

## **Facilities Planning Committee**

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## **Final Report**

April 2016

## Summary of Recommendations

- Move rapidly to upgrade the fire alarm system at the Princeton Center, and all Town-owned and occupied buildings.
- Initiate action to restore/renovate Bagg Hall
  - Reconfigure space to better address functional and total requirements.
  - Include renovation of Town Hall Annex.
  - Assess and address storage needs of Town Hall function prior to restoration/renovation.
- Form a standing Facilities Maintenance Committee chartered to identify and prioritize maintenance needs of all buildings, and to recommend and administer an annual budget. Included in this charge:
  - Implementing multi-year service contracts for HVAC for all buildings.
  - Assess priorities based on values/functional needs as outlined below. Ensure that these values are updated accordingly as the future may warrant.
- Implement the Bagg Hall restoration project and consider the potential for adding parking along the lower common.
- Locate a new site for either a combined Public Safety building or Fire Station #1 only.
- Evaluate the Princeton Community Center's capability to meet/exceed future town needs including:
  - Additional public meeting space, and
  - Mixed/multi-generational group space (CoA, Parks & Rec, Arts and Culture, Historical Center.)

# I. Charter and Accomplishments

## Charter

## Accomplishments

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|---|---|
| <ul style="list-style-type: none"><li>• Analyze heating systems issues</li></ul>  | <ul style="list-style-type: none"><li>– Reviewed heating system at Library, Bagg Hall &amp; Princeton Center.</li><li>– Recommended that the Town enter into a multi-year contract with a single service/ maintenance contractor who would assess the several systems and recommend needed improvements. For the current fiscal year, the Town elected to continue with individual building-specific contractors.</li></ul>   |
| <ul style="list-style-type: none"><li>• Resolve Bagg Hall water infiltration problems</li></ul>   | <ul style="list-style-type: none"><li>– Analyzed leakage – roofing, flashing, gutters, etc.</li><li>– Identified a roofing consultant &amp; assisted in preparing the bid specification.</li><li>– The roofing repair was completed.</li></ul>  |
| <ul style="list-style-type: none"><li>• Assess fire &amp; security alarms</li></ul>   | <ul style="list-style-type: none"><li>– Analyzed public safety concerns.</li><li>– Developed preliminary cost estimates</li><li>– An RFP for Princeton Center upgrade is under development by the TA.</li></ul>   |
| <ul style="list-style-type: none"><li>• Review HKT report</li></ul>   | <ul style="list-style-type: none"><li>– We appreciate the professionalism and thoroughness of the report and took their insights into consideration</li><li>– We agree that most buildings suffer from minimal and usually inadequate maintenance programs.</li><li>– We agree that Bagg Hall should be restored and renovated to provide more efficient use of space.</li><li>– We disagree with HKT on abandonment and demolition of the Annex. It has a substantial amount of usable space that could, with minimal renovation, provide additional meeting space as well as space for certain Town Government functions.</li><li>– We favor retaining the historical character of the Princeton Center building but see no need for a new gymnasium. However, the focus and extent of any renovation program will require further study.</li><li>– A new Public Safety facility will be needed within the near future. Location will be the key issue.</li></ul> |
| <ul style="list-style-type: none"><li>• Determine long-term space needs</li></ul>   | <ul style="list-style-type: none"><li>– <b>Section II</b> of this report</li></ul>  |
| <ul style="list-style-type: none"><li>• Develop options for renovation, replacement or additions including temporary space requirements</li></ul> | <ul style="list-style-type: none"><li>– <b>Section III</b> of this report</li></ul>   |
| <ul style="list-style-type: none"><li>• Develop cost estimates and report</li></ul>   | <ul style="list-style-type: none"><li>– Recommendations in <b>Section IV</b> of this report.</li></ul>  |
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## II. Long-term Space Needs

### Town Hall Office Space Needs

#### *Current*

- Utilized office space = 1,100 sq. ft.
- Ancillary space (foyer, restroom, closet, etc.) = 975 sq. ft.
- Second floor = 2,127 sq. ft. (including lobby & stairwell)
- HKT reports 5,600 sq. ft. total. We assume that's an exterior (or gross) measurement.

#### *Long term – based on generally larger, comparable office plans:*

- Total office space needs presently (adding Tech Support & Visitor offices) = 1450 sq. ft.
- A detailed architect's layout is needed to adequately assess capacity. Options include relocating some functions to THA or to new 2nd floor office space in Bagg Hall (under the balcony).

### Public Safety Requirements

Based upon site visits, discussions with the both chiefs and review of their white papers:

- Fire Station #2 is adequate now, and for the future.
- A new Public Safety facility is clearly needed.
- Location is the key issue. Options include the Princeton Center site or another site to be determined (which could include a land taking)

### Princeton Center Space Needs

The building has more than adequate space for current and anticipated future uses.

- First floor 1,500 sq. ft. occupied by:
  - Art Society (575 sq. ft.)
  - Senior Center Meeting Room (575 sq. ft.)
  - Council on Aging Office (350 sq. ft.)
- Second floor 2,707 sq. ft. occupied by:
  - Historical Society (575 sq. ft.)
  - Other tenants (2,132 sq. ft.)
- Lower-level gymnasium space (about 1500 sq. ft.)

