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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

Table of Contents

Executive Summary

1. Building and Department Overviews

- A. Flynn Building
- B. Loring Parsonage
- C. Town Hall
- D. Police Station
- E. Fairbank Center

2. Scenario Alternatives

- A. Summary By Department With Location Alternatives
- B. Scenario Alternatives By Building
- C. Parking Analysis For Town Center
- D. Existing Town Center Site Plan
- E. Sketches of Selected Scenario Alternatives
 - 1. Scenario 1 & 2 – Flynn Building
 - 2. Scenario 2 – Town Hall
 - 3. Scenario 3 – Flynn Building
 - 4. Scenario 3 – Town Hall
 - 5. Scenario 4 – Town Hall Site Plan

3. Cost Estimates

- A. Summary of Estimated Project Costs
- B. Scenario # 1 Renovations/Upgrades
- C. Scenario # 2 Renovations/Upgrades
- D. Scenario # 3 Renovations/Upgrades
- E. Scenario # 4 Renovations/Upgrades/Additions

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.

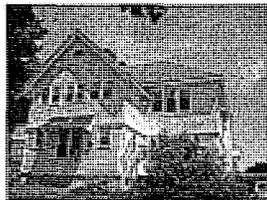
Next steps include presentation of preferred options in a public forum, in the hope of receiving feedback and guidance toward the development of final recommendations.

Building and Department Overviews

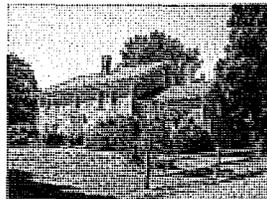
The following pages give an overview of each of the five buildings studied and the programs housed within them. This information was collected during interviews with department heads and tours of each facility. Building overviews provide descriptions of the physical plants and their condition, outlining 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:

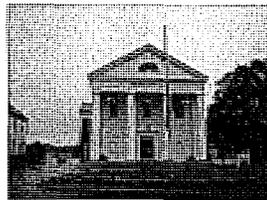
- Flynn Building



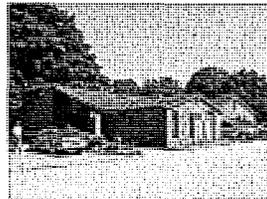
- Loring Parsonage



- Town Hall



- Police Station



- Fairbank Center



Flynn Building



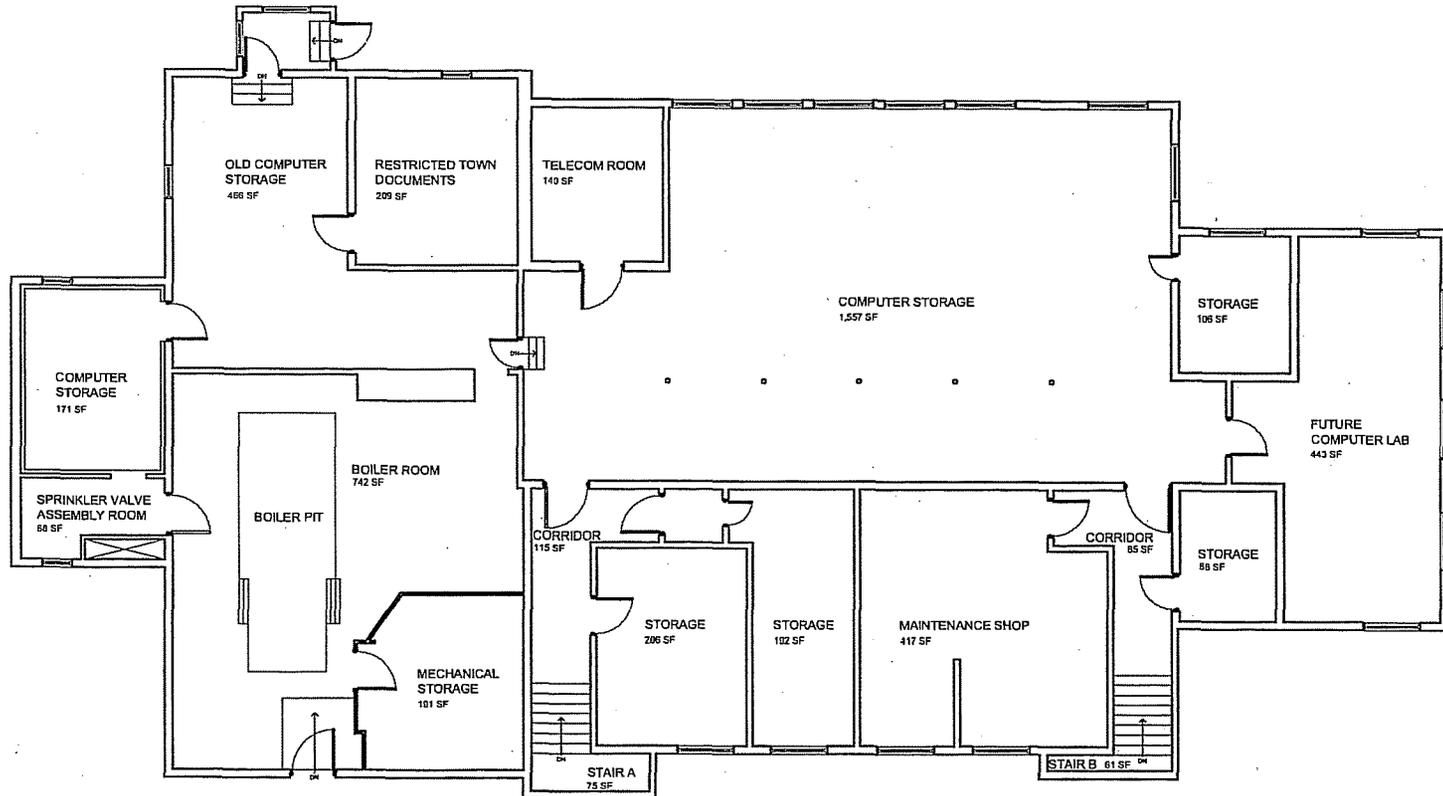
Building Data Inventory:

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

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 Sudbury, MA, 01778

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REVISIONS

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Flynn Building Basement Floor Plan

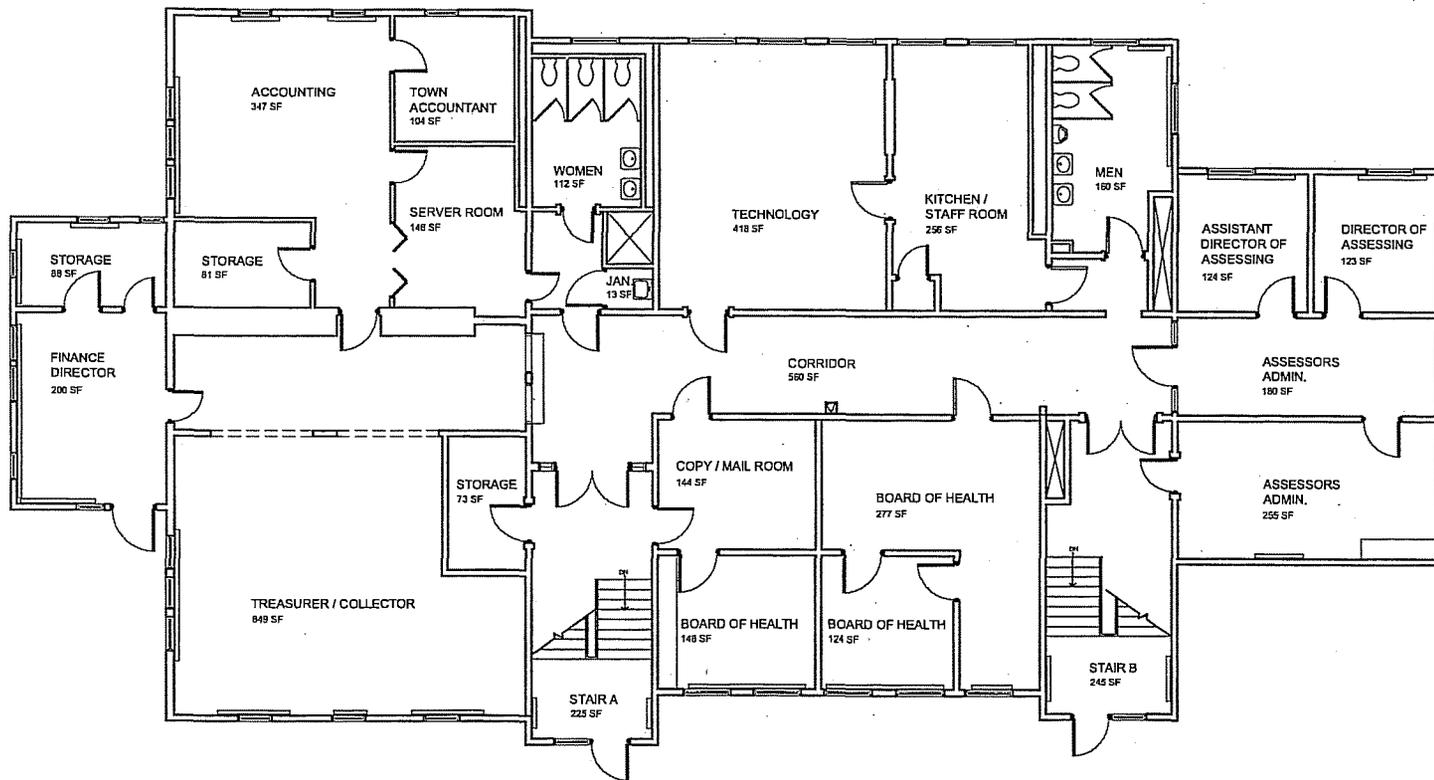
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PROJECT NAME
**Sudbury Space
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 Sudbury, MA, 01776

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

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 Title
 City, State Zip
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REVISIONS

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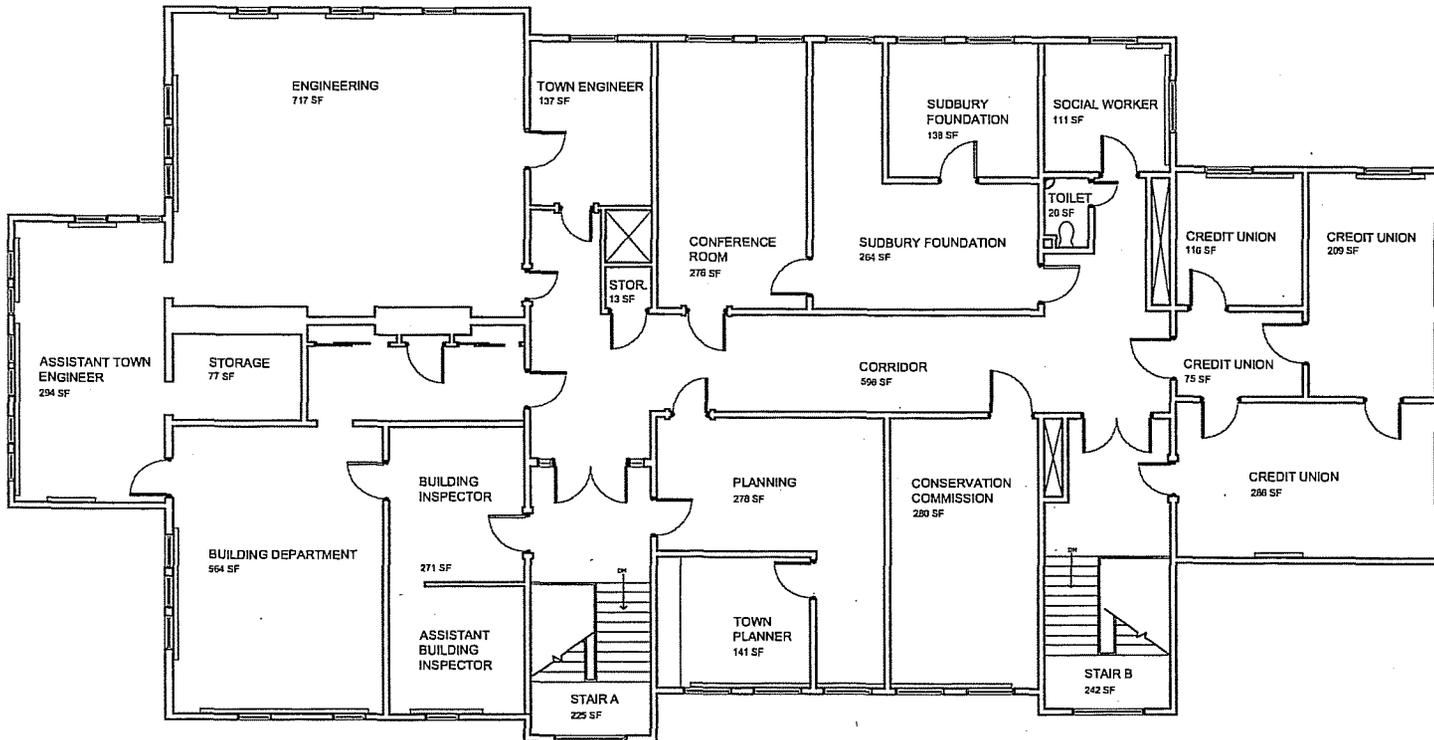
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**Flynn
 Building
 First Floor
 Plan**

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| REVISION | |
| DATE | |
| BY | |
| SCALE | |
| PROJECT | |
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| BY | |
| SCALE | |

DRAWING NUMBER
A101

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 Sudbury, MA, 01776

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REVISIONS

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DRAWING TITLE
**Flynn Building
 Second
 Floor Plan**

DRAWING INFORMATION

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| Plotting Conditions | REVISION |
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| 2251 DS | PROJECT |

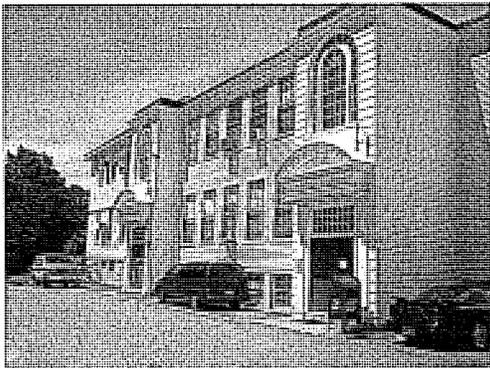
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Flynn Building

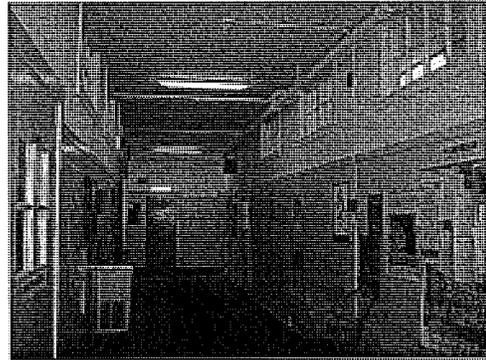
Building Condition Overview:

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.

Sudbury Space Needs Study
Sudbury, MA

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.



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

Water pressure, flow test

ACTION REQUIRED:

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.

310 CMR: DEPARTMENT OF ENVIRONMENTAL QUALITY ENGINEERING

* (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;

* → * 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.

