

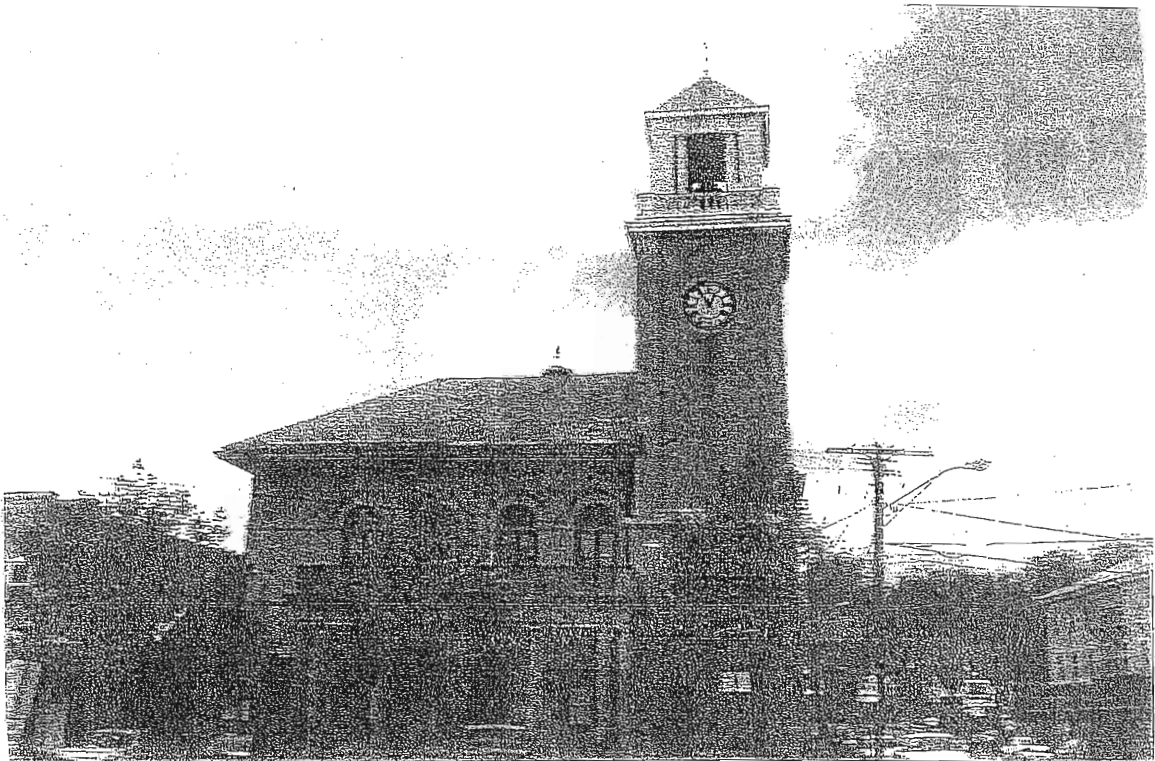
WORTHINGTON

STUDY

FOR

RENOVATION / RESTORATION
OF THE
TOWN HALL BUILDING
WARREN, MASSACHUSETTS
PART 2

SEPTEMBER 19, 1997



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1. SITE AND BUILDING DESCRIPTION

The existing Warren Town Hall building is located in the business section of the Town of Warren on the corner of Route 67, Main Street and Route 19, Maple Street on a very constricted site (i.e. the building footprint covers almost the entire site). The building front (East) is bordered directly by Maple Street and Town Hall Plaza, the North (right) side directly on Route 67, Main Street, the West (rear) side by approximately 30' of site - to the adjacent property and on the South by the Powder Mill Brook which washes nearly the entire length of this side of the Building. See Part 1 Photos, Pages 1, 2, 3, 4 and 5.

The construction of the original building was completed in 1902; the West "Wing" i.e. the Mezzanine (under stage level), the stage and Memorial Hall sections of the building added at a later date.

From observation it appears that the original building extended to the rear of the auditorium. An addition of approximately 30'-0" was later constructed which added three levels; the Stage, the Mezzanine (a level between the Stage and Memorial Hall) and Memorial Hall to the building on the West (rear) of the building (refer to description of the building interior).

The building "footprint", including the original structure, the addition, and the Clock Tower at the Northwest corner, is a rectangular form, one hundred fifteen (115) feet long by fifty-six (56) feet wide of approximately six thousand five hundred (6,500) square feet on each of two (2) floors and covers almost the entire site.

The building is of Classical/Romanesque style with rubble stone foundation, masonry bearing walls, a copper roofed Clock Tower and Main entrance roofed Portico. The Main Entrance is protected by a roofed limestone column and railed Portico.

The building exterior walls are generally faced with brick, with a rubble stone foundation, the rubble foundation below the ground (first) floor exposed down to the waterline on the Powder Mill Brook side of the building.

The windows are classically arched windows with some Palladian style windows on the North (Main Street) side. The Main Entrance, ancillary entrances and exit openings are arched in classic style and trimmed with limestone.

1. SITE AND BUILDING DESCRIPTION (Cont.)

The roofed Clock Tower is located at the Northeast corner of the building, rising well above the Main roof of the building with clock faces on four sides of the tower at two thirds the height of the tower; the bell level of the tower is open and surrounded by a wood rail. The open bell level is roofed with a copper covered hip roof peaking to a weathervane.

The following is arranged to address the fourteen major categories and sub-items in the order listed on the outline provided by the Town Hall Building Renovation Committee.

While the Study addresses the major categories and sub-items listed by the Town Hall Renovation Committee, the categories of the Study are grouped in separate sequences, i.e. the building exterior followed by the building interior. Both Part 1 and Part 2 of the Study are addressed similarly. While Part 1 descriptions may refer to needed or necessary corrective work it is general information only, Part 2., where necessary addresses the corrective work in further description or detail.

CONTENTS**FOUNDATION**

- Wall Integrity
- Cementing Floors
- Sealing Walls and Floors
- Heating Oil Containment
- Humidity Control

EXTERIOR SURFACES

- Reconditioning
- Sealing
- Thermal Rating of Walls, Doors, Windows

CLOCK TOWER

- General
- Updating Glass, Chimes, Etc.
- Reconditioning

1. SITE AND BUILDING DESCRIPTION (Cont.)

PARKING AND SERVICE ACCESS

Access the Needs of the Building
Service Access

ROOF

Structural Integrity and Water Damage
Roofing Material and Life Expectancy
Chimney Condition

BUILDING INTERIOR

MEMORIAL HALL

General
Raising the Floor for Street Accessibility
Raising the Ceiling and Windows

TOWN HALL BUILDING INTERIOR

General
Renovating
Historical Integrity
Records Vault

HANDICAP ACCESSIBILITY AND NEEDS

Ramps
Elevator
Bathrooms
Door Knobs and Locks
Light Switches

1. SITE AND BUILDING DESCRIPTION (Cont.)

HEATING SYSTEM

General
Steam Distribution System
Ventilation
Air Conditioning
Heating, Ventilating and Air Conditioning
Asbestos Removal or Sealing

PLUMBING

Handicap Accessibility
Fire Suppression Sprinkler System
Fire Suppression
Overall Condition of Water and Sewer
Fixtures

WIRING

Electrical Service
Electrical Distribution
Smoke and Heat Detection
Grounding
Lighting

TELECOMMUNICATIONS

Telephone Wiring Condition
Intercom or P.A. System

CENTRAL VACUUM SYSTEM

General

EMERGENCY PREPAREDNESS

Electrical Generator
Emergency Lighting
Electrical

2. FOUNDATION**A. WALL INTEGRITY**

The building rubble stone foundation and the existing interior rubble and interior brick piers of the building are constructed of stone rubble and/or brick mortared in place and with few exceptions appear to be in good condition; the exception being the joints in the lower twelve (12) to eighteen (18) inches of the brick piers are in need of pointing due to moisture absorption and its affect on the brick and mortar. Refer to Part 2, Photo Pages 25 and 26.

Although not immediately affecting the structural integrity of the rubble stone piers and brick piers, in order to prevent future deterioration it is recommended that the joints in the brick and/or rubble stone piers in the lower twelve (12) to eighteen (18) inches of the piers, where mortar is deteriorating, be pointed.

For comments on:

- Cementing of floors
- Sealing walls and floors
- Heating oil containment
- Humidity control;

refer to Building Interior paragraphs and Mechanical Section of the Report.

3. EXTERIOR SURFACES**A. GENERAL**

The exterior walls of the building on the East, North and West sides are faced with a yellow/beige hard burned face brick with narrow joints. The South (rear) side of the original building is faced with red and pink brick of a softer faced surface. The majority of the brick surface on the building is in good condition with the following deficiencies noted:

The brick on the North (Main Street) side from the Northeast corner, the general base of the Clock Tower, an area of approximately sixteen (16) to eighteen (18) feet long by ten (10) feet high is cracked, and joints are lacking mortar in many places. The precise cause of crack in the brick in this area are indeterminate - the reasons extending into the past and being contributed to may possibilities such as past seismic causes, movement of the Clock tower structure relative to the building structure; settlement of the Clock Tower structure; all in possible combination with entrance of moisture and freeze/thaw conditions.

It is recommended that in order to limit further deterioration that the cracked brick be replaced with new brick to match existing and all open joints be thoroughly raked and pointed. It is also recommended that the belt course be given particular attention and it's horizontal and vertical joints be thoroughly pointed and caulked. Saw cutting vertical joints in one or two locations may also possible lend to the relief of certain stresses and reduce and/or eliminate further brick cracking/breaking in this area of the wall.

ESTIMATED COST: \$ 4,800.

Approximately 25% of this wall is stained/soiled and in need of cleaning. Although this condition is not detrimental to the structural/construction of the building, this condition (possible caused by its proximity and exposure to the nearby traffic of Route 67) lends itself to its appearance as a representation of the Community's attitude to the building in addition to the continued soiling accumulation.

3. EXTERIOR SURFACES (Cont.)

The brick installed at the underside of window lintels appears to have been previously worked on and is in need of cleaning. Refer to above paragraph regarding the cleaning of masonry on this wall. See Part 2, Photo Page 27.

ESTIMATED COST: \$ 2,500.

The West (rear) of the building shows evidence of diagonal cracks in two locations which have been repaired. It is believed that this condition has been repaired and no longer contributing to deterioration and no further corrective work is needed at the present. No cause of this is obvious and further investigation may be needed to determine the reason for this cracking if it reoccurs.

On the South (Powder Mill Brook) side of the Building certain areas of brick joints have deteriorated and need pointing. Approximately 30% of the brick area between the fourth pilaster (from the S.E. corner and the chimney needs pointing). Also 20% of the area of the south wall west of the existing chimney is in need of pointing. The brick joint between the original building and the Memorial Hall/Stage Addition is now open to weather and requires new caulking/sealant. Refer to Part 2, Photo Page 28.

ESTIMATED COST: \$ 2,600.

The limestone columns and railed Main entrance Portico are in reasonably good condition with the exception of some of the joints where rail and column abut and/or adjoin; these joints are in need of pointing and caulking. Some of the joints in the limestone trim around the exit doors on the East, North and West sides of the building are in need of pointing and caulking. The main entrance Portico limestone, in addition to the limestone trim around the exit doors on the East, North and West sides of the building should also be cleaned. See Part 1, Photo Pages 2 and 4.

CLEANING: ESTIMATED COST: \$ 1,500.

CAULKING & POINTING: ESTIMATED COST: \$ 2,500.

3. EXTERIOR SURFACES (Cont.)

The existing fire escape which serves as the secondary exit stair from the Auditorium balcony to the exterior grade appears to be structurally sound, nevertheless the lack of maintenance, primarily the absence of thorough scraping and painting of the steel members is resulting in rust and deterioration which weakens structural components. The determination of the final use or non-use of the fire escape stairs may rest with decisions later made as to the further use or non-use of the balcony or later decision made regarding the use or function of the building. This does not preclude the necessity of much needed minimum maintenance in the form of scraping and painting at the present time. See Part 1, Photo Page 7.

REMOVAL: ESTIMATED COST: \$ 3,000.
REPAIR: ESTIMATED COST: \$ 3,800.
PAINT: ESTIMATED COST: \$ 2,000.

It is also suggested that the open accessibility to the fire escape without warnings of any kind being posted may be providing a liability to the Town should injury result from unauthorized use or entrance onto the fire escape and that the Town Hall Building Renovation Committee should consult with Town officials regarding same.

The existing window opening frames surrounding the new aluminum window sash are of wood; the paint finish is in poor condition and badly in need of thorough preparation and painting. The window sills need reconditioning and wood trim perimeters need caulking. The trim in window openings where multiple (3) sash occurs is metal covered, the rust penetrating to the surface is also in need of thorough preparation and rust inhibitive finish. See Part 1, Photo Page 14. Door perimeters need caulking.

PAINT: ESTIMATED COST: \$ 3,300.
CAULKING: ESTIMATED COST: \$ 2,800.

B. RECONDITIONING

Reconditioning of exterior wall surfaces will be comprised of certain repairs namely pointing of mortar joints, and sealing of masonry surfaces with a water repellent treatment.

3. EXTERIOR SURFACES (Cont.)**C. SEALING**

While the exterior of the rubble stone foundations of the Memorial Hall/Stage Addition requires mortar pointing in some areas, the sealing of these type surfaces are not of practical budgetary value. The sealing of masonry surfaces, while not effective sealing cracks of any width, does provide an added repellent to moisture penetration to masonry walls, particularly the mortar joints which are the most vulnerable to moisture penetration and if it can be afforded (within budget) are recommended - particularly in areas presently being damage by moisture as well as the more absorbent brick surfaces on the South side of the building. Also refer to Building interiors. See Part 2, Photo Page 28.

ESTIMATED COST: \$ 4,000.

D. THERMAL RATING OF THE WALLS, DOORS AND WINDOWS

9
1
The thermal resistance-rating of the exterior walls at present have an approximate R Value of 4 which is unsatisfactory at today's energy costs. However, increase of thermal values by the addition of insulation will necessitate changes to the exterior or interior of the building walls and affect the aesthetic and historic appearance of the building.

Thermal value increase can be accomplished by adding insulation to the building exterior or interior of the wall surfaces. Depending on the extent of construction work that may or may not be performed on the building and the historic preservation value placed upon the building neither of these systems may be required by the Owners or by Code.

1. Thermal Rating of Doors:

The existing doors are in keeping with the architecture of the building and contribute minimally to the thermal loss of the building, nevertheless the doors are somewhat in disrepair and in need of replacement.

ESTIMATED COST: \$ 5,300.

3. EXTERIOR SURFACES (Cont.)

2. Thermal Rating of Windows:

The present windows sash are relatively new, recently installed single hung, aluminum, double glazed and are sufficient in thermal value.

Due to the traditional/historic appearance of the building exterior it is suggested that any increase in thermal resistance of the exterior walls be limited to interior surfaces of the building. The possible extent of these interior surfaces being insulated may also be limited due to the present traditional-historic appearance that exists and may wish to be preserved. Potential exterior wall areas that may be capable of increased thermal resistance (insulation) applied in rigid form are limited to the first floor where presently occupied by the Police Dept. and the exterior walls of Memorial Hall. On the second floor the exterior walls of the Stage and Mezzanine levels and the insulating of the existing Auditorium walls is feasible should this area of the building not be required to maintain it's present finish due to any Historic significance. An increase in the thickness of ceiling insulation may also be feasible. The remaining areas of the building, namely the Main Entrance Lobby, including the stairways to the Auditorium, the Auditorium, and the balcony are not recommended to receive additional insulation to increase thermal resistance ratings due to the reasons stated at the outset of this paragraph. Evaluations of costs of installation of thermal resistance in these limited areas follow later in this Report.

INSULATION ESTIMATED COSTS:

Exterior Walls - Memorial Hall:	\$ 7,000.
Exterior Walls - Town Hall First Floor:	\$ 10,000.
Exterior Walls - Auditorium:	\$ 16,000.
Exterior Walls - Stage:	\$ 5,400.
Auditorium Lay-In Insulation:	\$ 5,200.
Blown-In Entire Existing 2nd Floor Ceiling including Stairways:	\$ 4,000.

4. CLOCK TOWER**A. GENERAL**

Entrance to the Clock Tower is by means of a doorway from the balcony level into the interior Tower confines ten feet wide at its maximum width in either direction.

From the balcony level a stairway leads up to the intermediate level which is the clock works level. The floor of the clock works level is of concrete, in good condition. The clock works at this level are partitioned off in a locked, separate enclosure.

As a result of a conversation with Mr. Roger Calvert who has recently maintained the clock, the Reporter has been informed of the condition of the clock works and the extent of the necessary work to be done to the clock has been described by him, namely that the clock faces should be replaced with a durable plastic and since no standard parts for a clock of this age are available the parts and works necessary to "overhaul" the entire works and replacement of work parts will be of a special type. See Part 2, Photo Page 29.

ESTIMATED COST: \$ 12,000.

B. UPDATING GLASS, CHIMES, ETC.

The glass clock face on the West side is cracked and in need of replacement and is recommended. General cleaning and removal of debris is necessary at the clock works level. Exposed brick walls in these areas appear to be in good condition. Refer to Part 2, Photo Page 30.

C. RECONDITIONING

The roof of the clock works level is the floor of the bell level accessed by means of a nearly vertical ladder/stairway leading to a hatchway opening above the bell level floor (clock works roof). Refer to Part 2, Photo Page 29.

4. CLOCK TOWER (Cont.)

The bell level floor is sheathed with metal which is leaking to the spaces below and causing damage to certain building finishes and in need of being "re-roofed". It is recommended that the bell level floor be roofed to prevent further leakage and damage to areas below.

This bell level is open to the exterior on four sides with wood corner pilasters which are flanked by a wood column on each side. The openings on each side are surrounded by a wood baluster rail. This construction supports a copper covered hipped roof rising to a single peak topped by a weathervane. This open 4 sides level houses the bell, siren, large loud speakers.

The existing and recently installed (but unfinished) supporting frame work for the above described equipment results in limited and restricted space, making movement in this area quite difficult. It is recommended that the Committee review the necessity of continued in place need of this equipment and have whatever equipment is not necessary in the future removed as part of any reconditioning in this area.

The wood pilasters, quoins, columns, rail and rail balusters, as well as the cornice trim are in a deteriorating condition resulting in cracks, splits and shrinkage due to age, lengthy exposure to weather and lack of maintenance. Refer to Part 1, Photo Pages 9 and 10 and Part 2, Photo Page 31. These items are in need of reconditioning and/or repair and/or replacement at the present. The life expectancy of these items is believed to be quite limited if corrective work of some kind does not take place in the near future.

