

Information on the Town buildings located at the Town Center

Lee Town Hall

Age: 1846, with an addition in 1968

Size: 34'x40' + 33'x16'

Location: 7 Mast Road, Town Center

Condition: Fair to good, recent water damage

Use in past: Meetings 1846-2020

Library (upstairs) 1892-1964

School 1941-1954

Police Department (upstairs) ____-1980

Town Offices 1846-2021

Current Use: Empty

Use in the future: Meeting space

Status: N.H. Register of Historic Places

Town Toolshed and Tramp Room

Age: 1915

Size:

Location: Mast Road, Town Center

Condition: Good. Electric service only.

Past use: Storage, 1915-1923

Storage and town-sponsored overnight accommodations for transients, 1923-1940's

Current use: Storage and work space for Maintenance Department

Future Use: Storage and workspace

Status: N.H. Register of Historic Places

Town Hall Annex

Age: 1950

Size: 36'x30'

Location: Mast Road, Town Center

Condition: Good

Past Use: Fire Station 1950-1980

Police Station 1980-2003

Committee/Commission meeting space 2003

Town Office 2003 - 2021

Current Use: Town Archive storage for several years, Lee Historical Society storage 2021

Future Use: Town Archive storage, L.H.S. storage and research space

Lee Church Congregation Parish House

Age: 1872

Size: 30'x26', 9'x16'

Location: Mast Road, Town Center property

Condition: Fair to good, no utilities

Past Use: Residence

Current Use: Empty

Future Use: Town building alone or part of larger building or complex

Status: N.H. Register of Historic Places

Lee Library

Age: 1897 (Center School moved to Town Center, 1962)

Additions in 1974, 1984, 1996

Size: 26'x24', 48'x24', 36'x24'

Location: Mast Road, Town Center

Condition: Good. Repairs, updates, addition planned

Past Use: School, 1897-1955

Current Use: Library, 1964

Future Use: Library

Status: N.H. Register of Historic Places

Lee Historical Society Museum

Age: 1874

Size: 30'x18', 30'x18' platform

Locations: South Lee Railroad stop 125 and 152

Epping, junction of Rte. 125 and Fogg Road

Mast Road Town Center

Condition: Good, electric service only

Past Uses: Railroad Freight Depot, 1874 –

Living quarters

Current Use: Lee Museum

Future Use: Lee Museum

Status: N.H. Register of Historic Places

Potential Funding Sources: Survey

This initial list is from general searches and from reviewing where/how other projects for NH historical buildings found support. With buildings' energy efficiency expected to be a higher priority in the coming years, additional funding types will likely become available.

1) Donated in-kind labor/skills or other major boosts from towns' citizen/contact pool

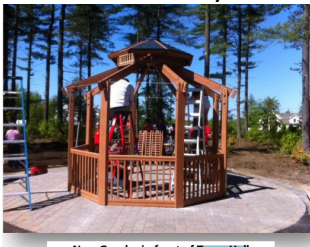
a) GorhamTown Project (a few years ago):

The Town became its own general contractor, hired crews and sub-contractors, bought its own materials, used Town forces where possible. Over \$445,000 was raised through grants as well as corporate and private donations. The Town also engaged the Northern NH Correctional Facility for a labor source. In addition to carpentry and refinishing aspects, inmates assisted the electrical, plumbing, HVAC, and other professional tradesmen. The effort took 5 ½ years, as opposed to 1 year if by a third party contractor. Professional builders estimates the work as being worth anywhere from \$5 – 8 Million.

b) Frankestown:

As costs exceeded the million-dollar mark, a fundraising team formed to solicit grants and private donations. A \$100,000 donation came from a San Francisco man who grew up summering in town with his grandparents. The architect donated his services.

Town Hall front yard with in-kind donation: park with donated gazebo (Litchfield)



2) External government and corporate sources

a) Grants

- Moose Plate Grants (up to \$10K in a year)
- Daughters of the American Revolution (DAR) Historic Preservation Grants (up to \$10,000). [Also, SAR grants?]
- Paul Bruhn Historic Revitalization Grants Program

- The National Park Service once offered preservation grants, but, at last report, at present this program is authorized but not funded
- Historic New England Community Preservation Grants: annual awards grants to one small-to-medium-sized heritage organization in each New England state to support projects that save and share their communities' diverse heritage as part of telling the whole story of New England. In 2020, six Community Preservation Grants of \$1,250 each were awarded.

