

**Bemis Hall**



**Town Offices**

**Town Offices  
TOWN OF LINCOLN**

**BUILDING NEEDS ASSESSMENT UPDATE and  
COMPREHENSIVE PLANNING OPTIONS**

**Bemis Hall and Town Offices**

**February 2008**

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978/264-0160

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# Executive Summary

## EXECUTIVE SUMMARY

### Purpose

The purpose of this Building Needs Assessment Update and Comprehensive Planning Options Report is to provide the Town of Lincoln with information required to make decisions related to the use of Bemis Hall and the Town Offices, two important buildings in the historic, cultural, and governmental center of town.

### Acknowledgements

We acknowledge and thank Timothy Higgins, Town Administrator; Anita Scheipers, Assistant Town Administrator; Earl Midgley, Building Inspector and Facilities Director; and the Council on Aging and departmental staff who met with us and joined in discussions with energy and enthusiasm. We wish to acknowledge all those who have participated in prior studies with a special thanks to the Bemis Hall Committee who identified many accessibility issues and oversaw the installation of the Bemis Hall elevator.

### Background

Bemis Hall and the Town Offices have long served the population of Lincoln. Bemis Hall was built in 1892 and was "Town Hall" until the 1980s when it became the home of the Council on Aging and provided public space for public meetings and community events. It continues in this role today. The Town Offices building was originally built in 1908 as the Center School Building. It remained a school until the 1980s when it became the location where most of the Town's business is conducted. It currently houses the Selectmen's Office (Town Administrator and Assistant Town Administrator), Town Clerk, Treasurer, Finance, Integrated Technology, Town Assessor, Planning Department, Building Department, Zoning Board of Appeals, Conservation Commission, Cable TV, and portions of the Town's Facilities Department. Shared spaces include two major meeting rooms and storage, records vault and miscellaneous storage areas.

### Description of Study

Both buildings require significant investment to adequately serve the community in the years to come. The 2006 Building Needs Assessment addressed many of the maintenance and repair items needed. It also identified areas where the current building does not meet current code requirements, do not provide adequate access to persons with disabilities, and where building envelope, structural, mechanical and electrical systems are in need of repair or replacement. The 2006 Assessment did not identify the long term programmatic and community needs of the buildings. Cost estimates in the 2006 Building Needs Assessment were presented as a "shopping list" that would allow the Town to implement repairs incrementally to meet the Town's needs and budget.

This report updates the 2006 Building Needs Assessment and its cost estimates. Costs are escalated to reflect the passage of time and new or revised recommendations are made to address issues related to the building envelope, accessibility, structural, mechanical, and electrical systems. It also studies the potential long term uses of the buildings in light of the community's values and goals and the programmatic needs of the building's current occupants. Three comprehensive planning options are included, Bemis Hall – Option A, and two for the Town Offices – Option A and Town Offices - Option B, each estimated separately. If implemented, any option will address the building maintenance and repair needs and the longer term programmatic and functional needs, to insure continued effective and efficient service to the Town.

The Town can use the information in this report to compare the advantages and disadvantages of the incremental approach and the comprehensive single project approach. The incremental approach provides the advantage of lower annual costs but over a longer period of time and may not address programmatic and functional issues for the building's occupants. With the comprehensive project approach, the functional and programmatic issues are addressed in the short term, but the entire cost must be budgeted as a single project.

### **Building Needs Assessment Update Summary**

The updated estimated costs associated with incremental work for the Bemis Hall total is roughly \$2,124,000 including A&E fees; for the Town Offices it is \$3,524,000. The 2006 cost estimates were \$1,361,000 and \$2,372,000 respectively. None of the incremental cost estimates address program deficiencies and only partially address functional deficiencies. The updated estimates reflect construction cost escalation from August 2006 to current prices, new and revised recommended items, and a full 20% design and construction contingency. In the 2006 Cost Estimate, the design and construction contingency was noted as 20% but calculated at 15%.

### **Massachusetts Architectural Access Board**

The Massachusetts Architectural Access Board (MAAB) requires higher levels of regulatory compliance when the project costs exceed \$100,000 or if the value of incremental improvements over any 36 month period exceeds 30% of the total value of the building. The \$100,000 trigger requires an accessible entrance, access to all spaces used by the general public including an accessible restroom, accessible drinking fountain, and accessible telephone. The 30% trigger requires full compliance with all accessibility regulations, essentially as though it were a new building. Either "trigger" can expand the scope and costs of a project or extend the time period to complete certain work. As the time frame is extended, costs generally rise due to general escalation in the market.

### **Comprehensive Planning Options Summary**

Bemis Hall – Option 1 is a full renovation of Bemis Hall. It's cost construction cost is roughly \$3,614,000 including A&E fees in current dollars. In current dollars this option is estimated to cost \$1,490,000 more than the incremental total. Actual costs will vary depending on when the work is done. Major improvements include providing a fully accessible front entry, improved handicapped parking and a safety island to for persons crossing Bedford Road, a second egress from the lower level, accessible restrooms for both genders, new mechanical and electrical systems, and thermally efficient and architectural replacement windows.

Town Offices - Option A is a renovation project that maintains the current floor area of the building. It provides additional program space and corrects functional deficiencies in the building. Its estimated construction cost is \$5,214,000 including A&E fees or \$1,690,000 more than the Town Offices incremental costs. Major improvements include providing fully accessible entries at the Lower Level, a clear and efficient circulation system, a Lower Level corridor to connect both sides of the building at this level, enclosed existing stairs, core spaces including an elevator, janitors closets, accessible restrooms, new mechanical and electrical systems, and thermally efficient and architectural replacement windows.

Town Offices - Option B renovates the building and provides a 2,200 s.f. addition to increase program area. It provides additional space that can be used for additional meeting rooms, a new Human Resource office or a Facilities Director's office. It also further corrects functional problems by replacing the existing unenclosed stairs. It is estimated to cost \$6,306,000 including A&E fees in current dollars; \$2,782,000 more than the Town Offices incremental costs and \$1,092,000 more the Town Offices - Option A. Major improvements, including added program area include providing fully accessible entries at the Lower Level, a clear and efficient circulation system, a Lower Level corridor to connect both sides of the building at this level, new stairs, core spaces including an elevator, janitors closets, accessible restrooms, new mechanical and electrical systems, and thermally efficient and architectural replacement windows. To protect the historic character of the building, the addition would be designed in accordance with the U.S. Secretary of Interior's "Standards for Historic Preservation."

# **Building Needs Assessment Update and Comprehensive Planning Options Report**

## ***Background***

The Town of Lincoln requested proposals to update and provide a peer review of portions of a 2006 Building Needs Assessment related to Bemis Hall and the Town Offices. In the initial report, prepared by McGinley Kalsow & Associates, LLP, the primary focus was on long and short term maintenance requirements for eight town buildings. This study focus was reduced to two buildings: Bemis Hall and the Town Offices, and broadened in scope to include an understanding of the unique nature of Bemis Hall and the Town Offices to the Town of Lincoln.

Both buildings are central to the Town geographically and symbolically. They are architecturally significant contributors to the Historic District with a rich tradition of serving the community's needs, continuing to serve the general population of the Town as cultural and governmental icons. Our study looks at maintenance needs to protect the Town's fiscal investment, as well as, programmatic, functional, and historic issues that will allow these structures serve the citizens of Lincoln Town long into the future.

Office of Michael Rosenfeld, Inc., *Architects* (OMR) was commissioned provide a Building Needs Assessment Update and Comprehensive Planning Options related to Bemis Hall and the Town Offices. The project scope includes:

- Peer review of the previous report,
- Update of the prior cost estimates along with any new or modified recommendations,
- Investigation addressing current and potential uses of the facilities, including an overview assessment of programmatic and functional needs of both buildings and their sites, and
- Development of long term comprehensive planning options for Bemis Hall and the Town Offices.

Included in this report are the results of the study outlining three planning options: one for Bemis Hall and two for the Town Offices. These planning options represent comprehensive solutions to the long term functional and programmatic needs for these buildings.

## ***Approach***

Working with the Town Administrator and Assistant Town Administrator, we developed a work plan consisting of: a site visit to become familiar with the facilities; a series of three formal meetings to establish Values and Goals for the project and monitor its' progress; a "user" meeting with departments and agencies housed in the buildings to identify functional advantages and deficiencies of each building and develop a future program including current space allocations and desirable future program needs for each department; and development of architectural planning options consistent with the Town's long term uses of the buildings.

## **Site Visit**

OMR and its consultants first reviewed the Bemis Hall and Town Offices (Town Hall) portions of the 2006 Building Needs Assessment. Subsequently, we walked through both buildings with the Assistant Town Administrator and Building Inspector to observe conditions, verify findings, and discuss any questions that arose. We obtained available drawings and documents regarding both buildings including Town Assessors maps and valuations, aerial photographs, original drawings of the Town Offices and drawings recently used to modify Bemis Hall. We also received a list of items from the 2006 Assessment that had been funded and completed.

### User Meetings

OMR also met with representatives from all affected town departments and the council on aging to discuss current and future program needs. At each of these meetings, Anita Scheipers, Assistant Town Administrator was in attendance to provide a town-wide perspective. OMR prepared existing conditions drawings for both sites and buildings using available information. Property surveys are not available for either building, therefore site plans were assembled from various Planning Department and Town Assessor's plot information and discussions with the Building Inspector. Some original drawing prints were available for the Town Offices. Bemis Hall information is based on recent renovation plans developed under the direction of the Bemis Hall Committee. This Bemis Hall Committee identified a number of accessibility issues and oversaw installation of the Bemis Hall elevator. The notes from these meetings are included in the Appendix.

### Site and Building Analysis

OMR analyzed each site and building to understand the nature and constraints of each. Major items were documented on Site and Building Analysis drawings included in the Appendix. Both sites are recognized for their historic architectural and important location in the center of Town. Both Buildings are significant contributors in the Lincoln Historic District. Bemis Hall's site is restricted in terms of parking and limited potential for future expansion. The Town Offices site is larger and contains a play field, and natural resource protection areas. A large lawn area forms a network of green spaces that contribute to the beauty of Lincoln's town center. Both buildings and sites have significant restrictions to persons with disabilities. Bemis Hall has an elevator, but the main entry is not accessible. The accessible entrance is not fully compliant and requires passage through the Council on Aging offices. The main entrance of the Town Offices is accessible but the building lacks an elevator and Lower Level entrances are not accessible. The Lower Level of Bemis is poorly utilized because it lacks a code compliant second means of egress. Town Offices lack enclosed stairs and a Lower Level corridor connecting the two ends of the building. Additional deficiencies are contained in the 2006 Building Needs Assessment and this report's Building Needs Assessment Update.

### Values and Goals

Values and Goals are essential to guide planning and design work in relation to the overall community. Values and Goals provide criteria used in developing planning options and design solutions that are not found in building needs assessments or in programming individual buildings.

The following seven goals were developed in conjunction with the town administrators and the buildings' users. They are the criteria by which we developed and evaluated the planning options.

- *Lincoln's historic Town Center*; preserve the natural landscape, open space and architectural heritage of the Town Center.
- *Lincoln's assets and investments*; maintain and protect existing buildings and infrastructure.
- *Accessibility (for the elderly and those with disabilities)*; provides public access to all public buildings and programs.
- *Community*; to enhance "community building," provide facilities for the general public, employees, a large number of citizen volunteers and outside professionals that are welcoming

and inviting, adequately sized, function, and are equipped with up-to-date business technologies to conduct the business of the Town.

- *Conservation*; protect and preserve the environment, open space, and historic heritage of the Town's open spaces and buildings.
- *Sustainability*; provide for the future of the Town and the world by approaching work in an energy conscious, environmentally sensitive, and sustainable way.
- *Frugality*; provide facilities that meet the values and goals of the Town and are functional and efficient without creating an undue burden on taxpayers.

We believe that both the Building Needs Assessment Update and Comprehensive Planning Options meet the values and goals above.

### ***2006 Building Needs Assessment – Update***

#### **Overview**

We found the 2006 Building Needs Assessment professional prepared and presented. The report recommended repairs and upgrades to preserve the building envelope, structural, mechanical, and electrical systems, as well as, accessibility improvements for persons with disabilities. The report assumed the two buildings would continue in their current uses and both were generally functional for the occupants.

While the physical conditions of Bemis Hall and the Town Offices were well documented in the 2006 report, there was no assessment made of current or future program requirements and the suitability of the spaces to service these requirements. Thus additional assessment of the programmatic and functional use of the buildings was necessary. In addition, a more detailed assessment of accessibility issues was required.

To complete the Update, we revised the 2006 cost estimates to reflect current pricing; these can be seen in detail in Appendix A: Cost Estimate Update. The pricing is current for a project bid in the first quarter of 2008.

In addition, the 2006 report had indicated a 20% design contingency was included in the cost. However, the actual contingency included was 15%. Our updated costs include the original 20% design contingency. Therefore, the updated numbers include both the increase due to current costs as well as the additional 5% design contingency.

#### **Cost Estimates**

The 2006 Building Needs Assessment Update includes the following cost estimates prepared by our professional estimator, D. G. Jones, International, Inc.:

- Bemis Hall – Update of the 2006 Building Needs Assessment, dated January, 2008
- Town Offices - Update of the 2006 Building Needs Assessment, dated January, 2008

Copies of the full estimates are included in the Appendix.

For ease of comparison this updated cost estimate uses a similar format and numbering scheme as the 2006 assessment. The items are classified into four categories:

- "B": Building related architectural items
- "S": Structural items
- "A": Accessibility and code items

- “M”: Mechanical and plumbing items
- “E”: Electrical items

Each item has a unique identification number, brief description, and priority noted. The full updated cost estimates are included in the Appendix. For comparison, the original, 2006 Building Needs Assessment cost estimates are included in the Appendix along with excerpted narrative portions of the original report.

#### *Numbering Schema*

In the updated cost estimate, unaltered line items are carried through with the same numbers used in the 2006 assessment; new or revised items are graphically shaded. New items have an “N” prefix added to the item number; revised items include an “(R)” designation.

#### *Cost Escalation*

Unchanged item costs have been escalated to the current pricing, as of the first quarter of 2008. New cost estimates were prepared for new and revised items. As in the original estimate, individual items can be implemented incrementally over time as selected and approved by the Town.

#### *Priorities*

Items that have been completed or budgeted for completion are marked as “completed.” All remaining items have been re-prioritized into three categories: High, Normal, and Low. This is a change from the original four categories of Urgent, High Priority 2007, Normal Priority 2008-2009, and Low Priority 2010-2011. If a comprehensive Planning Option is undertaken, the Building Needs Assessment repairs will be included in an overall construction project. Accordingly, high priority items are intended to provide necessary short-term repairs and maintenance, to minimize Lincoln’s expenses until decisions have been made relative to the comprehensive planning options. The attempt is to avoid performing work that will be redone in a comprehensive plan. If decisions regarding the comprehensive plans are deferred over several years, priorities can be re-examined to comply with the Town’s changing needs.

#### High Priority

Items generally relate to egress (emergency lighting), accessibility for persons with disabilities, protecting the building from damage or deterioration and those that should be completed for the benefit of current users within a two year period. The two-year period is an estimate of the minimum time before a comprehensive project might begin. Work done and costs expended in the short term will likely be replaced if a comprehensive planning project is authorized. No item is considered an “immediate safety hazard.”

#### Normal Priority

This is the largest category and all items are incorporated in the comprehensive Planning Options. These should only be implemented if the Town of Lincoln decides not to implement one of the comprehensive Planning Options, or delay that implementation for an extended period of time. These items can be implemented over a longer time period according to budgetary constraints and taking into account the Massachusetts Architectural Access Board (MAAB) Regulations.

#### Low Priority

These items are generally larger in scope and are incorporated in the comprehensive Planning Options.

*Massachusetts Architectural Access Board (MAAB) Regulations - \$100,000/30% Triggers*

The Massachusetts Architectural Access Board (MAAB) Regulations have project value triggers that require full compliance with all MAAB regulations. "If the cost of alterations to areas of the building that are open to and used by the public exceeds \$100,000 within a 36 month period, then the MAAB required that an accessible entrance be provided. In addition, if toilets, telephones, or drinking fountains are available to the public, then an accessible toilet, telephone, and drinking fountain must also be provided. If the costs of alterations performed over a 36 month period exceed %30 of the 100% equalized assessed value of the building (as on record at the Assessor's Office), then all areas open to and used by the public must be made accessible."

These triggers are two-fold: (1) a \$100,000 project cost or any addition or renovation project exceeds 30% of the Fair Market Value of the original building."<sup>1</sup>

<i>Building</i>	<i>Assessed Value</i>	<i>Three-year 30% "Trigger"</i>
Bemis Hall	\$2,527,900	\$758,370
Town Offices	\$3,014,700	\$904,410

Normal repair and maintenance are not required to comply with the MAAB regulations. However, if within a 36 month time window the costs of repair and maintenance projects combined with alteration, addition, or modification projects hit the \$100,000/30% trigger then the MAAB regulations are enforced. This "trigger" can dramatically increase the original scope of a project. This point should be considered when prioritizing and budgeting projects over time.

**Bemis Hall**

The Bemis Hall updated costs for all items detailed in the 2006 Building Needs Assessment is \$2,148,827. The details are included in the Appendix and summarized below:

<b>Item No.</b>	<b>Description</b>	<b>Completed 2007</b>	<b>High Priority</b>	<b>Normal Priority 2008-2009</b>	<b>Low Priority 2010-2011</b>	<b>Total</b>
	<b>Bemis Hall Subtotal</b>	<b>\$575</b>	<b>\$32,610</b>	<b>\$823,776</b>	<b>\$682,534</b>	<b>\$1,539,495</b>
	Design & Construction Contingency (20%)	\$115	\$6,522	\$164,755	\$136,507	\$307,899
	Subtotal	\$690	\$39,132	\$988,531	\$819,041	\$1,847,395
	Architectural & Engineering Services (15%)	\$104	\$5,870	\$148,280	\$122,856	\$277,109
	<b>Total Estimated Project Costs</b>	<b>\$794</b>	<b>\$45,002</b>	<b>\$1,136,811</b>	<b>\$941,897</b>	<b>\$2,124,504</b>

The 2006 estimated cost was \$1,361,382, a difference of \$763,122 from the current estimate. The difference in costs is accounted for as follows:

- 1) *Discrepancies in the 2006 estimate:* In reviewing the 2006 estimates, we noticed two items indicating that the estimated costs should have been higher. The total for both discrepancies is \$269,626.
  - The "Design and Construction Contingency" was noted as 20%; however, the numbers actually reflect a 15% contingency. We agree that 20% is a prudent percentage to carry based on limited information and design services. The value of this discrepancy is \$210,213.

<sup>1</sup> Kessler McGuinness & Associates: *Accessibility Issues Town Office Building & Bemis Hall – Lincoln, MA*  
 The Office of Michael Rosenfeld, Inc., *Architects*  
 543 Massachusetts Avenue, West Acton, MA 01720

- In addition, there is an arithmetic error in the combined total of construction costs for all priority items. The number listed, \$1,029,400, should have been \$1,074,400, a difference of \$45,000 which, when adjusted for contingency and A/E fees totaled \$59,513.
- 2) *Escalation from August 2006 to the first quarter of 2008*: The average cost escalation factor used was 10.2%.
- 3) *"Completed" items*: The completion of several items resulted in a reduction of \$11,800 (see Town of Lincoln "Funding Plan for Urgent and High Priority Items" included in the Appendix).
- 4) *Revised items and new recommendations include*: replacement windows, accessibility, and HVAC systems are included:

Building/architectural

- Replacement of all existing windows with new thermally insulated, architecturally appropriate, custom wood windows to preserve the historic appearance of the building, the construction cost of this item alone is over \$142,000
- Extension of existing office partition to create enclosed office for new COA Assistant Director

Accessibility

- A variety of maintenance and corrective measures to improve accessibility to the building, and interior spaces used by the public.
- Initially access to the building requires alterations to correct non-compliant ramps and entrances to the building. Later, the main entry would be altered to provide full handicapped accessibility.
- Interior improvements include adding a wheelchair lift to the Multi-purpose (Auditorium) stage is included as well as upgrades to make doors usable, and provide accessible restrooms for both sexes.

Mechanical and Plumbing

- New boiler and single pipe hot water system; new ventilation system (recommended in conjunction with new replacement windows); and new sprinkler system to protect the Town's investment.

Electrical

- Upgrades to existing battery powered back-up emergency lighting; adding Ground Fault Interrupted (GFI) receptacles in the kitchen, and provisions for steel bollards to protect the electrical service as it enters the building.

## Town Offices

The Town Offices updated costs for all items detailed in the 2006 Building Needs Assessment is \$3,524,681. The details are included in the Appendix and summarized below:

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
	<b>Lincoln Town Offices Subtotal</b>	\$0	\$31,892	\$1,402,489	\$1,119,736	\$2,554,117
	Design & Construction Contingency (20%)	\$0	\$6,378	\$280,498	\$223,947	\$510,823
	Subtotal	\$0	\$38,271	\$1,682,987	\$1,343,683	\$3,064,940
	Architectural & Engineering Services (15%)	\$0	\$5,741	\$252,448	\$201,552	\$459,741
	<b>Total Estimated Project Costs</b>	<b>\$0</b>	<b>\$44,011</b>	<b>\$1,935,435</b>	<b>\$1,545,235</b>	<b>\$3,524,681</b>

The 2006 estimated cost was \$2,372,565, a difference of \$1,152,116 from the current cost. The difference in costs is accounted for as follows:

- 1) *Discrepancies in the 2006 estimate:* In reviewing the 2006 estimates, we noticed the "Design and Construction Contingency" was noted as 20%; however, the numbers actually reflect a 15% contingency. We agree that 20% is a prudent percentage to carry based on limited information and design services. The value of this discrepancy is \$124,766.
- 2) *Escalation from August 2006 to the first quarter of 2008:* The average cost escalation factor used was 10.2%.
- 3) *"Completed" items:* The completion of several items resulted in a reduction of \$9,700 (see Town of Lincoln "Funding Plan for Urgent and High Priority Items" included in the Appendix).
- 4) *Revised items and new recommendations include:* replacement windows, accessibility, and HVAC systems are included:

### Building/architectural

- Replacement of all existing windows with new thermally insulated, architecturally appropriate, custom wood windows to preserve the historic appearance of the building, the construction cost of this item alone is over \$254,000

### Accessibility

- Numerous alterations are included to provide an accessible pathway between Main Level and revised and upgraded Lower Level entrances;
- Interior improvements to make the building compliant with MAAB regulations include alterations to widen doors, provide appropriate door hardware and clearances, modify controls, signage, electrical devices, and emergency lights, and provide accessible restrooms.

### Mechanical and Plumbing

- New HVAC system appropriate for a public office building and including a new ventilation system (recommended in conjunction with new replacement windows); and a new sprinkler system.

### Electrical

- Upgrades include a new addressable fire alarm system, new heat detectors and annunciators, and new efficient light fixtures to replace existing.

### *Comprehensive Planning Options*

Three Comprehensive Planning Options have been developed, each is an independent project and intended to meet the Town's Values and Goals, address all issues contained in the Building Needs Assessment Update, and provide a facility that will effectively serve the Town of Lincoln for years to come.

### **Program**

The Program describes the types and numbers of programs to be housed in a facility, the sizes of the spaces both existing and proposed, and miscellaneous information about desired adjacencies among different program areas, seating capacity, and other pertinent data. Proposed program areas were developed in meetings with occupant "user" groups and Town Administration staff who provide a town-wide perspective that individual users may not have. We met with representatives of various user groups and documented anticipated future area requirements. Areas are generally described as "net square foot" areas (n.s.f.) and exclude corridors, stairs, walls, ducts, etc. A Program Summary is attached that quantifies overall program areas for each building. Building Analysis Drawings, included in the Appendix, identify locations for various program areas.

