

EXISTING TOWN OFFICE BUILDING

During the initial analysis of the existing Town Office building, the following recommendations were made:

Roof:

The roof needs to be replaced within the next five years. There have been several patch jobs over the past few years, at approximately \$4,000 per fix. There are visible waves in the 1986 addition roof.

Cost Estimate: **\$37,700 - Asphalt Shingles**
 \$108,500 - EcoStar Imitation Shingles
 \$60,000 - Metal Roofing

Siding:

The siding on the building is in fairly good condition, however is in desperate need of painting. It was recommended that the building be tested for lead paint, and if present, the necessary steps taken before painting.

Cost Estimate: **\$15,000**

Insulation:

While the main part of the building was insulated some years ago, employees continue to report that air comes through the outside walls. This will continue to work against the heating system's efficiency and create an uncomfortable work environment if it is not addressed.

Cost Estimate: **\$18,000**

Heating/Cooling System:

Currently the building has an oil-fired, hot air furnace. It is of adequate size, but it is not efficient. The ductwork is not configured correctly for greatest efficiency or warmth, creating large heating bills each year. There is no cooling system currently in the town office. The employees have made do with inefficient window units. The recommendation is to replace the furnace with an efficient system that will both heat and cool the building.

Cost Estimate: \$38,750

Electrical:

The outlets in the building are lacking for the amount of electronic equipment used in today's office place. The use of computers, printers, scanners and other office equipment, in addition to space heaters used for warmth, has made it necessary for the use of power strips.

Cost Estimate: \$5,000

ADA Compliance:

The current building is not ADA compliant. The analysis of the building cited the ramp, the bathrooms, the hallway and the stairwell as non-compliant areas.

Cost Estimate: Not available at this time.

Flooring:

The hardwood floors, while in good structural condition, are in need of sanding and refinishing. This is especially true in the areas where the carpet was pulled up to alleviate the mold smell in the office. The carpet glue is still on the floors, creating a non-cleanable surface. It collects dirt and debris. The tile floor in the hallway and the bathrooms are cracked and pulling up, creating a falling hazard.

Cost Estimate: \$9,710

Interior Painting:

The interior walls are cracking, dirty and stained. All walls in the town office need to be painted.

Cost Estimate: \$15,000

Vault:

The current vault is at capacity. There is very little room left for future land records. The vault is not temperature controlled or moisture controlled. There has been evidence of mold growing on the land record books. As an addition to the vault is not possible, a new vault would need to be constructed, however, there is not room in the current town office building for such a project.

Cost Estimate: \$6,600

**Total Estimated Cost of Minimum Prudent Work: \$216,560 - Imitation Slate Roofing Option Included
\$168,060 - Metal Roofing Option Included
\$139,160 - Asphalt Shingles Option Included
(These totals do not include ADA Compliance Work)**

If the townspeople vote against both Option 1, an addition to the existing building and Option 2, a new building, the Selectboard would have to continue to put money into the Capital Fund Budget to do the necessary basic repairs and improvements, as listed above, to keep the current building functional and habitable.

None of the costs listed above address the lack of storage for growing files, some of which are required to be kept for 7 years or forever, the lack of space and privacy for employees, and the *poor* air quality of the building.