



St. Albans Town Municipal Facilities Analysis

Final Report
September 27, 2013

Table of Contents

Acknowledgements.....	3
1. General	
Town General Information.....	4
Background and Purpose.....	5
Methodology.....	5
List of Municipal Facilities.....	6
2. Development	
Demographics and Growth Patterns.....	7
Build Out Scenario.....	9
Employment.....	10
3. Existing Municipal Facilities Analysis	
Town Offices.....	12
Town Garage (DPW).....	14
Fire Station.....	16
4. Recommendations + Priorities	
Objectives + Implementation.....	18
Chart of Facility Needs.....	19
5. Appendix	
Town Offices.....	20
Program	
Plan Options	
Cost for Renovation	
Cost to Build New	

Acknowledgements

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Report

This Report was prepared by Scott + Partners, Inc., of Essex Junction, VT.
Demographics + Census information provided by the Northwest Regional
Planning Commission (NRPC).

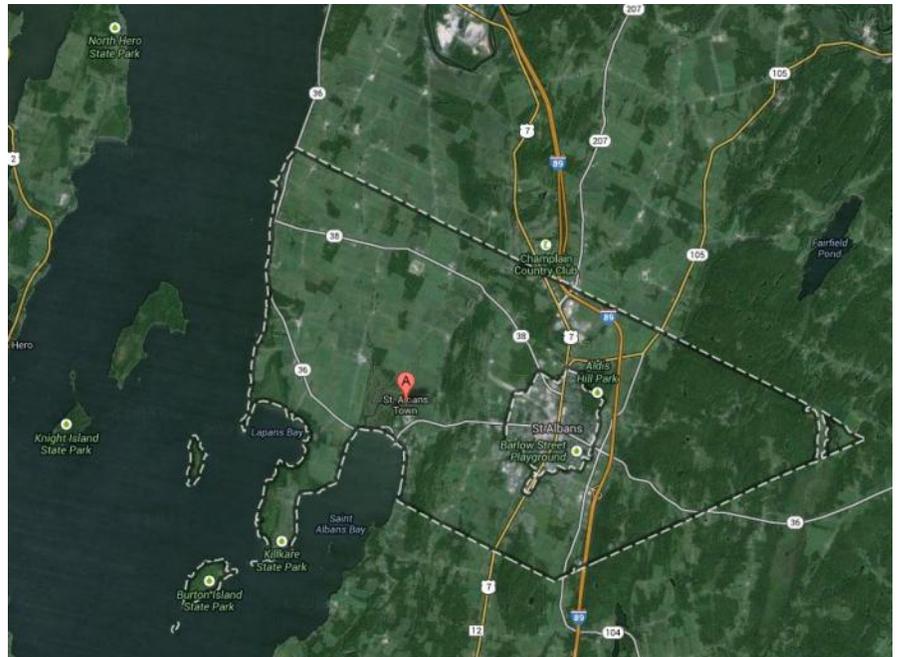
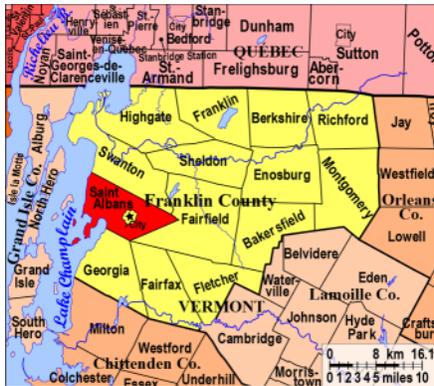


Town General Information (from St. Albans Town Plan, 2012)

The Town of St. Albans, Vermont is located in the northwestern portion of Franklin County on the shores of Lake Champlain. The town completely surrounds the city of St. Albans, which was separated from the town and incorporated in 1902. References to "St. Albans" prior to this date generally refer to the town center, which now belongs to the city.

Vision Statement: "The Town of St. Albans will be a town where there is balance between residential, commercial and industrial development for robust and sustainable economic growth and a town with wholesome neighborhoods, agricultural character and natural culture and historical resources."

- Chartered: August 17, 1763
- Area: 60.6 square miles (37.6 sq. mile land and 23 sq. miles water)
- Population: 5,999 (2010 census) and growing.
- Population Density: 159.5 per square mile



St. Albans Town Municipal Facilities Analysis

Background and Purpose:

In January of 2013, in response to its duties to manage and plan for the adequate care and functioning of municipal facilities, the Town of St. Albans Selectboard retained Scott + Partners, Inc. to review St. Albans Town municipal facilities and provide an assessment of current condition and future needs. This study includes descriptions and analysis of existing Town facilities as well as demographic information and projections relevant to assessing future Town facility needs. This report is authored by Scott + Partners Architecture, but it relies heavily on data and projections produced specifically for this study by the Northwest Regional Planning Commission (NRPC).

Methodology:

Study methodology involved meeting with administration, staff and the Selectboard to confirm study goals and objectives. A list of municipal facilities was prepared by the Town. Direction was given to focus on the existing buildings, their condition and their capacity to support Town functions. The land and parks were acknowledged and visited; their contribution to the study lies in their capacity to support future programming and new facilities.

Site visits were conducted to each municipal building and major open parcel of Town owned land. We also interviewed staff members and department heads. The following findings are broken out by location. Facilities are evaluated for:

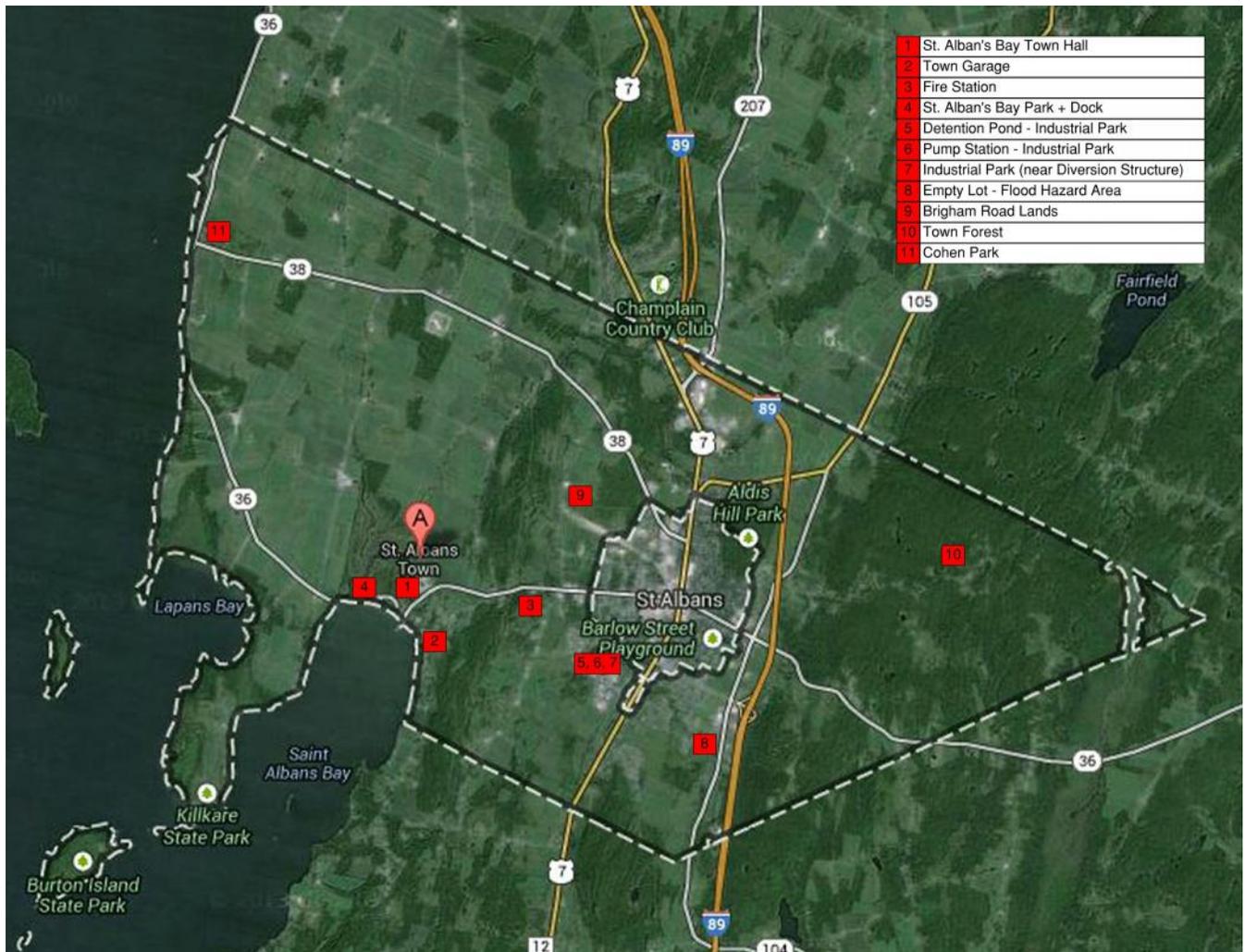
- General physical condition and function.
- Functional assessment; size and operational considerations, growth.
- Required improvements.
- Other considerations.

