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GILMANTON TOWN OFFICE/BUILDING USE STUDY

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INTRODUCTION

The need for shelter is what causes the creation of enclosed space. Aggregate building area and volume is a compilation of the specific spatial needs of many individual activities to be housed. Environmental quality of interior spaces is determined by subjective concerns, most notably sensitivity to volume, light, air, views, and color. The excitement generated by the interior architecture and by the details which enhance a structure is motivated by the pride and commitment of the developer on behalf of the activities to be housed. If the long term commitment of the builder is toward the building's occupants and to the community at large, the building will reflect these qualities and become a positive contribution to the community's quality of life.

The Town of Gilmanton, like many other N.H. communities, has begun to face the spectre of rapid growth and change. The increase in town services which accompanies growth has been agravated by an overlay of secondary administrative requirements mandated by Federal and State reporting requirements. The consequences of the need for additional administrative personnel and the need for more immediately accessible statistical and administrative data is causing a general expansion of town office space not only in Gilmanton but statewide.

Increasing crime has heightened public demand for more visible law enforcement, resulting in the expansion of police coverage in many communities and administrative needs have increased forcing the expansion of Police facilities. Small communities find themselves hard-pressed to provide the minimum physical facilities recommended by experts since even minimum recommendations dictate dramatic increases in scale. It's hard to explain to voters in small towns why evidence storage, booking rooms, officers' report rooms, added offices, interrogation rooms and lockers should be provided when the Town's Police Department seems to be a minor adjunct to Town Government. Courts however, require meticulous documentation of investigative activity and of arrests in order for arrests to result in convictions. Professional behavior on the part of well trained Law Enforcement officers is expected. Management of information and personnel has become critical to the task of achieving appropriate levels of public safety.

Gilmanton is feeling the impact of change generated by forces from beyond the Town's perambulated limits. The following report attempts to evaluate the consequences of Gilmanton's present and future growth in terms of building needs.

PROGRAM DEVELOPMENT

In order to begin to evaluate the feasibility of renovating either the Gilmanton Academy or the current Town Hall for expanded Town Office use, it was necessary to develop a comprehensive program of space requirements. This involved an analysis of the strict functional needs for all Town offices and their ancillary spaces, as well as a delineation of functional and spatial relationships between work areas and those ancillary spaces. Secondary considerations concerned those more subjective design considerations which transform strictly functional space into an environment which is humane, pleasant and productive.

In order to begin, the building use committee first inventoried each of the areas currently occupied by town officials. Comment was solicited from officials with regard to the adequacy of existing space and suggestions were requested for improvements. The committee then examined the statutory obligations of each office, summarizing them for comparison with existing conditions. The parameters established by this process were then translated into an optimum schematic plan for new construction. The optimum program and the optimum schematic plan became the basis upon which the renovation of the Academy and Town Hall could be judged.

The three major components generated by the building program are:

A) TOWN OFFICES; which include the Town Clerk, Tax Collector, Selectmen, Selectmen's office staff, Building Officials, Conference Space, files, reference areas, lobbies, and toilet facilities;

B) POLICE DEPARTMENT; which included lobby, reception desk, Chief's office, report room, booking room, toilet rooms, evidence storage, and general storage; and

C) A COMMUNITY MULTI-PURPOSE MEETING ROOM; for 150 persons including limited kitchen and storage facilities.

The following material outlines the needs of each of the above components and describes the general responsibility of each office. Space requirements follow each description. Detailed descriptions follow the general outline below.

A) TOWN OFFICES

SELECTMEN: Three members of Board

1. Town's executive branch; act as collegial body.
2. Manage affairs of town, discharge duties of town offices until those duties filled by election or appointment.
3. Hold hearings: (nights, once a week) or as needed.
4. Hold Town Meeting(s).

Space requirements:
Office with meeting table which serves as desk
Space for office staff room with table and chairs, large enough to accomodate 15 to 20
Auditorium large enough for 150 people

SELECTMEN'S OFFICE STAFF: Presently 1 full time and 1 part time staff; soon to increase to two full time staff

1. Correspondence and record keeping relative to Selectmen's work
2. Responsible for current public records (files)
3. Bookkeeping, receipts, payroll.
4. Deal with public inquiries: Planning Board files, assesment records, tax maps, etc.
5. Deed transfers.
6. Work with Town Appraiser.

Space requirements: Office with equipment and files

TREASURER: One person who now works 10 hours a week.

1. Responsible for the custody, deposit, and disbursement of town funds.
2. Pays out monies only on orders of Selectmen.
3. Invests idle funds in accordance with state law.

Space requirements: Works in selectmen's office, where active books, bank books and records are kept in safe.
Can and does work at Selectmen's table during the day.

TOWN CLERK'S OFFICE: One person at present, soon one additional part time staff.

1. Responsible for storing all public records and books not needed elsewhere currently by public officials in the discharge of their duties, in

general, "inactive files". These are to be kept: some in perpetuity, some to be micro-filmed, and some disposable at dates determined by state law. (See Disposition Schedule in Municipal Associations's Selectmen's Handbook.)

2. Certifies actions of town officials (notary), makes official reports, serves as election official
3. Collects fees: including car registration, marriage licenses, title fees, dog licenses, etc.

Space requirements: Office near selectmen's, office and accessible to public, with "arms length" protection.
Vault needed.

TAX COLLECTOR: One person and projected part time person in the future.

1. Responsible for collecting all taxes committed to the town.
2. Responsible for keeping a complete and accurate account of taxes due, collected and abated, and all property sold for taxes.
3. Must remit all funds to the Treasurer on a weekly or daily basis (Payments may be deferred until tax receipts total $500).

Space requirements: Office now combined with Town Clerk, additional part time person possible. Needs vault and arms length protection.

ROAD AGENT - HIGHWAY DEPARTMENT: One person

1. In charge of construction, maintenance, and repair of roads and bridges.
2. Issues driveway permits.

Space requirements: Future office to be in Highway building. Presently files driveway permits in selectmen's office.

BUILDING INSPECTOR AND HEALTH OFFICER: One person

1. Building Inspector's duties include the issuance of building permits and ascertaining that all buildings in the town are in compliance with town regulations concerning construction, remodeling, and maintenance.
2. Health Officer enforces public health laws and regulations, and makes sanitary investigations as directed by the state Division of Public

Health Services and investigates all causes of public health.

Space requirements: Both positions involve working 3/4 of the time in the field. Both positions require office space for desk work and to meet with the public.

AUDITORS: Three persons at present

1. Elected officials who examine accounts of fiscal agents of the town

Space requirements:
At present these officials do their work outside of regular office hours, using the Selectmen's office, the tax collector's office, the small meeting room, or whatever space they can find. They have occasionally had to leave the Town Hall for evening meetings without attempting to work, when all space was in use by other officials who were meeting there. They've indicated that they would like office space set aside for them. It is possible, however, that in the future, arrangements will be different, and the town will be asked to vote to hire outside auditors, instead. Such persons would work, beginning in January, during the day when it is likely that space in the small conference room would be available. (Further exploration of this subject should be done, so that space requirements can be determined.)

SUPERVISORS OF THE CHECKLIST: Three members

1. Prepare, post, and revise the checklist of elegible voters.
2. Must do a complete verification of checklist every ten years (1990).
3. Hear all applications for corrections; have three "openings" for each election. These are times when corrections may be corrected. One of the openings is on election day. In 1988, when there will be four elections, they will have twelve openings.

Space requirements:
They use their files, the copier, and type during work sessions held throughout the year (7 work sessions from 1/87 to 5/87)

Note: The following elected and appointed Boards, Committees, and Commissions meet during the evening hours and in general do most of their work outside of regular office hours. It has not been the practice for the Selectmen's office to formally schedule the use of meeting space for these bodies, although this is now being contemplated, as evening use of the Town Hall increases.

BUDGET COMMITTEE: Twelve members (elected)

1. Prepares budget, reviews expenditure requests and revenue estimates.
2. Meet periodically to review budget statement, and to review statements of all expenditures submitted to them.
3. Hold at least one public hearing for each budget.
4. May not insert additinal expenditures without a public hearing.

PLANNING BOARD: Nine members (appointed)

1. Creates and updates Master Plan for town development
2. Has all the powers delegated to a Zoning Commission in the comprehensive regulation of the use of land, and the size, location, and use of buildings in conformance with the Master Plan.
3. Reviews, approves, and disapproves applications for subdivisions.
4. Adopts site plan regulations.
5. Holds hearings.
6. Makes investigations, maps, reports and recommendations.

ZONING BOARD OF ADJUSTMENT: Five members, one alternate (appointed)

1. Hears and decides appeals from decisions of Planning Board, Historic District Commission, etc.
2. Grants exceptions and variances to terms of zoning ordinance.

HISTORIC DISTRICT COMMISSION: Four members, one alternate (appointed); and one selectman

1. Empowered to preserve and perpetuate the unity of architectural design present in the district. Exterior changes and new construction, whether of new additions or separate buildings, are required to conform as much as possible to stated guidelines.

2. Receives applications for certificates of approval.
3. Holds monthly meetings from April to September. Emergency meeings may be convened on request.

CONSERVATION COMMISSION: Six members (appointed), one selectman

1. Conducts research into local land and water areas.
2. Keeps index of all open space and wetlands. Prepares maps.
3. Inspects dredge and fill sites for which applications for permits have been filed with the State Wetlands Board. Reports its recommendations to the board.
4. Conducts underground fuel storage survey.
5. Monitors quality of lakes and ponds.

PARKS AND RECREATION COMMISSION: 5 Members, Appointed.

1. The commission maintains Crystal Lake Park, and provides an attendant for the Park. It also provides skating rinks both in the Iron Works and at the Academy, and offers summer outings to the beach, and summer concerts. It recently installed a swing set at the Academy.

2. A town may:
a) Acquire land or buildings within its jurisdiction by gift, purchase or lease for public recreation.
b) Establish a fee system for use of facilities, hire any necessary employees, and raise and appropriate revenues for recreational purposes.
c) Vest the responsibility for providing leisure time activities in a Parks and Recreation Commission.

GENERAL

File, Reference, copier, and storage space space should be readily available to all offices and boards. Tax maps should be adjacent to public lobby space to limit their use interfering with clerical work in the offices.

B) POLICE DEPARTMENT

According to the Department's own evaluation, made last February, the Police currently occupy 235 s.f. of space in the basement of the existing Town Hall. Offices are directly accessed from an entrance at the east side of the building adjacent to the drive to the rear parking lot. There is no vestibule to the primary space used

by officers for clerical work. Immediately off the officers room is the chief's office. Neither room location is satisfactory since there is no real separation between public and department personnel. The present room arrangement seriously compromises the confidential nature of the department's affairs.

Ancillary spaces are also inadequate. Evidence storage consists of an undersized, easily accessed closet. Other storage space is extremely limited. No secure toilet, locker, conference, or file space is available beyond what is provided within the two spaces described above.

At minimum, separate lobby/reception space is needed in order to minimally secure internal operations. The officers' room and chief's office should not be visible from the reception area. Sound attenuation should be provided between public and private spaces.

A multi-purpose conference space is needed for interrogation, conference and interview use. Private, handicapped accessible toilet rooms are also needed.

Detention rooms are not desired due to the onerous monitoring requirements and added personnel which would be required. For the foreseeable future, persons requiring detention will be transported to county facilities for incarceration.

An ideal program of spaces for future growth is contained in the Police Department Program Analysis chart which follows. While all facilities are not yet required at the scale indicated, planning for all the listed areas should be considered.

C) COMMUNITY MULTI-PURPOSE MEETING ROOM

A space adjacent to Town Offices is required to conduct hearings and for the Town's Commissions and boards. The assembly space should be large enough to accomodate 150 persons. The room should be equiped for audio-visual presentations.

Ancillary storage for tables and chairs should be close by. Kitchen facilities should allow, at minimum, warming of food, preparation of coffee and beverages and the storage of dishes and implements. Ideally, a full kitchen would be desirable for the preparation of community suppers and dinners for formal affairs.

The multipurpose room should be available for use without compromising the security of other town offices. It should be close to parking and be adjacent to public toilet facilities.

PROGRAM ANALYSIS

PROGRAM ANALYSIS

The following charts are a detailed compilation of space requirements for the Town of Gilmanton. Information was derived from the Building Use Study Committee's direct solicitation of data from current town officials and from inventorying existing space.

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Selectmen

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices have reading table nearby, provide fireproof storage etc.)
1) Office Area	Record keeping Off. Office work	70 hrs/wk	Day	2 Desks - 34 x 60 1 Selectmens Table 38" x 10'	1 Fulltime, 2 part time Selectmens' table also serves as their desk (drawers).
2) Storage Area	Office Supplies			1 Safe 44" x 27" 5 Files 5' x 15"	Area common to all offices 2 files for selectmen, 1 for Zoning Bd., 2 for Planning Bd.
3) Private office				1 Fireproof file 17" x 56" for assessment	Room secluded from public interruptions.
4) Reception Area	10 - 15 people			Photocopier Tax Map Table 3' x 6' Mail Machine 2 Typewriters 2 Typewriter Tables	(If a central file location was used - the selectman's office would need daily access to all files - close by)
5) Small Conference Room	10 - 15 People			Need 2 files 18"x 51" (for?) Computer space accessble to all	
6) Selectmens Mtg.	Meet the public		Evening		
7) Area Public Hearings	100 people				Address issue of Town Meeting space
8) Area Treasurer	Record Keeping	10	Day		

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Selectmen

II 1992 Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
More desks within same office area, additional part time employee, 2 add. full time employees.				More Desks	
Town Administrator				Private Office, 1 Desk	
Assessor Part time					

III 1997 Needs

Full time finance person (administrator)

Full time Personnel director

Public Works

COMMITTEE ON TOWN BUILDINGS USE

TOWN OFFICE OR COMMISSION: Town Clerk

PROGRAM ANALYSIS

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
1) Office space 15'x15'	Public records keeping	20 hr/wk	15/5	Desk 3'x5' and chair File cabinets 2, 3'x1 1/2 ' Typewriter, Work table 3'x5' Computer and Computer Records Storage Rack	Should be near selectmen's ofc. Open to public for service but some privacy. Should have safe guard system Public not within arms length of money and records Alarm system VAult - presently also contains Smith Meeting House valuables etc.
2) Waiting Area 12'x12'					
3) Storage Area				Supplies - 2'x6' Forms - cabinet 2'x3'	
4) File Area				File cabinets (2) 3x 1 1/2'	
5) Coat closet 2'x4'					
6) Reference book area				Book Shelf 2'x6' Table 3'x 5'	
7) Vault	Permanent storage			16'x 16'?	Fireproof and climate controlled (could be in basement)
8) Fireproof and climate controlled storage-immediate				4'x 4'?	

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Town Clerk

II 1992 Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
Basicly the same	Public records keeping	40 hrs/wk		Double present needs	Project 1 1/2 persons in office.

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Tax Collector

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
1) Office space 15'x 15'	Public records keeping	25 hrs/wk	20/5	Desk 3'x 5' File cabinet 2'7" x 1'5" Typewriter 2'x 2' 2 Work tables 2'x 5' Office Chair 1'7"x 1'7" Computer Computer reports storage rack	Near selectmen's office Open to public for service but some privacy. Should have safe guard system - (arms length). Alarm system
2) Waiting Area				12' x 12' ?	To be shared with other offices.
3) Storage Area	Supplies			2' x 6'	
4) File Area				2 cabinets - 3'x 1 1/2 '	
5) Coat closet				2' x 4'	
6) Reference book area				Book shelf 2' x 6' Table 3' x 5'	

II 1992 Needs

Basically the same as present		40 hrs/wk	40 day	Double present needs	Would project at least 2 full time people in office

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Road Agent/ Highway Dept.

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
Public Works/Road Agent		In and out daily		Desk and Chair 4 Drawer file cabinet File holds: Maps, Permits, Correspondence, State Regulations	

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Building & Health

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
Just little cubby hole I have now. All files kept at home.					

II 1992 Needs

1) Office	Official office work/ bookkeeping Conference with applicant	2 currently in office 20 - 5 to 10 in office, most of inspector's time is in the field	Day	.32 sq. ft. desk, 2 Files 4 drawers, 12 sq. ft. computer desk, 4 chairs, one desk chair	Should be private, accessible to handicapped, near copy machine
2) Reception Area (waiting room)				Waiting room can be shared	Office should be a combined office for both building and Health Inspector. In near future both positions should b officially one position

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Ballot Clerk

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
Ballot Clerk Dependent on voting sessions	1 to 4 times/year	At most 50 hr/yr	Both	Voting Booths - Tables and Chairs	I would certainly like to see the Town Hall at the iron works restored. Perhaps an addition if needed, or better remodeling. Could adjoining land be purchased for parking, and access ramps for the handicapped. I think the public prefers voting at the Town Hall. Its tradition!

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Supervisors of the Check List

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
Meeting Room Office area Waiting area	Public, private and record keeping	No regular hours For each election must meet three times with public Irregular work hours at other times depending upon changes in the list Number of special public Meetings varies School etc. Town	Both	1 table 30" x 5', 3 chairs File cabinet 3'x 3'x 18" Typewriter on movable stand Access to copy machine	Private and public meetings Our activities are not on a regular basis. The space provided for us can be used by other groups. 4 Elections next year Need waiting area for especially heavy elections Work sessions will increase as registrations increase with the population As people move out of town increased of removal from voting list notices Easy year - Jan 1 - May 18 1987 7 work sessions 2 openings 1 election Town Meeting School 1988 - 8 Openings 1990 - Reregister entire town (with census)

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Budget Committee

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
Meeting Room	Work sessions and public hearings		Evening	Room for 12 to 25 at work sessions	Have been able to work comfortably with the existing the existing Town Hall facility
	Series of meetings for the annual budget process, potential for special meetings				

COMMITTEE ON TOWN BUILDINGS USE

TOWN OFFICE OR COMMISSION: Planning Board

PROGRAM ANALYSIS

I Immediate Needs

)ESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
ie Reception area, meeting oom, office area, file area, torage area, kitchen, rest ooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
) Meeting/Hearing Room	Meetings and public hearings			Sufficient wall space for display & use of 4 or more 3'x 5' maps.	Records and files are public records and must be reasonably available for inspection.
) File Space	Records			3-4 File cabinets	Copying facilities should be available (for a modest charge.
					Meeting room should be such as to allow proper acoustics for recording etc.
					Fireproof file would be a plus although most approvied subdivisions are recorded.
					I anticipate we will be considering professional planning staff of at least part time within two or three years & maybe sooner

'fice Space for a part-time planner

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Zoning Board of Adjustment

II 1992 Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
ublic Hearings & private deliberations	To hear applications for: Variances Special Exceptions Appeals from administrative decisions	Board- 3-4 hrs/mo	Evening	Town Hall auditorium is usu- much larger than needed, but on rare occasions the hall is filled. Ideally there could be a smaller room for deliberative (executive) sessions The acoustics are not great for recording (via tape). We should have a smaller (and acoustcally softer) room. Being close to the Town's set of statutes (RSA's) is useful.	Heating the entire large room during the winter is probably quite expensive. The building is not barrier free and handicapped accessible. Parking is inadequate for a meeting of any size, also there is not very good lighting in the parking lot. The back entrance to the town hall has a strange brace - someone is going to whack a head on it- this should be changed.
ecretarial functions and record storage		Secretary: as needed	Generally daytime	Call Rachel Pickowitz for her specific needs	There should be good signs with information advising the public as to hours, telephone numbers etc.

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: HIstoric District Commission

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices, have reading table nearby, provide fireproof storage etc.)
Public Meeting Room		First Tues/mo. 1-3 hrs/meeting	Evening	10' x 14' Room 3'x 8' Table 20 chairs Standard 4 drawer file cabinet (lockable).	We use the academy in warm weather; the Town Hall in cold weather The space is already available to us for meetings. A permanent file cabinet is needed to be placed in one building where we can meet. The Historic District Commission needs probably won't change I can't see much in the future but more storage space and the 4 drawer file cabinet.

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Lakes Region Planning Commision I. Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS

Representation on the commission is adjunct to the Planning Board and related functions. No Special space or facilities are needed, nor do I anticipate that they will be in the future.

TOWN OFFICE OR COMMISSION: Parks and Recreation Commission

The commission reports to the Selectmen, but does not use office facilities at the Town Hall at present. Possible future expansion of opportunities for community activities would enlarge the commission's responsibilities and might require the provision of office space.

