

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN **Special Meeting – February 8, 2021 – 5:00 p.m.**

PRESENTATION

- a) Facilities Master Plan Status Update
 - Presentation and Discussion

ADJOURN



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Facilities Master Plan Status Update
2. **Date of Board Meeting:** February 8, 2021
3. **Individual or Entity making the submission:**
Maria E. Capriola, Town Manager; Thomas Roy, Director of Public Works
Maria E. Capriola
4. **Action Requested of the Board of Selectmen:**
No formal action is needed at this time. This presentation is intended to be an informational status report.
5. **Summary of Submission:**
In April 2020, the Town engaged the services of Tecton Architects to prepare a Facilities Master Plan for major and minor structures owned by the Town. Department heads participated in zoom interviews with Tecton's team of architects and engineers to discuss current space usage and limitations. Tecton's conditions assessment also included walkthroughs of buildings and other structures. Tecton has also been assisting in preparing a capital budgeting schedule based on their findings.

Today's presentation is a status report of their current findings. Next steps include incorporating the study's finding into the Town's capital plan, completing the energy part of the master plan, finalizing the report, and developing/enhancing our maintenance related software system(s). Similar to the Parks and Open Space Master Plan, staff has sufficient information from the draft report to make positive strides in our facilities capital planning for FY 21/22; refinement of that plan will occur for FY 22/23 with completion of the Master Plan.

Presenting this evening is Tom Roy, Public Works Director and Jeff McElravy, Principal Architect with Tecton Architects. As you may recall, the Town made the strategic decision to hire Tecton Architects to perform this work, as they are also conducting the Board of Education's Master Plan.
6. **Financial Impact:**
Future expenses may be incurred as recommendations from the Plan are implemented. Recommendations from the Master Plan are being incorporated into the Town's capital budgeting/planning.
7. **Description of Documents Included with Submission:**
 - a) Presentation Slides



Tecton
ARCHITECTS

CONDITIONS ASSESSMENT & MASTER PLAN STATUS UPDATE

SUMMARY PRESENTATION FOR BOS
2.8.2021



Tecton
ARCHITECTS

PRESENTATION AGENDA

1. TEAM INTRODUCTIONS
2. OUTLINE GOALS OF THE PROJECT
3. STUDY PROCESS
4. RECOMMENDATIONS
5. COSTING & ROI ANALYSIS
6. STRATEGY MOVING FORWARD



TEAM INTRODUCTIONS

SIMSBURY TOWN BUILDINGS

Maria Capriola
Thomas J. Roy, PE
Melissa Appleby
Amy Meriwether
Mark Rustic
Ray Harris
Tom Fitzgerald
Jerome F. Shea

Town Manager
Director of Public Works
Deputy Town Manager
Director of Finance/Treasurer
Supervisor Buildings & Grounds
Project Administrator
Management Specialist
Town Engineer

CONSULTANT TEAM

TECTON ARCHITECTS Architecture & Programming
Jeffery McElravy, AIA
Jeff Wyszynski, AIA
Stephen Melingonis, AIA

CES MEP Engineering
Bradley Park, PE

FUSS & O'NEILL Site, Civil, Landscape, Planning
Lauren Mello, PE

SZEWCZAK ASSOCIATES - Structural Engineering
Peter Celella, PE



Tecton
ARCHITECTS

PROJECT NEED

The Town of Simsbury owns 62 structures with over 315,000 square feet of building area and has a responsibility to manage them efficiently and in a cost-effective manner.

Simsbury's advantage in teaming with Tecton:

- A proven track record with the Town
- Conducted Simsbury Schools Master Plan
- Consistent evaluation approach between Town and BOE Facilities



PROJECT GOALS

- 1 Independent assessment of building and site conditions for all town buildings
- 2 Consistent analysis for town & school buildings
- 3 Evaluate programmatic needs & use, explore opportunity for shared services and uses
- 4 Strategic implementation of recommendations
- 5 Long range planning tool (5,10,15,20 years!)

