

Town Office Study

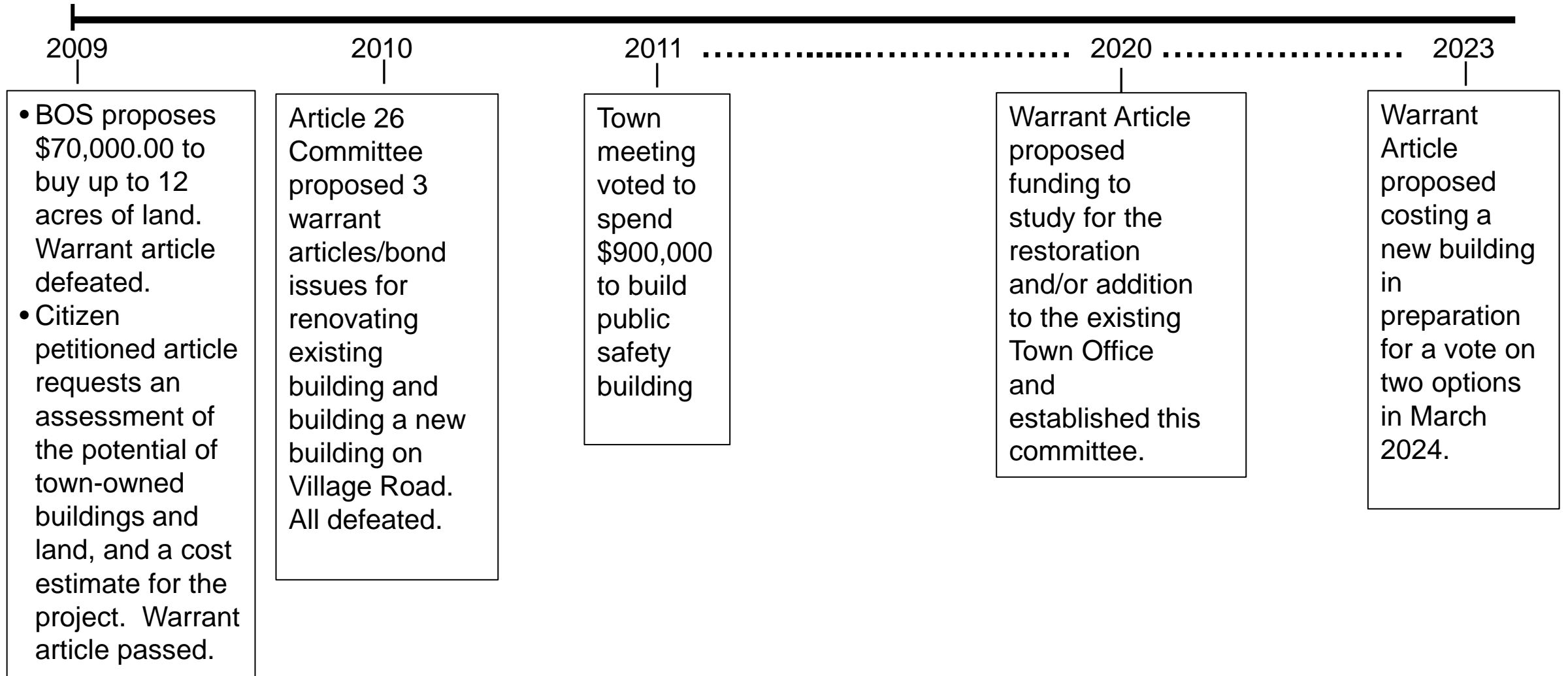
Town Office Advisory Committee

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



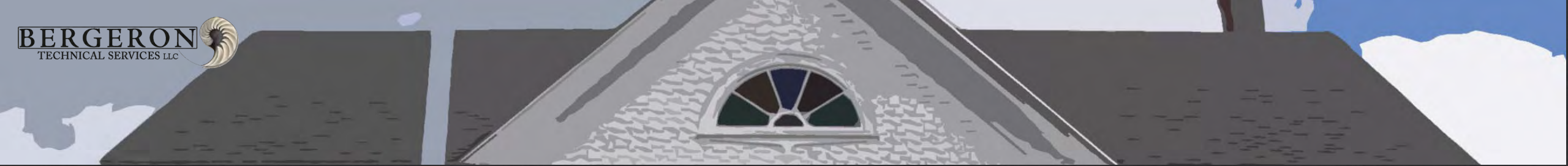


Existing Historic Freedom Town Office



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



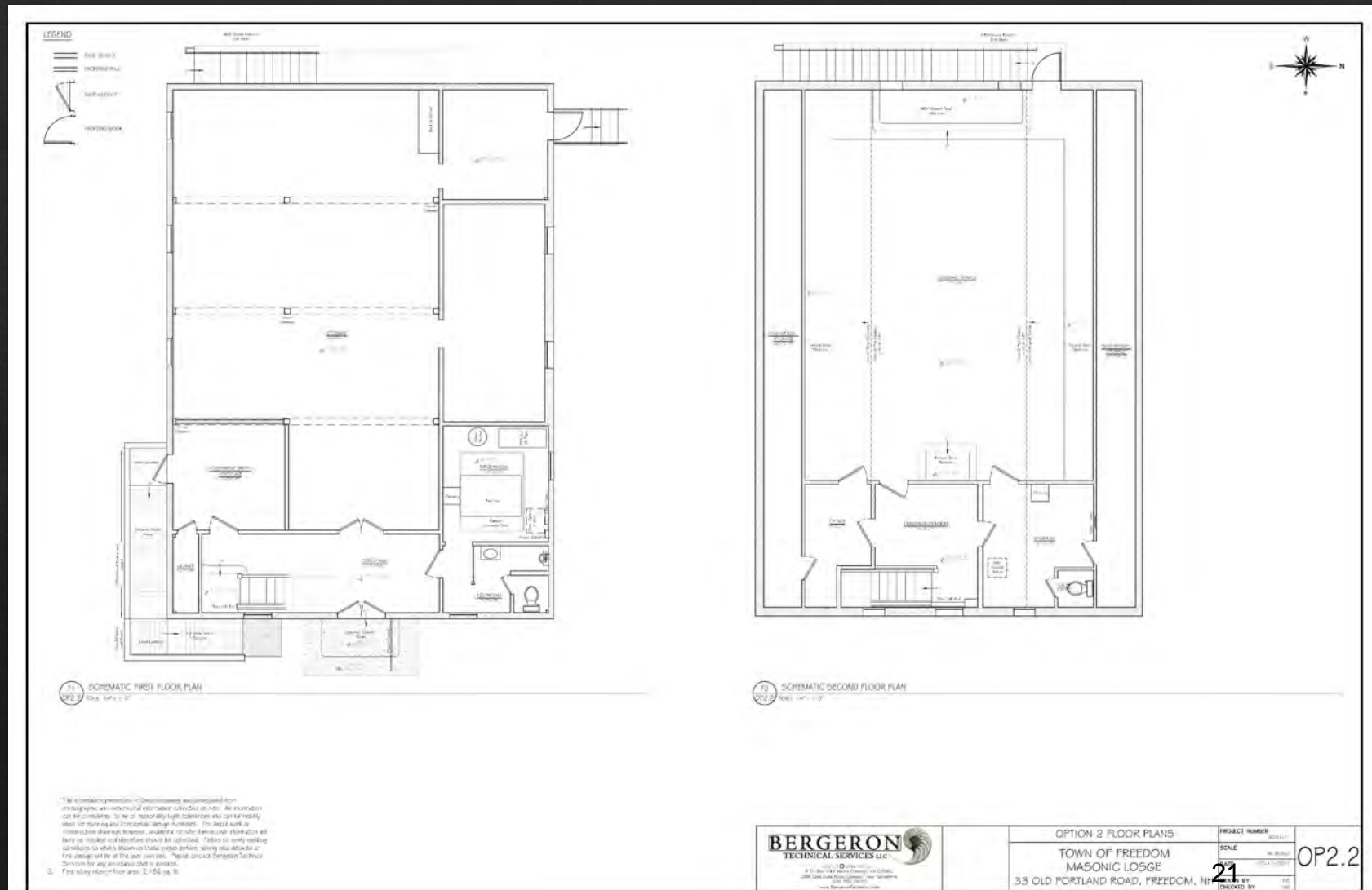
Alternative Designs: Alternate #1

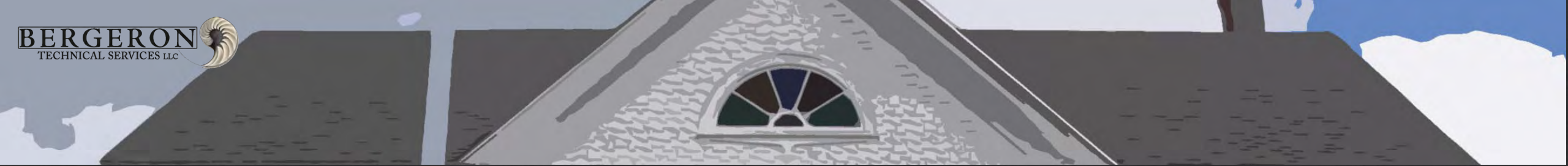
- ◆ Renovate the existing Town Office Building in its current footprint
- ◆ Preserve the historically significant features
- ◆ Provide accessible route to second floor, increased accessibility throughout
- ◆ Increased sound attenuation between offices
- ◆ Increased/better egress
- ◆ Increased security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

21 SCHEMATIC NORTH ELEVATION
SCALE: 1/8" = 1'-0"

22 SCHEMATIC WEST ELEVATION
SCALE: 1/8" = 1'-0"

23 SCHEMATIC SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

24 SCHEMATIC EAST ELEVATION
SCALE: 1/8" = 1'-0"

The information provided in this drawing was obtained from fieldwork and dimensional information collected on site. All information can be considered to be of necessary right information and can be relied upon for planning and construction of the project. The actual work or construction of the project requires further review and verification and may be subject to change and therefore should be collected. Plans to be by zoning conditions to verify a copy of the zoning zoning zoning. No additional work design will be at the user's risk. Please contact Bergeron Technical Services for any assistance that is needed.

		OPTION 3 ELEVATIONS		PROJECT NUMBER OP3.2
BERGERON TECHNICAL SERVICES LLC 101 Main Street, Suite 100 03055 North Ferris, New Hampshire		TOWN OF FREEDOM TOWN OFFICE 33 OLD PORTLAND ROAD, FREEDOM, NH		SCALE: AS SHOWN DATE: 07-17-2024 DRAWN BY: 22 CHECKED BY: AR

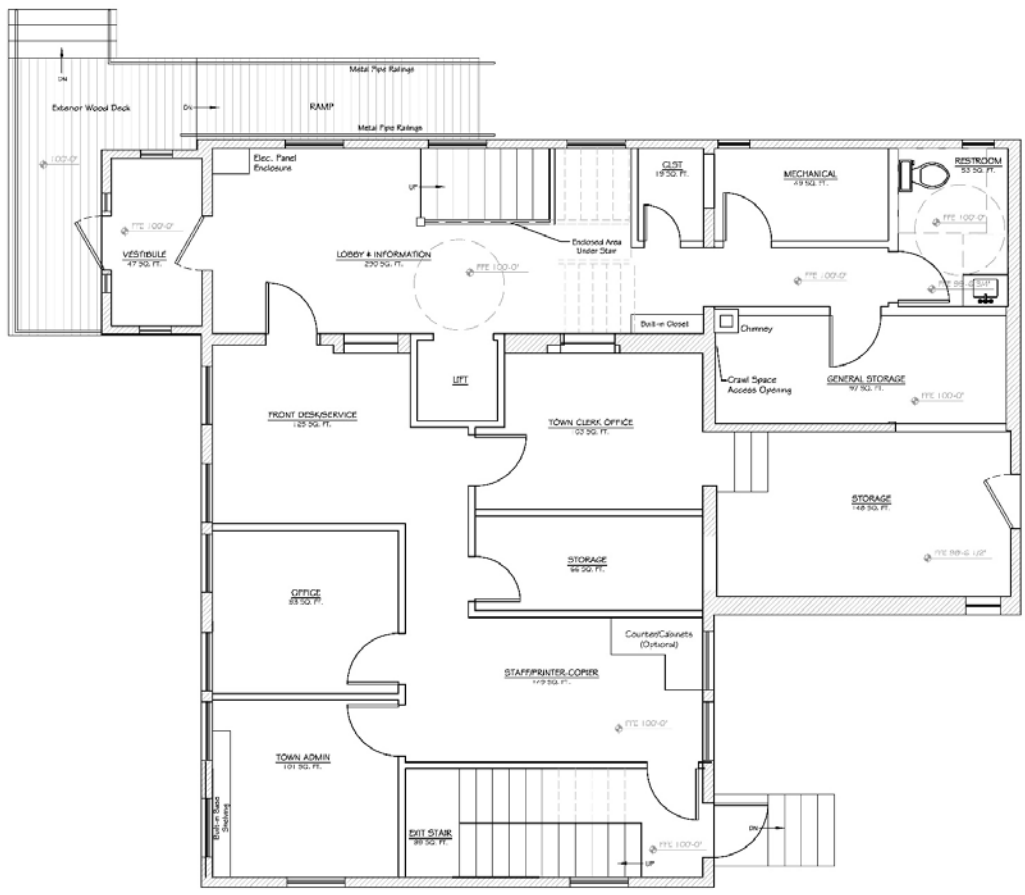


Alternate #1

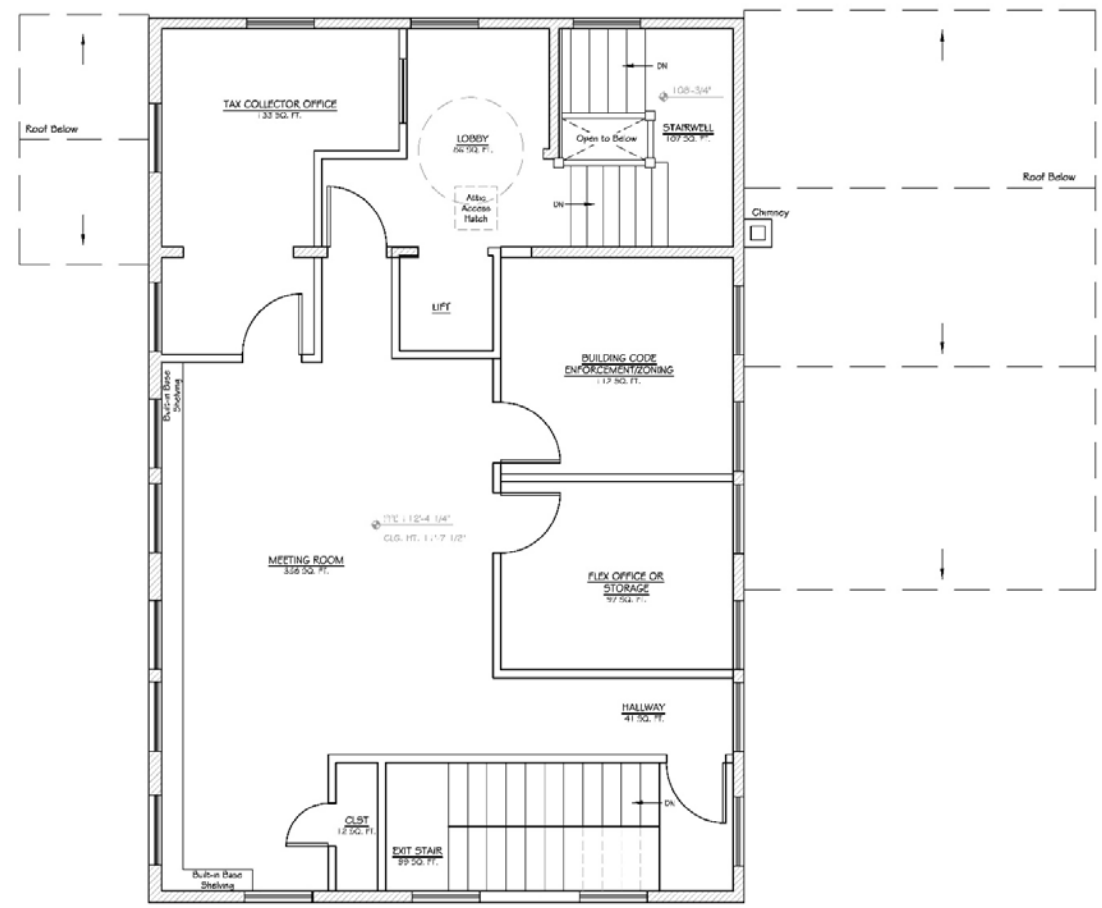


- ◆ Keep building exterior envelope as is
- ◆ Renovate interior

Alternative #1 First Floor Schematic Plan



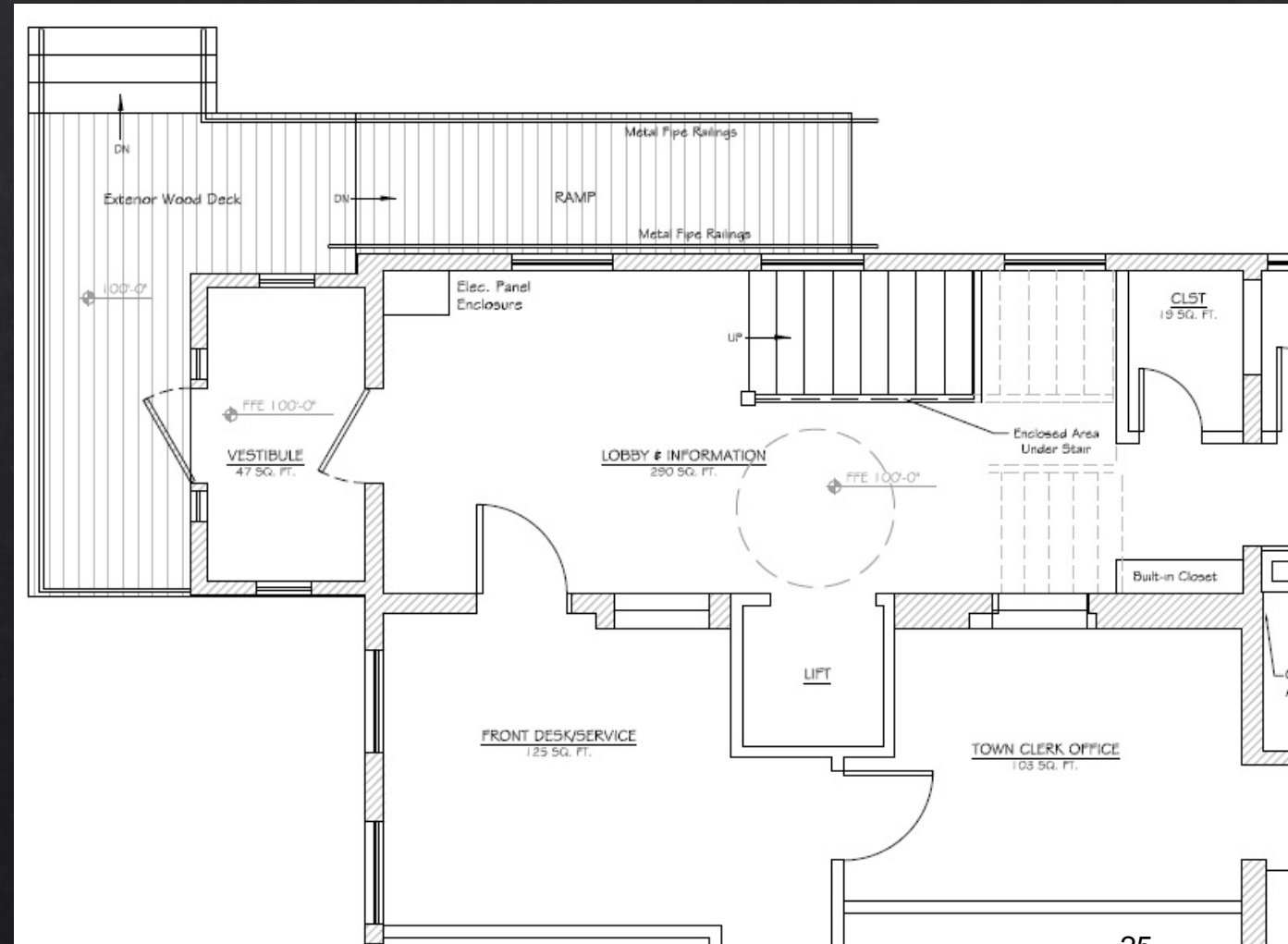
P1 SCHEMATIC FIRST FLOOR PLAN
OP1.1 SCALE: 1/4" = 1'-0"



P2 SCHEMATIC SECOND FLOOR PLAN
OP1.1 SCALE: 1/4" = 1'-0"

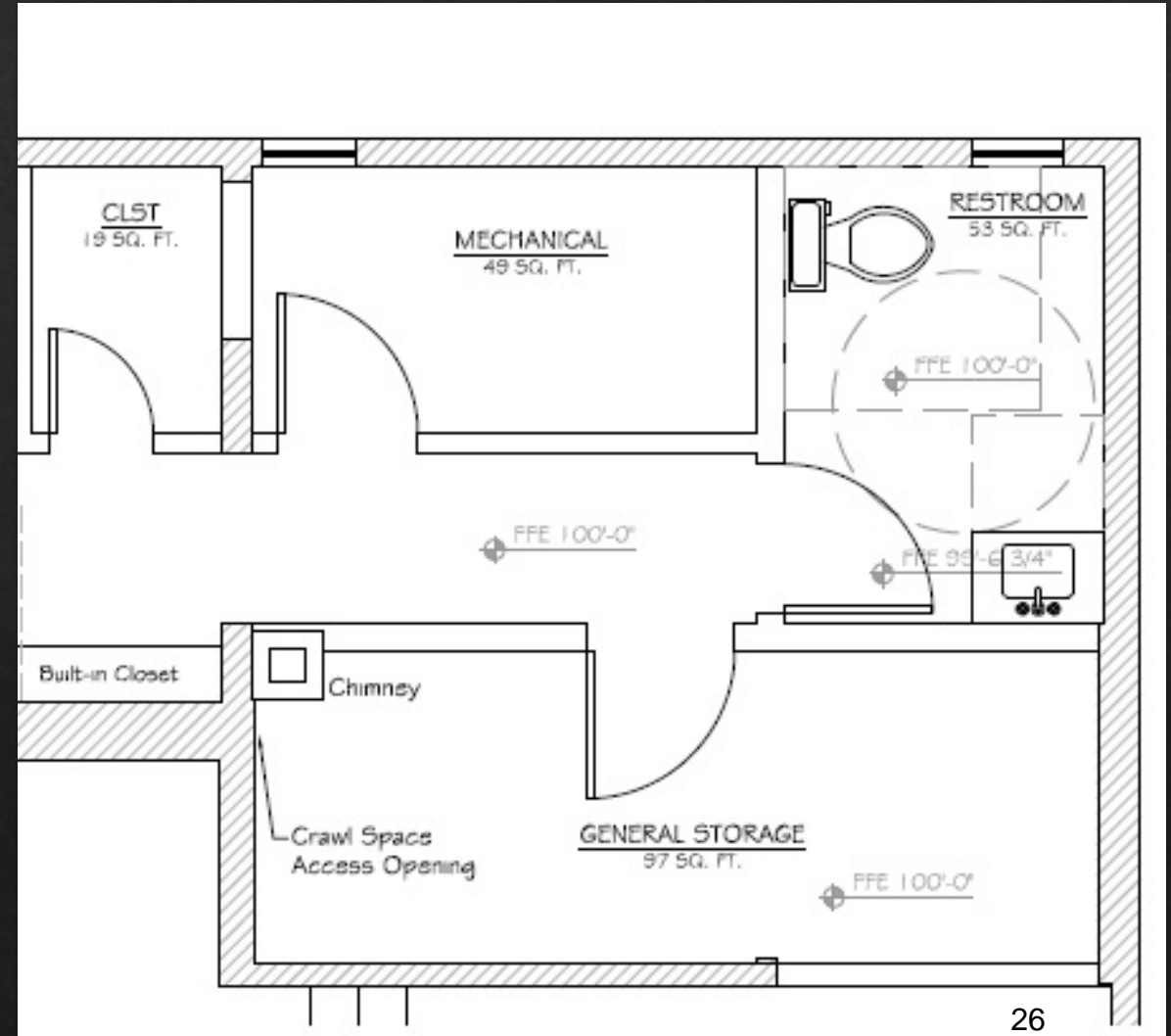
First Floor Lobby

- ◆ 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



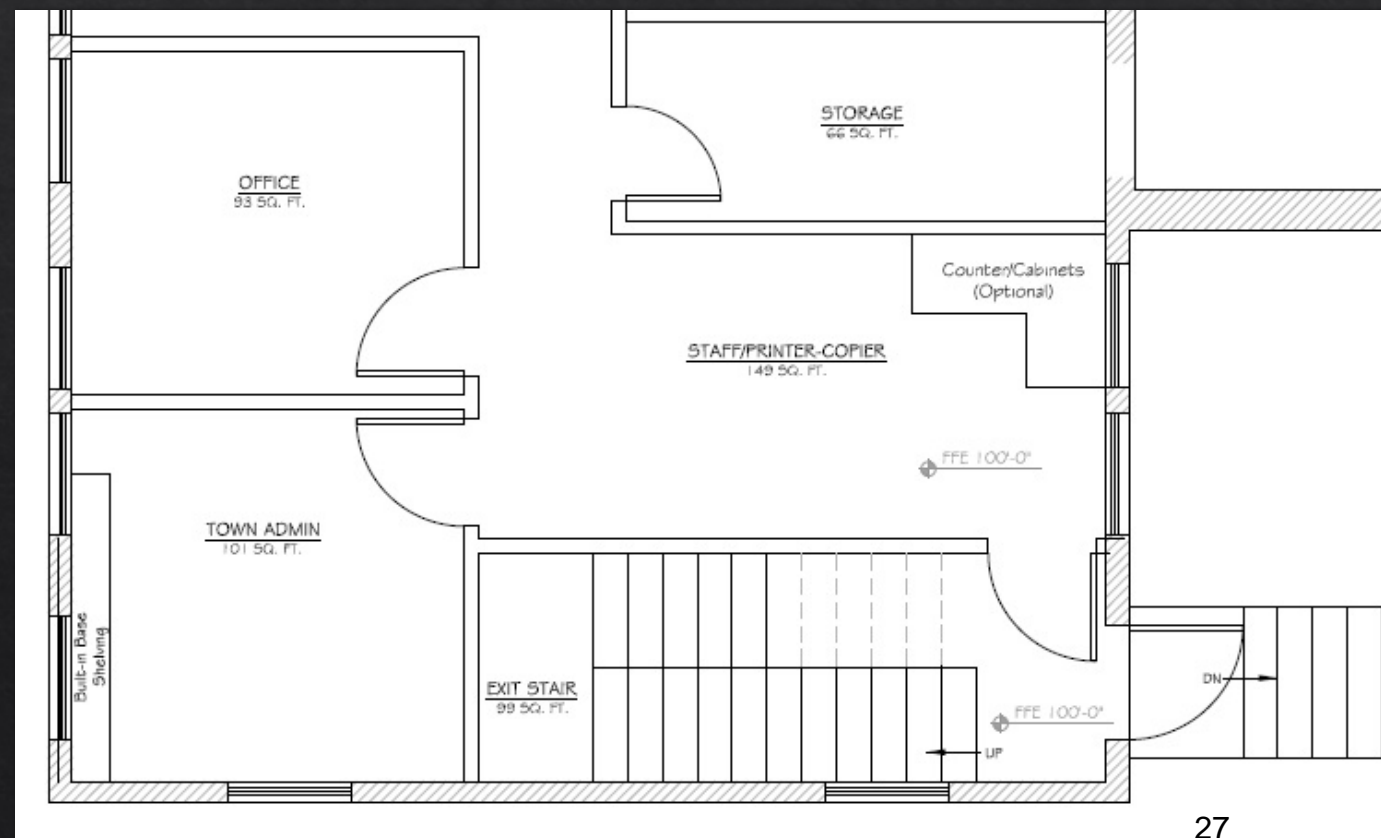
First Floor Restroom

- ◆ 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



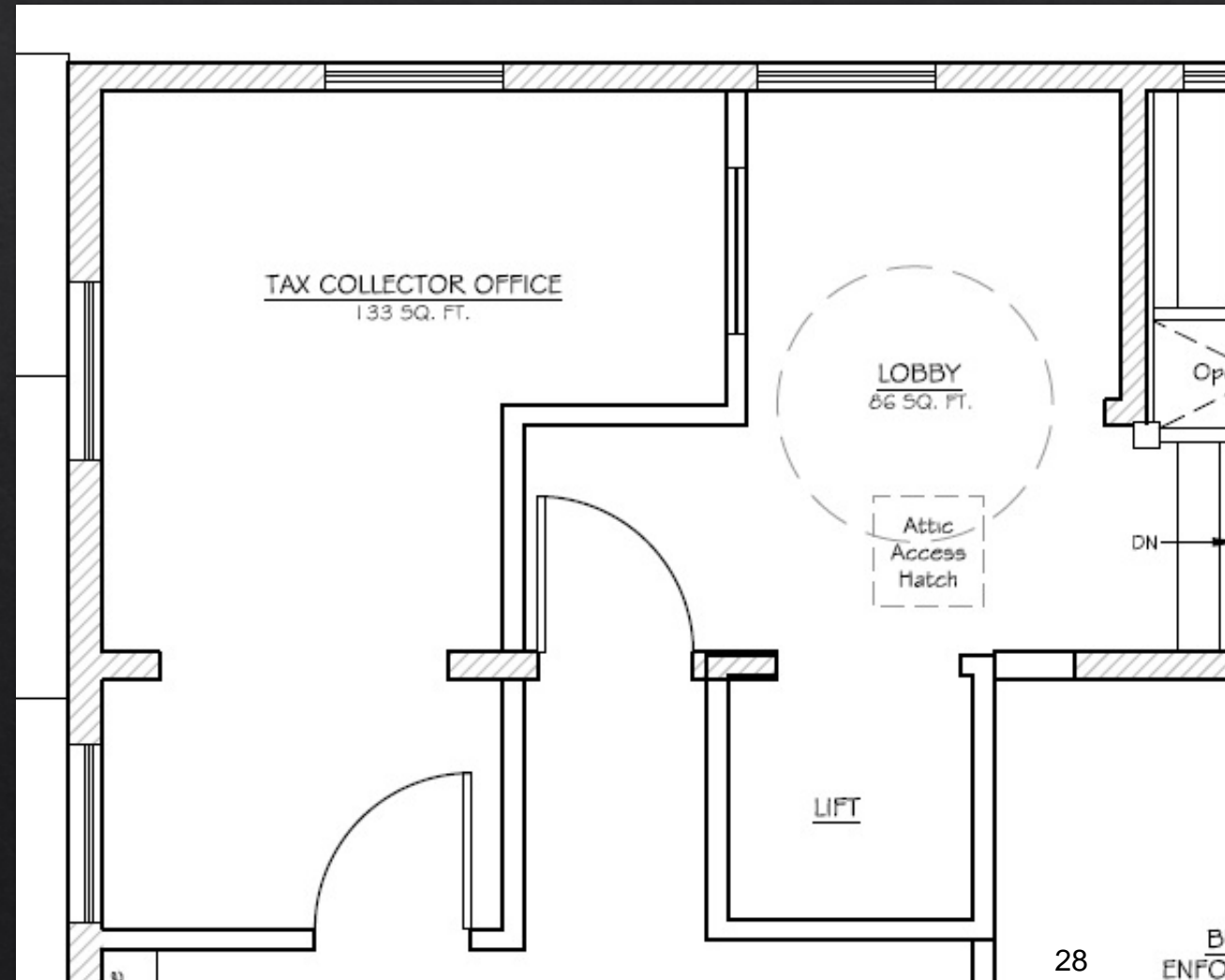
First Floor Offices & Egress

- ◆ 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



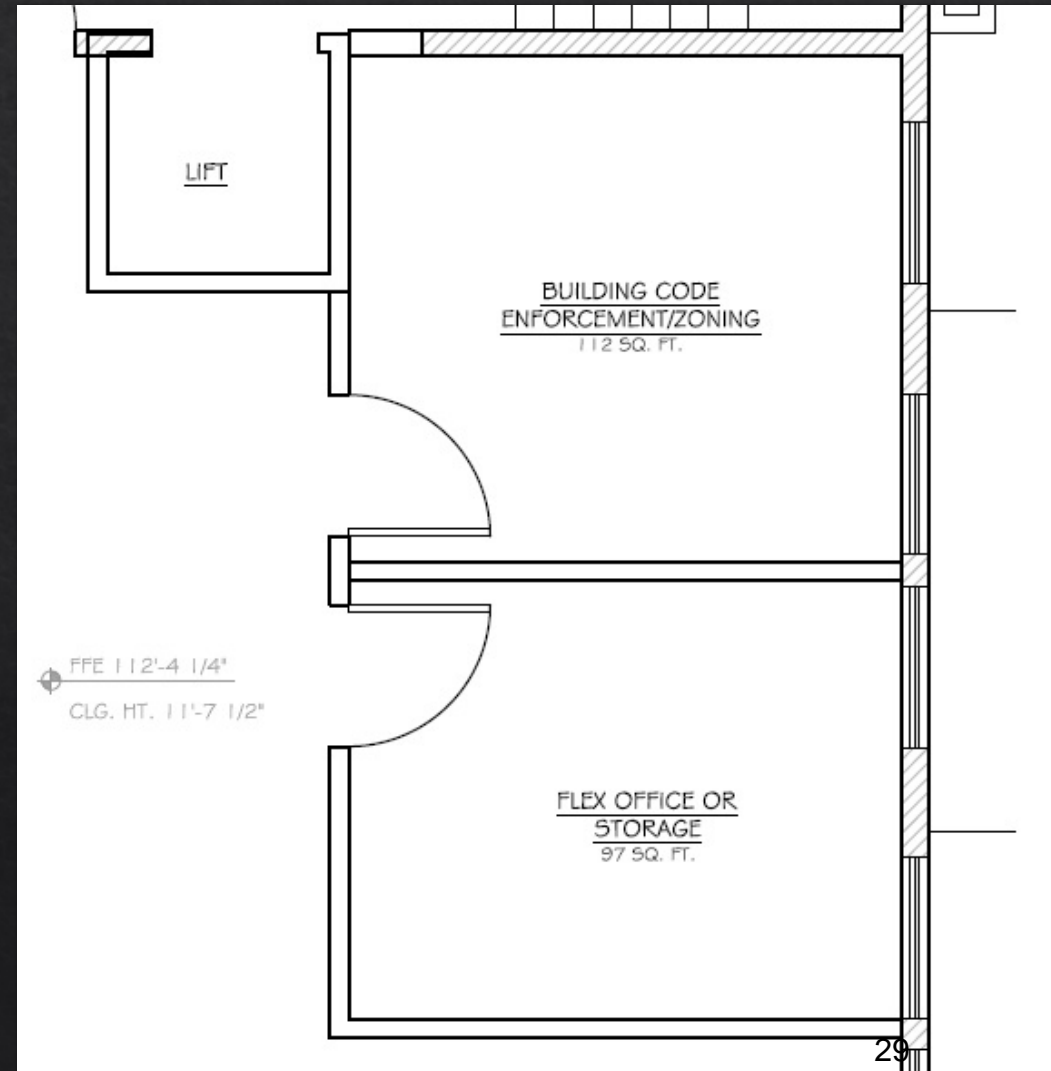
Second Floor Lobby

- ◇ 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



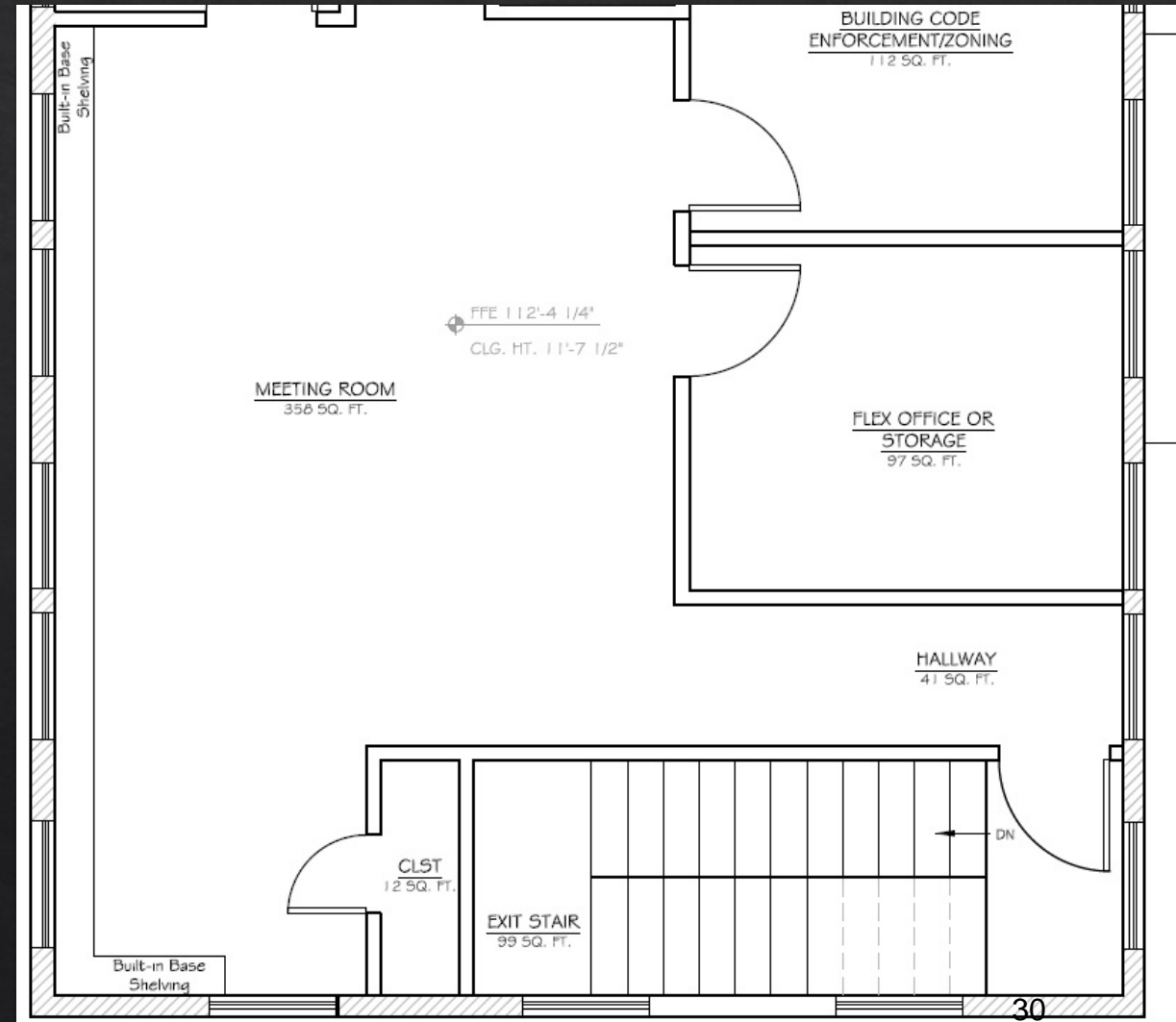
Second Floor Office

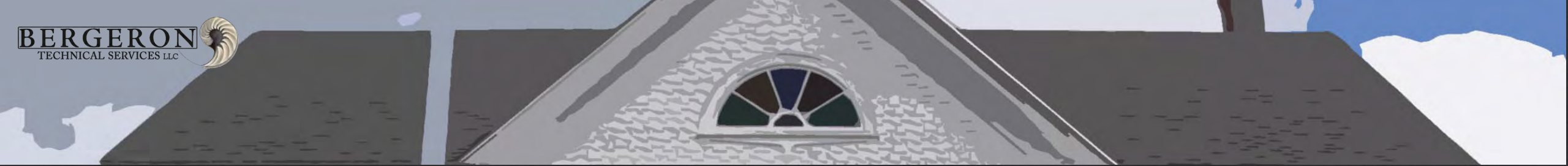
- ◆ Building Code Enforcement and Zoning Office increases in size for record storage
- ◆ A flexible room that can be used for storage and/or additional office space for select board members, staff or other board members



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



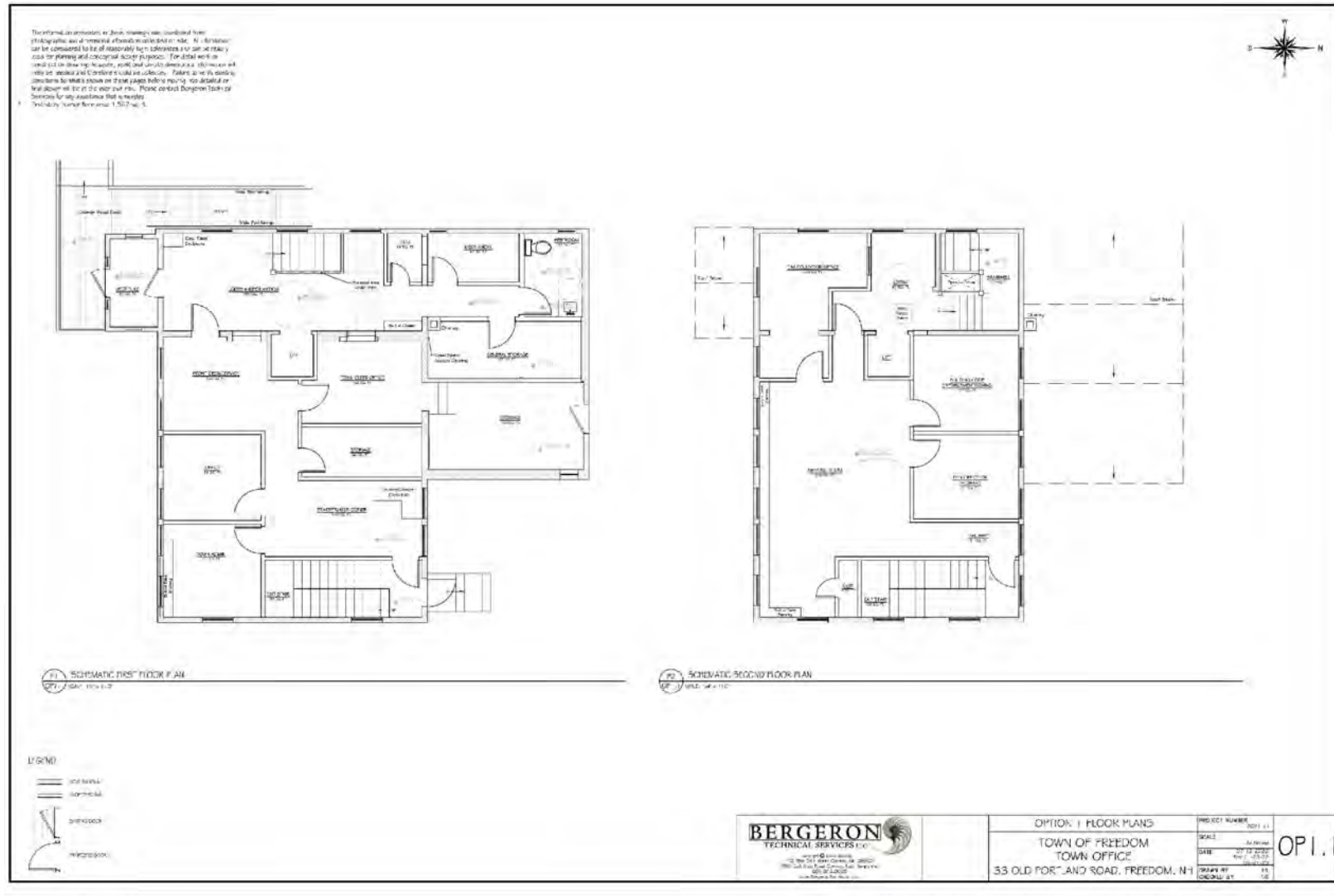


Room:	Design:	
	Existing	Option 1
<u>First Story</u>		
Front Office/Service	201	125
Town Clerk Office	249	103
Town Admin Office	123	101
Additional Office	117	93
Staff Common Area	0	149
Storage	227	330
Lobby/Egress	377	436
Restroom	43	53
Mechanical	57	49
<u>Second Story</u>		
Tax Collector Office	164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

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	<u>\$ 33,774</u>
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.)

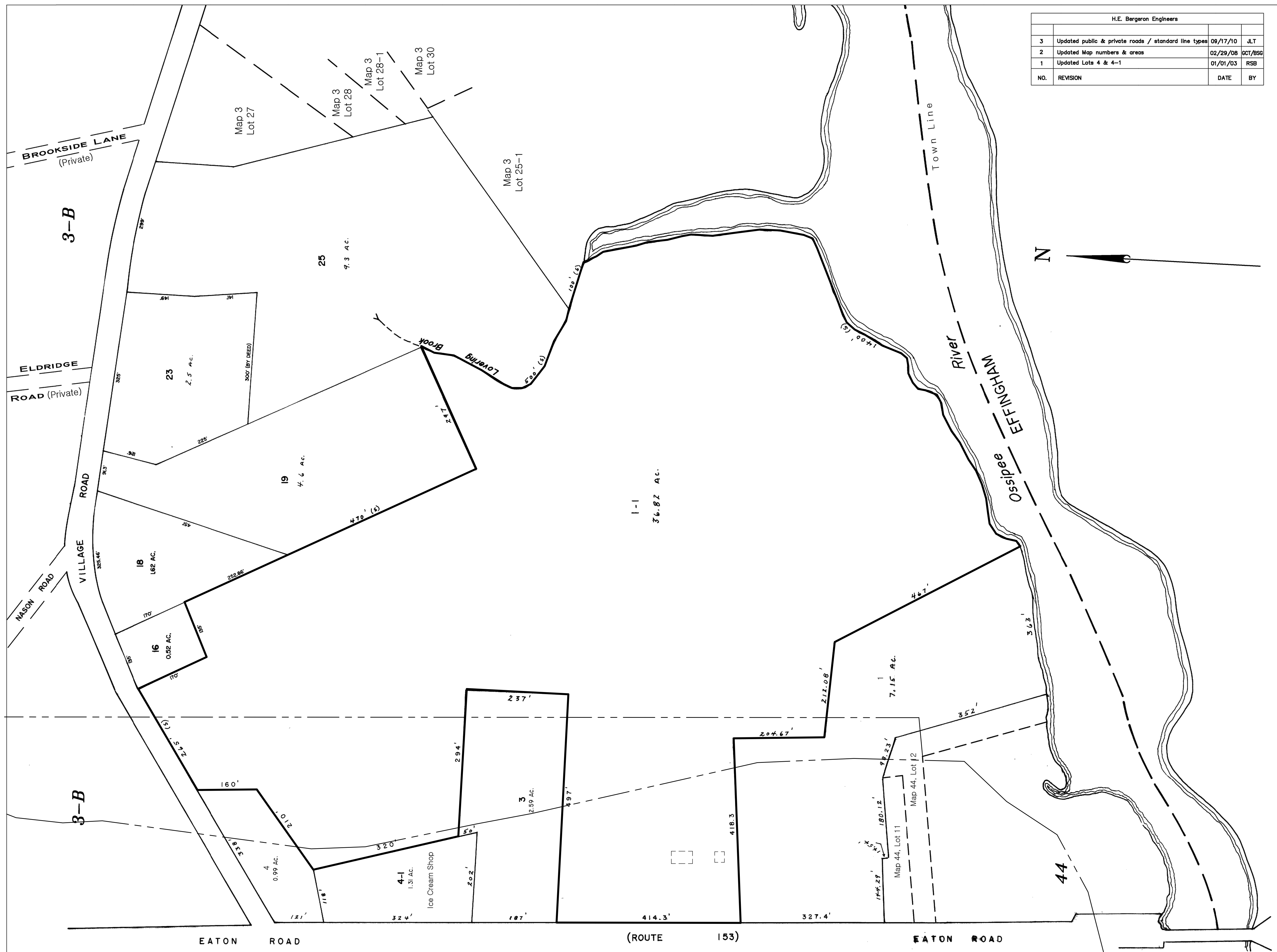


Questions?

NEW TOWN OFFICE BUILDING
50 EATON ROAD
FREEDOM, NEW HAMPSHIRE

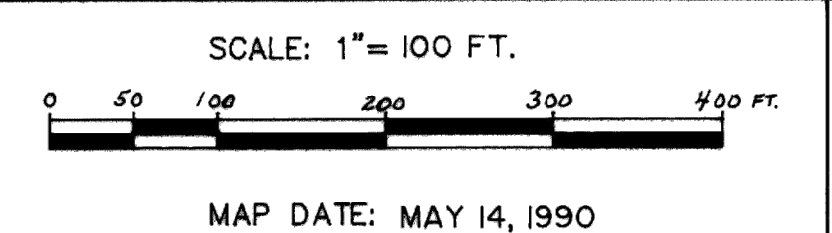
PREPARED BY:

MISIASZEK TURPIN pllc
ARCHITECTURE | PLANNING
LACONIA, NEW HAMPSHIRE



H.E. Bergeron Engineers			
3	Updated public & private roads / standard line types	08/17/10	JLT
2	Updated Map numbers & areas	02/29/08	GCT/BSG
1	Updated Lots 4 & 4-1	01/01/03	RSB
NO.	REVISION	DATE	BY

LEGEND	
9	TAX MAP LOT NUMBERS
⊙	ORIGINAL SUBDIVISION LOT NUMBERS
21	ADJACENT MAPS
	FOR ASSESSMENT PURPOSES NOT TO BE USED FOR CONVEYANCES



REVISED TO APR. 01, 2017
 BY: HEB ENGINEERS, INC.
 P.O. BOX 440, NORTH CONWAY, NH
 03860 (603) 356-6936

PREPARED BY
ROGER S. BURNELL, CONWAY, N.H.

PROPERTY MAP
TOWN OF FREEDOM
 CARROLL COUNTY, NEW HAMPSHIRE

3-D
 MAP NO.

PROPERTY PLAN



VIEW FROM SOUTHWEST



VIEW FROM NORTHWEST

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

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		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
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.

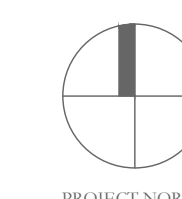
This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

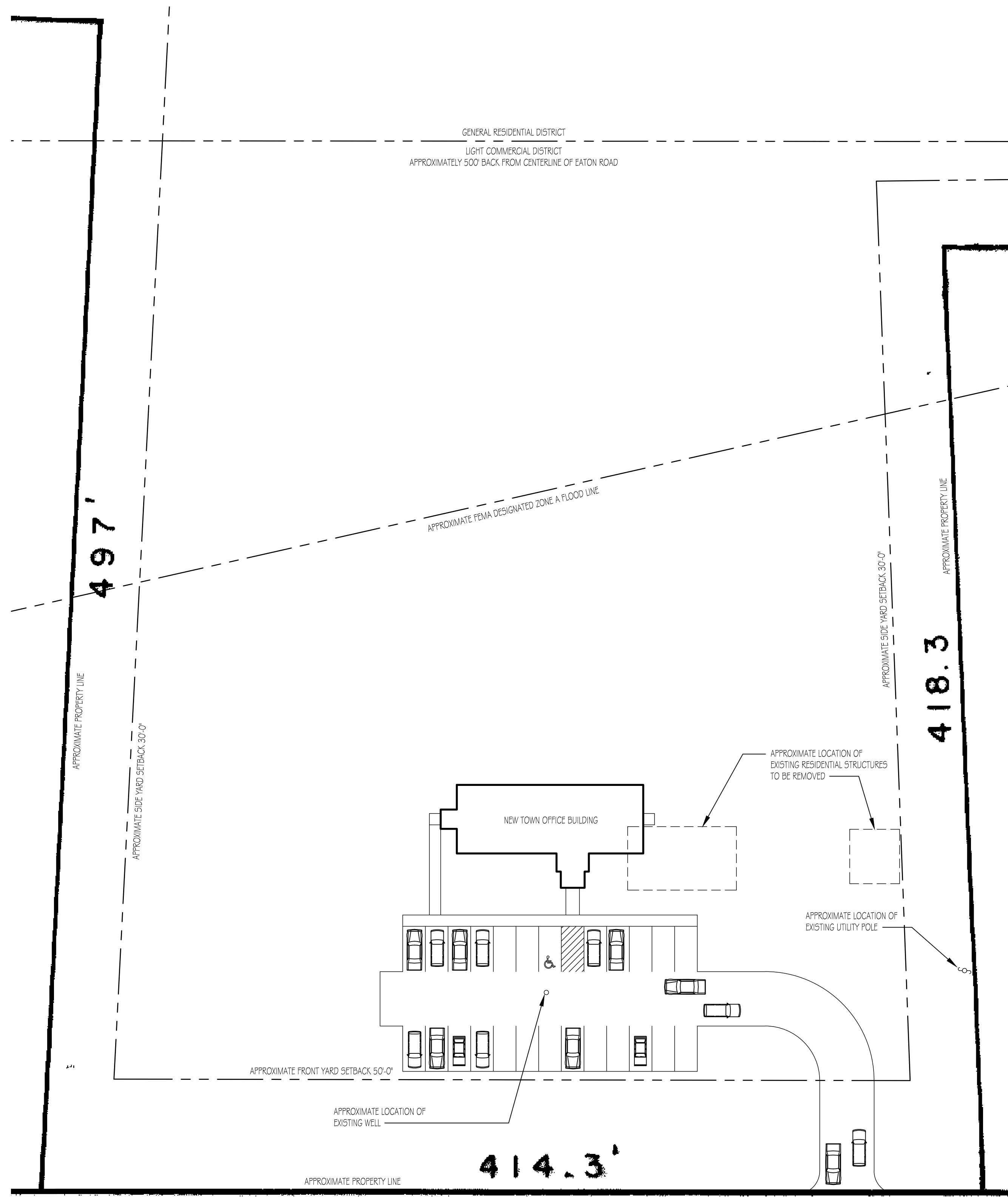
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 6/23/2023 at 2:34 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by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