- AARP Livable Communities Community Challenge

Example: Wilton NH grant (\$19,711 in 2020) :

The town of Wilton, N.H. has been awarded an AARP Community Challenge grant to complete an ADA-compliant trail for the Wilton Riverwalk. This \$19,711 grant will fund the creation of a solar-lighted, ADA-compliant walkway along the northern bank of the Stony Brook River, with trees, plantings, a kiosk, placemaking signage, and access to fishing spots. This award represents one of only two awards issued by the AARP Community Challenge in New Hampshire, and 184 nationwide. "Wilton is blessed to have a varied population including artists, entrepreneurs, farmers, philanthropists, small business owners, retirees and young families as well," said Matthew Fish, Chair of the Wilton Select Board. "The Riverwalk is an opportunity to give everyone, including visitors, a downtown gathering place that encourages community-building for everyone young and old, and we are grateful to AARP and TDS for helping us achieve the next phase of this vision

- NH Office of Historical Preservation
 - Lowes Community Partners Grant Program: Through this program, funding helps build better communities by providing monetary assistance to non-profit organizations and municipalities looking for support of high-need projects such as: building renovations/upgrades, grounds improvements, technology upgrades as well as safety improvements.
 - Home Depot has Community Impact grants available to non-profits who volunteer toward a community
 - Heritage Fund/private foundations* (Effingham lists a couple of these, but was turned down by them even though the Effingham project has national significance.
 - Freedom Charitable Foundation
 - Energy efficiency grant from Eversource (possible \$5,000 for HVAC, for example)
 - USDA Rural Development has an oft-changing list of programs that serve rural communities [priority is given to low-income communities
 - EPA Brownfields offers funding (some grants, some loans) to assess any potential

environmental issues and start on cleanup. Brownfields program details here.

- Grants for use of old buildings to house small businesses
- Historic preservation easement

b) Repeated Fundraising activities

- Memorial Day plant sale
- NH Gives
- Bake sales
- Amazon Smile
- Aluminum Can Fundraising Drive [interfere with Recycle Station revenue stream?]
- Matching fund challenges
- Sale of T-shirts, cups, totes (ex Madbury's library funding "Where Our Community Comes Together")
- Singer, author concert, events
- Online auction of donated antiques
- Historic themed scavenger hunt (local business donations for treasure)
- Mixer/fundraisers (perhaps at Flag Hill winery), perhaps theme-based:
"Attendees were encouraged to dress in attire from any period – past, present or future – marking the theme "Time Machine Elegance." The ball featured music performances, dancing, prizes, and historic installations
- Paint Night Party Events: <https://www.yaymaker.com/calendar/virtual/>
- Donation to have name on brick or, as in Middleton NH where the upper floor was once a church, individuals "bought" pews in the 2nd floor church. With bricks, some are in honor of a named person/ancestor other than the donor.

MEMORANDUM

TO: Town of Lee Select Board

FROM: THRC

RE: Town Center Site Construction Basis of Design

DATE: April 5, 2021

Introduction

As part of the long-range planning for the renovation and expansion of existing town buildings and construction of new buildings at the town center location on Mast Road, the THRC is providing a basis of design for three phases of site construction over several years. This memo addresses the period of capital planning for town buildings from 2021 to 2029, approximately 9 years. This window of time is the estimated period for the total leasing of office space before a new town-owned building will be built on town property on Mast Road. This memo outlines the 3 phases of site infrastructure projects needed as part of the Town Center Sitework planned during the 9 years of town building capital improvements before the lease ends and town employees move into a new town office.