This study is intended to provide guidance to the Town with regard to the key functional staff areas. Therefore, the analysis will focus on:

- The Town Hall
- The Town Fire Station
- The Public Works Garage.

The study includes a detailed review of these facilities and presents findings about their functional capacity, location of municipal facilities with regard to population demand, and future needs.





List of Municipal Facilities:

The following municipal facilities were identified during the study. See map on next page.

- Town Offices (0.3 Acres)
- Town Garage / DPW (2.5 Acres)
- St. Albans Bay Park and Dock
- Town Fire Station (1 Acre)
- Cohen Park
- Brigham Road Lot
- Town Forest
- Detention Pond – Industrial Park
- Pump Station – Industrial Park
- Industrial Park – near diversion structure
- Empty Lot – Flood Hazard Area

Demographics:

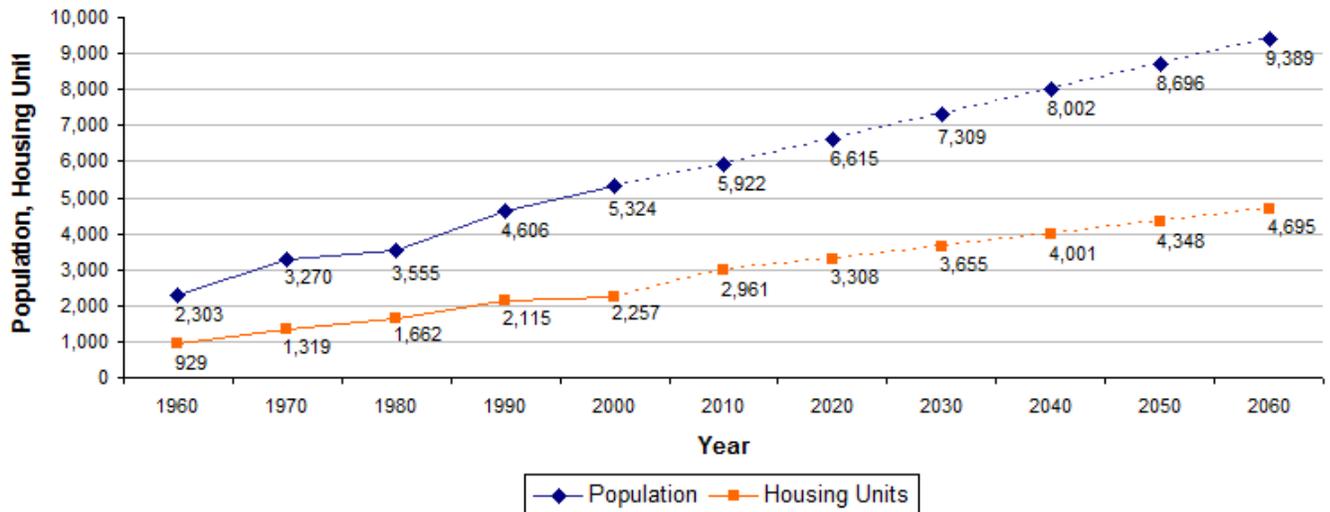
St. Albans Town is a growing, generally rural lakeside community with several definable concentrations of development dispersed within a wide geographical area.

Census Data:

St. Albans Town has a population of 5,999 (Census 2010). This represented a 12.6% increase from the previous 10 years. The MISER population projections estimate the Town of St. Albans to have a population of 6,315 by 2020 Using a linear method, population in St. Albans Town was projected to grow to 7,309 in 2030 and to 9,389 by 2060.

There are 2,792 housing units in the Town of St. Albans (Census 2010). Of these units, 1,824 were owner-occupied and 453 were renter-occupied year-round housing. A minority of the housing units, 515, were classified as vacant by the U.S. Census, but 422 of the vacancies were classified as such because of seasonal use. Based on population projections from the build-out analysis St. Albans Town will need an additional 1,398 housing units by 2030 and 2,438 additional housing units by 2060.

Saint Albans Town Population, Housing Units



Growth Patterns:

From data collected from historical records and projected forward using advanced demographic modeling, we can see three development concentrations dividing the Town roughly into thirds:

1. The Lake Street area and waterfront (the “Bay”)
2. The RT.. 7/104 corridor (“Central Corridor”)
3. The easterly hill area overlooking Rt. 104 (“Hill”)



Historical and current growth patterns have been analyzed. The Bay area contains the historic center of growth and community life and still functions as a hub of civic activity due to the presence of the Town Offices, Bay Park and Dock, and the DPW garage.

Currently, fueled by commuting patterns, strong commercial and housing development, the Central Corridor area is growing quickly. In the NRPC Build out Analysis, this sector is expected to grow rapidly.

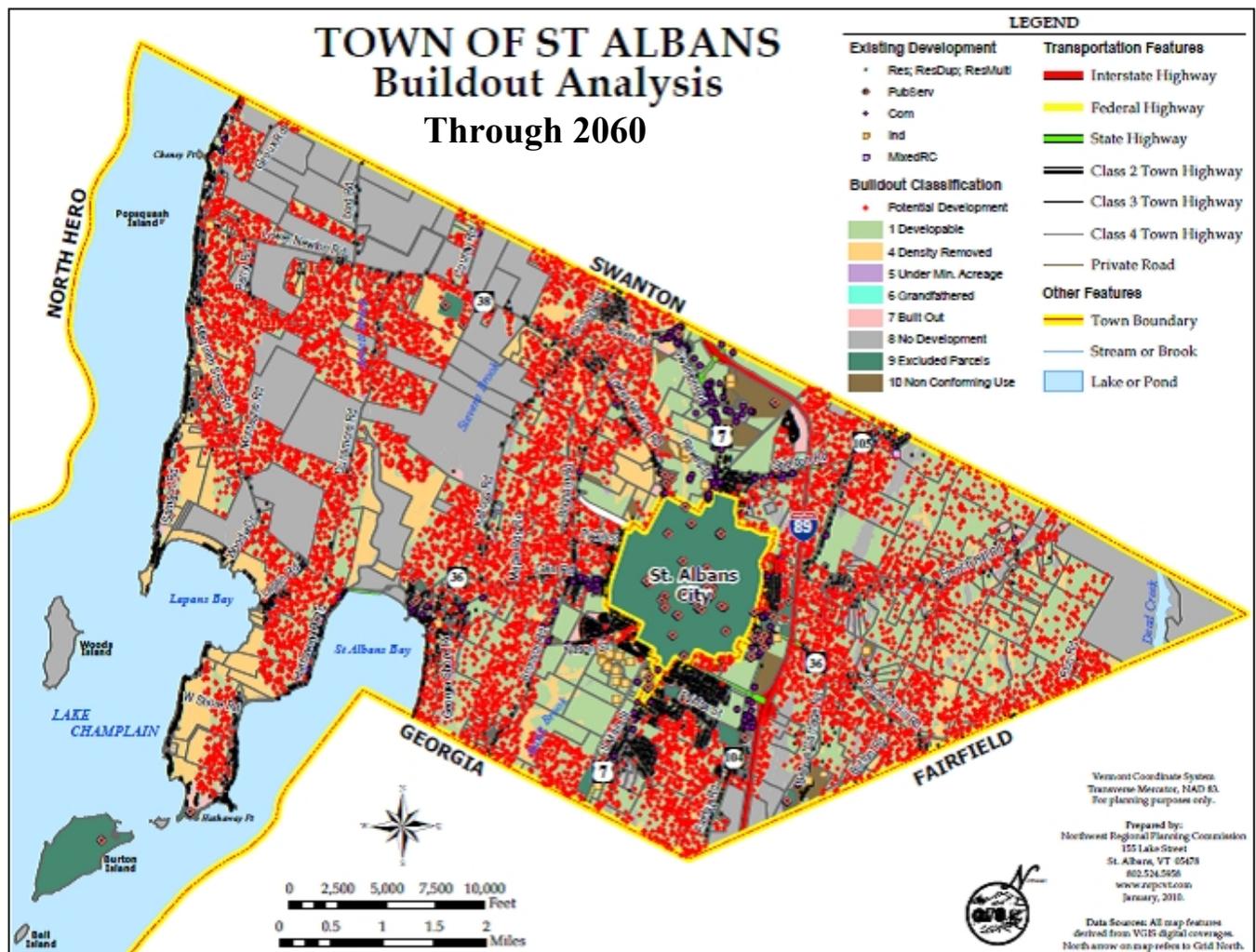
While growth is common across the Town, the varying growth in the different zones may be a revealing factor when deciding upon the best location for municipal services. It can be helpful to see where the largest pockets of growth will occur when determining where future infrastructure should be placed.



