

Town of Hubbardston

November 9th, 2012

7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs Study

Prepared by:



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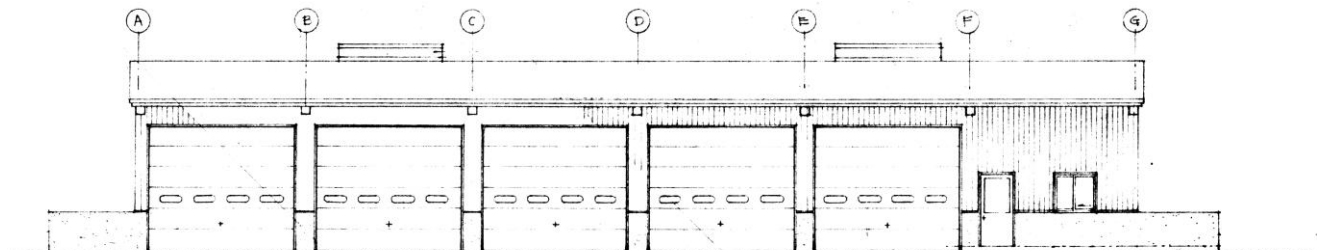




Table of Contents

9 November 2012

I | EXECUTIVE SUMMARY

II | EXISTING CONDITIONS INVENTORY & ASSESSMENT

- A SLADE BUILDING
- B JONAS CLARK LIBRARY BUILDING
- C HIGHWAY DEPARTMENT BUILDING
- D MAIN STREET – FIRE STATION
- E BREEZY HILL – FIRE DEPARTMENT

III | PROGRAM & SPATIAL REQUIREMENTS

- A TOWN MUNICIPAL OFFICES
- B LIBRARY
- C HIGHWAY DEPARTMENT
- D FIRE DEPARTMENT
- E POLICE DEPARTMENT
- F SENIOR CENTER

IV | RECOMMENDATIONS

V | APPENDIX

- A QUESTIONNAIRES
- B REPORTS & DRAWINGS
- C PROPERTY CARDS
- D PHOTOS
- E SITE PLANS
- F TOWN OWNED PARCELS
- G HISTORICAL INFORMATION & RESTRICTIONS





I | Executive Summary

9 November 2012

PURPOSE

Lamoureux Pagano & Associates was engaged to conduct a study of the facilities that support the Town of Hubbardston which includes the Municipal Offices, Senior Center, Library, Police Department, Highway Department, and Fire Department. The objective of this study is to identify the capital needs of each department from the perspective of safety and code compliance, and suitability to support existing functions for review and informed decision making by the town.

PROCESS

A study committee was formed by the town and included members from each department. Lamoureux Pagano & Associates assisted the committee with collecting information through questionnaires and direct interviews with department representatives to prepare an inventory of current uses and future spatial needs.

During the information collecting process we observed conditions of existing departments and assess each space for suitability to meet current requirements. LPA visited each of the department buildings and inventoried existing building systems and current patterns of use. LPA recorded observable code violations, if any, and familiarized themselves with implications for AAB upgrades, Massachusetts Building Code compliance issues, and needed building systems improvements. We will also evaluate existing town owned buildings to determine possibilities for renovations and/or additions for use in subsequent phases of our work.

The process of collecting spatial needs information resulted in a written program that inventoried spatial requirements for each department, appropriate adjacencies, requirements for public access, and other factors that would affect subsequent phases of the study. From program and spatial requirements provided by the town, LPA devised a written narrative highlighting the areas in greatest need of capital improvements. This narrative included recommendations for feasible renovation and/or additions to existing facilities and viable opportunities for new construction on town owned parcels to better support each department and access by both the staff and the public.

EXISTING CONDITIONS INVENTORY & ASSESSMENT

This section of the report includes a building review for each of the town's facilities. The information in this section is based on the information available, visual observations, and verbal reports provided by staff. For each facility a report on the physical conditions of the buildings, the adequacy of the space utilization and programming is given and summarized within the Building Inventory. The recommendations within this section are considered necessary and/or vital upgrades if the recommendation within the Recommendation section are not carried out.

PROGRAM AND SPATIAL REQUIREMENTS

Unlike the previous section, this section looks at the spatial needs and requirements for each department autonomously rather than the facility they are currently housed in. For each department a written program that inventoried spatial requirements for each departmental space, appropriate adjacencies, requirements for public access. For each department a grossing factor typical of buildings of this nature was used to give the committee a realistic sense of the amount of space needed to adequately support each individual program.





I | Executive Summary

9 November 2012

RECOMMENDATIONS

The recommendations provided in this section are considered the best available option for the town to resolve these deficiencies at the least amount of cost. There are numerous options for resolving such issues whether it be through renovations, additions, or new construction, however, we feel these solutions will serve the town best for years to come. Each recommendation includes a viable solution for each department and an associated recommended budget for undertaking such an investment.

APPENDIX

Includes information pertinent to scope of this study and the decision making process. The Appendix includes questionnaires, reports, property cards, site plans, photos, and Massachusetts historical commission status of facilities and restrictions.



II | EXISTING CONDITIONS INVENTORY & ASSESSMENT



II | Existing Conditions Inventory & Assessment

9 November 2012

A SLADE BUILDING

I GENERAL

Main Building 60' wide x 80' deep, 4,920 gsf. Single story with a crawl space, three uses within.
Town offices approx. 1,250 sf
Elder Services approx. 1,250 sf
Police Department approx. 2,420 sf

Lot area – Building is sited on a single plot that is also shared by the school and library. Site immediately surrounds the building equates to approximately 0.82 acres, includes parking lot.

II BUILDING DESCRIPTION

Building is approximately 30-40 years old, and was reported to have been constructed as a temporary kindergarten, pre-school building. The building was subsequently divided into three separate tenant uses, the front as the police department, the town's administrative offices and the elder services. The building is of wood framed construction, appears to be panelized construction, red brick masonry exterior, wood floor over a shallow crawl space, sloping wood framed (ca 4/12) (assumed trussed) roof. Shingles were reported to have been replaced in 2008-2009, though reported there is ice damming. There is an accessible ramp to the town office main door and police station door, with a single railing at the outside. There is a rear ramp vintage to the original construction that serves the building rear, though appears to be steeper than the current code. There is a small gable canopy over the entrance.

Access to the crawl space could not be made, reported that there is a water and mold issue, and there is no insulation at the floor construction. The attic space was not reviewed. There is a minimum of insulation over the suspended 2 x 4 ceiling. It was reported that the walls were also minimally insulated, and the insulation has settled within the cavity.

The buildings front and partial side were reconstructed a few years back, reportedly due to deterioration/rot caused by the parking lot drainage accumulating in front of the building.

Town Offices- These offices appear to have been built out within the last 10 years, all the materials used are residential grade in quality. The lighting system attached to the 2 x4 ceiling grid was not revised to accommodate the new partition layout, the partitions were constructed about 8" short of the ceiling.

Elder services space appears to be the original classroom space with a kitchen built out, access through a side door and stair, rear door with a ramp, and though the town offices, the finishes are newer and of residential grade.

The police station has been built with various office, communication, and related spaces in the last 10 years, all the materials are of light commercial or residential in quality. It was reported that much of the rehabilitation work has been done by the police staff or other programs.





II | Existing Conditions Inventory & Assessment

9 November 2012

3 UTILITIES

The building is heated with a single oil fired boiler installed in a small room off the administrative entrance, the boiler appears vintage to the construction. There is a shed right outside the building with two 275 gallon oil tanks within, the tanks appear fairly new. Each space has a combination of air conditioning systems serving their space, with remote condensing units placed at various locations outside. The electric service is in a closet at the elder service space, appears to be vintage to the original construction and to have been modified over the years for the revise usage. No fire alarm system was noted at the office area. There is a security system for the entire building. The police department had a multitude of specialized systems which were not reviewed. The building is served with a propane fueled (4 tanks) emergency generator.

4 SITE

The building is sited on the same grounds as the Library and the new school, the front parking lot serves all three buildings. The parking lot drainage sheet flows to this building.

5 CONDITIONS -DEFICIENCIES

The building appears to be in fair/adequate condition. Issues noticed include:

- a. The number of parking spaces is reported as inadequate.
- b. There is only one curb cut/ access to the building, condition where emergency vehicles entering/leaving the site can be compromised with school drop off, public access.
- c. Drainage at the parking lot was addressed earlier, but did not wholly solve the problem. Ponding still occurs at the front of the building and at the parking spaces in front of the building, reported at times to freeze in vehicles front wheels.
- d. The concrete at the main ramp and railings are in need of repair
- e. Crawl space is reported to be damp and potentially has a mold issue
- f. Windows are sliding aluminum, appear to be in poor condition
- g. The heating and electrical systems are vintage to the building.
- h. The building envelope and systems are not energy efficient
- i. There were no accessible toilets noted, the rear ramp and door do not appear to meet the current code for accessibility, adequate door clearance is not provided. The far end of the rear ramp/walk has a drop off to the grade.

6 RECOMMENDATIONS

- a. Remediate mold in crawl space and resolve site drainage issues to prevent problem from reoccurring
- b. Extend all 8'-0" partitions to full height partitions and provide appropriate lighting and heating/cooling distribution for each space
- c. Repair Main concrete ramp.
- d. Provide handicap accessible toilets for the public
- e. The rear ramp should either have railings installed or the grade raised to eliminate drop off.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Slade Building First Floor	Town Treasurer	General Office	1 workstation, file cabinets	Undersized; limited file storage, semi-private space, poor lighting	100 s.f.
	Town Accountant	General Office	1 workstation, 1 desk, file cabinets, boxes of files	Undersized; due to the amount of file storage, semi-private space, poor lighting	169 s.f.
	Town Administrator	General Office	1 workstation, file cabinets	Undersized; due to the amount of file storage, semi-private space, poor lighting	138 s.f.
	Town Secretary & Board of Selectman	General Office	1 workstation w/ add. computer, file cabinets	Undersized; due to the amount of file storage, semi-private space, poor lighting	158 s.f.
	Town Admin. Shared Space	Meeting Room/ Break Room	File cabinets, interoffice mail boxes, conference table w/ 8 chairs, two benches, miscellaneous millwork, flat file, copy machine, secure closet space, break room closet w/ mini refrigerator, microwave, misc. storage	Meeting capacity limited due to space & seating, poor lighting, files from numerous departments stored all around space, doubles as break room area	470 s.f.
		Toilet Room	Single occupancy	non-handicapped accessible	32 s.f.

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
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II | Existing Conditions Inventory & Assessment

9 November 2012

Slade Building First Floor [cont.]					
	Council on Aging	Senior Center	1 workstation w/ 2 computers, 1 desk & chair for mart van, kitchen w/ full size refrigerator, stove, dishwasher, microwave, sink, & cabinets, 6 banquet tables, ± 50 Chairs, miscellaneous millwork, TV, file cabinets, projection screen, water cooler	All elements are housed in one large space, no table & chair storage, general storage is limited	1184 s.f.
		Toilet Room	Single occupancy	non-handicapped accessible	47 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Slade Building First Floor [cont.]	Police Department	Lobby	Secure reception area, police clerk window.	Navigating the intercom system has proven to be difficult	116 s.f.
		Public Unisex Toilet Room	Single occupancy	non-handicapped accessible	35 s.f.
		Chiefs Office	1 workstation, 2 chairs, file cabinets, television	N/A	189 s.f.
		Sgt. Office-1	2 workstations, conference table w/ 4 chairs	One workstation is insufficient since it consists of a computer on top of a filing cabinets	187 s.f.
		Sgt. Office-2	1 workstation, 1 chair	N/A	113 s.f.
		Sgt. Office Area	2 workstations, one station w/ an add. computer, cabinets, copy machine	Non-secure area	160 s.f.
		Clerk's Office	1 workstation, fax machine, CCTV, service window, copy machine	N/A	219 s.f.
		Booking Area/ Firearms Processing	1 workstation, fingerprinting counter, booking photo area, holding bench,	Non-secure area/ doubles as temporary holding area	115 s.f.
		Training Room	Conference table w/ 5 chairs, ceiling hung projector, TV, file cabinets	Meeting capacity limited due to space & seating, access to numerous other spaces is provide through this area	200 s.f.
		Locker Area	Corridor with Personnel lockers, misc. storage boxes	Boxes are stored above lockers	150 s.f.
		Men's Toilet	Single occupancy	non-handicapped accessible	25 s.f.
		Women's Toilet	Single occupancy	non-handicapped accessible	31 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Slade Building First Floor [cont.]	Police Department [cont.]	Kitchenette	Full-size refrigerator, water cooler, cabinets, microwave, mailboxes	No break room area for sitting, space is	50 s.f.
		Evidence Room	Secure closet with evidence deposit box	N/A	50 s.f.
		Server Room	Police Department server, misc. electronic storage	Non conditioned space	69 s.f.
		Equipment & Firearm Storage	Firearm & equip. storage closet	Housed within one of the sergeant's offices	49 s.f.

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Slade Building First Floor [cont.]	Shared	Mechanical Rooms	Boiler room, Hot Water tank & Storage	N/A	50 s.f.
		Electrical Room	Electrical Room	N/A	32 s.f.

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Slade Building Exterior	Shared	Parking	lined and designated HC spaces; Shared with Jonas Clark Library Building	Overcrowded during school pick-up and drop-off, departments vehicles are housed outside year round, proper grading needed to handle water run-off	N/A
		Oil Tank Shed	Shed Structure with concrete foundation, wood siding, & asphalt shingles, access panel for filling	N/A	48 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

B JONAS CLARK LIBRARY BUILDING

1 GENERAL

Original Building 60' wide x 35' deep w/ rear addition, 6326 gsf. Two stories with a basement, three uses within.

Town offices approx. 2175 sf

Library approx. 1,770 sf

Archives approx. 850 sf

Lot area – Building is sited on a single plot that is also shared by the school and Slade building.

Site immediately surrounding the building equates to approximately 0.27 acres, does not include the shared parking lot with the Slade building. The entire parcel is approximately 7.09 acres.

2 BUILDING DESCRIPTION

The main building was constructed in/about 1871 as a Library, Post office and Grange Hall as a donation to the town by Jonas Clark, Resident and founder of Clark university. The building was designed by Worcester Architect Eldridge Boynton, and is similar to the design of the main building at Clark University. The building is a historic building NRIND 08/19/1998(National Register of historic places, individually listed)PR 09/16/1999 (Preservation Restrictions) (Note these restrictions should be made available for consideration in all future planning)

The Library space was rehabilitated in/about 2000, and included some re-pointing, painting and added access lift.

Reported that the main hip roof was replaced with asphalt shingles, (roof is not visible from grade) the front tower retained the multi-color slate. The left side chimney brick joint and flashing appears to be compromised. There are areas of masonry, particularly the granite that will require re-pointing. It is noted that the brick joints are very narrow, which was traditional to the year constructed. The roof appears to have an integral gutter.

The basement town offices were renovated in part, with a bunker type entrance, toilet room and storage addition in 1983.

Reported that the Library has done a building assessment and program for renovations, which will be made available to LPA.

The second floor is vintage to the original construction, and is not open to the public.

The building has a rear fire escape, the second exit to the lower town offices is through a first floor office. The lower floor has direct outside access at the town clerk and assessor's offices.

The fire escape requires painting and review for the code required certification/inspection.

Reported that there is a crawl space under the basement, with access panel under the file cabinets and space could not be reviewed. There is an attic, with access at the ceiling of the stair hall. Attic was not reviewed. It is not known if the attic is insulated.

The finishes are a combination of the original vintage construction, 1983' renovation work and are vernacular at best. The spaces are not to the standards of the present access code, having knob hardware, insufficient door clearances, and inaccessible transaction spaces.





II | Existing Conditions Inventory & Assessment

9 November 2012

3 UTILITIES

The building is heated with a single oil fired boiler installed in a small room off the meeting room, and appears to be about 40 years old, with two new 275 gallon oil tanks installed in a storage room at the opposite side of the meeting room. The building is heated with antiquated unit heaters hung from the ceiling at each room or space. It is reported that the heating is rudimentary in controls and comfort. The 1983 addition has electric heat. There is no air conditioning or ventilation except for a few window units. The main library space has a two story volume. The original sliding shutters and windows still operate.

The electric service was not reviewed.

No security or fire alarm system was observed at the office area or library

4 SITE

The building is sited on the same grounds as the Slade building and the new school. The front parking lot serves all three buildings. There is direct access to the lower floor offices. There is no report of drainage problems. There is a stub pipe at location of the buried oil tanks that were shown on the 1983 drawings, it is not known if the tank was removed. There is an exterior accessible vertical lift at the side of the entrance stair.

The rear entrance is not to the standards of the current access code for door clearances or curb cuts.

5 CONDITIONS -DEFICIENCIES

The Library building condition appears to good/adequate with exception of the utilities, The Town Offices are Fair/adequate, issues noted/ expressed/observed

Library

- a. Library to make current needs/program study available for review/comment/ integration into this report
- b. Library to advise on future program usage of the second story
- c. No accessible toilet available

Town Offices

- a. Main entrance not accessible due to settling of sidewalk.
- b. Many of the corridors not accessible due to the storage of filing cabinets.
- c. Reported to have a field mouse problem
- d. Heating and systems are at the end of their lifespan, and rudimentary in function.
- e. Chimney, flashing and envelope items should be prioritized
- f. One men's accessible toilet available

6 RECOMMENDATIONS

- a. Provide accessible toilet for the public.
- b. Fixed settling sidewalk to allow for handicap access to the Municipal Offices
- c. Relocate all filing cabinets that prevent an accessible route for occurring, i.e. along the corridor leading to the Board of Health
- d. Upgrade all heating systems
- e. Repair and/or replace roof
- f. Any exterior renovations would have to be in keeping with the historic context of the building, and if state/federal funding is received, the work would have to be submitted and procured in accordance with the US Dept. of Interior Standards.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Jonas Clark Library Building Second Floor	Historical Society	Museum Space	Historical Meeting room with numerous display cases	Not accessible to the public due to only one means of egress, potential for items to be damaged due to condition of roof	685 s.f.
		Storage	Houses historical society items	Underutilized	160 s.f.
First Floor	Jonas Clark Library	Children's Reading Room	Book cases, 2 benches, 4 tables w/ 4 chairs,	Undersized, poor lighting, no public access computer	685 s.f.
		Library Stacks & Mezzanine	Library stacks, table w/ 6 chairs, circulation desk with computer, public access computer	Undersized, Mezzanine is not accessible to the public due to only one means of egress, poor lighting, circulation desk over crowded due to lack of storage, only one public access computer currently avail.	910 s.f.
		Librarian's Office	1 workstation, misc. storage	Undersized	125 s.f.
		Toilet Room	Single occupancy	Non-handicapped accessible	25 s.f.
		Storage	Closet with miscellaneous items, non-secure	Undersized	25 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Jonas Clark Library Building Basement	Board of Assessors	General Office	3 workstations, meeting area, file cabinets, , Service counter	Undersized, antiquated shelving due to its historic significance	340 s.f.
		Waiting Room	Service counter, Information Counter, 2 chairs	Service counter is a Dutch door	75 s.f.
	Board of Health & Conservation Commission	General Office	1 workstations, file cabinets, service counter	Undersized, Service counter is a Dutch Door, non-handicapped accessible due to corridor access	85 s.f.
	Tax Collector & Town Clerk	General Office	2 workstations, conference table w/ 6 chairs, file cabinets, service counter, vault, safe	Overcrowded due to volume of file storage, Clerk's service counter is a Dutch door, antiquated shelving due to its historic significance	300 s.f.
		Waiting Room	Service counter, copy machine, public access computer	Service counter is non-handicapped accessible, Computer is located out of staff's sight	30 s.f.
	Planning Board & Building Department	General Office	2 workstations, file cabinets, service counter	Counter is non-handicapped accessible, undersized; no room for in office file storage	85 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Jonas Clark Library Building Basement [cont.]	Municipal Offices Shared Space	Meeting/Break Room	Conference table w/ 8 chairs, a bench, mini refrigerator, microwave	Meeting capacity is limited due to seating & space, doubles as break room area	205 s.f.
		Lobby	Vestibule w/ public toilet rooms	Non-handicapped accessible due to condition of exterior walk	50 s.f.
		Corridor Space	Corridors house file cabinets	Overcrowded with file cabinets, wayfinding is very difficult relies heavily on signage.	
		Boiler Room	Boiler Room	N/A	58 s.f.
		Oil Tank Room	2 Oil Tanks	N/A	85 s.f.
		Janitor's Closet	Board of Health refrigerator, miscellaneous cleaning equip. & supplies, water heater	Refrigerator is located away from BOH office	72 s.f.
		Men's Room	Single occupancy	non-handicapped accessible	47 s.f.
		Women's Room	Single occupancy	non-handicapped accessible	27 s.f.
		Vault	Secure room utilized by most of the town offices	Half of the municipal offices are located in another building	120 s.f.

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Jonas Clark Library Building Exterior	Shared	Parking	Lined and designated HC spaces;	Shared with Slade Building , overcrowded during school pick-up and drop-off	N/A
	Jonas Clark Library	Book Return	Book return receptacle	N/A	4 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

C HIGHWAY DEPARTMENT BUILDING

1 GENERAL

Main Building 80' wide x 85' deep , 6,800 sf, single story

Salt Shed 45' wide x 75 ' deep , 3,375 sf

Recycling, storage sheds, dog/animal pound, containers and misc. buildings not listed

Lot area – Approximately 8.33 acres immediately surrounding the department's structures.

Facility is housed on two parcels whose total equates to approximately 48.82 acres.

2 BUILDING DESCRIPTION

Main building was reportedly constructed in/about 1980 as a DPW garage building, consisting of 4 double loaded truck bays, office, storage, and mezzanine spaces. The building is typical of package metal buildings, moment steel framed with center steel columns, minimally sloping roof with metal siding and roofing, appropriately designed to be of minimum cost and adequate function for the intended usage.

The building was designed with a concrete knee wall around all 4 sides, with the finish grade up about 3 feet at the sides and rear, and providing concrete protection at the front doors.

The truck/equipment storage bays were reported to be large enough for the trucks and equipment stored.

The buildings right side has an office area, storage, break room, with relate toilet rooms, storage and service areas. These areas are ordinary wood framed, with joists over the partitions creating a low headroom storage mezzanine above accessible by a wood stair.

The siding and roof are standard metal panels on metal zee sub-girts with a minimum of insulation installed over the girts. The building concrete floor slab is reported and appears to be in good condition, the concrete floor slab at the office area is raised up from the garage slab

No building or other drawings were available, and it was not known if any exist.

3 UTILITIES

The bays are heated with two hanging oil fired unit heaters and two gravity ridge ventilators.

The building is served by an artesian well, (reported to be off the rear corner) with an in shaft well and an interior storage/expansion tank (the tank appears newer). The water has a significant amount of iron, which is reported as typical of this area. No filtration system is on this site. The building is reported to have a septic tank and leaching system, general location was reported to be at the side.

The garage bays are reported to have floor drains that are connected to a tight tank outside of the building. The electric system is a 200 amp square D panel. Reported that the truck bay lighting was updated with energy efficient fixtures. No security or fire alarm system was noted. There is an electric domestic hot water tank. A newer diesel fueled emergency generator was installed with a day fuel tank at the bottom.

All the systems appear vintage to the building, with exceptions as noted





II | Existing Conditions Inventory & Assessment

9 November 2012

4 SITE

The building is set back about 250' from the street, and is served by two driveways, the secondary driveway appears to serve the recycling area. There is a wooded buffer between the street and the DPW facilities. There is a pond on the site extending across most of the rear, and is about 120' at the closest to the building. The site has a loop drive around with various storage areas, sheds and stockpiles for differing types of storage at the middle and perimeter. There is a section of pavement at the entrance drive, and parking area, with one catch basin in the middle, and a drainage trench excavated toward the front. There is a new above grade town vehicle fueling system at the building side, it was reported that the former system was removed, and there had been a fuel leak, monitoring wells were installed. The soils on site are reported as silty till material, some clay.

5 OUTBUILDINGS

The Salt shed is a wood pole building, appears fairly new in construction. The building structure is 10" x 10" treated wood posts with sub-framing, and T1-11 siding, sliding wood access doors. The roof is conventional trusses, the metal gusset plates appear to have been painted. There is a secondary independent barrier wall constructed with 10" x 10" posts and 3" planking. The shed appears in good condition. The other structures on the site are a combination of storage containers, pole buildings, sheds etc., and are suited for the intended use, no review was considered as being needed.

6 CONDITIONS -DEFICIENCIES

The Main building appears to be in fair/adequate, Issues noticed include:

- a. The office is open to the public and meeting areas are not accessible per 521CMR.
- b. The front gutter is damaged, and sliding snow is reported as a potential problem
- c. The garage door bottom panels are reported to be corroded. The metal siding between the doors above the concrete is damaged.
- d. Windows are sliding aluminum, appear to be in poor condition
- e. The roof was potentially designed and constructed to the snow loads at the time of construction. The current codes are significantly greater. The current roof purlins are beginning to show signs of corrosion.
- f. The gravity roof ventilation systems appears minimally designed, and reported as leaking.
- g. The building is minimally insulated.
- h. Knee wall and raised grade at rear limits drive through at the garages
- i. All the systems are vintage to the building or replaced at some point.

7 RECOMMENDATIONS

- a. Town should review all the building systems for energy efficiency, and upgrade as required.
- b. The public areas should be upgraded and made accessible. Provide an accessible public toilet room.
- c. Review and resolve well water issue, filtering system may be required.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Highway Dept. Building First Floor	Highway Department	General Office	1 workstation, 1 desk & chair, fax machine, printer, file cabinets	Undersized	147 s.f.
		Break Room	refrigerator, sink, microwave, cabinets, television, water cooler, wash fountain, desk & chair, table w/ 4 chairs,	N/A	175 s.f.
		Men's Toilet	Single occupancy	Severely rust stained fixtures, non-handicapped accessible	23 s.f.
		Women's Toilet	Single occupancy	Severely rust stained fixtures, non-handicapped accessible	23 s.f.
		Shower Room	Single occupancy	Severely rust stained fixtures, non-handicapped accessible	22 s.f.
		Garage	4 Garage doors, 4 double occupancy truck bays, 1 hydraulic lift, personal Lockers	2 more bays are needed for equipment and lubrication station	5,550 s.f.
		Tool/supply Crib	Lockable enclosed area	N/A	225 s.f.
		Mechanical Room	Water heater, flat file, radio charging station, electrical panels, well pump	N/A	56 s.f.
Mezzanine	Highway Department	Storage	Miscellaneous equipment/supply storage, lockers	N/A	400 s.f.
		Plan Room	File cabinets, rolled drawings	Inefficient could lead to loss of information	70 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Highway Dept. Building Exterior	Highway Department	Parking	Lined w/ designated HC spot	Appears to be some areas where water pools due to lack of proper grading	N/A
		Salt Shed	Wood structure with sliding doors	N/A	3,375 s.f.
		Temp. Carport	Canvas tent structure	Temporary solution	N/A
		Fueling Station	Above ground fuel storage with pumping stations	N/A	200 s.f.
		Storage Trailers	3 trailers with miscellaneous supplies & materials	Temporary solutions for storage needs	1,200 s.f.
	Board of Health	Recycling Center	Numerous wood structures and storage containers	Buildings are in fair condition, have had security issues in the past	1,500 s.f.
	Emergency Management	Trailer	Trailer is stored on site	Stored unprotected	N/A
	Police Department	Trailer	Trailer is stored on site	Stored unprotected	N/A





II | Existing Conditions Inventory & Assessment

9 November 2012

D FIRE STATION

1 GENERAL

Building 60' wide x 40' deep 2,400 sf Two stories, slab on grade with built out attic.
Apparatus bay approx. 2400 sf
Attic approx. 1,400 sf
Lot area – Approximately 0.61 acres

2 BUILDING DESCRIPTION

The building was constructed in 1963 as a highway barn. There are four apparatus bays with a center stair leading to the attic/former offices/gear storage. The attic has low headroom with storage areas at the knee walls along both sides, there is a center gable to the street that appears to be the former main office. A secondary exit from the left attic side has a precast concrete stair to grade. The apparatus bay walls are of cement masonry blocks, assumed to be unreinforced, with brick facing at the front facade, the left side wall is a concrete foundation/retaining wall. There are two rows of beams with center columns, the attic floor is assumed to be ordinary wood framed, and the roof is wood rafters. The ceiling of the apparatus bay is a plaster ceiling. The attic finish flooring is 9" x 9" tiles, and would be assumed to contain asbestos, at the left side the tile is coming off. The apparatus bay floor is concrete, and appears to be in good condition, however is barely visible as the space is full with equipment and storage. It appears that the column footings were upgraded at some point, as there is clearly a hammer cut around and a different concrete pour.

The masonry block exterior is painted, with single pane steel sash hopper windows, the gable siding is wood clapboards. The upper windows were replaced with residential grade vinyl windows, the exit door are residential quality pressed metal door. The roof is of an old modular shingle, surprisingly no leaks were reported.

The new fire station offices, quarters and ambulance bay are housed in a rental space which was not reviewed for condition.

3 UTILITIES

The building is heated with what is assumed to be the original oil fired hot air unit hanging in the apparatus bay, ducted to the attic. There is a horizontal 275 gallon oil tank under the stair platform. There is a single original toilet at the attic. The electrical panels were not viewed, however the lighting and system also appears original. There was no mechanical ventilation noted, short of the hopper windows. The water supply is assumed by an artesian well, as the iron problem in the water was also noted.

4 SITE

The location was reported as being ideal as a location for a fire station, the building is set back about 40' from the street, with an undefined partially paved parking areas at the side, and available open area relatively area in the rear, sloping sharply to the adjacent street at the right side and rear. The rear site is reported to be filled with street sweepings, and the depth of this fill appears significant. No lot plans were available for review. No information on the well or septic system location is known. There is a tower at the rear of the building, and an old truck box trailer used for storage.



