INTRODUCTION:

The Newfane Selectboard is interested in exploring the options available for expanding the Town Offices to satisfy the growing space needs of the Town employees, to meet the future needs of the Town, and to provide a more comfortable, safe environment for the employees and Townspeople. The Selectboard recognizes that costs will be important and the advantages and disadvantages of each option will be presented in this study.

Option 1: Cotton Design will examine the existing building; propose renovations, a new addition, deferred maintenance projects, and provide an estimated cost for the proposed work.

Option 2: Cotton Design will provide a proposed rendering for a new 4,000 +/- square foot building to be built on the adjacent property with an estimated cost for the construction and an analysis of the sale of the existing Town Offices with the cost of the adjacent property.

We will begin with documenting the existing conditions of the building and list the immediate issues to be remedied, future needs, and then deferred maintenance issues. This portion of the Study takes into consideration ADA compliance, life/safety compliance, energy compliance, zoning requirements, construction in Flood Zone AE for the existing building. The next part will consider a new 4,000 +/- square foot code compliant building that is built above the Base Flood Elevation (BFE) according to FEMA and NFIP Requirements.

We hope that this will assist Newfane in making the decision between the two proposed options. Other properties have been examined by the Selectboard, but the adjacent property was determined to work more efficiently for the Town.

Sincerely,

Cotton Design Associates

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EXISTING BUILDING ANALYSIS:

Roof:
Steve Marazof from Melanson Roofing investigated the roof. He was able to check the roof pitch and determined it to be 8:12. The slates on the older part of the building are in better condition than the slates on the 1986 addition. Steve thought that the builders used old slates when the addition was built.

There have been extensive repairs made around the chimney. In the above photo, the darker area shows one of the repairs to the left the chimney, but there is a more recent patch to the right of the chimney.

There are two visible waves on the roof of the 1986 addition; one on the south side and one on the north side. There was no noticeable water damage on the inside to the roof rafters and we could only surmise that the issue was with the roof sheathing.

Steve crawled into the access hatch that leads to the attic area of the old section. We could see old water damage, but none of the roof rafters showed recent activity and it had rained heavily the day before we made our inspection.

The new continuous soffit vent of the old section appears to be functioning properly. We could not observe the pipe roof penetration that seems to be a vent from the attic area. Steve strongly suggested that at the very minimum, the existing ridge should be vented. This should be included in any re-roofing requests. The electric exhaust fan in the gable end of the portico was not operating at the time. We met with Phil Savoy, the engineer of the venting system, and he advised that the gable vent exhaust fan should be kept running at all times to negate the necessity of a ridge vent.

Steve Marazof, the roofer, suggested that within the next five years, the building be re-roofed with asphalt shingles, a standing-seam metal roof, or imitation slates. There is a difference in price; imitation slates costing more per square than asphalt shingles or standing seam. Please see Appendix and the Estimated Costs Spreadsheet.

Siding:
The siding consists of wood clapboards in generally good condition. On the front of the building, there are some clapboards that have rotted and need to be replaced to the left of the front door above the water table board. This condition occurs on each side of the original building and in some instances, the water table also needs to be replaced.

The building should be tested for lead paint and if present, scraped as necessary, and disposed of by a lead paint certified professional. The building is in desperate need of painting and should be primed and painted with a quality exterior paint.

Windows:
The windows are in good condition and fairly new. In the old part of the building, they were replaced with more efficient units.

Foundation:
The foundation is in good shape. There were no structural cracks apparent. The foundation paint is flaking and should be removed. We recommend treating the concrete with a water shield epoxy.

Insulation:
New insulation had been installed in the attic space above the old section and batt insulation was placed between the roof rafters in the 1986 addition. Frank Suponski remembers that insulation was blown into the exterior walls from the outside of the building. The installer removed the clapboards so that the plugs would not be visible. From the information gathered from the town staff, we believe that the drafts may be coming from the sills where the new windows meet the walls. The interior window trim should be removed and the gaps filled with spray foam insulation and the trim reattached.

Heating/Cooling System:
Joe Jewett and John Rabideau from Jewett Plumbing and Heating looked at the existing heating system in the Newfane Town Offices. We talked with staff and the general complaint was that the building did not heat uniformly and that they were often too cold. The following is an account of what they found:

The existing heating system is an oil-fired, hot air furnace with 200,000 BTU's. It is more than adequate to heat the building, however, Joe pointed out that the forced hot air is not the most efficient heat. He suggested that the manufacturer of the furnace be contacted to see if the RPM's of the blower could be increased to deliver a greater air flow.