4. CLOCK TOWER (Cont.)

It is recommended that, where feasible and without historic conflict, the use of more permanent materials be considered for replacements, that aluminum cladding of simpler wood components be utilized and that a specific maintenance schedule be established inasmuch as the location of these items lends to neglect of their scrutinization.

ESTIMATED COST: \$ 14,000.

The hipped roof of the Bell Tower rising to the weathervane is copper and appears to be in reasonably good condition based upon only a distant viewing by the reporter due to its height and inaccessibility.


7. PARKING AND SERVICE AREAS**A. ACCESS THE NEEDS OF THE BUILDING**

There are eight (8) on-street public parking spaces on the East (Maple Street) side of the building, three spaces utilized solely for Police parking and approximately twenty-two (22) spaces of public on-street parking on Town Hall Plaza, fifteen spaces along the North side of Main Street adjacent to the business establishments in that area - for a total of forty-eight (48) spaces within a reasonable distance from the Town Hall Building. Approximately nine additional spaces might be added if parking was allowed on Main Street from the Town Hall West to the bridge. This would increase the number of spaces to fifty-seven (57).

Possible (although a remote probability) twenty additional spaces would be created if parking was allowed on Old West Brookfield Road across Main Street which is adjacent to the Town Hall Building. All of the existing spaces and possible created spaces described are derived without assurances of their availability due to their being open to the public for business other than Town Hall business use.

Based upon traffic use at the present Town Office Building, a minimum of twelve (12) spaces is needed for the employees and Department Officials during business hours with approximately twelve to fifteen additional spaces for the public having business in the Town Offices which would not appear to strain the available above described public spaces if the existing Town Hall building were again used as a Town Hall or Town Offices.

With few exceptions the Zoning Regulations, Town of Warren, does not promulgate specific parking requirements for potential uses of buildings which it appears is left to decisions of Special Permits. General planning standards for office use is one (1) space (usually off street) for each four hundred (400) square feet of gross square footage of the building served - this would require approximately thirty-three (33) spaces minimum (usually an off street requirement). The above referenced gross square footage is exclusive of the basement and balcony areas.

7. PARKING AND SERVICE AREAS (Cont.)

For commercial (Mercantile/Retail) use, the requirement is one space for each three hundred (300) square feet of gross square footage of the building served - this would require approximately forty-four (44) spaces (usually an off-street requirement) which, again, is exclusive of the basement and balcony square footage.

The above should be taken into consideration relative to on-street parking that is and/or might be available if all the above described existing street parking spaces were available and/or created as heretofore described.

From the above described the use of the building for commercial use results in the largest burden of parking space requirements and reduces the feasibility of that use although that use of the building is more practical. The mixing of the potential uses as later described in this Report reduces the parking requirement to approximately thirty-eight (38) spaces if calculated as described above - the remaining unknown in these calculations is the number of parking spaces that would be available on the street at any given time. Parking requirements for residential use may make residential use of the building totally prohibitive.

B. SERVICE ACCESS

Service access may possibly be made at the West end of the building by providing access to the Basement (crawl) space area by further development of the limited access now existing in that area.

7. PARKING AND SERVICE AREAS (Cont.)

If service access is to be provided at the West end of the building (subject to Historical aspects of the Building) the following might be provided:

Prepare the site in this area to provide driveway access by vehicles to a small enclosed service addition to include a stairway, and if feasible, a ramp (in the vicinity of the existing areaway presently in use) on the West side of the building. See Part 2, Photo Page 39. The new stair could serve for service and as access to the existing basement, and also function as the required second exit from the basement. This could be accomplished by excavating an area thru the low headroom (crawl) space under the West (stage) addition to a depth to provide necessary headroom for passage thru this area to the existing basement space. Provide a hard (concrete/blacktop) walking surface for the passage floor. Partition the low headroom space from the existing Basement and provide this partition with service doors. The installation of an elevator as described in this Report can also serve in a limited way as service access.

ESTIMATED COST: \$ 24,500.

8. ROOF**A. STRUCTURAL INTEGRITY AND WATER DAMAGE**

The major roof of the building which spans nearly the entire length and width of the building is of heavy wood construction. The roof hips of flat Pratt or Warren Type truss profile (Refer to Part 2, Photo Page 32) in combination with trussed joists provides a combination of nearly flat top roof with hipped/sloped sides; the flat roof being a built-up roof, the slopes of the hip covered with slate. The roof provides a generous overhang beyond the exterior walls of the building with copper gutters built into the overhangs. Refer to Part 1 - Photo Page 15. From visual observation the roof has not been structurally impaired to any noticeable degree by the leakage that has occurred to date. Nevertheless leakages that are occurring continue to damage interior building finishes and should be repaired to avoid further damage.

B. ROOFING MATERIAL AND LIFE EXPECTANCY

The roofs of the building's area vary in areas, types and sizes. Refer to Part 1 - Photo Pages 4, 11, 12 and 13. As described above the major areas of the building which encompasses the Auditorium, the Stage and Balcony is roofed by combination of flat and pitched surfaces. The generous overhangs into which copper gutters are built in also include soffit trim on the overhang undersides finished with match board resulting in decorative painted wood "panels" on the surface. The soffit paint finish is severely alligatored, and badly in need of paint or an alternate finish. See Part 1 - Photo Page 15.

ROOF SOFFIT; PREPARATION & PAINTING - ESTIMATED COST: \$ 4,500.

The flat area of the major roof is a smooth surface built-up roofing in poor condition and in need of replacement, with little, if any life expectancy. The sloped area of the roof is roofed with slate shingles in poor condition and in need of repair. Without repair this roof life expectancy is estimated at five years at which time some definite measures of repair and/or replacement will be necessary. Repair of the built-up roof in the near future should extend the life expectancy of the roof to thirty years and the slate roof to sixty years.

8. ROOF (Cont.)

The metal and built-up flashings are in poor condition and in need of replacement to greatest extent possible.

The existing metal and wood mechanical unit housings on the roof are of a type utilized to provide exhaust from various areas of the building. The necessity of retaining these in place is questionable and it is recommended that they be removed if not serving as part of the mechanical systems of the Building.

The front entrance Portico is roofed with built-up tar and gravel whose life expectancy has generally been expended and its replacement is recommended. Refer to Part 1, Photo Page 4.

Whatever maintenance repair and/or construction is to take place on the existing building, it is recommended that re-roofing of the building in all areas be given first priority; that the generally "flat" area of the existing major roofing be removed and covered with a single ply membrane; the slate roof be comprehensively repaired; the ballustraded roof of the front entrance Portico be re-roofed with a single ply membrane and that the Memorial Hall entrance canopy be repaired to the most feasible degree. It is also recommended that all existing flashings which are generally in poor condition, be replaced as part of the re-roofing work.

ESTIMATED COST: \$ 84,000.

The Main Street canopy extending over the sidewalk protecting the entrance to Memorial Hall is totally clad in copper and has been damaged by a vehicle or other external source and is in need of repair which is recommended. Refer to Part 1, Photo Page 13.

ESTIMATED COST: \$ 1,500.

8. ROOF (Cont.)

As hereinbefore described the Clock Tower clock works roof (forms the floor of the open bell level) is covered with metal roofing and is leaking to the space below and is in need of repair or replacement. Refer to Part 1, Photo Page 9. The metal sheathing of the Clock Tower open bell (floor) level is in need of being sheathed with plywood and be roofed with a heavy duty single ply membrane and flashings. Walking pads should also be provided on the new roofing surface wherever traffic is anticipated in the future.

ESTIMATED COST: \$ 1,000.

The hipped copper roof topping the Clock Tower appears to be in reasonably good condition based upon only a distant viewing by the Reporter due to its height and inaccessibility.

From the limited observation of the Reporter the built-in gutters appeared to be in fair condition and it is believed that only minor replacement will be necessary.

Rain water conductors (leaders) of these roofs are also generally in good condition. Replacement of only minimum quantity will be necessary.

ESTIMATED COST: \$ 500.

8. ROOF (Cont.)

C. CHIMNEY CONDITION

Refer to Part 2 - Photo Page 33. The existing chimney is approximately 32" square of brick rising from the foundations to approximately twenty-four (24'-0") above the eaves of the building. The top of the chimney terminates with brick of the same type as the body of the chimney with no cap of any kind for protection of the brick. Some of the brick of the uppermost course are missing and some are loose; the top few brick course joints are nearly mortarless, open to weather and consequent cold weather freeze/thaw cycle resulting in continuing deterioration of the chimney top. The loose brick are a danger should weather or wind be the cause of their dropping off and bringing about serious injury or worse to someone in the vicinity.

The uppermost five feet (5'-0") of brick course joints are in bad need of pointing. A Metal reinforcing bond around the chimney anchored back to the building exists approximately 5'-0" below the chimney top - two others are present below the building eaves. Approximately 40% of the chimney area below the abovementioned is also in need of pointing.

The immediate priority regarding the chimney is to provide the necessary repair to the uppermost area of the chimney, provide a new cap and pointing the joints in the uppermost extremity of the chimney.

ESTIMATED COST: \$ 3,800.

Although not required by Code at the present, if the existing heating system of the building is to be continued it is recommended that the chimney be re-lined. There are various systems available for relining chimneys of various configuration.

ESTIMATED COST: \$ 6,000.

If, in the future, the recommendation of the Mechanical Section of this Report regarding the heating system (i.e. new roof top A.H.U.'s) are provided, the chimney should be removed down to the eaves and permanently capped.

ESTIMATED COST: \$ 2,000.

BUILDING INTERIOR

9. MEMORIAL HALL

Attention is directed to Section 4 of the present Zoning Regulations of the Town of Warren.

Paragraph 4.1 of this Section of the Zoning Regulations does not allow the alteration, enlargement, extension or reconstruction of the building...therefore it should be ascertained with the Board what building changes need Variance/s.

Section 4.2 of this Section of the Zoning Regulations indicates that the present site on which the building is located does not conform to the minimum lot size required... therefore any exterior additions may require Variance/s. Discussions with the Board of Appeals regarding these particular Sections of Regulations should take place before entering into any conceptual and/or planning stages of building use to ascertain if any changes intended by the Committee or any other party with a plan of action requires a hearing with the Board of Appeals and if a hearing for Variance/s is necessary that the hearing be held as soon as possible into the planning stage in order to avoid inappropriate procedures and expense.

It is also recommended that the Committee or any other party formulating a plan of action meet with all Town Boards and Officials having jurisdiction as soon as practical into the conceptual and/or planning stages of development of the building regarding its/their intent and/or concept and/or plan for the building in order to avoid later road blocks and/or anticipate all necessary requirements.

A. GENERAL

The existence of the West Wing (Stage/Mezzanine) Addition on three (3) levels as previously described presents the condition of Memorial Hall being approximately fifty-six (56) inches below the first floor of the Town Hall and approximately thirty-five (35) inches below the street level entrance to Memorial Hall.

A portion of Memorial Hall has recently been divided off to provide a ramp for handicap accessibility to the First Floor of the Town Hall which creates further disruption of the Memorial Hall space. Refer to Part 1, Photo Page 16 and Part 2, Photo Page 34.

BUILDING INTERIOR (Cont.)

9. MEMORIAL HALL (Cont.)

B. RAISING THE FLOOR FOR STREET ACCESSIBILITY

Raising the floor of Memorial Hall to street level will affect the access to the kitchen and adjacent Stage level which is considered in these Options.

The following are possible resolutions regarding raising the Memorial Hall floor (refer to related Plans), Page 24-A thru 24-G. (Note that the Plans only schematically indicate the Options described hereinafter - all other plan spaces shown are the existing spaces in the Building.

OPTION NO. 1: Raise Memorial Hall floor to existing kitchen floor level.
 Provide one (1) new interior ramp.
 Modify windows.
 Modify stairs between levels.

ESTIMATED COST: \$ 26,000.

The above is exclusive of the added cost of resurfacing the floors, partitioning Memorial Hall, insulating exterior walls and a new elevator if more than the first floor is to be developed.

OPTION NO. 2: Raise Memorial Hall floor to existing kitchen floor level.
 Provide platform from entry to chairlift.
 Provide chairlift for access from Town Hall Level to new
 Memorial Floor level.
 Modify windows.
 Modify Stairs at entry.

ESTIMATED COST: \$ 35,000.

The above is exclusive of the added cost of resurfacing the floors, partitioning Memorial Hall, insulating exterior walls and a new elevator if more than the first floor is to be developed.

BUILDING INTERIOR (Cont.)

9. MEMORIAL HALL (Cont.)

OPTION NO. 3: Raise Memorial Hall floor to kitchen level.
Provide one interior ramp for access from Town Hall
to new Memorial Hall level.
Develop new street level entry @ elevator.
New stairs from street level to Town Hall level @ elevator.

ESTIMATED COST: \$ 42,000.

The above is exclusive of the added cost of resurfacing the floors, partitioning Memorial Hall, insulating exterior walls and a new elevator if more than the first floor is to be developed.

OPTION NO. 4: No change to Memorial Hall level and Town Hall level except
reconstruction of street entrance for on-grade access.
Provide platform from street level to chairlift.
Provide chairlift from Town Hall level to kitchen level.
No modifications to windows required.
Modify stairs at street entrance.

ESTIMATED COST: \$ 40,000.

The above is exclusive of the added cost of resurfacing the floors, partitioning Memorial Hall, insulating exterior walls and a new elevator if more than the first floor is to be developed.

BUILDING INTERIOR (Cont.)**9. MEMORIAL HALL (Cont.)****C. RAISING THE CEILING AND WINDOWS**

on Hall

The acoustic ceiling of the existing Memorial Hall is presently 10'-9" above the existing Memorial Hall floor with approximately an addition ten (10) inches to the bottom of existing floor joists above. See Part 2, Photo Page 35.

Raising the Memorial Hall floor to Town Hall floor level would result in a ceiling height of 6'-1" to 6'-6" (approximate) which negates raising Memorial Hall floor to the Town Hall floor level. Refer to Diagrammatic Floor Levels - Page 24-H of this Report.

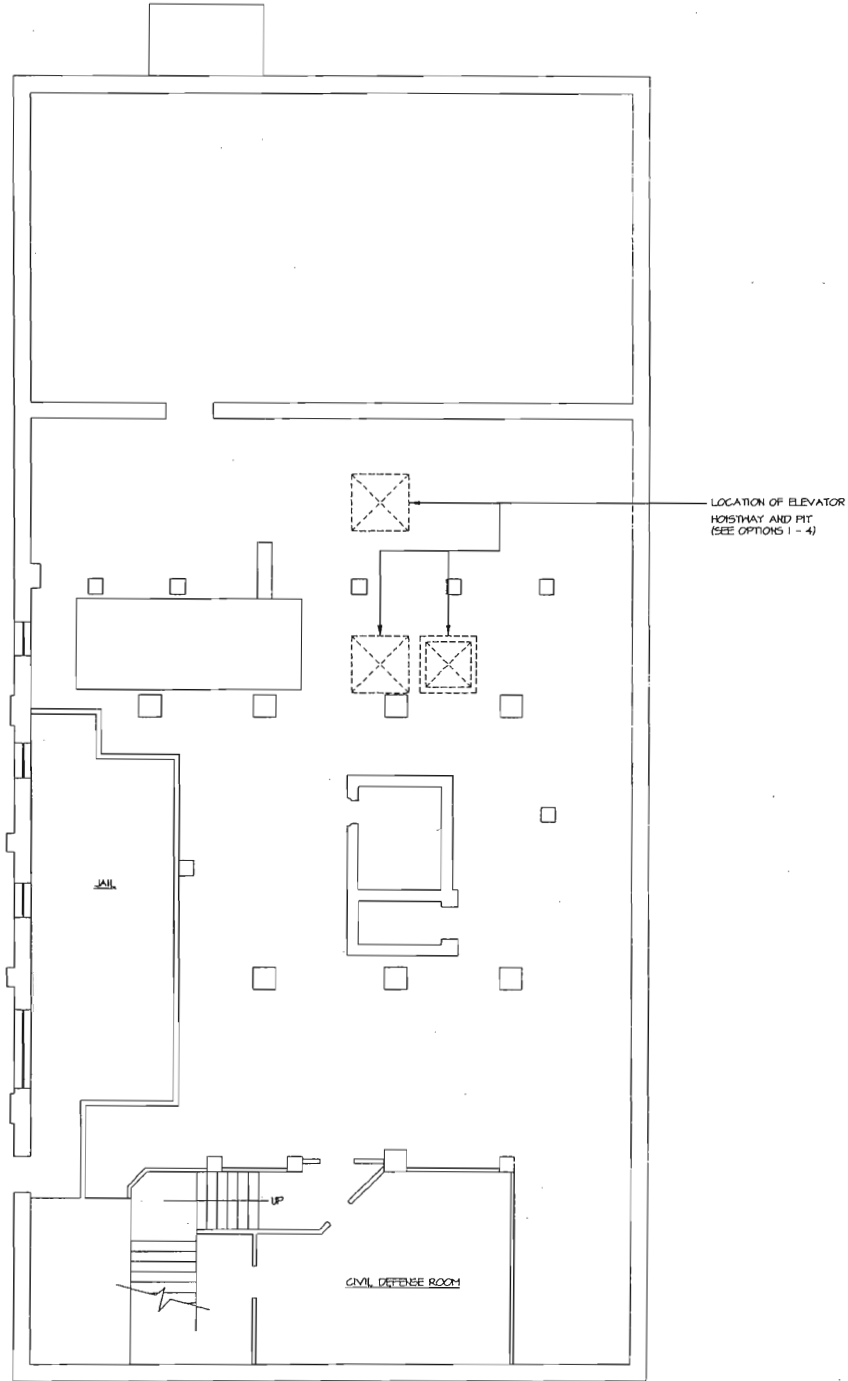
Raising the floor of Memorial Hall to the existing kitchen floor level results in a ceiling of seven feet nine inches (7'-9") and with some present available space between acoustic and existing plaster ceilings possibly a height of eight feet (8'-0") which are minimum heights that should be considered for this type of use.

Raising the floor of the Memorial Hall to the existing kitchen floor level will result in window sill heights of thirteen inches above the new floor level which is incongruous to the use and practicality of the space and buildings, therefore raising of the windows is believed completely necessary with Options 1, 2 and 3 described above.

The above recommendation of raising the floor of Memorial Hall to the existing kitchen floor level will necessitate "raising" the windows and modifying the existing sash and/or providing new sash and modifying the existing masonry opening. Enlargement of the height of existing window masonry openings is not recommended.

Some minor modifications of miscellaneous types such as stairways, entryways, etc. will be necessary to affect total transitions of floor levels as described above, particularly under Options No. 1, 2 and 3. Detail descriptions of all possible minor necessary changes is outside the scope of this Report.

