chemicals are used in the system. Buildings having the following actual or potential cross connections shall be required to have backflow prevention:

1. Any system with a pumper connection into which chemical additives may be injected by fire department equipment.
2. Fire systems which may be subject to contamination with anti-freeze, "Foamite", or other chemicals used in fighting fires.
3. Fire systems subject to contamination from auxiliary or used water supplies or private storage tanks.
4. Fire systems and storage reservoirs which may be treated for prevention of scale formation, corrosion, algae, slime growths.
5. Fire systems with pumper connections within 1,500 feet of an auxiliary unapproved water supply.

Gate valves required for fire protection systems must be OS&Y type.

(f) "Pit Construction". Installation within a pit shall not be permitted except under exceptional circumstances, and then

SUDBURY FACILITIES STUDY

UPGRADE RECOMMENDATIONS FOR FAIRBANK CENTER

HVAC

1. Considerable thought must be given to full replacement of the boiler plant. Its estimated cost is $80,000.00.

2. The safety valves should be repiped to the outdoors. $3,000.

3. Replace the condensate tank, which appears to be leaking. $3,500.

4. New expansion tanks should be installed as they are now flooded indicating lesser capacity than required. The estimated cost is $5,000. This includes the removal of all existing tanks and the installation of new bladder type expansion tanks that are now the industry standard.

PLUMBING/FIRE PROTECTION

1. The building is partially sprinklered in the area of the 1987 addition. If this building goes through major renovations or an addition is constructed, it will be required to be fully sprinklered. Estimated cost of $2.75/sq. ft.

2. The existing plumbing systems appear to be in fair to good condition and have gone through some renovations to bring this building up to ADA compliance with the exception of the water coolers. Estimated cost to bring water coolers up to ADA compliance is $2,500.00

ELECTRICAL

The overall electrical system is in good condition. However, we recommend the following:

1. Supplemental fluorescent/incandescent fixtures are recommended in the gymnasium.

2. Additional fire alarm devices are recommended in the gymnasium.

   The approximate cost will be $6,000.00.

Fairbank Community Center: School Administration

Department Overview:

The School Administration provides supervision, direction, and administrative support to the operation of the Sudbury Public Elementary and Middle Schools and oversees the academic, cultural, artistic, emotional, and physical development of the student population. The Town schools include 4 elementary schools and 1 middle school. The high school is regionalized with the Town of Lincoln and that school has its own separate school district. The department currently has a staff of 26 including; 1 Superintendent, 1 Assistant Superintendent, 1 Director of Special Education, 1 Out of District Coordinator, 1 Early Childhood Coordinator, 1 Personnel Manager, 1 Accounts Payable Manager, 1 METCO Director, 1 Director of Business and Finance, 1 Payroll & Transportation Coordinator, 1 Director of Maintenance, 4 Curriculum Specialists (science, social studies, mathematics, & language arts), 3 Technical Specialists, One Clerical Aid (Early Childhood), and 6 Administrative Assistants.

Program Needs Overview:

The School Administration Department currently operates out of one wing of the Fairbank Center and this space is too small to accommodate current operations. This department presently occupies 6 classroom spaces that were subdivided to accommodate their office space needs. Office spaces and meeting spaces are very inadequate in terms of size, provision of privacy, and adequate working and meeting space. There is only one meeting room for the department. This room is undersized and always occupied. There is no dedicated space in this building for the School Committee. Meetings are presently held at the Senior Center provided that the space is available. Storage space is also inadequate and the kitchen/lounge space is too small. The restroom facilities on this wing of the building are child-size and shared by the children participating in the Parks & Recreation Department programs. Clearly, these shared facilities are not suitable for this department. The department requires parking for 8 vans that are used by the schools. Any facility that the School Administration occupies must be fully accessible.

Space Needs Summary:

- Additional office space for all employees
- Additional conference room for superintendent
- Separate room for library / work room
- Additional record storage space
- Additional supply and a/v equipment storage
- Larger lunch / staff room
- Adult size toilet rooms
- School Committee meeting room, work space, and storage area
- All offices must be wheelchair accessible

FAIRBANK CENTER PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	SCHOOL ADMINISTRATION		
100	CORRIDOR	958 SF	958 SF
101	SUPERINTENDENT	272 SF	275 SF
102	SUPERINTENDENT'S CONFERENCE ROOM	291 SF	291 SF
103	SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT	215 SF	215 SF
104	COPY ROOM	101 SF	110 SF
105	ADMIN. ASSISTANT / LIBRARY / CURRICULUM SPECIALIST	701 SF	500 SF
NEW	LIBRARY / WORK ROOM	0 SF	350 SF
106	ASSISTANT SUPERINTENDENT	213 SF	213 SF
107	OUT OF DISTRICT COORDINATOR	237 SF	237 SF
108	SPECIAL EDUCATION DIRECTOR	289 SF	289 SF
109	SPECIAL EDUCATION STORAGE	119 SF	150 SF
110	SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT	261 SF	261 SF
111	CURRICULUM / TECHNICAL SPECIALISTS	730 SF	900 SF
112	KITCHEN / STAFF ROOM	185 SF	300 SF
NEW	A/V EQUIPMENT STORAGE	0 SF	80 SF
113	PERSONNEL MANAGER	216 SF	250 SF
114	ACCOUNTS PAYABLE MANAGER	150 SF	200 SF
115	METCO DIRECTOR	153 SF	200 SF
116	EARLY CHILDHOOD COORDINATOR	151 SF	200 SF
117	ADMINISTRATIVE ASSISTANTS	215 SF	300 SF
118	PAYROLL & TRANSPORTATION DIRECTOR	201 SF	201 SF
119	DIRECTOR OF BUSINESS & FINANCE	290 SF	290 SF
NEW	DEPARTMENT CONFERENCE ROOM	0 SF	300 SF
120	CORRIDOR	209 SF	209 SF
NEW	SUPPLY STORAGE	0 SF	80 SF
121	COPY ROOM	108 SF	110 SF
122	DIRECTOR OF MAINTENANCE	111 SF	150 SF
123	WOMEN'S ROOM	318 SF	318 SF
124	MEN'S ROOM	318 SF	318 SF
NEW	SCHOOL COMMITTEE MEETING ROOM	0 SF	600 SF
	CURRENT SF TOTAL	**7,012 SF**	
	NECESSARY SF TOTAL		**8,855 SF**
	ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**1,843 SF**

[1] LIBRARY / WORKROOM FUNCTION SEPARATED FROM ADMINISTRATIVE ASSISTANT'S OFFICE SPACE.

Fairbank Community Center: Recreation Department

Department Overview:

The Recreation Department provides the residents of Sudbury with a comprehensive and varied program of public recreation activities, services, and resources. Recreation facilities include the Atkinson Pool, Fairbank Community Center, toddler playground, tennis courts, basketball courts, skate park, golf putting area, sand volleyball court, outdoor skating area, and fields for basketball, field hockey, lacrosse, softball, and soccer. The Fairbank Community Center is the heart of this department because it is where the Atkinson Pool, department offices, and a wide variety of fields and activities are located. The Atkinson Pool is the focus of a lot of activity at the Fairbank Center, so the Community Center is open only during the hours that the Pool is open (M-Th 6 a.m. – 9 p.m., F 6 a.m. – 7 p.m., Sat. 7 a.m. – 6 p.m., Sun. 7 a.m. – 4 p.m.). The department operates with a full time staff of 8 people, 4 of which work exclusively at the pool. The staff includes the Parks & Recreation director and administrative assistant, the preschool program coordinator, the teen center director, 2 head lifeguards, the aquatic facility director, and the supervisory staff.

The department operates and facilitates programs for citizens of all ages, including both indoor and outdoor activities. Some of the activities offered through the Fairbank Center facility include exercise programs for adults, "Kindercats" preschool for young children, after-school programs and summer camp for kids, a teen center for middle school students, and several pool activities for all ages. The Recreation Department occupies most of the space in the Fairbank Community Center; however, the building is shared with the Senior Center and School Administration.

Program Needs Overview:

The Fairbank Center is undersized for the three programs that occupy it. Most spaces that are used exclusively by the Recreation Department serve multiple purposes. This is most evident during the summer months when the Recreation Department runs a day camp for school-age children. During this time, the disco / video game room and pool / table tennis room become locker rooms for the kids because the existing locker rooms are inadequate in size. The room that serves as the Teen Center Director's office during the school year becomes a storage closet for camp equipment because there is a lack of storage in the building. Storage is lacking mostly for athletic equipment, arts & crafts supplies, and toys and games for the preschool programs. The gymnasium at the Fairbank Center used to be part of the Fairbank School, so it is small and not conducive to most of the adult activities that are run by this department (men's basketball, tae-kwon-do, yoga). The offices for this department are undersized and there is no meeting rooms dedicated for this department's use. The pool is the only area within the center where no additional space is needed.

Space Needs Summary:

- More space within the Fairbank Center dedicated to this department
- Larger and more private office spaces for the Parks & Recreation Director, Preschool Program Coordinator, and Teen Center Director
- Meeting rooms (1large, 1 small) dedicated to this department
- Larger men's and women's locker rooms
- Sinks in the classrooms, especially the preschool (Kindercats) room
- Additional storage for athletic equipment, arts & crafts supplies, and toys and games
- Larger gymnasium space for adult activities

FAIRBANK CENTER PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	RECREATION DEPARTMENT		
125	STORAGE	97 SF	97 SF
126	POOL / TABLE TENNIS ROOM	927 SF	927 SF
127	CORRIDOR	552 SF	552 SF
128	WOMEN'S LOCKER ROOM	936 SF	1,200 SF
129	MEN'S LOCKER ROOM	928 SF	1,200 SF
130	LOUNGE	952 SF	952 SF
131	CORRIDOR	334 SF	334 SF
132	POOL STORAGE	198 SF	198 SF
133	FILTER ROOM	460 SF	460 SF
134	POOL	10,395 SF	10,395 SF
135	POOL STAFF OFFICE	208 SF	250 SF
136	VESTIBULE	111 SF	111 SF
137	POOL LOBBY / CONTROL COUNTER	444 SF	444 SF
138	OFFICE / STAFF ROOM	397 SF	397 SF
139	STORAGE	117 SF	117 SF
140	MEN'S ROOM	101 SF	101 SF
141	WOMEN'S ROOM	120 SF	120 SF
142	SNACK BAR	150 SF	150 SF
143	PARKS & RECREATION OFFICE	112 SF	250 SF
NEW	CONFERENCE ROOM / BOARD ROOM	0 SF	250 SF
144	CORRIDOR	927 SF	927 SF
145	PARKS & RECREATION STORAGE	253 SF	500 SF
146	TEEN CENTER DIRECTOR / STORAGE	134 SF	150 SF
147	BOILER ROOM	1,030 SF	1,030 SF
148	DISCO / VIDEO GAME ROOM	957 SF	957 SF
149	KINDERCATS PRESCHOOL	928 SF	928 SF
150	CORRIDOR	210 SF	210 SF
151	TV ROOM	550 SF	550 SF
152	GYMNASIUM	2,481 SF	7,980 SF[1]
153	STORAGE	50 SF	50 SF
154	STAGE	551 SF	551 SF
155	STORAGE	69 SF	69 SF
	CURRENT SF TOTAL	**25,679 SF**	
	NECESSARY SF TOTAL		**32,407 SF**
	ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**6,728 SF**

[1] IT IS UNDERSTOOD THAT THE EXISTING GYMNASIUM IS UNDERSIZED FOR ADULT ATHLETIC ACTIVITIES, SUCH AS BASKETBALL AND TAE-KWON-DO, THAT ARE OFFERED THROUGH THE RECREATION DEPARTMENT.

Fairbank Community Center: Council on Aging

Department Overview:

The Council on Aging is the advisory board and governing body of the Senior Center. The Council On Aging comprises a nine-member board that is appointed by the Board of Selectmen. The Senior Center occupies one wing of the Fairbank Community Center, but is a separate entity from the Recreation Department. The Senior Center coordinates and administers a wide variety of services to the elderly and disabled population of Sudbury and their families. It is the central resource for information and advocacy regarding elder issues, including health and safety, housing, access to assistance programs, and various types of counseling.

Most of the senior activities occur at the Senior Center. This is where counseling (social workers, tax counselors, health officials, and more), educational ("Lifelong Learning" program, personal computer training, and internet classes), social (craft group & classes, stamp club, line dancing classes, musical productions, movies, cribbage, bingo, contract bridge, and billiards) and recreational ("Fit for the Future" aerobic classes, and T'ai Chi Ch'uan Classes) activities take place. The Senior Center also organizes van trips to destinations throughout New England. Seniors typically come to the Center specifically for the programs. There is not a "drop-in center" component to this facility and having one is not desired. The Senior Center is open from 9:30 a.m. – 4 p.m., however, the Center is busiest during the morning hours. The Senior Center is headed by a full-time Director who supervises a staff of 1 Assistant Director, 1 part-time receptionist / van dispatcher, 1 van driver, and 1 meal site manager.

Program Needs Overview:

Programs at the Senior Center are conducted in two main activity rooms. The size of these spaces is adequate for the number of seniors who participate in the activities. However, the acoustic separation between the two spaces is not adequate. Often there is a cribbage game occurring at the same time as a "Learning & Retirement" seminar and the noise that the cribbage players create can be distracting and disturbing to the seniors in the seminar. Other Town departments often use these spaces for meetings during the evening hours. Therefore, it is not possible for the Senior Center to install permanent game equipment, such as billiard tables and cribbage boards. A permanent game room is desired. The Senior Center has an agreement with the Recreation Department to use the gymnasium during certain hours for their recreation activities.