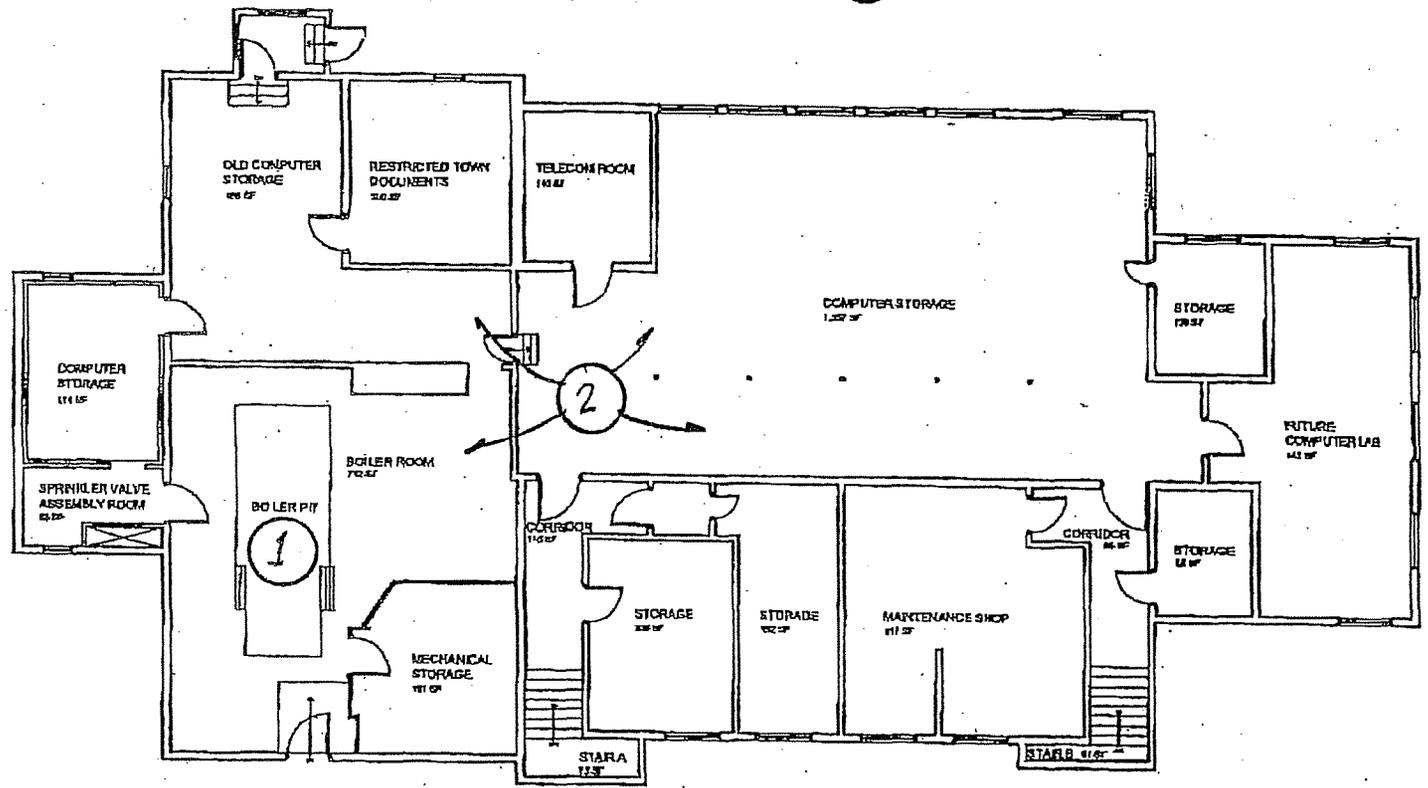
Option II

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



CLIENT
 bh+r

PROJECT NAME
 Sudbury Space Needs Study

CLIENT ADDRESS
 Town of Sudbury
 100 Main Street
 Sudbury, MA 01776

PROJECT LOCATION
 Location:
 City:
 State:
 Zip:
 Project No.:

DATE
 11/26/01

PROJECT TITLE
 Flynn Building Basement Floor Plan

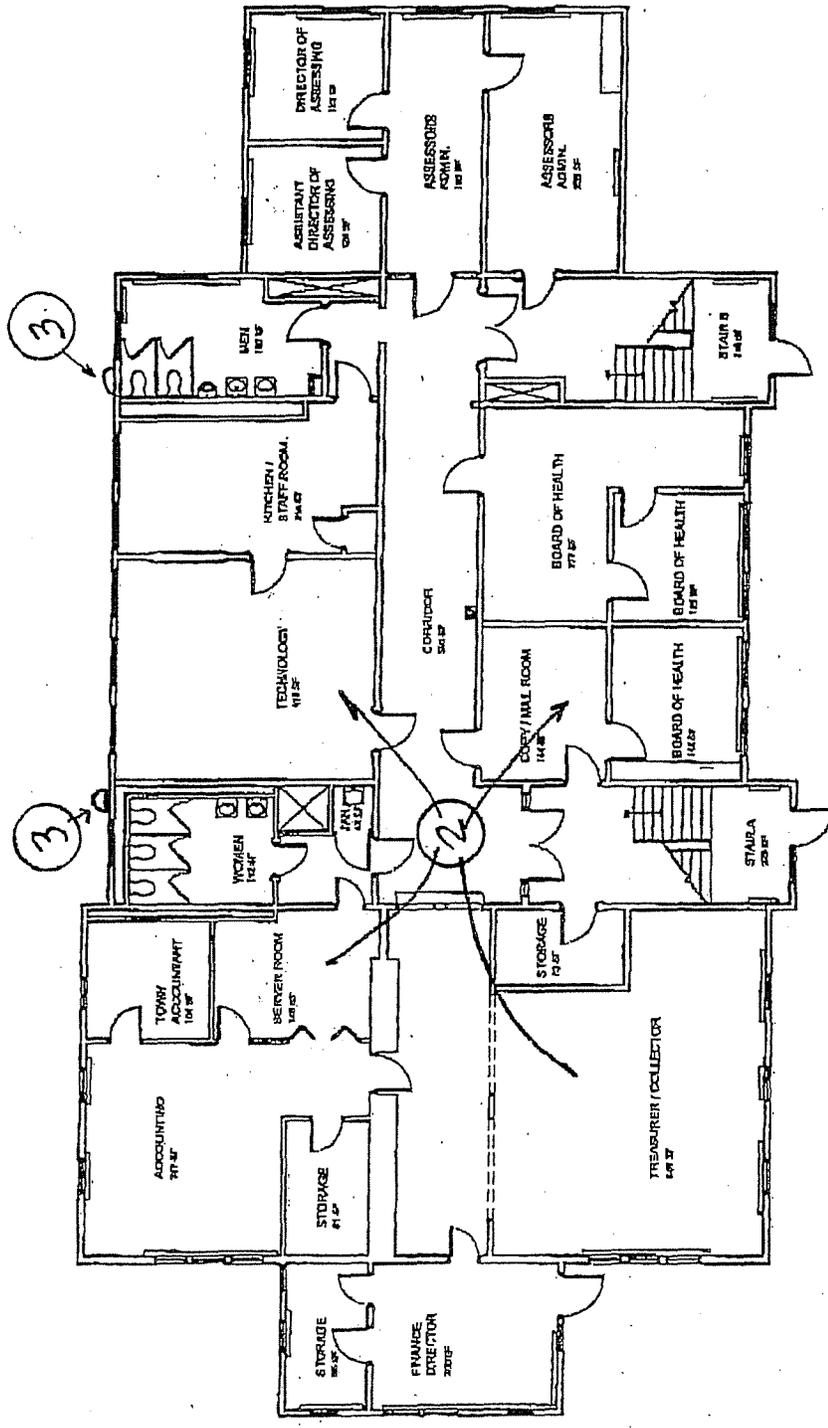
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DATE
 11/26/01

PROJECT NO.
 A100

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Sudbury Space Needs Study
Town of Sudbury
Flynn Building
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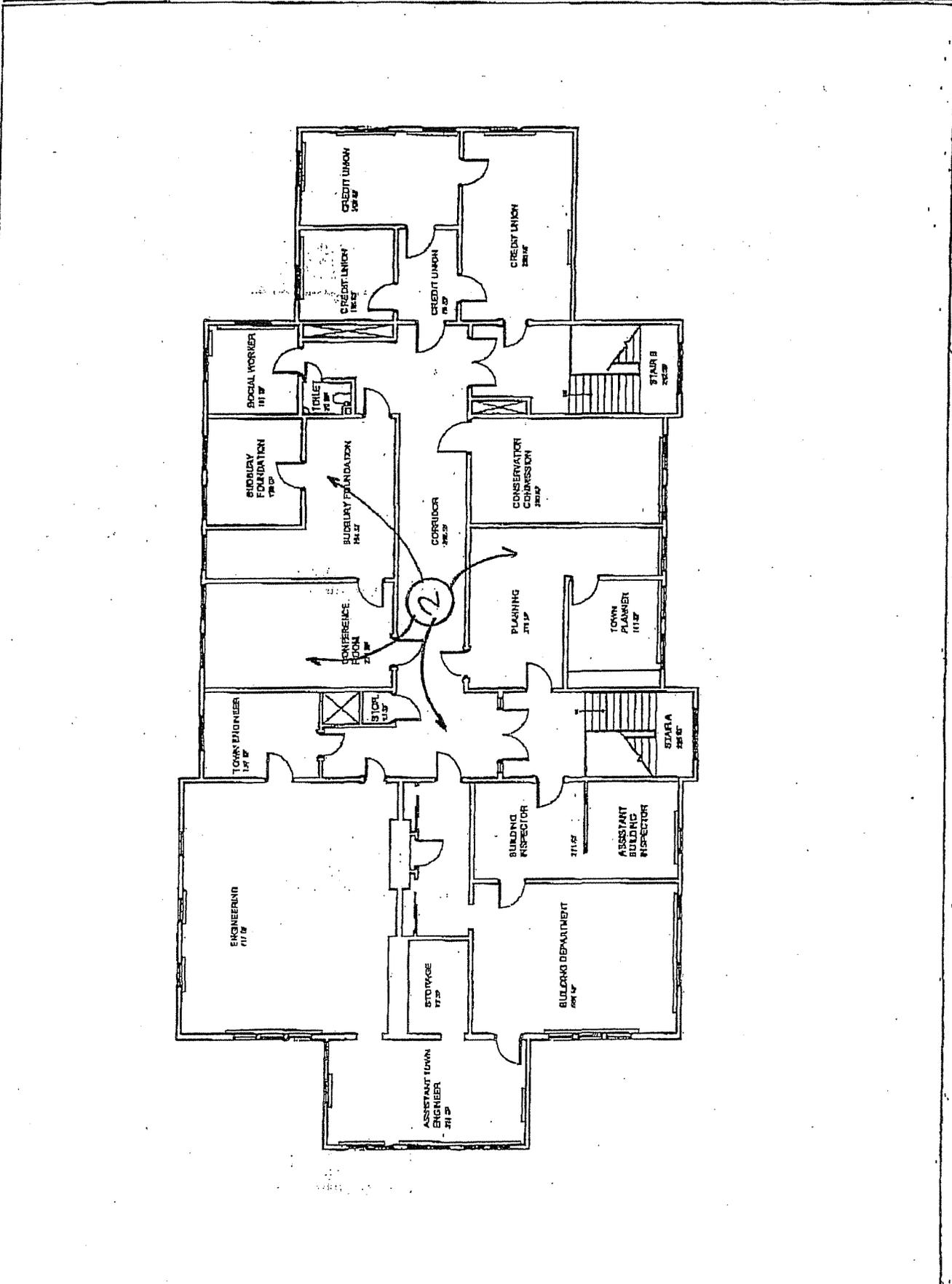
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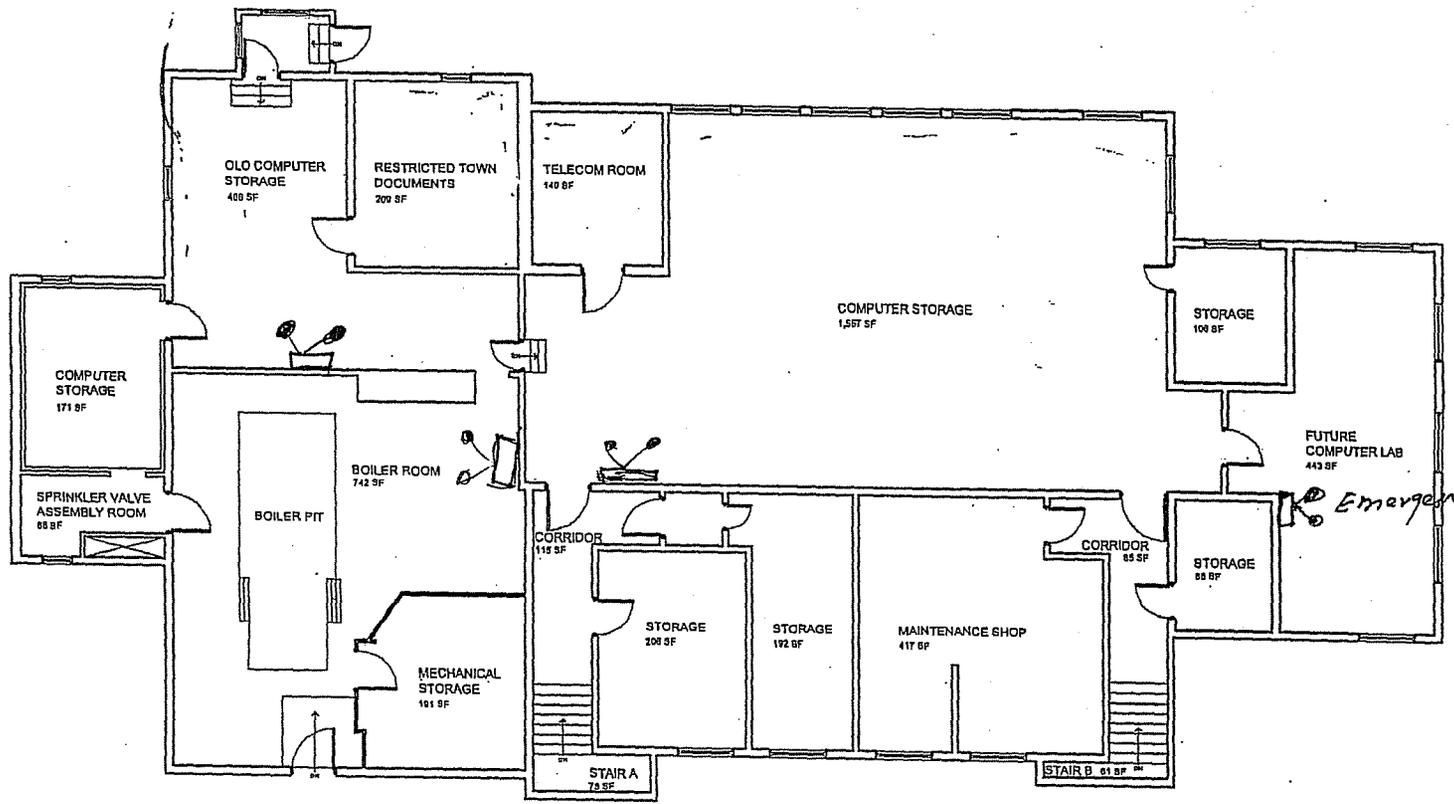
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| PROJECT BH+A 1000 State Street Suite 200 Boston, MA 02116 Tel: 617 350 0215 Fax: 617 350 0215 | PROJECT NAME Sudbury Square Needs Study Sudbury, MA, USA | CLIENT Town of Sudbury 1000 State Street Sudbury, MA 01968 | PROJECT PHASE PRELIMINARY 1000 State Street Suite 200 Boston, MA 02116 Tel: 617 350 0215 Fax: 617 350 0215 | SUBMITTAL TITLE Flynn Building Second Floor Plan | DATE 11/26/01 | SCALE AS SHOWN DESIGNED BY BH+A CHECKED BY BH+A DATE 11/26/01 | PROJECT NUMBER A102 |
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PROJECT NAME
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REVISIONS

DRAWING TITLE
Flynn Building Basement Floor Plan

DRAWING INFORMATION

DATE: 10/15/04
 10/15/04
 10/15/04
 10/15/04
 10/15/04

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

Sudbury Space Needs Study
Sudbury, MA

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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|------------------------------|----------------------------------|-------------------|---------------------|
| <u>BASEMENT LEVEL</u> | | | |
| 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 |
| <u>FIRST LEVEL</u> | | | |
| 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 | ASSISTANT 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



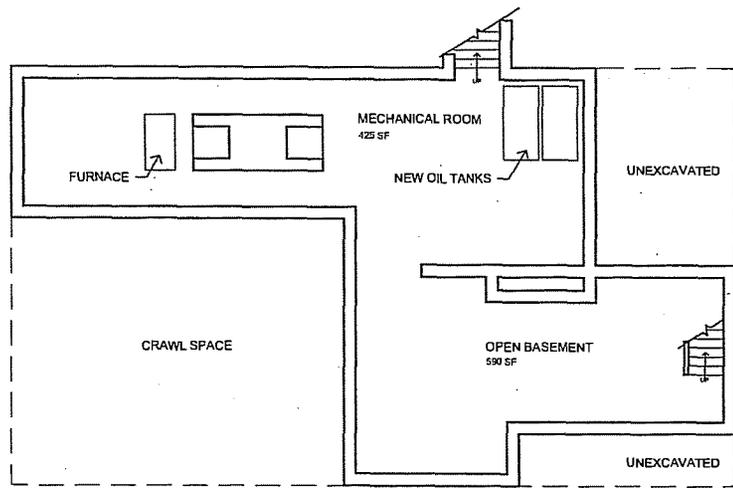
Building Data Inventory:

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

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ARCHITECT

bh+a

Burgman Hendle + Archetype, Inc.
318 Summer Street
Dorset, MA 02210
617 350-2450 Tel
617 350-2515 Fax
www.bh+a.com

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

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

PROJECT TEAM
DISCIPLINE
Name
Street
City, State Zip
625 #28-2828 Tel
625 #28-2828 Fax
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REVISIONS

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| 5 | DATE |

DRAWING TITLE
**Loring
Parsonage
Basement
Floor Plan**

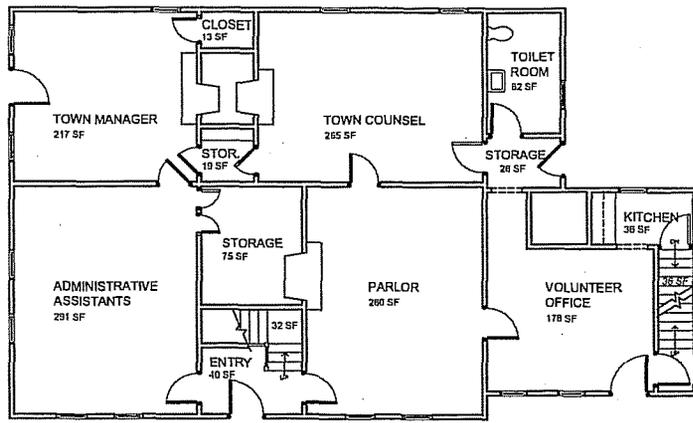
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| DATE OF ISSUE | |
| DESIGNER | Edging Conifers |
| DESCRIPTION | |
| DATE | |
| SCALE | |
| FIELD NO. | A100 |
| PROJECT NO. | |

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ARCHITECT

bh+a

Burgom Masters + Architects, Inc.
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PROJECT NAME
**Sudbury Space
Needs Study**
Sudbury, MA, 01776

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

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

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| REVISIONS |
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DRAWING TITLE
**Loring
Parsonage
First Floor
Plan**

DRAWING INFORMATION

DATE:

BY:

SCALE:

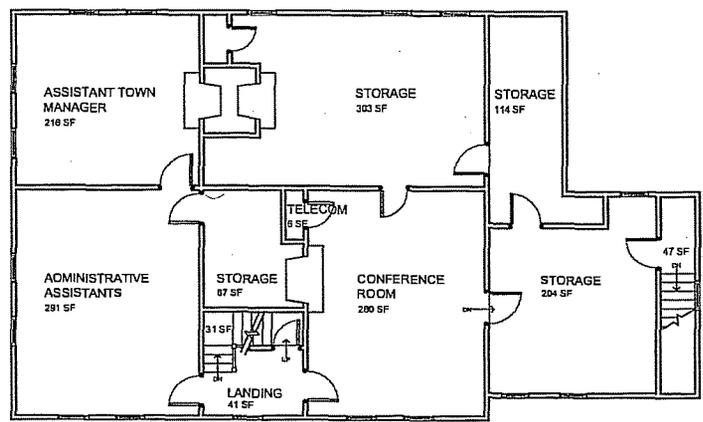
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A101

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ARCHITECT
bh+a
 Designers Architects + Architects, Inc.
 318 Summer Street
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 617 330-0432 Tel
 617 330-0113 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA, 01776

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

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

REVISIONS

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DRAWING TITLE
Loring Parsonage Second Floor Plan

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A102

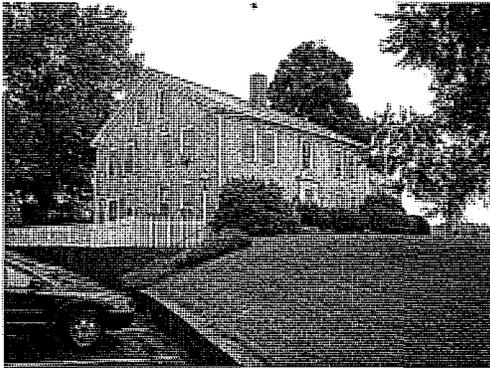
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Loring Parsonage

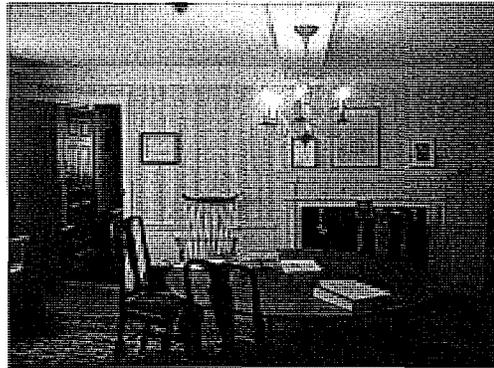
Building Condition Overview:

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.