The program is a working tool. Programs change over time as personnel leave, new personnel arrive, offices and department needs change, or new information or technology becomes available. The program should be reviewed and revised as necessary before the start of any comprehensive construction project.

### *Bemis Hall*

Bemis Hall has one primary occupant, the Council on Aging (COA). In discussing future program requirements, it was determined that Bemis Hall not to be the long term home of the COA. The site lacks adequate parking for the anticipated long term expanded needs of the COA beyond a five-year period. Currently, there are eight parking spaces on-site; most of the visitor parking occurs on the opposite side of Bedford Road in the Old Stone Church parking areas. It was determined, due to the historic and cultural heritage of Bemis Hall, and the assembly types of spaces it houses, that it should remain a building open to the public. Bemis Hall also provides spaces for public gatherings, meetings, and entertainment events hosted by the Town or community organizations. Such events are scheduled through the Council on Aging staff. Short term needs include: fully enclosing an office to house the new COA Assistant Director, and a space for a reception desk in the Main Lobby.

### *Town Offices*

The Town Offices house many town agencies and departments including offices of the Town Clerk, Town Treasurer, Selectmen (Town Administrator), Finance Department, Integrated Technology, Town Assessor, Planning Department, Zoning Board of Appeals, Conservation Commission, Cable TV studios, and the Facilities Department. In addition, it has two significant meeting rooms (The Donaldson Room and a Lower Level meeting room), shared staff copy center / workroom, storage and one R.T.L. Office. Proposed program areas were generally larger than existing areas; however, it seemed that some areas were underused (mechanical rooms and "heating chambers"), oversized, an inappropriate function for an office building (Facilities Workshop), or could be relocated to a different building (RTL) to make way for offices required for conducting the Town's business. One area, the Second Floor Corridor, is now used communally by several departments and contains a kitchenette. While this

arrangement works well functionally, corridors are, by Building Code, not permitted to house any program area.

A Town offices area Summary and Comparison chart is included in Tab 5 of this report and can be used to compare existing and proposed program areas with the areas included in Planning Options A and B.

Proposed or requested program areas are generally larger than the existing; however, by using spaces that are currently unused or under used such as archaic Heating Chambers, ventilation shafts, oversized mechanical room, and program areas that can be moved (Facilities Workshop and the RTL office, perhaps even the Town Cable TV), larger programs can be accommodated without greatly increasing the size of the building.

The Option A plan does not increase the building's size but it accommodates most of the proposed program areas. It does not include offices for a new Human Resources manager or new Facilities Director, the second position will likely be created when the role of the Building Inspector and Physical Plant Director are separated. In Option A, one meeting room is shared with staff. The Option B plan includes a modest two-story addition that can provide for increased program requirements including offices for the new Town Facilities Coordinator, and Human Resources. Either of these two offices might be located elsewhere in Town, but a location among other Town agencies is desired. A separate Staff Room is provided in Option B.

The records storage vault size has not been finalized. The Town Clerk and Library staff have been discussion size and location requirements for both agencies; however, a final resolution has not been determined. Planning options A and B currently include different sized vaults.

### **Planning Options**

The three planning options developed are preliminary conceptual plans developed in response to the program. The three options include: Bemis Hall - Option A, Town Offices - Option A, and Town Offices - Option B address building maintenance and repair needs identified in the updated Building Needs Assessment and programmatic and functional needs identified in meetings with users and in developing the program. Plans of the three options are included in this report.

### **Planning Option Costs**

Cost estimates for the Comprehensive Planning Options were prepared by our professional estimator, D. G. Jones, International:

- Comprehensive Planning Options
  - Bemis Hall – Option A
  - Town Offices – Option A
  - Town Offices – Option B

The estimates are based on unit costs for various areas of construction based on square footage areas. This estimating method is appropriate for the preliminary drawings used in the estimating process. The three options are combined in one report and are included in the Appendix.

Each cost estimate is calculated as “current cost” as though bidding the project in the first quarter of 2008.

### *Assumptions*

- Each option accounts for all the repair and maintenance items in the 2006 Building Needs Assessment Update.
- No Furnishing, Fixtures, and Equipment (FF&E) estimate is included. With older, occupied buildings, it is assumed that some of the existing furnishings and equipment will be retained; however, there is not enough information currently available to estimate these costs. For budgeting purposes we recommend an FF&E budget be carried equal to 10-15% of the total construction cost.
- These costs estimates assume both buildings will be vacated during construction. The Town will need to include a line item for relocation and temporary facilities in the final project budget.

*Bemis Hall – Option A*

**Estimated construction cost: \$3,614,310.**

**Project includes: Renovations to the existing three-story 10,600 gross square foot (g.s.f.) building, including but not limited to:**

*Interior renovations*

- new egress stairs to the Lower Level
- revisions to the restrooms to provide additional toilet facilities for both sexes and related kitchen revisions
- various alterations to bring the building into compliance with the Building Code and MAAB Regulations

*Exterior shell improvements*

- new slate roof
- new architecturally appropriate, thermally efficient, custom wood replacement windows
- repair of exterior walls surfaces and materials

*Building systems related improvements*

- entirely new plumbing, mechanical, fire protection, and electrical systems; removal of the existing emergency generator and demolition of it's current enclosure.

*Site improvements*

- fully accessible front entry
- accessible parking and pedestrian safety

**Estimated completion time:**

**Total time from design through construction 22-24 months**

- Estimated time to complete construction is approximately 12 months.
- Prior to construction, approximately 10 to 12 months will be required to select the architect and other consultants, design the building and prepare construction documents, and bid and award the project.

*Town Offices – Option A*

**Estimated**

**construction cost: \$5,214,766.**

**Project includes: Renovations to the existing three-story 15,400 gross square foot (g.s.f.) building including new horizontal and vertical circulation systems and new program areas. including but are not limited to:**

*Interior renovations*

- clear circulation system
  - doors and enclosure walls for existing stairs
  - Lower Level corridor to connect both ends of the building
- core facilities include:
  - new elevator
  - restrooms for each gender
  - kitchenettes (for public and staff use)
  - janitor's closets
- expanded meeting rooms
- unused and underused interior spaces such as existing heating chambers and excess space in the mechanical room will be renovated to efficiently provide new program space
- functions such as the facilities workshop and the R. T. L. office will be relocated to other buildings and the space converted to meet Town office needs
- various alterations to bring the building into compliance with the Building Code and MAAB Regulations

*Exterior shell improvements*

- new slate roof
- new architecturally appropriate, thermally efficient, custom wood replacement windows
- repair of exterior walls surfaces and materials

*Building systems related improvements*

- new plumbing, mechanical, fire protection, and electrical systems

*Site improvements*

- accessible parking
- pedestrian safety
- fully accessible Lower Level entries
- demolition of exterior fire escapes, and enclosures for interior stairs

**Estimated**

**Completion time:**

**Total time from design through construction 25-27 months**

- Estimated time to complete construction is approximately 15 months.
- Prior to construction, approximately 10 to 12 months will be required to select the architect and other consultants, design the building and prepare construction documents, and bid and award the project.

*Town Offices – Option B*

**Estimated**

**construction cost: \$6,306,349**

**Project includes: Addition and renovations totaling 17,600 s.f. include renovations to existing building and a two-story addition of 2,200 s.f. to provide additional program area including but are not limited to:**

*Interior renovations*

- clear circulation system including
  - independent entries to all departments
  - new enclosed stairs
  - Lower Level corridor to connect both ends of the building
- new core facilities include:
  - new elevator
  - rest rooms for each gender
  - kitchenettes (for public and staff use)
  - janitor's closets
- additional meeting rooms with larger capacities
- unused and underused interior spaces such as existing heating chambers and excess space in the mechanical room will be renovated to efficiently provide new program space
- functions such as the facilities workshop and the R. T. L. office will be relocated to other buildings and the space converted to meet Town office needs
- various alterations to bring the building into compliance with the Building Code and MAAB Regulations

*Exterior shell improvements*

- new slate roof
- new architecturally appropriate, thermally efficient, custom wood replacement windows
- repair of existing exterior walls

*Building systems related improvements*

- new plumbing, mechanical, fire protection, and electrical systems

*Site improvements*

- improvements to Lower Level parking and pedestrian safety
- new fully accessible Lower Level entries
- demolition of exterior fire escapes

*Addition*

- The addition is designed to protect the historic integrity of the existing building. The design follows the Secretary of Interior guidelines and other best practices and is appropriate for this "significant contributor" to the Lincoln Historic District.

**Estimated**

**completion time:**

**Total time from design through construction 30-32months**

- Estimated time to complete construction is approximately 18 months.
- Prior to construction, approximately 12 to 14 months will be required to select the architect and consultants, design the building, prepare construction documents, obtain necessary jurisdictional approvals, and bid and award the construction contract.

# VALUES AND GOALS

**Lincoln Building Needs Assessment Update**  
**Bemis Hall and Town Offices**  
**October 17, 2007**

**Values and Goals**

- **Lincoln's historic Town Center; preserve the natural landscape, open space and architectural heritage of the Town Center.**
  
- **Lincoln's assets and investments; maintain and protect existing buildings and infrastructure.**
  
- **Accessibility (for the elderly and those with disabilities); provide public access to all public buildings and programs.**
  
- **Community; to enhance "community building," provide facilities for the general public, employees, a large number of citizen volunteers and outside professionals that are welcoming and inviting, adequately sized, functional, and are equipped with up-to-date business technologies to conduct the business of the Town.**
  
- **Conservation; protect and preserve the environment, open space, and historic heritage of the Town's open spaces and buildings.**
  
- **Sustainability; provide for the future of the Town and the world by approaching work in an energy conscious, environmentally sensitive, and sustainable way.**
  
- **Frugality; provide facilities that meet the values and goals of the Town and are functional and efficient without creating undue burdens on taxpayers.**

# **PROGRAM**

## **Bemis Hall and Town Offices Programs Town Offices Area Summary and Comparison**

**Lincoln Building Needs Assessment 2008**  
**Town Offices and Bemis Hall**  
*February 22, 2008*

**Program**

**Bemis Hall**     *(Three floors, approximate existing area: 10,600 Total Gross Square Feet)*  
*Existing Net Area: 7,290 nsf*  
*Program Net Area: 7,290 nsf*

1. General:
  - 1.1. Provide adequate and accessible parking, building access, and toilet facilities.
  - 1.2. Provide second egress stairs from the basement to grade to permit future use of Basement.
  - 1.3. Due to a parking deficiency, it is unlikely that Bemis Hall can accommodate the growing needs of the C.O.A. beyond a five to ten year time frame.
  - 1.4. Emergency Generator, First Floor addition, existing (75 nsf) – not required
  
2. First Floor, Council on Aging (COA):
  - 2.1. Director's Office, (190 nsf) – no change
  - 2.2. Assistant Director's Office (100 nsf) – no area change but provide full height office wall for new Assistant Director.
  - 2.3. Entry / Reception (400 nsf) – no area change but add moveable reception station for volunteer greeter.
  - 2.4. Office Reception/Library (130 nsf) – no change.
  - 2.5. "Living Room" (290 nsf) – no change; used for meetings.
  - 2.6. COA Meeting Room (405 nsf) – no change.
    - 2.6.1. Meeting Room Storage, existing (10 nsf).
  - 2.7. General Storage
    - 2.7.1. Hall closets existing, (40 nsf) combined for two closets – changes needed for accessibility to persons with disabilities.
    - 2.7.2. Under main stair storage, existing (35 nsf) – no change.
    - 2.7.3. Vault, existing (20 nsf) – no change.
  - 2.8. Kitchen, existing (160 nsf) – no change.
  - 2.9. Offices (tax preparation and other uses with computers).
    - 2.9.1. Office #1, existing (70 nsf) – no change.
    - 2.9.2. Office #2, existing (35 nsf) – no change.
    - 2.9.3. Closet, existing (10 nsf) – no change.
  
3. Second Floor
  - 3.1. Multi-purpose Hall, existing (1920 nsf) – no change in size; used for COA exercise groups, public meetings. Space is scheduled under direction of the Selectmen's Office. Code capacity calculations: if used only for moveable seating capacity is 275 (7 nsf/person); if used with mixed seating and tables, capacity is 128 (15 nsf/person).
  - 3.2. Platform, existing (400 nsf) – no change. Raised platform (4 risers) is not accessible to persons with disabilities.
  - 3.3. Ante Room, existing (145 nsf) – no change. Connects Multi-purpose, Anteroom and Platform.
  - 3.4. Storage (next to Elevator), existing (40 nsf) – no change. Too small for conversion to accessible toilet room.
  - 3.5. Balcony Storage, existing (approx 370 nsf) – no change. Former seating balcony with stepped floor; ladder entry only; not accessible to persons with disabilities.

4. Basement

- 4.1. Common Mechanical/Storage Area, existing, (2125 nsf) – no change.
- 4.2. Large Storage, existing (150 nsf) – no change.
- 4.3. Small Storage, existing (30 nsf) – no change.
- 4.4. Small Mech/Electrical, existing (40 nsf) – no change.
- 4.5. Elevator Machine Room, existing (100 nsf) – no change.

**Town Offices** (*Three Floors, approximate existing area: 15,400 Total Gross Square Feet*)

*Existing Net Area: 9,660 nsf*

*Program Net Area: 11,075 to 11,340 nsf*

1. General:

- 1.1. Provide code compliant egress stairs (delete fire escapes).
- 1.2. Provide elevator.
- 1.3. Provide code compliant building access, accessible parking, and adequate toilets.
- 1.4. Replace old drafty windows.
- 1.5. Provide new mechanical, electrical power, lighting, heating, ventilating, and air conditioning systems.
- 1.6. Provide additional storage.
- 1.7. Office, First Floor (180 nsf) could be deleted – currently occupied by non-profit RLF Trust, an appropriate renter but not a Town Office. Access to Phone/Security and Cable TV Studio should be blocked.

2. Town Clerk

- 2.1. Office, First Floor, add storage if possible (**370 to 380 nsf**)
- 2.2. Provide records storage vault (Basement location acceptable – **400 to 500 nsf to be verified**).  
*[Final size unresolved; joint Library/Town Clerk documents do not indicate the size required – existing vault is about 210 nsf; an additional 40 nsf of non-vault storage is located in the Basement. Proposed Planing options will include two different vault options.]*
- 2.3. Provide place for storage and display of Town's original standard weights and measures cabinet (**20 nsf**; best if visible to the general public).

3. Treasurer, First Floor

- 3.1. Private Office, Main Level (**110 nsf**).
- 3.2. Main office (**330 to 360 nsf**); requests longer service counter.
- 3.3. New Human Resources Office (**200 nsf**) with small conference table; could be located in another department or in another building if space is available. Optional HR locations include Finance Office or Selectmen's Office.

4. Selectmen, First Floor

- 4.1. Town Administrator's Office (**220 nsf**) w/ conference table seating up to six people
- 4.2. Assistant Town Administrator's office (**140 nsf**).
- 4.3. Main Office (**360 nsf**).
- 4.4. Storage (**130 nsf – two spaces**).

5. Finance, Second Floor

- 5.1. Finance Director (**220 nsf**) with small conference table.
- 5.2. Main Office (**320 nsf**), two work stations, one additional desk, extra storage.

6. Integrated Technology, Second Floor
  - 6.1. Director's Office (**200 nsf**; existing is 160 nsf).
  - 6.2. Work / Storage Room (**200 nsf** to be verified, existing is 110 nsf).
  - 6.3. Equipment Room [Head End] (**150 nsf**; existing is 90 nsf).
7. Town Assessor, Second Floor
  - 7.1. Assessor's Office (**230 nsf**).
  - 7.2. Main Office / Reception (**290 – 300 nsf**, existing 250 nsf) including *longer* service counter, desk, and GIS work station. Consider relocating GIS to Building Department or Planning Department. Requires additional reference table currently located in Hall.
8. Planning Department, Second Floor
  - 8.1. Town Planner's Office (**200 nsf**; existing is 170 nsf); include 4-person conference/layout table.
  - 8.2. Main Office / Reception (**300 nsf**; existing is 255 nsf); requires publicly accessed reference/layout table.
9. Building Department, Second Floor
  - 9.1. Building Inspector's Office (**110 nsf**), shares main Office conference table.
  - 9.2. Main Office (**800 nsf**; existing is 710 nsf) includes service counter, receptionist, desks for Wiring and Plumbing inspectors, large conference table, flat files, regular file storage, large format printer/plotter.
10. Zoning Board of Appeals (ZBA), Second Floor
  - 10.1. Assistants Office (**150 nsf**, existing is 70 nsf located in alcove of Building Department); requires privacy and access to conference area for 5 to 6 people.
11. Conservation Commission, Second Floor
  - 11.1. Main Office / Conference Room (**600 nsf**; existing is 450 nsf including office) Existing includes desks for Conservation Planner, and two field people/interns, (3) flat files, and standard files. Requires existing functions and equipment plus public access computer/reference table (currently located in Hall), and two additional desks for two part-time interns (4 total desks in addition to Conservation Planner). Large attendance public hearings / meetings will be held in shared spaces.
  - 11.2. Storage Closet (**50 - 60 nsf** ; existing 30 nsf).
12. Cable TV Studio: First Floor, existing (210 nsf) includes desk, editing equipment and equipment storage; direct access to Security/Telephone room.
13. Facilities Department:
  - 13.1. Facilities Department Workshop, Basement (380 nsf) – woodworking shop traditionally located in Town Offices by not consistent to other office uses; relocation requires finding space in another Town building. Recommend that space be relocated.
  - 13.2. Custodian Office (300 nsf existing – reduce to **150 - 200 nsf**).
  - 13.3. Custodial Closet, each floor (**30 nsf each**); currently only one closet with sink on First floor.
  - 13.4. Mechanical Electrical Room, Basement (**500 – 600 nsf** – existing is 800 nsf); Appears to have excess space.
  - 13.5. Heating Chambers, Basement (existing 120, 120, and 150 nsf) can be re-assigned when existing mechanical equipment and ducts are removed.
  - 13.6. Facilities Director's Office – New (**110 - 120 nsf**) will be required upon retirement of current Building Inspector/Facilities Director.
  - 13.7. Phone / Security room, First floor, (existing **30 nsf**). Should have secure separation from RTL offices; recommend secure separation from Cable TV.

14. Shared Spaces (retain number of existing conference / meeting spaces)
  - 14.1. Donaldson Room, First Floor (**735 – 760 nsf**, existing is 735 nsf) approximately 50 person seating capacity.
  - 14.2. Meeting Room B1 (**530 nsf**) currently shared with staff Workroom/Lounge
    - 14.2.1. Kitchenette, Basement, (existing 180 nsf); to be replaced in new Staff Workroom/Lounge.
  - 14.3. Meeting Room B2, Basement (**250 nsf**) Retain comparable space.
  - 14.4. New large Meeting Room (**900 nsf – 15 nsf/person**) 60 person capacity divisible into two 30 person capacity rooms.
  - 14.5. Copy/Fax/Workroom, First Floor (existing **150 nsf**); convenient central location
  - 14.6. New Staff Workroom/Lounge (**700 nsf**) including kitchenette; used by staff for lunches and for preparing coffee and refreshments for public meetings.
  - 14.7. Staff toilet/shower room, Basement (**100 nsf**); used by field inspectors
  - 14.8. Common Storage, Basement (**450 nsf**; existing is 360 nsf and described as too small).
  - 14.9. Second Floor Hall, existing (500 nsf). Currently houses a kitchenette and desks and tables for Conservation Commission, Planning Department, and Assessor's Offices. The Hall is part of a code required Means of Egress and can be used only for egress (kitchenette, custodial sink, office type uses must be eliminated).

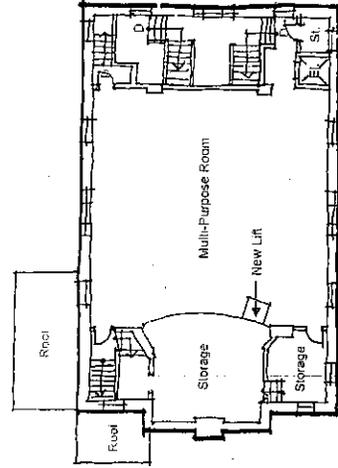
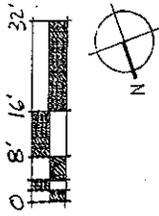
## **Comprehensive Planning Options - Drawings**

Bemis Hall – Option A, January 23, 2008

Town Offices – Option A, January 23, 2008

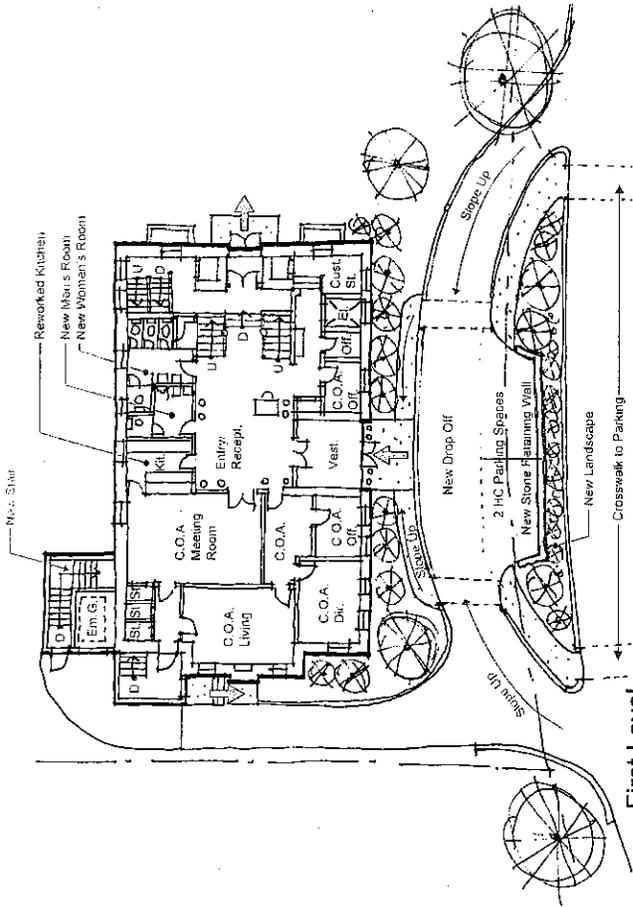
Town Offices – Option B, January 23, 2008

Bemis Hall - Option A

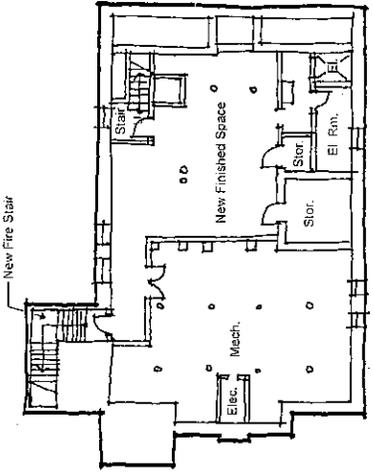


Second Level

- Circulation
- Town Offices
- Shared
- Support
- Facilities/Stor.