The Senior Center offers several counseling opportunities for the seniors. Most of these meetings occur in two rooms: the counseling office and the nurse's office. These offices also serve other functions including staff / COA meetings, the assistant director's office and a PC computer lab. These rooms are undersized for their counseling and nursing functions, so the shared use of these spaces is that much more inconvenient.

Storage is inadequate throughout the Senior Center. Full-height attic space over part of the Senior Center provides limited storage because it is difficult to get heavy items in and out of that space and it is not accessible to most seniors.

Space Needs Summary:

- A new game room dedicated to "noisy" and permanent game equipment
- Additional counseling and office space
- Separate computer lab for both Mac and PC computers
- Improve acoustic separation between two main activity spaces
- Additional accessible storage space
- Retain the kitchen for Senior Center meal programs

FAIRBANK CENTER PROGRAM ANALYSIS SUMMARY REPORT

ROOM #	SPACE DESIGNATION	CURRENT SF	NECESSARY SF
	SENIOR CENTER		
156	KITCHEN	1,079 SF	1,079 SF
157	STORAGE	129 SF	129 SF
158	GAME ROOM	838 SF	838 SF
159	ARTS & CRAFTS ROOM	763 SF	763 SF
NEW	BILLIARDS / CRIBBAGE ROOM	0 SF	750 SF
NEW	COMPUTER LAB	0 SF	100 SF
160	VESTIBULE	54 SF	54 SF
161	LOUNGE	519 SF	519 SF
162	RECEPTION	144 SF	180 SF
163	CORRIDOR	99 SF	99 SF
164	DIRECTOR	163 SF	163 SF
164A	CLOSET	7 SF	7 SF
165	COUNSELING OFFICE / SMALL MEETING ROOM	133 SF	180 SF
165A	CLOSET	7 SF	7 SF
166	NURSE / ASSISTANT DIRECTOR	130 SF	180 SF
167	COAT CLOSET	11 SF	11 SF
168	UNISEX TOILET ROOM	23 SF	50 SF
169	CORRIDOR	304 SF	304 SF
170	WOMEN'S ROOM	160 SF	160 SF
171	MEN'S ROOM	130 SF	130 SF
200	ATTIC STORAGE	692 SF	692 SF
	CURRENT SF TOTAL	**5,385 SF**	
	NECESSARY SF TOTAL		**6,395 SF**
	ADDITIONAL SPACE REQUIRED TO MEET NEEDS		**1,010 SF**

Scenario Alternatives

The following charts depict the scenario alternatives. These scenarios were derived from information received during interviews with department heads. The "release valve" that will allow departments to be relocated is the new DPW building that is scheduled to be built in 2002. All of the "land use departments" are scheduled to move to this building. This will free up several office spaces in the Flynn Building for other departments to move in. Consolidation of all Town administrative and financial functions was a desire expressed by most departments. These scenarios reflect a transition into this arrangement.

The first chart lists all eight Town departments with possible site locations. The second chart shows four possible scenarios by moving departments to different sites. The locations of the Credit Union and Sudbury Foundation have also been accounted for in these scenarios. Although these organizations are not considered Town departments, they each play an important role in the enrichment of the Town. A summary of these Scenarios is as follows:

Scenario I

With the land-use departments moving out of the Flynn Building, several office spaces are left vacant. This vacancy provides enough space for the Town Administration departments to move from Loring Parsonage to the Flynn Building with minimal modifications to the interior layout. The Loring Parsonage will then become vacant and is "mothballed" until the Town chooses a use group to occupy it.

The Town Clerk is the only Town Department to remain in the Town Hall. The remainder of the vacant space may continue to be "leased" to the Historical Society unless the Town finds a new use for that space.

The Youth Coordinator, Senior Outreach Coordinator, Veterans Agent (all relocated from the Town Hall), and Community Social Worker (relocated from the Flynn Building) create the Human Services Department. This department is relocated to the Fairbank Center so that they are closer to each other and the clients they serve. The Fairbank Center receives an addition to the School Administration wing to accommodate the needs of the School Administration and free up space in the existing building for the Recreation Department and Senior Center to expand to fit their needs.

In this Scenario, a major renovation and addition is proposed for the Police Station to accommodate their space needs. The existing site is too small to accommodate any further horizontal expansion. Therefore, a vertical addition is the only method of adding additional square footage to this existing building. Beyond this addition, major interior renovations are needed to make the building wheelchair-accessible, and the interior layout needs to be reconfigured to better accommodate the needs of the Department.

Scenario II

The use of the Flynn Building and Loring Parsonage are the same as Scenario I. The Town Hall, however, undergoes a major interior renovation to accommodate the School Administration. The Town Clerk remains on the first floor and gains extra space when the Youth Coordinator, Senior Outreach Coordinator, and Veterans Agent move to the Fairbank Center (same as Scenario I). A third-floor mezzanine level is constructed within the auditorium space to add the extra square footage needed by the School Administration. This floor is held back 4'-0" from the edges on two sides so that the floor structure does not block the windows. An elevator is installed to make all floors in the Town Hall accessible.

With the School Administration in the Town Hall, space is opened up in the Fairbank Center for the Recreation Department and Senior Center to expand to meet their needs. The Human Services Department also moves to the Fairbank Center, and will ultimately occupy some of the space vacated by the School Administration.

Rather than adding onto the existing Police Station, this Scenario proposes a new building on a new site for the Police Department. As mentioned in Scenario I, the existing site is too small for the building to be expanded horizontally. Several sites are in the process of being considered for a new station.

Scenario III

This Scenario consolidates all of the Town Administration, including the Town Clerk and Finance Department into the Flynn Building. A small addition and certain interior renovations to the Flynn Building are needed to accommodate the space needs of these departments. A vault for the Town Clerk is added in the basement beneath the addition. With the relocation of the Town Clerk offices to the Flynn Building and Human Services department offices to the Fairbank Center (refer to Scenario I), space is available for the School Administration to gain office space. As in Scenario II, the School Administration moves to the Town Hall from the Fairbank Center. Additional square footage is gained to accommodate the School Administration with the addition of a third-floor mezzanine. An elevator is installed to make all floor levels accessible. The Sudbury Foundation is moved from the Flynn Building to the first floor of the Town Hall. This floor is shared with the School Administration, but the Sudbury Foundation has a separate accessible entrance.

The Loring Parsonage, Fairbank Center, and Police Station are the same as Scenario II.

Scenario IV

Rather than consolidating all of the Town Administration and Finance Departments in the Flynn Building, this Scenario proposes a major new addition to the Town Hall that will house all of these departments. The Town Clerk will remain on the first floor of the existing building and the Auditorium and Meeting Room will also retain their existing uses and locations. A two-story addition onto the north side of the building will house most of the offices. A smaller two-story addition at the garage level will create the main accessible entry to the building and a new elevator from that lobby will service all floor levels.

(The option of "gutting" the whole interior of the Town Hall and rebuilding three new floor levels for Town Offices was briefly studied as part of this Scenario. As was found with Scenarios II & III, the window heights in the existing auditorium precludes the use of running the floors from wall to wall without blocking the windows. It was determined that three new floors in the Town Hall do not provide enough square footage to accommodate the needs of all of the Town Administration and Finance Departments.)

The Flynn Building, once vacated by the Town Administration and Finance Departments, will be used almost exclusively by the School Administration. The Credit Union and Sudbury Foundation may retain their existing space in the Flynn Building since there will be excess space not occupied by the School Administration.

The Loring Parsonage, Fairbank Center, and Police Station are the same as Scenario II.

SUMMARY BY DEPARTMENT WITH LOCATION ALTERNATIVES

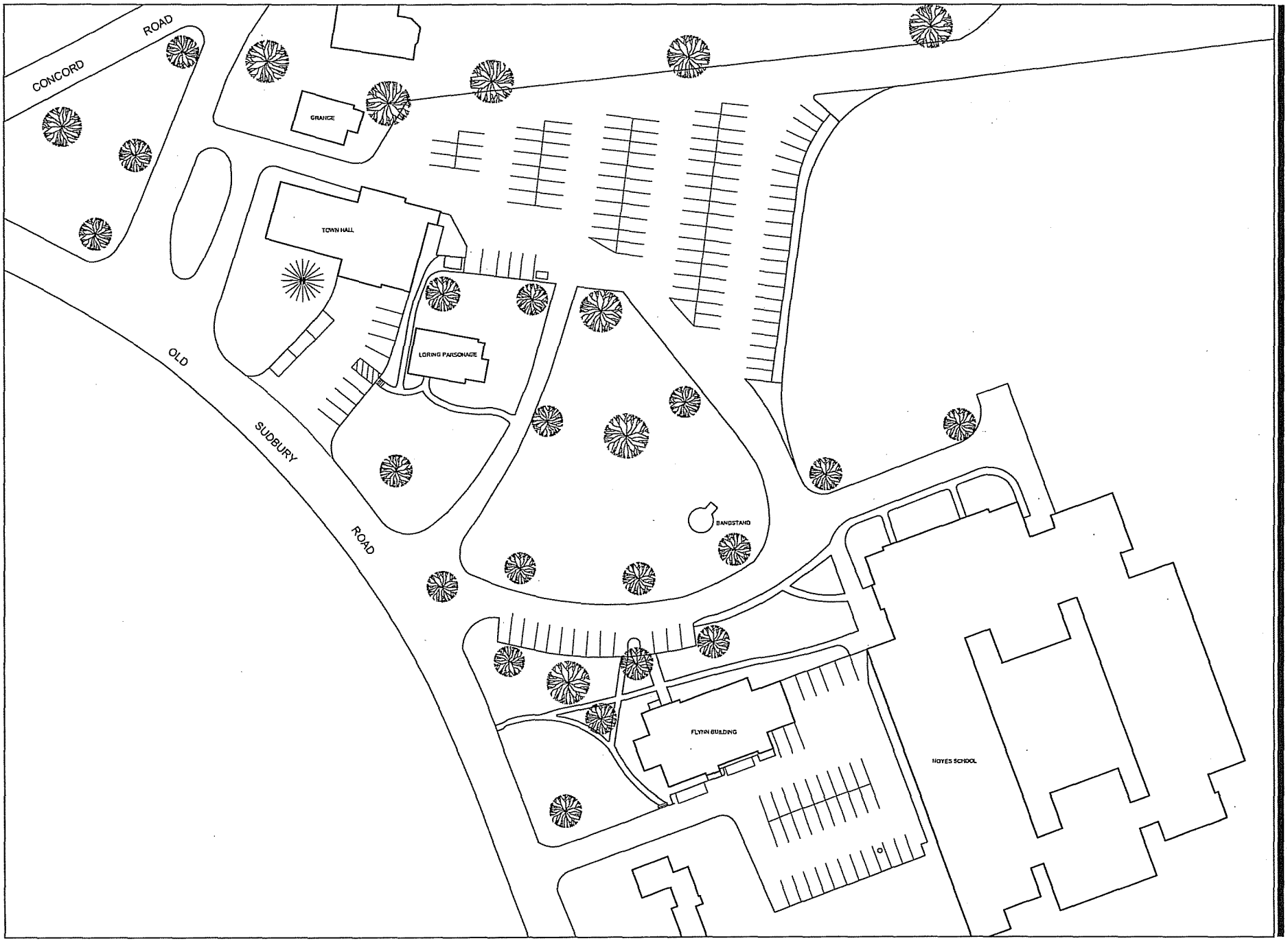
The following chart lists the Town Departments with the possible location options using the existing buildings/sites. Whether the building can be used in its existing condition, if it requires a renovation/addition, or if it should be built new is specified under the location options.

Department	Location Options
1 Town Administration Offices	a. Flynn Building b. Addition to Town Hall
2 Town Finance Offices	a. Flynn Building b. Addition to Town Hall
3 Town Clerk	a. Town Hall b. Flynn Building
4 Land Use Offices	a. New DPW building
5 School Administration	a. Add on to Fairbank Center b. Renovate 2nd floor of Town Hall c. Flynn Building
6 Recreation	a. Fairbank Center
7 Senior Center	a. Fairbank Center
8 Police Department	a. Renovate and add second floor to police station b. New police station on same or new site
9 Sudbury Foundation	a. Flynn Building b. Town Hall

SCENARIO ALTERNATIVES BY BUILDING

The following scenarios show the Town departments in different feasible locations and how these placements affect the location of surplus buildings. Shaded blocks reflect the buildings that will require the most new construction to implement that scenario.