Build Out Scenario:

Based on population projections from a build-out analysis (assuming an average household size of 2.0), St. Albans Town will need 1,398 more housing units by 2030 and an additional 1,040 by 2060. Using the existing zoning, which has a minimum lot sizes ranging between 0.17-3 acres, nearly 70% of the new housing units were allocated to the Rural Zone (1,687 units) and almost 19% were placed in the Residential Zone (456 units).

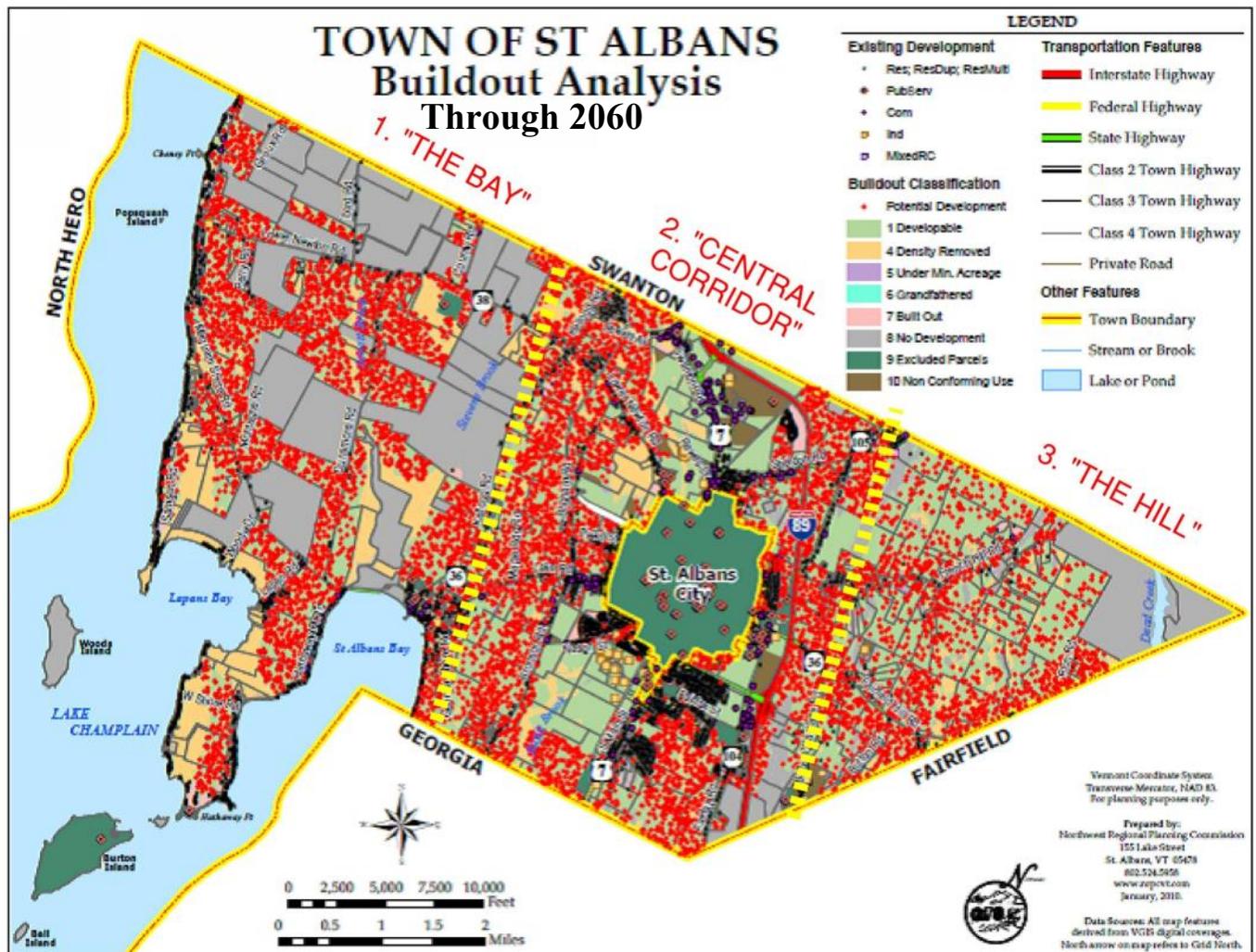
Zoning District (Current Minimum Lot Size)	Adjusted Minimum Lot Size	Total Projected Housing Units 2000-2060	% of Total	Projected Housing Units 2000-2030	Projected Housing Units 2031-2060
Commercial (0.92 acres or 0.70 acres in the Growth Center)	-	0	0.00%	0	0
Commercial/Light Industrial ((0.92 acres or 0.70 acres in the Growth Center)	-	0	0.00%	0	0
Commercial/Residential (0.46 acres or 0.23 acres with sewer & water or in the Growth Center or 0.17 acres with sewer & water in the Growth Center)	-	93	3.81%	76	17
Conservation (3 acres)	-	166	6.81%	102	64
Heavy Industrial (1.84 acres)	-	0	0.00%	0	0
Lakeshore (0.92 acres)	-	36	1.48%	21	15
Residential (0.46 acres or 0.23 acres with sewer & water or in the Growth Center or 0.17 acres with sewer & water in the Growth Center)	-	456	18.70%	227	229
Rural (0.92 acres or 0.23 acres with sewer & water)	-	1687	69.20%	972	715



Demographics:

However, the new development may not occur at an equal pace across the town zones that we have established. It is more likely that pressure from commuters using the Central Corridor vehicular routes and commercial - industrial development will increase the pace of development in the Central section while the more rural Bay and Hill sections will develop more slowly. Consider the development trends from 1999 though 2013 as researched by the NRPC. Of the 734 sites developed in that time period, 84.3% were in the Central Corridor compared to 12.3% in the Bay section and 3.4% in the Hill section.

This suggests that there will be a stronger demand for municipal services and amenities in the Central Corridor in the near future as currently, this area of Town is under served. Most of the existing parks and services are in the Bay or Hill sections.



SAINT ALBANS TOWN SITE DATA 1999-2013												
Year	Residential Site	# Residential Site Increase	Public Site	# Public Site Increase	Commercial Site	# Commercial Site Increase	Industrial Site	# Industrial Site Increase	Miscellaneous Site	# Miscellaneous Site Increase	Total Sites	# Total Sites Increase
1999	2,196		19		136		20		86		2,457	
2000	2,230	34	21	2	141	5	21	1	91	5	2,504	47
2001	2,277	47	23	2	142	1	24	3	85	-6	2,551	47
2002	2,275	-2	23	0	143	1	24	0	85	0	2,550	-1
2003	2,280	5	23	0	143	0	24	0	85	0	2,555	5
2004	2,314	34	24	1	152	9	24	0	81	-4	2,595	40
2005	2,383	69	27	3	160	8	24	0	80	-1	2,674	79
2006	2,436	53	27	0	161	1	24	0	80	0	2,728	54
2007	2,554	118	32	5	171	10	24	0	81	1	2,862	134
2008	2,613	59	31	-1	189	18	24	0	73	-8	2,930	68
2009	2,690	77	35	4	197	8	24	0	69	-4	3,015	85
2010	2,732	42	36	1	219	22	24	0	70	1	3,081	66
2011	2,781	49	35	-1	219	0	24	0	69	-1	3,128	47
2012	2,783	2	35	0	220	1	24	0	69	0	3,131	3
2013	2,830	47	36	1	234	14	24	0	67	-2	3,191	60

