

ACG
2014

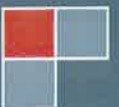
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Town of Freetown Needs and Space Study



Municipal Offices, Police, Council on Aging, Library

Architectural Consulting Group, LLC, Inc.
09/24/2014



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SPACE NEEDS STUDY FOR TOWN OF FREETOWN



**Town Hall
Police Station
Council on Aging
Libraries**

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Section 1
**Introduction &
Overview**

INTRODUCTION

In September 2013, The Town of Freetown advertised for services for a study to assess the existing conditions of the Town structures namely the Town Hall, Police Department, Council on Aging, and Library.

The basis for this study was outlined in a Request for Proposals dated September 12, 2013 issued by the Town of Freetown through their Board of Selectmen which concluded that the current conditions found at all buildings are ill suited for current uses and they all suffer from deferred maintenance.

After submitting a proposal in accordance with the Request for Proposals and attending the mandatory walkthrough, Architectural Consulting Group, LLC, Inc. was contracted by the Town of Freetown in November 2013 to commence a Space Needs Study encompassing the current Town Hall, Council on Aging Senior Center, Police Department, and Library buildings.

The intent of this study is to provide the Town with this gathered information, and suggest potential solutions to solving identified problems. With this study, the Town can make informed decisions on how to provide proper services to its business and resident base in order to meet current as well as future needs.

The study will provide the following:

- Report on programmatic needs of the Town's service departments namely Town Offices, Police Department, Council on Aging, and Library.
- Report on existing conditions and feasibility of rehabilitation and or consolidation of space.
- Comment on all existing location's ability to provide proper services to the public.
- Propose options or changes to existing spaces in order to properly provide services.
- Develop a design concept for a new and combined Town services building.
- Develop a conceptual design and associated cost estimate for a stand-alone police station.

APPROACH

In response to the RFP, ACG team members made many trips to the various sites and gathered all available printed information that was on file including plot plans, building construction documents, as built drawings, site surveys, assessors maps, card file information, field measured drawings, and existing photographs.

The research and analysis included a thorough examination of each of the buildings and site. The information gathered by the survey team concentrated on the existing building and site conditions. Information from the field survey was compared with existing documentation. Many discrepancies were discovered between available documents and actual "as built" conditions.

ACG inspected the sites and recorded field dimensions for all buildings, photographed all spaces in use, made note of visible building code violations, ADA accessibility deficiencies, life safety issues, as well as visible hazardous materials in use.

Finally, they observed other problematic conditions such as improper use of hallways as meeting rooms, or waiting areas. ADA and MAAB exterior and site accessibility deficiencies were noted as well.

Current FEMA flood plan maps were compared with existing building elevations and Conservation Commission requirements, on site drainage, parking, and lighting issues were investigated. Ability to expand the existing facilities is affected by FEMA as well as other environmental and conservation laws. These constraints can negatively affect the ability to revamp current structures in some instances.

ACG met with affected department heads and elected Town officials from which meetings it was revealed as to what service issues are commonly dealt with while trying to provide services to the Town residents and businesses.

Current program requirements of the Department services were discussed. Current operational limitations due to the lack of available space, was examined thoroughly. In addition to the survey, a previous study completed in 2001 for the Library was reviewed by our team as well as the combined Town Hall and Old School study, and combined Police and Town Hall study.

Once all information was gathered, we divided the information into four categories.

1. Existing Conditions
2. Rehabilitation
3. Sustainability
4. Cost

STUDY GOALS

The goals of the study were as follows:

- Examine the existing properties and determine if they can be viable service providers in the future “as is”, or, “if rehabilitated”.
- Examine the potential for moving all administrative Town services to a more geographic central location, in a new major structure which would house many service departments such as Town Administrative, Police Department, and Senior Center, or Library.
- Examine “re-use” of Historic buildings if not to be part of a “rehabilitation effort”, then use by non-profit group or museum.
- Prepare several options relative to the Request for Services.
- Make a recommendation as to which option the Town should pursue.

METHODOLOGY

We initiated this study by first researching on line, all available information as relates to the Town. We then proceeded to visit each building many times over several months taking field measurements, taking many photographs of existing conditions, and talking with department heads.

We sat down with the department heads, selectmen, and manager, and presented them with a list of questions that helped us in discovering operational problems and finding solution options.

To further our research, several departments such as Building Department, Board of Health, and Assessors office were asked to turn over all available archived construction documents such as plans and specifications that related to the individual buildings and improvements made since they were originally constructed. There were many documents available, but many remain unavailable.

We isolated each building and looked at the operational deficiencies particular to each as well as hazardous conditions, building code violations in regards building, fire, life safety, health, accessibility, and energy.

All of the buildings have code issues, different types of hazardous materials are present, and in general they lack the ability to economically provide for the public need. If a major undertaking were to occur at one building, which building would you choose? The Police have definite needs that are not being met. Equally troubling is the state of the Town Hall where meetings are held in hallways, there are no suitable rest rooms and there is inadequate accessibility under Federal and State law! Many department heads have to operate and keep records at their personal residence. The Council on Aging also has major issues. If you spend a lot of money and effort on one building to handle one problem, you might not have the opportunity to deal with the other three for many years to come. Which building would be first?

We looked at impacts from the current FEMA maps and any potential impacts that would be resulting if rehabilitation of existing space were to be considered.

For guidance in surveying the buildings we followed the ASTM E2018 Property Condition Assessment Report format as well as Standard & Poors Property Condition Assessment Criteria.

QUESTIONS

In order to provide solutions that make the most economic sense, we needed to ask ourselves the very questions that would be on the minds of the residents of the Town.

- Q. Why do we need a new building? What's wrong with the old building?
- Q. Why can't we just fix up the existing buildings?
- Q. Why can't we fix up the buildings and put additions on them?
- Q. Why can't we just remodel one building for now? We don't have the money to do everything right now!
- Q. What about building a new building for Town Hall and rehab the old Town Hall as the new Library?
- Q. What about building a new Police Department building and rehabilitate the COA?
- Q. Why do we need more space in Town Hall? I do all my interaction on line.
- Q. Where is the center of Town actually?

ASSUMPTIONS

Each existing facility will require the following improvements to comply with applicable codes:

1. ADA entrance ramp.
2. ADA entrance doors and panic hardware.
3. ADA annunciating audible fire alarm system.
4. ADA elevator.
5. ADA public rest rooms.
6. ADA employee rest rooms.
7. ADA reserved parking spaces.
8. ADA water coolers.
9. ADA employees break / lunch rooms.
10. ADA telephone, water fountains.
11. Exterior renovations and repairs.
12. Additions to house elevator, machine room.
13. Additions for new program spaces.
14. New roofing, windows, siding, doors, trim, gutters.
15. New partitioning of existing and new spaces.
16. New flooring to accommodate new partitioning layouts.
17. New wallboard and painting.
18. New ceilings.
19. New interior doors, hardware.
20. New electrical systems.
21. New plumbing systems.
22. New HVAC mechanical systems.
23. New fire suppression systems.
24. Upgrades to septic systems.
25. Upgrades to water supply.
26. Upgrades to IT systems.
27. Upgrades to telephone systems.
28. Upgrade to storage areas, and security.

Section **2**

Existing Facilities:
Town Hall
Police Station
Council on Aging
Libraries

SUMMARY OF EXISTING FACILITY CONDITIONS

A. EXISTING FACILITY

FREETOWN TOWN HALL ASSONET, MA



A. EXISTING FACILITY – TOWN HALL

1. Existing Facility Description

The Town Hall is located at 3 North Main Street in Assonet, Massachusetts. The structure sits on a 0.29 acre site. The existing Town Hall building was built in 1830, a time well before the Civil War. There were 1,909 people living in Town and services were limited. Horses and wagons were the means of transportation, and candles and kerosene lamps lit the spaces. The original Town Hall housed the Fire Department, Police Department, Meeting Hall with Stage, and Administrative Office.

The current structure does not serve the public well as there is a shortage of proper meeting space, employee work space, records storage space, secure private meeting space, employee lunch room, public and employee accessible rest rooms. There is also a failure to provide accessibility to the second floor and the basement. Some office space is housed on the third floor with no legal second means of egress. There is inadequate clean air ventilation and air conditioning is provided with window units. The HVAC and other mechanical systems are antiquated, inefficient and a maintenance problem. The current code and statute violations found throughout the building could cause the building to be taken out of service until adequate repairs and changes are made.

The current structure does not easily adapt to the program needs of the various departments as envisioned for the next few decades. Many departments have no designated spaces for use, and therefore function from home of employees.

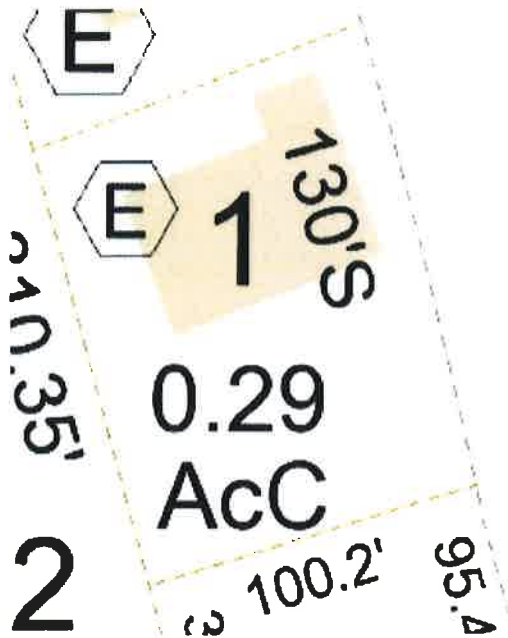
The Town Hall would require an elevator in a shaft with a machine room, and the only available spot for this would be between the Town Hall and the old School building. In order to accomplish this, a new addition would be required and the cost per square foot for this effort would be much higher than the cost for a new structure. The solution would still leave inadequate parking for the public and employees. The program needs of the various departments will still not be met without major additions to the building and land is not available. The Town Hall building might be rehabilitated and a connector added to the existing Assonet Village School, which could be converted to a library as the Town Hall would not need a lot of parking. It might also make sense as a stand-alone library project with State Library Aid matching grant. However, the state of disrepair will be costly to correct and regular maintenance will be continuous and expensive.

EXISTING FACILITY – TOWN HALL

2. Existing Facility Plans

- a. Site Plan, and photo from Google Earth.
- b. Floor Plans.

- a. Existing Site Plan, and photo from Google Earth.



Existing Town Hall Site Plan

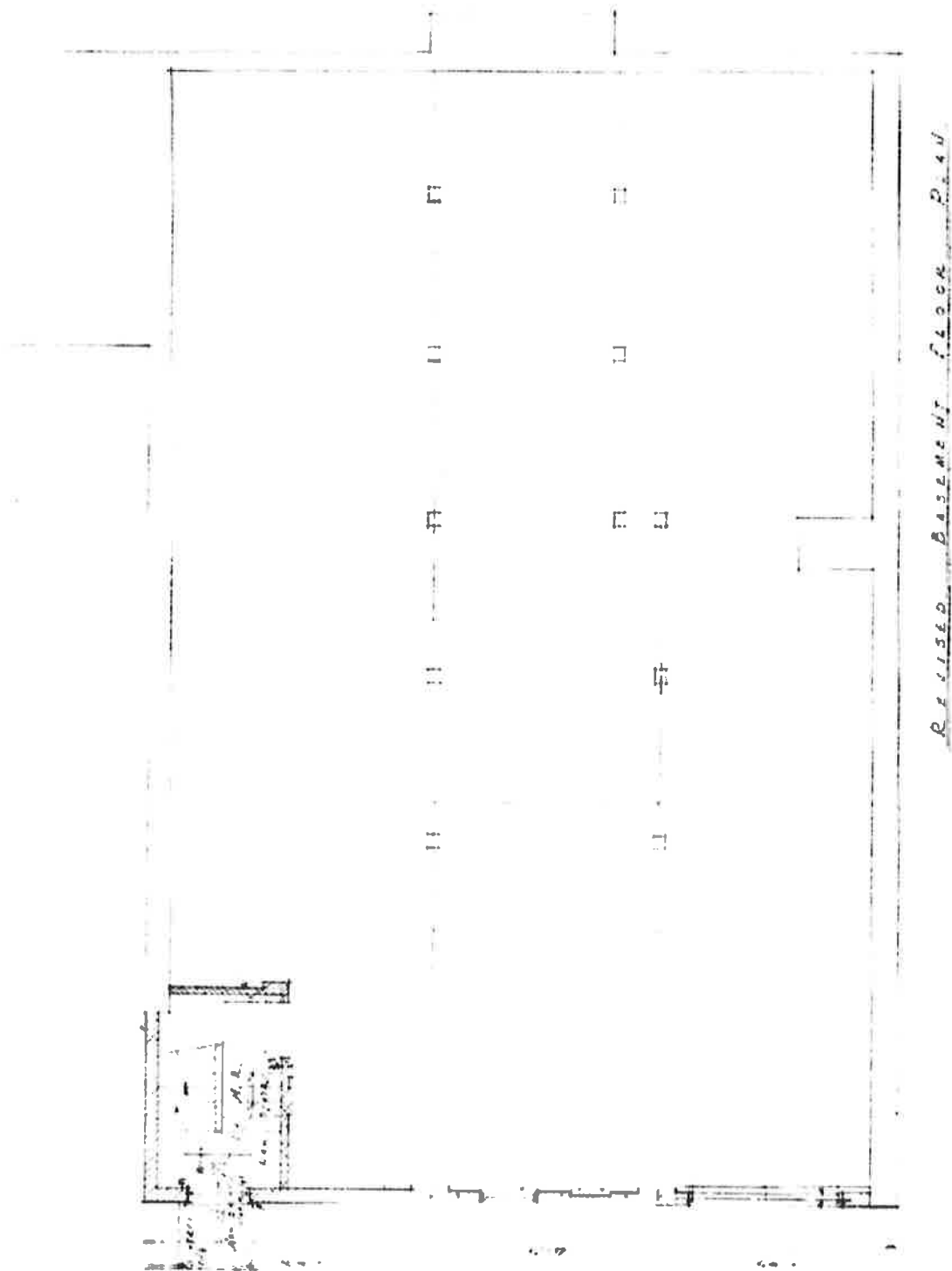


Photo from Google Earth

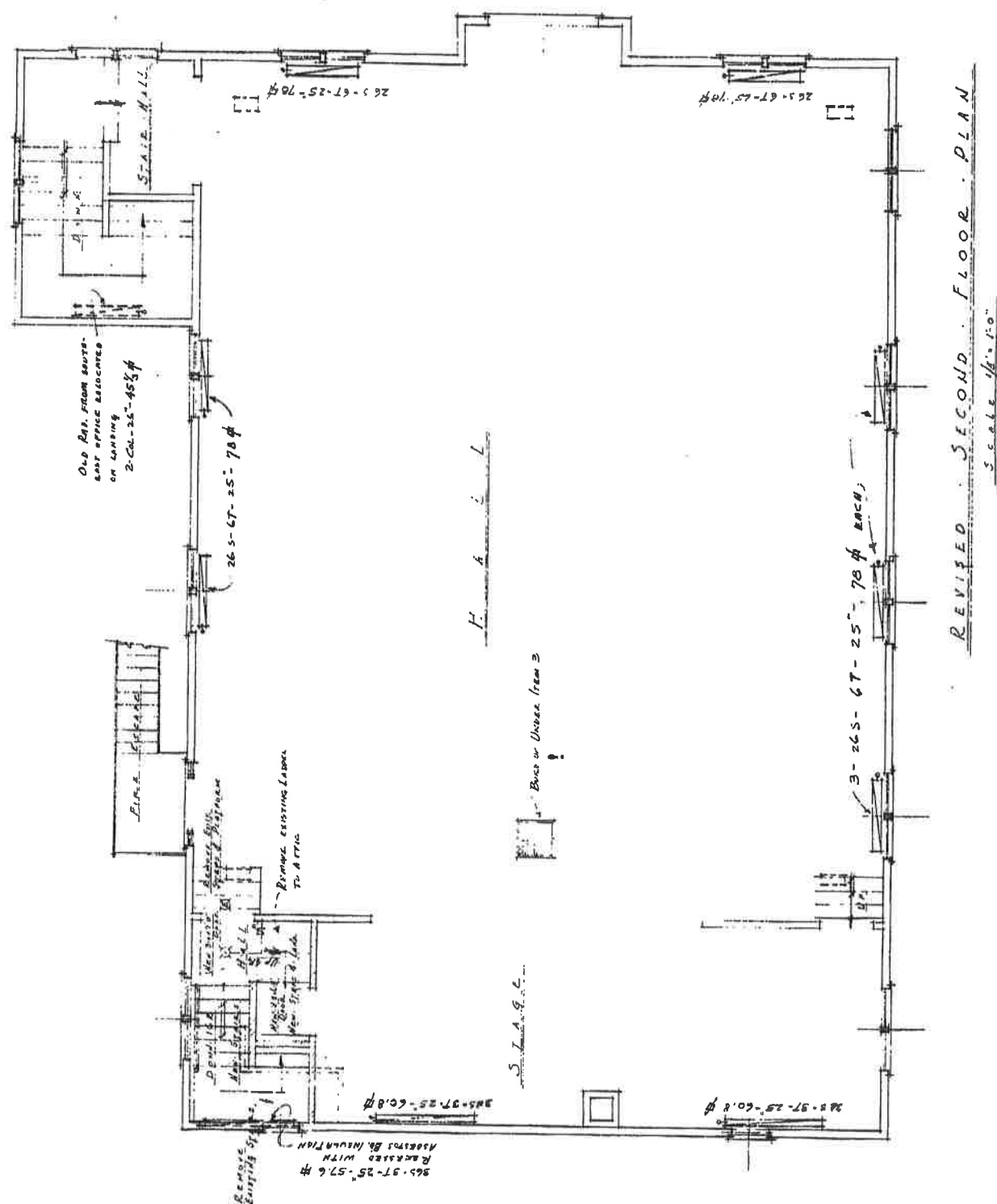


Photo from Google Earth

b. Existing Floor Plans.







EXISTING FACILITY – TOWN HALL

3. Existing Functional Deficiencies

- a) **Location:** Not centrally located within town.
- b) **Space:** Inadequate working spaces, unorganized/congested foot traffic, lack of meeting (private), and storage space.
- c) **Heating/Cooling Systems:** Heat and air conditioning are not uniform throughout the building. Inefficient and out of date systems are not economically feasible to use.
- d) **Windows:** Old single pane glass, non-working balances, and drafty.

EXISTING FACILITY – TOWN HALL

4. Existing Code Deficiencies

- a) **ADA:** No elevator to second floor, no ADA bathrooms, lack of clear space, and appropriate service counter heights.
- b) **Fire Code:** Lack of sprinkler system, pull stations, horns, and strobes.
- c) **Building Code:** Suspected asbestos containing materials; flooring, wall coverings, and pipe insulation. Condition of fire escape; concrete supports deteriorating, steel corroding, and overall secureness of the fire escape is questionable.
- d) The building envelope is not up to code standards for air tightness and thermal performance.

EXISTING FACILITY – TOWN HALL

5. Existing Security Deficiencies

- a) **Alarms:** No alarm systems in building.
- b) **External Lighting:** Lack of external lighting to assure safety.
- c) **Secure Document Storage:** Lack of secure storage for documents as required by Massachusetts General Law (MGL).

EXISTING FACILITY – TOWN HALL

6. Photographs

TOWN HALL



South side (limited parking), and back of building



Front West view



North side view – untested / rusty fire escape



Dormer – loose / leaky windows



Rear of Town Hall.



Electric service to adjacent building.



Concrete step not to code.

TOWN HALL - EXTERIOR



Rear basement (in-swing) double doors;
Bottom deteriorated and air infiltration.



Front entrance - column out of
plumb; deteriorating wood post.



Deteriorating stone foundation.



Front post base – deteriorating (all posts).

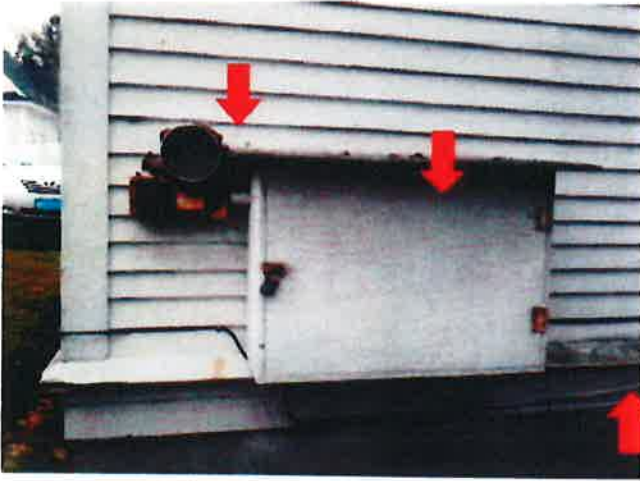


Old existing electrical service - North side
Not in current use.

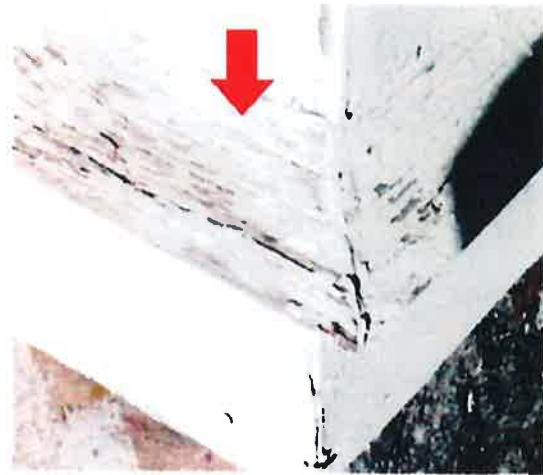


Front Southwest corner – deteriorating
wood / stone. (Water table elevation)

TOWN HALL - EXTERIOR



Old electric service meter, fuse box (see below), and wire should be reviewed by an Electrical Engineer.



Deteriorated wood (water table elevation).



Old (generator) fuse box should be reviewed by an Electrical Engineer.



North side - Rusty fire escape components; should be tested for safety.

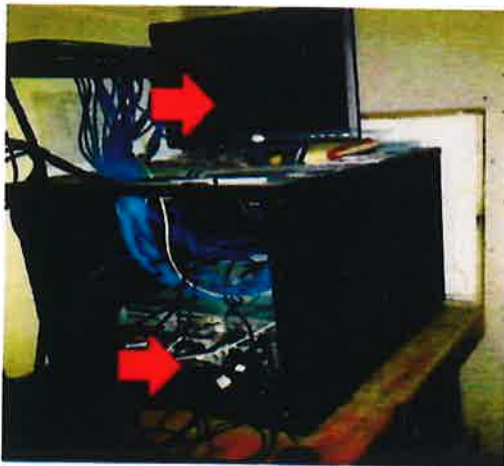


Fire escape concrete support posts; deteriorating.

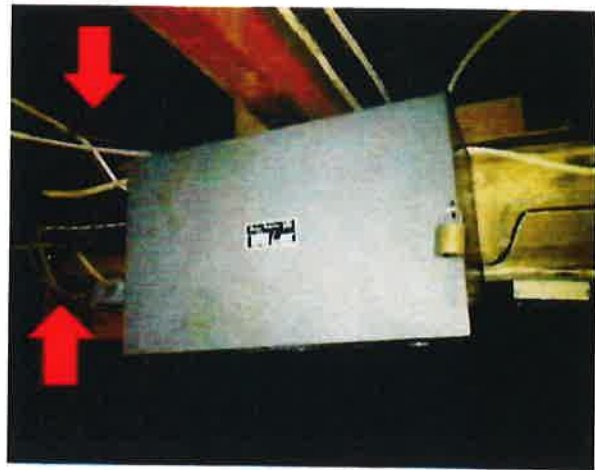


Deteriorated concrete post.

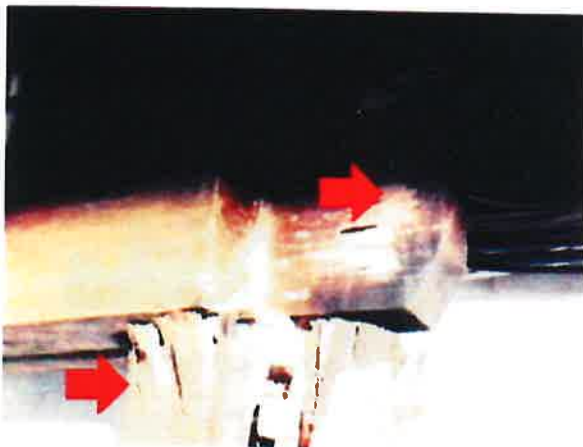
TOWN HALL - BASEMENT



Computer server; wiring untidy.



ADT security panel in basement; wiring untidy.



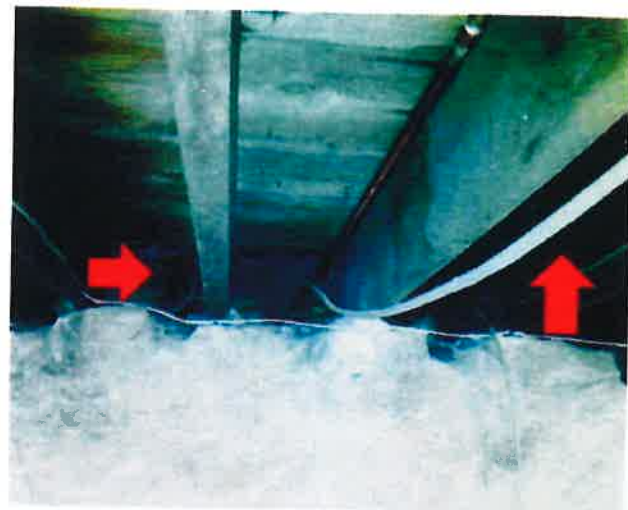
Deteriorated beam and post.



Window open for boiler combustion air.

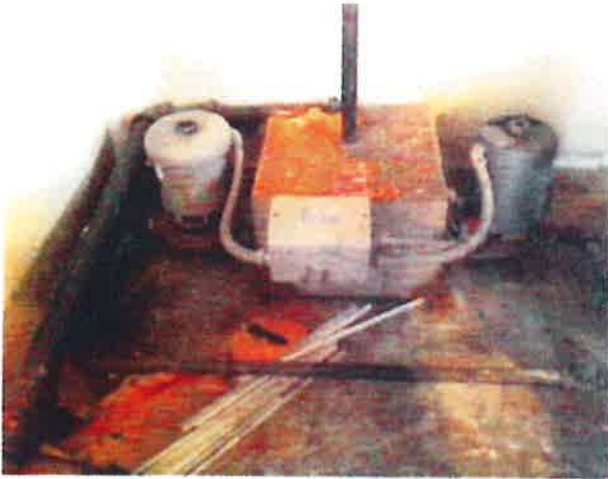


Electrical load switch for old generator.
Current use unknown; should be reviewed
by an Electrical Engineer.



Sill water infiltration / Wiring for old electrical service.

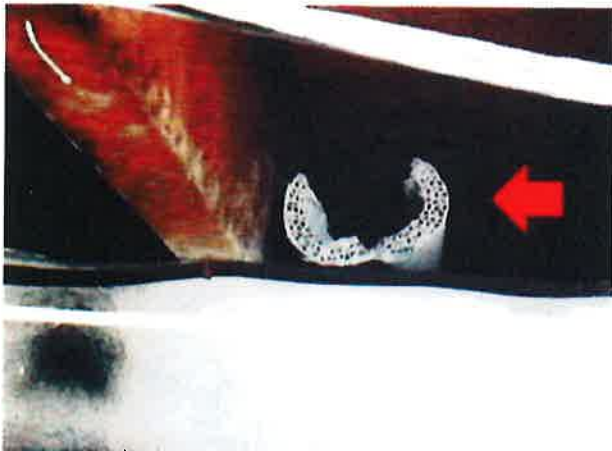
TOWN HALL - BASEMENT



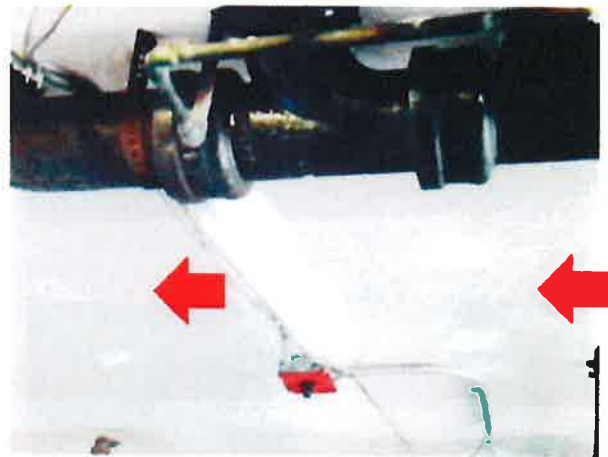
Old boiler condensate equipment – not needed.



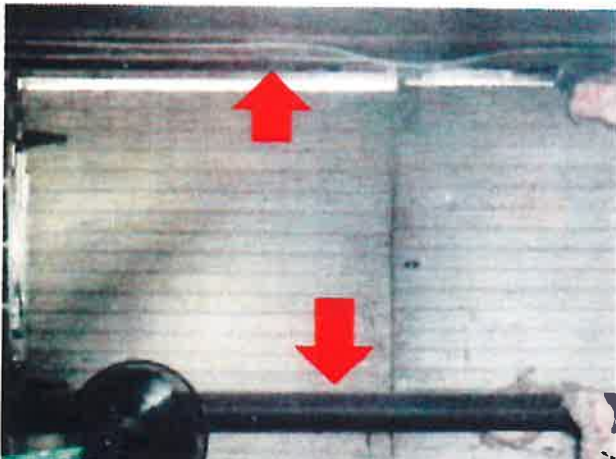
Paint storage locker – not Fire Code compliant.



Suspected asbestos pipe insulation.



Sanitary piping and heat detector, and an unfinished ceiling.



Air infiltration – rear basement in-swing double door, and 4" waste drain pipe across doorway.



Crack in concrete floor

TOWN HALL - BASEMENT



Stairway – no handrails, walls have suspected 3/8" asbestos panels (lower walls only), and stair treads are worn.



Steel beam and stone support post.



Deteriorating concrete step, and 14" step down to boiler room; may not be compliant under riser section.



Sump pump pit and equipment.



Basement window – blocked with stored materials.

TOWN HALL – BASEMENT



Wood beams/posts & lally columns.



Splitting wood post.



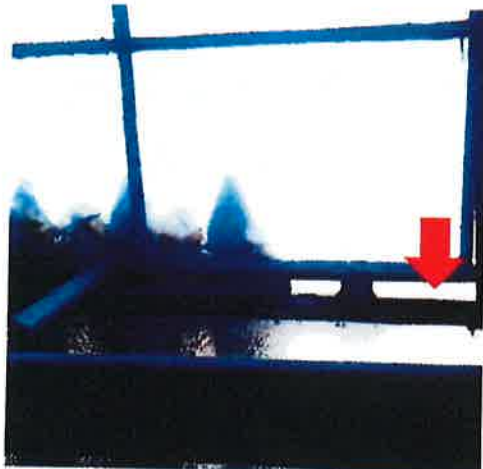
Stone foundation repair.



Deteriorated granite post (bottom).



Steel lally columns and concrete pads for first floor support.



Basement window opened to provide air to boiler for combustion.



TOWN HALL – BASEMENT



Electric hot water heater.



Basement file storage; at maximum capacity.



Basement file storage; at maximum capacity.



TOWN HALL – FIRST FLOOR



Main hall looking towards back of building; office service counters too high and suspected asbestos containing VAT tiles.



First floor repair with corrugated metal panels.

TOWN HALL – FIRST FLOOR



Old exit light – not illuminated.



Exterior window - air infiltration; water / ice forming.



Women's room entrance – not ADA compliant.



Cracked wall plaster surrounding the chimney.