Building	Scenario I	Scenario II	Scenario III	Scenario IV
Flynn Building	Finance Department: *Treasurer / Collector* *Accounting* *Assessors* *Technology* Town Administration: *Town Manager* *Assistant Town Manager* *Town Counsel* Sudbury Foundation Credit Union	Finance Department: *Treasurer /Collector* *Accounting* *Assessors* *Technology* Town Administration: *Town Manager* *Assistant Town Manager* *Town Counsel* Sudbury Foundation Credit Union	Finance Department: *Treasurer / Collector* *Accounting* *Assessors* *Technology* Town Administration: *Town Manager* *Assistant Town Manager* *Town Counsel* *Town Clerk* Credit Union	School Administration Sudbury Foundation Credit Union
Loring Parsonage	Vacant	Vacant	Vacant	Vacant
Town Hall	Town Clerk Historical Society	Town Clerk School Admin (reno 2nd floor)	School Admin (reno 2nd floor) Sudbury Foundation	Town Clerk Finance Department (w/ addition) Town Administration (w/ addition)
Fairbank Center	School Admin (w/ addition) Recreation Senior Center Human Services: *Community Social Worker* *Youth Coordinator* *Senior Outreach Coordinator* *Veterans Agent*	Recreation Senior Center Human Services: *Community Social Worker* *Youth Coordinator* *Senior Outreach Coordinator* *Veterans Agent*	Recreation Senior Center Human Services: *Community Social Worker* *Youth Coordinator* *Senior Outreach Coordinator* *Veterans Agent*	Recreation Senior Center Human Services: *Community Social Worker* *Youth Coordinator* *Senior Outreach Coordinator* *Veterans Agent*
Police Station	Police (add on)	Police (build new)	Police (build new)	Police (build new)
New DPW Building	Land Use Departments: *Engineering* *Building Department* *Conservation Commission* *Planning Department* *Board of Health*	Land Use Departments: *Engineering* *Building Department* *Conservation Commission* *Planning Department* *Board of Health*	Land Use Departments: *Engineering* *Building Department* *Conservation Commission* *Planning Department* *Board of Health*	Land Use Departments: *Engineering* *Building Department* *Conservation Commission* *Planning Department* *Board of Health*
Unused Building Summary	Loring Parsonage	Loring Parsonage	Loring Parsonage	Loring Parsonage



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CLIENT

Town of Sudbury

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Sudbury, MA 01776

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2 _____
3 _____
4 _____
5 _____ DATE

DRAWING TITLE

Town Center Existing Site Plan

DRAWING INFORMATION

July 27, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1" = 100'-0"
SCALE

LM
DRAWN BY

3753.00
PROJECT #

a101.dwg
FILE NAME

DRAWING NUMBER

L101

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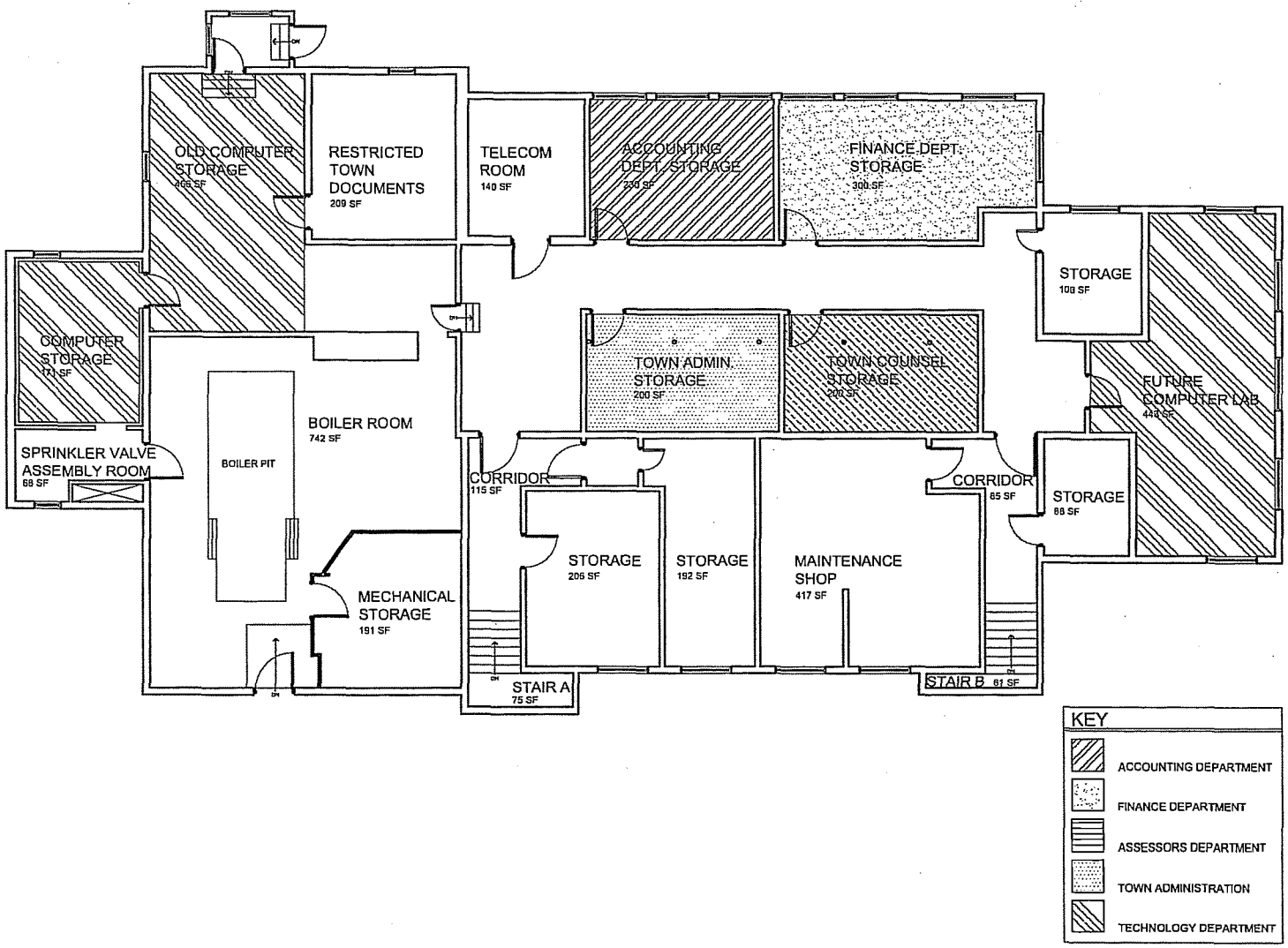
Parking Analysis for Town Center

The following matrix shows the parking spaces available compared to the parking spaces needed for each scenario. These parking spaces are only for employee and municipal vehicles and use the existing parking lot configurations. Visitor and volunteer vehicles are not included in this matrix, but facilities affected are indicated by a (+).

Parking Lot	Existing Spaces Available	Spaces Needed				
		Present	Scenario I	Scenario II	Scenario III	Scenario IV
Flynn Building	47	44 (+)	30 (+)	30 (+)	35 (+)	34 (+)
Loring Parsonage	11	10	0	0	0	0
Town Hall	5	13	15	39	34 (+)	35 (+)
School / Church	94	94	94	94	94	94
Lot opposite school	79	79	79	79	79	79
Total spaces	**236**	**240 (+)[1]**	**218 (+)[2]**	**247 (+)[2]**	**247 (+)[2]**	**247 (+)[2]**
Deficit		-4	18	-11 [3]	-11 [3]	-11 [3]

[1] Does not include departments not interviewed as part of this study, including Board of Health, Sudbury Foundation, and Credit Union.
[2] Does not include Sudbury Foundation and Credit Union.
[3] It is assumed that the School/Church lot is not full and could be used by Town Hall employees to alleviate the deficit.



ARCHITECT

bh+a

Bergmann Hendrie + Archetype, Inc
315 Summer Street
Boston, MA 02210
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www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA 01776

CLIENT

Town of Sudbury

256 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
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Street
City, State Zip
[illegible] Tel
[illegible] Fax
www.[illegible].com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Flynn Building Basement - Scenarios 1 & 2

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/16" = 1'-0"
SCALE

LM
DRAWN BY

7757.00
PROJECT #

a100_flynn.dwg
FILE NAME

DRAWING NUMBER

A100a

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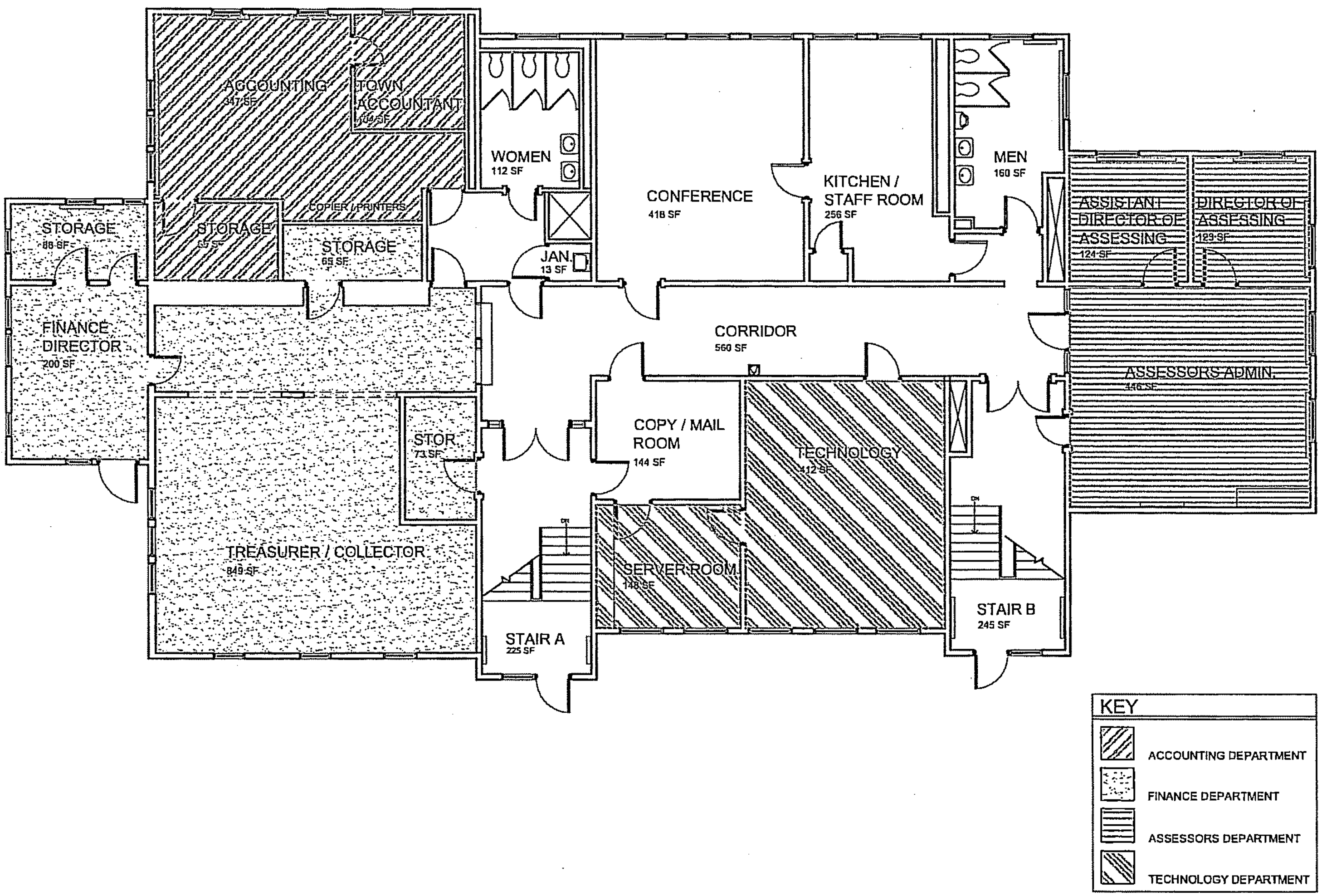

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

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City, State Zip
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REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Flynn Building First Floor - Scenarios 1 & 2

DRAWING INFORMATION

July 23, 2001
DATE OF ISSUE

Existing Conditions
DESCRIPTION

1/8" = 1'-0" SCALE
LM DRAWN BY

2253.00 PROJECT #
a101-flynn.dwg FILE NAME

DRAWING NUMBER

A101a

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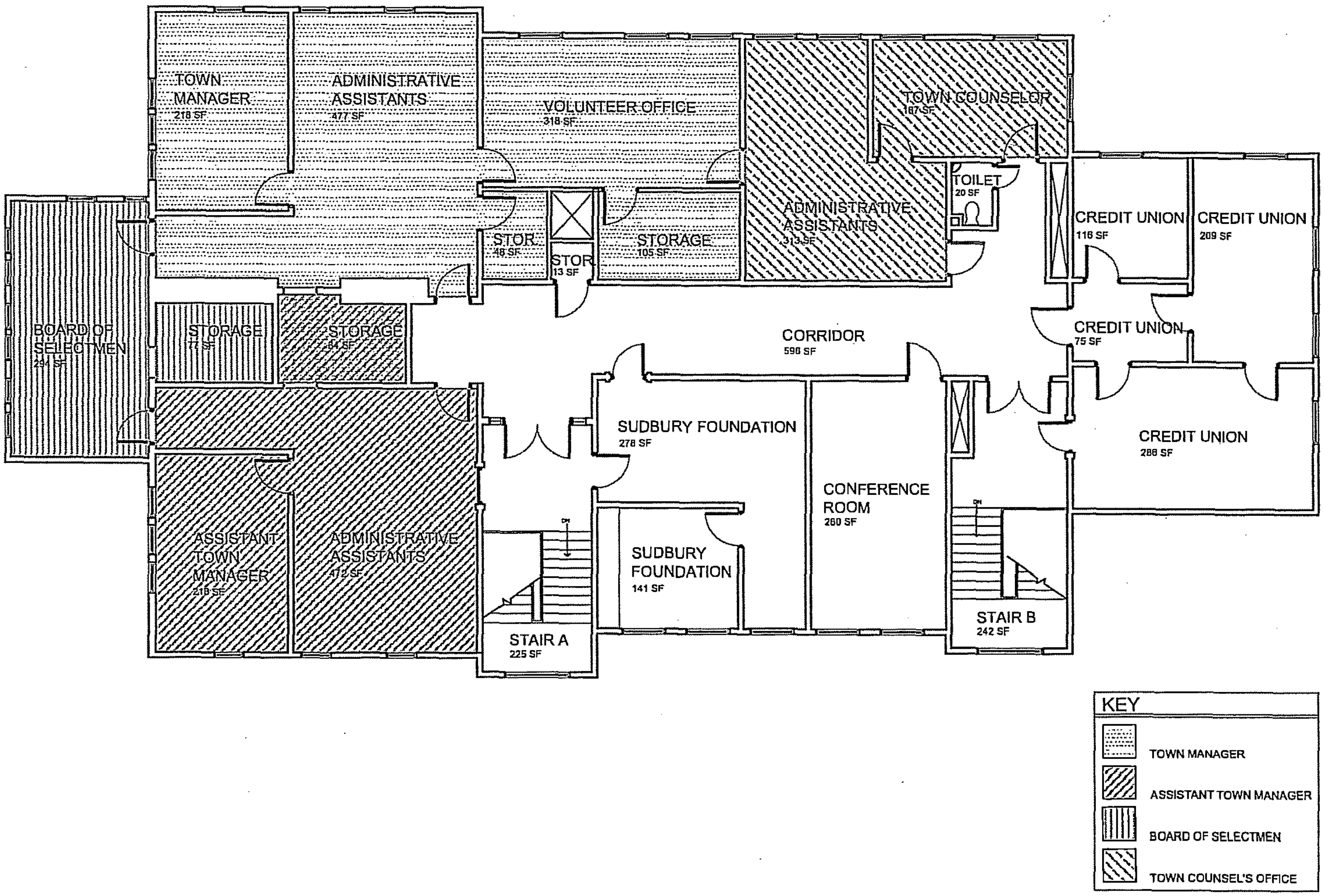

ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
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PROJECT TEAM

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888 888-8888 Tel
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REVISIONS

DRAWING TITLE

Flynn Building Second Floor Scenarios 1 & 2

DRAWING INFORMATION

Existing Conditions

DRAWING NUMBER

A102a

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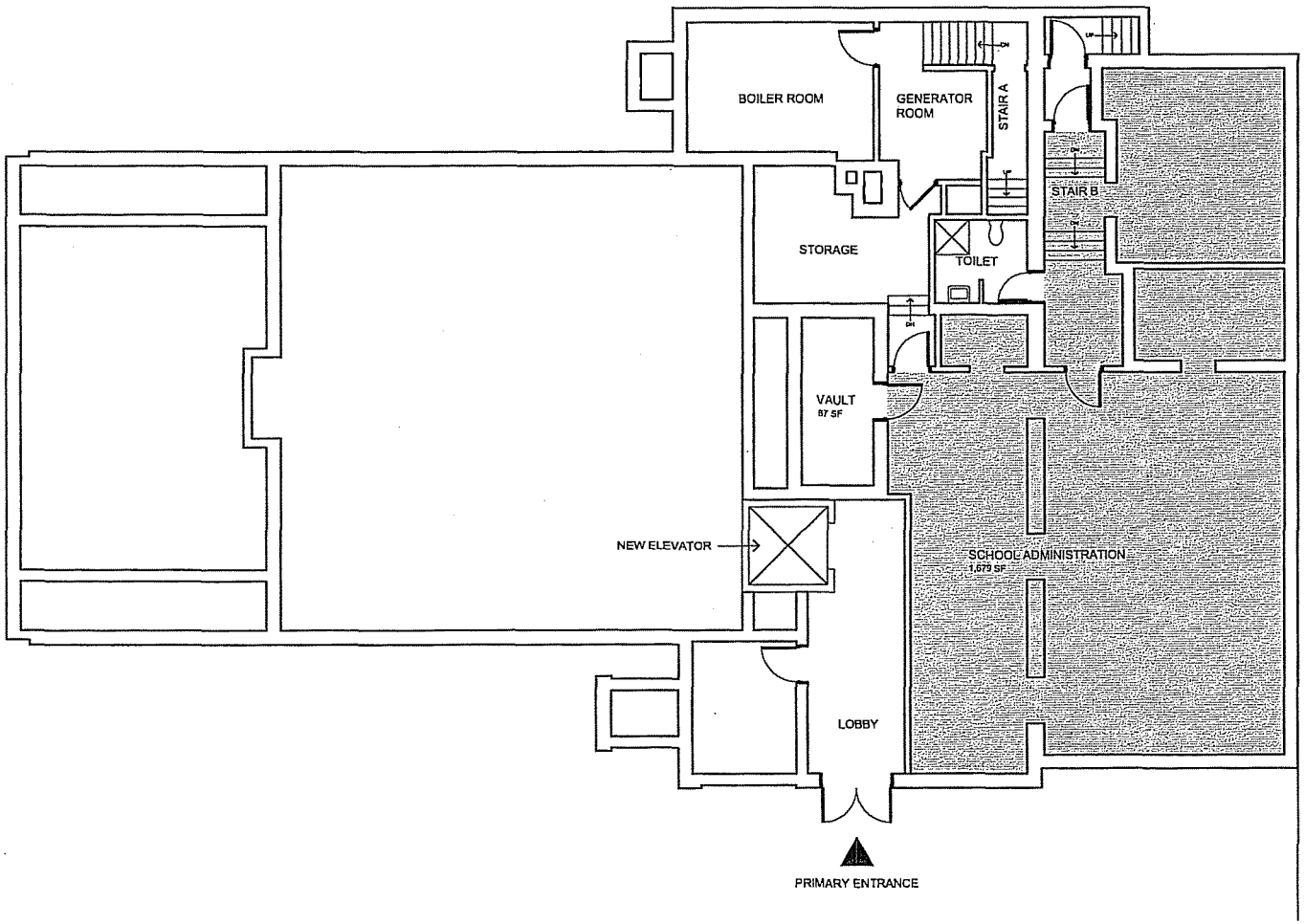

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

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SAR Engineering, Inc.
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REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall Basement Floor Plan - Scenario 2

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/16" = 1'-0"
SCALE

bh
DRAWN BY

2253.00
PROJECT #

a100-townhall.dwg
FILE NAME

DRAWING NUMBER

A100a

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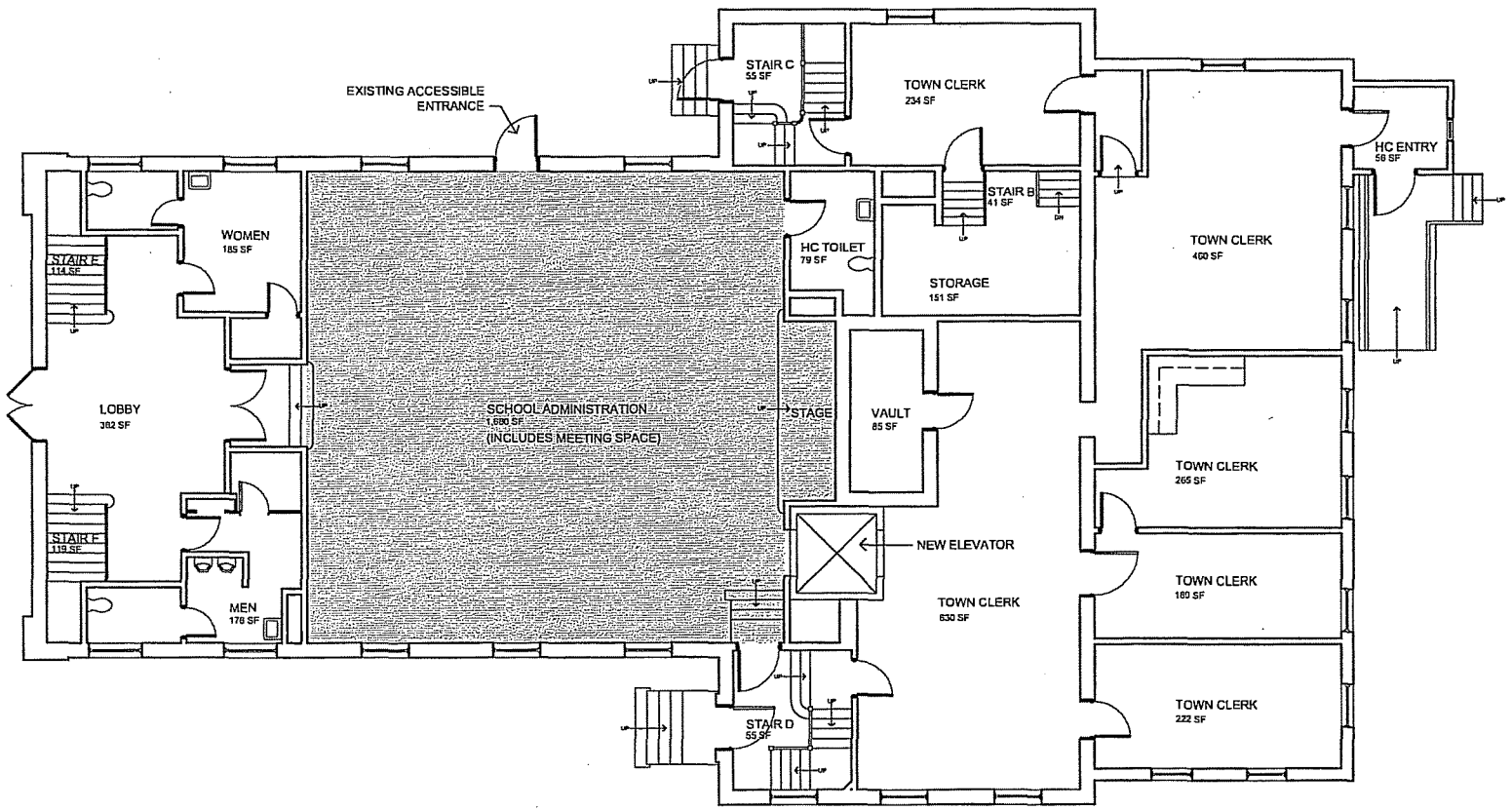

ARCHITECT
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PROJECT NAME
Sudbury Space Needs Study
Sudbury, MA, 01776

CLIENT
Town of Sudbury
278 Old Sudbury Road
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PROJECT TEAM
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REVISIONS
1
2
3
4
5
DATE

DRAWING TITLE
Town Hall First Floor Plan - Scenario 2

DRAWING INFORMATION
January 2 2002
DATE OF ISSUE
Schematic Design
DESCRIPTION
1/16" = 1'-0"
SCALE
DRAWN BY
7253.00
PROJECT #
a101-townhall-2.dwg
FILE NAME

DRAWING NUMBER
A101a

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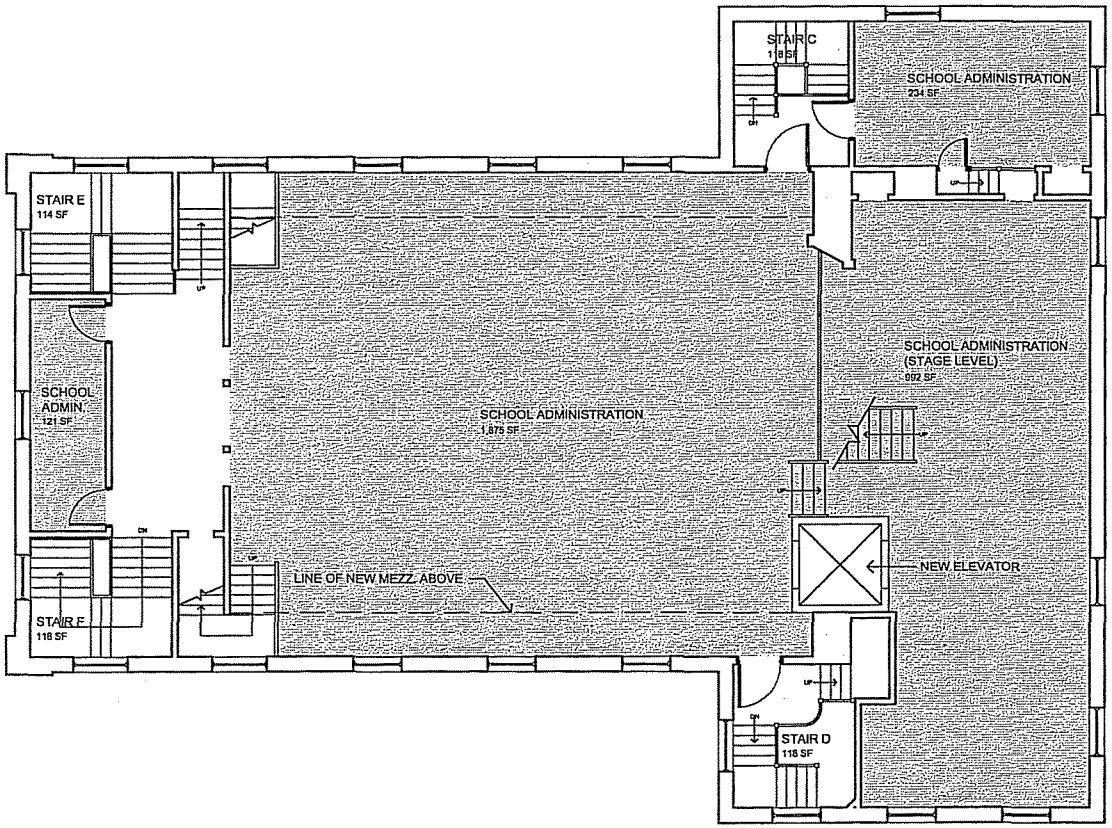

ARCHITECT

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www.bhplus.com

PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

258 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
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City, State Zip
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[illegible] Fax
www.[illegible].com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall Second Floor Plan - Scenario 2