### III. Develop Options

We adopted the following guidelines to evaluate options and to develop our recommendations:

#### Guiding Principles

- Modernize buildings' infrastructure
  - i.e., Elevators, HVAC, electrical, Life Safety, etc.
- Retain Princeton's historically significant character
  - i.e., Exterior look of buildings, etc.
- Continue Princeton's support of cultural activities and organizations
  - i.e., Art Society, Historical Society, others.
- Provide for future expansion
  - i.e., Growth over decades.
- Cost effectiveness

#### Functional needs

- Effective office space for Town Hall departments
  - i.e., Sensitive to working proximity needs; closed offices for confidential meetings.
- Small and large meeting space (committees, hearings, etc.)
  - i.e., Renovate and repurpose Bagg Hall auditorium; renovate the Annex; greater use of Princeton Center meeting rooms.
- Adequate secure and general storage space
  - i.e., Enlarge vault, etc.
- Adequate parking
  - i.e., All locations. Options include widening lower driveway in front of Library to provide diagonal parking; widening driveways at Princeton Center to provide parking on the current front lawn.
- Appropriate space and location for Senior Center
  - i.e., An option might include collating with cultural organizations.
- Functionally appropriate space for public safety (police and fire) facilities

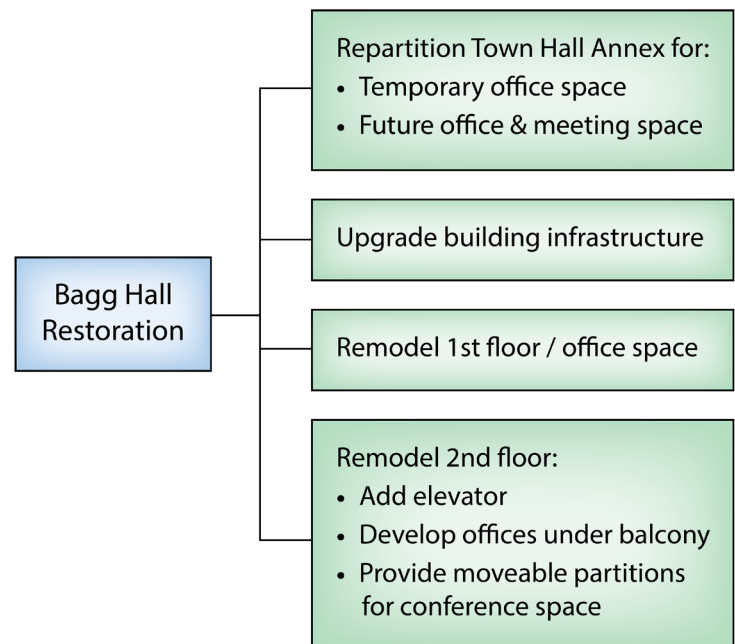
## IV. Recommendations (in priority order)

### 1. Restore Bagg Hall

We are recommending that Bagg Hall restoration be pursued first. (This is different from HKT's priority order.) This important building is a Princeton landmark and the restoration project is decoupled from all other building projects except the Annex. The restored second floor auditorium will provide needed space for meetings and community events.

We recommend the following steps:

- Set a preliminary budget.
- Initiate financing – grant proposals, ATM approval (i.e., debt exclusion).
- Form a building committee.
- Hire an architect with scope to:
  - Renovate and repartition THA for office and meeting space to be used during Bagg Hall and other building renovations. Subsequently it could be utilized for overflow office space and/or meetings.
  - Add an elevator in Bagg Hall, expand storage space and upgrade infrastructure (i.e., HVAC, electrical, chimney, masonry).
  - Repartition the first floor office space.
  - Redesign the second floor with new offices under the balcony.
- Since the Town previously had received funds from the Massachusetts Historical Commission (MHC) there is a requirement for the Town to receive MHC approval on any work the town performs on previously restored exterior areas.
- Clean out items from 2nd floor – archive or dispose.
- Hire construction contractor and implement.
- Consider the potential for adding parking along the lower common.