 $\Delta = 734$

BAY CORRIDOR SITE DATA 1999-2013												
Year	Residential Site	# Residential Site Increase	Public Site	# Public Site Increase	Commercial Site	# Commercial Site Increase	Industrial Site	# Industrial Site Increase	Miscellaneous Site	# Miscellaneous Site Increase	Total Sites	# Total Sites Increase
1999	875		8		19		1		23		926	
2000	881	6	8	0	19	0	1	0	23	0	932	6
2001	890	9	8	0	19	0	1	0	23	0	941	9
2002	889	-1	8	0	19	0	1	0	23	0	940	-1
2003	890	1	8	0	19	0	1	0	23	0	941	1
2004	893	3	8	0	19	0	1	0	22	-1	943	2
2005	916	23	9	1	19	0	1	0	22	0	967	24
2006	919	3	9	0	19	0	1	0	22	0	970	3
2007	920	1	9	0	20	1	1	0	23	1	973	3
2008	925	5	9	0	20	0	1	0	23	0	978	5
2009	931	6	12	3	20	0	1	0	21	-2	985	7
2010	940	9	13	1	21	1	1	0	20	-1	995	10
2011	954	14	13	0	21	0	1	0	20	0	1,009	14
2012	956	2	13	0	21	0	1	0	20	0	1,011	2
2013	960	4	14	1	21	0	1	0	20	0	1,016	5

 $\Delta = 90 = 12.3\%$

CENTRAL CORRIDOR SITE DATA 1999-2013												
Year	Residential Site	# Residential Site Increase	Public Site	# Public Site Increase	Commercial Site	# Commercial Site Increase	Industrial Site	# Industrial Site Increase	Miscellaneous Site	# Miscellaneous Site Increase	Total Sites	# Total Sites Increase
1999	1,238		11		117		18		62		1,446	
2000	1,271	33	13	2	122	5	19	1	67	5	1,492	46
2001	1,297	26	15	2	123	1	22	3	61	-6	1,518	26
2002	1,296	-1	15	0	124	1	22	0	61	0	1,518	0
2003	1,299	3	15	0	124	0	22	0	61	0	1,521	3
2004	1,327	28	16	1	133	9	22	0	58	-3	1,556	35
2005	1,373	46	18	2	141	8	22	0	57	-1	1,611	55
2006	1,423	50	18	0	142	1	22	0	57	0	1,662	51
2007	1,538	115	23	5	149	7	22	0	57	0	1,789	127
2008	1,594	56	23	0	167	18	22	0	49	-8	1,855	66
2009	1,658	64	23	0	175	8	22	0	47	-2	1,925	70
2010	1,689	31	23	0	196	21	22	0	49	2	1,979	54
2011	1,724	35	22	-1	196	0	22	0	48	-1	2,012	33
2012	1,724	0	22	0	197	1	22	0	48	0	2,013	1
2013	1,764	40	22	0	211	14	22	0	46	-2	2,065	52

$\Delta = 619 = 84.3\%$

EAST CORRIDOR SITE DATA 1999-2013												
Year	Residential Site	# Residential Site Increase	Public Site	# Public Site Increase	Commercial Site	# Commercial Site Increase	Industrial Site	# Industrial Site Increase	Miscellaneous Site	# Miscellaneous Site Increase	Total Sites	# Total Sites Increase
1999	83		0		0		1		1		85	
2000	88	5	0	0	0	0	1	0	1	0	90	5
2001	90	2	0	0	0	0	1	0	1	0	92	2
2002	90	0	0	0	0	0	1	0	1	0	92	0
2003	91	1	0	0	0	0	1	0	1	0	93	1
2004	94	3	0	0	0	0	1	0	1	0	96	3
2005	94	0	0	0	0	0	1	0	1	0	96	0
2006	94	0	0	0	0	0	1	0	1	0	96	0
2007	96	2	0	0	2	2	1	0	1	0	100	4
2008	96	0	0	0	2	0	1	0	1	0	100	0
2009	101	5	0	0	2	0	1	0	1	0	105	5
2010	103	2	0	0	2	0	1	0	1	0	107	2
2011	103	0	0	0	2	0	1	0	1	0	107	0
2012	103	0	0	0	2	0	1	0	1	0	107	0
2013	106	3	0	0	2	0	1	0	1	0	110	3

$\Delta = 25 = 3.4\%$

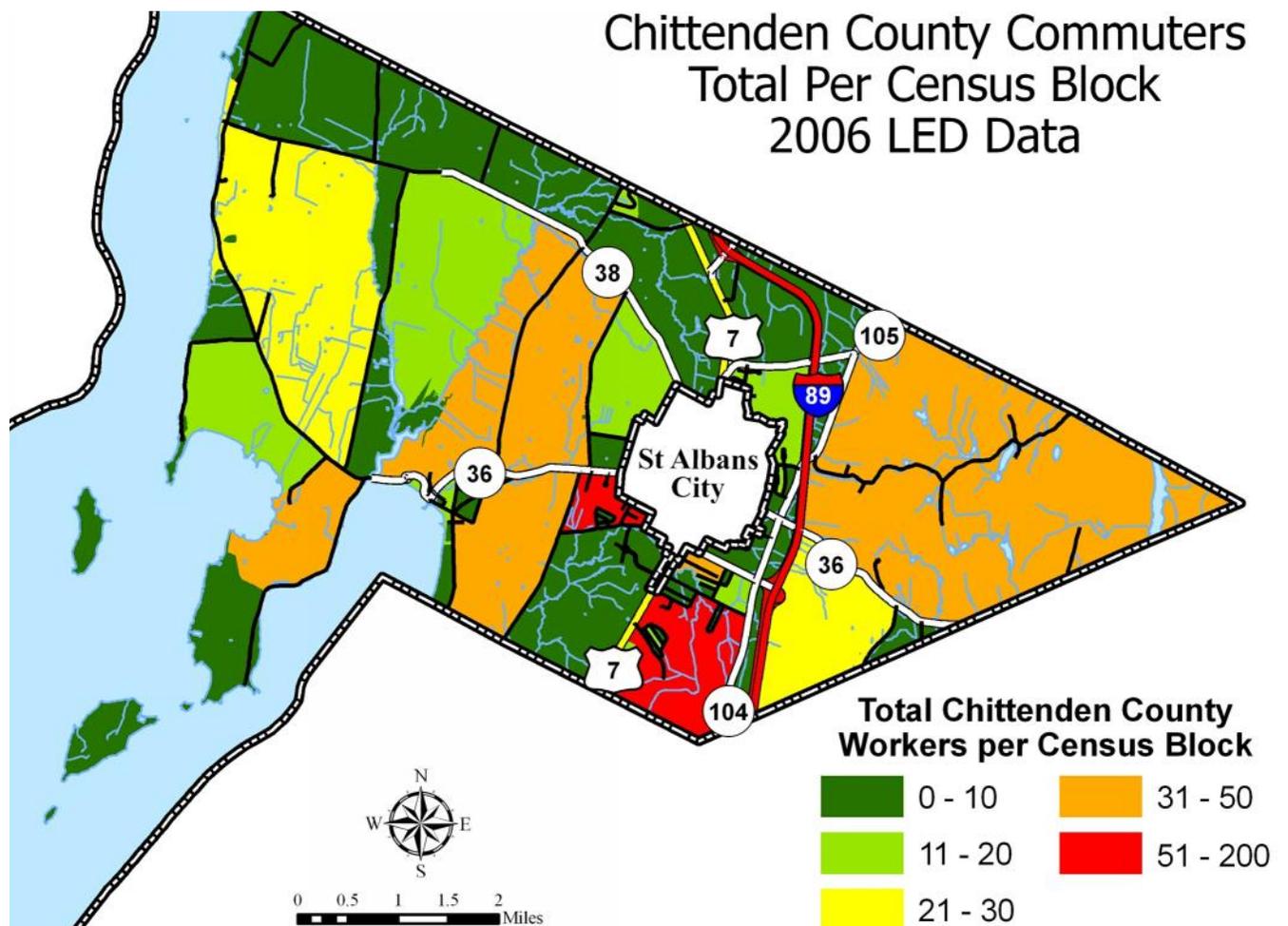
Employment:

The American Community Survey 2007-2011 five year estimates indicate that 37.4% of the workforce was employed in the management, professional and related occupations. This was followed by sales, then production, transportation and material moving occupations. Only .7% of the workforce in St. Albans Town is employed in the agriculture, forestry or fishing industries. Local Employment Dynamics (LED) data indicates that 2,632 residents from both the City and the Town worked in Chittenden County in 2006 which is 41.3% of those surveyed. The number of people commuting to Chittenden County is anticipated to increase.

Future Commuters:

According to the 2006 LED data, St. Albans Town had 2,632 workers commuting to Chittenden County. The average commuters per residence within each census block ranged from 0 to 3.5 Chittenden County workers. The average town-wide was 0.42 Chittenden County workers per residence. The most Chittenden County commuters were located in the southern part of town between US 7 and VT 104. There also was a concentration of commuters along VT 36 to the west of the boundary with the city.

