

MEETING MINUTES

Princeton Facilities Assessment & Master Plan
November 14, 2017, 5:30 pm @ Town Hall Annex

Progress Meeting

Princeton: Karen Cruise (Chair, FSC), Mary Jo Wojtusik (FSC), Chris Conway (FSC), Edie Morgan (FSC Selectboard Liaison), Stephen Mirick (FSC), Larry Todd (FSC), Judy Dino (Advisory Committee), and interested citizen/audience members.

JWA: Margo Jones, Kristian Whitsett, Helen Fantini

A. Existing Physical Conditions

Kristian provided an update on the process and preliminary findings regarding the physical conditions for the 4 buildings. He highlighted the following information:

Princeton Town Hall Complex Site

General Site Pros

- Town services are located on one site
- Shared well and septic services easier to maintain (1 test, 1 pump)
- Multiple points of access off of Hubbardston and Mountain Road.
- Potential to increase visibility/ access to public park behind Town Annex
- Granite curbing in good condition
- Wonderful views across common

General Site Cons

- Grade changes and circulation patterns limit possible expansion.
- Any expansion into the Common would require bringing in fill due to the ledge on site or navigating extreme changes in grade between the common and upper areas.
- Pavement & sidewalks need some repaving
- Depending on water usage, site improvements or renovations may trigger public water supply designation for well.
- Depending on staff population, site improvements may require DEP permitting for septic.
- Any improvements to vehicle wash bays will require an industrial waste holding tank/or tight tank
- Most of site is within IWPA of two other public water supplies- first congregational church and village store.

Bagg Hall Site Pros

- Creates an iconic historic brand for the Town Common with the Town Library
- Prominent building with visibility from far away

Bagg Hall Site Cons

- Drainage issues in basement
- Limited parking
- Planting areas show need for improved maintenance.

Town Annex Site Pros

- Out of viewshed of Hubbardston and Mountain Road, preserving historic character of Town Center
- Direct access off of parking area
- Hides propane tank and Waste Storage Shed
- Programming

Public Safety Site Pros

- Collocated with other Town Services

Town Annex Site Cons

- Hides access to public park
- Conflicts between public safety services and Town annex for parking and circulation
- No room for expansion

Public Safety Site Cons

- No room for expansion
- Sight lines turning onto Hubbardston are challenging
- Grades challenging for equipment and snow removal
- ADA parking and access challenging

Bagg Hall Architectural & Structural:

- The north wall is being undermined near the exterior door by water running down the hill through the building. This has caused the south wall to settle resulting in extensive and active cracking of the exterior masonry.
- Larger opening in the north stone foundation wall lets water into the building.
- Plaster not firmly anchored to lath in some areas.
- There is deflection and settlement of the beam end near the southwest corner at the first floor.
- At the second floor there is cracking in the walls and deflections in the floors to indicate settlement of the floor framing.
- Windows are in poor shape. Many openings are out of square.

Town Hall Annex Architectural & Structural:

- Diagonal cracks in CMU over window heads
- Numerous and opposing diagonal cracks in CMU wall at left side of structure
- Rotted wooden fascias
- Apparent water leakage through front wall at infilled doorways
- Cracked precast window lintel at right wall
- Very little insulation
- North portion of roof needs to be replaced
- Mechanical: Wi-fi programmable thermostat is strongly recommended in the short term.

Public Safety Building - Architectural & Structural:

- Roof sags over garages due to truss overstress
- Severe chloride related damage within concrete vault space below police garage bay
- Extreme deformation and overstress of truss spanning over garage bays
- Ingress of water running downhill from rear
- Wood clapboards, soffits and fascia in poor shape
- Asphalt roof is in poor shape

Princeton Center Building Site

Site Pros

- Two “curbcuts” to Boylston Ave
- Relatively flat
- Area behind building possible for expansion
- Large size
- Potential pedestrian trail (non ADA) through boulders and outcrops and cemetery to Town Hall area.

Site Cons

- Some ADA spaces appear to be greater than max slope allowable by code.
- Any renovation/ new building on the site may be required to meet DEP regulations for public water supply.
- Pavement needs repaving.
- Not collocated with other town hall buildings
- A portion of the site falls within the 100’ wetland buffer according to Mass GIS, further development of the site may require additional permitting through the local conservation commission to review any work within the 100’ buffer.
- Potential disturbance to existing recreational amenities (playground, soccer field, walking track)

Princeton Center Building - Architectural & Structural:

- Side roof eaves at rear addition bow outward
- Roofs of rear addition sag
- Science wing roof sags
- Loosened stones at corners of front foundation wall
- Crack in stonework over right front door arch
- Very lightly framed roof at addition
- Studs of roof supporting walls in addition are unbraced
- Significant rot damage at some window sills, eaves, & fascia
- Mechanical: Significant leaks in condensate piping. Adding water to the system can cause corrosion and other issues. Deadband should be adjusted so that system will have longer on and off periods