II | Existing Conditions Inventory & Assessment

9 November 2012

5 CONDITIONS -DEFICIENCIES

The Main building appears to be in fair-poor condition, Issues noticed include:

- a. The basic building structure is in sound condition, however refer to recommendations.
- b. The building is not open the public, however if there were to be any transactions areas, meeting areas they would have to be made accessible per 521CMR.
- c. The roof is at the end of its lifespan and replacement is needed.
- d. The gable wood siding is in poor condition, with missing siding, repair and replacement is needed.
- e. The passage doors are corroded and in poor condition and replacement is needed
- f. Steel sash windows are in poor condition, however appear to operate.
- g. The building is minimally insulated, any program should consider upgrading.
- h. All the systems are vintage to the building and replacement is needed.
- i. The apparatus bay is packed as tightly as possible. The trucks are parked with minimal of clearances.

6 RECOMMENDATIONS

- a. Replace roof, siding, doors, and windows.
- b. Assessment is recommended to be made for hazardous materials within the building; if found materials should be removed.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Main St. Fire Station First Floor	Fire Department	Engine Bays & Equip. Storage	Four Bays, 4 vehicles, apparatus storage, individual equipment lockers, oil tank,	One truck has only a few inches of clearance front to back,	2400 s.f.
Second Floor	Fire Department	Data/Comm. Server	Free standing server cabinet	Housed in a non- conditioned space	120 s.f.
		Storage	Miscellaneous equipment	N/A	530 s.f.
	Town Accountant, Tax Collector, Board of Assessors, Board of Selectman, Planning Board	Storage Space	Makeshift shelving w/ files stored in cardboard boxes	Located away from Town Offices, Not a very secure facility	150 s.f.
	Shared Space	Toilet Room	Single occupancy	Severely rust stained fixtures, non-handicapped accessible	35 s.f.
Exterior Space	Fire Department	Parking	Unlined parking on side and rear of building	No designated handicapped parking spot	N/A
		Storage Trailer	Located behind the building	Temporary solution being used permanently	400 s.f.
		Radio Tower	Located behind the building between the building and the trailer.	Was recently repaired due to damage during a storm.	10 s.f.





II | Existing Conditions Inventory & Assessment

9 November 2012

E FIRE STATION

1 GENERAL

Building approx. 3,500 sf of a larger single story commercial building.

Apparatus bay approx. 1200 sf

Lot area – Area utilized by the department is approximately 0.54 acres. The entire plot is approximately 3.93 acres.

2 BUILDING DESCRIPTION

The building was constructed in 1990 as commercial rental space. There is one large apparatus bay located on the back side of the building. Our review of this building was minimal since the space is leased and improvements would be at the discretion of the owner. We were informed that the membrane roof over the department was recently repaired due to leaks and observed that the exterior façade was in fair condition.

3 UTILITIES

The utilities were reported as being sufficient. No major issues were observed.

4 SITE

The location was reported as less than ideal given that firefighters must travel to the Main Street station to get appropriate vehicles & equipment before responding to a call. However, given it was initially a temporary solution it is sited in a manner that has two direct routes to the Main Street Fire Station.

5 CONDITIONS -DEFICIENCIES

The main entrance is non-accessible. There is one window throughout the entire space located adjacent to the main entrance.

Issues noticed include:

- a. The office is open to the public and toilets, meeting and transaction areas are not accessible per 521CMR.
- b. There is only one window throughout the entire space relying completely on mechanical systems for ventilation.
- c. The apparatus bay configuration requires the ambulances to be stacked. This is not a major issue since the second ambulance is rarely used. However, it could greatly increase response times if the first ambulance were to become disabled.

6 RECOMMENDATIONS

- a. This property is a leased space and the town should and would benefit the community greatly if all of the department were housed in one facility. The town does not have a set leasing period for this space and is on a month to month basis.
- b. Town should ask the owner to make the main entrance accessible for public access.





II | Existing Conditions Inventory & Assessment

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	DEFICIENCY	AREA
Breezy Hill [leased space] First Floor	Fire Dept. Admin. & EMS	Chief's Office	1 workstation, 1 copy machine, 1 chair	N/A	114 s.f.
		Office Space-2	1 workstation	N/A	114 s.f.
		Office Space-3 & Lounge	1 workstation, 1 TV, 2 sofas, 1 fax machine	N/A	165 s.f.
		Bunk Room/ Locker Room	1 bed, 4 lockers	Undersized	52 s.f.
		Training Room	Tables and chairs for 25 ppl., 1 white board, projector, 1 workstation	N/A	429 s.f.
		Ambulance Bay	Single garage door, 2 ambulances, & apparatus storage	Ambulances are stored back to back	1200 s.f.
		Shower/ Laundry Room	1 shower stall, 1 washer/dryer unit	N/A	49 s.f.
		Toilet Room	Single occupancy,	non-handicapped accessible	45 s.f.
		Break Room	dishwasher, 1 TV, 1 refrigerator, stove, microwave, table w/ 6 chairs, cabinets, mailboxes, phone, dispatch scanner, water cooler	N/A	266 s.f.
		Circulation	Houses file cabinets	Entry door is non-handicapped accessible	N/A
Exterior	Fire Dept. Admin. & EMS	Parking	Not clearly marked, no designated Handicapped parking	Meets current needs and Hazmat Response Trailer is stored unprotected	N/A
		Temp. Canvas Carport	Houses department SUV	Temp. solution accessible from only one side of the parking lot	N/A



III | PROGRAM & SPATIAL REQUIREMENTS



III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Municipal Offices	Town Treasurer	General Office	1 workstation, file cabinets	Town Clerk, Accountant, Administrator, & Secretary	150 s.f.
	Town Accountant	General Office	1 workstation, 1 desk, file cabinets	All municipal offices	150 s.f.
	Town Administrator	General Office	1 workstation, file cabinets	Town Clerk, Accountant, Administrator, Treasurer, & Secretary	150 s.f.
	Town Secretary & Board of Selectman	General Office	1 workstation w/ add. computer, file cabinets, Service counter	Town Clerk, Accountant, Administrator, & Treasurer	150 s.f.
	Board of Assessors	General Office	3 workstations, meeting area, file cabinets, Service counter	Tax Collector, Town Clerk, Town Accountant	350 s.f.
	Board of Health & Conservation Commission	General Office	1 workstations, file cabinets, Service counter	Planning Board & Building Dept.	150 s.f.
	Tax Collector	General Office	1 workstation, 1 desk, file cabinets, safe, service counter	Town Clerk, Assessors Office	150 s.f.
	Town Clerk	General Office	1 workstations, file cabinets, service counter	All municipal offices	150 s.f.
	Planning Board & Building Department	General Office	2 workstations, file cabinets, service counter	Board of Health, Tax Collector	200 s.f.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Municipal Offices [Continued]	Shared Space	Lobby	Waiting area w/ public access computer, and copy machine	All municipal offices, public toilets	250 s.f.
		Meeting Room	Conference table w/ seating for 10 to 12	All municipal offices	200 s.f.
		Meeting Room	Town meeting style layout allowing boards/committees to address the public; seating for 20 to 25 people	All municipal offices	400 s.f.
		Meeting Room	Larger meeting space flexible layout; seating for 40 to 50 people	All municipal offices	800 s.f.
		Storage	Secure File Storage	All municipal offices	300 s.f.
		Vault	Secure room for storage of vital town documents	All municipal offices	120 s.f.
		Break Room	Small Kitchenette, seating for 6 to 8, office mailboxes	All municipal offices	175 s.f.
		Server	1 workstation w/ network server	N/A	75 s.f.
		Men's Staff Toilet	Handicapped accessible	All municipal offices	50 s.f.
		Women's Staff Toilet	Handicapped accessible	All municipal offices	50 s.f.
		Janitor's Closet	miscellaneous cleaning equip. & supplies	N/A	30 s.f.
		Men's Room	Handicapped accessible	Lobby	50 s.f.
		Women's Room	Handicapped accessible	Lobby	50 s.f.
		Mechanical Rooms	Boiler room, Hot Water tank & Storage	N/A	50 s.f.
		Electrical Room	Electrical Room	N/A	30 s.f.
Municipal Offices Exterior	Shared space	Parking	Parking for 30 vehicles	Building	TBD





III | Program & Spatial Requirements

9 November 2012

MUNICIPAL OFFICES

BUILDING PROGRAM: 5,109 G.S.F.

EXISTING SLADE BUILDING: 4,941 G.S.F.

SQUARE FOOTAGE DEFICIT: -168 G.S.F.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Jonas Clark Library	Children Collection	Children Collection	See attached report	See attached report	1,888 s.f.
	Adult Collection	Adult Collection	See attached report	See attached report	2,826 s.f.
	Computer Access Areas	Computer Access Areas	See attached report	See attached report	310 s.f.
	Seating Areas	Seating Areas	See attached report	See attached report	785 s.f.
	Staff Areas	Staff Areas	See attached report	See attached report	754 s.f.
	Meeting Rooms	Meeting Rooms	See attached report	See attached report	1,140 s.f.
	Study Rooms	Study Rooms	See attached report	See attached report	150 s.f.
	Special Use	Special Use	See attached report	See attached report	726s.f.
	Utility Spaces	Utility Spaces	See attached report	See attached report	935 s.f.
	Historical Society	Museum Space	Display cases	N/A	400 s.f.
		Storage	Houses historical society items	N/A	150 s.f.
Exterior	Shared	Parking	TBD based on occupancy of library	Building	TBD
	Jonas Clark Library	Book Return	Book return receptacle	Entrance	4 s.f.

*Stephen Hale and Associates Jonas Clark Library Study Dated September 15th, 2011; See Appendix



III | Program & Spatial Requirements

9 November 2012

JONAS CLARK LIBRARY

BUILDING PROGRAM: 9,144 G.S.F.

EXISTING LIBRARY BUILDING: 6,250 G.S.F.

SQUARE FOOTAGE DEFICIT: -2,894 G.S.F.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Highway Dept. Building	Highway Department	Main Office	1 workstation, 1 desk & chair, fax machine, printer, file cabinets	Main entrance, clerk's office	150 s.f.
		Clerk's Office	1 desk & chair, file cabinets	Garage, Main office	100 s.f.
		Public Toilet	Handicapped accessible	Main Entrance	50 s.f.
		Break Room	Kitchenette table w/ seating for six	Garage	175 s.f.
		Men's Staff Toilet	Handicapped accessible	Break room, Garage	50 s.f.
		Women's Staff Toilet	Handicapped accessible	Break room, Garage	50 s.f.
		Shower Room	Handicapped accessible	Break room, Garage	50 s.f.
		Garage	6 Garage doors, 4 truck bays, 1 storage bay, 1 lubrication bay, 1 hydraulic lift, personnel lockers	Offices, Break room, Tool Crib	7,500 s.f.
		Tool/supply Crib	Lockable enclosed area	Garage	250 s.f.
		Mechanical Room	Water heater, electrical panels, well pump	N/A	75 s.f.
		Plan Room	Drawing Storage	Offices	75 s.f.
Highway Dept. Building Exterior	Highway Department	Parking	Parking for 15 vehicles		
		Salt Shed	Wood structure with sliding doors	N/A	3200 s.f.
		Fueling Station	Fuel storage with pumping stations		
		Generator	Back-up Generator	Building	TBD
	Board of Health Recycling Center	Storage Trailers	3 trailers each for a separate class of recyclable items	Trailers, Dumpsters, Drop box	1400 s.f.
		Dumpster	2 dumpsters	Dumpsters, Trailers, Drop box	N/A
		Drop Box	Drop off containers for recyclable items	Dumpsters, Trailers,	100 s.f.





III | Program & Spatial Requirements

9 November 2012

HIGHWAY DEPARTMENT

BUILDING PROGRAM: 10,230 G.S.F.

EXISTING HIGHWAY BUILDING: 6,400 G.S.F.

SQUARE FOOTAGE DEFICIT: -3,800 G.S.F.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Fire Station	Fire Department	Engine Bays & Equip. Storage	Six vehicle bays, 2 for ambulances, 4 for fire vehicles, apparatus storage, equipment lockers	Break Room, Chief's Office, Public Toilet	4500 s.f.
		Chief's Office	1 workstation, 1 copy machine, 1 chair	Engine bays, Public Toilet	100 s.f.
		Office Space-2	1 workstation	Office Space-3	100 s.f.
		Office Space-3	1 workstation, 1 fax machine	Office Space-2	100 s.f.
		Public Toilet	Handicapped accessible	Engine Bays, Chief's Office	50 s.f.
		Training Room	Tables and chairs for 25 ppl., 1 white board, projector, 1 workstation	Break Room, Bunk Room	450 s.f.
		Break Room	Kitchenette, table w/ 6 chairs, mailboxes, dispatch scanner	Lounge, Bunk Room, Staff Toilets, Shower	250 s.f.
		Lounge	1 TV, 2 sofas	Break Room, Bunk Room, Staff Toilets, Shower	150 s.f.
		Bunk Room/ Locker Room	1 bed, personnel lockers	Break Room, Staff Toilets, Shower	150 s.f.
		Men's Staff Toilet	Handicapped accessible	Break Room, Bunk Room, Training Room	50 s.f.
		Women's Staff Toilet	Handicapped accessible	Break Room, Bunk Room, Training Room	50 s.f.
		Shower/ Laundry Room	1 shower stall, 1 washer/dryer unit	Break Room, Bunk Room,	50 s.f.
		Equipment Storage	Miscellaneous equipment	Engine Bays	400 s.f.
		Storage	File cabinets	Offices	100 s.f.
		Data/Comm. Server	Free standing server cabinet	Offices	75 s.f.
Exterior Space	Fire Department	Parking	TBD based on occupancy of Dept.	Building	TBD
		Radio Tower	Metal tower used for dept. radios	Building	10 s.f.
		Generator	Back-up Generator	Building	TBD





III | Program & Spatial Requirements

9 November 2012

FIRE DEPARTMENT

BUILDING PROGRAM: 8,220 G.S.F.

EXISTING STATION BUILDING: 3,282 G.S.F.

SQUARE FOOTAGE DEFICIT: -4,938 G.S.F.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Police Department	Police Department	Lobby	Secure reception area, security window	Clerk's office, public toilet	100 s.f.
		Public Unisex Toilet Room	Handicapped accessible	Lobby	50 s.f.
		Chiefs Office	1 workstation, 2 chairs, file cabinets	Clerk's Office, Sgt. Offices	150 s.f.
		Sgt. Office-1	2 workstations, conference table w/ 4 chairs	Chief's Office, Clerk's Office, Sgt. Offices, Equip. Storage, Locker Area	250 s.f.
		Sgt. Office-2	1 workstation, 1 chair	Chief's Office, Clerk's Office, Sgt. Offices, Equip. Storage, Locker Area	150 s.f.
		Sgt. Office-3	2 workstations, one station w/ an add. computer, cabinets, copy machine	Chief's Office, Clerk's Office, Sgt. Offices, Equip. Storage, Locker Area	200 s.f.
		Clerk's Office	1 workstation, fax machine, CCTV, service window, copy machine	Chief's Office, Sgt. Offices, Booking/ Firearm areas	200 s.f.
		Booking Area	1 workstation, fingerprinting counter, booking photo area	Sally Port, Clerk's Office, Firearms Processing	100 s.f.
		Firearms Processing	1 workstation,	Booking Area	100 s.f.
		Holding Cell	Secure cell with bench	Sally Port, Booking Area	50 s.f.
		Training Room	Conference table w/ 5 chairs, ceiling hung projector, TV, file cabinets	Offices, Staff Toilets	200 s.f.
		Locker Area	Corridor with Personnel lockers, misc. storage boxes	Offices, Staff toilets	150 s.f.
		Equipment & Firearm Storage	Firearm & equip. storage closet	Offices, Locker Area	50 s.f.





III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Police Department [continued]	Police Department	Break Room	Full-size refrigerator, water cooler, cabinets, microwave, table & chairs, mailboxes	Offices, Training Room, Staff toilets	150 s.f.
		Men's Staff Toilet	Handicapped accessible	Offices, Training Room, Break Room	50 s.f.
		Women's Staff Toilet	Handicapped accessible	Offices, Training Room, Break Room	50 s.f.
		Evidence Room	Secure closet with evidence deposit box	Offices	50 s.f.
		Server Room	Police Department server, misc. electronic storage	Clerk's Office	75 s.f.
		File Storage	File Cabinets	Offices	100 s.f.
		Sally Port	Secure entryway to processing and booking areas	Exterior, booking area, firearms processing	75 s.f.
		Mechanical Rooms	Boiler room, Hot Water tank & Storage	N/A	50 s.f.
		Electrical Room	Electrical Room	N/A	25 s.f.
Police Department Exterior	Shared	Parking	TBD based on occupancy of Dept.	Building	TBD
		Generator	Back-up Generator	Building	TBD





III | Program & Spatial Requirements

9 November 2012

POLICE DEPARTMENT

BUILDING PROGRAM:	3,087 G.S.F.
EXISTING SLADE BUILDING:	4,941 G.S.F.
SQUARE FOOTAGE DEFICIT:	+1,853 G.S.F.



III | Program & Spatial Requirements

9 November 2012

BUILDING	DEPARTMENT	SPACE	DESCRIPTION	ADJACENCY	AREA
Senior/ Community Center	Council on Aging	Senior Center	Flexible space with tables and chairs for 50 people	Director's office, Martvan Office,	1,500 s.f.
		Director's Office	1 workstation w/ 2 computers, 2 chairs, file cabinets,	Senior Center, Mart Van Office	110 s.f.
		Mart Van Office	1 workstation, file cabinets	Senior Center, Director's Office	110 s.f.
		Card Room	Storage cabinets/ shelving, table & chairs	Senior Center	175 s.f.
		Craft Room	Storage cabinets/ shelving, table & chairs	Senior Center	175 s.f.
		Men's Toilet Room	Handicapped accessible	Senior Center	50 s.f.
		Women's Toilet Room	Handicapped accessible	Senior Center	50 s.f.
	Community Center	Facility Office	1 workstation w/ 2 computers, 2 chairs, file cabinets,	Multipurpose Rm. Senior Center, Lobby	140 s.f.
		Multipurpose Room	Flexible space with seats and chairs for large gatherings	Stage, Storage, Theater, Toilets	5,400 s.f.
		Stage	Raised Platform	Multipurpose Rm. Storage, Theater	1,200 s.f.
		Conference Room	Conference table w/ seating for 10 to 12	Multipurpose Rm. Lobby, Toilets	225 s.f.
		Men's Toilet Room	Handicapped accessible	Multipurpose Rm. Lobby	200 s.f.
		Women's Toilet Room	Handicapped accessible	Multipurpose Rm. Lobby	200 s.f.
		Storage	Table & chair storage	Multipurpose Rm. Stage	300 s.f.
	Shared Spaces	Kitchen	Commercial grade kitchen	Multipurpose Rm. Senior Center	350 s.f.
		Lobby	Reception area	Senior Center, Facility Office, Multipurpose Rm.	840 s.f.
		Utility Spaces	Elect. & Mech.	N/A	375 s.f.
		Parking	TBD based on occupancy	Building	TBD





III | Program & Spatial Requirements

9 November 2012

SENIOR CENTER

BUILDING PROGRAM: 3,800 G.S.F. *

EXISTING SLADE BUILDING: 4,941 G.S.F.

SQUARE FOOTAGE DEFICIT: +1,141 G.S.F.

*Square footage reflects senior center only

IV | RECOMMENDATIONS



IV | Recommendations

9 November 2012

OVERVIEW

Like many communities Hubbardston's town facilities have evolved through organic growth due to budgets limitations despite growing demand for services. The town is currently facing major facility deficiencies and cannot, in many instances, provide services in a manner compliant with current regulations. Many of the current patterns of use were initially deemed temporary which before long became permanent.

MUNICIPAL OFFICES

The town offices user and support spaces are currently housed in three separate locations, the Jonas Clark Building's basement, the Slade Building, and the Main Street Fire Station. It would be beneficial for future growth of not only the Municipal offices but also the growth of the Library to house all administrative functions within a single structure. Based on our observations and spatial needs of each department a building similar in size to the Slade building would be sufficient to support town office operations. Given the fact that the current foot print could serve the Municipal Offices well and relocating the senior center and the police department would greatly reduce the amount of people needing to access the already cramped site it is our recommendation that the current Slade building be renovated to house all of the Municipal Offices.

Recommended Construction Budget: \$1,450,000 - \$1,740,000

JONAS CLARK LIBRARY

The Jonas Clark building is one of Hubbardston's most significant architectural structures under town ownership. With that in mind and the evidence provided in the Report prepared by Stephen Hale and Associates, dated September 15th, 2011, it is our recommendation that the renovation and/or addition to the Jonas Clark building be implemented. Given the town's needs for space and the capital needed to fund such improvements it would appear continuing to operate this structure as a library would allow the town to renovate/restore this structure at a far lesser cost than for any other function. In the aforementioned report, four alternatives are offered including: no build, minimal renovation, substantial renovation/addition, and construction on a new site. We support their recommendation to pursue the larger renovation/addition option which includes a four story addition to the rear of the building, substantial renovation of all existing floors, and new site features. Site features would include a reading terrace and exterior seating areas. Based on our review of the report and the proposed plans it is our opinion that the historical society collection could also be supported within this scheme. The report alludes to this incorporation but does not specifically state it. Overall this solution best suits the long term needs of the library, community, and safeguards the architectural significance of the structure. Stephen Hale and Associates Report can be found in the Appendix of this report.

Recommended Construction Budget: See Stephen Hale and Associates Report





IV | Recommendations

9 November 2012

HIGHWAY DEPARTMENT

The Highway department's site and facility are very utilitarian in nature and have served the town well. The structure, given its original modest design has held up well and should continue to serve the town for years to come with proper maintenance. Potential for expansion on this site is very good and would allow opportunity to provide handicap access to the building with accessible toilets and office/service areas. The Highway department was the most well suited current building use out of all those reviewed. Given that there is ample space for an addition it is our recommendation that an addition with two additional bays, public toilets, and offices be constructed.

Recommended Construction Budget: \$950,000 - \$1,150,000

FIRE DEPARTMENT

The fire department faces numerous capital deficiencies that should be addressed in the very near future since life safety concerns are their first and foremost priority. After reviewing the current fire department operations it is clear that a single facility would best serve the town and alleviate the town dependency on leased space. As previously discussed, centrally located sites are not readily available. Given that the existing Main Street Station is not only centrally located but also abuts two town owned parcels it is our recommendation that a new fire station be constructed on this site. This is assuming a response time study supports this location. Renovation of the existing facility is not a viable option since the current structure is antiquated and newer codes would require vast upgrades to the structure and mechanical systems. Suitability of the well/water supply, septic system, environmental and soils reviews would have to be conducted as a first step of any planning for this site.

Recommended Construction Budget: \$2,500,000 - \$3,000,000

POLICE DEPARTMENT

Review of police department's current facility identified many deficiencies since it was never properly designed and/or renovated to serve as a police department. It is our recommendation that a new facility be constructed. The current location is less than ideal since it is often crowded with community members either visiting the town library and offices or picking up their children from the Center School. With that being said, the police department would be best suited on a parcel located along route 68 close to the center of town. This would require procurement and preparation of a site and construction of a modest scale building that would serve the town for years to come.

Recommended Construction Budget: \$1,000,000 - \$1,200,000





IV | Recommendations

9 November 2012

SENIOR CENTER

Representatives of the Senior Center had worked previously with Hanes Lieneck, and Smith on a program and layout for a new Senior/Community Center. The proposed facility is much larger than what would be needed to support the Senior Center requirements [see Senior Center Program]. Based on the devised plan and our observations pursuing such an initiative would be greatly beneficial to the community, especially if the town is able to acquire land from the state for which it has already petitioned. The construction of such a facility would free up vital square footage in the Slade Building, which could be used to consolidate the Municipal Offices. Given the function and user groups that would visit such a facility, renovation of any of the existing municipal structure for such purpose would require significant renovations and a sizable addition, which would easily outpace the cost to build new. See proposed plans by Hanes, Leinick, and Smith in the Appendix of this report.

Recommended Construction Budget: \$1,250,000 - \$1,500,000*

*Construction budget reflects senior center only



V | Appendix

9 November 2012

A | QUESTIONNAIRES

B | REPORTS & DRAWINGS

C | PROPERTY CARDS

D | PHOTOS

- I SLADE BUILDING
- II JONAS CLARK LIBRARY BUILDING
- III HIGHWAY DEPARTMENT BUILDING
- IV MAIN STREET – FIRE STATION
- V BREEZY HILL – FIRE DEPARTMENT

E | SITE PLANS

F | TOWN OWNED PARCELS

G | HISTORICAL INFORMATION & RESTRICTIONS





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Town Administration

Person Completing the Survey: BRIAN Bullock

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	ADMINISTRATIVE WORK w/ FREQUENT PUBLIC AND EMPLOYEE CONTACT
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	SPACE MUST BE AVAILABLE MOST PRIVATE MTS OFF HOURS ACCESS IS REQUIRED
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	TOWN CLERK, ACCOUNTANT + TREASURER + TOWN SECRETARY
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	SHADE BUILDING
• Full-time staff members (current and future anticipated)	1
• Part-time/On-call staff members (current and future anticipated)	1/2
• Customers/Public contact per wk (current and future anticipated)	10
• Workstations required (current and future anticipated)	1
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input checked="" type="checkbox"/> computers # 1 type DESK TOP <input type="checkbox"/> other (describe special requirements) # _____ type _____



LAMOUREUX • PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	Shade Rmld Bas + ABC + COA Meeting Room
• Current and future anticipated needs, including how many people and frequency?	most frequent mtg size is 20 participants
• Where would you like to be able to hold your meetings?	SM mtgs may also be in larger meeting Cm Rm Adjacent
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	yes we do need a waiting area
• Is a lunch/break room currently available to your department; if not is there a need for one?	Bas + ABC is lunch area need a lunch area
• What is your current and future anticipated parking needs?	Parking for Public + Employees TA office 2 vehicles
STORAGE	
• Describe your current and future anticipated storage needs or desires	Storage town wide is inadequate
• Do you currently have public records stored outside of your department?	NO
• Do you have records that need to be securely stored?	yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	PARTIALS are inadequate lighting is poor
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	1 work station is sufficient
OTHER	
• Provide any other pertinent information to be considered when assessing your space	

Thank you for your input.



LAMOUREUX · PAGANO
ASSOCIATES, ARCHITECTS

Page | 2



Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Board of Selectmen

Person Completing the Survey: Elaine Peterson
Town Secretary

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	administrative to BOS + TA / cable channel event listing and personnel records mgmt.
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	need to know security code to enter bldg.
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Treasurer / Accountant / Town Administrator / Town Clerk
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	Slade Building - TA main st.
• Full-time staff members (current and future anticipated)	Town Administrator
• Part-time/On-call staff members (current and future anticipated)	Town Secretary
• Customers/Public contact per wk (current and future anticipated)	Varies depending on public needs
• Workstations required (current and future anticipated)	at least 2 for future cable access 1 for T. Secretary (1 for public computer)
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> tables # <u>1</u> type <u>meeting area</u> <input checked="" type="checkbox"/> computers # <u>2</u> type _____ <input checked="" type="checkbox"/> other (describe special requirements) for future - <u>pull down screen for presentations</u> <u>needed</u> # _____ type _____



Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	Slade Building meeting area
• Current and future anticipated needs, including how many people and frequency?	room for more seats (public) during meetings
• Where would you like to be able to hold your meetings?	2
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	yes, Slade Bldg meeting area
• Is a lunch/break room currently available to your department; if not is there a need for one?	no, yes
• What is your current and future anticipated parking needs?	more parking needed during school hours + town mtg
STORAGE	
• Describe your current and future anticipated storage needs or desires	current - file cabinets in my office
• Do you currently have public records stored outside of your department?	not generally, minutes, once bound are in Town Clerk's vault
• Do you have records that need to be securely stored?	yes - CORI + personnel
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? [heating/cooling, plumbing, lighting, accessibility]	lack of electrical outlets + modem (internet) outlets
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	2 computers - one administrative one for public access ^{cable} broadcasting
OTHER	
• Provide any other pertinent information to be considered when assessing your space	see attached

Thank you for your input.



BUILDING STUDY NEEDS –ADDITIONAL INFORMATION

ADDITIONAL STORAGE SPACE FOR COPY PAPER AND MISC. OFFICE SUPPLIES NEEDED

ADDITIONAL SPACE FOR CUSTODIAL SUPPLIES NEEDED –PAPER GOODS ETC. AND CLEANING EQUIPMENT- CURRENTLY LOCKED IN POLICE DEPT. AND NOT ACCESSIBLE UNLESS POLICE ARE IN OR CUSTODIAN IS WORKING

ADDITIONAL SPACE FOR CABLE EQUIPMENT NEEDED - COMPUTERS AND RECORDING EQUIPMENT- NONE CURRENTLY AVAILABLE

ADDITIONAL SPACE FOR EMPLOYEE BREAKROOM- FOR MICROWAVE, REFRIGERATOR, WATER DISPENSER- CURRENTLY EAT AT MEETING TABLE IN SLADE BLDG-.

COMMON AREA FOR DEPARTMENT MAIL DISTRIBUTION-CURRENT AREA DOES NOT ACCOMMODATE ALL BOARDS/COMMISSIONS

COMMON AREA FOR ALL FILE CABINETS FOR BOARDS/COMMISSIONS THAT DO NOT HAVE PHYSICAL OFFICES OR THEIR OFFICES ARE TOO SMALL CURRENTLY TO HOUSE THEM



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Town Accountant

Person Completing the Survey: Karen Chick

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	<u>Town Accountant</u>
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	<u>NO</u>
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	<u>Treasurer, Assessor, Tax Collector, Town Clerk Town Secretary, Town Admin.</u>
ADMINISTRATIVE SPACE	
• Where is your space currently allocated [if any]?	<u>Slade Bldg.</u>
• Full-time staff members [current and future anticipated]	<u>-1- (32 hrs wk)</u>
• Part-time/On-call staff members [current and future anticipated]	<u>-1- (7 hrs - shared wkly w/Treas.)</u>
• Customers/Public contact per wk [current and future anticipated]	<u>very little</u>
• Workstations required • [current and future anticipated]	<u>2 desk, computer station</u>
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity [indicate if stations/equipment are shared or sole use, current and future anticipated]	<input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> desks # <u>2</u> type _____ <input type="checkbox"/> tables # _____ type _____ <input checked="" type="checkbox"/> computers # <u>1</u> type _____ <input checked="" type="checkbox"/> other (describe special requirements) <u>File cabinets etc.</u> # _____ type _____



LAMOREUX-PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Received Time Sep. 4, 2012 10:38AM No. 3183

Town Acct. - Karen Chide
4 September 2012

Municipal Buildings - Capital Needs

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space[s] do you currently have and/or use to meet your needs?	Chair in my office - sufficient
• Current and future anticipated needs, including how many people and frequency?	/
• Where would you like to be able to hold your meetings?	in my office
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	NO
• Is a lunch/break room currently available to your department; if not is there a need for one?	open meeting space
• What is your current and future anticipated parking needs?	Currently meets my needs.
STORAGE	
• Describe your current and future anticipated storage needs or desires	-secure mold free area. Acct. holds documents for the entire town - retained permanently
• Do you currently have public records stored outside of your department?	Fire station - with asbestos.
• Do you have records that need to be securely stored?	yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	/
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	1 Computer for Town Accountant
OTHER	
• Provide any other pertinent information to be considered when assessing your space	/

Thank you for your input.