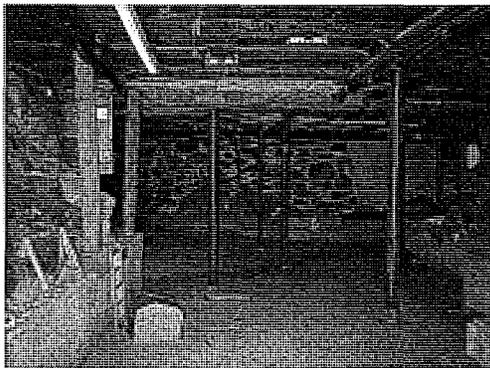
The site and the building itself are not wheelchair-accessible. From the parking area, there are 6 steps up to the brick paved pathway. The front door is three steps above grade. All doors are less than the 3'-0" clear width required by ADA. Office space on the second floor is only accessible via stairways 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.



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.



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

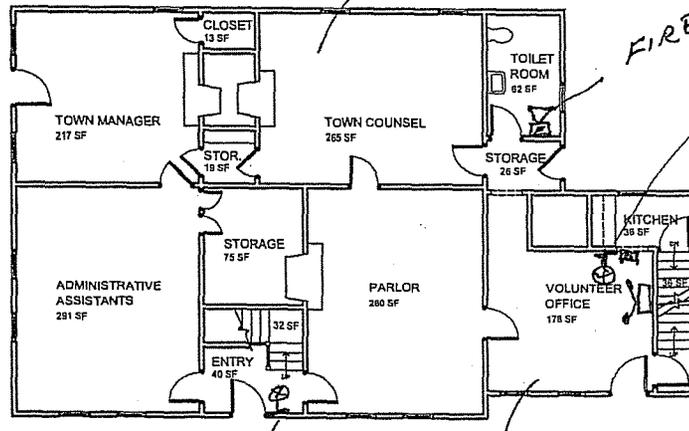
1. The building presently is not sprinklered. Because of the historical value of the property, it should be considered to protect the property with one automatic sprinkler system. Estimated cost \$3.50/sq. ft.
2. The existing plumbing systems appear to be in fair condition. However, outside of normal 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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Relamping

FIRE ALARM NOTIFYING DEVICES

EXIT LIGHT

Emergency battery unit.

EXIT LIGHT

Relamping

ARCHITECT

218 Commercial Street
Boston, MA 02120
617.350.4100 Tel
617.350.0215 Fax
www.pplvs.com

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

CLIENT
Town of Sudbury
388 Old Country Road
Sudbury, MA, 01776

PROJECT TEAM
DISCIPLINE
Name
Date
CITY, State Zip
FAX #, e-mail, Tel #
WWW, www.pplvs.com

| REVISIONS |
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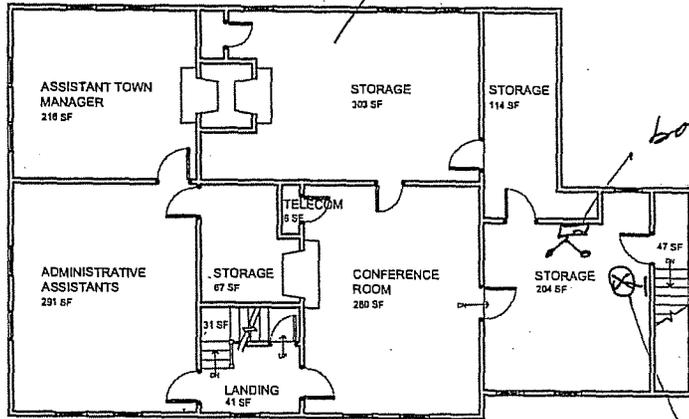
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**Loring
Parsonage
First Floor
Plan**

DRAWING INFORMATION
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BY: [Signature]
CHECKED: [Signature]
SCALE: 1/8" = 1'-0"
PROJECT: 0176-0000-000

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Relamping

battery unit.

EXIT LIGHT

ARCHITECT
bh+a
 Barnhart Healy & Architects, Inc.
 218 Banner Street
 Boston, MA 02210
 617 350-6410 Fax
 617 350-6215
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA, 01776

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

PROJECT TEAM
DISCIPLINE
 Name: _____
 Title: _____
 City: Boston, MA
 617 452-8888 Fax
 617 452-8888
 www.bh+a.com

REVISIONS

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DRAWING TITLE
Loring Parsonage Second Floor Plan

DRAWING INFORMATION

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 TIME: 04:17:33 PM
 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.

Sudbury Space Needs Study
Sudbury, MA

Space Needs Summary:

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

LORING PARSONAGE PROGRAM ANALYSIS SUMMARY REPORT

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|--|------------------------------|-------------------|---------------------|
| <u>BASEMENT LEVEL</u> | | | |
| 001 | OPEN BASEMENT* | 425 SF | 425 SF |
| 002 | MECHANICAL ROOM* | 590 SF | 590 SF |
| | SECONDARY STAIRWELL* | 47 SF | 47 SF |
| <u>FIRST LEVEL</u> | | | |
| 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 |
| <u>SECOND LEVEL</u> | | | |
| 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



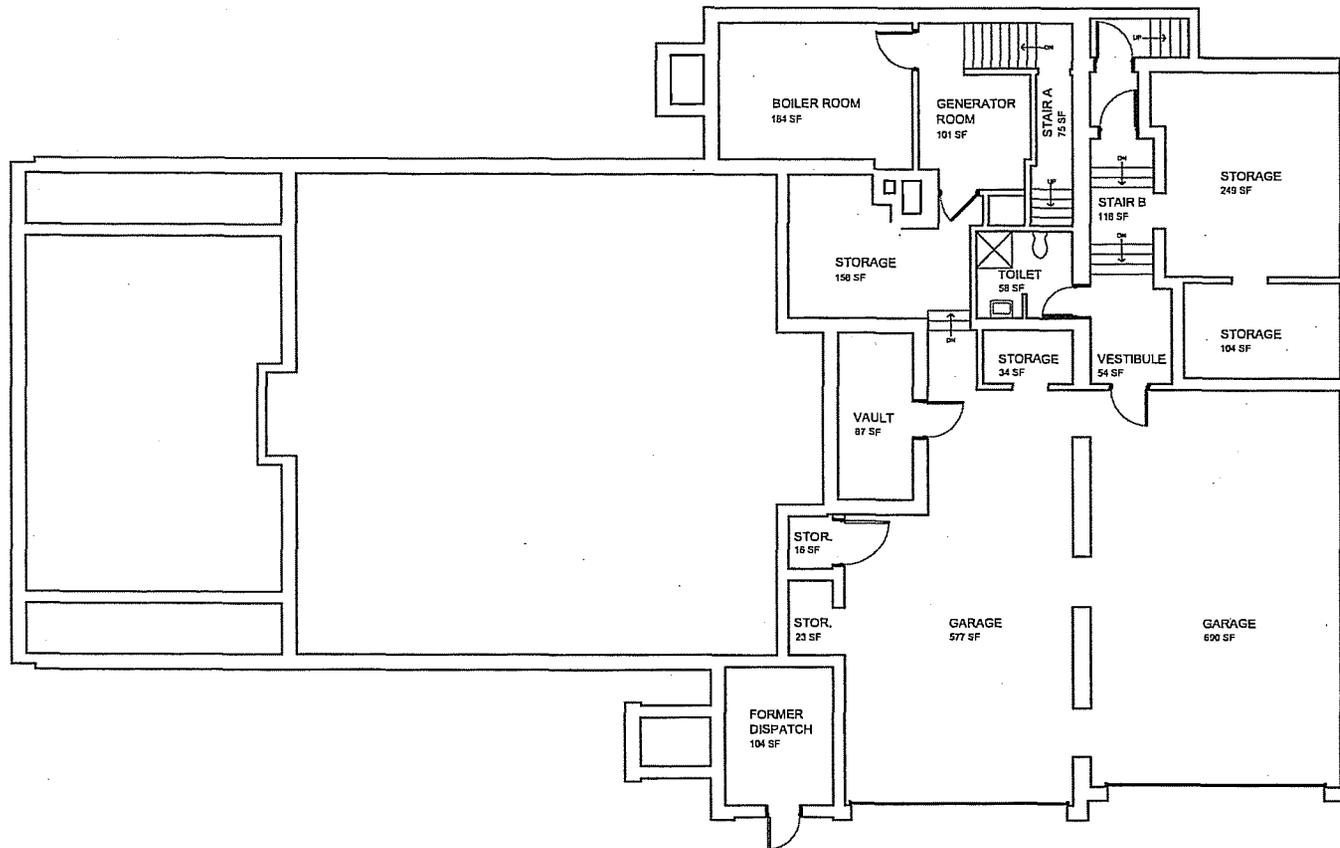
Building Data Inventory:

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

P:\2253_sufa\Dwg\100-townhall2.dwg, Plot-FLR (2), 10/17/01 11:03:22 AM, Imackowiak, \PRIMARY\Boston, Letter, 1:1



ARCHITECT
bh+a
 Bergmann Hardie & Associates, Inc.
 310 Summer Street
 Boston, MA 02210
 617 352-0450 Tel
 617 352-0215 Fax
 www.bh+a.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
 617 352-2222 Tel
 617 352-2222 Fax
 www.com

REVISIONS

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DRAWING TITLE
**Town Hall
 Basement
 Floor Plan**

DRAWING INFORMATION

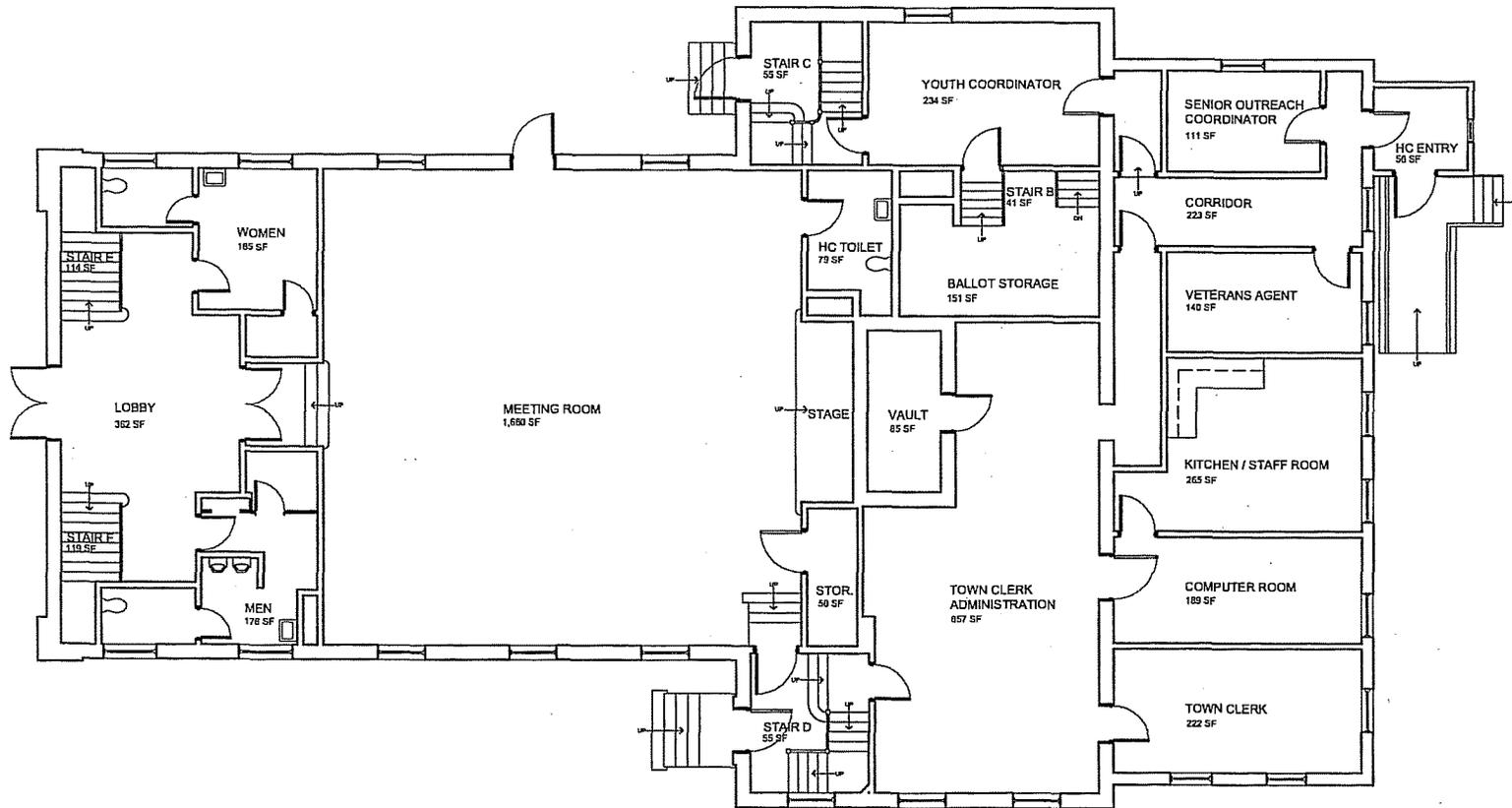
July 23, 2001
 SITE PLAN
 Drawing Conforms
 DESCRIPTION
 VEST + 10P IN
 SCALE 1/8" = 1'-0" (SEE LIST)
 SHEET NO. 11024townhall2.dwg
 PROJECT FILE NAME

DRAWING NUMBER

A100

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ARCHITECT
bh+a
 Bergmann Hanley + Architects, Inc.
 318 Summer Street
 Boston, MA 02210
 617 350-0450 Tel
 617 350-0215 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA, 01776

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

PROJECT TEAM
DISCIPLINE
 NAME
 STREET
 CITY, STATE ZIP
 TEL FAX E-MAIL FAX
 WWW

REVISIONS

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DRAWING TITLE
Town Hall First Floor Plan