Front door entrance from inside.



Men's room sink- height not ADA compliant, and no lavatory guard (cover) for drain pipes.

TOWN HALL – FIRST FLOOR



Toilet stall in Men's room – not ADA compliant.



Men's room - door not ADA compliant, and not 18" on the 'pull side' of the door.



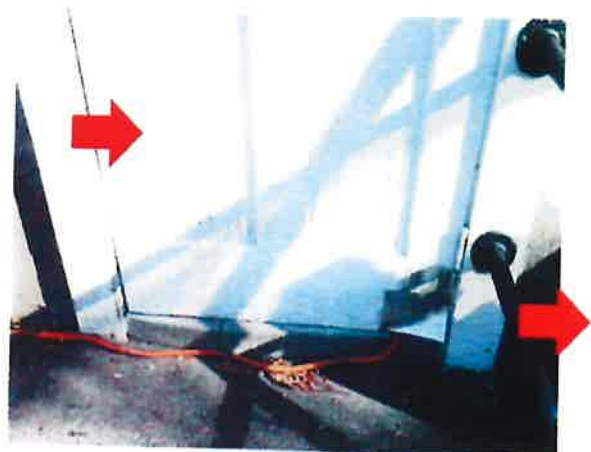
Men's room urinals – height not ADA compliant, and no privacy screen.



Rear entrance door.



Rear entrance hall and stairs to first floor – no handrails, and lower wall panels (only) are suspected to contain asbestos.



Rear exterior door, and guard railing.

TOWN HALL – FIRST & SECOND FLOOR



Rear entrance; wood door deteriorated, and concrete threshold is cracked.



Door to fire escape – second floor.



Rear stairway – 2nd floor down to 1st floor; railings, panels, and stair risers / treads; not all are code compliant (to today's standard).

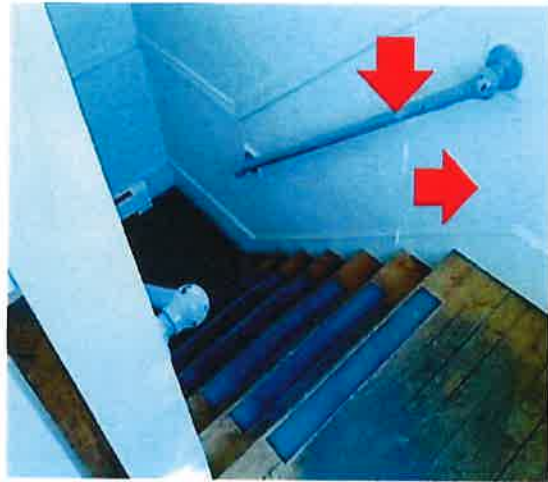


First floor hallway looking towards back of building; suspected asbestos VAT tile, and counter heights.



First floor hallway looking towards front entrance; service counter heights, and VAT tile.

TOWN HALL – SECOND FLOOR



Second floor front stairs; not all railings are code compliant (to today's standards).



Second floor rear stairs - lower wall panels; suspected asbestos, and not all railings code compliant.



Second floor West view; service counter height, files/copier in hallway, and work table height.



Second floor front stairwell

TOWN HALL – THIRD FLOOR / ELEVATED PLANNING OFFICE

(Note: Only one means of access/egress.)



Stairs to Planning Office; lower wall panels, and railings.



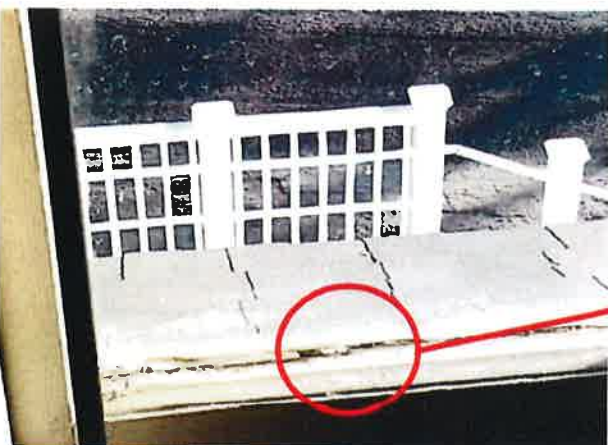
Exterior storm window; single glazed, and air infiltration.



Planning Office window with guard.



Planning Office window - no guard.



Deteriorating window frame and caulking.

TOWN HALL – THIRD FLOOR / ELEVATED PLANNING OFFICE

(Note: Only one means of access/egress.)



Planning Office; not enough electrical outlets (using extension cord outlet), and inadequate heating (using portable heater).



Inadequate file storage; files on tops of cabinets, and in boxes on floor.

TOWN HALL – ACCOUNT'S OFFICE



TOWN HALL – ASSESSOR'S OFFICE



TOWN HALL – MANAGER’S OFFICE



Manager's Secretary Office – not enough working space or file storage.



Not enough electrical outlets; using power strip and/or extension cord.



Conference Area – meeting area and file storage insufficient.



TOWN HALL – CLERK’S OFFICE



Working space, equipment space and file storage insufficient.



TOWN HALL – TREASURER’S OFFICE



Manager’s Secretary Office – not enough working space or file storage.



Conference Area – meeting area and file storage insufficient.

TOWN HALL – TAX COLLECTOR’S OFFICE



Working space, equipment space and file storage insufficient.

TOWN HALL – BUILDING DEPARTMENT



Not enough meeting and working space or file storage.

TOWN HALL – BUILDING DEPARTMENT



TOWN HALL – WATER DEPARTMENT



Working space and file storage insufficient.

TOWN HALL – CONSERVATION OFFICE



Working space, equipment space and file storage insufficient.

SUMMARY OF EXISTING FACILITY CONDITIONS

B. EXISTING WORKLOADS AND DEMAND

FREETOWN TOWN HALL ASSONET, MA



EXISTING WORKLOADS AND DEMAND

1. STATISTICS AND PROJECTIONS

A. POPULATION GROWTH AS PROJECTIONS FACTOR FOR NEW TOWN HALL REQUIREMENTS.

1. Freetown Historical and Projected Population

A. Projection Population Growth

- Projected 10 yr. population growth for 2020:
 $8,870 (2010) / 8,472 (2000) = 1.046978\%$

2. EXISTING TOWN HALL STAFFING (2014)**A. Employees:**

1. Town Administrator	1*
2. Town Admin. Assistant	2*
3. Building Department/Zoning Board (1 FT)* and Clerks (2 PT)	3
4. Accountant and Clerk	2*
5. Treasurer and Clerk (FT)	2*
6. Assessor (FT)* and Clerk (PT)	2
7. Tax Collector	1*
8. Town Clerk and Assistant Clerk	2*
9. Planning Department	1*
10. Wiring Inspector and Clerk	2
11. Plumbing/Gas Inspector	2
12. Water/Sewer Commission (and Clerk)	2
13. Board of Health and Clerk	2
14. Conservation/Soil Board (and Clerk)	1
15. Selectmen	3+

Total All Town Hall Employees (2014)

*Full Time (FT) / Work in Town Hall = 13

Part Time (PT) = 5

Work outside Town Hall = 5+

3. Projected Town Hall Staffing Requirements

During interviews with Town Hall employees it was stated that there is a potential for the Clerk's office to hire another employee within 3-5 years (possibly a Board of Register person). It is possible that the (current) five part time employees could be working in the Town Hall if space allows.

SUMMARY OF EXISTING FACILITY CONDITIONS

C. ANALYSIS OF FUTURE NEEDS

FREETOWN TOWN HALL ASSONET, MA



ANALYSIS OF FUTURE NEEDS**SPACE NEEDS ASSESSMENT
SUMMARY****PUBLIC SPACES**

Lobby	100 SF
Public Toilets (3 @ 64 SF each)	192 SF
Public Conference / Interview Rooms (1)	240 SF
Community/Hearing Meeting / Training / E.O.C. (1)	400 SF
Subtotal Public Spaces:	932 NSF

ADMINISTRATION

Employee Toilets (2 @ 64 SF each)	128 SF
Conference / Interview Rooms (2; 1 ea. @ 360 SF and 400 SF)	760 SF
Town Administrator/Receptionist	369 SF
Building Department	225 SF
Zoning Board	144 SF
Town Accountant	225 SF
Clerk of Accountant	144 SF
Town Assessor's Office	360 SF
Assessor Office Clerk	144 SF
Treasurer's Office	225 SF
Clerk for Treasurers Office	144 SF
Tax Collectors Office	225 SF
Receptionist Office	144 SF
Town Clerk/Assistant for Clerk	255 SF
Planning Board	150 SF
Wiring Inspector	225 SF
Water/Sewer Commission & Clerk	369 SF
Board of Health Clerk	225 SF
Conservation/Soil Board & Clerk	225 SF
Selectmen Office & Clerk	504 SF
Kitchen/Break Room	400 SF
Mail Room	64 SF
Subtotal Administration:	5,654 NSF

Space Needs Assessment

Freetown Town Hall

UTILITY

Electrical Room	100 SF
Mechanical/Sprinkler Room	400 SF
Janitor/Building Supplies	56 SF
Building Storage	2,475 SF
<u>Elevator/Elevator Machine Room</u>	<u>100 SF</u>
Subtotal Utility:	3,131 NSF

Total Space Needs Assessment:	9,717 NSF
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Add 30% for walls, structure, circulation, and stairs, etc.	<u>X 1.30</u>
	<u>12,632 SF</u>

Gross Town Hall Building Area =	12,632 GSF
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1. BUILDING AND SITE CONSIDERATIONS

A. Building Functional Areas

B. Site Consideration

1. Do nothing: The work would entail minor emergency repairs to the Town Hall and Police Station to repair things like failing windows, electrical repairs, plumbing repairs, HVAC repairs, etc. This option will not add any additional space and it would not solve long term deterioration of the structures. It would not fix code issues, or hazmat issues either.
2. Renovate: Not economically viable.
3. Renovate with small addition.
4. Renovate with large addition to/and Assonet Village School Renovation.

TOWN HALL: Rehabilitation and Addition Option

In order to make the existing Town Hall meet the current and future demands of the Offices, there needs to be a complete gutting of the building down to the structural framing. All non-bearing partitioning would be removed. Wall board, flooring, and ceiling material would be demolished and discarded. Hazardous materials would need to be abated and discarded within the confines of the law.

All HVAC, electrical, plumbing, and communication wiring, cabling, and other incidental appurtenances to the building would be removed and discarded. Likewise, the exterior envelope of the building needs a total deconstruction of the roofing, trim, window, porches, siding, and any attached incidentals.

The main services to the building like electricity, gas, oil, and water as well as sewer connections would be interrupted and abandoned as insufficient for future need.

Once gutted, the building would have to be made structurally sound in compliance with the most current building codes. The basement in particular is not sound and repairs to the foundation, supporting columns, and carrying beams would be required. Strengthening of floors and bearing walls also need to meet seismic code requirements. During this deconstruction process, all rotted or broken structural components of sheathing to the exterior walls, roof, and floors will need to be replaced.

Once the structure is made safe, sound and code compliant, all new windows, trim, air and moisture barriers, insulation, windows, roofing and siding will need to be installed.

Additionally, code compliant ramps and entry ways need to be reconfigured. Even though the materials will be new roofing and wood shake or clapboard siding, since the building is of a "historic" nature, the material will fail in a relatively short period

of time. Estimated life expectancy of the products will be 30 to 50 years at the maximum. Painted products will last less than that.

Once inside the structure, not only renovation of existing spaces is required, but a new addition will be required to accommodate a new elevator and associated machine room, and maintenance room, new ADA compliant public restrooms, and additional employee accommodations at the bare minimum.

Additional program space will also need to be created for things like basic storage of files and equipment, employee work desk spaces, employee break room, additional offices, two conference rooms, and public meeting hall to accommodate board meetings which are attended by the general public.

Also needing more space will be the mechanical equipment, electrical equipment and utility equipment.

At the very best, even with the new floor structural supports, new configuration of space to meet new program, the building will need to grow by at least 50% up to 100% additional new space. The option of gaining control of the adjacent school building in order to fill the program requirements was discussed by the ACG team. There would be enough total space, and some additional parking can be made available, but the building would require the same depth of rehabilitation as the Town Hall. A new connecting addition to serve both buildings with an elevator would be needed. This new combined structure would help preserve the historic nature of the two buildings, but would become a new building in reality. One remaining issue would be lack of parking. Currently there is room for approximately 23 vehicles. At least 50 vehicle spaces will be required.

SUMMARY OF EXISTING FACILITY CONDITIONS

A. BUILDING FUNCTIONAL AREAS

FREETOWN TOWN HALL ASSONET, MA

Space Needs Assessment

Freetown Town Hall

Building Functional Areas to be included in this Study

COMPARISION OF EXISTING AREA TO RECOMMENDED AREA

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Lobby	No current Lobby	100	
Public Toilets Employees	(2) @ 70 ea. Men's/Ladies	320 (5 @ 64 ea.)	(2) Public Toilets (ADA) & (3)
Town Administrator	235.62*	369** (225)	
Town Admin. Receptionist *		** (144)	
Building Department/Zoning Board	503.25	369 (225 + 144)	
Accountant and Clerk	241.17	369 (225 + 144)	
Treasurer and Clerk	298.06	369 (225 + 144)	
Assessor and Clerk	380	504 (360 + 144)	
Tax Collector	213.5	369 (225 + 144)	
Town Clerk and Assistant Clerk	311.18	369 (225 + 144)	
Planning Department	105	150	
Wiring Inspector and Clerk	Shared w/Bldg. Dept.	225 (Also Plumbing/Gas?)	
Plumbing/Gas Inspector	Shared w/Bldg. Dept.	See Wiring Inspector above.	
Water/Sewer Commission and Clerk	142.38	225 (Water/Sewer) to 369 (and Clerk)	
Board of Health and Clerk	Shared w/Bldg. Dept.	225 (Could be shared)	
Conservation/Soil Board and Clerk	225.72	225 (Could be shared)	
Selectmen	298.73	504 (Selectmen 360 + 144 Receptionist)	
Animal Control	Office at Transfer Station		
E.M.A.	No current space		
Historical	No current space		
Tree Warden	No current space		
Moth Superintendent	No current space		
Harbor/Shellfish Warden	No current space		
Custodial/Maint. Staff	No current space	56	

Space Needs Assessment

Freetown Town Hall

Building Functional Areas to be included in this Study (continued)

COMPARISON OF EXISTING AREA TO RECOMMENDED AREA

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Conference Room	No current space	1,240	Hearing Room – 400 (2) Conference Room – 240 each Town Managers Conference Room – 360
Kitchen/Break Room	No current space	400	
Rear Stairwell	108		
Front Stairwell	252		
Men's Room*	70	320* (Includes 5 @ 64 ea.)	
Women's Room*	70	(See also Men's Room above)	
Mail Room	6; closet	64	
Storage Room	720; basement	2,475	Total SF for Records/Secure /Storage
Electrical/Server Room	39; basement	100	
Mechanical/Boiler Room	160; basement	400	
Basement	648	648	
Total Existing Net Area: 5,180 NSF			
Total Recommended Area:		9,632 (Includes original building and small addition)	

SUMMARY OF EXISTING FACILITY CONDITIONS

B. SITE CONSIDERATIONS

FREETOWN TOWN HALL ASSONET, MA

B. SITE CONSIDERATIONS

1. Current Site (no additions) – 3 North Main Street, Assonet, MA.

- A. Existing Site.
- B. Rendering of Existing Town Hall.

2. Current Site (with small addition).

- A. Existing Site (see above existing site).
- B. Rendering of Town Hall with Proposed Small Addition.

3. Current Site (with large addition connecting to Assonet Village School).

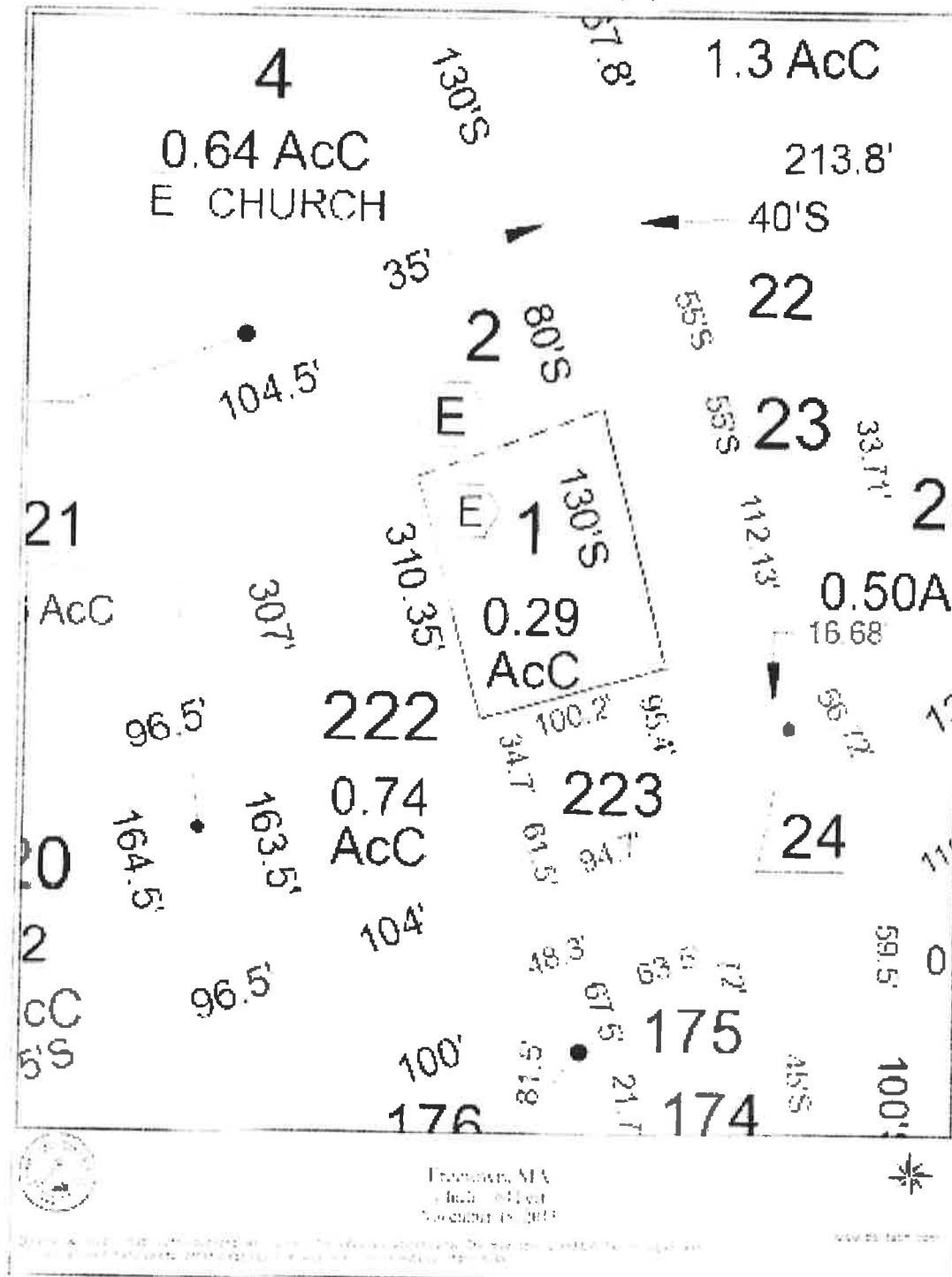
- A. Existing Sites; Town Hall and Assonet Village School.
- B. Rendering of Town Hall with Proposed Large Addition.

4. Alternate: New Town Hall in a Multi-purpose Complex at a different site;
Refer to Section 3 'Options' - a proposed Multi-purpose Complex.

1. Current Site (no additions) – 3 North Main Street, Assonet, MA.

A. Existing Site.

FREETOWN TOWN HALL (#1) SITE



B. Rendering of Existing Town Hall.



Rendering of Existing Town Hall

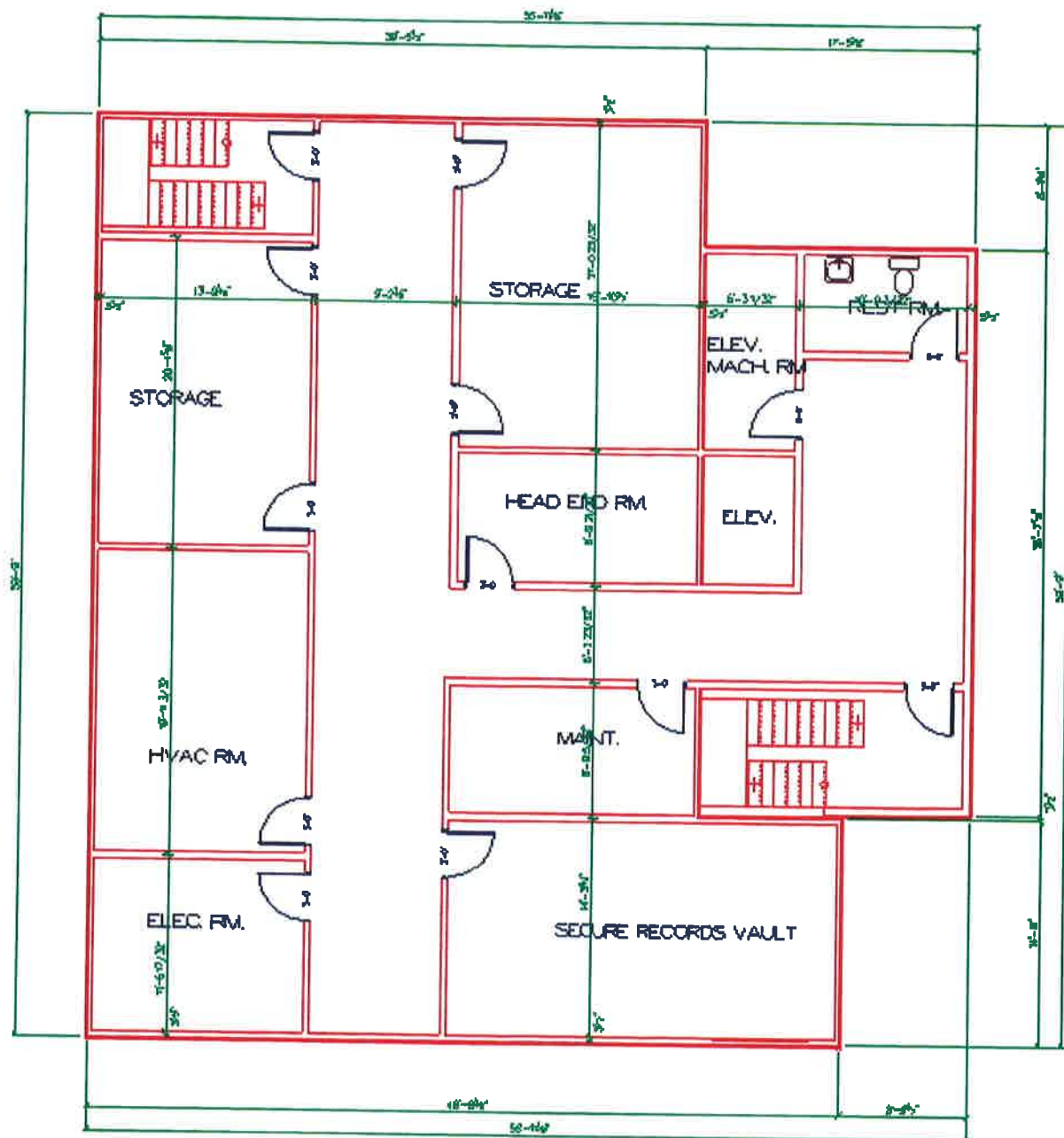
2. Current Site (with small addition).

A. Existing Site (see previous).

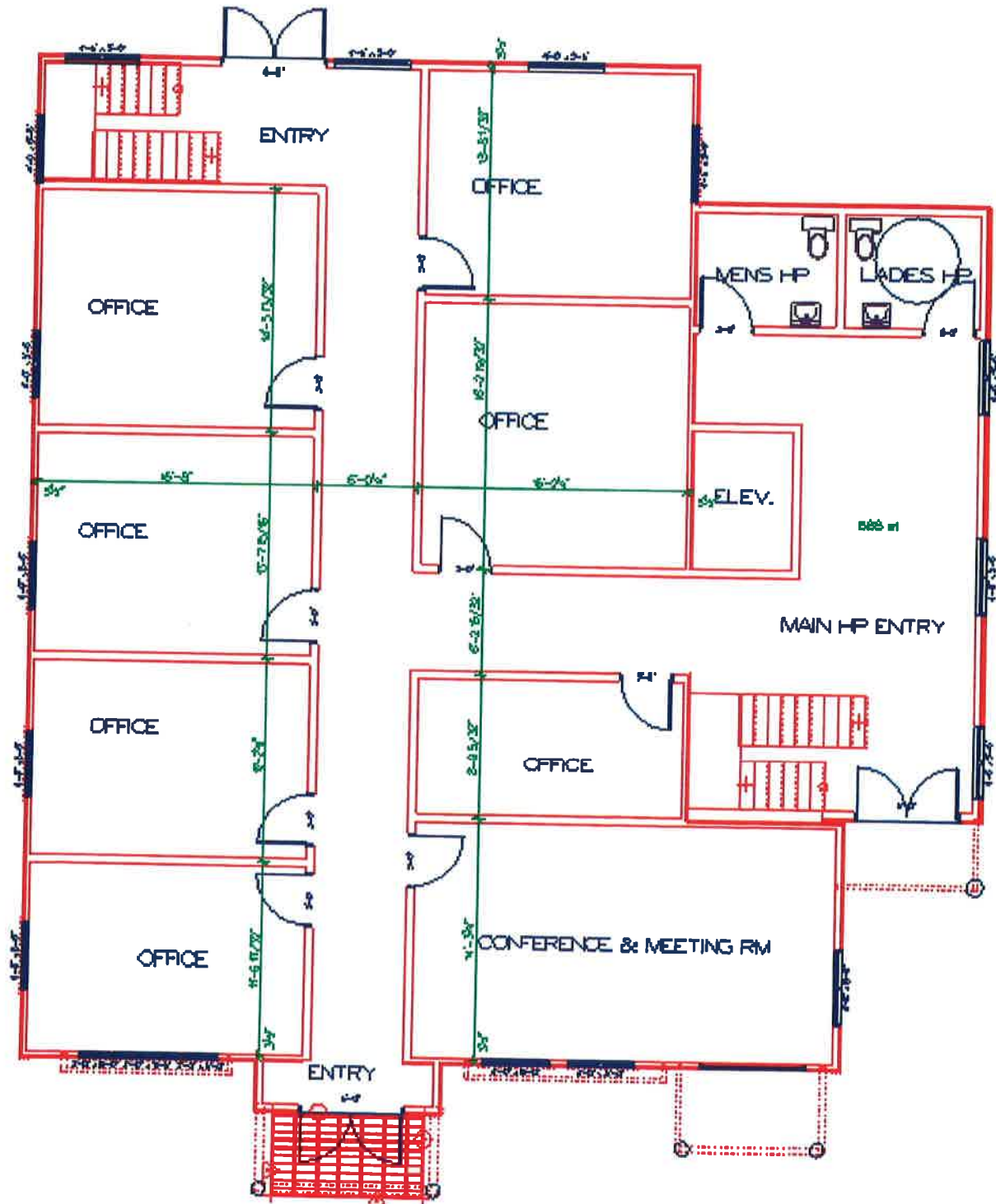
B. Rendering of Existing Town Hall with Proposed Small Addition.



Rendering of Existing Town Hall with Small Addition



Existing basement with a new proposed layout.



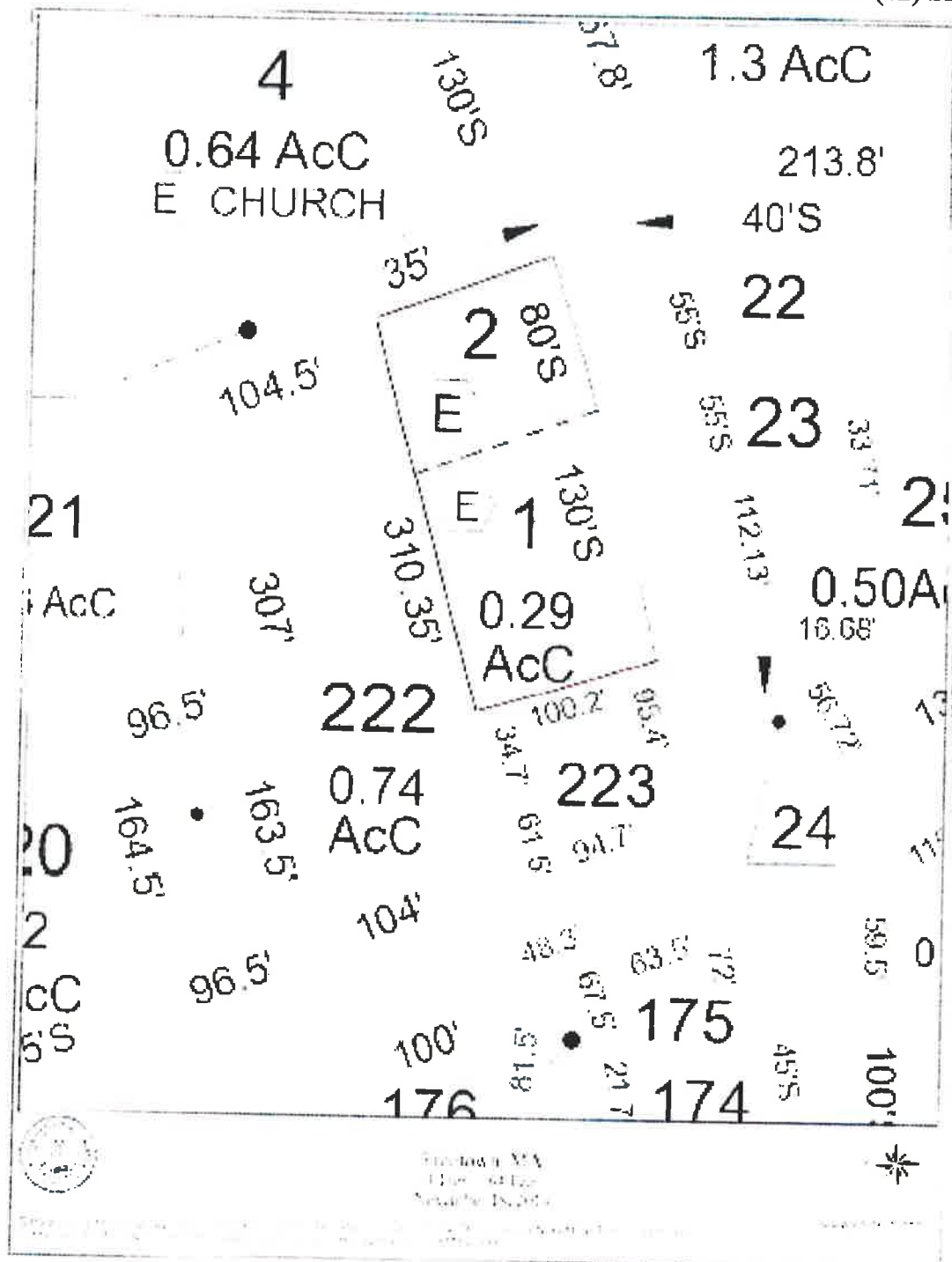
Existing Town Hall with new proposed small addition – First floor plan view.