LAMOUREUX • PAGANO
ASSOCIATES, ARCHITECTS

Page | 2



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Received Time Sep. 4, 2012 10:38AM No. 3183

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Town Clerk

Person Completing the Survey: Joyce Green

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	Voter Registration, Dog Licensing, Vital Records copies, Census
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	During elections, need to have off hours availability.
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Access to vault needed
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	Basement of library
• Full-time staff members (current and future anticipated)	1
• Part-time/On-call staff members (current and future anticipated)	1
• Customers/Public contact per wk (current and future anticipated)	Daily multiple contacts; counter needed + able to close it off
• Workstations required (current and future anticipated)	2
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> desks # <u>1</u> type _____ <input checked="" type="checkbox"/> tables # <u>1</u> type _____ <input checked="" type="checkbox"/> computers # <u>2</u> type <u>PC w/printers</u> <input checked="" type="checkbox"/> other (describe special requirements) <u>FILE Cabinets + Bookcase</u> # _____ type _____



LAMOREUX + PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	At least 2 meeting rooms needed
• Current and future anticipated needs, including how many people and frequency?	
• Where would you like to be able to hold your meetings?	In same building
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	No
• Is a lunch/break room currently available to your department; if not is there a need for one?	Yes / yes
• What is your current and future anticipated parking needs?	?
STORAGE	
• Describe your current and future anticipated storage needs or desires	Permanent record storage in vault required Voting machine, storage of ballots
• Do you currently have public records stored outside of your department?	Not that I am aware of.
• Do you have records that need to be securely stored?	Yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? [heating/cooling, plumbing, lighting, accessibility]	Need individual controls for A/C + heat
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	One terminal at counter to access during customer transactions; one at desk — State also provide a computer for voter registry
OTHER	
• Provide any other pertinent information to be considered when assessing your space	

Thank you for your input.





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name:

Building / Planning

Person Completing the Survey:

Andrea LaBotta

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	Permits, Zoning & Code enforcement Planning Board
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	M. 3:30-8 W. 3:30-6:30 T. 10-5
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Board of Health & Tax Collector
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	Library basement – Adjacent to B.O.H.
• Full-time staff members (current and future anticipated)	No
• Part-time/On-call staff members (current and future anticipated)	2
• Customers/Public contact per wk (current and future anticipated)	3 days
• Workstations required (current and future anticipated)	2
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> desks # <u>2</u> type _____ <input checked="" type="checkbox"/> tables # <u>1</u> type <u>Computer Table</u> <input checked="" type="checkbox"/> computers # <u>1</u> type <u>Laptop</u> <input type="checkbox"/> other (describe special requirements) _____ # _____ type _____



LAMOUREUX • PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	The Slade bldg.
• Current and future anticipated needs, including how many people and frequency?	
• Where would you like to be able to hold your meetings?	N/A
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	No wait area - could use one
• Is a lunch/break room currently available to your department; if not is there a need for one?	yes
• What is your current and future anticipated parking needs?	N/A
STORAGE	
• Describe your current and future anticipated storage needs or desires	File Cabinets
• Do you currently have public records stored outside of your department?	yes in the common area of building
• Do you have records that need to be securely stored?	
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	Heat/Cooling - None
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	I'm the sole user would like a separate area for Planning Board
OTHER	
• Provide any other pertinent information to be considered when assessing your space	

Thank you for your input.





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Board of Health / Conservation Commission
Person Completing the Survey: Elaine Peterson
Town Secretary

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	administrative - public health issues and wetlands protection enforcement
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	access to security system panel for building
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Planning and Building Dept. Board
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	Library basement
• Full-time staff members (current and future anticipated)	n/a
• Part-time/On-call staff members (current and future anticipated)	16 hours for land use clerk
• Customers/Public contact per wk (current and future anticipated)	constant interaction w/ public
• Workstations required (current and future anticipated)	1 computer + 1 printer
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> tables # <u>1</u> type <u>desired</u> <input checked="" type="checkbox"/> computers # <u>1</u> type _____ <input type="checkbox"/> other (describe special requirement(s)) <u>storage room for refrigerator for BOH</u> # _____ type _____





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	library basement meeting room Some confidential issues occasionally
• Current and future anticipated needs, including how many people and frequency?	room for confidential discussions when needed
• Where would you like to be able to hold your meetings?	
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	no and yes
• Is a lunch/break room currently available to your department; if not is there a need for one?	library basement meeting room
• What is your current and future anticipated parking needs?	more parking needed during school events and town meetings
STORAGE	
• Describe your current and future anticipated storage needs or desires	medical (clinic) + stationary supplies, room for refrigerator for vaccine storage
• Do you currently have public records stored outside of your department?	yes, in hallway of library basement
• Do you have records that need to be securely stored?	yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	cold in winter, hot in summer - currently no AC + space heater required in winter
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	fax is centrally located in town clerk office, only room for 1 computer + desk
OTHER	
• Provide any other pertinent information to be considered when assessing your space	space to review engineering + septic plans

Thank you for your input.



LAMOUREUX-PAGANO
ASSOCIATES, ARCHITECTS



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Received Time Sep. 4, 2012 10:38AM No. 3183

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Tax Collector

Person Completing the Survey: Cyndy Washburn Dore

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	collect money send bills provide documents answer phone - largely public
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	See attached letter 9/8/2008
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Town clerk Assessors
ADMINISTRATIVE SPACE	
• Where is your space currently allocated [if any]?	Library Basement
• Full-time staff members [current and future anticipated]	1-32 m plus intermittent volunteers
• Part-time/On-call staff members [current and future anticipated]	See above
• Customers/Public contact per wk [current and future anticipated]	See attached Letter dated 9/8/2008
• Workstations required • [current and future anticipated]	" " " " "
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input type="checkbox"/> computers # _____ type _____ <input type="checkbox"/> other (describe special requirements) _____ <u>See attached letter 9/8/2008</u> # _____ type _____



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

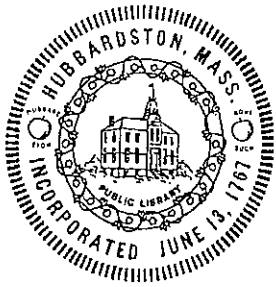
QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	conference room - down our Hallway
• Current and future anticipated needs, including how many people and frequency?	same
• Where would you like to be able to hold your meetings?	close to my work space
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	Yes - need now - use Hallway
• Is a lunch/break room currently available to your department; if not is there a need for one?	We use conference room - no other space - eat at desk
• What is your current and future anticipated parking needs?	need more - consider short term more handicap
STORAGE	
• Describe your current and future anticipated storage needs or desires	need safe, dry, asseable area, well lit shelves
• Do you currently have public records stored outside of your department?	Yes Fire Station
• Do you have records that need to be securely stored?	Yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? [heating/cooling, plumbing, lighting, accessibility]	ALL
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	run a Tax Collector Soft were: Look ups posting etc use of internet, email etc - Word, excel
OTHER	
• Provide any other pertinent information to be considered when assessing your space	a study was done 9/15/08 2008

Thank you for your input.



LAMOUREUX · PAGANO
ASSOCIATES ARCHITECTS

Page | 2



THE TOWN OF
HUBBARDSTON, MASSACHUSETTS
Office of the Tax Collector
P.O. Box 214
Hubbardston, MA 01452
(978) 928-5736 FAX (978) 928-1402

September 2, 2008

Subject: Physical Space Needs

In response to your memo dated August 19, 2008, the following are the space and office requirements:

- Workspace is 12 x 12.
- Counter minimum of 5 ft long x 18 deep and 42 inches high.
- 2 desks, 1 chair, 1 computer, monitor, and printer.
- Table with chair for Senior Work Off person or other staff
- 1 phone, 1 internet connection
- 1 safe 18 w x 18 d x 42 high.
- 4 filing cabinets – in addition to work space
- Shelving under counter
- Bulletin Board
- Close access to Town vault
- Close access to copy machine
- Secure locking door
- Panic button
- Alarm system
- Monday night hours
- Open Monday 2-8 and Tue-Thur 8 - 3
- Remain open during lunch

It is very important to design the Collector's with safety and security first, a counter that separates us from the customer and panic button underneath the counter. A second exit from this office, other than a door near the counter is recommended. The safe should not be in plain sight to a customer.

Sincerely,

C.W.Doane
Tax Collector



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Board of Assessors

Person Completing the Survey: Justine Lapierre
Assessor's Clerk

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	Motor Vehicle Abatement, real estate + personal property abatements, statutory exemptions, Chapter 120 applications, assessment data, property cards, property inspections, mapping
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	Office is only open during Assessor hours, but lobby area is open during regular business hours for applications and map viewing
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	Tax Collector, Town Clerk, Tax Collector connected by inter-office door. Accountant
ADMINISTRATIVE SPACE	
• Where is your space currently allocated [if any]?	Beneath the Library
• Full-time staff members [current and future anticipated]	None
• Part-time/On-call staff members [current and future anticipated]	Assessors Clerk 24 hrs a week BAG staff members Board members
• Customers/Public contact per wk [current and future anticipated]	24 hours per week.
• Workstations required [current and future anticipated]	3 computer stations (clerk, BAG + Board) plus meeting table. Lobby area needed for public use.
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # <u>3</u> type _____ <input type="checkbox"/> tables # <u>1</u> type <u>Meeting</u> <input type="checkbox"/> computers # <u>3</u> type <u>Desktop</u> <input type="checkbox"/> other (describe special requirements) <u>1 computer for server + 1 for lobby look up.</u> # _____ type _____



LAMOREUX + PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	Within the Assessors Office
• Current and future anticipated needs, including how many people and frequency?	Larger space + table, for more seating & to make files, table, + emergency exit more accessible
• Where would you like to be able to hold your meetings?	Within the Assessors Office
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	yes.
• Is a lunch/break room currently available to your department; if not is there a need for one?	yes but very is actually just a conference room with microwave & mini frig. would like actual break room with sink, trash, + full fridge + freezer
• What is your current and future anticipated parking needs?	Parking is fine day to day except in the morning during school drop off, voting days, + during selectmen + town meetings
STORAGE	
• Describe your current and future anticipated storage needs or desires	currently have 6 file cabinets + will need more. we have a bookshelf, but binders cannot stand upright. shelving is still needed
• Do you currently have public records stored outside of your department?	No
• Do you have records that need to be securely stored?	yes, but they are secured within the Assessors Office
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	heating is very weak + is always cold, mice problem + can't throw away food, broken window in office, need more outlets so there will be less electrical cords + central air
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	we have 2 + will soon acquire another. we also have 1 computer that is used as a server. we would like the computers to face the counter so we can see customers come in. currently there is a shared computer in the lobby for taxpayers
OTHER	
• Provide any other pertinent information to be considered when assessing your space	Need large counter to separate office from the public, with separate door to exit would like that taken forward to map looking

Thank you for your input.



LAMOUREUX • PAGANO
ASSOCIATES, ARCHITECTS

Page | 2



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings - Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Library

Person Completing the Survey: Jayne Arata

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	We provide the loan of books + materials We are a wireless hot spot We offer educational/cultural programs
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	Second story entry way granite steps ice easily in winter Evening hours - poor exterior lighting
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	We like our proximity to the school and town center.
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	2nd level Library Bldg
• Full-time staff members (current and future anticipated)	Current 1-20 hr week / Future 2 staff members in the building at all times
• Part-time/On-call staff members (current and future anticipated)	2 - part time / Future 2 - part time
• Customers/Public contact per wk (current and future anticipated)	approx. 140 patrons per week approx. 1200 patrons attended library programs in 2011
• Workstations required (current and future anticipated)	Current 1 circ desk / Future 1 circ desk adult services 1 circ desk youth services
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> 1 desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input checked="" type="checkbox"/> tables # 5 type adult/child sized <input checked="" type="checkbox"/> computers # 3 type handicap accessible <input checked="" type="checkbox"/> other (describe special requirements) circulation desk # 1 type Fixed/handicap accessible





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
<ul style="list-style-type: none"> What meeting space(s) do you currently have and/or use to meet your needs? 	Small meetings/groups - 1st level meeting space larger programs up to 40 people - Childrens Room after hours Over 50 participants - seek off site space such as school or senior center
<ul style="list-style-type: none"> Current and future anticipated needs, including how many people and frequency? 	We would like a Multi-function/Meeting Room. We work around our space constraints instead of our space working for us.
<ul style="list-style-type: none"> Where would you like to be able to hold your meetings? 	We often disrupt patron use of the library to hold programs or schedule them for off hours.
SUPPORT SPACE	
<ul style="list-style-type: none"> Does your department have and/or need a waiting area? 	entry way
<ul style="list-style-type: none"> Is a lunch/break room currently available to your department; if not is there a need for one? 	microwave coffee pot in backroom
<ul style="list-style-type: none"> What is your current and future anticipated parking needs? 	State guidelines for Public Library
STORAGE	
<ul style="list-style-type: none"> Describe your current and future anticipated storage needs or desires 	New book prep area Book storage area Tech room / recycle / trash room
<ul style="list-style-type: none"> Do you currently have public records stored outside of your department? 	Yes
<ul style="list-style-type: none"> Do you have records that need to be securely stored? 	Yes
EXISTING CONDITIONS	
<ul style="list-style-type: none"> Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility) 	Historic Building in need of modernization and conservation to revitalize its public use. electrical / lighting / accessibility / HVAC
<ul style="list-style-type: none"> Data Communications; describe the use of computers in your space including ideal locations and quantities. 	3 Computer for staff / current 10 staff offices 3 Computer for patron to access the library Catalog (current 1 pc / 1 laptop for public use) 3rd for internet cafe style access for public
OTHER	
<ul style="list-style-type: none"> Provide any other pertinent information to be considered when assessing your space 	138 year old building. We are at max. capacity for books on shelves. We would like to occupy all 3 floors of the building at some point in the future. with a ground level entry and elevator and accessible bathrooms.

Thank you for your input.



Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Highway

Person Completing the Survey: Lyn L. Gauthier

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	<u>Highway Department</u>
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	<u>SUMMER 6A-4P M-T</u> <u>WINTER 7A-3P M-F</u> <u>All hours in winter</u>
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	
ADMINISTRATIVE SPACE	
• Where is your space currently allocated [if any]?	<u>68 NORCESTER Rd.</u>
• Full-time staff members [current and future anticipated]	<u>5 CURRENT 6-7 FUTURE</u>
• Part-time/On-call staff members [current and future anticipated]	<u>1 Part time Clerk 2 winter Seasonal</u>
• Customers/Public contact per wk [current and future anticipated]	
• Workstations required [current and future anticipated]	
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (Indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input type="checkbox"/> computers # _____ type _____ <input type="checkbox"/> other (describe special requirements) _____ <div style="text-align: center;"># _____ type _____</div>





Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	
• Current and future anticipated needs, including how many people and frequency?	
• Where would you like to be able to hold your meetings?	
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	No
• Is a lunch/break room currently available to your department; if not is there a need for one?	YES - NO NEED
• What is your current and future anticipated parking needs?	No
STORAGE	
• Describe your current and future anticipated storage needs or desires	POOR STORAGE - OUTSIDE TRAILERS
• Do you currently have public records stored outside of your department?	No
• Do you have records that need to be securely stored?	No Not Here
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? [heating/cooling, plumbing, lighting, accessibility]	LARGER OFFICE SPACE WELL WATER POOR / ROOF NEEDS WORK
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	
OTHER	
• Provide any other pertinent information to be considered when assessing your space	WE HAVE THE NEED FOR 2 ITEMS: 1) MECHANICS + LUBRICATION BAY 2) STORAGE BAY

Thank you for your input.





Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: RECYCLING CENTER

Person Completing the Survey: BELLA KALDERA SUPERVISOR

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	COLLECTION & RECYCLING OF PETROUS AND NON PETROUS METALS, OIL, ANTIFREEZE, TIRES, BATTERIES, HOUSEHOLD ELECTRONICS, PLASTICS, TOYS, ETC.
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	WE OPEN TO THE PUBLIC ONCE A MONTH ON THE 2ND SATURDAY BETWEEN 8AM AND NOON. WE CLOSE DECEMBER THROUGH MARCH.
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	WE SHARE THE LOT WITH THE HIGHWAY DEPARTMENT. WE TRY TO BE ACCESSABLE WHENEVER NEEDED FOR ALL TOWN DEPARTMENTS.
ADMINISTRATIVE SPACE	
• Where is your space currently allocated [if any]?	IN A FOLD-DOWN METAL DESK ATTACHED TO THE DOOR OF MY MAIN SHED.
• Full-time staff members [current and future anticipated]	NONE - NOT EVEN ME
• Part-time/On-call staff members [current and future anticipated]	MYSELF - SUPERVISOR TWO RECYCLING ASSISTANTS & SENIOR VOLUNTEERS
• Customers/Public contact per wk [current and future anticipated]	WE HAVE AN AVERAGE OF 20 CUSTOMERS PER MONTH.
• Workstations required [current and future anticipated]	I ANTICIPATE NO NEED TO EXPAND ADMINISTRATION OR OTHER WORKSPACES
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input type="checkbox"/> computers # _____ type _____ <input type="checkbox"/> other (describe special requirements) <u>NONE OF THE ABOVE</u> # _____ type _____





Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space[s] do you currently have and/or use to meet your needs?	I CONSULT AND DIRECT MY STAFF EITHER IN THE YARD (OPEN AIR) OR IN THE SHED IF ITS RAINING
• Current and future anticipated needs, including how many people and frequency?	WE DON'T NEED ANY
• Where would you like to be able to hold your meetings?	WE'RE FINE
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	NO - NONE NEEDED
• Is a lunch/break room currently available to your department; if not is there a need for one?	YES A ROOM IN THE SHED HAS A FRIDGE, MICROWAVE & COFFEEMAKER. WE NEVER USE THEM.
• What is your current and future anticipated parking needs?	WE HAVE AN ENTIRE LOT, LIKELY MORE THAN AN ACRE.
STORAGE	
• Describe your current and future anticipated storage needs or desires	I STORE FERROUS METAL FOR SALE IN A 22 X 8 X 8 ROLL OFF. I STORE USED OIL IN AN APPROVED DOUBLE WALL TANK. I HAVE A SHED *
• Do you currently have public records stored outside of your department?	A MONTHLY REPORT AND RECEIPTS ARE TURNED IN TO THE B.O.H. SECRETARY. SHE KEEPS FILES, TIMESHEETS, RECEIPTS & REPORTS
• Do you have records that need to be securely stored?	NO
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? [heating/cooling, plumbing, lighting, accessibility]	WE HAVE NO HEAT. I INSTALLED SOLAR LIGHTING IN ONE BUILDING AND I'D LIKE TO ADD MORE TO OTHER SHEDS.
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	NO COMPUTERS NECESSARY ALL RECORDS ARE HANDWRIT ON PAPER.
OTHER	
• Provide any other pertinent information to be considered when assessing your space	I'D LIKE TO GET A WASTE OIL BURNER FOR THE HIGHWAY DEPARTMENT TO *

Thank you for your input.

STORAGE CONTINUED

* I HAVE A SHED WHERE THE OIL TANK PLUS AN ANTIFREEZE TANK ARE KEPT WITH A BIN FOR NONFERROUS METAL STACKS OF TIRES AND CAR BATTERIES. A FIRST AID KIT AND FIRE EXTINGUISHER ALSO ARE KEPT IN THIS SHED AND A GAME CAMERA IS MOUNTED (WITH IR SENSING FOR NIGHTTIME) THROUGH THE WALL TO RECORD IMAGES OF ILLEGAL TRESSPASSERS WHO MAY LEAVE UNAUTHORIZED ITEMS.

THIS SHED HAS BEEN BROKEN INTO NUMEROUS TIMES AND IF I HAD ONE WISH IT WOULD BE TO "HARDEN" IT BETTER AGAINST INTRUSION.

I ALSO HAVE A CONVERTED TRACTOR TRAILER I USE AS A "FREE STORE" WHERE ITEMS THAT ARE SERVICEABLE ARE MADE AVAILABLE FOR CUSTOMERS TO CHOOSE FROM.

I ALSO HAVE A SMALLER CONEX TYPE CONTAINER ON THE SITE THAT IS ON LOAN FROM GREEN CYCLE (OF LOWELL) WHERE ELECTRONICS AND PLASTICS ARE COLLECTED FOR RECYCLING.

BESIDES THIS I HAVE A 6X6X7 METAL SHED LABELED "AFTER HOURS DROP BOX" AND A 22 FOOT 8' WIDE 4' HIGH ROLL OFF FOR WASTE MATERIALS UNDER CONTRACT WITH SONS OF KRISTOFF WASTE HAULERS. PROPANE TANKS (EMPTY) AND BICYCLES ARE KEPT IN THE OPEN AIR.

OTHER CONTINUED

I'D LIKE TO GET A WASTE OIL BURNER FOR THE HIGHWAY DEPARTMENT AND BURN THE OIL WE COLLECT FOR HEATING THE MAIN BAY IN THE HIGHWAY DEPARTMENT

I COULD USE SOLAR LIGHTING (PANELS, L.E.D. LIGHTS AND BACKUP BATTERIES WITH VOLTAGE REGULATORS.) INSTALLED IN ALL MY BUILDINGS

I WOULD ALSO IF I COULD INSTALL WIND TURBINES AND HAVE A GRID INTERTIE TO RETURN POWER TO THE GRID. I'M NOT

THINKING OF LARGE TURBINES BUT SMALL ONES THAT RETAIL UNDER \$800 EACH AND ARE POLE MOUNTED. IDEALLY SOLAR PANELS AND THE SMALL WIND TURBINES COULD LIGHT THE SHEDS, POWER AN ALARM SYSTEM AND PUT POWER INTO THE GRID.

I RUN THE HUBBARDSTON RECYCLING CENTER ON THE PHILOSOPHY OF TRYING TO MAKE EVERYONE HAPPY, MY WORKERS, MY CUSTOMERS, OTHER TOWN WORKERS, Elected OFFICIALS AND TAXPAYING CITIZENS. WHILE I SEEK TO RETURN A PROFIT IT IS NOT MY PRIMARY GOAL, RECYCLING IS THE GOAL, BUT SO FAR I HAVE MANAGED TO DO SO TO THE SATISFACTION OF ALL.



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

4 September 2012

Municipal Buildings – Capital Needs

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: EMERGENCY MGT.
Person Completing the Survey: DENNIS O'DONNELL

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	EMERGENCY SERVICES
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	24/7 ACCESS
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	PD, FD, HWY.
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	Ø
• Full-time staff members (current and future anticipated)	Ø
• Part-time/On-call staff members (current and future anticipated)	1 STAFFED (EMT)
• Customers/Public contact per wk (current and future anticipated)	MINIMAL
• Workstations required (current and future anticipated)	ONE
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input type="checkbox"/> computers # _____ type _____ <input type="checkbox"/> other (describe special requirements) _____ # _____ type _____

Page | 1

LAMOUREUX • PAGANO
ASSOCIATES. ARCHITECTS



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	AS AVAILABLE
• Current and future anticipated needs, including how many people and frequency?	DISK, CHAIR, COMPUTER SET UP / FILING CABINETS
• Where would you like to be able to hold your meetings?	OPEN
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	NO
• Is a lunch/break room currently available to your department; if not is there a need for one?	NO
• What is your current and future anticipated parking needs?	AS NEEDED
STORAGE	
• Describe your current and future anticipated storage needs or desires	SECURE FILES; EQUIPMENT
• Do you currently have public records stored outside of your department?	YES - MEMA/FEMA
• Do you have records that need to be securely stored?	YES - MEMA/FEMA
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	N/A
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	N/A
OTHER	
• Provide any other pertinent information to be considered when assessing your space	—

Thank you for your input.



LAMOUREUX • PAGANO
ASSOCIATES, ARCHITECTS

Page | 2



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Fire Dept

Person Completing the Survey: Chief Hayes

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	Fire / EMS
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	Yes
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	48 Gardner Rd
• Full-time staff members [current and future anticipated]	4 current + 0 future
• Part-time/On-call staff members [current and future anticipated]	20 current + 30 future
• Customers/Public contact per wk [current and future anticipated]	
• Workstations required [current and future anticipated]	4/4
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity [indicate if stations/equipment are shared or sole use, current and future anticipated]	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input checked="" type="checkbox"/> computers # <u>4</u> type _____ <input type="checkbox"/> other (describe special requirements) _____ # _____ type _____



LAMOUREUX · PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	One meeting room holds 20 to 25 people
• Current and future anticipated needs, including how many people and frequency?	
• Where would you like to be able to hold your meetings?	
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	Yes
• Is a lunch/break room currently available to your department; if not is there a need for one?	Yes
• What is your current and future anticipated parking needs?	Parking should be increased in future
STORAGE	
• Describe your current and future anticipated storage needs or desires	
• Do you currently have public records stored outside of your department?	NO
• Do you have records that need to be securely stored?	Yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	Station 1 has poor heating and lighting.
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	
OTHER	
• Provide any other pertinent information to be considered when assessing your space	Fire Dept. is located in two locations. EMS + OFFICES at 48 Gardner Rd. Fire located at 36 Main St. Need to have both under one roof located in center of town.

Thank you for your input. both under one roof located in center of town.



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Police Dept.

Person Completing the Survey: Debra Chamberlain
Chief out Sick

QUESTIONS	ANSWERS
GENERAL	
• Brief description of services provided	<u>Police Dept.</u>
• Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	<u>Intercom - lobby only open 20 hrs./wk.</u> <u>Police on duty 24/7 - No Dispatch in town</u>
PROXIMITY	
• What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	<u>? Fire Dept.</u>
ADMINISTRATIVE SPACE	
• Where is your space currently allocated (if any)?	<u>Slade Bldg.</u>
• Full-time staff members (current and future anticipated)	<u>7</u>
• Part-time/On-call staff members (current and future anticipated)	<u>5</u>
• Customers/Public contact per wk (current and future anticipated)	<u>20 hrs./WK</u>
• Workstations required (current and future anticipated)	
FURNISHINGS/EQUIPMENT	
• Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input checked="" type="checkbox"/> computers # <u>9</u> type <u>DELL/HIRES/LEAP</u> Stations <input checked="" type="checkbox"/> other (describe special requirements) <u>BOOKING area</u> # _____ type _____



LAMOREUX-PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings – Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	Training room conf. table - 6 chairs Sgt. conf. table 6 chairs
• Current and future anticipated needs, including how many people and frequency?	In need of lock-up/cell facility and interview room w/ recording
• Where would you like to be able to hold your meetings?	Training room
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	Yes
• Is a lunch/break room currently available to your department; if not is there a need for one?	Refrigerator/microwave - no seating Yes - need kitchen area
• What is your current and future anticipated parking needs?	Carport needed or garage 4 CRUISERS - sometimes in winter - cruisers
STORAGE	
• Describe your current and future anticipated storage needs or desires	Storage room for old files
• Do you currently have public records stored outside of your department?	NO
• Do you have records that need to be securely stored?	Yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	windows, flooring, lack of insulation Cooling/heating vary thru station - only 1 zone
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	Chief's office, 2 Sgt. offices, Admin Clerk office, at least 2 office work stations, booking room, firearms processing area +
OTHER	
• Provide any other pertinent information to be considered when assessing your space	In need of lock up facility Secure area for server

Thank you for your input.



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Received Time Sep. 4, 2012 10:38AM No. 3183

Municipal Buildings – Capital Needs

4 September 2012

INTRODUCTION

The purpose of this questionnaire is to gather your input as we develop the Building Program. Please feel free to attach additional pages as necessary to address additional issues.

IDENTIFICATION

Department/Committee/Board Name: Council on Aging

Person Completing the Survey: Claudia Brown

QUESTIONS	ANSWERS
GENERAL	
Brief description of services provided	Social Events - Programs - Counseling Meals in Hub - VAN Services
Are there special requirements (i.e. limited access, off hours, etc.) for accessing this space?	The Center is available 5 days a week Director only 12 hrs a week
PROXIMITY	
What departments, boards, committees, or facilities would it be beneficial to be adjacent to?	All
ADMINISTRATIVE SPACE	
Where is your space currently allocated (if any)?	State Building
Full-time staff members (current and future anticipated)	Volunteers
Part-time/On-call staff members (current and future anticipated)	① 12 hrs Director position
Customers/Public contact per wk (current and future anticipated)	Future someone will be here 5 days a week
Workstations required (current and future anticipated)	Office for Director + maint van
FURNISHINGS/EQUIPMENT	
Workstations: check all applicable and indicate desired type and quantity (indicate if stations/equipment are shared or sole use, current and future anticipated)	<input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> desks # _____ type _____ <input type="checkbox"/> tables # _____ type _____ <input type="checkbox"/> computers # <input checked="" type="checkbox"/> type _____ <input type="checkbox"/> other (describe special requirements) _____ # _____ type _____



LAMOREUX-PAGANO
ASSOCIATES, ARCHITECTS

Page | 1



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

Municipal Buildings - Capital Needs

4 September 2012

QUESTIONS	ANSWERS
MEETING SPACE	
• What meeting space(s) do you currently have and/or use to meet your needs?	Approx. 44 x 28. Space
• Current and future anticipated needs, including how many people and frequency?	New Kitchen - Handi Cap Bathrooms
• Where would you like to be able to hold your meetings?	A New Senior Center.
SUPPORT SPACE	
• Does your department have and/or need a waiting area?	Yes
• Is a lunch/break room currently available to your department; if not is there a need for one?	Yes
• What is your current and future anticipated parking needs?	
STORAGE	
• Describe your current and future anticipated storage needs or desires	We have No Storage
• Do you currently have public records stored outside of your department?	yes - on site hooked ^{File} Cabinet
• Do you have records that need to be securely stored?	yes
EXISTING CONDITIONS	
• Describe any deficiencies you currently face? (heating/cooling, plumbing, lighting, accessibility)	Kitchen - Storage - Event space Office Space - Private Offices Front Door - Bathrooms - Men + Women (Handy Cap)
• Data Communications; describe the use of computers in your space including ideal locations and quantities.	Out Dated Comp-
OTHER	
• Provide any other pertinent information to be considered when assessing your space	We Are Try To Raise monies for A New Senior Center. @ present working with Senator Brewer for hand.