There is a large, approximately 1'-0" x 2'-0", duct that runs through the center of the building with vents on either side to feed the various rooms.

The Main Room has four cold air returns in the floor. One of them is covered. The cold air pans in the crawl space under the building looked in good condition. There are only two air vents in the wall near the ceiling. Joe surmised that the warm air was being blown over the room, but then getting sucked into the

return air vents in the floor. He suggested moving the partitions to encompass the return vents within the cubicle rooms.

Joe looked at the location of the thermostat in the Main Room and determined that it was working properly, but that it was an older model and difficult to program. He will coordinate with Shannon to install a new programmable thermostat that will be easier to use and more accurate.

In the Town Clerk's office, there were two cold air return vents. The larger had the photocopier over it and was thought to have been covered with plywood. The smaller return seemed to be connected, but there should be more return vents. There was no air return vent in the Listers' office.

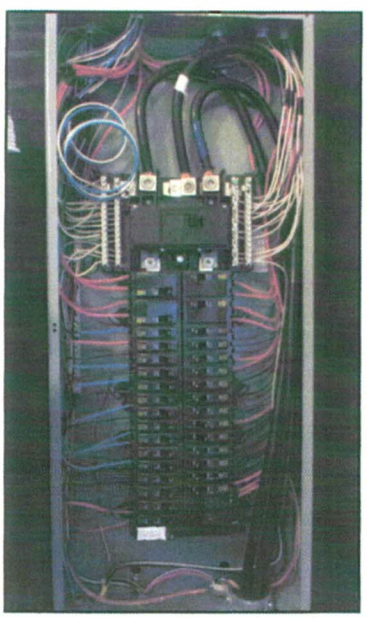
Joe and John had three different suggestions for redesigning the ductwork depending upon the Town's budget or plan approval. The immediate fix would be to move the cubicles to enclose the cold air vents and to extend ductwork in the large room to dump hot air near the exterior wall, which is the coldest place in the room. It is also where the employees have their desks.

If a new addition is the chosen option, the plumbers suggested switching to a more energy efficient, oil-fired hot water boiler system. Another option would be to use electric heat pump mini-splits that could provide both heating and air conditioning.

The plumbers strongly suggested that the following items be completed:

1. Clean the existing ductwork. The black dust around each of the vents shows the need. Joe gave Shannon the names of two possible cleaners: Perkins and ServPro.
2. Change the filters more than once a year for the return air to the furnace.
3. Change the thermostat.
4. Cover the grates to the chimney in the Main Room.

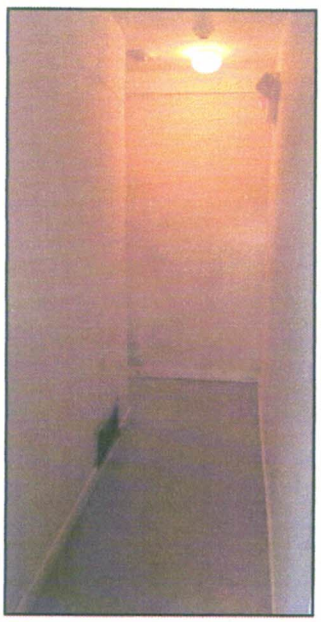
Plumbing:
The sewer pump and well pumps are clearly labeled in the electrical panel. The sewer pump seems to have a new chamber cover, but we did not examine the existing pump. The various plumbing fixtures in the building could use an upgrade for water efficiency.



Electrical:
Bill Lockerby, a master electrician from Lawrence & Lober in Bellows Falls, looked at the panel and thought, without taking amperage readings, that there was enough service to add outlets, lighting, and an air conditioning unit to handle the entire building, and remove the window units. If we utilize the Second Floor for additional office space, then the service could be increased by Green Mountain Power in order to install an elevator, if required by Code or desired by the Town.

The electrician suggested wiring from the existing service, a new 100 amp panel to feed the new addition.

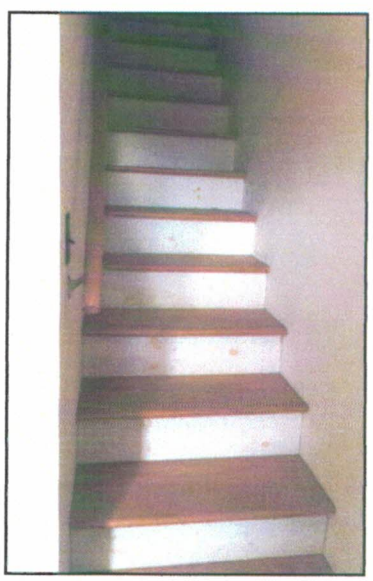
Americans with Disabilities Act (ADA) Compliance:
The access ramp, to comply with the ADA, requires handrails on both sides, so a railing should be installed on the building side of the ramp as well.