First Level

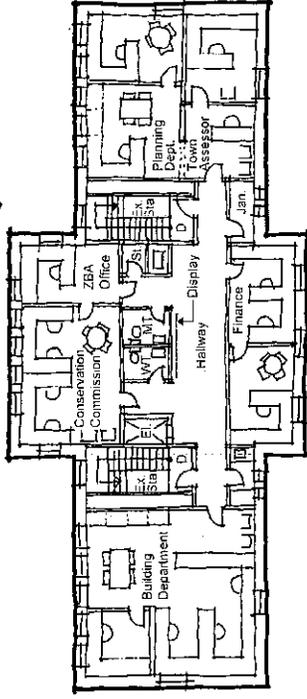
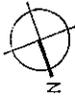
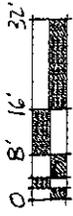


Lower Level

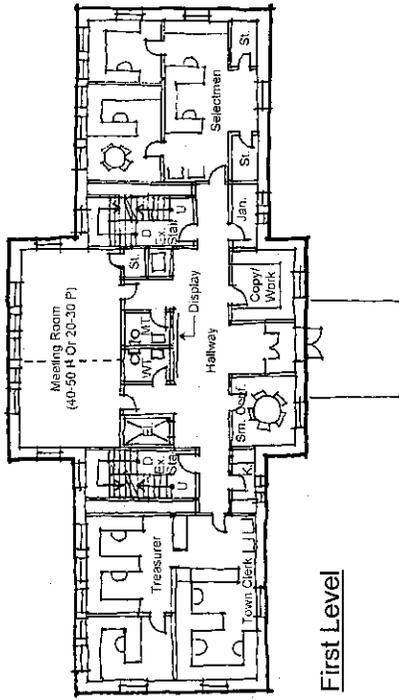
Option Minimal Renovations:  
Focuses on Accessibility & Basic Code Compliance

- + Redesigning entry drop off and HC parking
- + Accessible Main entry raised with no stairs
- + Historic character intact
- + Improved landscape and pathways
- + Ramp on side can be removed
- + New ADA compliant men's and women's toilet rooms (also meet fixture requirements)
- + New Mechanical, Electrical, and Plumbing systems option
- +/- Redesigning Kitchen - accessible but smaller
- +/- New egress stair from basement
- +/- Possible finished space in basement
- +/- HC lift provides access to platform at multi-purpose room.
- Loss of parking spaces

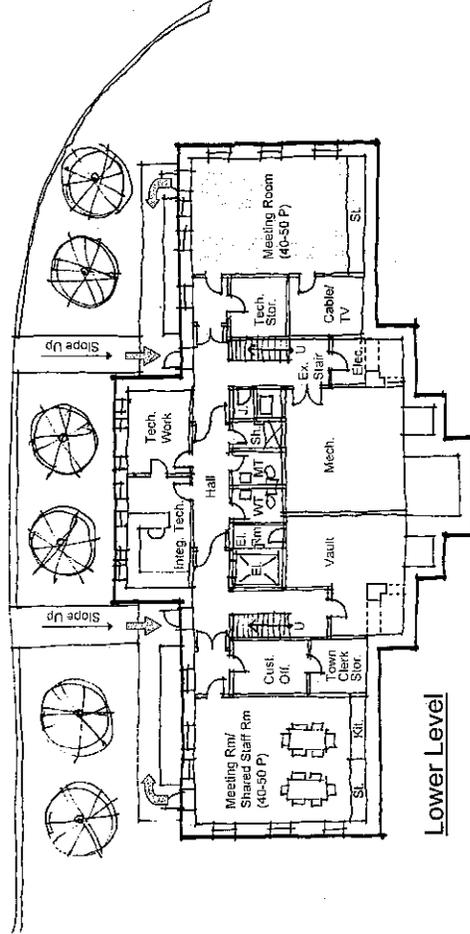
Town Offices – Option A



Second Level



First Level



Lower Level

- Circulation
- Town Offices
- Shared
- Support
- Facilities/Stor.

Option A - No Additions:

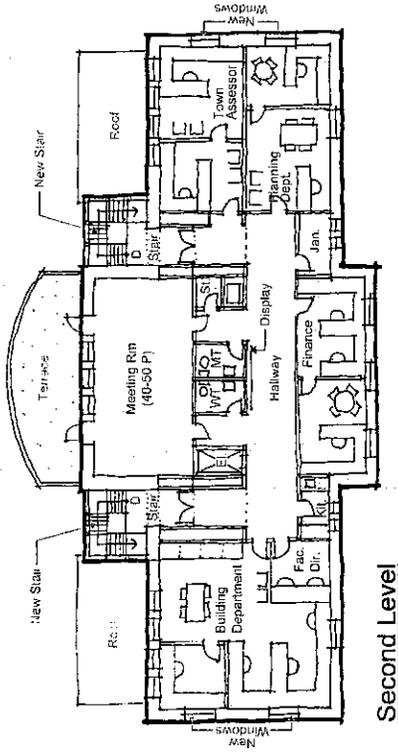
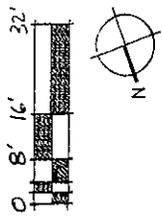
Program within existing space - not all new program achieved

- + Clearly defined circulation and core; existing fire escapes removed
- + Historic character intact
- + Kitchen, toilets, data and janitor each floor
- + Improved landscaping and building access at lower level
- + New elevator all levels
- + Basement functions connected
- + Large vault
- + 2 means of egress from meeting rooms
- +/- Reuse existing stairs with new enclosure walls
- +/- Joint suites for Town Clerk/Treasurer, Planning Dept./Assessor
- Minimal common storage and clerk storage
- Staff room still shared with meeting room
- Largest meeting room not 900 SF
- No Human Resources office, no Facilities office

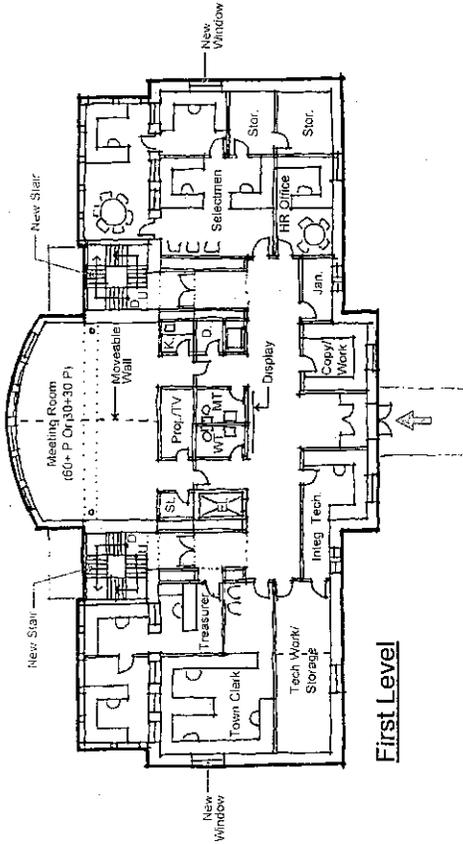
January 23, 2008

Town Offices

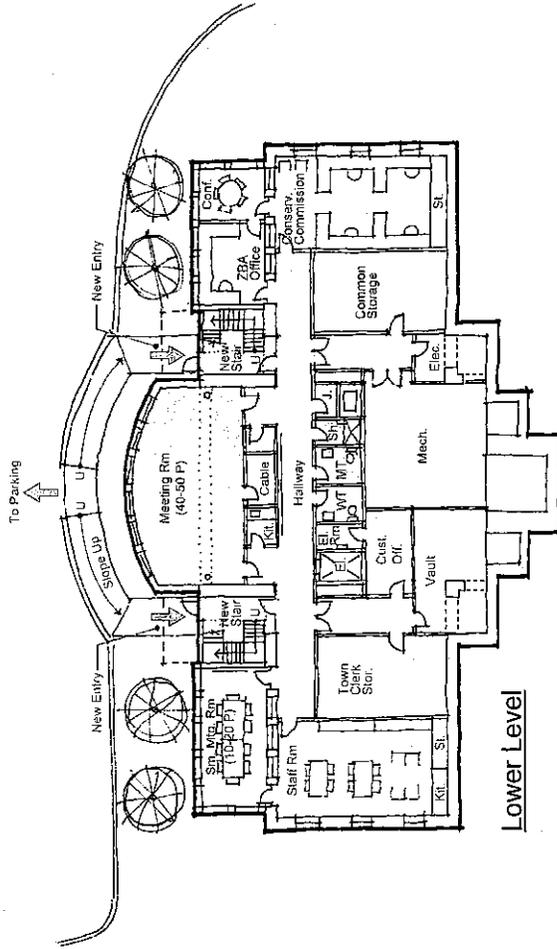
Town Offices – Option B



Second Level



First Level



Lower Level

- Circulation
- Town Offices
- Shared
- Support
- Facilities/Stor.

Option B - With Additions:

- + Clearly defined circulation and core with new stairs
- + Historically appropriate addition
- + Separate entrances for each department
- + Kitchen, toilets and janitor for each floor
- + Improved landscaping and building access at lower level
- + New elevator all levels
- + Basement functions connected
- + 2 means of egress from meeting rooms
- + Enlarged common storage and clerk storage
- + Staff room separate from meeting room
- + Largest meeting room 900 SF
- + Human Resources, Facilities Director space provided

# **Comprehensive Planning Options - Cost Estimates**

## **2006 Building Needs Assessment Updates**

Bemis Hall  
Town Offices

## **Planning Options Estimates**

Bemis Hall – Option A  
Town Offices – Option A  
Town Offices – Option B  
HVAC Design Narrative prepared by MacRitchie Engineering Incorporated

BEMIS HALL - Update of 2006 Building Needs Assessment  
January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
<b>Building Envelope</b>						
B-1	New asphalt shingle roof with new gutters, flashing and downspouts.			\$119,524		\$119,524
B-2	Repair open seam in horizontal cornice with sealant, inspect east cornice. <b>Completed.</b>	\$0				\$0
B-3	Replace horizontal cornice flat seam roof with zinc coated copper.			\$44,064		\$44,064
B-4	Repair cupola and spire, repaint.			\$110,160		\$110,160
B-5	Replace rusted exhaust vent.			\$2,754		\$2,754
B-6	Replace balcony flat seam copper roof and gutter, repair balusters.			\$19,829		\$19,829
B-7	Remove dead vines (can be done by maintenance). <b>Completed.</b>	\$0				\$0
B-8	Rebuild brick chimney above roof line.			\$16,524		\$16,524
B-9	Selective repointing of brick work and terra cotta masonry.			\$55,080		\$55,080
B-10	Selective rebuilding of projecting second floor brick cornice.			\$33,048		\$33,048
B-11	Replace exterior door from basement and adjoining light fixture. <b>Completed.</b>	\$0				\$0
B-12	Dismantle and reconstruct roof eave cornice at Southwest corner of building (several feet in both directions)			\$6,610		\$6,610
B-13	Repair and re-anchor window sills at first floor south elevation.			\$1,652		\$1,652
B-14	At south entry, repair terra cotta portico and flash.			\$16,524		\$16,524
B-15	Remove abandoned metal bracket at south end of east (rear) elevation			\$551		\$551
B-16	Remove sparrows and repair top cornice bracket on west elevation.		\$1,652			\$1,652
B-17	Rebuild granite areaway			\$13,219		\$13,219
B-18	Replace 4 areaway grates (or make short term repairs in 2006). <b>Completed.</b>	\$0				\$0
B-19	Replace a few cracked and broken windows panes. (routine maintenance)	\$0				\$0
B-20	Triple track exterior storm windows and repaint existing wood windows (\$73,807).	See NB-23				\$0
B-21	Strip paint, restore original wood sash, reglaze and paint both sides (\$121,176).	See NB-23				\$0
NB-22	Extend COA Office partition to ceiling for new Asst. Director.		\$4,000			\$4,000
NB-23	Replace all windows with new, historically appropriate wood windows (1,050 SF) (30 units) includes 2 entries.				\$142,198	\$142,198
	<b>Building Envelope Subtotal</b>	<b>\$0</b>	<b>\$5,652</b>	<b>\$439,538</b>	<b>\$142,198</b>	<b>\$587,388</b>

BEMIS HALL - Update of 2006 Building Needs Assessment

January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
<b>Structural</b>						
S-1	Repoint stone foundation at East (rear) elevation and restore original grade.				\$27,540	\$27,540
S-2	Dismantle and rebuild chimney.				\$16,524	\$16,524
S-3	Add wood blocking to first floor framing below interior columns and selectively sister joist.			\$16,524		\$16,524
S-4	Investigate ends of 1st floor joist where they are embedded into stone foundation.			\$5,508		\$5,508
S-5	Shim shrinkage gap in roof trusses.			\$2,754		\$2,754
						\$0
	<b>Structural Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,786</b>	<b>\$44,064</b>	<b>\$68,850</b>

BEMIS HALL - Update of 2006 Building Needs Assessment

January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
<b>Accessibility &amp; Code Compliance</b>						
A-1(R)	Revise / add handrails and head room at north stair.			\$10,000		\$10,000
NA-1a	Provide new ramps, (max. 8.33% slope), with two level landings, and continuous handrails (2-sides) with extensions. (approx. 40 lf of ramp)			\$37,500		\$37,500
NA-1b	Provide push button operation for North stair exit door. Variance may be required.			\$5,500		\$5,500
A-1g	Repair north stair exit door so that it opens easily, repaint as needed. <b>Completed</b>	\$0				\$0
A-2	Revise exit sign and add exit device to auditorium exit door at southeast enclosed stair.		\$2,203			\$2,203
A-3	Provide wheelchair access to stage (Lift may require MAAB variance. Alternates: provide ramp or partition stage and convert to storage)			\$24,000		\$24,000
A-4	Provide 42" high guard rails at open stair landings (budgeted glass guard rail behind existing rail).				\$55,080	\$55,080
A-4a	Revise stair nosings to eliminate protruding nosings. (Historic based MAAB variance could be sought.)				\$5,000	\$5,000

A-5	Accessible women's restroom (budget included moving of kitchen wall and cabinets, making kitchen smaller.			\$88,128		\$88,128
A-6	Replace door hardware in administration suite to be handicap accessible.			\$6,610		\$6,610
A-7	Repair panic hardware at south door. <b>Completed.</b>	\$0				\$0
A-8	Make main entrance fully accessible. This includes revisions to parking area and landscaping in front of Bemis Hall. Double door automatic openers assumed (historic based variance request).			\$165,240		\$165,240
A-9	Reinstall (van accessible) handicap parking sign, re-mark parking space, add directional signage and wireless doorbell at accessible door. <b>Completed.</b>	\$0				\$0
NA-10	Replace door hardware throughout w/ accessible hardware. (18 int., 7 ext. doors)				\$15,000	\$15,000
NA-12	Provide (16) tactile and Braille signs at permanent spaces: toilets, offices, signed exits, etc.			\$3,000		\$3,000
NA-13	Regrade and pave path of travel to accessible entrance ramp with stable slip resistant surface.		\$3,500			\$3,500
NA-14	Provide compliant grab bars in Unisex accessible toilet		\$500			\$500
NA-15	Revise kitchen cabinets to provide accessible workspace, sink and microwave, and 18" clear space at door or push button operation.				\$16,500	\$16,500
NA-16	Provide accessible coat hooks in closets		\$500			\$500
NA-17	Provide compliant floor vents (lump sum estimate)		\$5,000			\$5,000
NA-18	Modify threshold at Multi-purpose Hall (former auditorium)	\$575				\$575
NA-19	Revise partitions and replace doors as required to provide 32" clear door openings (8 doors). Alternate: seek historic based variance.				\$20,000	\$20,000
						\$0
	<b>Accessibility &amp; Code Compliance Subtotal</b>	<b>\$575</b>	<b>\$11,703</b>	<b>\$339,978</b>	<b>\$111,580</b>	<b>\$463,836</b>

BEMIS HALL - Update of 2006 Building Needs Assessment  
January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
<b>Mechanical</b>						
M-1	Installation of new boiler to replace existing boiler. (partial upgrade of \$17,626 replaced by NM-1a)					\$0
NM-1a	Replace existing boiler and single pipe steam distribution system with new hot water boiler and associated piping system.				\$231,610	\$231,610
M-2	Construction of containment dike around existing fuel oil storage tank or replace tank per M-3. Completed.	\$0				\$0
M-3	Removal of existing fuel oil tanks and replacing them with double wall tanks.				\$8,813	\$8,813
M-4	Replacing buried fuel oil piping with new piping with secondary containment. Completed.	\$0				\$0
M-5	Installation of new combustion air intake louver and damper. Completed.	\$0				\$0
M-6	Insulate all existing uninsulated steam and city water.			\$3,745		\$3,745
M-7	Elevator ventilation work to meet new code requirements.			\$2,754		\$2,754
M-8	Installation of new fire dampers per code requirements.			\$2,974		\$2,974
NM-9	Provide mechanical ventilation system for entire building (include with window replacement NB-23).				\$36,570	\$36,570
NM-10	Provide sprinkler system for entire building.				\$100,000	\$100,000
NM-11	Provide flush valves fixtures and appropriate new piping				\$3,700	\$3,700
						\$0
	<b>Mechanical Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,474</b>	<b>\$380,693</b>	<b>\$390,167</b>

## BEMIS HALL - Update of 2006 Building Needs Assessment

January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
<b>Electrical</b>						
E-1	Emergency Call Pushbuttons (lower cost - refer to MEI report)		\$2,500			\$2,500
E-2	IMS Cable Support. Completed.	\$0				\$0
E-3	Kitchen GFI Receptacles ("urgent" refer to MEI report)		\$3,305			\$3,305
NE-4	Provide visual alarms in toilet rooms (2)			\$2,000		\$2,000
NE-5	Provide emergency egress lighting (EBU) with battery back-up for first floor COA Meeting Room.			\$1,000		\$1,000
NE-6	Provide EBU system for COA "Living Room."			\$1,000		\$1,000
NE-7	Replace EBU lamp in corridor leading from COA Meeting Room to Stair 5 (maintenance).		\$50			\$50
NE-8	Replace non-functioning EBUs in COA Lobby, elevator lobby, and Stair 5.		\$2,500			\$2,500
NE-9	Provide EBU in exit corridor leading from Stair #: to exterior.		\$1,000			\$1,000
NE-10	Provide exterior emergency lighting at all exits.			\$5,000		\$5,000
NE-11	Provide EBU's in Multi-purpose Room.		\$3,000			\$3,000
NE-12	Provide exit sign with battery backup and an EBU in Ante Room.		\$2,000			\$2,000
NE-13	Provide EBU in Basement by rear exit.		\$850			\$850
NE-14	Install covers on all Fire alarm junction boxes in Basement (maintenance).		\$50			\$50
NE-15	Provide concrete filled steel bollards to protect conduits at telephone pole where main service conductors run underground.			\$1,000		\$1,000
NE-16	Remove emergency generator				\$4,000	\$0
						\$0
	<b>Electrical Subtotal</b>	<b>\$0</b>	<b>\$15,255</b>	<b>\$10,000</b>	<b>\$4,000</b>	<b>\$29,255</b>

BEMIS HALL - Update of 2006 Building Needs Assessment  
January 27, 2007 Cost Estimates

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
	<b>Bemis Hall Subtotal</b>	<b>\$575</b>	<b>\$32,610</b>	<b>\$823,776</b>	<b>\$682,534</b>	<b>\$1,539,495</b>
	Design & Construction Contingency (20%)	\$115	\$6,522	\$164,755	\$136,507	\$307,899
	Subtotal	\$690	\$39,132	\$988,531	\$819,041	\$1,847,395
	Architectural & Engineering Services (15%)	\$104	\$5,870	\$148,280	\$122,856	\$277,109
	<b>Total Estimated Project Costs</b>	<b>\$794</b>	<b>\$45,002</b>	<b>\$1,136,811</b>	<b>\$941,897</b>	<b>\$2,124,504</b>

Legend

	Items from 2006 preliminary estimate that have been escalated.
	Items from 2006 preliminary estimate that have been revised or replaced.
Completed.	Items from 2006 preliminary estimate that have been completed, or have been budgeted for completion.

LINCOLN TOWN OFFICES - Update of 2006 Building Needs Study

January 27, 2008 Cost Estimate

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008-2009	Low Priority 2010-2011	Total
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Building Envelope						
B-1	Minor, yet important selective slate repairs. Completed.	\$0				\$0
B-2	Miscellaneous carpentry repairs to cupola. Prep and paint.			\$55,080		\$55,080
B-3	Replace ridge caps, valleys and gutters			\$110,160		\$110,160
B-4	Add EPDM roofing to horizontal cornice since the cornice is flashing by stucco and can not be readily replaced				\$22,032	\$22,032
B-5	Selective repointing.			\$33,048		\$33,048
B-6	Repair flashing of deteriorated stucco water table.			\$13,219		\$13,219
NB-6	Replace all windows with new, historically appropriate wood windows. (1,840 SF-62 units 1,940 SF includes 1 entry). Refer to M-10(R).				\$254,978	\$254,978
Building Envelope Subtotal		\$0	\$0	\$211,507	\$277,010	\$488,517

Structural						
S-1	Replace cracked and spalled concrete stairs at rear of building			\$55,080		\$55,080
S-2	Re-certification of fire escapes, selective repairs and repainting		\$22,032			\$22,032
NS-3	1st FL Entry Hall: Tighten squeaky wood floor over joists			\$5,000		\$5,000
Structural Subtotal		\$0	\$22,032	\$60,080	\$0	\$82,112

LINCOLN TOWN OFFICES - Update of 2006 Building Needs Study  
January 27, 2008 Cost Estimate

DR.1P1

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008- 2009	Low Priority 2010-2011	Total
<b>Accessibility &amp; Code</b>						
A-1	New 3 stop elevator and fire rated enclosure			\$495,720		\$495,720
A-2	Improve basement ramp railing, entry door, hardware and floor level near bathroom			\$9,914		\$9,914
A-3	Enclose open stairs with fire rated doors which are normally held open with elevator-magnetic door closers			\$132,192		\$132,192
A-4	Replace door hardware throughout building with handicap accessible hardware				\$55,080	\$55,080
A-5	Add second handrail at rear steps		\$1,652			\$1,652
A-6	Replace exterior meeting room exit door, add second exit sign from room			\$4,406		\$4,406
A-7	Sprinkler building				\$165,240	\$165,240
A-8	Construct 6 hour records storage vault			\$165,240		\$165,240
A-9	Insulate plumbing pipes in B-1 accessible bathroom		\$330			\$330
NA10	Provide accessible exterior path between levels			\$8,625		\$8,625
NA11	Modify front walk to Max 5% slope		\$6,900			\$6,900
NA12	Provide compliant handrails with extensions mounting height and max 2" diameter rails			\$17,825		\$17,825
NA13	Provide 18" side clearance at doors (13 )			\$7,245		\$7,245
NA14	Modify to provide compliant mounting heights for fire alarm, visual alarms (50" AFF) and pull stations (48" AFF)			\$4,830		\$4,830
NA15	Provide compliant drinking fountains (existing) (2) double bowl			\$5,175		\$5,175
NA16	Provide compliant access service counters and 60" minimum turning diameter			\$20,125		\$20,125
NA17	Provide accessible toilet rooms with protected pipes 60" minimum turning circle and visual alarms			\$51,750		\$51,750
NA18	2nd floor toilets - provide door with 32" minimum clearance width			\$4,025		\$4,025
NA19	Modify basement threshold (1/2" maximum height)		\$575			\$575
NA20	Basement toilet room: relocate paper towel dispenser (paper towel dispenser is a protruding object and obstructs clear space required at lavatory)		\$403			\$403