Thank you for your input.



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ASSOCIATES, ARCHITECTS

Page | 2

HUBBARDSTON LIBRARY

October 22, 2008 Roof Inspection

Rick Green
Ken McCauley
Chris Norcross
10/24/2008

Informal Inspection Report

Ken McCauley, Chris Norcross and I did an incomplete inspection of the roof to see if we could tell what was causing the roof to leak by the south chimney above the museum. Ken and Chris observed the general condition of the roof from the access curb on the roof. I went on the roof and took the following pictures.

General consensus of the group is that the roof is tired and will need replacement in the near future. In general, the shingles are intact and have minimal lichen growth. They are a thick shingle and are laying flat. About eight or more tabs have fallen off, leaving exposed nails and seams.

There are indications near the edge of the roof that there may be some distressed sheathing, but I didn't inspect it closer.

The copper flashing on the chimney looked to be in good shape.

The mortar pointing on the south chimney is in good shape.

The cause of the leak is most likely the missing shingles right above the chimney.

In my estimation the roof can be repaired and last about five more years.

It's imperative the shingles are replaced as necessary to stop water from coming into the building in the vicinity of the south chimney.

This work could be done in one man-day by a competent roofer.

R.W.Green

10/24/2008



South chimney from attic showing water stains



South chimney – attic water stains



copper covered chimney cricket is in good shape

There's a shingle wedged at the bottom of the cricket on the left. Note missing shingles on right



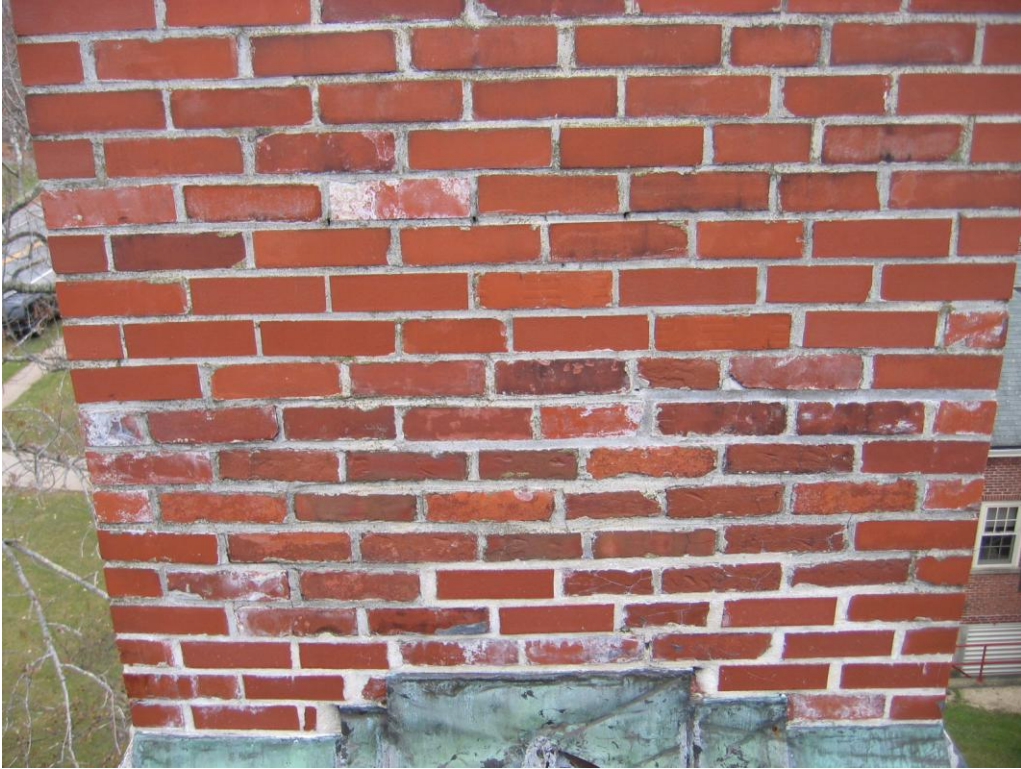
Many missing shingles by south chimney are the problem.



Cricket covering in copper is good, counterflashing on chimney is original and is serviceable. Object on left is a shingle, not damage to the copper.



Shingle is also missing towards the front of the building near chimney



counterflashing and chimney pointing is in good shape



Roof on front of building is still serviceable



Roof towards school. Note earlier repairs at edge of roof.



Damaged shingle or two near curb on rear slope.



Part time roofing consultant and former OSHA inspector Tinker McCauley keeps an eye on the proceedings.

JONAS G. CLARK HUBBARDSTON PUBLIC LIBRARY

September 15, 2011

Hubbardston, MA

An Architectural Study for the historic Hubbardston Public Library



STEPHEN HALE and CHRIS SCOVEL, ARCHITECTS

Boston, MA

SARA CHASE, PRESERVATION CONSULTANT

Lexington, MA

Hubbardston Public Library
7 Main Street, Unit 8
Hubbardston, MA 01452

Brian Bullock
Town Administrator
7 Main Street
Hubbardston, MA 01452

Dear Brian:

In 2009, the Hubbardston Public Library received a \$10K Community Preservation Act grant for the purpose of determining the steps that needed to be taken to bring the Library up to the standards and codes specified in the Americans with Disabilities Act and by the Massachusetts Board of Library Commissioners (MBLC). In 2010 after initiating a Request for Proposals, the architecture firm of Stephen Hale and Associates was chosen to undertake this study, which was concluded in the summer of 2011.

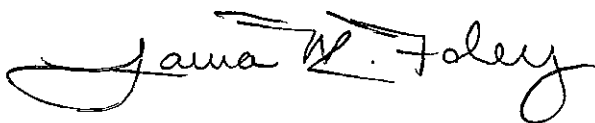
At first, the Trustees were interested only in complying with the aforementioned standards and sought advice from the architects how best to do this. Gradually, however, the project changed into a full-scale redesign of the Library, complete with virtual renderings and highly detailed drawings. Although we're very pleased with the results of our yearlong collaboration with the firm, at the same time we worry about publishing the results. While we consider the Architects' Report a stepping-off point for future discussion, it appears to be a final draft.

Knowing that the town of Hubbardston traditionally has been fiscally conservative, it is our fear that if we were to publish this Architects' Report it would become "The Plan" in the minds of the public and that they would zero in on the bottom-line cost of the project without consideration for the matching funds that the MBLC could provide or the various ways that the town could secure financing for the project.

We offer this report to you in the hopes that we can work together to create a better future for our Library. Without the cooperation and buy-in from our town's government and employees there is no hope of offering a plan to the general public that has any chance of success. Let us use these plans and findings as the basis for our discussions on how we can cooperatively arrive at a mutually beneficial way to solve the problem of our deteriorating and increasingly outdated Library.

If you have any questions about this report or the process by which it was developed, please feel free to contact Library Director Jayne Arata at (978) 928-4775 or library@hubbardstonma.us. You are also welcome to attend one of our monthly Trustee meetings on the third Thursday of the month; our next meeting will be on February 16 at 7:00 pm in the Library.

Sincerely,

A handwritten signature in black ink that reads "Laura R. Foley". The signature is fluid and cursive, with the first name "Laura" being the most prominent part.

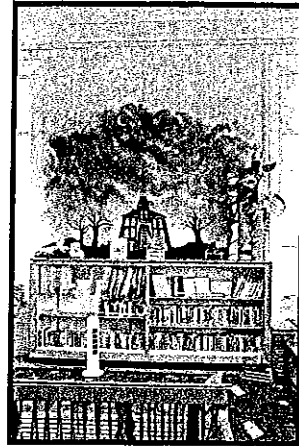
Laura Foley
Library Trustee

Jonas Clark Library

Hubbardston, MA

September 15, 2011

Jayne Arata, Director,
Judy McArthur, Trustee Chair,
Josephine Amato and Laura Foley, Committee



Children's Room

Dear Design Committee,

Hubbardston has a great treasure in its historic Jonas Clark Library !

Enclosed is our report and drawings outlining design ideas for a renovated and expanded town library. The Committee's hours of hard work are reflected in the many ideas, refinements and design decisions that are at the heart of this study.

Though these are difficult financial times, the Building Committee should continue its crucial and valuable work towards obtaining funding for an historically renovated library for the town of Hubbardston.

It has been a pleasure to work and get to know all of you; and we look forward to working with you until yours vision and dreams are realized.

Very truly yours,

Stephen H. Hale, Principal Architect
Chris Scovel, Project Architect

Stephen Hale and Associates, Architects
Boston, Massachusetts 02130 USA

Index
for Architectural Design Services
Jonas G. Clark Library
Hubbardston, Massachusetts



Table of Contents:

Designers' Letter

Part 1. Existing Building Needs Analysis

A Summary

Part 2. Preliminary Library building Program

Part 3. ECC: an Estimated Cost of Construction

Part 4. Design Ideas

Architectural Plans, Sections & Elevations

Part 5. Conclusion

Appendices

A Program Spreadsheet

B Cost Spreadsheet & Summary

C 11" x 17" Drawings

PART ~ 1

Existing Building Needs Analysis

1. Rubble Foundation. The Committee asked us to evaluate the rubble foundation for its structural soundness. And would any adjacent additions require footings that might adversely affect the old foundations? We don't see any 'rubble foundations' at the current building. The exposed foundations appear to be granite blocks. They are in sound condition from what we can see. We have investigated the Lower Level floors and have found 2x structural wood framing above a dirt mat; with a sub-flooring layer and a finish strip flooring layer on top of that, exposed in today's building.

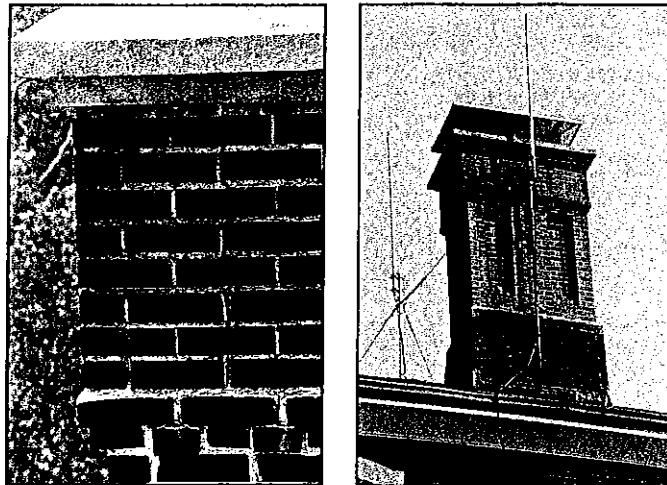


We've investigated many design configurations for an addition to the west of the current structure. Our latest scheme calls for a 4-story addition with a footprint of approximately 1,200 square feet. (See 'Library and Addition Designs A thru G'). All floor levels in the addition match the current floor levels. One exception is that in Scheme~G we include a lower (basement) level. This has a finished floor elevation approximately 9.5' below the current grade, at the back of the library. In our sections we show the 'pinned' foundation of the historic building. A new foundation would support the new addition as well as strengthen the current historic foundations. This is a typical engineering system when building next to an older structure.



Jonas Clark Library *Hubbardston, Massachusetts*

2. Deterioration of Historic Fabric (exterior brickwork). In general the brickwork is in excellent condition. The exterior brickwork needs a close, complete re-pointing inspection by a qualified (historic) mason. The areas we have seen that need further attention are: the north side (Lower Level) outside the furnace room; all immediate areas around (where) the fire escape is anchored to brickwork; and there is significant cracking at the southern face of the northern chimney (visible from the roof). This is at the top eight courses of brickwork immediately below the granite chimney cap. Also there's some cracking on the north face. The southern chimney has also taken considerable beating from winter exposure. Mortar joints are opening up on its north side. Re-pointing is needed at the north and south faces of the roof 'crown' that looks out over the entrance porch below. At the areas above the roofing and in-between the decorative crown brackets. It is difficult to see this work ~ except from the roof.



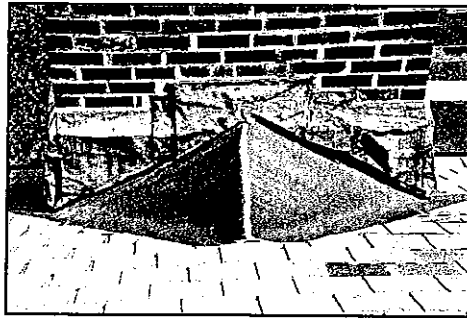
Front Steps. The 2nd granite front step (from the top) at the Main Entrance on Main street has dropped down. It is some 9" in rise and is a 'tripper' in the run of risers in this historic entrance stair. The entire granite plank stair system was rebuilt in 2000, and this should not be settling so soon after that period of construction work.



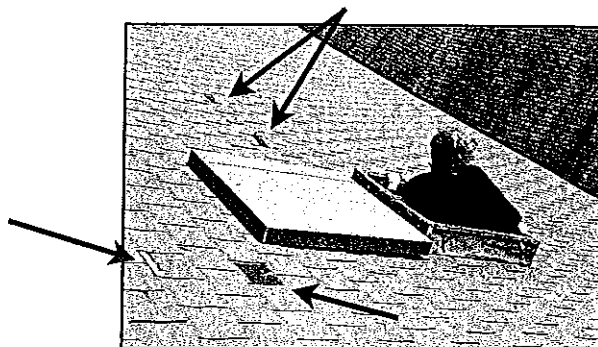
Jonas Clark Library Hubbardston, Massachusetts

3. Deterioration of Windows and Doors. The windows received considerable attention in the 2000 year renovations. They remain vastly improved in their condition and 'air tightness' ~ with new aluminum storm inserts on the exterior at all windows on all sides of the building. However, several windows have been 'painted shut'. These are at the rear Adult stacks; main stair landing; Children's Room (east window). These windows need storms, gasketing and caulking.

4. Deterioration of flashing and drainage. Starting at the roof and working down The flashing around the roof 'crown' and its copper gutters are in very good shape. These are very vulnerable to ice and snow and the south gutter needs to be straightened out. A section of the main roof gutter (overhang) is torn open. This is on the south gutter below the south chimney. The south chimney flashing just above the cricket looks like a 'giant hand' pulled it up to peer under it. It needs to be bent back down and re-soldered. It could be the source of leaking in the Grange Hall room directly below. The chimney flashing at the base of the north chimney also needs straightening out and re-soldering.

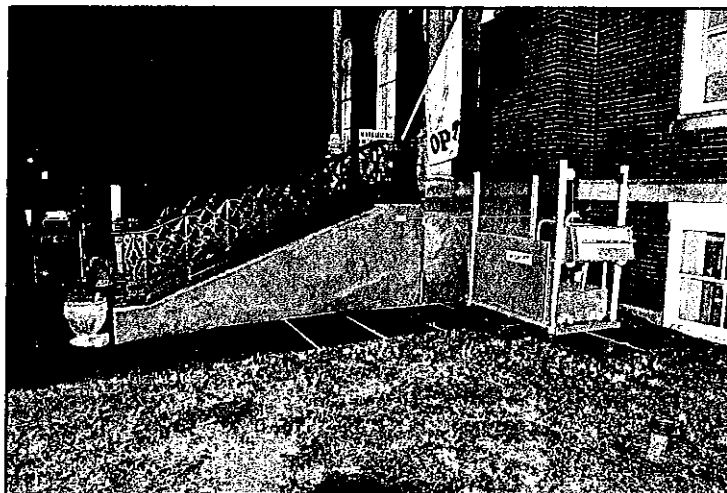


5. Deterioration of shingle roofing. There are approximately a dozen asphalt shingles missing on the main roof. These are on the south, west and north facing slopes. Most are shingles that look as though they've been repaired before; but the roofing cement gave way (failed) and the shingles blew off.

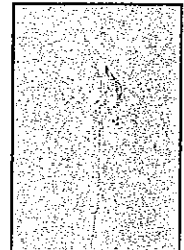
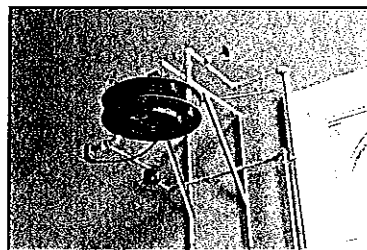
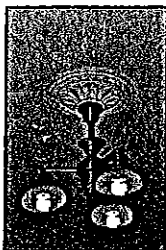


Jonas Clark Library Hubbardston, Massachusetts

6. ADA ~ Elevator and Lift options for accessibility to the Library. The current Massachusetts ADA code calls for ... 'all public entrances must be accessible'. To provide this at the historic front entrance on Main Street, our design includes an historically compatible, ADA ramp that is integrated and blended into the front yard landscaping. We think this is the most sensible and compassionate solution for all library patrons who have difficulty with stairs. (An alternative solution to this is to add a lift or elevator inside the historic building. The problem with this is that ~ doing this would destroy a substantial part of the historic interior, on three levels.) However, this only provides access to the library's Main Level. Since the proposed library has (3) public levels and a non-public Basement Level, it is essential that an ADA compliant elevator serve all floors from the rear addition. In Design 'G' we show the smallest ADA full service elevator allowed, with ample patron access and an elevator machine room in the Basement. The cost for a new elevator is a separate line item in the estimate under the NEW ADDITION section.



7. Repairing or renovating technical systems scope-of-work. The Cost Estimate reflects an upgraded and new Electrical, HVAC, Plumbing, Data and Fire Suppression systems. Where existing systems can be re-used and are code compliant we will save resurrect them for the new library.



Jonas Clark Library

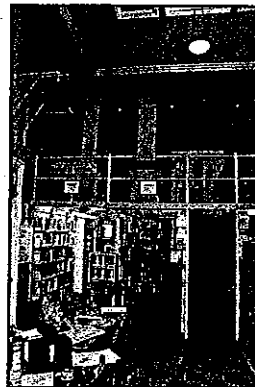
Hubbardston, Massachusetts

PART ~ 2

'Preliminary' Library Program A spreadsheet for Planning and Design

1. Program. The library building program is an estimated library space and square footage spreadsheet for public libraries and has been tailored for the Jonas Clark Library and the Town of Hubbardston.

A. The calculations for 'space by population' are based on indexes published by the National Institute of Building Sciences 'Public Libraries ~ An Authoritative Source of Innovative Solutions for the Built Environment', located at 1090 Vermont Avenue, NW, Suite 700, Washington, DC 20005-4950; (202) 289-7800. (Their web address is : <http://www.wbdg.org/design/libraries.php>)



These include Spaces for :

Collection Space (for Adults, Young Adults and Children)

Print Items non-Print Items Periodicals Periodicals Storage & Back Issues

Meeting Room

Occupants Conference / Quiet Study Spaces

Electronic Workstations

PAC's Computer Work Stations Info Commons Computers Micro-film stations

User Seating

General Tables/Chairs Study Carrels Lounge Chairs

Jonas Clark Library

Hubbardston, Massachusetts

Special Use

Atlases Bulletin Boards Display Cases Index Tables
Map Files Microfilm Cabinets Newspaper Racks Photocopiers Staff Lockers
Vertical files

Staff Work Areas

Work Space Check-Out Area

B. The calculations for 'Complimentary Small Library Spaces' are based on similar public libraries in Massachusetts, designed and built in the last 10 years.

These include Spaces for :

Browsing

Adults Young Adults Children

Copier, Fax, Printers

Adults Young Adults Children

Large Print

Adults

Small Study Rooms

Adults

Local History Room

Adults

Young Adults Room

Director's Office

Staff Area

Closed Storage

Telecom Room

Custodial

Friend's Room

Utility Rooms

C. Summary and Totals. The spreadsheet is shown (below) in miniature. A full spreadsheet can be found in this report's Appendix.

The tallies yield the following :

Jonas Clark Library Hubbardston, Massachusetts

Spaces by Population 3,991 square feet
 Complimentary Small Library Spaces 2,635 square feet
 plus: non-assignable spaces 2,518 square feet

Estimated Total Gross Sq. Ft. 9,144 square feet

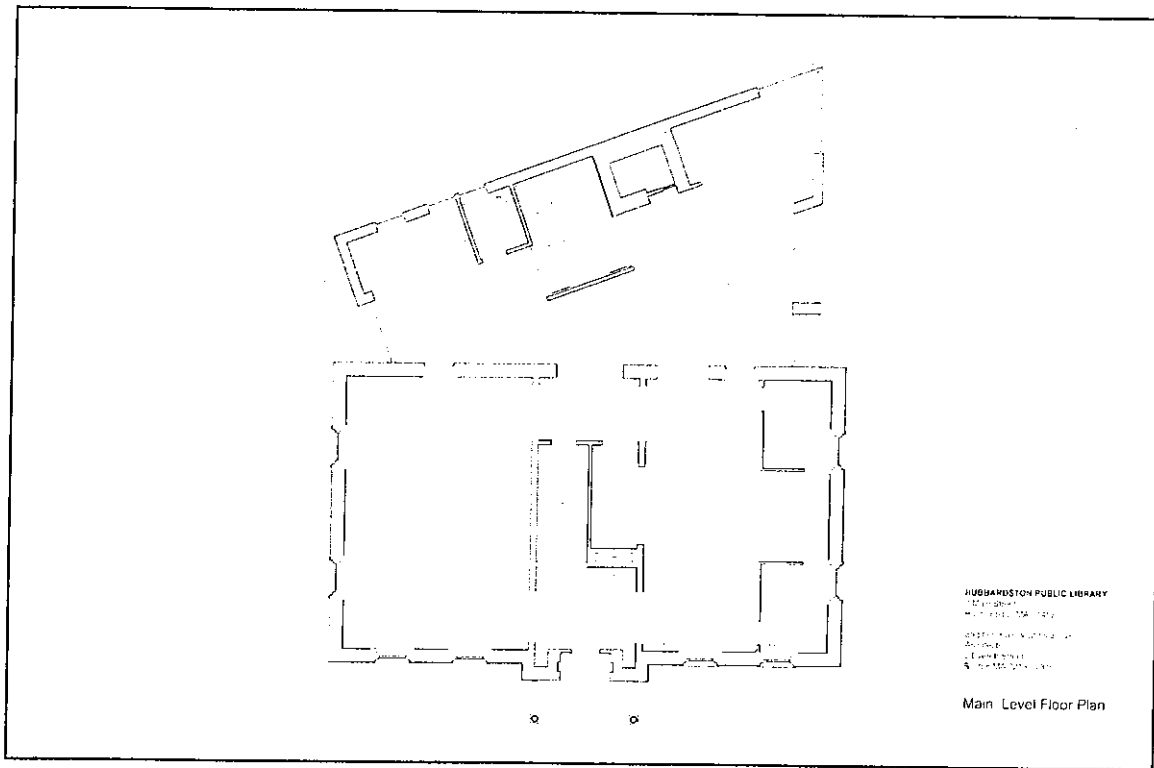
(See Appendix 'A' for this Planning Spreadsheet)

HUBBARDSTON LIBRARY		POP.	4,604	100 YEARS	4,608	2%	per cent increase	Final	File Assoc.
SPACES BY POPULATION									
COLLECTION	5.6	26,309	SQUARE	children	8.48				
SPACE	7 vol/pop	vol.	FOOTAGES	adults	6.53				
Print Items	10	26,309	2,631 sf	1,368	adult				
non-print items to store	10	2,500	750 sf	1,263	children				
periodicals	1.5	125	83 sf	360	adults				
periodical storage	0.5	50	40 sf	40	children				
back issues	5	25	125 sf	65	adults				
ELECTRONIC WORKSTATIONS				60	children				
PAC's	standing	1	20 sf						
computer work stations	at 75 sf per station	1	40 sf						
Info Commons computers	at 25 sf per station	3	75 sf						
micro-film station	at 35 sf per station	0	0 sf						
USER SEATS									
general seating at 15 sf/occupant	15	23	330						
table chair at 25 sf/occupant	25	2	75 sf						
study carrel at 30 sf/occupant	30	3	90						
lounger chair at 35 sf/occupant	35	4	140						
STAFF WORK AREAS									
work space	at 150 sf per space	1	150 sf						
check-out space	at 300 sf per space	1	300 sf						
MEETING ROOM									
meeting rooms	at 15 sf per seat	60	900 sf						
conference / quiet study spaces	at 30 sf per seat	5	150 sf						
SPECIAL USE									
Audio Sound	35	1	35 sf						
Bulletin Board	9	1	9 sf						
Display Case	50	1	50 sf						
Index Table	140	1	140 sf						
Map File	35	1	35 sf						
Miscellaneous Cabinets	10	0	0 sf						
Newspaper Rack	25	2	50 sf						
Paperback Rack	35	3	105 sf						
Photocopier	50	1	50 sf						
Staff Locker	4	1	4 sf						
Vertical Files	10	2	20 sf	402					
SUB-TOTAL			3,991 sf						
add: non-assignable spaces	at 35%	0.30	1,517 sf						
add: non-assignable spaces									
add: non-assignable spaces									
add: non-assignable spaces									
SUB-TOTAL sf			5,508 sf						
TYPICAL SIZES									
COMPLIMENTARY SMALL LIBRARY SPACES									
BROWSING									
PRINTERS, FAX, SCANNERS, ETC.									
LARGE PRINT									
SM STUDY ROOMS									
LOCAL HISTORY									
YOUNG ADULT									
DIRECTOR OFFICE									
STAFF AREA									
CLOSED STORAGE									
TELECOM									
CUSTODIAL									
FRIENDS ROOM									
UTILITY ROOMS									
SUB-TOTAL			2,635						
at 35%			1,001						
SUB-TOTAL sf			3,636						
TOTAL sf			9,144						

Jonas Clark Library *Hubbardston, Massachusetts*

PART ~ 3

'Estimated' Cost of Construction ~ (7) pages



A Cost Estimate ~ *Historic (3) story structure; New (3/4) level Addition.*

Cost Estimate for each level of the historic library. The Estimated Cost of Construction has been broken down into two divisions: EXISTING HISTORIC STRUCTURE and NEW ADDITION. Many of the line items are tabulated as square footages multiplied by cost per square foot and can be easily broken down further - by floor levels.

1. (2) Scenarios are summarized in the 'Cost Summary'. These are on pages 1 and 2.

- * Page 1 is the estimated cost of construction for the "Square (minimal) Addition" - 8,084 gross square feet.
- * Page 2 is the estimated cost of construction for the "Full Wedge Addition" - 12,008 gross square feet.
- * A third option is to "Do Nothing" - 5,575 gross square feet.

Jonas Clark Library

Hubbardston, Massachusetts

- * A **fourth option** is to move the building to a new site and build a new library.
"New Site and Structure" - 9,144 gross square feet.



This estimate is organized with the construction industry standard **CSI format**. This format is used throughout the construction industry for Estimating, Bidding and during Construction Administration. It uses a 16 section format. This format follows a construction sequence that begins with General conditions and Earthwork, and ends with Electrical Device Specialties. In the few years, construction costs are escalate at 3% per annum. This is crucial when deciding how long to wait to commence a project, when grants, fundraising and other town priorities are weighed.

Costing Discussion. These represent three different trains of thought; and two designs for the historic structure with differing sizes of the new addition. Two revised library schemes were studied to be able to answer the question ... " Would it be cheaper to build a minimal addition on the rear ?" ... Or ... " Would it be cheaper for the townspeople to do an historic renovation and maximize the square footages of the new addition ?" ... Or ... " Would it make sense to simply leave the library as it is ?"

As is. The committee discussed this option as a possible scenario. The obvious benefit is ~ no additional expenditure for the Jonas Clark, beyond minimal, annual maintenance. The down side risk is that the Trustees can't make any substantial repairs - let alone replacement of aging systems in the building. More importantly, no modern (urgently needed) Codes can be complied with including ADA (State and Federal) , various Massachusetts Building and Energy Codes, Mechanical, Electrical, Plumbing and Fire Suppression Codes. LEED certification and Green Construction measures are simply out of reach and impossible to obtain. In short, the Trustees can't fix anything and this formidable historic structure continues to deteriorate.

Jonas Clark Library

Hubbardston, Massachusetts

Costing the (2) Design Schemes. The Summary shows that the full Wedge Scheme has 48% more square footage - than the Minimal Addition! This is due to a larger floor plate and an additional Basement level, which the minimal plan doesn't have.