3. Current Site (with large addition connecting to Assonet Village School).

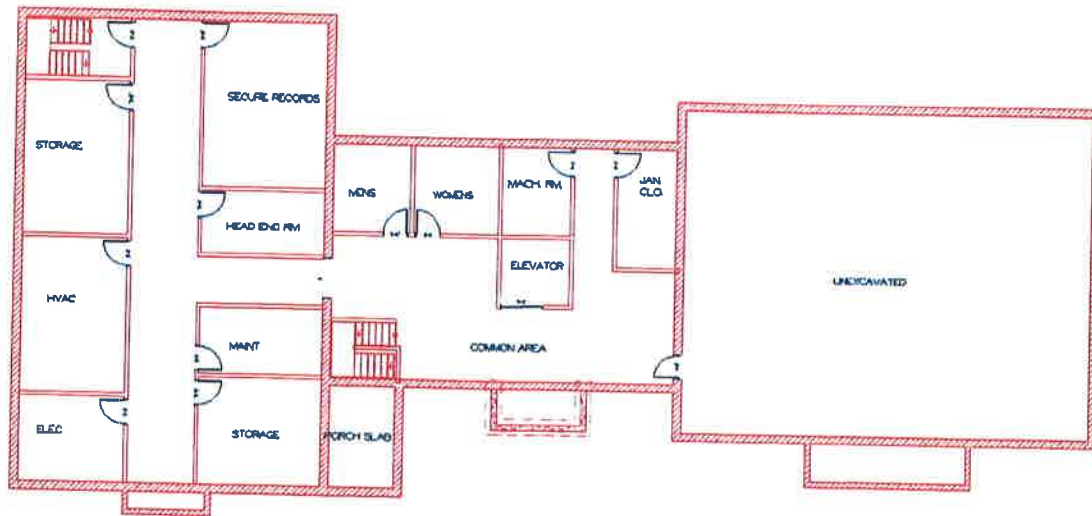
A. Existing Sites; Town Hall and Assonet Village School.

FREETOWN TOWN HALL (#1) AND ASSONET VILLAGE SCHOOL (#2) SITES



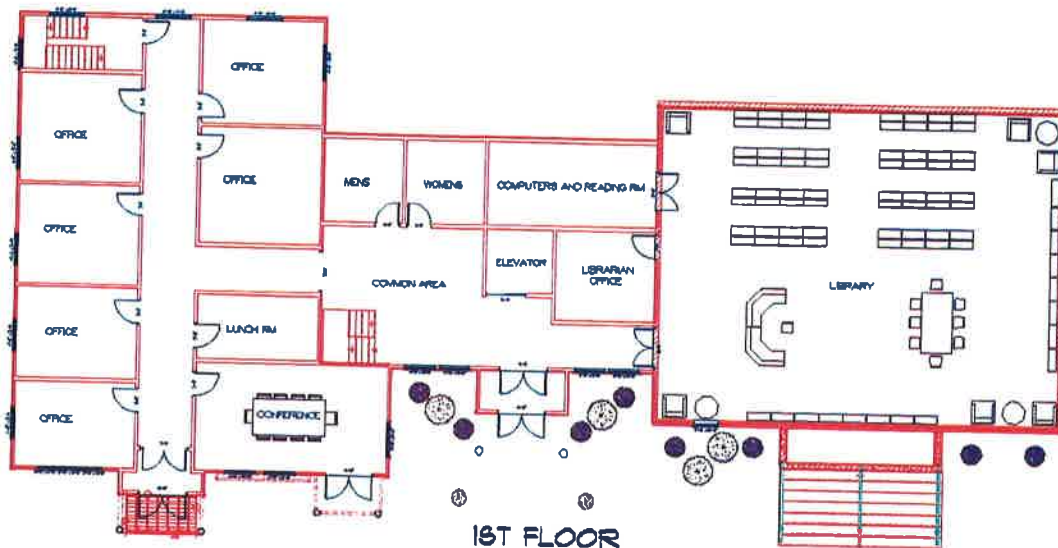
- B. Rendering of rehabilitated Town Hall with proposed addition/connector to the existing (shown as rehabilitated) Assonet Village School.





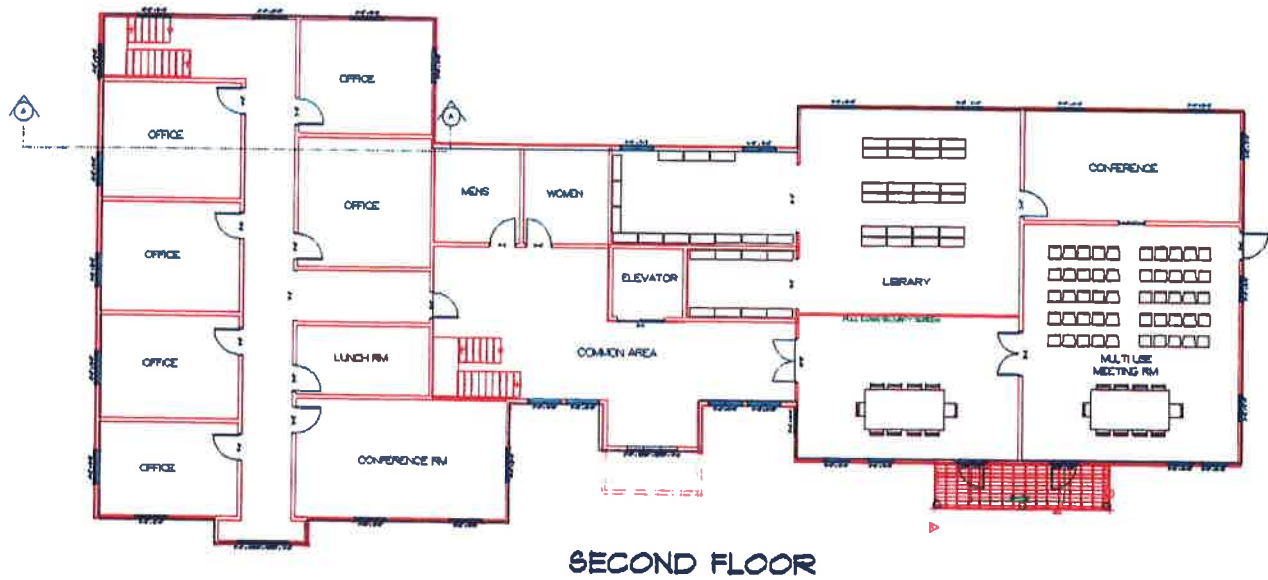
BASEMENT LEVEL

Plan View – Basement of existing Town Hall, new connector, and existing school.



1ST FLOOR

Plan View – First floor of existing Town Hall, new connector, and existing school.



Plan View – Second floor of existing Town Hall, new connector, and existing school.

Section **2**

Existing Facilities:

Town Hall

Police Station

Council on Aging

Libraries

SUMMARY OF EXISTING FACILITY CONDITIONS

D. EXISTING FACILITY

FREETOWN POLICE STATION FREETOWN, MA



B. EXISTING FACILITY – POLICE STATION

7. Existing Facility Description

The existing Police Station was built in 1979 and was a low cost effort to make use of a simple foundation plan with a roof. At the time the department had only 9 full time officers, 7 part time, 6 auxiliary part time volunteers, 4 full time dispatchers, 1 part time dispatcher, and 5 cruisers (3 marked, 1 unmarked, and 1 auxiliary police cruiser) working from the location. In 2014 the department has 22 full-time and 18 part-time employees, 14 vehicles (9 marked, 3 unmarked, and 2 Humvees), and 1 trailer.

The current structure does not serve the public well. There is a shortage of proper meeting space, employee work space, storage space, secure private conversation space, employee break room, and public or employee accessible rest rooms. There is also a failure to provide separation from normal business activity from criminal processing. There is no sally port for the transfer and processing of prisoners and holding areas for detainees separate and secure from the public visiting or employees working. The Police have definite needs that are not being met.

The possibility of interaction between criminal processing and consumer business is highly probable and unavoidable under the current layout.

The Police building is cheaply constructed and poorly designed by today's standards. Again, bringing the building up to code alone would be more costly than starting with a new building. The program space is half of what is needed and the effort would not result in any savings over the cost of a new building.

Minor repairs can be made which will stop the deterioration, but will not enhance the current use of the structure.

EXISTING FACILITY – POLICE STATION

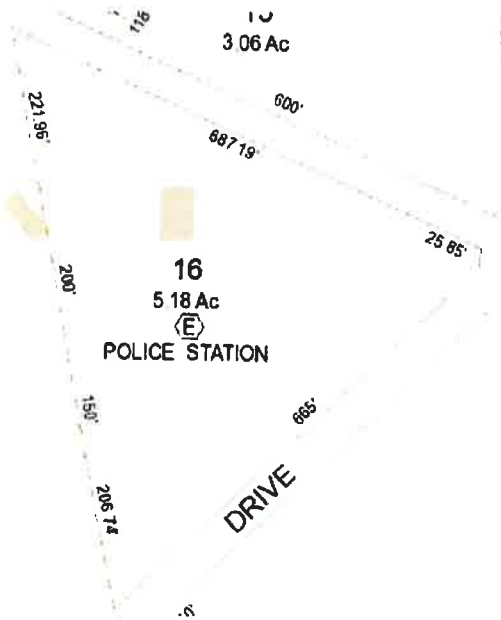
8. Existing Facility Plans

- a. Site Plan, and photos from Google Earth.
- b. Floor Plans.

Space Needs Assessment

Freetown Police Station

- a. Existing Site Plan and photos from Google Earth.



Existing Police Station Site Plan

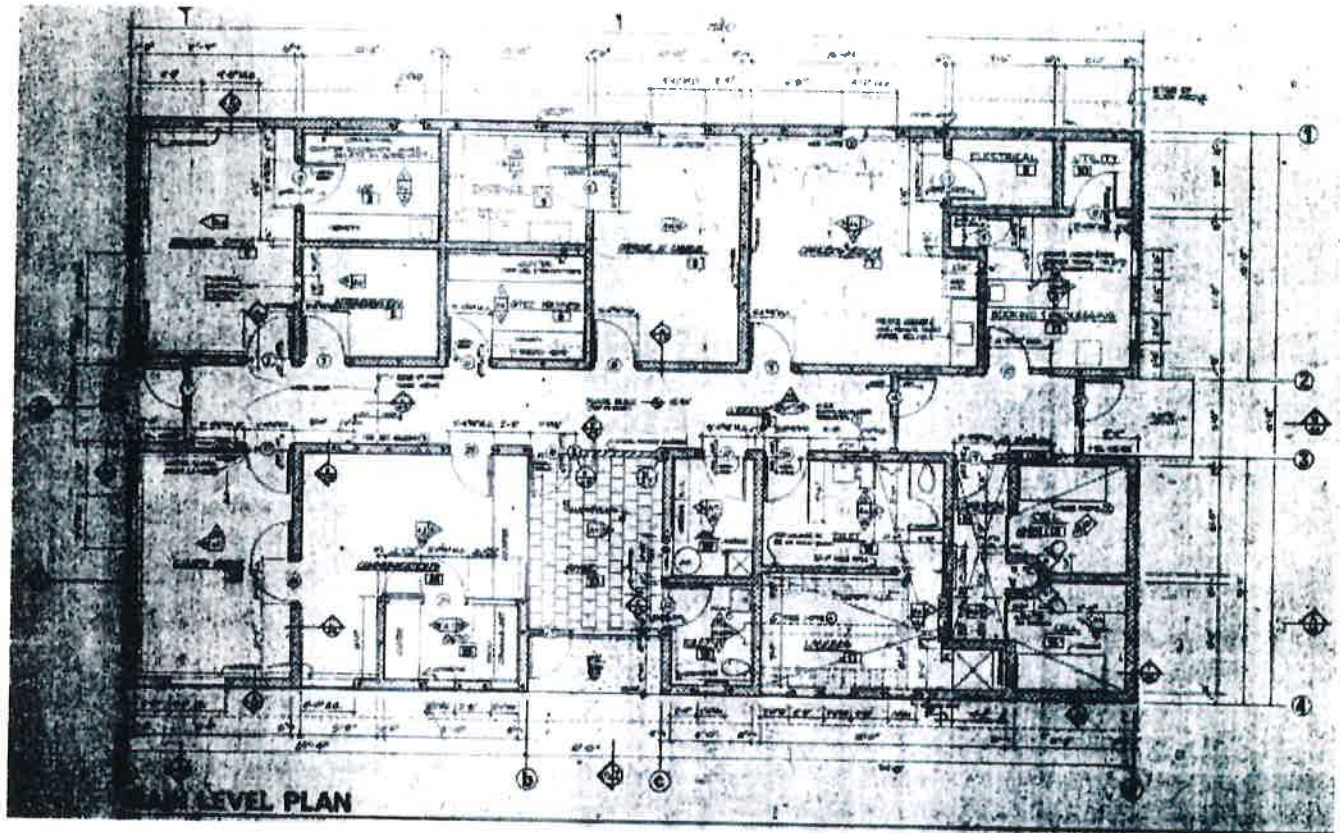


Photo from Google Earth - Imagery Date: 4/27/2013



Photo from Google Earth - Imagery Date: 4/27/2013

b. Existing Floor Plans.



EXISTING FACILITY – POLICE STATION

9. Existing Functional Deficiencies

- e) **Space:** Inadequate working, foot traffic, meeting (private), training, showering, and storage.
- f) **Heating/Cooling Systems:** The building is not properly climate controlled.
- g) **Windows:** Loose and some broken.
- h) **Moving Prisoners:** No sally port for properly and securely moving prisoners.
- i) **Flooding:** Comments were made regarding the building flooding easily.
- j) **Septic System:** Has backed-up before – system needs to be looked at.
- k) **Electrical:** Electrical fires have occurred – system needs to be looked at.
- l) **Cells:** Not enough holding space (or properly equipped) for: juvenile, suicide, or ADA situations. Comment was made that a cell door ‘fell’ off its’ hinges.
- m) **Water Supply:** Shares a well with the Council on Aging; has run out before.

EXISTING FACILITY – POLICE STATION

10. Existing Code Deficiencies

- e) **ADA:** Door thresholds, height and/or location of: service counters, mirrors, grab bars, toilets, urinals, sinks and knobs, tables, shelves, and drinking fountain. Clear space and/or accessibility, reach limitations, and parking spaces/markings.
- f) **Fire Code:** Emergency lighting, pull stations, and exit devices.

EXISTING FACILITY – POLICE STATION

11. Existing Security Deficiencies

- d) **Cells:** Not enough holding space (or properly equipped) for: juvenile, suicide, or ADA situations. Comment was made that a cell door 'fell' off its' hinges.
- e) **Windows:** Loose and some broken.
- f) **Moving Prisoners:** No sally port for properly and securely moving prisoners.

EXISTING FACILITY – POLICE STATION

12. Photographs

POLICE STATION - EXTERIOR



East view



Northwest view



Southeast view – 12 X 18 storage shed on left.



Northwest view



8 X 8 x 20 Container for file storage; moisture issues.



POLICE STATION - EXTERIOR



12 X 18 Storage shed off the backside of building used for file storage; moisture & rodent issues.



Manhole to septic tank.



Fuel oil fill cap.

POLICE STATION - INTERIOR



Front foyer



Supervisor's Office



Radio / Communication room



Radio / Communication room



Chief's Office

POLICE STATION - INTERIOR



Chief's Office



Attic stair to Mechanical room (North)



Attic Mechanical room (North)



Attic stair to Mechanical room (South)



Mechanical room (South)



POLICE STATION - INTERIOR



Attic Mechanical room (South)



Detective's / Sargent's Office



Attic stair to Mechanical room (South)



Lab / Armory

POLICE STATION - INTERIOR



Lab / Armory



Sargent's / Detective's Office



Interrogation room



Evidence room



POLICE STATION - INTERIOR



Office machine room.



Officer in Charge room; limited working area and storage space.



Officer's / Break room



Booking and Processing room.

POLICE STATION - INTERIOR



Electrical room.



Utility room.



Employee restroom/lockers & file storage; stalls not ADA compliant, and limited space.



Locker room and shower.

POLICE STATION - INTERIOR



Main hallway; paper and equipment storage.



Corridor to two cells.



Interior of Cell #1



Water piping between cells.



Interior of Cell #2



POLICE STATION - INTERIOR



Janitor's closet



Lobby restroom



Office equipment room



SUMMARY OF EXISTING FACILITY CONDITIONS

E. EXISTING WORKLOADS AND DEMAND

**FREETOWN POLICE STATION
FREETOWN, MA**

EXISTING WORKLOADS AND DEMAND

1. STATISTICS AND PROJECTIONS

A. POPULATION GROWTH AS PROJECTIONS FACTOR FOR NEW POLICE STATION REQUIREMENTS.

1. Freetown Historical and Projected Population

A. Projection Population Growth

- Projected 10 yr. population growth for 2020:
 $8,870 (2010) / 8,472 (2000) = 1.046978\%$

2. Existing Police Station Staffing (2014)**A. Employees:**

1. Police Chief	1*
2. Lieutenant	1*
3. Accreditation Manager (also Patrol Supervisor / Sargent)	1*
4. Patrol Supervisors - Sargent's	4*
5. Patrolmen – Officers	10*
6. Reserve Officers	6
7. Detective / Officer	1*
8. Communication Center Personnel	4*
9. Communication Center Personnel	8
10. Auxiliary Officers	4

Total All Police Station Employees (2014)

*Full Time (FT) = 22

Part Time (PT) = 18

3. Projected Police Station Staffing Requirements

Based on Southeastern Mass. Planning & Economic Development District (SRPEDD) projected population for 2030 (Town population to be 9,913) the Police department will likely need/have the following personnel:

Approximately 26 FT positions (21 FT Officers and 5 FT Dispatchers, and
Approximately 19 PT positions (10 Reserve Officers, 8 Dispatchers, and 5
Auxiliary Officers).

In addition, the quantity of call numbers has been as follows:

CY 2000: 11,743

CY 2005: 8,557

CY 2013: 14,569

SUMMARY OF EXISTING FACILITY CONDITIONS

F. ANALYSIS OF FUTURE NEEDS

FREETOWN POLICE STATION FREETOWN, MA



ANALYSIS OF FUTURE NEEDS**SPACE NEEDS ASSESSMENT
SUMMARY****PUBLIC SPACES**

Lobby	300 SF
Public Toilets (3 @ 64 SF each)	192 SF
Public Conference / Interview Rooms (1)	400 SF
Crime Prevention/DARE Room	300 SF
Subtotal Public Spaces:	1,192 NSF

ADMINISTRATION

Operational Center	400 SF
Employee Restrooms (4 @ 64 SF each)	256 SF
Chief's Office	225 SF
Locker Room	864 SF*
Men and Women Locker Room (2 @ 400 SF each)	
Communications Locker Room (1 @ 64 SF each)	
Shower (Men and Women 2@ 18 SF each)	36 SF
Fitness Room	225 SF
Cell #1 & #2 & #3 (3@ 64 SF each)	192 SF
Booking/Processing Room	144 SF
Officers Break Room	400 SF
Officer in Charge Room	144 SF
Conference / Interview Rooms	300 SF
Interrogation/Interview Rooms (5 @ 64 SF)	320 SF
Investigation Room	652 SF *
Reception Area (50 SF)	
Staff Office (144 SF)	
Briefing Area (144 SF)	
Line Up Viewing (50 SF)	
Audio Video (64 SF)	
Secure File Storage (100 SF)	
Equipment Storage (100 SF)	

Space Needs Assessment

Freetown Police Station

Sargent's Office	144 SF
Patrol Office Area	708 SF*
Briefing/Roll Call (400 SF)	
Equipment Clothing Area (100 SF)	
Report Writing Office (144 SF)	
Weapon Handling Area (64 SF)	
Admin. Area/Payroll Office	250 SF*
Reception Area (50 SF)	
Secured File Storage (100 SF)	
Payroll Office (100 SF)	
Records Storage	644 SF*
General Office Area (144 SF)*	
(Including Citizens Window/Counter)	
Storage Room A (200 SF)	
Storage Room B (200 SF)	
Supply Room (100 SF)	
Sally Port	900 SF
	6,804 NSF

UTILITY

Communication Room	564SF*
Dispatch Console (300 SF)	
Dispatch Office (100 SF)	
Break Room (64 SF)	
Briefing Room (100 SF)	
General Storage Room	100 SF
Radio Room (Equipment Only)	25 SF
Evidence Storage Room	558 SF*
Weapons Storage (9 SF)	
Valuable Storage (9 SF)	
Drug Storage (9 SF)	
DNA/Biological Storage (9 SF)	
Freezer Storage (9 SF)	
Refrigerator Storage (9 SF)	
Combustible Storage (15 SF)	
Evidence Prep Area (100 SF)	
Video Tape Area (9 SF)	
Video/Audio Duplicating (80 SF)	

Space Needs Assessment**Freetown Police Station**

Hold/Storage Area	(100 SF)	
Vehicle/Large Items	(200 SF)	
Uniform/Gear Storage Room		100 SF
Computer Server Room		264 SF
Gun/Ammo Storage Room		150 SF
Mechanical Room		100 SF
Janitor/Building Supplies		80 SF
Subtotal Utility:		1,941 NSF

Total Space Needs Assessment:	9,937 NSF
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Add 30% for walls, structure, circulation, and stairs, etc.

X 1.30
12,918 SF

Gross Town Hall Building Area = 12,918 GFS

1. BUILDING AND SITE CONSIDERATIONS

A. Building Functional Areas.

B. Site Considerations:

- Do nothing (other than some necessary code items, etc.).
- Renovate.
- Build a new stand-alone police station.
- Build a new police station within a Multipurpose Complex.

The existing station is a slab on grade structure with masonry and concrete bearing walls. The building site has room for growth. The existing building in its current configuration does not meet program requirements of a modern day police station, and was always lacking basic design considerations to meet programming even when built. The option to rehabilitate the building would be to gut the entire building down to its exterior walls and remove interior partitions, ceilings, and windows.

A new addition to the structure could be attached in such a way as the current space could be redesigned and converted to become a new sally port and criminal intake area. This would require a new building to house the remaining program requirements. In order to save this portion of the building, the cost associated with it would be more than if a new free standing building were to be built.

SUMMARY OF EXISTING FACILITY CONDITIONS

A. BUILDING FUNCTIONAL AREAS

FREETOWN POLICE STATION FREETOWN, MA

Space Needs Assessment**Freetown Police Station****Building Functional Areas to be included in this Study****COMPARISON OF EXISTING AREA TO RECOMMENDED AREA**

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Chief's Office	198	225	
Communications	212	564	Dispatch Console – 300 SF (including Citizens Counter) Dispatch Office – 100 SF Break Room – 64 SF Briefing Room – 100 SF
Public Toilet	42	448	Seven total restrooms – 64 SF each
Janitors Room	51	80	
Department Toilets	107		See above Public Toilets
Locker Room	104	864	Separate Men's and Women's Locker Rooms – 400 SF each Communications Locker – 64SF
Showers	0	36	Separate Men's and Women's Showers -18 SF each
Fitness Room	0	225	
Corridor to Cells	52		
Cell #1	64	64	
Cell #2	64	64	
Cell #3	0	64	for Juvenile Holding
Booking/Processing Room	115	144	
Utility Room	25		
Officers Break Room	240	400	Kitchen and Break Room Combo
General Storage Room	0	100	
Uniform/Gear Room	0	100	
Officer's Report Room	0		Recommended in previous study -225 SF
Officer in Charge Room	189	144	
Crime Prevention/DARE	0	300	

Space Needs Assessment

Freetown Police Station

Building Functional Areas to be included in this Study (continued)

COMPARISION OF EXISTING AREA TO RECOMMENDED AREA

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space</u>
Evidence Storage	0	558	Storage Weapons – 9 SF Valuable – 9 SF Drug – 9 SF DNA/Biological – 9 SF Freezer – 9 SF Refrigerator – 9 SF Combustible – 15 SF Evidence Prep -100 SF Video Tape Area – 9 SF Video/Audio Duplicating Area – 80 SF Hold/Storage Area – 100 SF Vehicle/Large Item Evidence – 200 SF
Computer Server Room	86	264	Computer Equipment Storage – 100 SF Computer Equipment/File Server – 64SF Central Supply Area – 100 SF
Gun/Ammo Storage	82	150	Armory Work Shop, Supply Storage, & Weapons Storage
Meeting/Conference Room	0	700	(2) Admin. Conference Rooms – 300 SF Common Conference Room – 400 SF
Interrogation/Interview Room	82	320	(5) Interview Rooms @ 64 SF
Investigation Room/Area	0	652	Reception Area – 50 SF Staff Offices – 144 SF Briefing Area – 144 SF Line Up Viewing Room – 50 SF Audio Video Interview Room – 64 SF Secured File Storage – 100 SF Equipment Storage – 100 SF
Sergeants Office	0	144	
Patrol Office/Area	0	708	Briefing-Roll Call – 400 SF Equipment Clothing Area - 100 SF Report Writing Office – 144 SF Weapon Handling Area – 64SF
Main Corridor	370		
Foyer/Lobby	130	700	Foyer/Lobby – 300 SF Operations Center – 400 SF
Admin. Area/Payroll Office	0	250	Administration Area – 50 SF Secured File Storage – Inter Department – 100 SF Payroll Office – 100 SF

Space Needs Assessment**Freetown Police Station****Building Functional Areas to be included in this Study (continued)****COMPARISON OF EXISTING AREA TO RECOMMENDED AREA**

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Mechanical Room #1	96	100	Combo Mechanical & Electrical Room
Mechanical Room #2	96		
Electrical Room	37		
Storage Container	160		
Exterior Shed	216		
Records Storage	0	644	General Office Area with Citizen Window/Counter – 144 SF Storage Room A – 200 SF Storage Room B – 200 SF Supply Room – 100 SF
Sally Port	0	900	
Total Existing Net Area:	2,818 NSF		
Total Recommended Area:		9,912 SF	

SUMMARY OF EXISTING FACILITY CONDITIONS

B. SITE CONSIDERATIONS

FREETOWN POLICE STATION FREETOWN, MA

B. SITE CONSIDERATIONS

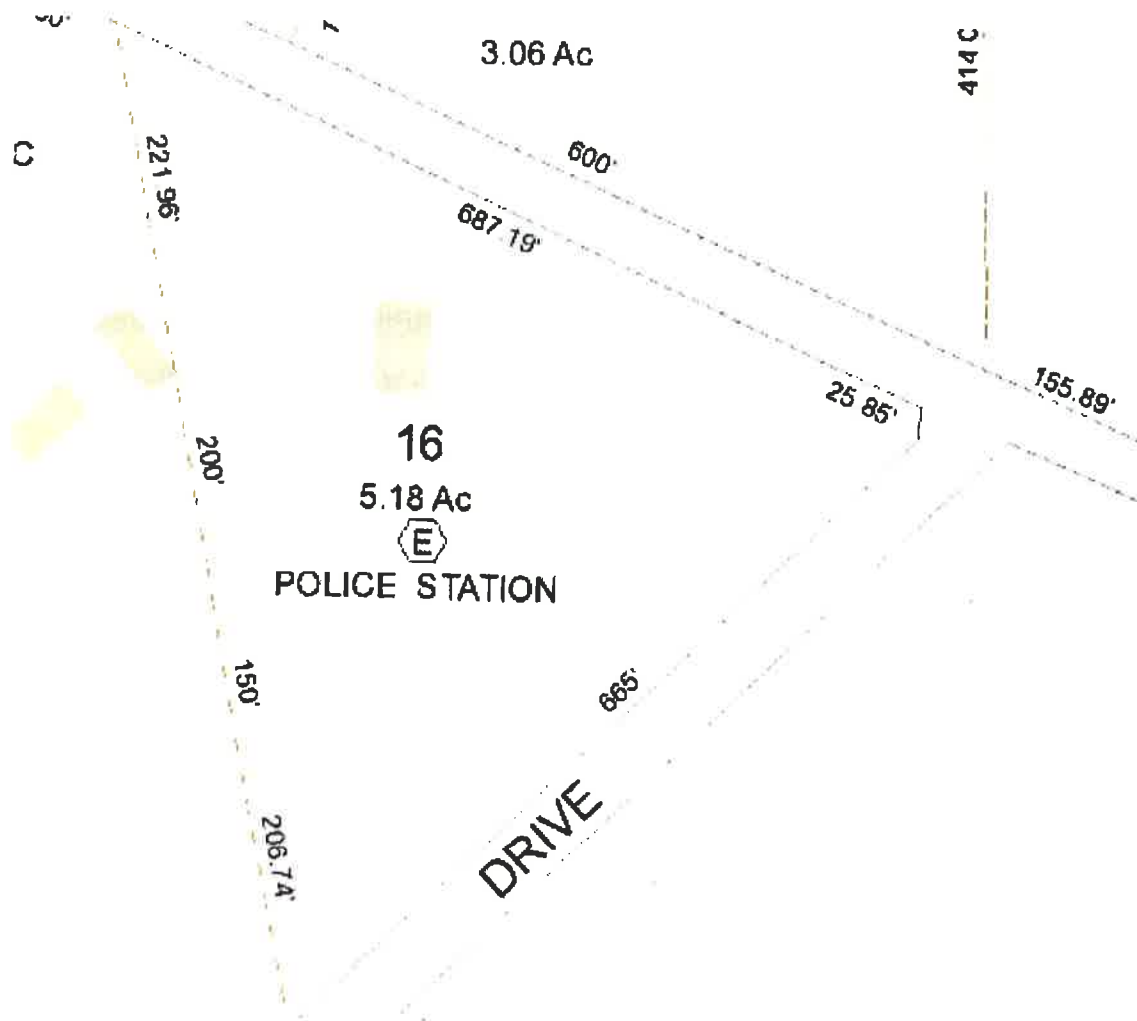
- 1. Current Site – 225 Chace Road, Freetown, MA.**
 - A. Existing Site.
 - B. Photos of Existing Police Station.

- 2. New stand-alone Police Station (on existing site or other).**

- 3. Alternate: New Police Station in a new Multi-purpose Complex (at a different site). Refer to Section 3 'Options' - a Proposed Multi-purpose Complex.**

1. Current Site – 225 Chace Road, Freetown, MA.

A. Existing Site.



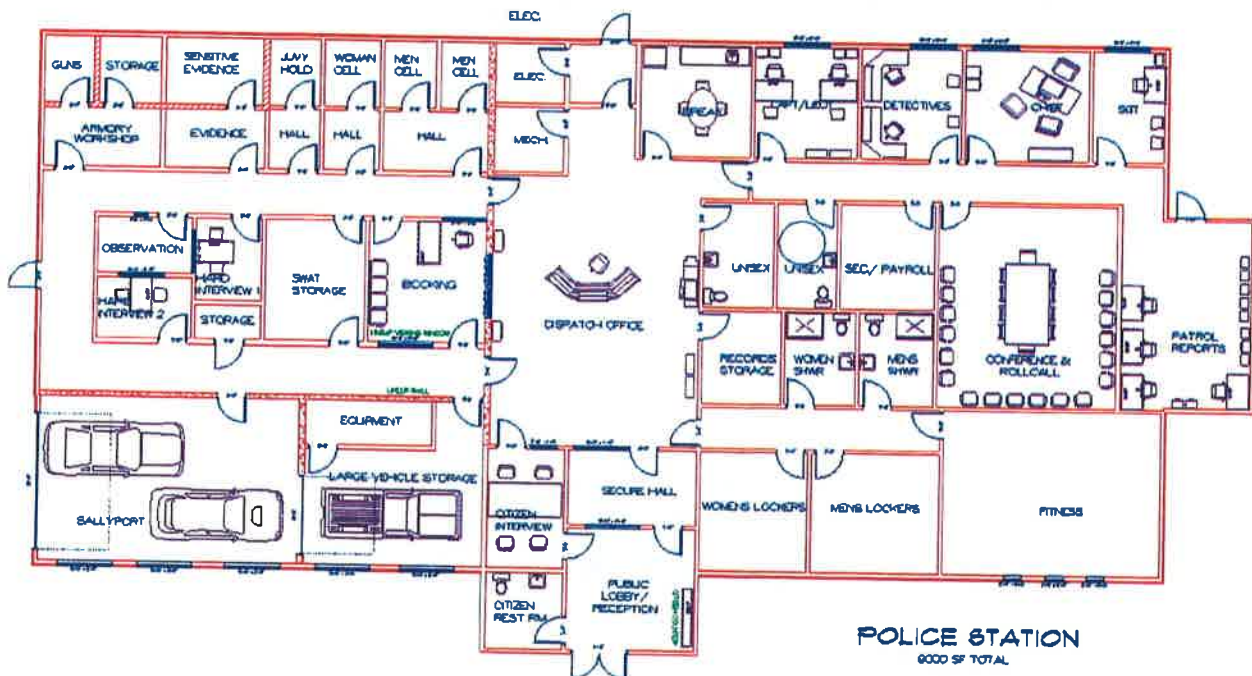
FREETOWN POLICE STATION

B. Photos of Existing Police Station.



Photo of Existing Police Station

2. New stand-alone Police Station



Section **2**

Existing Facilities:

Town Hall

Police Station

Council on Aging

Libraries

SUMMARY OF EXISTING FACILITY CONDITIONS

G. EXISTING FACILITY

FREETOWN COUNCIL ON AGING FREETOWN, MA



C. EXISTING FACILITY – COUNCIL ON AGING**13. Existing Facility Description**

The existing Senior Center was built in 1989 and appears to be a smaller, modified version of what was originally conceived. The resultant building appears to be a residential modular unit that was modified to accommodate the needs of the COA.