NA21	Basement toilet room: CL of toilet > 18" from near side wall. Relocate w.c. 18" from near side wall.			\$863		\$863
NA22	Basement toilet room: shower is not accessible, provide 1/2" maximum threshold			\$5,750		\$5,750
NA23	"Entrance" to basement level lacks exterior hardware and is not independently operable (locked). Provide accessible entry to staff meeting room entry; modify ramp (8.33% maximum slope); new handrails both sides; door hardware.			\$12,075		\$12,075
NA24	Basement: No barrier where headroom is <80". Provide barrier at basement stair where headroom <80" (2 locations).			\$1,725		\$1,725
NA25	Typical: Tables lack minimum 27" high knee clearance. Provide furniture with 27" high knee clearance. Maintenance item.			\$0		\$0
Accessibility & Code Subtotal		\$0	\$9,860	\$947,485	\$220,320	\$1,177,666

LINCOLN TOWN OFFICES - Update of 2006 Building Needs Study

January 27, 2008 Cost Estimate

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008- 2009	Low Priority 2010-2011	Total
<b>Mechanical</b>						
M-1	Removal of existing fuel oil tanks replacing them with double wall tanks.			\$13,219		\$13,219
M-2	Construction of spill containment dike around existing fuel oil storage tanks. Completed.	\$0				\$0
M-3	Installation of new combustion air intake louver and motorized damper. Completed.	\$0				\$0
M-4	Replacing buried fuel oil piping with new piping with secondary containment. Completed.	\$0				\$0
M-5	Remove all asbestos pipe insulation and replace with new fiberglass type insulation. The budget does not include asbestos removal work.			\$8,813		\$8,813
M-6	Install new self contained automatic valves for all steam radiators. Assume sixty valves total			\$19,829		\$19,829
M-7	Remove and replace all steam traps for radiation and piping			\$6,610		\$6,610
M-8	Installation of new fire dampers behind existing grilles in vertical shafts				\$6,610	\$6,610
M-9	New mechanical exhaust ventilation systems for toilet rooms			\$11,016		\$11,016
M-10 (R)	Installation of an all new HVAC system for the entire building. Existing heating system remains with modifications. Conversion of steam boiler to hot water is recommended. Provide with window replacement - refer to NB-7.				\$396,576	\$396,576
NM-11	Provide sprinkler system for entire building. Protects life, property, and history; may reduce insurance premiums.				\$141,680	\$141,680
<b>Mechanical Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$59,486</b>	<b>\$544,866</b>	<b>\$604,352</b>
<b>Electrical</b>						
E-1	Install new heat detectors to replace existing. Add horn/lighting units as required by code. Delete (\$11,016); refer to item NE-5 below and engineer's recommendation.					\$0
E-2	Install security system				\$27,540	\$27,540
E-3	Replace incandescent fixtures with fluorescent fixtures			\$13,770		\$13,770
E-4	Electrical work to support new central air conditioning system			\$110,160		\$110,160
NE-5	Install new addressable fire alarm system as part of any major building project.				\$50,000	\$50,000
<b>Electrical Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$123,930</b>	<b>\$77,540</b>	<b>\$201,470</b>

LINCOLN TOWN OFFICES - Update of 2006 Building Needs Study

January 27, 2008 Cost Estimate

DRAFT

Item No.	Description	Completed 2007	High Priority	Normal Priority 2008- 2009	Low Priority 2010-2011	Total
	<b>Lincoln Town Offices Subtotal</b>	\$0	\$31,892	\$1,402,489	\$1,119,736	\$2,554,117
	Design & Construction Contingency (20%)	\$0	\$6,378	\$280,498	\$223,947	\$510,823
	Subtotal	\$0	\$38,271	\$1,682,987	\$1,343,683	\$3,064,940
	Architectural & Engineering Services (15%)	\$0	\$5,741	\$252,448	\$201,552	\$459,741
	<b>Total Estimated Project Costs</b>	\$0	\$44,011	\$1,935,435	\$1,545,235	\$3,524,681

Legend

	Items from 2006 preliminary estimate that have been escalated.
	Items from 2006 preliminary estimate that have been revised or replaced.
Completed.	Items from 2006 preliminary estimate that have been completed, or have been budgeted for completion.

## **Appendix**

### **Consultant Assessment Reports**

#### **Accessibility Issues, Town Office Building and Bemis Hall, Lincoln**

Prepared by Kessler McGuinness & Associates

Dated September 20, 2007

#### **Structural Assessment Report**

Prepared by MacRitchie Engineering Incorporated

Dated November 30, 2007

#### **Mechanical and Electrical Assessment Report**

Prepared by MacRitchie Engineering Incorporated

Dated October 16, 2007

REMINDER!!!!

TO: Tom Gumbart, Colleen Wilkins and Tim Higgins

FROM: Susan Brooks, Chuck Miller and Anita Scheipers

DATE: May 12, 2008

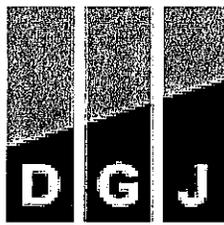
RE: Records Management Training – Sample Files

As discussed earlier, we are looking forward to your assistance today with creating a set of diverse documents to assist in our in-house training program at 2pm today.

You may recall at the last staff meeting, we have announced the intention of moving ahead with an organized effort to help departments understand and begin the process of basic records management. In this vein, we have scheduled a Step One training session for all departments in which we explain in user-friendly terms the basics of a records management system and the thought process that is needed as departments begin to undertake the simple first steps of such a program. The key points we hope to help people better understand in this session are:

- What types of documents exist in your department
- What are you required by law to maintain
- What makes sense operationally for you to maintain
- When does a record become historically significant
- Who should be keeping what

To make this first training session effective, we appreciate your being willing to provide actual files/documents to be reviewed by the group to stimulate discussion about how each type of record or document should be handled. Let Susan, Chuck or I know if you need help deciding what types of documents to bring.



## **Town of Lincoln, MA**

### **2006 Building Needs Assessment Updates**

**Bemis Hall - Update of 2006 Building Needs Assessment**  
**Town Offices - Update of 2006 Building Needs Assessment**

### **Planning Option Estimates**

**Bemis Hall - Option A**  
**Town Offices - Option A**  
**Town Offices - Option B**

**Prepared for:**  
**The Office of Michael Rosenfeld, Inc.**  
**West Acton, MA**

**Prepared by:-**  
**D G Jones International, Inc.**  
**3 Baldwin Green Common, Suite 202,**  
**Woburn, MA 01801-1868**  
**email : boston@dgjonesboston.com**  
**Tel: 781-932-3131**  
**Fax: 781-932-3199**

**November 30, 2007**

## Notes

1. Brief project description:-
  - Options to renovate existing Bemis Hall and Town Offices as well as Option to renovate and build addition to Town Offices.
2. The estimate is based on the following:-
  - Prevailing wage labor rates.
  - Separate contracts for each building.
  - Construction Manager type project.
  - Receipt of 4# bona fide bids for each sub contract.Buildings will be vacated by the owner during the construction work.
3. The gross floor is based on the following:-
  - Measurement is taken to the outside face of the exterior wall, measured through all stair wells, elevator shafts and ducts.
4. Story heights:-
  - Varies
5. General Requirements are priced as a %s on the Summary Page.
7. Escalation is included to notional mid point of construction.
8. Design contingency is an allowance for future design modifications/additions, which alter the cost of the building as the design progresses, this percentage reduces as the design develops. It is based on a percentage of the sum of Sub-Total Construction, General Requirements and Escalation. For this level of estimate the following has been included:-
  - 20.00%
9. Construction contingency is an allowance for scope/design modifications made by the owner during construction and also for any unforeseen circumstances. It is based on a percentage of the sum of Sub-Total Construction, General Requirements, Escalation and Estimating Contingency. The following has been included:-
  - 4.00%
10. This estimate has been prepared from the following design information:-
  - 
  - 
  - Site visit.
  - Telephone conversations with OMR and sub consultants.
11. The estimate includes the following:-
  - Removal of ground water during foundation, etc work.
  - Fixed furniture, fittings and equipment normally included with construction contract.

## Notes (Cont'd)

12. The estimate excludes the following:-
  - Owner's contingency.
  - Utility company backcharges.
  - Design consultant's fees.
  - Abatement of hazardous materials.
  - Excavation in rock during foundation, etc work.
  - Loose furniture, fittings and equipment.
  - Telephones.
  - Tel/data cabling & equipment.
  - Security cabling and equipment.
  - Fire pump.
  - Generator
  
13. Allowances:-
  - Estimate is based on allowances at this stage of the project.
  
14. Assumptions:-
  - None.
  
15. Estimates by other firms:-
  - None.

Element Name	Bemis Hall			Town Offices, Option A			Town Offices, Option B			Addition					
	Cost \$	\$/sf	%	Cost \$	\$/sf	%	Cost \$	\$/sf	%	Cost \$	\$/sf	%			
	Total			Total			Total			Total					
GFA (sf)	10,600			15,400			17,600			15,400			2,200		
A. Substructure	21,200	2.00	0.92%	38,500	2.50	1.16%	114,400	6.50	2.84%	46,200	3.00		68,200	31.00	
A10 Foundations	21,200	2.00	0.92%	38,500	2.50	1.16%	114,400	6.50	2.84%	46,200	3.00		68,200	31.00	
A20 Basement Construction	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00		0	0.00	
B. Shell	810,900	76.50	35.17%	646,800	42.00	19.44%	899,800	51.13	22.37%	677,600	44.00		222,200	101.00	
B10 Superstructure	90,100	8.50	3.91%	107,800	7.00	3.24%	215,600	12.25	5.36%	138,600	9.00		77,000	35.00	
B20 Exterior Enclosure	530,000	50.00	22.99%	346,500	22.50	10.42%	467,500	26.56	11.62%	346,500	22.50		121,000	55.00	
B30 Roofing	190,800	18.00	8.28%	192,500	12.50	5.79%	216,700	12.31	5.39%	192,500	12.50		24,200	11.00	
C. Interiors	439,900	41.50	19.08%	523,600	34.00	15.74%	631,400	35.88	15.70%	523,600	34.00		107,800	49.00	
C10 Interior Construction	127,200	12.00	5.52%	231,000	15.00	6.94%	259,600	14.75	6.45%	231,000	15.00		28,600	13.00	
C20 Stairs	121,900	11.50	5.29%	46,200	3.00	1.39%	85,800	4.88	2.13%	46,200	3.00		39,600	18.00	
C30 Interior Finishes	190,800	18.00	8.28%	246,400	16.00	7.41%	286,000	16.25	7.11%	246,400	16.00		39,600	18.00	
D. Services	673,100	63.50	29.20%	1,516,900	98.50	45.60%	1,646,700	93.56	40.94%	1,516,900	98.50		129,800	59.00	
D10 Conveying Systems	0	0.00	0.00%	492,800	32.00	14.81%	492,800	28.00	12.25%	492,800	32.00		0	0.00	
D20 Plumbing	74,200	7.00	3.22%	92,400	6.00	2.78%	101,200	5.75	2.52%	92,400	6.00		8,800	4.00	
D30 Heating, Ventilating and Air Conditioning (HVAC)	339,200	32.00	14.71%	554,400	36.00	16.67%	629,200	35.75	15.64%	554,400	36.00		74,800	34.00	
D40 Fire Protection Systems	100,700	9.50	4.37%	161,700	10.50	4.86%	179,300	10.19	4.46%	161,700	10.50		17,600	8.00	
D50 Electrical Systems	159,000	15.00	6.90%	215,600	14.00	6.48%	244,200	13.88	6.07%	215,600	14.00		28,600	13.00	
E. Equipment and Furnishings	42,400	4.00	1.84%	61,600	4.00	1.85%	72,600	4.13	1.80%	61,600	4.00		11,000	5.00	
E10 Equipment	10,600	1.00	0.46%	15,400	1.00	0.46%	19,800	1.13	0.49%	15,400	1.00		4,400	2.00	
E20 Furnishings	31,800	3.00	1.38%	46,200	3.00	1.39%	52,800	3.00	1.31%	46,200	3.00		6,600	3.00	
F. Special Construction and Demolition	84,800	8.00	3.68%	308,000	20.00	9.26%	369,600	21.00	9.19%	369,600	24.00		0	0.00	
F10 Special Construction	0	0.00	0.00%	169,400	11.00	5.09%	169,400	9.63	4.21%	169,400	11.00		0	0.00	
F20 Selective Demolition	84,800	8.00	3.68%	138,600	9.00	4.17%	200,200	11.38	4.98%	200,200	13.00		0	0.00	
G. Building Sitework	233,200	22.00	10.11%	231,000	15.00	6.94%	288,200	16.38	7.16%	231,000	15.00		57,200	26.00	
G10 Site Preparation	21,200	2.00	0.92%	30,800	2.00	0.93%	41,800	2.38	1.04%	30,800	2.00		11,000	5.00	
G20 Site Improvements	159,000	15.00	6.90%	123,200	8.00	3.70%	145,200	8.25	3.61%	123,200	8.00		22,000	10.00	
G30 Site Civil/Mechanical Utilities	21,200	2.00	0.92%	30,800	2.00	0.83%	41,800	2.38	1.04%	30,800	2.00		11,000	5.00	
G40 Site Electrical Utilities	21,200	2.00	0.92%	30,800	2.00	0.93%	39,600	2.25	0.96%	30,800	2.00		8,800	4.00	
G90 Other Site Construction	10,600	1.00	0.46%	15,400	1.00	0.46%	19,800	1.13	0.49%	15,400	1.00		4,400	2.00	
<b>Sub-Total Construction</b>	<b>2,305,500</b>	<b>217.50</b>	<b>100.00%</b>	<b>3,326,400</b>	<b>216.00</b>	<b>100.00%</b>	<b>4,022,700</b>	<b>228.56</b>	<b>100.00%</b>	<b>3,426,500</b>	<b>222.50</b>		<b>596,200</b>	<b>271.00</b>	
General Requirements	345,825	32.63	15.00%	498,960	32.40		603,405	34.28		513,975	33.36		89,430	40.65	
Escalation to mid point of construction	132,566	12.51	5.00%	191,268	12.42		231,305	13.14		197,024	12.79		34,282	15.58	
Building Permit Fee	27,839	2.63	1.00%	40,166	2.61		48,574	2.76		41,375	2.69		7,199	3.27	
Design Contingency	562,346	53.05	20.00%	811,359	52.69		981,197	55.75		835,775	54.27		145,422	66.10	
CM Fee	101,222	9.55	3.00%	146,045	9.48		176,615	10.03		150,439	9.77		26,176	11.90	
Construction Contingency	139,012	13.11	4.00%	200,568	13.02		242,562	13.78		206,604	13.42		35,948	16.34	
<b>Total Construction Cost</b>	<b>3,614,310</b>	<b>340.97</b>		<b>5,214,766</b>	<b>338.62</b>		<b>6,306,349</b>	<b>358.32</b>		<b>5,371,651</b>	<b>348.81</b>		<b>934,657</b>	<b>424.84</b>	



**MacRITCHIE ENGINEERING INCORPORATED**

197 Quincy Avenue, Braintree, MA 02184  
Tel. (781) 848-4464 Fax (781) 848-2613

**Lincoln Town Hall**

**HVAC Proposed Scope of Work**

1. Convert existing steam boiler to hot water.
2. Add one new boiler (estimated capacity:1,000,000 BTUH)  
  
If gas is available, new boiler to be high efficiency, condensing boiler.
3. Remove current inside oil storage.  
  
Option # 1- Install new 5000 gallon, # 2 oil storage tank.  
  
Underground tank to be double wall with VEETER-ROOT monitoring/alarm system.  
  
Option # 2- Bring natural gas to the building to feed both boilers.  
  
Replace oil fired burner on existing boiler with gas.
4. Install a hot water distribution system throughout the building. Capacity to be about 150 GPM (4" max pipe size). Entrances to have cabinet unit heaters.  
  
Perimeter rooms to have hot water baseboard radiators with commercial grade covers.  
  
Variable air volume boxes to have hot water coils.
5. Install packaged rooftop, variable air volume air conditioning unit(s). Units shall be sized at 400 sq. ft. per ton to serve all finished areas of the building.
6. Provide medium pressure distribution supply ductwork to variable air volume boxes.  
  
Provide one V.A.V. box (zone) for every 600 sq. ft. of finished building area.  
  
Supply ductwork down-stream of the V.A.V. box and return air ductwork shall be low pressure.
7. Provide toilet exhaust, and electrical room exhaust systems. Assume 1 CFM per sq. ft.



8. Provide three, dedicated, stand alone HVAC systems. Each system will be 1½ to 2 tons capacity.

One system will be dedicated to the elevator machine room.

One system will be dedicated to the server room.

The third system shall have humidity control, including a humidifier and electric re-heat coil and shall be dedicated to archival storage.

9. All outside air ductwork, supply ductwork and all hot water piping shall be insulated.
10. Provide a direct digital control system including CO2 controls for large meeting rooms.
11. Provide for independent commissioning of the HVAC system.

# APPENDIX

## **Appendix**

### **Consultant Assessment Reports**

#### **Accessibility Issues, Town Office Building and Bemis Hall, Lincoln**

Prepared by Kessler McGuinness & Associates

Dated September 20, 2007

#### **Structural Assessment Report**

Prepared by MacRitchie Engineering Incorporated

Dated November 30, 2007

#### **Mechanical and Electrical Assessment Report**

Prepared by MacRitchie Engineering Incorporated

Dated October 16, 2007

*Kessler McGuinness & Associates, LLC*

\*\*\*\*\*

1121  
Washington St.  
Newton, MA  
02465

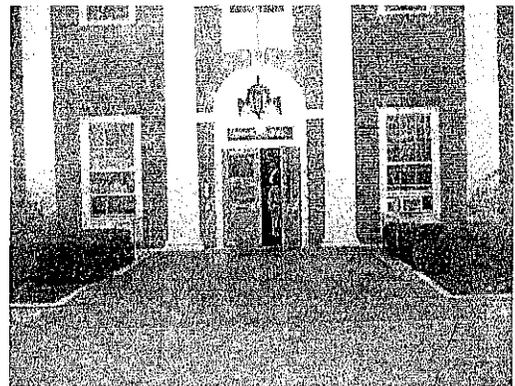
V/TTY  
617.641.2802  
Fax  
617.641.2812

# ACCESSIBILITY ISSUES

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## Town Office Building & Bemis Hall

Lincoln, MA



20 September 2007

## **ADA ACCESSIBILITY ISSUES**

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### **Town Office Building and Bemis Hall, Lincoln, MA**

20 September 2007

Accessibility within the facilities of the Town is governed by three design and construction standards:

- o 521 CMR: *The Rules and Regulations of the Massachusetts Architectural Access Board* (521 CMR)
- o *ADA Standards for Accessible Design* (ADAAG)
- o *Uniform Federal Accessibility Standards* (UFAS)

All new construction and alterations performed by the Town must meet the accessible design and construction requirements of all three standards. These three accessible design standards are similar, but not exactly the same.

### **MAAB**

521 CMR is incorporated by reference into the *Massachusetts State Building Code*. The only proactive barrier removal required by 521 CMR is "triggered" by alterations to existing facilities. All new construction and alterations of areas open to or usable by the public must comply with 521 CMR.

**\$100,000/30% Triggers:** If the cost of alterations to areas of the buildings which are open to and used by the public exceeds \$100,000 within a 36 month period, then AAB requires that an accessible entrance be provided. In addition, if toilets, telephones, or drinking fountains are available to the public, then an accessible toilet, telephone, and drinking fountain must also be provided. If the costs of alterations performed over a 36 month period exceed 30% of the 100% equalized assessed value of the building (as on record at the City Assessor's Office), then all areas open to and used by the public must be made accessible. This requirement is unique to AAB, having no similar counterpart in ADAAG.

### **ADA/504**

In addition, the Town has a regulatory obligation to insure that it does not discriminate against individuals with disabilities in the provision of municipal programs and services. Both the ADA (Title II) and its predecessor, the 1973 federal *Rehabilitation Act* (Section 504), require proactive removal of those architectural barriers necessary to make public programs and services accessible to people with disabilities. Their accessible design standards are ADAAG and UFAS.

Both 504 and Title II of the ADA presume that people with disabilities will be using the programs and services of public entities. In anticipation, they both mandate proactive steps to prevent discrimination by removing existing barriers. They do not permit public entities to wait until a person with a disability arrives before beginning to make accommodations. 504 and Title II mandate proactive barrier removal so that when a person with a disability arrives

at the public facility, the programs and services are substantially accessible. Minor accommodations may be needed, but the significant assessment and barrier removal should be complete.

The ADA does not necessarily require that all of a public entity's facilities are fully accessible. Rather it requires that all of the Town's programs and services, "when viewed in their entirety" are accessible. The law provides public entities with some flexibility in how this standard can be met. Both structural and nonstructural methods of providing "program access" can be used. Where the Town's programs and services can be relocated, personal assistance provided, or alternative technologies employed, architectural barriers need not be removed. The US Department of Justice (US DoJ) states that it is the responsibility for each municipality to establish their own criteria for "program accessibility."

Finally, both the ADA and the *Rehabilitation Act* require that architectural barriers be removed when necessary to provide a "reasonable accommodation" to an otherwise qualified employee with a disability. Even when facilities meet all accessible design standards, certain employees may need accommodations to allow them to carry out the essential functions of their jobs, or participate equally in other benefits of employment, such as collegial events, holiday parties, etc.

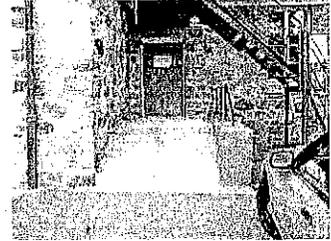
David Kessler, Principal, participated in the walk-through of the two facilities on Monday, September 17, 2007. The purpose of the walk-through was to identify the principal existing barriers<sup>1</sup> relative to the enforceable provisions of ADAAG (1994) and 521 CMR (2006). My assessment was performed assuming full compliance will be triggered under 521 CMR. It is my understanding that both buildings are listed on the National Register of Historic Places. Historic status is the basis for variances by the MAAB - for example, for the requirement that all public entrances to be accessible. In any planned alterations a variance must be requested for any elements where the Town believes full compliance will harm the historic significance.

Below are the accessibility issues identified:

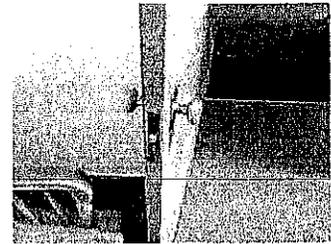
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<sup>1</sup> A comprehensive accessibility audit may be appropriate at a later date.

