

## APPLICATION FOR COMMUNITY PRESERVATION FUNDING

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**Project Name:** Upton Town Hall Historical Preservation & Rehabilitation  
**Project Location:** Upton Town Hall, 1 Main Street, Upton, MA  
**Applicant:** Upton Board of Selectmen

**Date:** August 27, 2008

### **Project Overview:**

The Upton Board of Selectmen is requesting \$583,000.00 of CPA funding. The current requested amount is to prepare a concept plan, construction and bidding documentation to rehabilitate the Upton Town Hall. The Upton Town Hall represents the visual and civic center of Upton. The building is exceptional as one of a few brick masonry town halls in New England.

The building has served the interests of Upton as a meeting place, housing town offices and as an indoor sports venue. The building is sound with "great bones". However, the building no longer meets many building and accessibility codes, has become very expensive to heat and has many under used or unused spaces. Many of the systems and finishes must be replaced. Time has changed the Town's needs and the present internal configuration no longer meets the Town's present and future needs. Please see attached upper level, main level, and lower level plans that illustrate a possible configuration.

The project goals are:

#### Objective:

- Restore full function and ADA/AAB compliant accessibility to the entire Town Hall.
- Fully utilize all of the Town Hall which at the moment is an underutilized Town asset.
- Restore the exterior and interior within the requirements and the spirit of building's historical context and conform to the requirements of local and state historical restrictions.
- Centralize all access to the building through main doors
- Remove recent add-on entries to the lower level
- Meet present Building Codes, Life Safety Code and Energy Codes
- Install new Plumbing, Mechanical, Electrical, Fire Protection, Fire Detection and Voice Data systems.
- Install new wet and dry sprinkler fire protection system.

#### Exterior:

- Clean and restore exterior masonry
- Replace all existing windows with historically correct high performance insulated glass windows. Incorporate existing stained glass.
- Relocate main entry to lower level, regrade front exterior as shown in elevations.
- Add new east stair enclosure between front and back portions of building extending up to roof. Make consistent with architectural style meeting approval of all regulating agencies.
- Cut new exit door on west side of building, remove lower level storage addition.
- Regrade exterior back to eliminate difference in height between Town Hall floor and exterior pavement.
- Repair and restore all exterior trim, copulas and decorations; refinish.

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### Interior:

- General:
    - Replace existing oil fired heating system with high efficiency modular gas boilers
    - Centrally air condition all offices and meeting/conference rooms. (Air conditioning of Town Hall and Stage is optional if funding permits)
    - Preserve/restore the Selectmen's office interior.
    - Provide code compliant egress from all parts of the building by construction of 3 stair cores. One of the cores may be made "open" based on further review of the Building Code.
  - Lower Level:
    - Modify the main entry from Main Street with a small two story space immediately inside front door
    - Relocate the men's and women's toilets
    - Relocate Assessor's Office
    - Modify Treasurer's Office
    - Enclose stairs
    - Make entire Lower Level floor one continuous level
  - Main Level:
    - Relocate Assessor's Office to Lower Level
    - Add Storage room at location of existing Work room
    - Convert existing Assessor's Office into new Work Room.
    - Provide new floor structure at main hall and into the selectmen's office in Scheme B
    - Remove the existing acoustical ceiling in the "Town Hall" and restore the halls original millwork.
  - Upper Level:
    - Make entire Upper Level floor on continuous level
    - Plan show option for infilling "Little Town Hall" with unassigned meeting rooms/offices and toilet area. Alternatively, most of the "Little Town Hall" can be preserved if subdivided spaces are not needed.
    - Add new upper level toilets
    - Separate balcony from other upper level functions for security, acoustical separation and fire safety.
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- Make the entire building fully accessible and compliant with AAB and ADA requirements.
  - Preserve and rehabilitate the character of the interior and exterior of the building.
  - Provide suitable facilities to house Town offices and provide flexible meeting spaces for Town committees and small to medium size Town meetings and groups.
  - Restore the key interior features such as the timber arches in the Main Meeting Hall
  - Restore the building for efficient and reliable service for the next 50 years.

### Additional Consideration:

- The possibility of incorporating the library into the under utilized large meeting hall by adding book balconies and providing a self contained Library function on the Town Hall is currently under review. Infrastructure such as plumbing, mechanical systems and electrical systems can be shared, as well as common circulation and egress element. The result will be two uses within

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the same building, both of which will be substantially less costly and more efficient than the same uses in separate buildings. However, final uses of the building have not been identified.