The current structure does not serve the public well as there is a shortage of proper meeting space, employee work space, file and equipment storage space, secure private meeting space, employee lunch room, public and employee accessible rest rooms. The meeting space is limited and occupancy exceeds posted limits at times requiring off site solutions. Visiting medical personnel have no private space to see patients. The kitchen and dining facilities are inadequate for the visiting seniors. The current procedure is to move to other quarters when a capacity attendance is expected. There is no elevator for people to move from first floor to second floor and they are forced to leave the building and drive around to the lower level if they cannot use stairs due to mobility issues.

The Council on Aging Building is a residential designed and constructed building which needs twice the space as currently is available. The growing senior population will require even more space in the near future. The site can accommodate expansion, but rehabilitation and reuse of the poorly constructed existing structure to meet new codes will be very costly and the resultant space, will still be poorly suited for the program needs of the user although a person can drive up and around to the back and enter at high ground level, vertical transportation means once inside the building are reduced to the stairs. This does not meet the Accessibility codes as you are discriminating making a person leave the building and drive around and re-enter the building.

Newly added scope of services now includes a food pantry, which serves the general public. Donated food items are received and currently stored inadequately. Structure was not designed to carry unusual live loads.

EXISTING FACILITY – COUNCIL ON AGING

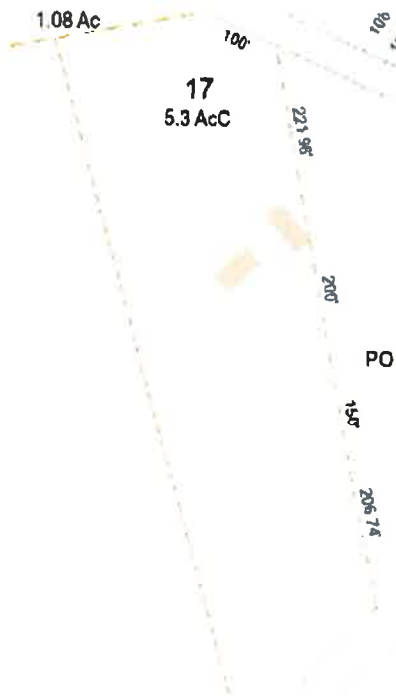
14. Existing Facility Plans

- a. Site Plan, and photos from Google Earth.
- b. Floor Plans.

Space Needs Assessment

Freetown Council On Aging

A. Existing Site Plan and photo from Google Earth.



Existing Council On Aging Site Plan

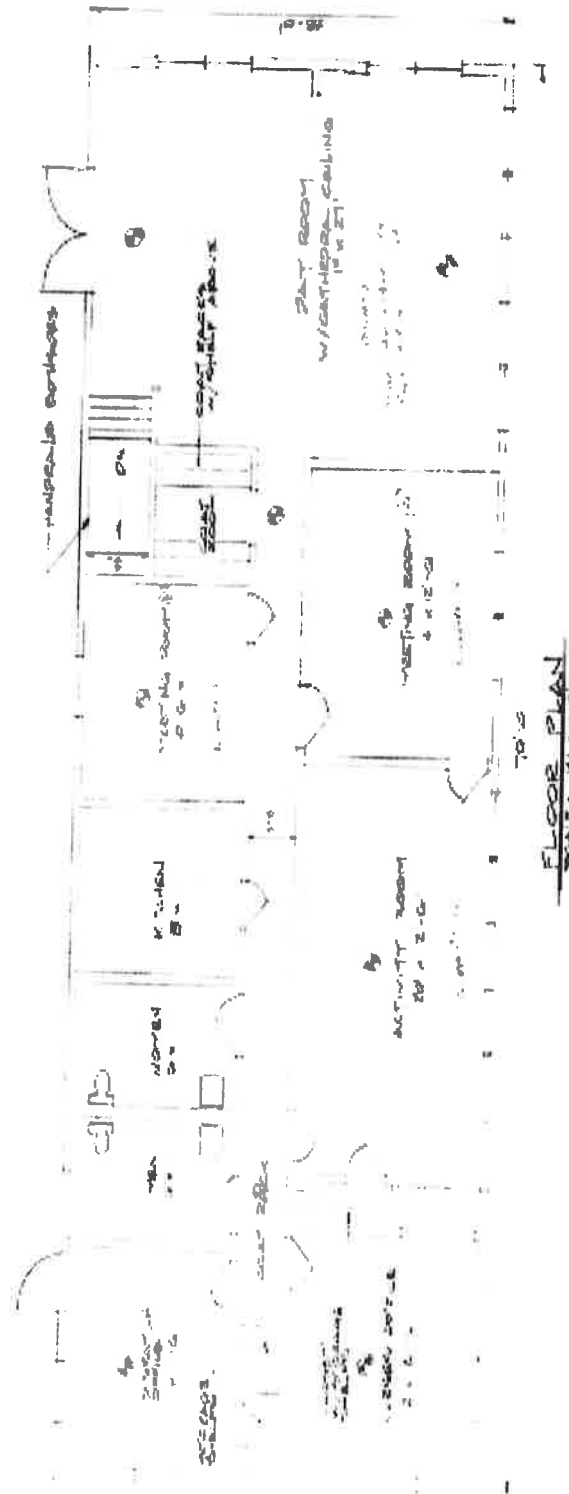
Photo from Google Earth - Imagery Date: 4/27/2013



Photo from Google Earth - Imagery Date: 4/27/2013

b. Existing Floor Plans.

SENIOR CENTER / COA – UPPER LEVEL



EXISTING FACILITY – COUNCIL ON AGING

15. Existing Functional Deficiencies

- n) **Space:** Inadequate working, meeting (private), and storage space (some things are stored in a small shed or in the Town barn; requiring a key and access.
- o) **Heating/Cooling Systems:** The building is not adequately climate controlled; downstairs is heated by propane heaters and upstairs is heated by electric. In addition, individual AC units are used to cool the building – a central air unit would work better.
- p) **COA Van storage:** The van is stored inside the Town barn during the winter; not easily or readily available.
- q) **Accessibility:** The second floor is not easily accessible.
- r) **Kitchen:** The kitchen needs to be larger and setup/layout area needs to be better organized to facilitate larger groups. The sink currently has no sprayer and there is no steam dishwasher; requiring the use of paper plates, etc.
- s) **Use as an Emergency Shelter:** The facility has been used as an emergency shelter before but it currently doesn't have showers and washers/dryer.
- t) **Space for Elderly Daycare:** Currently there is no space for elderly daycare; the COA uses Dighton, Fall River, and Fairhaven nursing homes (there are no nursing homes in Town). The cost to outsource is \$1,200.00 per month. If space was available it could be a revenue producer for the Town/facility.
- u) **Mechanical Equipment:** The manual throw switch is located in the police station and the COA Director has a hard time with the switch.
- v) **Roof Vents:** The current vents through the roof are too short; not code compliant.
- w) **Reception Area:** Currently there is no reception, lobby, and/or waiting area.
- x) **Recreation Room:** Because of the support posts in the room activities are limited.

EXISTING FACILITY – COUNCIL ON AGING

16. Existing Code Deficiencies

- g) **ADA:** Push bars are needed on some doors, the Reception Office counter height is too low (currently 28 ½" should be 35"), height and/or location of bathroom mirrors, sinks & grab bars, sink pipe guards are needed, and clear/turning space is not sufficient.
- h) **Fire Code:** Need pull stations, horns/strobes, and fire suppression at kitchen hood(s).
- i) **Building Code:** Stair baluster spacing is currently 5" to 7", should be 4" minimum.

EXISTING FACILITY – COUNCIL ON AGING

17. Existing Security Deficiencies

- g) **Exterior Doors:** Currently they are 'household' residential style.
- h) **Private Space:** There currently isn't enough private space for 'matters of a sensitive nature'.

EXISTING FACILITY – COUNCIL ON AGING

18. Photographs

SENIOR CENTER / COUNCIL ON AGING



North view

SENIOR CENTER / COA EXTERIOR



Northwest view



Southeast view; plumbing vents are too short.



Lower level West emergency egress door.



Pavilion / Picnic area behind building.



Septic area



Leach field area

SENIOR CENTER / COA - EXTERIOR



Leach field vent pipe.

SENIOR CENTER / COA – LOWER LEVEL



Lower level – Vestibule; Exterior door.



Lower level – Vestibule; Interior door.



Lower level - Activity area

SENIOR CENTER / COA – LOWER LEVEL



Lower level kitchen area.



Lower level - 12' x 9' Storage room



Lower level - Bathrooms

SENIOR CENTER / COA – UPPER LEVEL



Stairway up to second floor.



Closet off Day room near stairs.



Day room, clinic, and food storage area.



Day room, clinic, and food storage area.

SENIOR CENTER / COA – UPPER LEVEL



Meeting Room A – Storage (Food Pantry)



Meeting Room A – Storage (Food Pantry)



Meeting Room B

SENIOR CENTER / COA – UPPER LEVEL



Upper level kitchen



Upper level Women's room



Upper level Men's room



Upper level – Activity room.



Upper level – Activity room alcove.



Space Needs Assessment

Freetown Council On Aging

SENIOR CENTER / COA – UPPER LEVEL



Upper level – Director's Office



Upper level - Director's Office



Upper level – Clerk's / Dispatch Office



Upper level – Clerk's / Dispatch Office



Upper level – Clerk's / Dispatch Office

SUMMARY OF EXISTING FACILITY CONDITIONS

H. EXISTING WORKLOADS AND DEMAND

FREETOWN COUNCIL ON AGING FREETOWN, MA

EXISTING WORKLOADS AND DEMAND

1. STATISTICS AND PROJECTIONS

A. POPULATION GROWTH AS PROJECTIONS FACTOR FOR NEW COUNCIL ON AGING REQUIREMENTS.

1. Freetown Historical and Projected Population

A. Projection Population Growth

- Projected 10 yr. population growth for 2020:
 $8,870 (2010) / 8,472 (2000) = 1.046978\%$

2. Existing Council On Aging Staffing (2014)**A. Employees:**

1. Director	1*
2. Senior Clerk and Receptionist	1*
3. Clerk	1

Total All Council On Aging Employees (2014)

*Full Time (FT) / Work in Council On Aging = 2

Part Time (PT) = 1 (plus volunteers)

3. Projected Council On Aging Staffing Requirements

During interviews with Council On Aging employees it was stated that if there was additional space (for activities/functions) there is a potential more Employees would be needed.

SUMMARY OF EXISTING FACILITY CONDITIONS

I. ANALYSIS OF FUTURE NEEDS

FREETOWN COUNCIL ON AGING FREETOWN, MA

ANALYSIS OF FUTURE NEEDS**SPACE NEEDS ASSESSMENT
SUMMARY****PUBLIC SPACES**

Foyer (existing)	150 SF
Public Toilet (1 Unisex)	64 SF
Public Conference / Meeting Room (1)	200 SF
Recreation Rooms (4 total)	2050 SF
Recreation Room #1 400 SF	
Recreation Room #2 & #3 (ea. 225 SF)	
Recreation/Activity Room (1,200 SF)	
Main Hall (existing)	1166 SF
Subtotal Public Spaces:	3630 NSF

ADMINISTRATION

Reception	144 SF
Employee Toilets (2 @ 64 SF each)	128 SF
Conference/Meeting Room (1)	200 SF
Office Equipment/Area Room	36 SF
Medical/Other Room	200 SF
Director's Office	225 SF
Program Offices (2 ea. @ 144 SF)	288 SF
Pantry Kitchen	144 SF
Kitchen	624 SF*
Prep and cooking area (400 SF)	
Dishwashing area (80 SF)	
Kitchen Storage (144 SF)	
Break/Lunch Room	225 SF
Subtotal Administration:	2214 NSF

Space Needs Assessment

Freetown Council On Aging

UTILITY

Mechanical/Electrical Room	144 SF
Janitor/Building Supplies Room (currently none)	56 SF
Building Storage	<u>544 SF</u>
Chair Lift (in stairway)	
<u>Subtotal Utility:</u>	<u>744 NSF</u>

Total Space Needs Assessment:	6,588 NSF
--------------------------------------	------------------

Add 30% for walls, structure, circulation, and stairs, etc.	<u>X 1.30</u>
	<u>8,564 SF</u>

Gross Council on Aging Building Area =	8,564 GSF
---	------------------

1. BUILDING AND SITE CONSIDERATIONS

A. Building Functional Areas

B. Site Consideration

1. Do nothing (other than some necessary code items, etc.).
2. Renovate.
3. Build a new Council on Aging on the same site.
4. Build a new Council on Aging within a Multipurpose Complex.

COUNCIL ON AGING: Rehabilitation and Addition Option

The existing structure appears to be a residential two part modular home that was purchased and fit on top of a poured concrete foundation. The building itself is made of low end residential wood frame construction with Romex wiring and residential heating equipment. The structure does not meet the needs of the COA and although it is in decent physical shape, it would need additions and alterations. The building exterior and interior could be gutted to the bearing walls, and new systems installed. A new addition to accommodate the increase program spaces can be attached to the front of the structure and roof lines could incorporate the old structure with the new. An elevator would be required as the current configuration of driving up the hill to get to the second floor is not meeting current codes.

SUMMARY OF EXISTING FACILITY CONDITIONS

A. BUILDING FUNCTIONAL AREAS

FREETOWN COUNCIL ON AGING FREETOWN, MA

Space Needs Assessment

Freetown Council On Aging

Building Functional Areas to be included in this Study

COMPARISION OF EXISTING AREA TO RECOMMENDED AREA

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Reception Area	99 SF	180 SF	Reception Area – 144 SF Office Equipment area/room – 36 SF
Director's Office	162.50 SF	225 SF	
Restroom #1	63 SF	64 SF	Can meet ADA requirements with Unisex restroom
Restroom #2	63 SF		
Pantry Kitchen	79 SF	144 SF	Adds Storage for perishables
Recreation Room	513 SF	2,050 SF	(3) Recreation rooms – (2) 225 SF each And (1) room – 400 SF Activity Room – 1,200 SF each
Large Office	260 SF		
Medical Room		144 SF	
Break/Lunch Room		225 SF	
Program Office		288 SF	(2) Program Offices
Meeting Room	208 SF	200 SF	
Storage Room	99 SF	544 SF	Storage for Food Pantry/lower level Storage
Kitchen	329 SF	624 SF	Kitchen – 400 SF Storage – 144 SF Dish Wash Area – 80 SF
Lower Restroom #1	45 SF	64 SF	
Lower Restroom #2	64 SF	64 SF	
Storage Room	114 SF	64 SF	
Main Hall	1,166 SF		
Foyer	150 SF		
Exterior Landing/Stairs	36 SF		
Exterior Landing/Ramp	<u>480 SF</u>		
Total Existing Net Area:	3,930.50 SF		
Total Recommended Net Area:		4,880 SF	

SUMMARY OF EXISTING FACILITY CONDITIONS

B. SITE CONSIDERATIONS

FREETOWN COUNCIL ON AGING FREETOWN, MA

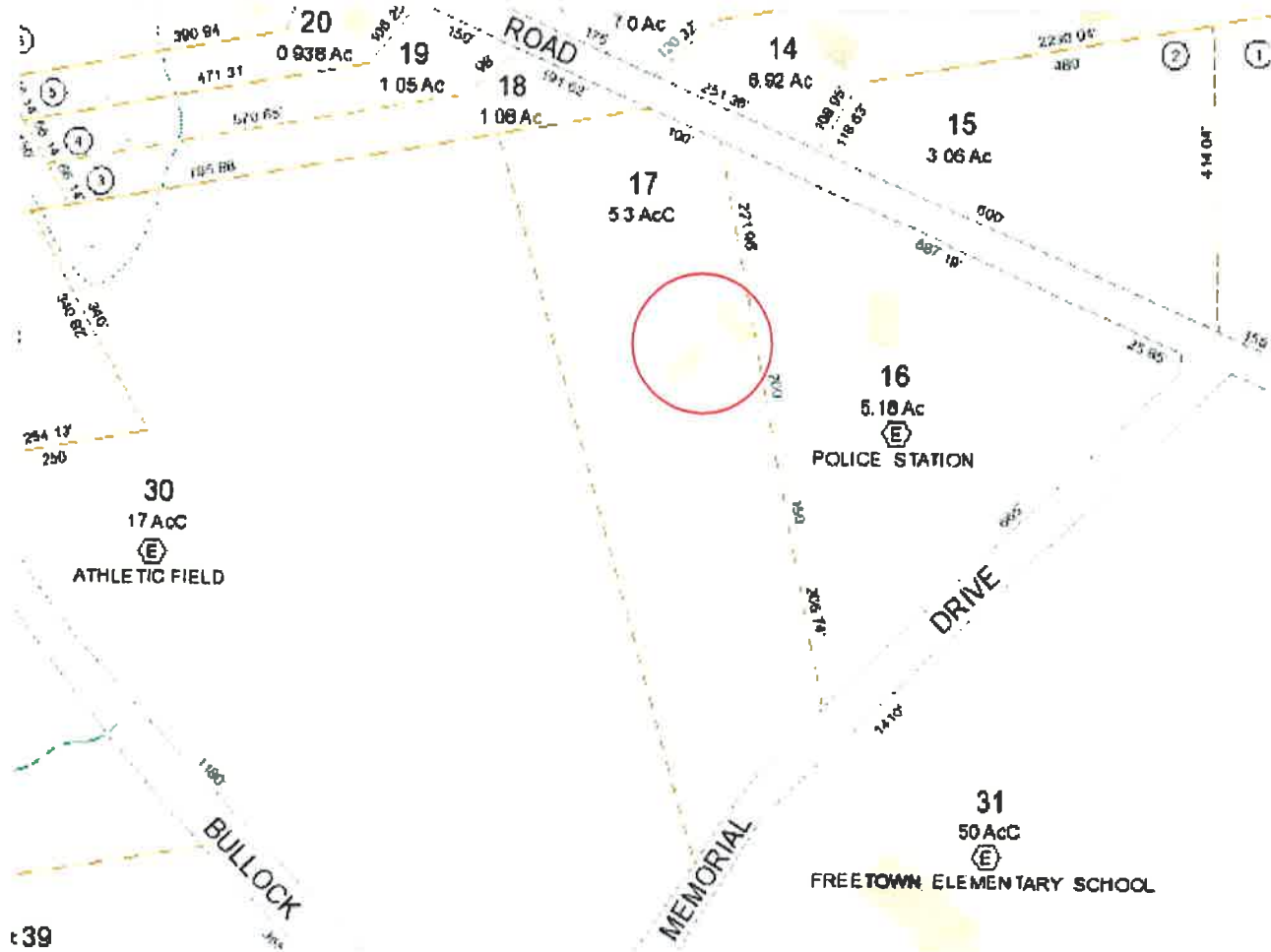
B. SITE CONSIDERATIONS

- 1. Current Site (no additions) – 229 Chase Road, Freetown, MA.**
 - A. Existing Site.
 - B. Rendering of Existing Council on Aging.

- 2. Alternate: Council On Aging in a Multi-purpose Complex (at a different Site). Refer to Section 3 'Options - a new proposed Multi-purpose Complex.**

1. Current Site – 229 Chase Road, Freetown, MA.

A. Existing Site.



FREETOWN COUNCIL ON AGING & OUTDOOR PAVILION

Section **2**

Existing Facilities:
Town Hall
Police Station
Council on Aging
Libraries

B. Photo of Existing Council On Aging.



Photo of Existing Council On Aging

SUMMARY OF EXISTING FACILITY CONDITIONS

J. EXISTING FACILITY

LIBRARIES ASSONET & FREETOWN, MA



HATHAWAY LIBRARY



JAMES WHITE LIBRARY

D. EXISTING FACILITY – LIBRARIES**19. Existing Facility Description**

The current Library was built in 1850 originally as a private residence and was gifted to the Town and converted to the present use as a library in 1895. There is not enough room to house the Town's collection. The structure was never designed for the loads currently imposed on it.

The current structure does not serve the public well. There is a shortage of proper meeting space, employee work space, storage space, private conversation space, employee break room, and public or employee accessible rest rooms. There is also a failure to provide accessibility to the offices located on the second floor and the basement. There is no opportunity to enlarge the space and make it compliant for the needs of the public and meet applicable code requirements. The building does not meet the current code for use. Currently it has no running water or rest room facilities. Part of the collection is housed in rented space elsewhere in Town.

The library is unfit for use as there is inadequate accessibility, no running water, no parking, and illegal use of space. It is too small per State standards for square footage requirements. There is no opportunity to enlarge the property due to restricted lot size which prohibits the placement of addition plus necessary septic system. This might also be impacted by new Flood Plan map.

The geographic center of Town is near the existing Police Department and Council on Aging buildings. This is the spot where a new facility should be located if it were to be built. This would fairly serve all the residents of Freetown equally.

EXISTING FACILITY – LIBRARIES

20. Existing Facility Plans

- a. Site Plans, and photos from Google Earth.
- b. Floor Plans.

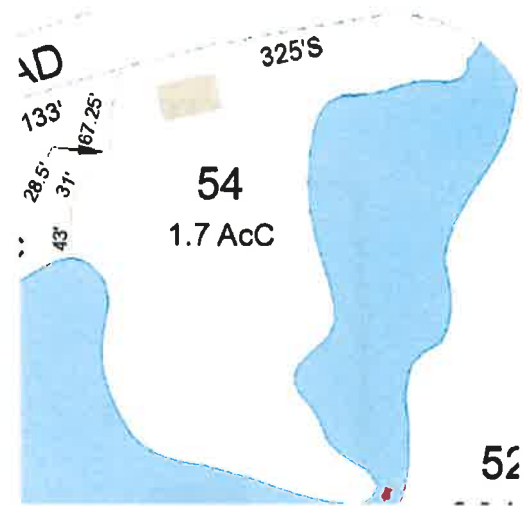
Space Needs Assessment

Freetown Libraries

A. Existing Site Plan and photo from Google Earth.



Guilford H. Hathaway Library



James White Library

Existing Libraries Site Plans



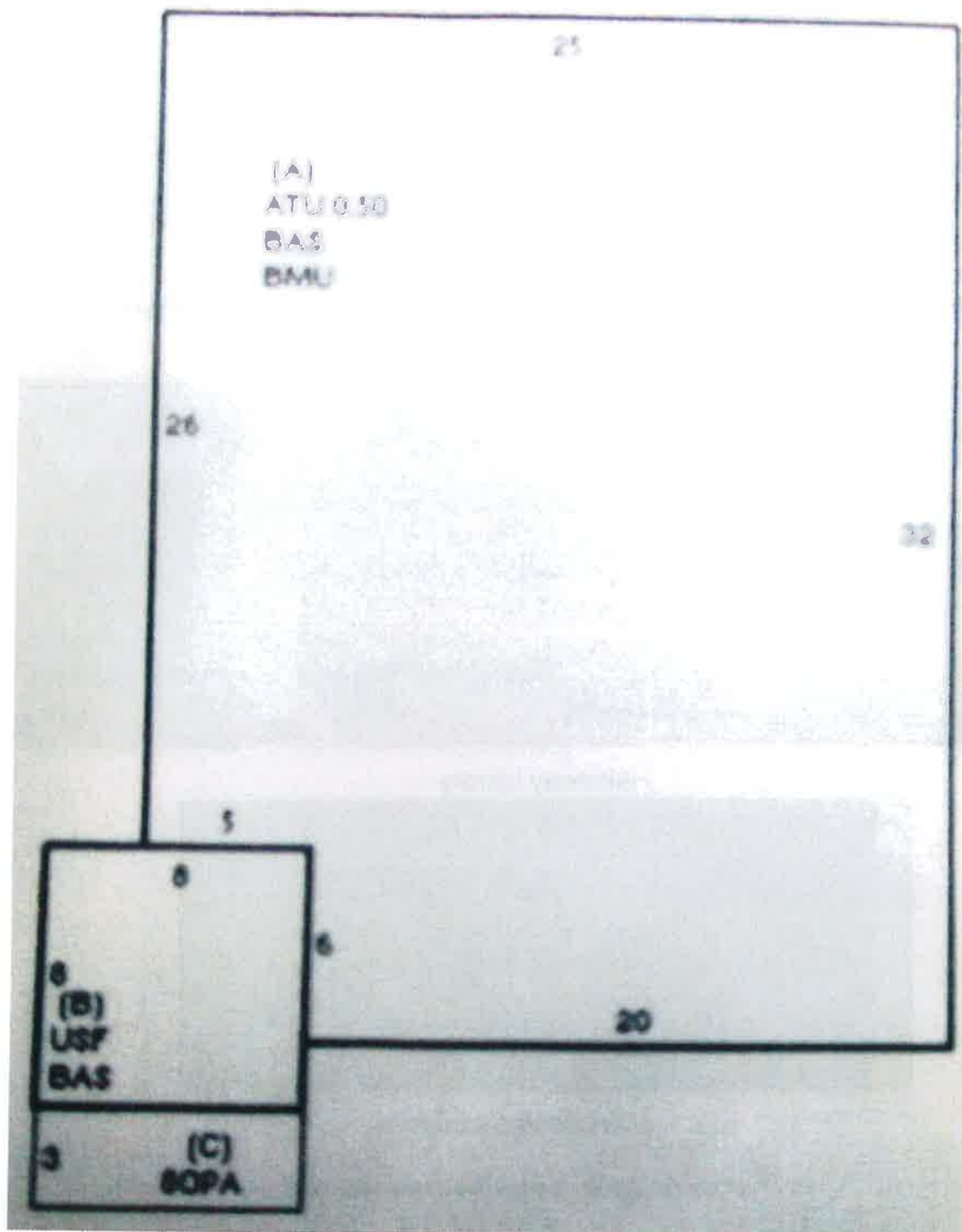
Hathaway Library



James White Library

Photos from Google Earth - Imagery Date: 4/27/2013

HATHAWAY LIBRARY - FLOOR PLAN



EXISTING FACILITY – LIBRARIES**21. Existing Functional Deficiencies****Guilford H. Hathaway Library:**

- y) **Space:** Inadequate working, foot traffic, meeting (private), seating and computer area(s), storage space (having to stack books on floor, and throw out some books to make room for newer ones).
- z) **Heating/Cooling Systems:** Heating/cooling not uniform throughout facility.
- aa) **Windows:** Single pane and drafty.
- bb) **Parking:** Inadequate number of spaces (and van access).
- cc) **Water:** No restrooms and no hot water.
- dd) **Stairs, Railings, and Landings:** Basement stairs and landings are deteriorated. Basement and attic railings are not code compliant.

James White Library:

- ee) **Space:** Inadequate working, foot traffic, meeting (private), seating and computer area(s), and storage space.
- ff) **Windows:** Double hung, single glazed; loose and drafty.
- gg) **Parking:** None on sight; have to park across the street, and no van access.
- hh) **Door (Handicap Entrance):** Door sticks; hard to open.
- ii) **Bathrooms:** Men's room is unusable and doesn't have proper ventilation.
Women's room has no hot water and doesn't have proper ventilation.

EXISTING FACILITY – LIBRARIES

22. Existing Code Deficiencies

Guilford H. Hathaway Library:

- j) **ADA:** Handicap ramp slope, bathrooms, and wheel chair clear space.
- k) **Fire Code:** Sprinkler system, pull stations, horns, and strobes. Only one means of egress.
- l) **Building Code:** Suspected asbestos containing materials; pipe insulation. No hot water. Structural deterioration; water/insect damaged wood and rusted steel support columns in basement. Basement and attic railings are not code compliant.
- m) **FEMA Flood Hazard Designation:** Basement elevation falls within the limits of the FEMA designation Base Flood Elevation.

James White Library:

- a) **ADA:** Door hardware (exit devices) and clear space not code compliant. Handicap entrance; door sticks – hard to open. Bathroom clear space, and fixtures/accessories height and/or location not code compliant.
- b) **Fire Code:** Sprinkler system, pull stations, horns, and strobes.
- c) **Building Code:** Suspected asbestos containing materials; VAT floor tile, and wall panels.
- n) **FEMA Flood Hazard Designation:** Basement elevation falls within the limits of the FEMA designation Base Flood Elevation.

EXISTING FACILITY – LIBRARIES

23. Existing Security Deficiencies

Guilford H. Hathaway and James White Libraries:

- i) Alarm systems could be upgraded.

EXISTING FACILITIES - LIBRARIES

24. Photographs

HATHAWAY LIBRARY - EXTERIOR



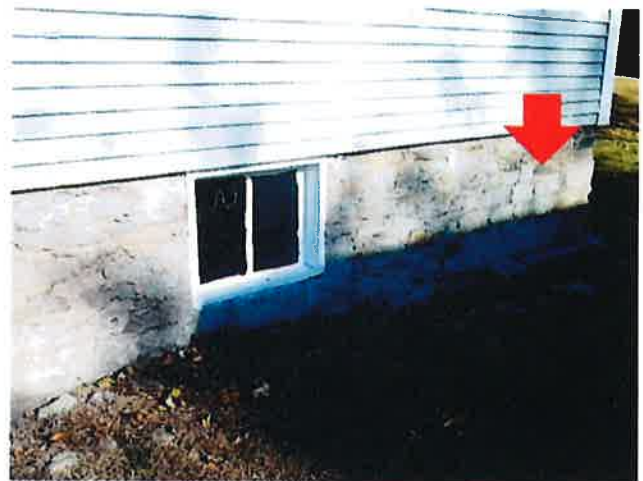
Northwest view



Southwest view



South view



Southwest foundation; some stonework deterioration.



Exterior air conditioning unit.



Electric service meter – North side.

HATHAWAY LIBRARY - EXTERIOR



North side - entrance ramp; slope is not ADA compliant. Entrance ramp to front door.



Main front entrance



North side - Electrical service to building. Exterior painting not completed - some mold buildup.



South side of building



Stone foundation; some stonework deterioration.

HATHAWAY LIBRARY - EXTERIOR



Electrical service from the pole.



Rear of building

HATHAWAY LIBRARY - BASEMENT



Basement stairs to first floor; railing not compliant.



Bottom of basement stairs / landing; deteriorated.



Wooden support post; insect damaged.



Steel support column; rusted at base, and unknown footing.

HATHAWAY LIBRARY - BASEMENT



Steel support columns; rusted at bases, and unknown footing.



Stone foundation; some air infiltration.