1. General Note: If full compliance is triggered, then 521 CMR will require all public entrances to be accessible and as many accessible egresses to be provided as are required by 780 CMR. 521 CMR now requires an accessible path of travel be provided from the exit discharge to a public way.\*<sup>2</sup>



2. General note: Some, but not all doors have hardware that requires tight grasping and twisting.



3. General Note: Both buildings lacked tactile and Braille signs at permanent spaces; these typically include - toilet rooms, department offices and signed exits.\*
4. General Note: The Town should confirm the availability of portable Assistive Listening Systems sufficient to meet demand.\*

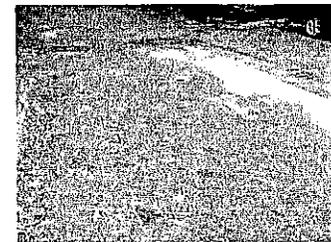
**BEAMIS HALL - 15 Bedford Road**

5. Accessible parking space lacks "van" sign.

Surface of parking space and potential access aisle has sections with cross-slope >2%, changes in level >1/2" and is not stable and slip resistant.\*



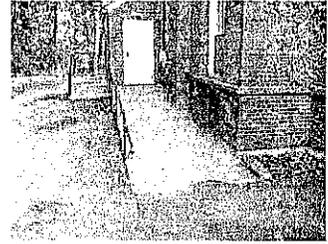
6. The path of travel to the accessible entrance ramp has sections with cross-slope >2%, changes in level >1/2" and is not stable and slip resistant.\*



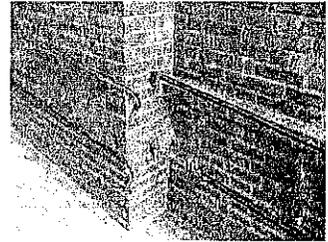
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<sup>2</sup> Asterisks (\*) denote issues that do not appear to have been addressed in the Building Needs Assessment of July 24, 2006

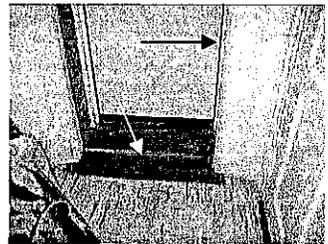
7. The running slope of the ramp to the "accessible" entrance >8.33%.\*



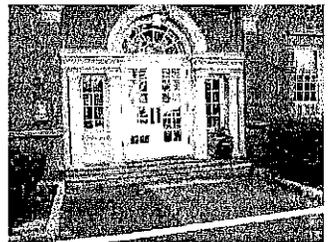
8. The ramp handrails are not compliant – profile, continuous and lack level extensions.\*



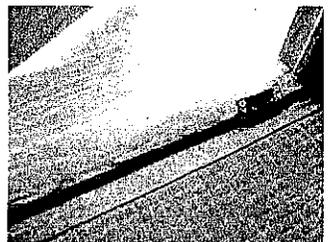
9. The door at the "accessible" entrance lacks required clear maneuvering space on the latch push side and the existing maneuvering space is not level.\*



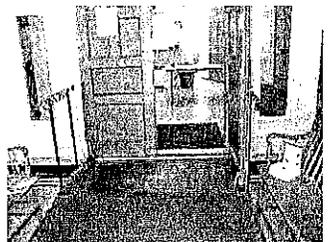
10. The main public entrance is not accessible.



11. Threshold at main entrance >1/2".\*



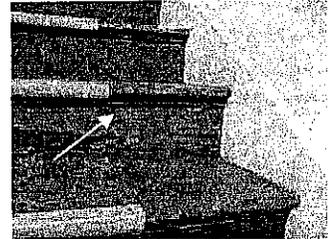
12. Neither leaf of double interior vestibule door provides a min. clear 32" width and lack level maneuvering space.\*



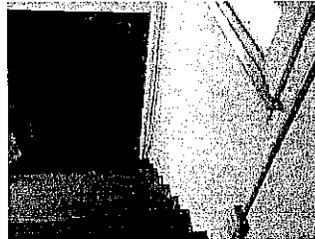
13. The double lobby stairs lack compliant handrails.



14. The treads of the double lobby stairs have protruding nosings.\*



15. Handrails at other stairs (other than the new fire stair) are not compliant or are absent.



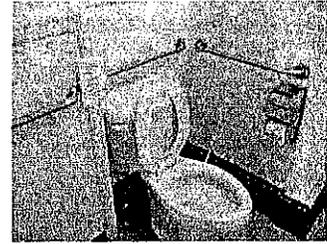
16. Women's room lacks tactile and Braille signage.\*



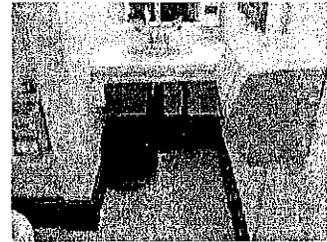
17. Unisex and Women's rooms lack visual alarms.\*



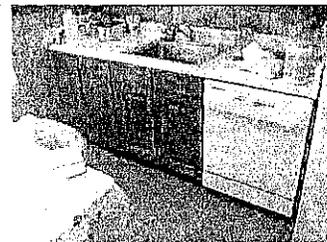
18. Toilet in unisex toilet room lacks compliant grab bars.\*



19. Paper towel dispenser in unisex toilet room is a protruding object and obstructs clear space required at lavatory.\*



20. The public kitchen lacks accessible counter workspace, sink and microwave.\*



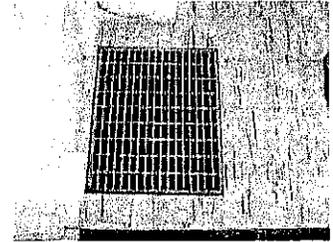
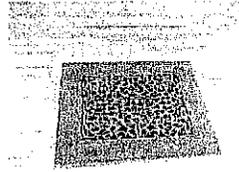
21. Kitchen door lacks required min. 18" clear maneuvering space on latch pull side.\*



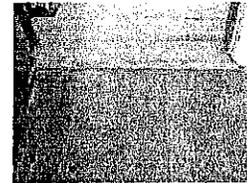
22. Coat closet lacks accessible rod or hooks.\*



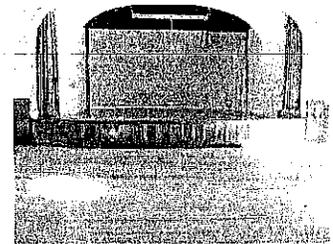
23. Floor vents have openings >1/2" oriented in line with path of travel.\*



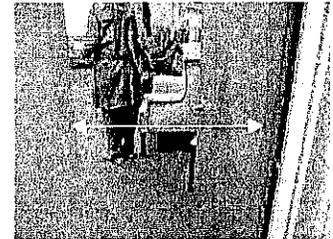
24. Threshold at door to auditorium >1/2".\*



25. No accessible path of travel to stage.



26. Various doors lack min. 32 clear width.\*



**TOWN OFFICE BUILDING - 16 Lincoln Road**

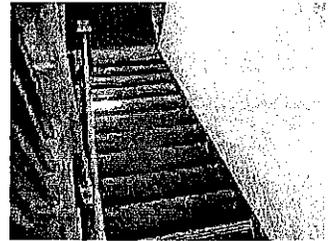
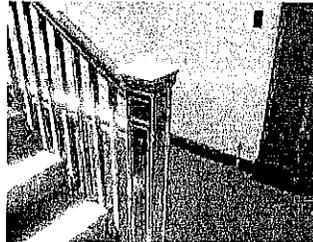
27. No accessible path of travel between levels.

No photo

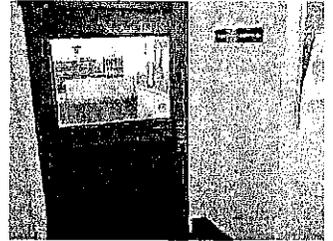
28. Walkway at front of building has sections with running slope >5%.\*



29. Typical: Stair handrails are not compliant (e.g. lack level extensions, diameter >2", mounting height < 34", or are absent).\*



30. Doors in recess lack min. 18" clear maneuvering space on latch pull side.\*



31. Typical:  
Visual alarms mounted >80" AFF.\*

Alarm pulls mounted > 48" AFF.\*



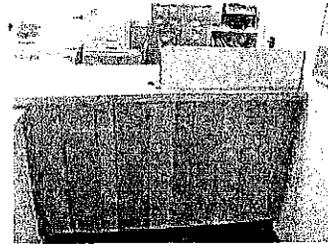
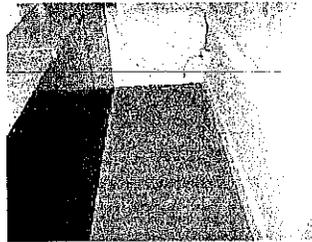
32. No drinking fountain for person who has difficulty bending or stooping.\*

Drinking fountain is a protruding object.\*



33. Typical: Transaction counters lack a section (min 36" long) at max. height of 36" or an accessible auxiliary counter or table.\*

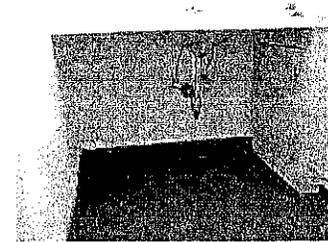
Some offices lacks 60" turning diameter at transaction counters.\*



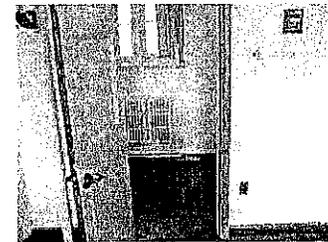
34. Typical: Toilet Rooms  
Lavatories in toilet rooms lack protected or recessed hot water pipes.

There is < 60" turning diameter.\*

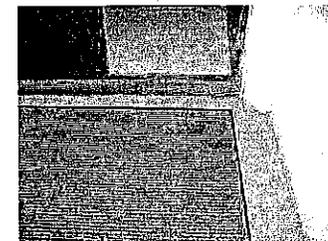
No visual alarm.\*



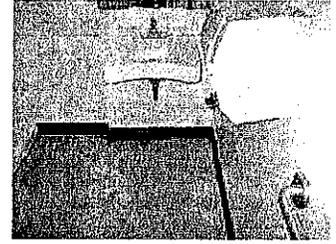
35. 2<sup>nd</sup> floor toilet  
Door lacks min. 32" clear width.\*



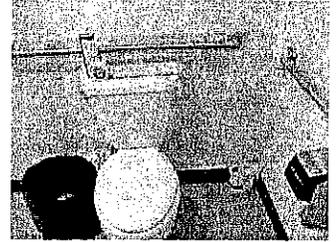
36. Basement: Threshold at corridor > 1/2".



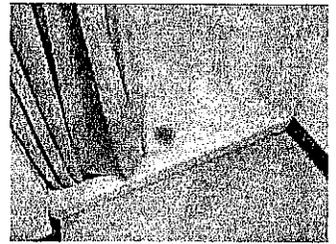
37. Basement toilet room: Paper towel dispenser is a protruding object and obstructs clear space required at lavatory.\*



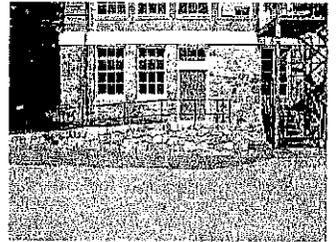
38. Basement toilet room: CL of toilet > 18" from near side wall.\*



39. Basement toilet room: Shower is not accessible.\*



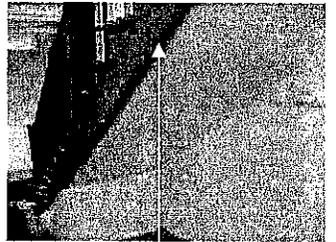
40. "Entrance" to basement level lacks exterior hardware and is not independently operable (locked).\*



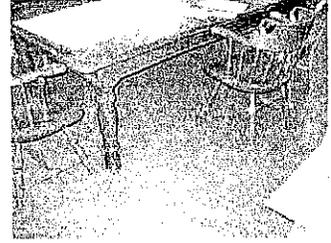
41. Ramp from parking lot lacks handrails on one side.  
No level landing where ramp changes direction.\*



42. Basement: No barrier where headroom is <80".\*



43. Typical: Tables lack minimum 27" high knee clearance.



Please call if you have any questions.

## **Appendix**

### **Meeting Reports**

Meeting #1, October 3, 2007

Meeting #2, October 22, 2007

Meeting #3, November 8, 2007

User Meeting, September 27, 2007

## Meeting Report



*Meeting Date:* October 3, 2007

*Location:* Lincoln Town Offices

*Project Name:* Lincoln Building Assessment

*Subject:* User Meeting

*Project Number:* 0712

*Reported By:* Whitney Granger

*Project File:* 2.1.5

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*Attendees:* Tim Higgins, Town Administrator  
Anita Scheipers, Asst. Town Adm.  
Whitney Granger, OMR

*c.c.:* Timothy Higgins, Town Adm.  
Anita Scheipers, Asst. Town Adm.  
Michael Rosenfeld, OMR  
Marty Kretsch, OMR  
Leigh Sherwood, OMR  
Christina Borella, OMR  
Whitney Granger, OMR  
Bill Hagen, FBRA  
Bruce MacRitchie, MEI  
Charles McGrory, DGJ  
David Kessler, KMA

The following items were discussed:

1. Schedule

1.1. Work plan: Revised Meeting #2: 10/17/07 @ 2:00 PM – others unchanged. Meeting attendees will include representatives from OMR and T. Higgins and A. Scheipers. T. Higgins will determine if added people will be invited to the last meeting.

1.2. Project: Ideally, T. Higgins would have liked to present all the projects (2006 Building Needs Assessment) to the Capital Planning Committee for consideration for the FY '08 but that deadline has passed. It may be possible to submit this study (Town Offices and Bemis Hall) to the Community Preservation Act committee as early as mid-November for action in FY'09 (CPA allows rolling applications), however; it is more important that the study be done well and not rushed. Submittal of the whole package (all buildings in the 2006 study) is likely to be in October of 2008 for the 2010 FY town budget.

2. Budget

2.1. The project budget should be "need driven," there is no preconceived budget. Other projects noted in the 2006 Needs Assessment study are fairly clearly defined and have preliminary budgets. The 2007 study is intended to bring clarity to the needs of the Town Offices and Bemis Hall buildings. Any project(s) resulting from either study will likely require passage of a "debt exclusion" question. Lincoln is paying off some older debt which will reduce overall debt payments for the next two to three years.

3. Program and Priorities

3.1. In reviewing the 7/27/07 meeting minutes, most items mentioned by the buildings' users were anticipated. There is a need for additional meeting spaces, especially for the Town Offices. Storage areas are needed for individual offices and for long term Town records.



- 3.2. Priorities include addressing code related issues, architectural access, deficient structural (if any) mechanical, electrical, and lighting systems, exterior repair and maintenance, and window repair or replacements. Such work should not be deferred to any potential future addition(s). Municipal office use of the Town Offices Building is expected to remain unchanged for the foreseeable future. Bemis Hall is expected to house the Council on Aging for at least the next five years but the long term use of Bemis Hall has not been determined. *[following the meeting, Karen Santucci, COA Director, said that Bemis Hall will work for the COA for the next five years or so; however, after that time the COA will need to expand and Bemis Hall lacks necessary parking.]*
  - 3.3. Assuming that existing meeting rooms are fully accessible (to persons with disabilities), one additional large meeting room and several smaller conference rooms are requested for the Town Office Building. Ideally, the large meeting room would have a capacity similar to or greater than the Donaldson Room (50 – 60 seats) and could be divided in half for smaller meetings. Currently, if the Donaldson Room is occupied there are no other large spaces for public meetings in the Town Office Building. Meeting rooms need to be accessible to the public to meet state public meeting requirements and the needs of the Town.
    - 3.3.1. If a large divisible meeting room is not feasible, at least two smaller meeting rooms would be needed for the day to day operation of Town agencies. Such rooms would provide adequate functional meeting and plan review spaces and permit more efficient use existing office space.
  - 3.4. A proper vault is necessary for storage of Town records. W. Granger requested information (size and construction requirements) related to recent studies provided jointly by the Town Clerk's office and Library. Each should have its own suitable vault.
  - 3.5. Anticipated Staff increases:
    - 3.5.1. Bemis Hall: The Council on Aging will be adding an Assistant Director and will occupy the office currently used by volunteers. The COA is expecting to provide a moveable desk and computer for shared use by the employees. The desk would be located in the Main Entry. A single moveable work station is anticipated; the volunteers are scheduled at different times of the day.
    - 3.5.2. Town Offices:
      - 3.5.2.1. Additional space is needed for a new Facilities Director when Earl Midgley retires. Ed currently serves as Facilities Director and Building Inspector.
      - 3.5.3. A Human Resources position will need to be filled. Preferably the new person would be located in the Treasurer's Office. He/she might be shared with and located at the School Department offices but only if the School Dept. has room and agreement made.
  - 3.6. T. Higgins observed that the Technology office is "shoe horned in" and will need more space as the technology needs of the Town continue to increase.
  - 3.7. A comfortable staff lounge / workroom with kitchenette would welcome employees and volunteers. It would also permit preparation of coffee, refreshments, copies, etc. for evening meetings.
4. Valuation: A. Scheipers is to speak with the Town Assessor and provide information on the value of both Bemis Hall and the Town Offices. A building's value affects the amount of work required under the Massachusetts Architectural Access Board (MAAB) Regulations.
  5. Historic requirements: Both buildings are listed on the National Register of Historic Places. A. Scheipers is to determine whether interior components of the buildings are impacted as well as exterior elements.
  6. Parking: Overall parking in the Town center is problematic and will take time for the Town to address.



7. Septic Systems: both buildings have free standing septic systems. W. Granger requested information on existing systems. *[Following the meeting, little was found to define locations and sizes of the septic systems; however, Lincoln uses Concord's Board of Health services, and A. Scheipers will see if the Concord BOH has information.]*
8. Zoning: Town of Lincoln must conform to local Zoning and land use regulations.
9. Values and Goals:
  - 9.1. Lincoln's historic Town Center; preserve the natural landscape, open space and architectural heritage of the Town Center.
  - 9.2. Lincoln's assets and investments; maintain and protect existing buildings and infrastructure.
  - 9.3. Accessibility (for the elderly and those with disabilities); provide public access to all public buildings and programs.
  - 9.4. Community; to enhance "community building," provide facilities for the general public, employees, a large number of citizen volunteers and outside professionals that are welcoming and inviting, adequately sized, functional, and are equipped with up-to-date business technologies to conduct the business of the Town.
  - 9.5. Conservation; protect and preserve the environment, open space, and historic heritage of the Town's open spaces and buildings.
  - 9.6. Sustainability; provide for the future of the Town and the world by approaching work in an energy conscious, environmentally sensitive, and sustainable way.
  - 9.7. Frugality; provide facilities that meet the values and goals of the Town and are functional and efficient without creating undue burdens on taxpayers.

The forgoing discussions of this meeting are recorded as understood by the writer, who should be notified of any omission or corrections. Unless the writer is notified to the contrary, this report is presumed correct.

## Meeting Report



Meeting Date: October 22, 2007

Location:	Lincoln Town Offices	Project Name:	Lincoln Building Assessment
Subject:	Meeting #2	Project Number:	0712
Reported By:	Whitney Granger	Project File:	2.1.5

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Attendees:	Tim Higgins, Town Administrator (part time) Anita Scheipers, Asst. Town Adm. Whitney Granger, OMR	c.c.:	Timothy Higgins, Town Adm. Anita Scheipers, Asst. Town Adm. Michael Rosenfeld, OMR Marty Kretsch, OMR Leigh Sherwood, OMR Christina Borella, OMR Whitney Granger, OMR Bill Hagen, FBRA Bruce MacRitchie, MEI Charles McGrory, DGJ David Kessler, KMA
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The following items were discussed:

1. Schedule
  - 1.1. Work plan: Next Meeting #3: 11/1/07 @ 2:00 PM.
  - 1.2. T. Higgins requests that estimates to be provided for next meeting. OMR will discuss with consultants and advise if additional time is needed.
2. Values and Goals: The Values and Goals statement was reviewed; no changes are required.
3. Program and Priorities
  - 3.1. Program was reviewed; minor changes were discussed and will be made to the Program.
    - 3.1.1. Bemis Hall
      - 3.1.1.1. Town to determine if emergency generator is to remain. Emergency Shelter is now at the school.
    - 3.1.2. Town Offices
      - 3.1.2.1. Town Clerk: Storage and records vault size requirements are not defined; A. Scheipers to follow-up with Librarian and Town Clerk.
      - 3.1.2.2. Treasurer: Additional counter space requested. New Human Resources Office is included in the Treasurer's program; other acceptable locations include the Finance Office, Selectmen's Office, or independent of others.
      - 3.1.2.3. Finance: Additional storage requested.
      - 3.1.2.4. Town Assessor: By code, Second Floor Hall is a means of egress and can only be used for that purpose. The Town Assessors program has been increased to compensate for loss of reference table in the Second Floor Hall.



- 3.1.2.5. Planning Department: Town Planner and Main Office programs have been increased. Planning Department program has been increased to compensate for loss of reference table in the Second Floor Hall.
  - 3.1.2.6. Conservation Commission: Program area has been increased to accommodate field personnel and interns. Finance program has been increased to compensate for loss of table in the Second Floor Hall. The existing shower/toilet area is sufficient for Cons Com personnel (refer to "Shared Spaces" program); lockers are not required.
  - 3.1.2.7. ZBA Assistant: Program area has been increased and its location disassociated from the Building Department. The ZBA Assistant can be located in any of several office suites or independently if privacy can be provided and a shared conference room located nearby.
  - 3.1.2.8. Facilities: Workshop should be relocated to another Town Facility.
- 3.2. Priorities:
- 3.2.1. Bemis Hall
    - 3.2.1.1. Provide adequate access for persons with disabilities, sufficient toilets, minor revisions to provide volunteer desk in Lobby, a privacy partition for the new Assistant Director, and maintenance items necessary to protect the building and safety of its occupants.
    - 3.2.1.2. Bemis Hall lacks parking for the Council on Aging beyond the next five to ten years. It is intended to postpone significant expenditures until the long term until the long-term use and occupancy of Bemis is determined; therefore, other potential changes including new mechanical and electrical systems, door and window replacements, are low priority.
    - 3.2.1.3. Refer to Item 5 "Organizational Options" below for further comments.
  - 3.2.2. Town Offices
    - 3.2.2.1. Provide adequate access for persons with disabilities, sufficient toilets, a code compliant egress system, new mechanical and electrical systems, replacement of existing doors and windows with architecturally compatible elements, and maintenance items necessary to protect the building and safety of its occupants.
    - 3.2.2.2. OMR is providing two options to assist the Town in setting priorities. The first option includes program revisions to the maximum extent possible within the walls of the existing building. The second provides for the full program by adding a historically appropriate addition.
    - 3.2.2.3. Refer to Item 5 "Organizational Options" below for further comments.
4. Site and Building Analysis: Site and building analysis drawings were presented for both buildings. General attributes and deficiencies are discussed elsewhere in this report. Specific comments are as follows:
- 4.1. Bemis Hall
    - 4.1.1. Parking: Issues include lack of parking and safety concerns with cars backing onto Bedford Road and with pedestrians who park at the "Stone Church" lot crossing Bedford Road. Survey information is not available to establish elevation and dimensional information. W. Granger will visit the site to obtain additional information. A. Scheipers will also check with Lincoln's Highway Department to see if they have a layout of Bedford Road.
    - 4.1.2. The existing Men's Room is to be identified as "Unisex," however it is not fully compliant with Massachusetts Architectural Access Board (MAAB) regulations.