The Corridor from the rear entrance is too narrow to allow a wheelchair to make a right angle turn and would need to be enlarged.

When the toilet rooms were designed in 1986, there was no ADA Code with which to comply. To make the toilet rooms compliant, they would need to be enlarged to enable a 5'-0" turning radius. The shower in the Women's Room would need to have a different 1/4" maximum lip or removed in order to allow the correct sized grab bar along that wall. The lavatories in each room would need to be located closer to the toilets, but maintain the 5'-0" clearance.

Code Compliance:
The existing stair to the Second Floor is not code compliant. It is too narrow and too steep.



Finishes:
The existing hard wood floors look nice and are in good condition. The carpeting in the Listers' office should be removed upon demolition and hard wood floors restored.

The vinyl composition tile flooring in the Corridor and in the toilet rooms needs to be replaced. It is loose and has cracked. There are a number of suitable flooring options available that require little maintenance that might be considered, such as real linoleum, porcelain tile, or vinyl plank.

The interior walls need to be painted, preferably with a new low or no v.o.c. paint. The ceilings should also be cleaned and painted.

Non-Compliant Toilet Room

Space Challenges:

After meeting with the Town employees, a lack of space was the largest issue next to the heat concerns. All employees mentioned needing to keep their file cabinets in close proximity and requiring more space for cabinets and meeting with Townspeople.

Town Clerk's Office

The Town Clerk has currently maximized the space available in the vault and now requires additional vault space to archive older records that are not used as often.

During tax season, the Town Treasurer shares space with an assistant. A secured filing cabinet and a locked office would be ideal to handle private records and checks from payments.

The Zoning Administrator keeps limited office hours, but could use more space so that Townspeople, builders, and architects could meet with him when necessary to discuss a zoning issue or to look at the FEMA and ANR maps of Newfane.

It was mentioned that a locked file room would have a lot of use for the employees along with a designated smaller meeting room that could be used when the Selectboard goes into executive session, to handle the treasurer's assistant during tax season, and to double as a break room.

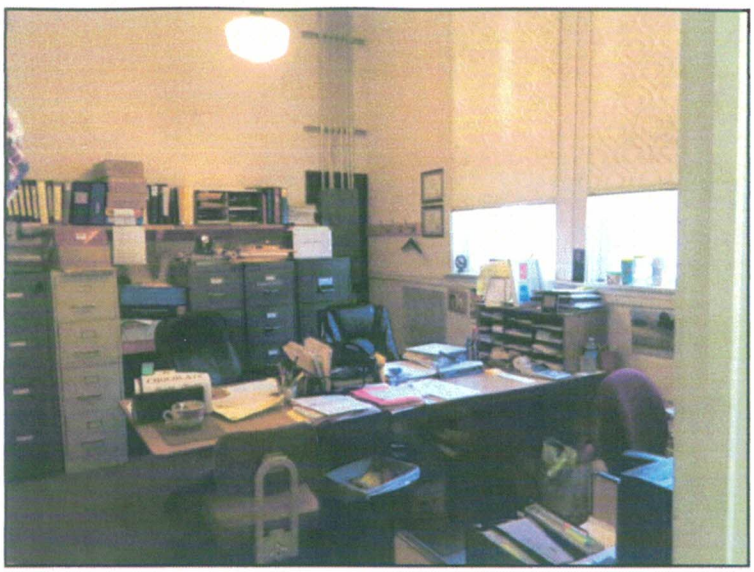
Treasurer, Zoning, Town Administrator & Meeting Area

Lack of Privacy:

A serious concern is the lack of privacy. The Treasurer, the Zoning Administrator, and the Town Administrator are in the same room with no walls between them. The challenges include dealing with Townspeople on case sensitive and confidential issues and preventing others from overhearing the conversations. No one can have a private meeting or discuss personnel issues without hearing the discussion.

Lack of Privacy & Space Issue:

A similar issue exists in the condition of the Listers' Office. Currently, all three employees are in one room that is 10'-6" x 15'-6" (163 square feet). There are times when all three are in the office together. Phone conversations disrupt the work of everyone else in the room. Files are located behind the double desk, which makes it difficult to access when the desk is in use. There is also no designated area to pull Lister cards or to view maps of the properties when inquiries are made. A designated space for the Townspeople to look at cards would be useful and make a workspace available to the Listers.