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Police Department

I Immediate Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
(ie Reception area, meeting room, office area, file area, storage area, kitchen, rest rooms, coat closet etc.)	(ie Public/private meetings, official office work, record keeping etc.)			(list furnishings and equipment by size)	(ie should be private, open to the public, near certain offices have reading table nearby, provide fireproof storage etc.)
1) Reception/clerk office	Office work	Numerous	Day	(12'x 20') Reception - 1 Bench Clerical - 1 chair 1 desk 1 desk chair	Clerical area should be separated from reception area by a counter
2) File Room	Record Keeping		Both	(8'x 12'?) 11 file cabinets 1 Table, 1 Chair	Access via clerks office
3) Officers/Booking Room	Reports etc. Booking	Numerous	Both	22'x20' - Portable half walls 2 Desks, 4 Chairs	Private
4) Chief's Office	Administration	20 hrs/wk	Both	12' x 16' 1 Desk, 3 Chairs, 1 File Cab.	Private, near clerical
5) Evidence Room	Evidence Storage			10' x 12' Shelves/Bins built in	Very secure area
6) Storage Room	Storage of Dept. equipment			8' x 12' Shelves built in, Tire Rack	Near door if possible
7) Lavatory					Near Officers Room
8) Multi-purpose Room	Conference Interview Interrogation Training			10' x 12' Long table, several chairs	Quiet area of building

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Police Department

1992 Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
Anticipate one more oficer at the end of five years.					
This position would not drastically affect space requirements.					
If hours in clerical increase, would not affect space needed by clerical					
These personnel changes would not impact space requirements assuming immediate needs are met in the initial proposal.					

COMMITTEE ON TOWN BUILDINGS USE

PROGRAM ANALYSIS

TOWN OFFICE OR COMMISSION: Police Department

III 1997 Needs

DESCRIPTION OF NEED	PURPOSE	HOURS/WEEK	DAY/EVE	SPACE NEEDED	COMMENTS
Anticipate 2 more officers in addition to those needs outlined in 1992.			Both	Anticipate doubling occupancy of officers' room. (Would move sergeant into his own office.)	
Sergeant's office	Administration	20-30 hrs/wk	Both	10' x 12' 1 Desk, 1 Desk Chair 2-3 chairs	
Booking Room	Processing of arrested individuals	Vary	Both	10' x 22' Camera, Fingerprinting material, Counter Space, Storage area, Bench	Booking process would be separated from the officers' room to allow more room for anticipated increase in personnel.

BUILDING CODES AND RELATED ISSUES

BUILDING CODES AND CODE RELATED ISSUES

In order to safeguard the public, the State of New Hampshire, and many towns and cities as well, have seen fit to adopt standards for the construction of buildings. While the state's primary interest is in public buildings, - defined by the State Attorney General's office as buildings into which the public may be invited to conduct business, - towns and cities frequently expand local codes to include other structures as well, most commonly focusing on individual residences.

The State Fire Marshall's office requires that all public buildings in the state of New Hampshire comply with the following codes:

BOCA	1981	BOCA Fire Prevention Code
NFPA 101	1981	Life Safety Code
NFPA 30	1981	Flammable & Combustible Liquids Code
NFPA 58	1983	Standard for Storage & Handling of Liquified Petroleum Gases
NFPA 54	1980	National Fuel Gas Code
NFPA 70	1984	National Electrical Code
NFPA 31	1983	Standard for the Installation of Oil Burning Equipment
NFPA 211	1984	Chimneys, Fireplaces, Vents & Solid Fuel Burning Appliances
NFPA 10	1981	Standard for Portable Fire Extinguishers
NFPA 13	1983	Standard for the installation of Sprinkler Systems
NFPA 72E	1982	Standard on Automatic Fire Detectors
NFPA 74	1984	Household Fire Warning Equipment
NFPA 96	1984	Standard for Installation of Equipment for the removal of smake & grease - laden vapors from Commercial Equipment

In addition to the above codes which are administered by the State Fire Marshall's office, public buildings are also required to comply with the Architectural Barrier Free Design Code For the State of New Hampshire. This code was enacted in order to ensure that all buildings employing the use of public funds would provide access for all the state's citizens regardless of physical condition.

The town of Gilmanton has independently required that new and existing buildings comply with the following codes:

BOCA	1984	As amended
NFPA 101	1985	Life Safety Code, as amended

Typically, where code requirements conflict, the more stringent requirements apply.

Since many code issues and their applicability depend upon the final configuration of spaces equipment and occupancy, issues which will be clarified in more detail once specific building plans and specifications are developed, this report and related drawings concentrate on those matters which are clearly generic to Town Office and Assembly use or which are clearly site specific.

Generally excepting minor occupancy classifications, existing buildings rarely comply with contemporary building codes. In the intervening years since the Academy and Town Hall were built, new materials, a better understanding of fire safety needs, and new methods of planning and construction of buildings have evolved. Codes generally recognize that existing buildings must be more subjectively evaluated than new buildings and grant greater judgemental discretion to the administering authority when enforcing codes as applied to renovations. Where renovation projects are concerned, the code objective is to encourage the achievement of as significant improvements in fire safety as are feasible within the context of a given project's scope and budget. Occasionlly when certain code requirements cannot be met due to specific building or site conditions or for other more abstract but nevertheless legitimate reasons, it's often possible to compensate by enhancing other fire safety characteristics of the project in order to offset deficiencies elsewhere.

When public funds are involved in construction, particularly when assembly occupancies are involved, expectations for code compliance are greater because public buildings cannot be discretionary with respect to use. This is the reason for the great emphasis which codes place on the provision of handicapped facilities in public buildings. In addition, assembly occupancies pose greater fire risk to public safety because of the need for calm yet rapid evacuation of occupants. The use of exit facilities in the case of fire must give users confidence that safe egress can be achieved.

The final code confrontation for existing structures concerns the usual negative impact which building codes may have on a structure's historic fabric. Historic fabric consists of the overall feel, aesthetic contribution and the cultural record represented in the building's detail, composition of space and external form.

Literal compliance with Building Codes - as they apply to existing structures - usually implies significant physical alterations to the structure and attendant finishes and details. To appreciate the potential impact which this may have with regard to the historical record which a building provides its important to restate what generates the forms which make up our built environment.

Structures which make up our existing built environment record our social, cultural and economic history. Commercial and industrial structures are constructed to serve certain market demands. Residential structures are constructed to provde shelter for families. Public structures are constructed to meet ceremonial demands, educational needs and adminstrative requirements for political jurisdictions. The volume and scale of projects are a function of market demands, as noted in the introduction. Building scale and volume occur as a result of the need to shelter a particular volume of product or to house a certain number of people. Decoration and detail, as well as the overall design quality of a project testify to the level of pride and interest of the developer in the current and future use. For example, contemporary industrial buildings are usually relatively mundane and uninteresting. One hundred years ago however, industrial structures reflected the dynamic character of the industrial revolution and were often lavishly appointed with magnificent brick details, many windows and lofty towers. Much of the decorative quality of industrial structures declined as world competition increased, as labor disputes grew, and as the blush went off the industrial revolution.

At the opposite end of the spectrum from industrial buildings are cultural and ceremonial structures, most notably churches and public buildings. Our most dominant public buildings, our Town and City Halls, provide spaces for the public to conduct daily governmental affairs, to meet, and to vote. Centers of government attempt to express power, pride, and continuity. Governmental structures tend to be conservative in detailing and styistic treatment because of the desire to exude permanence. At the same time, public buildings attempt to dramatize the community's dynamic aspirations.

Archeologists are able to derive amazing and accurate conclusions about our historical forebears, from foundation remnants, pottery shards and broken tools. The preservation of our historic buildings gives contemporary society a significant advantage in developing a complete complete and intimate interpretation of our own roots and origins.

In existing buildings historical compromises in the arrangement of spaces, addition of detail and manipulation of scale, form and colors give us a picture of changing social milieus. The simple evolution of the Oddfellows Hall to the Gilmanton Town Hall says a great deal about socio-economic evolution in Gilmanton from 1901 to 1924. In the case of Gilmanton's own Oddfellows Building/Town Hall, the most important lesson of preservation is that continued viability depends on continued active use. Physical changes which cannot be paid for by the marketplace cannot be supported. The Oddfellows Building was preserved because it became the Town Hall. The continued preservation of the Town Hall and

the Academy will depend on viable re-use. Code mandated changes frequently carry the potential to significantly mar this historical record while, at the same time, making an existing building safer.

Since building codes both threaten and benefit re-use, balancing cultural needs of building preservation against improving the safety of occupants requires care and reasonable judgement on the part of owners and on the part of code administrators. Re-use, in the context of a Town Hall/Auditorium structure is affected by code requirements relating to business uses (Town Offices) and to Assembly spaces. Codes governing Assembly uses are considerably more stringent than those governing Business activities and therefore, in the case of both existing buildings, Assembly criteria govern. Current codes do not permit construction of large assembly spaces above grade level in combustible structures.

The current Town Hall is marginally acceptable as an assembly use in terms of the Hall's relative position to grade level although present exits are unsatisfactory in number and not in compliance with respect to components (doors, hardware etc.). The Hall requires an additional fire safe exit, a complete fire detection system, adequate toilet rooms for maximum occupancy and for handicapped use, and adequate means of access to all levels of the building by the handicapped (elevator).

The Gilmanton Academy's Auditorium located at the Second Floor would not be permitted in a wood frame structure built today. In addition to requiring the same improvements listed for the Town Hall, the Academy will require installation of a full sprinkler system in order to justify continued assembly use.

Exitway enclosures in both structures must be improved with respect to their fire rating. Exits must exit directly to the exterior of the structure. Stair assemblies must be non-combustible.

Compliance with the letter of the Law in either building is difficult without substantially altering the physical appearance of interior and exterior building components - at considerable cost. The proposals which are represented herein and the accompanying drawings attempt to comply with the 'spirit' of code objectives if not with the letter. The result in either building's case will be exceptionally improved fire safety which should allay concerns for either buildings continued use.

The following commentary attempts to look at the specific physical charactistics of the Town Hall and of the Academy in order to put changes required by code requirements into context with cultural, historical, and financial issues.

GILMANTON TOWN HALL

GILMANTON TOWN HALL

The Gilmanton Town Hall was built as an Odd Fellows Hall in 1902 ~~1901~~ 1926. In ~~1922~~ the building was transfered to town ownership. Until recently all of Gilmanton's town business was conducted in 927 square feet of space located below the stage of the buildings First Floor auditorium. The Selectmen's Office has now expanded onto the stage area and computer equipment is being operated in the auditorium.

The Town Hall contains the following gross footage for each floor:

o Tower	361	sf.
o Second Floor	2743	sf.
o First Floor	2743	sf.
o Basement	927	sf.
o Mechanical Crawl Space	1455	sf.
o Total	8229	sf.

The present building is a three story wood frame structure. The lowest level or Basement level has grade access at the south side (rear) parking lot. Basement level access to the police department is achieved through a doorway to the East. The lobby of the clerk's office is used off hours as a small meeting room. The former Town clerk's office, immediately to the east of the south entrance is also used as a small conference room. The Town Clerk's office is situated at the western end of the Basement. The remaining Basement consists of two relatively small offices and minimal storage, and is used by the Police Department.

The First Floor provides space for an auditorium (seating 198), and stage. The three story tower at the northwest corner of the building provides for men and women's toilets, a ticket office, and stairs to the second floor and tower. The auditorium is accessed through the east side of the tower at the main entrance to the building. The stage is situated at the extreme southerly end of the structure.

The Second Floor is divided into several spaces of various sizes. The most predominant area, on the south side of the building, was apparently constructed as a ceremonial space dedicated to IOOF activities. Several connecting anterooms of varying sizes occupy the northerly third of the building The stair tower extends the structure an additional story which consists of a tower room and a 900 sf. attic which is unoccupied and unfinished.

Finishes extant, are typical of the vernacular of the period when the structure was built. Floors are tongue and groove hard or soft wood. Walls consist of plastered surfaces

above chair rails with beaded wainscoat below. The ceilings of the auditorium and the second floor function room are pressed metal. The second floor function room walls are also are pressed metal.

Excepting the main carrying members, building framing predominantly consists of nominal 2"x 10"s (actually measuring 2" x 9") at 16 inches on center. All of the first floor carriers are supported on closely spaced wood, metal and masonry posts. The second floor carriers into which the joists are framed are not beams but two separate truss systems. The tension members of the southern truss protrude below the auditorium pressed metal ceiling. The northern floor structure is suspended from a second truss system on line with the main demising wall between the second floor function room and the anterooms to the North. It was not feasible to access the frame of either truss in order to examine structural connections Stress cracks, however, are visible in the plaster wall within which the North truss system is located. These plaster cracks appear to suggest significant deflection from the limited use of the second floor. Settlement cracks are also visible in tower rooms. If construction is undertaken within the Town Hall it will be necessary to expose the frame of both trusses, especially in those areas where extensive plaster cracking has occured in order to examine structural connections and determine the trusses actual load capacity.

The structural engineer's report indicates that the second floor framing in its present state is not designed to accomodate minimum design loads for office occupancies. The code requires minimum live load capacities of 50 psf. (pounds per square foot) for offices, and 80 psf. and 100 psf. for corridors (above the first floor) and lobbies respectfully. Current live and dead load capacity at the longest spans is 47 psf. The Second floor framing will require extensive reinforcement and the "trusses" will require reconstruction in order to allow the proposed office occupancy indicated in the plans. The First floor framing, however, is fine. Mr. Steffensen indicates a live and dead load capacity of 120 psf. 100 psf. live load is required by code.

Egress from the second floor is only achieved through the northwest stair tower. The other means of egress, a fire escape on the south side is so deteriorated as to be dangerous. The lower section of the fire escape is missing. Even if rehabilitated, the fire escape will not meet current codes governing the construction of Fire Stairs which require that exit stairs be covered, and be constructed of solid treads and risers.

The exterior of the building appears to have been maintained although the roof may need replacing. The condition of the

roof is especially poor at the tower. There are some visible penetrations through the exterior wall from what appears to have been staging, perhaps erected in order to paint the building.

The building makes few concessions toward energy conservation. Storm windows are lacking on most windows, and weather stripping has not been provided on doors or frames. Exterior walls and ceilings lack insulation.

The Town Hall site is small. While the town has been fortunate to acquire additional property to the rear of the site as well as a small sliver of land to the East, these acquisitions are only sufficient to provide a minimum amount of parking for current activities. The total area of the site is 30,530 square feet (0.7 Acre), and was assembled from three separate parcels, the original two acquisitions consisted of 16,282 square feet. A 1981 acquisition added 14,248 square feet. The existing structure is situated in the center of the Northern third of the property facing N.H. route 140.

The "Main Entrance" to the building is located in the North face of the Northwest Stair Tower. Parking for the building however is at the rear of the site so most building users access the structure through the rear Basement entrance. The driveway to the existing lot is at the Eastern edge of the property.

The addition of 14,248 square feet of land in 1981 allowed for better vehicular access to an expanded parking area at the rear of the lot. The gravel parking extends about 110 feet back from the rear of the building. If the existing parking lot were paved and striped it would accomodate about 20 cars.

Beyond the parking lot to the South, the site slopes precipitously to Mill Road. If the existing parking lot were to be expanded to the south, the effort would quickly reach the point of diminishing return since the slope beyond the end of the lot would become too steep to economically contain. A better alternative to the provision of more parking for the building would be to develop parking to the West or East if land could be acquired from abutters.

The Town has been informed that the United Church across the street is willing to consider negotiating the use of the church lot for overflow parking for the Town Hall. However, the church lot can accomodate only 14 cars. Daily use of the church lot presents certain problems since vehicles would potentially conflict with the use of the Church site by the Church's ongoing pre-school program.

CHANGES

The major physical change which will occur as a result of expanding the existing town offices will be the addition of a new stair/elevator/utility core at the rear of the building. The addition will contain a new stair tower, elevator, bathrooms and entrance vestibules to serve the existing building.

The proposed renovation of the Gilmanton Town Hall would distribute space required by the building program as follows. The basement level would be expanded and would be devoted to Police Department use. The Town Clerk's office, Selectmen's office, and all other Town functions will move to the third floor. The existing Selectmen's office will become a meeting/ conference room as will the small corridor space west of the stage.

As with the Academy, the basement level is most appropriate for Police Department use because of ease of access, and the Department's limited need for exterior exposure. With the addition of a stair tower an adequate amount of space will become available for the Department's basic needs. These include a report room, an interview room, chief's office, desks/ clerical space and storage.

REHABILITATION PROGRAM

The development of the rear stair tower is prompted by fire egress requirements. Spaces within the new utility tower not utilized for egress will be used for ancillary activities. Reception, clerk, storage, and toilet space will be provided in the new tower basement for the Police Department level and new office and bathroom space will be provided at the third floor for the Town offices. At the Third Floor level, fire secure storage space will be made available above the exit stair for use as interim storage by the Tax Collector, Clerk, and Selectmen. All new construction will be in compliance with governing codes and regulations.

The north tower will be modified primarily by Fire rating of the demising wall between the tower and the main body of the building. The existing stairs and ancillary spaces within this tower will remain as they presently exist.

A full fire detection system is envisioned for the building, including a combination of rate-of-rise and smoke detectors so that every void in the structure will be alarmed to warn of danger of fire.

In addition to provision of an elevator, handicapped access will also be achieved by the addition of a handicapped ramp at the present main entrance.

Physical changes to the interior of the building will be most dramatic at the Besement Level. In part, Basement changes are generated by the need at the auditorium level, to provide access from the auditorium to the elevator. This requires the addition of a corridor East of the stage. The corridor will lower the ceiling height at the present officer's room at the basement level. Half of the space below the new First Floor corridor will become miscellaneous storage and the balance will be used for evidence storage. The remaining part of the current police clerk's office will become part of a new report room which will encompass the current chief's office and the small conference space to the East of the rear basement entrance. The existing Town Clerk's office will become the Chief's office and will be separated from the report room by a new interview room. The existing vault will remain for storage of Town records. The reception desk serving the Police Department will also serve as a monitoring station for public access to the building. An exit door will be added to the entrance drive side of the structure to allow for rapid police exit to an adjacent police cruiser parking space.

The two primary changes to the First Floor will be the addition of a partition separating the new corridor from the existing stage space and the fire rating of the wall between the auditorium and the lobby. The existing stair from the First Floor to the Basement will be discontinued and it will be possible to add a small unit kitchen in its' place for the warming of beverages and food connected with auditorium events.

Second Floor changes will consist primarily of rating the wall between the tower and the remaining Second Floor spaces, and the construction of a low counter in the existing function room. Partitions in the large function room space should not be full height in order to preserve the existing ornamental metal finishes. A new toilet will be added in the existing stair tower and the existing storage space beneath the stair from the Second Floor to the tower level will be closed off.

Selectmen will occupy the Second Floor Northeast corner room of the main structure, opposite the tower stairhall. The Tax collector, Town Clerk and Selectmen's secretary will occupy the space in the center of the large function room. Storage, reference and copier space will be provided behind a low screen at the southerly end of the room. It's possible that a small unit kitchen might be provided here for the warming of food and coffee etc. New lobby space will occupy the southwesterly side of the large function room. Additional office space will be provided in the new utility tower between the new toilet room and the existing lobby space and also in the remaining anteroom space at the North end of the Floor.

The only significant change at the Attic level will be the addition of a two hour rated wall between the tower and the attic space.

A minimum of R38 insulation should be added at the attic floor and at the ceiling of the second floor of the new utility tower. The existing tower floor should be removed, insulation added, and the floor re-laid. All windows should receive new storm sash and all voids, holes, cracks and penetrations of the existing exterior wall should be sealed. Prior to repainting, all existing clapboards should be pried away from the face of the existing building, a shim consisting of a toothpick added between layers of clapboards, and the clapboards renailed. The adding of a toothpick shim between clapboards will provide ventilation for clapboards for release of moisture. This procedure will prolong the time for repainting.

I do not recommend the addition of vinyl or aluminum siding in lieu of repainting at exterior surfaces of either building. Vinyl and aluminum siding have the potential to accelerate internal deterioration of organic materials within exterior walls. Synthetic sidings inhibit the movement of moisture from interior spaces to the exterior. Aluminum siding has the additional characteristic of making fire fighting exceptionally difficult - the aluminum creates a baked potato effect on the interior volume of a burning building. Finally aluminum and vinyl siding are visually detrimental to the appearance of historical structures. Instead of applying synthetic sidings, if an existing structure is carefully repainted, ventilation introduced at clapboards, and overpaints used which are compatible with substrates, long term maintenance will be less onerous and the building's historic qualities will be preserved.