- 4.2. Town Offices
  - 4.2.1. A parcel of land south of the upper area parking area is not owned by the Town.
  - 4.2.2. Parking: Expansion and safety items were discussed. Adding a second driveway from Lincoln Road to the parking area could increase safety; however, it's location across open field space would not likely be acceptable to the Town. Increasing capacity by extending the parking towards the field might be acceptable if any required retaining walls were held back a safe distance from the edge of the play surface.
5. Organizational Options: W. Granger presented one preliminary organizational option for Bemis Hall and two options for the Town Offices addressing both site and building issues and program.
  - 5.1. Bemis Hall
    - 5.1.1. Parking and Site: to provide a pedestrian refuge, especially for the elderly or persons with disabilities and subject to survey verification, parking would be revised to eliminate cars backing onto Bedford Road where pedestrians are crossing the street from the "Stone Church" parking lots. The proposal, similar to the front entry drive at the Town Offices, would provide a driveway and grass island in front of the building. The grade of the driveway would be raised to provide access to the building's main entry and "accessible" parking would be provided. A retaining wall, similar to the Town Offices but closer to the street, would likely be needed and the number of parking spaces would be reduced.
    - 5.1.2. Building Access: None of the building entrances currently comply with MAAB regulations. Currently a ramp exists on the north side of the building however; neither exterior nor interior elements of the path of travel are compliant. The main entrance can be made accessible as noted in 5.1.1; however, the remaining three entries would not be accessible. The depth of the basement precludes making this level accessible at grade. The south (right side) entrance is at a landing that connected to the main staircase which is three risers below the main level. The option will make the main entrance and public areas of the building accessible but will require obtaining a MAAB variance for the remaining entries if the construction cost exceeds 30% of the market value of the building. Removal of the northerly ramp is recommended. Any variance request would be based in part on the historic nature of the building. The existing elevator connects the three levels of the building except at the depressed south entry level and would remain unchanged.
    - 5.1.3. Interior: On the First Level, additional toilets would be added to meet current code requirements for the number of fixtures. The kitchen would be reduced in size to allow the toilet rooms expansion. A Scheipers recommended that a counter "pass-thru" be retained for the Council on Aging. No changes would be made or required at the Second Level Multi-purpose Hall; however, a lift or ramp could be added in the future to provide access to the currently unused Platform. A new basement egress stairwell is shown making portions of the basement usable for limited functions. Natural lighting would remain poor. New and/or relocated mechanical and electrical systems are not included in the option's scope but would be necessary to partition the area for greater use.
    - 5.1.4. Because the long term use of Bemis Hall is not determined, this option does not include new mechanical and electrical systems, nor replacement windows and doors. The option includes exterior and interior renovations to make the current uses of the building accessible and to provide adequate and accessible toilet facilities.



5.2. Town Offices

5.2.1. Option A: the intent of this option is to maximize use of the existing building without constructing an addition. This option provides a new centrally located elevator, accessible entrances at the Lower Level, and an efficient circulation system. The current fire escapes, currently a "grandfathered" egress element, are demolished. It organizes new "core" support facilities such as toilet rooms, custodial and data rooms on all three levels. Program areas are adjusted to maximize efficiency; however, not all programmed spaces are accommodated within the existing building footprint. Completely new mechanical, electrical, and plumbing systems are envisioned for the comfort and efficiency of all who use the building. Historically compatible doors and windows would replace aging and inefficient units. Reclamation of unused or underused mechanical spaces and workshop areas increase the amount of program area that can be accommodated. The historical exterior and elements of interior detailing on the First Level are maintained. OMR will further investigate code issues and potential variance requests related to reuse of the existing stairs; however, any option and cost estimate must not depend on a building code variance. Option A will be modified to show site revisions and address vault, storage, or other additional information provided by the Owner.

5.2.2. Option B: this option is intended to provide areas for all programmed space by constructing an architecturally compatible addition (approximately 2200 s.f.) on the south side of the existing building. The design should follow the Secretary of Interior's guidelines for additions to historic buildings. The two-story addition, lower than the existing building, would be located at the "rear" of the existing structure where its' visual impact is minimized. Exterior and interior circulation and core spaces are similar to Option A. Option B includes an "alternate" showing construction of two new stairs to replace the originals. A clear organization includes common meeting and conference rooms are located in the middle portion of the building - with desirable exposure and views and departmental suites are placed in the two wings. Option B will be modified as needed to address vault, storage, or other additional information provided by the Owner.

6. Other

6.1. It was noted that renovation or addition to the Town Offices including a new elevator or changes to the means of egress will require temporary relocation of the Town Offices currently in the building. The Selectmen's Office will investigate potential sites and procedures for this temporary relocation.

6.2. New legislation has been proposed in Massachusetts that would, if adopted, allow the Department of Justice to certify Massachusetts Architectural Access Board Regulations as "substantially equivalent" to Title III of the ADA. Further, it would extend MAAB's jurisdiction to cover employee areas in buildings as well as public areas.

6.3. *[Subsequent to the meeting, we have also learned that legislation is proposed that would alter Chapter 34 of the State Building Code and likely make structural provisions for renovations to existing buildings more stringent than they are now. Subject to legislative action, any provisions might become effective in 2008. - W. Granger]*

The forgoing discussions of this meeting are recorded as understood by the writer, who should be notified of any omission or corrections. Unless the writer is notified to the contrary, this report is presumed correct.

## Meeting Report



*Meeting Date:* September 27, 2007

*Location:* Lincoln Town Offices

*Project Name:* Lincoln Building Assessment

*Subject:* User Meeting

*Project Number:* 0712

*Reported By:* Whitney Granger

*Project File:* 2.1.5

*Attendees:* Anira Scheipers, Asst. Town Adm.  
Bob Sutherland, C.O.A.  
Colleen Wilkins, Finance Dept.  
Chuck Miller, IT  
Catherine Perry, Planning Dept.  
Mark Whitehead, Planning Dept.  
Dorothy Blakeley, ZBA  
Angela Seaborg, Cons. Com.  
Earl Midgley, Building Inspect.  
Bruce Morgan Assessors  
Patrice Brennan, Assessors

*c.c.:*

Timothy Higgins, Town Adm.  
Anita Scheipers, Asst. Town Adm.  
Michael Rosenfeld, OMR  
Marty Kretsch, OMR  
Leigh Sherwood, OMR  
Christina Borella, OMR  
Whitney Granger, OMR  
Bill Hagen, FBRA  
Bruce MacRitchie, MEI  
Charles McGrory, DGJ  
David Kessler, KMA

The following items were discussed:

1. Bob Sutherland represented the Council on Aging (COA) in the absence of the Director.
  - 1.1. COA occupies the first and second floors of Bemis Building and the basement for storage. With proper egress, a basement meeting room is desirable. Space use is scheduled by a Town volunteer who resides at the COA. The COA and renters sometimes use the Main Lobby as reception area.
  - 1.2. COA staff consists of the Director (private office) and two volunteers (shared second office); an Assistant Director will soon be hired who will occupy the second office. The office will require a full height partition facing the COA reception area; it currently is only about eight feet high. The two volunteers will need to be relocated; perhaps desks in the Main Lobby or another space must be found.
  - 1.3. Program: Bob suggests contacting the COA Director upon her return to discuss long term program requirements.
    - 1.3.1. COA has no lunch program. Events requiring meals are generally held at the school.
  - 1.4. Facilities descriptions:
    - 1.4.1. First Floor: Director's Office; Office (future Asst. Director); COA reception area – housing a copy machine, fax, and library; Main Lobby with small kitchen – used for Sr. Men's Coffee, refreshments, and reception for second floor space activities, etc.; unisex accessible toilet room (the only one in the building), and a small women's room; computer room (2 computers and desks) and closet in a small area of the elevator lobby (two volunteers prepare tax returns); the "Living Room" (comfortable cushioned seating) used for small meetings and clinics (8-10 capacity); Meeting Room (20-24 capacity) used for movies, board meetings computer presentations, etc. COA storage areas include a closet under Stair #1 (right rear), a closet in the Meeting Room (chairs and tables) and two closets under Stair #3 (left rear). Non-COA spaces include a custodial closet and general storage under Stair #2 (right front). An emergency generator is housed in a shed attached at the rear of the building.



- 1.4.2. Second Floor: The Main Hall is located on the second floor and is used by COA several times weekly for exercise programs and occasional meetings. It can also be rented by the public. The Main Hall is no longer used for Town Meeting or productions which now use the schools. COA does not use the stage which is not accessible to persons with disabilities, nor the adjacent ante/storage room. The former balcony, accessed only by a ladder, and can be used only for storage and lighting rigging. An elevator was installed about five years ago that serves the Main and Second floor and an enclosed exit stair was installed at Stair #1.
- 1.4.3. Basement: The basement is accessed at Stair #1, the original exit, and a non-code compliant exit stair directly to grade at the rear located between the building and the adjacent burial ground. The basement is used for shared general building and COA storage (miscellaneous wheelchairs, walkers, etc.). The elevator shaft runs to the basement level. The basement is largely open and contains both functional equipment (furnace, panels, etc.) and abandoned equipment including an old emergency siren. Structural columns are located throughout the basement.
- 1.5. General: Deficiencies include a lack of COA storage, space for the two COA volunteers and parking. Currently, the building has only seven or eight parking spaces in front of the building, including one not-quite compliant handicapped accessible space. Overflow parking currently uses parking spaces across the Bedford Street at the Stone Church but must share with Church functions and an on-site day care facility. In general, both the Bemis building and Town Offices need parking. One idea is that the Town purchases a property now for sale on the opposite side of Bedford Street and up-grade from the Stone Church for use as a parking lot. Both Bemis Hall and the Town Offices are historic buildings listed on State and National Registers.
2. Town Offices
  - 2.1. The Town Offices are located on Lincoln Road down gradient from Bemis Hall, across the five-way intersection that includes Bedford Street, Sandy Pond Road, Weston Road, and Trapelo Road. The building was originally a school and converted to Town Offices. Drawings were reviewed to determine locations of various departments. The building currently houses:
    - 2.1.1. Main Floor: the shared Donaldson meeting room along with the adjacent Cable TV facility and offices for the Town Clerk, Treasurer, Selectmen, and leased space for the non-profit Rural Land Foundation Trust, and a copy/fax center on the Main Floor. The Main Floor also contains a Custodial Closet and "nearly accessible" Toilet.
    - 2.1.2. Second Floor: shared Finance and Integrated Technology (IT), Assessors, Planning, shared Building Department and Zoning Board of Appeals (ZBA), Conservation Commission, and a shared multi-use hall that contains a kitchenette, tables, computers, etc. for the Assessors, Planning and Conservation Commission offices. A small toilet is accessed from the Finance Office.
    - 2.1.3. Basement: Custodial office and maintenance shop; a semi-secure Town Clerk's storage closet, a secure vault, communal storage area, mechanical/electrical rooms, and a lower level meeting room (not accessible) with adjoining staff kitchenette and communal storage. The kitchenette includes The Town wishes to preserve the Town's historic weights and measures and their storage cabinet currently located in the kitchenette.
  - 2.2. Comments
    - 2.2.1. General: several comments were typical of several or all department representatives:
      - 2.2.1.1. More storage is needed, both communal and for each department. W. Granger requested departmental quantity requirements for files and other storage.
      - 2.2.1.2. Lighting is poor, even where transom glass brings daylight into interior rooms. Ballasts buzz in places.



- 2.2.1.3. The HVAC system is poor. Window air conditioning units are noisy, especially in small rooms (Planning). The existing windows are drafty and inefficient.
- 2.2.1.4. The building lacks an elevator.
- 2.2.1.5. Programmatically, several agencies are well located for convenience of staff and the public. Currently Cons Com, Building, ZBA, Planning, Assessors, Finance, and IF are located on the same floor. Ideally, the Treasurer's Office (First Floor) would also be on the same floor and proximate.
- 2.2.1.6. The building has no apparent serious water infiltration problems.
- 2.2.1.7. E. Midgley questioned the structural capacity of the second floor to hold the weight of the offices and storage. Observations have been taken and no deflection has been noticed. E. Midgley suggested that a partition constructed on the first floor may be carrying some of the weight.
- 2.2.2. Second Floor:
  - 2.2.2.1. Conservation Commission: Needs additional space for two summertime interns (2 desks), needs additional storage (some files are currently in communal storage in basement), would prefer to eliminate carpet in this area (dirt is tracked in on shoes of outside workers). Cons Com has four year-round staff and up to four more seasonal staff, many are regularly out of the office.
  - 2.2.2.2. The Building Dept. and ZBA share space on the left side of the building.
  - 2.2.2.3. A single person assists the Zoning Board in a partitioned but not closed office within the Building Department area. The office shares space with a large format plotter, lacks desired privacy, and must use the Building Dept.'s conference table for multi-person meetings. Office requires more files and storage.
  - 2.2.2.4. The Building Dept. consists of a windowless 8 ft. x 12 ft. +/- office for the Building Inspector, plan storage files, a service counter and secretary's desk, desks for plumbing and electrical inspectors, and a large conference table. A storage closet provides a ladder for attic access (the ladder is near the exterior wall thus headroom above is low).
  - 2.2.2.5. The Planning Dept. is located on the left side of the center section of the building, a private office for the Town Planner (noisy window AC; fire escape access window), and a one-person office off the Main Hall. The wall between the two offices has transom glass but is still dark. One of the original gravity ventilation shafts has been converted to storage. Files and storage run along one wall of the office. Public meetings and hearings are conducted in the Donaldson room or basement meeting room / staff lounge.
  - 2.2.2.6. The Assessor's Department also occupies the center section of the building and is separated from Planning by a full height partition. The private Town Assessor's Office includes an "L" shaped desk and can seat five people for meetings. It lacks a separate conference table. An interior office (dark even with transom glass) contains the service counter, two desks, and files. The GIS computer and desk is located in a corner of the front office. The Assessors would like to have a service window in the Main Hall partition allowing office expansion.



- 2.2.2.7. The Finance Department and IT area share a small reception area on the right side of the building. The Finance area includes the reception area with desks for two employees and files, as well as a private office for the Director. A non-accessible toilet room is located to the side of the reception area. The IT area consists of an office/work space with two desks, a storage room (window AC unit), and a computer room. IT requests that any elevator added to the building be big enough to allow easy movement of computer equipment.
- 2.2.2.8. The Main Hall, although technically a corridor, contains a kitchenette, Planning Department layout desk, Assessor's computer and separate desk, and shared copy machine. Potential building code issues will be investigated.
- 2.2.3. First Floor:
  - 2.2.3.1. The Main Entry is centered in the building. To the right front is a shared work room for mail, copies, faxes, etc. It is adequate in size. At the left front is a space leased to the non-profit Rural Land Foundation Trust (owners of the Mall near the railroad station). The Trust also has access to a storage area containing telephone and security system equipment and leading directly to the Cable TV Studio in the left side wing of the building thus raising security concerns. The Town appreciates having the Trust and its' two employees in the building. A toilet room is accessed from the right side of the Main Entry, opposite one of the two stairwells.
  - 2.2.3.2. The Donaldson Room is the primary meeting room in the building. It is located on the left side of the building. Running the full length of the Donaldson Room is a 5 1/2 ft. +/- room containing Cable TV equipment, a desk, and storage. The Donaldson Room is equipped to televise public meetings and hearings. The Donaldson Room and adjacent Town Clerk's Office have recently installed high intensity fin tube radiation installed. A door is located in the partition between the Town Clerk and Treasurer. Security concerns about this (a limited area security system protects the area).
  - 2.2.3.3. The Town Clerk's office is located on the left side of the center portion of the building and accessed from the Main Lobby. The office has three desks behind the service counter, files along one side wall. Original gravity ventilation shafts have been modified for storage and to provide additional office space.
  - 2.2.3.4. The Town Treasurer is located on the right side of the center section of the building. The Treasurer's space contains a general office with two "L" shaped desk stations, a small service counter and files. The Town Treasurer's private office is located in the right rear corner.
  - 2.2.3.5. The right section of the building houses the Selectmen's Office and contains private offices for the Town Administrator and Assistant Town Administrator, a general office with reception desk and conference table (6-7 people), and a storage room with closet. A custodial closet near the entry is accessed from the general office.

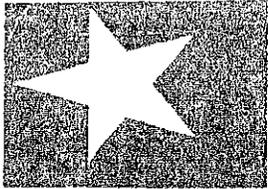


2.2.4. Basement Floor:

- 2.2.4.1. The center portion of the building has mechanical and electrical rooms below the Main Entry Hall. Former school toilet rooms have been removed and a new partition installed to create a common storage area on the left, and an employee locker room (Cons Com) and toilet/shower area on the right. A "secure" vault has been installed in a portion of the former mechanical space. The Town is discussing a possible shared vault with the Library – at least for the short term; however, a separate vault for Town records is preferred. W. Granger requested size and construction requirements for the Vault (based on recent discussions with the Town Library). The existing Vault has a heating and ventilation system but no humidity control.
- 2.2.4.2. The left side of the building houses a Janitor's office and Storage area, a workshop used by maintenance for miscellaneous woodworking projects, and a "semi-secure" storage closet currently being used by the Town Clerk.
- 2.2.4.3. The right section of the building contains a staff kitchenette housing the historic with weights and measures cabinet, and the Meeting Room/Employee Lounge with its' separate storage area. Access to this Meeting Room does not comply with current MAAB regulations. A former "Heating Chamber" is underutilized because the old ducts and equipment limit headroom. A similar space on the left side of the building has been functionally adapted.

The forgoing discussions of this meeting are recorded as understood by the writer, who should be notified of any omission or corrections. Unless the writer is notified to the contrary, this report is presumed correct.

Town Of Lincoln



PROPERTY LOCATION

Parcel No	117-100-000	Legal Description	Parcel ID
Use Code	903	Entered Lot Size	5 18 1
Building Value	3,014,700	Total Land	PRINT
Yard Items	1,800	Land Unit Type	Date Time
Land Value	1,107,900		12/29/05 09:08:23
Total Value	4,124,400		LAST REV
			Date Time
			04/19/05 12:54:10
			PAT ACCT
			1810

PROPERTY LOCATION

Use Code	903	Legal Description	Parcel ID
Building Value	3,014,700	Entered Lot Size	5 18 1
Yard Items	1,800	Total Land	PRINT
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			LAST REV
			Date Time
			04/19/05 12:54:10
			PAT ACCT
			1810

ERSHIP

1: TOWN OF LINCOLN  
2: TOWN OFFICES

3: PO BOX 6353

City: LINCOLN

Tract: 117-100-000  
City: Lincoln

VIOWS OWNER

Ref #	Date	Time	Notes
1	12/29/05	09:08:23	
2	04/19/05	12:54:10	

PARATIVE DESCRIPTION  
Parcel contains 4. ACRES of land mainly classified as  
MUNICIPAL with a(n) GOVT BLDG Building Built about 1908,  
having Primarily BRICK Exterior and SLATE Roof Cover, with  
3 Baths, 0 HalfBaths, 0 3/4 Baths, 0 Rooms, and 0

PER ASSESSMENTS

Ref #	Description	Amount	Com. Int.
1			

PROPERTY FACTORS

Item	Code	Description
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IND. SECTION (First 7 lines only)

Depth /	Price/Unit	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Aj	Neigh	Neigh	Height	Mod	Init 1	%	Init 2	%	Init 3	%	Appraised Value	Spec	Land Code	Use Value	Notes
80000		SQUARE FE PRIME SITE	ACRES		0	7.25	1,500	EV										870,000			870,000	
2.163		EXCESS ACRE			0	110,000	1,000	EV										237,930			237,930	

Parcel LUC	903	MUNICIPAL	Prime NB Desc	CENTER
Total SF/SM	1174220	28	Total	1,107,930
Total	1,107,930		Spl Credit	
Total	1,107,930		Total	1,107,900

BUILDING PERMITS

Date	Number	Description	Amount	C/O	M/Date	V2/Date	V3/Date	Comment
11/5/2004	3080	MANUAL	120,000	C				replace built in g

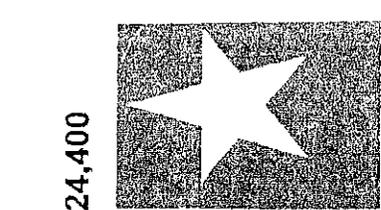
ACTIVITY INFORMATION

Date	Result	By

SALES INFORMATION

Grantor	Legal Ref.	Type	Date	Sale Price	V	V1/Date	V2/Date	V3/Date	Assoc	PCL Value	Notes

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes
2005	903	FV	2,766,100	1800	4	1,045,500	3,813,400	3,813,400	9/28/2004
2004	903	FV	2,445,700	2200	4	996,300	3,444,200	3,444,200	10/9/2003
2003	903	FV	3,540,200	2200	4	953,000	3,495,400	3,495,400	3/11/2003
2002	903	CNVS	2,540,200	2200	4	953,000	3,495,400	3,495,400	10/3/2002
2001	903	FV	2,676,800	2200	4	929,000	3,608,000	3,608,000	4/4/2002
2000	903	FV	686,500	1231600	4	783,200	2,701,300	2,701,300	3/29/2002
1999	903	FV	663,400	1231600	4	666,200	2,561,200	2,561,200	6/14/2000
			488,800	1231600	4	636,200	2,356,600	2,356,600	3/8/1999





## **Appendix**

### **“Completed” 2006 Building Needs Assessment Items**

Town of Lincoln “Funding plan for Urgent and High Priority Items” lists Bemis Hall and Town Hall items from the 2006 assessment which have been completed or funded. Items listed in the “Maintenance Column” are considered “Complete” for the purposes of this report.