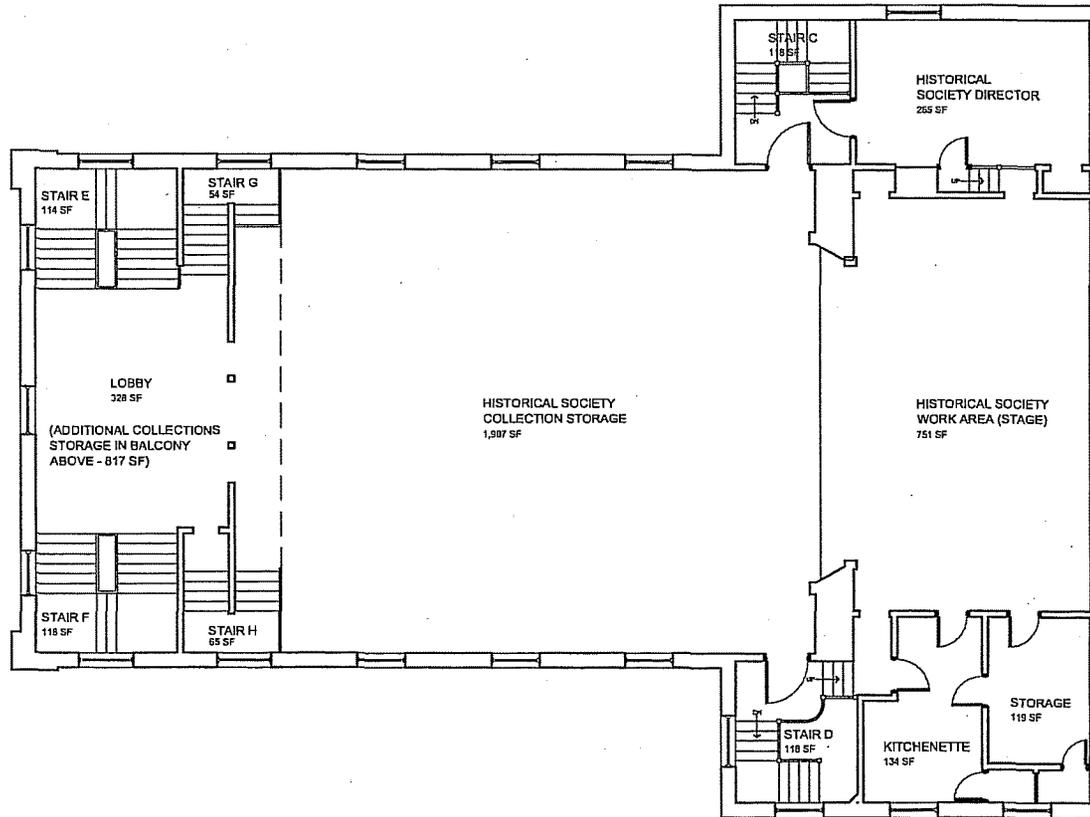
DRAWING INFORMATION

DATE: 06/29/2001
 09:10 AM
 Drawing Condition: _____
 OCCUPY: _____
 DATE: _____ BY: _____
 DATE: _____ BY: _____
 DATE: _____ BY: _____

DRAWING NUMBER
A101

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ARCHITECT
bh+a
 Bergmann Hordts + Archtype, Inc.
 318 Summer Street
 Boston, MA 02210
 617 330-0456 Tel
 617 330-0713 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA 01776

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

PROJECT TEAM
 DISCIPLINE
 Name
 Title
 City, State, Zip
 617 338-2222 Tel
 617 338-2222 Fax
 www.-----.com

REVISIONS

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| 1 | |
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| 5 | CSE |

DRAWING TITLE
Town Hall Second Floor Plan

DRAWING INFORMATION

DATE: 10/17/01
 DRAWN BY: []
 CHECKED BY: []
 DATE: []
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 CHECKED BY: []
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 CHECKED BY: []
 DATE: []

DRAWING NUMBER
A102

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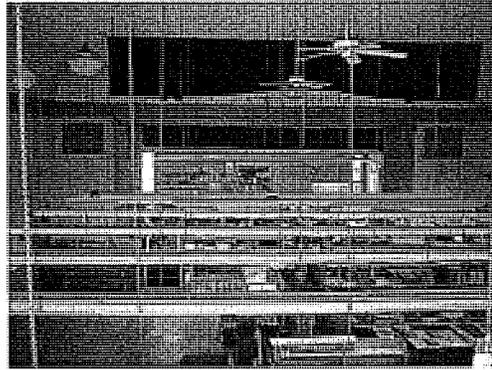
Town Hall

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.

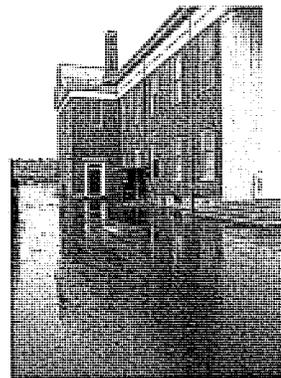


Pendant lights on second floor.

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.

Sudbury Space Needs Study
Sudbury, MA

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.



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.



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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|------------------------------|-----------------------------|-------------------|---------------------|
| <u>BASEMENT LEVEL</u> | | | |
| 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 |
| <u>FIRST LEVEL</u> | | | |
| 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

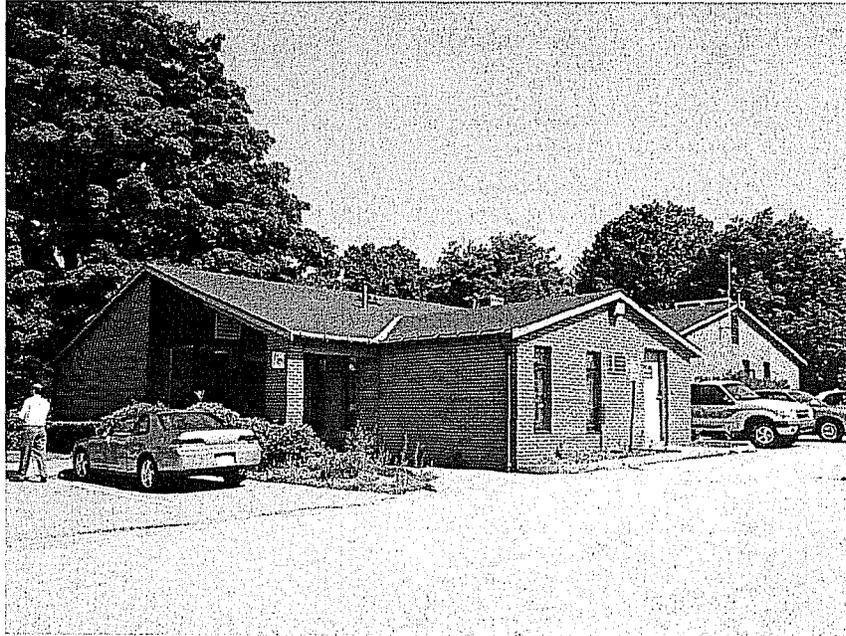
NECESSARY SF TOTAL

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

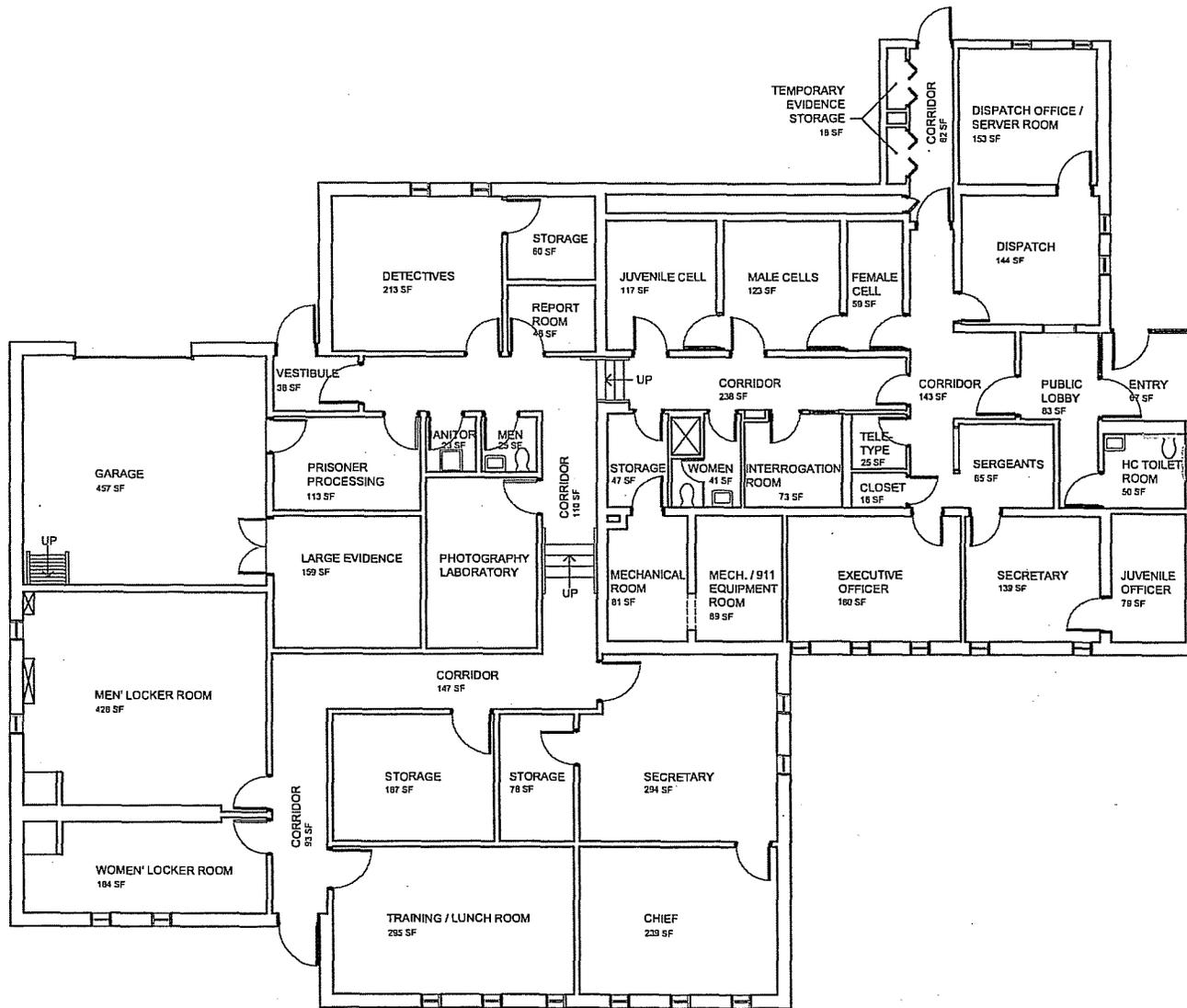
Year built: 1961

Additions: Doubled building size in 1981

Major renovations:

Occupancy groups: B, Business

Construction class: 3B



ARCHITECT
bh+a
 Design Handle + Architects, Inc.
 318 Summer Street
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 617-338-9430 Tel
 617-338-9215 Fax
 www.bh+a.com

PROJECT NAME
**Sudbury Space
 Needs Study**
 Sudbury, MA, 01778

CLIENT
Town of Sudbury
 258 Old Sudbury Road
 Sudbury, MA 01778

PROJECT TEAM
 DISCIPLINE
 Name
 Street
 City, State, Zip
 800 222-4222 Tel
 800 666-2244 Fax
 www. .com

REVISIONS

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DRAWING TITLE
**Police Station
 Floor Plan**

DRAWING INFORMATION

DATE OF ISSUE
 Drawing Condition
 DATE OF ISSUE
 DATE OF ISSUE
 DATE OF ISSUE

DRAWING NUMBER
A101

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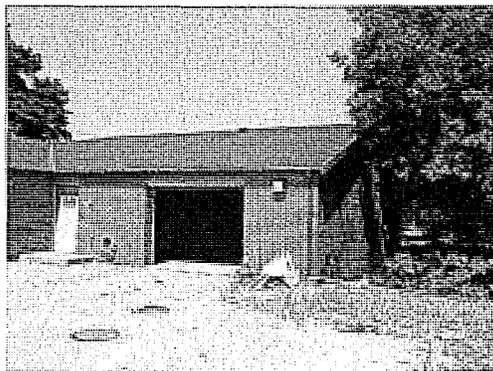
Police Station

Building Condition Overview:

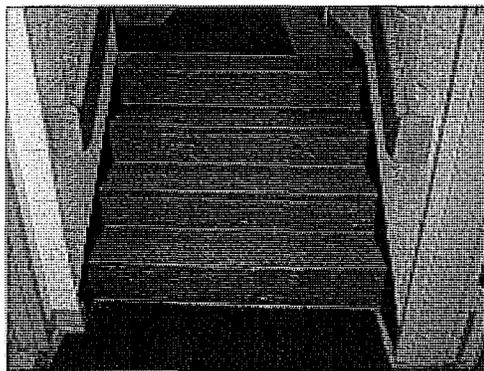
The Police Station was originally constructed in 1960 and a major addition was built in 1981. The addition contributed square footage to all sides of the building and could be said to engulf the small site. This building is one story tall with a partial attic. Constructed of brick veneer on concrete 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.



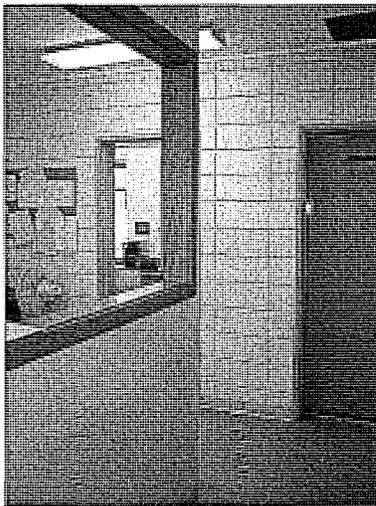
Stairs connecting original building to addition.

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.

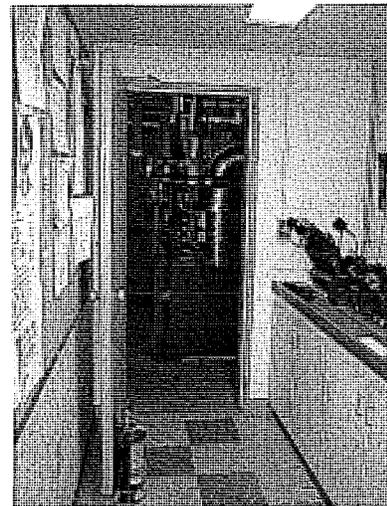
Sudbury Space Needs Study
Sudbury, MA



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.



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 design 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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|---------------------------|---------------------------------|-------------------|---------------------|
| <u>FIRST LEVEL</u> | | | |
| 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
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 218 Summer Street
 Boston, MA 02210
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PROJECT NAME
**Sudbury Space
 Needs Study**
 Sudbury, MA, 01770

CLIENT
Town of Sudbury
 268 Old Sudbury Road
 Sudbury, MA, 01770

PROJECT TEAM
 DISCIPLINE
 Name
 Title
 City, State Zip
 #1 #2 #3 #4 #5 Tel
 #6 #7 #8 #9 #10 Fax
 www.aaa.com

REVISIONS
 1
 2
 3
 4
 5
 DATE

DRAWING TITLE
**Fairbank
 Center
 Floor Plan**

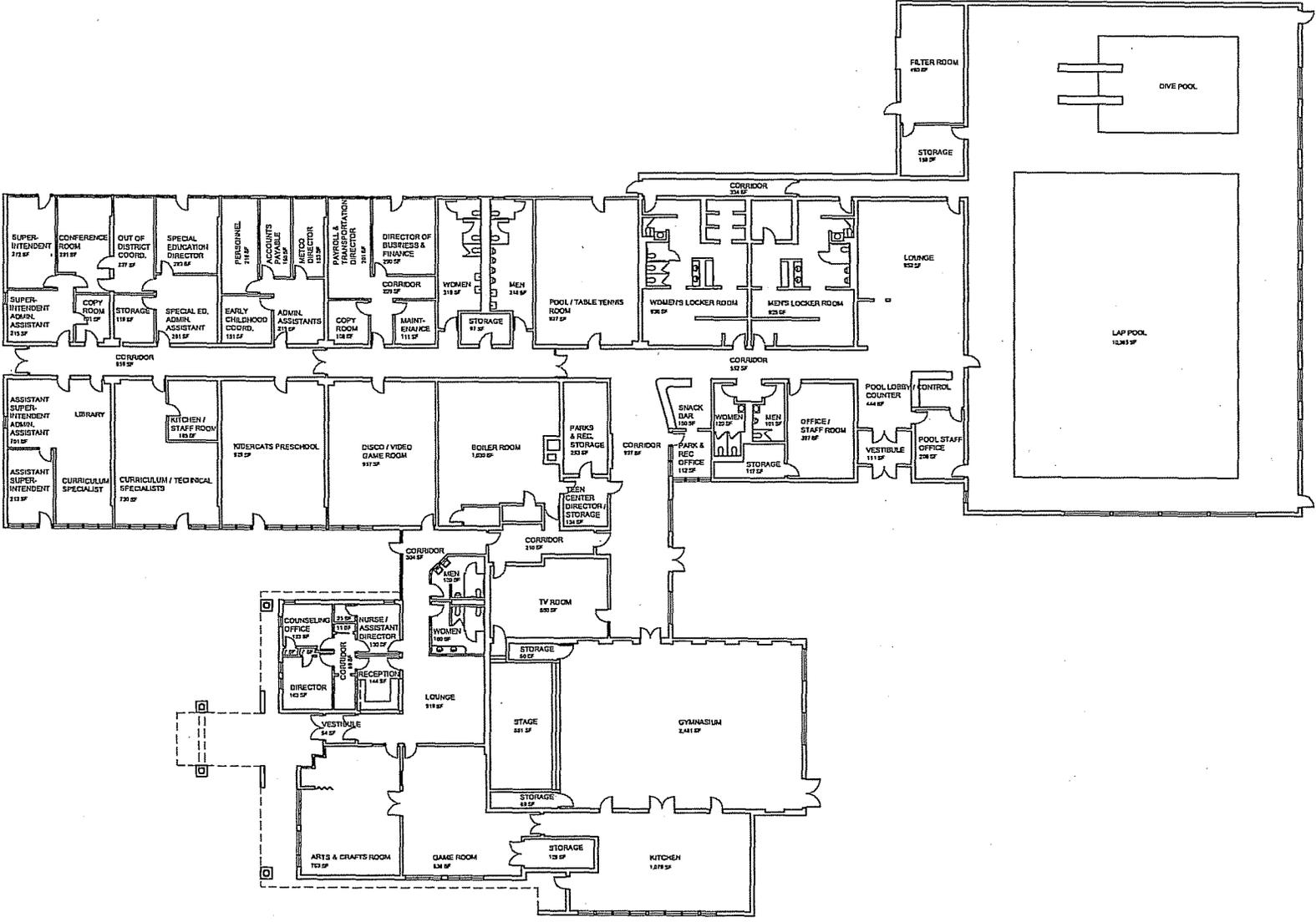
DRAWING INFORMATION

July 22, 2003
 POLYLINE
 Address, Discipline
 DESCRIPTION
 User: bh+a
 Title: Architect
 #101: Architect
 #102: Architect
 #103: Architect
 #104: Architect
 #105: Architect
 #106: Architect
 #107: Architect
 #108: Architect
 #109: Architect
 #110: Architect

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).