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING
 Warren, Massachusetts
HANDICAP ACCESSIBILITY



BASEMENT FLOOR PLAN
 SCALE 1/4" = 1'-0"

SHEET
A.1
 147B-A1.280

PROPOSED
 BASEMENT FLOOR PLAN

PROJECT NO. 97-147B	SCALE A. 1. 5.
DATE 3-17-97	REV.
DRAWN MWB	REV.
CHECKED BY JMC	REV.

WARREN TOWN HALL BUILDING
 MAIN STREET
 WARREN, MASSACHUSETTS 01902

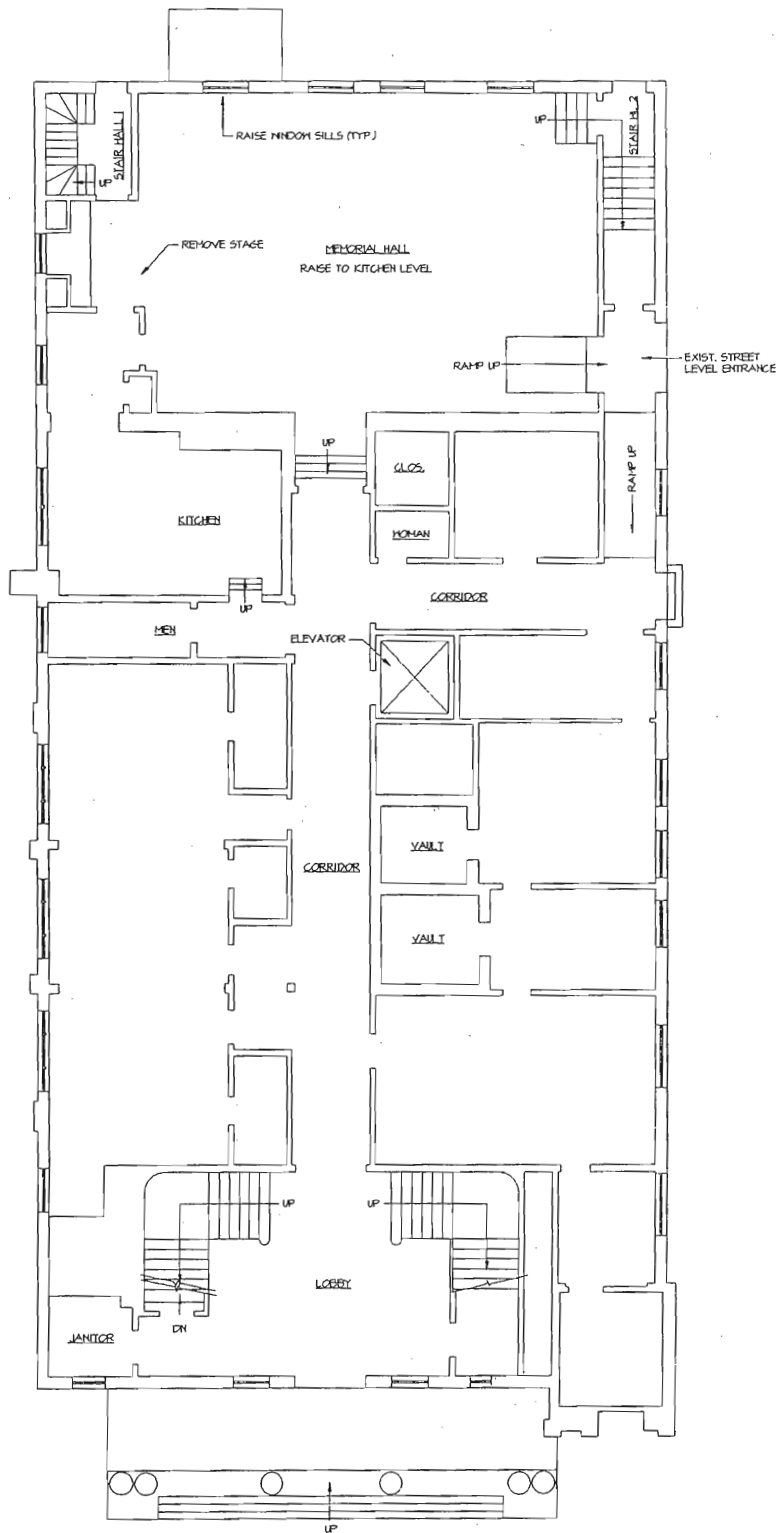
REINHARDT ASSOCIATES
 ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS • PLANNERS

STAMP

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING

Warren, Massachusetts

HANDICAP ACCESSIBILITY - OPTION NO. 1



FIRST FLOOR PLAN
SCALE: R.T.S.

SHEET
A.2
NAME

**PROPOSED
FIRST FLOOR PLAN**

PROJECT NO. 17-178	SCALE R.T.S.
DATE 8-17-97	REV.
DRAWN BY WAL, LP	REV.
CHECKED BY A/C	REV.

WARREN TOWN HALL BUILDING
MAIN STREET
WARREN, MASSACHUSETTS 01082

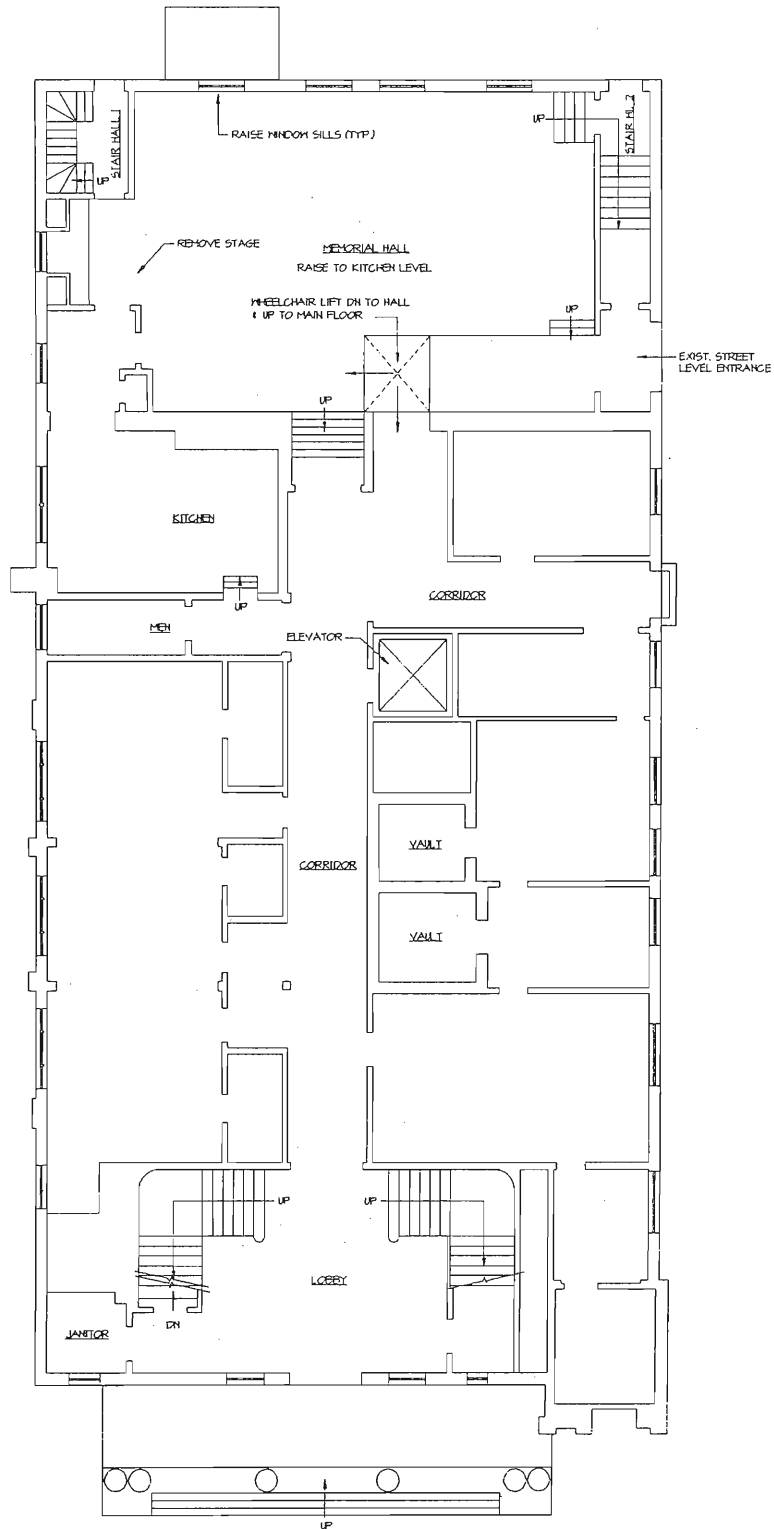
REINHARDT ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS • PLANNERS

DATE

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING

Warren, Massachusetts

HANDICAP ACCESSIBILITY - OPTION NO. 2



FIRST FLOOR PLAN
SCALE: X T. 5

SHEET
A.2
108-41.890

**PROPOSED
FIRST FLOOR PLAN**

PROJECT NO.
17-178
DATE
06-17-87
DRAWN
MKS, SP
CHECKED
JAC

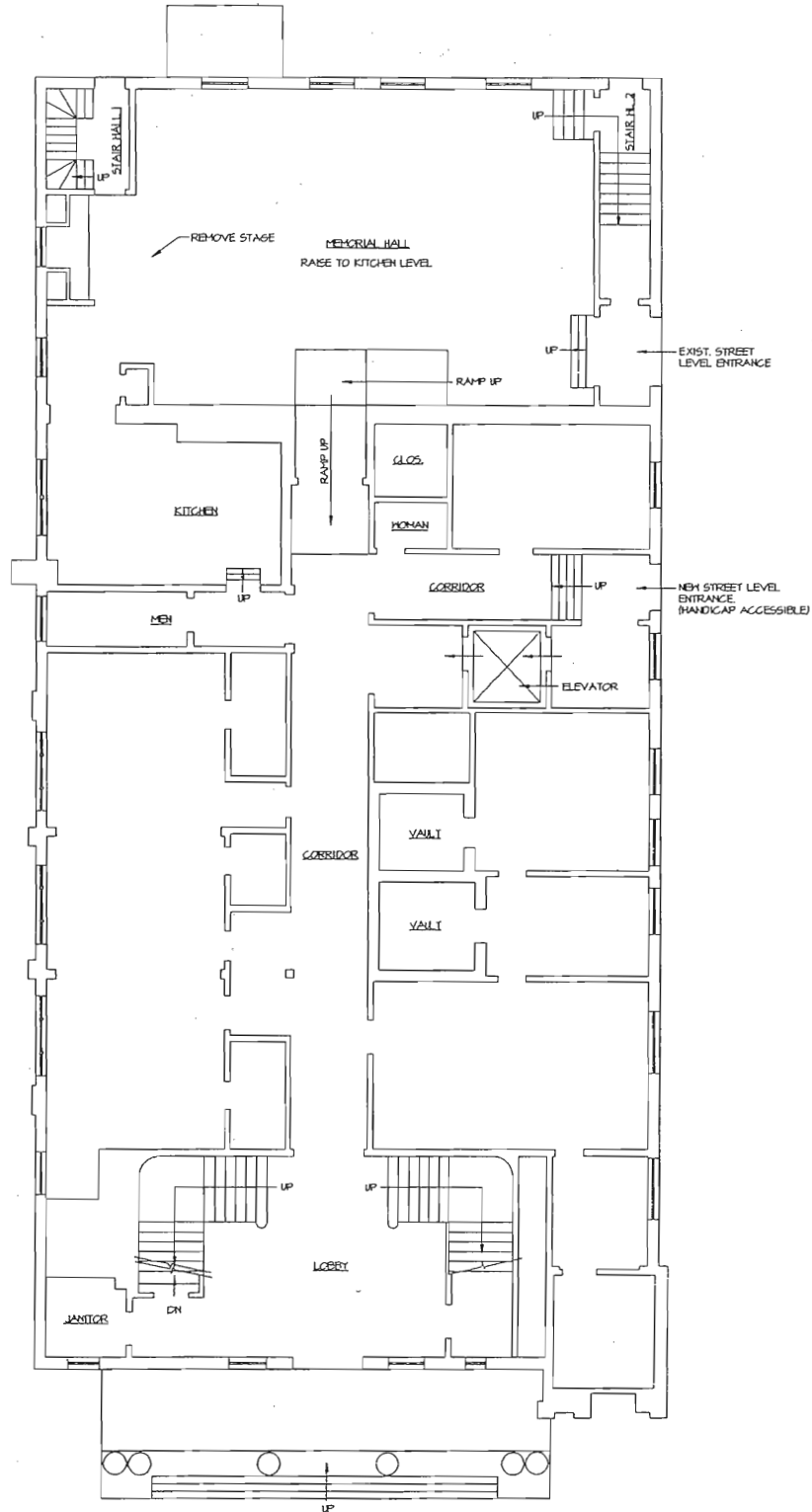
SCALE
A. T. 5
BY
REV
REV

WARREN TOWN HALL BUILDING
MAIN STREET
WARREN, MASSACHUSETTS 01882

REINHART ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS • PLANNERS

STAMP

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING
 Warren, Massachusetts
HANDICAP ACCESSIBILITY - OPTION NO. 3



FIRST FLOOR PLAN
 SCALE: R.T.S.

SHEET
A2
 1-029-11-0198

PROPOSED
 FIRST FLOOR PLAN

PROJECT NO: 87-1478
 DATE: 9-17-97
 DRAWN: JWA, LP
 CHECKED: BAC

SCALE: R.T.S.
 BY:
 REV:
 EBY:

WARREN TOWN HALL BUILDING
 MAIN STREET
 WARREN, MASSACHUSETTS 01982

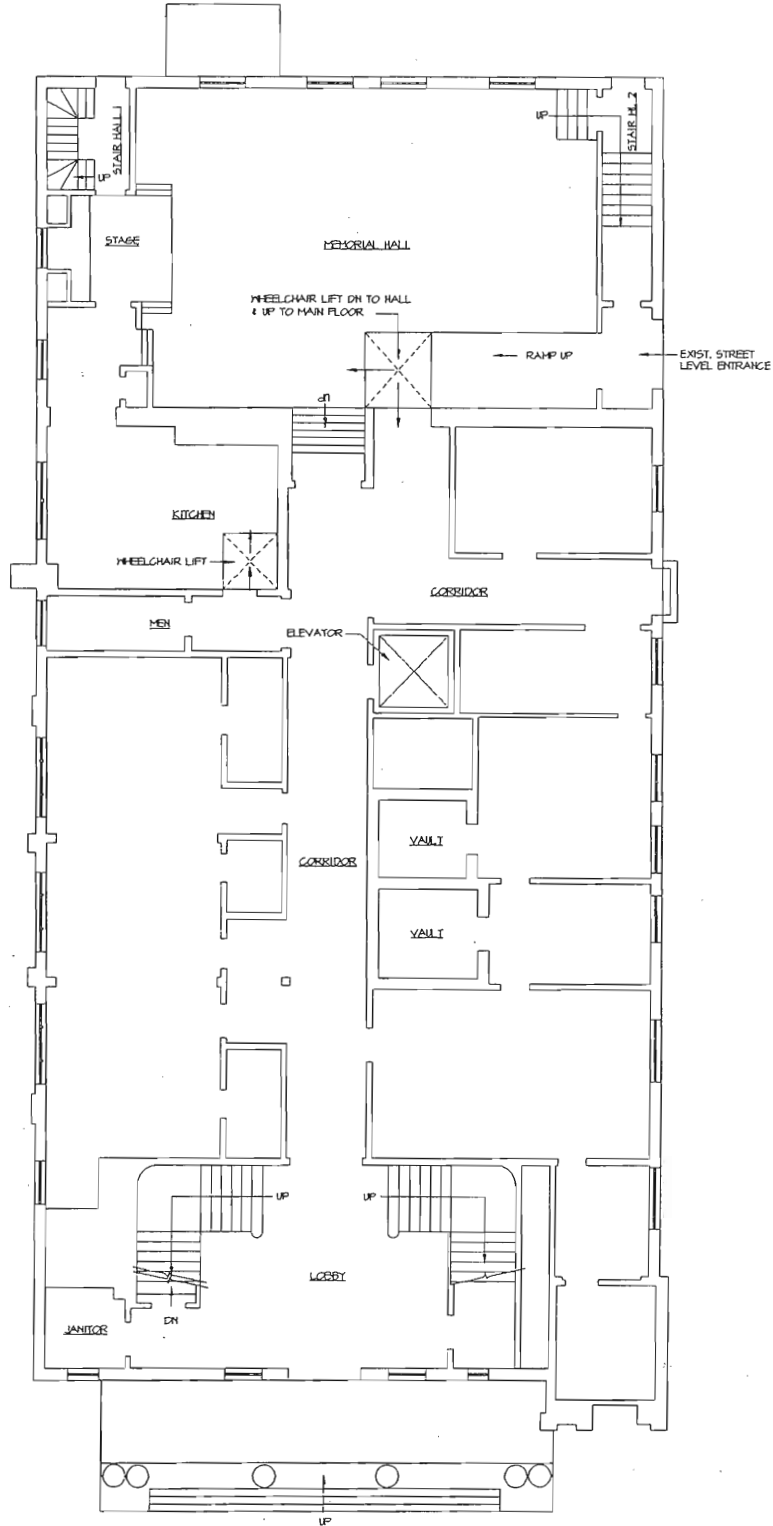
REINHART ASSOCIATES
 ARCHITECTS - ENGINEERS - INTERIOR DESIGNERS - PLANNERS

STAMP

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING

Warren, Massachusetts

HANDICAP ACCESSIBILITY - OPTION NO. 4



FIRST FLOOR PLAN
SCALE: N.T.S.

