

Report to the Board of Selectmen

Submitted by: The Gilmanton Building Capital Improvements Study Committee

Date: October 4, 2010

Recognizing the need to plan for the on-going maintenance and improvement of Town owned buildings, in the spring of 2010 the Gilmanton Board of Selectmen sought volunteers to serve on a committee to study all the structures owned and maintained by the Town. After receiving expressions of interest, the Board appointed the following citizens to the committee:

Steve Bedard, Tom Dalton, John Dickey, Michael Hatch, Marty Martindale, Tom Scribner, Israel Willard

Committee members attended the Selectmen's meeting on June 21, 2010, and were given the charge of reviewing all Town buildings and making recommendations to the Board regarding:

- Renovation of buildings
- Improvement of buildings
- Repair of buildings
- Present and future use of the Old Town Hall

The Committee was also asked to meet with the Town's Energy Committee regarding energy improvements in the Academy. The Committee held an initial meeting on June 30, 2010 and elected Tom Scribner as Chairman and John Dickey as Secretary. The Committee then met on a weekly basis, meeting a total of 16 times (representing approximately 175 hours of volunteer time). The Committee visited each of the following Town buildings to review current conditions and assess the needs for repairs and improvements:

- The Academy
- The Corners Library
- The Old Town Hall
- The Iron Works Fire Station
- The Town Highway Sheds
- The Transfer Station
- The Buildings at Crystal Lake Park
- The Salt/Sand Shed at the GYO Park on Allens Mill Road

During the course of visiting Town buildings, it became apparent that, because of the pressing needs of their day to day responsibilities, neither the Board of Selectmen nor the various Department Heads have adequate time or expertise to deal with building repairs and maintenance on an on-going basis. In the opinion of the Committee, many of the minor deficiencies found during site visits could be most effectively dealt with if the

Town had a single person in charge of, and responsible for, building maintenance. Many of these minor maintenance items, if dealt with in a timely fashion, would be less expensive to the Town than waiting until they became major, more costly issue. Thus, the overriding recommendation of the Committee is:

- **That the Board of Selectmen consider creating the position of Town Facilities Manager. The Committee recommends that this be a part-time, 20 hour per week job.** Ideally, the position would be filled by a retired, or semi-retired individual, with experience in the building trades. The Facilities Manager would have hands-on responsibility for smaller, routine maintenance and repair jobs and would provide oversight and supervision on larger projects which need to be contracted out.
 - Estimated cost: At a salary in the range of \$20 to \$25 per hour, a yearly budget for the position would be \$25,000.

Another broad concern identified by the Committee is that it is often difficult for the Town to develop specifications for work that needs to be contracted out. Also, the Town is able to provide only limited oversight and supervision on contracted work. A Facilities Manager would be able to fulfill those responsibilities, but to provide additional support, and to assist the Selectmen with long-range planning the Committee recommends:

- **That the Board of Selectmen consider establishing a permanent Town Buildings Committee to work with the Board, Facilities Manager and Town Department Heads. Also, solicit volunteers to help accomplish as many minor projects as could reasonably be done by volunteers.**
 - Estimated cost: None, since the Committee would consist of volunteers.

Recommendations for each of the buildings studied follows in the next sections.

The Academy

- **Install high quality (e.g. Harvey) storm windows with low-e glass on all windows as a first step in addressing window issues.**
 - Estimated cost: \$275 per window (first floor); \$325 per window (second floor)
- **Repair rather than replace the windows** – for reasons of cost and the historic integrity of the building. The high cost of full window replacement also can not be justified by the limited effect on energy savings. Seek competitive bids for the work. *(The Committee met with two contractors who provide window restoration services: Timberhawk Carpentry and Stephen Decatur Company. The Committee can also provide names of other qualified contractors. A preliminary estimate for repairs is \$800 per window.)* In terms of priority, do the first floor windows first.
 - Estimated cost: seek estimates

- **The heating system needs a professional evaluation to identify ways to make it better suit the building.** For example, the north and south sides of the building should be on separate zones; the number of current thermostats is questionable; all thermostats should be changed to programmable and old ones removed. The evaluation should be done by someone who would not be eligible to bid on subsequent work.
 - Estimated cost for evaluation: \$500
- **All unused equipment should be removed from the furnace room. The hole in the furnace room window should be fixed.**
 - Estimated cost: \$100
- The quality of the water source for the sprinkler system in the building is questionable. **Consideration should be given to installing a screen in the pipeline prior to the fire pump.**
 - Estimated cost: \$500
- **The fire pump should be on a regular maintenance schedule and should be test run at regular intervals. The hydrant in front of the Academy should also be tested regularly.**
 - Estimated cost: none – testing by Fire Department
- **A safety gate should be installed at the top of the steep stairs that lead from the landing on the stairs to the auditorium down to the side entrance door.**
 - Estimated cost: already completed
- **Provide drainage weep holes at the bottom of the “globe” window on the main façade of the building.** At some future point, the window will need to be restored.
 - Estimated cost: \$50
- **Secure the access door in the ceiling above the auditorium stage and add rigid insulation to the back side of the door; it currently allows warm air to escape.**
 - Estimated cost: \$125
- **An emergency generator should be considered to allow the fire pump to run during a power outage and also to provide power to the furnace.**
 - Estimated cost: \$8,000 to \$10,000
- **An adequate slope away from the building should be established to allow for proper drainage.**
 - Estimated cost: \$1,000

- **Shrubs which are too close to the building should be pruned back or removed.**
 - Estimated cost: \$250
- There is evidence of failing materials on the exterior of the new vault; rail posts are rotting, a trim board is coming off. **The contractor who did the work should be contacted to make repairs.**
 - Estimated cost: none
- **Remove all miscellaneous materials that are stored in the electrical room.**
 - Estimated cost: already completed
- **Refinish the floor in the second story auditorium.**
 - Estimated cost: seek estimates
- **The handicap access door at the rear of the Academy does not open and close properly and should be repaired.**
 - Estimated cost: \$100
- **Brush should be cleared along the chain link fence that separates the Academy from adjacent property; minor repairs are also needed to several fence posts near the library.**
 - Estimated cost: \$150
- **The condition of the playground equipment next to the Academy should be checked regularly for safety.**
 - Estimated cost: none, Parks & Recreation Commission responsible

The Corners Library

- **Cut a hole in the foundation to gain access to the crawl space underneath the building.** This will allow the condition of the substructure to be assessed.
 - Estimated cost: none, already completed by volunteers
- **Make the following repairs to the substructure: place adequate support underneath each end of the mid-span beam in the original front portion of the building.**
 - Estimated cost: none; volunteer labor
- **Place fiberglass insulation above the existing ceiling.** First remove the remnants of the old plaster ceiling before installing the fiberglass. **Vent the space by means of a thermostatically controlled exhaust fan installed into the existing unused chimney. Install additional electrical outlets at the same time the**

insulation is put in place. Consideration should be given to soliciting volunteer labor to perform these tasks.

- Estimated cost: labor - none, by volunteers; materials – seek donations
- **The plantings adjacent to the library are overgrown and are too close to the building. Heavily prune and/or remove plants and replace with appropriate small shrubs.**
 - Estimated cost: none, by volunteers

The Old Town Hall

- **The Committee recommends that, although there will be no immediate full time use of the building when the Police Department moves out, the Town should definitely retain ownership of the building and continue to maintain the building envelope.** The building is historically significant, it is a major defining feature of the Iron Works village and the auditorium is an asset that has substantial value to the Town. With minimal cost, the Town can maintain the building so that the auditorium can continue to be used for Town purposes and for other public functions. **The Committee recommends that no funds should be expended on renovation of the second floor until such time as there is a demonstrated need to justify the expense.**
 - Estimated cost: Ensure that adequate amounts are kept in the Town's capital reserve funds for future exterior painting and roof replacement.
- **The building should continue to be heated to a minimal level (45 degrees). A low heat warning light should be placed in a front window of the building to indicate if the heating system is out. During the winter, the light should be monitored on a daily basis by the Fire Department.**
 - Estimated cost: \$25
- **Consider an alternate use for the space vacated by the Police Department. Possible uses include: (1) Historical Society museum; (2) office space for the SAU.**
 - Estimated cost: none; tenant would be responsible for improvements.
- **When the Police Department moves to the new Public Safety Building, all miscellaneous storage items (in the basement and in other parts of the building) should be removed. Drain the plumbing in the Police area and turn off the heat until an alternate use is determined.**
 - Estimated cost: none, handled by staff
- **If an Iron Works presence for the Police Department is desired, consider designating a small space in the Iron Works Fire Station for the Police.**
 - Estimated cost: none