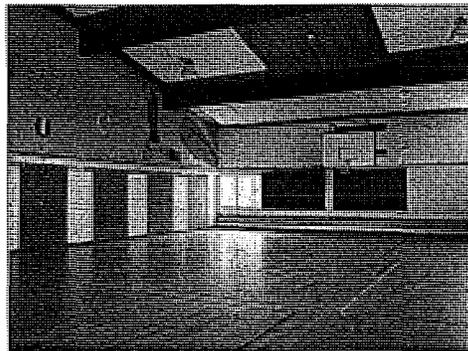
One mechanical room that is part of the original school building serves the entire community center facility. There is central air conditioning only in the Senior Center wing of the building; wall or window air conditioning units serve all other spaces. The locker rooms in the Recreation Department wing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



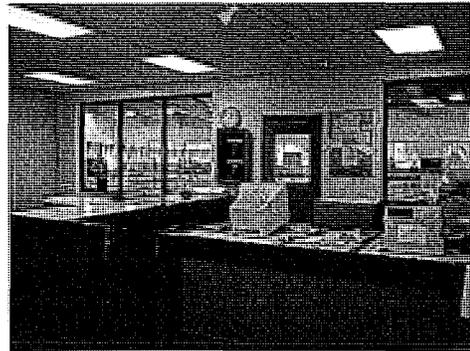
Flat roof of original school building next to gabled Senior Center addition.



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



Gymnasium shared by Recreation Dept. & Senior Center.



Atkinson Pool lobby area.

Sudbury Space Needs Study
Sudbury, MA

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 be maintained.
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.

Page 1 of 4



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:

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.



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 only 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.

310 CMR: DEPARTMENT OF ENVIRONMENTAL QUALITY ENGINEERING

(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 pre-treatment 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.

310 CMR: DEPARTMENT OF ENVIRONMENTAL QUALITY ENGINEERING

(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 CS&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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|-------------------------------------|--|-------------------|---------------------|
| <u>SCHOOL ADMINISTRATION</u> | | | |
| 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 (1 large, 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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|--|-------------------------------------|-------------------|-----------------------|
| <u>RECREATION DEPARTMENT</u> | | | |
| 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

| <u>ROOM #</u> | <u>SPACE DESIGNATION</u> | <u>CURRENT SF</u> | <u>NECESSARY SF</u> |
|--|--|-------------------|---------------------|
| <u>SENIOR CENTER</u> | | | |
| 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.

Sudbury Space Needs Study
Sudbury, MA

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

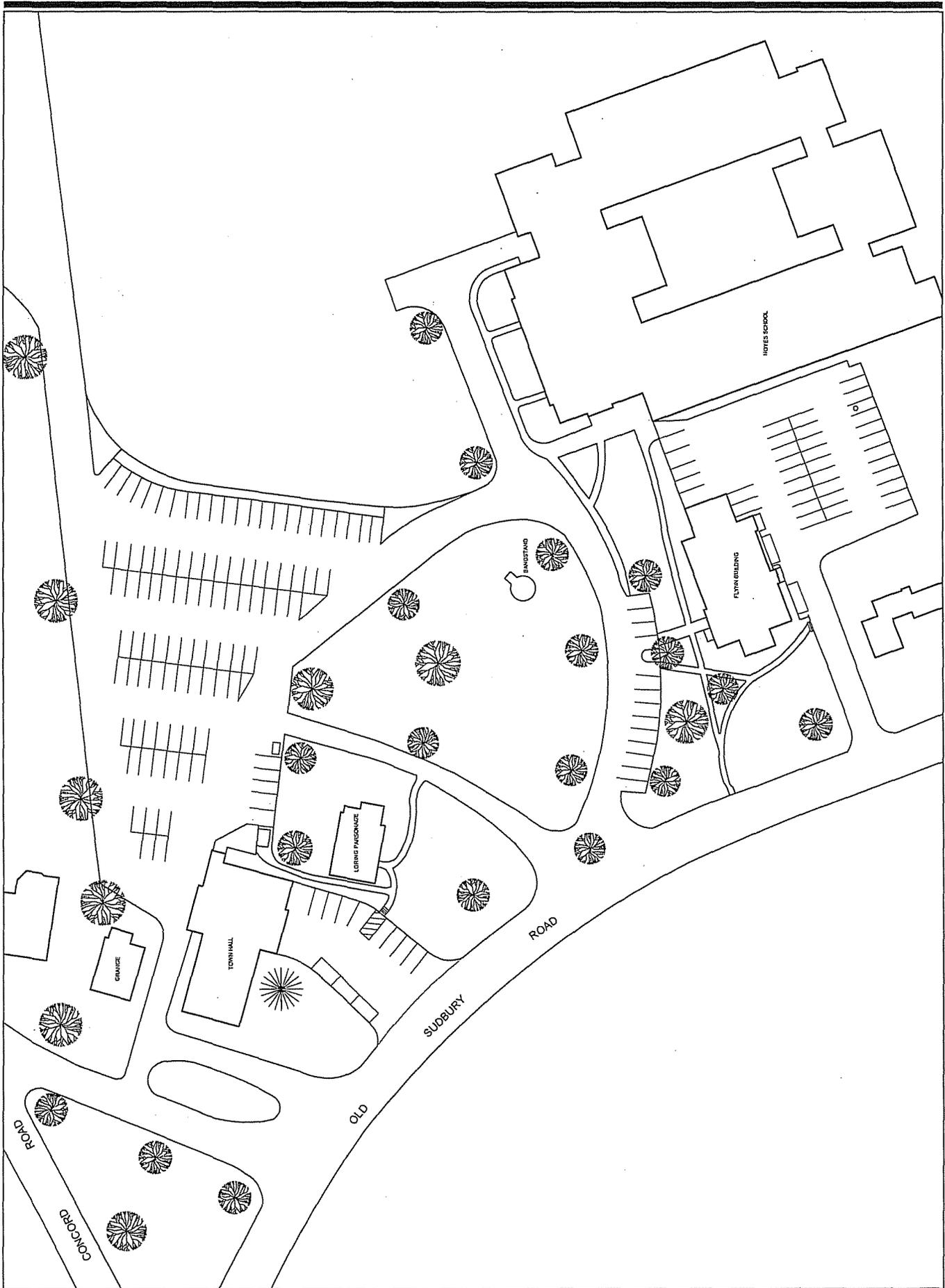
The following chart lists the Town Departments with the possible location options using the existing buildings/sites. Whether the building can be used in its existing condition, if it requires a renovation/addition, or if it should be built new is specified under the location options.

| 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: <i>Treasurer / Collector</i> <i>Accounting</i> <i>Assessors</i> <i>Technology</i> Town Administration: <i>Town Manager</i> <i>Assistant Town Manager</i> <i>Town Counsel</i> Sudbury Foundation Credit Union | Finance Department: <i>Treasurer /Collector</i> <i>Accounting</i> <i>Assessors</i> <i>Technology</i> Town Administration: <i>Town Manager</i> <i>Assistant Town Manager</i> <i>Town Counsel</i> Sudbury Foundation Credit Union | Finance Department: <i>Treasurer / Collector</i> <i>Accounting</i> <i>Assessors</i> <i>Technology</i> Town Administration: <i>Town Manager</i> <i>Assistant Town Manager</i> <i>Town Counsel</i> <i>Town Clerk</i> 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: <i>Community Social Worker</i> <i>Youth Coordinator</i> <i>Senior Outreach Coordinator</i> <i>Veterans Agent</i> | Recreation Senior Center Human Services: <i>Community Social Worker</i> <i>Youth Coordinator</i> <i>Senior Outreach Coordinator</i> <i>Veterans Agent</i> | Recreation Senior Center Human Services: <i>Community Social Worker</i> <i>Youth Coordinator</i> <i>Senior Outreach Coordinator</i> <i>Veterans Agent</i> | Recreation Senior Center Human Services: <i>Community Social Worker</i> <i>Youth Coordinator</i> <i>Senior Outreach Coordinator</i> <i>Veterans Agent</i> |
| Police Station | Police (add on) | Police (build new) | Police (build new) | Police (build new) |
| New DPW Building | Land Use Departments: <i>Engineering</i> <i>Building Department</i> <i>Conservation Commission</i> <i>Planning Department</i> <i>Board of Health</i> | Land Use Departments: <i>Engineering</i> <i>Building Department</i> <i>Conservation Commission</i> <i>Planning Department</i> <i>Board of Health</i> | Land Use Departments: <i>Engineering</i> <i>Building Department</i> <i>Conservation Commission</i> <i>Planning Department</i> <i>Board of Health</i> | Land Use Departments: <i>Engineering</i> <i>Building Department</i> <i>Conservation Commission</i> <i>Planning Department</i> <i>Board of Health</i> |
| Unused Building Summary | Loring Parsonage | Loring Parsonage | Loring Parsonage | Loring Parsonage |



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 (+).

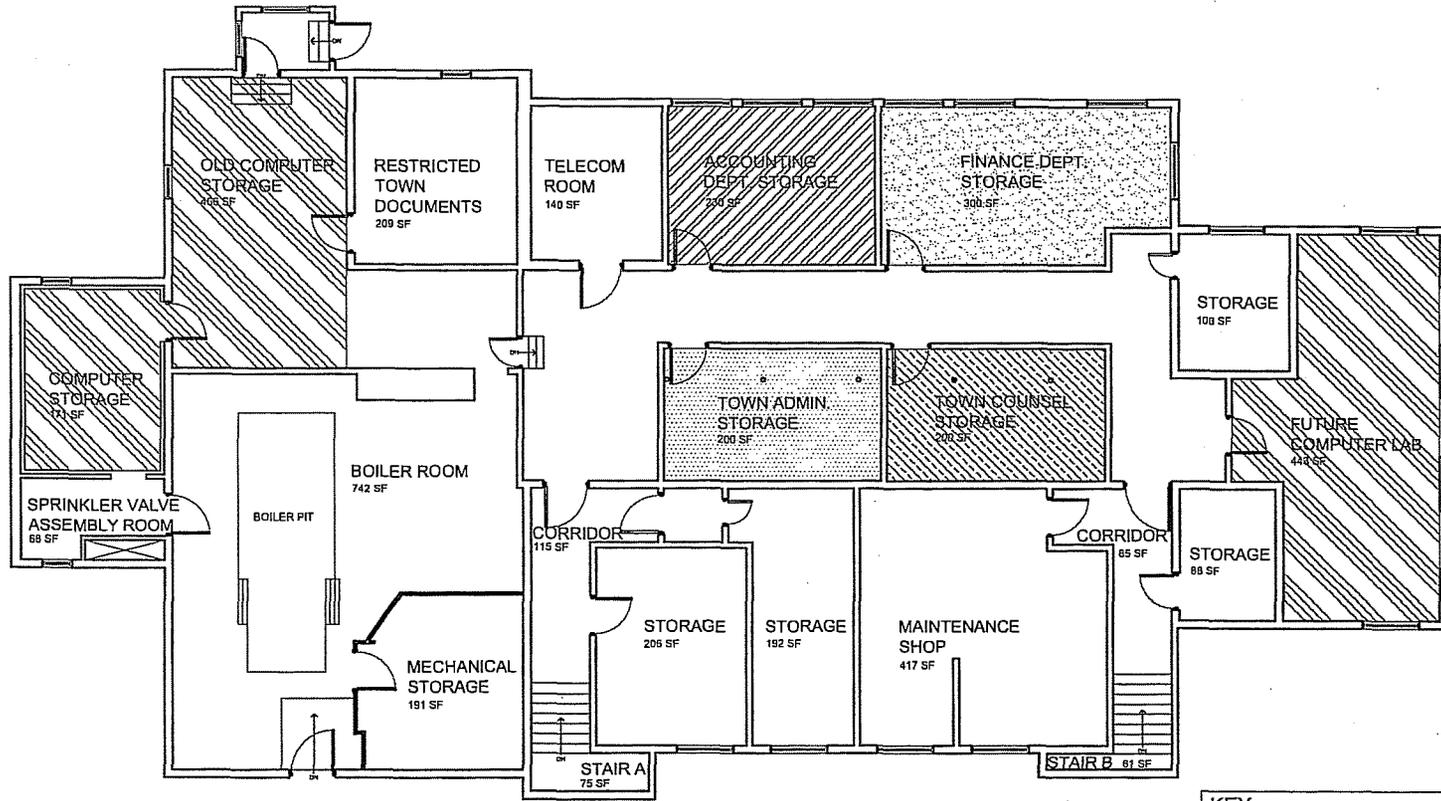
| Parking Lot | Existing Spaces Available | Spaces Needed | | | | |
|---------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | | Present | Scenario I | Scenario 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 | -11³ | -11³ | -11³ |

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.

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| KEY | |
|-----|-----------------------|
| | ACCOUNTING DEPARTMENT |
| | FINANCE DEPARTMENT |
| | ASSESSORS DEPARTMENT |
| | TOWN ADMINISTRATION |
| | TECHNOLOGY DEPARTMENT |

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PROJECT TEAM
 DESIGN LEAD
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| REVISIONS | |
|-----------|------|
| 1 | |
| 2 | |
| 3 | |
| 4 | DATE |

DRAWING TITLE
Flynn Building Basement - Scenarios 1 & 2

DRAWING INFORMATION

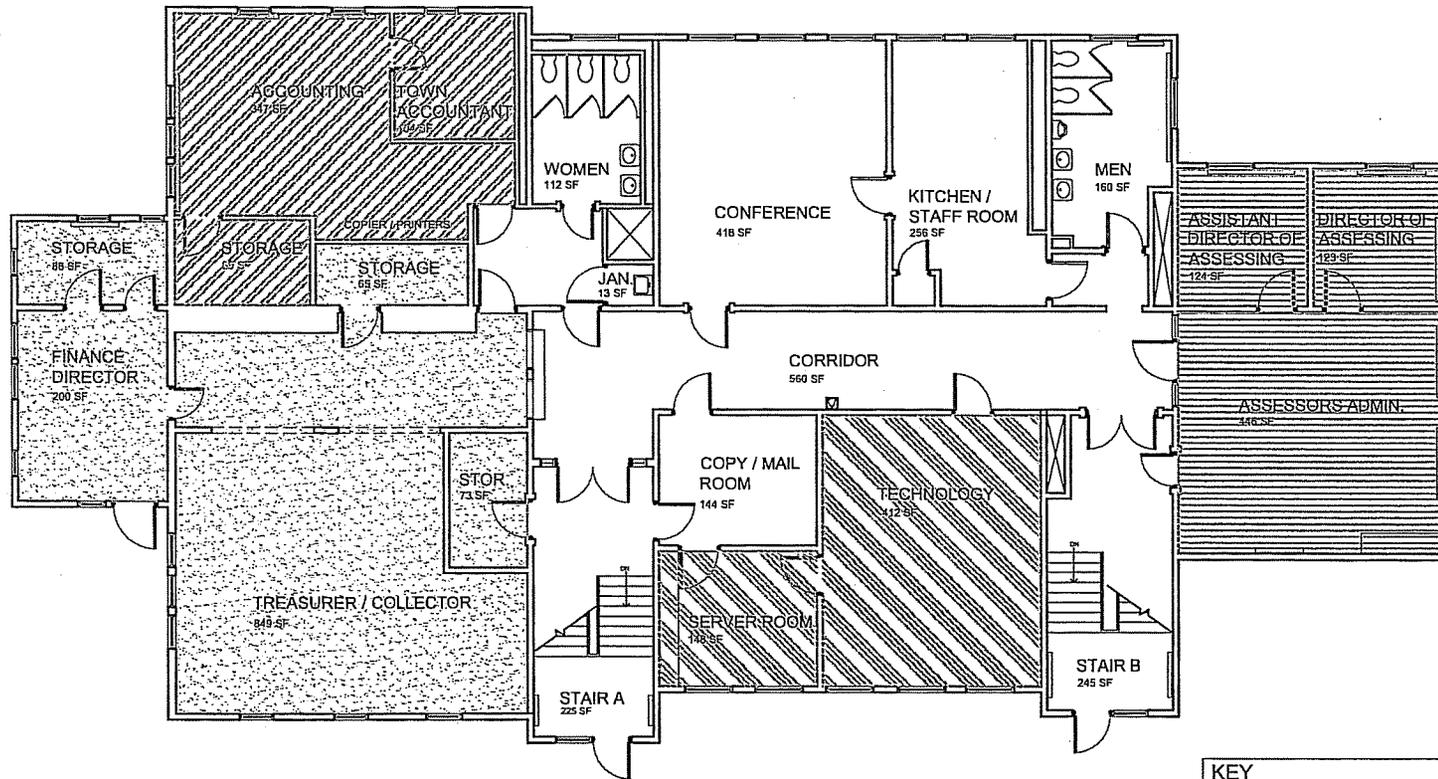
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 CHECKED BY: JLM
 DATE: 03/20/01
 DRAWN BY: JLM