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/8" = 1'-0"
SCALE

Jim
DRAWN BY

2253.00
PROJECT #

a102-townhall.dwg
FILE NAME

DRAWING NUMBER

A102a

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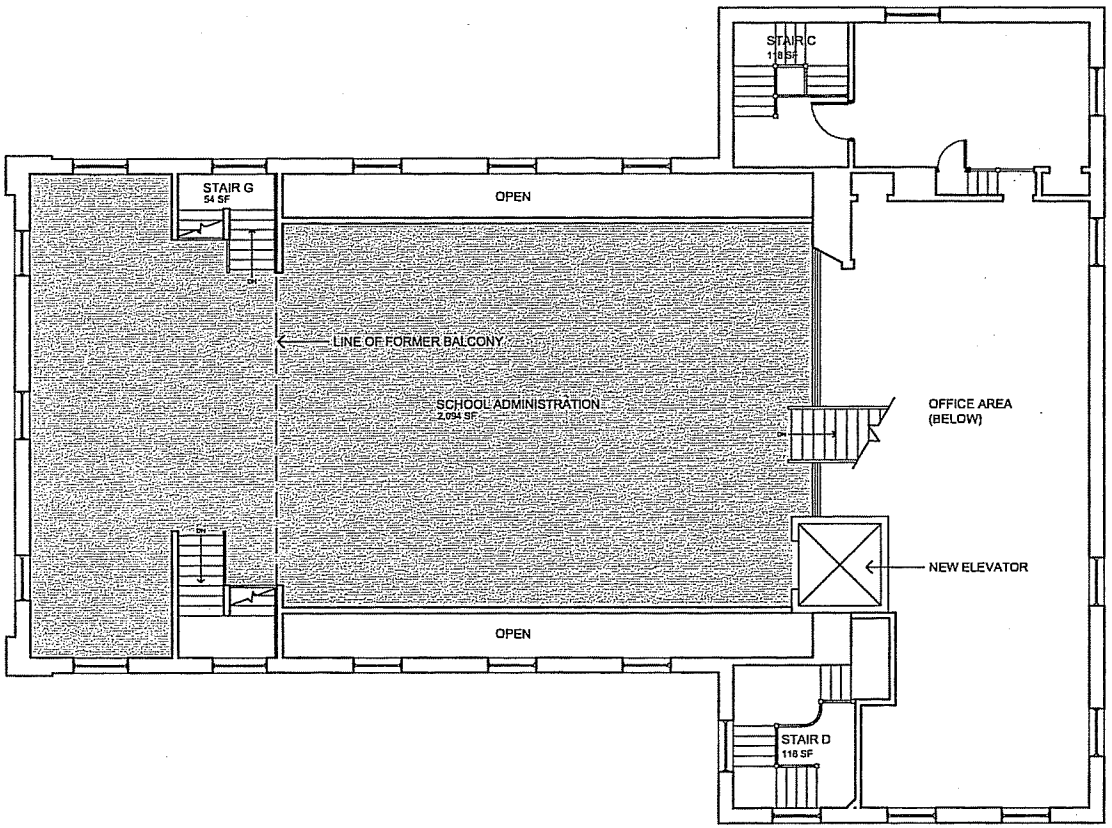

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

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City, State Zip
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[illegible] Fax
www.[illegible].com

REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall Third Floor Plan - Scenario 2

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/16" = 1'-0"
SCALE

by
DRAWN BY

2253.00
PROJECT #

a103-townhall.dwg
FILE NAME

DRAWING NUMBER

A103a

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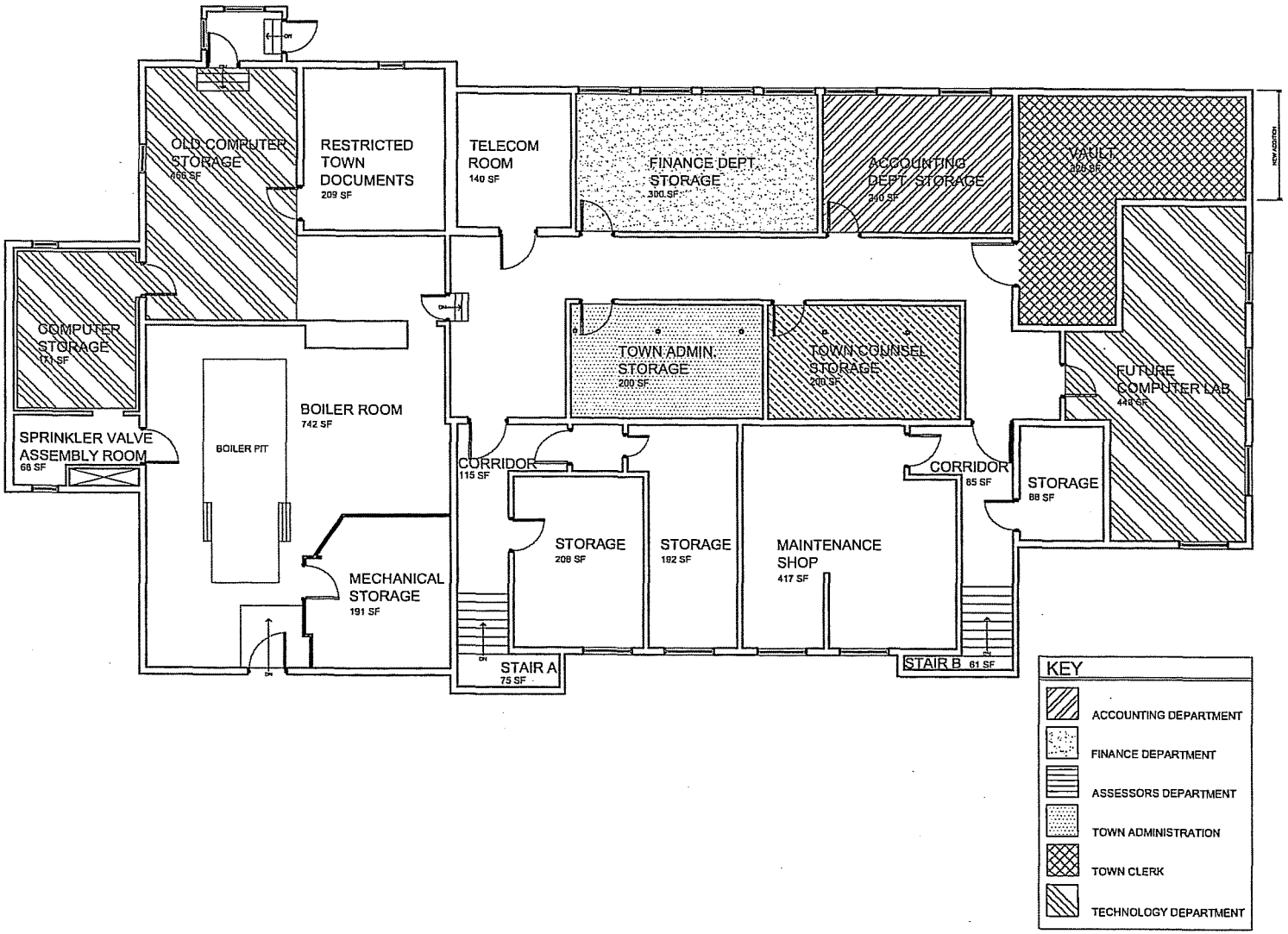

ARCHITECT
bh+a
Bergmann Hendrie + Architype, Inc
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617 350-0450 Tel
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www.bhplus.com

PROJECT NAME
Sudbury Space Needs Study
Sudbury, MA. 01776

CLIENT
Town of Sudbury
288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM
DISCIPLINE
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Street
City, State Zip
888 888-8888 Tel
888 888-8888 Fax
www.——.com

REVISIONS
1
2
3
4
5 DATE

DRAWING TITLE
Flynn Building Basement-Scenario 3

DRAWING INFORMATION
July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/16" = 1'-0"
SCALE
LM
Drawn by
2253.05
PROJECT #
a100 flynn.dwg
FILE name

DRAWING NUMBER
A100b

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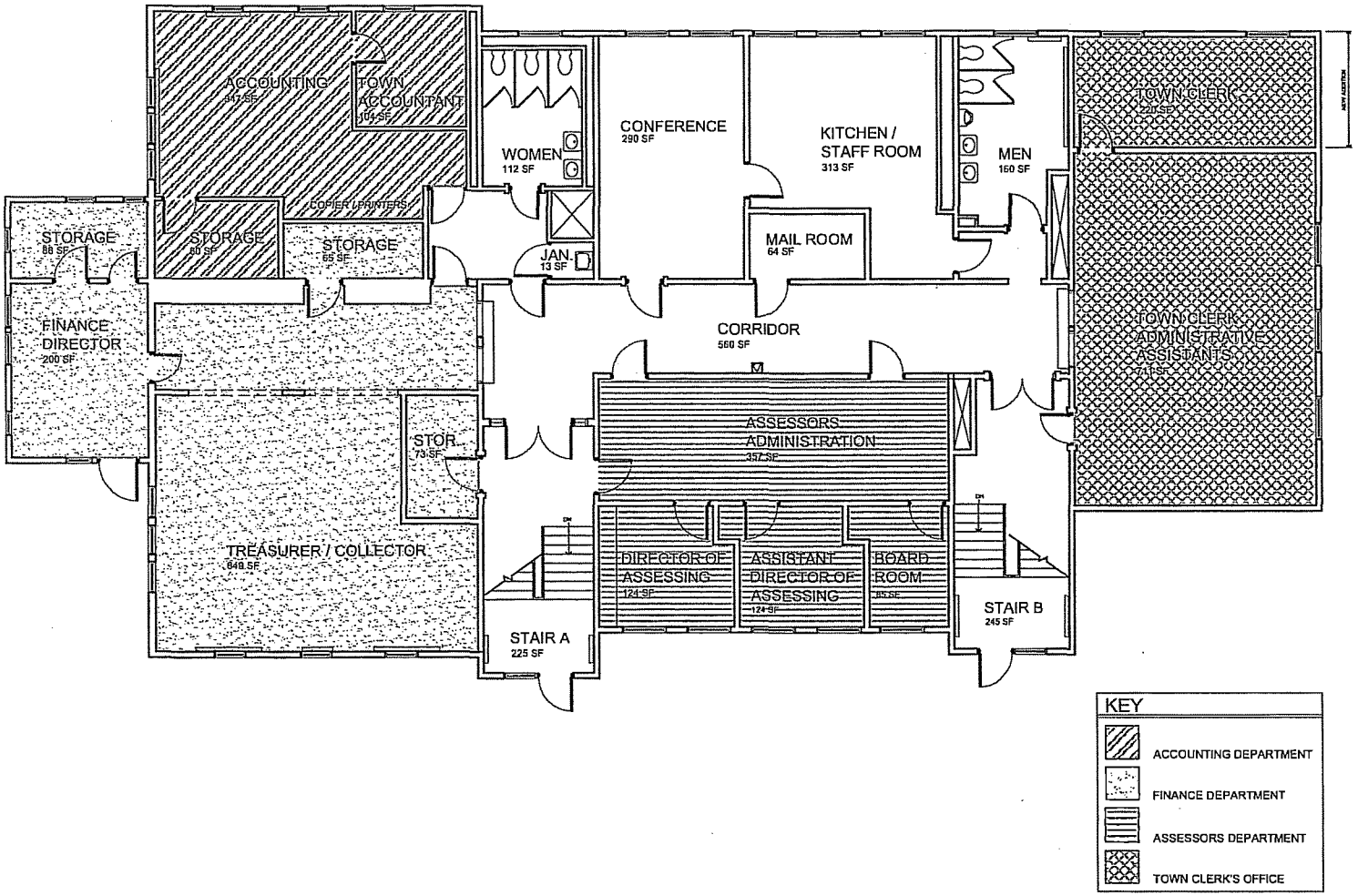

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PROJECT NAME
Sudbury Space Needs Study
Sudbury, MA, 01776

CLIENT
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM
DISCIPLINE
Name
Street
City, State Zip
###-#### Tel
###-#### Fax
www.——.com

REVISIONS
1
2
3
4
5
DATE

DRAWING TITLE
Flynn Building First Floor- Scenario 3

DRAWING INFORMATION
July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/16" = 1'-0"
SCALE
LM
DRAWN BY
7753.00
PROJECT #
a101.flynn.dwg
FILE NAME

DRAWING NUMBER
A101b

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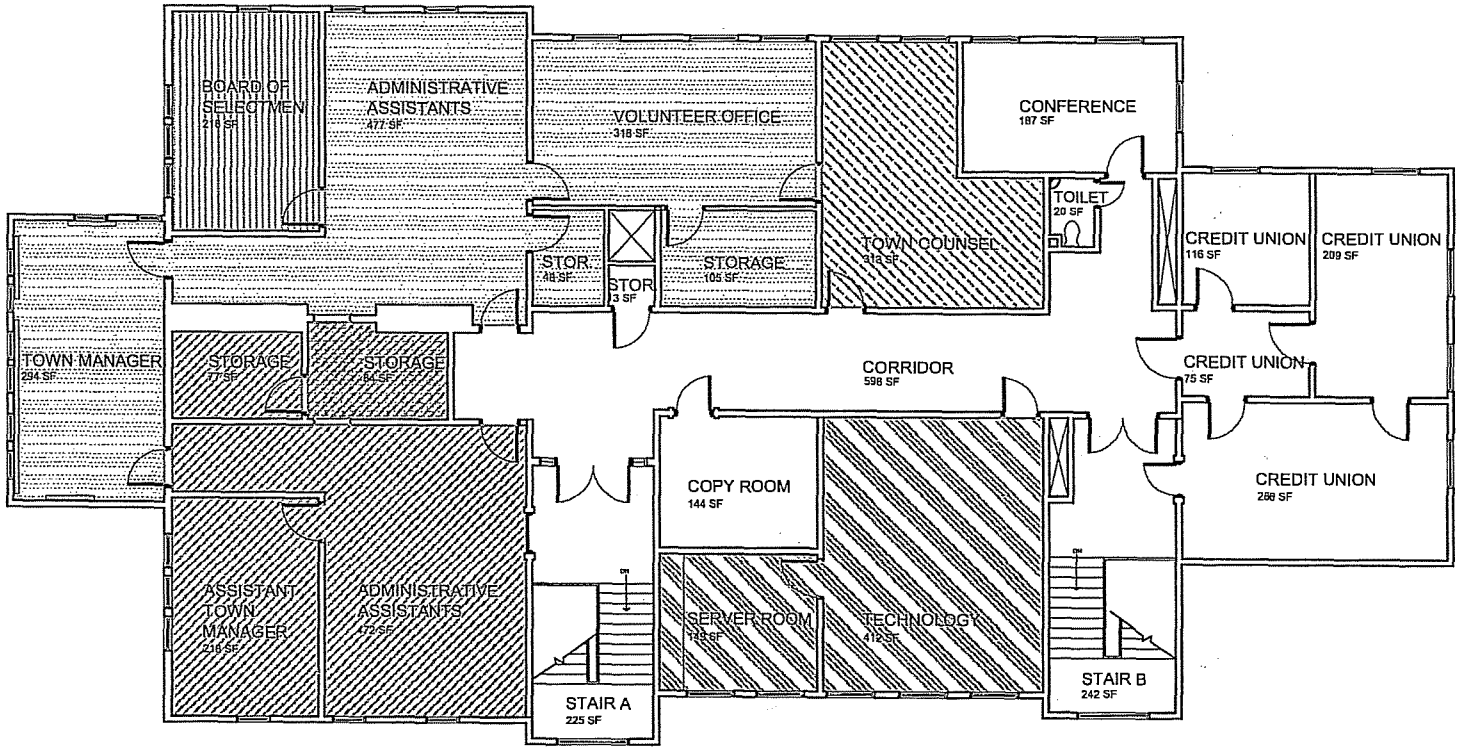