## **Appendix**

### **Existing Conditions Analysis Drawings**

Bemis Hall, Site Analysis, October 22, 2007

Bemis Hall, Lower Level Plan Analysis, October 22, 2007

Bemis Hall, First Floor Plan Analysis, October 22, 2007

Bemis Hall, Second Floor Plan Analysis, October 22, 2007

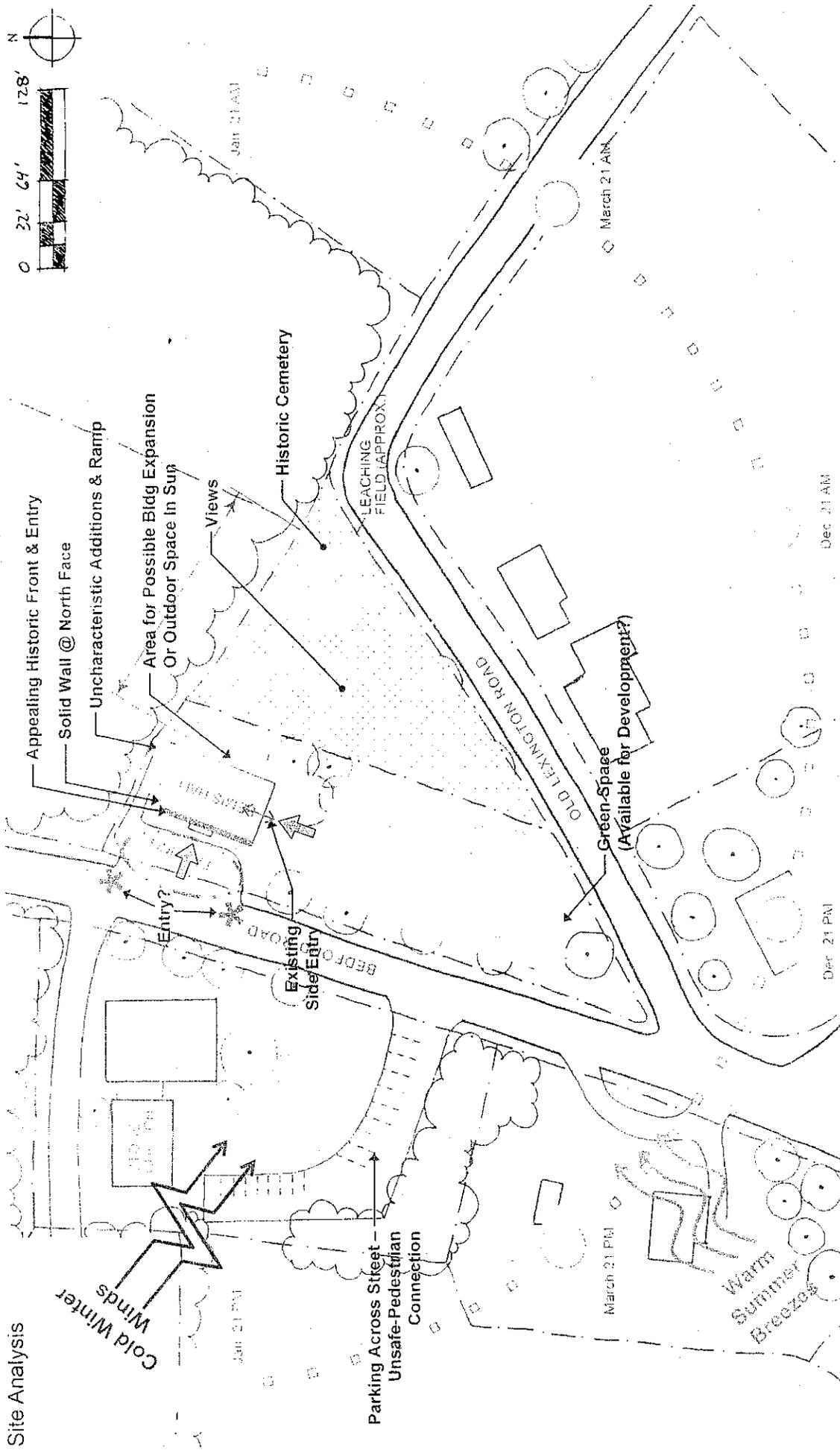
Town Offices, Site Analysis, October 22, 2007

Town Offices, Lower Level Plan Analysis, October 22, 2007

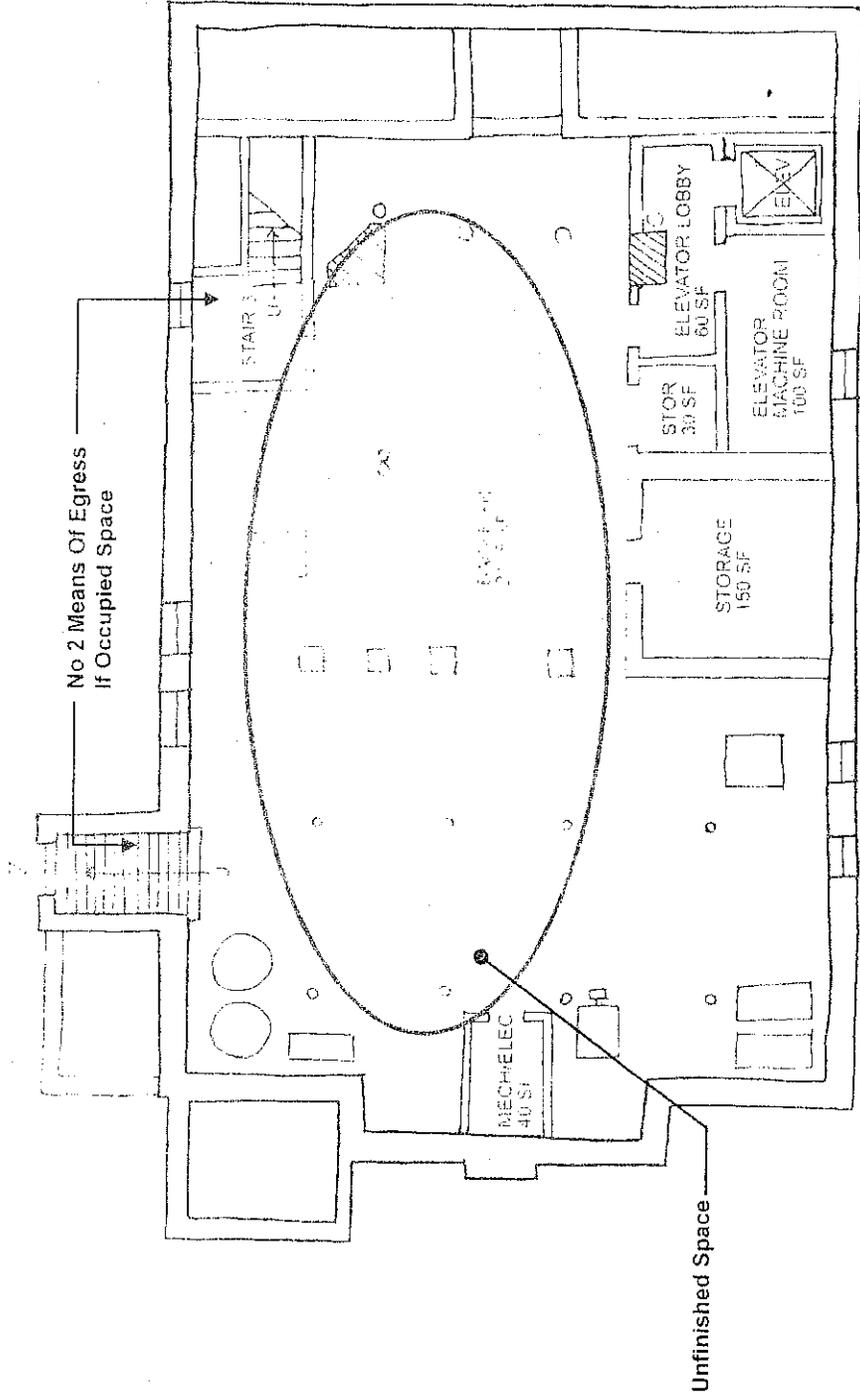
Town Offices, First Floor Plan Analysis, October 22, 2007

Town Offices, Second Floor Plan Analysis, October 22, 2007

Site Analysis

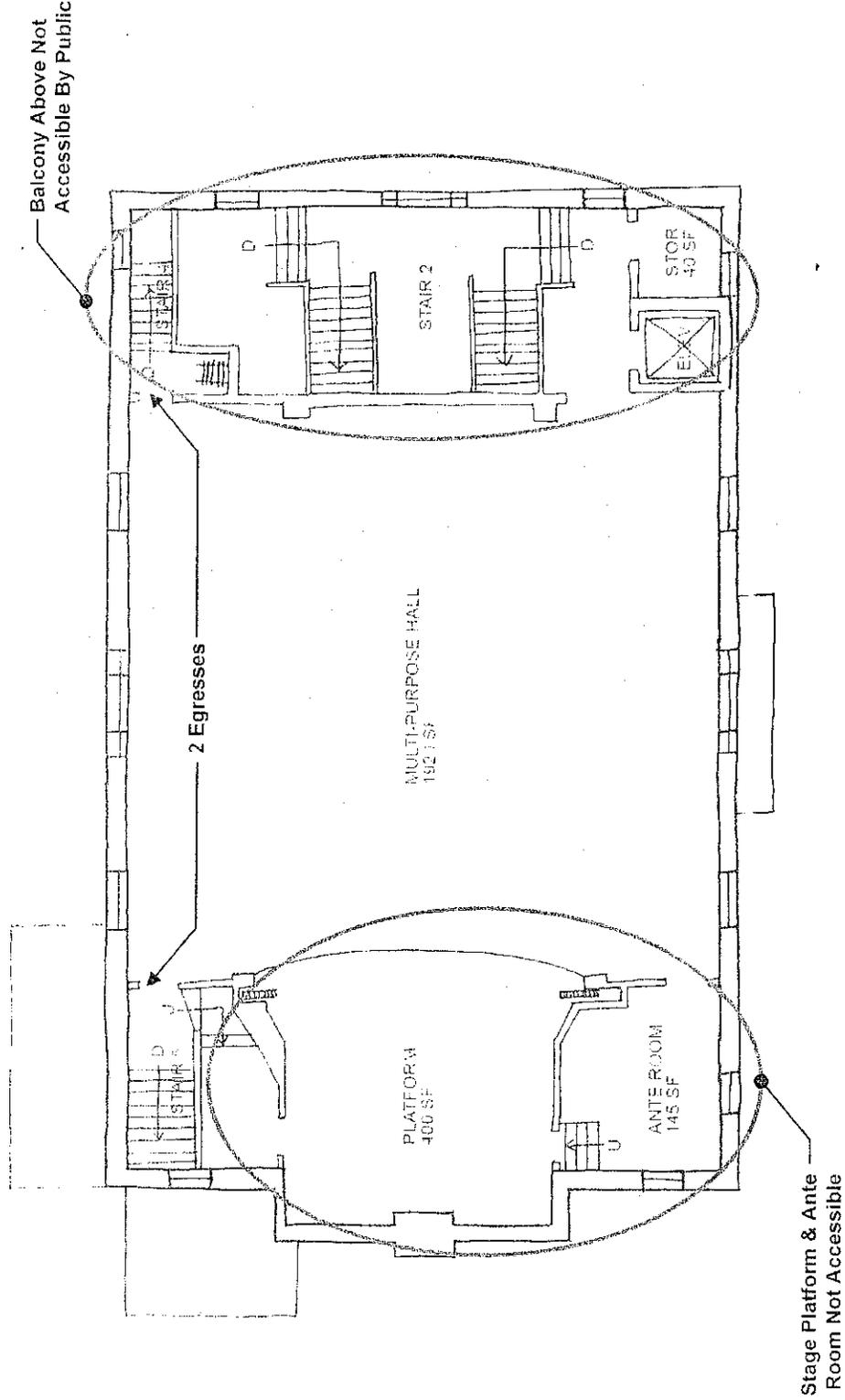


Lower Level Plan.  
Building Analysis

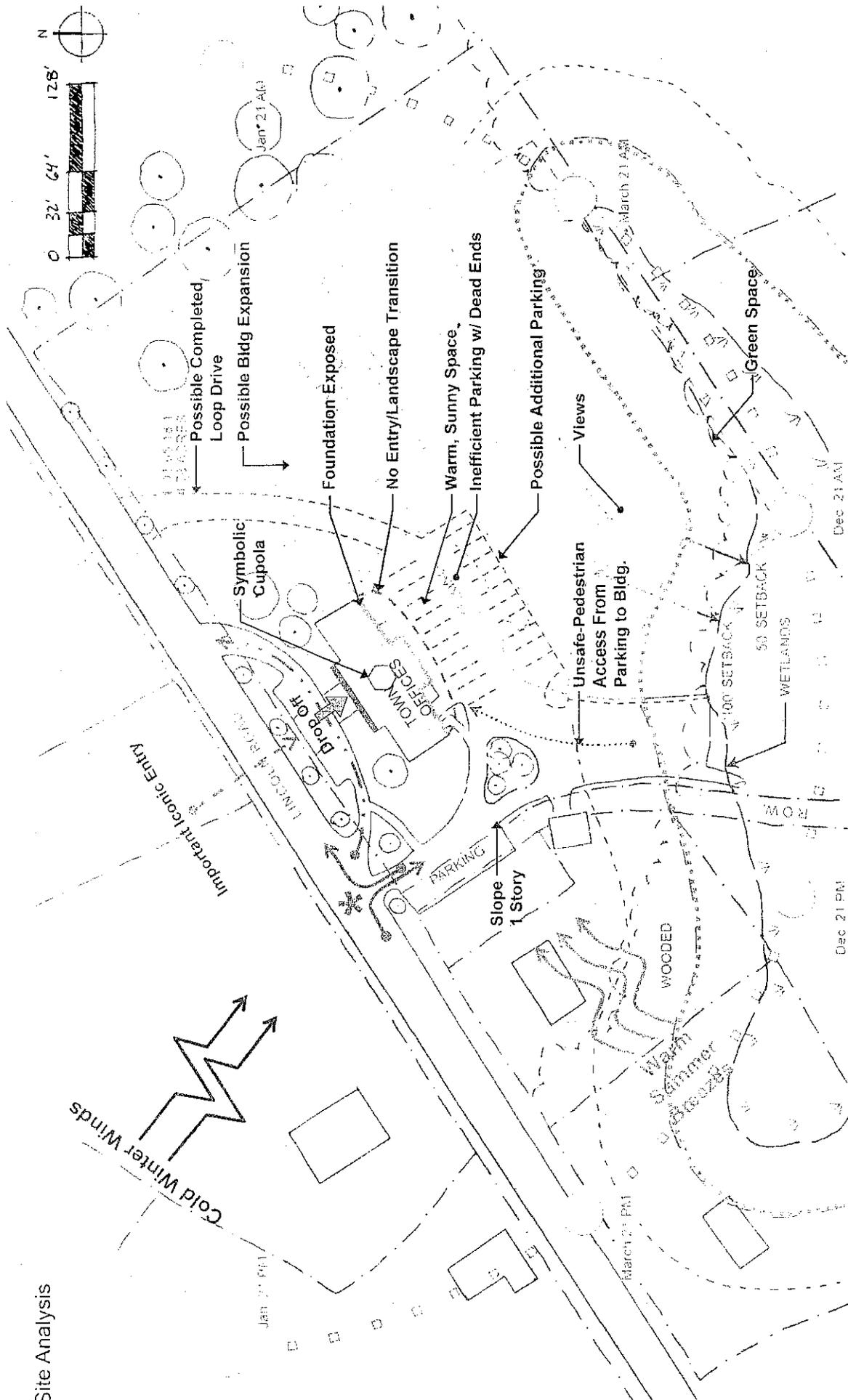




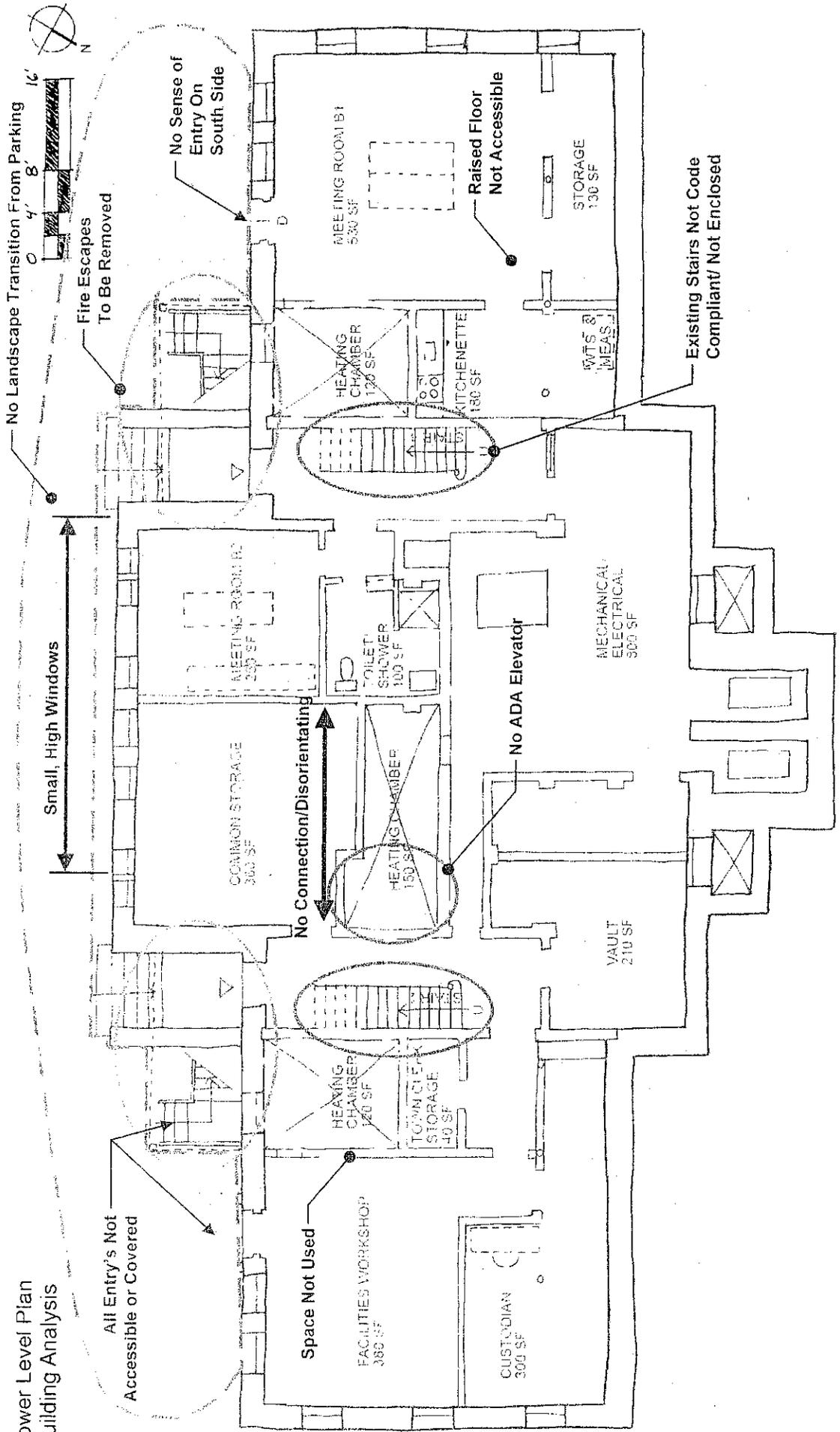
Second Level Plan  
Building Analysis



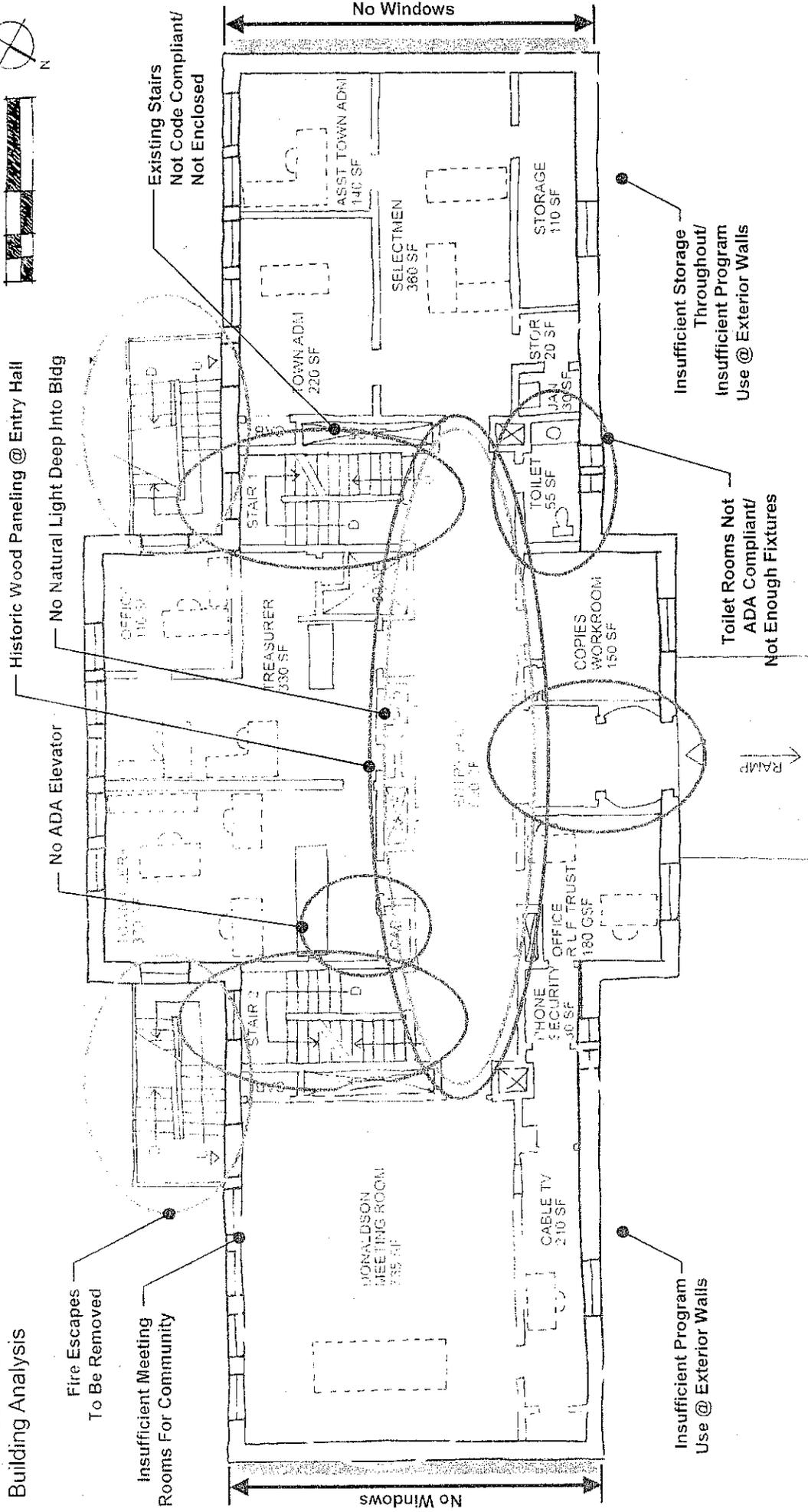
Site Analysis



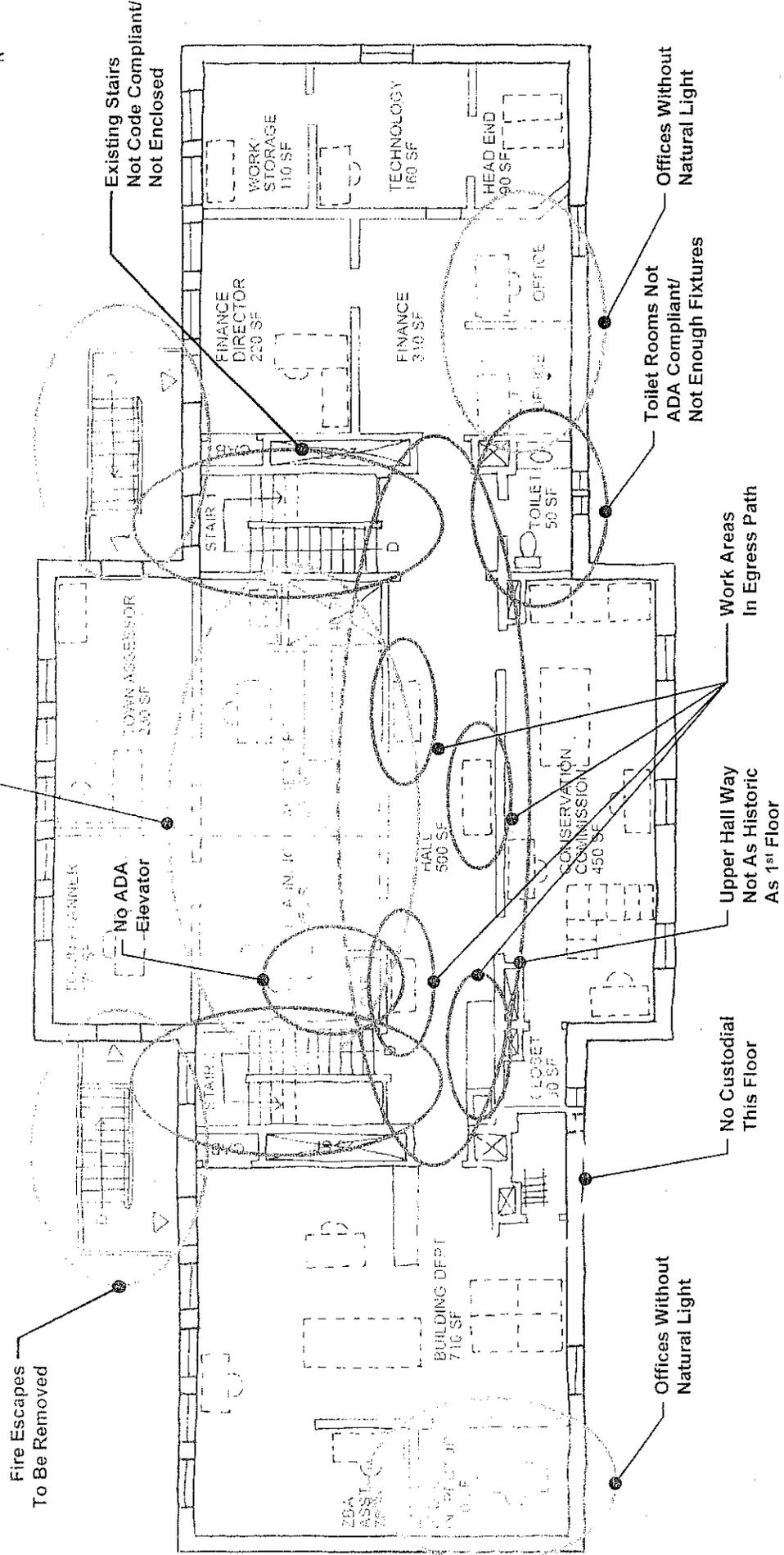
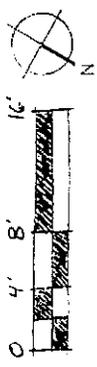
Lower Level Plan  
Building Analysis