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| KEY | |
|-----|-----------------------|
| | ACCOUNTING DEPARTMENT |
| | FINANCE DEPARTMENT |
| | ASSESSORS DEPARTMENT |
| | TECHNOLOGY DEPARTMENT |

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 Sudbury, MA, 01770

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PROJECT TEAM
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 262 664-2211 Tel
 617 664-2424 Fax
 www.bh+a.com

REVISIONS

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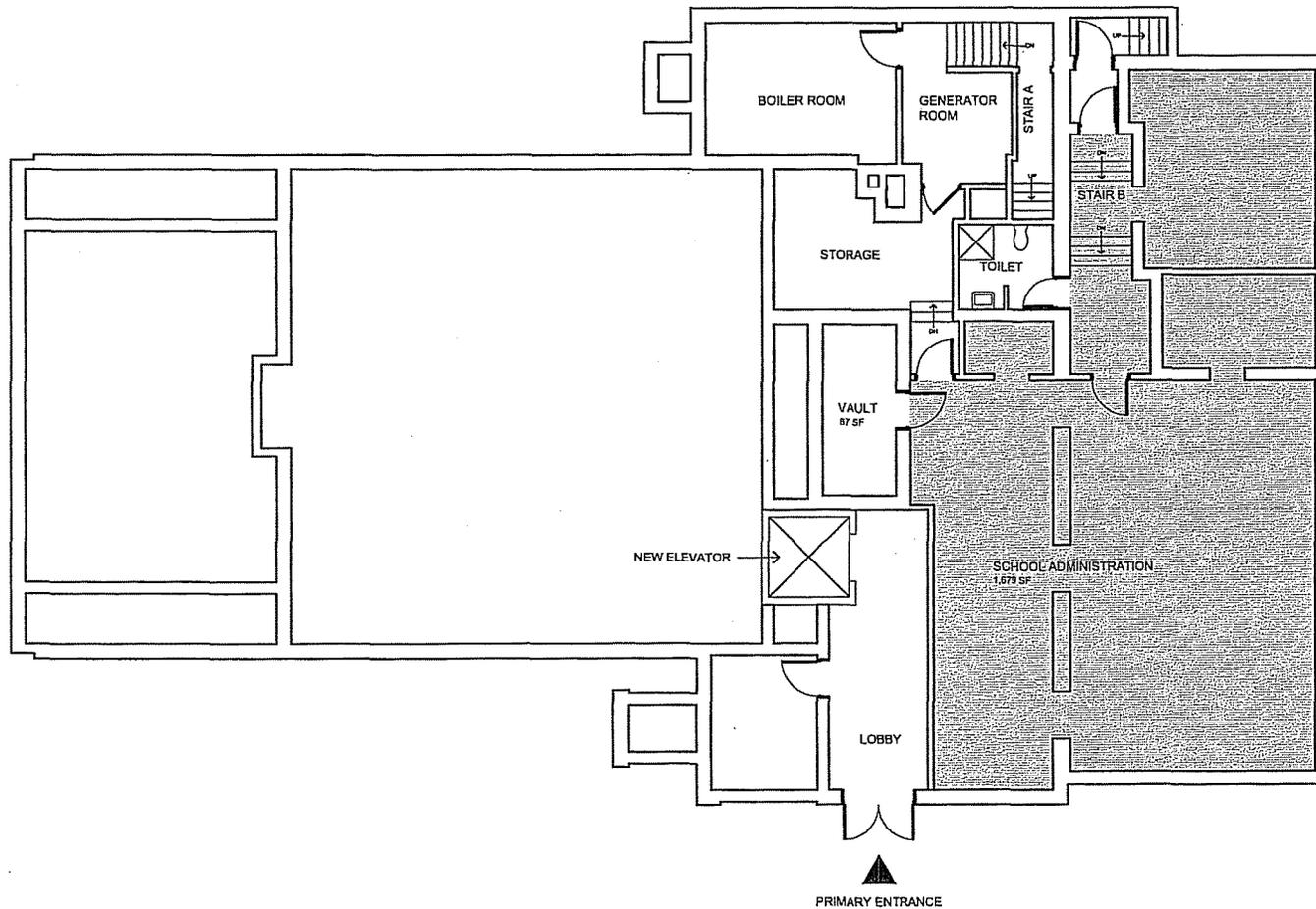
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Flynn Building First Floor - Scenarios 1 & 2

DRAWING INFORMATION

DATE: 10/23/2001
 DATE OF ISSUE: _____
 Drawing Control No: _____
 SHEET NO. _____ OF _____
 PROJECT: 2253-01 - 001 - Flynn Building

DRAWING NUMBER
A101a

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ARCHITECT
bh+a
 Bergmann Hanft + Architects, Inc.
 318 Sumner Street
 Duxbury, MA 02119
 617-330-0420 Tel
 617-330-0131 Fax
 www.bh+a.com

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

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

PROJECT TEAM
 MEP/EFP
 SAR Engineering, Inc.
 10 Glenville Street
 Quincy, MA 02269
 617-525-9110 Tel
 617-525-9110 Fax

REVISIONS

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DATE

DRAWING TITLE
**Town Hall
 Basement
 Floor Plan -
 Scenario 2**

DRAWING INFORMATION

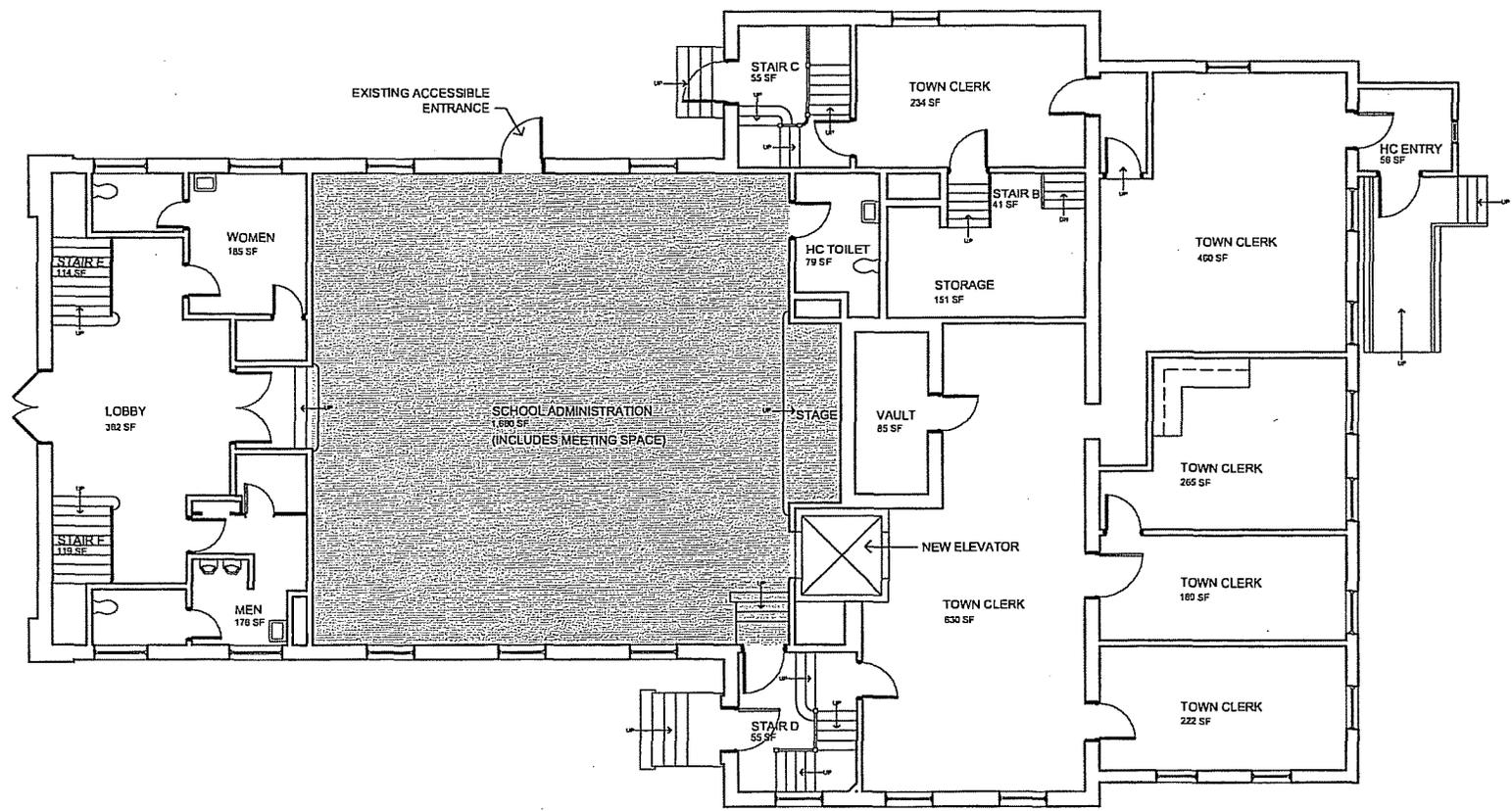
January 2, 2002
 DATE OF ISSUE
 Schematic Design
 DESIGN PHASE
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 SCALE
 2000 00 1/16" = 1'-0" AS SHOWN
 PROJECT

DRAWING NUMBER

A100a

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ARCHITECT
bh+a
 Department Handle + Architects, Inc.
 310 Summer Street
 Boston, MA 02210
 617-250-0800 Tel
 617-330-2215 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA, 01778

CLIENT
Town of Sudbury
 235 Old Sudbury Road
 Sudbury, MA 01778

PROJECT TEAM
 M/E/P/FP
 S&L Engineering, Inc.
 15 Granite Street
 Quincy, MA 02169
 617-525-3515 Tel
 617-328-9218 Fax

REVISIONS

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DRAWING TITLE
Town Hall First Floor Plan - Scenario 2

DRAWING INFORMATION

January 3, 2002
 DATE PLOTTED
 Schematic Design
 DESCRIPTION
 1/16" = 1'-0" IN
 SCALE DRAWING
 7253.DWG PROJECT #101a-southhall-2p1
 FILE NAME

DRAWING NUMBER
A101a

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ARCHITECT
bh+a
 Broughton Hadden, Architects, Inc.
 318 Sturbridge Road
 Sturbridge, MA 01581
 508.326.4370
 508.326.4371
 508.326.4372
 www.bh+a.com

PROJECT NAME
**Sturbridge Space
 Needs Study**
 Sturbridge, MA 01581

CLIENT
Town of Sturbridge
 200 Old Sturbridge Road
 Sturbridge, MA 01581

PROJECT TEAM
 PROJECT ARCHITECT
 bh+a
 PROJECT MANAGER
 Chris Hadden
 PROJECT DESIGNER
 Adam Hadden
 www.bh+a.com

DATE
 01/04/02

SCALE
 1/8" = 1'-0"

REVISIONS
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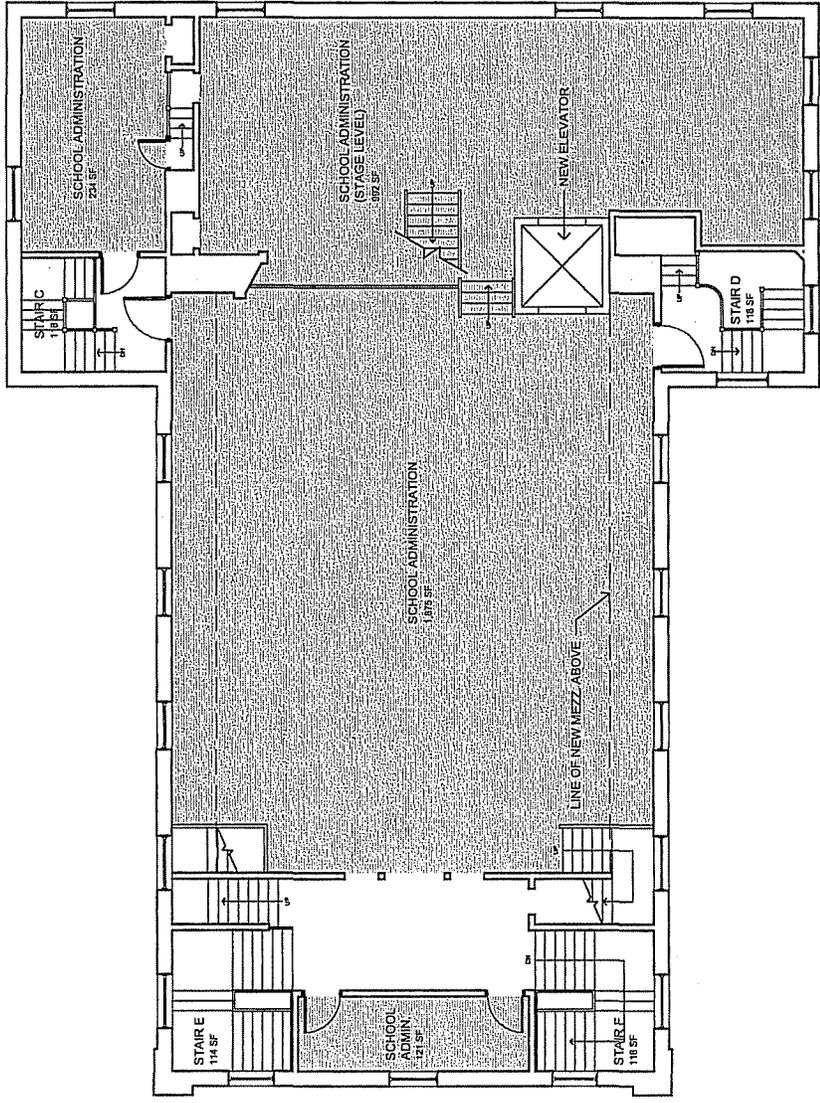
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**Town Hall
 Second
 Floor Plan -
 Scenario 2**

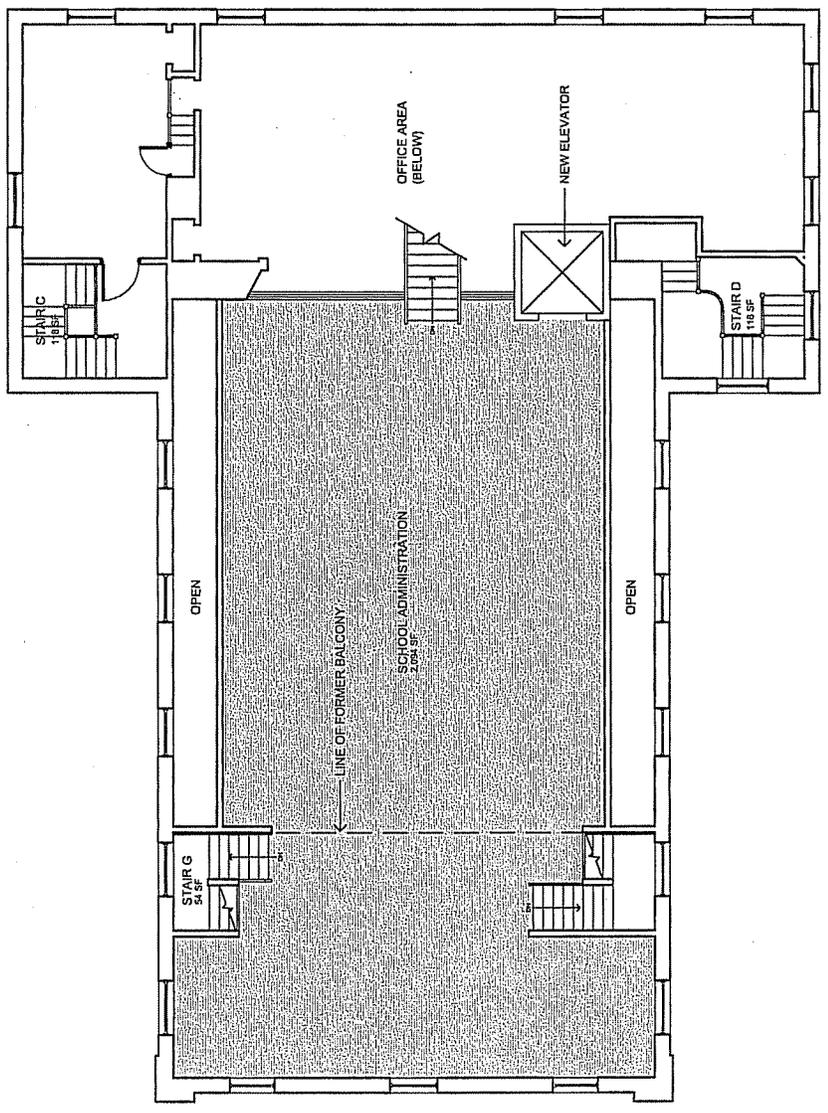
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DATE PLOTTED
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 PLOTTER
 HP DesignJet 500
 PLOTTING SCALE
 1/8" = 1'-0"