As noted previously, I do not recommend insulating exterior walls except where vapor barriers can be applied. Since finishes at the third floor are of marginal quality, particularly in the small northerly rooms, it seems quite feasible to remove the existing wall finishes in these spaces, apply vapor barriers and insulate the exterior walls. This approach can be followed in the tower environment also. Since the northerly walls are the most critical to insulate since they receive the brunt of winter weather, careful insulation of these exterior surfaces in conjunction with full insulation of the new south utility tower construction will render only a minimal amount of remaining exterior wall space uninsulated. Since much of the remaining surfaces space consists of exterior auditorium walls, and since the auditorium will likely be kept at lower temperatures, the financial impact of building heat loss will be minimized.

SUMMARY OF WORK FOR THE GILMANTON TOWN HALL

Division 2 - Site Work

Site work will include the paving of the existing driveway and the development of a new parking lot at the rear of the site. Parking space may be provided for a police cruiser adjacent to the easterly exit from the new utility tower. Paving will also include the United Church lot across the street where overflow parking will be provided for the facility.

An additional aspect of sitework could include the lowering of the existing lot about two feet, which would permit the lowering of the existing floor of the Town Hall Basement. Lowering the interior floor level at the existing mechanical space would permit future expansion of the Police Department into the remainder of the Basement.

Although its possible to renovate the building as shown on Drawings GTH1 and GTH2 without interior excavation, if the work is undertaken an additional 1300 sf. would become available for extended Town Hall use mostly for storage and miscellaneous use.

In any case, the existing parking lot will be extended as far towards Mill Road as feasible. The lot will be paved and striped.

A new septic will probably be needed, installation of a new chambered, pressurized system would reduce the area required for treatment and would permit installation below the paved lot.

Sitework will also include excavation and backfill for the new foundation for the utility tower and for a foundation for the handicapped ramp on the street side of the building.

Division 2 Concrete

Work will include new concrete slabs at the utility tower basement level; new foundation walls and footings for the utility tower and for pads for a new boiler and other mechanical equipment.

Division 4 Masonry

Masonry work will include repair and potential relining of the existing chimney, and the

repointing of stonework and masonry work at the basement level as needed.

Division 5 Metals

This work will include the provision of new steel stairs at the utility tower; miscellaneous metal in connection with the elevator installation; and new galvanized exterior handrails at the rear entrances.

Division 6 Carpentry

Rough carpentry will include the floor and wall framing for a new utility stair tower, and demolition and carpentry work connected with the construction of a two hour rated demising wall between the tower and the main structure. It will also include all the structural rehabilitation work connected with the interior, particularly the strengthening of existing truss work. Except for structural work at the second floor, very little demolition within the existing structure is envisioned. Most demolition will occur at the Basement level.

Finish carpentry will include the construction of a new counter at the second floor town offices, the construction of a low partition wall to screen the storage and reference/copier area from the lobby, and the minimal reworking of partitions and openings at various anterooms at the north side of the third floor. It will also include the construction of the handicapped ramp rail and the construction of desk and counter work at the Police Department level.

All standing and running trim will exactly match the wood and profiles of existing trim within the structure.

Division 7 Water proofing and Damp proofing

Water proofing and damp proofing will include the insulation of the second floor ceiling as previously noted, the addition of vapor barriers at the exterior walls of all new construction as well as the insulation of all walls of new construction, caulking of wall penetrations, installation of roofing systems, installation of additional flashing and accessories, and any application of water proofing and sealing compounds which may be needed. The reasons for not insulating the existing exterior walls is explained in detail in

the summary of work for the Academy which follows these comments. Exterior wall construction of the Town Hall and Academy are similar.

Division 8 Doors, Windows, and Glass

Work required by this section includes the installation of new doors and frames shown for the project as well as installation of new hardware. Matching the new hardware with existing will be attempted where feasible.

Work will include the repair of all existing glazing and addition of storm sash at all existing windows. Weatherstripping of exterior doors and windows also will be required.

Division 9 Finishes

New work will include application of single and double layer fire rated drywall on all interior surfaces of the utility tower. It will also include the rehabilitation of existing plaster and wood surfaces within the building. Existing plaster which cannot be repaired will be removed and replaced with drywall.

As with all existing buildings the most important consideration with respect to painting is the compatibility of substrates with overpaints. Existing paint surfaces with in and without the Town Hall will be analyzed for composition so that new materials can be selected which will be compatible.

Division 10 Specialties

This section will include the addition of chalk and tack boards at conference spaces and the provision of toilet accessories at bathrooms, including towel dispensers, toilet paper dispensers, and paper disposals, towel racks, coat racks etc.

Division 11 Equipment

New equipment will primarily consist of a new unit kitchen at the small conference room at the first floor, and the addition of a small unit kitchen in the Storage/Reference/Copier area of the third floor.

Division 12 Furnishings

Work will include the carpeting of the entire Second Floor, excepting toilet rooms and stairs. The new stair (A) and the new toilet rooms will receive vinyl and/or rubber floor materials. Existing stair (B) will be repainted. The elevator lobby at the First Floor and basement as well as Desk, Report Room and Chief's office will also be carpeted. The remaining spaces on the First and basement floor will be vinyl and/or rubber composition flooring.

Vertical drapery will be added at existing windows for energy conservation and solar management.

Division 13 Special Construction

There is no special construction planned for this project.

Division 14 Vertical Conveyors

A new elevator, suitable for use by the handicapped, will be added within the core of the new utility tower. The elevator will serve the Basement, First Floor and Second Floor of the building. It is envisioned that the elevator will be a hydraulic system. Locating the elevator within the utility tower at the parking lot side of the building will provide optimum access for the handicapped to all levels of the structure.

Division 15 Mechanical
Division 16 Electrical

A new electrical system will be added for all levels of the structure. New exit emergency lights will be included. Excluding installation of central air conditioning, the existing electrical service and panel are adequate. If air conditioning is desired it will be handled by window units or by the addition of up to a 5 ton system for the second floor. All old wiring will be replaced.

A new boiler and baseboard hot water system will be installed for all floors of the structure. This will be the most convenient way to resolve the poor heating characteristics of the existing building. A domestic hot water tank will be added to the boiler. Through-the-wall ventilators may be used in certain circumstances.

SUMMARY

The above changes proposed for the Gilmanton Town Hall appear to offer the potential to extend the useful life of the building indefinitely assuming that the Town views the work as being cost effective. The two disadvantages of the Gilmanton Town Hall are the size of the site and the renovation requirement that, in order to preserve the use of the auditorium, Town Offices must be located at the second floor. While Town Offices can be easily accessed via elevator, they are remote from the points at which the public arrives at the building. Many Towns and Cities operate offices at levels above the first floor, so probably, as a practical matter office location at the Second Floor would not inhibit the functioning of the departments and offices involved. A waiver will have to be sought from the State Commission for the Handicapped exempting Handicapped access to the stage/conference area. We do not envision a problem with this request since the area in question is small and since a diligent effort has been made everywhere else to provide handicapped accessible space.

Finally, the size of the site precludes physical expansion beyond what is envisioned by this project. If additional property were available for acquisition the renovation of Gilmanton Town Hall would become an even more viable possibility.

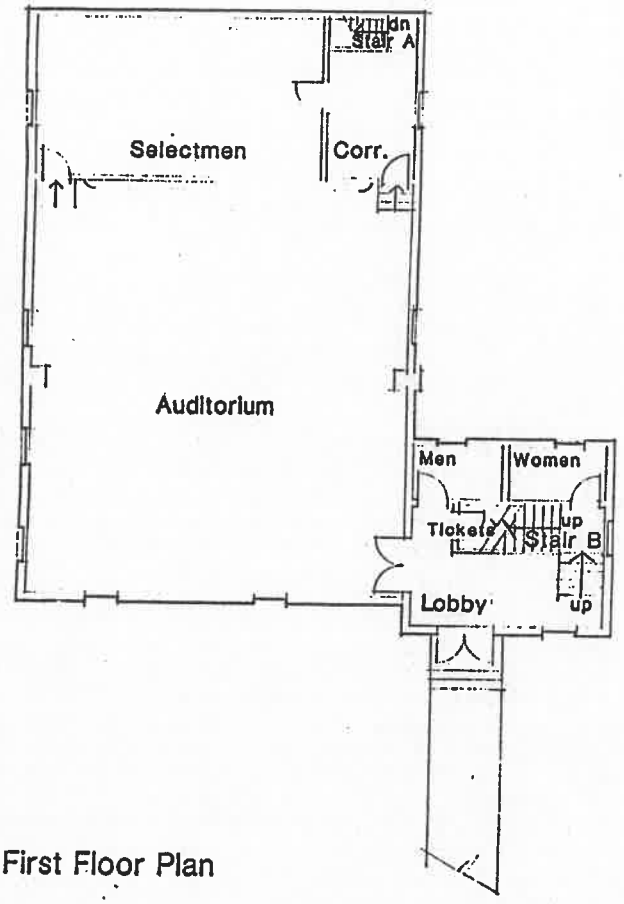
COST ANALYSIS

Project: Gilmanton Town Hall Renovation
Gilmanton Iron Works

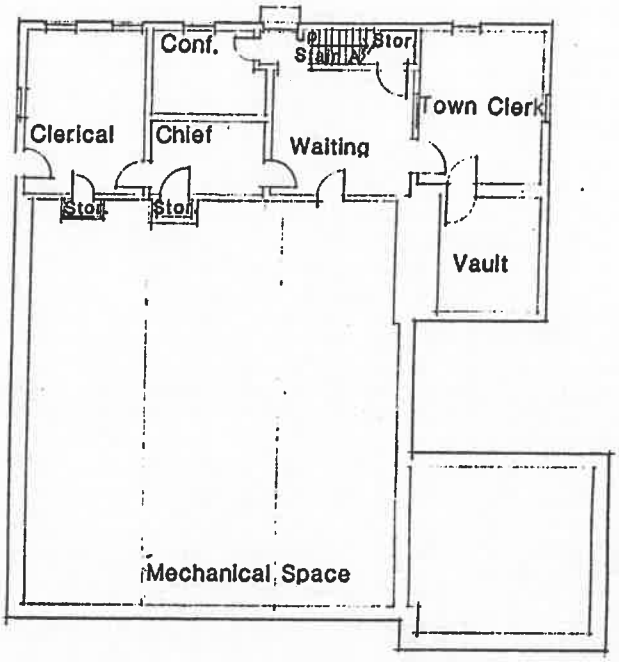
Architect: Paul Mirski Architect
Enfield, NH

August 20, 1987

NEW CONSTRUCTION		
Utility Tower	$179,626	
Exterior Ramp	4,500	
NEW CONST. SUBTOTAL	184,126	$184,126
RENOVATION		
Basement	51,060	
First Floor	54,270	
Second Floor	131,204	
Tower	14,752	
INTERIOR SUBTOTAL	251,286	
EXTERIOR FINISHES	17,810	
RENOVATION SUBTOTAL	269,096	269,096
TOTAL BUILDING COST	453,222	453,222
A/E Fee @ 9%	40,789	
TOTAL CONST. AND FEES	494,012	494,012
Contingency @ 15%	74,102	
TOTAL INC. CONTINGENCY	568,114	568,114
OTHER COSTS		
Sitework	30,000	
Septic System	18,000	
Misc.		
Site Engineering @ 8%	3,840	
Site Contingency @ 10%	5,184	
SUBTOTAL	57,024	57,024
TOTAL ESTIMATED PROJECT COST	625,138	$625,138

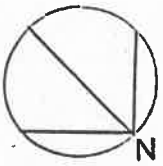


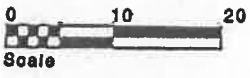
First Floor Plan



Basement Plan

Note: Plans were developed from drawings prepared by G.F. Kelley Gilmanton, N.H. February 1987



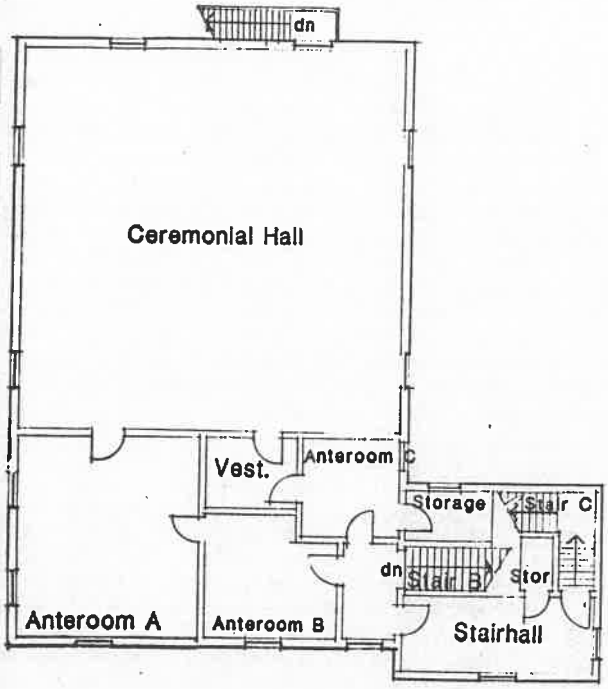


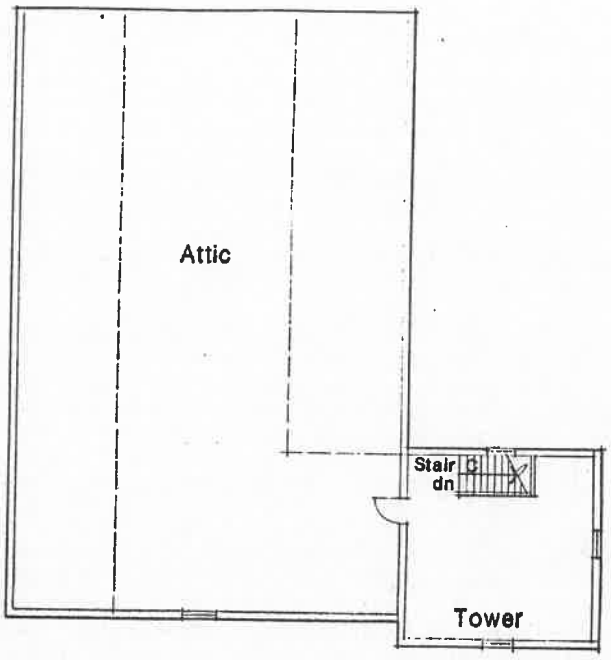
Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Town Hall

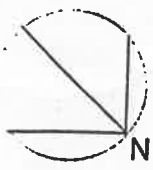
Existing Basement & First Floor Plans. EGTH-1





Second Floor Plan

Tower Plan



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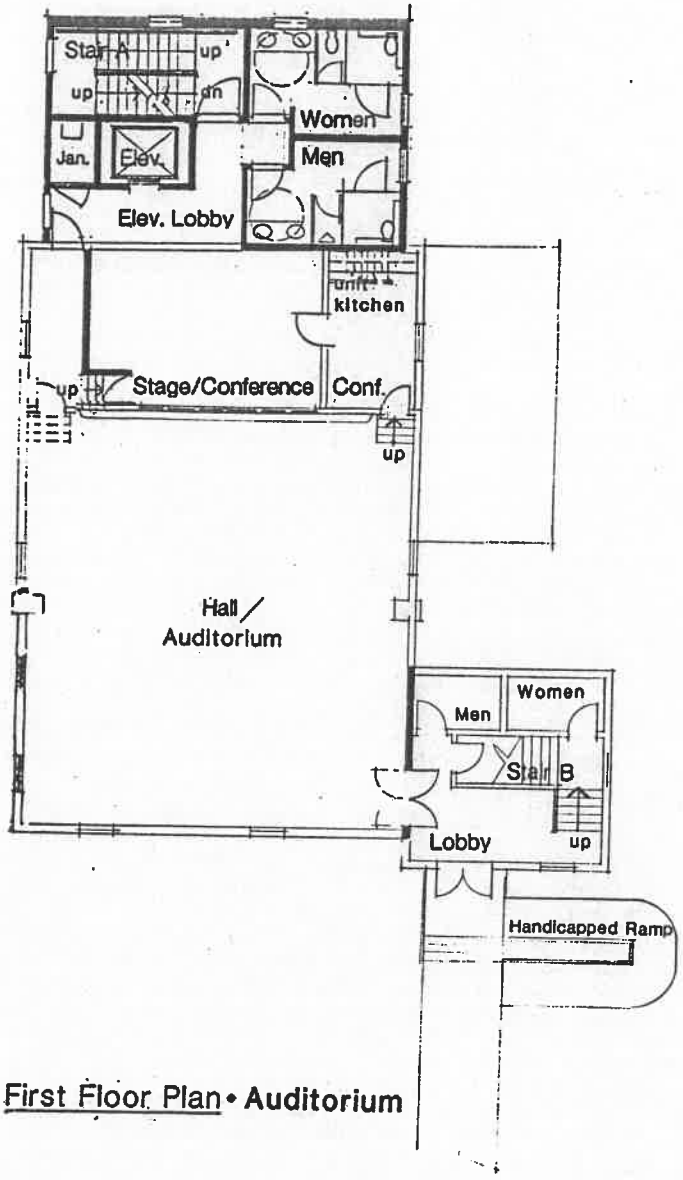
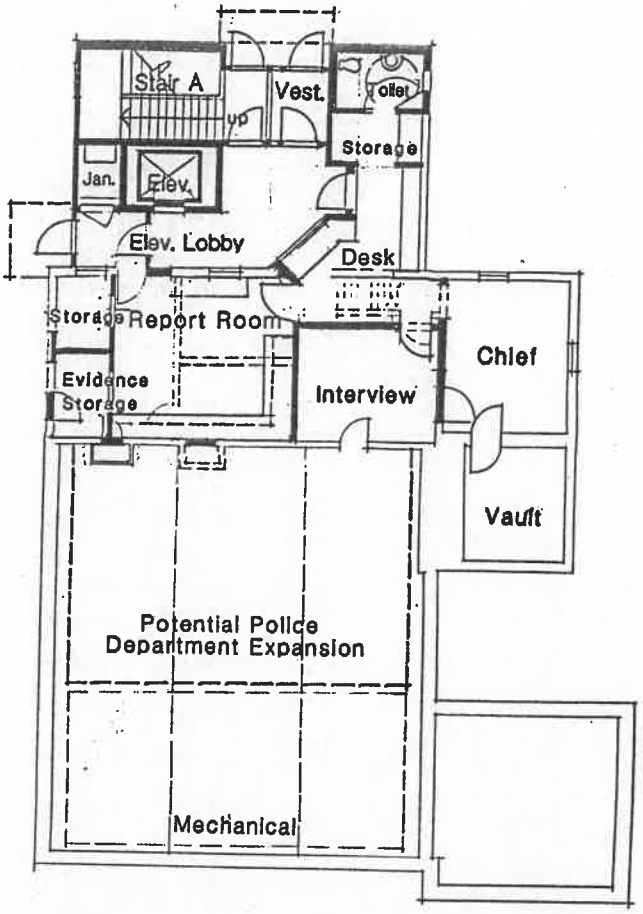
DATE: August 1987		CHECKED BY:

Gilmanton Town Hall

Existing Second Floor and Tower Plans EGTH-2



First Floor Plan • Auditorium

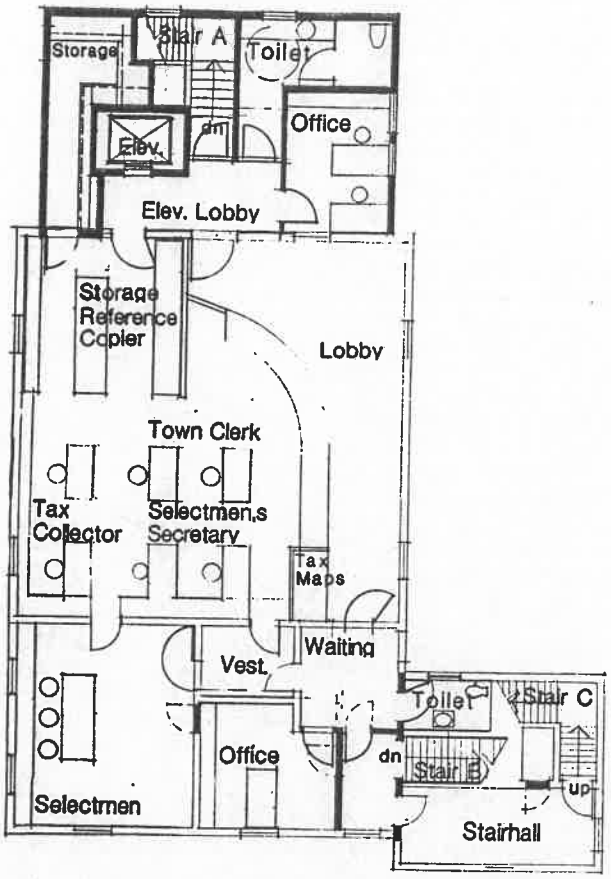


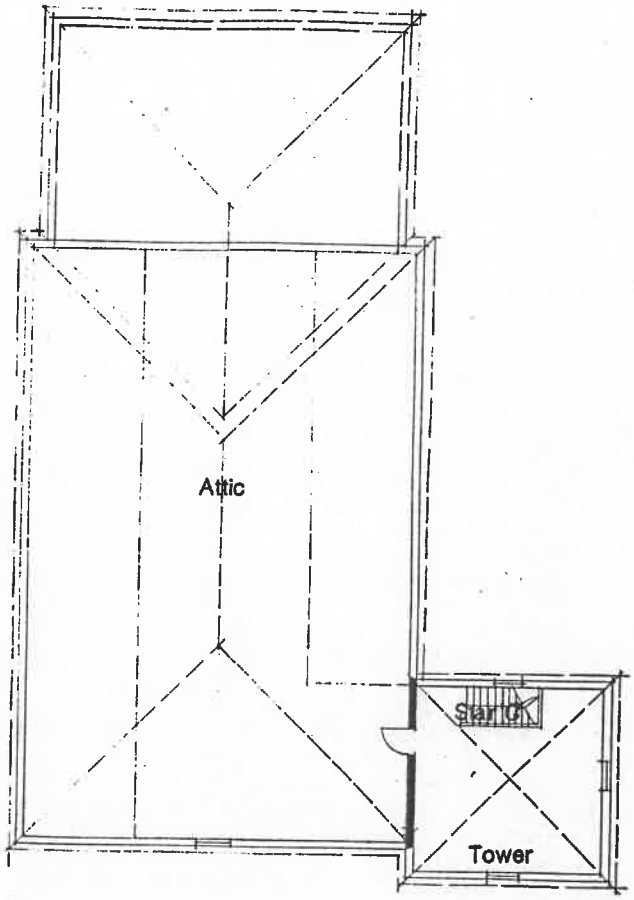
Basement Plan • Police Department

0 10 20
Scale

N

Paul Mirski Architect RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748		
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:
Proposed Town Office Renovations to Gilmanton Town Hall		
Basement and First Floor Plans		GTH-1





Second Floor Plan • **Town Offices**

Tower Plan

0 10 20
Scale

N

Paul Mirski Architect RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748	
SCALE:	APPROVAL: DRAWN BY:
DATE: August 1987	CHECKED BY:
Proposed Town Office Renovations to Gilmanton Town Hall	
Auditorium and Tower Floor Plans	GTH-2

GILMANTON ACADEMY

GILMANTON ACADEMY

Although the Academy is not symmetrically organized about a central axis, the principal elevations suggest otherwise. The main entrance is flanked by two low (two story) additions with railings above , and the hipped roof above the auditorium and stage rises to a columned cupola. Exterior materials are predominately white painted clapboards, and decorative wood trim. Various classical design elements are introduced in the exterior detailing, most notably at the west elevation in the form of engaged fluted pilasters which flank the main entrance. A large globe is represented in the stage glazing directly above the main entrance. Windows and entryways are symmetrically placed at each of the four primary elevations of the building. The only significant break in symmetry occurs at the eastern end of the south elevation at the stair discharge. A small pedimented extension of the structure has been introduced at this point to provide an exit discharge for the auditorium stair.

The Academy consists of four separate levels. Their areas are as follows:

Area Calculation

Balcony	638 s.f.
Auditorium	3599 s.f.
First Floor	3556 s.f.
Basement	3636 s.f.
Total	11429 s.f.

The basement of the Academy is vacant except for antiquated heating equipment located below the north classroom. The floor of the basement is dirt. The stone foundation walls are exposed around the entire perimeter of the space. Masonry structural piers provide support for the wood structure above. Access to the basement is gained through an existing areaway to the southeast and via a stairway from the first floor which arrives at the east end of the space. A large outcrop of ledge is visible at the southwest corner - occupying about 900 s.f. of the basement area. There is no ceiling and first floor framing is exposed throughout.

First floor rooms are organized either side of a 10 foot wide corridor which is located just north of the buildings east west centerline. The building plan is much as originally designed. The corridor is flanked by two large classrooms. The east end is dominated by the main stairs to the second floor auditorium. Storage and toilet rooms are located on either side of the corridor to the east exit.

The west end of the building contains the former library room at the southwest corner, the kitchen at the northwest corner and an office and stair to the stage making up the balance of space.

The auditorium, stage and stairhall comprise the three main second floor elements. The auditorium will seat 288 persons. There are no fixed seats. the stage extends from the north to south wall at the western end of the second floor. The stairhall to first floor and balcony occupies most of the east end. A storage room occupies the southeast corner. At the intermediate landing the stair turns left to the first floor and also turns right to exit to the south at the first floor level. Access to the auditorium balcony is by a stair just to the north of the main exit. The balcony occupies the center section of the east wall of the auditorium.

According to Peter Steffensen, our consulting structural engineer, the academy is in fine condition. Surprisingly, the floor loading of both first and second floors is 120 # psf. which indicates that the entire building is usable for the activities suggested. The only matter of concern relates to the deflection of second floor framing and possible plaster damage if the Auditorium is fully loaded to capacity. Impact loading could cause the First floor ceiling plaster to crack. Past building history however, suggests that this is a minor matter since the second floor was always used as an auditorium without major incident to first floor finishes.

CHANGES

The principal modification in the exterior appearance of the Academy, as a result of conversion to Town Offices, will be the addition of a new porch and covered exitway at the east elevation in order to provide covered egress for a new rear fire stair and for basement handicapped access to a new elevator. The addition of a covered porch at the main level will provide for a covered stairway from grade to a new rear entrance. Covered handicapped access at basement grade will allow for grade access to a new Police Department lobby or to a Police Department booking room at the southeast corner. These additions will not be visible from the street and will not materially affect the appearance of the building.

The proposed renovation for the academy would distribute spaces required by the town's building program as follows:

The Basement Level is most appropriate for Police Department use due to ease of direct access, isolation from the public, and limited exterior exposure. space is available for the most critical activities: officers' room, chief's office, reception and lobby,

conference and storage.

The First Floor can easily accomodate all Town Offices - consolidating the Clerk, Tax Collector, Selectmen and Vault in the same general area within what is now the large classroom. Conference and ancillary offices will be located in the north classroom.

Improved fire suppression and detection systems at the Second Floor will permit continued use of the auditorium. A small kitchen unit will be added stage left.

REHABILITATION APPROACH FOR THE ACADEMY

The first rehabilitation component involves the development of an entirely new exit stair enclosure in the northwest corner of the structure. The new exitway will utilize a portion of the northwest portion of the stage, will entirely utilize the kitchen space on the first floor, and will also include the northwest corner of the basement. A new steel fire stair will be installed within these spaces as shown in the drawings. In order to provide adequate fire enclosure (e.g. two hour walls), retardant doors and frames), existing finishes will be removed, to the extent that they do not comply with two hour rated construction at the interfacing walls between the stair and adjacent spaces. Once rated walls have been constructed, the partition wainscoating, door trim etc. will be reapplied. Two hour construction will be extended through to the floor of the basement. The primary grade exit for the stair will be at the first floor level through a new door cut in the wall to the immediate left, (North) of the main entrance. Access from the first floor will be through an existing opening through what was originally designed as an office space.

The resolution of the second means of building egress is much more complicated, since it involves the preservation of the existing wooden stair system. In order to achieve this it is necessary to isolate the entire east end of the structure. This will require fire rating the demising wall between the stair and the auditorium and between the stair and what are presently classroom spaces. This work would also involve removing the present pair of doors and single door opening in the corridor at the base of the stair and the construction of a new pair of exit doors further West in the corridor. The reason for moving the doors to the West is to provide adequate exit passage at the base of the stair in accordance with code. This means that a portion of the classroom wall will have to be reconstructed as a 2 hour wall. The interfacing walls between bathrooms and the stairwell will also have to be rated. At the auditorium level, the principal wall which will have to be rated will

be the wall between the auditorium and the stair. The entire ceiling of the basement below the area which comprises the second means of egress will also be rated construction.

The only practical way to meet the handicapped code, because of the many levels involved, is through the addition of an elevator which will serve all floors. Careful examination reveals that the only practical location for such a facility is in the extreme southeast corner of the building just west of the exit discharge. The elevator will discharge into a small elevator lobby at the first and basement floors and into the stair landing of the third floor.

In order to encourage the continued use of the second floor auditorium space it will be necessary to add a sprinkler system through the building. A dry system should be installed at the auditorium level so that piping can be concealed within attic spaces (resulting in the minimal alteration of the pressed metal ceiling. A wet system at the first floor and basement levels is acceptable. Concealing piping will be very difficult at the First Floor and basement levels so therefore, an exposed painted system should be planned. A full fire dection system will be installed. The addition of a full sprinkler system and an extensive fire warning system will create considerable improvement in the overall fire safety of the building. For that reason we believe that the wood stairs at the east could be preserved.

SUMMARY OF WORK FOR THE ACADEMY

Division 2 - Site Work.

Work will include the development of a new paved driveway and parking lot. This will include the development of vehicular access to the police department and space for cruiser parking at the east side of the site. The Center Congregational church parking lot will be paved and striped. the site will be graded to accept a new septic system. Excavation and backfill will be required for a new foundation for covered rear entrance to basement level at the center of east elevation and at access to new police department booking room.

Division 3 - Concrete

A. Work will include the initiation of limited excavation and regrading of interior basement floor level including the introduction of wall drain, fill for new four inch slab and installation of vapor barrier. Attempt to maintain minimum dimension below existing maincarriers of 7'1-1/2". The

minimum accepted dimension between floor and finished ceiling surface is 7'6".

B. Work will include preparation and installation of new concrete base for boiler and other mechanical equipment. Install new 2 inch reinforced slab over vapor barrier over existing ledge exposed at the southwest corner of the basement.

Division 4 - Masonry

A. Work will include careful repointing of the existing stone foundation, masonry piers, and chimney work. Penetrations in existing stonework will be plugged.

B. Work may include relining or reconstruction of existing chimneys for new heating system. Repointing will require samples of existing mortar to be sent to a laboratory for compositional analysis. New mortar will be mixed to match both composition and color of existing mortar. Specialists will be required to perform repointing so that repointing will not materially differ in appearance or texture from the existing masonry work.

Division 5 - Metals

A. New galvanized handrails at exterior ramps and stairways will be installed.

B. Work will include installing new non-combustible steel fire stair at northwest corner of structure in location of existing kitchen and stage.

Division 6 - Carpentry

A. Rough carpentry will include the framing for new entrance and porch extensions at the east elevation of the building, the penetration of existing bearing walls and the installation of new headers at penetrations for doors and other openings, the construction of new fire separation walls at the basement and first floor levels, the reframing of floor systems at the stage to accomodate the new fire stair and the reconstruction of existing walls surrounding the fire stairs so that they can be made to meet two hour fire rating. Construction of the elevator shaft wall will be necessary as well as the furring of the basement ceiling to accept two layers of 5/8 type gypsum wall board.

B. Minimal demolition will be accomplished under this catagory of work and will include cutting for new penetrations in walls and the removal of the existing corridor wall at the base of the stair to the second floor auditorium.

C. Finish carpentry includes the addition of new standing and running trim at all openings, construction of counters and built in shelving systems for the tax map reference table, town offices, and for specific mill work items in the police dept. area which might be required. All standing and running trim will exactly match the existing standing and running trim.

Division 7 - Waterproofing and damp proofing

The scope of waterproofing and damp proofing includes the addition of insulation to ceilings and walls (where applicable); the addition of vapor barriers at exterior walls, ceilings, and below basement floor slabs. Caulking of wall penetrations, installation of roofing systems, installation of flashing and related accessories at walls and roof surfaces; and any application of waterproofing sealers and compounds where required.

The insulation of wall surfaces is the most complex and difficult elements to resolve in a rehabilitation program where historic preservation matters have importance. This is because the addition of insulation in exterior wall surfaces requires corollary installation of vapor barriers in order to prevent the transmission of water vapor into the internal cavity of the wall where it could be absorbed and retained by the wall insulation. Once water vapor is retained inside an exterior wall, increasing the moisture content of surrounding studwork, it creates an ideal environment for the development of meruilus lacrymans otherwise known as dry rot. In new construction a vapor barrier is usually achieved through the application of a 4 mil. polyethylene sheet to the inside surface of stud work after the insulation has been installed in the wall but before sheetrock has been applied.

In existing buildings, particularly those where the preservation of interior finishes are critical to the renovation or rehabilitation, the installation of vapor barriers requires either the entire removal of the interior finish from the exterior wall surfaces or the overpainting (usually 2 coats) of existing wall surfaces with a low-perm paint. Neither solution is usually satisfactory since it is unlikely that the interior trim can rarely be replicated or reproduced in a way which accurately reflects the skill of earlier craftsmen or, refinished while preserving its character and patina.

For the above reasons, the insulation of existing exterior building walls is not recommended unless vapor barriers can feasibly be installed. Since heat loss through walls accounts for about 25% of a building's typical energy comsumption it's better to overcompensate for wall loss by increasing the level of insulation in attic and ceiling spaces, by carefully caulking existing windows and weather-stripping existing doors, and by double or triple glazing windows than to risk long term damage by creating an inviting host environment for rot.

Division 8 - Doors, Windows and Glazing.

Work required in this phase would include the weatherstripping of all doors and windows and the addition of new combination storm panels on all exterior windows. It also would include replacement of all broken glazing.

Work will include installation of new hardware to complement the existing hardware materials. Doors and fire stairs will be class B doors and will to duplicate, to the extent that code allows, the detail of the existing doors. Existing doors would be repaired and other new doors will exactly match the quality and profile of the existing work.

Division 9 - Finishes

The three predominant existing finishes include the pressed metal auditorium ceiling, plastered walls with wood chair rails and wainscoats, and hardwood floors (soft wood in classrooms). The object of this phase of work will be to replicate the quality and type of finishes found throughout the building.

Work will include the repair and refinishing of existing plaster, the repainting of all existing surfaces (three coats woodwork, two coats GWB or plaster), the application of new drywall materials where needed, and the application of tile work at toilet rooms.

The most important consideration in the application of new paint materials is compatibility with existing paint materials. The contractor will be obliged to obtain paint samples at the building site to have them analyzed for chemical and compositional content and to produce a formula for overpainting existing substrates to minimize the chance of peeling.

Division 10 - Specialties

Work performed under this section will include the installation of chalk and tack boards, installation of toilet accessories including towel dispensors, toilet paper dispensers and disposals for all of the above. It will also include the installation hat and coat racks as well as other items of miscellaneous personality.

Division 11 - Equipment

Equipment will include the installation of new kitchen equipment at the auditorium level.

Division 12 - Furnishings

This catagory will include the carpeting of certain interior spaces and the installaation of wall coverings, drapes and shades as applicable. All existing first floor windows in the academy will receive the application of vertical drapery to modulate solar gain.

Division 13 - Special Construction

There is no special construction envisioned for the project.

Division 14 - Vertical Conveyors

In order to meet the State of New Hampshire's handicapped code - the requirement that all public spaces be accessible to the handicapped it will be necessary to add an elevator. The location of least impact occurs in the southeast corner of the structure at the southeast storage room at atrium level. Locating the elevator in this area will provide easy access for handicapped persons from grade level to the elevator lobby.

Division 15 - Mechanical and Division 16 - Electrical

Entirely new mechanical and electrical systems will be installed. The new heating system will be predicated on the installation of forced hot water heat. A new 400 amp electrical ser vice, sized to compensate for future air-conditioning, will be installed. Work will include a full fire detection and alarm system.

See appended KLR report for an evaluation of existing conditions and recommendations for new construction.

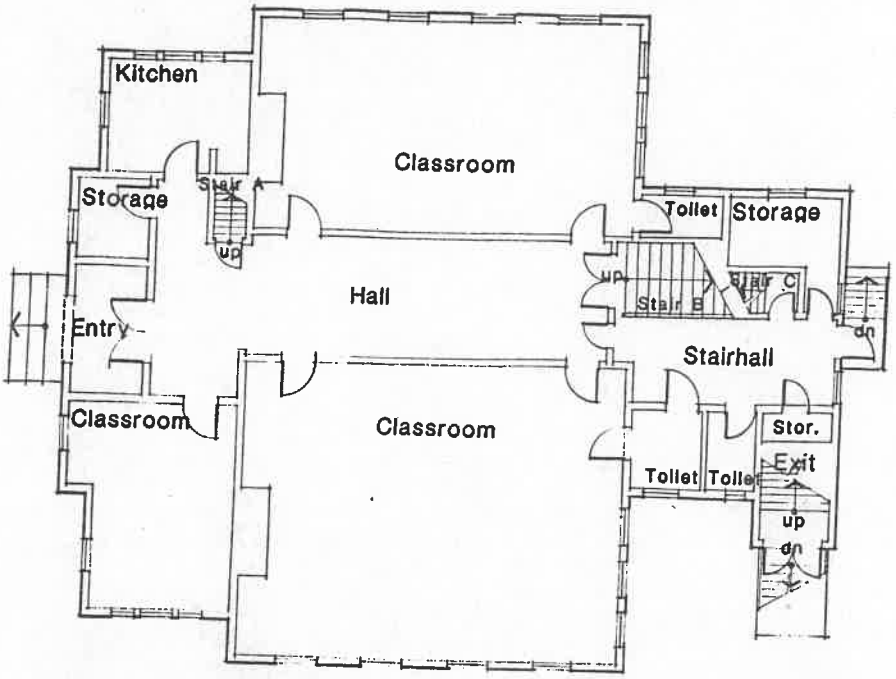
COST ANALYSIS

Project: Gilmanton Academy
Gilmanton Four Corners

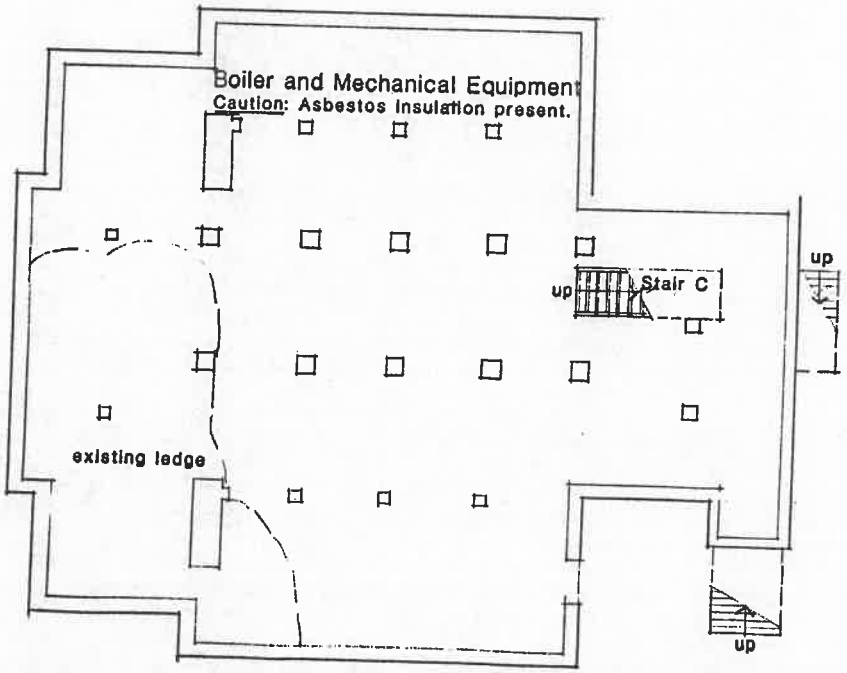
Architect: Paul Mirski Architect
Enfield, NH

August 20, 1987

NEW CONSTRUCTION		
Elevator and Shaft	$ 76,000	
Exterior Stairs	13,750	
Exterior Ramp	4,500	
Sprinkler System	13,000	
NEW CONSTRUCTION SUBTOTAL	107,250	$107,250
RENOVATION		
Asbestos Removal	12,000	
Basement	170,071	
First-Floor	135,673	
Auditorium	57,734	
Balcony	4,500	
INTERIOR SUBTOTAL	379,978	
EXTERIOR FINISHES	39,432	
RENOVATION SUBTOTAL	419,410	419,410
TOTAL BUILDING COST	526,660	526,660
A/E Fee @ 9%	47,399	
TOTAL CONST AND FEES	574,059	574,059
Contingency @ 15%	86,109	
TOTAL INC. CONTINGENCY	660,168	660,168
OTHER COSTS		
Sitework	30,000	
Septic System	18,000	
Misc		
Site Engineering @ 8%	3,840	
Site Contingency @ 10%	5,184	
SUBTOTAL	57,024	57,024
TOTAL ESTIMATED PROJECT COST	717,192	717,192



First Floor Plan



Basement Plan

0 10 20
Scale

Note: Plans were developed from drawings Prepared by G.F. Kelley - Gilmanton, N.H.