- **All the overgrown shrubs around the perimeter of the building should be removed and/or significantly pruned back.**
 - Estimated cost: none; solicit volunteer labor for this task
- **Regrade the area in the front of the building to get positive drainage away from it.**
 - Estimated cost: \$1,000
- **Scrape and repaint the front doors.**
 - Estimated cost: \$250
- **Repair the flashing along the roof of the addition over the Police Chief's office.**
 - Estimated cost: \$100
- **Replace the failed sump pump in the basement.**
 - Estimated cost: \$250
- **Consider placing a moisture barrier on the basement floor (with a covering of sand or gravel) to correct the moisture problem in the basement.**
 - Estimated cost: \$1,000
- **Continue to restrict access to the upper floor of the building.**
 - Estimated cost: none
- **Continue to make the auditorium available for community functions as it is used now. Publicize the fact that the building is available on the Town web page.**
 - Estimated cost: none, other than regular cleaning

Iron Works Fire Station

Although the Iron Works Fire Station is not owned by the Town, the Town is responsible for maintenance and building improvements.

- **Replace the existing roof with a new roof with insulation sandwiched between two metal layers.**
 - Estimated cost: \$35,000 (per Fire Chief)
- **Find an alternate method to keep medicine stored in the ambulance at appropriate temperatures so it is not necessary to heat the entire vehicle area to 66 degrees during the winter months.** This would significantly reduce last year's 7,000 gallon oil usage.

- Estimated cost:
- **Consider retrofitting the vehicle area heating ductwork to place warm air distribution at a much lower elevation (preferably along the outside walls of the building).**
 - Estimated cost: seek estimates
- **In the long term, consider replacing the vehicle area heating system with an in-floor radiant system.** This could be done by placing a new slab over the existing slab.
 - Estimated cost: seek estimates
- **Repair the man doors on the main level and replace the door leading to the fire escape on the second level.**
 - Estimated cost: \$500

Crystal Lake Park

- **In the pole structure, replace one supporting pole that has rotted out at the base.**
 - Estimated cost: \$300
- **Replace the missing caps on the chain link fence at the entryway; weld the caps in place.**
 - Estimated cost: \$100

Iron Works Highway Garage

- **Main garage: No issues other than minor repairs and lubrication of the overhead doors and maintenance of seals on the bottom.**
 - Estimated cost: none; handled by employees
- **New salt/sand storage building: Consider a better means of securing the main doors at the center when they are closed.**
 - Estimated cost: none; handled by employees
- **Old salt shed: The building is in very poor condition and is a potential hazard, since it is open and cannot be secured. Demolish the building rather than attempting to repair it. New construction would be less expensive.**
 - Estimated cost: Will depend on the size of the structure needed.

- **Church Street storage building: The building is in very poor condition. Either sell the building (if an interested buyer can be found) or demolish it.**
 - Estimated cost: depends on option chosen

The Transfer Station

- **No major expenditures should be made until a Town decision is reached on the best long-term way of handling recycling.**

Salt/Sand Shed at the GYO Park on Allens Mill Road

- **The person door into the building is in very poor condition and should be replaced.**
 - Estimated cost: \$250
- **The asphalt coating on the concrete blocks that make up the foundation is beginning to wear away in some locations. The walls should be pressure washed and asphalt reapplied before the concrete begins to deteriorate.**
 - Estimated cost: none; work done by employees
- **There is no lock on the electrical panel and it can be accessed by anyone, thus representing a safety hazard. Likewise, there is no lock on the light switches and they can be turned on (and left on) by anyone. A lock should be installed on the electrical panel and a lockable light switch installed.**
 - Estimated cost: \$100
- **The right hand main door into the building is broken and should be repaired.**
 - Estimated cost: \$100
- **Continue with repairs of the fabric canopy.**
 - Estimated cost: \$200

It should be noted that the Committee's recommendations have been unanimously supported by all members. The Committee would be pleased to meet with the Board of Selectmen and discuss the recommendations contained in this report.

Respectfully submitted,

Steve Bedard

Tom Dalton

John Dickey

Michael Hatch

Marty Martindale

Tom Scribner

Israel Willard