ARCHITECT
bh+a
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PROJECT NAME
Sudbury Space Needs Study
Sudbury, MA 01776

CLIENT
Town of Sudbury
280 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM
DISCIPLINE
Name
Street
City, State Zip
####
####
www.——.com

REVISIONS
1
2
3
4
5
DATE

DRAWING TITLE
Flynn Building Second Floor - Scenario 3

DRAWING INFORMATION
July 23, 2001
DATE OF ISSUE
Existing Conditions
DESCRIPTION
1/8" = 1'-0"
SCALE
LH
DRAWN BY
12253.00
PROJECT #
P:\12253_sufa\Dwg\Options\a102b-flynn.dwg
FILE NAME

DRAWING NUMBER
A102b

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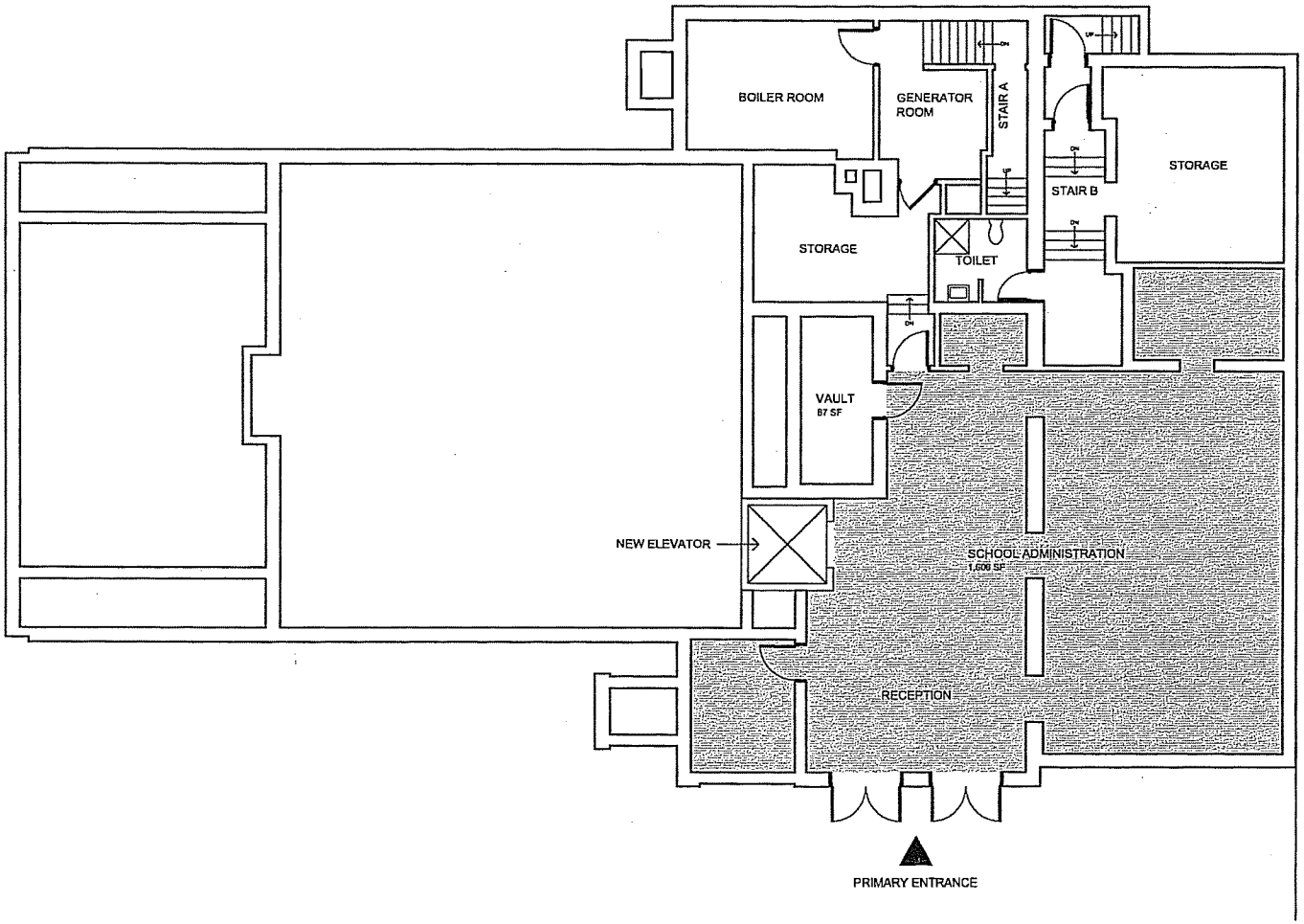

ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

M/E/P/FP
BAR Engineering, Inc.
10 Granite Street
Quincy, MA 02169
617-328-9215 Tel
617-328-9218 Fax

REVISIONS

1 _____
2 _____
3 _____
4 _____
5 _____ DATE

DRAWING TITLE

Town Hall Basement Floor Plan - Scenario 3

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/8" = 1'-0"
SCALE

BH
DRAWN BY

2253.00
PROJECT #

a100-townhall.dwg
FILE NAME

DRAWING NUMBER

A100b

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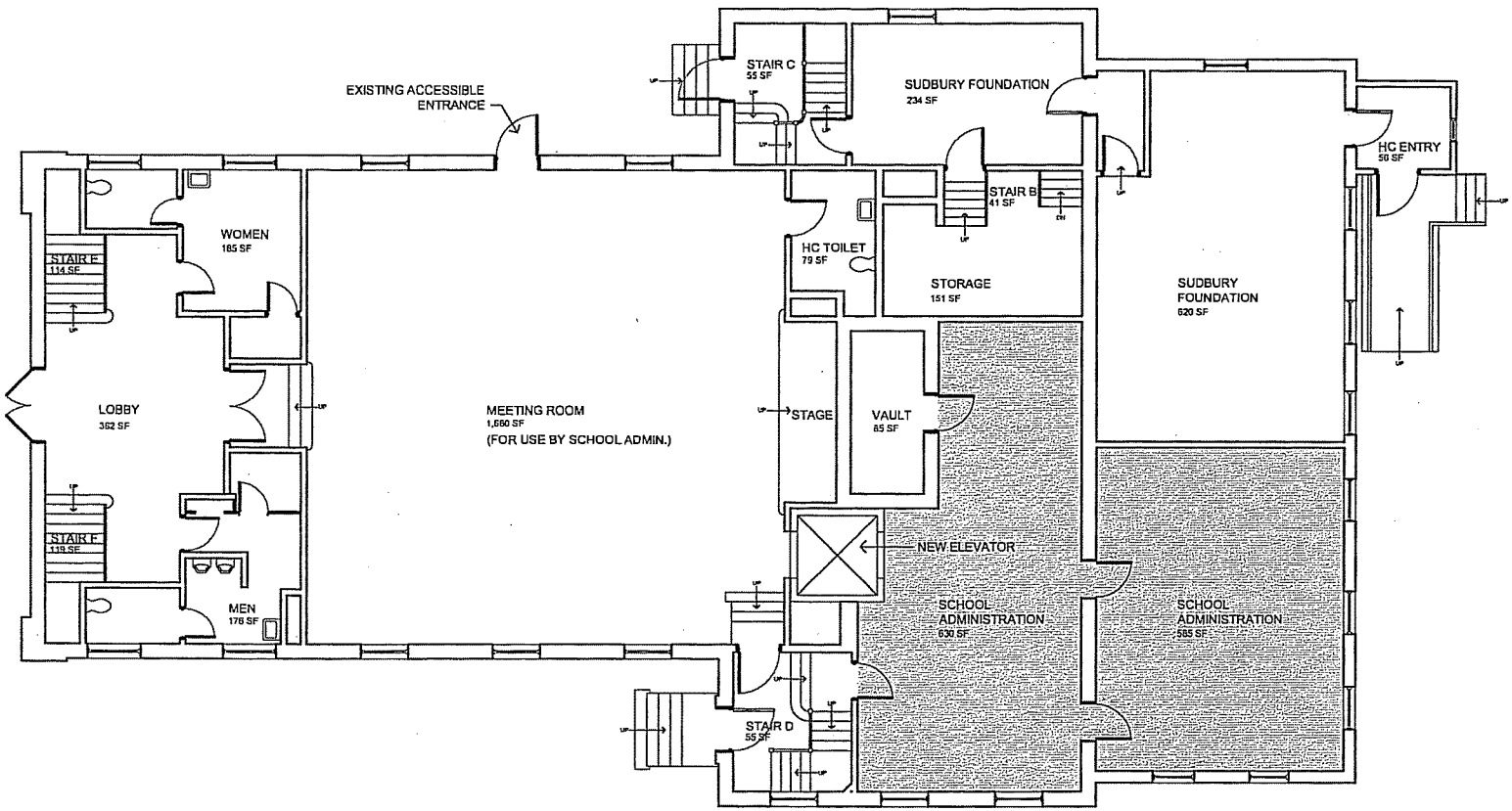

ARCHITECT

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617 350-0450 Tel
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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

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REVISIONS

1
2
3
4
5
DATE

DRAWING TITLE

Town Hall First Floor Plan - Scenario 3

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE
Schematic Design
DESCRIPTION
1/8" = 1'-0"
SCALE
BH
Drawn by
2253.00
PROJECT #
a101townhall.dwg
FILE NAME

DRAWING NUMBER

A101b

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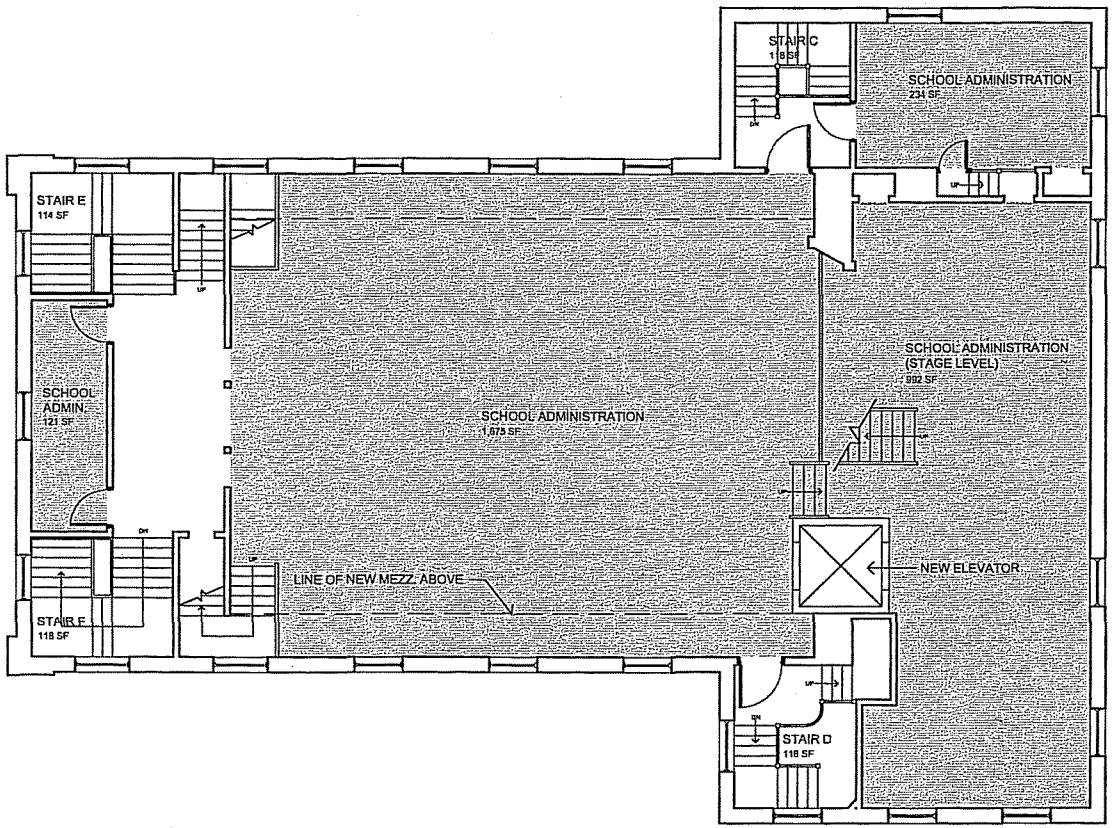

ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

278 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
Name
Street
City, State Zip
000 000-0000 Tel
000 000-0000 Fax
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REVISIONS

1
2
3
4
5

DATE

DRAWING TITLE

Town Hall Second Floor Plan - Scenario 3

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/8" = 1'-0"
SCALE

bs
DRAWN BY

2053.00
PROJECT #

a102-townhall.dwg
FILE NAME

DRAWING NUMBER

A102b

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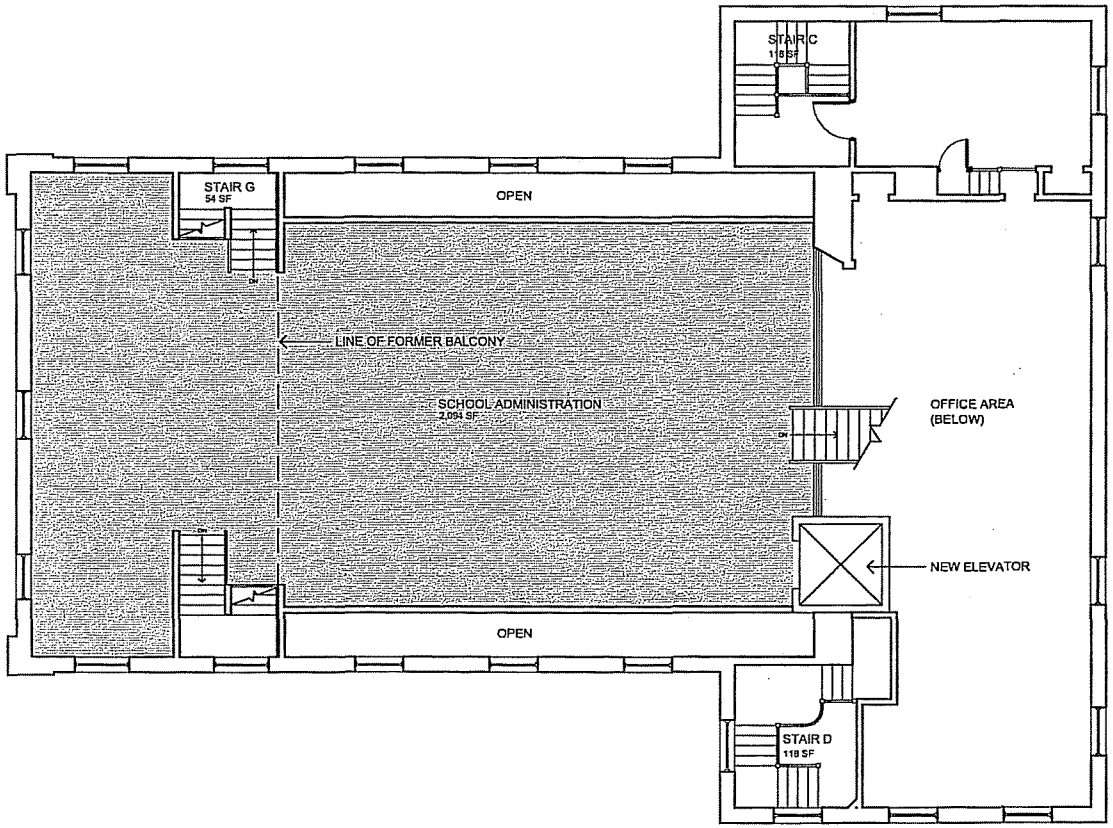

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

CLIENT

Town of Sudbury

288 Old Sudbury Road
Sudbury, MA 01776

PROJECT TEAM

DISCIPLINE
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Street
City, State Zip
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REVISIONS

1
2
3
4
5 DATE

DRAWING TITLE

Town Hall Third Floor Plan - Scenario 3

DRAWING INFORMATION

January 3, 2012
DATE OF ISSUE

Schematic Design
DESCRIPTION

1/16" = 1'-0"
SCALE

by
DRAWN BY

2253.05
PROJECT #

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PROJECT FILE NAME

DRAWING NUMBER

A103b

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TOWN HALL ADDITION	
GROUND FLOOR (NEW & EXISTING)*	2,926 SF
FIRST FLOOR (ALL NEW)**	5,216 SF
SECOND FLOOR (ALL NEW)	4,927 SF
TOTAL NEW AREA	13,069 SF

PROJECT NORTH

* GROUND FLOOR AREA INCLUDES 1,300 SF OF RENOVATED GARAGE SPACE

** FIRST FLOOR AREA DOES NOT INCLUDE EXISTING SINGLE STORY AT THE REAR OF THE BUILDING. HOWEVER, THIS PORTION OF THE BUILDING WILL LIKELY BE DEMOLISHED AND BUILT NEW AS PART OF THE ADDITION.

ARCHITECT

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PROJECT NAME

Sudbury Space Needs Study

Sudbury, MA, 01776

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Sudbury, MA 01776

PROJECT TEAM

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REVISIONS

1
2
3
4
5 DATE

DRAWING TITLE

Sudbury Center Site Plan - Scenario 4

DRAWING INFORMATION

January 3, 2002
DATE OF ISSUE

Schematic Design
DESCRIPTION

1" = 100'-0"
SCALE

LM
DRAWN BY

2753.00
PROJECT #

a101-base.dwg
FILE NAME

DRAWING NUMBER

L101

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SUMMARY OF ESTIMATED PROJECT COSTS

	Renovations/Upgrades/Additions		SCENARIO #1	SCENARIO #2	SCENARIO #3	SCENARIO #4
	Building	existing area				
a	Alan Flynn Building	15,916 gsf	$ 541,560	$ 541,560	$ 758,990	$ 637,750
b	Loring Parsonage[1]	4,232 gsf	$ 21,112	$ 21,112	$ 21,112	$ 21,112
c	Town Hall[2]	12,789 gsf	$ 295,367	$ 1,206,300	$ 1,147,650	$ 3,163,760
d	Fairbank Center	38,076 gsf	$ 1,964,072	$ 526,922	$ 526,922	$ 526,922
e	Police Station[3]	6,400 gsf	$ 722,963	$ 1,758,800	$ 1,758,800	$ 1,758,800
	Scenario #1 Subtotal		**$ 3,545,074**			
	Scenario #2 Subtotal			**$ 4,054,694**		
	Scenario #3 Subtotal				**$ 4,213,474**	
	Scenario #4 Subtotal					**$ 6,108,344**
	Contingency 10%		$ 354,507	$ 405,469	$ 421,347	$ 610,834
	Project Soft Costs 15%		$ 531,761	$ 608,204	$ 632,021	$ 916,252
	Estimated Scenario Costs		**$ 4,431,342**	**$ 5,068,367**	**$ 5,266,842**	**$ 7,635,429**

Notes:

[1] Loring Parsonage "mothballed" after installation of fire protection.

[2] Large addition for town offices, Scenario #4.

[3] Police Station renovated and expanded in Scenario #1, new construction on new site in Scenarios #2, #3 and #4.

1	SCENARIO #1 RENOVATIONS/UPGRADES			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
a	**Alan Flynn Building**	**15,916**	**gsf**			**$ 541,560**
	Accounting Department					
	Accounting Dept. Storage (Bsmt.)	230	sf	$ 15	$ 3,450	
	Accounting Offices (1st Flr.)	501	sf	$ 30	$ 15,030	
	Finance Department					
	Finance Dept. Storage (Bsmt.)	300	sf	$ 15	$ 4,500	
	Finance Dept. Offices (1st Flr.)	1,275	sf	$ 30	$ 38,250	
	Assessor's Department					
	Assessor's Offices (1st Flr.)	693	sf	$ 15	$ 10,395	
	Town Administration					
	Town Admin. Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
	Technology Department					
	Computer Storage (Bsmt.)	637	sf	$ 10	$ 6,370	
	Computer Lab (Bsmt.)	449	sf	$ 80	$ 35,920	
	Technology (1st Flr.)	560	sf	$ 80	$ 44,800	
	Town Manager					
	Town Manager's Offices	1,166	sf	$ 60	$ 69,960	
	Assistant Town Manager's Offices	774	sf	$ 60	$ 46,440	
	Board of Selectmen					
	Selectmen's Offices	391	sf	$ 15	$ 5,865	
	Town Counsel					
	Town Counsel Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
	Town Counsel	500	sf	$ 60	$ 30,000	
	Repair & Finishes Allowance	15,916	gsf	$ 5	$ 79,580	allowance
	Basic HVAC Upgrades	1	ls		$ 23,500	
	Basic Plumbing Upgrades	1	ls		$ 15,000	
	Fire Suppression Upgrades	1	ls		$ 2,500	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 104,000	
	Flynn Building subtotal cost				$ 541,560	
				cost per square foot =	$34.03	
b	**Loring Parsonage [vacant]**	**4,232**	**gsf**			**$ 21,112**
	Basic HVAC Upgrades	1	ls		$ 1,000	
	Basic Plumbing Upgrades	1	ls		$ 1,000	
	Fire Suppression System[3]	4,232	gsf	$ 3.50	$ 14,812	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 4,300	
	Loring Parsonage subtotal cost				$ 21,112	
				cost per square foot =	$4.99	

1 SCENARIO #1 RENOVATIONS/UPGRADES			BUDGET		
level & program space	area	unit	cost/sf	cost/group	cost / bldg.
c Town Hall	**12,789**	**gsf**			**$ 295,367**
Garages (Bsmt.)	1,267	sf	$ -	$ -	
Storage (Bsmt.)	584	sf	$ -	$ -	
Town Clerk Offices	1,796	sf	$ -	$ -	
Meeting Room	1,680	sf	$ -	$ -	
Senior Outreach Coordinator	111	sf	$ -	$ -	
Historical Society	3,993	sf	$ -	$ -	
Accessibility Improvements (Wheelchair Lift)	1	ls		$ 75,000	allowance
Building Envelope Repairs	1	ls		$ 50,000	allowance
Window Repair/Refurbish	1	ls		$ 15,000	allowance
Repair & Finishes Allowance	12,789	gsf	$ 3	$ 38,367	allowance
Basic HVAC Upgrades	1	ls		$ 40,000	
Basic Plumbing Upgrades	1	ls		$ 1,000	
Basic Electrical Upgrades (incl. life safety)	1	ls		$ 76,000	
Town Hall subtotal cost				$ 295,367	
			cost per square foot =	$23.10	
d Fairbank Center	**38,076**	**gsf**			**$ 1,964,072**
School Administration	7,012	sf	$ -	$ -	
Recreation Department	25,679	sf	$ -	$ -	
Senior Center	5,385	sf	$ -	$ -	
Repair & Finishes Allowance	38,076	gsf	$ 2	$ 76,152	allowance
Basic HVAC Upgrades	1	ls		$ 91,500	
Basic Plumbing Upgrades	1	ls		$ 2,500	
Fire Suppression Upgrades	15,000	sf	$2.75	$ 41,250	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 6,000	
Addition (School Admin.)[1]	9,581	sf	$ 150	$ 1,437,150	
Renovate for add'l. space (Recr. Dept.)	6,728	sf	$ 40	$ 269,120	
Renovate for add'l. space (Senior Ctr.)	1,010	sf	$ 40	$ 40,400	
Fairbank Center subtotal cost				$ 1,964,072	
			cost per square foot =	$51.58	
e Police Station: Renovation/Addition[2]	**6,400**	**gsf**			**$ 722,963**
Police Department	6,400	sf	$ -	$ -	
Accessibility Improvements	1	ls		$ 20,000	allowance
Repair & Finishes Allowance	6,400	gsf	$ 5	$ 32,000	allowance
Basic HVAC Upgrades (incl. cooling)	1	ls		$ 4,000	
Plumbing Upgrades	1	ls		$ 1,000	
Fire Suppression System	6,400	sf	$2.75	$ 17,600	
Electrical Upgrades	1	ls		$ 50,000	
Addition	2,393	sf	$ 250	$ 598,250	
Police Station renovation/addition subtotal cost				$ 722,850	
			cost per square foot =	$112.95	

1	SCENARIO #1 RENOVATIONS/UPGRADES			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
f	**Subtotal Renovations/Upgrades**					**$ 3,545,074**
	Contingency 10%					$ 354,507
	Project Soft Costs 15%					$ 531,761
g	**Scenario #1 Cost**					**$ 4,431,342**

Notes:

[1] Accommodates School Admin. and is large enough to free up additonal space for Recr. Dept. and Senior Ctr. Existing site has dimensional limitations.

[2] As discussed in the Report, the existing site and multi-level building severely constrain horizontal or vertical additions.

[3] Recommended for protection of historic structure.