Town Center Sitework - Phase 1

During Fiscal Year (FY) 2023, general site construction and improvements are scheduled to start as part of Phase 1 of three phases of town center site infrastructure projects in support of the development of the property. This phase is in support of the renovation of Town Hall, Library expansion and re-purposing of the Town Annex. While the Tool Shed and Historical Society Building are also in this area of the property, no upgrades or renovation are planned for these structures during this period of Town Center site work. Activities will include a new NHDOT-approved entrance to the parking lot, expanded parking lot, a new well and septic and utility corridors and lines. Figure 1 illustrates the general approach and construction activities for Phase 1.

- **Basis of Design – New Entrance from Mast Road**
 - A new NHDOT-approved driveway entrance will be required as part of the Town Center Sitework in the open area between the Annex and Town Hall that now serves as the entrance to the parking lot. A new entrance with curb cuts, crosswalks and striping will be completed.
- **Basis of Design – Parking Lot Expansion**
 - With the loss of parking spaces with the NHDOT-approved driveway entrance and with the Library expansion, the parking lot will be expanded to 32 spaces to address the spaces needed for library patrons and events and meetings/events at the renovated Town Hall. The expansion as part of Phase 1 will include spaces for any Annex and Historical Society activities as well. Additional parking area and spaces will be address in Phases 2 and 3.

- Basis of Design – New Well
 - The current well that is directly behind the Annex building will be abandoned and a new well installed to meet state requirements for drinking water. Specifically, with the town center development as outlined, the new location is scoped to meet the following requirements:
 - at least 50 feet from surface water
 - at least 50 feet from parking, driveways, and roads
 - The site-specific goals are near the schoolhouse and minimize the sanitary protective area intrusion into the buildable area and allow for future library expansion.
- Basis of Design – New Septic System
 - Currently, no septic system exists at town center for the Library, Town Hall and Annex buildings. All use pump-out tanks. A new septic system will be constructed for the buildings at the new Town Center for the Library, Town Hall and Annex buildings with an expansion designed for when the new town office building is constructed in 2029. Selection of the septic system location will be based on soil tests.

Phase 1 costs are estimated to be \$187,000.

Town Center Sitework - Phase 2

During FY 2027, Phase 2 site construction activities will be in support of Fire Dept cistern installation and pre-planning for new town office construction centered around a new driveway entrance from Mast Road and fire truck access for cistern filling and use. Lastly, continuation of any utility corridors for the proposed new town office building will be continued as part of the Phase 2 work.

- Basis of Design – 2nd Entrance from Mast Road
 - A second new entrance from Mast Road will be constructed to affect a loop around the Town Center property to serve as a more direct route to a new town office as well as better traffic control and emergency vehicle movement.
- Basis of Design – Parking Lot Expansion/Cistern Filling Station
 - The 2nd phase of parking lot expansion is designed to allow for additional spaces and support the Fire Dept cistern usage for fire trucks. Also, this phase connects the parking lot to the loop road for the property and will leave the curb cut and inside entrance to the future town office site.

Phase 2 costs are estimated to be \$75,000

Town Center Sitework - Phase 3

During FY 2029, Phase 3 site construction activities will be in support of the new town office building needed following the end of the leased office building on Route 125. Specifically, the final site activities will include parking and entrance from the loop road for the new office building with the connector road to the existing parking lot. Also, utility corridors and connections will be needed for power and the well. It is anticipated that a 2nd septic system will be installed for the new town office building as discussed in Phase 1. This will either be an expansion off the septic system installed in 2023 or a separate new

system. As part of the new town office building feasibility analysis, a completely new building will be constructed, or renovation of the Parish House will be part of the new office building design.

- Basis of Design – Office building parking and driveway
 - Prior to design of the town office building, the location of the building will need to be finalized since 2 office building scenarios are under consideration – 1) all new building or renovate/addition to the Parish House. The Parish House is located at the extreme NE end of the property and so a new driveway entrance off of the loop road and parking lot expansion will be based on the location of the office building.
- New septic system, utility corridors and connections will be completed as part of the needs of the new town office building.

Phase 3 costs are estimated to be \$100,000-\$150,000.

Town Center Sitework – Schedule

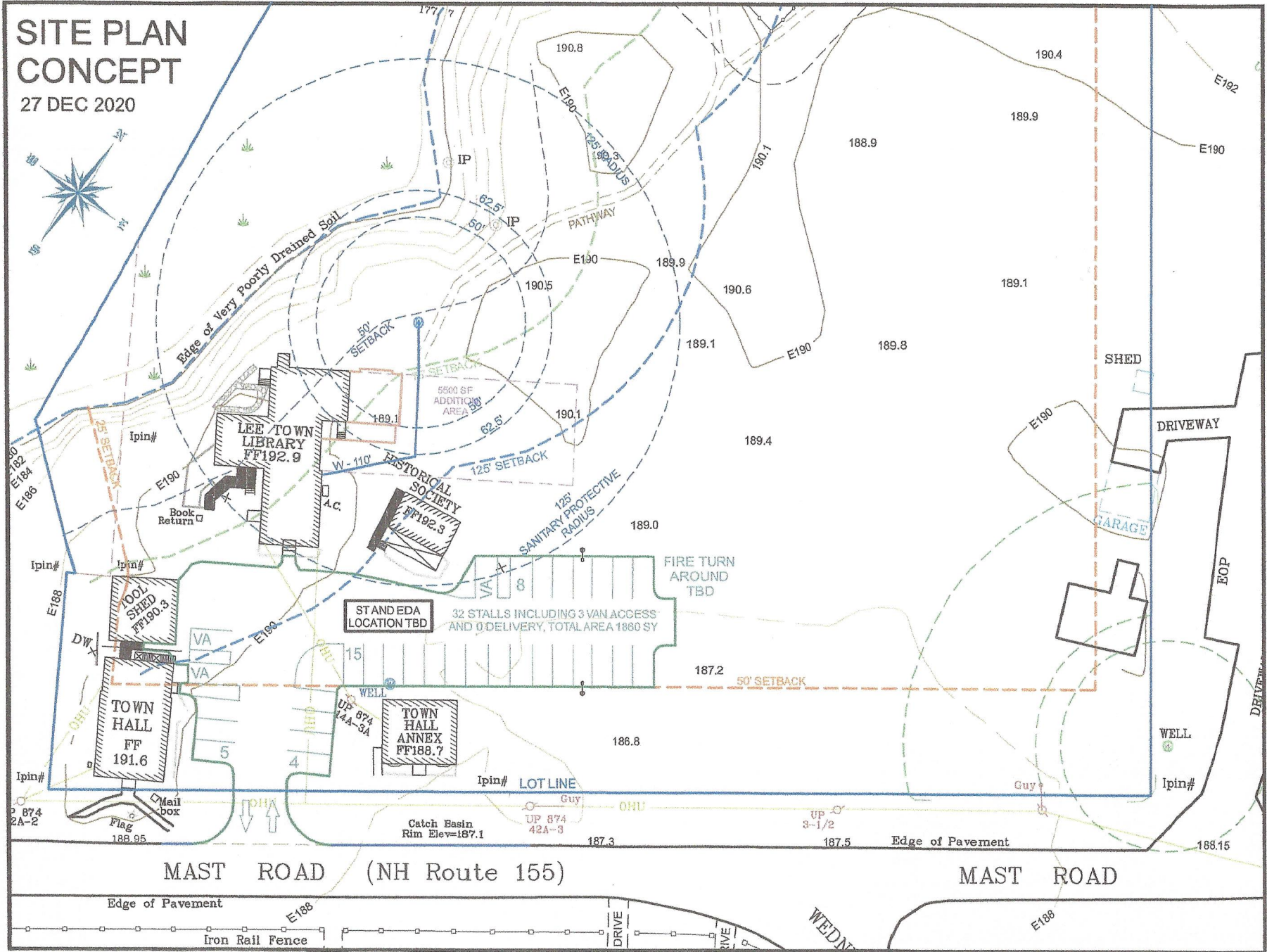
The Town Center Building Timeline Gantt Chart (provided separately) illustrates an overall town center timeline from 2021 to 2029 specific to showing the town office lease terms, town hall renovation planning and construction, sitework phases and new town office design and construction. In addition, other critical path items shown on the schedule include the Library renovation. Fire Dept Cistern installation is not included.