Listers' Office

1.) Town Clerk:
   a. Requires additional vault for existing and new documents as mandated by law.
   b. Vaults need to be climate controlled to keep paper from molding.
2.) Treasurer:
   a. Requires privacy for financial conversations with Townspeople.
   b. Requires secure office and file cabinets for case-sensitive paperwork.
   c. Requires space for assistant during tax season.
3.) Town Administrator:
   a. Requires privacy and quiet to prepare Selectboard meetings, review budgets, and meet with Selectboard.
   b. Requires privacy to meet with Townspeople and Town employees on case sensitive subjects without being overheard.
4.) Listers:
   a. Require more space for document storage.
   b. Require more space where they can assist the public and talk on the phone without disturbing other working Listers.
   c. Require access to the Town Clerk's and Zoning Administrator's documents.
5.) Zoning Administrator:
   a. Require more space for document storage.
   b. Requires space to meet with Townspeople, builders, architects, and engineers about proposed Land Use issues.
6.) Selectboard:
   a. Requires smaller meeting room for Executive Sessions or for meeting conflicts with other groups.
   b. Requires space for the public to attend warned meetings.

OPTION ONE:

Proposed Renovations:

Existing building is 2,317 +/- square feet.

- Remove door from airlock, build secure office for Town Administrator with direct access to Selectboard meeting room. Allow for Meeting Room to act independently of Town Offices for outside functions such as scout meetings, etc.
- Relocate Listers office from the old part of the building into the proposed new addition. Install a new door to the Town Clerk's office for access to the new addition.
- Install mini-split system in existing vault to stabilize temperature and alleviate humidity in the vault.
- Remove existing stair access to enlarge the Corridor and provide better circulation and access to the addition.
- Remove gable end on the 1986 addition to make existing Toilet Rooms ADA compliant. Remove shower stall and increase storage closet.

Proposed Addition:

Proposed Addition is 1,100 square feet (For a building total of 3,417 +/- square feet)

- New Lobby area for Town informational materials
- Provides easy access to the Zoning Administrator, Treasurer and Listers.
- New 72 square foot vault for increased fire-proof storage of Town documents.
- Small Meeting Room can also be used as a Break Room for Employees.
- Code compliant stairs to the storage area on the Second Floor and would offer future expansion.

Deferred Maintenance:

- The existing roof should be replaced. Leaking has been an issue and repairs are yearly.
- The current forced hot air heating system should be replaced because of air quality concerns and the problems keeping the temperature at a comfortable level.
- An energy audit should be done on the existing building to determine where the drafts are infiltrating the building envelope.

Estimated Costs:

Construction:	$265,638.00		
Mechanical:	$ 38,750.00		
Electrical:	$ 15,500.00		
Plumbing:	$ 7,600.00		
New Roofing:	Asphalt Shingles:	EcoStar Imitation Slate	Standing Seam
	$ 50,600.00	$140,400.00	$97,900.00
Contingency: 10%	$ 38,000.00		

Total Construction Costs (with Asphalt Shingles): $416,088.00

OPTION TWO:

Proposed New Construction:

- New construction would be compliant with the ADA (Americans with Disabilities Act), the Commercial Energy Code, the International Building Code, and the National Fire Protection Association, meeting all the needs of the Townspeople.
- A new building would be designed to meet the current space needs of the departments and the perceived future needs. A municipal bond would be paid off before the building ceased to meet the Town's requirements.
- Heating and air conditioning would be more precise and energy efficient.
- The building envelope would be more energy efficient to meet the current Commercial Energy Code. (There could be fuel costs savings associated with this as well.)
- There would be an adequate number of electrical outlets for the employees, which would limit the use of extension cords.
- The Selectboard Meeting room would be able to operate independently of the Town Offices allowing a place for other Community groups to meet, such as Scouts.
- The roof would be water tight and would not need immediate maintenance for many years.
- The new building design would fit in with the character of the Town center.
- Capital Improvements would not be needed for many years.
- The operating budget should be less than the existing budget because there should be less surprise maintenance costs.

Estimated Costs:

Sale of property:	$260,000.00
Purchase of property:	$220,000.00

Construction:	$680,000.00
Mechanical:	$ 34,000.00
Electrical:	$ 59,000.00
Plumbing:	$ 26,000.00
Paving:	$ 42,000.00
Contingency: 10%	$ 84,100.00

Total Construction Costs (with Asphalt Shingles): $925,100.00 ($200.00/square foot + Paving)