Study Process

- Data collection
 - Existing drawings
 - Utility bills
 - Previous reports/Master Plans
- Site visits
 - ADA (internal and external)
 - Site conditions (paving, walkways, landscaping)
 - Building envelope (windows, doors, roof, siding)
 - Interior condition (finishes, furniture, millwork)
 - Mechanical (boilers, AC, roof top units, pumps)
 - Electrical (lighting, fire alarms)
- Condition Ranking
- Programming
- Strategy Sessions
- Identification of CIP



Existing Conditions Narrative

CONDITIONS ASSESSMENT

ENO MEMORIAL HALL

C. EXISTING CONDITIONS NARRATIVE

C.1 Architectural

Construction:

The building is constructed primarily of non-combustible materials. The foundation and floors are concrete, and the walls are masonry veneer w/ masonry back-up. The roof structure is steel with a wood frames cupola.

Exterior:

Exterior façade (general): The exterior of the building is in fair to good condition. The west side houses the main entrance, which is situated in the center of the axial, symmetrical building. The main entrance is adorned with classical style pediment and columns. To the south and north is a two-story wing with flat roofs. In the center and stretching to the east is the tall rotunda and auditorium space. To the rear of the building is a one-story mechanical room. The exterior walls are face brick veneer with limestone panels. There is classical style ornamentation are the roof eaves and the roof tiles are slate. The entrances have decorative pediments and ornamentation. Stairways have brick side walls and the steps are a mix of granite and slate with iron railings. The basement windows are sunken with light wells. Aluminum downspouts travel down the walls from the overhead gutters.

Walls: The exterior walls are in good condition. There is some staining from efflorescence and organic growth, especially closer to the ground. The wood trim, especially the round entrance columns and the ornamentation may need to be repainted. Retaining walls at some of the lower level entrances have heaved and shifted and are not leaning. These retaining walls would need to be replaced.

Windows/Doors/Entrances: The entrance doors are a mix of steel and wood and are in poor condition. The exterior windows are single-pane, non-thermal wood windows and would need to be replaced. The wood/paint is peeling, and the thermal value is limited. Screens would need to be replaced as well.

Roof: There are three types of roofs. The main portions are slate tile. The age is unknown, and the condition is good. The flat roofs over the two-story sections are EPDM membrane and these are in good condition, as well, being installed in 2014. The rear section is a stone ballasted built-up roof, assumed installed in 2014 and is also in good condition.

Architectural

(Exterior, Interior, Code & Safety)

Site

(Roadways, Parking, Landscaping, Site Features, other structures)

Plumbing

(Domestic water, piping, sanitary service)

Fire Protection

(Service, distribution, coverage)

Mechanical

(Heating, piping, units, ventilation, cooling, controls)

Electrical

(Distribution, Lighting, Fire Alarms, Security)



Data and Rankings

CONDITIONS ASSESSMENT

ENO MEMORIAL HALL

B. DATA & RANKINGS

B.2 Condition Rankings

Ranking: 1 Very Poor [VP] Requires prompt attention, 0-5 years
 2 Poor [P] May require attention in 5-10 years
 3 Fair [F] May require attention in 10-15 years
 4 Good [G] May require attention in 15-20 years
 5 Very Good [VG] Does not require attention

Vintage: V1 1932: Original
 (Approximate V2
 date of V3
 Construction) V4

Exterior		V4	V3	V2	V1
Component	Material(s)	Condition			Notes
Roofing	EPDM membrane	4			Replaced in 2014
	Slate Tile	4			Age unknown
	Stone Ballast Built-up Roof	4			Age unknown (prior to 2014)
	Flashing / joints	3			
	gutters / downspouts	3			
Walls	Fascia / trim	4			
	Masonry - Brick	4			
	Trim	3			repaint
	Joints (Building or expansion)	3			
	Wall mounted fixtures	3			
Entrances	Foundations - exposed concrete	4			
	Wood Doors & Frames	3			Minor instances of damage
	Hollow Metal Doors & Frames	4			
Windows	Soffits / Canopy	3			
	Wood, non-thermal	2			Single pane glass
	Window Screens (external)	2			
Walkways / site stairs	Concrete walk - parking lot to entrance	3			
	Concrete walk & curb - along Station St	2			Replace with roadway upgrades
	Concrete walk - bluestone imitation	4			
	Bluestone slate walks	3			
	Brickwork stairs	4			
	Granite steps	4			
	Bluestone steps	2			Safety concern
Drives / parking lots	Concrete curb - bluestone imitation	2			
	Bituminous curbs	1			
	Bituminous pavement	1			
Landscaping	Line striping	1			
	Lawn - north & west areas	3			
	Lawn - south & east areas	1			
	Plants	3			
Recreation	Mulch beds	3			
	Bocce court	3			
Other Structures	Storage shed	3			
	Benches	3			