1 SCENARIO #2 RENOVATIONS/UPGRADES			BUDGET		
level & program space	area	unit	cost/sf	cost/group	cost / bldg.
a Alan Flynn Building	**15,916**	**gsf**			**$ 541,560**
Accounting Department					
Accounting Dept. Storage (Bsmt.)	230	sf	$ 15	$ 3,450	
Accounting Offices (1st Flr.)	501	sf	$ 30	$ 15,030	
Finance Department					
Finance Dept. Storage (Bsmt.)	300	sf	$ 15	$ 4,500	
Finance Dept. Offices (1st Flr.)	1,275	sf	$ 30	$ 38,250	
Assessor's Department					
Assessor's Offices (1st Flr.)	693	sf	$ 15	$ 10,395	
Town Administration					
Town Admin. Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
Technology Department					
Computer Storage (Bsmt.)	637	sf	$ 10	$ 6,370	
Computer Lab (Bsmt.)	449	sf	$ 80	$ 35,920	
Technology (1st Flr.)	560	sf	$ 80	$ 44,800	
Town Manager					
Town Manager's Offices	1,166	sf	$ 60	$ 69,960	
Assistant Town Manager's Offices	774	sf	$ 60	$ 46,440	
Board of Selectmen					
Selectmen's Offices	391	sf	$ 15	$ 5,865	
Town Counsel					
Town Counsel Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
Town Counsel	500	sf	$ 60	$ 30,000	
Repair & Finishes Allowance	15,916	gsf	$ 5	$ 79,580	allowance
Basic HVAC Upgrades	1	ls		$ 23,500	
Basic Plumbing Upgrades	1	ls		$ 15,000	
Fire Suppression Upgrades	1	ls		$ 2,500	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 104,000	
Flynn Building subtotal cost				$ 541,560	
			cost per square foot =	$34.03	
b Loring Parsonage [vacant]	**4,232**	**gsf**			**$ 21,112**
Basic HVAC Upgrades	1	ls		$ 1,000	
Basic Plumbing Upgrades	1	ls		$ 1,000	
Fire Suppression System[4]	4,232	gsf	$ 3.50	$ 14,812	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 4,300	
Loring Parsonage subtotal cost				$ 21,112	
			cost per square foot =	$4.99	

1	SCENARIO #2 RENOVATIONS/UPGRADES			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
c	**Town Hall**	**12,789**	**gsf**			**$ 1,206,300**
	School Administration[1]	6,922	sf	$ 50	$ 346,100	
	Garages and Storage (Bsmt.)	1,851	sf	$ -	$ -	
	Town Clerk Offices	2,085	sf	$ -	$ -	
	Meeting Room[1]	1,680	sf	$ 50	$ 84,000	
	Senior Outreach Coordinator	111	sf	$ -	$ -	
	Accessibility Improvements (Elevator)	1	ls		$ 300,000	allowance
	Building Envelope Repairs	1	ls		$ 50,000	allowance
	Window Repair/Refurbish	1	ls		$ 15,000	allowance
	Repair & Finishes Allowance	12,789	gsf	$ 3	$ 38,367	allowance
	Basic HVAC Upgrades	1	ls		$ 40,000	
	Basic Plumbing Upgrades	1	ls		$ 1,000	
	Fire Suppression System	12,789	gsf	$2.50	$ 31,973	
	Basic Electrical Upgrades (incl. life safety)	1	ls		$ 76,000	
	Town Clerk Offices Expansion	708	sf	$ 50	$ 35,400	
	Demo/Constr. for New Mezzanine	2,094	sf	$ 90	$ 188,460	
	Town Hall subtotal cost				$ 1,206,300	
				cost per square foot =	$94.32	
d	**Fairbank Center**	**38,076**	**gsf**			**$ 526,922**
	Recreation Department	25,679	sf	$ -	$ -	
	Senior Center	5,385	sf	$ -	$ -	
	Repair & Finishes Allowance	38,076	gsf	$ 2	$ 76,152	allowance
	Basic HVAC Upgrades	1	ls		$ 91,500	
	Basic Plumbing Upgrades	1	ls		$ 2,500	
	Fire Suppression Upgrades	15,000	sf	$2.75	$ 41,250	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 6,000	
	Renovate for add'l. space (Recr. Dept.)	6,728	sf	$ 40	$ 269,120	
	Renovate for add'l. space (Senior Ctr.)	1,010	sf	$ 40	$ 40,400	
	Fairbank Center subtotal cost				$ 526,922	
				cost per square foot =	$13.84	
e	**Police Station: New Construction[2]**	**8,793**	**gsf**			**$ 1,758,800**
	Police Department	8,793	sf	$ 200	$ 1,758,600	
	Police Station subtotal cost				$ 1,758,600	
				cost per square foot =	$200.00	
f	**Subtotal Renovations/Upgrades**					**$ 4,054,694**
	Contingency 10%					$ 405,469
	Project Soft Costs 15%					$ 608,204
g	**Scenario #2 Cost**					**$ 5,068,367**

Notes:

[1] Relocated from Fairbank Center. Incorporates and adapts Meeting Room.

[2] Presumes that an appropriate site is available for construction of a new facility.

[3] Relocated from Town Hall.

[4] Recommended for protection of historic structure.

1 SCENARIO #3 RENOVATIONS/UPGRADES			BUDGET		
level & program space	area	unit	cost/sf	cost/group	cost / bldg.
a Alan Flynn Building	**15,916**	**gsf**			**$ 758,990**
Accounting Department					
Accounting Dept. Storage (Bsmt.)	230	sf	$ 15	$ 3,450	
Accounting Offices (1st Flr.)	501	sf	$ 30	$ 15,030	
Finance Department					
Finance Dept. Storage (Bsmt.)	300	sf	$ 15	$ 4,500	
Finance Dept. Offices (1st Flr.)	1,275	sf	$ 30	$ 38,250	
Assessor's Department					
Assessor's Offices (1st Flr.)[5]	693	sf	$ 60	$ 41,580	
Town Administration					
Town Admin. Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
Technology Department					
Computer Storage (Bsmt.)	637	sf	$ 10	$ 6,370	
Computer Lab (Bsmt.)	449	sf	$ 80	$ 35,920	
Technology (2nd Flr.)	561	sf	$ 80	$ 44,880	
Town Manager					
Town Manager's Offices	1,242	sf	$ 60	$ 74,520	
Assistant Town Manager's Offices	851	sf	$ 60	$ 51,060	
Board of Selectmen					
Selectmen's Offices	218	sf	$ 15	$ 3,270	
Town Counsel					
Town Counsel Storage (Bsmt.)	200	sf	$ 15	$ 3,000	
Town Counsel (2nd Flr.)	313	sf	$ 60	$ 18,780	
Town Clerk[4]					
Vault (Bsmt.)	326	sf	$ 50	$ 16,300	
Town Clerk Offices	931	sf	$ 60	$ 55,860	
Copy Room (2nd Flr.)	144	sf	$ 60	$ 8,640	
Repair & Finishes Allowance	15,916	gsf	$ 5	$ 79,580	allowance
Basic HVAC Upgrades	1	ls		$ 23,500	
Basic Plumbing Upgrades	1	ls		$ 15,000	
Fire Suppression Upgrades	1	ls		$ 2,500	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 104,000	
Addition	440	gsf	$ 250	$ 110,000	
Flynn Building subtotal cost				$ 758,990	
			cost per square foot =	$47.69	
b Loring Parsonage [vacant]	**4,232**	**gsf**			**$ 21,112**
Basic HVAC Upgrades	1	ls		$ 1,000	
Basic Plumbing Upgrades	1	ls		$ 1,000	
Fire Suppression System[3]	4,232	gsf	$ 3.50	$ 14,812	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 4,300	
Loring Parsonage subtotal cost				$ 21,112	
			cost per square foot =	$4.99	

1 SCENARIO #3 RENOVATIONS/UPGRADES			BUDGET		
level & program space	area	unit	cost/sf	cost/group	cost / bldg.
c Town Hall	**12,789**	**gsf**			**$ 1,147,650**
School Administration[1]	8,137	sf	$ 50	$ 406,850	
Garages (Bsmt.)	1,267	sf	$ -	$ -	
Storage (Bsmt.)	584	sf	$ -	$ -	
Meeting Room	1,680	sf	$ -	$ -	
Senior Outreach Coordinator	111	sf	$ -	$ -	
Accessibility Improvements (Elevator)	1	ls		$ 300,000	allowance
Building Envelope Repairs	1	ls		$ 50,000	allowance
Window Repair/Refurbish	1	ls		$ 15,000	allowance
Repair & Finishes Allowance	12,789	gsf	$ 3	$ 38,367	allowance
Basic HVAC Upgrades	1	ls		$ 40,000	
Basic Plumbing Upgrades	1	ls		$ 1,000	
Fire Suppression System	12,789	gsf	$2.50	$ 31,973	
Basic Electrical Upgrades (incl. life safety)	1	ls		$ 76,000	
Demo/Constr. for New Mezzanine	2,094	sf	$ 90	$ 188,460	
Town Hall subtotal cost				$ 1,147,650	
			cost per square foot =	$89.74	
d Fairbank Center	**38,076**	**gsf**			**$ 526,922**
Recreation Department	25,679	sf	$ -	$ -	
Senior Center	5,385	sf	$ -	$ -	
Repair & Finishes Allowance	38,076	gsf	$ 2	$ 76,152	allowance
Basic HVAC Upgrades	1	ls		$ 91,500	
Basic Plumbing Upgrades	1	ls		$ 2,500	
Fire Suppression Upgrades	15,000	sf	$2.75	$ 41,250	
Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 6,000	
Renovate for add'l. space (Recr. Dept.)	6,728	sf	$ 40	$ 269,120	
Renovate for add'l. space (Senior Ctr.)	1,010	sf	$ 40	$ 40,400	
Fairbank Center subtotal cost				$ 526,922	
			cost per square foot =	$13.84	
e Police Station: New Construction[2]	**8,793**	**gsf**			**$ 1,758,800**
Police Department	8,793	sf	$ 200	$ 1,758,600	
Police Station subtotal cost				$ 1,758,600	
			cost per square foot =	$200.00	

1	SCENARIO #3 RENOVATIONS/UPGRADES			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
f	**Subtotal Renovations/Upgrades**					$ 4,213,474
	Contingency 10%					$ 421,347
	Project Soft Costs 15%					$ 632,021
g	**Scenario #3 Cost**					$ 5,266,842

Notes:

[1] Relocated from Fairbank Center. Uses existing Meeting Room.

[2] Presumes that an appropriate site is available for construction of a new facility.

[3] Recommended for protection of historic structure.

[4] Relocated from Town Hall.

[5] Relocated from elsewhere in Flynn Building.

1	SCENARIO #4 RENOVATIONS/UPGRADES/ADDITIONS			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
a	**Alan Flynn Building**	**15,916**	**gsf**			**$ 637,750**
	School Administration[1]					
	School Administration Offices	8,855	sf	$ 50	$ 442,750	
	Repair & Finishes Allowance	10,000	gsf	$ 5	$ 50,000	allowance
	Basic HVAC Upgrades	1	ls		$ 23,500	
	Basic Plumbing Upgrades	1	ls		$ 15,000	
	Fire Suppression Upgrades	1	ls		$ 2,500	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 104,000	
	Flynn Building subtotal cost				$ 637,750	
				cost per square foot =	$40.07	
b	**Loring Parsonage [vacant]**	**4,232**	**gsf**			**$ 21,112**
	Basic HVAC Upgrades	1	ls		$ 1,000	
	Basic Plumbing Upgrades	1	ls		$ 1,000	
	Fire Suppression System[3]	4,232	gsf	$ 3.50	$ 14,812	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 4,300	
	Loring Parsonage subtotal cost				$ 21,112	
				cost per square foot =	$4.99	
c	**Town Hall (with Additions)**	**25,858**	**gsf**			**$ 3,163,760**
	Storage (Bsmt.)	584	sf	$ -	$ -	
	Meeting Room	1,680	sf	$ -	$ -	
	Senior Outreach Coordinator	111	sf	$ -	$ -	
	Elevator	4	flrs	$ 75,000	$ 300,000	
	Building Envelope Repairs	1	ls		$ 50,000	allowance
	Window Repair/Refurbish	1	ls		$ 15,000	allowance
	Repair & Finishes Allowance	12,789	gsf	$ 3	$ 38,367	allowance
	New HVAC System	1	ls		$ 300,000	
	Basic Plumbing Upgrades	1	ls	$ -	$ -	
	Fire Suppression System	12,789	gsf	$2.50	$ 31,973	
	Basic Electrical Upgrades (incl. life safety)	1	ls		$ 76,000	
	Town Offices: Demo and Additions[4]	13,069	gsf	$ 180	$ 2,352,420	
	Town Hall subtotal cost				$ 3,163,760	
				cost per square foot =	$122.35	

1	SCENARIO #4 RENOVATIONS/UPGRADES/ADDITIONS			BUDGET		
	level & program space	area	unit	cost/sf	cost/group	cost / bldg.
d	**Fairbank Center**	**38,076**	**gsf**			**$ 526,922**
	Recreation Department	25,679	sf	$ -	$ -	
	Senior Center	5,385	sf	$ -	$ -	
	Repair & Finishes Allowance	38,076	gsf	$ 2	$ 76,152	allowance
	Basic HVAC Upgrades	1	ls		$ 91,500	
	Basic Plumbing Upgrades	1	ls		$ 2,500	
	Fire Suppression Upgrades	15,000	sf	$2.75	$ 41,250	
	Basic Electrical Upgrades (incl. fire alarm)	1	ls		$ 6,000	
	Renovate for add'l. space (Recr. Dept.)	6,728	sf	$ 40	$ 269,120	
	Renovate for add'l. space (Senior Ctr.)	1,010	sf	$ 40	$ 40,400	
	Fairbank Center subtotal cost				$ 526,922	
				cost per square foot =	$13.84	
e	**Police Station: New Construction[2]**	**8,793**	**gsf**			**$ 1,758,800**
	Police Department	8,793	sf	$ 200	$ 1,758,600	
	Police Station subtotal cost				$ 1,758,600	
				cost per square foot =	$200.00	
f	**Subtotal Renovations/Upgrades**					**$ 6,108,344**
	Contingency 10%					$ 610,834
	Project Soft Costs 15%					$ 916,252
g	**Scenario #4 Cost**					**$ 7,635,429**

Notes:

[1] Relocated from Fairbank Center.

[2] Presumes that an appropriate site is available for construction of a new facility.

[3] Recommended for protection of historic structure.

[4] Refer to site plan; two-story additions to the north and east of the existing building consolidate Town offices.