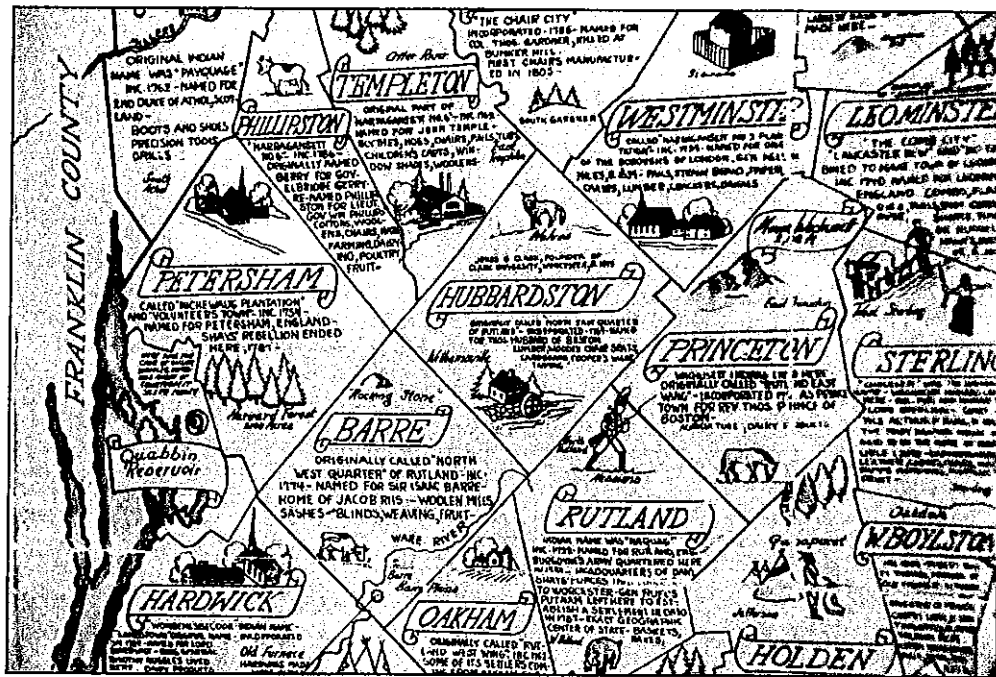
The rationale for the design of the larger addition is to meet the Commonwealth's 'minimum' standards for public library collections and the size of spaces needed to house them. In doing this the Town may qualify to apply for a Construction Grant under the MBLC's "Library Construction Grant Program".

A new Site and Structure. This option is included to add a (new library structure) benchmark to this study. At approximately 12,000 square feet, a new library project would cost \$4.8 million and result in a tax burden of \$1.3 million. This is close to the larger addition scheme cost; but does not include the additional cost to the Town of \$1.5 million to renovate the current historic structure, bringing it into Code compliance for a new use.



Jonas Clark Library

Hubbardston, Massachusetts



Our Recommendation. Paradoxically, the larger and more expensive plan is likely to cost hard-working Hubbardston taxpayers less. Much less! The smaller plan is estimated to have a \$3.5 million project cost. The larger library plan - a \$4.5 million project cost. However, assuming modest amounts from other sources, the burden for Town bonding is \$2.7 million for the smaller scheme; and \$1 million for the larger. *Clearly the latter is the strategy for the Town to pursue!*

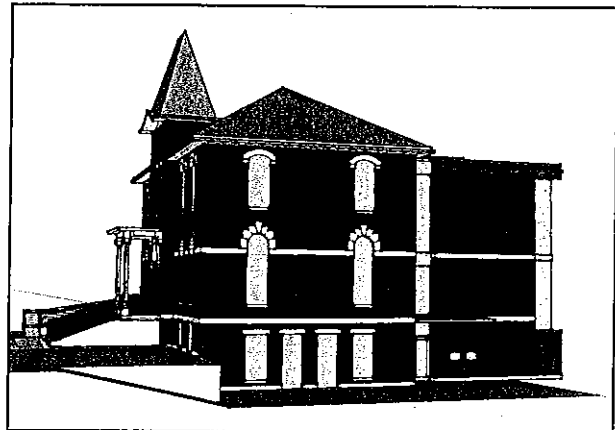
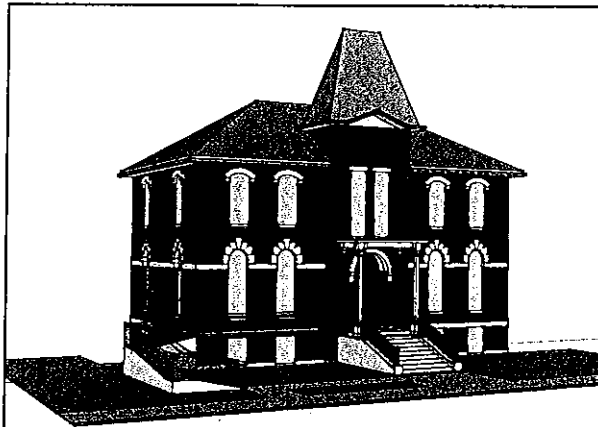
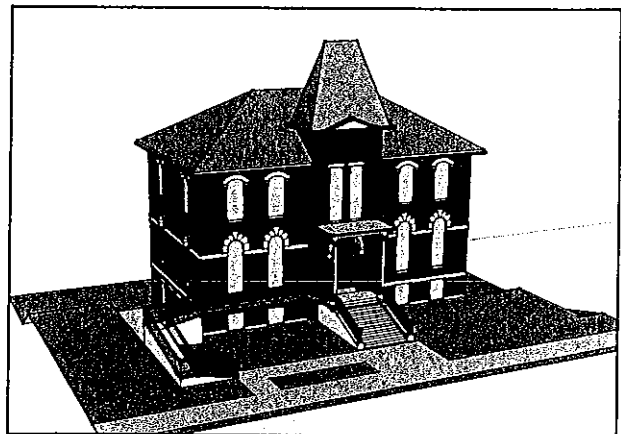
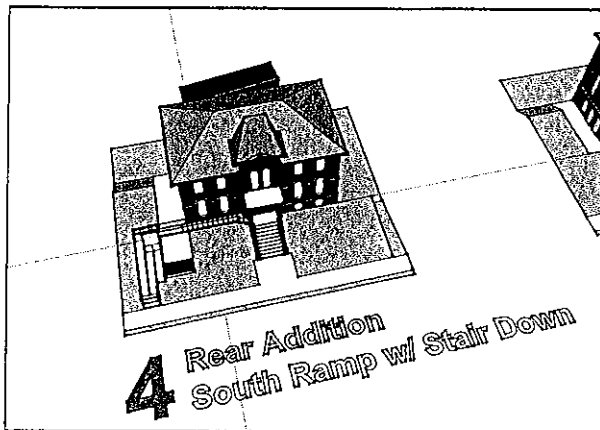
NB: These calculation comes from applying grant percentages from this year's 2011 Grant Round funding rates.

(See Appendix 'B' for an Estimated Cost of Construction & Summary)

PART ~ 4

Design Ideas

Schemes ~ 'A' thru 'G'



Jonas Clark Library

Hubbardston, Massachusetts

Design Goals (general)

1. **Adequate Library.** The Committee feels considerable pressure from the Library Trustees, patrons, community groups and elected town officials (from all age groups) to make the library vastly more 'up to date' and usable as a well functioning building with broader popular appeal to the Hubbardston's residents.
2. **Community Space(s).** The Jonas Clark Library simply does not offer what the Committee and Trustees badly yearn for, a multi-function Meeting Room and various other (programmable) public gathering spaces for the diverse needs of Hubbardston's townspeople.
3. **Historic Icon.** The Jonas Clark Library structure is one of the most significant historic buildings within 40 miles. It has been well cared for despite meagre funding. Architecturally, it anchors Hubbardston's small, historic town center, and sets a high standard for other historic neighbors. The Trustees are reluctant to abandon such a striking piece of history, though it may mean a less perfect library plan. The challenge for the Designers is to expand the library building without upstaging the unique architecture of the 1874 structure.
4. **Cost.** The committee wrestled with the difficult question of striking a balance between Project Cost and Town funding support, a smooth-functioning Facility and the rigid constraints of the 1874 historic structure. The political cost of abandoning this formidable legacy left by Jonas Clark was discussed at length with a view towards the alternative: a new and less expensive, single-story structure, out of the town center. Sentiment was unanimous to not abandon this as the town's public library at #7 Main Street.
5. **Updating an old building.** Built into the cost estimates is a full code compliant renovation of the historic building. One scheme inserts a new floor into the upper space of the current Adult library 'room'. This adds valuable square footage while respecting the gravity and idiosyncrasies of the historic interior. Most importantly all of the electrical, plumbing, HVAC, fire suppression and data communication systems will be newly installed or renovated to meet current code. And finally both public entrances will be Handicap accessible to all levels of the library.

Jonas Clark Library *Hubbardston, Massachusetts*

Design Goals (architectural features)

1. **Multi-level scheme and addition.** The design includes a four level addition that matches the historic building's three levels with its soaring spaces. The new library facility is accessed by (2) public 'egress' stairs; one new, one historic and a full service elevator. The design includes inserting a floor into the Upper level.
2. **(2) Public Entrances.** One is an 'after hours' entrance for community use of the building when the library is closed! Both are ADA accessible.
3. **Security.** For the library contents including the museum pieces. Complete visual control of the building so that staffing can be minimal, yet provide a full range of public library services.
4. **Square footage.** The floor areas have been studied for a 'minimal' area addition, and the largest 'optimum' addition possible within the constraints of the site and neighboring structures. With the smaller addition the library's floor area increases from 5,575 sf to 8,084 sf; a 45% increase. And with the optimized addition the area increases to 12,008 sf yielding an increase of 125%. The costing reflects these two increases.
5. **Historic Significance.** In our survey of the Jonas Clark we have consulted Sara Chase (SBC Preservation) on the historic design of the structure. She notes that the Jonas Clark is quite distinguished with many significant, historic features. They include:

- Building layout on 3 - levels; soaring spatial volumes
- Exterior stone and brickwork
- Exterior slate and copper roof detailing; Roof 'Crown'
- Interior proportions, interior details, fenestration
- Exterior Balcony and Stair ironwork
- Exterior stone and brickwork
- Town's Historic Museum collection on 2nd Floor (Grange Hall)
- Interior proportions, interior details and fenestration.

Jonas Clark Library

Hubbardston, Massachusetts

6. **Historic flavor.** As designers we have promoted the idea of building on the strong historic features and details of the Jonas Clark Library. We intend that the interior design work reinforce the features of the existing building. We think the new addition should blend smoothly with the older parts. We've designed the exterior of the new addition to meet the Secretary of the Interiors standards for 'additions to historic structures'. In doing this we feel that it is important to compliment the historic structure without 'upstaging' it.
7. **Digitization.** The Trustees feel that given Hubbardston's small population (4,600) and the current tsunami-like trend towards digital media in our society, that not being able to meet all public library standards for square footage requirements need not hinder the delivery of services nor diminish the excitement of a renovated and expanded Jonas Clark library.

(See Appendix 'C' for 11" x 17" Architectural Drawings)

PART ~ 5

Conclusion



Finally. Hubbardston has a great treasure in the historic Jonas Clark Library. At the briefing for Designers, the question posed by the Chair was ... " what can we do with what we've got ?" In this study we show that there are (at least) four alternatives. One, is to minimally update the library with ADA and other Code compliant measures. Two, is to pursue a larger library design to qualify for substantial state funding. Three, is to do nothing. Four, is to vacate the Jonas Clark and build a new library on a different site!

The Way Forward. Though these are difficult financial times, the Building Committee should continue its valuable work towards obtaining Commonwealth funding of a historically renovated library for Hubbardston. This Fall 2011, at Town Meeting the Building Committee should request funds to pay for a Library Building Program, update the Trustees Mission Statement for the Library and file a Long Range Plan with the Massachusetts Library Board of Commissioners. (*Or find an angel ...*)

A Program Spreadsheet

HUBBARDSTON LIBRARY

POP: 4,606
(20) YEARS 4,698 2% per cent increase

SPACES Square Footages

BY POPULATION

COLLECTION

SPACE

5.6

26,309

SQUARE
FOOTAGES

children
0.48

adults
0.52

Print Items	10	26,309	2,631 sf	1,368	adults
non-print items to store	10	7,500	750 sf	1,263	children
				390	adults
				360	children
periodicals	1.5	125	83 sf	43	adults
periodical storage	0.5	50		40	children
back issues	5	25	125 sf	65	adults
	years			60	children

ELECTRONIC

WORKSTATIONS

PAC's	standing	1	20 sf
	seated	1	40 sf
computer work stations	at 75 sf per station	1	75 sf
Info Commons computers	at 25 sf per station	7	175 sf
micro-film station	at 35 sf per station	0	0 sf

USER SEATS

general seating at 15 sf/occupant	15	22	330
table chair at 25 sf/occupant	25	3	75 sf
study carrel at 30 sf/occupant	30	3	90
lounge chair at 35 sf/occupant	35	4	140

STAFF WORK AREAS

work space	at 150 sf per space	1	150 sf
check-out space	at 300 sf per space	1	300 sf

MEETING ROOM

meeting rooms	at 15 sf per seat	60	900 sf
conference / quiet study spaces	at 30 sf per seat	8	240 sf

SPECIAL USE

Atlas Stand	35	1	35 sf
Bulletin Board	9	1	9 sf
Display Case	50	1	50 sf
Index Table	140	1	140 sf
Map File	35	1	35 sf
Microfilm Cabinet	10	0	0 sf
Newspaper Rack	25	2	50 sf
Paperback Rack	35	3	105 sf
Photocopier	50	1	50 sf
Staff Locker	4	1	4 sf
Vertical Files	10	2	20 sf

SUB - TOTAL

3,991 sf

add: non-assignable spaces
mechanical room
elevator
toilets, lobbies, etc.

at 38% 0.38

1,517 sf

SUB - TOTAL sf

5,508 sf

Final

Hale Assoc.

February 10, 2011

May 26, 2011

27-Jul-11

TYPICAL SIZES

COMPLIMENTARY SMALL LIBRARY SPACES

SQUARE
FOOTAGES

BROWSING	
adult	250
kids	125

PRINTERS, FAX, SCANNERS, ETC.

adult	60
kids	40

LARGE PRINT

adult	75
-------	----

SM STUDY ROOMS

(3) each @ 50	150
---------------	-----

LOCAL HISTORY

adult	125
-------	-----

YOUNG ADULT

adult	250
-------	-----

DIRECTOR OFFICE

adult	125
-------	-----

STAFF AREA

adult	150
-------	-----

CLOSED STORAGE

adult	200
-------	-----

TELECOM

	60
--	----

CUSTODIAL

(1) each @ 85	125
---------------	-----

FRIENDS ROOM

	150
--	-----

UTILITY ROOMS

(2) Elec Rm @ 150	300
(2) Mech Rm @ 225	450

SUB - TOTAL

2,635

at 38%

1,001

SUB - TOTAL sf

3,636

TOTAL sf

9,144

B Cost Spreadsheet & Summary

Estimated Cost of Construction

Square (minimal) Addition - 8,084 gsf

HUBBARSTON LIBRARY

Jonas Clark Library - 1874
An historic library renovation
and new addition

HALE ASSOC

Architects
July 28, 2011

COST - SUMMARY

SITE	\$325,461	
EXG HISTORIC BLDG - 5,552 gsf	\$818,813	
NEW ADD - 2,632 gsf	\$684,846	
	\$2,029,120	
	\$30,437	
	\$2,059,557	
GENL CONDITIONS - 12 MOS @ 35k	\$420,000	
GENL CON O&P - 5%	\$102,978	
P&P BOND - 1%	\$20,596	
CONTINGENCY - 10%	\$205,956	
TOTAL BUILDING COST	\$2,809,085	\$347 \$/SF
ARCH/ENGR/CONSULT FEES @ 12%	\$337,090	
FURNISHINGS + FEE	\$213,600	
CLERK - 14 MOS	\$68,000	
MISC @ 10%	\$61,869	
TOTAL PROJECT COST	\$3,489,646	\$327 \$/SF

SOURCES OF FUNDING

1	STATE - LIBRARY CONSTRUCTION PGM (60%)	\$0	
	STATE - LIBRARY CONSTRUCTION PGM (45%0	\$0	\$0
			0%
2	(PRIVATE) LIBRARY CAMPAIGN @ 15%	\$523,447	15%
3	COMMUNITY PRESERVATION ACT FUNDING (Historic Elements)	\$175,000	5%
4	UTILITY REBATES	\$75,000	2%
5	TOWN BONDING (thru Town Meeting)	\$2,716,199	78%
	TOTAL PROJECT COST	\$3,489,646	

Estimated Cost of Construction

Full Wedge Addition ~ 12,003 gsf

HUBBARSTON LIBRARY

Jonas Clark Library ~ 1874
An historic library renovation
and new addition

HALE ASSOC

Architects
July 28, 2011

COST - SUMMARY

		\$ / SF
SITE	\$325,461	17
EXG HISTORIC BLDG ~ 6,300 gsf	\$929,129	147
NEW ADD ~ 12,003 gsf	\$1,493,864	349
SUB-TOTAL	\$2,748,554	\$257
EST TO MID - 2014 (at 1.5% inflation)	\$41,228	
	\$2,789,782	\$261
GENL CONDITIONS - 12 MOS @ 35k	\$420,000	
GENL CON O&P - 5%	\$139,469	
P&P BOND - 1%	\$27,898	
CONTINGENCY - 10%	\$278,978	
TOTAL BUILDING COST	\$3,656,147	\$342
ARCH/ENGR/CONSULT FEES @ 12%	\$438,738	\$ / SF
FURNISHINGS + FEE	\$213,500	
CLERK - 14 MOS	\$80,000	
MISC @ 10%	\$73,234	
TOTAL PROJECT COST	\$4,461,719	\$372
		\$ / SF

SOURCES OF FUNDING

1	STATE - LIBRARY CONSTRUCTION PGM (60%)	\$1,800,000	
	STATE - LIBRARY CONSTRUCTION PGM (45%)	\$657,773	\$2,457,773
			55%
2	(PRIVATE) LIBRARY CAMPAIGN @ 15%	\$669,258	15%
3	COMMUNITY PRESERVATION ACT FUNDING (Historic Elements)	\$210,000	5%
4	UTILITY REBATES	\$75,000	2%
5	TOWN BONDING (thru Town Meeting)	\$1,049,687	24%
	TOTAL PROJECT COST	\$4,461,719	

SITE WORK					
------------------	--	--	--	--	--

11
 12
 13

EXISTING BUILDING

DIV		QTY	UNIT	UNIT COST	TOTAL	SUB-TOTAL
1	GENL CONDITIONS					
	4% OF PROJECT TOTAL	1	LS	0	\$0	
	CONSTRUCTION FENCE	400	LF	10	\$4,000	\$4,000
2	SELECTIVE DEMO					
	DEMO REAR STRUCTURE	1	LS	15000	\$15,000	
	BLDG EXTERIOR	1	LS	20000	\$15,000	
	BLDG INTERIOR	1	LS	20000	\$20,000	\$50,000
2	HAZ MATL					
	MINOR ABATEMENT	1	LS	1750	\$1,750	\$1,750
2	EARTHWORK					
	EXCVATE/BACKFILL EXG FDN	100	CY	65	\$6,500	\$6,500
3	CONCRETE					
	SLAB PATCH	1	LS	1500	\$1,500	\$1,500
4	MASONRY RESTORE & CLEAN					
	REPAIR OPENINGS	9	EA	3500	\$31,500	
	MISC INT REPAIR	1	LS		\$0	
	EXT FDN CLEAN	360	SF	2	\$720	
	CUT & POINT BRICK - 50% (\$3,500SF)	2675	SF	20	\$53,500	
	MISC EXT REPAIRS	1	LS	10000	\$10,000	
	REPAIR SOUTH CHIMNEY	1	LS	8000	\$8,000	\$103,720
5	METALS					
	STRUCTURAL STEEL LINTELS	36	LF	225	\$8,100	
		1	LS		\$0	\$8,100
5	MISC METALS					
	MAIN ENTRY RAIL REBUILD	30	LF	225	\$6,750	
	MISC ITEMS	6300	SF	1	\$6,300	\$13,050
6	WOOD & PLASTICS					
	MISC ROUGH CARPENTRY	6300	SF	28	\$163,800	
	FINISH CARPENTRY	6300	SF	22	\$138,600	\$302,400
7	THERMAL & MOISTURE					
	EG FDN WATERPROOFING	1520	SF	6	\$9,120	
	FRONT STAIR WATERPROOFING	1	LS	3000	\$3,000	
	2" RIGID INSULATION	1520	SF	2.8	\$4,256	
	FIRE STOPPING	1	LS	1500	\$1,500	\$17,876
7	ROOFING					
	NEW SLATE REPAIRS & COPPER FLASHING @ CHIMNEY	1	LS	22500	\$22,500	
	REPLACE ROOF 40 YR SHINGLE W/ NEW UNDERLAYMENT, DECKING & SEALANT	2415	SF	7.5	\$18,113	\$40,613
8	DOORS & WINDOWS					
	ENTRY DOORS, FRAME & HARDWARE UPDATE	1	LS	6000	\$6,000	
	NEW HM DOORS & HARDWARE	12	EA	750	\$9,000	
	NEW WINDOWS - HISTORIC @ EAST	90	SF	200	\$18,000	
	INTERIOR WINDOWS	184	SF	50	\$9,200	\$42,200
9	FINISHES					
	INTERIOR PLASTER PATCHING	1	LS	20000	\$20,000	
	GYP DRYWALL ASSEMBLIES	1	LS	15000	\$15,000	
	CERAMIC FLOOR TILES	0	SF	75	\$0	\$35,000
	WOOD FLOORING - REFINISH	5050	SF	4	\$20,200	
	STAIRS - REFINISH	1	LS	4000	4000	
	MISC HIST REPAIRS	1	LS	10000	10000	
	LINOLEUM	438	SF	8.5	3723	
	CARPET	185	SY	32	5920	
	PAINTING INT - INCLD TRIM RESTORE	6300	SF	3.5	22050	
	EXT PAINTING	1	LS	10000	10000	\$75,893

EXISTING BUILDING

DIV		QTY	UNIT	UNIT COST	TOTAL	SUB-TOTAL
10	SIGNAGE					
	ADA - COMPREHENSIVE BLDG	6300	SF	0.2	\$1,260	
	MISC SPECIALTIES	1	LS	4000	\$4,000	\$5,260
11	EQUIPMENT					
	LIBRARY SHELVING	1	LS	0	\$0	\$0
12	FURNISHINGS					
	WINDOW SHADES	1110	SF	6	\$6,660	
	ENTRANCE MATS	125	SF	22	\$2,750	\$9,410
15	PLUMBING					
	PLUMBING DEMO	1	LS	2500	\$2,500	
	PLUMBING MISC	1	LS	5000	\$5,000	\$7,500
15	FIRE PROTECTION					
	SPRINKLER - HISTORIC PRE-ACTION	6300	SF	5.5	\$34,650	
	PLUMBING MISC	1	LS	5000	\$5,000	\$39,650
15	HVAC - MECHANICAL					
	HVAC DEMO	1	LS	2000	\$2,000	
	HVAC	6300	GSF	26	\$163,800	\$165,800
16	ELECTRICAL					
	SERVICE, DATA, HISTORIC DEVICES	6300	SF	26	\$163,800	\$163,800

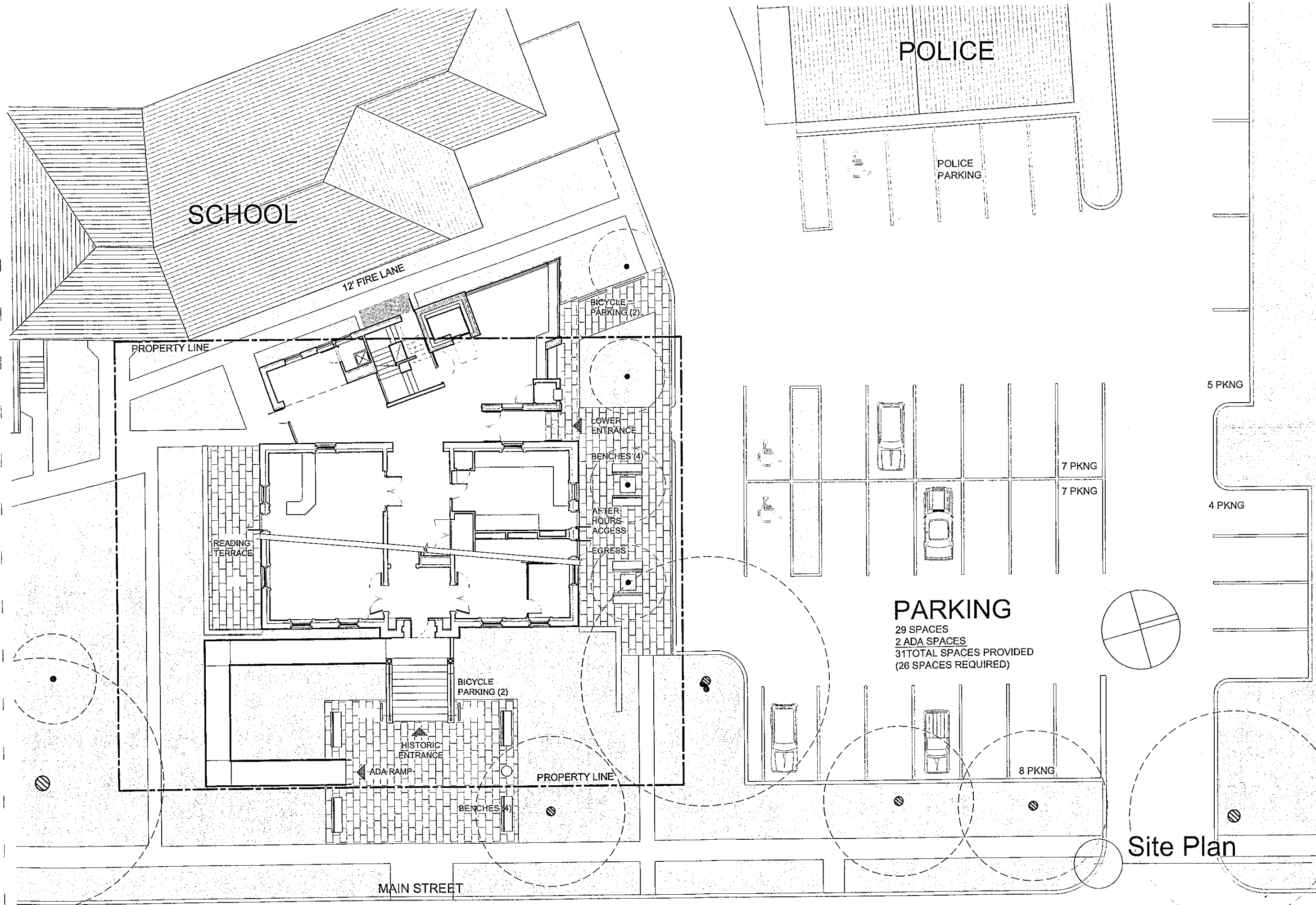
NEW ADDITION

DIV		QTY	UNIT	UNIT COST	TOTAL	SUB-TOTAL
2	EARTHWORK					
	BSMNT EXCAV	500	CY	7.5	\$3,750	
	FDN EXCV	120	CY	7	\$840	
	GRAVEL	40	CY	24	\$960	
	STRUCT FILL	40	CY	36	\$1,440	
	FDN BACKFILL	600	CY	4.75	\$2,850	
	HAUL SURPLUS	150	CY	10	\$1,500	
	DEWATER	1	LS	6000	\$6,000	
	MISC EARTHWORK	1	LS	5000	\$5,000	\$22,340
3	CONCRETE					
	WALL FTG	5	CY	400	\$2,000	
	12" FDN WALL	59	CY	850	\$50,150	
	COL FTG	12	CY	380	\$4,680	
	WALL FTG	25	CY	380	\$9,750	
	CANOPY PIER	8	EA	275	\$2,200	
	ELEV MAT	4.5	CY	370	\$1,665	
	ELEV PIT WALL	4.5	CY	650	\$2,925	
	12" FDN WALL	28	CY	750	\$21,000	
	PILASTER - ALLOW	4	CY	900	\$3,600	
	5" SLAB ON GRADE	1425	SF	3.75	\$5,344	
	5" FRAMED SLAB W/RADIANT	2850	SF	3.65	\$10,403	
	STAIR PAN - FULL FLIGHTS	2	FLTS	900	\$1,800	
	CONC SEALER	120	SF	1	\$120	
	ELEV SUMP PIT	1	EA	1000	\$1,000	
	MISC CONC	1	LS	3000	\$3,000	\$119,636
4	MASONRY					
	8" CMU ELEV SHAFT WALL	2000	SF	22	\$44,000	
	EXT BRICK	3375	SF	32	\$108,000	\$152,000
5	METALS					
	STRUCTURAL STEEL	10	TON	3300	\$33,000	
	FLAT ROOF	10	TON	3300	\$33,000	
	TS BRACE FRAME	2	TON	3300	\$6,600	
	ALLOW FOR SKYLIGHT	1	EA	500	\$500	
	MOMENT CONNECTIONS	16	EA	700	\$11,200	
	SHEAR STUDS	160	EA	6	\$960	
	FLOOR DECK	3000	SF	2.5	\$7,500	
	ROOF DECK	1750	SF	2.6	\$4,550	
	6" EXT WALL FRAME	4144	SF	6.5	\$26,936	
	WALL GYP SHEATHING	4144	SF	2.2	\$9,117	
	PORCH ROOF FRAMING	75	SF	15	\$1,125	
	PORCH CLG FRAMING	75	SF	6	\$450	
	ROOF EAVE FRAMING	150	LF	25	\$3,750	
	MISC FRAMING	1	LS	7500	\$7,500	
	ELEV SUMP GRATE	1	EA	750	\$750	
	ELEV FRAMING	1	LS	2000	\$2,000	
	ELEV PIT LADDER	1	EA	800	\$800	
	EXPAN JT ASSEMBLIES	1	LS	4000	\$4,000	
	METAL PAN STAIR & RAIL	2	FLT	13000	\$26,000	
	MISC BLDG METALS	4275	GSF	2.25	\$9,619	\$189,357
6	WOOD & PLASTICS					
	ROUGH CARPENTRY	1	LS	16000	\$16,000	
	FINISH CARPENTRY - INT TRIM	1	LS	40000	\$40,000	
	FINISH CASEWORK	1	LS	20000	\$20,000	
	MISC CABINET WORK	1	LS	16000	\$16,000	\$92,000
7	THERMAL & MOISTURE					
	DAMP PROOFING & WATERPROOFING	1	LS	30000	\$30,000	\$30,000
7	INSULATION					
	INSULATION @ SLAB	1600	SF	3.7	\$5,920	
	INSULATION @ FDN	1725	SF	3	\$5,175	
	EXT RIGID WALL INSUL	4144	SF	2.75	\$11,396	
	FIRE STOPPING	1	LS	3000	\$3,000	
	SPRAY FIREPROOFING	4275	GSF	2.5	\$10,688	\$36,179
7	ROOFING					
	ASSEMBLY	1425	SF	50	\$71,250	
	FLASHING	1	LS	20000	\$20,000	
	SKYLIGHTS	6	EA	1200	\$7,200	
	SEALANTS	4275	GSF	1.5	\$6,413	\$104,863