1 Very Poor (VP)

2 Poor (P)

3 Fair (F)

4 Good (G)

5 Very Good (VG)



Ranking Procedure Example



Steam Fired Boiler

CONDITIONS ASSESSMENT ENO MEMORIAL HALL

Division 23 - Mechanical:

Heating Plant (Boilers, pumps, etc.) Rating: 3
Boiler Plan is approaching the end of useful life
85% efficient

Recommended CIP timeframe 5-10 years

Heating Systems:

The building is served by three (3) cast iron sectional steam boilers as manufactured by Burnham. These boilers are fitted with natural gas fired burners as manufactured by PowerFlame. Each boiler is rated for a net capacity of 703 MBH. The boilers were installed in 1998 and are in fair condition approaching the end of their useful life.

Programming

PROGRAMMING NOTES

ENO MEMORIAL HALL

Social Services/Senior Center

Interview Date: August 4, 2020

Social Services/ Senior Center

Current Staff:

Director of Social Services
Social Services Assistant
Social Worker
Outreach Worker (PT)
Senior Center Director
Senior Center Assistant
Volunteer
Kitchen Servers x2 (PT)

Future Possible Additional Staff: Program Coordinator

Office/Workspace:

- Social Services Director's Office
 - Workstation
 - Seating for counselling and client work
- Social Worker Office
 - Seating for counselling and client work
- Outreach Worker office
 - Seating for counselling and client work
- Senior Center Director's Office
 - Workstation
 - Worktable – four seats
- Reception station for
 - Senior Center Assistant
 - Volunteer workstation
 - Workstation for Social Services Assistant
 - Workstation for Future Staffer
 - Multi-function device
 - File area

Meeting space:

- Shared conference room with chairs for eight to ten

Interviews with Department Heads and their teams to understand operations, challenges, space needs

Common Programming Requests:

- Training, meeting and program space
- Better HVAC Control
- Improved physical security – access control
- Adequate parking



ENO MEMORIAL HALL

"FIRST BEST USE"



Findings

- Eno Memorial Hall is not well suited to Senior Center and Social Services functions.
 - No covered drop-off for buses and Accessible vans.
 - One accessible entrance.
 - Program space on multiple floors.
 - Restrooms are not well suited to needs of Seniors.
 - Poor observability of program spaces from staff locations.
 - Auditorium space is underutilized.
 - Insufficient food storage (refrigerated and non-refrigerated)
 - Acoustics
 - Outdated cooling/heating control
 - Parking/site grade



Summary of Findings



Summary of findings

- The Town's Buildings overall are well maintained, with some noted life-cycle upgrades coming due within the 10-year study window
- Site repairs and improvements resulting from normal wear and tear were observed at all 18 sites
- HVAC and Lighting end of life upgrades were observed at many buildings
- Site ADA improvements were noted at several primary facilities



Capital Improvements

CAPITAL IMPROVEMENTS

ENO MEMORIAL HALL

Recommended Capital Improvement Program						
Proposed Capital Improvement	Recommended Timeframe					Comments
	Immediate	1-3 Years	3-5 Years	5-10 Years	10 + Years	
Site Related Improvements						
1. Concrete Walk - Station St.		\$17,420				Full depth replacement of concrete walk.
2. Bluestone Slate Walks			\$46,000			Remove and reset or replace bluestone slate pavers.
3. Bluestone Steps		\$5,000				Stairs thread replacement.
4. Concrete Curb - Station St		\$8,400				Replacement of concrete curbs during pavement reconstruction.
5. Concrete Curb - Bluestone Imitation		\$2,300				Replacement of concrete curbs during pavement reconstruction.
6. Bituminous Curbs	\$6,375					Replacement of bituminous curbs during pavement reconstruction.
7. Bituminous Pavement	\$76,750					Full depth replacement of bituminous concrete pavement.
8. Line Striping	\$1,770					Repaint pavement markings.
9. Lawn	\$7,500					Seed with mix recommended for lawns.
10. Bocce court			\$720			Stone dust replenishment.
11. Site Signage		\$675				Replacement of site signage.
12. Site Lighting - Poles	\$21,000					Replace sight lighting poles.
13. Yard Drain Tops			\$1,400			Replace yard drain tops with new.
Architectural Exterior						
14. Replace Windows		\$191,130				*Sensitivity to Historic Restoration
Architectural Interior						
15. Door Hardware upgrade (ADA)		\$21,505				Approximately 25% of doors require ADA upgrades. *Sensitivity to Historic Restoration
16. Replace Flooring (TV Studio)		\$12,334				
17. Replace Ceilings (TV Studio)		\$10,839				
Division 21 - Fire Protection						

CAPITAL IMPROVEMENTS

ENO MEMORIAL HALL

Recommended Capital Improvement Program						
Proposed Capital Improvement	Recommended Timeframe					Comments
	Immediate	1-3 Years	3-5 Years	5-10 Years	10 + Years	
39 Subtotals		\$113,395	\$404,663	\$3,202,822	\$648,288	
40 Associated Soft Costs for projects identified		\$19,844	\$70,816	\$560,494	\$113,450	15-20% soft costs are typically assigned to CIP projects
41 Total CIP		\$133,239	\$475,478	\$3,763,316	\$761,738	



CIP Identification Example



Fire Alarm Control Panels

CONDITIONS ASSESSMENT ENO MEMORIAL HALL

Division 26 - Electrical:

Fire Alarm System Rating: 3
Fire alarm upgraded in 2006 but the entire system was not installed new.

Recommended CIP timeframe 3-5 years

CIP Hard Cost Estimate:	\$54,024
CIP Soft Cost estimate:	\$9,454
CIP Total estimate:	\$63,478

Fire Alarm System:

. . . system that has many backboxes left behind used as raceways . . . pull stations are older . . . The presence of an auditorium . . . would require a voice capable occupant notification system to be provided for the auditorium as a minimum.

Recommendations

- Renovations to main level of Town Hall
 - Modest renovations to lower level of Town Hall (police leadership offices)
- Improvements to parking lots at Town Hall and Eno
- Accessibility and site improvements at Eno
- Elevator upgrades at Eno, Town Hall and Library
- Upgrades to security and fire alarm systems at major facilities



Recommendations

- Replacement of Memorial Pool (with splash pad) and bath house
- Improvements to parking, accessibility and restrooms at the Simsbury Performing Arts Center and Rotary Park
- Renovations to Golf Clubhouse at Simsbury Farms
- State required improvements at Transfer Station