February 1987

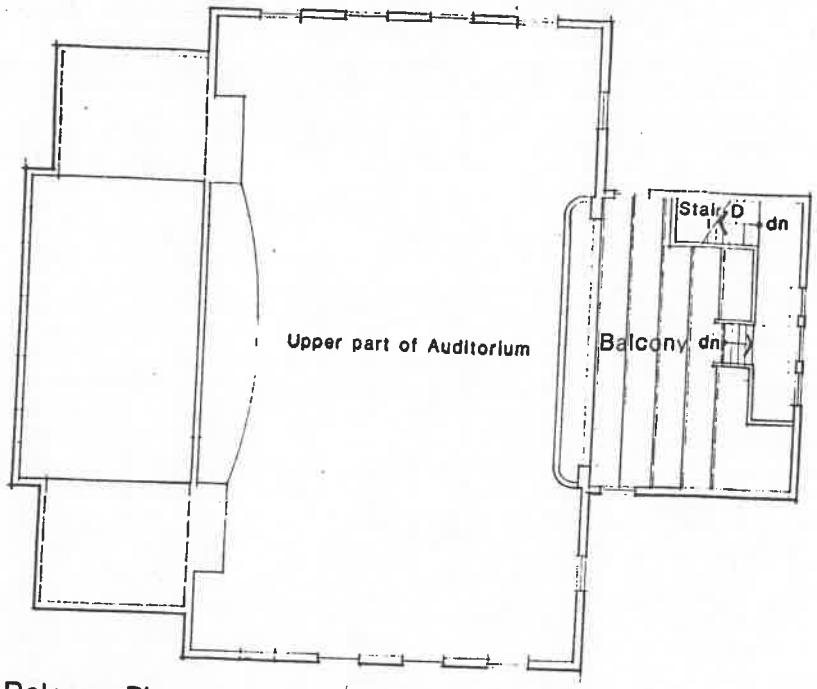
N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

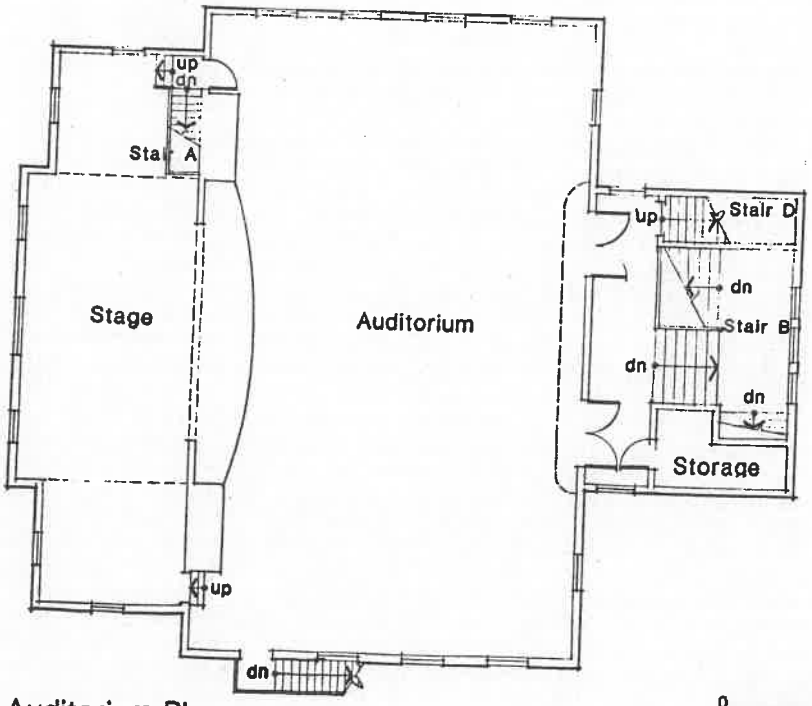
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Academy

Existing Basement and First Floor Plans EGA-1



Balcony Plan



Auditorium Plan

0 10 20
Scale

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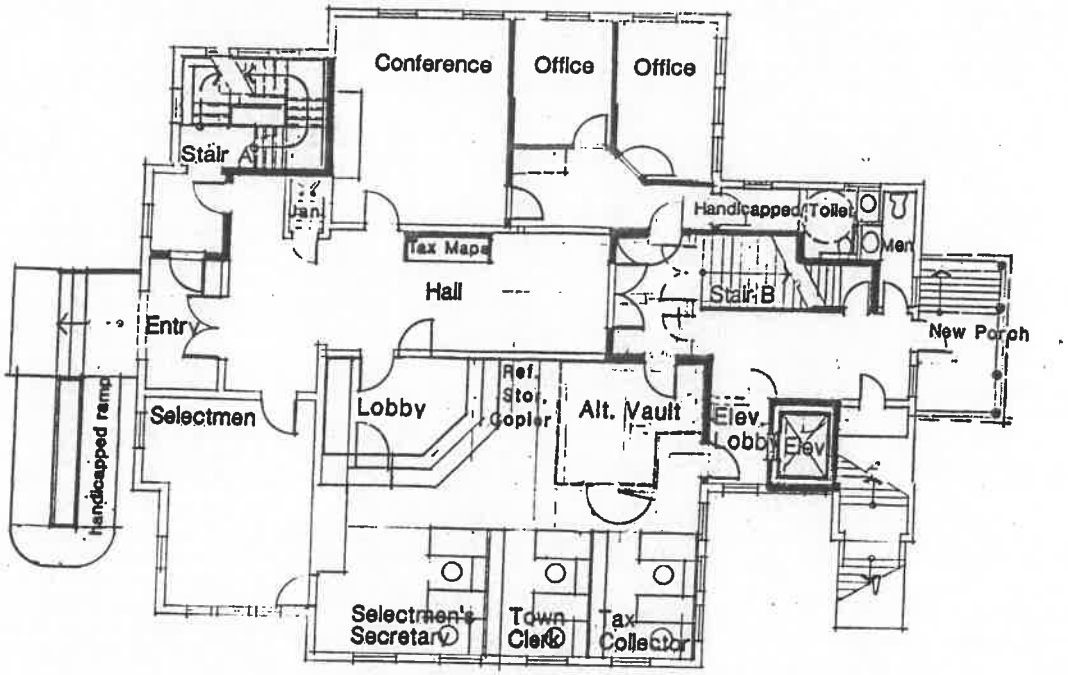
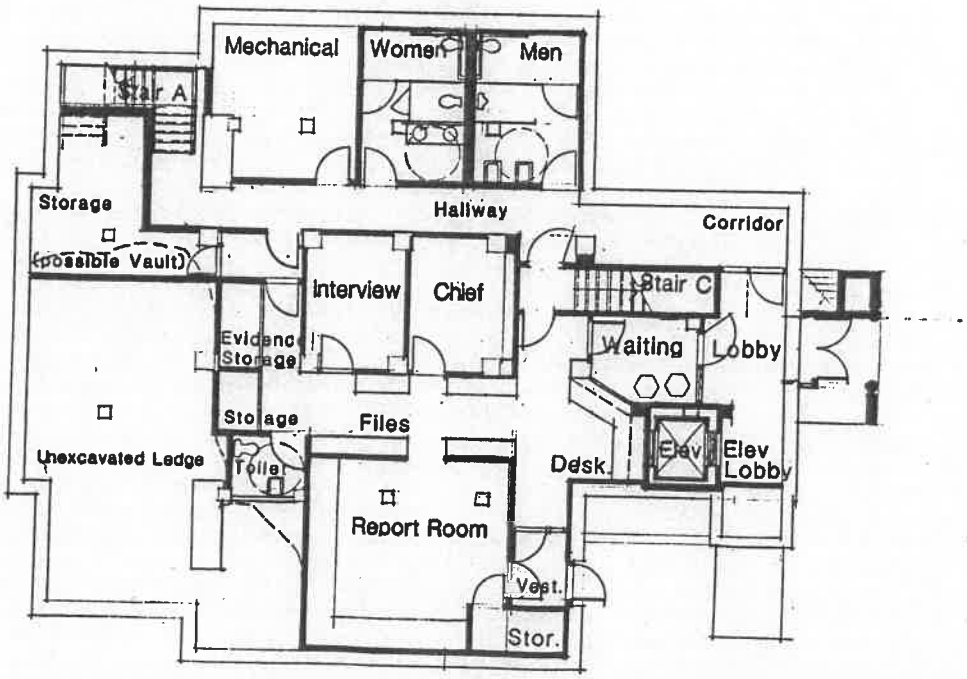
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Academy

Existing Auditorium and Balcony Plans EGA-2



First Floor Plan • **Town Offices**

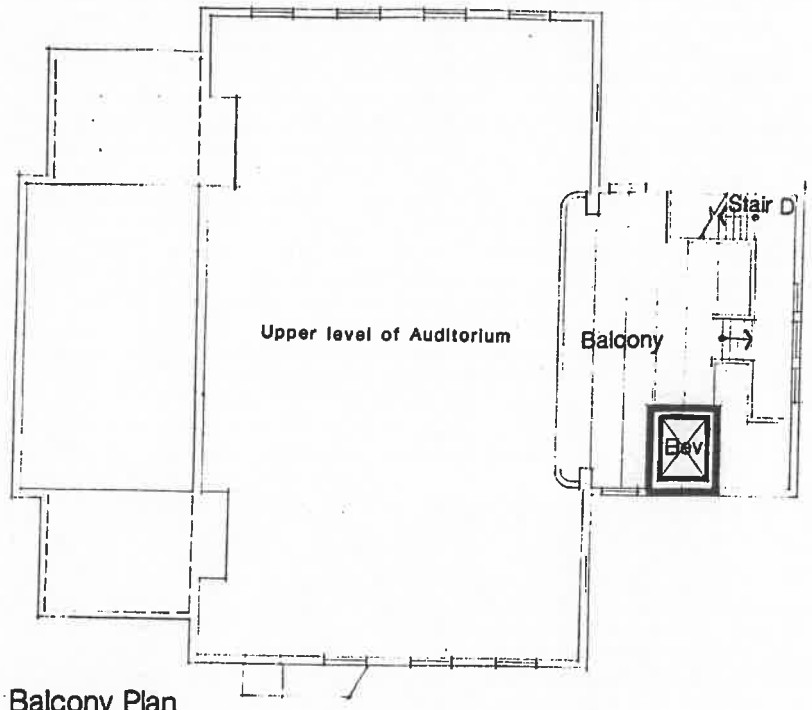


Basement Plan • **Police Department**

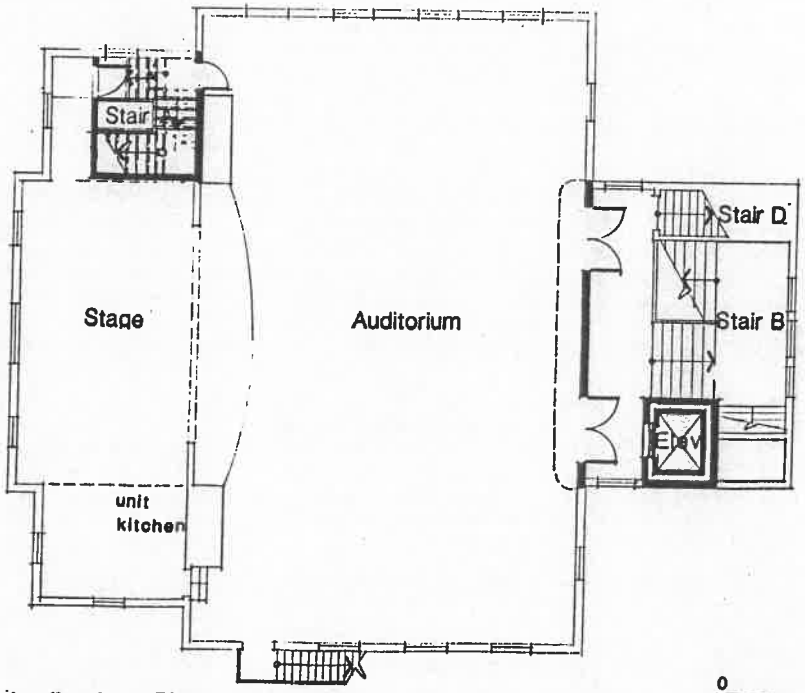
0 10 20
Scale

N

Paul Mirski Architect RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748	
SCALE:	APPROVAL: DRAWN BY:
DATE: August 1987	CHECKED BY:
Proposed Renovations to Gilmanton Academy for Town Offices	
Basement and First Floor Plan	GA-1



Balcony Plan



Auditorium Plan

0 10 20
Scale

N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Proposed Renovations to Gilmanton Academy for Town Offices

Auditorium and Balcony Plan GA-2

NEW GILMANTON TOWN HALL PROPOSAL

New Gilmanton Town Hall

Overview

In order to put the Town Office renovation of either the Gilmanton Town Hall or the Gilmanton Academy in perspective, it's necessary to examine what the implications are for the community for the construction of a new Gilmanton Town Hall.

The primary objective of a new building would be to provide optimum functional spaces for the various town offices and for meeting purposes with options for expansion. The following proposal attempts to organize these elements in an efficient composition which will be economical to construct and maintain yet to employ construction methodology and detailing which will reflect the town's traditional character. Residents of Gilmanton regularly demonstrate their concern for environmental issues, preservation and quality of life at their annual Town Meetings. A new building need not be extravagant, yet could reflect the community's ideals and respect for traditional building forms. We would expect that a new Town Hall would strongly reflect the Town's existing vernacular architecture, and not be designed as a contemporary structure.

The proposal which accompanies this report suggests organizing town activities in two wings of similar scale connected by service facilities containing a lobby, bathrooms and mechanical space. The two wings would be constructed of similar materials and with similar detailing in order to economize on use of primary building materials. In addition they are framed so that expansion may easily occur at the rear of either wing.

Facing the front of the structure, Town Offices are located to the left. Access to town offices will be through a main lobby between the two wings. The main lobby would provide access to a separate service lobby for the Town Clerk and Tax Collector's offices. The Town Clerk and Tax Collector would be located behind a service counter. Separating the Town Clerk and the Tax Collector from direct public contact allows for a degree of privacy in conducting of town affairs and yet allows open visual access to town personnel. Files and storage would be provided behind the counter and around the perimeter of the space. Expansion is provided for the addition of two clerical positions serving the Town Clerk and the Tax Collector.

Facing the Town Clerk and Tax Collector's office, the selectmen's office would be located to the left, separated from the service lobby by the selectmen's secretary's office. The space provided for the secretary allows for two clerical personnel as well as waiting space for the public. A space for the town's tax maps would be located in the Town Office

lobby just outside the Selectmen's office. This would allow ready access to the tax maps without interfering with activities in either the selectmen's offices or the Town Clerk's and Tax Collector's offices. The Selectmen's office would provide for work space for the Selectmen and seating for an additional 15 persons. Between the Selectmen's office and the Town Clerk/Tax Collector's office is space for a copier and for storage, files, and reference materials used in common by both offices. Adjacent to the Reference/Copier space would be the Town vault for the permanent storage of Town records. The vault would be easily accessible to the Selectmen's office and The Town Clerk/Tax Collector's office.

To the right of the Town Clerk/Tax Collector's office would be two offices serving the Town administrative functions. One office could be used by the Town's Building Official, while the other could be shared by other Town personnel. Adjacent to these two offices, conference seating is proposed for 40 persons to be used for Planning Board, ZBA and other community meetings. For the time being the 4418 sf. which comprise the Town Office wing seems very adequate for current Town office functions and for the future. Expansion is provided for beyond the conference room as shown on the drawing.

To the right of the main lobby, we've provided space for the Police Department and for an Auditorium. The Police Department may be accessed from the main public lobby and from a side entrance for night time activities. The corridor which connects these two points of access provides entry to the Department's reception and clerical space. The receptionist would be separated from the reception area by a glass wall comprised of safety glass and would employ an electrically operated door for access. Adjacent to the receptionist's area bathroom facilities are provided for use by the department and for occasional use by the public. An officer's report room is provided adjacent to the receptionist space for preparation of daily reports and for other clerical activies. The report room would also be used for booking functions. An interview room is provided adjacent to the report room. The interview room would be used for staff meetings, small conferences, interviewing activities and interrogation. Across the hall from the Interview Room and the Report Room an office is provided for the Chief. The office is large enough to be able to conduct small interviews in privacy. It is adjacent to the clerical and report rooms in order for the Chief to be able to easily monitor activities in these areas. Beyond the Chief's office and interview room, space is provided for files, evidence, storage and bathrooms. Rear access to the department is provided for discretionary purposes. Future expansion can be accommodated to the rear of the Police Department wing.

The Auditorium accupies the front end of the right building wing. The auditorium is designed as a multipurpose room and is sized to seat a minimum of 160 persons, and to provide for

catering and limited cooking for public gatherings. A storage space is provided adjacent to the kitchen for tables and chairs so that the space can be opened up for display, gallery or dance purposes.

The connecting lobby between the two wings provides space for handicapped men and women's toilet rooms as well as space for a mechanical room which will serve both wings.

Budget Development

In this scheme, the Town Offices occupy 4416 sf.; the Police Department occupies 2040 sf.; and the auditorium occupies 1700 sf. The cost to develop these spaces, pro-rating common space, are indicated on the accompanying cost analysis form. Project costs including Architectural/Engineering Fees are estimated at $741,840 (excluding sitework). Site work, septic system and engineering costs are anticipated to be about $84,456. Our total estimated project cost for a new Town Hall, using the report criteria, and as defined by the enclosed plan would be $826,296.

As mentioned earlier, these costs do not take site acquisition into account. We are informed that the Town does have a property which might be used as a site for a new Town Hall. If for some reason the location were unacceptable the cost of a new site would have to be added to the above figures in order to develop a complete project cost.

Summary

A new building offers the opportunity for the development of a facility expressly tailored for contemporary and future Town needs. The cost is substantial, however, compared to the options of renovating either of the two existing Town office buildings. A new building would provide the community with an energy efficient plant - built with contemporary materials, and fully in compliance with all current guidelines and codes. A new faculity would be 'state of the art' so to speak.

Apart from the question of cost, the construction of a new facility leaves in question the fate of the existing Town Hall and the Academy. the cost of continued maintenance, nature of use, and utility will need to be weighed against the level of commitment which the community is willing to make toward the future of these historic resources.

COST ANALYSIS

Project: New Town Hall
Gilmanton, N.H.

Architect: Paul Mirski Architect
Enfield, N.H.