NEW ADDITION

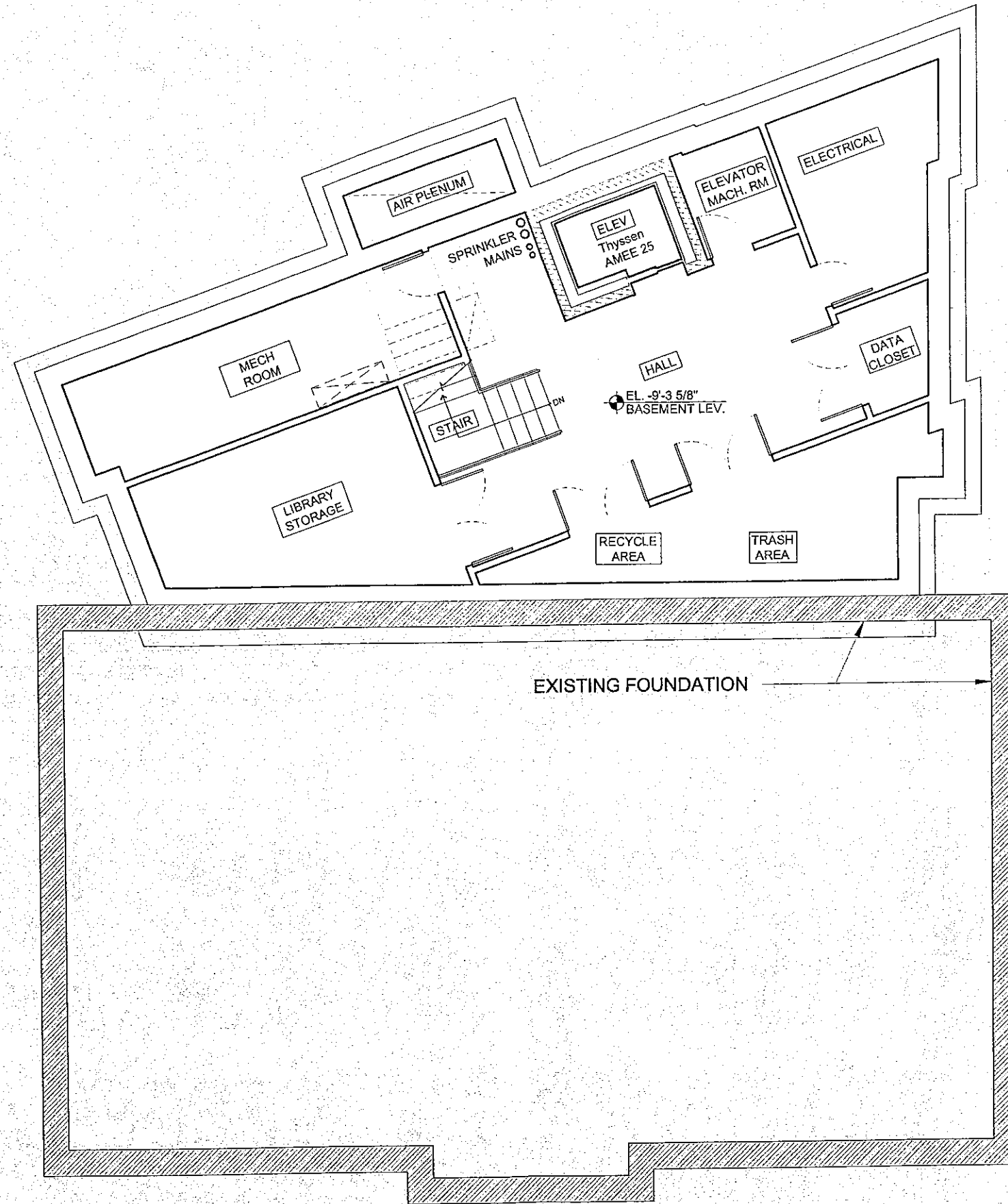
DIV		QTY	UNIT	UNIT COST	TOTAL	SUB-TOTAL
8	DOOR OPG ASSEMBLIES					
	INT DRS & FRAMES - SNGL	15	EA	550	\$8,250	
	INT DRS & FRAMES - DBL	4	EA	600	\$2,400	
	INT WINDOWS - FIXED GLASS	160	SF	75	\$12,000	
	ENTRANCES - DBL	2	PR	5000	\$10,000	
	EGRESS - SNGL	2	EA	3200	\$6,400	
	ALUM STOREFRONT	112	SF	75	\$8,400	
	ALUM CLAD WINDOWS	256	SF	65	\$16,640	
	METAL FRAMED SKYLIGHTS	50	SF	75	\$3,750	
	FINISH HARDWARE - STAIRHALL	5	EA	1550	\$7,750	
	FINISH - BATHROOM	4	EA	400	\$1,600	
	FINISH - VEST - DBL	1	EA	2000	\$2,000	
	ADMIN	1	EA	400	\$400	
	MECHL ELEC - SNGL	2	EA	375	\$750	\$80,340
9	PLASTER & GYP					
	GYP DRYWALL ASSEMBLIES	4750	GSF	18	\$85,500	
	TILE - LOBBY FLOOR	448	SF	10	\$4,480	
	ACOUST CLG TILE - EURO	4275	SF	5.5	\$23,513	
	WOOD FLOORING	2850	SF	15	\$42,750	
	RESILIENT FLOORING	1425	SF	8	\$11,400	
	RUBBER	1	LS	6500	\$6,500	\$174,143
9	CARPET					
	CARPET	64	SY	35	\$2,240	\$2,240
9	PAINTING					
	INTERIOR PAINTING	5625	GSF	4.5	\$25,313	
	EXT PAINTING	1	LS	15000	\$15,000	\$40,313
10	SPECIALTIES					
	MARKERBDS, TACKBD, BULLETIN BDS	1	LS	3000	\$3,000	
	TOILET PARTITIONS	3	EA	1000	\$3,000	
	SIGNAGE	4275	GSF	0.25	\$1,069	
	PLAQUE & DIRECTORY	1	LS	999	\$999	
	FIRE EXTINGUISHERS	3	EA	375	\$1,125	
	TOILET ACCESSORIES	1	LS	3875	\$3,875	
	MISC SPECIALTIES	1	LS	7500	\$7,500	\$20,568
11	EQUIPMENT					
	BOOK DROPOSITORY	2	EA	750	\$1,500	
	AV EQPT	1	LS	0	\$0	
	KITCHEN APPLIANCES	1	LS	2650	\$2,650	
	FIXED CASEWORK	1	LS	2500	\$2,500	
	ENTRANCE MAT	100	SF	22	\$2,200	\$8,850
14	HYDRAULIC ELEVATOR					
	HYDRAULIC ELEVATOR	4	STOP	35000	\$140,000	\$140,000
15	PLUMBING					
	FIXTURES	12	EA	3000	\$36,000	
	FIXTURE ROUGH - IN	12	EA	2200	\$26,400	
	FLOOR DRAINS	3	EA	500	\$1,500	
	WATER & SEWER SERVICES	1	LS	3000	\$3,000	\$66,900
15	HVAC - MECHANICAL					
	HVAC	3850	GSF	24	\$92,400	\$92,400
15	FIRE PROTECTION					
	PRE-ACTION SPRINKLER	4275	SF	5.5	\$23,513	\$23,513
16	ELECTRICAL					
	ELECTRICAL	4275	GSF	23	\$98,325	\$98,325

C 11" x 17" Drawings



Site Plan

<p>HUBBARDSTON PUBLIC LIBRARY 7 Main Street Hubbardston MA 01452</p>	<p>Stephen Hale & Chris Scovel Architects 2 Everett Street Boston MA 02130-2815</p>
<p>DATE: 09-15-11 SCALE: $\frac{1}{16}" = 1'-0"$</p> <p>1</p>	



Basement Plan

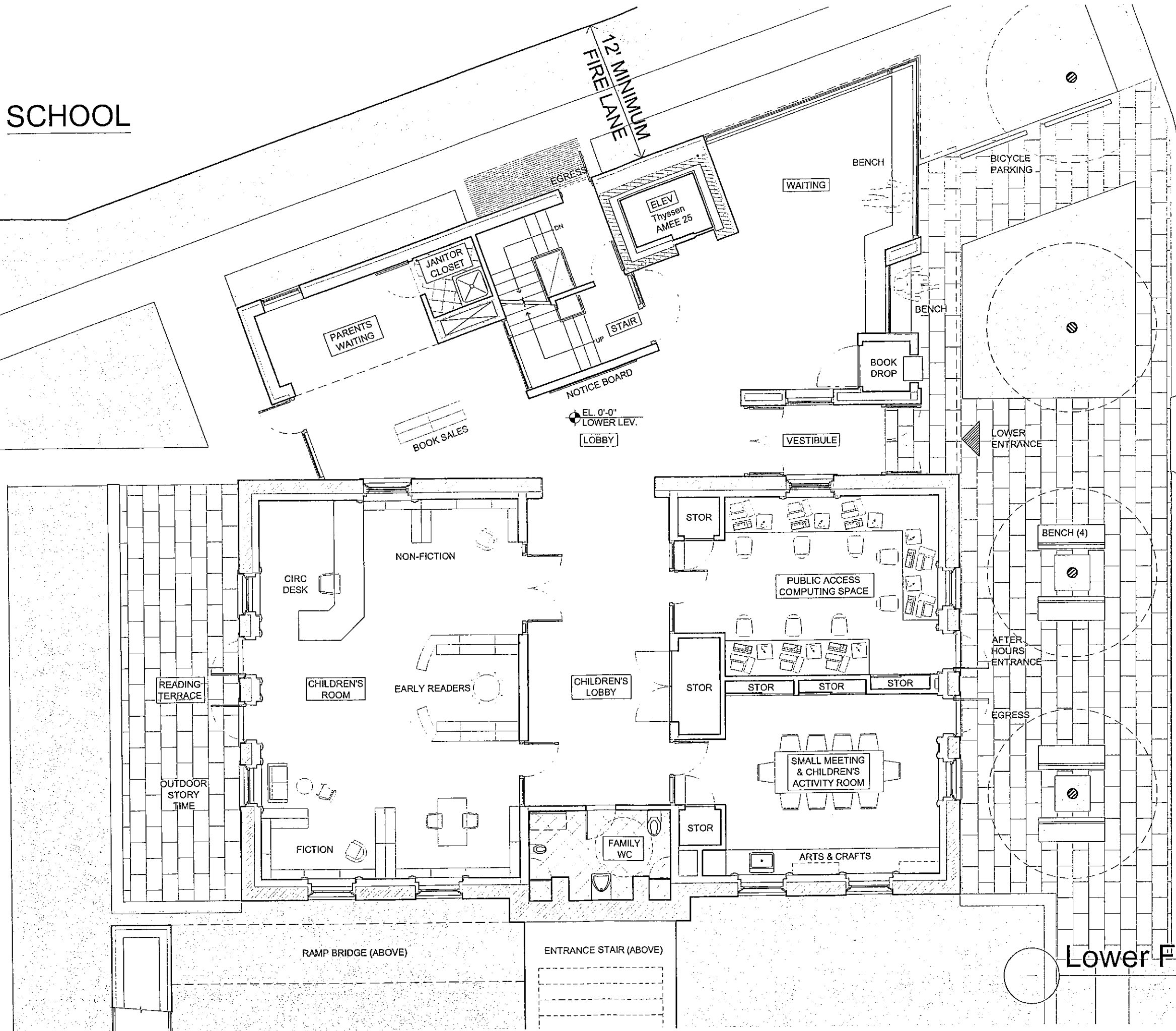
Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11

SCALE: 1/8" = 1'-0"

SCHOOL

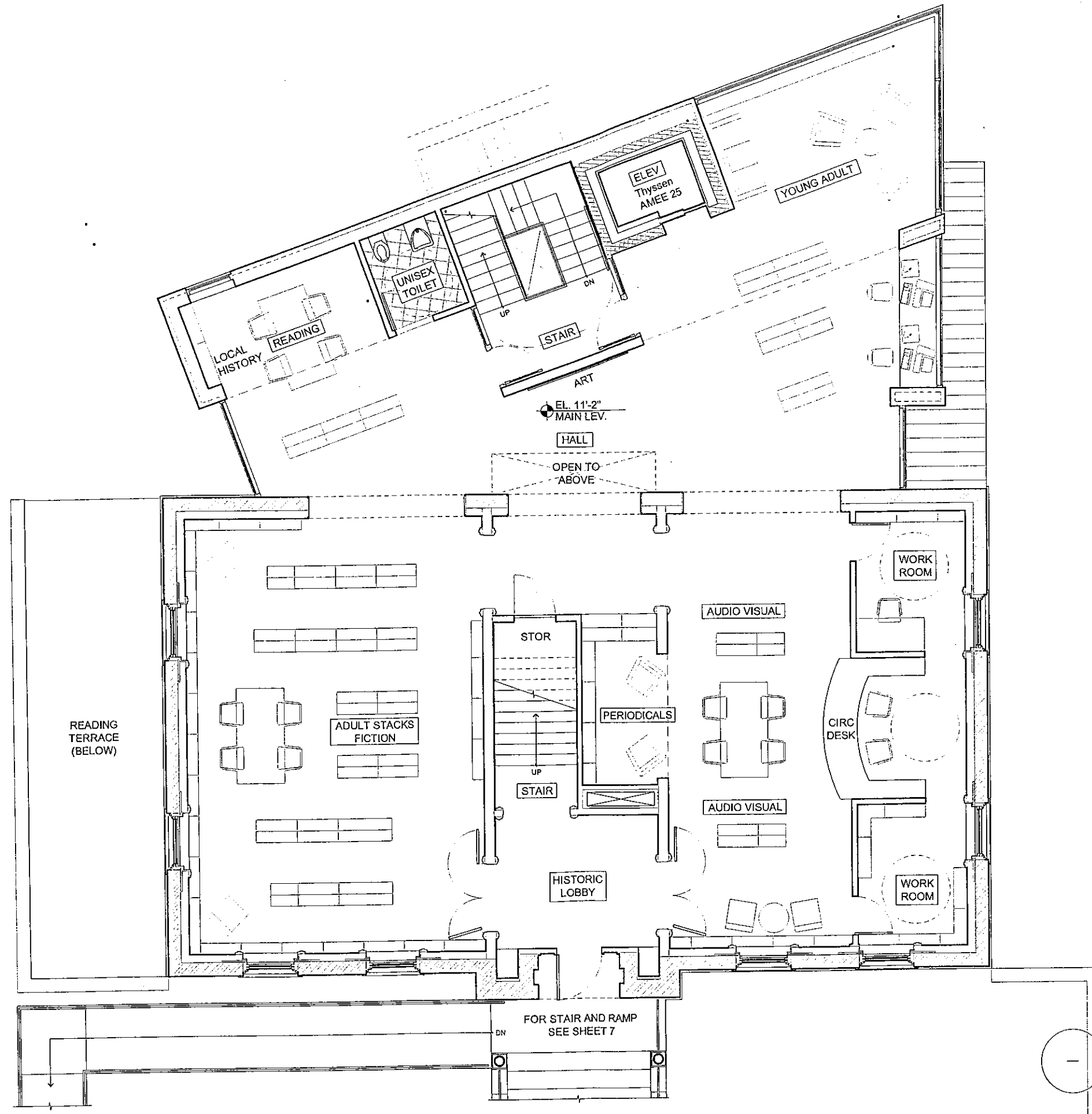


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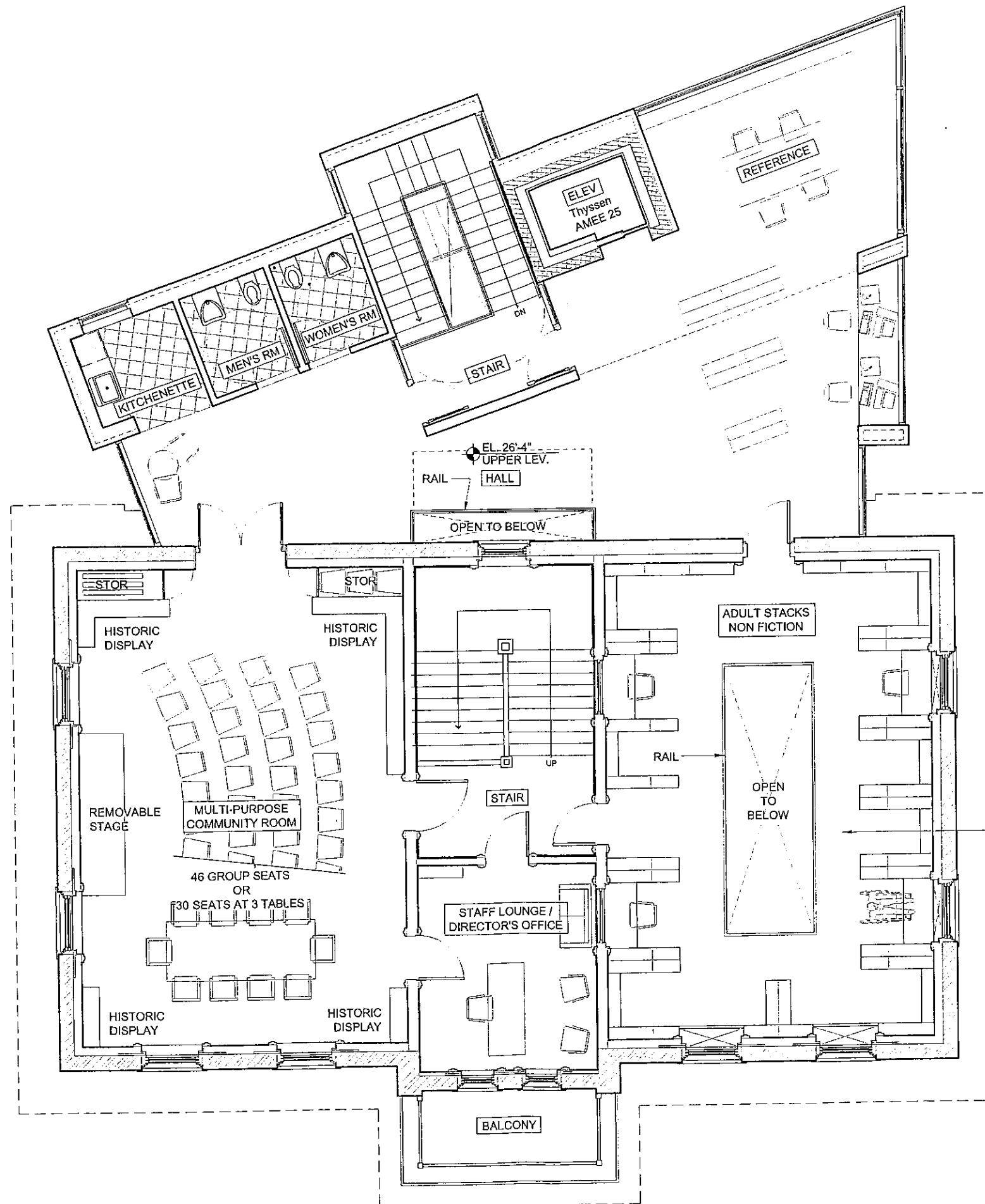


Main Flr Plan

Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11
SCALE: 1/8" = 1'-0"

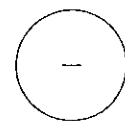
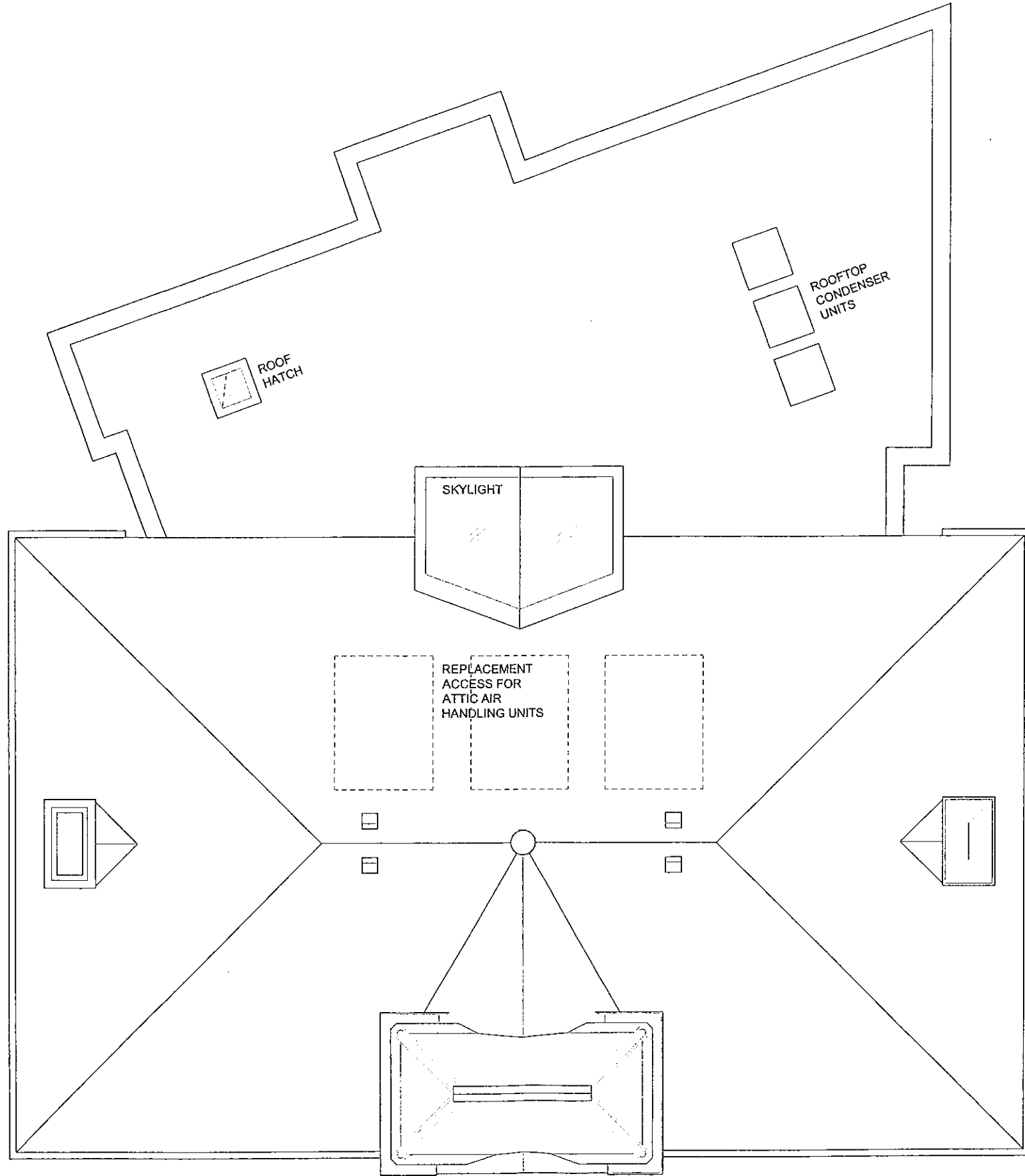


Upper Flr Plan

Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11
SCALE: 1/8" = 1'-0"



Roof Plan

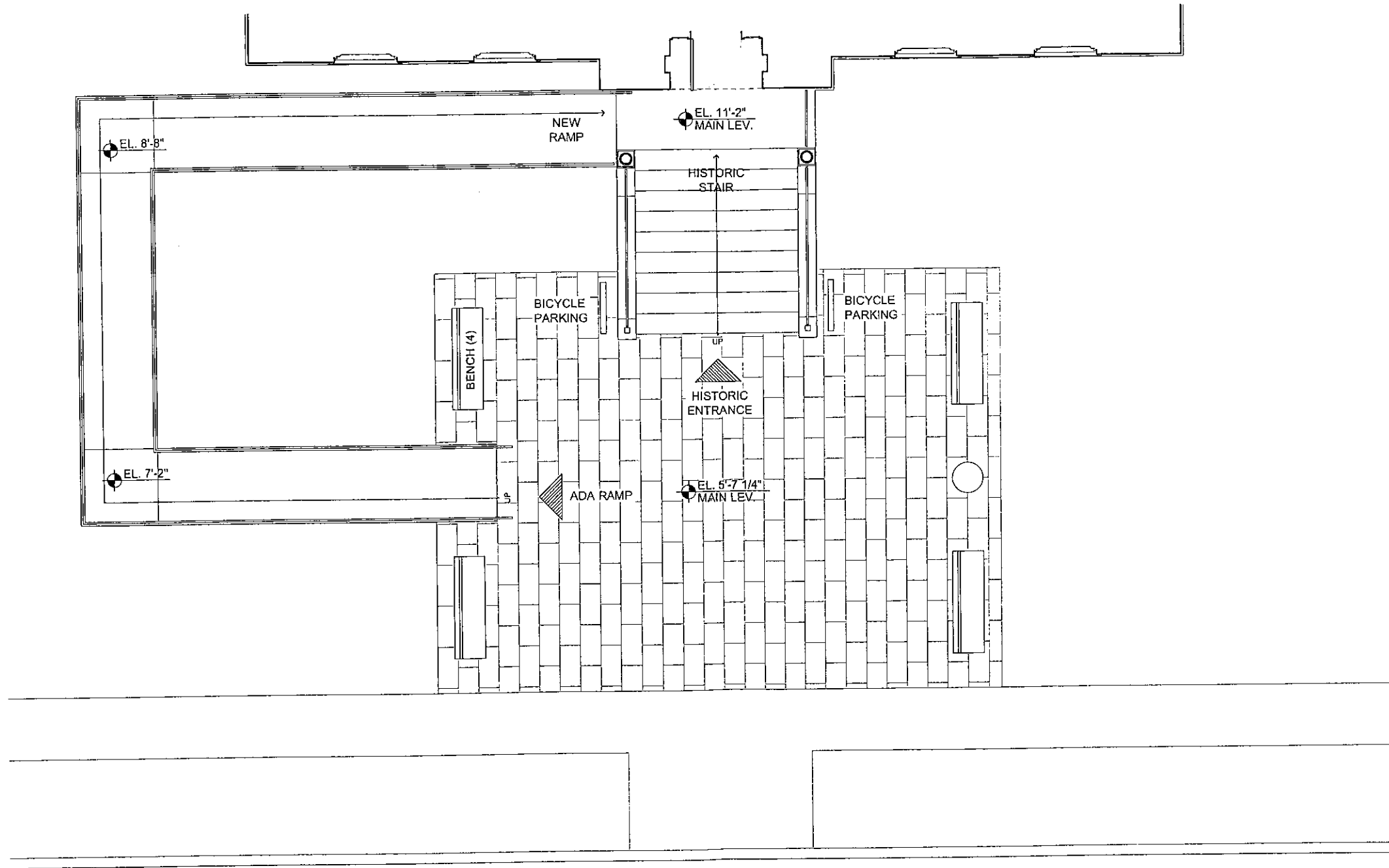
HUBBARDSTON PUBLIC LIBRARY

7 Main Street
Hubbardston MA 01452

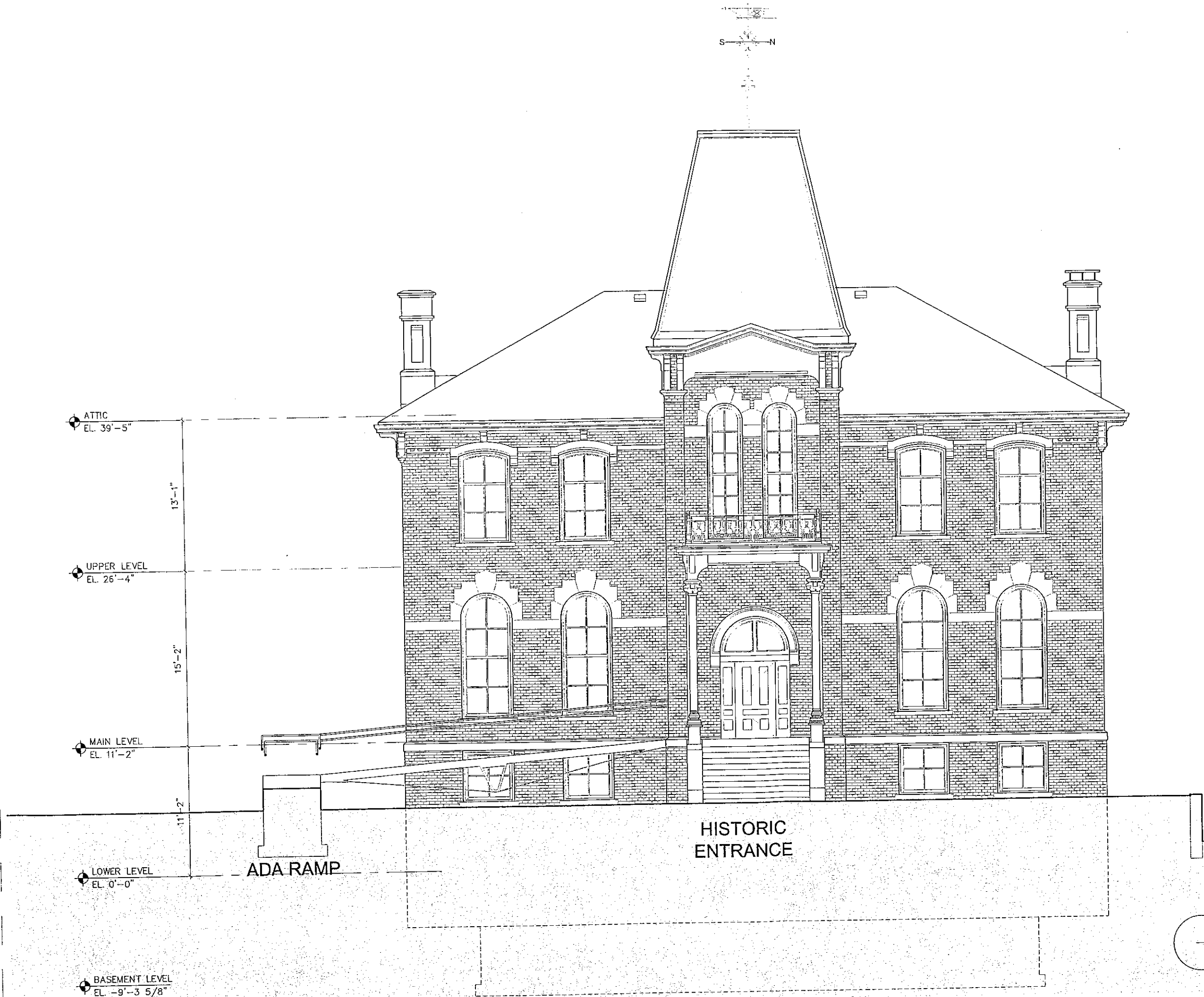
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2 Everett Street
Boston MA 02130-2815

DATE: 09-15-11

SCALE: $\frac{1}{8}" = 1'-0"$



7 Ramp Plan

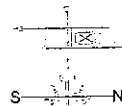


East Elevation

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

DATE: 09-15-11
SCALE: 1/8" = 1'-0"



EXISTING

NEW LIBRARY

ATTIC
EL. 39'-5"

UPPER LEVEL
EL. 26'-4"

MAIN LEVEL
EL. 11'-2"

LOWER LEVEL
EL. 0'-0"

BASEMENT LEVEL
EL. -9'-3 5/8"

13'-1"

15'-2"

11'-2"

AFTER
HOURS
ENTRANCE

LOWER
ENTRANCE

BOOK
DROP

BENCH

BENCH

North Elevation

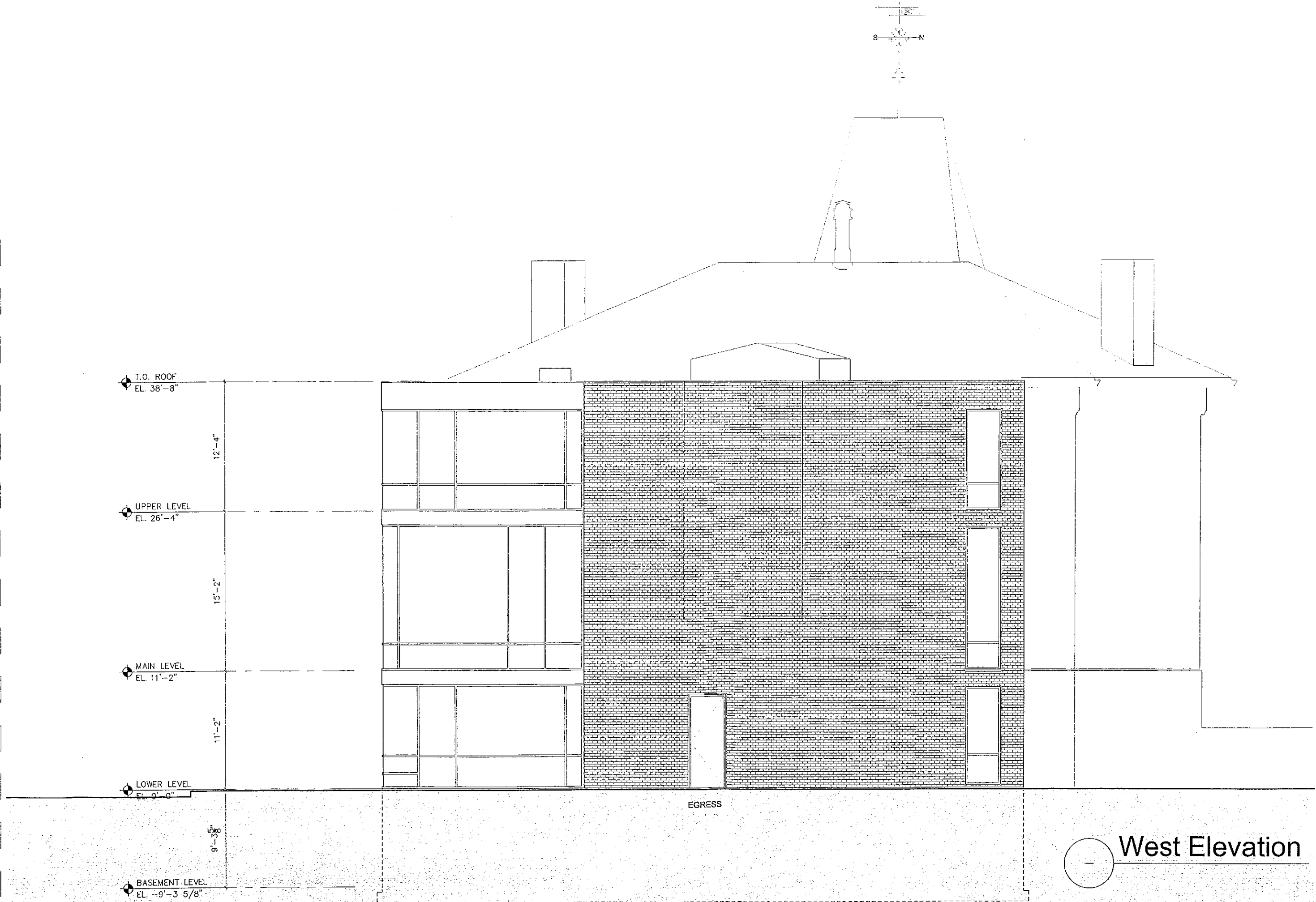
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HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

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SCALE: 1/8" = 1'-0"

9

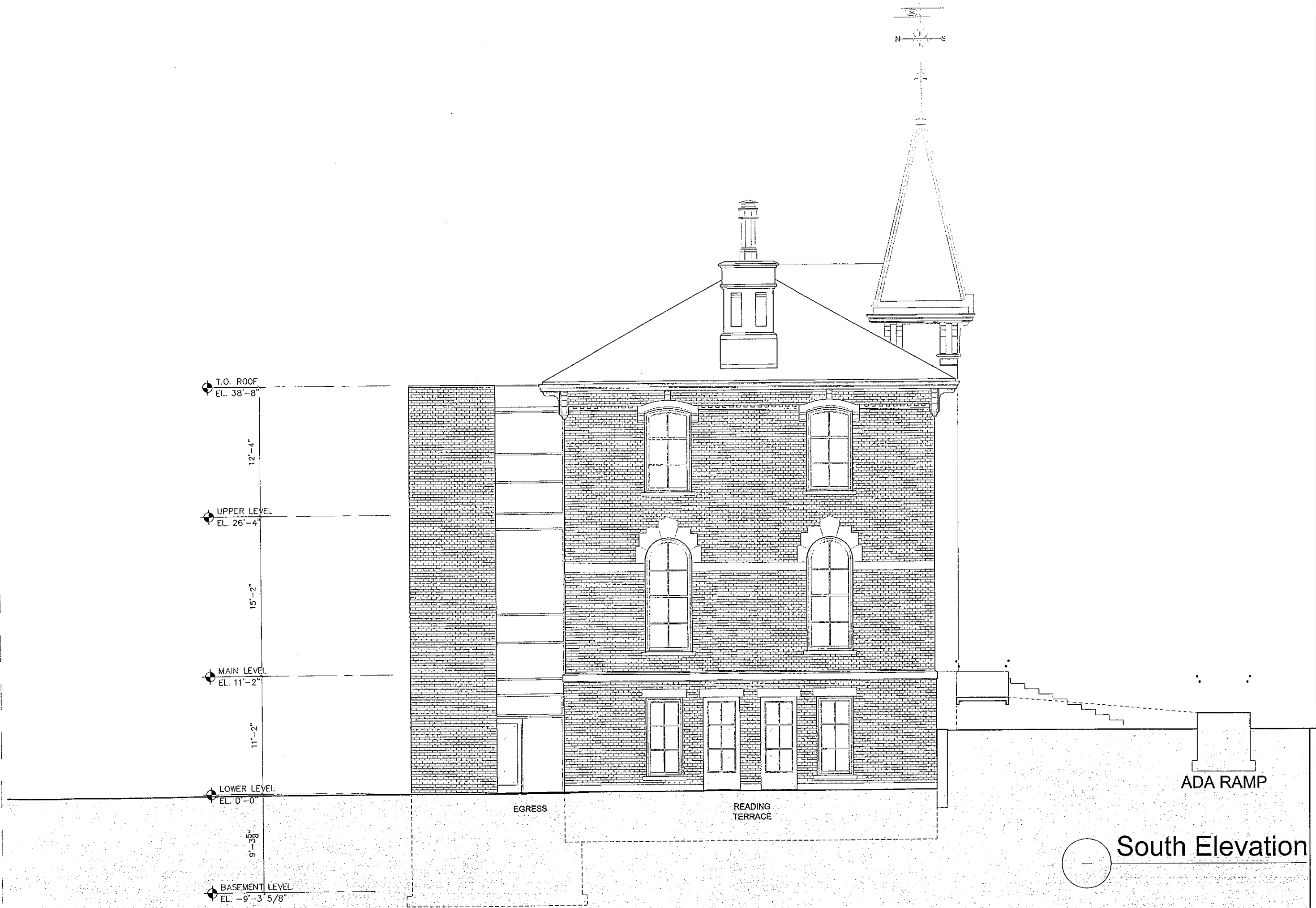


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Hubbardston MA 01452

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SCALE: 1/8" = 1'-0"

West Elevation



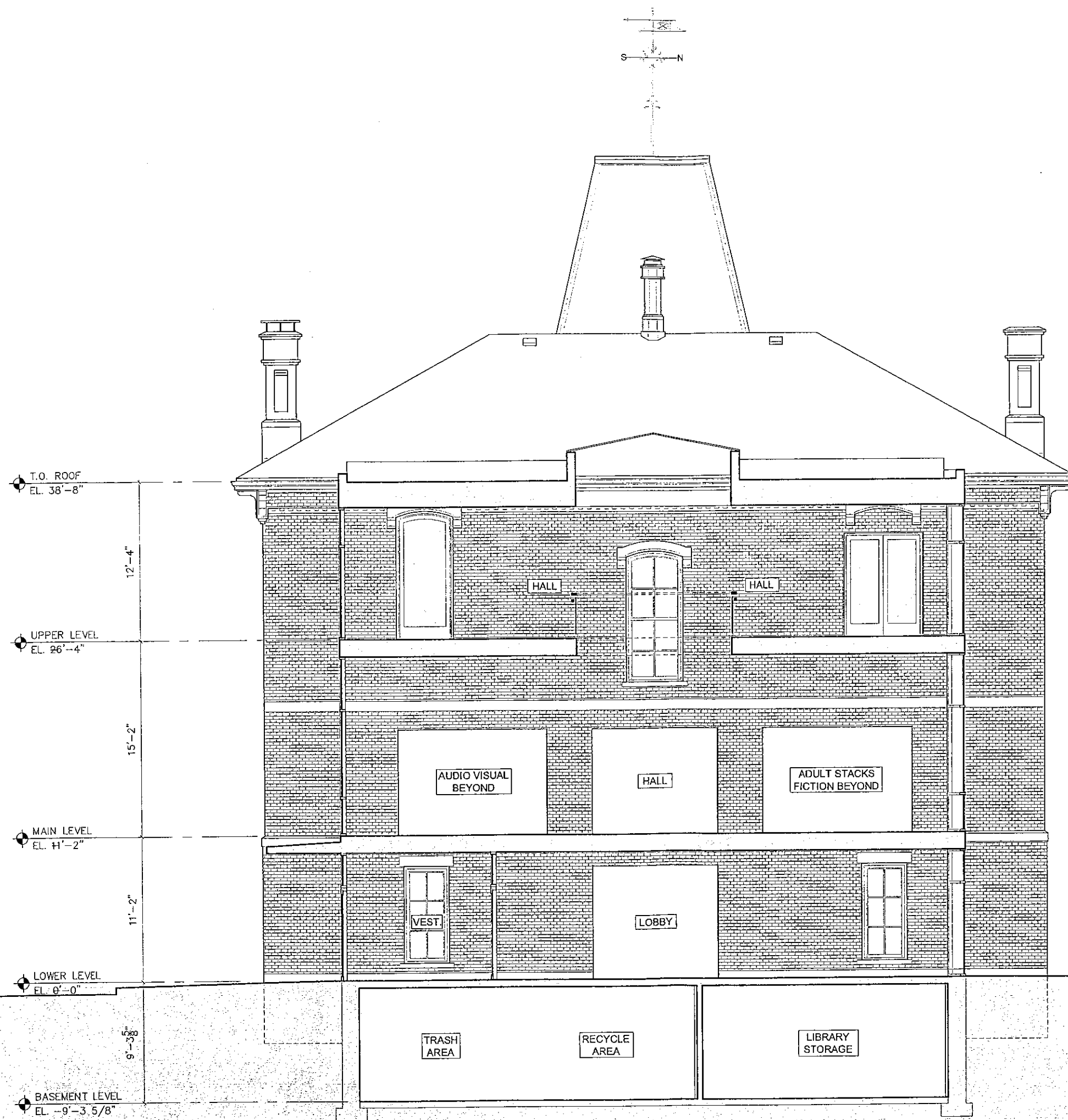
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HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11

SCALE: 1/8" = 1'-0"

11

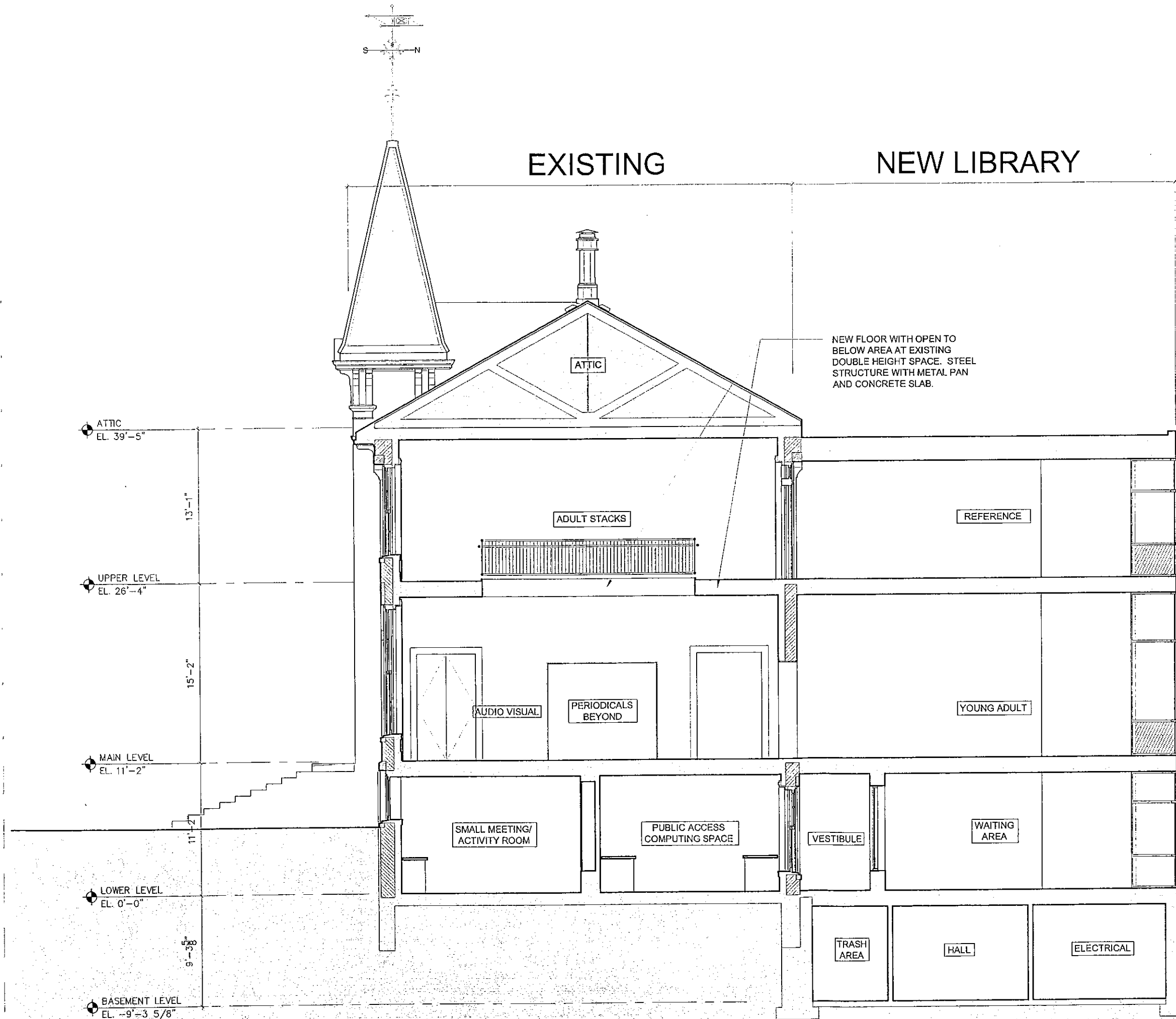


Section at New Lobby

Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11
SCALE: $\frac{1}{8}" = 1'-0"$

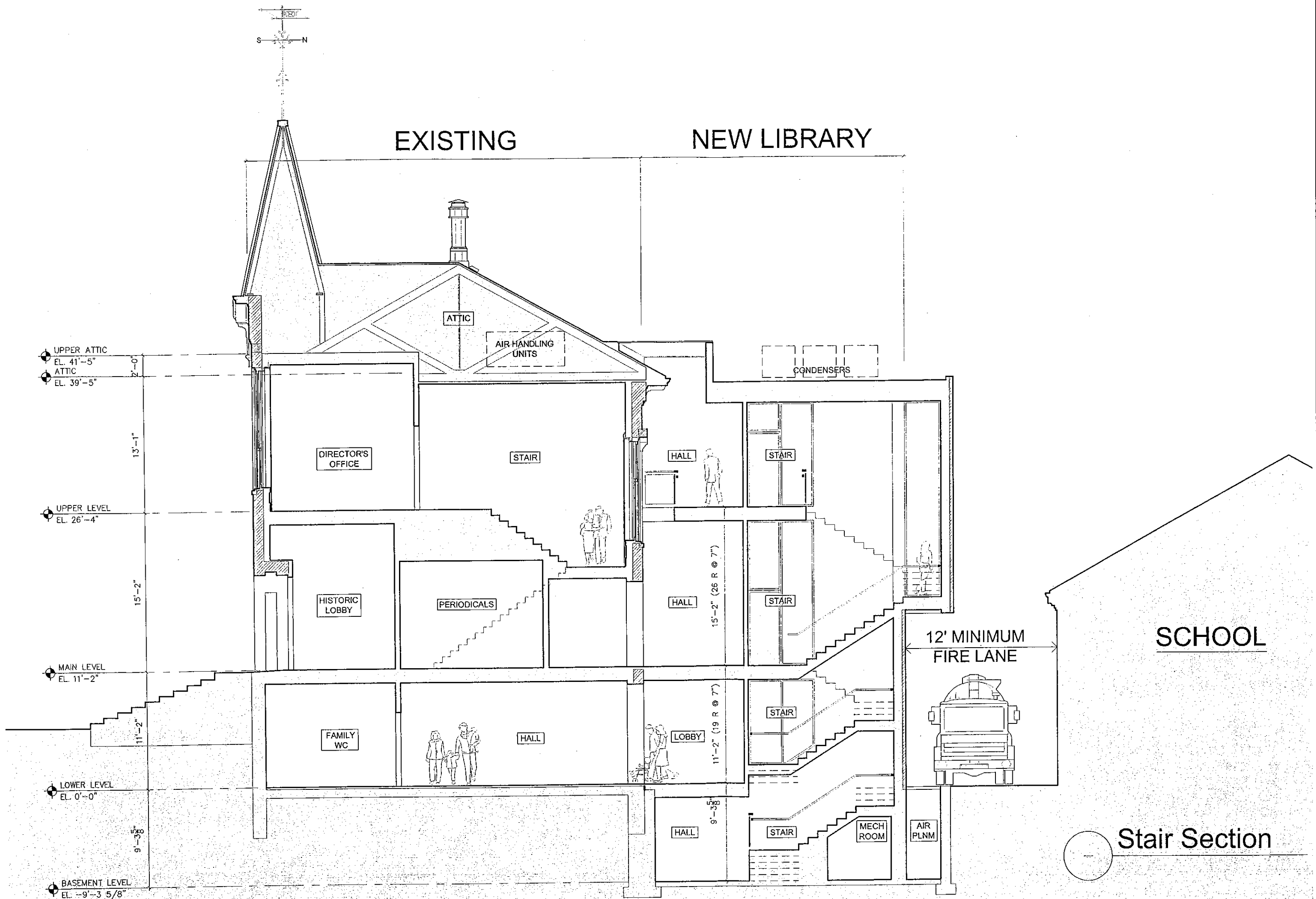


Section at Adult Stacks

Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11
SCALE: 1/8" = 1'-0"



Stephen Hale & Chris Scovel Architects
2 Everett Street
Boston MA 02130-2815

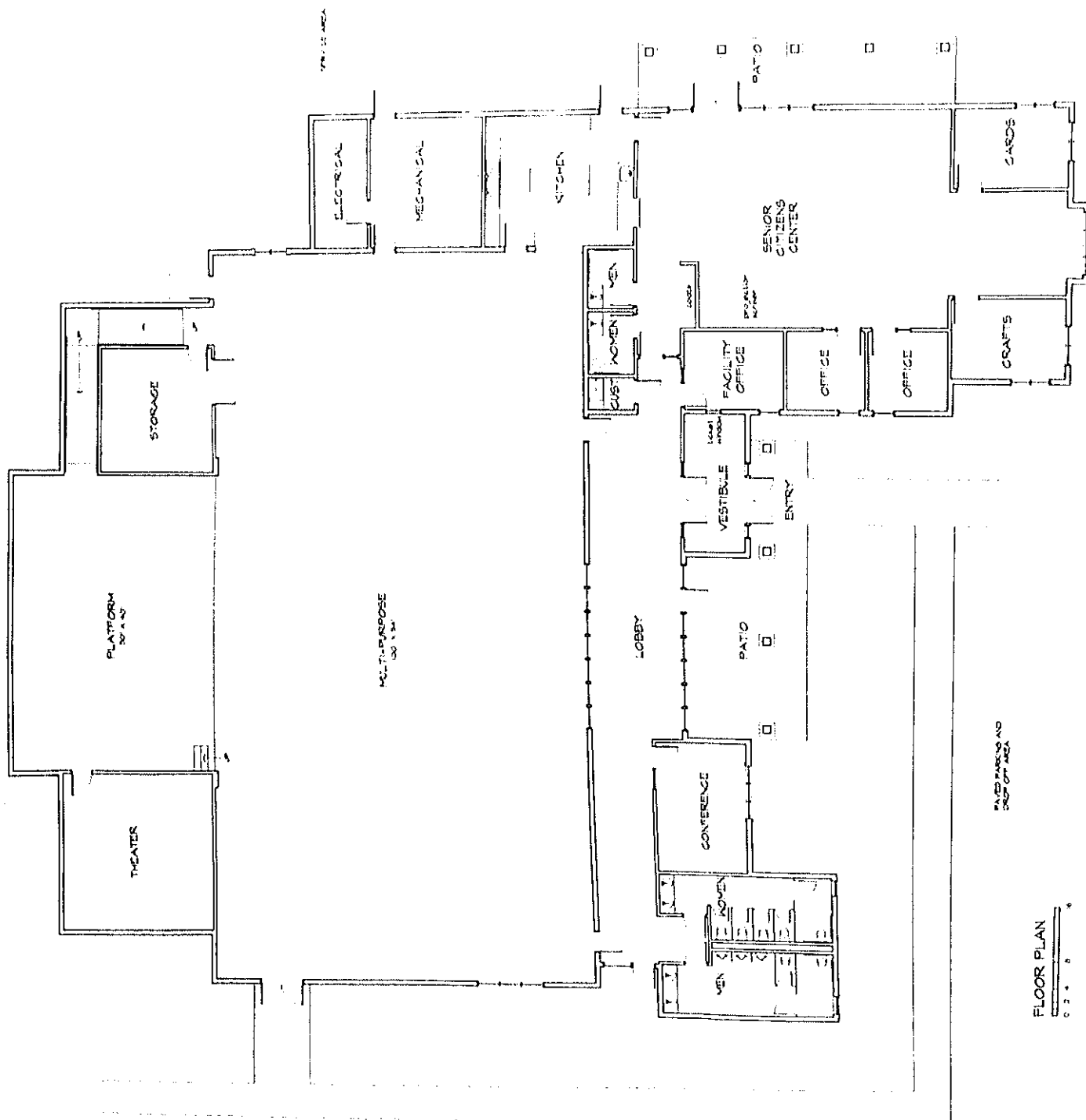
HUBBARDSTON PUBLIC LIBRARY
7 Main Street
Hubbardston MA 01452

DATE: 09-15-11

SCALE: 1/8" = 1'-0"

Stair Section

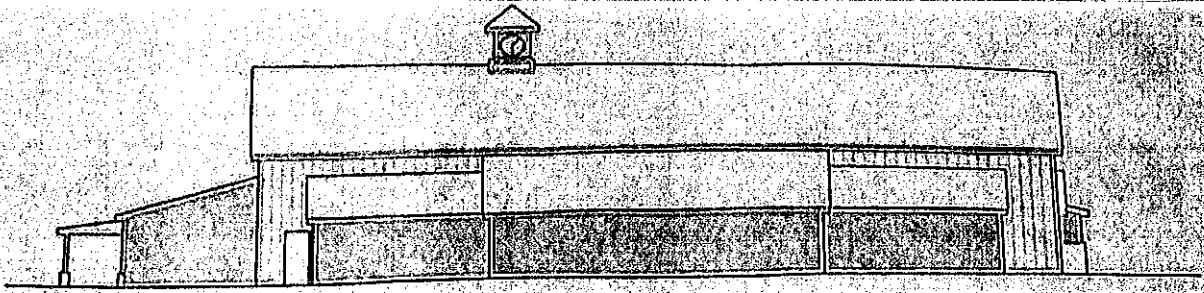
14



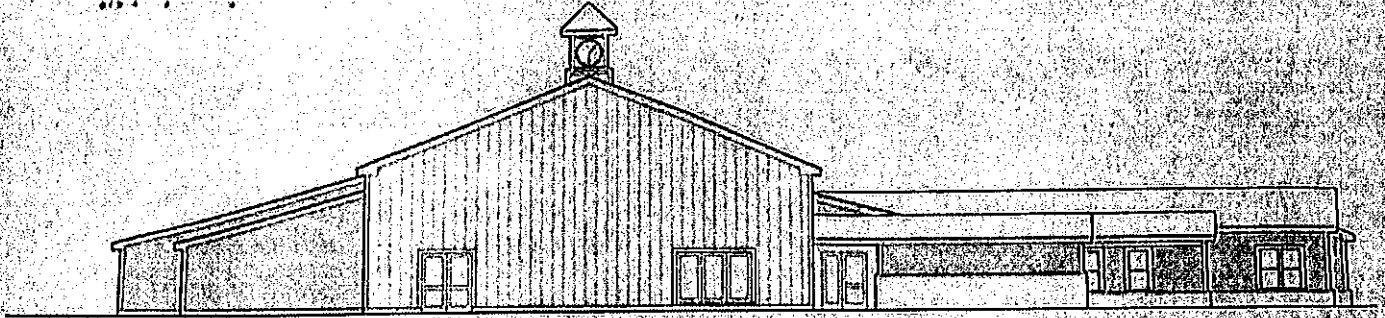
FLOOR PLAN
0 2 4 6

PLAN AREA AND
CRAFT AREA

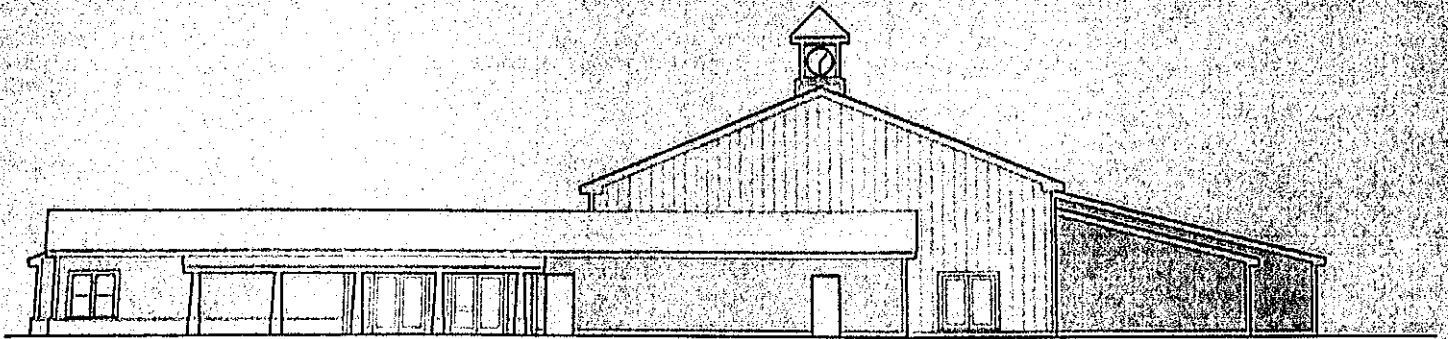
PLAN AREA AND
CRAFT AREA



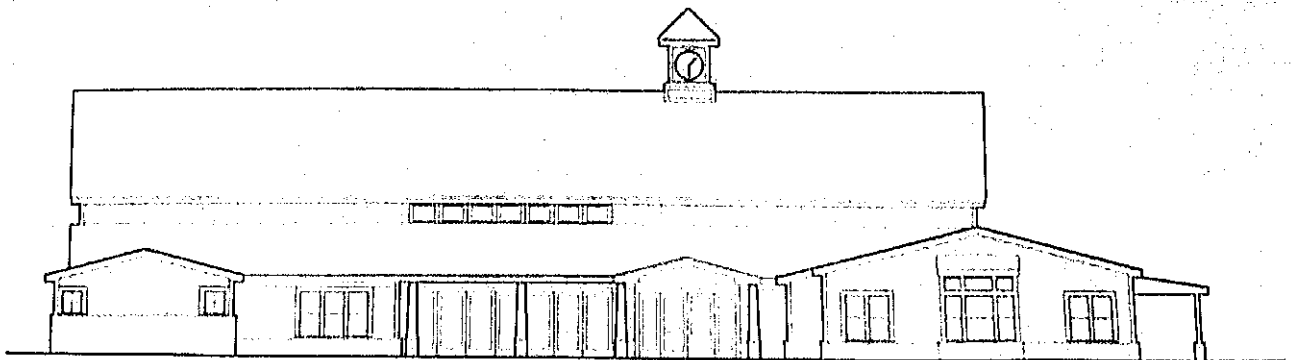
BACK ELEVATION
0 1 2 4 8



MULTIPURPOSE ROOM END ELEVATION
0 1 2 4 8

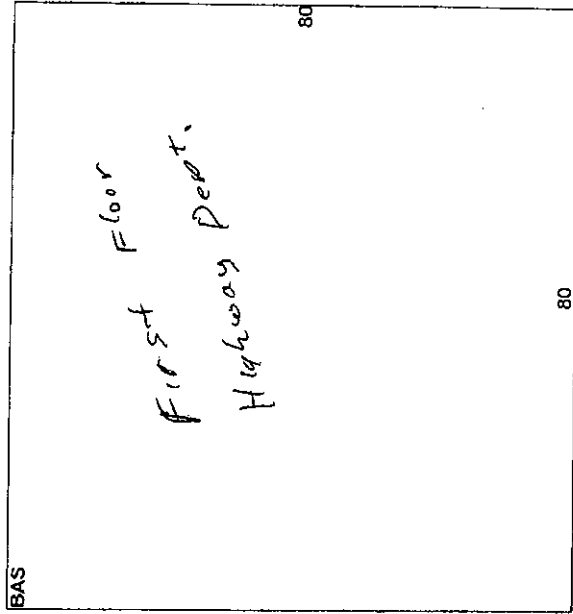


SENIOR CITIZENS PATIO SIDE ELEVATION
0 1 2 4 8



FRONT ELEVATION
0 1 2 4 8

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd	Ch	Description	Element	Cd	Ch	Description					
Style	95		Garage/Office									
Model	96		Industrial									
Grade	03		Average									
Stories	1											
Occupancy	1											
Exterior Wall 1	27		Pre-finish Metl									
Exterior Wall 2												
Roof Structure	03		Gable/Hip									
Roof Cover	01		Metal/Tin									
Interior Wall 1	01		Minim/Masonry									
Interior Wall 2												
Interior Floor 1	03		Concr-Finished									
Interior Floor 2												
Heating Fuel	02		Oil									
Heating Type	03		Hot Air-no Duc									
AC Type	01		None									
Bldg Use	9030		MUN/DIST MDL-96									
Total Rooms	00											
Total Bedrms	0											
Total Baths												
Heat/AC	00		NONE									
Frame Type	05		STEEL									
Baths/Plumbing	02		AVERAGE									
Ceiling/Wall	02		CEILING ONLY									
Rooms/Ptns	02		AVERAGE									
Wall Height	14											
% Conn Wall	0											
OB-OUTBUILDING & YARD ITEMS(L) / XT-BUILDING EXTRA FEATURES(B)				OB-OUTBUILDING & YARD ITEMS(L) / XT-BUILDING EXTRA FEATURES(B)								
Code	Description	Sub	Sub Description	U/B Units	Unit Price	Yr	Gde	Dp	Rt	Cnd	%Cnd	Appr Value
IMP	IMPLEMENT			L	2,336	4.00	1995				40	9,700
SHSD3	METAL			L	360	5.00	1995				70	1,300
SHSD1	SHED FRAME			L	384	8.00	1995				60	1,800
SHSD2	SHED FRAME			L	384	8.00	1995				60	1,800
LNT	W/LIGHTS ET			L	192	9.00	1995				80	1,400
LEAN-TO				L	96	3.00	1995				80	200
TNK2	3000-10000 GA			L	6,000	0.85	1995				50	2,600
TNK1	TANK-UNDER			L	2,000	1.10	1995				50	1,100
PMP1	PUMP-SING R			L	2	1,400.00	1995				30	800
BUILDING SUB-AREA SUMMARY SECTION				BUILDING SUB-AREA SUMMARY SECTION								
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprc. Value						
BAS	First Floor	6,400	6,400	6,400	49.72	318,208						
Ttl. Gross Liv/Lease Area:				6,400	6,400	6,400						318,208