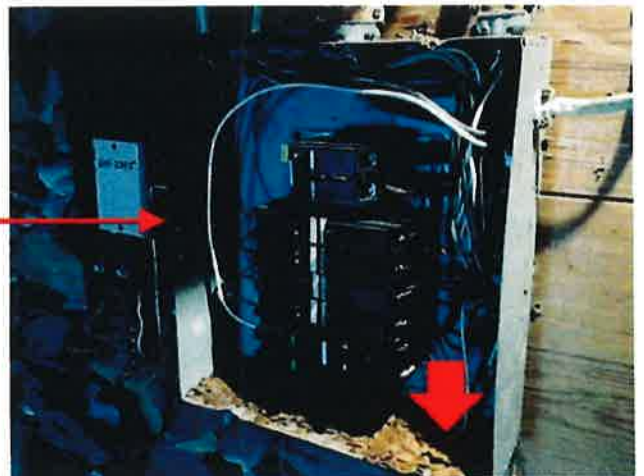
Stone foundation and basement window; some air infiltration and window is single pane.



Fuel oil storage tank.



Electric panel – 60 amp.



Inside of electric panel; bottom rusted.

HATHAWAY LIBRARY - BASEMENT



Hot air furnace



Rear of hot air furnace; filter not in place.

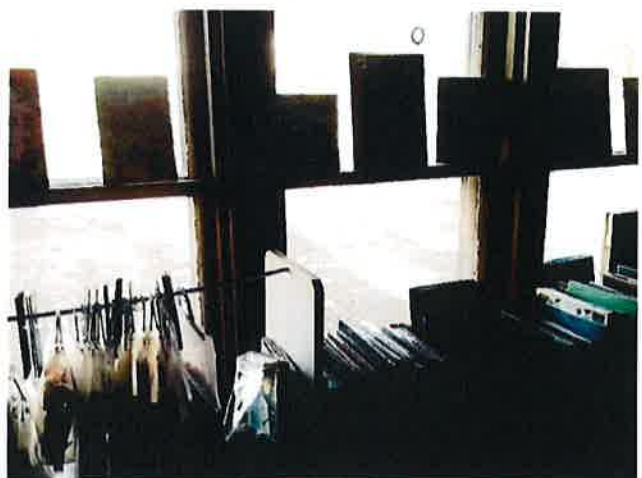


Basement rear door.

HATHAWAY LIBRARY - FIRST FLOOR



Cracked plaster ceiling.



Interior windows – North side.

HATHAWAY LIBRARY - FIRST FLOOR



Interior windows; single glazed – South side.



Interior windows; single glazed.



Librarian office area; limited space/books stacked.



Book storage; at max capacity/books stacked.



Book storage; at max capacity/books stacked.



Computer area; limited space.

HATHAWAY LIBRARY - ATTIC



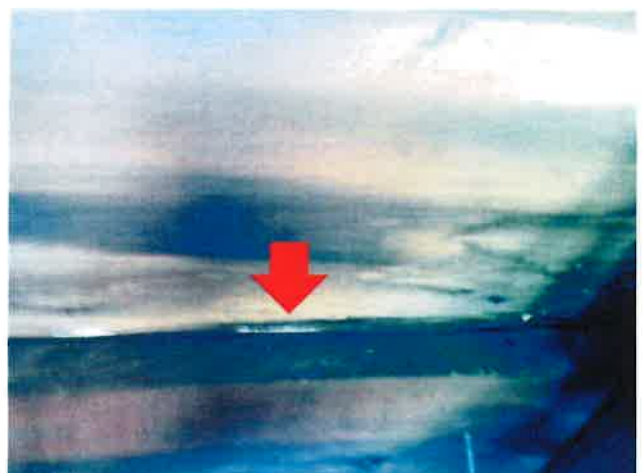
Attic stairs – looking down towards first floor. Railing not complaint.



Attic – used as storage area.



South side attic windows; single pane.



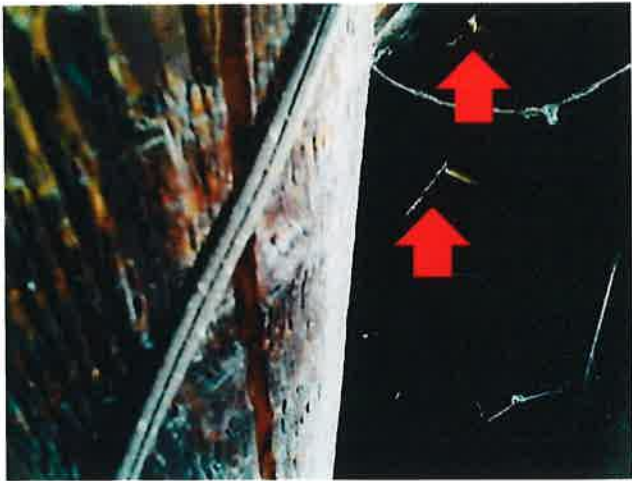
Bottom of South side window; daylight seen through wall boards / air infiltration.



Corner of attic and another side wall; daylight seen through wall boards / air infiltration.



HATHAWAY LIBRARY - ATTIC



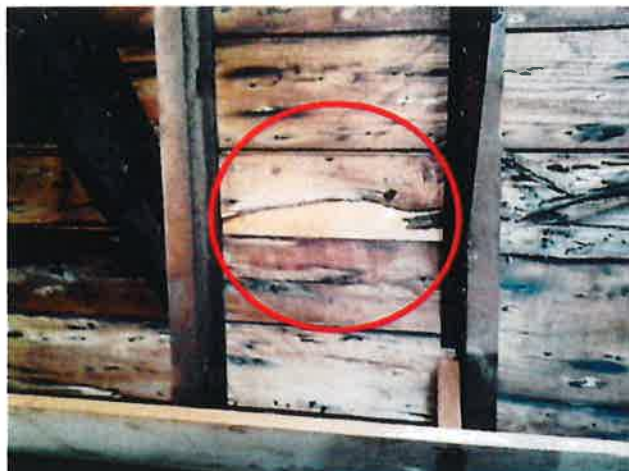
Daylight seen through side wall; air infiltration.



Roof framing



Roof framing



Roof boards overlaid with plywood.



Roof overlay seen through roof boards.

JAMES WHITE LIBRARY - EXTERIOR



Northeast view



Northwest view



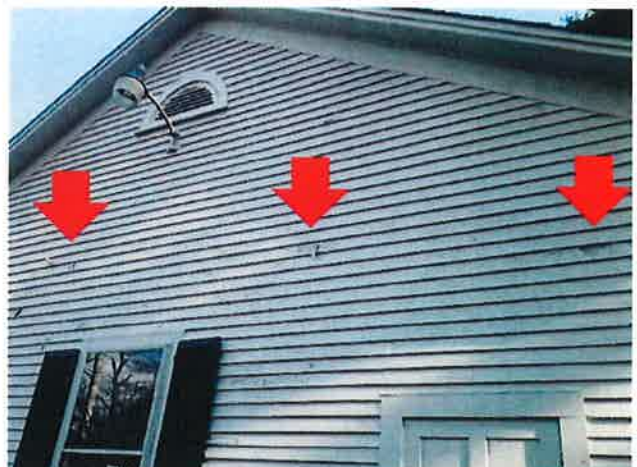
South view



ADA ramp to side door.



ADA ramp side door; no ADA hardware, and door swollen / hard to open.



West side; paint peeling.

JAMES WHITE LIBRARY - EXTERIOR



Air conditioning unit



Air conditioner label.



Double-lined oil storage tank.



Septic cover



Lawrence Park; behind the building.

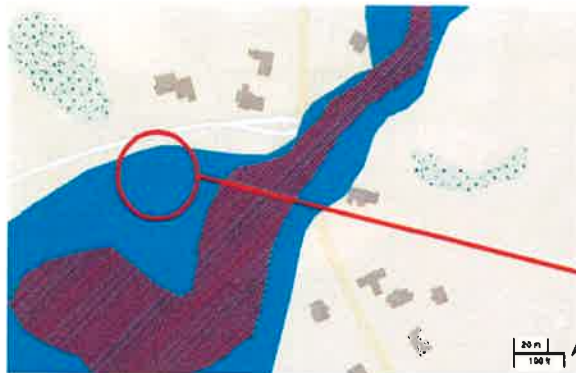


Lawrence Park stone



East view

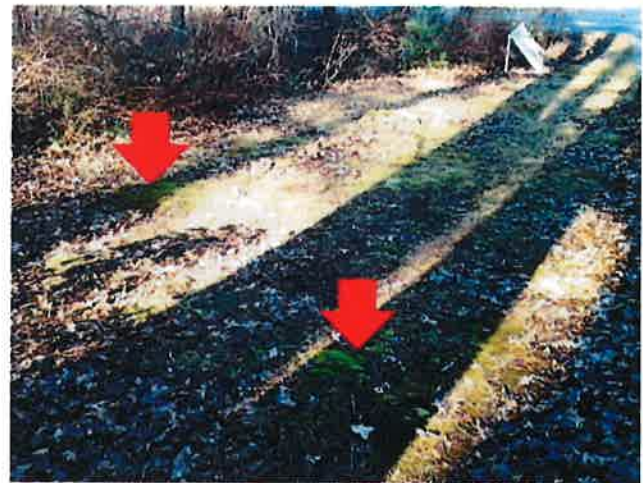
JAMES WHITE LIBRARY - EXTERIOR



Floodplain map showing the building is located within the floodplain.



Wet area with standing water.



Wet area – indicated by moss growing.

WHITE LIBRARY - FIRST FLOOR



Loose / bowing ceiling tiles.



Office equipment area; limited space available.

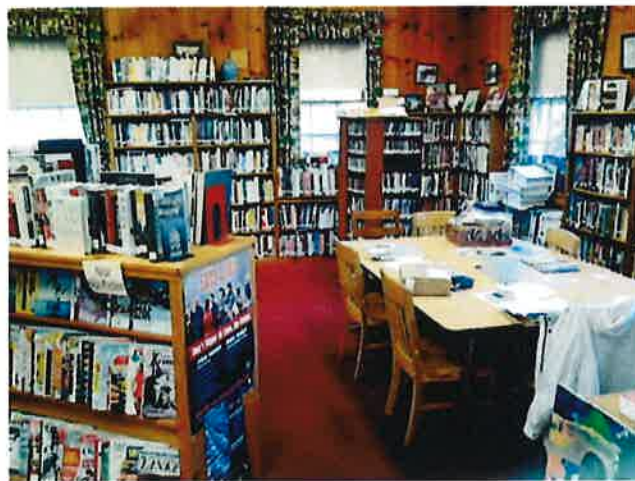
JAMES WHITE LIBRARY - FIRST FLOOR



Computer area; limited space available.



Children's area



Book shelves; at max capacity.



Bathroom; not ADA complaint, rusty water stains, and no hot water.

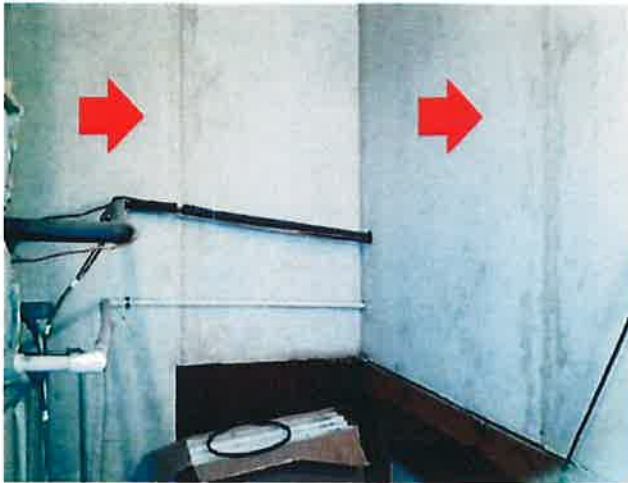


Water pump and filter in Mechanical Room.



Corridor to bathroom / Mechanical Room; suspected asbestos containing VAT tile.

JAMES WHITE LIBRARY - FIRST FLOOR MECHANICAL ROOM



Walls; suspected asbestos containing panels.



Ceiling; suspected asbestos containing panels.



100 amp electrical panel in Northeast corner.



Electrical in Mechanical room; exposed wire.

WHITE LIBRARY - ATTIC



Ceiling insulation in attic.



Main HVAC trunk line.

JAMES WHITE LIBRARY - ATTIC



Heating duct for bathroom.



Copper waste vent pipe.

SUMMARY OF EXISTING FACILITIES CONDITIONS

K. EXISTING WORKLOADS AND DEMAND

LIBRARIES ASSONET & FREETOWN, MA



Guilford H. Hathaway Library – Assonet, MA



James White Library – Freetown, MA

EXISTING WORKLOADS AND DEMAND

1. STATISTICS AND PROJECTIONS

A. POPULATION GROWTH AS PROJECTIONS FACTOR FOR NEW LIBRARY REQUIREMENTS.

1. Freetown Historical and Projected Population

A. Projection Population Growth

- Projected 10 yr. population growth for 2020:
 $8,870 (2010) / 8,472 (2000) = 1.046978\%$

2. Existing Libraries Staffing (2014)**A. Employees:**

Hathaway / James White

1. Director	1*	1*
2. Senior Librarian	1*	1*
3. Library Technician	1	0

Total All Libraries Employees (2014)

*Full Time (FT) / Work in (both) Libraries = 2

Part Time (PT) / Work in (both) Libraries = 1

3. Projected Library Staffing Requirements

During interviews with the Libraries employees it was stated that if there was more space available and/or if a larger or new facility was built there is a potential for workers to be hired.

SUMMARY OF EXISTING FACILITY CONDITIONS

L. ANALYSIS OF FUTURE NEEDS

LIBRARIES ASSONET & FREETOWN, MA



Guilford H. Hathaway Library – Assonet, MA



James White Library – Freetown, MA

James White & Hathaway Libraries**ANALYSIS OF FUTURE NEEDS****SPACE NEEDS ASSESSMENT
SUMMARY****PUBLIC SPACES**

Public Toilets (2 @ 64 SF each)	128 SF
Seating for Adults/Children	1,350 SF
Cards, Magazines, and Books	2,300 SF
Computer Stations	250 SF
Public Conference Room	600 SF
Subtotal Public Spaces:	4,628NSF

ADMINISTRATION

Main Room	369 SF
Subtotal Administration:	369 NSF

UTILITY

Storage Room	100 SF
Maintenance Room	100 SF
Subtotal Utility:	200 NSF

Total Space Needs Assessment:	5,197NSF
--------------------------------------	-----------------

Add 30% for walls, structure, circulation, and stairs, etc.	X 1.30
	<u>6,756 SF</u>

Gross Libraries Building Area =	6,756 GSF
--	------------------

1. BUILDING AND SITE CONSIDERATIONS

A. Building Functional Areas: Refer to the following chart.

B. Site Consideration

- Do nothing (other than some necessary code items, etc.).
- Renovate existing libraries; not economically viable; sites lack space.
- Renovate existing Assonet Village School to become new library.
- Build a new (free standing) Library
- Build a new Library within a Multipurpose Complex.

Rehabilitation and Addition Option

The center of Town location, where the existing Guilford H. Hathaway Library is, doesn't have ample space to expand or install new required systems. There is no available option for additions and renovations to this space. The second library, the James White Library, is a rented space and again there's no option for addition and rehabilitation, as the Town does not own the property.

SUMMARY OF EXISTING FACILITY CONDITIONS

A. BUILDING FUNCTIONAL AREAS

LIBRARIES ASSONET & FREETOWN, MA

Building Functional Areas to be included in this Study**COMPARISON OF EXISTING AREA TO RECOMMENDED AREA
JAMES WHITE LIBRARY**

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Main Room		369 SF	Librarian's Office- 225 SF Assist. Librarian's Office – 144 SF
Conference Room		600 SF	
Men's Room		64 SF	
Women's Room		64 SF	
Seating Adult s/Children	13 seats	1350 SF	45 Seating for Adults /Children
Computer Stations	3 Stations	250 SF	5 Computer Stations
Cards Catalogue/ Magazines/Books		2300 SF	
Storage for Records		100 SF	
Maintenance Room		100 SF	
Total Existing Net Area: 1,792NSF			
Total Recommended Area:		5,107 NFS	

Building Functional Areas to be included in this Study (continued)**COMPARISON OF EXISTING AREA TO RECOMMENDED AREA
HATHAWAY LIBRARY**

<u>Existing Space/Area</u>	<u>Existing Area (NSF)</u>	<u>Recommended Area (NSF)</u>	<u>Description of Functional Space/Area</u>
Main Room		369 SF	Librarian's Office- 225 SF Assist. Librarian's Office – 144 SF
Conference Room		600 SF	
Men's Room		64 SF	
Women's Room		64 SF	
Seating Adult s/Children	4 seats	1350 SF	45 Seating for Adults /Children
Computer Stations	1 Stations	250 SF	5 Computer Stations
Cards Catalogue/ Magazines/Books		2300 SF	
Storage for Records		100 SF	
Maintenance Room		100 SF	
Total Existing Net Area: 2,536 NFS			
Total Recommended Area:		5,197 NFS	

SUMMARY OF EXISTING FACILITY CONDITIONS

B. SITE CONSIDERATIONS

LIBRARIES ASSONET & FREETOWN, MA

B. SITE CONSIDERATIONS

- 1. Current Sites – 6 North Main Street, Assonet & 5 Washburn Road, Freetown, MA.**
 - A. Existing Sites.
 - B. Photographs of Existing Libraries.

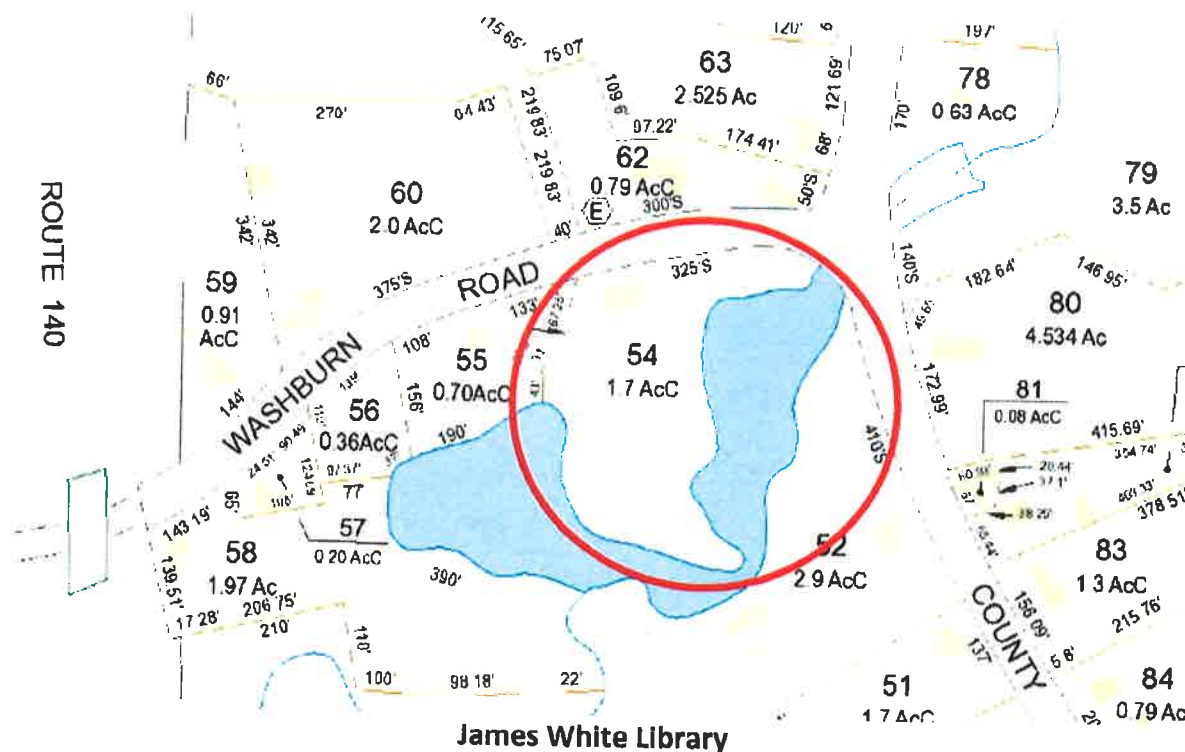
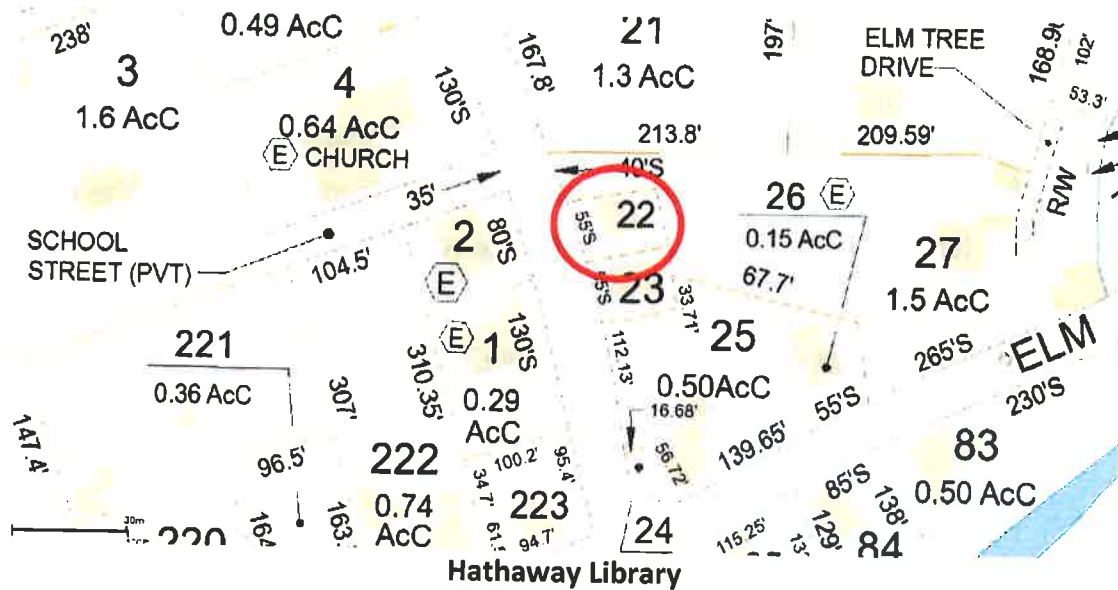
- 2. Alternate: New Library in a Multi-purpose Complex.**
 - A. Proposed Site for a New Library in a Multi-purpose Complex to be located at the intersection of Chace Road and Memorial Drive in Freetown, MA.
 - B. Renderings of New Multi-purpose Complex.

1. Current Sites:

Hathaway Library: 6 North Main Street, Assonet, MA.

James White Library: 5 Washburn Road, Freetown, MA.

A. Existing Sites.



B. Photos of Existing Libraries.



Guilford H. Hathaway Library – From Google Earth



James White Library – From Google Earth

2. Alternate: One Library in a Multi-purpose Complex.

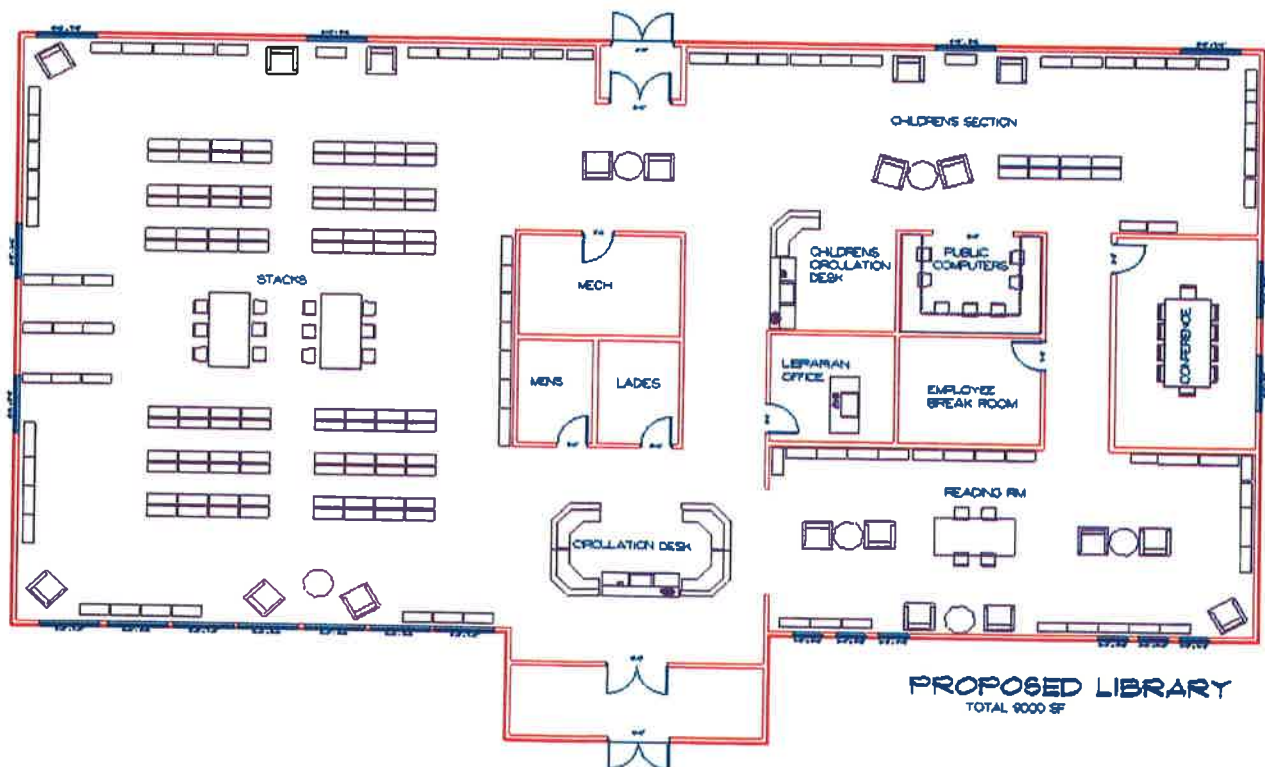
- A. Proposed Site for a Library in a Multi-purpose Complex to be located at the intersection of Chace Road and Memorial Drive in Freetown, MA.



Parcel #239-031 – 43 Bullock Road (50.0 acres), Town of Freetown (Freetown Elementary School, **open area, and Freetown DPW). ****Proposed complex site******

B. Renderings of New Multi-purpose Complex.

New stand-alone Library



Section **3**
FEMA Summary

FREETOWN SPACE NEEDS STUDY - FEMA FLOOD MAP IMPACT

Freetown Town Hall - FEMA Flood Hazard Designation

The Town Hall Building repair or reconstruction would be impacted by FEMA Special Flood Hazard Area Designation. The Town Hall basement elevation falls within the limits of the FEMA designation Base Flood Elevation - AE. An AE - Special Flood Hazard Areas are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood. Based on the FEMA designation, reconstruction or substantial improvement of the Town Hall would require compliance with the eighth edition IBC 2009 and American Society of Civil Engineers ASCE 24 and ASCE 7.

The scope of this study did not include an actual site survey. Elevations were determined using FEMA Map 25005C0262F 2/7/09 FIRM

Guilford H. Hathaway Library - FEMA Flood Hazard Designation

The Guilford H. Hathaway Library repair or reconstruction would be impacted by FEMA Special Flood Hazard Area Designation. The Library basement elevation falls within the limits of the FEMA designation Base Flood Elevation - AE. An AE - Special Flood Hazard Areas are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood. Based on the FEMA designation, reconstruction or substantial improvement of the Library would require compliance with the eighth edition IBC 2009 and American Society of Civil Engineers ASCE 24 and ASCE 7.

The scope of this study did not include an actual site survey. Elevations were determined using FEMA Map 25005C0262F 2/7/09 FIRM

Police Station - FEMA Flood Hazard Designation

The Police Station repair or reconstruction would not be impacted by FEMA Special Flood Hazard Area Designation. The Police station's Base Flood Elevation is in an area designated as a minimal risk area, outside the 1-percent and .2-percent-annual-chance flood. No BFEs or base floodplain depths are shown within these zones.

The scope of this study did not include an actual site survey. Elevations were determined using FEMA Map 25005C0269F 2/7/09 FIRM

Council on Aging - FEMA Flood Hazard Designation

The Council on Aging building repair or reconstruction would not be impacted by FEMA Special Flood Hazard Area Designation. The Council on Aging Building's Base Flood Elevation is in an area designated as a minimal risk area, outside the 1-percent and .2-percent-annual-chance flood. No BFEs or base floodplain depths are shown within these zones.

The scope of this study did not include an actual site survey. Elevations were determined using FEMA Map 25005C0269F 2/7/09 FIRM



ACG

173 | Page
Part I

* Originally a fold-out map, adapted for PDF - See hard copy to see map as originally intended.

Section 4
Options

ALTERNATIVE OPTIONS & SOLUTIONS.

1. Do nothing.
2. Rehabilitation of Town Hall; with small addition for Town Hall use only.
3. Rehabilitation of Town Hall; with large addition/connection to existing Assonet Village School to also house library.
4. Rehabilitation of Police Station – not economically viable.
5. Rehabilitation of Libraries – not economically viable.
6. Rehabilitation of Council on Aging; rehab. existing and/or add an addition.
7. Build a new Police Station – a stand-alone facility or part of a new multi-purpose facility.
8. Build a new Town Hall – not economically viable as a stand-alone facility.
9. Build new Council on Aging - not economically viable as a stand-alone.
10. Build new Library; in existing Assonet Village School (to be renovated) with new connector to the Town Hall (to be renovated), or a new stand-alone facility, or part of a new multi-purpose facility.
11. Build new Multi-purpose Facility – to house Town Hall, Police Station, Council On Aging, and Library.

Rehabilitation would include new additions and alterations to fit program requirements.

STAND ALONE BUILDING

BUILDING NAME	SQ. FT REQUIRED	COST PER SQ. FT	TOTAL COST
Town Hall	10,000	\$250.00	\$2,500,000.00
Police Department	10,000	\$295.06	\$2,989,838.00
Council on Aging	10,000	\$237.41	\$2,413,338.00
Library	10,000	\$237.41	\$2,413,338.00
Combined Facility	33,800	\$213.19	\$7,298,338.00

PREFERRED OPTION – NEW COMBINED MULTI-PURPOSE FACILITY

Presently, the timing for constructing a new building is perfect. The Town is in great financial shape, construction costs are stable for the for-seeable future, and interest rates are at the lowest level in history. The present conditions will surely change over the next decade according to all experts and indicators. If the Town is hoping to achieve a lower cost solution later in the future, it will not find one.

The Town is also in possession of ample high and dry land in the geographic center of Town. There does not seem to be any issue to restrict this project from becoming a reality. There does not appear from records on hand or on site observations that there are any affected wetlands or sub-surface issues like ledge to deal with. The proposed site is out of the FEMA flood plan, and there are no apparent deed restrictions.

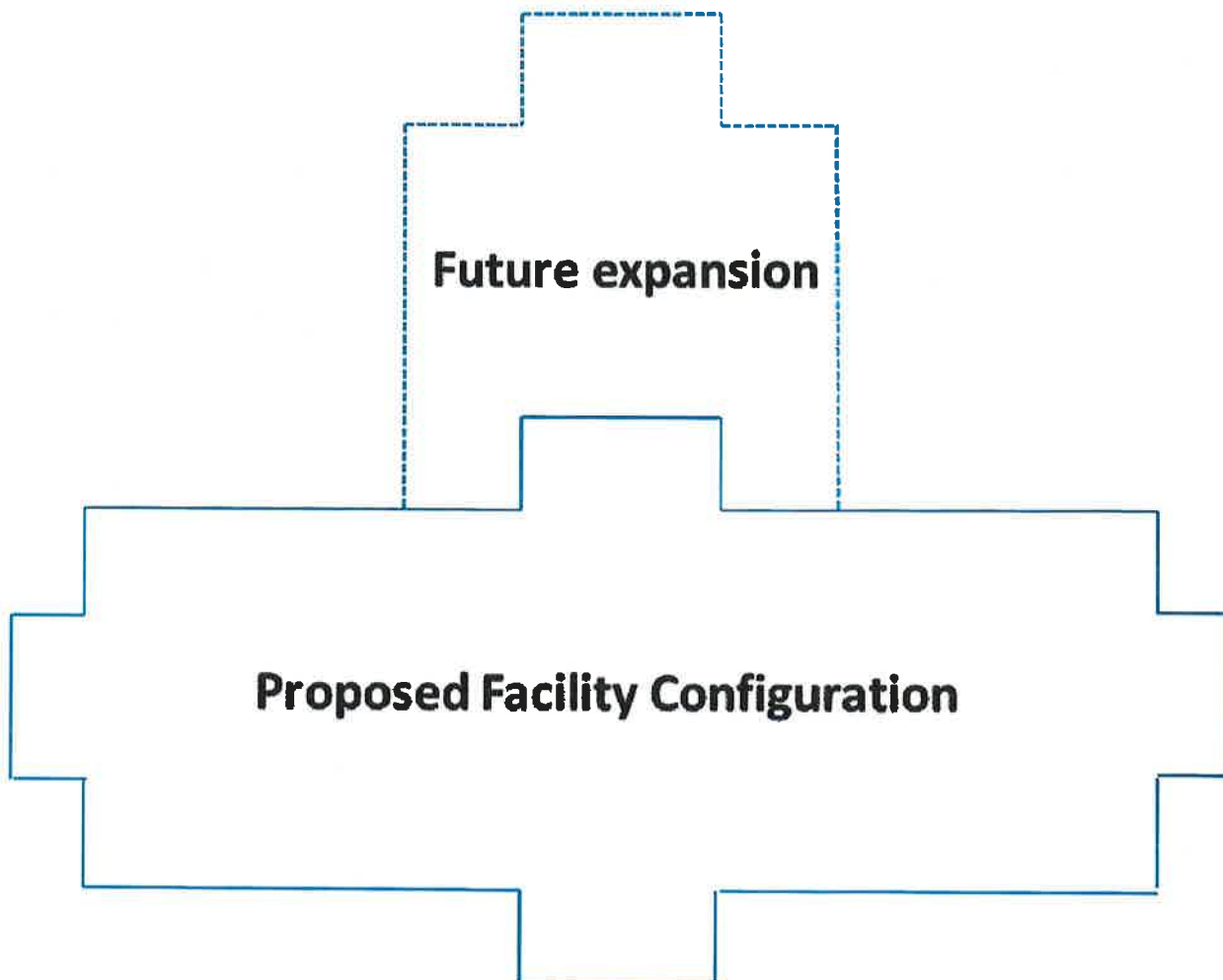
Our research on this project leads us to conclude that one large structure providing space for all departments is the most economical and cost effective way to proceed. This combined services structure should be built using time tested exterior weathering materials. By incorporating traditional brick veneer, state of the art aluminum thermo pane windows, synthetic trim elements, and long lasting roofing materials, you will not need continued heavy maintenance to preserve the beauty of the building. Old New England style architecture, tried and true, in a time honored traditional style is also the most cost effective way to solve the programmatic problem.

The ability to share resources and systems in a combined building, keeps cost manageable and efficient. If you were to rehab or build four new buildings for example, you would need four elevators, four machine rooms, four elevator shafts and four large electrical switch gear services and controls. Possibly also would be the need for multiple standby generators. Likewise four heat and air conditioning systems, utility services, electrical load distribution centers etc. Today the mechanical engineers use multiple modular units for efficiency and it is not uncommon that you would find four or five small modular units in each structure. This alone with the associated piping, condensers, fuel systems etc. would be incredible to pay for initially, but even worse for continued maintenance. This new proposed building would probably have only 5 modules compared to possibly 20 the other way. Having one elevator, two ample meeting spaces and fewer accessible bath rooms will allow for all departments needs to be met by sharing common spaces.

Site work for four sites and parking paving, landscaping etc. will easily be combined if one location is used for all.

The biggest savings will be in the yearly operational costs for heat, cooling and lighting. Maintenance of floors and window cleaning etc. will also be greatly reduced.

The building we proposed also lends itself to future expansion into an inverted 'T' configuration.



1. Alternate: New Town Combined Multi-purpose Complex with Town Hall, Police Station, Council On Aging, and Library.

- A. Proposed Site for a Combined a Multi-purpose Complex to be located at the intersection of Chace Road and Memorial Drive in Freetown, MA.



Parcel #239-031 – 43 Bullock Road (50.0 acres), Town of Freetown (Freetown Elementary School, **open area, and Freetown DPW). ****Proposed complex site******

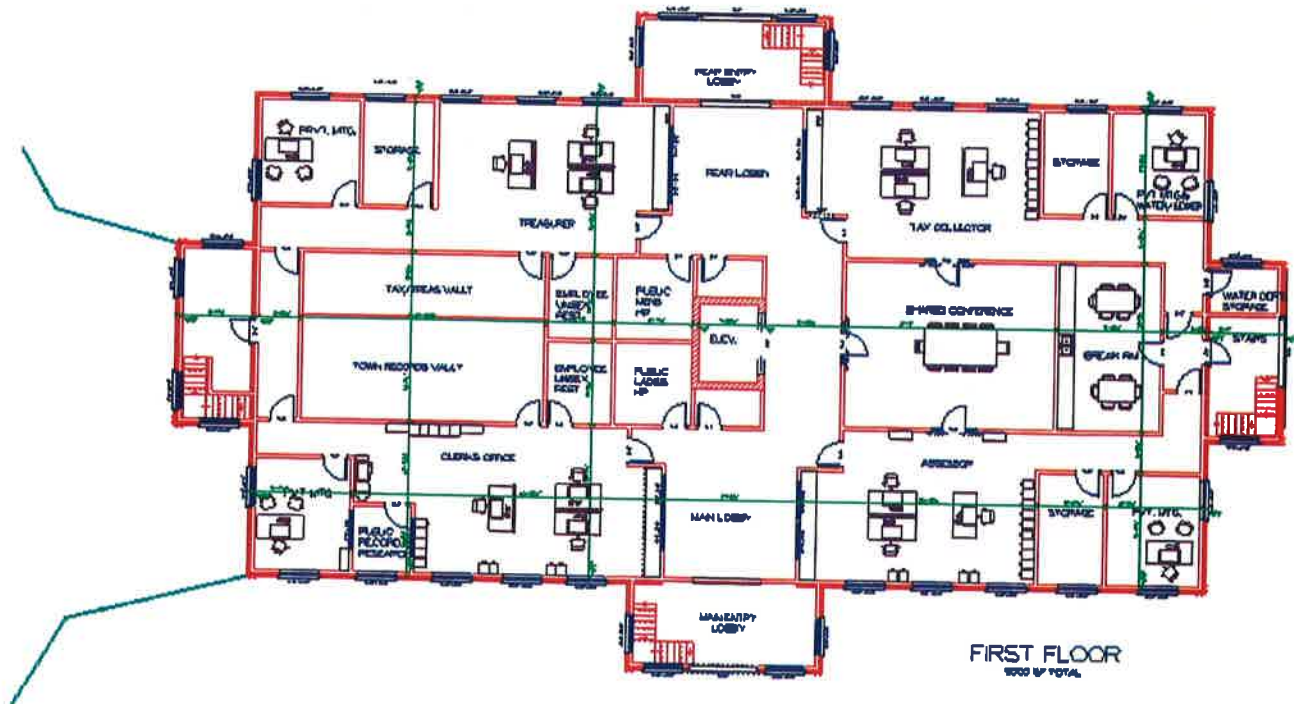
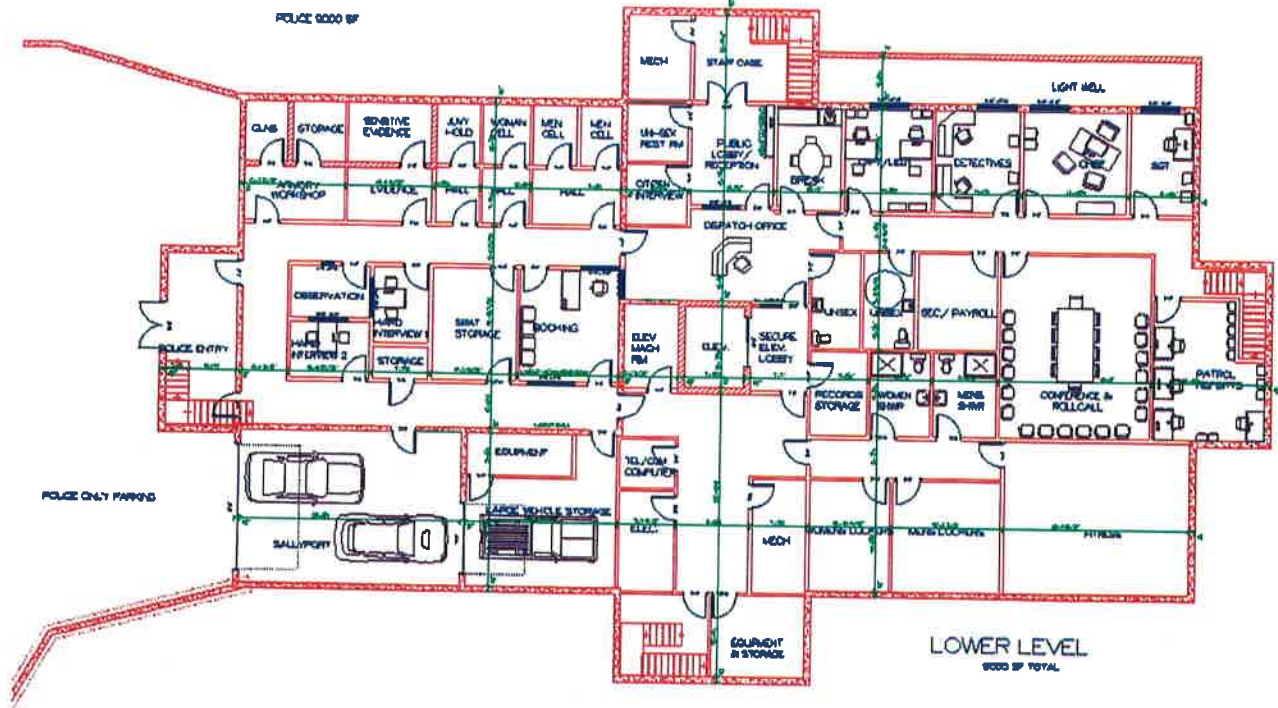


B. Renderings of New Multi-purpose Complex.



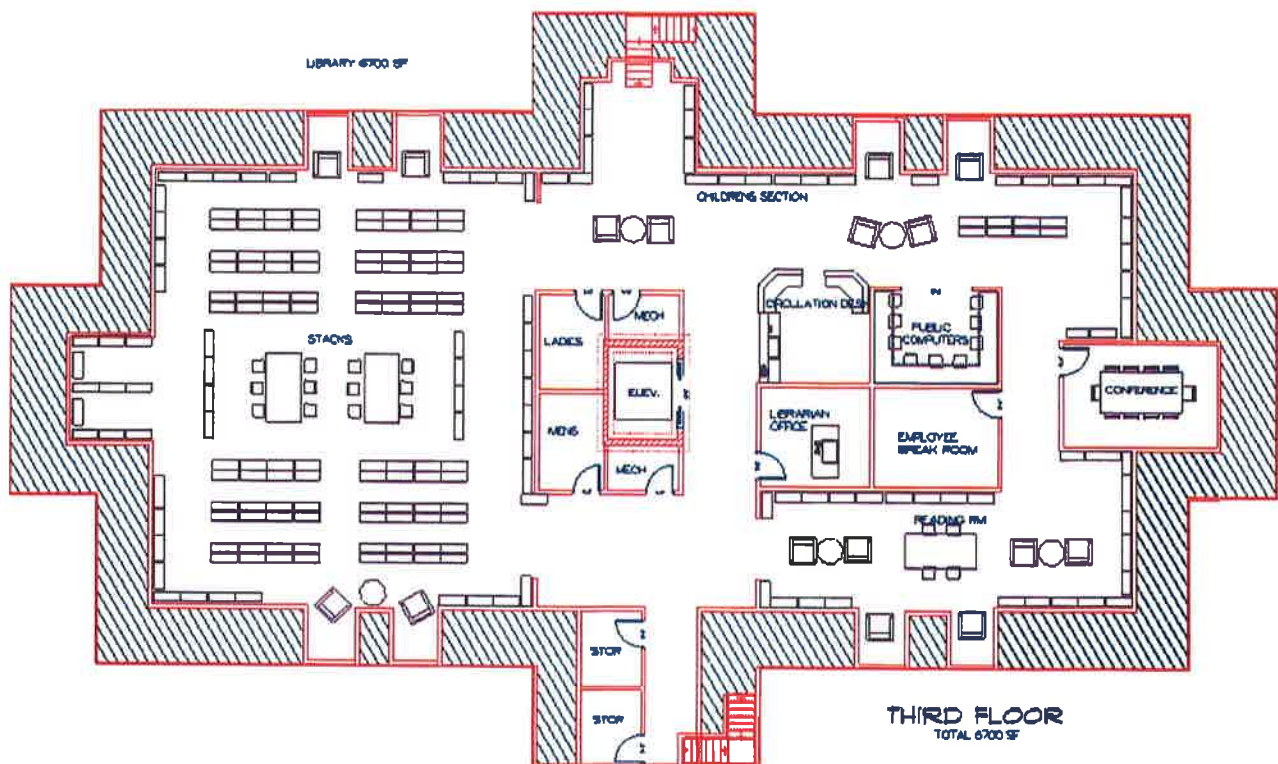
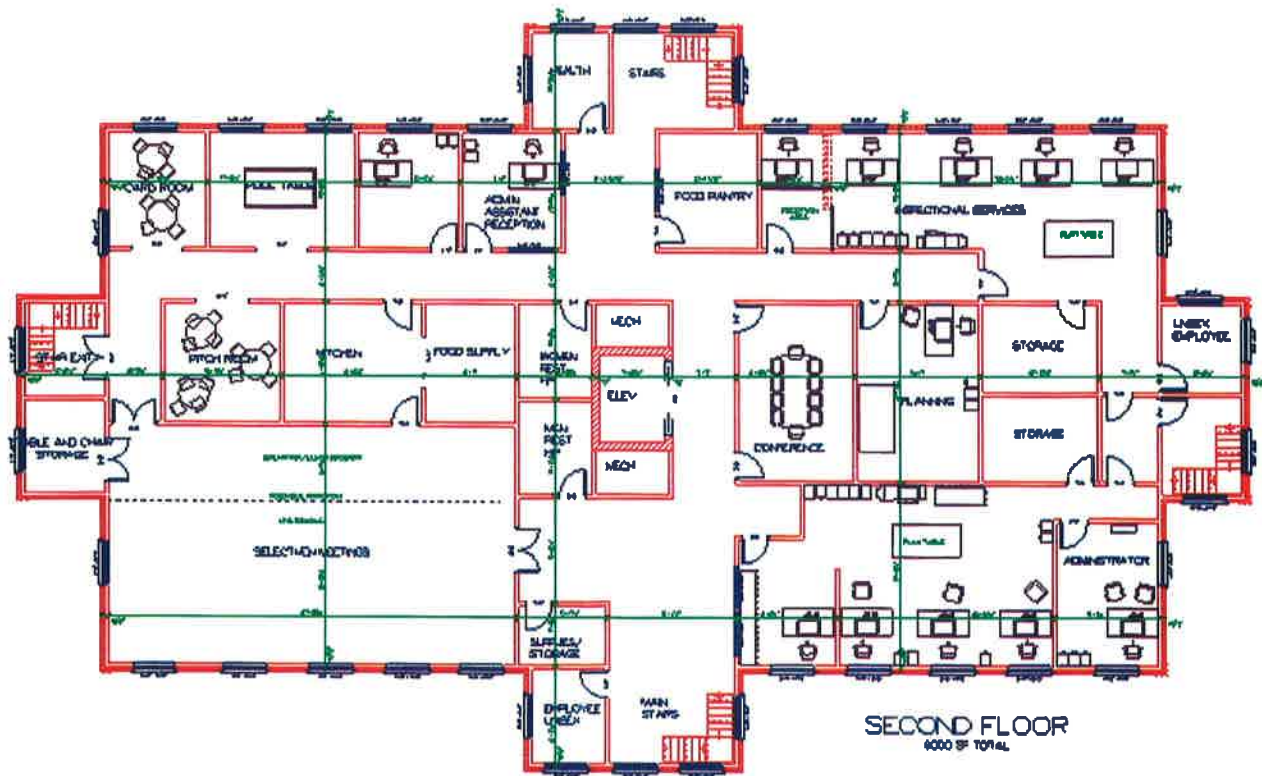
Combined Multi-purpose Complex

BASEMENT - 9,000 SF



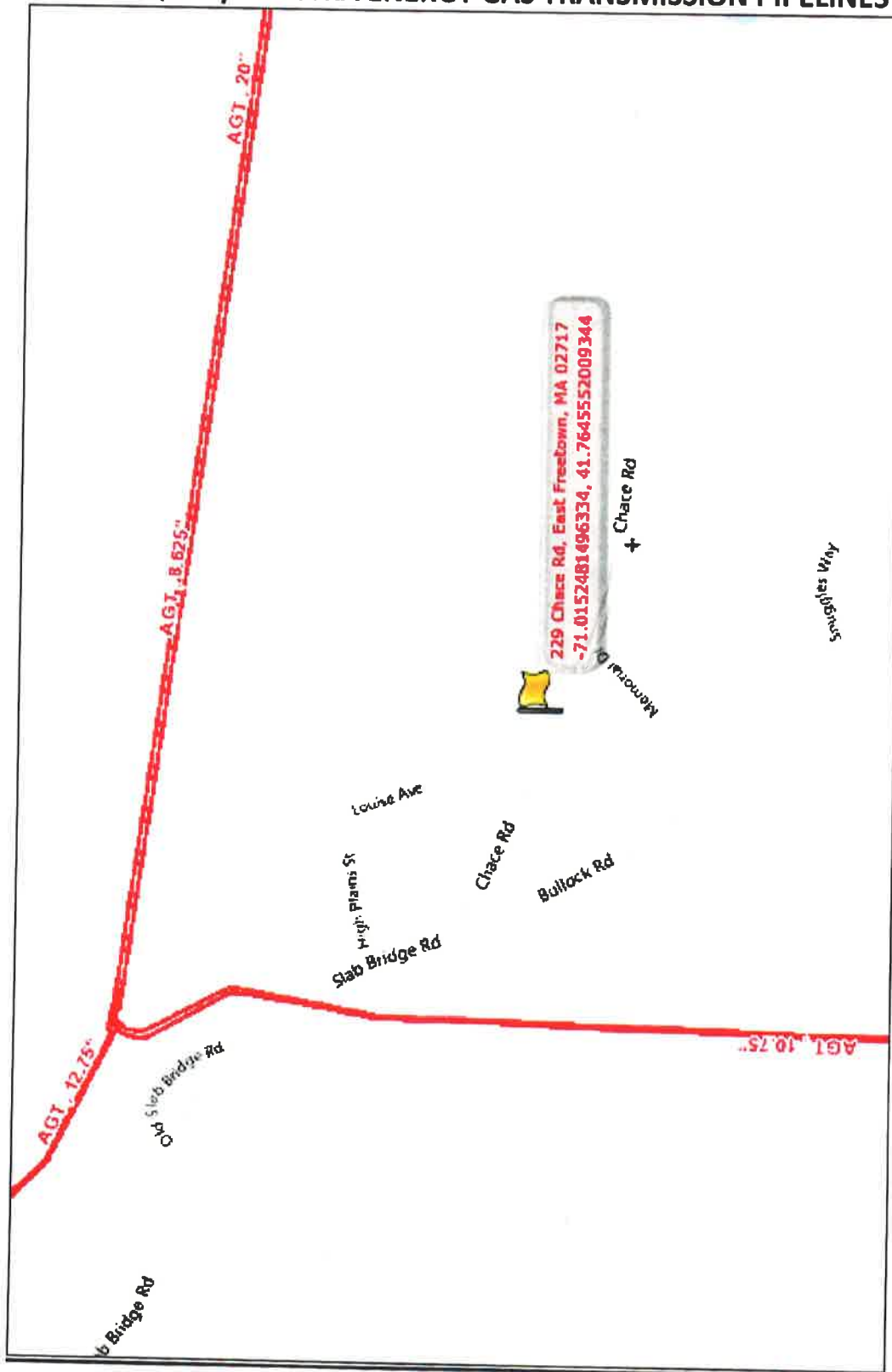
Space Needs Assessment

Combined Multi-purpose Complex



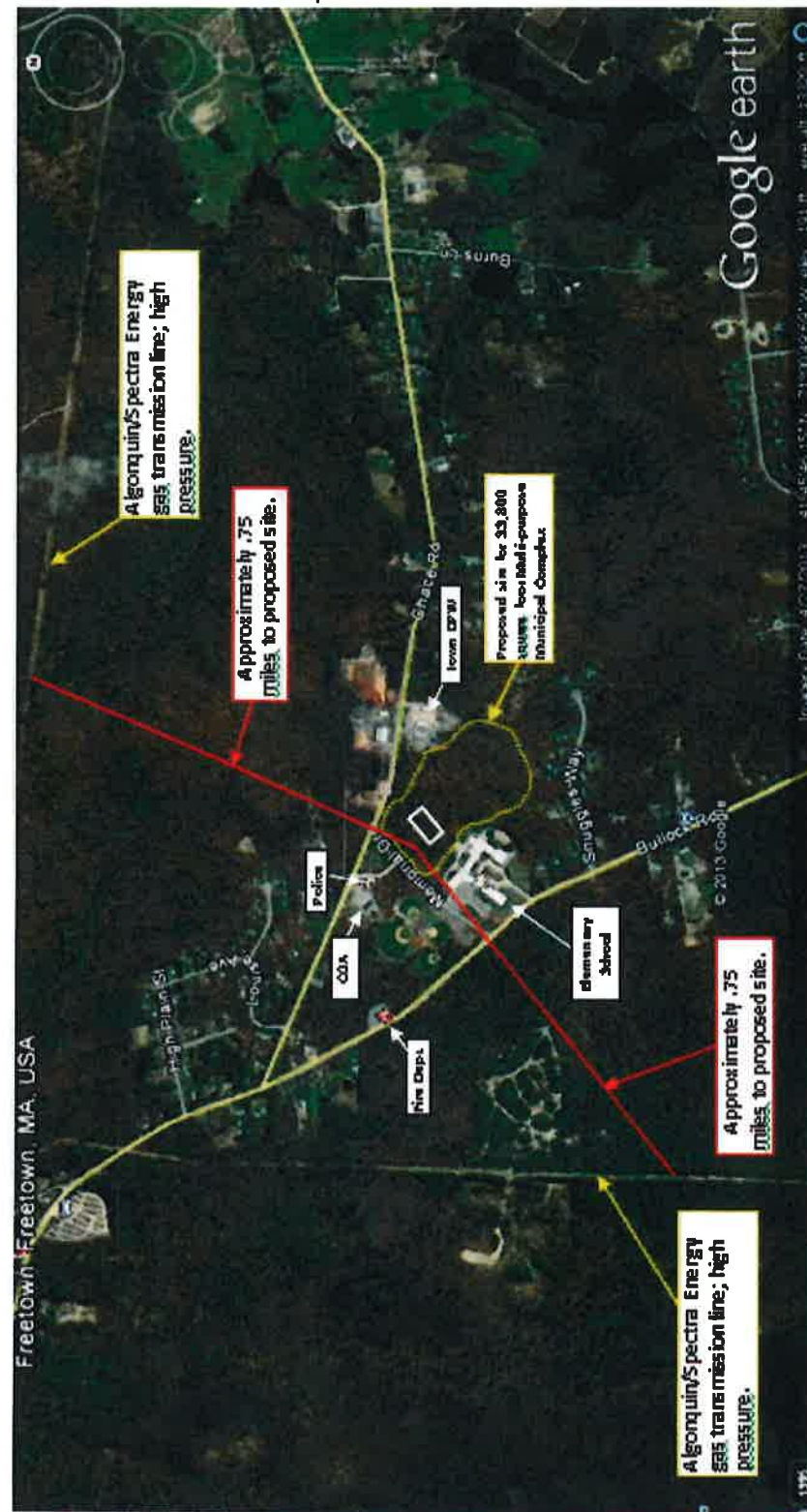
FREETOWN SPACE NEEDS STUDY

ALGONQUIN / SPECTRA ENERGY GAS TRANSMISSION PIPELINES



FREETOWN SPACE NEEDS STUDY

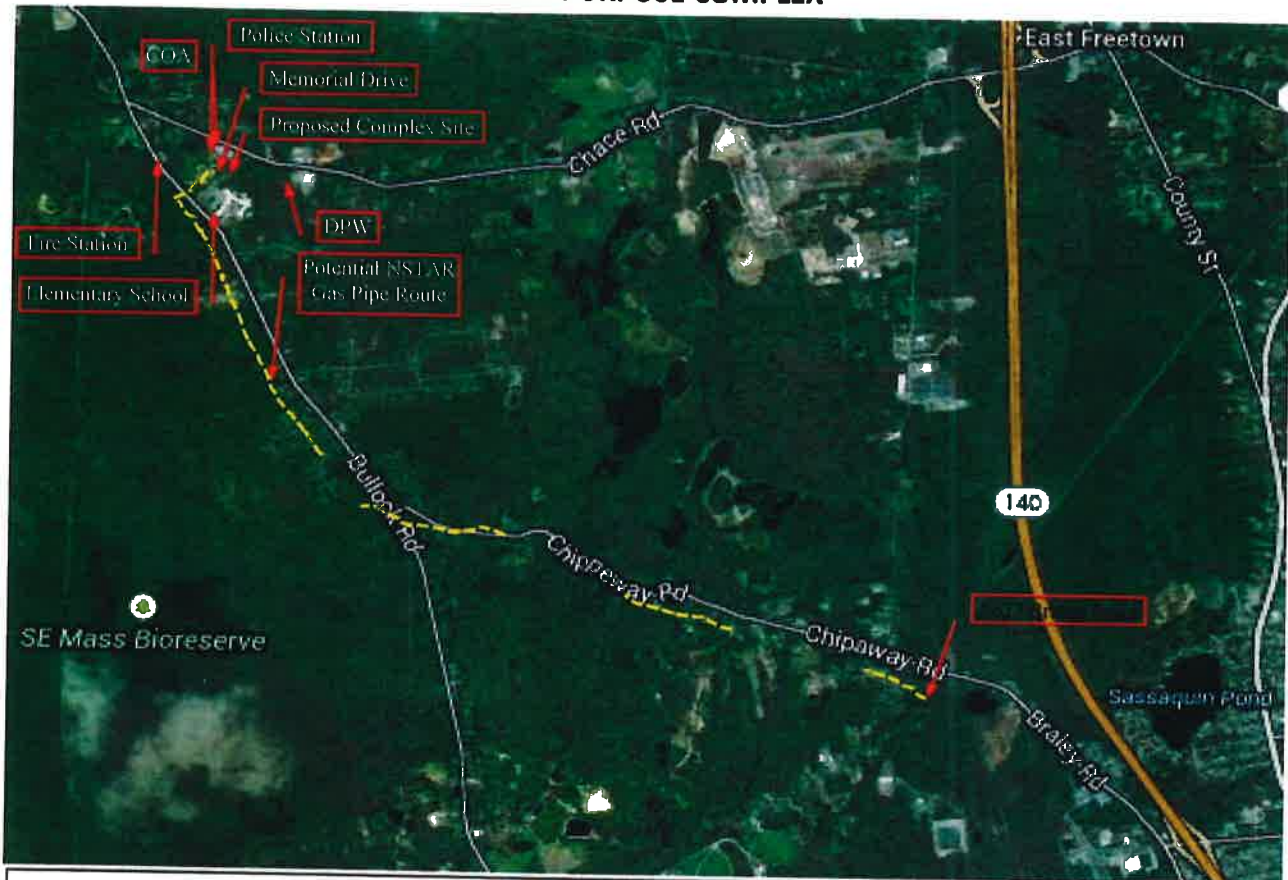
Bringing gas from Algonquin / Spectra Energy transmission line to proposed Multi-purpose Complex site



Space Needs Assessment

Town of Freetown

FREETOWN SPACE NEEDS STUDY – ROUTING OF POTENTIAL NSTAR GAS LINE TO PROPOSED MULTI-PURPOSE COMPLEX



To see about getting natural gas to the proposed site the following companies were contacted:

- Algonquin Gas Company
- Spectra Energy
- NSTAR Gas

Algonquin Gas and Spectra Energy are the transporter and owner of the high pressure transmission pipeline.

Typically they don't allow a single customer to tap off their high pressure transmission lines (with a 'take station'; a metering/regulating station). When asked what an approximate estimate would be to set up a station and pipe gas to the proposed site (being there are two such lines within $\frac{3}{4}$ to 1 mile of the sight) their response was:

Small 'take station' \$3,000,000.00

Tapping off pipe \$100 to \$125,000.00

Laying pipe (3/4 mile) \$7,500,000.00

Approx. Estimate Total \$11,000,000.00

They both suggested to contact the local gas supplier – NSTAR Gas and get an estimate from them to supply gas from an existing line (1627 Braley Road). See attached letter/estimate from NSTAR Gas.



May 6, 2014

Mr. Jerry Whriterneur, Project Manager
Architectural Consulting Group LLC, Inc.
822 Mt. Pleasant St. New Bedford, Ma 02745

Dear Mr. Whriterneur,

Thank you for your interest in natural gas to serve the proposed Multi-purpose Municipal Complex on Memorial Drive in East Freetown.

As you are aware there is no natural gas infrastructure near the area of Memorial Drive. In order to serve such complex, NSTAR Gas would have to extend its infrastructure from an existing take station or gas main, closest to the complex. Unfortunately, any potential connection to existing gas infrastructure is miles away, making this an extremely costly project.

After considering all eligible locations for system integrity and reliability surrounding the area, we've determined that connecting to an existing main on Phillips Rd in New Bedford, presents the best option.

The extension would consist of approximately 19,000' of pipe, crossing one Rail Road system, and would include connecting 60% of the homes along the route. Additionally, it assumes conversion of the existing School, Police Station, Fire Dept and DPW Facilities. The results of a preliminary construction cost estimate indicate that the Town of Freetown would have to contribute 1.8 million dollars towards this project.

Please understand that this a preliminary cost estimate. In order to move forward with this project a detailed construction estimate would have to be performed.

NSTAR Gas looks forward to working with you on this project and serving all of your future energy needs

Sincerely,

Joe Henriquez

Customer Acct. Executive
NSTAR Gas New Bedford, Mass 02740
(339) 987-7337
jose.henriquez@nstar.com

Section **5**

Executive Summary

Executive Summary

Freetown is no different than surrounding communities where an aging infrastructure has served the community for many more years than it was designed to do. Having a "Historic" tag on a building sometimes makes matters worse as there is a civic sentimentality that embraces the past and does not like to see changes made. This sentiment coupled with a potential for a financial impact to the tax payer, raises several questions.

People being content, or accepting of the deterioration of services or neglected building conditions is compared to people getting old, getting arthritis, or loss of hearing. They still get around, but not like when they were young. People learn to live with these situations and try to make the best of their deteriorated condition. Ultimately, this situation ends at the "end of life" of the person.

This rational cannot be used when it comes to Town buildings and associated services. The Town is continuously growing, will never die, and it needs to remain viable as a provider of services to the residents not only the present, but the future as well. It must maintain an acceptable level of reliability. Whether that means building a new school to keep up with the demands of contemporary learning, a new police station that provides a secure and efficient place for working, or a town hall building that meets the needs of a growing modern society, the responsibility of the present community is to keep moving the Town forward.

TOWN OF FREETOWN

PowerPoint presentation

SPACE NEEDS STUDY

of the following departments

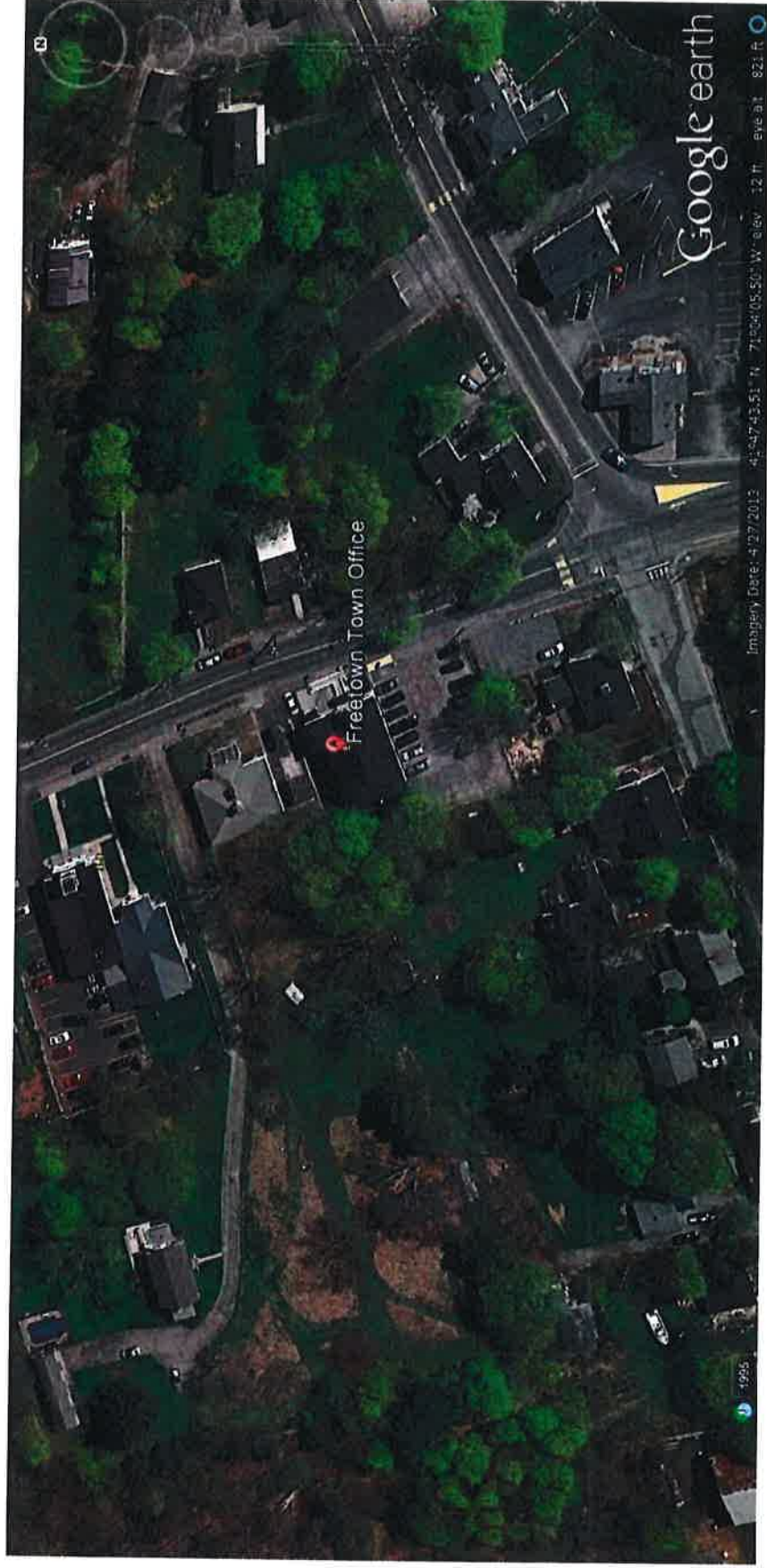
POLICE

TOWN HALL ADMINISTRATION

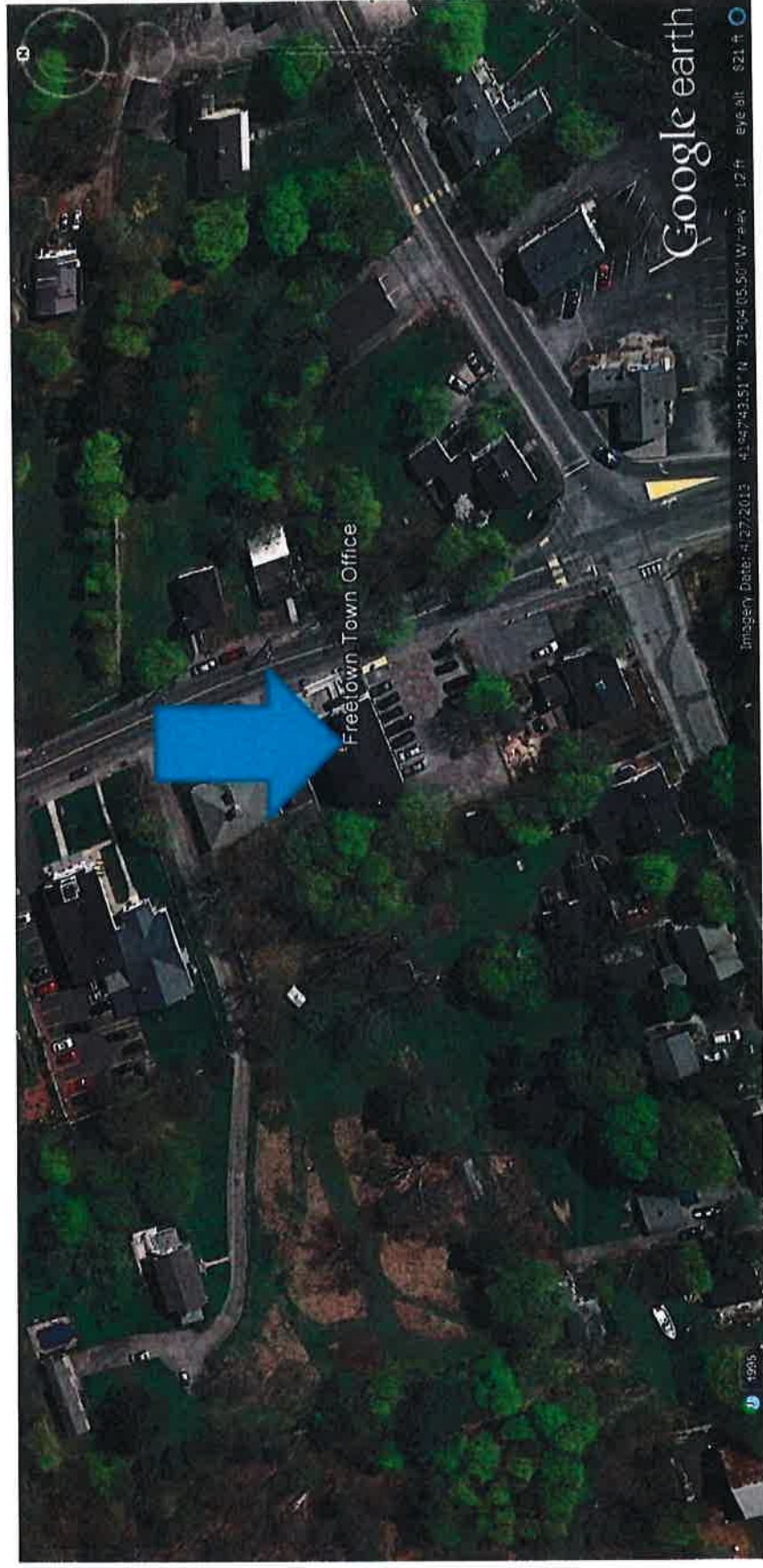
COUNCIL ON AGING

LIBRARY

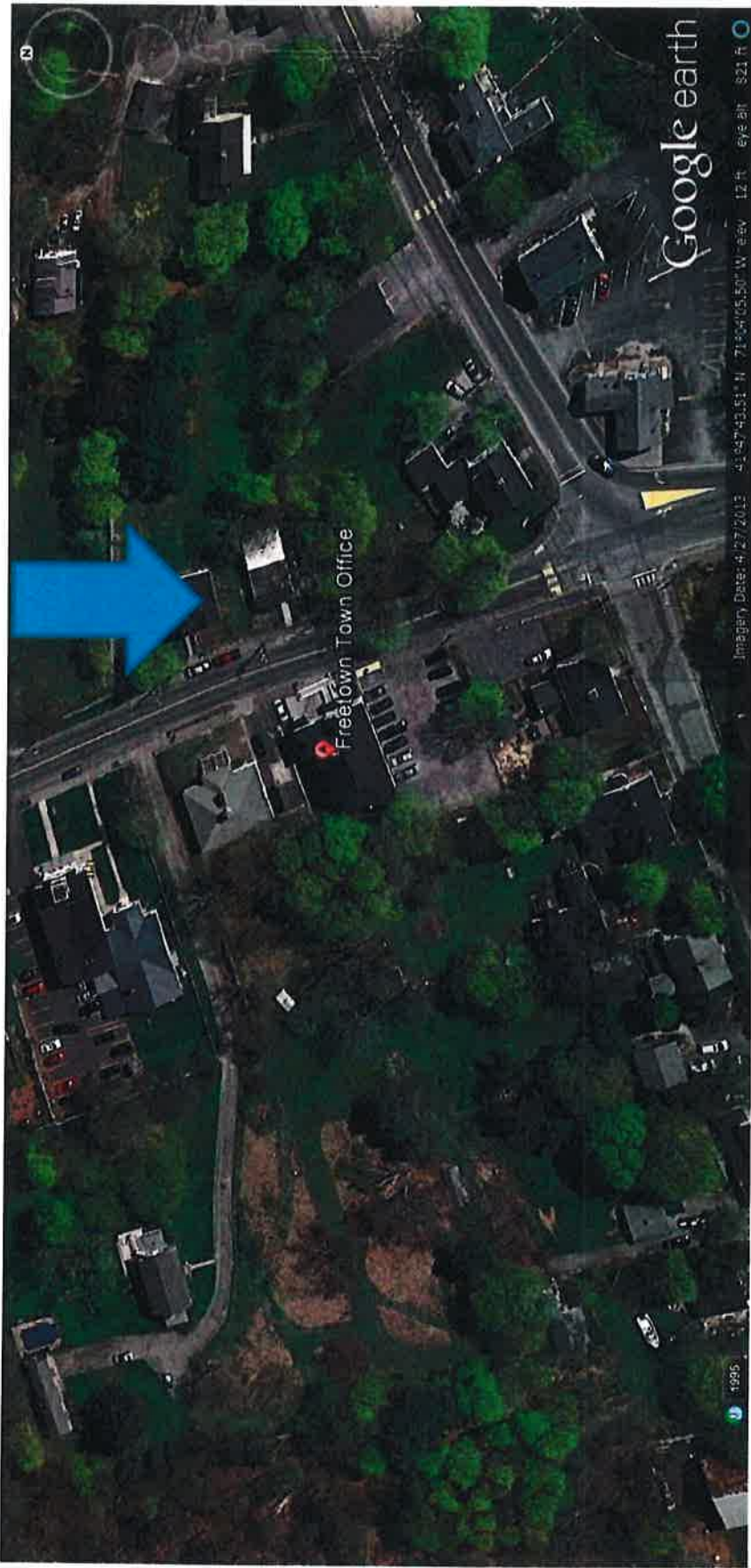
GOVERNMENT CENTER



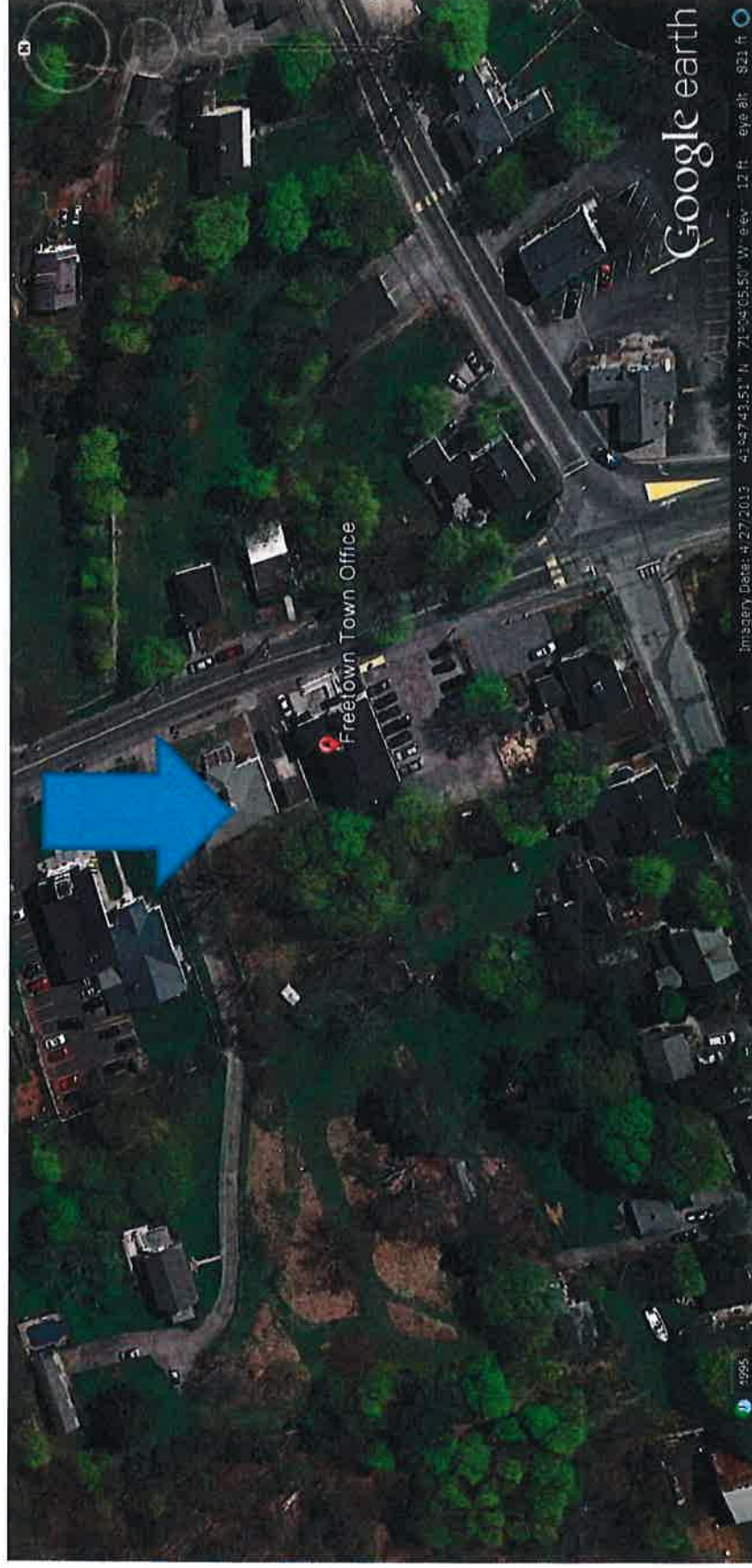
TOWN HALL



G.H. HATHAWAY LIBRARY



OLD SCHOOL HOUSE



EXISTING CONDITIONS



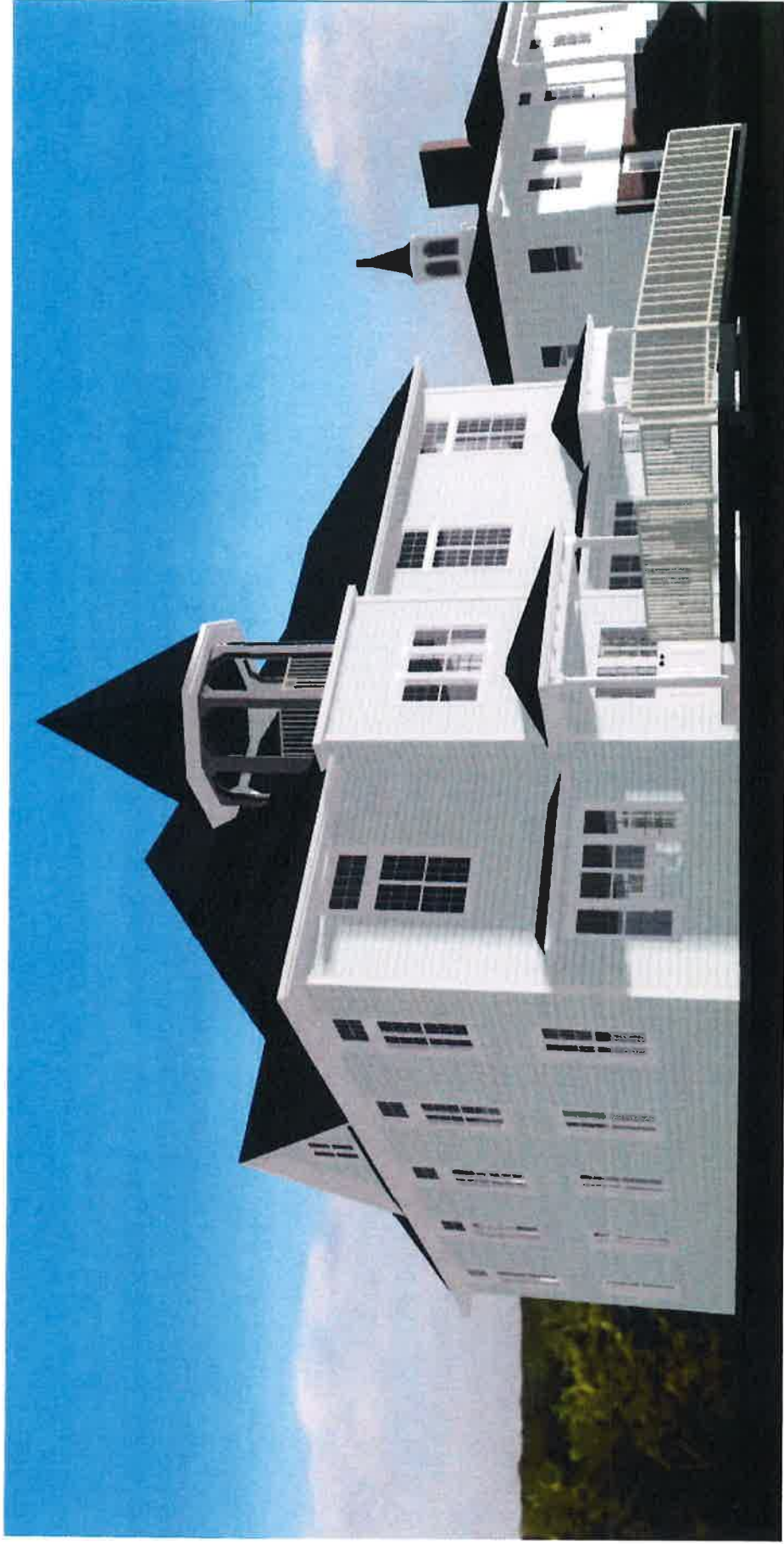
OPTION 1

DO NOTHING OPTION:

The work would entail minor emergency repairs to the Town Hall and Police Stations to repair things like failing windows, doors, lighting, HVAC repairs, etc.

This will not add any additional space, and it would not solve long term deterioration of the structures. The COA and Library would not have any work done.

ADDITIONS AND ALTERATIONS



OPTION 2

RESTORE AND ADD ADDITION TO EXISTING TOWN HALL

This would involve the complete interior demolition of the structure back to the exterior framing, the raising of the building to accommodate a new concrete foundation, waterproof against flooding, new structural steel beams and columns to allow for new interior partition layout of offices, conference rooms, etc. and complete exterior envelope rehabilitation. A new addition will be built to create additional but minimal program space, elevator, and ADA accessible entry and bathrooms.