SHEET
A2
1/28-11/20

**PROPOSED
FIRST FLOOR PLAN**

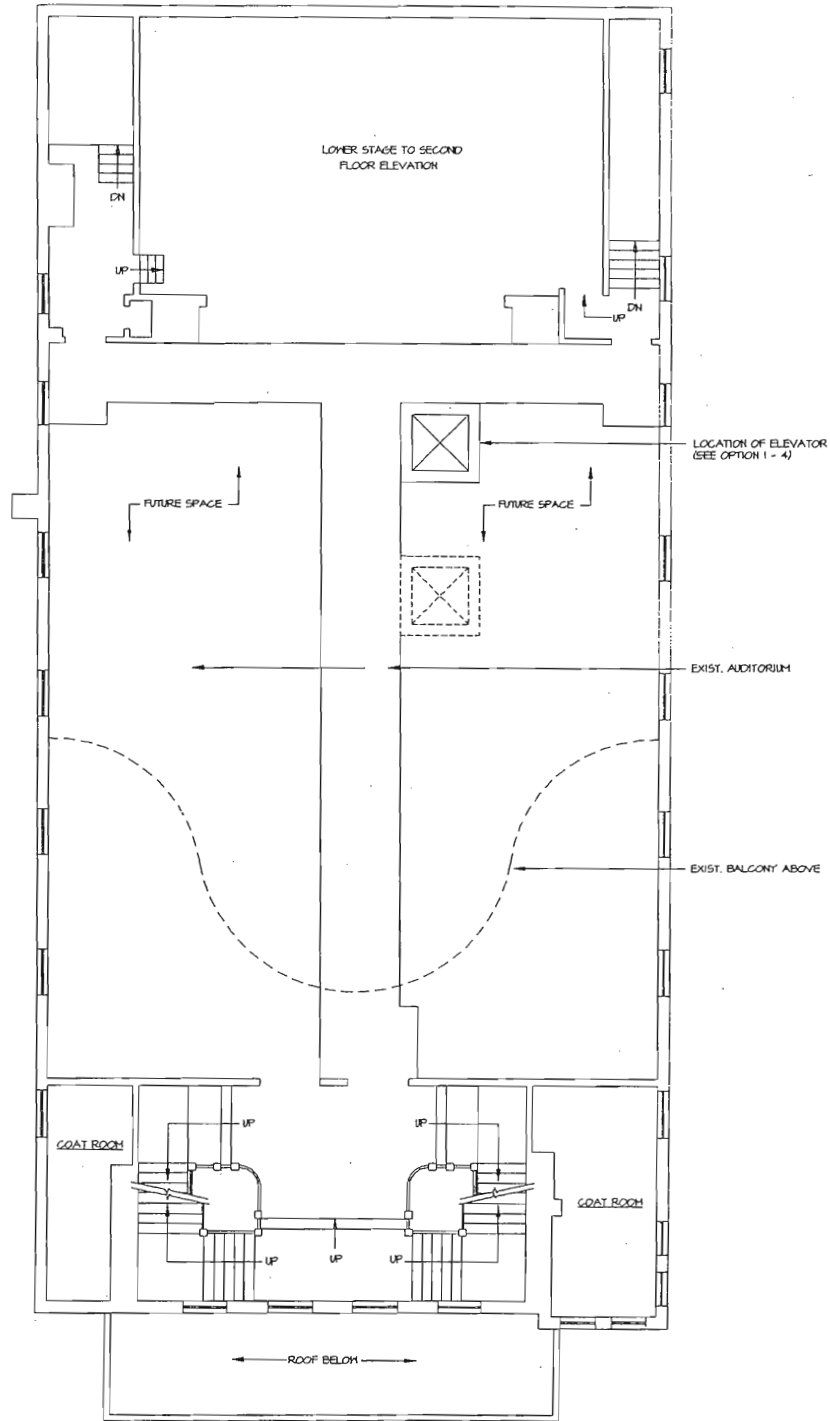
PROJECT NO.	17-1178
DATE	1-17-97
DRAWN BY	W.M. LP
CHECKED BY	AWC
SCALE	N.T.S.
REV.	
REV.	
REV.	

WARREN TOWN HALL BUILDING
MAIN STREET
WARREN, MASSACHUSETTS 01826

REINHARDT ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS • PLANNERS

STAMP

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING
 Warren, Massachusetts
HANDICAP ACCESSIBILITY



SECOND FLOOR PLAN
 SCALE 1/4" = 1'-0"

SHEET
A.3
 1-075-01.290

**PROPOSED
 SECOND FLOOR PLAN**

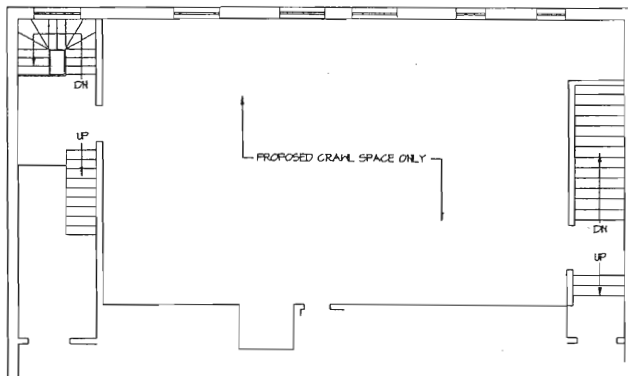
PROJECT NO:	87-1108	SCALE:	N. T. S.
DATE:	8-17-87	BY:	
DRAWN:	MM	CHK:	
CHECKED:	MAC	EST:	

WARREN TOWN HALL BUILDING
 MAIN STREET
 WARREN, MASSACHUSETTS 01982

REINHART ASSOCIATES
ARCHITECTS • DESIGNERS • INTERIOR DECORATORS • PLANNERS

Stamp

RENOVATION / RESTORATION OF THE TOWN HALL BUILDING
Warren, Massachusetts
HANDICAP ACCESSIBILITY



MEZZANINE FLOOR PLAN
SCALE: 1/4" = 1'-0"

SHEET
A.4
1/79-01.004

PROPOSED
MEZZANINE FLOOR PLAN

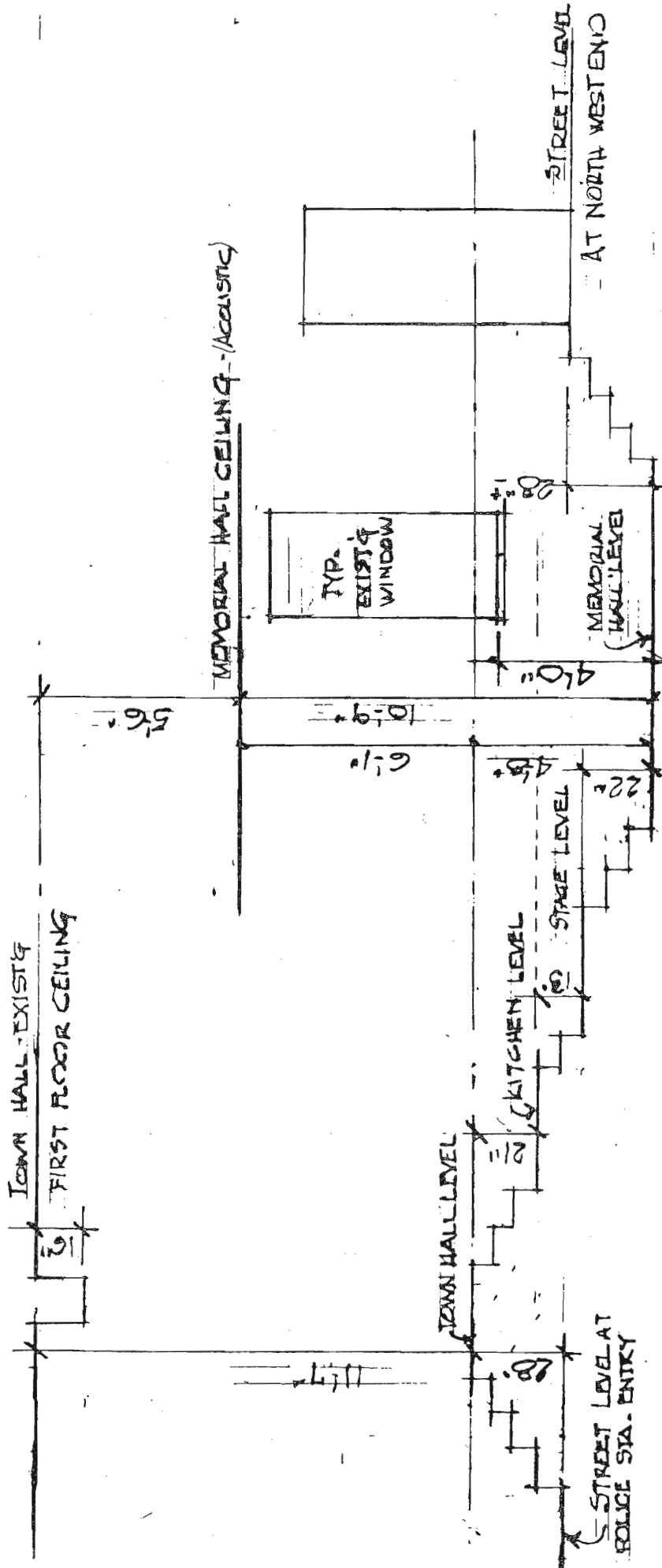
PROJECT NO: 97-1179
DATE: 8-17-97
DRAWN: MPR
CHECKED: JAC

SCALE:
A. T. E.
REV:
REV:
REV:

WARREN TOWN HALL BUILDING
MAN STREET
WARREN, MASSACHUSETTS 01902

REINHARDT ASSOCIATES
ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS • PLANNERS

STAMP



DIAGRAMMATIC PROFILE OF EXISTING FLOOR LEVELS RELATIVE TO
MEMORIAL HALL NO SCALE

BUILDING INTERIOR (Cont.)**9. MEMORIAL HALL (Cont.)****PARTITIONING MEMORIAL HALL****ESTIMATED COST: \$ 13,500.**

Option No. 1 provides the least costly Option; Option No. 4 the least disruption which eliminates changes to floor level construction, window modifications, ceiling heights, stair conflicts and reduces extensive (not eliminate) reinforcing of the existing structural floor system. It also eliminates new ramps both interior and exterior, thus reducing additional construction and disruption.

Note of importance that in any and all the described Options, Variances will be required from the State Architectural Access Board for changes as described.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR****A. GENERAL**

As previously described the Town Hall Building is fundamentally a two-story building. It presently houses the Town's Police Department Facility, and formerly housed the Town Offices and Police Department on the first floor, the Auditorium on the second floor and the Balcony one level above the Auditorium. The Clock Tower at the northeast corner rising above this.

The West rear "addition" of the Town Hall building was constructed providing three levels, under which is the low headroom (crawl) space having an earth floor which is at an approximate level with the existing Basement floor; the first level above this is Memorial Hall (which is approximately forty-two (42) inches below the first floor of the existing Town Hall Building,, the second (intermediate) level is the "mezzanine" which is between Memorial Hall and the Auditorium Stage level; the Stage being approximately forty-two (42) inches above the Auditorium floor; the stage opening to the Auditorium.

The Mezzanine encompasses spaces containing toilets, stairs, and spaces which now are vacant or are being utilized for storage. The toilets are non-functional.

The building's interior structure, based on visual observation of exposed construction, is generally of wood. The first and second floors as well as the balcony are framed with wood joists which are sheathed with wood decking. The first and second floor joists are supported by wood beams and girders, the second floor beams and girders are supported on columns, the first floor beams and girders supported on basement piers and foundation walls of rubble stone and brick mortared into place. The roof is supported by means of trusses and rafters as described elsewhere in this Report.

The Basement access is by wood stair from the Main Entrance Lobby. Basement floor is of concrete generally strewn with debris and cast-off items.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

The foundation of the original building and the West (Stage area) addition are of stone rubble and form the exterior walls of the original basement and the low headroom (crawl) space of the West addition and are of adequate thickness and condition to support the imposed loads. The major area of the brick pier construction in the Town Hall is in reasonably good condition except for the deterioration of some lower brick mortar joints in the piers which will require pointing.

It is further suggested that the existing brick in these piers be checked for integrity and if necessary replaced to a proper height above grade with brick and/or concrete block of a lower moisture absorptive quality. The above is recommended at the existing piers in the basement and the low headroom area (crawl) space under the West Addition.

POINTING - ESTIMATED COST: \$ 2,800.-[?]

REPLACE LOWER PIER MASONRY - ESTIMATED COST: \$ 13,000.

The entire Basement including the West "Addition" crawl space is presently storing all types of materials - equipment which is not used and should be discarded. The entire Basement needs a thorough cleaning and washing to rid it of years of accumulated junk, debris, equipment, etc. of no value. Sealing of the floors for dust should be considered. Minimum type vapor barrier on the earth of the crawl space is necessary.

Separation of the crawl space from the Basement areas should be considered.

ESTIMATED COST: \$ 1,000.

The Basement is separated into areas by means of wood partitions - in poor condition.

Within the "boiler" room space the boiler is situated in a twenty-one inch (21") deep pit, the pit walls being of brick which are in somewhat poor shape and in need of extensive pointing. See Part 2, Photo Page 26.

ESTIMATED COST: \$ 500.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

The concrete floor in this space and the pit appear to be in relatively good condition. The open boiler space is in violation of present Codes and should be enclosed with a 1 hr. separation wall.

ESTIMATED COST: \$ 1,750.

For fire protection purposes it is also suggested that the basement joists be faced with a minimum of 5/8 inch thick gypsum wallboard. ?

ESTIMATED COST: \$ 5,400.

Adjacent to the Boiler Room is the low ceiling dirt floor area (crawl space) of the West (Stage) addition. The Memorial Hall floor above the low headroom (crawl) space has been reinforced with steel columns and beams in three locations, the rows of columns and beams running North South. One row adjacent to the exterior West wall; one row approximately 8'-0" from the exterior West wall; one row adjacent to the interior wall separating the original Ton Hall and the addition, Refer to Part 2, Photo Page 36. Due to the low headroom in this space development of this space is not feasible for purposes other than minor storage, possible service access, as previously described in this Report and mechanical piping. Additional structural investigation as to the need for and adequacy of the above-mentioned reinforcing and the adequacy of is recommended into whatever future structural loads are imposed on the floors and steel column footings in this area.

It is expected that more positive reinforcing to the existing Memorial Hall floor structure will be necessary regardless of the Option to be selected. Refer to Part 2, Photo Pages 35 and 36.

It is also recommended that some form of vapor barrier be installed on the earth floor of the West Addition - minimum form of plastic sheeting covered with 3" concrete slab.

Feasibility ESTIMATED COST: \$ 6,500.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

In Part I of this Report, the final paragraph of Article 10, "Town Hall Building Interior", Section B - "Renovating" directed attention to Chapter 34 of the latest (sixth) Edition of the Commonwealth of Massachusetts State Building Code relating to alterations, additions and change of use of existing buildings was due to the potential of this Article placing restraints in the Building's space utilization objectives of the Committee.

Review of Chapter 34 of the (Mass.) Building Code in conjunction with a meeting with State Building Inspector, Joseph McEvoy, and our conveying the Committee's consideration of continued use of Memorial Hall and the Auditorium as places of assembly resulted in so many negative Code requirements and costly factors that the pursuit of continued use of these spaces for assembly purposes are not recommended.

Some (but not all) of the deterrents are:

Seismic Considerations: A seismic study of the building will be required, no doubt resulting in necessary reinforcements to the building for earthquake resistance resulting in extensive, costly reinforcement and possibly not being feasible due to its cost and possible effects to the present spaces in the Building.

Fire Ratings: Increase of fire ratings of certain walls providing separation of building areas.

Egress Requirements: One stair width in question; also fire-rating of walls relating to same.

Energy Conservation: Specific areas (if not the entire area) of the building particularly the assembly areas required to be brought up to Energy Conservation Code requirements.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

While the above are not the entire enumeration of requirements they are the primary consideration which present the major hurdles and costs.

In order to avoid the punitive requirements of Chapter 34 of the Mass Code from being enforced due to public assembly spaces being retained, serious consideration should be directed to the utilization of the building for Office use for other options later described.

B. RENOVATING

MEMORIAL HALL: Refer to Item 9, Page 22 of this Report regarding raising the floors in Memorial Hall.

The use of the building for business (Town office) purposes and the necessity to avoid providing space within the building being considered as assembly and triggering Chapter 34 of the Building code will result in the division of Memorial Hall into spaces which do not exceed three hundred fifty (350) square feet.

There is an evident sag in the second floor of the West Addition that has apparently transmitted to the Memorial Hall level which will require floor reinforcing. See Part 2, Photo Page 36.

FIRST FLOOR:

The occurrence of a fire in the past is evidenced by observance of charred first floor joists south of the vault foundation, which should be reviewed again for potential structural weakness.

ESTIMATED COST: \$ 1,400.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

To avoid cost by retaining the Building's existing structural system, renovations to the first floor appears to be feasible. This can provide the necessary office and support spaces such as handicap accessible toilets, conference rooms, etc. conforming to the final decision of the future occupants as to what type of function the spaces are to serve. A review of basic space needs is required. Refer to Part 1, Photo Page 17. Certain modifications to the vaults may be necessary.

PARTITION FIRST FLOOR OF TOWN HALL**ESTIMATED COST: \$ 37,000.**

The most functional use of the building is the development of the existing spaces to the greatest extent. The Auditorium and stage can be partitioned for office use or other potential function as described elsewhere in this Report. The partitioning of the stage space is feasible but presents consideration as to its final use in relationship to handicap access requirements due to it's height above the Auditorium similar to what is described for Memorial Hall. If the Stage was designated solely as storage space perhaps no construction changes would be necessary eliminating the necessity for handicap access but is believed to be too large and wasteful for that purpose only.

To avoid the additional cost of providing handicap access to the stage level it is believed best to level the stage area to the Auditorium floor level. This will result in loss of headroom (which is minimal at present) at the Mezzanine level and create crawl space between Memorial Hall and the Auditorium level. The loss of this (crawl) space is of no significance inasmuch as continued use of same would require logistic costly changes for handicap access.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

This change would also provide the distant potential of raising the ceiling in Memorial Hall allowing the Memorial Hall floor to be raised to Street and/or Town Hall level. These descriptions of Options have costs and related questions regarding structural stability of the building that cannot be ascertained without further investigation. It is therefore believed prudent that the Stage be dropped to the Auditorium level and partitioned. The partitioning of the Auditorium and Stage would include suspending an acoustic ceiling and insulating same reducing the present volume being heated. The following Estimate includes some stairway modifications adjacent to the Stage.

PARTITION AUDITORIUM - ESTIMATED COST: \$ 47,000.

(Does not include insulating exterior walls)

PARTITION STAGE AREA - ESTIMATED COST: \$ 29,000.

(Does not include insulating exterior walls)

The Main entrance Lobby, of somewhat grand scale rising to the Auditorium and the Balcony, the use of woods for decorative railings, paneled wainscots, etc. which remain in good condition and provides a history, legacy and dignity to the building and its purpose should be preserved with the least possible modifications necessary such as cleaning, painting, lighting, etc. See Part 1, Photo Page 18 and Part 2, Photo Page 37.

ESTIMATED COST: \$ 15,000.

Inasmuch as the balcony appears to have been in little if any use in the past, and continued use will likely require A.D.A. access, some consideration should be given to abandonment of its use -which may possibly allow the removal of the fire escape which continues as a maintenance requirement with the attendant cost for same. See Part 1, Photo Page 20 and Part 2, Photo Page 37.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)**

As described in paragraphs hereinbefore, Chapter 34 of the latest (Sixth Edition) of the Commonwealth of Massachusetts State Building Code 780 CMR relating to "Alterations, additions and change of use of existing buildings", do affect, in major ways, specific areas/components/systems of the building and certain directions are described in relation thereto.