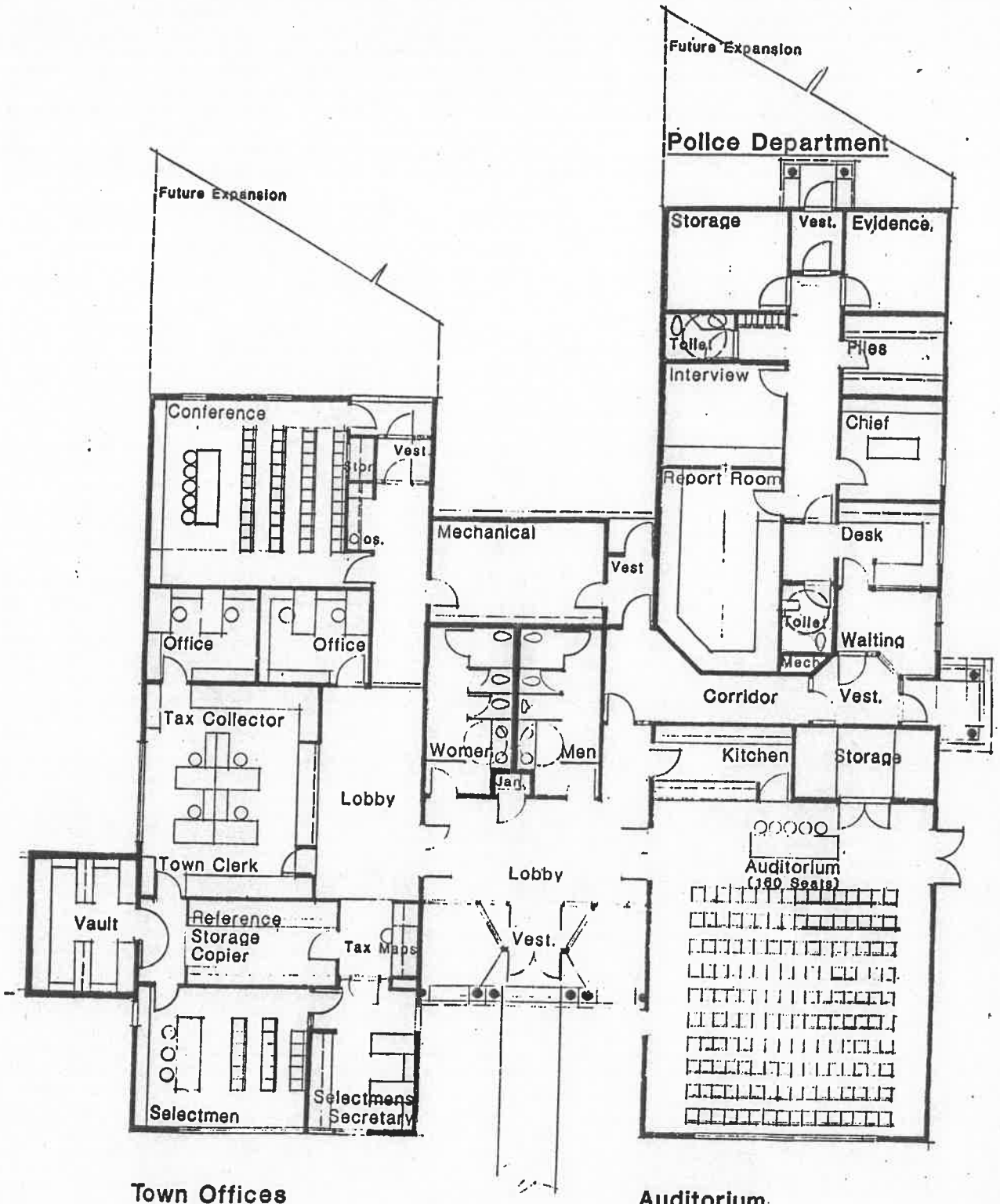
August 20, 1987

NEW CONSTRUCTION

PHASES OF WORK

1)	Town Offices	4416 sf	$80/sf	= $353,280	
2)	Police Dept.	2040 sf	$85/sf	= 173,400	
3)	Auditorium	1700 sf	$75/sf	= 127,500	
COMPLETE PROJECT CONST COST		8156 sf	$80.20/sf	= 654,180	$654,180
	A/E Fee @ 8%			52,334	
TOTAL CONST AND FEES				706,514	706,514
	Contingency @ 5%			35,326	
TOTAL INC. CONTINGENCY				741,840	741,840
OTHER COSTS					
*	Sitework			50,000	
	Septic System			18,000	
	Misc				
	Site Engineering @ 8%			5,440	
	Site Contingency @ 15%			11,016	
	SUBTOTAL			84,456	
TOTAL ESTIMATED PROJECT COST				826,296	$826,296

* No site has been selected.


Future Expansion
Police Department
Future Expansion
Storage
Vest.
Evidence
Toilet
Files
Interview
Chief
Report Room
Desk
Conference
Vest.
Stor.
Clos.
Mechanical
Vest
Toilet
Waiting
Mech.
Office
Office
Corridor
Vest.
Tax Collector
Women
Men
Kitchen
Storage
Jan.
Lobby
Auditorium
(160 Seats)
Town Clerk
Lobby
Vault
Reference
Storage
Copier
Tax Maps
Vest.
Selectmens
Secretary
Selectmen
Town Offices
Auditorium
0
10
20
Scale
Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748
SCALE:
APPROVAL:
DRAWN BY:
DATE: August 1987
CHECKED BY:
Proposed New Gilmanton Town Hall
Main Level Floor Plan
NGTH-1

MULTIPLE BUILDING RESOURCE OPTION

Multiple Building Resource Options

After considering the various options and liabilities of renovating the Academy, the Town Hall, or the construction of a new building; it appears that there may be an argument for the partial renovation of both the Academy and the Town Hall as a fourth alternative.

Considering either existing building, the largest cost concerns the development of handicapped access to serve all three levels: the basement, first floor and second floor. Both buildings can easily provide handicapped access to first and basement floor levels.

The Gilmanton Town Hall requires structural renovations in order to allow office use of its second floor.

Considering the above issues, it appears that if it is possible to separate Police Department and Town Office functions, this could be accomplished by relocating Town office functions to the first floor of the Gilmanton Academy, and by expanding the Police Department into the basement area of the Town Hall currently occupied by the Town Clerk and the Town Clerk's waiting area. Minimal renovations at the Gilmanton Town Hall would include the addition of a basement bathroom and would almost triple the area presently available to the Police Department. Work would include upgrading the present mechanical systems to improve heating of the existing spaces. The auditorium would remain at the first floor with a new handicapped ramp added at the main entrance and a new egress door added from the auditorium at the west side of the building. The existing auditorium would remain as community meeting space and could be improved as a multi-purpose space if a partition between what is presently the Selectmen's office and the hall were converted to a folding wall in order to allow the hall to be used again with the stage.

The Academy building could be renovated in one of two ways. the first and most comprehensive approach would be to renovate the First Floor as indicated in Drawing GA-1, Proposed Renovation to Gilmanton Academy, including the elevator to all three levels. No work except for vault, Public toilet rooms, Mechanical space, Basement lobby space and slab work would be undertaken at the Basement level. Only limited mechanical and electrical work would be done at the Auditorium - in addition to fire rating the East Stair Hall. The building would be sprinklered. The North stair would only connect the Basement and First Floor levels.

In the second approach the Academy building would be renovated also as indicated in drawing GA 1, Proposed Renovations to Gilmanton Academy, for Town Offices except that an elevator would not be provided. Existing toilet rooms would remain in place. These existing toilet rooms would be renovated to meet

contemporary bathroom requirements as well as handicapped access requirements. Existing storage space and the toilet room to the north of the main stair in the east wing would also remain as is except for fire rating existing walls. A new stair to the basement level would be provided in the northwest corner of the building where the present kitchen is situated. The stair would provide access to a basement storage vault also in the northwest corner of the structure. The mechanical space as planned would be located as shown and enclosed. The entire basement would be excavated and prepared to receive a new concrete slab so that future subdivision of space would occur for the Police Department or expansion of Town offices. Plumbing would be roughed but not connected for the Men and Women's public toilets and well as for the toilet envisioned for the Police Department. The only renovations to the upper level would be to fire rate the existing partition between the auditorium and the East stairhall.

A new septic system would be provided to accomodate future growth.

Both proposals offer a variety of options for incremental expansion and use of the Academy building. The second approach for example, would not provide for the use of the auditorium but would provide for sprinkler stand pipe so that it would be possible in the future to add a sprinkler system and a stair lift and make the second floor fire safe and handicapped accessible. As mentioned earlier, the basement would not be subdivided as shown for the Police Department but it would be a relatively easy step to add partitions to allow the department to occupy the space in the future.

By offering the potential for incremental growth without commiting to heavy expenditures, the Town can conserve a substantial amount of funds while in time achieving a high degree of operating effiency. The costs related to these final proposals are attached. Many components can be acted on independently, allowing the Town to plan expansions. Further, for the expenditures required to fully renovate either building entirely, it's possible to gain the use of two very convenient and attractive historic buildings and easily accomodate all growth in Town Services well into the future.

The accompanying cost analysis examines the impact of either of these proposals.

COST ANALYSIS

Project: Gilmanton Town Offices: Multiple Building Resource Options.

Architect: Paul Mirski Architect
Enfield, NH

September 25, 1987

Gilmanton Town Hall

Add new bathroom	7,500
Revise mechanical systems	5,500
New exterior doors and vestibule	2,500
Electrical Work	3,500
Cap insulation and ceiling repairs	5,623
Exterior Building Renovations:	
Painting and roof repairs	17,810
Windows and doors (storms and weather stripping)	7,000
Exterior Ramp	4,500
Subtotal	53,933
A/E Fee @ 9%	4,854
Total construction and Fees	58,787
Contingency @ 7.5%	4,409
Total cost of Town Hall Renovation for general rehabilitation and Police Department expansion, including contingency.	$63,196

COST ANALYSIS

Gilmanton Town Offices: **Multiple Building** Resources Option

Gilmanton Academy	With Auditorium	First Floor Only
NEW CONSTRUCTION		
Elevator and Shaft	$ 76,000	$ -
Exterior Stairs	13,750	13,750
Exterior Ramp	4,500	4,500
Sprinkler System	12,000	5,000
NEW CONSTRUCTION **SUBTOTAL**	106,250	23,250
RENOVATION		
Asbestos Removal	12,000	12,000
Basement	85,903	55,803
First Floor	135,673	135,673
Auditorium	30,692	8,800
INTERIOR SUBTOTAL	264,268	212,276
EXTERIOR FINISHES	39,432	39,432
RENOVATION SUBTOTAL	303,700	251,708
TOTAL BUILDING COST	409,950	274,958
A/E Fee @ 9%	36,896	24,746
TOTAL CONST AND FEES	446,846	299,704
Contingency @ 15%	67,027	44,956
TOTAL INC. CONTINGENCY	513,873	344,660
SITEWORK, Including **Fees** and Contingencies	57,024	57,024
TOTAL COST OF WORK AT		
- Gilmanton **Academy**	570,897	401,684
- Gilmanton Town **Hall**	63,196	63,196
TOTAL ESTIMATED PROJECT **COST**	634,093	464,880

APPENDIX

COST ANALYSIS

Project: Gilmanton Town Hall Renovation
Gilmanton Iron Works

Architect: Paul Mirski Architect
Enfield, NH

August 20, 1987

NEW CONSTRUCTION		
Utility Tower	$179,626	
Exterior Ramp	4,500	
NEW CONST. SUBTOTAL	184,126	$184,126
RENOVATION		
Basement	51,060	
First Floor	54,270	
Second Floor	131,204	
Tower	14,752	
INTERIOR SUBTOTAL	251,286	
EXTERIOR FINISHES	17,810	
RENOVATION SUBTOTAL	269,096	269,096
TOTAL BUILDING COST	453,222	453,222
A/E Fee @ 9%	40,789	
TOTAL CONST. AND FEES	494,012	494,012
Contingency @ 15%	74,102	
TOTAL INC. CONTINGENCY	568,114	568,114
OTHER COSTS		
Sitework	30,000	
Septic System	18,000	
Misc.		
Site Engineering @ 8%	3,840	
Site Contingency @ 10%	5,184	
SUBTOTAL	57,024	57,024
TOTAL ESTIMATED PROJECT COST	625,138	$625,138

COST ANALYSIS

Project: Gilmanton Academy
Gilmanton Four Corners

Architect: Paul Mirski Architect
Enfield, NH

August 20, 1987

NEW CONSTRUCTION		
Elevator and Shaft	$ 76,000	
Exterior Stairs	13,750	
Exterior Ramp	4,500	
Sprinkler System	13,000	
NEW CONSTRUCTION SUBTOTAL	107,250	$107,250
RENOVATION		
Asbestos Removal	12,000	
Basement	170,071	
First-Floor	135,673	
Auditorium	57,734	
Balcony	4,500	
INTERIOR SUBTOTAL	379,978	
EXTERIOR FINISHES	39,432	
RENOVATION SUBTOTAL	419,410	419,410
TOTAL BUILDING COST	526,660	526,660
A/E Fee @ 9%	47,399	
TOTAL CONST AND FEES	574,059	574,059
Contingency @ 15%	86,109	
TOTAL INC. CONTINGENCY	660,168	660,168
OTHER COSTS		
Sitework	30,000	
Septic System	18,000	
Misc		
Site Engineering @ 8%	3,840	
Site Contingency @ 10%	5,184	
SUBTOTAL	57,024	57,024
TOTAL ESTIMATED PROJECT COST	717,192	717,192

COST ANALYSIS

Project: New Town Hall
Gilmanton, N.H.

Architect: Paul Mirski Architect
Enfield, N.H.

August 20, 1987

NEW CONSTRUCTION

PHASES OF WORK

1)	Town Offices	4416 sf	$80/sf	= $353,280	
2)	Police Dept.	2040 sf	$85/sf	= 173,400	
3)	Auditorium	1700 sf	$75/sf	= 127,500	
COMPLETE PROJECT CONST COST		8156 sf	$80.20/sf	= 654,180	$654,180
	A/E Fee @ 8%			52,334	
TOTAL CONST AND FEES				706,514	706,514
	Contingency @ 5%			35,326	
TOTAL INC. CONTINGENCY				741,840	741,840

OTHER COSTS

*	Sitework	50,000	
	Septic System	18,000	
	Misc		
	Site Engineering @ 8%	5,440	
	Site Contingency @ 15%	11,016	
	SUBTOTAL	84,456	
TOTAL ESTIMATED PROJECT COST		826,296	$826,296

* No site has been selected.

COST ANALYSIS

Project: Gilmanton Town Offices: Multiple Building Resource Options.

Architect: Paul Mirski Architect
Enfield, NH

September 25, 1987

Gilmanton Town Hall

Add new bathroom	7,500
Revise mechanical systems	5,500
New exterior doors and vestibule	2,500
Electrical Work	3,500
Cap insulation and ceiling repairs	5,623
Exterior Building Renovations:	
Painting and roof repairs	17,810
Windows and doors (storms and weather stripping)	7,000
Exterior Ramp	4,500
Subtotal	53,933
A/E Fee @ 9%	4,854
Total construction and Fees	58,787
Contingency @ 7.5%	4,409
Total cost of Town Hall Renovation for general rehabilitation and Police Department expansion, including contingency.	$63,196

COST ANALYSIS

Gilmanton Town Offices: **Multiple Building** Resources Option

Gilmanton Academy	With Auditorium	First Floor Only
NEW CONSTRUCTION		
Elevator and Shaft	$ 76,000	$ -
Exterior Stairs	13,750	13,750
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NEW CONSTRUCTION **SUBTOTAL**	106,250	23,250
RENOVATION		
Asbestos Removal	12,000	12,000
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First Floor	135,673	135,673
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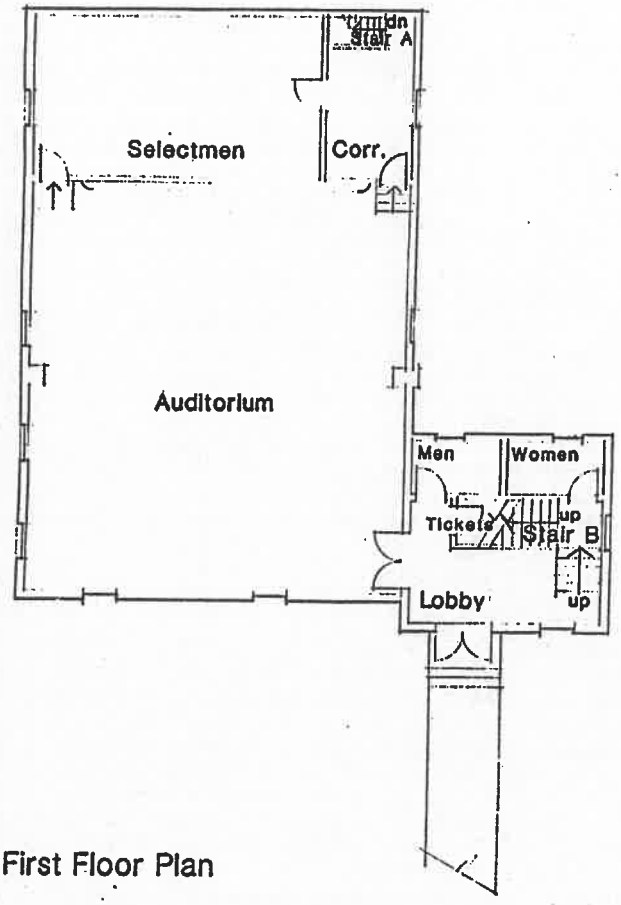
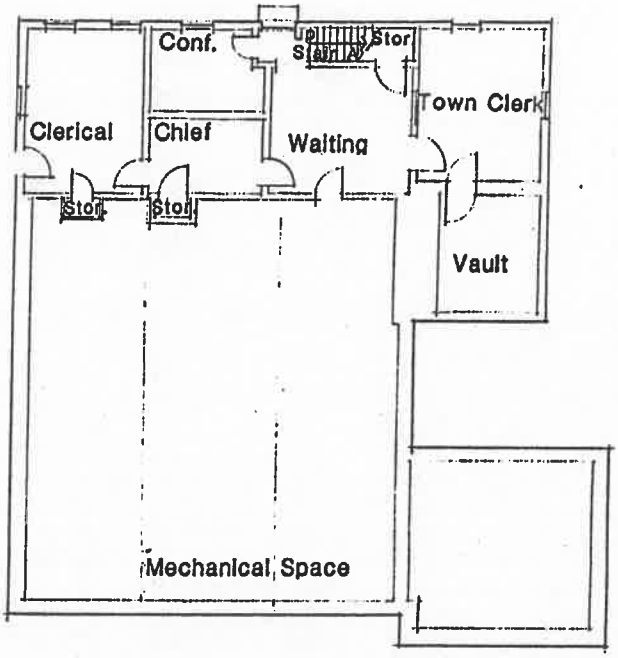
Contingency @ 15%	67,027	44,956
TOTAL INC. CONTINGENCY	513,873	344,660
SITEWORK, Including **Fees** and Contingencies	57,024	57,024
TOTAL COST OF WORK AT		
- Gilmanton **Academy**	570,897	401,684
- Gilmanton **Town Hall**	63,196	63,196
TOTAL ESTIMATED PROJECT COST	634,093	464,880

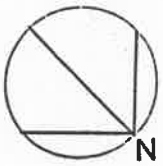


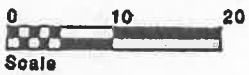
First Floor Plan



Basement Plan

Note: Plans were developed from drawings prepared by G.F. Kelley Gilmanton, N.H. February 1987



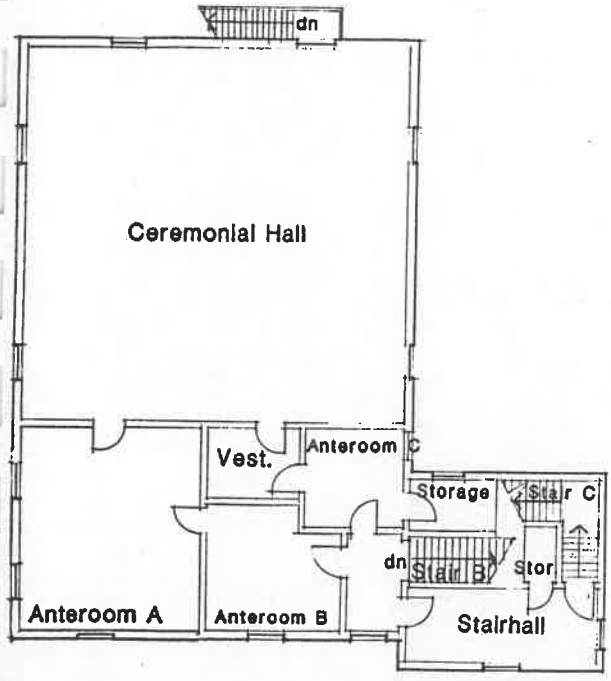


Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

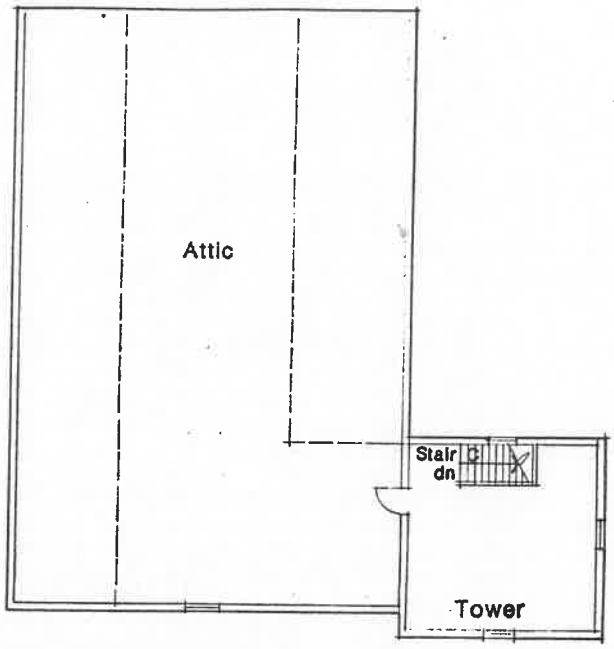
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Town Hall