No Photo On Record

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Property Location: 48 GARUNER RD

MAP ID: 5(C / 60) /

State Use: 3400

Bldg Name:

Account # 1 of 1 Sec #: 1 of 1 Card 1 of 1

Print Date: 09/27/2012 08:36

Vision ID: 945

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd	Ch Description	Element	Cd	Ch Description	Percentage	
Style	18	Office Bldg					
Model	94	Commercial					
Grade	04	Average +10					
Stories	2						
Occupancy	10						
Exterior Wall 1	11	Clapboard					
Exterior Wall 2							
Roof Structure	03	Gable/Hip					
Roof Cover	03	Asph/F GlS/Cmp					
Interior Wall 1	05	Drywall/Sheet					
Interior Wall 2	04	Plywood Panel					
Interior Floor 1	05	Vinyl/Asphalt					
Interior Floor 2	14	Carpet					
Heating Fuel	02	Oil					
Heating Type	05	Hot Water					
AC Type	03	Central					
Bldg Use	3400	OFFICE BLD					
Total Rooms	00						
Total Bedrms	0						
Total Baths	0						
Heat/AC	02	HEAT/AC SPLIT					
Frame Type	02	WOOD FRAME					
Baths/Plumbing	02	AVERAGE					
Ceiling/Wall	05	SUS-CEIL & WL					
Rooms/Prtns	02	AVERAGE					
Wall Height	9						
% Conn Wall	0						
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)							
Code	Description	Sub	Sub Description	L/B Units	Unit Price	Yr	Gde Dp Rt
PAV1	PAVING-ASPH			1	40.00	0.90	1990
L76	L76			3	1,500.00	1995	0
FN3	FENCE-6' CHA			1	50	1995	0
SGN1	SIGN-1 SD WL			1	48	1995	0
L71	L71			2	690.00	1995	0
BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undepr. Value	
BAS	First Floor	11,180	11,180	11,180	66.97	748,702	
FGR	Garage	0	1,400	560	26.79	37,502	
FOP	Porch, Open, Finished	0	1,800	450	16.74	30,136	
TQS	Three Quarter Story	3,600	4,800	3,600	50.23	241,085	
UST	Utility, Storage, Unfinished	0	160	48	20.09	3,214	
WDK	Deck, Wood	0	192	19	6.63	1,272	
Tot. Gross Liv/Len Area:		14,780	19,532	15,857		1,061,912	

No Photo On Record



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

I SLADE BUILDING



LAMOUREUX · PAGANO
ASSOCIATES, ARCHITECTS



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

I | SLADE BUILDING



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9 November 2012

I SLADE BUILDING



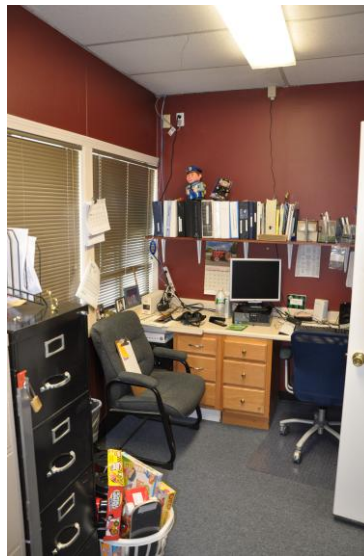
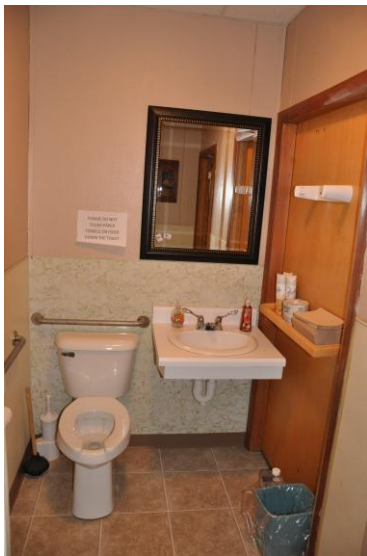


Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

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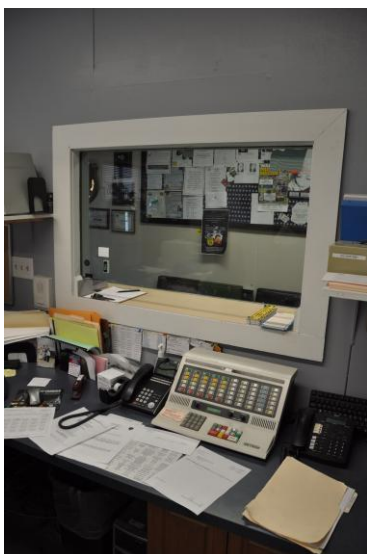




D | Photos

9 November 2012

I SLADE BUILDING

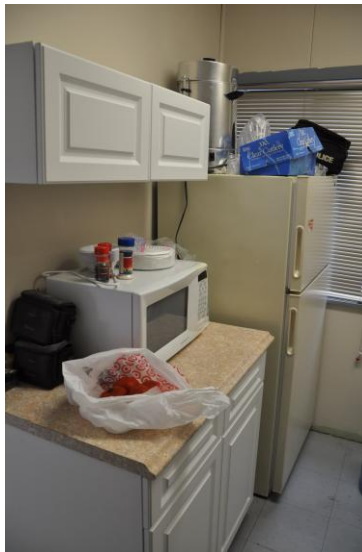
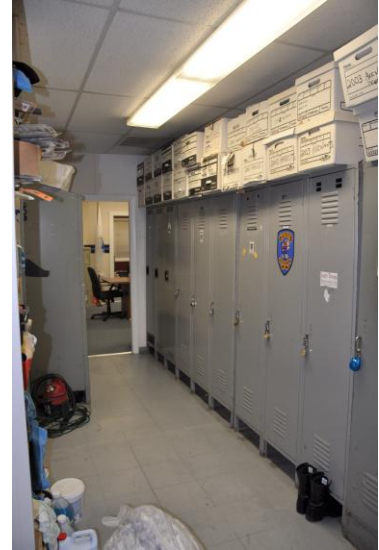
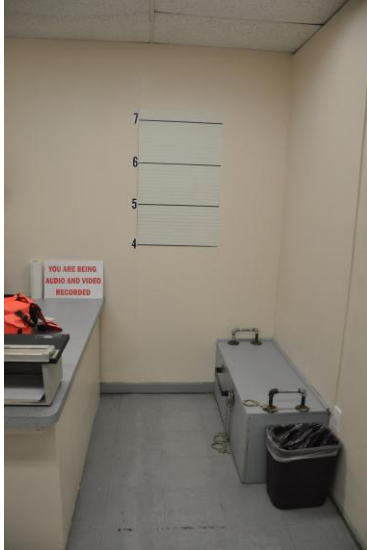




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9 November 2012

I SLADE BUILDING





D | Photos

9 November 2012

II JONAS CLARK BUILDING





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9 November 2012

II JONAS CLARK BUILDING

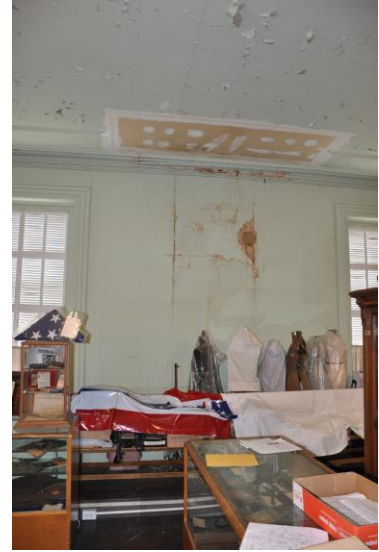




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9 November 2012

II JONAS CLARK BUILDING



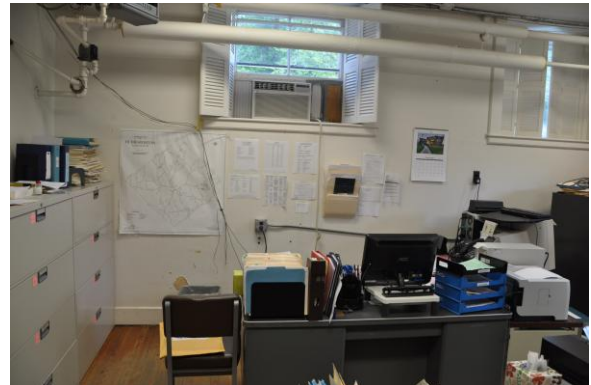


Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

II JONAS CLARK BUILDING



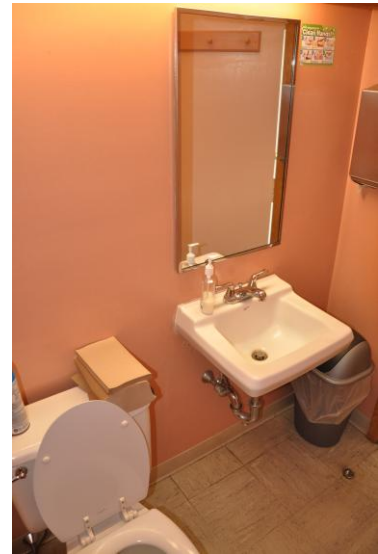
LAMOUREUX · PAGANO
ASSOCIATES, ARCHITECTS



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9 November 2012

II JONAS CLARK BUILDING





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III HIGHWAY DEPARTMENT BUILDING





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9 November 2012

III HIGHWAY DEPARTMENT BUILDING

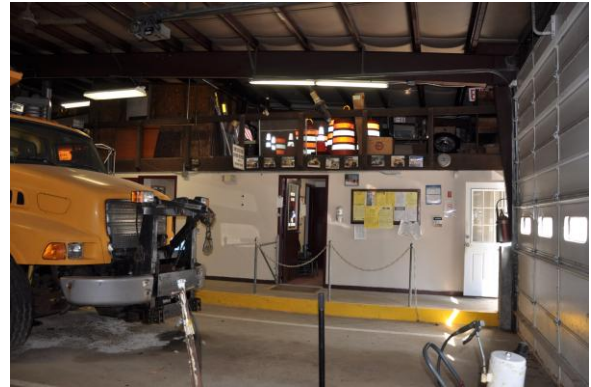




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9 November 2012

III HIGHWAY DEPARTMENT BUILDING

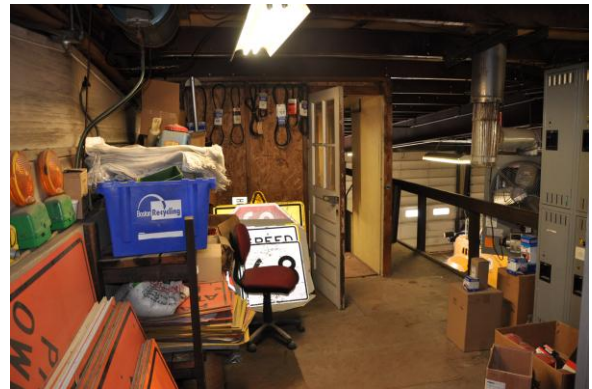
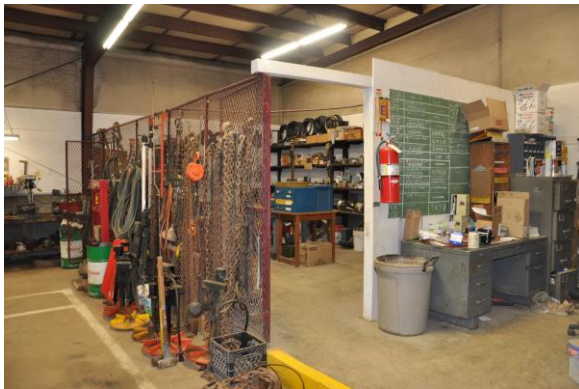
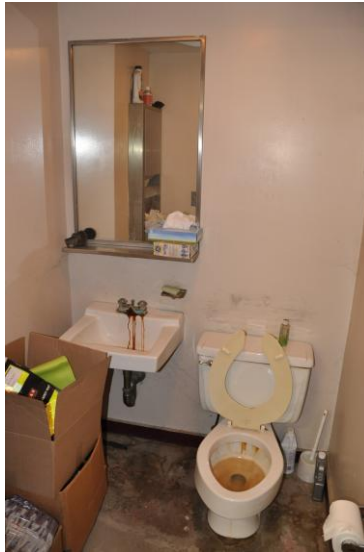




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9 November 2012

III HIGHWAY DEPARTMENT BUILDING





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

IV MAIN STREET – FIRE STATION



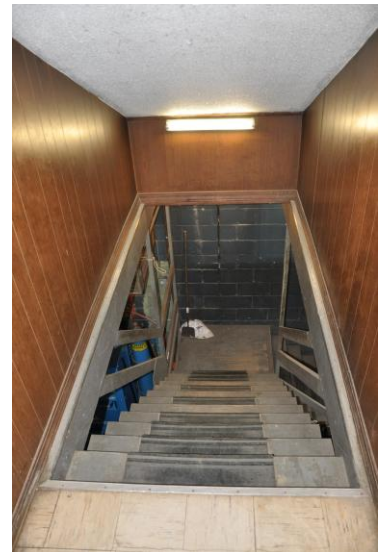
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ASSOCIATES, ARCHITECTS



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9 November 2012

IV MAIN STREET – FIRE STATION





Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

IV MAIN STREET – FIRE STATION



LAMOUREUX · PAGANO
ASSOCIATES, ARCHITECTS



Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

V BREEZY HILL – FIRE DEPARTMENT



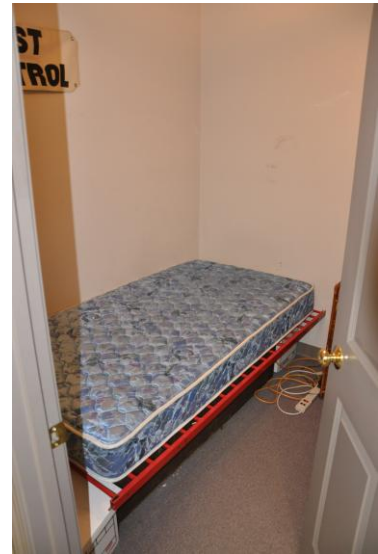


Town of Hubbardston
7 Main Street, Hubbardston, MA 01452

D | Photos

9 November 2012

V BREEZY HILL – FIRE DEPARTMENT



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ASSOCIATES, ARCHITECTS

PHILLIPSTON

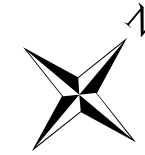
TEMPLETON

Hubbardston, MA








Town-Owned Parcels

Map Created October, 2012

GARDNER



Legend

-  Town-owned Property Parcels
-  Town-wide Property Parcels
-  Wetland
-  Island
-  Surface Water
-  Easement
-  Road / Right-of-Way

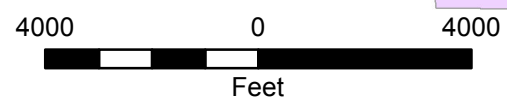
BARRE

WESTMINSTER

PRINCETON

RUTLAND

PRINCETON



Source: Town of Hubbardston, MassGIS
Annotation Layer Developed by Cartographic
Associates, Inc. for Town of Hubbardston




Massachusetts Cultural Resource Information System

MACRIS

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For more information about this page and how to use it, [click here](#).

Inventory No: HUB.A 

Historic Name: Hubbardston Center

Common Name:

Address:

City/Town: Hubbardston

Village/Neighborhood: Hubbardston Center

Local No:

Year Constructed:

Architect(s):

Architectural Style(s):

Use(s): Commercial District; Other Institutional; Other Religious;
Residential District

Significance: Architecture; Commerce; Community Planning; Politics
Government; Religion

Area(s):

Designation(s):


[New Search](#)[Previous](#)[MHC Home](#) | [MACRIS Home](#)

Massachusetts Cultural Resource Information System

MACRIS

[MHC Home](#) | [MACRIS Home](#)[Login](#)

For more information about this page and how to use it, [click here](#).

Inventory No: HUB.29 

Historic Name: Hubbardston Public Library

Common Name: Library Building - Town House

Address: 7 Main St

City/Town: Hubbardston

Village/Neighborhood: Hubbardston Center

Local No: 8a-11; 41


Year Constructed: 1874

Architect(s): Boyden, Elbridge and Son; Coffin; Mann, Bigelow and Gosling; Mellen, Henry

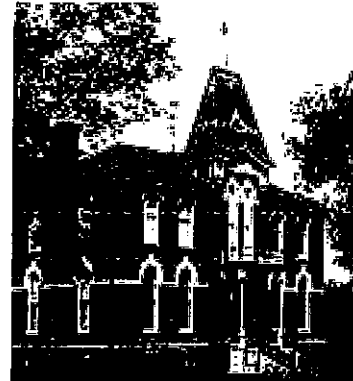
Architectural Style(s): Italianate; Second Empire

Use(s): Bank; Business Office; Library; Museum; Other Governmental or Civic; Post Office

Significance: Architecture; Community Planning; Economics; Education; Politics Government; Social History

Area(s):  [HUB.A: Hubbardston Center](#)

Designation(s): Nat'l Register Individual Property (8/19/1998); Preservation Restriction (9/16/1999)

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MACRIS

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Inventory No: HUB.168
Historic Name: Slade Town Office Building
Common Name:
Address: Main St

City/Town: Hubbardston
Village/Neighborhood: Hubbardston Center
Local No: A; 8a-11
Year Constructed: C 1980
Architect(s):
Architectural Style(s): Not researched
Use(s): Other Governmental or Civic
Significance: Architecture; Politics Government
Area(s):  [HUB.A: Hubbardston Center](#)
Designation(s):

Digital Photo
Not Yet
Available

There is no form for this resource. Information can be found on the [HUB.A](#) form and/or the appropriate area forms listed below.

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145690

PRESERVATION RESTRICTION AGREEMENT
 between the COMMONWEALTH OF MASSACHUSETTS
 by and through the MASSACHUSETTS HISTORICAL COMMISSION
 and the Town of Hubbardston

13.00

The parties to this Agreement are the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission located at the Massachusetts Archives Building, 220 Morrissey Boulevard, Boston, Massachusetts 02125, hereinafter referred to as the Commission, and the Town of Hubbardston, Town Hall, 7A Main Street, Hubbardston, Massachusetts 01452, hereinafter referred to as the Grantor.

WHEREAS, the Grantor is the owner in fee simple of certain real property with improvements known as the Hubbardston Public Library, thereon as described in a deed dated October 1, 1884, from Jonas G. Clark to the Town of Hubbardston, recorded with the Worcester District Registry of Deeds, Book 1185, Page 525, and which is located at 7 Main Street, Hubbardston, Massachusetts 01452, hereinafter referred to as the Premises.

WHEREAS, the Grantor wishes to impose certain restrictions, obligations and duties upon it as the owner of the Premises and on the successors to its right, title and interest therein, with respect to maintenance, protection, and preservation of the Premises in order to protect the architectural, archaeological and historical integrity thereof; and

WHEREAS, the preservation of the Premises is important to the public for the enjoyment and appreciation of its architectural, archaeological and historical heritage and will serve the public interest in a manner consistent with the purposes of M.G.L. chapter 184, section 32, hereinafter referred to as the Act; and

WHEREAS, the Premises is individually listed in the National Register of Historic Places and is thereby listed in the State Register of Historic Places; and

WHEREAS, the Commission is a government body organized under the laws of the Commonwealth of Massachusetts and is authorized to accept these preservation restrictions under the Act;

NOW, THEREFORE, for good and valuable consideration, the Grantor conveys to the Commission the following preservation restrictions, which shall apply in Perpetuity to the Premises.

These preservation restrictions are set forth so as to ensure the preservation of those characteristics which contribute to the architectural, archaeological and historical integrity of the Premises which have been listed on the National and/or State Registers of Historic Places, under applicable state and federal legislation. Characteristics which contribute to the architectural, archaeological and historical integrity of the Premises

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include, but are not limited to, the artifacts, features, materials, appearance, and workmanship of the Premises, including those characteristics which originally qualified the Premises for listing in the National and/or State Registers of Historic Places.

The terms of the Preservation Restriction are as follows:

1. Maintenance of Premises: The Grantor agrees to assume the total cost of continued maintenance, repair and administration of the Premises so as to preserve the characteristics which contribute to the architectural, archaeological and historical integrity of the Premises in a manner satisfactory to the Commission according to the Secretary of the Interior's "Standards for the Treatment of Historic Properties." The Grantor may seek financial assistance from any source available to it. The Commission does not assume any obligation for maintaining, repairing or administering the Premises.
2. Inspection: The Grantor agrees that the Commission may inspect the Premises from time to time upon reasonable notice to determine whether the Grantor is in compliance with the terms of this Agreement.
3. Alterations: The Grantor agrees that no alterations shall be made to the Premises, including the alteration of any interior, unless (a) clearly of minor nature and not affecting the characteristics which contribute to the architectural, archaeological or historical integrity of the Premises, or (b) the Commission has previously determined that it will not impair such characteristics after reviewing plans and specifications submitted by the Grantor, or (c) required by casualty or other emergency promptly reported to the Commission. Ordinary maintenance and repair of the Premises may be made without the written permission of the Commission. For purposes of this section, interpretation of what constitutes alterations of a minor nature and ordinary maintenance and repair is governed by the Restriction Guidelines which are attached to this Agreement and hereby incorporated by reference.
4. Assignment: The Commission may assign this Agreement to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of historic properties only in the event that the Commission should cease to function in its present capacity.
5. Validity and Severability: The invalidity of M.G.L. c. 184 or any part thereof shall not affect the validity and enforceability of this Agreement according to its terms. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
6. Recording: The Grantor agrees to record this Agreement with the appropriate Registry of Deeds and file a copy of such recorded instrument with the Commission.

7. Other Provisions: None applicable.

The burden of these restrictions enumerated in paragraphs 1 through 7, inclusive, shall run with the land and is binding upon future owners of an interest therein.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 13th day of September, 1999.

Dennis P. O'Donnell

Dennis P. O'Donnell

Dorothy P. Athens

Dorothy P. Athens

Matthew Castriotta

Matthew Castriotta

SELECTBOARD OF HUBBARDSTON

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

13 September, 1999

Dennis P. O'Donnell, Dorothy P. Athens,

Then personally appeared the above named Matthew Castriotta,

and acknowledged the foregoing instrument to be the free act and deed of the Selectboard,

before me,

Paul M. Murphy

Notary Public

My Commission Expires 21 October 1999

Paul M. Murphy

APPROVAL BY THE MASSACHUSETTS HISTORICAL COMMISSION

The undersigned hereby certifies that the foregoing preservation restrictions have been approved pursuant to Massachusetts General Laws, Chapter 184, section 32.

MASSACHUSETTS HISTORICAL COMMISSION

By Judith B. McDonough
Judith B. McDonough
Executive Director and Clerk
Massachusetts Historical Commission

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

June 7, 1999

Then personally appeared the above named Judith B. McDonough and acknowledged the foregoing instrument to be the free act and deed of the Massachusetts Historical Commission, before

Notary Public

Elsa H. Fitzgerald

My Commission Expires 10/9/2003

RESTRICTION GUIDELINES

The purpose of the Restriction Guidelines is to clarify paragraph three of the terms of the preservation restriction, which deals with alterations to the premises. Under this section permission from the Massachusetts Historical Commission is required for any major alteration. Alterations of a minor nature, which are part of ordinary maintenance and repair, do not require MHC review.

In an effort to explain what constitutes a minor alteration and what constitutes a major change, which must be reviewed by the MHC, the following list has been developed. By no means is this list comprehensive: it is only a sampling of some of the more common alterations, which may be contemplated by building owners.

PAINT

Minor - Exterior or interior hand scraping and repainting of non-decorative and non-significant surfaces as part of periodic maintenance.

Major - Painting or fully stripping decorative surfaces or distinctive stylistic features including murals, stenciling, wallpaper, ornamental woodwork, stone, decorative or significant original plaster.

WINDOWS AND DOORS

Minor - Regular maintenance including caulking, painting and necessary reglazing. Repair or in-kind replacement of existing individual decayed window parts.

Major - Wholesale replacement of units; change in fenestration or materials; alteration of profile or setback of windows. The addition of storm windows is also considered a major change; however, with notification it is commonly acceptable.

EXTERIOR

Minor - Spot repair of existing cladding and roofing including in-kind replacement of clapboards, shingles, slates, etc.

Major - Large-scale repair or replacement of cladding or roofing. Change involving inappropriate removal or addition of materials or building elements (i.e. removal of chimneys or cornice detailing; installation of architectural detail which does not have a historical basis); altering or demolishing building additions; spot repointing of masonry. Structural stabilization of the property is also considered a major alteration.

LANDSCAPE/OUTBUILDINGS

Minor - Routine maintenance of outbuildings and landscape including lawn mowing, pruning, planting, painting, and repair.

Major - Moving or subdividing buildings or property; altering of property; altering or removing significant landscape features such as gardens, vistas, walks, plantings; ground disturbance affecting archaeological resources.

WALLS/PARTITIONS

Minor - Making fully reversible changes (i.e. sealing off doors in situ, leaving doors and door openings fully exposed) to the spatial arrangement of a non-significant portion of the building.

Major - Creating new openings in walls or permanently sealing off existing openings; adding permanent partitions which obscure significant original room arrangement; demolishing existing walls; removing or altering stylistic features; altering primary staircases.

HEATING/AIR CONDITIONING/ELECTRICAL/PLUMBING SYSTEMS

Minor - Repair of existing systems.

Major - Installing or upgrading systems which will result in major appearance changes (i.e. dropped ceilings, disfigured walls or floors, exposed wiring, ducts, and piping); the removal of substantial quantities of original plaster or other materials in the course of construction.

Changes classified as major alterations are not necessarily unacceptable. Under the preservation restriction, such changes must be reviewed by the MHC and their impact on the historic integrity of the premise assessed.

It is the responsibility of the property owner to notify the MHC in writing when any major alterations are contemplated. Substantial alterations may necessitate review of plans and specifications.

The intent of the preservation restriction is to enable the Commission to review proposed alterations and assess their impact on the integrity of the structure, not to preclude future change. MHC staff will attempt to work with property owners to develop mutually satisfactory solutions, which are in the best interests of the property.