Similar to West Tisbury Town Hall

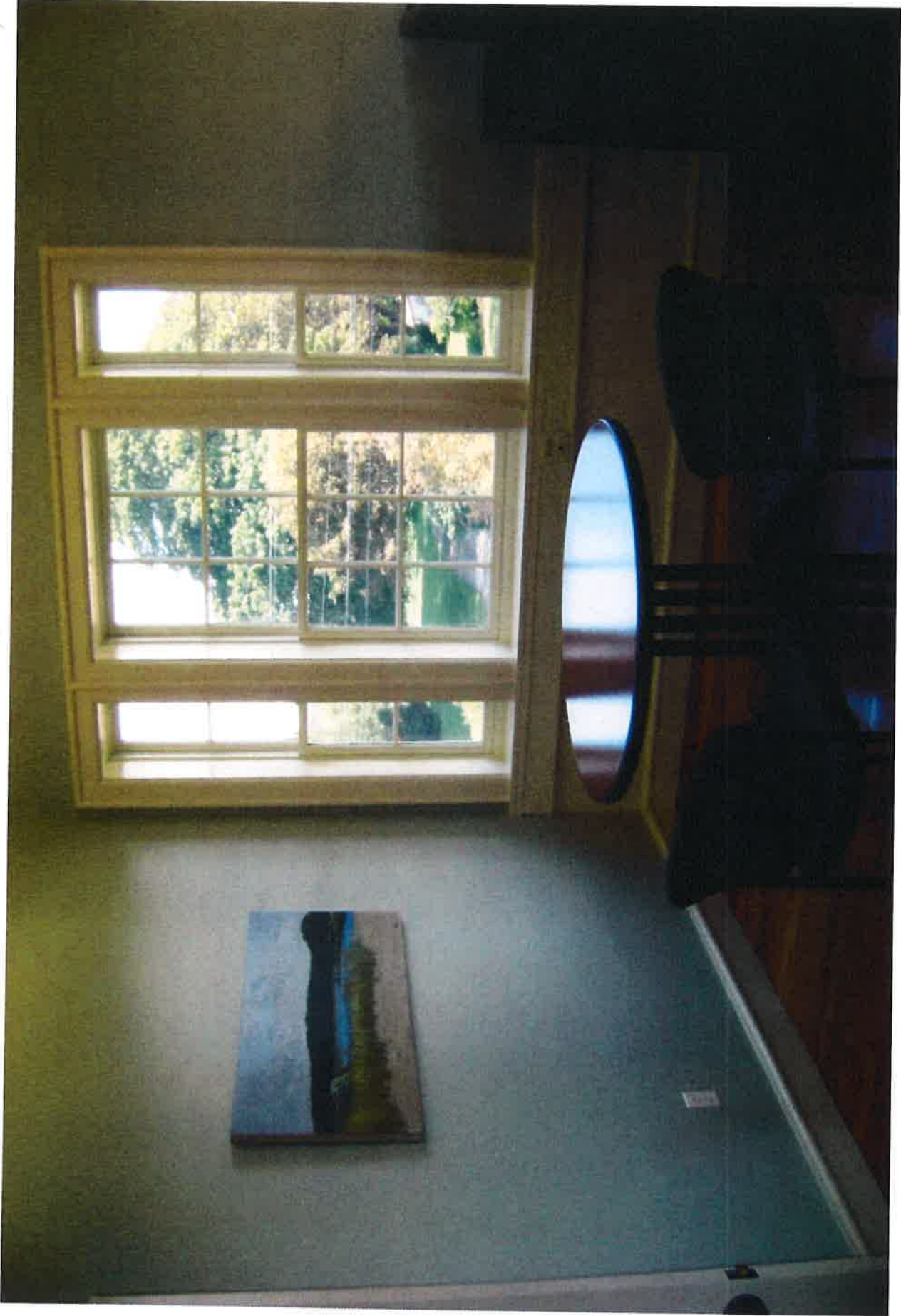


EXAMPLE OF RECENT TOWN HALL REHAB PROJECT









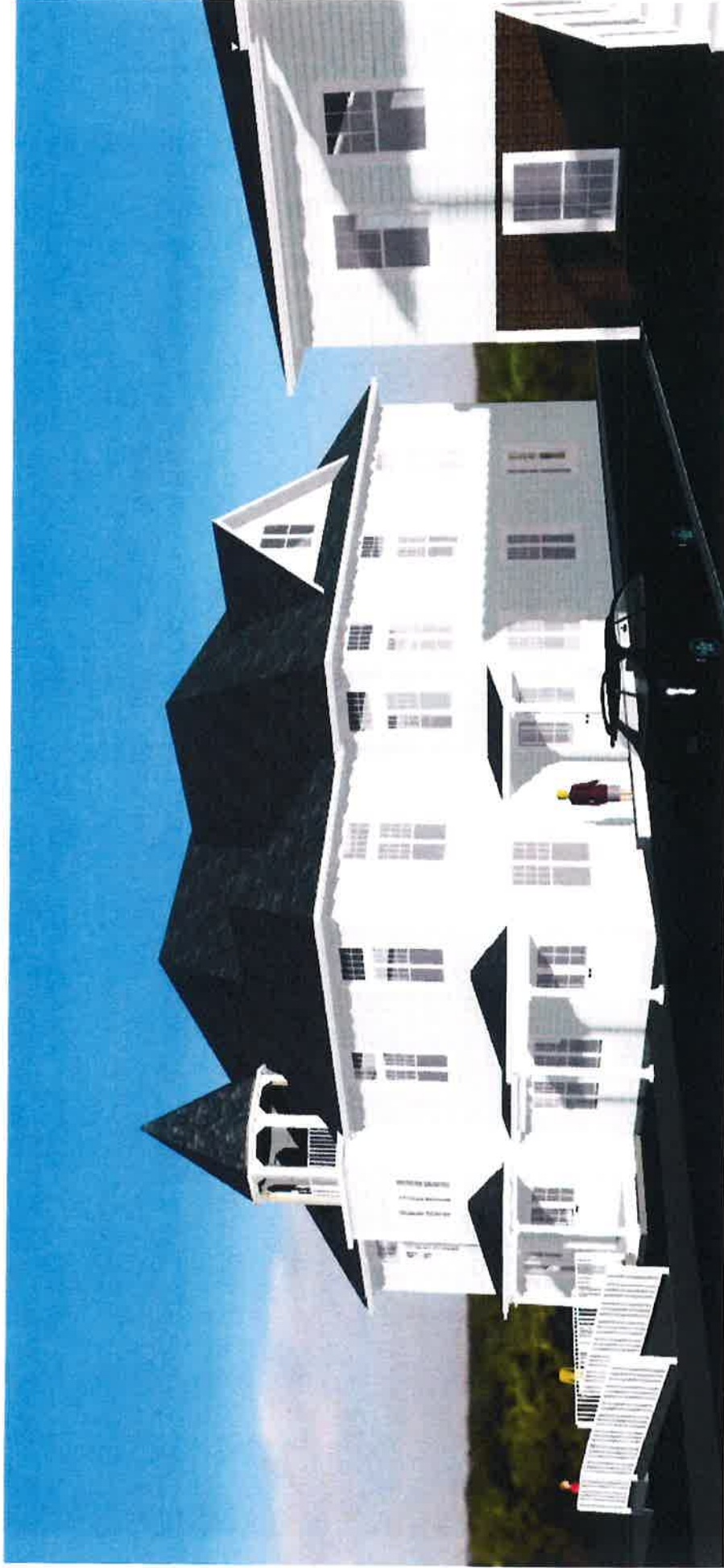
EXISTING STRUCTURES



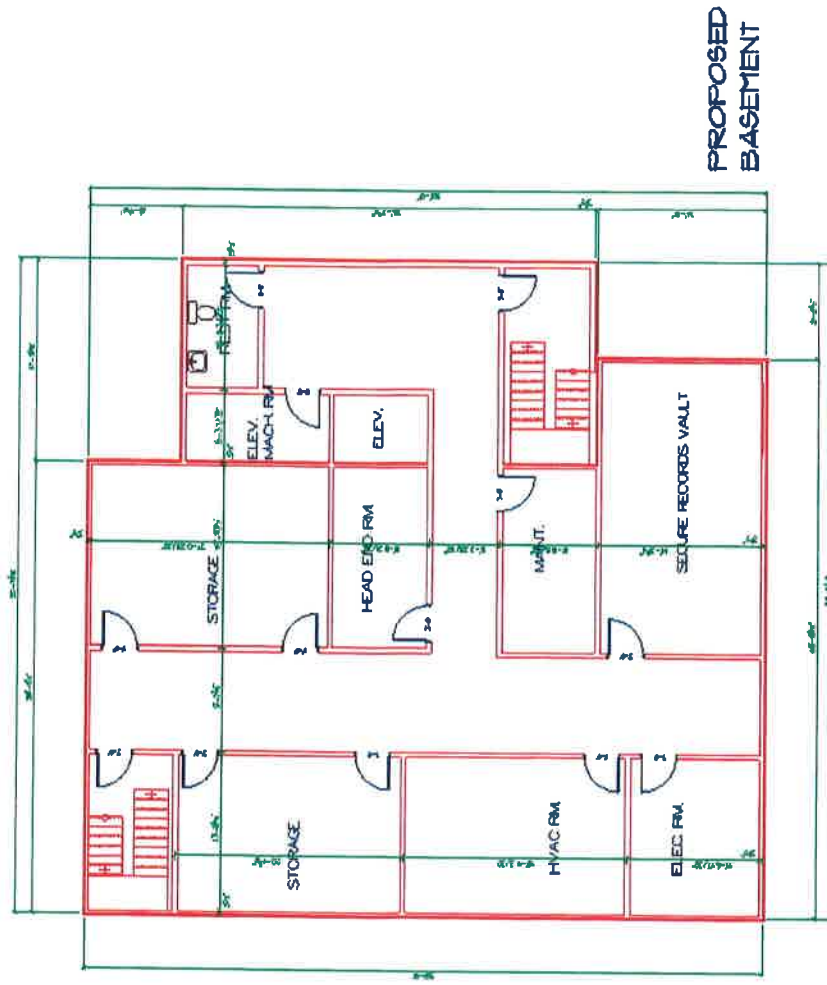
ROOM FOR EXPANSION



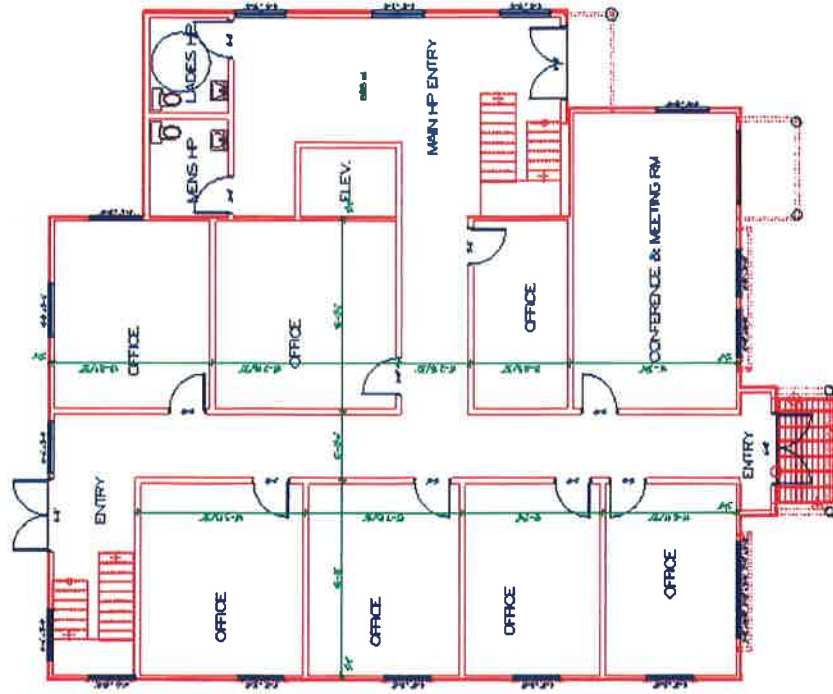
WITH NEW ADDITION



BASEMENT PLAN



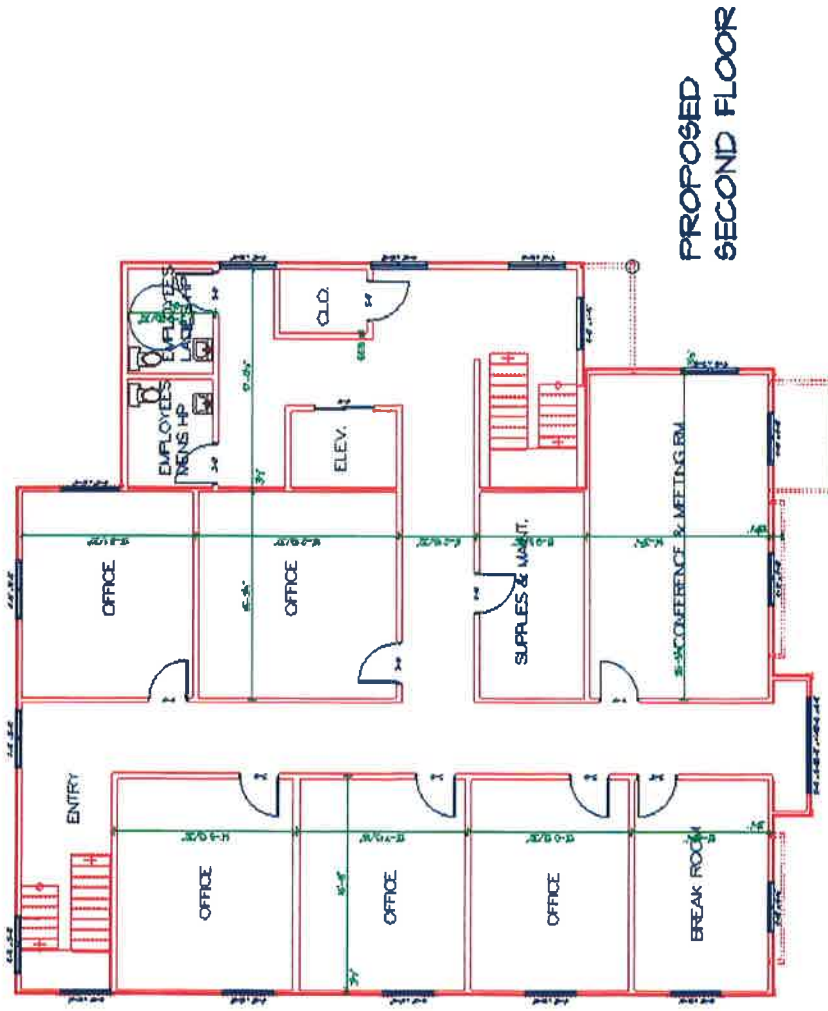
FIRST FLOOR PLAN



PROPOSED
FIRST FLOOR

ACG

SECOND FLOOR PLAN



PROPOSED
SECOND FLOOR

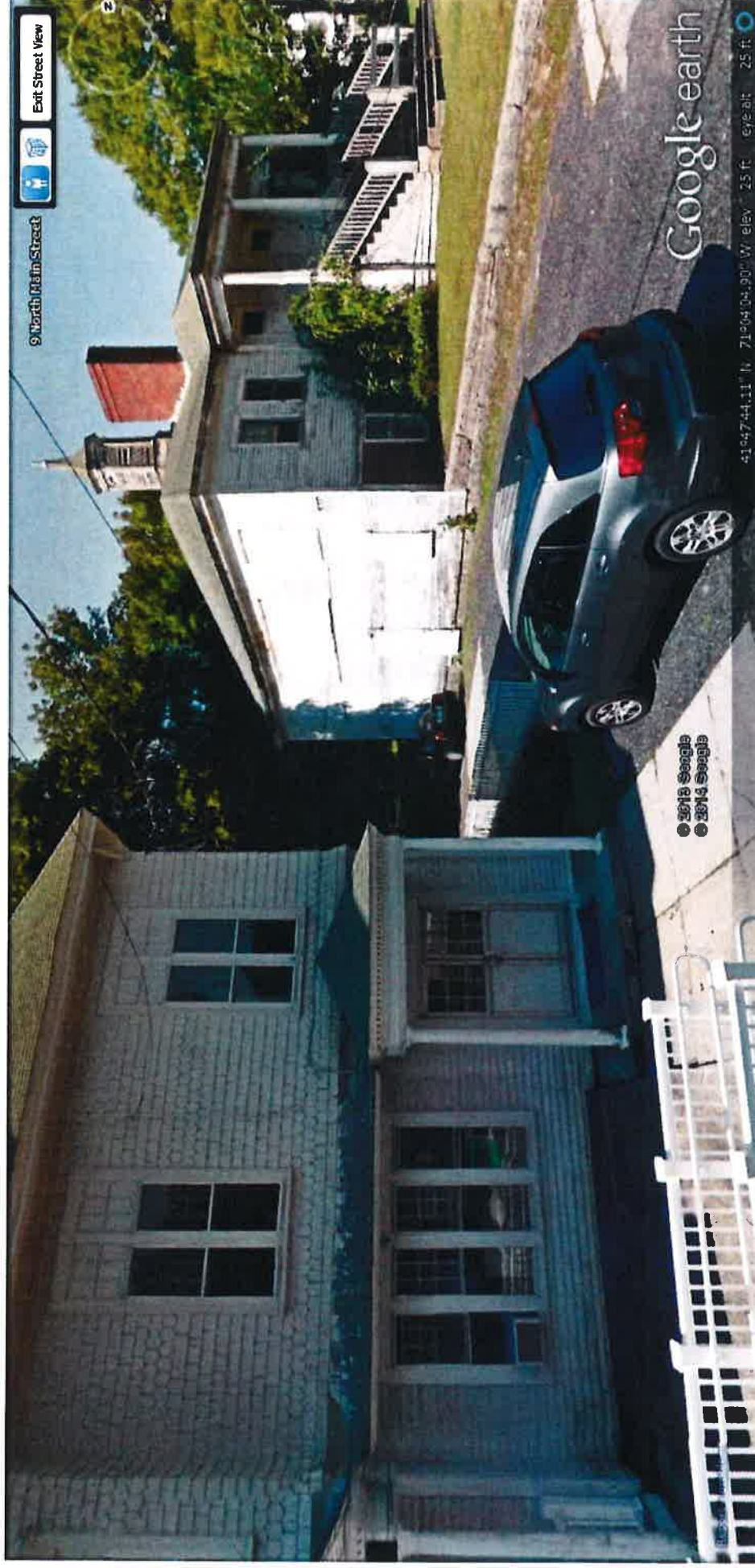
ACG

OPTION 3

NEW CONNECTOR ADDITION TO OLD SCHOOL

This option would also totally rehab the existing building as previously discussed, and also add a larger addition which would make the connection to the adjacent structure. The combined buildings would be rehabilitated to new code requirements and provide opportunity to integrate the library program. The old library across the street could house additional Town Administration storage space. This solution does not provide ample parking on site but possibly the rear of site might accommodate an elevated parking surface. Septic system and flood plain issues also need to be addressed.

EXISTING CONDITIONS



PROPOSED NEW CONNECTOR



CONNECTOR MAIN ENTRY



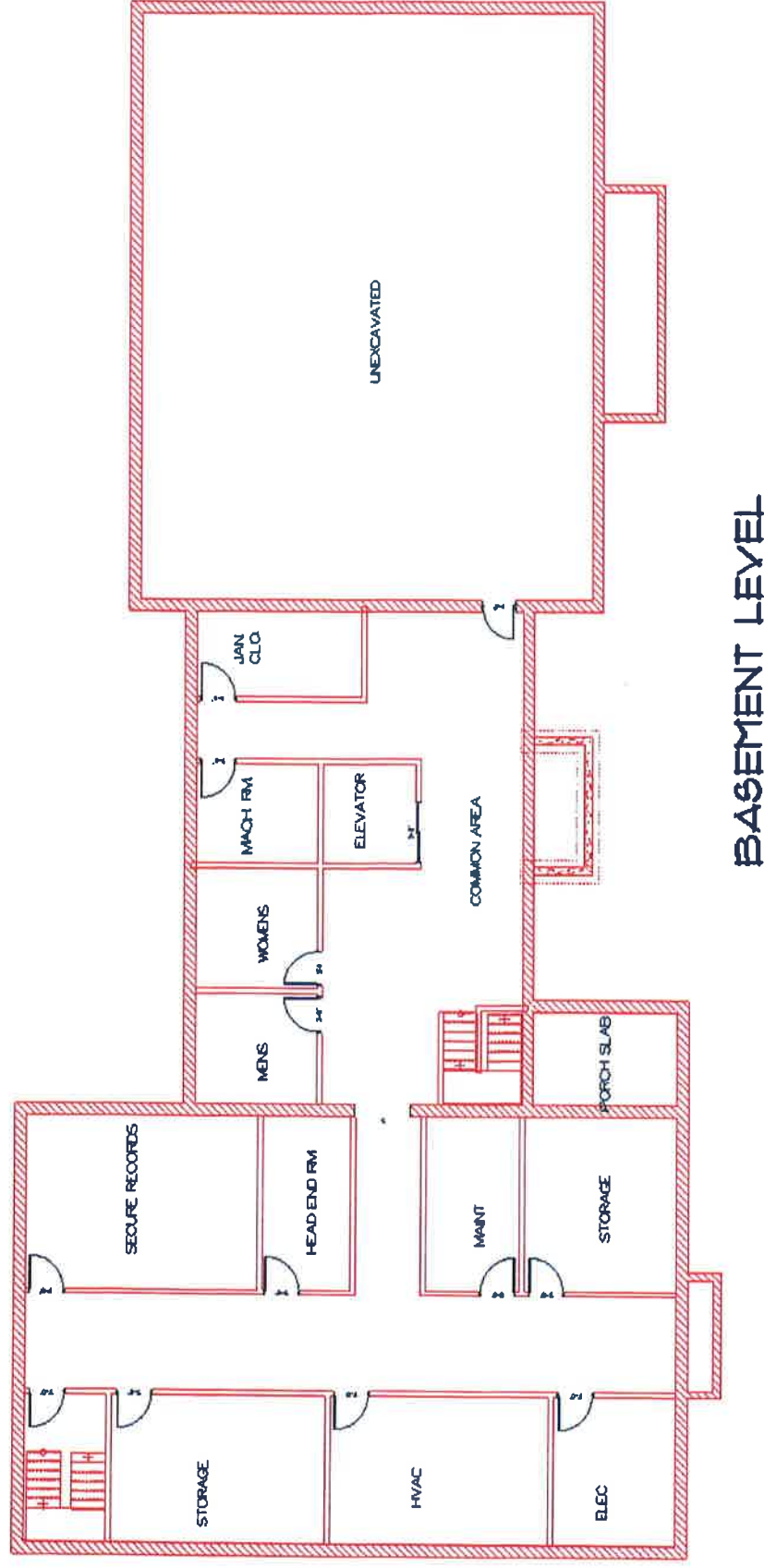
CONNECTOR



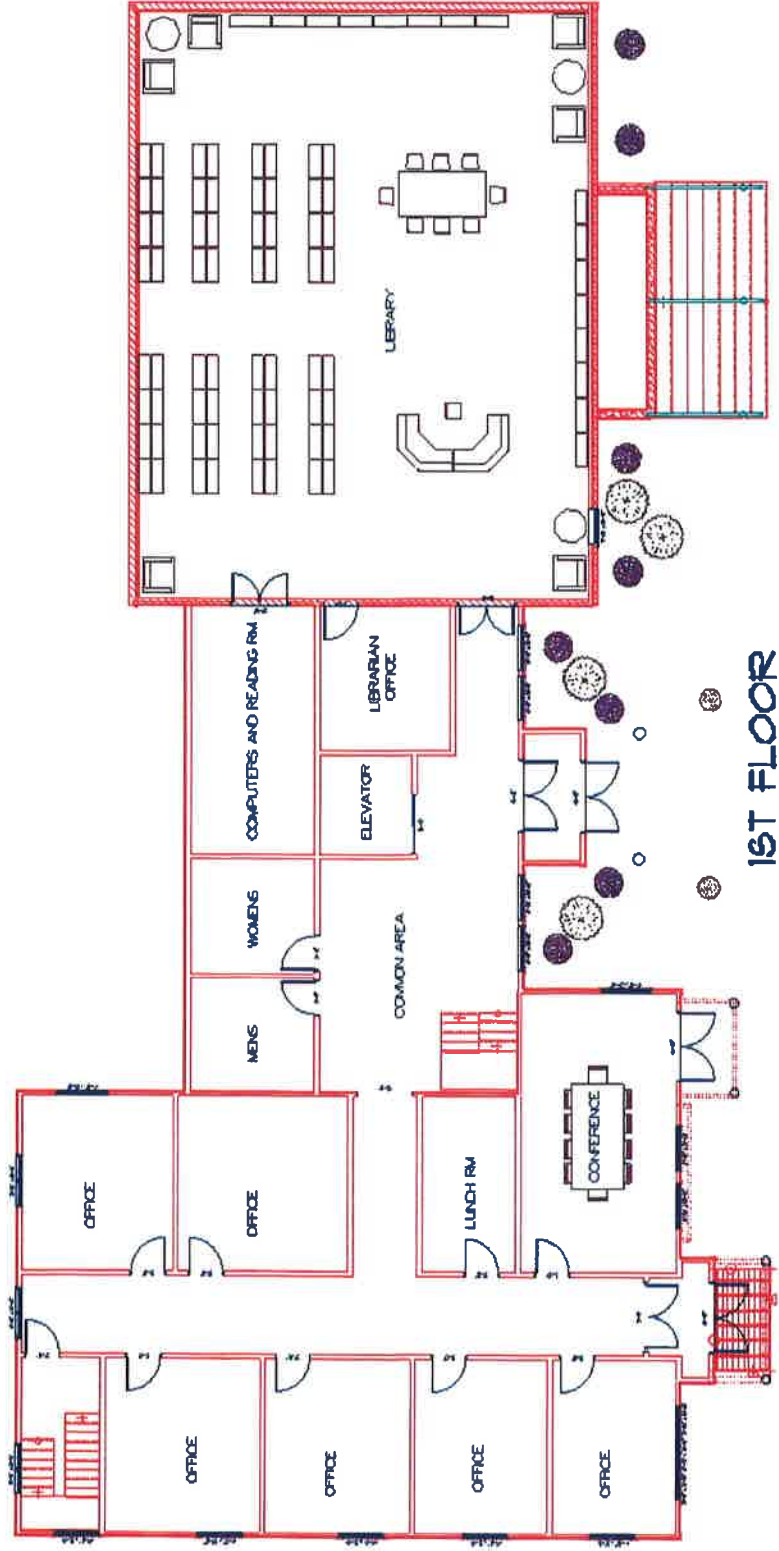
FRONT STREET VIEW



BASEMENT FLOOR PLAN

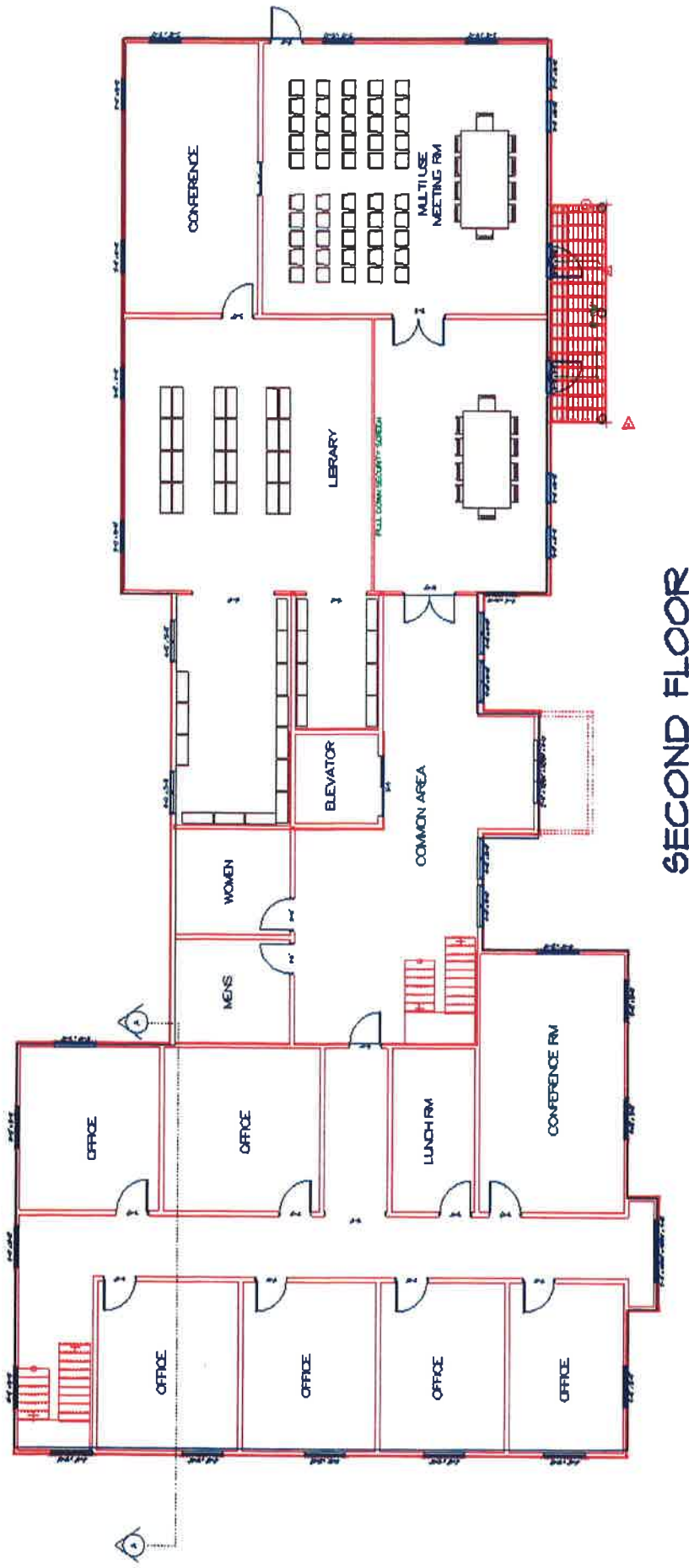


FIRST FLOOR PLAN



ACG

SECOND FLOOR PLAN



SECOND FLOOR

OPTION 4

NEW POLICE STATION

The existing building will not provide for the program space needed. The building is not well constructed and not viable for rehab as a Police

Station

A new station could be built on the same site, or moved across the way to the new site. The facility would be between approximately 9,000 to 11,000 sq. ft. and have all of the modern day requirements for contemporary Police Departments.

SAMPLES OF NEW POLICE STATION FLOOR PLANS



OPTION 5

CONVERT POLICE TO ADDITIONAL COA SPACE

If a new Police Station is constructed, then the old station could be gutted to the walls, and program space could be developed for the COA. This is not a perfect solution as winter weather would make it difficult for seniors to transit the parking lot going to and from the main facility. This building would better serve as maintenance equipment storage garage and office space.

POLICE & COA SITE



OPTION 6

COUNCIL ON AGING ADDITIONS AND REHAB

The existing facility would be incorporated into a new design and additions and rehabilitation would enlarge the facility to approximately 10,000 sq. ft. The new work would make the entire building accessible, and provide for missing program components.

OPTION 7

NEW LIBRARY

The existing two buildings housing the library collection are not code compliant and unsuitable for use as a modern library. There is not enough space and currently no water or rest rooms exist in the Guilford H. Hathaway building. It is also located within the FEMA Flood Plain. No option for an addition is possible.

OPTION 8

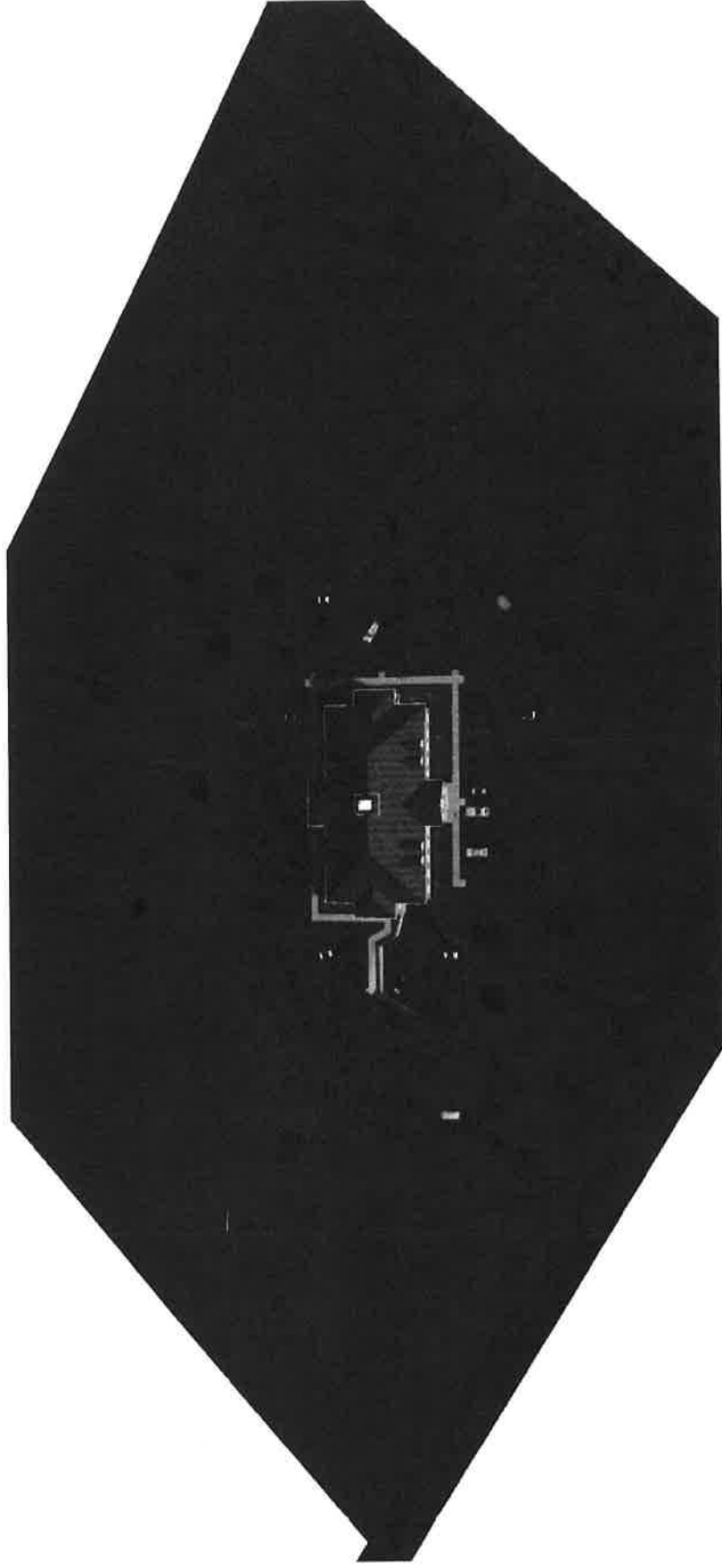
NEW CONSTRUCTION OF MULTI USE BUILDING

This new facility could house the Administrative offices, Police Dept., Council on Aging, and Library in one location, utilizing shared common areas and

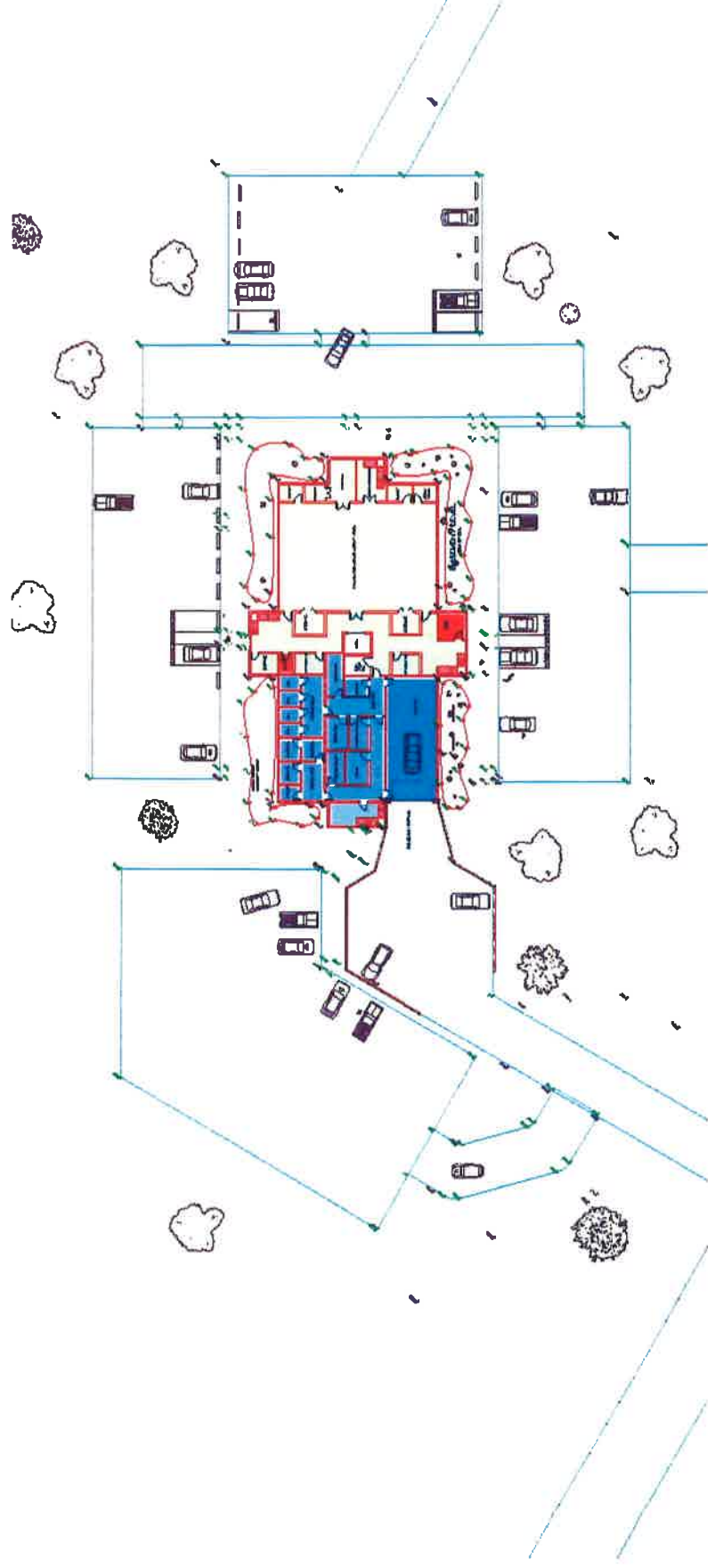
ADA requirements. The Police would be isolated from the public, and design would not present any opportunity for interaction with the general public. The building will use shared spaces to save money.

The construction will have between seventy five and one hundred years life expectancy.

SITE OVERVIEW



THE SITE ON CHACE ROAD



ACG

VIEW FROM POLICE DRIVEWAY



VIEW OF POLICE PARKING



REAR OF BUILDING



SIDE VIEW FROM PARKING



ESTIMATED COSTS OF OPTIONS

- OPTION 1 “DO NOTHING” MINOR REPAIRS \$100,000 – ???
- OPTION 2 “TOWN HALL/RENO/ADDITION” \$5-6 MILLION
11,760 SF
- OPTION 3 “TOWN HALL/RENO/CONNECTOR” \$6-7 MILLION
16,455 SF
- OPTION 4 “NEW POLICE STATION” \$3.5-5 MILLION
9,000 SF
- OPTION 5 “COA ADD/RENO” \$1-2 MILLION
- OPTION 6 “COA /OLD POLICE” \$5 -1 MILLION
- OPTION 7 “NEW LIBRARY” \$3-4 MILLION
9,000 SF
- OPTION 8 “NEW MULTI-USE STRUCTURE” \$8-9 MILLION
33,000 SF

Section **6**

REFERENCES

Reference Materials:

- **ASTM E2018**

PCA - Property Condition Assessment Report

- **ADA Requirements**

- **MA General Laws**

- **Assessors Tax Maps**

- **Previous Report(s)**

- **Websites:**

Town of Freetown

Google Earth

- **Previous Studies**

Police

Council on Aging

Libraries

- **Other Sources of References**

FEMA – Flood Maps

Town Hall Employees

Freetown Building Department

Board of Health

Assessor's Office

Arch. Construction Doc; Plans; Specs.

Code SummaryInternational Building Code 2009International Existing Building Code 2009Building Code Eighth Edition Amendments 780 CMRArchitectural Access Board Regulations 521 CMRUniform State Plumbing Code 248 CMRElevator Regulations 524 CMR

Intent: The purpose of this code is to establish the minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress, facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

Referenced codes: The other codes listed in section 1014.1 through 1014.6 and referenced elsewhere in this code shall be considered part of the requirements of this to the prescribed extent of each reference.

International Fuel Gas Code
International Mechanical Code
International Plumbing Code
International Property Maintenance Code
International Fire Code
International Energy Conservation Code

Occupancy Classification 303,304 IBC 2009 & 780 CMR AMMENDMENTS

Town Hall	A3, B
Library	A1, B
Council on Aging	A3, B
Police Station	B

Types of Construction

Town Hall	Type V
Library	Type V
Council on Aging	Type V
Police Station	Type III

FEMA Flood Plan

RECOMMENDATION

Based upon the future needs of the Town, the overlap of many services that will occur in the near future, and the ability of the citizens to arrive at one location for all their needs, a multi-purpose structure makes the best use of funds.

In this building, one elevator, minimal required ADA compliant restrooms, and several shared common spaces will provide each department with more space than they currently have, and the cost of running this multi-purpose building will be much less than the Town spends for separate buildings at the present time.

The concept is not new either in Massachusetts, or the rest of the country. Many communities have found that by combining multiple departments in a central location makes the most economic sense.

The location we recommend is already being used for a major School, Police department, Council on Aging, as well as recreational use with ball fields. Nearby is the Town Highway department operations. It is a natural location choice for a multi purpose facility.

The conceptual design we offer is not to be construed as the only possible design achievable, but rather a starting point for further discussion. We chose a contemporary approach to a time honored colonial style building that will fit well within the landscape, will compliment the other structures in the area, and be affordable for the Town.

The longer the Town puts off making this decision, the higher the construction cost in the future will be. At the present time, construction costs are fairly steady but we anticipate a quick rise in the near future.

We have presented many options to the Town as shown in the previous sections of this study. To varying degrees, many people may find some benefit to use other options. No other option however solves all departments needs and requirements for the future. Taking care of one or two departments will be easy to achieve with new buildings also but still leave problems for the other departments. Many of the solutions such as a connector still leaves problems with parking for example.

In summary, we feel that the new single location combined use building will best serve the Town of Freetown for many years to come.

RECOMMENDATION

The Historic Center of Town needs to remain viable and alive in order to keep the local businesses thriving. The convenience of the present Town Hall location with close by access to the highway system is important not only for the business in the Town, but it provides easy access for the residents of the community as well.

If the building were to be abandoned and offered up to the public, finding a use for the building would be very hard to accomplish. The code deficiencies would have to be addressed regardless of who the user is. The effort to bring the building up to standards would be very time consuming, and costly. Add to that the cost to maintain the historic elements of the structure will make it even more so less appealing to potential buyers.

Millions of dollars are needed to make it fully comply with current building, energy, and historic preservation codes. We doubt that private enterprise will be interested in this type of project.

The best option would be for the Town to rehabilitate the Town Hall, add additional space, and connect it to historically significant adjacent school building.

By doing this rehabilitation project, the Town will maintain it's connection to it's past and also provide for the present needs of the Town and also well into the future.