Discussion - Existing Physical Conditions:

- Chris expressed concern about the observed damage to Bagg Hall at the northeast corner and whether or not the foundation stone is being undermined. He would like to know if this condition is repairable. He requested that any near term work to be done at Bagg Hall be made part of JWA’s recommendations and that the town had recently invested in roof than chimney repairs for this building.
- Chris asked if the Town Hall Annex is structurally able to accept the load of a second floor. JWA to consult their structural engineer.
- All noted how difficult it is to park in the center of town during meetings or programs. Chris asked that BDG explore bumping out the southern road to add diagonal parking but acknowledged that there may be a cistern in that area and it is difficult to build in this area.
- Chris noted that the team will need to have access to the hazardous materials report for center site.
- Karen asked about the condition of the water at the Princeton Center Building. Judy noted that the water is drinkable when treated with water softeners.
- The design team asked about the use of the field behind the Princeton Center Building. The committee noted that it is not designated as a park or open space.

B. Programming

Helen reported that JWA was continuing to work through the data collected via questionnaires and interviews with town staff conducted on November 8th and 9th. The following information was presented:

- Status of Town Hall offices planning noting need for clarification of storage issues
- Matrix documenting meeting needs by town staff and volunteer boards and communities in town
- Comparative net square footage data for town office functions
- Council on Aging program information
- Police and Fire (public safety complex) program information

Discussion - Programming: Karen noted that while the COA program is appropriate for current level of service, she hoped that the design team would also consider future needs.

C. Functional Observations

Margo presented the following information with respect to function in the buildings:

Bagg Hall PROS:

- Important historic building with civic authority
- Well built, sturdy, but not flexible
- Lovely detailing throughout
- Most historic features preserved to date
- Staff dedication & collaboration evident
- Potential community / meeting space on second floor already exists

Bagg Hall CONS:

- Cramped, undersized office spaces
- Inadequate separation between public & staff
- Meeting spaces severely lacking
- Dept. heads need private space
- Major file storage issues, both secure & otherwise
- Life safety concerns
- Poor thermal comfort
- Lighting inadequate
- Vault not adequate in size or rating
- Inadequate toilet facilities
- Improperly used for storage (Upper Floor)
- Not handicapped accessible (Upper Floor)
- No heat (Upper Floor)
- Leaky windows (Upper Floor)
- Plaster damaged from roof leaks (Upper Floor)
- Difficult to subdivide / partition (Upper Floor)

Town Hall Annex

- Provides crucial meeting space
- Heating & cooling poorly regulated & noisy
- Poor air quality & ventilation
- Not secure
- Dysfunctional to have meeting space in separate building from town offices (or library)
- Inadequate parking for major events

Public Safety Building - Police

- Unwelcoming public entry
- Lock-up occurs in open office space – dangerous
- No interview space - no privacy for confidential matters
- Evidence and file storage is inadequate
- Inadequate separation of genders

Public Safety Building - Fire

- No real public entry
- Insufficient parking & potential vehicular conflicts
- Several important spaces are lacking:
 - sleeping quarters for extended emergencies
 - locker rooms with showers
 - decontamination space
 - offices space
 - EMS supply space
 - Secure narcotics space
 - hose drying space
 - turnout gear room
 - secure storage for HIPPA information
 - breakroom
 - storage

Discussion - Functional Observations:

- Committee members were wondering how often a holding cell might be used if provided. Helen stated that Chief Powers had indicated that arrests are made in town and potentially more arrests made if a holding cell were to be available. At present, surrounding communities do not take most of Princeton's arrests, so citations are issued instead. The FSC asked for information on frequency of arrests.
- Karen asked about the frequency of ambulance versus fire calls made in town in terms of properly quantifying the number and size of bays needed in a new fire station building.

D. General Discussion

- Karen shared a document provided by the Princeton Arts Society outlining some requests were the FSC to decide to include space for the Society in its planning process.
- Chris noted that he was working on a complete list of town owned parcels for the design team's use. He also mentioned that the town of Leister had received a \$500K Community Development Block Grant for its town hall project.
- A member of the public asked if there would be any maintenance rating on various proposals for the town to better evaluate options. Kristian responded that that is beyond the scope of this plan, however, once a project is identified, could be something that the town requests.

E. Next Steps

- Gather & Formalize Existing Conditions Findings
 - Package for Final Report
- Confirm Programmatic Findings
 - Follow up with departments
 - Gather additional site information
- Develop Proposed Space Program
- Confirm Priorities
 - Based on existing conditions, program deficiencies, functional observations & input from community
- Develop Design Options
 - Present initial options to FSC
- The next Facilities Steering Committee is set for Tuesday, November 28th at 5:30 pm.

Prepared by: H. Fantini / JWA
Distribution: Princeton Facilities Steering Committee, JWA Team