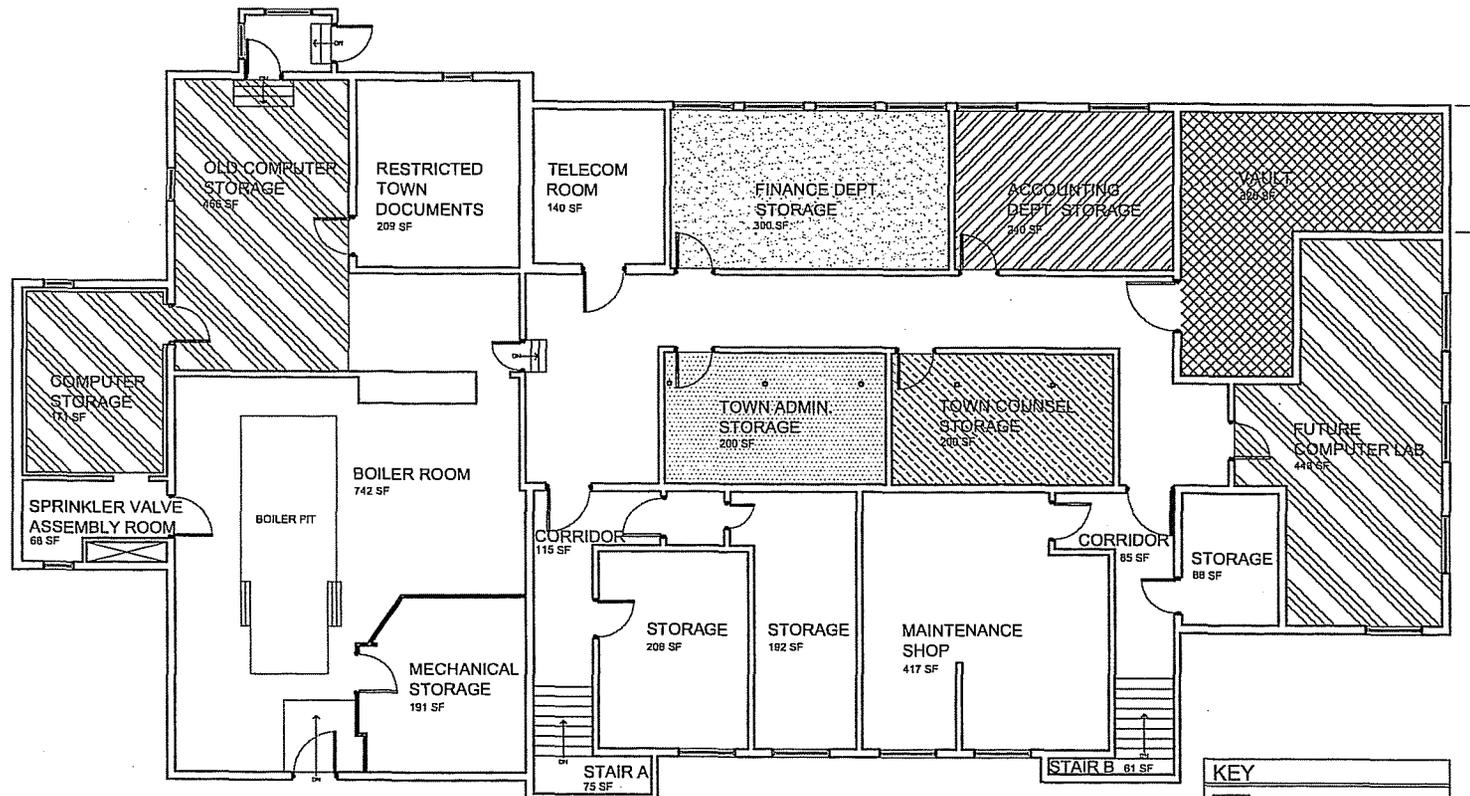
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PROJECT ADDRESS
 200 Old Sturbridge Road
 Sturbridge, MA 01581





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| KEY | |
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| | ACCOUNTING DEPARTMENT |
| | FINANCE DEPARTMENT |
| | ASSESSORS DEPARTMENT |
| | TOWN ADMINISTRATION |
| | TOWN CLERK |
| | TECHNOLOGY DEPARTMENT |

ARCHITECT
bh+a
 Bargmann Haggala + Architects, Inc.
 218 Summer Street
 Boston, MA 02210
 617 338-0440 Tel
 617 332-0215 Fax
 www.bh+a.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
 888 888 8888 Tel
 888 888 8888 Fax
 www.---.com

REVISIONS
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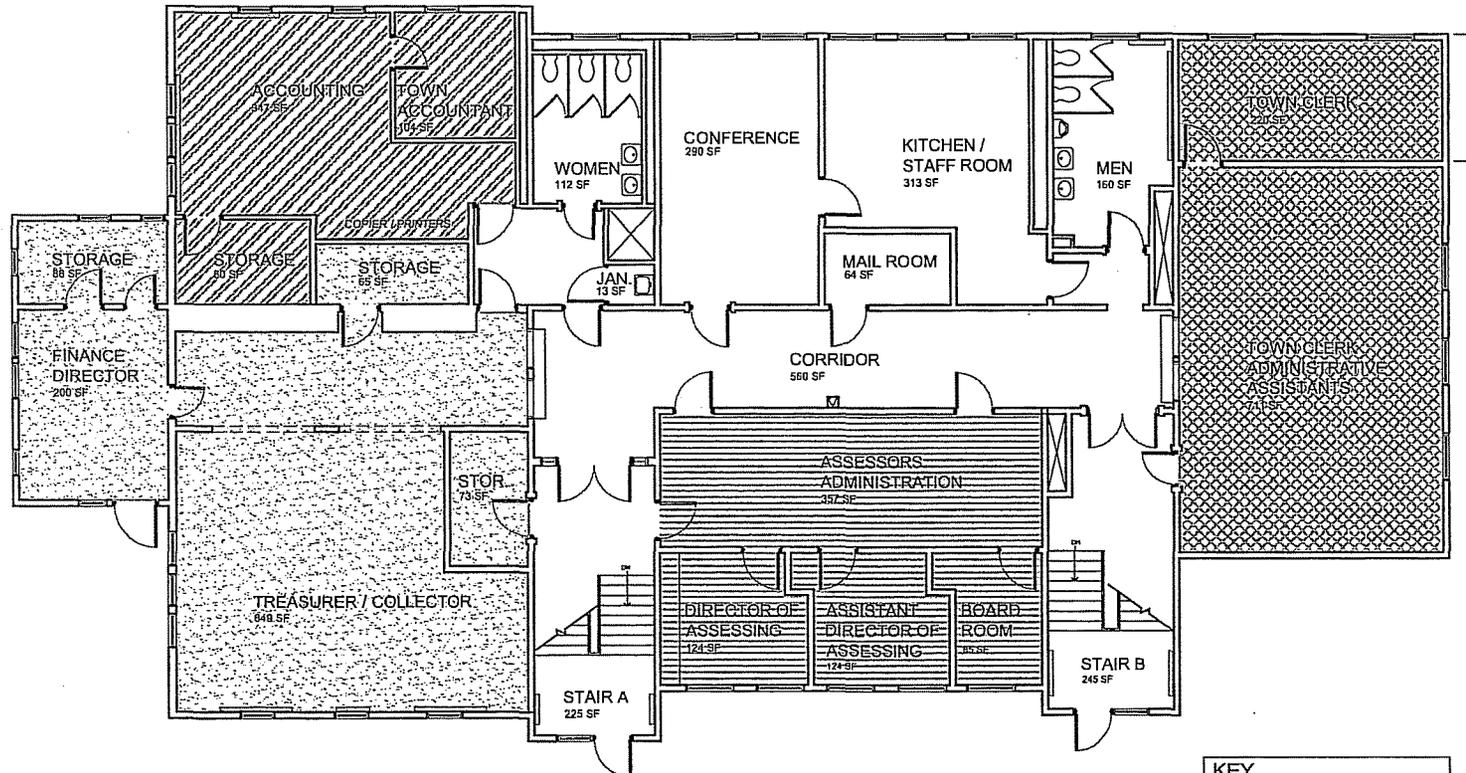
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Flynn Building Basement-3 Scenario 3

DRAWING INFORMATION
 DATE: 07.20.01
 DATE OF ISSUE
 08/20/01
 Drawing Conditio
 08/20/01
 1/8" = 1'-0" MM
 SCALE DRAWN BY
 22/01/01 PROJECT: A100b
 2/2/01

DRAWING NUMBER
A100b

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| KEY | |
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| | ACCOUNTING DEPARTMENT |
| | FINANCE DEPARTMENT |
| | ASSESSORS DEPARTMENT |
| | TOWN CLERK'S OFFICE |

ARCHITECT
bh+a
 Benjamin Henkle + Architects, Inc.
 310 Summer Street
 Boston, MA 02210
 617 338-6100 Tel
 617 330-0217 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA, 01776

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

PROJECT TEAM
 DESIGNER
 Name
 Title
 City, State Zip
 FAX #888-888-8888 Tel
 #888 888-8888 Fax
 www.____.com

| REVISIONS | |
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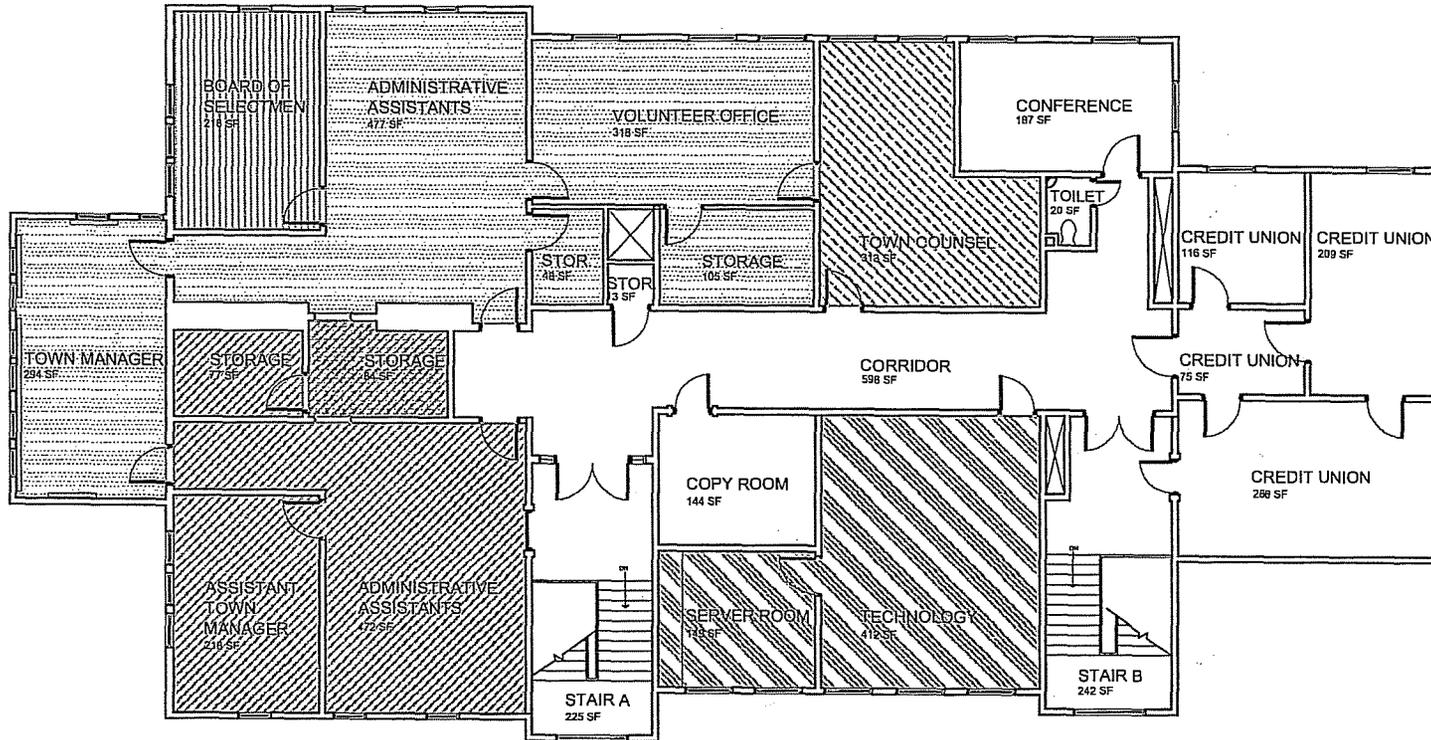
DRAWING TITLE
Flynn Building First Floor-Scenario 3

DRAWING INFORMATION

DATE: 03/20/00
 2000 OF 2000
 Existing Conditions
 1/16/01
 2221 00 PROJECT 0101 Flynn Bldg
 1/21/01

DRAWING NUMBER
A101b

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| KEY | |
|-----|------------------------|
| | TOWN MANAGER |
| | ASSISTANT TOWN MANAGER |
| | BOARD OF SELECTMEN |
| | TOWN COUNSEL'S OFFICE |
| | TECHNOLOGY DEPARTMENT |

ARCHITECT
bh+a
 Bergmann Heredia + Architects, Inc.
 318 Summer Street
 Boston, MA 02110
 617 350-0450 Tel
 617 350-0217 Fax
 www.bh+a.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: _____
 #25 #25 #25 Tel: _____
 #25 #25 #25 Fax: _____
 www._____.com

REVISIONS

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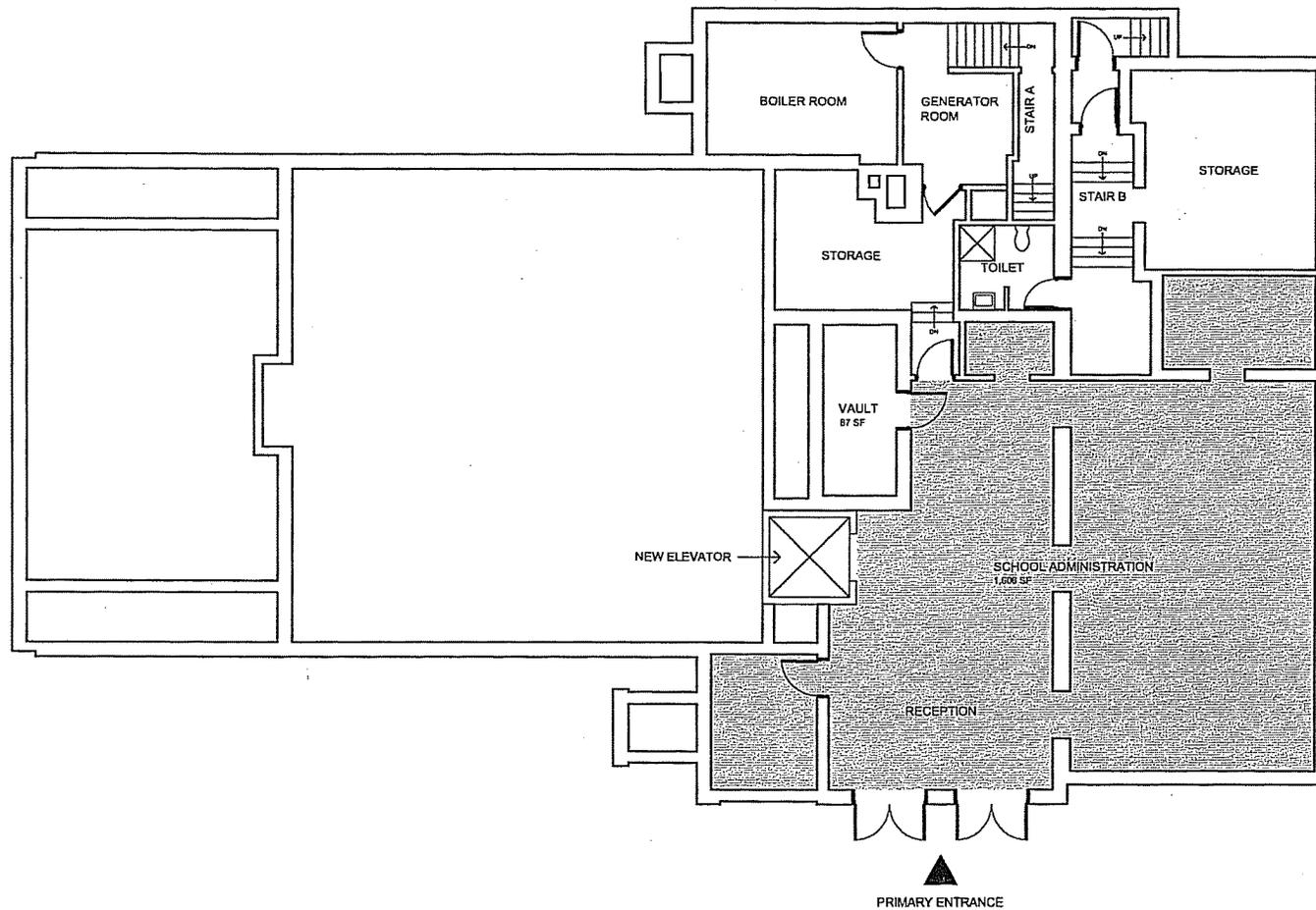
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Flynn Building Second Floor - Scenario 3

DRAWING INFORMATION

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| Date: <u>July 23, 2001</u> | Scale: <u>1/8" = 1'-0"</u> |
| By: <u>_____</u> | Check: <u>_____</u> |
| Project: <u>_____</u> | Sheet: <u>_____</u> |

DRAWING NUMBER
A102b

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 Birgisson Hendry & Architects, Inc.
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 617 350-0450 Tel
 617 350-0715 Fax
 www.bh+a.com

PROJECT NAME
Sudbury Space Needs Study
 Sudbury, MA 01776

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

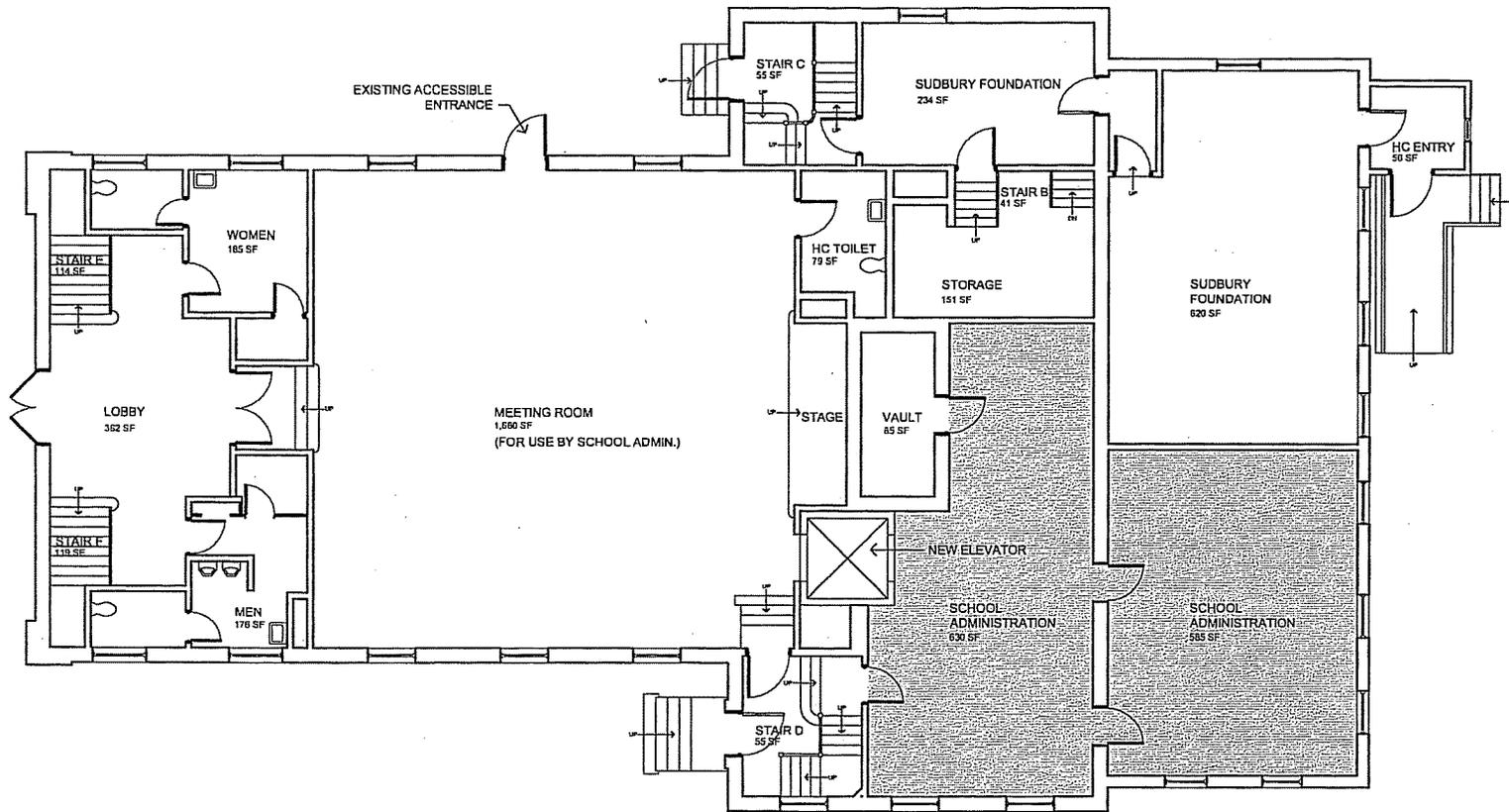
PROJECT TEAM
 MEETUP
 BARI Engineering, Inc.
 10 Grenada Street
 Quincy, MA 02269
 617-328-8210 Tel
 617-328-0210 Fax

REVISIONS
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DRAWING TITLE
Town Hall Basement Floor Plan - Scenario 3

DRAWING INFORMATION
 January 3, 2002
 SITE PLAN
 Schematic Design
 DESIGN/CM
 DATE: 1/3/02 BY: []
 CHECK: [] DRAWN BY: []
 2253 DD #100a-townhall.dwg
 PROJECT: FILE NAME

DRAWING NUMBER
A100b
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 Bergmann Hestler + Archetype, Inc.
 218 Summer Street
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 617-350-4150 Tel
 617-350-4219 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
 MEYERS
 5445 Engineering, Inc.
 10 Granite Street
 Quincy, MA 02269
 617-425-4015 Tel
 617-328-4218 Fax

REVISIONS

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DRAWING TITLE
**Town Hall
 First Floor
 Plan -
 Scenario 3**

DRAWING INFORMATION

January 2, 2002
 0:00 of 0:00
 Schematic Design
 100%
 1/8" = 1'-0"
 2751.20
 PROJECT # 1011
 1011.dwg
 F03.rvt

DRAWING NUMBER

A101b

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ARCHITECT
bh+a
 175 West Main Street - Annapolis, Inc.
 Annapolis, MD 21401
 410-293-2200
 410-293-2111 Fax
 www.bh+a.com

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

CLIENT
Town of Sudbury
 340 Main Street
 Sudbury, MA 01776

PROJECT TEAM
 DESIGNER
 Name: _____
 Title: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Fax: _____
 Web: _____

REVISIONS

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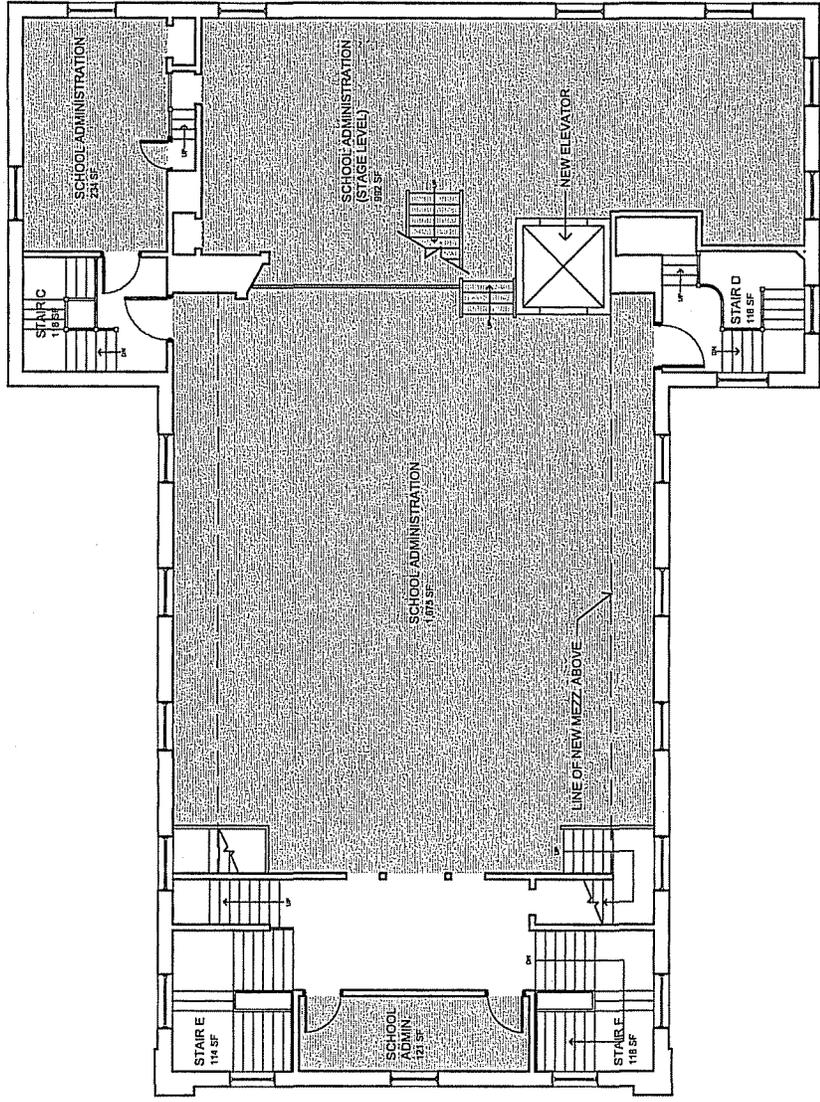
DRAWING TITLE
**Town Hall
 Second
 Floor Plan -
 Scenario 3**

DRAWING INFORMATION

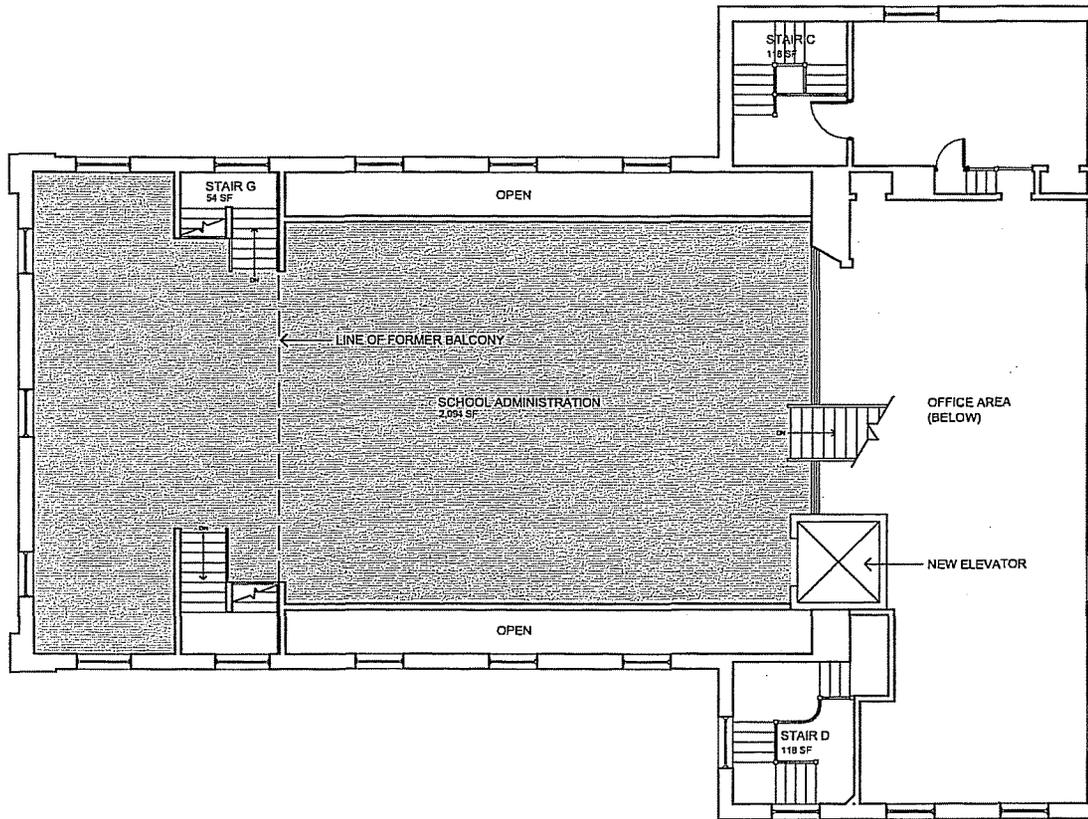
DATE: 02/02/2002
 CITY OF SUDBURY
 PROJECT NO.: 02-001
 DRAWING NO.: 202-001-001
 SHEET NO.: 001 OF 001
 PROJECT: TOWN HALL
 DRAWING: SECOND FLOOR PLAN - SCENARIO 3

DRAWING NUMBER
A102b

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ARCHITECT
bh+a
 Diagrams + Models + Architecture, Inc.
 318 Summer Street
 Boston, MA 02210
 617 330-0450 Tel
 617 330-0218 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
 TEL 603-228-1100
 FAX 603-228-1100
 www.bhplus.com

REVISIONS

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DRAWING TITLE
**Town Hall
 Third
 Floor Plan -
 Scenario 3**

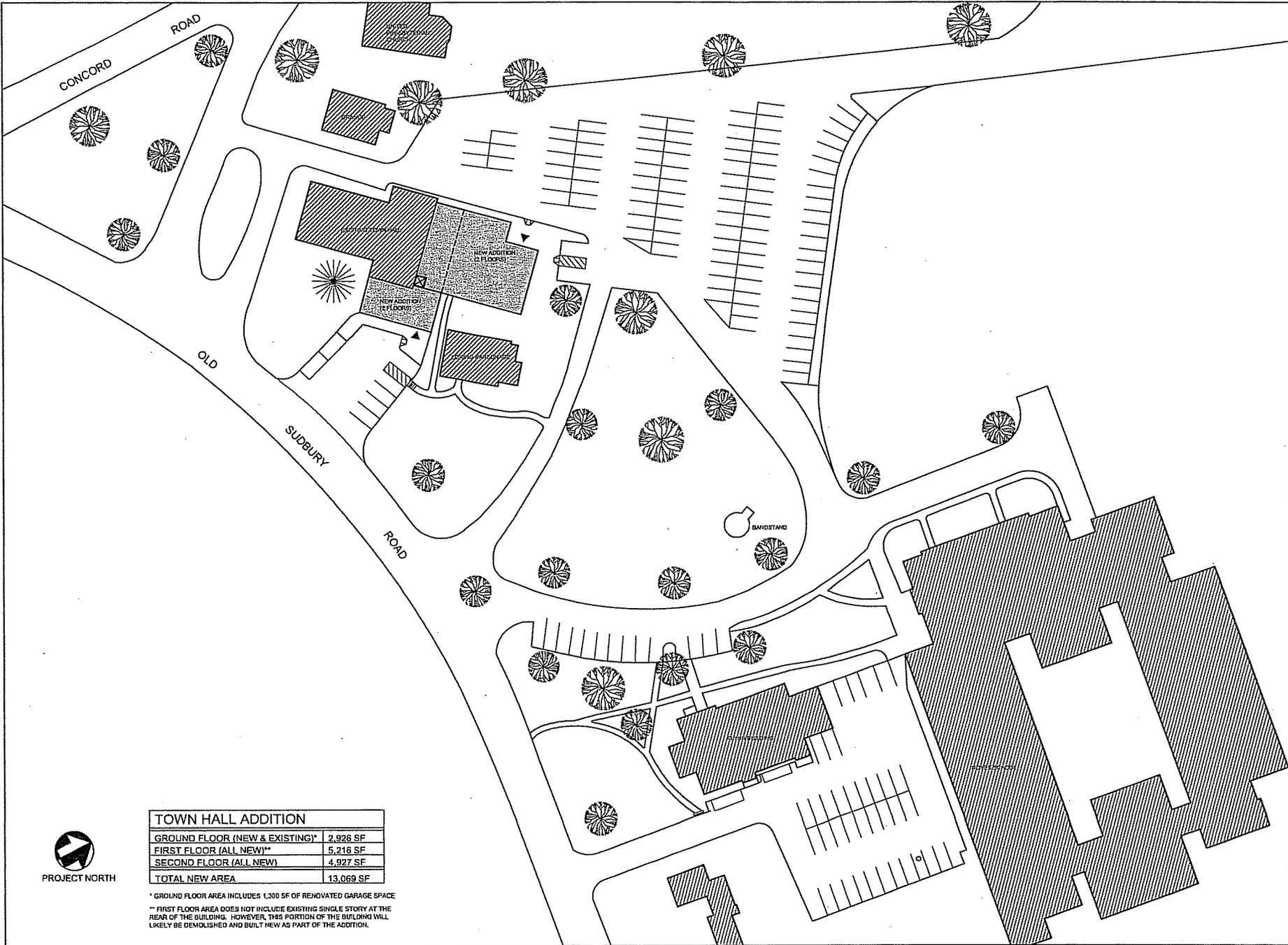
DRAWING INFORMATION

January 3, 2002
 DATE OF ISSUE
 Schematic Design
 DISCIPLINE
 SHEET NO. 103a-FLR
 SCALE 1/8" = 1'-0"
 PREP BY [Signature]
 CHECKED BY [Signature]
 PROJECT NO. 103a-FLR

DRAWING NUMBER
A103b

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* 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
bh+a
 Burgee/Burpee + Architects, Inc.
 218 Summer Street
 Boston, MA 02210
 617-552-0452 Tel
 617-552-0215 Fax
 www.bh+a.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: _____
 Title: _____
 City, State Zip: _____
 P: 617-552-0452 Tel
 F: 617-552-0215 Fax
 www: www.bh+a.com

REVISIONS

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DRAWING TITLE
Sudbury Center Site Plan - Scenario 4

DRAWING INFORMATION

| | |
|--------------|-----------------|
| DATE | January 2, 2002 |
| SCALE | 1" = 100'-0" |
| DESIGNED BY | LM |
| PLOTTED BY | LM |
| DATE PLOTTED | 1/13/02 |
| SCALE | 1/13/02 |

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.

Town of Sudbury Space Needs Study
1/4/02

| 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 |

Town of Sudbury Space Needs Study
1/4/02

| 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/Addition² | 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 |

Town of Sudbury Space Needs Study
1/4/02

| 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 additional 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.

Town of Sudbury Space Needs Study
1/4/02

| 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 |

Town of Sudbury Space Needs Study

1/4/02

| 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 Construction² | 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.

Town of Sudbury Space Needs Study
1/4/02

| 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 | |

Town of Sudbury Space Needs Study
1/4/02

| 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 Construction² | 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 |

Town of Sudbury Space Needs Study

1/4/02

| 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 |

Town of Sudbury Space Needs Study

1/4/02

| 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 Construction² | 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.