First Floor Plan  
Building Analysis



Second Floor Plan  
Building Analysis



## **Appendix**

### **Existing Conditions Drawings**

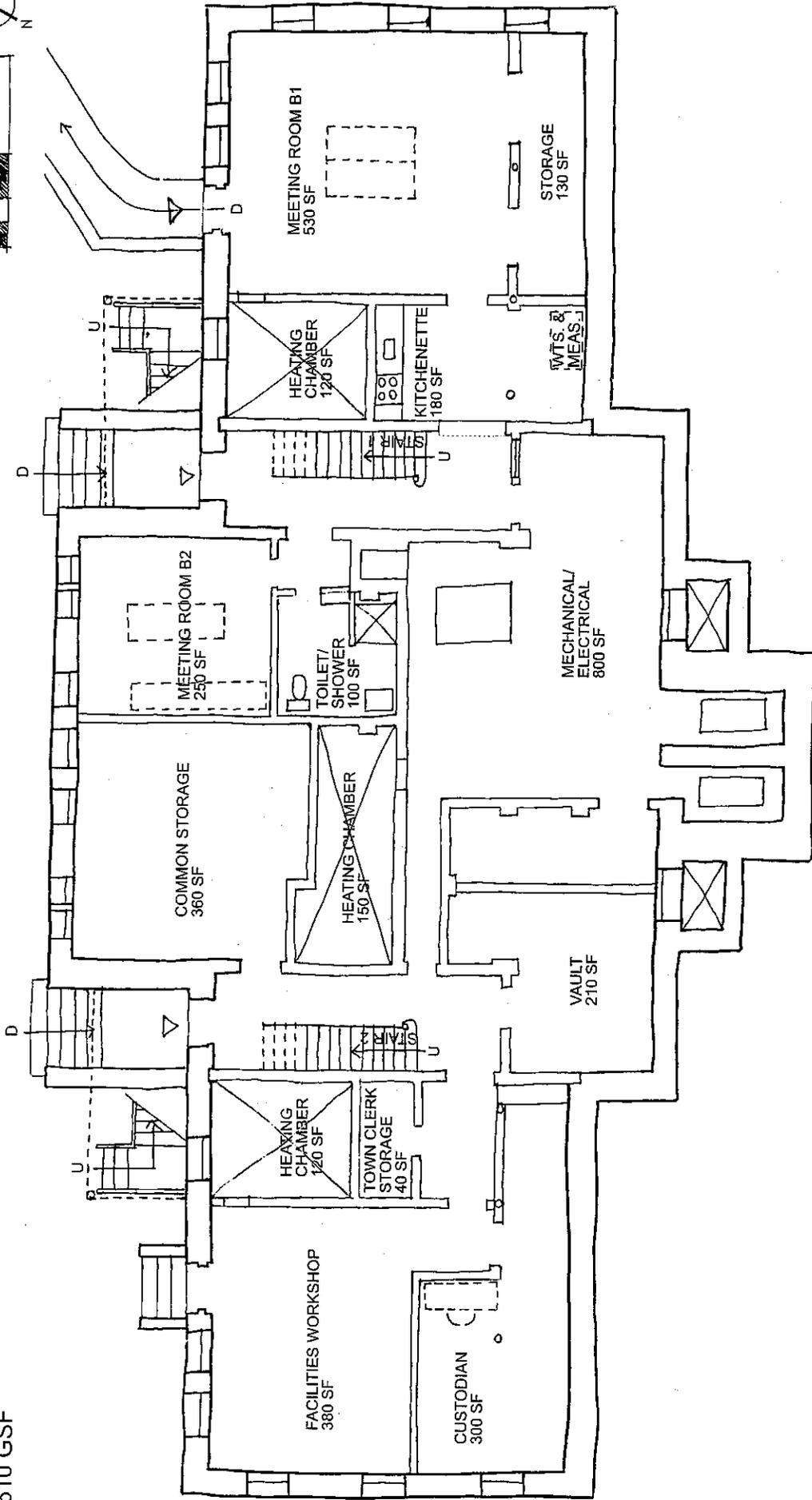
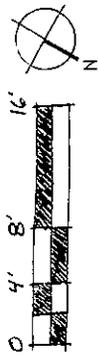
Bemis Hall, Site Plan Existing Conditions, October 22, 2007  
Bemis Hall, Lower Level Plan Existing Conditions, October 22, 2007  
Bemis Hall, First Floor Plan Existing Conditions, October 22, 2007  
Bemis Hall, Second Floor Plan Existing Conditions, October 22, 2007

Town Offices, Site Plan Existing Conditions, October 22, 2007  
Town Offices, Lower Level Plan Existing Conditions, October 22, 2007  
Town Offices, First Floor Plan Existing Conditions, October 22, 2007  
Town Offices, Second Floor Plan Existing Conditions, October 22, 2007

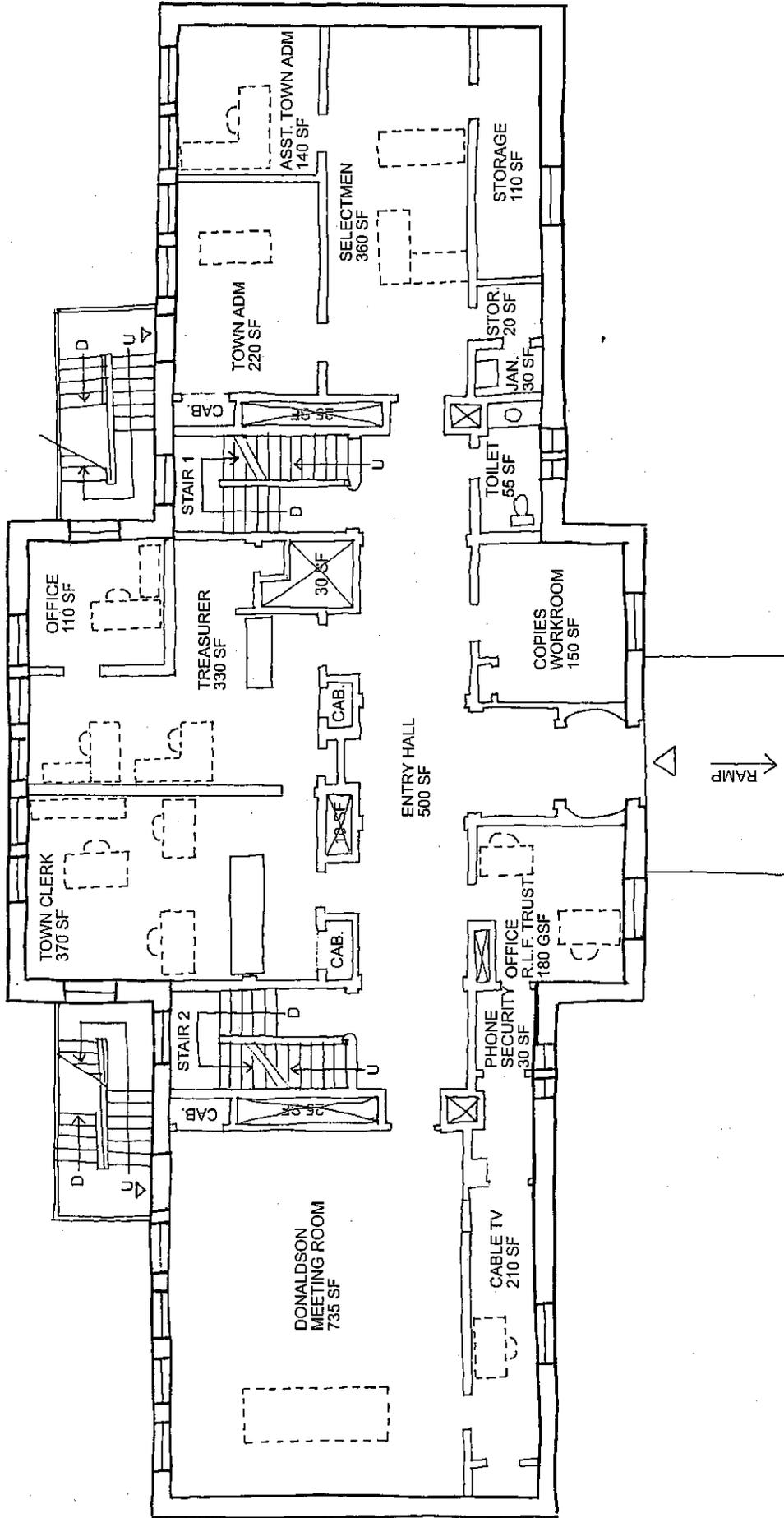
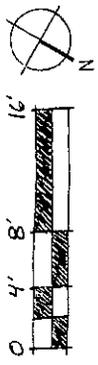
Site Plan  
Existing Conditions



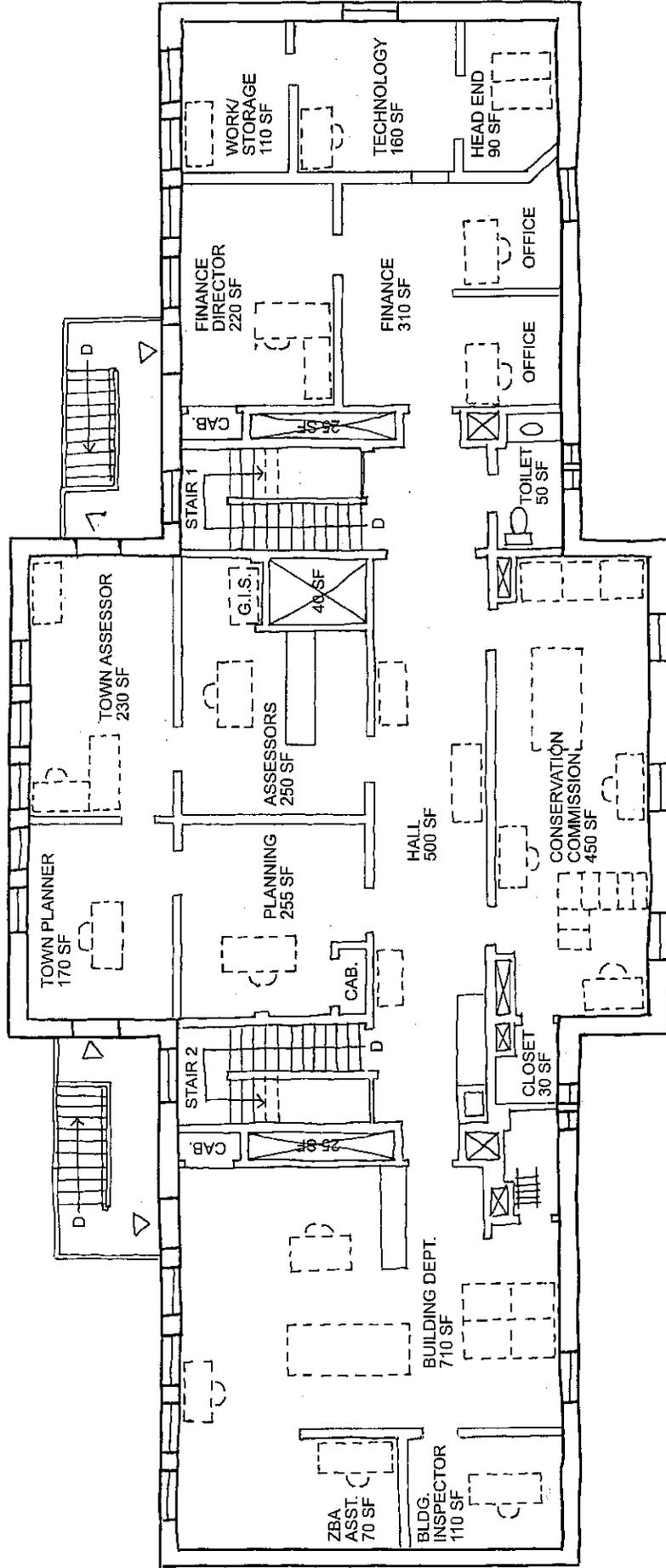
Lower Level Plan  
Existing Conditions  
5610 GSF



First Floor Plan  
Existing Conditions  
4880 GSF



Second Floor Plan  
Existing Conditions  
4880 GSF



## **Appendix**

### **Excerpts from the 2006 Building Needs Assessment**

Prepared by

McGinley Kalsow & Associates LLP and Johnson Engineering and Design, Inc.

### **2006 Building Needs Assessment Report**

Cover through page 31, dated July 24, 2006

### **Preliminary Cost Estimates**

Bemis Hall, August 22, 2006

Town Hall, August 22, 2006

Town of Lincoln

Building Needs Assessment

16 Lincoln Road  
Lincoln, Massachusetts

July 24, 2006

Prepared By:

McGinley Kalsow & Associates L.L.P. • *Architects  
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324 Broadway, Somerville, MA 02145

Johnson Engineering and Design, Inc. • *Mechanical,  
Electrical and Plumbing Engineers*  
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BEMIS HALL  
Preliminary Cost Estimates  
22-Aug-06

Item No.	Description	Urgent 2006	High Priority 2007	Normal Priority 2008-2009	Low Priority 2010-2011	Total
B-1	New asphalt shingle roof with new gutters, flashing and downpouts.			\$108,500		
B-2	Repair open seam in horizontal cornice with sealant, inspect east cornice.	\$500				
B-3	Replace horizontal cornice flat seam roof with zinc coated copper.			\$40,000		
B-4	Repair cupola and spire, repaint.			\$100,000		
B-5	Replace rusted exhaust vent.			\$2,500		
B-6	Replace balcony flat seam copper roof and gutter, repair balusters.			\$18,000		
B-7	Remove dead vines (can be done by maintenance)					
B-8	Rebuild brick chimney above roof line.			\$15,000		
B-9	Selective repointing of brick work and terra cotta masonry.			\$50,000		
B-10	Selective rebuilding of projecting second floor brick cornice.			\$30,000		
B-11	Replace exterior door from basement and adjoining light fixture		\$2,500			
B-12	Dismantle and reconstruct roof eave cornice at Southwest corner of building (several feet in both directions)			\$6,000		
B-13	Repair and re-anchor window sills at first floor south elevation.			\$1,500		
B-14	At south entry, repair terra cotta portico and flash.			\$15,000		
B-15	Remove abandoned metal bracket at south end of east (rear) elevation			\$500		
B-16	Remove sparrows and repair top cornice bracket on west elevation.			\$1,500		
B-17	Rebuild granite areaway			\$12,000		
B-18	Replace 4 areaway grates (or make short term repairs in 2006).	\$1,000		\$6,000		
B-19	Replace a few cracked and broken windows panes. (routine maintenance)	\$0				
B-20	Triple track exterior storm windows and repaint existing wood windows.			\$67,000		
B-21	Strip paint, restore original wood sash, reglaze and paint both sides.				\$110,000	
	<b>Building Envelope Subtotal</b>	<b>\$1,500</b>	<b>\$2,500</b>	<b>\$473,500</b>	<b>\$110,000</b>	<b>\$587,500</b>

BEMIS HALL

Preliminary Cost Estimates

22-Aug-06

Item No.	Description	Urgent 2006	High Priority 2007	Normal Priority 2008-2009	Low Priority 2010-2011	Total
S-1	Repoint stone foundation at East (rear) elevation and restore original grade.				\$25,000	
S-2	Dismantle and rebuild chimney.				\$15,000	
S-3	Add wood blocking to first floor framing below interior columns and selectively sister joist.			\$15,000		
S-4	Investigate ends of 1st floor joist where they are embedded into stone foundation.			\$5,000		
S-5	Shim shrinkage gap in roof trusses.			\$2,500		
	<b>Structural Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>	<b>\$40,000</b>	<b>\$62,500</b>
A-1	Revise handrails and head room at north stair, exit & ramp.		\$28,000			
A-1g	Repair north stair exit door so that it opens easily, repaint as needed.	\$1,000				
A-2	Revise exit sign and add exit device to auditorium exit door at southeast enclosed stair.		\$2,000			
A-3	Provide wheelchair access to stage				\$15,000	
A-4	Provide 42" high guard rails at open stair landings (budgeted glass guard rail behind existing rail).		\$50,000			
A-5	Accessible women's restroom (budget included moving of kitchen wall and cabinets, making kitchen smaller.		\$80,000			
A-6	Replace door hardware in administration suite to be handicap accessible.				\$6,000	
A-7	Repair panic hardware at south door.	\$500				
A-8	Make main entrance fully accessible. This includes revisions to parking area and landscaping in front of Bemis Hall.				\$150,000	
A-9	Reinstall handicap parking sign, re-mark parking space, add directional signage and wireless doorbell at accessible door.	\$1,000				
	<b>Accessibility &amp; Code Compliance Subtotal</b>	<b>\$2,500</b>	<b>\$160,000</b>	<b>\$45,000</b>	<b>\$171,000</b>	<b>\$333,500</b>

BEMIS HALL

Preliminary Cost Estimates

22-Aug-06

Item No.	Description	Urgent 2006	High Priority 2007	Normal Priority 2008-2009	Low Priority 2010-2011	Total
M-1	Installation of new boiler to replace existing boiler.	\$16,000				
M-2	Construction of containment dike around existing fuel oil storage tank or replace tank per M-3.	\$1,700				
M-3	Removal of existing fuel oil tanks and replacing them with double wall tanks.				\$8,000	
M-4	Replacing buried fuel oil piping with new piping with secondary containment.	\$800				
M-5	Installation of new combustion air intake louver and damper.	\$2,100				
M-6	Insulate all existing uninsulated steam and city water.			\$3,400		
M-7	Elevator ventilation work to meet new code requirements.			\$2,500		
M-8	Installation of new fire dampers per code requirements				\$2,700	
	<b>Mechanical Subtotal</b>	<b>\$20,600</b>	<b>\$0</b>	<b>\$5,900</b>	<b>\$10,700</b>	<b>\$37,200</b>
E-1	Emergency Call Pushbuttons		\$5,000			
E-2	IMS Cable Support		\$700			
E-3	Kitchen GFI Receptacles			\$3,000		
	<b>Electrical Subtotal</b>	<b>\$0</b>	<b>\$5,700</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$8,700</b>
	<b>Bemis Hall Subtotal</b>	<b>\$24,600</b>	<b>\$168,200</b>	<b>\$549,900</b>	<b>\$331,700</b>	<b>\$1,029,400</b>
	Design & Construction Contingency (20%)	\$3,690	\$25,230	\$82,485	\$49,755	\$154,410
	Subtotal	\$28,290	\$193,430	\$632,385	\$381,455	\$1,183,810
	Architectural & Engineering Services (15%)	\$4,244	\$29,015	\$94,858	\$57,218	\$177,572
	<b>Total Estimated Project Costs</b>	<b>\$32,534</b>	<b>\$222,445</b>	<b>\$727,243</b>	<b>\$438,673</b>	<b>\$1,361,382</b>

LINCOLN TOWN HALL

Preliminary Cost Estimates

22-Aug-06

Item No.	Description	Urgent 2006	High Priority 2007	Normal Priority 2008-2009	Low Priority 2010-2011	Total
B-1	Minor, yet important selective slate repairs	\$3,000				
B-2	Miscellaneous carpentry repairs to cupola. Prep and paint.		\$50,000			
B-3	Replace ridge caps, valleys and gutters				\$100,000	
B-4	Add EPDM roofing to horizontal cornice since the cornice is flashing by stucco and can not be readily replaced				\$20,000	
B-5	Selective repointing.		\$30,000			
B-6	Repair flashing of deteriorated stucco water table.		\$12,000			
<b>Building Envelope Subtotal</b>		<b>\$3,000</b>	<b>\$92,000</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$215,000</b>

S-1	Replace cracked and spalled concrete stairs at rear of building			\$50,000		
	Re-certification of fire escapes, selective repairs and repainting		\$20,000			
<b>Structural Subtotal</b>		<b>\$0</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$70,000</b>

A-1	New 3 stop elevator and fire rated enclosure			\$450,000		
A-2	Improve basement ramp railing, entry door, hardware and floor level near bathroom		\$9,000			
A-3	Enclose open stairs with fire rated doors which are normally held open with elevator-magnetic door closers		\$120,000			
A-4	Replace door hardware throughout building with handicap accessible hardware				\$50,000	
A-5	Add second handrail at rear steps			\$1,500		
A-6	Replace exterior meeting room exit door, add second exit sign from room		\$4,000			
A-7	Sprinkler building				\$150,000	
A-8	Construct 6 hour records storage vault			\$150,000		
A-9	Insulate plumbing pipes in B-1 accessible bathroom		\$300			
<b>Accessibility &amp; Code Subtotal</b>		<b>\$0</b>	<b>\$133,300</b>	<b>\$601,500</b>	<b>\$200,000</b>	<b>\$934,800</b>

LINCOLN TOWN HALL

Preliminary Cost Estimates

22-Aug-06

Item No.	Description	Urgent 2006	High Priority 2007	Normal Priority 2008-2009	Low Priority 2010-2011	Total
M-1	Removal of existing fuel oil tanks replacing them with double wall tanks		\$12,000			
M-2	Construction of spill containment dike around existing fuel oil storage tanks	\$2,500				
M-3	Installation of new combustion air intake louver and motorized damper	\$3,000				
M-4	Replacing buried fuel oil piping with new piping with secondary containment	\$1,200				
M-5	Remove all asbestos pipe insulation and replace with new fiberglass type insulation. The budget does not include asbestos removal work			\$8,000		
M-6	Install new self contained automatic valves for all steam radiators. Assume sixty valves total			\$18,000		
M-7	Remove and replace all steam traps for radiation and piping			\$6,000		
M-8	Installation of new fire dampers behind existing grilles in vertical shafts				\$6,000	
M-9	New mechanical exhaust ventilation systems for toilet rooms			\$10,000		
M-10	Installation of an all new HVAC system for the entire building. Existing heating system remains with modifications				\$360,000	
	<b>Mechanical Subtotal</b>	<b>\$6,700</b>	<b>\$12,000</b>	<b>\$42,000</b>	<b>\$366,000</b>	<b>\$426,700</b>

E-1	Install new heat detectors to replace existing. Add horn/lighting units as required by code			\$10,000		
E-2	Install security system				\$25,000	
E-3	Replace incandescent fixtures with fluorescent fixtures				\$12,500	
E-4	Electrical work to support new central air conditioning system			\$100,000		
	<b>Electrical Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$37,500</b>	<b>\$147,500</b>

	<b>Lincoln Town Hall Subtotal</b>	<b>\$9,700</b>	<b>\$257,300</b>	<b>\$803,500</b>	<b>\$723,500</b>	<b>\$1,794,000</b>
	Design & Construction Contingency (20%)	\$1,455	\$38,595	\$120,525	\$108,525	\$269,100
	Subtotal	\$11,155	\$295,895	\$924,025	\$832,025	\$2,063,100
	Architectural & Engineering Services (15%)	\$1,673	\$44,384	\$138,604	\$124,804	\$309,465
	<b>Total Estimated Project Costs</b>	<b>\$12,828</b>	<b>\$340,279</b>	<b>\$1,062,629</b>	<b>\$956,829</b>	<b>\$2,372,565</b>

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