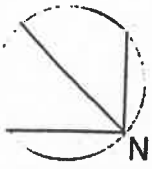
Existing Basement & First Floor Plans EGTH-1



Second Floor Plan



Tower Plan

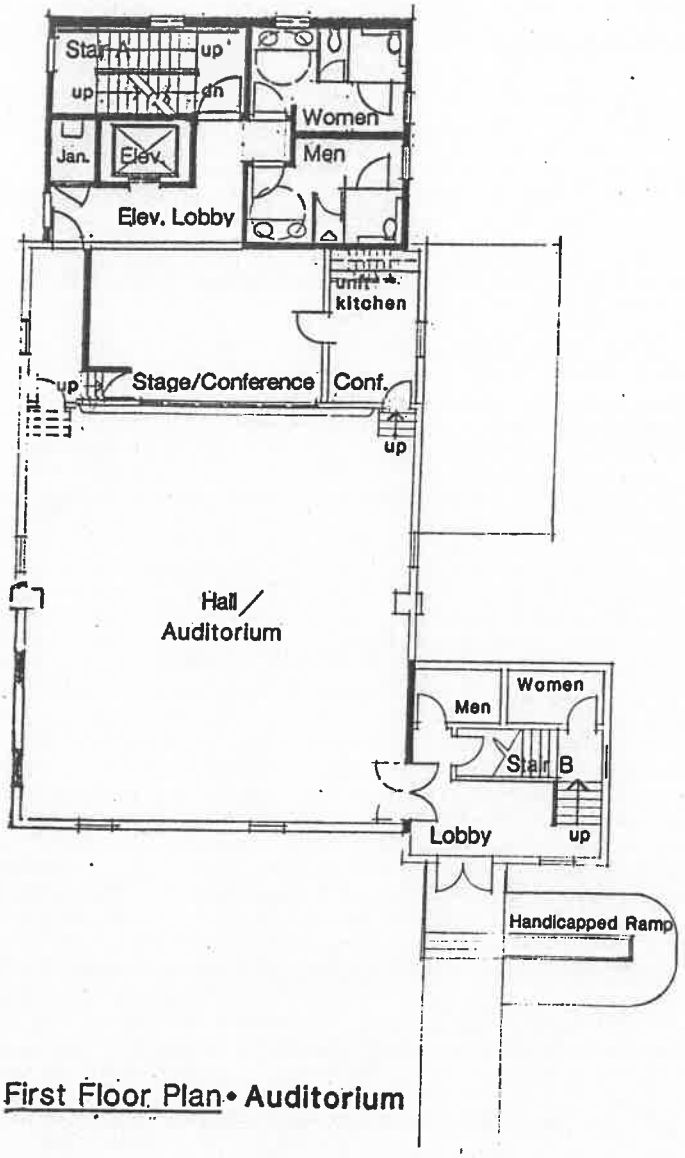


Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

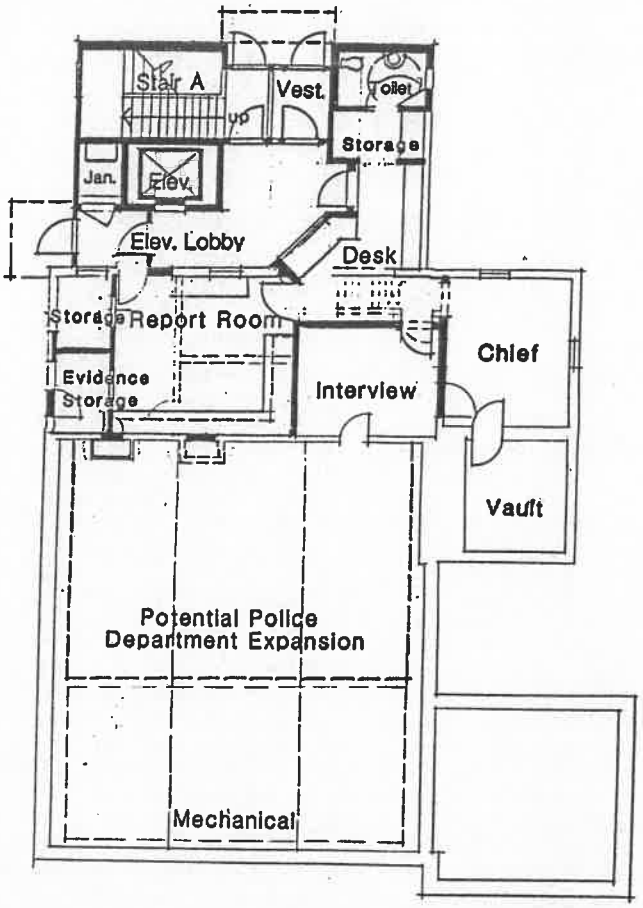
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Town Hall

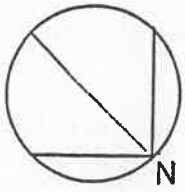
Existing Second Floor and Tower Plans EGTH-2



First Floor Plan • Auditorium



Basement Plan • Police Department

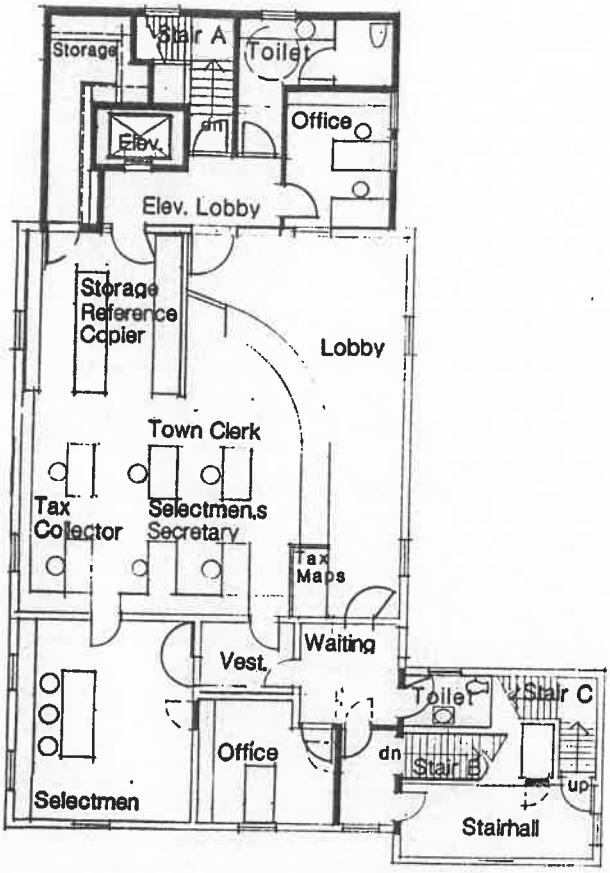


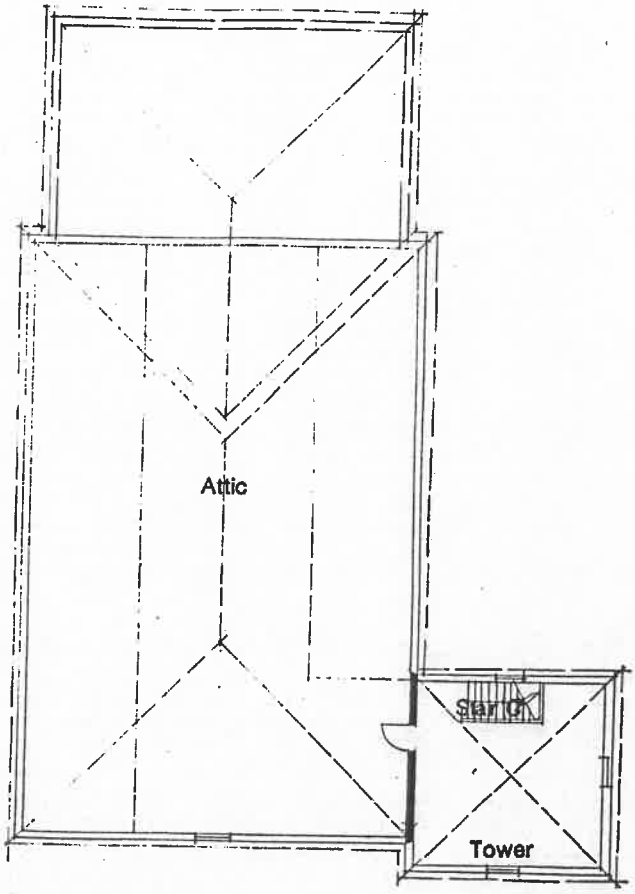
Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Proposed Town Office Renovations to Gilmanton Town Hall

Basement and First Floor Plans GTH-1





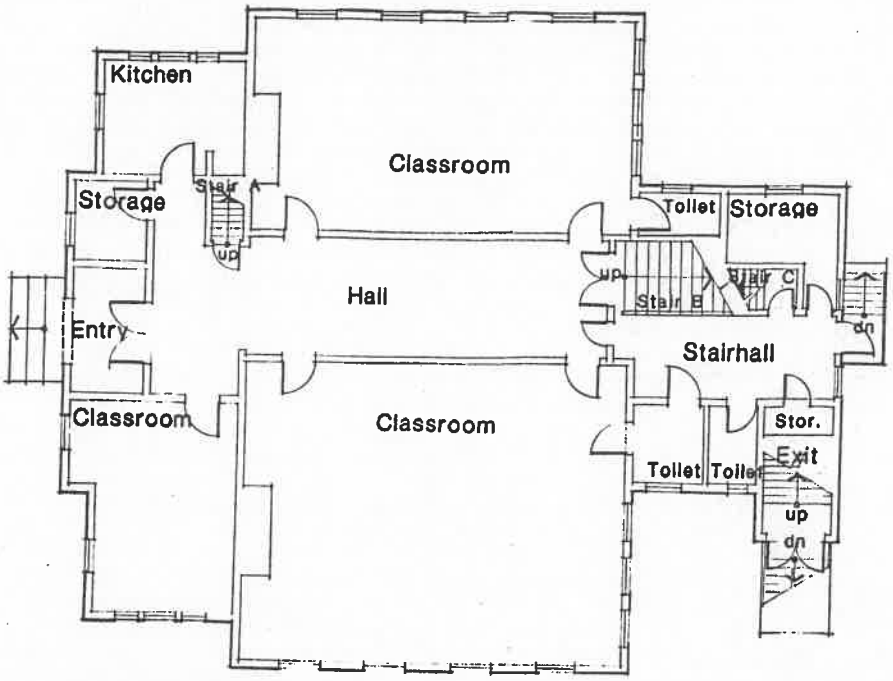
Second Floor Plan • Town Offices

Tower Plan

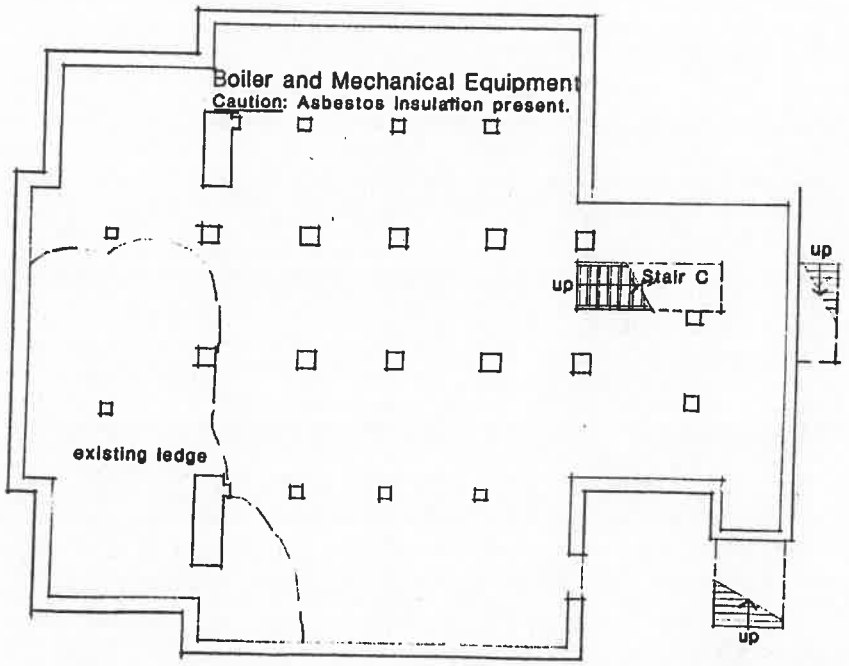
0 10 20
Scale

N

Paul Mirski Architect RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748		
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:
Proposed Town Office Renovations to Gilmanton Town Hall		
Auditorium and Tower Floor Plans		GTH-2



First Floor Plan



Basement Plan

0 10 20
Scale

Note: Plans were developed from drawings Prepared by G.F. Kelley - Gilmanton, N.H.

February 1987

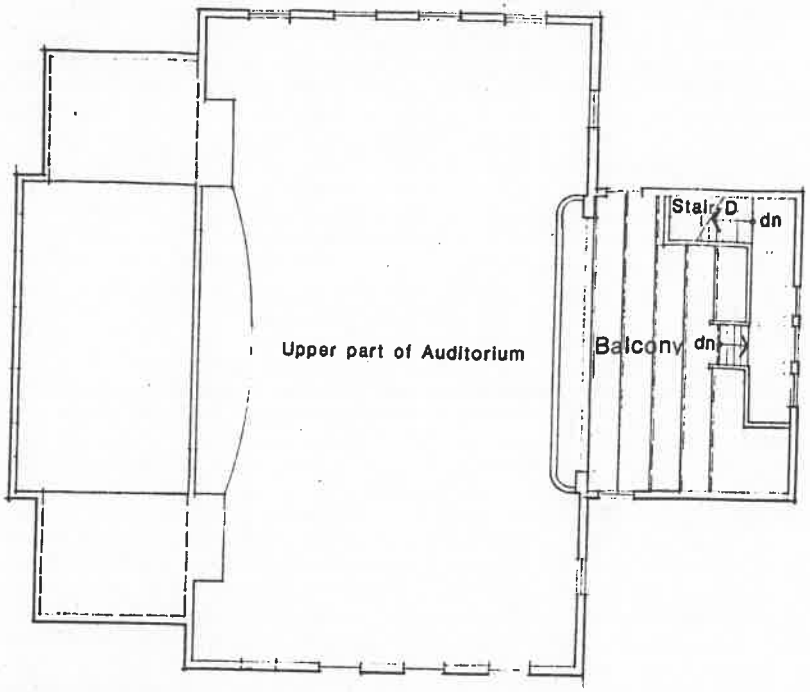
N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

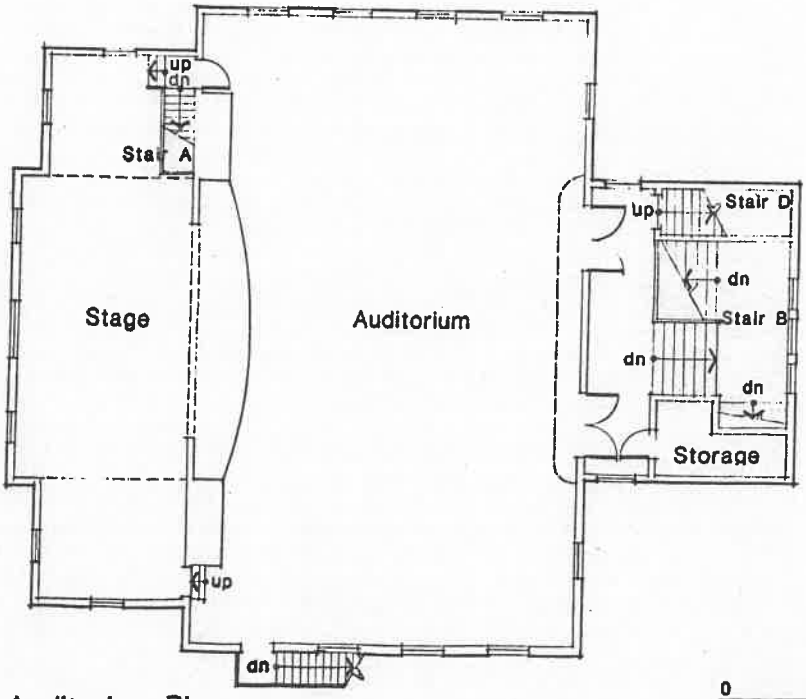
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Academy

Existing Basement and First Floor Plans EGA-1



Balcony Plan



Auditorium Plan

0 10 20
Scale

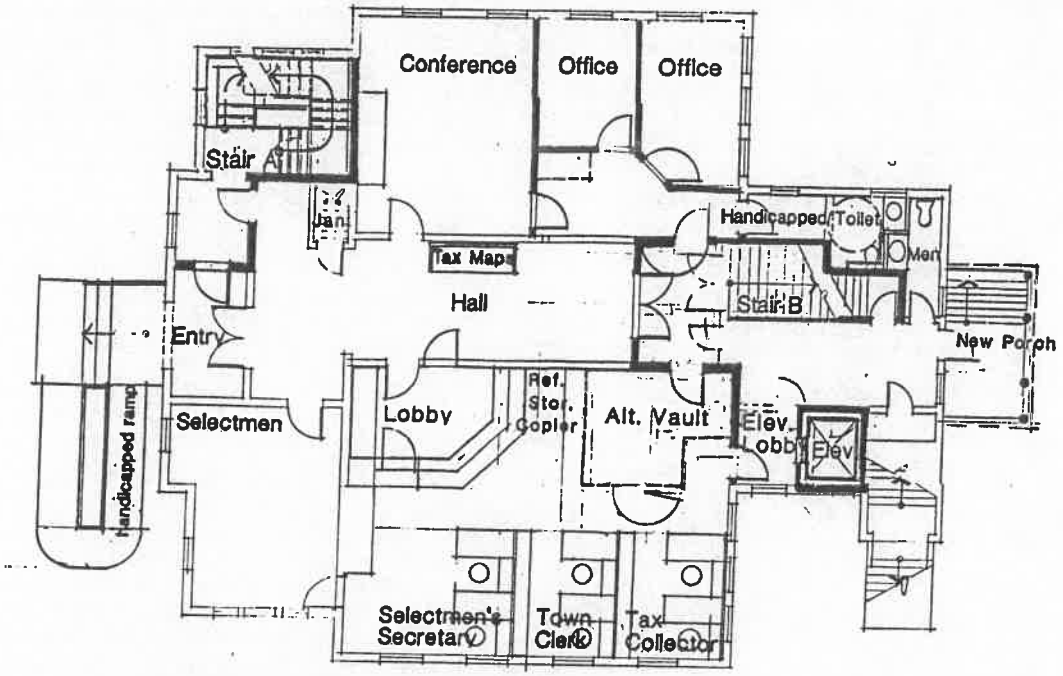
N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