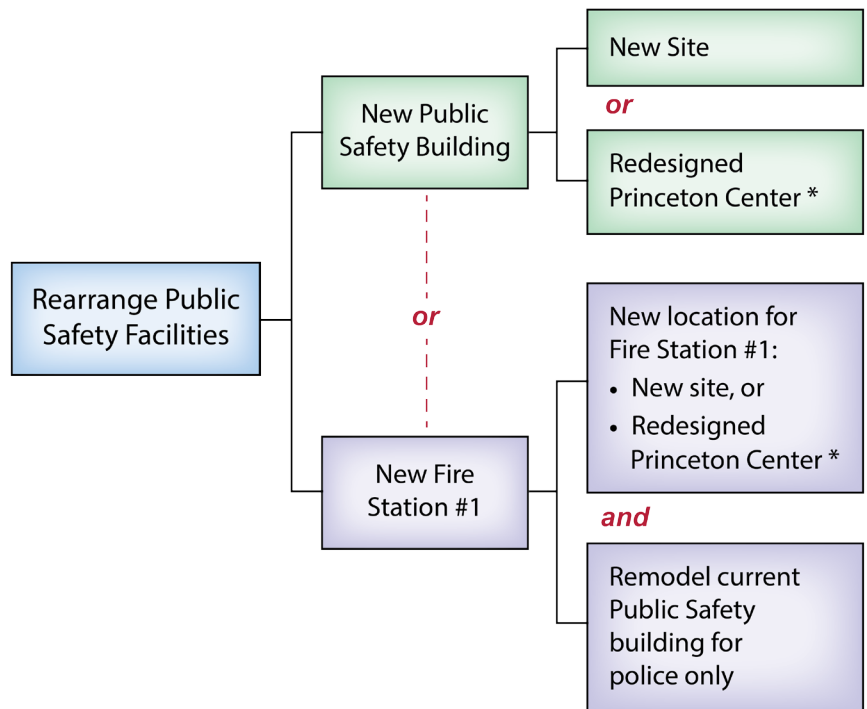
## IV. Recommendations (continued, in priority order)

### 2. Rearrange Public Safety Facilities

- New site for a combined Public Safety building:
  - Establish building committee.
  - Acquire parcel(s).
  - Hire architect and OPM.
  - Construct a combined Public Safety building on the new site.
  - Demolish all or most of the current building for expanded Town Common parking.



- Alternatively, separate the Police and Fire Departments:
  - New Fire Station #1:
    - Establish building committee.
    - Acquire building site.
    - Hire architect and OPM.
    - Construct.
  - Remodel current Police Station:
    - Establish building committee.
    - Hire architect and OPM.
    - Repartition interior of THA for temporary police offices as necessary.
    - Remodel the current Public Safety building for police use only.



*\* More study is needed to assess this site alternative.*

## IV. Recommendations (continued, in priority order)

### 3. Rearrange the Princeton Community Center

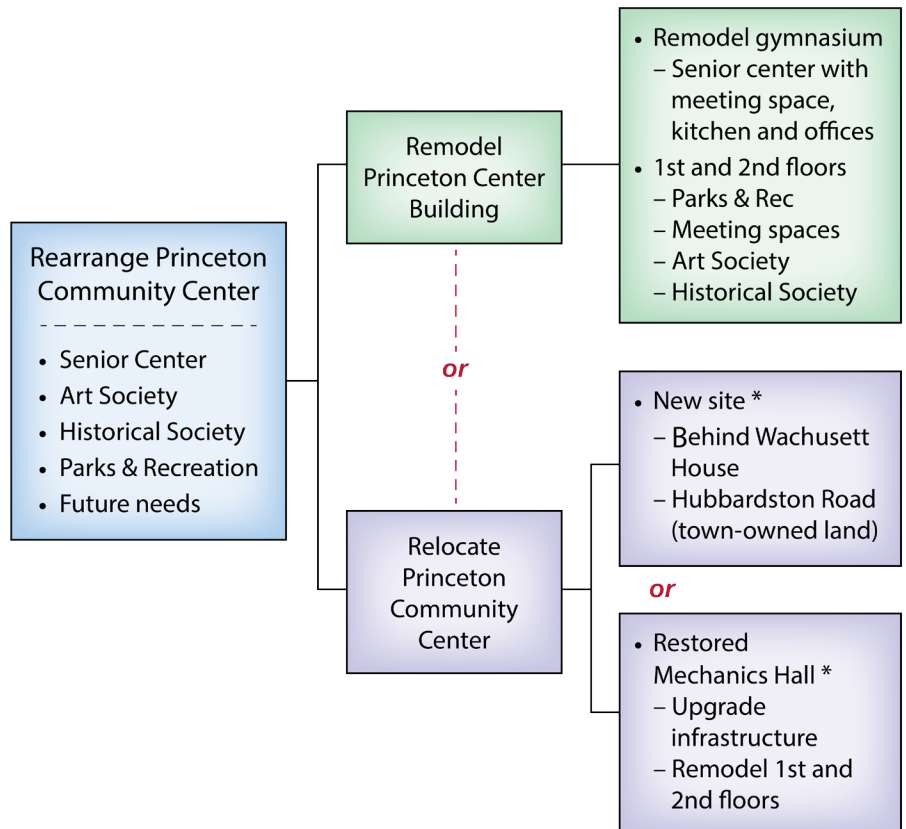
Our recommendation to pursue the Princeton Center as the third priority differs from HKT's priority order. We believe that if properly maintained, the Princeton Center can continue to function while the other buildings are refurbished.

After study, we do not feel that the current Princeton Community Center location could be used for both Public Safety and a Community Center.



- We recommend the following next steps:
  - Maintain building safety systems and structural and functional (i.e., HVAC) maintenance in the interim.
  - Establish building committee.
  - Hire an architect and OPM.
  - Remodel/renovate the building (i.e., Senior Center in basement, remove wings to improve flow).

*Alternatively, relocate the Princeton Community Center to a new site.*



*\* More study is needed to assess these site alternatives.*