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### **Project Plan:**

Project Programming and Conceptual design:

<b>Tasks</b>	<b>Duration*</b>	<b>Deliverable</b>
Review of space needs, working with and coordination with a "to be appointed" Town Hall Study Committee (herein after Town Hall Study Committee) and development of a written project program; includes four (4) working meetings with committee and stake holders.	8 weeks	1) Program Report 2) Adjacency Matrix
Presentation of final program, one (1) meeting.	2 weeks	Presentation to audience as directed.
Development of schematic design options based on accepted program with up to three options. Includes preliminary pricing of all options; includes two (2) working meetings.	4 weeks	Preliminary Schematic Design Report, including drawings, preliminary pricing and executive summary for all three options.
Presentation of three options at two (2) public forums.	4 weeks	Presentation to audience as directed.
Upon direction of Town Hall Study Committee, refinement and presentation of final approved option, including preliminary mechanical/electrical/plumbing and structural engineering, preliminary site engineering and preliminary finishes and material selections; includes refined preliminary pricing and two (2) working meetings and one (1) public forum.	4 weeks	1) Schematic Architectural and Engineering drawings and narratives bound into a revised Final Schematic Design report 2) Interior Finish/Color boards 3) Refined preliminary pricing
Prepare Request for Proposal (RFP) to retain Project Design Team for Design Development through end of construction; includes up to four drafts and final RFP; includes two (2) working meetings.	4 weeks	Design Team RFP
Manage Design Team selection process, working with Town Hall Selection Committee, includes publicizing RFP, receiving proposals, reviewing with Committee and/or Selectmen, creating interview agenda, scheduling and participating in interviews with selected firms, working with Committee on final selection of Design Team; includes up to four (4) interviews and three (3) working meetings.	6 weeks	1) Design Team Evaluation Matrix 2) Guidelines for Design Team Selection
Coordination with Town Legal Counsel of contract and terms for successful candidate includes two (2) working meetings.	3 weeks	Review of proposed contract drafts with comments
<b>Total</b>	<b>35 weeks</b>	

### Project Design

This project meets the CPA requirement of "Historic Preservation and Rehabilitation". In addition, it is consistent with the Upton Master Plan, helps preserve the essential character of Upton, preserves an historic building, and returns an existing underutilized Town asset to an efficient and needed building which will serve the Town interested for the next 50 years.

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Renovation of the existing building leverage past investments made to maintain and preserve the Town Hall. In addition, renovation will reduce costs of inefficient systems, and maintenance for an underused and aging structure.

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**Budget:**

<b>Design</b>	<b>Estimated Cost</b>	<b>Extension</b>
Programming and Conceptual Design	\$170,000	
Construction Documents and Bidding	\$360,000	
Construction Administration	\$190,000	
<b>Design Total</b>	<b>\$720,000</b>	<b>\$720,000</b>
<b>Moving and relocation</b>		
Relocation and Moving Out and Temporary Expenses	\$115,000	
Move In	\$65,000	
<b>Moving Total</b>	<b>\$180,000</b>	<b>\$180,000</b>
<b>Construction</b>		
DIVISION 1 - GENERAL REQUIREMENTS	\$400,000	
DIVISION 2 - SITEWORK	\$35,000	
DIVISION 3 - CONCRETE	\$40,000	
DIVISION 4 - MASONRY	\$350,000	
DIVISION 5 - METALS	\$120,000	
DIVISION 6 - WOOD AND P LASTICS	\$190,000	
DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$86,000	
DIVISION 8 - DOORS AND WINDOWS	\$210,000	
DIVISION 9 - FINISHES	\$1,200,000	
DIVISION 10 - SPECIALTIES	\$144,000	
DIVISION 11 - EQUIPMENT	\$0	
DIVISION 12 - FURNISHINGS	\$82,000	
DIVISION 13 - SPECIAL CONSTRUCTION	\$0	
DIVISION 14 - CONVEYING SYSTEMS	\$185,000	
DIVISION 15 - MECHANICAL	\$960,000	

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DIVISION 16 - ELECTRICAL	\$980,000	
<b>Construction Total</b>	\$4,982,000	<b>\$4,982,000</b>
<b>Loose Furniture, Fittings and Equipment</b>	\$150,000	<b>\$150,000</b>
<b>Project Total</b>		<b>\$6,032,000</b>

### **Project Validation:**

The present building is under utilized, costly to heat and is not fully accessible in accordance with the Massachusetts Architectural Access Board and the Federal Americans with Disabilities Act.

### **Project Management:**

A Town Hall Renovation Committee appointed by the Board of Selectmen and assisted by a Massachusetts registered architect.

### **Funding Priority List:**

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|---|----------------|-------------------|
| 1. Programming and conceptual design            | \$ 170,000.00  | + 10% contingency |
| 2. Construction documents & bidding             | \$ 360,000.00  | + 10% contingency |
| 3. Construction & Administration                | \$5,190,000.00 | + 10% contingency |
| 4. Relocation / move out construction / move in | \$ 180,000.00  | + 10% contingency |
| 5. Loose furniture / fittings equipment         | \$ 150,000.00  | + 10% contingency |

### **Funding Sources:**

The project is intended to combine funding from Town CPA funds and other sources such as State Grants as well as other local funding.

### **General Criteria:**

This proposed project falls within the CPA definition of "Rehabilitation" to historic resources.

Rehabilitation, the remodeling, reconstruction and making extraordinary repairs to historic resources, ... for the purpose of making such historic resources, ...functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes.