

# Town Office Study

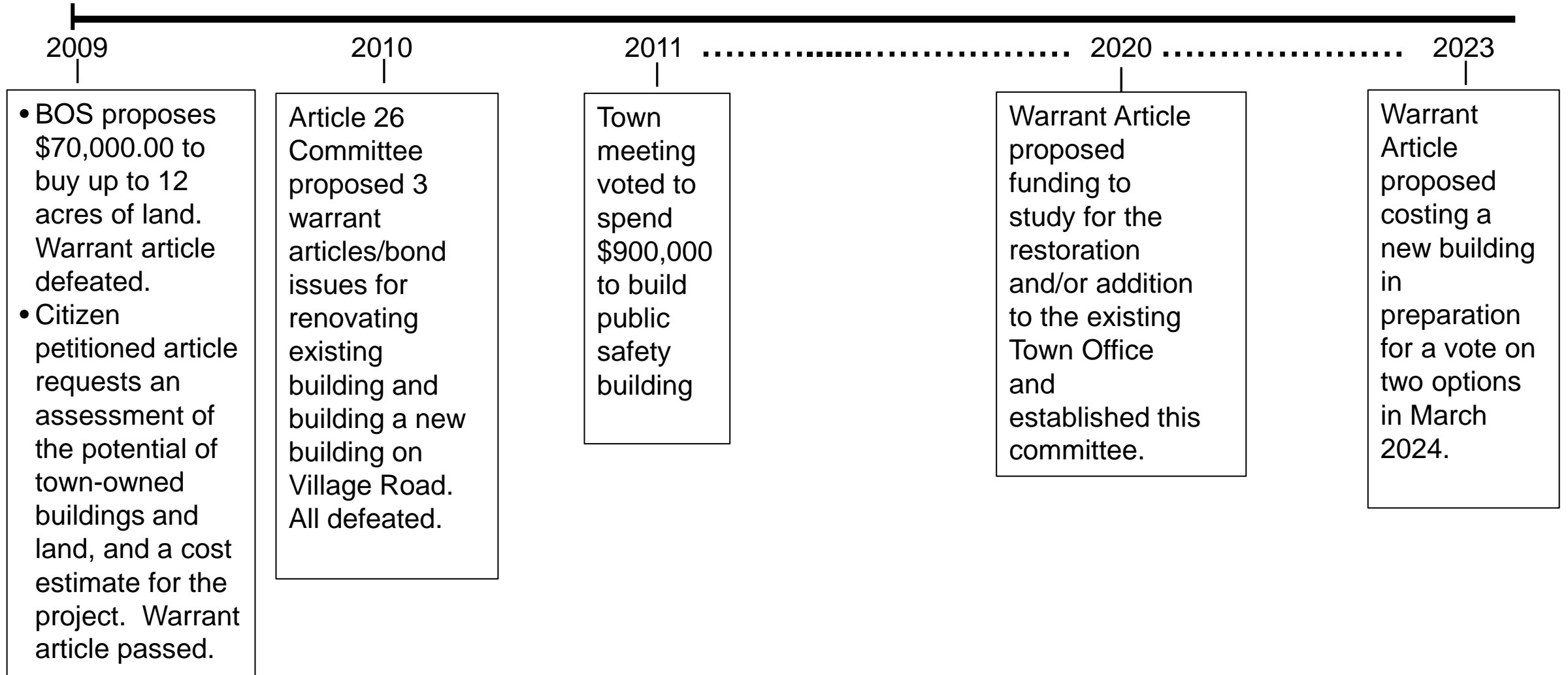
Town Office Advisory Committee

January 11, 2024

# Agenda

- Timeline of Efforts to address Town Office facilities
- Alternative #1: Renovate the existing town office building
  - Planned changes
  - Projected costs
- Discussion
- Alternative #2: Build a new office building on Eaton Road
  - New building concept
  - Projected costs
- Discussion
- Plan for bond issues at Town Meeting—Tuesday, March 12, 2024
- Discussion

# Town Office Space Project



# Freedom Town Office Feasibility Study

Presented by Bergeron Technical Services LLC





# Freedom Town Office Feasibility Study

Presented by Bergeron Technical Services LLC







Who is

**BERGERON**  
TECHNICAL SERVICES LLC



?

**Shawn Bergeron, CFPS** – Owner/Manager & Code Consultant

- ◆ Independent code consultant since 1999
- ◆ Experience in construction, codes, land use, and design since 1978
- ◆ Building Inspector/Code Enforcement Officer for Town of Conway 1993-1999
- ◆ Chairman of NH Building Code Review Board 2013-2021
- ◆ Current Public Member, NH OPLC Board of Professional Engineers

**Linda Bergeron** – Administration & Bookkeeping

**Kate Richardson, CFPS** – Owner/Project Manager

- ◆ Employed at Bergeron Technical since 2010
- ◆ Experience in land use planning and consulting since 2003
- ◆ ICC Certified since 2010, NFPA CFPS since 2016
- ◆ Current Rep. for Governor's Commission on Disability to NH Building Code Review Board

**Loralie Gerard, LLS** – Project Administrator

- ◆ Employed at Bergeron Technical Services since 2023
- ◆ NH Licensed Land Surveyor since 1999
- ◆ Current Educational Director, NH Licensed Land Surveyor's Association



# What services does Bergeron Technical Provide?

Forensic Building Analysis

Building Inspections

Fire & Life Safety Inspections

Plan Reviews

Local & State Permitting

Construction Project Administration

Construction Materials Testing

Accessibility Inspection & Certification

Land Use Analyses





# Municipalities We Work With

Bartlett

Wolfeboro

Madison

Tamworth

Ossipee

Effingham





# Existing Historic Freedom Town Office







# Existing Historic Freedom Town Office







# Existing Historic Freedom Town Office







# Existing Historic Freedom Town Office



Exterior historic details to  
be protected and preserved



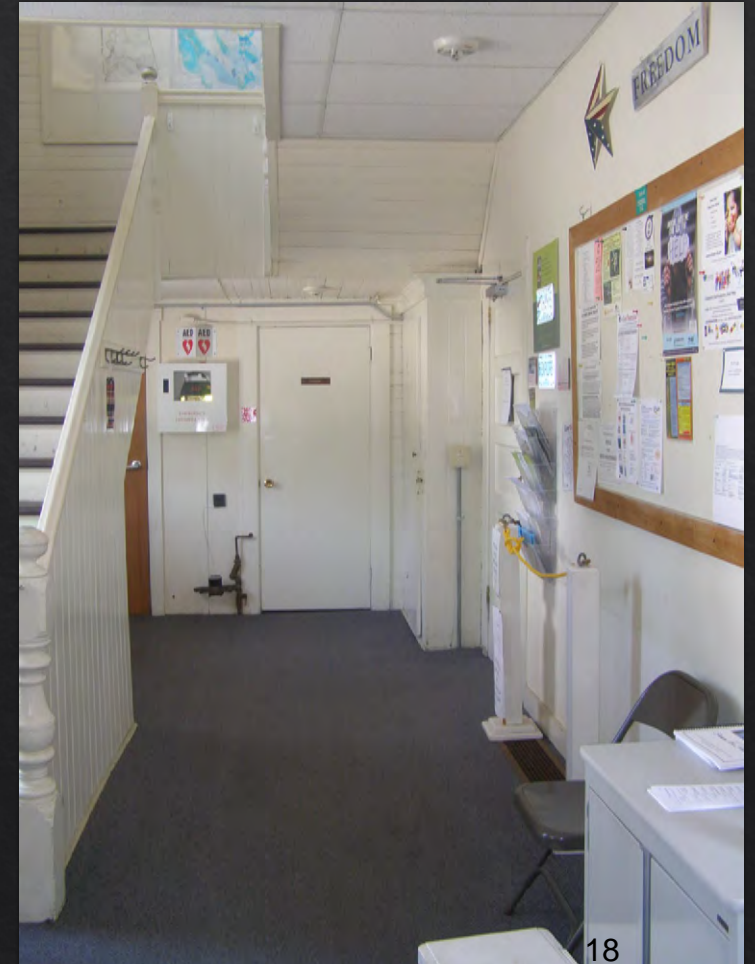




# Existing Historic Freedom Town Office



Preservation of the  
historical details of the  
interior







# Existing Historic Freedom Town Office

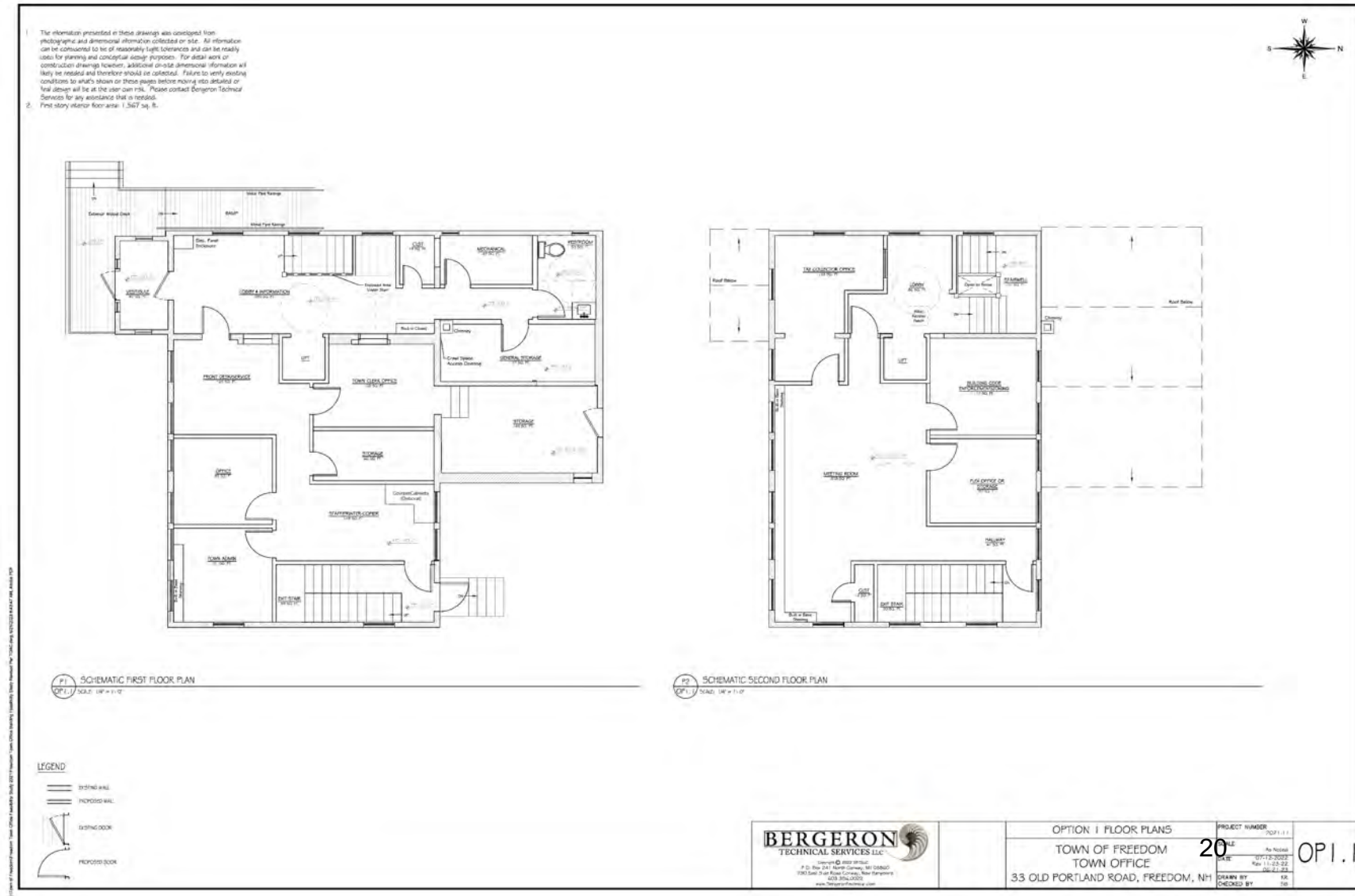
- ◆ Preservation of the stairway and entry area was a focal point of the project





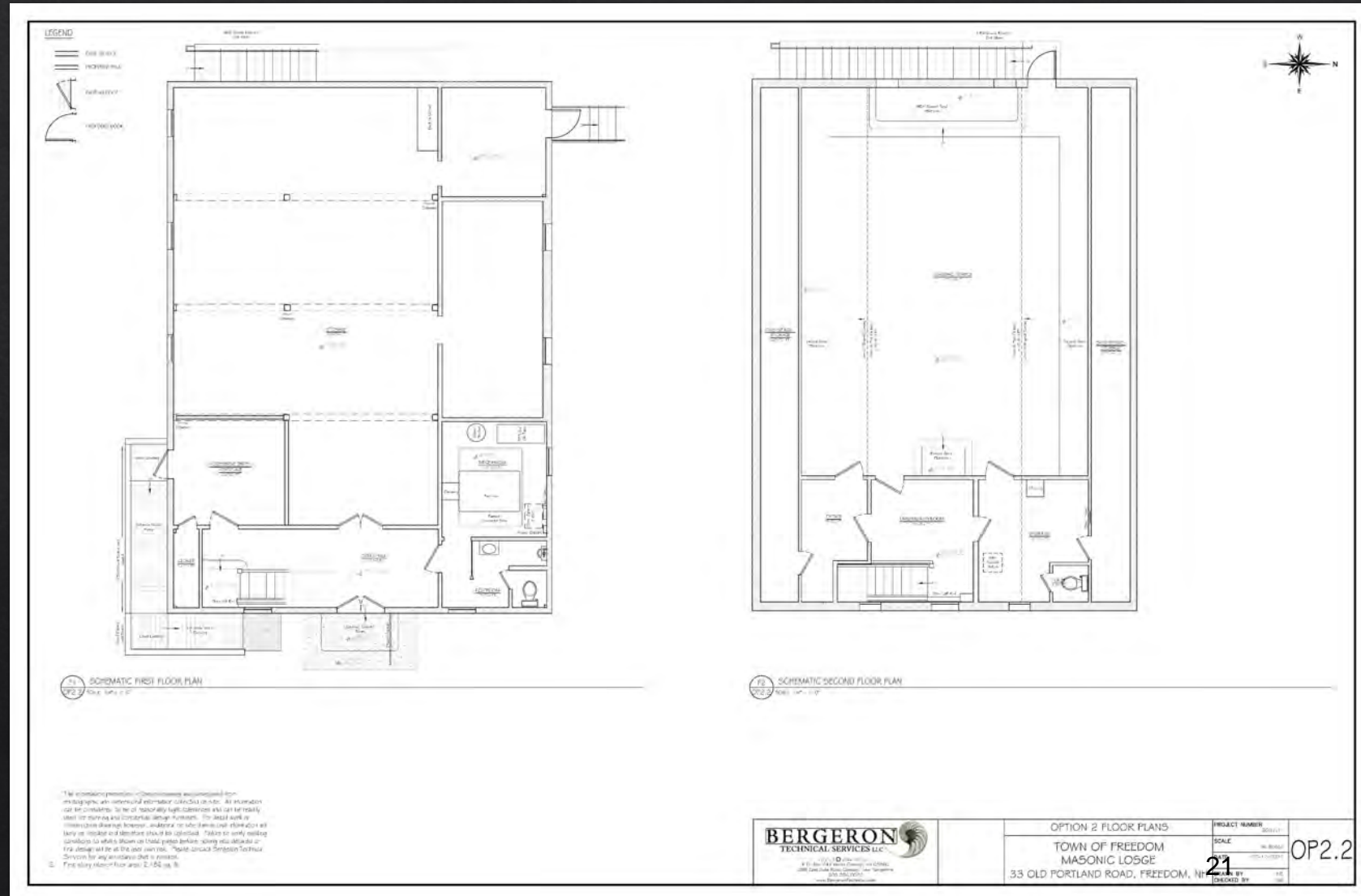
# Alternative Designs: Alternate #1

- ◆ Renovate the existing Town Office Building in its current footprint
- ◆ Preserve the historically significant features
- ◆ Provide accessible route to second floor, increased accessibility throughout
- ◆ Increased sound attenuation between offices
- ◆ Increased/better egress
- ◆ Increased security for staff



# Alternative Designs: Alternate #2

- ❖ Renovate the existing Town Office Building in its current footprint & utilize the first story of the Masonic Temple for Town Records Storage
- ❖ Inspection and analysis of the Masonic Temple found the building would need significant structural repair
- ❖ Storage in another location inconvenient for staff
- ❖ Cost for environmental regulation (temperature & humidity) would be expensive for records storage
- ❖ Less secure without staff presence







- ◆ Construct a partial or full basement under the building, remove rear addition & reconstruct as two story. Renovate remainder
- ◆ Provide significantly more space
- ◆ Space to provide interior secondary egress would be offset
- ◆ Requires a more significant elevator
- ◆ Most costly option
- ◆ Possible ledge blasting required







## Alternate #1



- ◆ Keep building exterior envelope as is
- ◆ Renovate interior

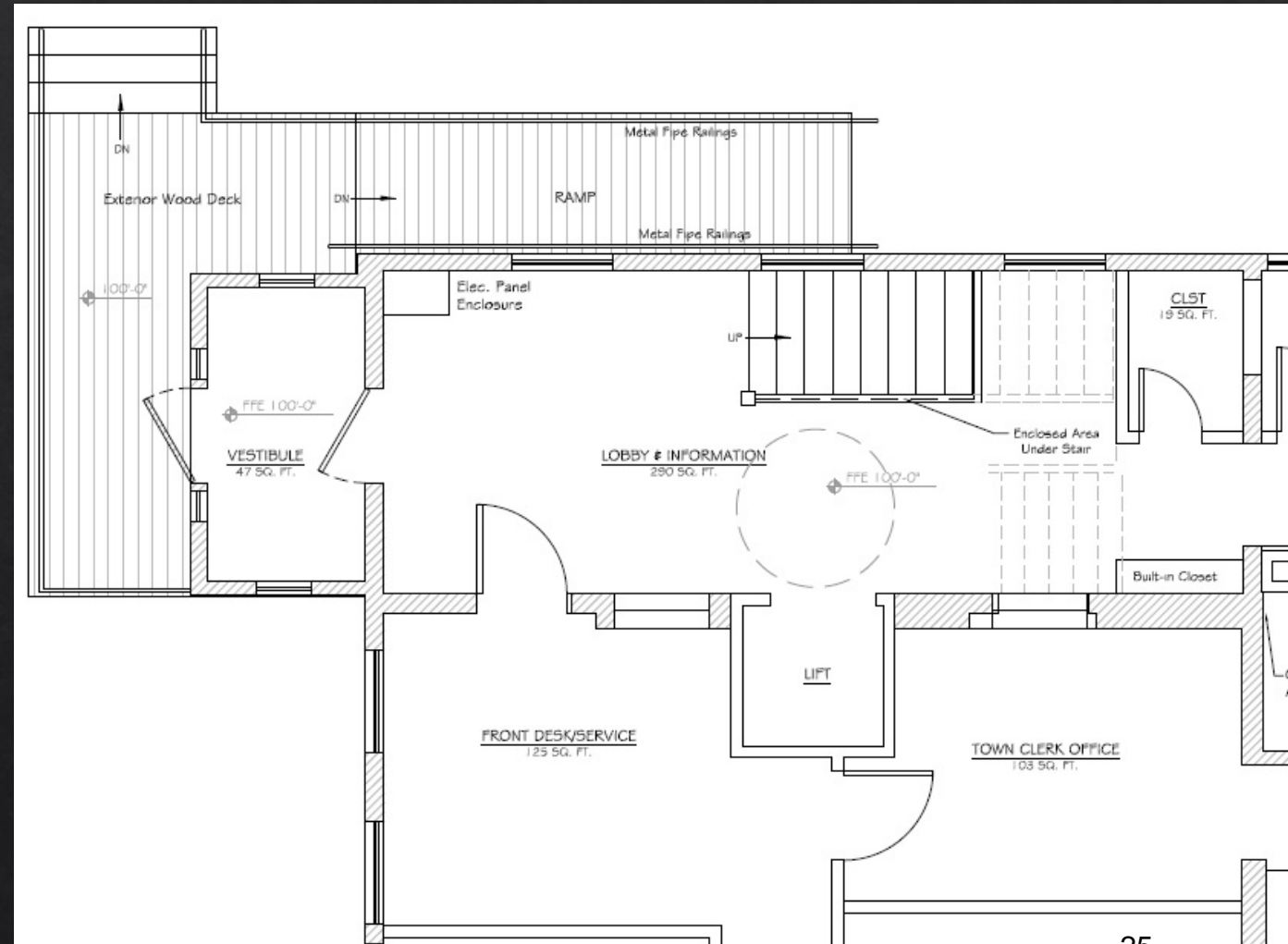






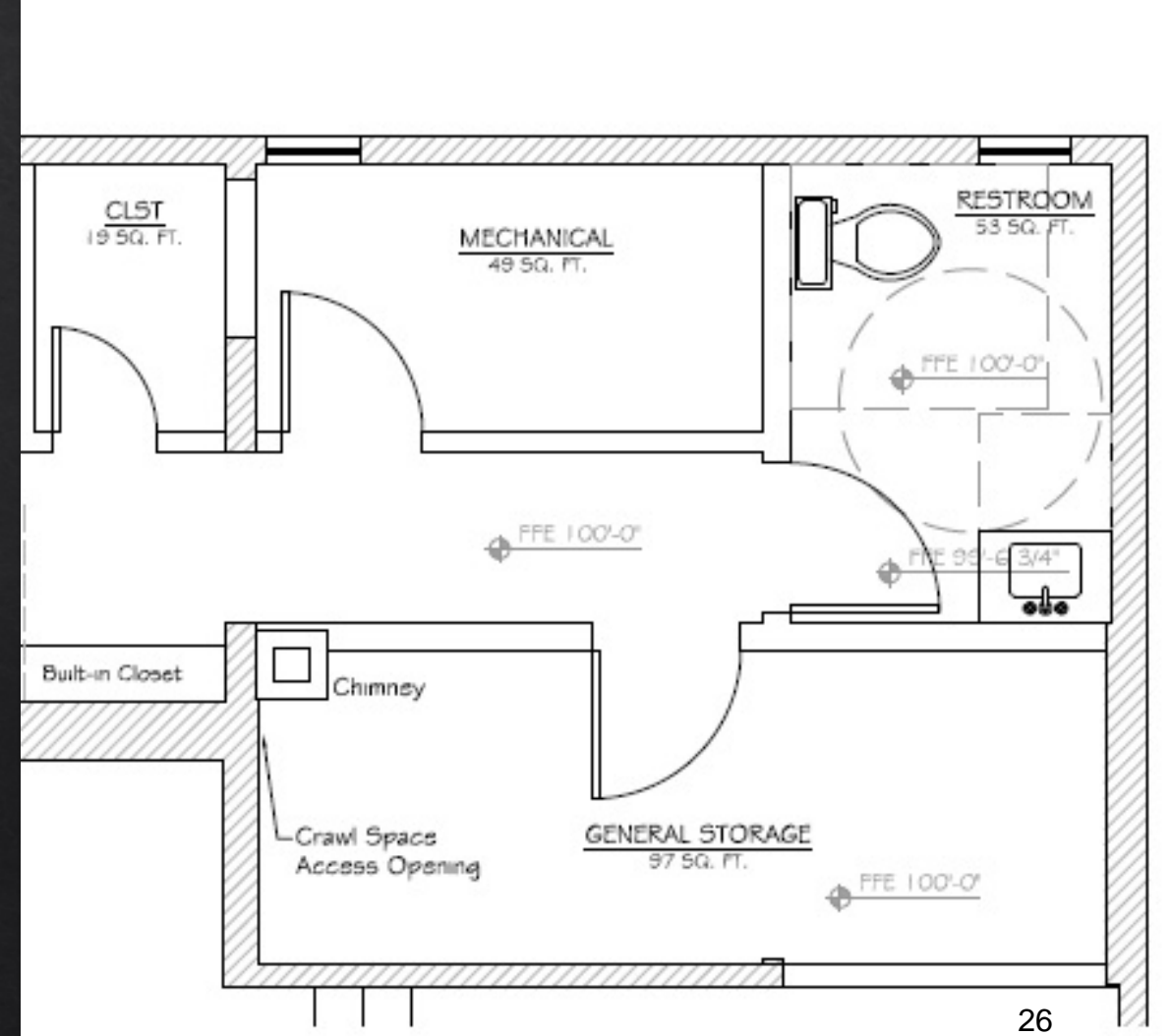
# First Floor Lobby

- ◆ Retain the existing entry and the historic detailing
- ◆ Provide a platform lift accessible from the first-floor lobby to the second story lobby
- ◆ Provide security service windows between the lobby and the Front Desk and Town Clerk
- ◆ Reduce the entry points between the public space and staff areas for better security



# First Floor Restroom

- ◆ Reduce size of mechanical space due to smaller sizing of smaller equipment and appliances
- ◆ Increase size of restroom to provide fully compliant accessible restroom.
- ◆ Increase storage space

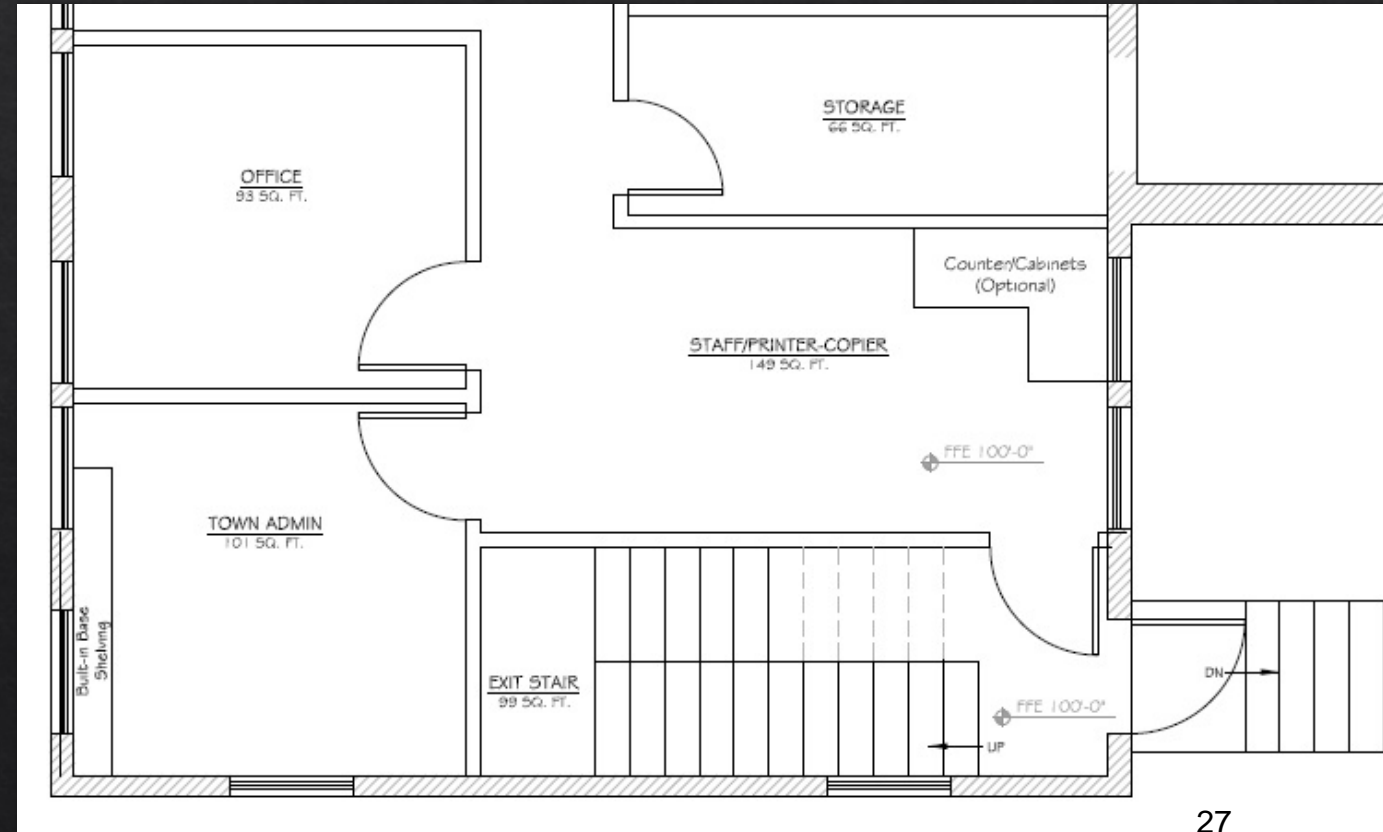






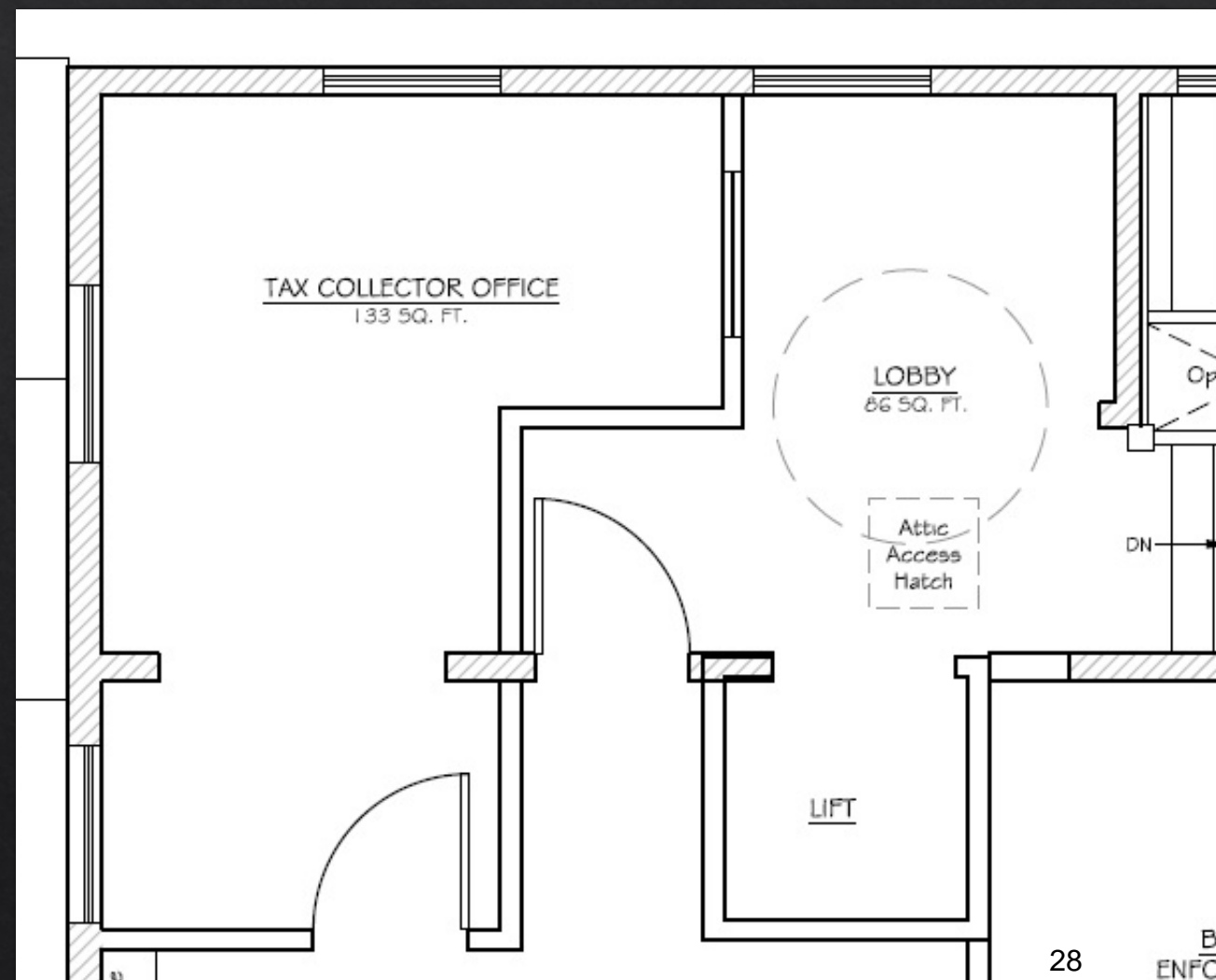
# First Floor Offices & Egress

- ◆ Provide a code-compliant, interior second means of egress on the first story
- ◆ Provide a separate storage closet for records
- ◆ Provide flexible office space for part time employees and board members
- ◆ Provide interior hallway and staff space for ease of access and staff coordination
- ◆ Interior exit stair allows staff to travel between floors without moving through the public space



# Second Floor Lobby

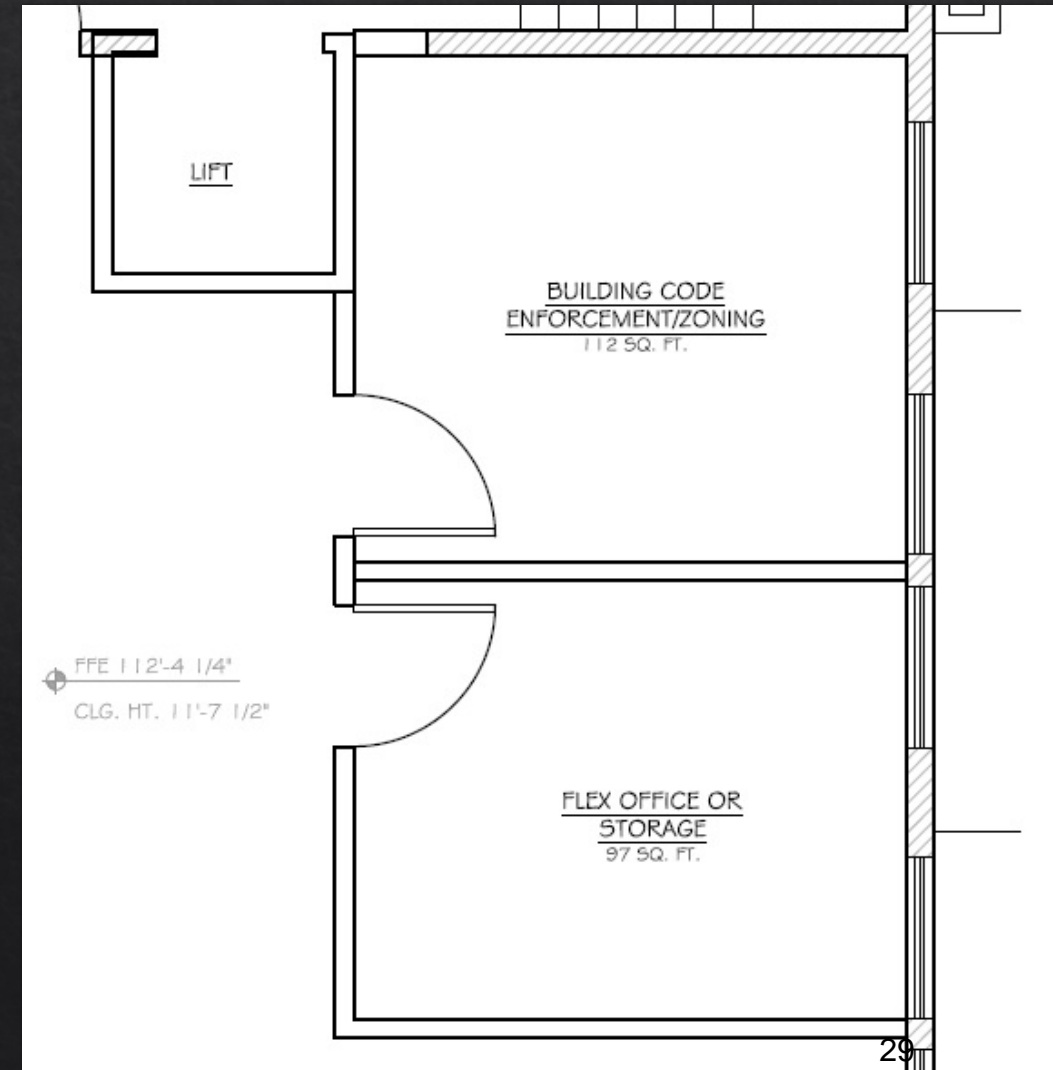
- ❖ Second story is provided an accessible route by the proposed platform lift
- ❖ Second story lobby is expanded for accessibility
- ❖ Access to staff and Select Board space on second story is limited to one entry point
- ❖ Provide security service windows between the lobby and the Tax Collector





# Second Floor Office

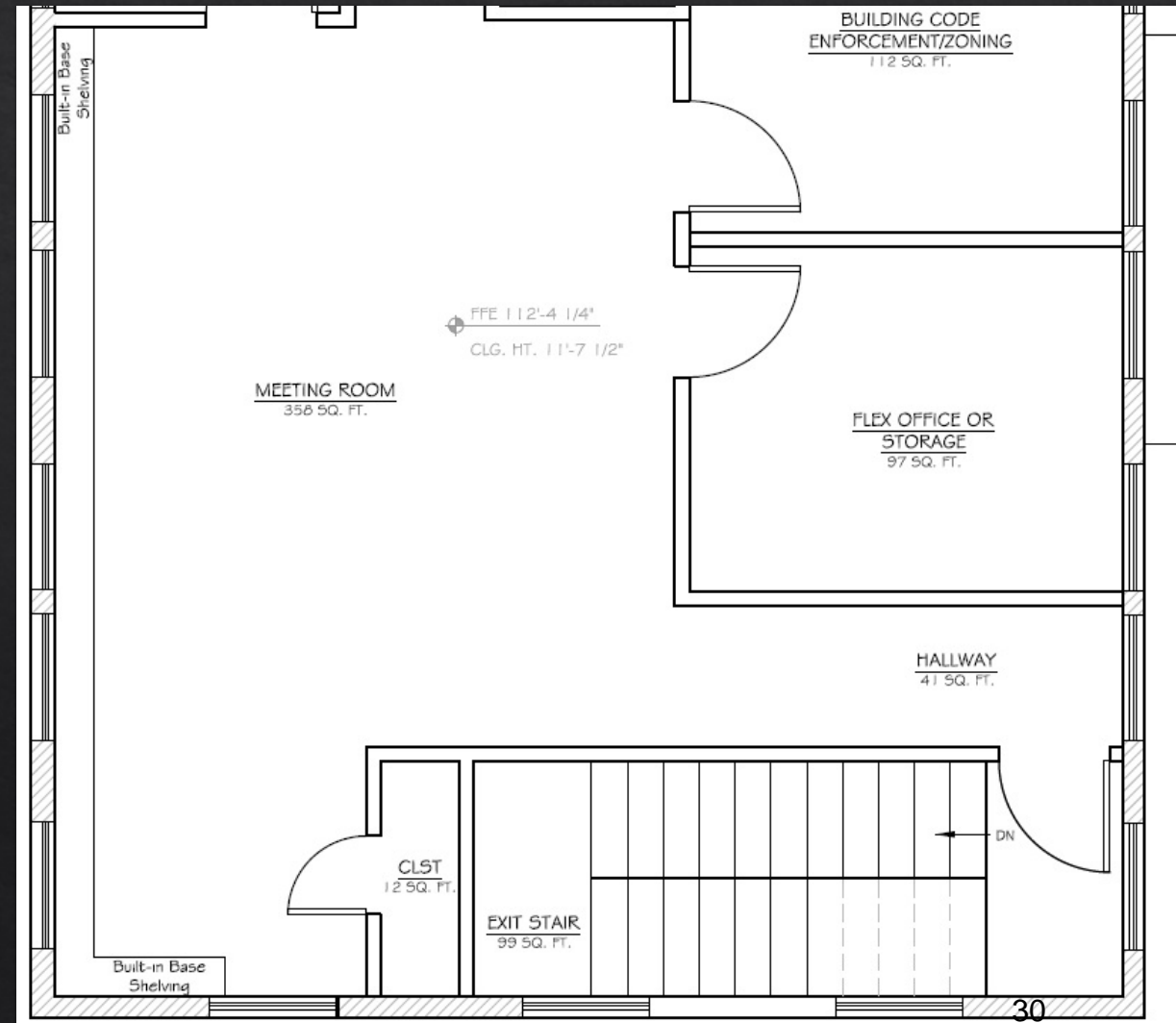
- ❖ Building Code Enforcement and Zoning Office increases in size for record storage
- ❖ A flexible room that can be used for storage and/or additional office space for select board members, staff or other board members





# Second Floor Meeting Room and Stairs

- ◆ Retain a similar area for the second story meeting room/Select Board room
- ◆ Provide some closet space for storage
- ◆ Provide a code compliant, interior, enclosed exit stair from the second story that discharges directly outdoors on the grade level





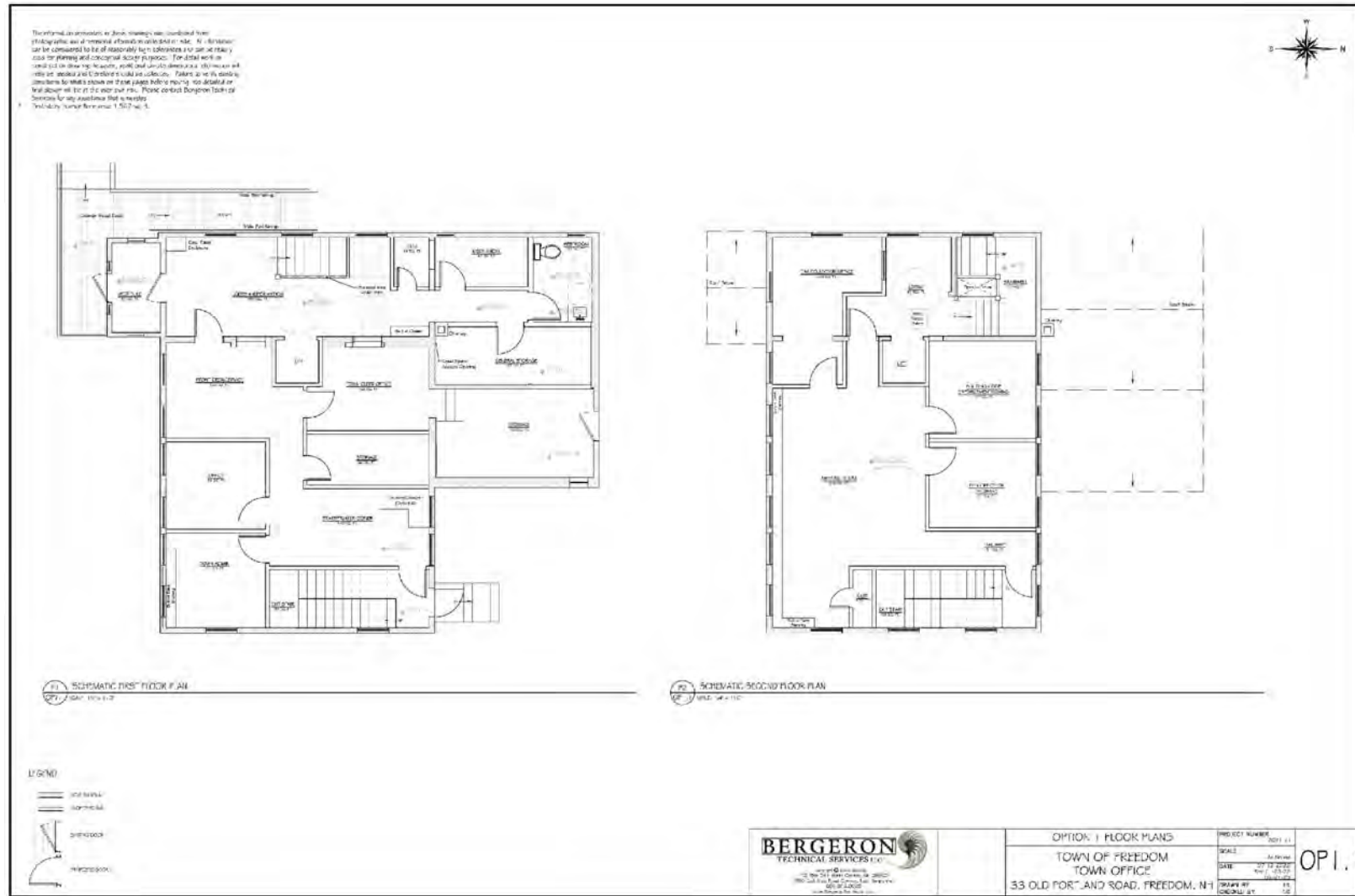
Room:	Design:	
	Existing	Option 1
<b><u>First Story</u></b>		
Front Office/Service	201	125
Town Clerk Office	249	103
Town Admin Office	123	101
Additional Office	117	93
Staff Common Area	0	149
Storage	227	330
Lobby/Egress	377	436
Restroom	43	53
Mechanical	57	49
<b><u>Second Story</u></b>		
Tax Collector Office	164	133
Building Code Officer	76	112
Flexible Space	84	97
Selectmen	403	358
Storage	85	12
Lobby/Egress	107	311
Other	132	20
<b><u>Total Utilized Area</u></b>	<b>2,445</b>	<b>2,482</b>

## Existing vs. Alternative #1 Schematic

- ◆ Space comparison showing overall areas for specific rooms & uses
- ◆ Storage Space Increases from 312 sq. ft. to 342 sq. ft., more if flexible space is utilized
- ◆ Space provided for Staff Breaks and storage



# Impact of new fire escape on space



## NOTE:

Since this plan was completed, a new fire escape has been added to the outside of the building. This leaves additional square footage for office space:

- Exit stair Floor 1: 99 sq. ft.
- Exit stair Floor 2: 99 sq. ft.
- Total 198 sq. ft.

In addition, part of the hallways leading to the exist stairs will become available for office space:

- Hallway Floor 1: 91 sq. ft.
- Hallway Floor 2: 41 sq. ft.

# Alternative #1 Cost Estimate

Budget Estimate – based on description above and Bergeron Technical Option 1 plan sheets OP1.1 and OP1.2  
Dated (revision) November 23, 2022.

General Conditions	\$149,220
Lead abatement, demolition, disposal	\$223,080
Interior Reconstruct	\$133,716
Preservation of entry during demo/reconstruct	\$ 15,000
Budget for Foundation Improvements	\$ 5,000
Closed cell spray foam insulation	\$ 41,793
Siding, windows, exterior doors, roofing, exterior trim	\$169,350
Accessibility “lift” between floor levels	\$ 28,750
Painting – interior and exterior	\$ 90,304
Flooring	\$ 26,570
Acoustical ceilings	\$ 15,942
Plumbing, hot water and plumbing fixtures	\$ 14,175
HVAC	\$ 49,384
Fire Alarm & Security	\$ 45,000
Electrical	\$ 33,774
Sub-Total	\$1,041,058
Recommended Contingency (10%)	<u>104,106</u>
Total Recommended Budget	\$1,145,164

- ◆ Total Recommended Budget for Alternative #1:

**\$1,145,164**

- ◆ Cost Estimate based on Option 1 Schematic Plans, Project Narrative and Cost Estimate Description
- ◆ 10% contingency included
- ◆ Cost Estimate Report includes particulars including sizes and areas, labor rates and details for equipment that was carried when estimating costs
- ◆ \$391.82 per sq. ft.
- ◆ RS Means 2023 sq. ft cost is \$399 for new construction, excluding site and infrastructure costs (water, septic, parking, etc.)





Questions?

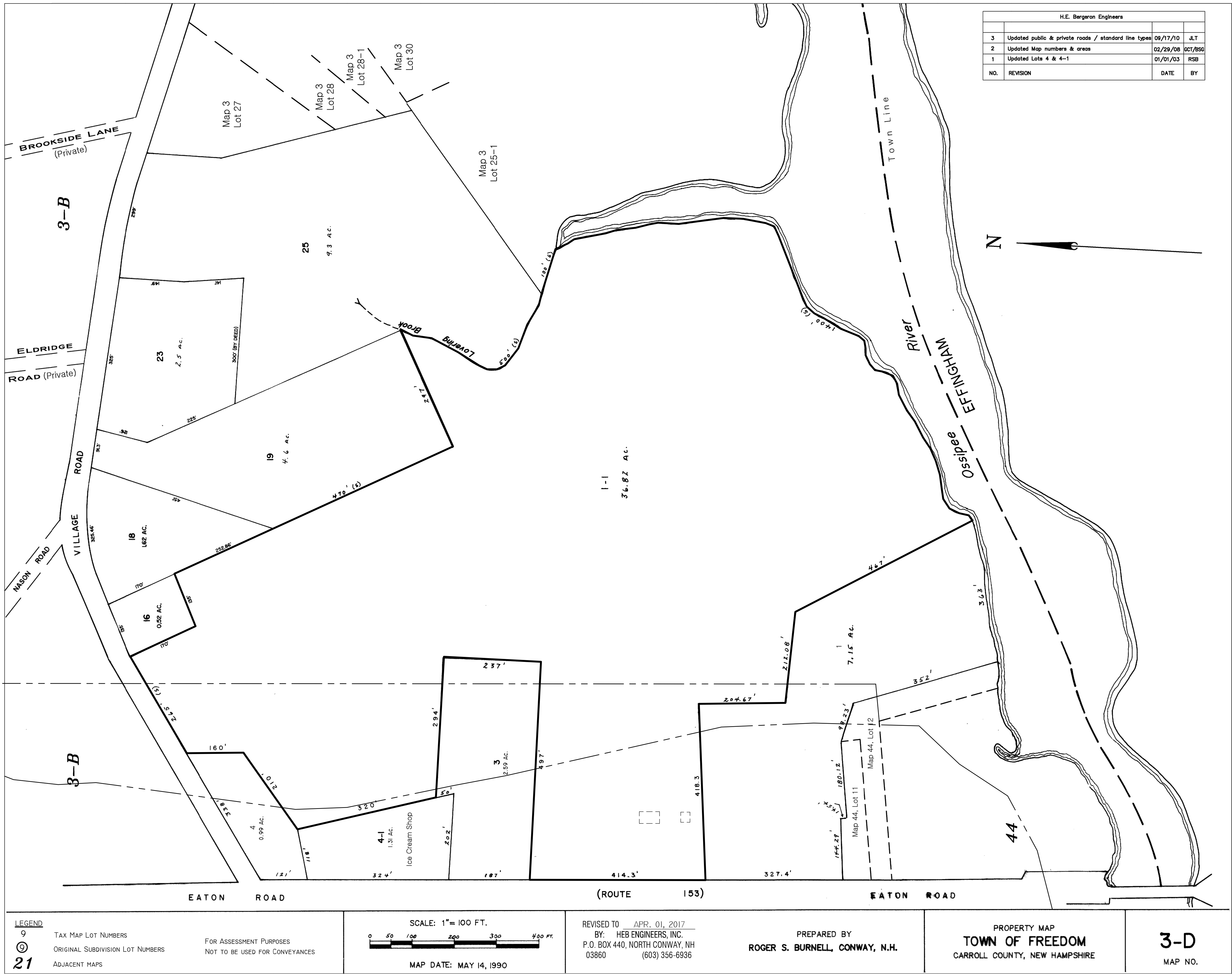
# NEW TOWN OFFICE BUILDING

50 EATON ROAD  
FREEDOM, NEW HAMPSHIRE

PREPARED BY:

MISIASZEK TURPIN pllc  
ARCHITECTURE | PLANNING  
LACONIA, NEW HAMPSHIRE





PROPERTY PLAN





VIEW FROM SOUTHWEST



VIEW FROM NORTHWEST



# National Flood Hazard Layer FIRMette



71°3'37"W 43°48'15"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000 71°3'W 43°47'49"N

Basemap Imagery Source: USGS National Map 2023

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)  
*Zone A, V, A99*

With BFE or Depth *Zone AE, AO, AH, VE, AR*

Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*

Future Conditions 1% Annual Chance Flood Hazard *Zone X*

Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*

Area with Flood Risk due to Levee *Zone D*

OTHER AREAS

NO SCREEN Area of Minimal Flood Hazard *Zone X*

Effective LOMRs

Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

OTHER FEATURES

Cross Sections with 1% Annual Chance Water Surface Elevation

Coastal Transect

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

MAP PANELS

Digital Data Available

No Digital Data Available

Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 6/23/2023 at 2:34 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

NEW TOWN OFFICES

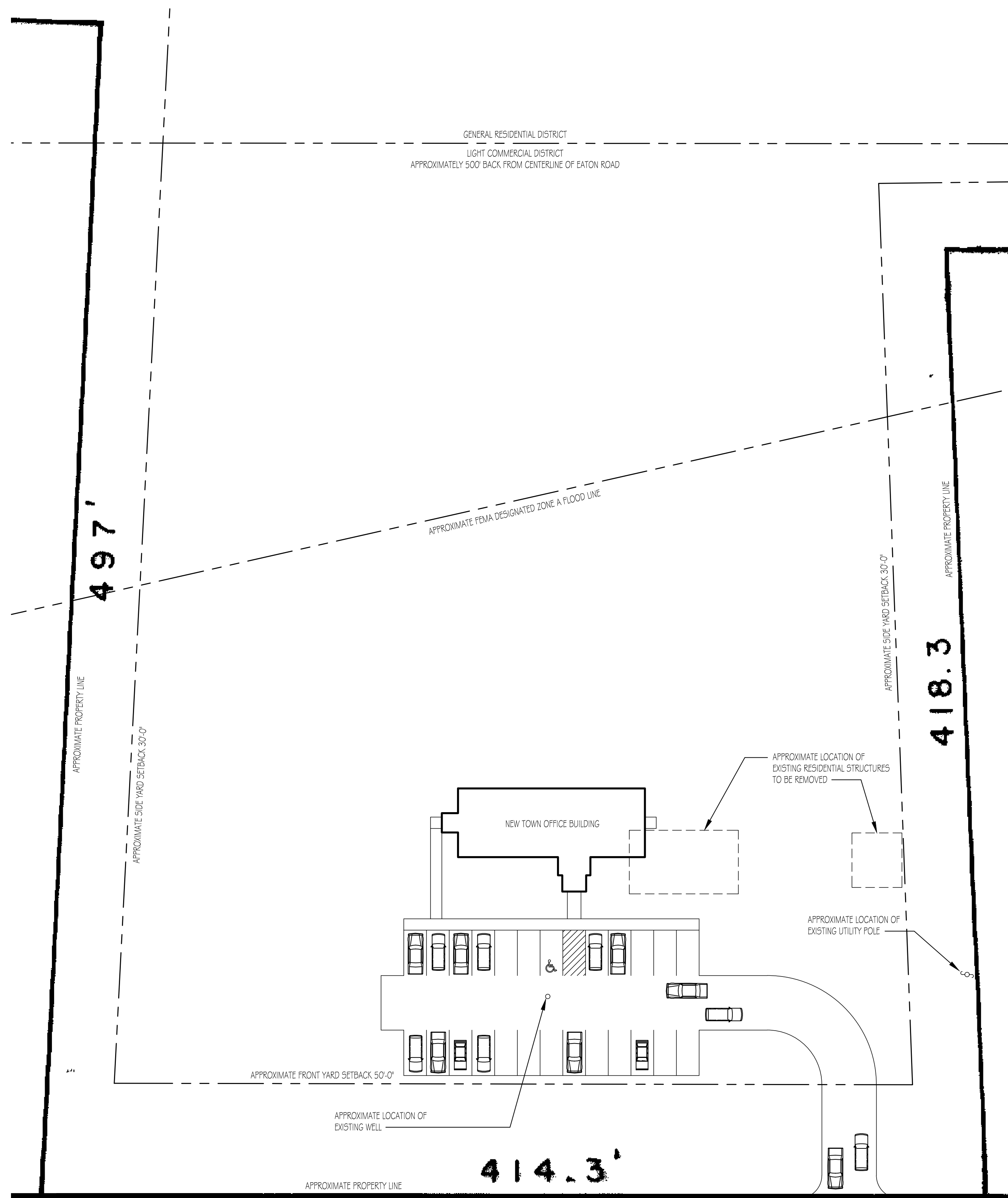
TOWN OF FREEDOM, NEW HAMPSHIRE

MISIASZEK TURPIN PLLC

11 JANUARY 2024

38

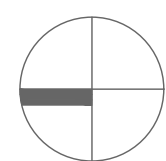




SITE CONCEPT - OPTION 02

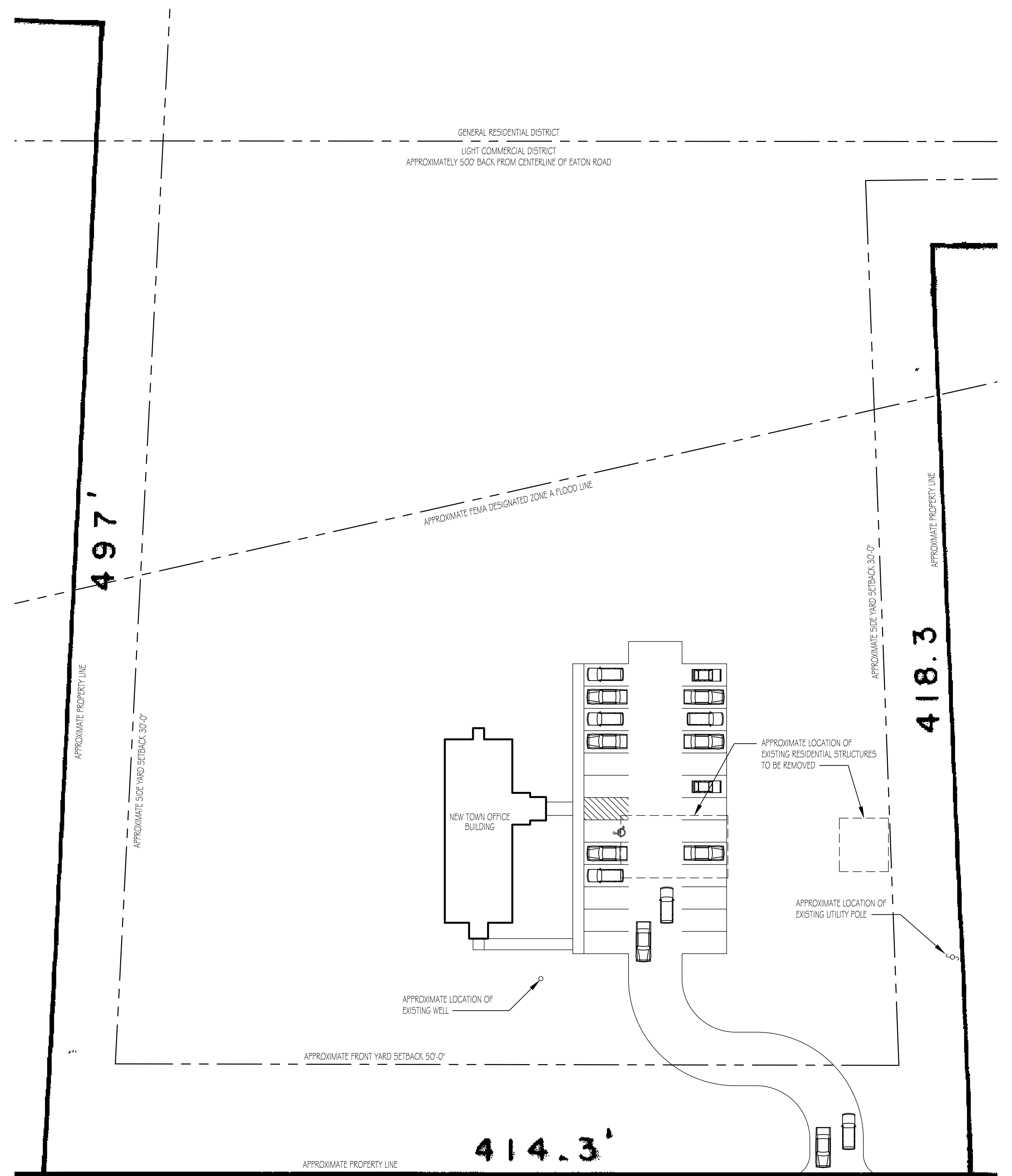


SCALE: 1/32" = 1'-0"



EATON ROAD

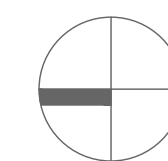
NEW PAVED ACCESS ROAD,  
PARKING LOT, AND SIDEWALKS  
APPROX: 13,205 SQUARE FEET



SITE CONCEPT - OPTION 01



SCALE: 1/32" = 1'-0"

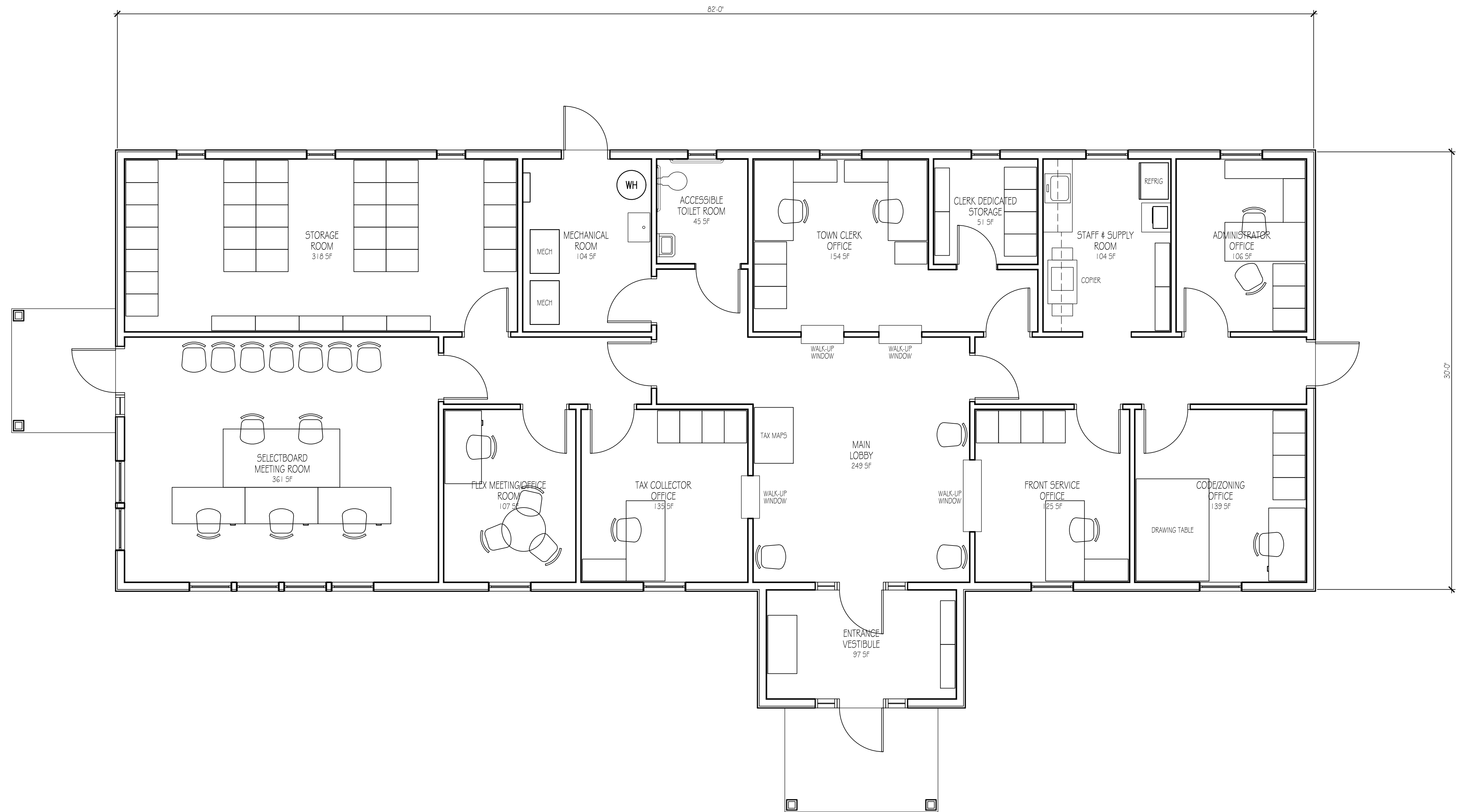


EATON ROAD

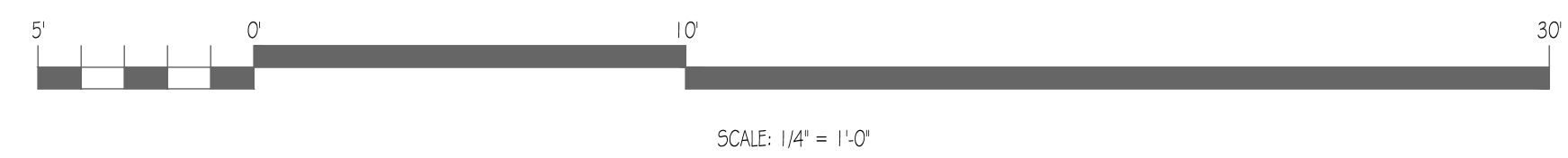
## NEW TOWN OFFICES TOWN OF FREEDOM, NEW HAMPSHIRE

MISIASZEK TURPIN PLLC  
11 JANUARY 2024





FLOOR PLAN

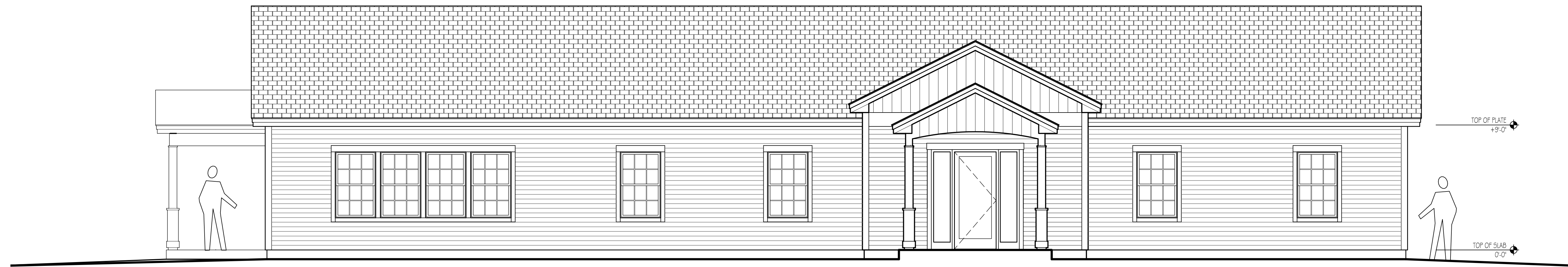


NEW BUILDING FLOOR AREA: 2,572 SQUARE FEET  
COVERED ENTRY PORCHES: 138 SQUARE FEET

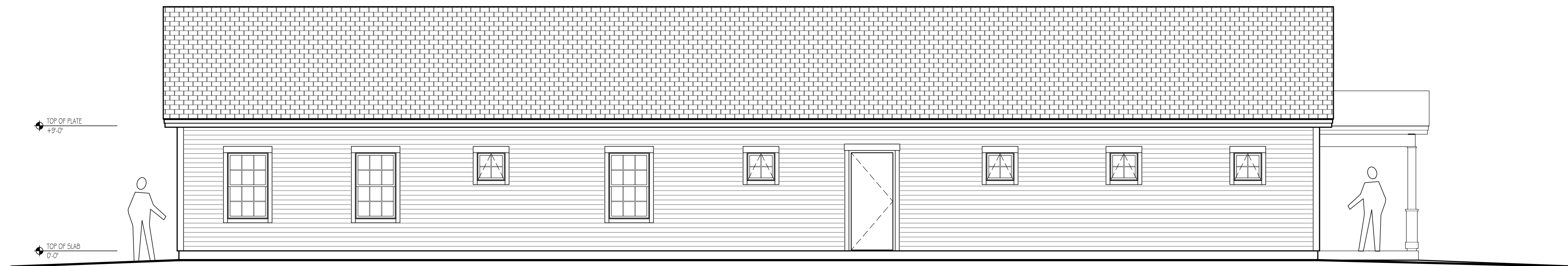
## NEW TOWN OFFICES

TOWN OF FREEDOM, NEW HAMPSHIRE

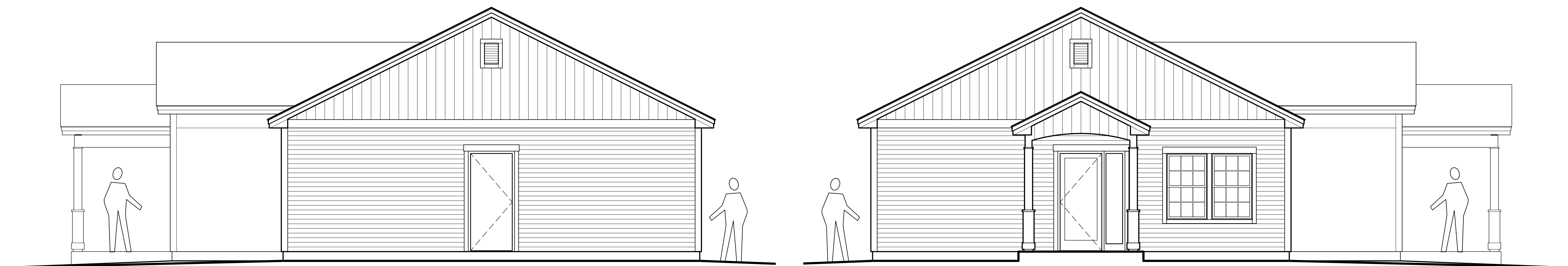
MISIASZEK TURPIN PLLC  
11 JANUARY 2024



FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION

SIDE ELEVATION





■ NEW TOWN OFFICES ■  
TOWN OF FREEDOM, NEW HAMPSHIRE  
MISIASZEK TURPIN PLLC  
11 JANUARY 2024



Freedom Town Offices Budget  
Preliminary 12/18/2023  
Freedom, NH

Freedom Town Offices		12.18.2023
Division		Total
<b>Division 01 General Conditions</b>		<b>\$198,669</b>
General Conditions		
Builders Risk		
<b>Division 02 Existing Conditions</b>		<b>\$38,420</b>
Building Demolition		
<b>Division 03 Concrete</b>		<b>\$73,140</b>
Concrete		
<b>Division 06 Woods, Plastics, and Composites</b>		<b>\$94,183</b>
Rough Carpentry		
Interior Finish Carpentry & Millwork		
<b>Division 07 Thermal &amp; Moisture Protection</b>		<b>\$101,519</b>
Damproofing		
Insulation		
Asphalt Shingle Roofing		
Vinyl Siding & Exterior Trim		
Caulking		
<b>Division 08 Openings</b>		<b>\$54,043</b>
Doors, Frames & Hardware		
Vinyl Windows		
Glazing		
<b>Division 09 Finishes</b>		<b>\$77,832</b>
Drywall		
Acoustical Ceilings		
Flooring (LVT & Carpet)		
Painting		
<b>Division 10 Specialties</b>		<b>\$9,008</b>
Specialties		
Exterior Signage Allowance		
<b>Division 22/23 HVAC/Plumbing</b>		<b>\$97,700</b>
HVAC		
Plumbing		
<b>Division 26 Electrical</b>		<b>\$145,195</b>
Electrical		
Site Lighting		
<b>Division 32 Sitework</b>		<b>\$305,700</b>
Sitework		
Asphalt Walks & Granite Curbs		
Well Allowance		
Landscaping Allowance		
<b>Sub Total</b>		<b>\$1,195,409</b>



<b>General Liability Insurance</b>	<b>\$5,102</b>
<b>CM Fee</b>	<b>\$51,024</b>
<b>CM Contingency</b>	<b>\$63,781</b>
<b>Escalation</b>	<b>\$31,890</b>
<b>Performance and Payment Bond</b>	<b>\$9,720</b>

<b>Project Total</b>	<b>\$1,356,926</b>
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<b>Allowances</b>	<b>Description</b>	
<b>1</b>	<b>Exterior Building Signage</b>	<b>\$5,000</b>
<b>2</b>	<b>Well</b>	<b>\$15,000</b>
<b>3</b>	<b>Landscaping</b>	<b>\$10,000</b>

### **Exclusions & Qualifications**

Budget proposal based upon the drawings prepared by Misiaszek Turpin PLC dated August 28, 2023 (Option 01)

Excludes Architectural or Engineering Fees

Excludes the cost of a building permit

Excludes material field testing costs

Excludes hazardous material testing or abatement

Transaction windows are not bulletproof (window with open slot)

Does not include any appliances

Does not include any flag poles

Includes an allowance of \$5,000 for an exterior building sign, does not include any electrical feed (lighting)

Does not include any window treatments

Excludes removal or replacement of unsuitable materials (test pits should be done to determine if any present)

Excludes any ledge removal

Based on bituminous asphalt sidewalks

Includes an allowance of \$15,000 for the well

Includes an allowance of \$10,000 for Landscaping

Does not include a fire suppression (sprinkler) system

Does not include an access control system (card readers) or security system/cameras

Does not include an emergency generator

Excludes any utility company fees



# Traditional Town Meeting—Bonds RSA 338-a

II. All articles appearing in the warrant which propose a bond or note issue exceeding \$100,000:

- Shall appear in consecutive numerical order and
- Shall be acted upon prior to other business except the election of officers, action on the adoption, revision, or amendment of a municipal charter, and zoning matters or as otherwise determined by the voters at the meeting.
- Polls shall remain open and ballots shall be accepted by the moderator on each such article, for a period of not less than one hour following the completion of discussion on each respective article.
- A separate ballot box shall be provided for each bond article to be voted upon pursuant to this section.



# Committee will propose final bond amount

## Summary Cost Comparison

Comparison of two cost estimates 1/3/2024		DA estimate		Comments
	Spec Section	Turnstone New Bldg.	Bergeron Exist Bldg.	
01	General Conditions	\$ 198,699.00	\$ 149,220.00	
02	Abatement & demolition	\$ 38,420.00	\$ 238,080.00	
03	Foundation & concrete	\$ 73,140.00	\$ 5,000.00	
06	Carpentry	\$ 94,183.00	\$ 133,716.00	More specialty cuts, fewer premade trusses
07	Insulation, roofing, siding	\$ 101,519.00	\$ 211,153.00	Remove interior finish before insulating
08	Doors & windows	\$ 54,043.00	see 07	
09	Finishes	\$ 77,032.00	\$ 132,816.00	
10	Specialties: signage, etc.	\$ 9,008.00	\$ 9,000.00	Added by Denny--somewhere else? OK?
14	Lift	none needed	\$ 28,750.00	
22/23	HVAC/plumbing	\$ 97,700.00	\$ 63,559.00	
26	Electrical	\$ 120,195.00	\$ 33,774.00	
26	Fire alarm & security)	\$ 25,000.00	\$ 45,000.00	
32	Sitework	\$ 305,700.00	\$ 10,000.00	Sitework around building post construction
32	Septic	included	in place	
	Contingency	\$ 63,781.00	\$ 104,106.00	Likely more unexpected "events"
	General Liability Insurance	\$ 5,102.00	\$ 5,000.00	OK?
	CM Fee	\$ 51,024.00	\$ 51,000.00	OK?
	Escalation costs	\$ 31,890.00	\$ 32,000.00	OK?
	Performance & payment bond	\$ 9,720.00	\$ 10,000.00	OK?
	Sub total	\$ 1,356,156.00	\$ 1,262,174.00	
Other items needed				
	- Architectural fee	\$ 25,000.00	\$ 25,000.00	OK?
	- Civil engineer for site	\$ 12,500.00	\$ 12,500.00	Estimate???
	- Survey	\$ 10,000.00	not needed	
	- Testing	\$ 5,000.00	in 02	OK?
	- Kitchen appliances	\$ 3,500.00	\$ 3,500.00	OK?
	- Furniture	\$ 30,000.00	\$ 30,000.00	OK?
	- Security system	\$ 7,500.00	in #26	
	-Emergency Generator	\$ 25,000.00	\$ 25,000.00	OK?
	- Window treatment	\$ 5,000.00	\$ 5,000.00	OK?
	Total cost	\$ 1,479,656.00	\$ 1,363,174.00	

NOTES ON NUMBERS PRESENTED  
HERE:

Committee is adding/amending items  
to develop the total bond issue  
amount

Turnstone numbers have been  
reviewed

BTS numbers not yet reviewed.



Freedom Town Office

1/3/2024

Revised 1/22/2024

Division	Specification Section	Turnstone Corp	Bergeron Tech
		New Building	Existing Building
01	General Conditons	\$ 198,669	\$ 149,220
02	Abatement & demolition	\$ 38,420	\$ 238,080
03	Foundation & concrete	\$ 73,140	\$ 5,000
06	Carpentry	\$ 94,183	\$ 133,716
07	Insulation, roofing, siding	\$ 101,519	\$ 211,143
08	Doors & windows	\$ 54,043	Included Div 07
09	Finishes	\$ 77,832	\$ 132,816
10	Specialties: signage, etc.	\$ 9,008	\$ 9,000
14	Lift	Not needed	\$ 28,750
22/23	HVAC/plumbing	\$ 97,700	\$ 63,559
26	Electrical	\$ 145,195	\$ 33,774
26	Fire alarm & security	Included Div 26	\$ 45,000
32	Sitework (includes septic)	\$ 305,700	\$ 10,000
<b>Total "Divisions"</b>		<b>\$ 1,195,409</b>	<b>\$ 1,060,058</b>
	Contingency	\$ 63,781	\$ 109,311
	General Liability Insurance	\$ 5,102	\$ 5,000
	CM Fee	\$ 51,024	\$ 75,000
	Escalation costs	\$ 31,890	\$ 52,053
	Performance & payment bond	\$ 9,720	\$ 10,000
<b>Sub total</b>		<b>\$ 1,356,926</b>	<b>\$ 1,311,422</b>

**Other items needed--per Town Office Advisory Committee**

- Architectural fee	\$ 25,000	Included-various
- Testing	\$ 5,000	included Div 02
- Kitchen appliances	\$ 3,500	\$ 3,500
- Furniture	\$ 30,000	\$ 30,000
- Security system	\$ 7,500	Included Div 26
- Emergency Generator	\$ 25,000	\$ 30,000
- Window treatment	\$ 5,000	\$ 5,000
- Civil engineer for site	\$ 15,000	\$ 5,000
- Survey for site	\$ 2,000	\$ 5,000
- Structural engineer	\$ 15,000	\$ 5,000
- Paving	Included Div. 32	\$ 35,000
- Septic	Included Div. 32	\$ 25,000
- Foundation	Included Div. 32	N/A
- Lifting building	N/A	N/A
<b>Total cost</b>	<b>\$ 1,489,926</b>	<b>\$ 1,454,922</b>