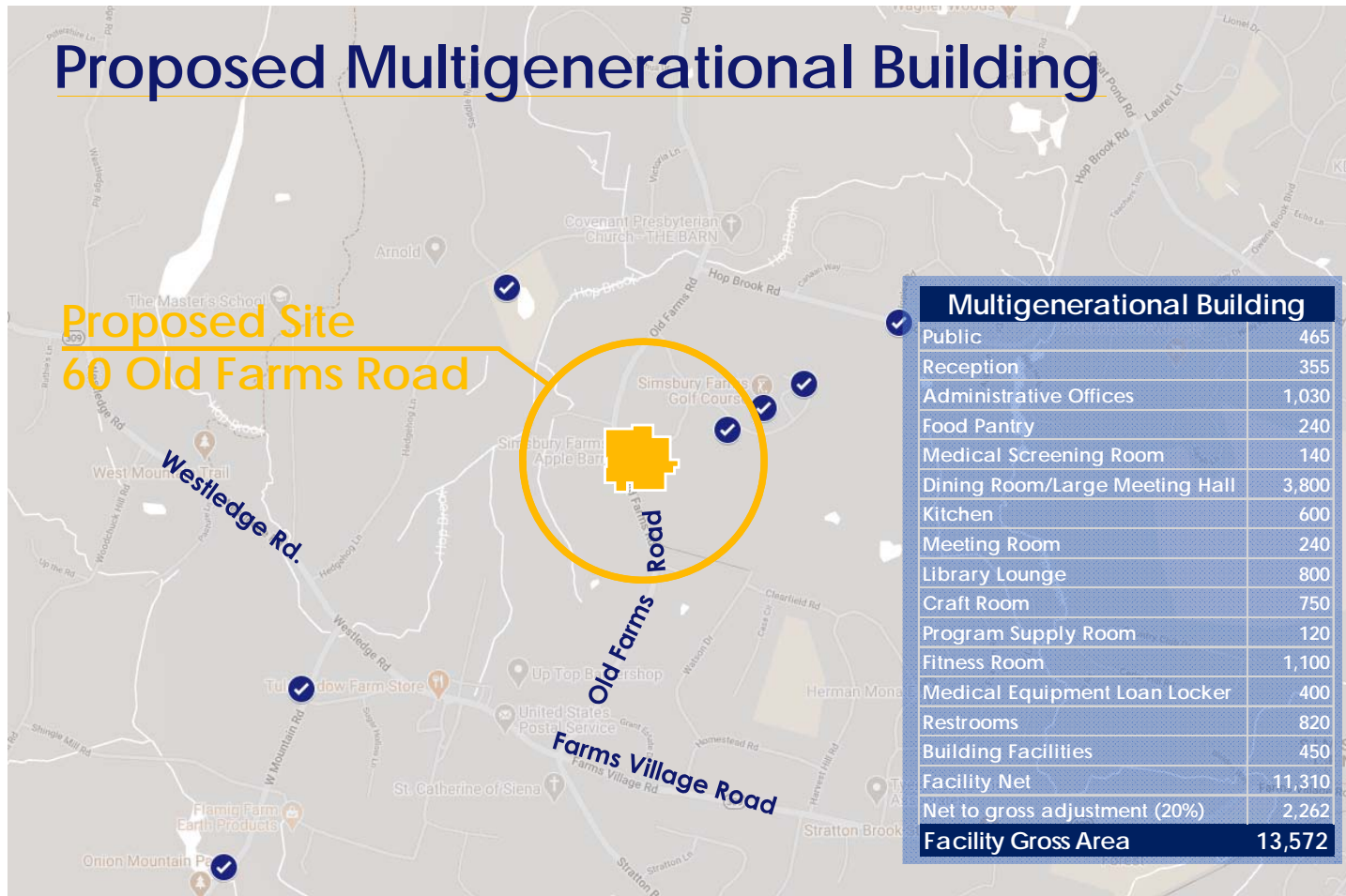
Recommendations/Opportunities

- Construct a new Multi-generational Community Center at the Simsbury Farms Apple Barn Site. Demolish the Apple Barn.
- Utilize Eno Memorial Hall for Community Programs and Performing Arts
 - Offer administrative space to performing arts organization(s) and other community partners to maximize the space potential.
 - Utilize Auditorium space for Arts programming
 - Continue SCTV use
 - Could also serve as swing space during Town Hall renovations



Proposed Multigenerational Building

Proposed Site
60 Old Farms Road



Multigenerational Building	
Public	465
Reception	355
Administrative Offices	1,030
Food Pantry	240
Medical Screening Room	140
Dining Room/Large Meeting Hall	3,800
Kitchen	600
Meeting Room	240
Library Lounge	800
Craft Room	750
Program Supply Room	120
Fitness Room	1,100
Medical Equipment Loan Locker	400
Restrooms	820
Building Facilities	450
Facility Net	11,310
Net to gross adjustment (20%)	2,262
Facility Gross Area	13,572



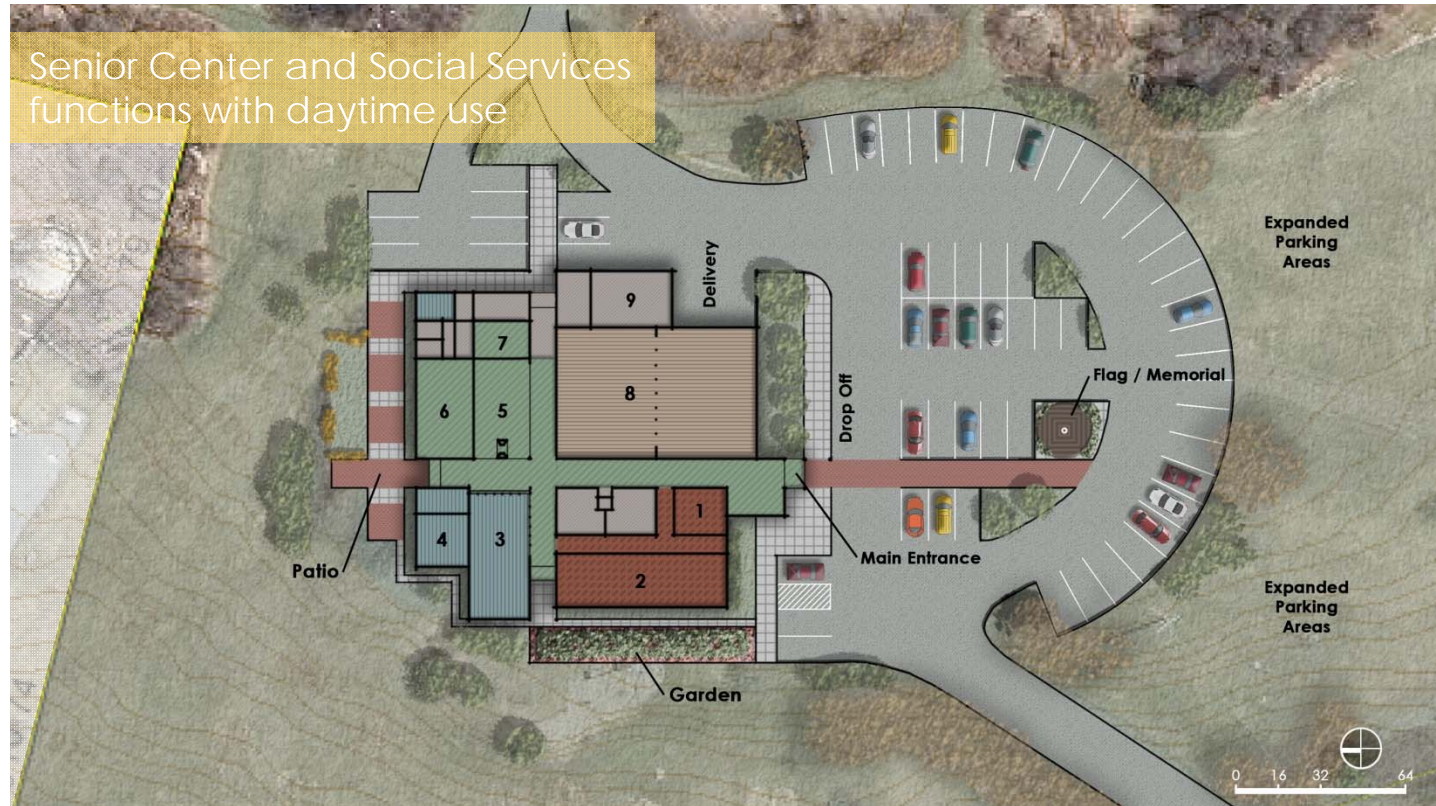
Multi-generational Building

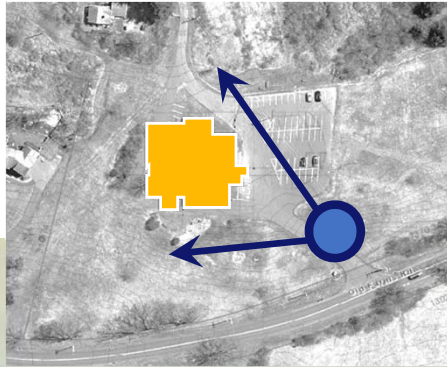
Aerial Image



Synergy with recreation functions, such as golf and, swimming facilities to engage family members of all ages.

Multigenerational Building Conceptual Site Plan



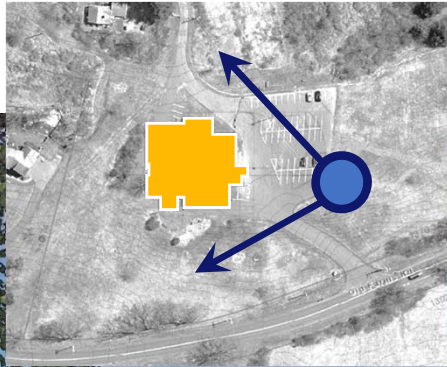


Multigenerational Building

View to North

Parks and Recreation program space for after school and evening use





Multigenerational Building

View to North

Training space available for all departments



Next Steps

- A Capital Project list has been prepared to consolidate the report findings, pre-existing CIP requests, and the Parks and Recreation Master Plan
- Projects with similar scopes are packaged together
- Projects for a single facility are consolidated into larger projects to encourage better cost outcomes
- The CIP list will be the basis for strategy sessions to prioritize projects and to determine how Town funds will be allocated
- Incorporate recommendations into the Town's capital budget planning
- Complete energy assessment and recommendations
- Develop and/or enhance facilities maintenance software
- Finalize report



THANK YOU!



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