C. HISTORICAL INTEGRITY

Although the Building is not in a Historical Register, or registered Landmark at present, the Building's historical value is inherent from its location, architectural appearance, character and it's civic function and service in the Community over its ninety-five year History.

The existing Town Hall Building is in the process of registration as an Historic Building or Landmark by the Warren Historical Commission, nevertheless, it is doubtful that the Building being designated as a Historical building will affect any of the recommendations/suggestions to the building interior described herein.

In certain areas of the building interior such as the main entrance Lobby with the open stairway, the historical integrity has been retained, which has been commented upon hereinbefore in this Report.

While the Auditorium, Balcony and Stage are areas that have retained their historical integrity the use of these spaces as described in this Report do not make it possible to continue the buildings interior integrity in these areas but the building's exterior integrity can be maintained without major changes.

Installation of handicap ramps, acoustic lay-in ceilings, plywood wall paneling, etc. in the first floor areas of the building have served to jeopardize historical integrity. It is not believed necessary to retain historical integrity of the original interior finishes in these areas due to the resultant costs of providing same.

BUILDING INTERIOR (Cont.)**10. TOWN HALL BUILDING INTERIOR (Cont.)****D. RECORDS VAULT**

There presently exists in the existing Town Hall Building, two Records Vaults with functioning vault doors that served for Town records in the past and can again be utilized for storage of Town Hall records. Some modifications to the mechanical systems may be necessary to function totally in compliance with State Law requirements. See Part 2, Photo Page 38. Verification is needed from Town Officials utilizing the vaults as to the adequacy of size of the vaults.

ESTIMATED COST: \$ 4,500.

11. HANDICAP ACCESSIBILITY AND NEEDS

A. RAMPS

Change this

With the exception of the ramp that has presently been installed by borrowing space from Memorial Hall, providing access from the street to the Town Hall floor, no handicap access exists providing access to the second floor and the multi-levels of the West addition. The resolution of this condition will require more than a singular facility for access to varying levels of the building.

P

Some interior ramps are incorporated into Options No. 1, 2 and 3 (Refer to Pages 22 and 23) regarding the floor level of Memorial Hall but are not desirable if avoidance is possible. The scant extent of the site places strict limitations on locating exterior ramps in other than West side of the building which does not lead to reasonably good circulation within the building. Extensive interior ramps serve to consume valuable space and are to be avoided.

B. ELEVATOR

??

The installation of an elevator with designated handicap parking adjacent to same providing access from Street level to the first and second floor will alleviate the necessity of exterior ramps which the existing site does not have space for and access to the second floor by handicapped which is required by the Mass State Code, is only feasible by means of an elevator.

There are very limited and practical options as to the location of an elevator in the building considering access to the second floor and the basement, the particular hindrances being;

- 1) Due to the requirement of a four foot (4'-0") elevator pit extending below the Basement floor and the structural necessity of avoiding underpinning the existing foundation wall and probable footings that may be projecting beyond the interior plane of the foundation wall, the elevator must not be located within six feet (6') to eight feet (8') from the interior face of the basement wall.

11. HANDICAP ACCESSIBILITY AND NEEDS (Cont.)

- 2) The second consideration was to avoid blocking existing egress stairs at the first and/or second floor with a new elevator shaft.
- 3) An additional consideration was the avoidance of locating an elevator shaft where it would extend up and penetrate the balcony structure above if that structure is to remain and the resulting balcony structural modifications that would be needed, therefore the avoidance of locating the elevator within the confines of the balcony.
- 4) Locating the elevator at the front of the building would result in changes needed for access to same in that area of the building that are architecturally unfeasible and impractical.
- 5) Locating the elevator in proximity to available parking, although only street parking, is the most practical with the use of the existing building on-grade entrance or modifying the Main Street Police Station entrance to enter from Street level. This appears to be the most practical and least expensive location for the elevator. This suggested location is central to the Town Hall and the Auditorium space above, and is in close proximity to Memorial Hall; which is shown on the Memorial Hall Option Drawings hereinbefore.

ESTIMATED COST: \$ 102,000.

C. BATHROOMS (TOILETS)

Presently no bathrooms (toilets) exist in the Town Hall that are handicap accessible or adequate for handicap use. Handicap accessible toilets will be necessary to comply with ADA and State regulations if renovations and re-occupancy of the existing Town Hall Building for Town offices takes place.

11. HANDICAP ACCESSIBILITY AND NEEDS (Cont.)

Based on the square footage of the building interior and the use of the Town Hall, Memorial Hall and the Auditorium for offices, male and female handicap accessible toilets will be required on the first and second floors, providing approximately 2 water closets, 1 urinal and 2 lavatories for males on each floor and 3 water closets, 2 lavatories for females on each floor. The toilets should be located to take advantage (wherever practical) of existing available plumbing lines.

The estimated cost below relates to installation of handicap toilets as individual spaces within the Building without additional modifications to the building interior and includes all plumbing fixtures and piping - also refer to Mechanical Section.

ESTIMATED COST: \$ 27,500.

D. DOOR KNOBS AND LOCKS

None of the hardware required for handicap accessibility and needs are presently in place in the existing Town Hall Building.

It is apparent that any new construction requiring hardware is to receive new hardware and must comply to handicap code requirements. It will be necessary that all existing hardware, primarily the door knobs (locksets and passage sets) be provided in all locations where handicap access will be required. Existing hardware in locations not necessary for handicap access need not be changed and may be retained if in good condition, nevertheless, the mixture of existing and new locksets and latchsets is not prudent in a keying and maintenance condition, therefore replacement of all door knobs (locksets/latchsets) and all other hardware such as hinges, closers, etc. is strongly suggested.

FOR REPLACEMENT OF EXISTING ONLY - ESTIMATED COST: \$ 4,000.
(Also refer to Mechanical Section of Report)

11. HANDICAP ACCESSIBILITY AND NEEDS (Cont.)**E. LIGHT SWITCHES**

Existing light switches in the existing Town Hall building do not comply in "height above floor" for handicap needs and as of necessity, for new construction, it will be necessary to install new switches at the proper height above the floor to comply with handicap needs. Refer to Mechanical Section of this report for additional electrical requirements.

FOR REPLACEMENT OF EXISTING ONLY - ESTIMATED COST: \$ 4,000.

MECHANICAL SYSTEMS**12. HEATING SYSTEM****A. GENERAL - PERFORMANCE AND CAPACITY**

The heating plant consists of an Smith boiler installed in 1993. This boiler has an IBR rating of 1310 MBH steam and 1447 MBH water. The boiler is in excellent condition and more than adequate in size for the present or any future application, See Part 2, Photo Page 39. The boiler presently supplies low pressure steam but could be configured as a hydronic boiler. The fuel source is dual fuel, natural gas and #2 oil. The gas enters the building on the northeast face. (Refer to Part 1, Photo Page 22). The oil is stored in four 330 gallon tanks on the north side of the basement. The tanks have two fuel feeds and two vents. The four tanks represent the maximum indoor storage capability. All are in good condition.

B. STEAM DISTRIBUTION SYSTEM

The original steam distribution system was one pipe. Over the years this was modified into a partial two pipe system with thermostat controlled zone valves. There is even one radiator that was re-piped as a two pipe system with the one pipe air vent still intact. Some of the one pipe radiators are pitched in the wrong direction due to bowing of the floor joists. These units will fill with condensate reducing their ability to heat the space. See Part 1, Photo Page 21.

Given the above description it would be expected that the heating system would be uneven with some spaces overheating and some receiving little to no heat. In this Reporter's discussions with the building occupants this is in deed the case. Consideration should be given to replacing the heating distribution system.

12. HEATING SYSTEM (Cont.)**C. VENTILATION**

There is no toilet exhaust system.

There is an air handler that provides heated ventilated air to the Auditorium only. This unit has not been used since the auditorium was closed. While the condition of this unit is unknown it would be easily repairable if necessary. Note that no other spaces have mechanical ventilation and depend on operable sash.

D. AIR CONDITIONING

Air conditioning exists in three spaces in the Police Department via window air conditioners.

E. HEATING, VENTILATION AND AIR CONDITIONING

The existing boiler could be changed from steam to hot water and a hydronic distribution system to provide heat. To provide ventilation and air conditioning an air duct system would also be installed. Since the air system can be used to distribute heat the hydronic system could be eliminated as redundant.

The least expensive method of providing heating, ventilation and air conditioning is to abandon the boiler and install roof mounted packaged units with electric cooling and gas heating. One unit would be dedicated to the Auditorium and a second unit would service the remaining occupied spaces. Zone control would be accomplished utilizing a variable volume and temperature (VVT) system. This system alternates between heating and cooling to satisfy all spaces. Bypass dampers are utilized to allow variable air distribution with a constant volume fan. In addition, exhaust systems would be provided as required as well as any separate system to accommodate unique requirements such as a radio room or record storage. The HVAC cost is estimated at \$7.50 to \$11.00 per square foot.

**APPROX COST FOR ABOVE BASED ON TOTAL
DESCRIBED RECOMMENDED USE OF THE BLDG.: \$ 132,000.**

12. HEATING SYSTEM (Cont.)**F. ASBESTOS REMOVAL OR SEALING**

It should be noted that the majority of steaming piping (not the condensate) in the basement is insulated with asbestos containing air cell insulation. The fittings are insulated with asbestos containing mud fittings. This asbestos would have to be abated prior to the removal of the piping. See Part 1, Photo Page 21.

ESTIMATED COST: \$ 25,000.

13. PLUMBING

A. HANDICAP ACCESSIBILITY OF BATHROOMS (TOILETS)

Refer to Handicap Accessibility and Needs, in this Report.

B. FIRE SUPPRESSION SPRINKLER SYSTEM

No fire suppression sprinkler system exists.

C. FIRE SUPPRESSION

Under the new Building Code, which goes into effect the end of August 1997, a fire suppression system will be required on all occupied floors, the basement and the attic. The cost of this system is estimated at \$1.50 and \$2.00 per square foot.

**APPROX COST FOR ABOVE BASED ON TOTAL
DESCRIBED RECOMMENDED USE OF THE BLDG.: \$ 24,000.**

D. OVERALL CONDITION OF WATER AND SEWER

1. Water Supply

The building is served by two water supplies. A one inch non metered service enters the building at the south end of the front of the building (east face) and serves the original building. A second one inch service enters the middle of the rear of the building and serves the building addition. Both services though small are in good condition.

13. PLUMBING (Cont.)**2. Sanitary Drainage**

There are two, four inch wastes, one for the original building and one for the addition that exit the building on the south face. These drains exit above grade and are piped into the ground in the middle of the stream that runs on the south side of the building, See Part 2, Photo Page 40. The piping is in good condition.

3. Fixtures

The only working toilets exist in the Police office. There are two toilet rooms with one tank water closet and one lav each. Toilets are in good condition. The facilities are inadequate for the present use as occupied offices, besides the Police do not have ready access to these facilities. Refer to Part 1, Photo Page 23.

The building has no drinking fountain.

The building has two non conforming sill cocks. One on the northwest face and one on the southeast face.

With the exception of the two 4" wastes leaving the building, all plumbing in the renovated building would be new including a new water service required to accommodate a larger quantity of fixtures and a fire suppression system. The cost for a new plumbing system is estimated at \$1.50 to \$3.00 per square foot.

**APPROX COST FOR ABOVE BASED ON TOTAL
DESCRIBED RECOMMENDED USE OF THE BLDG.: \$ 36,000.
(Includes Handicap Accessible Toilets)**

14. WIRING**A. ELECTRICAL SERVICE**

The building has two electrical services. An original 100 AMP 120/240V 1 phase and a new 200 AMP 120/208V 1 phase service. Although both are connected the 100 amp service appears not in use. Will confirm with local utility. The service is adequate for its present use but being single phase and only 200 amps will not support an elevator or central air conditioning. Three phase power is available at pole 32 at the east corner of the building.

Note the two electrical services are not next to each other and are thus non-conforming as they present a risk to the Fire Department who must locate and de-energize them in the case of a fire. Refer to Part 1, Photo Page 24.

B. ELECTRICAL DISTRIBUTION

The electrical distribution is code conforming but unevenly distributed. The building has been wired over a period of time to provide power in the building where needed at the moment. The panelboards within the building are load centers with plug-in breakers which is considered residential grade. Any renovation of the building will require an entirely new electrical distribution system

C. SMOKE AND HEAT DETECTION

This system does not exist.

D. GROUNDING

The new electrical service is grounded to the water main that does not have a meter. There is no ground rod as would be required by present code.

E. LIGHTING

The majority of lighting utilizes four foot T12 fluorescent lamps. The lighting is in good condition.

15. TELECOMMUNICATIONS

A. TELEPHONE WIRING CONDITION

The phone distribution system to the building is more than adequate for present and future needs.

B. INTERCOM OR P.A. SYSTEM

Systems to not exist.

16. CENTRAL VACUUM SYSTEM

A. GENERAL

A vacuum system does not exist.

17. EMERGENCY PREPAREDNESS

A. ELECTRICAL GENERATOR

Emergency power is available from an external, portable, gasoline fired emergency generator rated at 15 KW 208V/1 phase, through a manual transfer switch to a load center in the Police Department, See Part 2, Photo Page 39. System in good condition except for the generator which appears to be at least 40 years of age.

17. EMERGENCY PREPAREDNESS (Cont.)**B. EMERGENCY LIGHTING**

Emergency lighting is provided by local battery packs and dedicated incandescent heads. The exit lights are non conforming as they do not have a source of emergency power.

The electrical work would include a new three phase service, power distribution, fire alarm, telephone distribution, cable TV distribution, computer networking and emergency power. The electrical work is estimated at \$8.50 to \$11.00 per square foot.

**APPROX COST FOR ABOVE BASED ON TOTAL
DESCRIBED RECOMMENDED USE OF THE BLDG.: \$ 132,000.**

SUMMARIZATION

Due to Chapter 34 of the latest edition of the Massachusetts Code requirements, and the resultant extensive construction that would be required, the handicap and cost factors affecting same, the least probable use of the second floor Auditorium and Memorial Hall of the building is for assembly use.

As suggested in the body of the Study Report the least costly use/conversion of the building use is a business use, that being principally office use which reduces Building Code requirements regarding/construction, fire separation, egress, etc. to a minimum when compared to alterations for use as assembly. Nevertheless any alterations to the building will bring all handicap access and certain Building Code requirements and possibly Zoning Regulations into effect and be necessary to be performed.

Since the Reporter does not have access to all the information and knowledge regarding planning/options considered and/or to be considered by the Town Officials regarding the future of the building, nevertheless certain decisions are necessary by the Town officials regarding use and/or disposal of the building.

It is emphasized that the acceptance of the building as a historical building may affect whatever considerations the Town may have of the future of the building.

Parking requirements for each use described may also limit suggested uses. Certain Variances from the Building Code may be necessary to make hereinafter described alterations possible.

In addition to the suggestions/recommendations contained in the body of the Report, other uses are put forth for consideration:

- 1) Continue the present use - provide whatever maintenance necessary to prevent leaking roofs, freezing of pipes, etc. No use of second floor Auditorium and balcony. Disadvantages are high heating costs for amount of space utilized.

SUMMARIZATION (Cont.)

- 2) As Town owned buildings, develop, i.e. make priority maintenance repairs such as roof repairs; chimney repairs; provide handicap access from Memorial Hall level to Town Hall level; etc. and utilize the first floor space for some, not all, of Town offices. No use of second floor Auditorium and balcony. Disadvantages are high heating cost for space utilized.
 - (a) As Town owned Building, same as above, except add elevator and also utilize second floor (entire building) for all Town Offices. No use of Mezzanine and balcony.

- 3) As Town owned building, repair and develop as previously described for first floor use as Mercantile space without development of second floor.
 - (a) As Town owned building, repair as previously described, add elevator for use as Mercantile space on first and second floor. No use of Mezzanine and balcony.
 - (b) Make sale of building available (as is) for development for use as described in 3) and 3) (a).

- 4) As Town owned building, repair and develop as previously described for use a Mercantile space on first floor and offices on the second floor.
 - (a) Make sale of building available for development for use as described in 4) above.

SUMMARIZATION (Cont.)

- 5) Other possible directions are making sale of building for use of the following:
- (a) First floor Mercantile use and second floor apartments as family or elderly units; or
 - (b) First and second floor apartments - family or elderly units; or
 - (c) First floor office use and second floor apartments and/or condominiums; or
 - (d) First and second floor condominiums; or
 - (e) First floor Town Library and second floor office space.

Although the building location lends itself to conversion for apartment and/or condominium use, the lack of off-street parking perhaps provides the largest obstacle to that development. Additional land will probably be necessary to provide off-site, off-street parking for this use.

Note that for whatever direction is pursued other than 1) above, the cost of relocating and housing the Police Department must be taken into account in the planning and costs.

If none of the above Options become viable and if the practicalities, problems, lack of positive direction, lack of financing and the buildings historic significance is not confirmed, the last and possible least desirable resolution would be the cutting off of all utilities and access to the second floor and continued use of the building as a Police Station. Additional Options would be to remove the second floor entirely, roof the first floor (using the second floor structure) and develop the building as a one-story efficient Police Station.

As can be seen from the above descriptions, there are many choices of direction available, each being modified and affected by applicable Zoning and Building Laws, Code requirements and available funding.

ESTIMATE SUMMARY

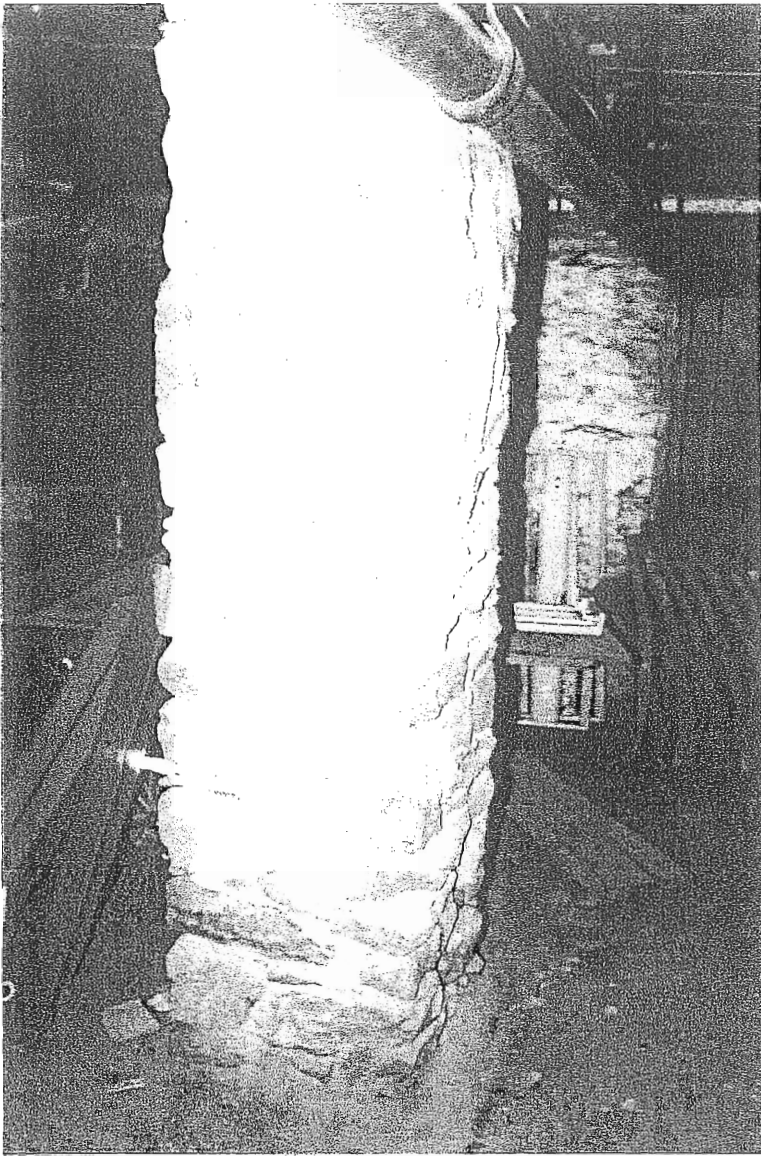
Cleaning Exterior Brick	\$ 2,500.
Pointing Brick & Caulking on south side	2,600.
Cleaning Limestone	1,500.
Pointing & Caulking Limestone	2,500.
Fire Escape Removal	3,000.
Fire Escape Repair	3,800.
Fire Escape Painting	2,000.
Pointing	3,300.
Caulking Exterior Windows	2,800.
Sealing Brick South Side	4,000.
New Exterior Doors	5,300.
INSULATION:	
Exterior Walls - Memorial Hall	7,000.
Exterior Walls - Town Hall First Floor	10,000.
Exterior Walls - Auditorium	16,000.
Exterior Walls - Stage	5,400.
Auditorium Lay-In Insulation	5,200.
Blown-In Entire Existing 2nd Floor Ceiling including Stairways	4,000.
Clockwork Repair	12,000.
Bell Level (Component) Repairs	14,000.
Service Access	24,500.
Prep & Paint Soffit	4,500.
Roofing	84,000.
Entrance Canopy Repair	1,500.
Bell Level Floor/Roof Repair	1,500.
Chimney Repair	3,800.
Reline Chimney	6,000.
Chimney Removal	2,000.

ESTIMATE SUMMARY (Cont.)

MEMORIAL HALL OPTIONS:

No. 1	30,000.
No. 2	39,000.
No. 3	42,000.
No. 4	40,000.
Partition Memorial Hall	13,500.
Point Masonry Piers	2,800.
Replace Pier Masonry	13,000.
Separate (Partition) Basement from Crawl Space	1,000.
Point Masonry in Boiler Pit	500.
Separate (Partition) Boiler Room from Basement	1,750.
Face Basement Joists with Gypsum Wallboard	5,400.
Crawl Space Vapor Barrier and Slab	6,500.
Reinforce (Sister) Charred Joists	1,400.
Partition First Floor Town Hall	37,000.
Partition Auditorium	47,000.
Partition Stage Area	29,000.
Update Records Vault	4,500.
New Elevator; includes: New Shaft, Foundation, Etc.	102,500.
New Handicap Toilets	27,500.
New Door Knobs & Locks	4,000.
New Light Switches	4,000.
Heating, Ventilating and Air Conditioning	132,000.
Asbestos Removal	25,000.
Fire Suppression	24,000.
Plumbing (including H'cap Toilets)	36,000.
Electrical	132,000.

Inasmuch as the costs are estimated at such an early time these costs should be given a generous contingency due to their prelude to specific actions and/or changes and the time/inflation factors that affect them.

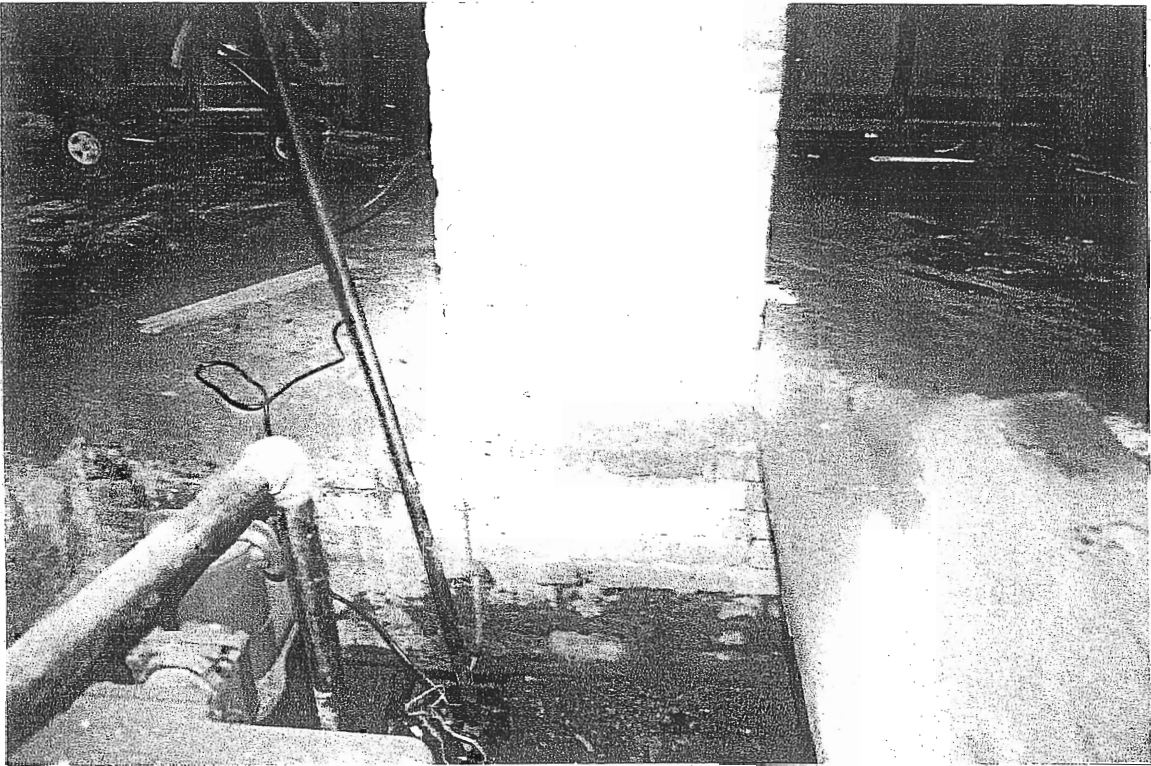


TYPICAL RUBBLE STONE PIER

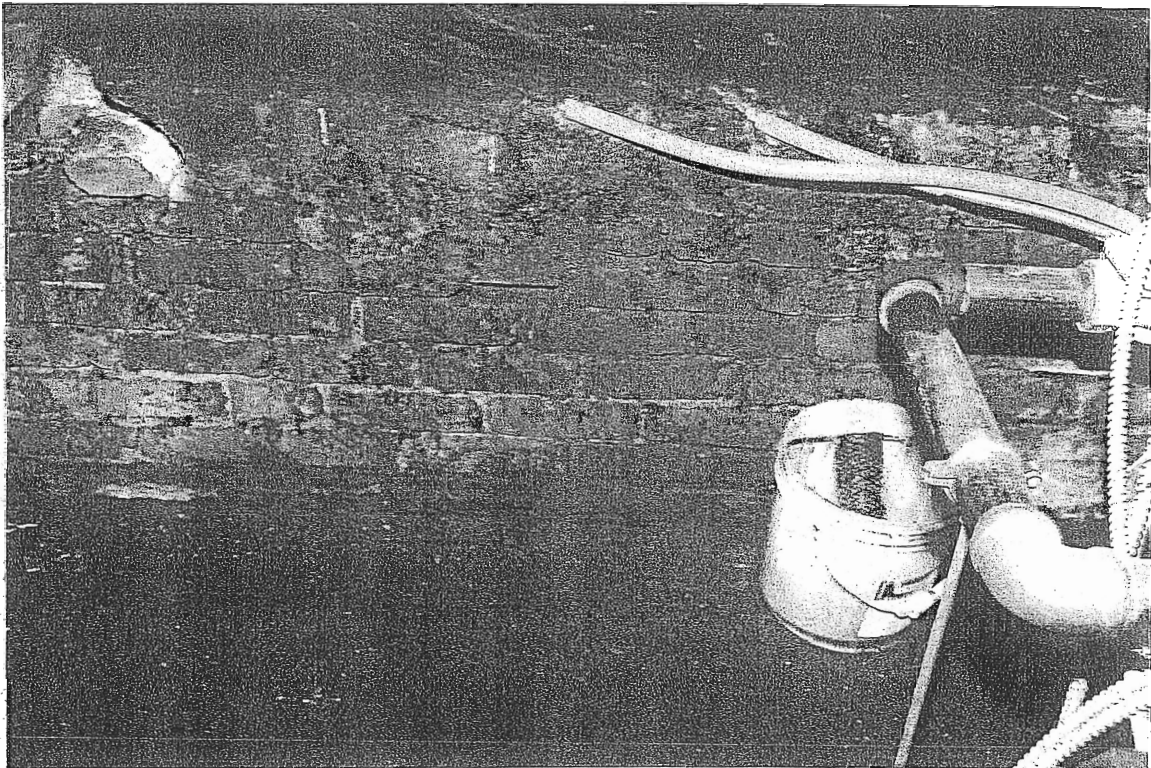
DUST TYPE MATERIAL AT BASE
OF RUBBLE AND/OR BRICK PIER
INDICATES MORTAR LOOSENING
DROPPING



TYPICAL BRICK PIER



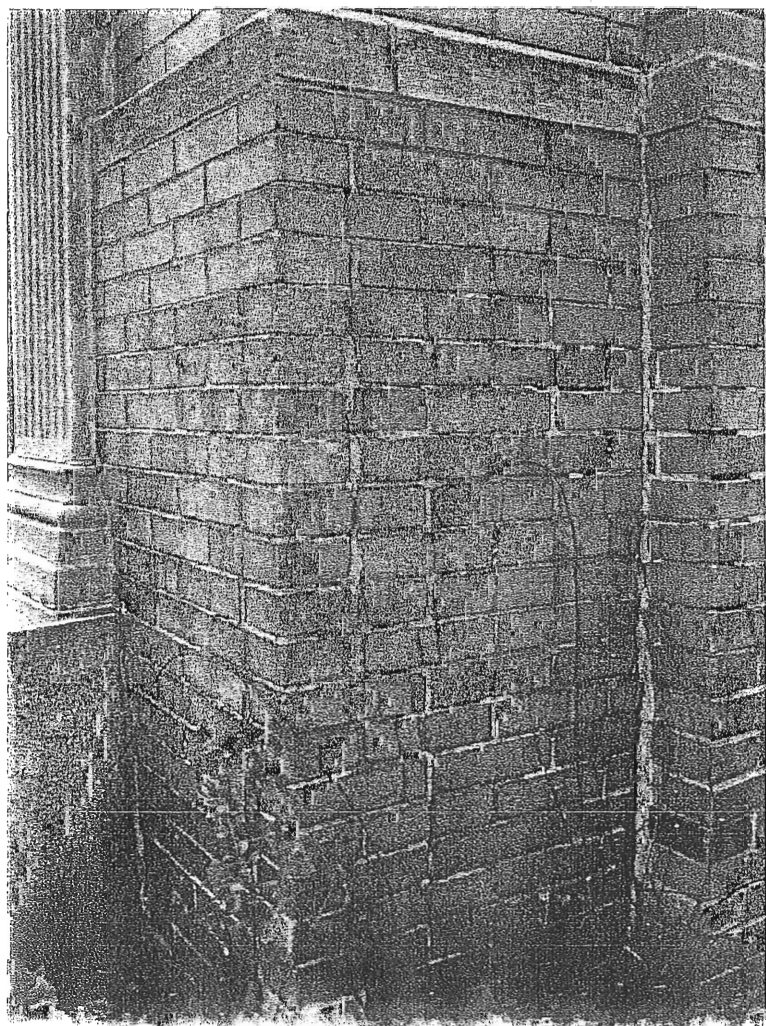
BRICK PIER @ EDGE OF BOILER PIT



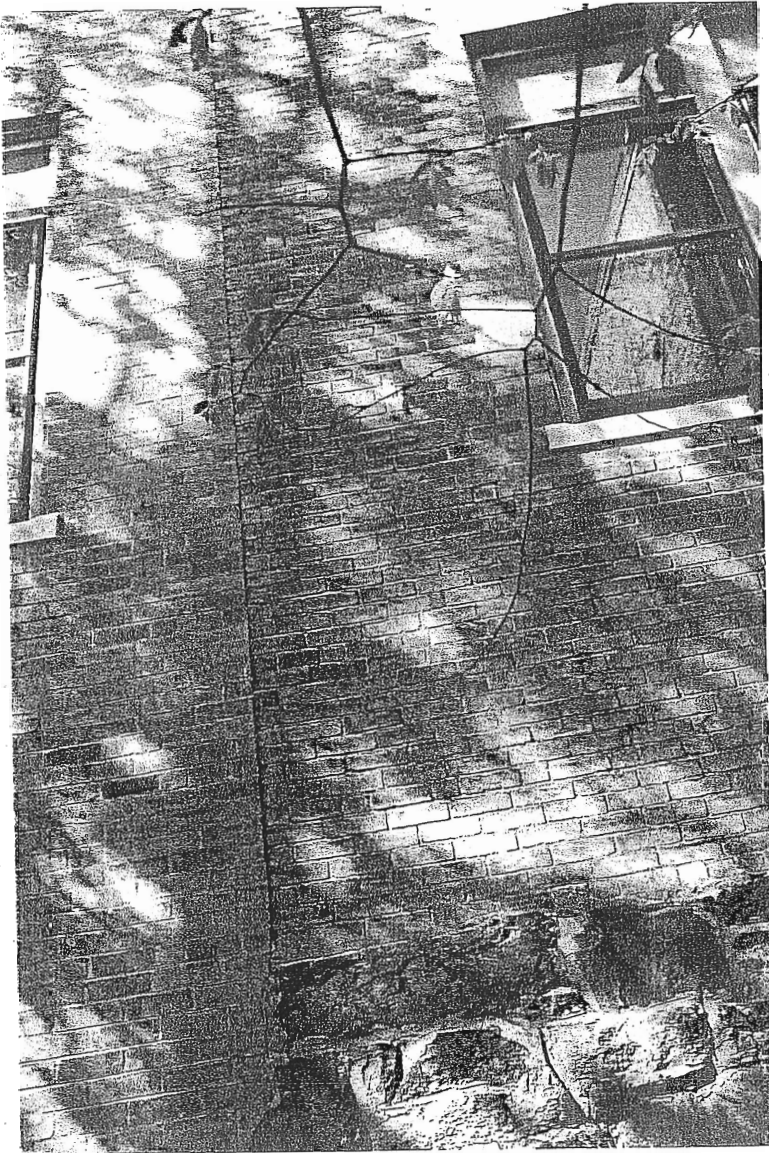
SMALL AREA OF BOILER PIT BRICK WALL



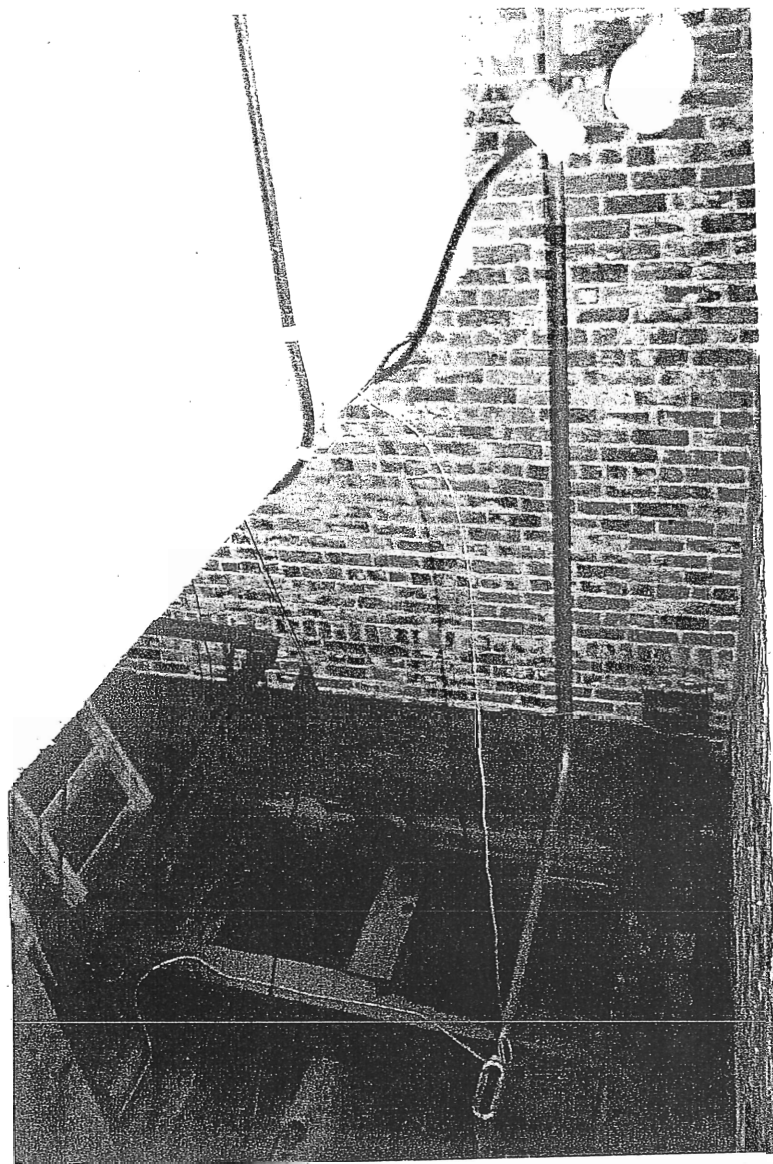
TYPICAL PALLADIAN WINDOWS MAIN ST. SIDE - NOTE RUSTING
COMING TO SURFACE AT PILASTER SIDES



NORTHEAST CORNER OF
CLOCK TOWER (START OF
LIMESTONE ARCHED ENTRY
@ LEFT)

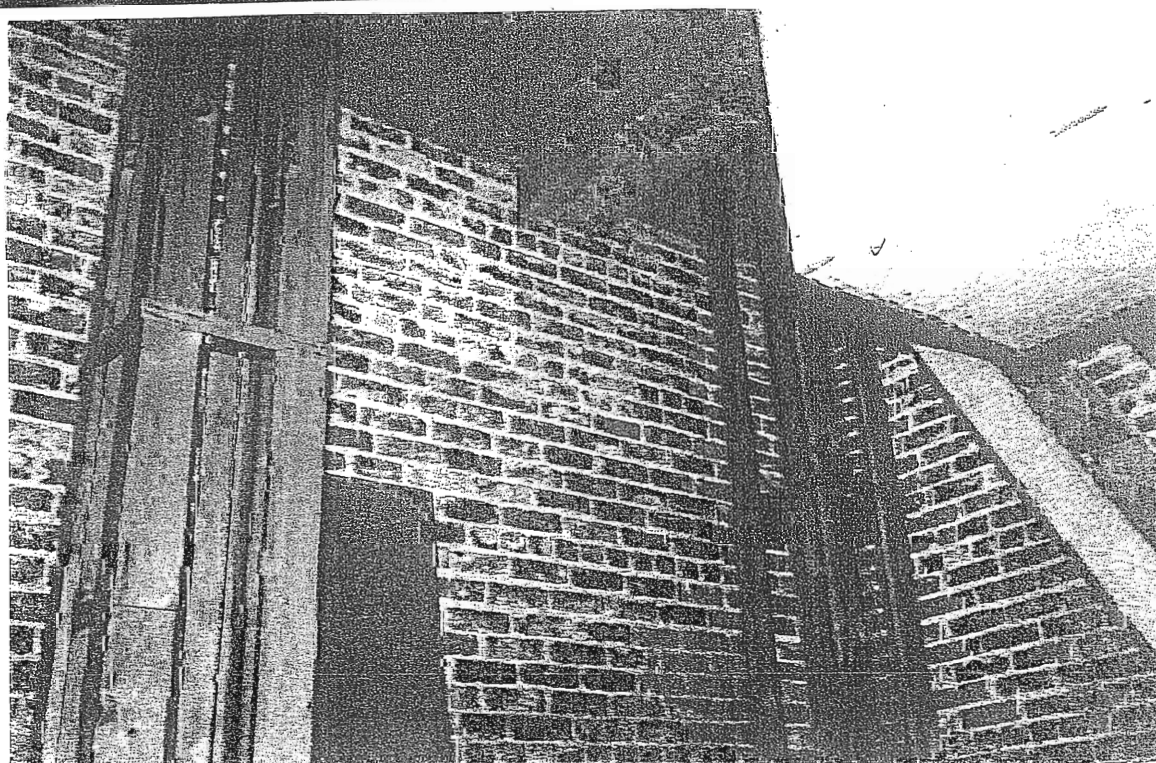


SOUTH SIDE OF BUILDING
WHERE WEST ADDITION ABUTS
ORIGINAL BUILDING - NOTE
JOINTS NEEDING POINTING
ALSO VERTICAL JOINT OPEN TO
WEATHER

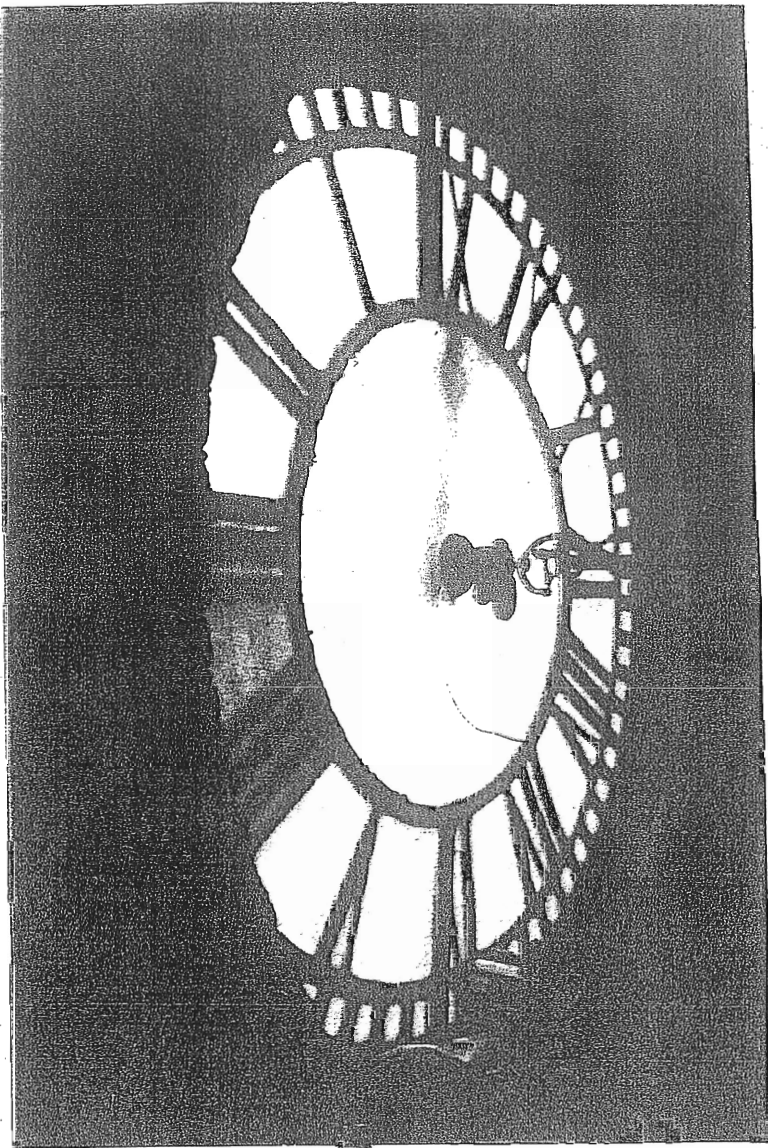


CLOCK TOWER INTERIOR

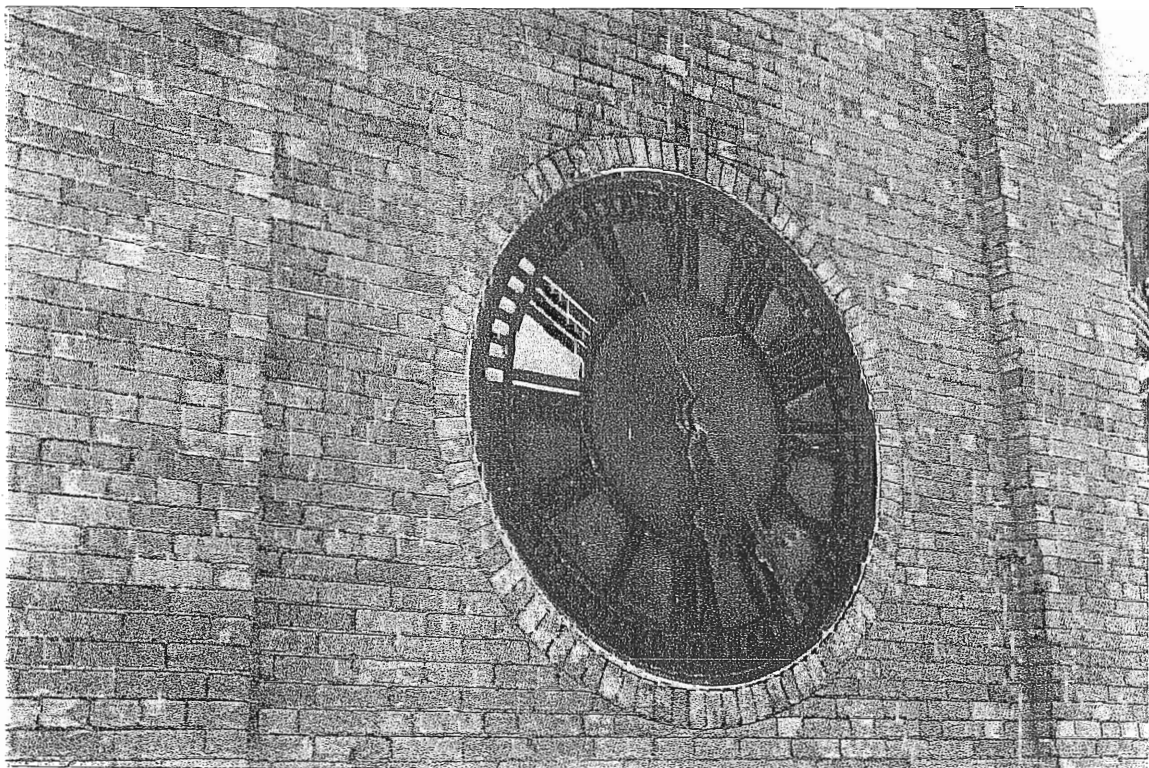
CLOCK WORKS ENCLOSURE @
LOWER RIGHT UNDERSIDE OF
BELL LEVEL WOOD FLOOR &
BEAMS AT TOP AND LADDER
LEADING TO SAME AT UPPER
RIGHT



CLOCK TOWER INTERIOR
STAIR TO CLOCK WORKS CONC. SLAB AT UPPER CENTER - AND BOTTOM OF CLOCK WORKS
ENCLOSURE AT UPPER RIGHT



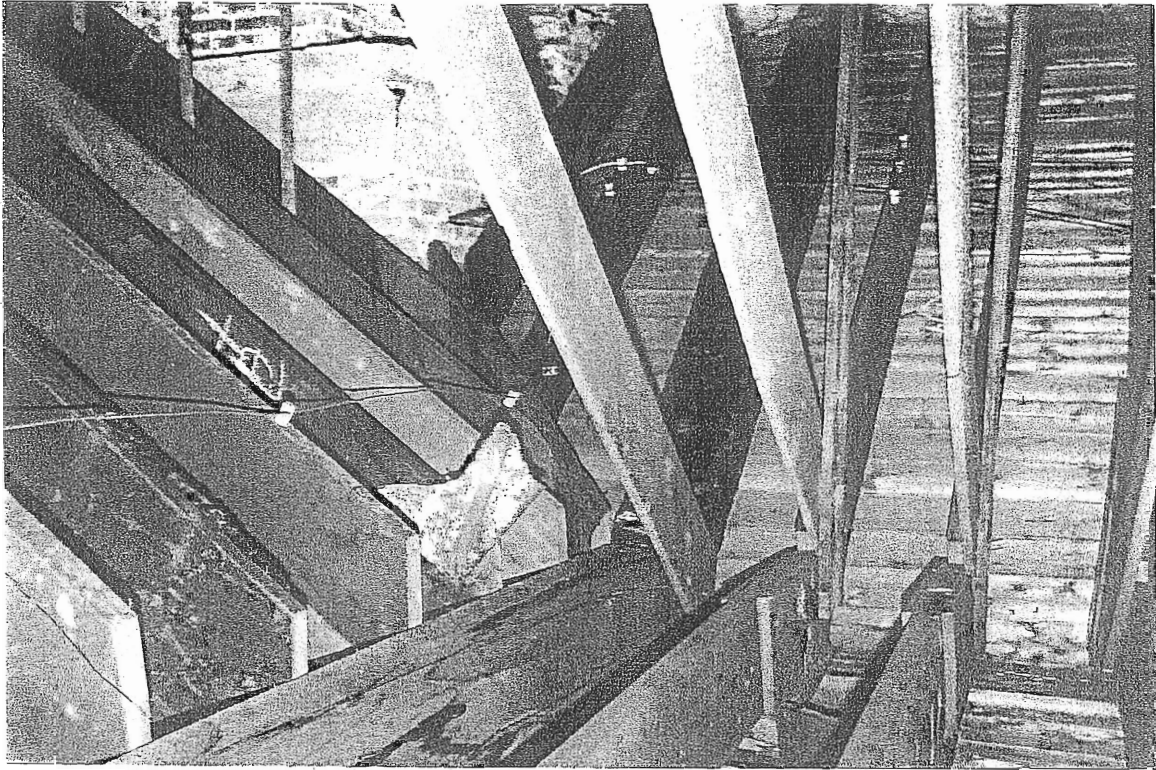
CLOCK FACE
FROM INTERIOR &
EXTERIOR NOTE CRACKED
FACE



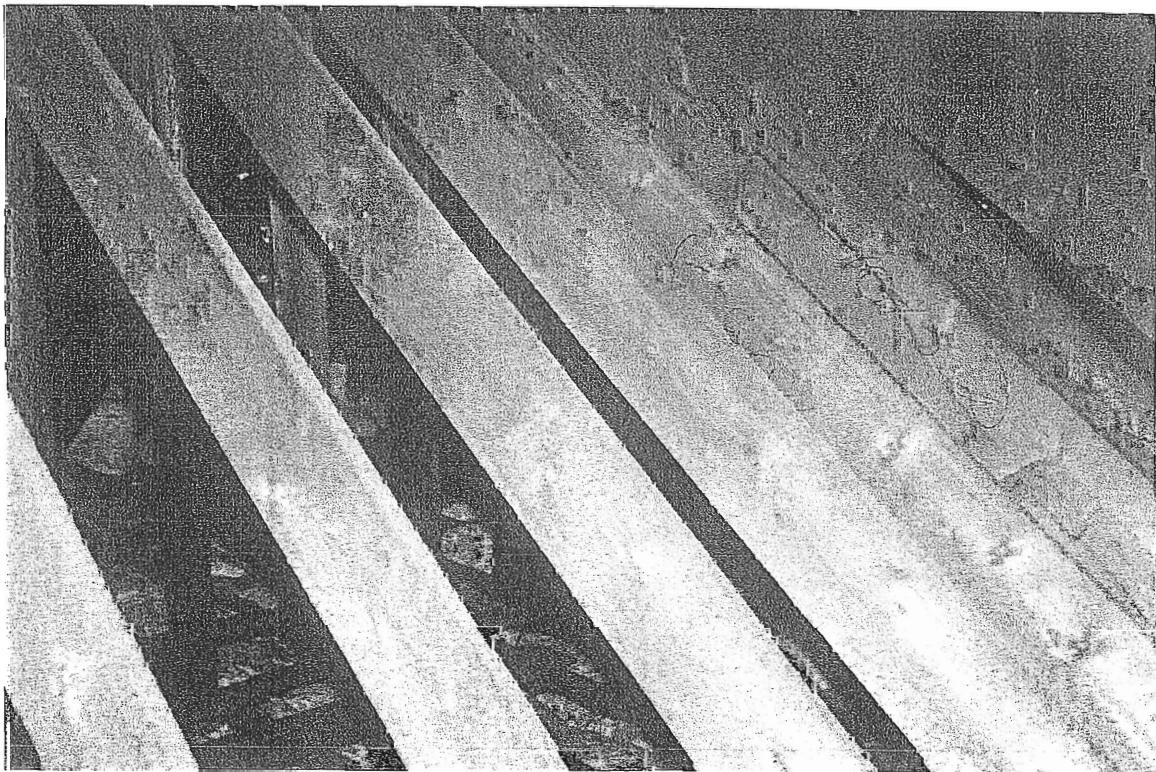
CRACKED CLOCK FACE FROM EXTERIOR



**OPEN BELL LEVEL FROM ROOF OF BUILDING
NOTE DETERIORATING PAINT CONDITION**

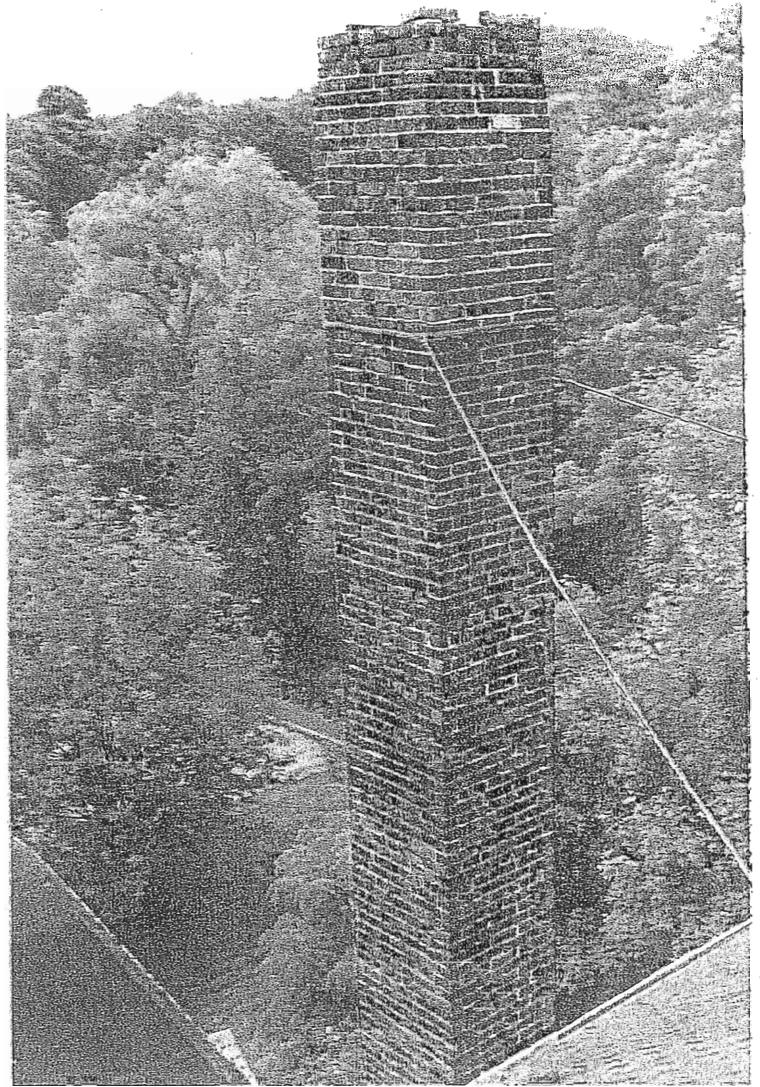


**ATTIC PHOTO SHOWING ROOF HIP JUNCTURE CONSTRUCTION
HEAVY HIP BEAM AT UPPER RIGHT AND CENTER OF PHOTO FORM ROOF HIP**



**ATTIC PHOTO
NOTE TRUSSED RAFTERS & INSULATION BETWEEN CEILING JOISTS BELOW**

EXISTING CHIMNEY LOOKING SOUTH
FROM ROOF - NOTE LOOSE BRICK @
TOP COURSE



EXISTING CHIMNEY LOOKING
UP FROM GRADE



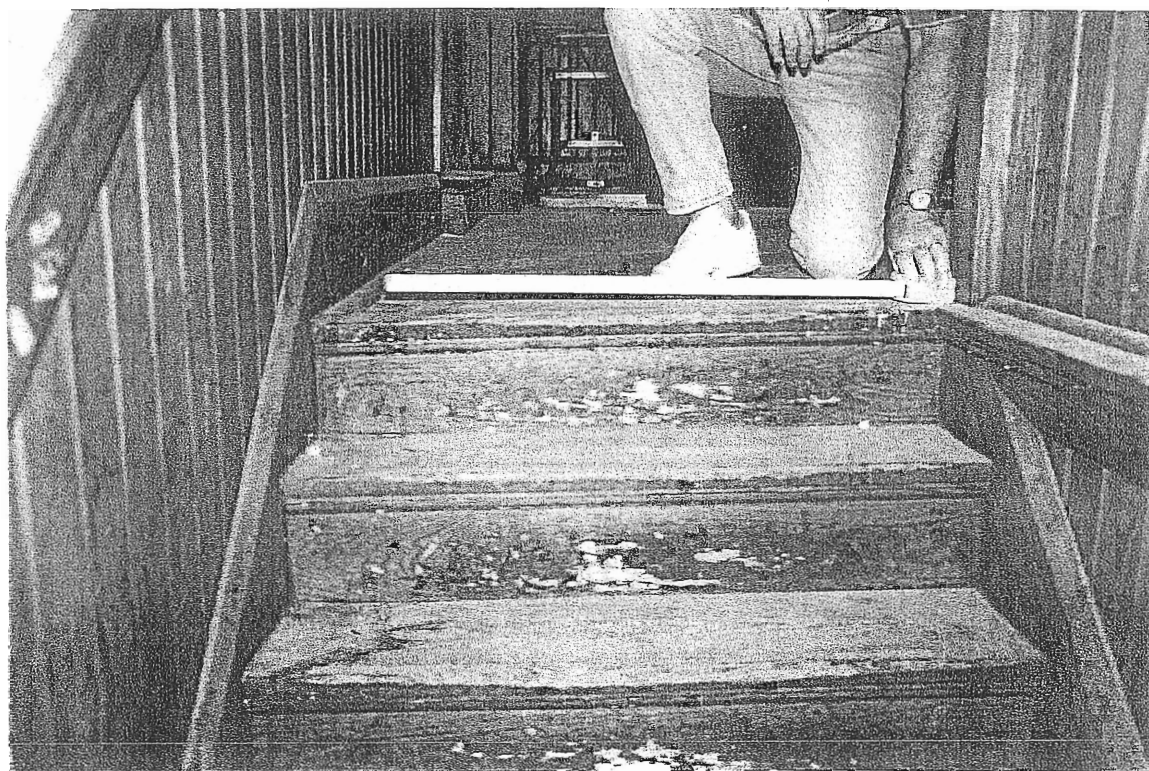
**MEMORIAL HALL LOOKING TOWARD BLOCKED OPENING TO STAGE
NOTE WALL ENCLOSING RAMP AT LEFT**