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11 JANUARY 2024

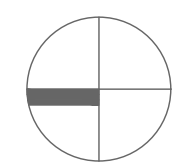




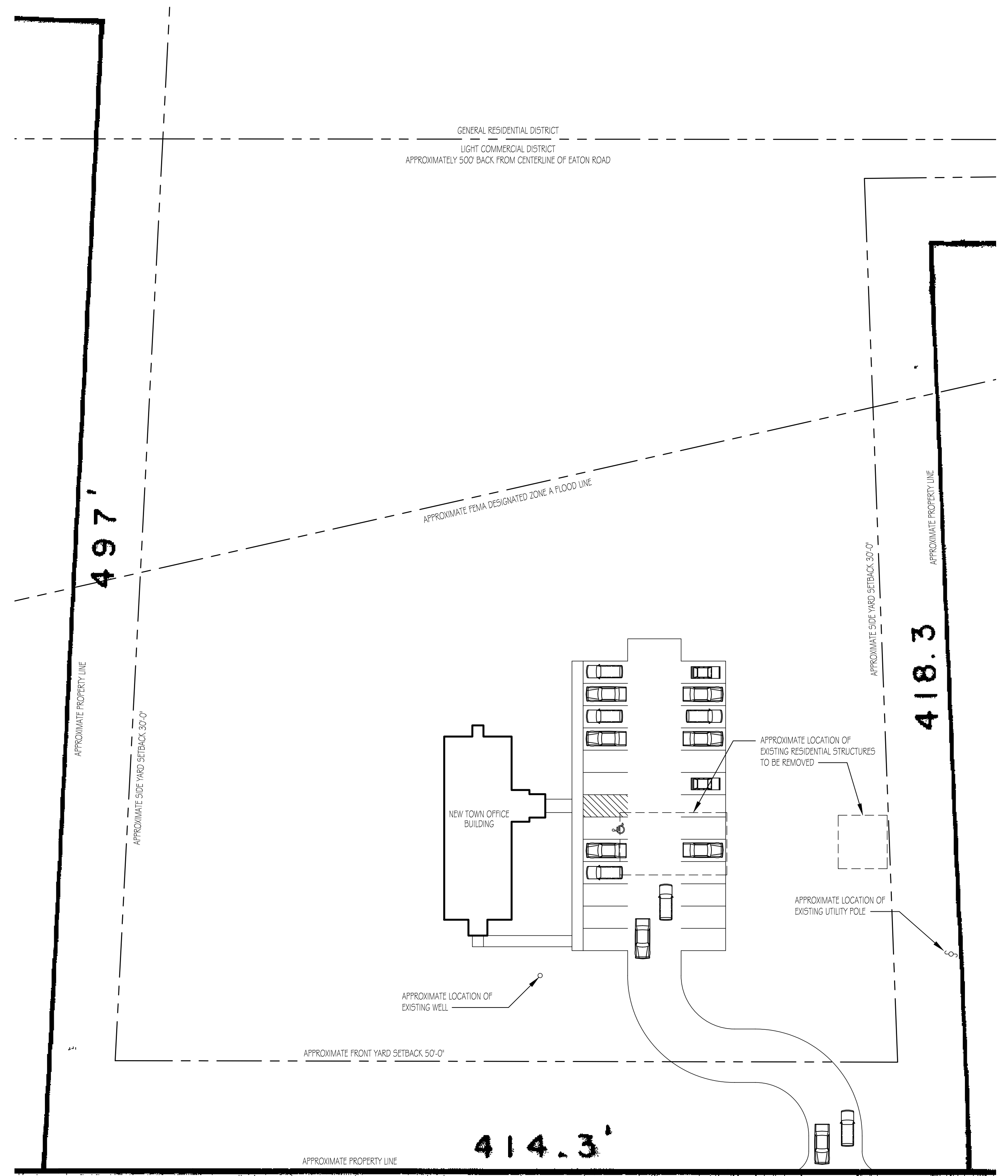
SITE CONCEPT - OPTION 02



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



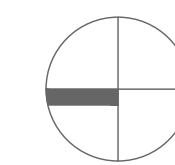
PROJECT NORTH



SITE CONCEPT - OPTION 01



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

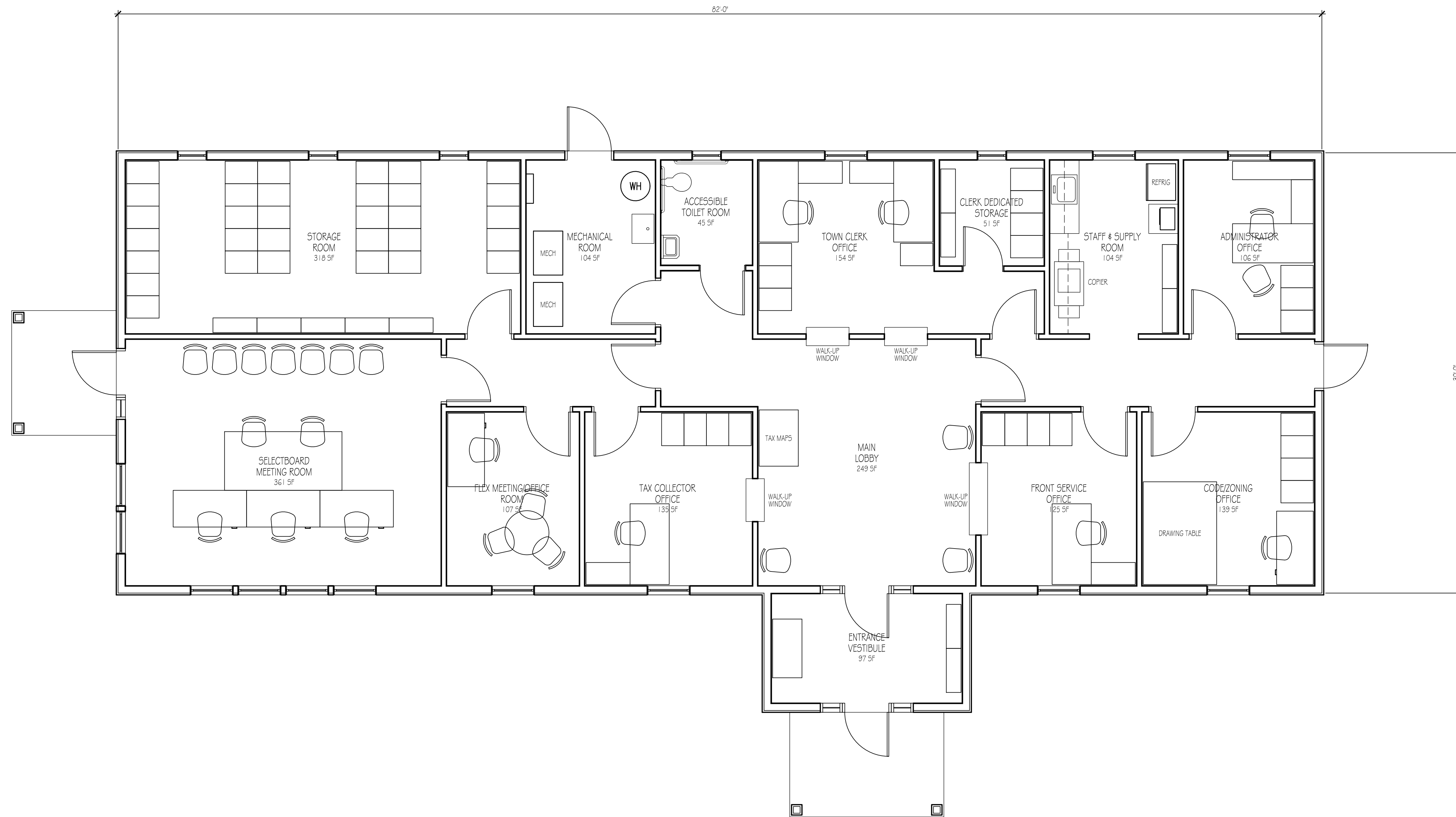


PROJECT NORTH

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

■ **NEW TOWN OFFICES** ■
TOWN OF FREEDOM, NEW HAMPSHIRE

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11 JANUARY 2024



FLOOR PLAN

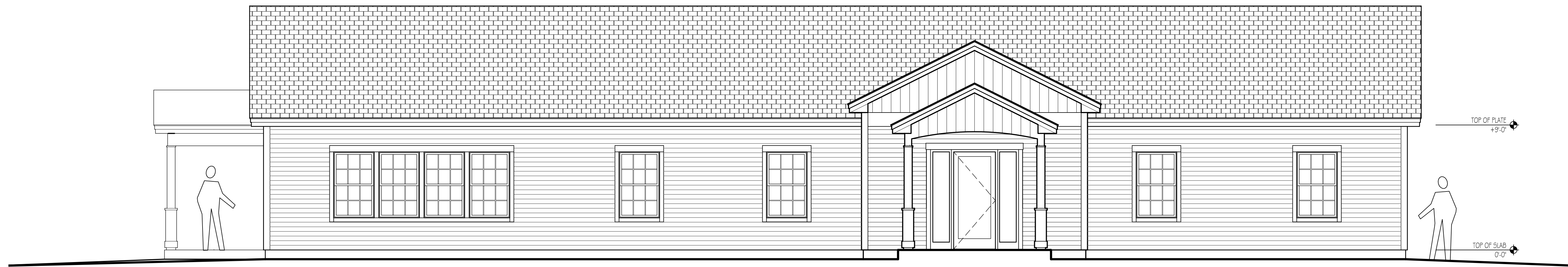


SCALE: 1/4" = 1'-0"

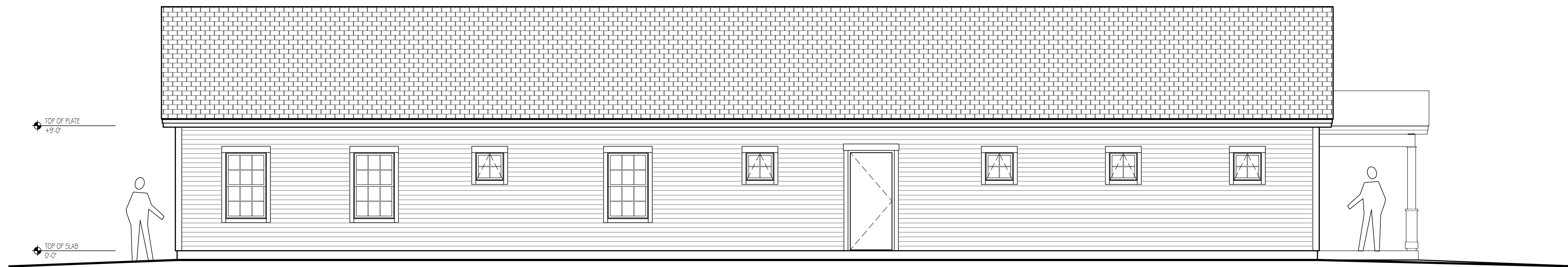
NEW BUILDING FLOOR AREA: 2,572 SQUARE FEET
 COVERED ENTRY PORCHES: 138 SQUARE FEET

■ **NEW TOWN OFFICES** ■
 TOWN OF FREEDOM, NEW HAMPSHIRE

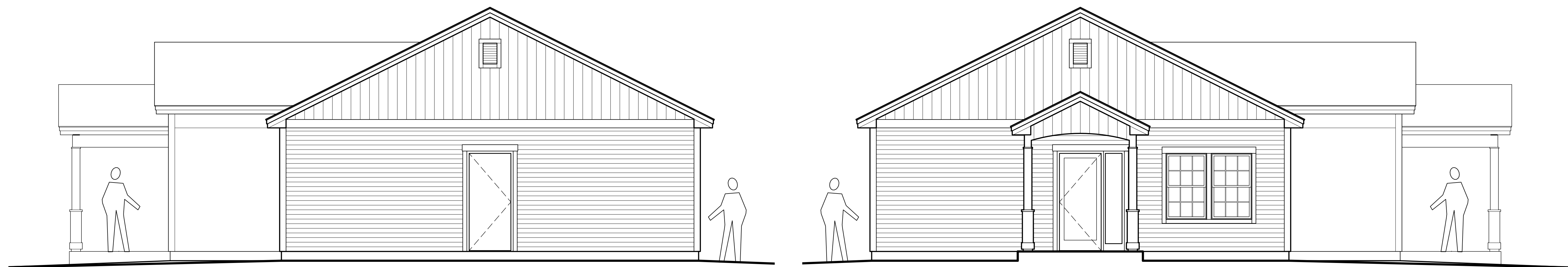
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 11 JANUARY 2024



FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION

SIDE ELEVATION

■ NEW TOWN OFFICES
TOWN OF FREEDOM, NEW HAMPSHIRE

MISIASZEK TURPIN PLLC
11 JANUARY 2024



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

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

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

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.