Town Center Sitework – Summary

The intention of this Basis of Design memo is to outline the planning and design phases needed to the Town Center sitework over the next nine years culminating in a new town office constructed following leaving the leased building on Rt 125. The three phases of design and construction are intended to allow the town to plan for the expenses related to various town building renovations over the next nine years and to save the appropriate funds for the projects.

SITE PLAN CONCEPT

27 DEC 2020



MEMORANDUM

TO: Town of Lee Select Board

FROM: THRC

RE: Thought Piece – Options for Town Hall and Building a New Town Office

DATE: April 5, 2021

Introduction

As part of the long-range planning for the renovation and expansion of existing town buildings and construction of new buildings at the town center location on Mast Road, the THRC is providing a thought piece on possible scenarios for the Town Hall building and a new town-owned office building. As previously discussed, the THRC is using a 9-year planning horizon to accumulate necessary funds for the projects and coordinate site construction and development of the Town Center site. This memo outlines a number of screened alternatives for each project including design criteria and recommendations. As part of the overall analysis, the THRC is evaluating some additional design issues using an assumption that the projected building life of 100 years with strength capability to withstand projected climate chaos impacts be used for the town hall and new town office projects. Some of these criteria include:

- **more humid summers with severe heat waves** (impacts upon roofs, windows)
- **extreme temperature fluctuations**, especially above 0°C (impacts upon roofs, windows) and freeze-thaw cycles (impacts upon entire building envelopes)
- **heavy or intense rainfall** (impacts upon doorways, drainage systems)
- **sporadic intense snow accumulation** (impacts upon roofs and, due to salting maintenance, to doorways and facades)
- **extreme wind gusts, wind-driven rain, and ice storm/ice accretion** (impacts upon entire building envelopes)

In addition, space needs for town office additions should be factored into both building design and siting on the property to take into account future use needs for the town and the town-owned land.

Town Hall Options

All town office functions have been moved to the new rented office space on Rt 125 (Daley Building) effective January 2021. Town Hall is now empty and no official town functions are being held in the building. The building is on the State Register of Historic Places and does qualify for grants (some quite competitive) and cost-sharing in terms of support for renovation of the building. The building predates established building codes and, in its current state, is judged as not likely to have the capacity to resist code-mandated wind, seismic or snow loads.

Below is a summary of alternatives for future use/disposition of the building.

- **Permanently Close/Mothball**
 - Should the town not wish to use the building in the short-term or long-term but still want to keep the building for some future use and maintain historic status, a level of

weatherization, repair and mothballing will need to be conducted such that the building does not fall into disrepair or become damaged. The following are a list of items needed for this effort:

- Crawlspace weatherization like vapor barriers and insulation
 - Structural support in crawlspace to keep any further structural decay
 - Heating system mothballing
 - Draining water pipes/winterization
 - Other
- Cost for this effort is estimated at \$15,000
- **Reopen with structural/cosmetic improvements/limit use to small (<12) town staff/committee-only meetings**
 - Clearly, the Town Hall was used for administrative services for many years with only regular maintenance but no renovation or structural repair. The building was inefficient in terms of energy usage and was drafty, poorly ventilated; and, since it was an old building, pests/vermin were also a problem. Regardless, the town can do some repairs and improvements should there be a need to have the building available for town-only staff and committees in groups less than 12. Only the first floor would be used. Fire-codes and structural issues limit the use of the building to less than 12. The cost of upkeep for the building for this use would likely not be cost-effective, but should the space be needed it can be of limited use to the town. The following are a list of items needed for this effort:
 - Crawlspace weatherization and support
 - Hazardous materials mitigation (if needed)
 - Any building small repairs
 - Upgrades for any windows and doors
 - Limited inside remodeling - drywall, refinish floors, lighting upgrades, painting and rewiring
 - Other
 - Cost for this effort is estimated at \$50,000
 - Annual operational costs would be basic custodial and heat/AC
- **Renovation/repurpose of the building to historical standards/use as a town and public multi-use venue**
 - Over the last three years, the TCVC and newly-formed THRC have progressed in an evaluation of renovating the Town Hall to have it returned to its original use as a meeting house for both town and general public use. AECm and Preservation Company were retained in November 2019 to complete a Conditions Assessment Report for the Town Hall which was listed in the NH State Register of Historic Places on January 29, 2018. The town intends to return the historic building to its former use as a town meeting place while leaving the historic fabric intact per the Secretary of the Interior's Standards for Rehabilitation. Some structural deficiencies in the original structure are evident in the roof and ground floor framing systems. These deficiencies will likely require further definition and then correction before the building can be used as a place of public gathering. The Town Hall building is an important part of the town's historic

legacy and its preservation will help maintain the historical character of the town center.

- The Conditions Assessment Report, completed in March 2020, identified the structural, mechanical, and building envelope deficiencies. The town proposes to use the Town Hall as a meeting place for public gatherings. This represents a change in use category from group B (business) to group A (assembly). Chapter 12 of the 2015 International Existing Building Code (IEBC) provides provisions for the renovation and restoration of historic buildings. Some allowances are made regarding egress requirements and fire protection to better allow the building owner to leave the historic fabric of a building intact, however, some modern design requirements are mandated. Preservation Brief 32 recommends ADA compliant access to historic buildings whenever possible. The following are a list of the design/repair/renovation efforts identified thus far for the Town Hall project:
 - Exterior
 - Roof – new ridge beam and supporting timber columns
 - Siding – new clapboard siding
 - Building Envelope – new spray foam insulation
 - Windows and Doors – new windows and ADA-compliant doors
 - Foundation – no structural repairs needed
 - Interior
 - Crawlspace – upgrade framing for flooring to meet public gathering loads, new vapor barrier and insulation
 - 1st Floor – historical renovation in Selectman’s Office to large meeting room, Tax collector’s office repurposed to small meeting room, kitchenette and two restrooms.
 - Attic – renovate to restore historical finishes, insulate, update windows to historically accurate, structural improvements for mechanical and electrical improvements
 - Mechanical, Electrical and Plumbing – Upgrade to 200 amp electrical service and added plumbing for 2nd bathroom, all new Heating, Ventilation and Air Conditioning (HVAC)
 - Add-ons – Full ADA-use of Attic will require an elevator, sprinkler system for fire protection throughout the building
- Cost for this effort is estimated at \$500,000-\$600,000 with funding coming from town capital building trust accounts and grants from the State LCHIP and Moose Plate historical preservation programs.

Town-Owned Office Building

Based on the lease agreement for the Daley Building and the Town Center Site Planning timeline, a new or replacement town-owned office building will be needed in 7-9 years. Between the last time the new town office was proposed and now, the world has changed and so has how businesses operated and how interactions with the public are conducted. One thing that will not change will be that town services will need to be user-friendly and available to all levels of the public – IT-sophisticated and in-person preferred, ADA-friendly, pandemic-spaced and employee safe. Also, town planning is not

conducted in a vacuum and should be part of a master plan related to capital spending, long term building use and overall operations and maintenance costs on an annual basis.

While there are many details involved in designing a new town office building, the THRC has made certain assumptions in support of developing a basis of design for planning for the new building in 7-9 years. Those include:

- Location
 - All assumptions on the location for building the new town office are based on the site construction plan for town center. Either a separate building area or a new addition to a renovated Parish House will be chosen as the office, but in general the location of the office will be from a new entrance from Mast Road near the Parish House. The new town office is married to the overall site plan for town center including planning for a new well and septic systems as well as utility corridors and driveway entrances from Mast Road. Other location alternatives were screened-out based on the following criteria:
 - Stevens Field – The Town Center Vision Committee (previous committee to the THRC) screened out the Stevens Field alternative following meetings with the SB and agreement that the focus of the new town office would be part of the town center planning and development. There was agreement to focus the new building with the other town buildings at town center to centralize infrastructure costs (water, septic, etc)
 - Addition to Town Hall – While doing an addition to town hall was viable as an alternative, the acquisition of the land and Parish House from the Lee Church in 2018 allowed for more options for siting the town office. There are numerous issues for building the addition to town hall including having to move the Tool Shed, being close to the property line and the wetland/bog and too close to the library and their expansion plans. Following land acquisition, this alternative was screened out.
- Energy needs (Electricity)
 - While no formal policy exists in town in terms of new building energy use requirements and alternative energy, the THRC is proposing that the town center possibly go to a solar array for all buildings as a proposed energy policy of using green technology for new and/or remodeled town-owned buildings. There is enough available land at the town center site to site an array that could provide electricity for the town center buildings and more if possible. Additional review will also be conducted for alternatives for heat (oil, gas, thermal). The development of the town center over the next 9 years including renovating Town Hall, Library expansion, repurposing the Annex and Historical Museum and building a new Town Office warrants an energy strategy that focuses on reducing the carbon footprint of the town and reducing long term utility costs and vulnerabilities.
- Space needs
 - A complete analysis of the space needs for a new office building is needed based on the post-pandemic new order, lessons-learned from operating town services from the Daley Building and utilizing as much digital storage, cloud services and file management best practices to reduce space needs. It is assumed that office designs will change for town

offices and general public-facing businesses. Examples include more common space for distancing in lines but smaller offices because of digital and cloud storage. Meeting rooms will be needed and designed with better IT/remote technology to have larger meetings than all in-person. Also, separate entrances/lobbies for Select Board office, TC/TC and Planning/Zoning is another example of new approach to office design and town services.

- Environmental Footprint
 - Separate from trying to reduce the carbon footprint of the town center development, the THRC is also committed to a town office design that keeps the building with as small an environmental footprint as possible. Specifically, doing an addition to the Parish House is one option as well as going as vertical as possible with a new stand-alone office with basement, 1st and 2nd floors to limit roof runoff and conserve land for future development and/or conservation. The recent land acquisition from the Lee Church expanded town property such that the town center development can be included with the overall land use plan for town property that includes conserving habitat, restricting sensitive ecological areas and connecting trails with the Town Forest trails.
- Growth and Expansion
 - Since large capital building projects should be few and well-planned, the town center development is set up well to be coordinated and planned over the next 9 years to allow the town to design for any growth and expansion of the town office. Whether more space is needed, or consolidation of departments or services are required in the same area, the overall town center and town office designs will include a vision for future growth to deliver services to the public. The building will be designed and constructed with materials to last 100 years. Also, if the Town Hall or Parish House are not available for meeting purposes, additional space will be designed to accommodate a 100-person meeting room.
- Cost for the new Town Office ranges from \$1.5-2.0MM in 2021 dollars using capital building funds and bonding.

Summary

This memo outlined both the options for the final disposition of the Town Hall and a preference for the new town-owned office to be built in the town center site development when the Daley Building lease is terminated in 9 years. More comprehensive planning is needed on multiple fronts including capital funding, sequencing of infrastructure construction at the town center site, critical path scheduling of all the building projects over the next several years and Select Board decisions on future energy and environmental policies for the town.

Town Center Building Options

8 April 2021

SO = Selectmen's Office, PZB = Planning, Zoning, Building Inspection, TC/TC = Town Clerk / Tax Collector

In all scenarios, the library building continues as a library w/ additions as needed and the museum building continues as a museum w/ no additions and no relocations.

Office Addition to Parish House					
Scenario	Town Hall	Office Building	Parish House	Tool Shed	Town Hall Annex
1.A	Town hall as function and meeting space. 1) w/ extension to 1968 2) w/out extension	<u>Large</u> office addition to parish house. All office functions in parish house or addition. If two-story, then second floor of parish house is accessible. All plumbing in the addition.		Continues as storage space.	Any non-administrative use
1.B	"	<u>Medium</u> office addition to parish house. Only room for two office functions. If two-story, then second floor of parish house is accessible. All plumbing in the addition.		"	PZB or TC/TC
PROS 1) possible ADA access to parish house 2nd floor 2) continues use of historic building 3) maintenance of only 1 (larger) building costs less than 2 smaller buildings			CONS 1) lot line issue needs to be resolved 2) inflexible parish house room layout for building rehabilitation 3) possible higher cost of maintaining the old building 4) less resistant to possible insect damage than new construction		
DECISION: Not recommended because of complexity and uncertainty.					