Based on the population and housing projections, it is estimated that there will be a total of 1,521 Chittenden County commuters in the Town by 2030 and 1,953 total commuters by 2060. This assumes that the current average of 0.42 Chittenden County workers per residence will continue. The analysis also assumes the current ratio of commuters to residences will also remain constant. The scenario in the build-out analysis, projected that commuter growth would be dispersed throughout town.



Existing Municipal Buildings

Town Offices: 579 Lake Road, St. Albans - “The Bay”

Parcel Size: .3 Acres

Building Footprint: 2890 Sq. Ft.

Parking Spaces: 14

1. General Condition:

- Former school building- two stories plus basement. It is in good condition, and is an historic resource in the community.
 - Exterior requires repointing; painted trim needs repainting, windows generally have storms but could be improved; fire escape is a concern- appears rusty and attachment hardware should be inspected/tested immediately for strength.
 - Interior: there are a variety of finishes – generally in good condition. Some updating and reconditioning is warranted; paneling (recently added) has been painted on the lower level.
- Marginally accessible first floor. Non-accessible second floor and basement.
- Basement is not in use. It is a decent space but would need extensive work to be habitable.
- Vault on first floor is at capacity, even with high density shelving unit.
- Vault in basement is used for storage (not as a vault).
- Second floor is generally one open office with several perimeter offices. Space is nice but openness is an issue for acoustic privacy. Multiple conversations at once can be distracting. Heating system is single zone. No ventilation system (except windows). Drop ceiling is heavily insulated. The former high vaulted ceiling above the drop ceiling is not visible or accessible.



2. Functional Assessment:

- Required functional space: A functional program was created in 2006 as part of the last facility review. We re-interviewed the Town Manager and other department staff, took existing space and equipment measurements and created an updated Program of Spaces (see Appendix). We included space for anticipated growth within each department housed at the Town Offices, future vault capacity, public use, storage and circulation. We developed three schemes with different vault locations for consideration by the Town. Each scheme includes all stated program elements with enough growth space to accommodate the existing staff plus 1 to 2 temporary or future work spaces. The schemes have certain “pros and cons” based on the vault-clerks office location. All schemes show an minor addition in the back NE corner for an elevator, exit stair and bathrooms. Costs are generally about equal, however the scheme with the vault in the basement will end up being the least expensive because of vault construction requirements. For the purposes of the study, it is enough to know that the program with future expansion space will fit in this existing, historic Town Office building.

- Differences from previous studies: The previous 2006 report suggested restoring the original large open space on the 2nd floor as public meeting room and then building additional office space to house all the required program space. (See Wiemann-Lamphere report for detail on existing conditions, vaulted 2nd floor ceiling, and proposed accessibility modifications.) This plan was preferred by the Selectboard at the time over several options. Functionally, we don't believe the 280 occupant meeting space would be utilized often enough to support this scheme. In our opinion, it would be nice to see that room opened up again, but the proposed costs for the renovations and necessary addition (estimated at \$1.8 million in 2006) seem excessive. Staff confirmed that the first floor meeting room was adequate for most functions/meetings except for the very largest "special events". These events can be easily and more effectively hosted off-site at a location that already has a larger capacity. See full Program + Square Footage Calculations in the Appendix.

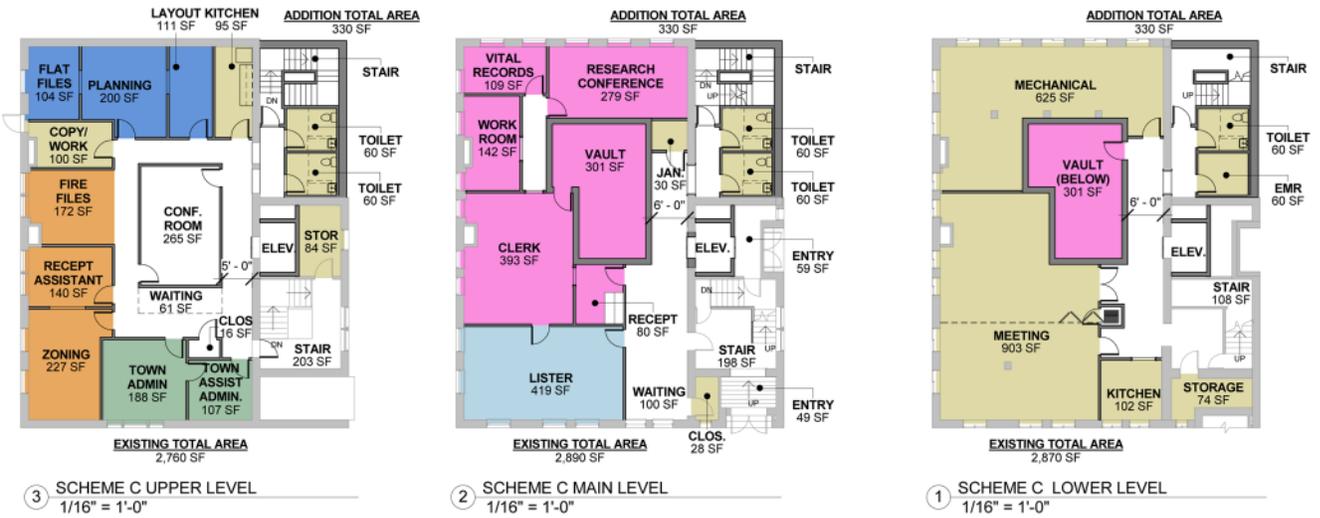
3. Required improvements:

- Physical fabric: stabilize and maintain exterior and interior materials, replace worn finishes as needed. Materials and quality should reflect original construction but be visually distinct.
- Health and Safety: Egress, stairs, windows, heating/ventilating systems should be upgraded to meet today's code requirements. The fire escape should be replaced. A second interior stair would be the best/safest solution.
- Accessibility: this public facility is required to be fully accessible. At a minimum, an elevator will be needed and more rest-room improvements. Parking, entries and interior accessible routes, and all services shall be accessible.
- Functional program: The current and projected Town Hall office functions and related staffing was reviewed with the Town Manager and is available for reference in Appendix 'A'. By utilizing the basement and both above grade floor levels, it appears that there is adequate space available in the building to support the current and future stated functional program. A minor addition is recommended to house the necessary elevator for accessibility and second stair (to replace the fire escape).



4. Other considerations:

- Site: the site is very tight now and parking appears to be an issue for large events.
- The septic system is currently an above grade “sand-box” system prominently situated to the rear of the building. While the system is not ideal, it is replaceable. It will not be affected by the additions proposed above.
- There is not much land left for any future expansion or additional parking.
- Location: As the population and activity density shifts away from the bay and toward the Central Route 7 corridor, the Town should review its long-term planning with regard to significant property investment in the Bay.
- If additional adjacent land could be obtained, it would be beneficial.



- Department Legend
- General Use Area
 - Lister Area
 - Planning Area
 - Town Administrator
 - Town Clerks Area
 - Zoning Area

St Albans Town Hall Reno PROS and CONS	
SCHEME C	
PROS	CONS
Clerk and Lister share reception at First Floor	Clerk's Office layout is driven by Vault location
Clerk and Lister functions are centralized	Vault location is medium in cost and practicality
Mid-sized Lobby at First Floor	Meeting Space at Lower Level
Mid-sized Lobby at Lower Level	Meeting Space is smaller than requested

St Albans Town Hall Reno Square Footage Calculations			
FLR.	EXISTING	ADDITION	TOTAL
LL	2,870 sf.	330 sf.	3,200 sf.
ML	2,890 sf.	330 sf.	3,220 sf.
UL	2,760 sf.	330 sf.	3,090 sf.

Note: See Appendix for other Town Hall Floor Plan Schemes

Town Garage (DPW): 300 Georgia Shore Road - "The Bay"

Parcel Size: 2.5 Acres

1. General Condition:

- Located on the banks of Lake Champlain just to the south of the Town docks on a site formerly occupied by oil tanks. The tanks were removed some time ago. There is some suspicion that the site may contain some level of petroleum based contamination, but little documentation exists.
- DPW site consists of a handful of structures and laydown areas for equipment and uncovered vehicles.
 - i. New DPW garage (1987) metal building, heated, 4 bay, vehicle lifts. Concrete slab. Good condition.
 - ii. Old DPW garage, also 4 bay: 2 for smaller vehicles, equipment; 2 being used for salt. Concrete slabs are in poor condition. Over head doors and partitions are in poor condition.
 - iii. Salt/Sand shed (1994) with expansion: good condition, good capacity.
 - iv. Office: low, one story structure, shed roof, 1 bay. Wood board and batton exterior.
 - v. Laydown area in back and by water.
 - vi. Various double axle (large) and single axle (F350-550) trucks, back hoes, excavator, trailers, plow equipment.

2. Functional Assessment:

- Generally, the facility is adequate and within operational capacities. However, there are several major concerns including location and environmental controls.
- There is capacity for most but not all vehicles to be stored/parked inside. Maintenance operations adequate.
- The site to have adequate capacity for existing operations. There may be limited new construction areas due to site constraints and lake frontage.
- No floor drains, no oil-water separator, no holding tank.
- Limited or no suitable provisions for washing, painting and other regular activities.
- Limited covered parking for all vehicles and significant Town equipment.

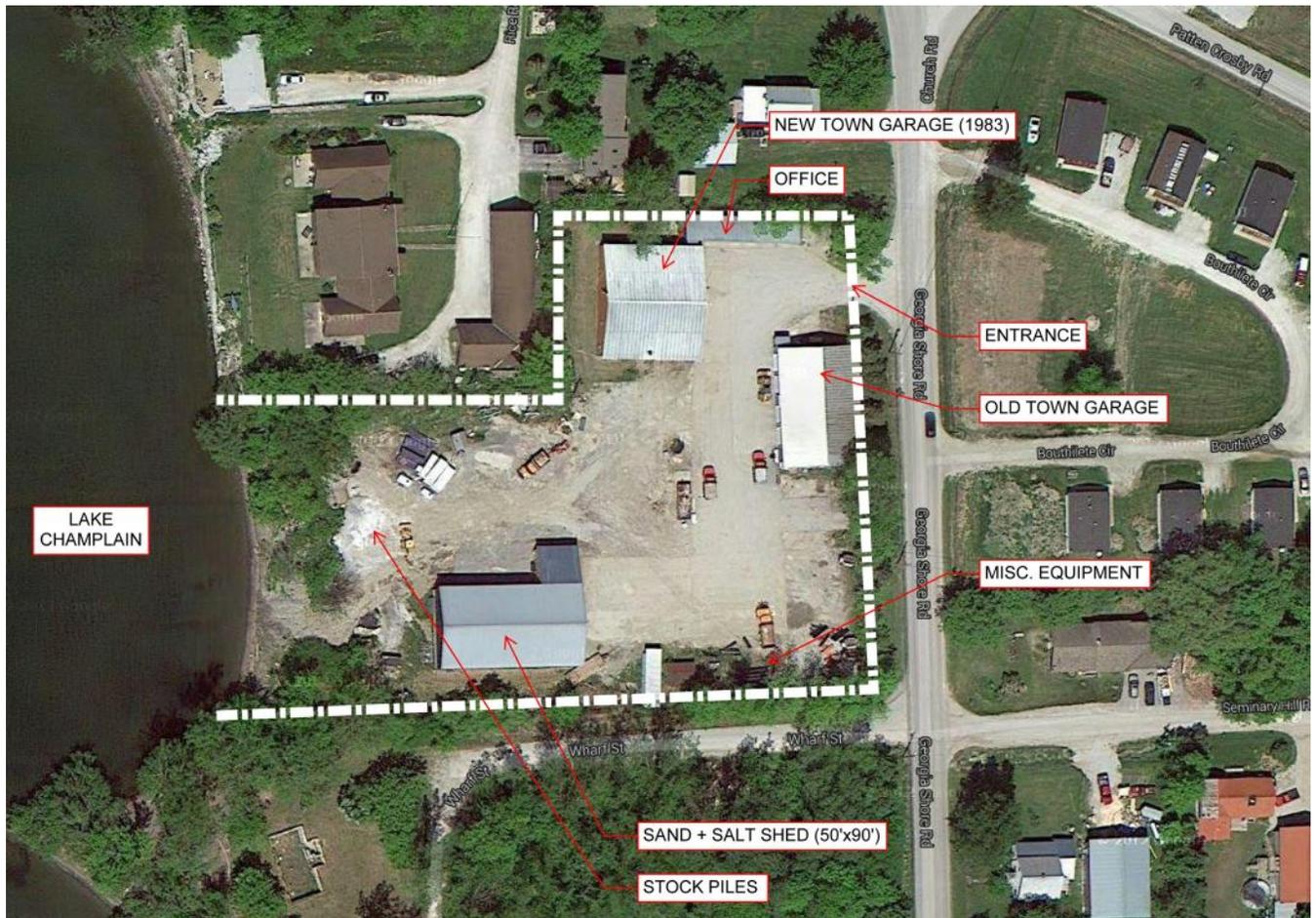


3. Required Improvements:

- Provide proper environmental containment of all materials stored on site. Protect the adjacent Lake Champlain from hazardous runoff.
- Provide proper floor drain containment, treatment and discharge.
- Review on-site septic facilities and upgrade if necessary.
- Review maintenance operations; provide for potential spill containment and clean up.

4. Other considerations:

- Location at edge of town and on the waterfront is not ideal. Logistically, it would be better located closer to the geographic middle of town.
- The activities and materials associated with DPW operations are not desirable next to bodies of water. Environmentally, it would be much better to turn this beautiful lakefront property over to other purposes: recreation, public trust, housing, etc.
- Consider the view from the lake back to the shoreline. What does the town look like from the water? Is the DPW garage and equipment appropriate for this area?



Fire Station: 428 Lake Street - "Central Corridor"

Parcel Size: 1 Acre

1. General Condition:

- The current fire station is a 4 bay metal building approximately 25 years old. It is in relatively good condition. Recent upgrades to the mechanical system and other components have kept pace with department needs. There are certain operational and environmental opportunities for improvement (based on new fire station standards) that could be explored. Some are necessary, others optional. See below. Overall, the Fire Chief reports that the current station is satisfactory and not restricting the department's capacity to adequately fight fires.
- Located on Lake Street about halfway between the City and the Bay. It is ideally positioned for access to the southern portion of the Town and yet still has reasonable response time to the northern and eastern sectors. Mutual aid agreements with Swanton provide additional response to the north. The City is available as well.
- Potential for expansion on the current site: The site is reasonably spacious as-is but will not support much, if any, further expansion. It is surrounded by other properties with limited potential for additional acquisition. Requests to surrounding land owners have not been productive.

2. Functional Assessment:

- No Haz Mat shower, no washer for turn-out gear: Contaminated or potentially contaminated gear is taken off-site for cleaning.
- No truck fill water available. On-site water supply is not adequate to allow truck filling. Arrangements are made for off-site filling.
- Building is not sprinkled. Current code requires all new fire stations to be protected by automatic fire suppression systems.
- No floor drain to containment tank. Oils, contaminants, potential hazardous substances are not captured or separated from drain water prior to discharge.



3. Required Improvements:

- Provide collection or treatment of floor drain discharge in accordance with current codes.

4. Other Considerations:

- We recommend installation of at least one hazardous materials shower area with a drain to a containment tank. This will allow safe and proper decontamination on-site of personnel, gear, and equipment should the need arise.
- Truck-fill: The Town should consider installation of a 10,000 to 20,000 gallon water storage tank. The concept is to use existing well water supply to “trickle-fill” the tank slowly (at whatever gpm is available) to keep it full for re-filling trucks upon demand. In new construction, it would also be sized to provide sprinkler coverage.
- Future Growth: after reviewing the site and discussion with the chief, it appears that future demand in the Town would be best served by adding capacity in other locations rather than expanding the current station. Response time, volunteer locations, and density of construction all point toward a station in the northern portion of the Town, near or on the Rt. 7 corridor.
- Additional locations: Density and large commercial developments generally to the north end of Town may drive the need for a Future station in that vicinity somewhere near Rt. 7. This station is recommended initially as a satellite facility, in addition to the current station. It should be sized for expansion so that in the event of continued robust growth, it may be expanded in size and function.



Priorities and Recommendations

This report is designed to highlight the main existing municipal facilities and provide guidance to the Town as it looks to the future.

In keeping with the goals of the study, good planning practices, and site specific research, we offer the following recommendations for consideration by the Selectboard and Town. Certain items will require discussion and decisions. It will be important for the Town to confirm the criteria and goals with which to make good long term planning decisions. The recommendations below should lead to collective recognition and/or decisions in the short term that will reduce the expenditure of funds on items not consistent with the Town's long-term vision and growth.

Objectives:

- Address deficiencies in building systems and operations to reduce or eliminate existing environmental impacts.
- Top priority should be given to improvements to existing facilities that will remain in long-term service to the Town.
- Discontinue non-required expenditures at facilities that do not fit the long term vision.
- Expand municipal capacity in areas of highest growth.
- Prioritize and phase expenditures over time to minimize impact on tax-structure.

Implementation:

1. Renovate the Town Hall to remain in service for foreseeable future: Increase vault size. Reclaim the basement level. Provide elevator access to all levels. Remove fire escape and add new inside stair. Address septic system. Make arrangements for typical event parking. Hold special events off-site.
2. Relocate the Town Garage away from the waterfront and to more suitable and central location. Main consideration should be the Town owned Brigham Road property. It is large enough to site all Town Garage functions with additional land for other potential future Town facility needs.
3. Minor system upgraded to the current fire station. Monitor the pace and location of Town growth. Begin looking at potential sites for locating a second satellite fire station.

Priorities and Recommendations

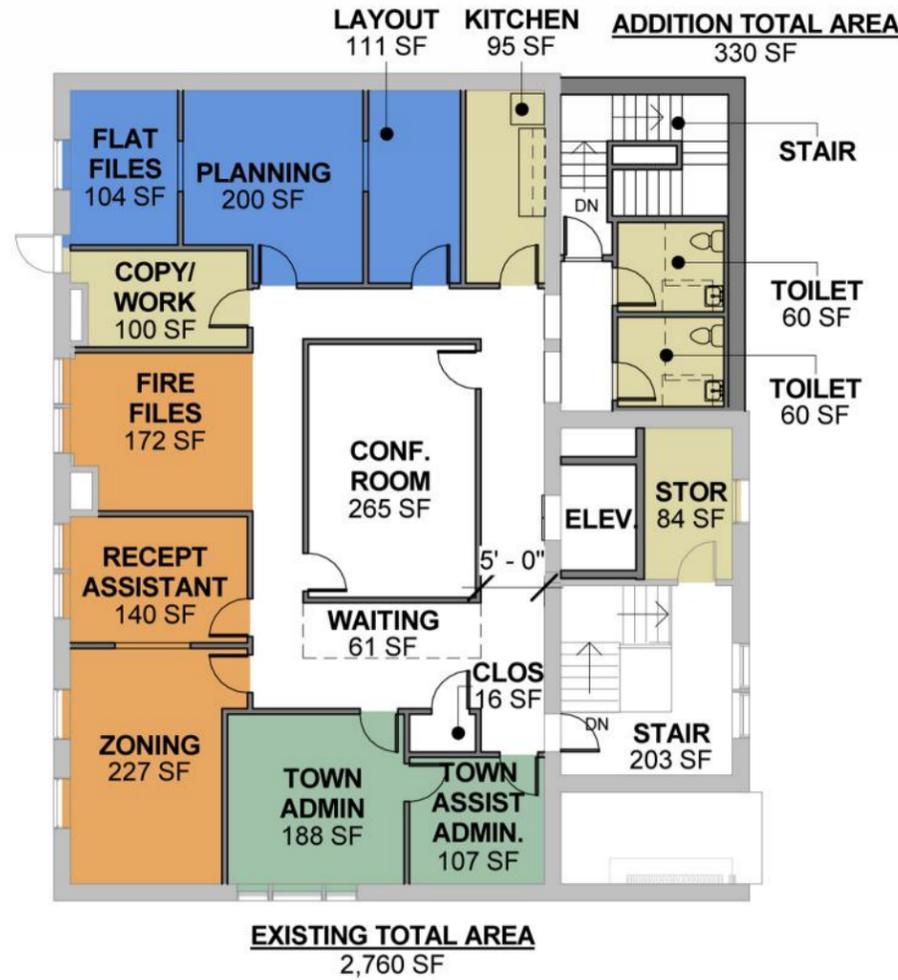
	Town Offices	Fire Station	Town Garage (DPW)
Adequate Capacity 2013	Not without Renovation	Yes	Yes
2030	Not without Renovation	No	No
Required Improvements	<ul style="list-style-type: none"> • Expand Vault • Improve Accessibility to all Floors • Minor Exterior Repairs 	<ul style="list-style-type: none"> • Environmental Improvements 	<ul style="list-style-type: none"> • Environmental Improvements • Protection of Adjacent Water body
Recommendations	<ul style="list-style-type: none"> • Renovate + Addition for Elevator and 2nd set of Stairs 	<ul style="list-style-type: none"> • Make Environmental Improvements to Current Station • Consider New Satellite Station in the North End of the "Central Corridor" 	<ul style="list-style-type: none"> • Make Environmental Improvements • Consider Relocating to Brigham Road Site
Major Drivers	<ul style="list-style-type: none"> • Vault Space • Code Compliance • Accessibility • Parking • Septic • Location • Cost 	<ul style="list-style-type: none"> • Environmental Improvements • Code Compliance • Response Time • Expansion Potential 	<ul style="list-style-type: none"> • Environmental Improvements • Location • Cost