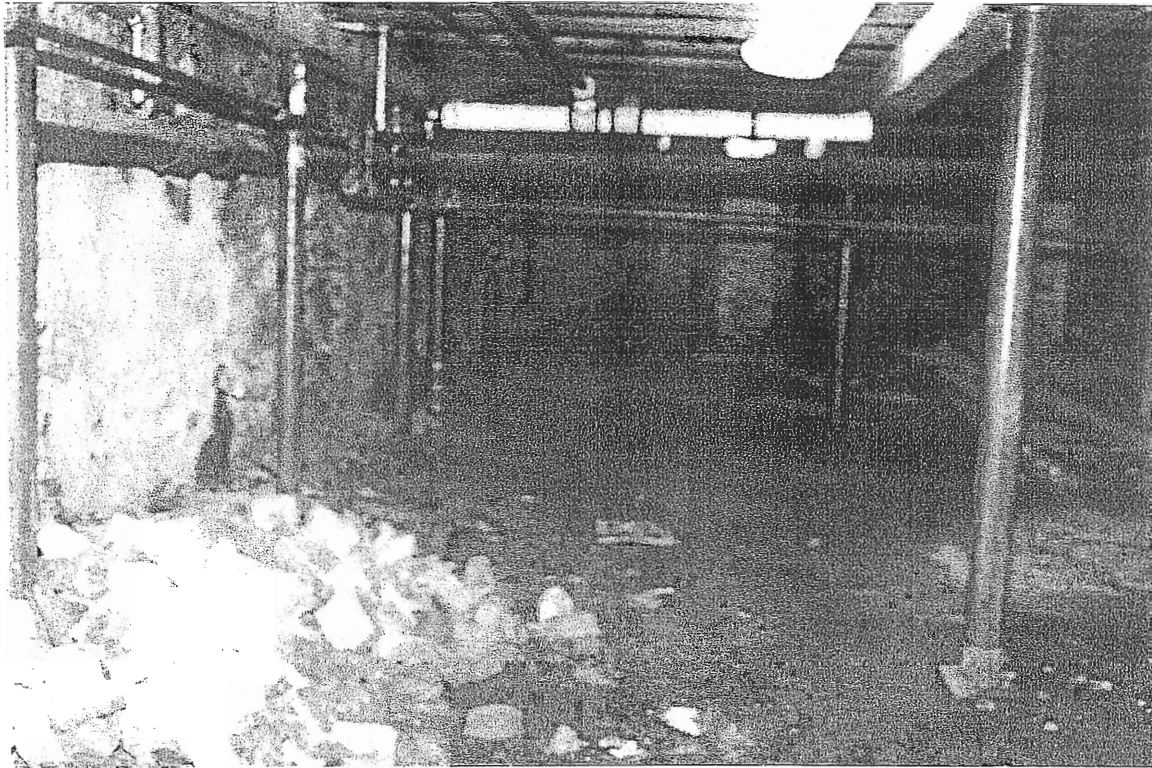
**FORMER KITCHEN SPACE LOOKING TOWARD CORRIDOR DOOR TO TOWN HALL
(PRESENT POLICE STATION)**



**MEMORIAL HALL - PARTLY DISMANTLED ACOUSTIC CEILING
EXISTING - DAMAGED PLASTER CEILING ABOVE**



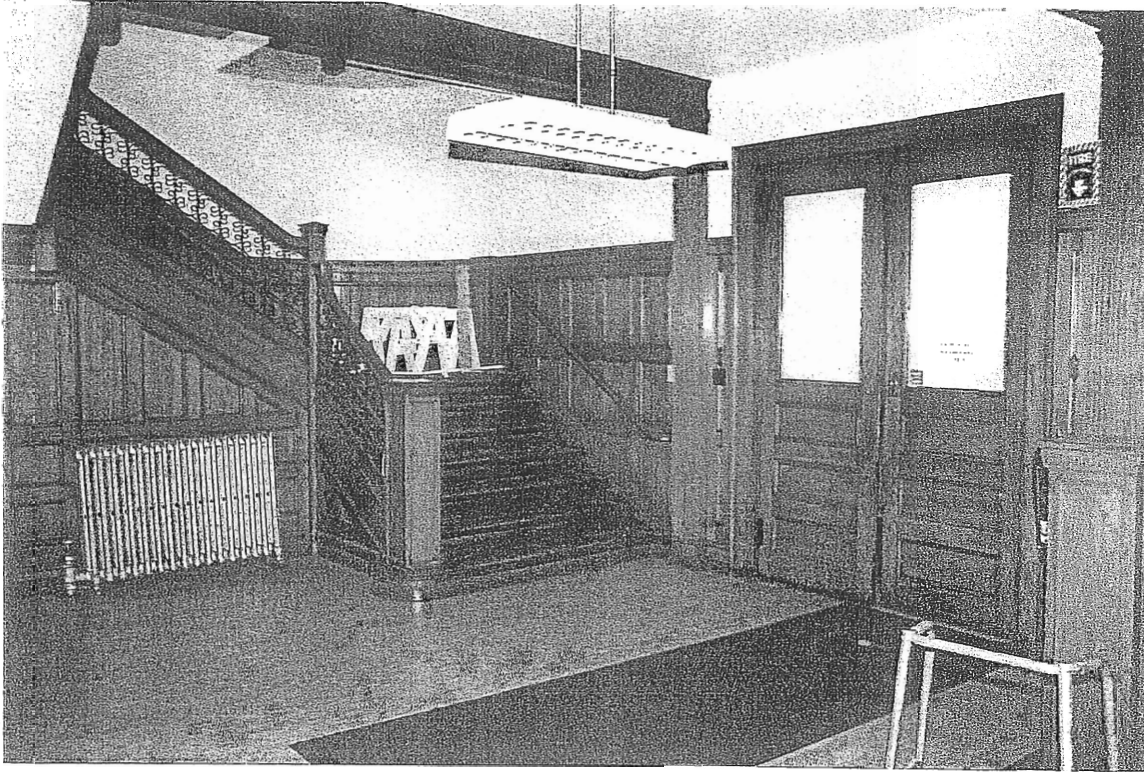
**SECOND FLOOR AUDITORIUM LEVEL. OFF LEVEL STAIR AT SOUTH SIDE OF STAGE
LOOKING EAST NOTE FIRST RISERS TO STAGE AT LEFT BEYOND**



**LOW HEAD ROOM (CRAWL) SPACE UNDER MEMORIAL HALL
LOOKING NORTH - NOTE ADDITIONAL FLOOR SUPPORT BEAMS AND COLUMNS**



**LOW HEAD ROOM (CRAWL) SPACE UNDER MEMORIAL HALL
LOOKING WEST - NOTE DOOR TO AREAWAY AT WEST END OF BUILDING**



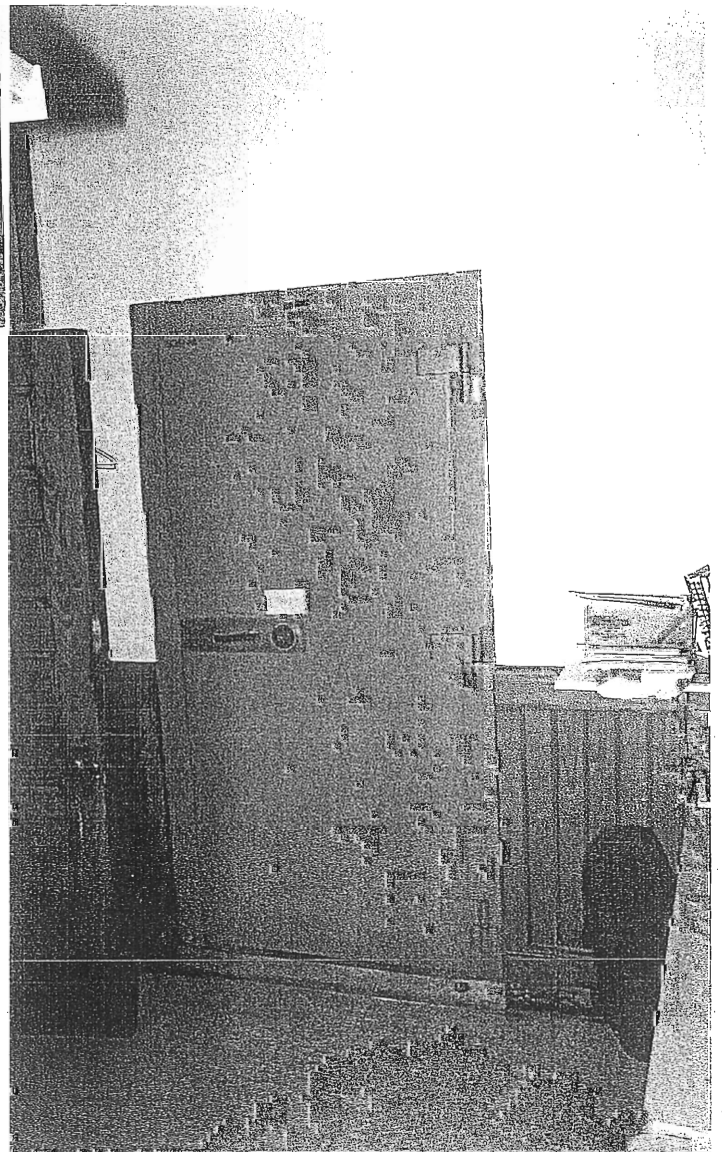
**FRONT ENTRANCE LOBBY DOOR TO FORMER TOWN HALL OFFICES (PRESENT POLICE STATION)
STAIR TO SECOND FLOOR BEYOND**



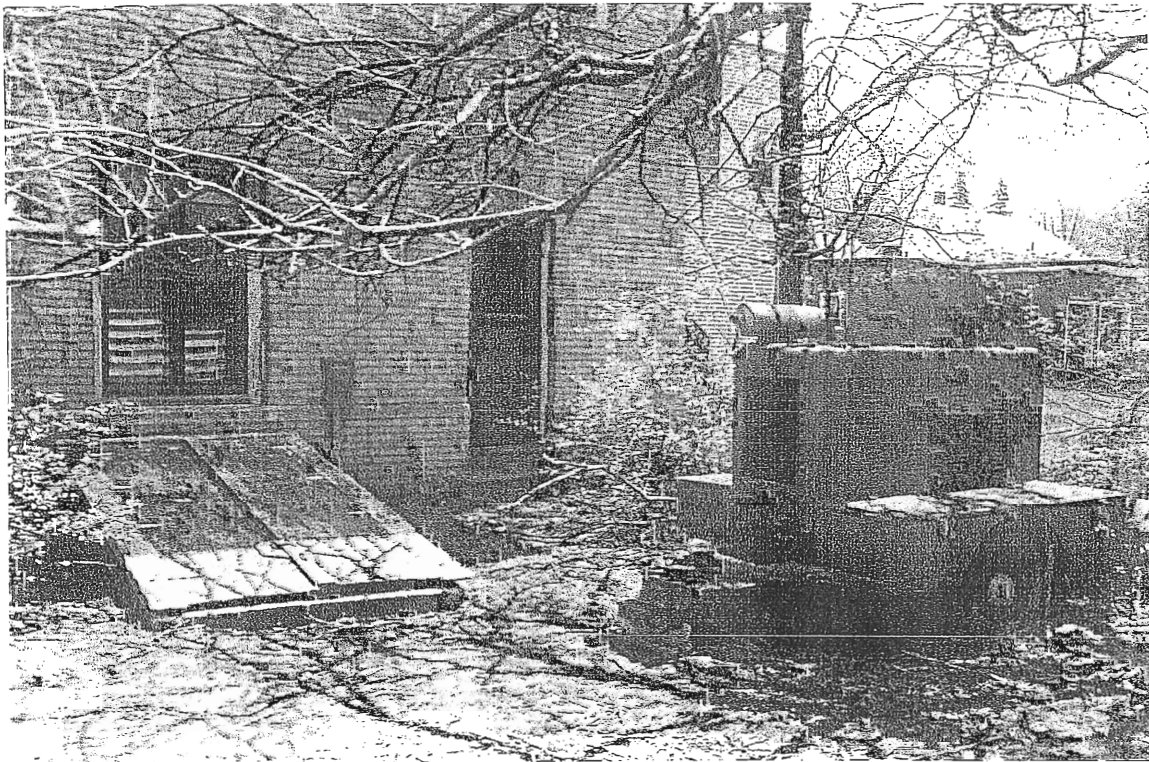
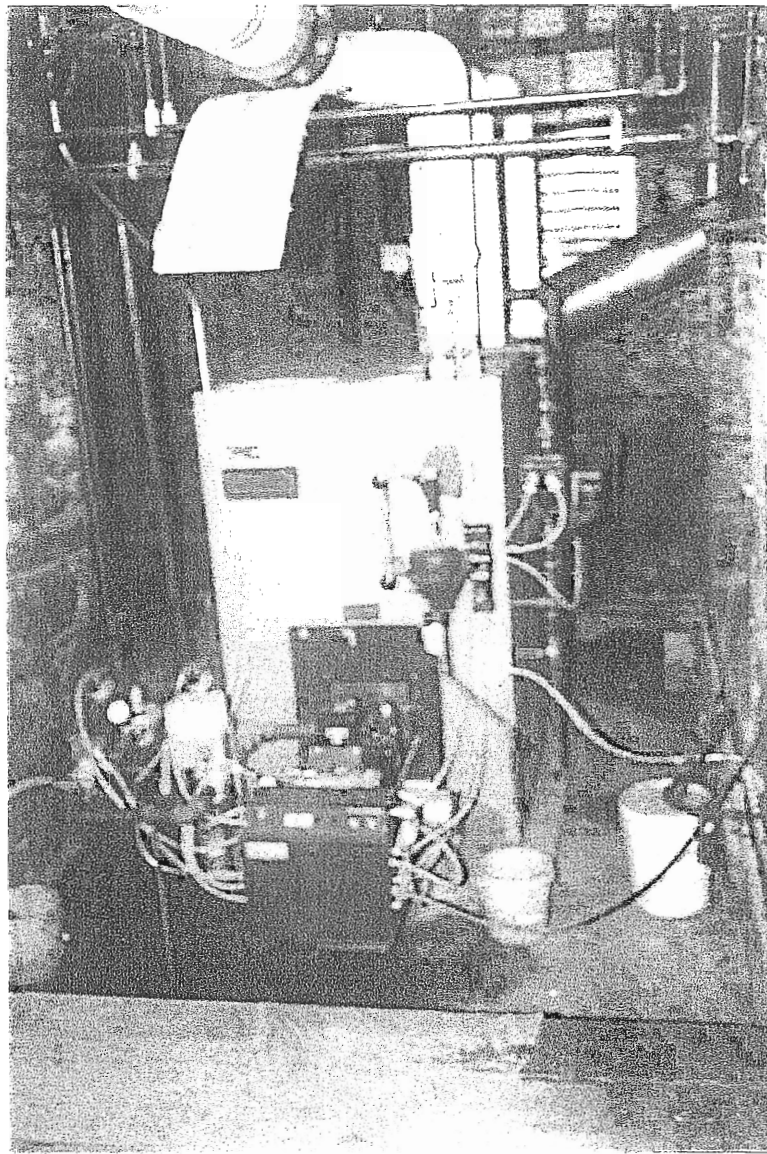
BALCONY LEVEL OPEN STAIRWAY AT LEFT AND CENTER



EXISTING FIRST FLOOR
VAULT DOORS



EXISTING BOILER



EXISTING GENERATOR AT WEST END OF BUILDING
NOTE AREAWAY TO WEST ADDITION CRAWL SPACE

EXPOSED RUBBLE FOUNDATION AT
SOUTH SIDE OF BUILDING NOTE
LOOSE SEWER LINE (ONE OF TWO)



EXPOSED SOUTH SIDE RUBBLE
FOUNDATION WALL ADJACENT
TO POWDER MILL BROOK
LOOKING WEST

LOW LEVEL OF STREAM WATER
EXPOSES EXISTING SEWER LINE