Parish House Non-administrative Uses

- 1) employee housing
- 2) lease to non-profit
- 3) used by group for some community purpose
- 4) community center with large multipurpose recreation room added to back of building
- 5) sell
- 6) demolish

Town Hall Annex Non-administrative Uses

- 1) Historical Society
 - a) administration & storage
 - b) large item display space
- 2) commissions & committees
- 3) community groups
- 4) ~~sell or demolish~~
 The option of selling or demolishing the town hall annex was rejected because the simple structure could be easily adapted for other uses at minimal cost.

Town Center Building Options

8 April 2021

SO = Selectmen's Office, PZB = Planning, Zoning, Building Inspection, TC/TC = Town Clerk / Tax Collector

In all scenarios, the library building continues as a library w/ additions as needed and the museum building continues as a museum w/ no additions and no relocations.

Office Addition to Town Hall					
Scenario	Town Hall	Office Building	Parish House	Tool Shed	Town Hall Annex
2.A	<u>Large</u> office addition in place of tool shed. Town hall as function and meeting space. Addition could have a footprint up to 2500 SF. Elevator makes second floor of 1846 section accessible. Second floor of 1968 section is only a hallway.		Any non-administrative use	Must be relocated.	Any non-administrative use
2.B.1	as above except <u>Medium</u> office addition in place of tool shed. Addition could have a footprint up to 2000 SF.		PZB	"	Any non-administrative use
2.B.2	as above except <u>Medium</u> office addition in place of tool shed. Addition could have a footprint up to 2000 SF.		Any non-administrative use	"	PZB or TC/TC
2.C	as above except <u>Small</u> office addition in place of tool shed. Addition could have a footprint up to 1500 SF.		PZB	"	TC/TC
PROS 1) provides ADA access to town hall 2nd floor 2) staff have direct use of town hall meeting areas 3) maintenance of only 1 (larger) building costs less than 2 smaller buildings 4) cost and construction synergies depending on construction schedule 5) possible embedded energy advantages 6) avoids new build elsewhere that might disrupt town green corridors			CONS 1) requires moving the tool shed 2) little to no room for building expansion so administration groups may need to be separated now or in the future 3) office and library parking needs conflict forcing use of parking farther away 4) all town center buildings would be squished into one space 5) at the largest addition size, it would be difficult to keep the building mass from overpowering the library school house 6) the largest addition intrudes into the side and wetland setbacks		
DECISION: Rejected primarily because of cons 1 through 6.					

Town Center Building Options

8 April 2021

SO = Selectmen's Office, PZB = Planning, Zoning, Building Inspection, TC/TC = Town Clerk / Tax Collector

In all scenarios, the library building continues as a library w/ additions as needed and the museum building continues as a museum w/ no additions and no relocations.

Stand-alone Office Building					
Scenario	Town Hall	Office Building	Parish House	Tool Shed	Town Hall Annex
3.A	Town hall as function and meeting space. 1) w/ extension to 1968 2) w/out extension	<u>Small</u> separate building for SO only.	PZB	Continues as storage space.	TC/TC
3.B.1.a	"	<u>Medium</u> separate building for SO and TC/TC only.	PZB	"	Any non-administrative use
3.B.1.b	"	<u>Medium</u> separate building for SO and TC/TC only.	Any non-administrative use	"	PZB
3.B.2	"	<u>Medium</u> separate building for SO and PZB only.	Any non-administrative use	"	TC/TC
3.C	"	<u>Large</u> separate building for all office staff.	Any non-administrative use	"	Any non-administrative use
PROS 1) easier to design exactly to suit 2) new construction could provide lower life cycle costs 3) town center buildings could have a more appealing massing arrangement 4) could have a more durable construction than the combination of an historic structure with an addition			CONS 1) uses more of the available land 2) may be a more expensive option 3) more disruption to town green space / nature corridors 4) small and medium office buildings require splitting administrative functions		
DECISION: Recommend scenario 3.C.					