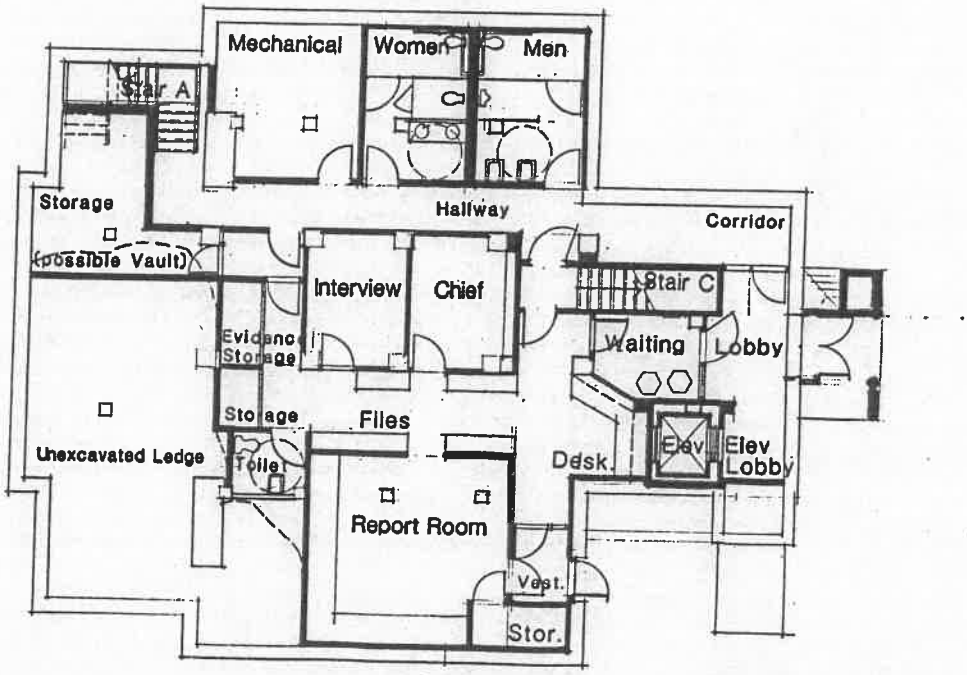
SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Gilmanton Academy

Existing Auditorium and Balcony Plans EGA-2



First Floor Plan • **Town Offices**



Basement Plan • **Police Department**

0 10 20
Scale

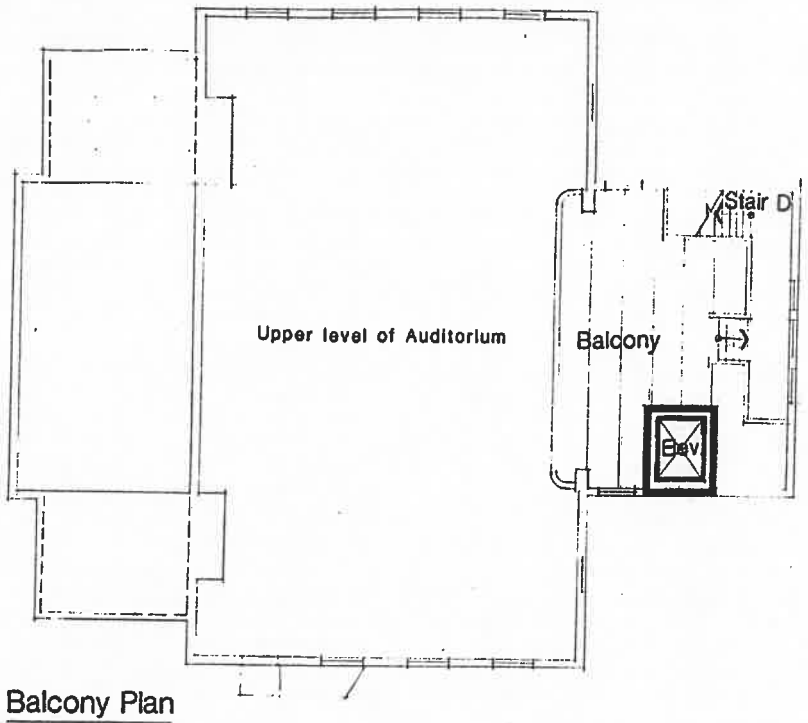
N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

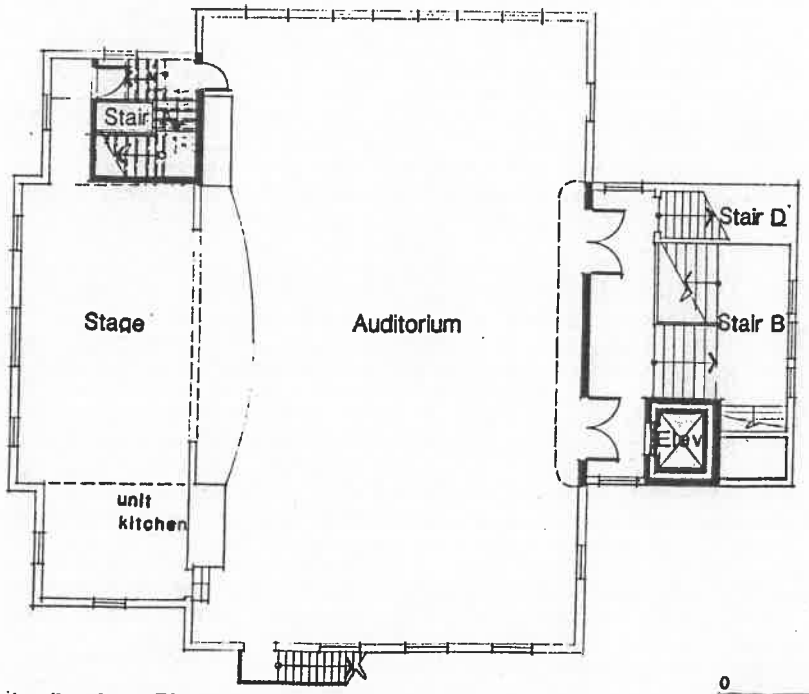
SCALE:	APPROVAL:	DRAWN BY: MM
DATE: August 1987		CHECKED BY:

Proposed Renovations to Gilmanton Academy for Town Offices

Basement and First Floor Plan — GA-1



Balcony Plan



Auditorium Plan

0 10 20
Scale

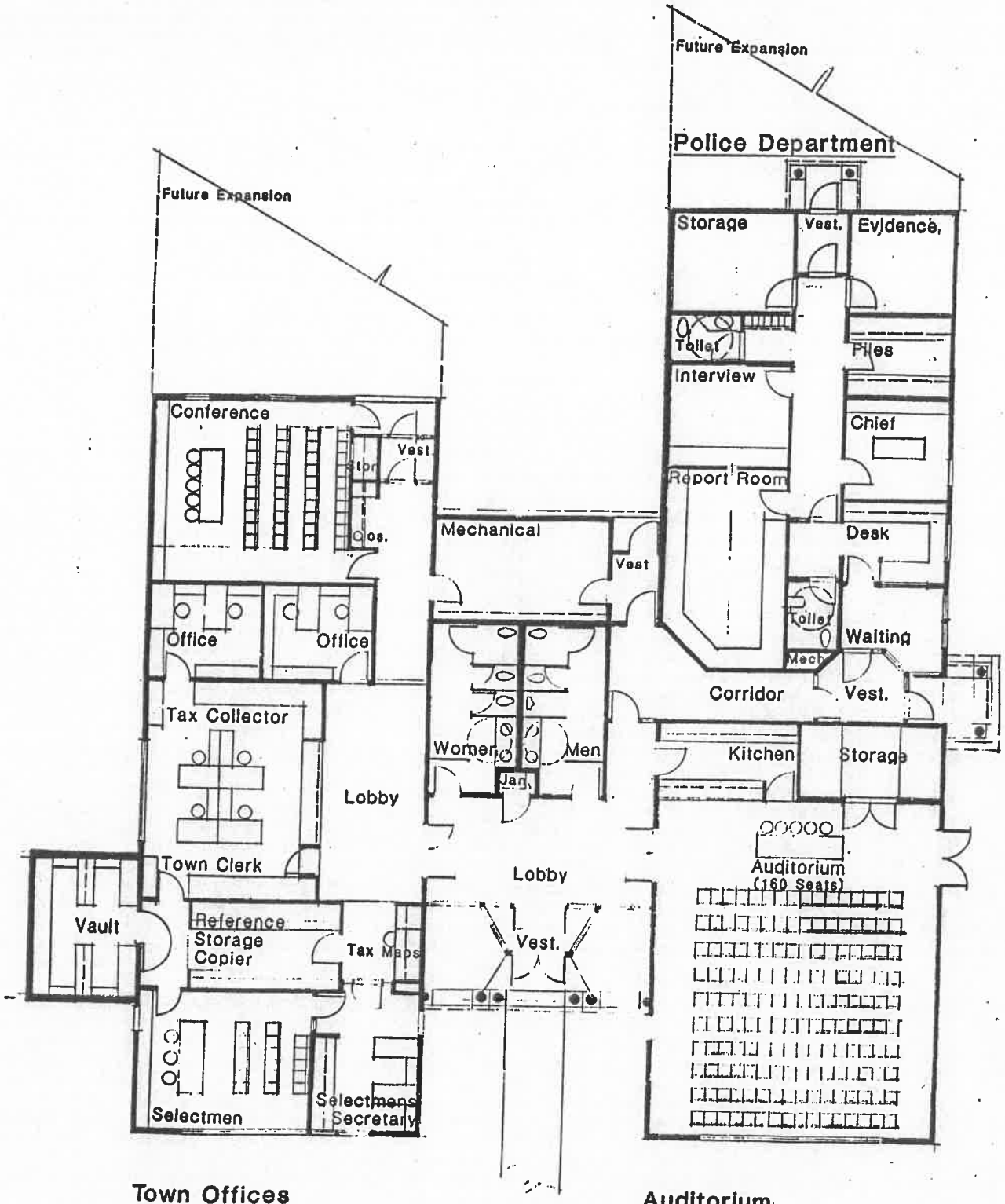
N

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Proposed Renovations to Gilmanton Academy for Town Offices

Auditorium and Balcony Plan GA-2



0 10 20
Scale

Paul Mirski Architect
RFD #1, Box 244, Algonquin Road, Enfield, New Hampshire 03748

SCALE:	APPROVAL:	DRAWN BY:
DATE: August 1987		CHECKED BY:

Proposed New Gilmanton Town Hall

Main Level Floor Plan NGTH-1

PETER H. STEFFENSEN P.E.
CONSULTING STRUCTURAL ENGINEER
39 PLUMMER STREET
MANCHESTER, NEW HAMPSHIRE 03103
(603) 627-2999

August 11, 1987
[revised to include deflection]
Paul Mirski, Architect
R.F.D. 1, Algonquin Road
Enfield, New Hampshire 03748

Re: Proposed Office Renovations
Town Hall - Gilmanton Iron Works
Gilmanton Academy - Gilmanton

Dear Mr. Mirski,

At your request, on August 6, 1987, I visited the above locations to view the arrangement of the structural framing. The following are my observations and comments. Notes refer to the enclosed marked drawings.

Town Hall - Gilmanton Iron Works

The roof framing consists of 2x8 @ 18" o.c. rafters in a hip roof configuration with 2x8 @ 18" o.c. collar ties. 2x8 @ 18" o.c. joists spanning exterior wall to exterior wall with board hangers from the roof framing comprise the attic floor framing. A review of bending stresses resulting from the application of dead and live loads indicate that this assembly is capable of supporting dead and live [snow] loads as required by local building codes on the roof framing if no live load is supported on the attic framing; therefore I strongly recommend that nothing be stored in the attic space. See the enclosed drawing for the truss that presumably supports part of the second floor with hanger rods. The bottom chord of this truss was inacessible but from what could be seen through small holes in the attic floor, appeared to be undersized and to have been damaged or cut.

The second floor framing consists of 2x9's @ 16" o.c. supported by the stage proscenium beam, an additional trussed beam and presumably hanger rods from the roof truss. See the enclosed drawing for additional data. The proscenium beam was inacessible to view as were the hanger rods which should be located within the partition. The trussed beam at the first floor ceiling appears to be added later to limit deflection of the second floor. The 2x9 floor joists were viewed only where indicated on the drawing and at that location are capable of supporting approximately 85 p.s.f. combined live and dead load as limited by bending stress or 48 p.s.f. live load, limiting deflection to L/360. If the same member size and spacing has been used at the maximum span the allowable total load capacity will be approximately 47 p.s.f. as limited by bending stress or 20 p.s.f. live load, limiting deflection to L/360.

It is apparent from viewing the second floor plane that extensive sagging has taken place and that deflection has ocurred at the partition hanging from the truss in the attic as evidenced by cracking of the plaster in this partition. It is also obvious that the trussed beam is not as stiff as the proscenium beam resulting in differential settling of the floor system. Field verification of the trussed beam elements, the hanger rod system and the framing size and spacing will be required to finalize the design of the second floor.

The first floor framing consists of 2x9's @ 16" o.c. supported by 8x7 [deep] beams on columns. Based upon this data, the first floor will support a uniformly distributed total load of 120 p.s.f. provided that the 8x7's are shored at a maximum of 6.5 feet o.c.

At the stair tower, no framing was accessible or exposed for viewing.

The foundation appeared to be sound. No obvious defects were apparent during a cursory viewing.

Gilmanton Academy - Gilmanton

The roof and attic floor framing consists of heavy timber trusses with rafters and joists framing into them. No obvious defects were apparent during a cursory viewing in poor light. Considering that none of the lower floor framing appears to be hung from the roof framing, any discrepancies found in the roof framing system should not have a profound effect on the structural integrity of the building. There is evidence that the roof has leaked, so all members should be checked for deterioration. I strongly recommend that none of the attic space be used for any storage unless a thorough structural evaluation of the roof framing system is made.

The mezzanine framing was not accessible for viewing.

The second floor framing consists of 2x13's and 4x13's @ 12" o.c. supported by bearing partitions below. See the enclosed drawing for additional data. Based upon the member sizes that were accessible the allowable uniformly distributed total load would be 120 p.s.f. as limited by bending stress. The 4x13's will support 50 p.s.f. live load, limiting deflection to L/360. The 2x13's will support 31 p.s.f. live load, limiting deflection to L/360. No framing was exposed or acessible to view at the stage.

The first floor framing consists of 2x12's @ 16" o.c. supported by beams [see enclosed drawings for sizes] on brick piers. The entire floor system will support an allowable uniformly distributed total load of 120 p.s.f.

The foundation appeared to be sound. No obvious defects were apparent during a cursory viewing.

Closure

The purpose of this report is to define areas of concern in both structures to enable your office and the Owner to determine alternate designs and/or to further study specific areas. Drawings were assumed to be accurate to within a tolorance of 10%. Member sizes indicated were measured in the field. No attempt was made to determine the soundness of individual members, nor were individual members or connections specifically examined visually. All comments on the integrity and load bearing capacity of framing is subject to the limitations described herein. This report is not to be construed as a thorough structural analysis of either building.

Yours truly,

Peter H. Steffensen P.E.

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REPORT ON THE EXISTING CONDITIONS OF THE MECHANICAL AND ELECTRICAL SYSTEMS AT THE GILMANTON TOWN HALL AND THE ACADAMY BUILDINGS

July 24, 1987

For: Paul Mirski, Architect

From: Vic Reno, PE

Introduction:

The following report details the conditions of the mechanical and electrical systems at the Town Hall and Acadamy Buildings in Gilmanton, NH. The observations are the result of a site visit I did on July 6, 1987. My understanding is that the buildings are being considered for renovation for use as Town offices. The observations are accurate to the best of my knowledge, but one should keep in mind that not everything can be observed and there are often conditions that are unknown until actual work begins. These hidden conditions can have a great impact on the procedure and cost of the work. Any cost estimates given herein are very rough "ball park" figures, and KLR takes no responsibility for there ultimate accuracy.

Town Hall Building:

Mechanical - The heating system consists of two oil fired furnaces; one is an older model Thermo Products, 125,000 Btu/hr output serving the halls on the first and second floor, and the other is a more recent Lear Siegler, 140,000 Btu/hr output heating the basement offices and the first floor office. Although the capacity might be adequate, the distribution of heat is poor, creating uncomfortably cold conditions in some spaces, especially the basement offices. Distribution registers in the basement areas are in the ceiling or high side wall diffusers which create stratification and cold floor drafts. There is also inadequate return air grilles. The older furnace has two distribution trunks running up either side of the buiding. In the first floor hall there is a register on either side of the room and on the top floor the ducts simply blow heat into the floor and it sort of drifts up haphazardly through a couple of floor grilles. This is an old system put in when the halls were used occasionally in winter by large groups of people. This would be totally inadequate for any sort of continuous use office space or meeting space.

There is a single 250 or 275 gal oil tank for both furnaces. It should be brushed down and painted with rustproofing paint.

The plumbing that was visible seemed adequate, however I have no idea what the condition is of the well, submersible well pump or septic system. This report assumes that all of these systems are functional and can remain in operation. There was no hot water heater that I could find.

Town Hall Building cont:

Electrical - The electrical system is in reasonably good shape. There is a fairly new 200 amp, 120/240 volt, single phase service entrance with a new 42 position breaker panel with 15 spare slots. Much of the wiring on the first floor and basement is new NM wire (romex). There is older wiring that can be seen, especially on the second floor, including old romex, knob and tube (both with no ground), and greenfield wire. There are no code compliant exit lights, the emergency lights are inadequate, and there is no fire alarm system.

There is an emergency stand-by generator. It is a gas fired, 10 kVA generator wired through a manual transfer switch to a panel with critical circuits (the furnaces and lights, I assume). This is a nice feature and should be maintained and exercised regularly.

Recommendations for Mechanical and Electrical Systems in the Town Hall Building - Please note that these recommendations are made without knowing anything about the extent or nature of the actual renovations or the specific requirements of the Town Agencies that would occupy the spaces.

Due to the difficulty in zoning the hot air system, the age of the older furnace (probably requiring replacement in the next 10 years), and the expense and space requirements for reducting and running new ducts, we recommend a new boiler with baseboard hot water. A hot water baseboard/boiler system is clean, efficient, compact, easily zoned, and the pipes can be more easily run in the existing construction. The cost of the system would run around $3.50/sq.ft. It would be easy to add a "boiler mate" domestic hot water tank to the boiler. Small "localized" thru-the-wall ventilators can be used to meet Code ventilation requirements.

The existing electrical entrance and panel would be adequate for any renovation with the exception of a large central air conditioner for the entire building. The existing panel would allow for limited area air conditioning with window AC units and/or a small (less than 5 tons) split system unit for the second floor. Old wiring, especially ungrounded circuits, should be replaced; and wiring within fire rated areas such as areas of assembly for 50 or more people will have to be in conduit (according to National Electric Code).

Recommendations cont -

NFPA Life Safety requires a manual fire alarm system unless a fully automatic system is used. This would be around $ .25/sq.ft. The code also requires exit and emergency lights which would be an additional $3000 to $4000.

The Acadamy Building:

The Acadamy building is much easier to report on. All mechanical and electrical systems in the building are either useless, hopelessly antiquated, or dangerous (or a combination of the three)!

The existing heating system is steam with a very old steam boiler. It makes no sense to try to salvage any of the system. There is a potential problem here, however, in that there appears to be asbestos insulation on the pipes and the boiler, and asbestos insulation board over the boiler. This will have to be removed according to lengthy and involved Federal and Code regulations (EPA, OSHA etc.) This is best done by the Owners contacting an Industrial Hygienist directly to direct and supervise the operation. The cost will most likely exceed $10,000 to $12,000.

There is an outdoor buried oil tank of unknown size and vintage. If it is smaller than 1100 gallons it does not fall under State regulations for tank removal and replacement.

There is an existing electric hot water heater which comes close to being salvagable. It could be drained and checked for sludge and mineral buildup, although it would probably be easier to replace it.

Electrical - All wiring, devices and equipment, and most of the lighting fixtures should be removed and thrown away. The service entrance is inadequate (100 amp, single phase), and in fact the service drop is falling off the building. The entrance equipment is old, corroded and dangerous, and the grounding is totally inadequate and possibly dangerous. Wiring is old and frayed, and devices such as switches and receptacles are obsolete by current code standards. There are no code compliant exit signs, emergency lighting is inadequate and there is no fire alarm system.

Recommendations for Mechanical and Electrical Systems:

Like the Town Hall, a hot water boiler with baseboard radiation, and cabinet unit heaters should be used; a boilermate for domestic hot water, and localized ventilation.

The building should have a new service entrance with a minimum of 200 amps, 120/240 volts. A 400 amp service or 200, amp three phase service should be used if the building is to be centrally air conditioned. A 400 amp single phase service would cost $2500, while a 200 amp, three phase service would cost $1800.

An entirely new electrical system should be installed complete with lighting, power, exit and emergency lights, and a fire alarm system. This would cost roughly $3.50 to $4/sq.ft.