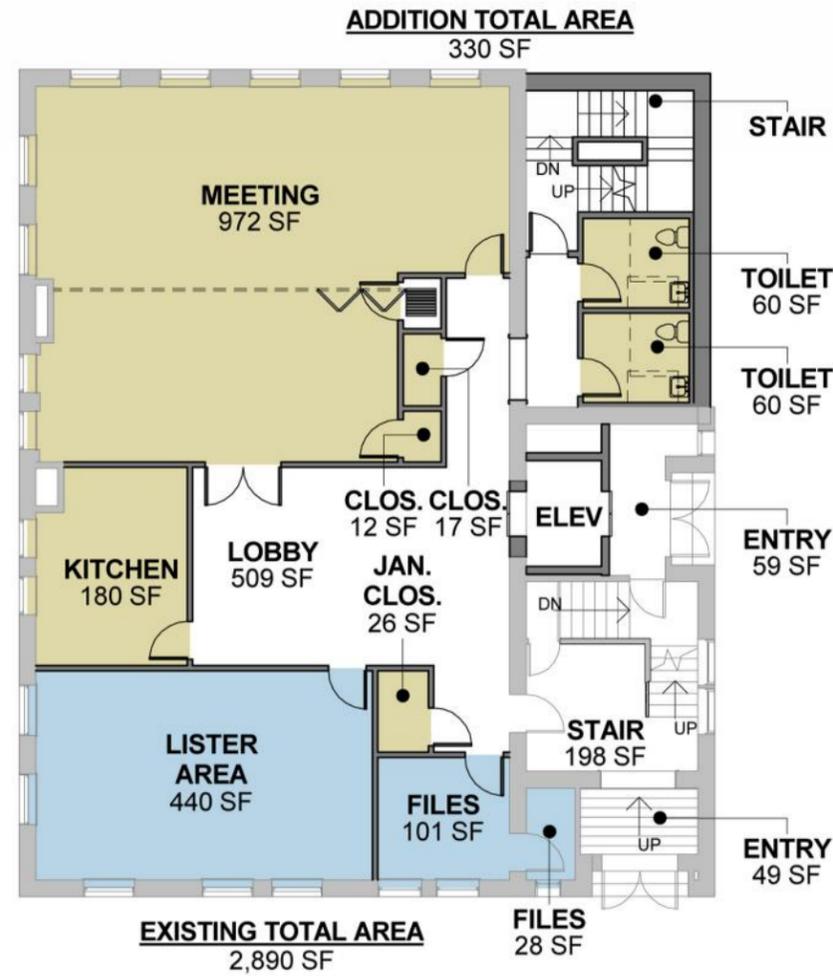
Appendix

**Town Offices Program
and Space Allocation**

Space /Activity	Staff - Now/ Future	Description/Requirements	Adjacency Requirements	Current Location	Current Area	2006 Program	2013 Program (Scheme 'A')	2013 Project Comments	
Town Clerk									
Scheme 'A' (Vault / Clerk in Basement)									
Town Clerk	Clerks Office	2	2 private offices, view of entry, file security	Vault, Public Work Room Title Research	Main Level	315	340	385	Clerk and associated areas comprise largest department space requirement
	Public Work Room			Clerk's Office, Vault	Main Level	194	194	239	layout tables
	Title Research/ Conference Room			Clerk's Office, Vault	Main Level	167	167	202	daylight desirable
	Reception / Waiting		Seating area for waiting visitors	Entry/ Town Clerk	Main Level	82	100	100	Walk up window transaction counter
	Closet				Main Level	7	7	14	
	Office Storage		Supplies closet	Town Clerk's Office	Main Level	34	40	74	-
	Large Vault Room		requires workspace and clerk's control	records research area	Main Level	158	316	327	Vault/expansion/ location is pivotal to design solution
	Vault Below				Bsmt	158			Req'd if Vault is not on lowest level *Affects Budget
	Small Vault				Main Level	38			
	Future secure storage-Vital Records			vault, public access, Town Clerk			64	43	
Town Clerk Area	2 / 3*	* 2 Now. Design allows for 3 plus a workspace in future.				1153	1228	1384	
Lister	Lister	2	open office for Lister, Lister Assist. layout space, file	Public, Town Clerk	2nd fl	428	428	440	
	Future File Space			Lister			100	101	
	Lister Area	2 / 3*	* 2 plus some part time now. Design allows for 3 full time.				428	528	541
Planning & Zoning	Zoning	1	Layout Table required	Public, Zoning Assistant, Planner	2nd fl	146	200	227	
	Planning/Zoning Assistant/ Reception	1		Public, Zoning Administrator		66	100	140	
	Fire Files			Zoning Administrator		102	160	172	
	Planning	1	Layout Table required	Public, Zoning Administrator	2nd fl	146	146	200	
	Layout			Public		111	111	111	
	Planning, Zoning, Admin. Conf. Room							265	
	Planning, Zoning, Admin. Waiting							61	
	Flat Files			Planner		104	104	104	
Planning and Zoning	3*	* Design allows for 3 full time plus extra work area.				675	821	1280	
Admin	Kitchen / Staff				2nd fl	46	100	180	
	Administrator Office	1		All Departments Public	2nd fl	197	200	188	
	Assistant Administrator	1		Administrator	2nd fl	122	122	107	
	Administration Area	2				319	322	295	
Public	Public (Meeting) Space			Public	Main Level	820	1000	972	Head/ Exhibitor Tables 100 Occupants
	Lobby				Main Level			509	
	Copy/Work Room			All Departments	Main Level	81	100	100	
	Closets / Storage			All Departments		17	20	45	several dispersed locations
	Kitchenette			All Departments/ Meeting Room		46	100	95	
	Toilets					78	200	incl in addn	2 per floor
	Mech./Elect		Utility entrances, meters, equipment, etc	Lower Level		500	200	575	
	Janitor		Mop sink, Supplies				50	26	one jan closet. Addn'l space in Mech rm.
General Use Area					1542	1670	2322		
Total Net Program Area					4117	4569	5822		
Unused Basement					2712			existing only	
Circulation, walls, efficiency factor (typically 30%)					1691	3951	2698	includes existing stair and new elevator	
Total Square Footage					8520	8520	8520		
Proposed New Addition						2298	993	Includes new stair and 2 bathrm/fl	
Total Existing and New Square Footage					8,520	10,818	9,513		



3 SCHEME A UPPER LEVEL
1/16" = 1'-0"



2 SCHEME A MAIN LEVEL
1/16" = 1'-0"



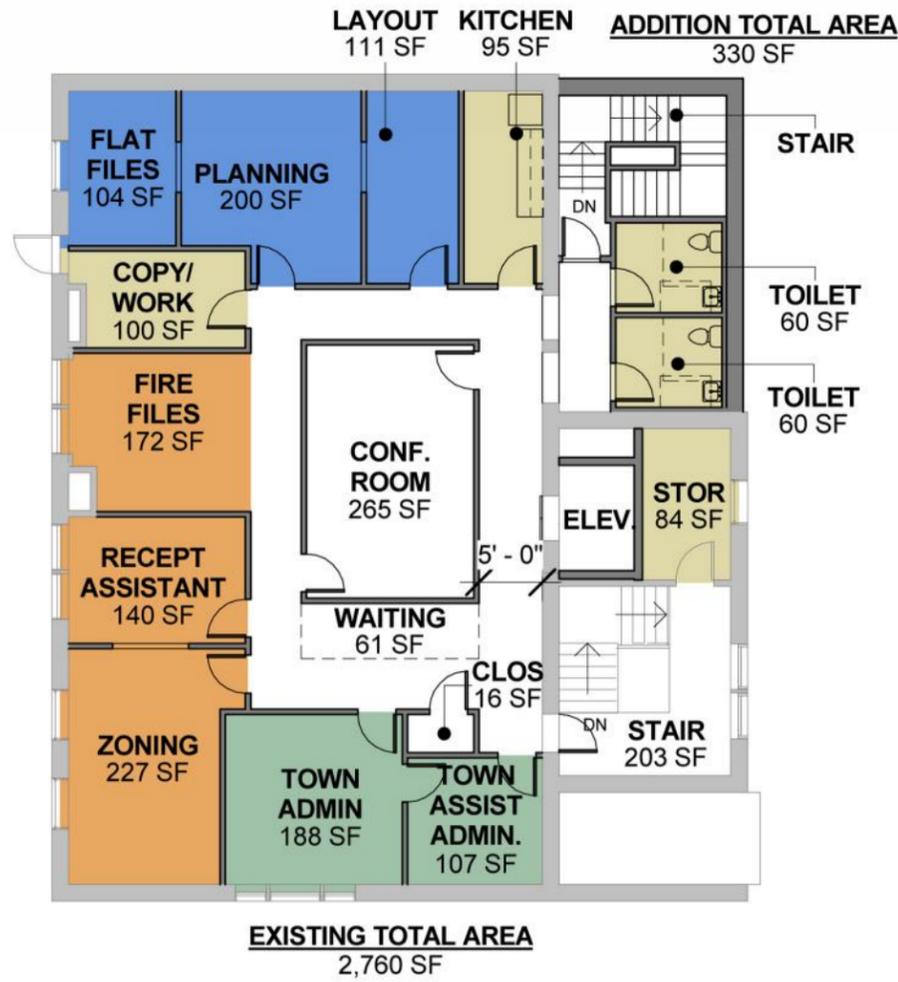
1 SCHEME A LOWER LEVEL
1/16" = 1'-0"

Department Legend

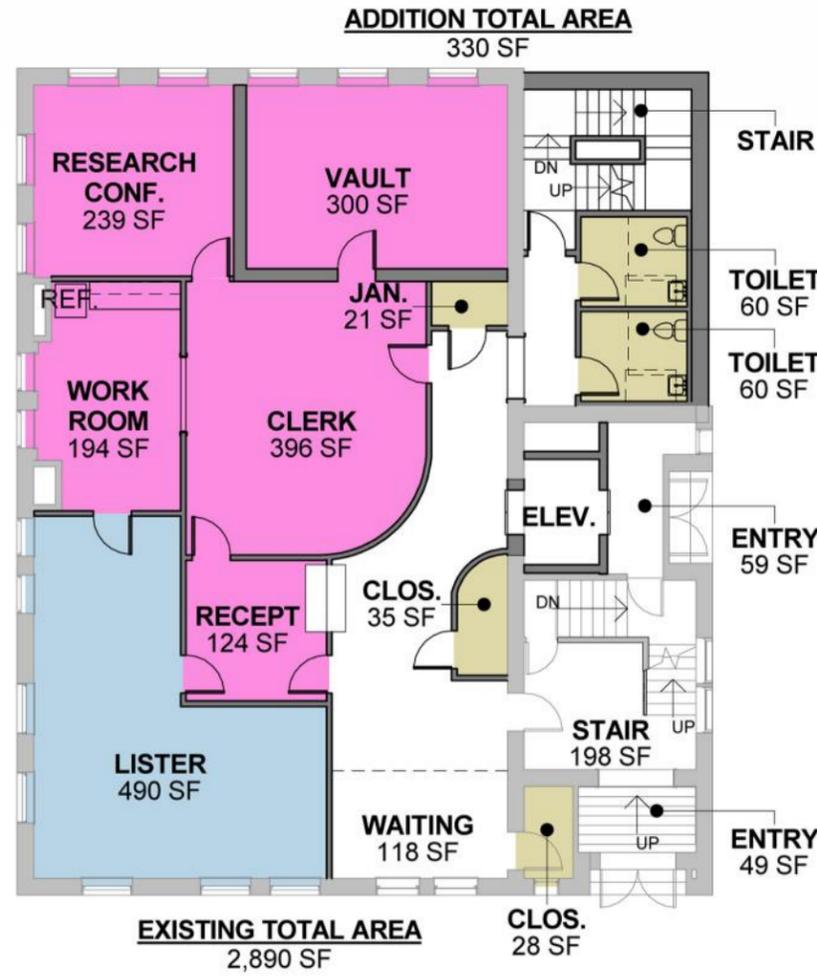
- General Use Area
- Lister Area
- Planning Area
- Town Administrator
- Town Clerks Area
- Zoning Area

St Albans Town Hall Reno PROS and CONS	
SCHEME A	
PROS	CONS
Meeting Space is large + convenient	Clerk is lower level
Large Lobby at First Floor	Clerk and Lister require separate reception/ waiting
Kitchen, Lobby, Meeting are adjacent	No sharing of centralized reception
Vault in most cost effective location	
Vault location allows greatest area for other functions (because only one level)	

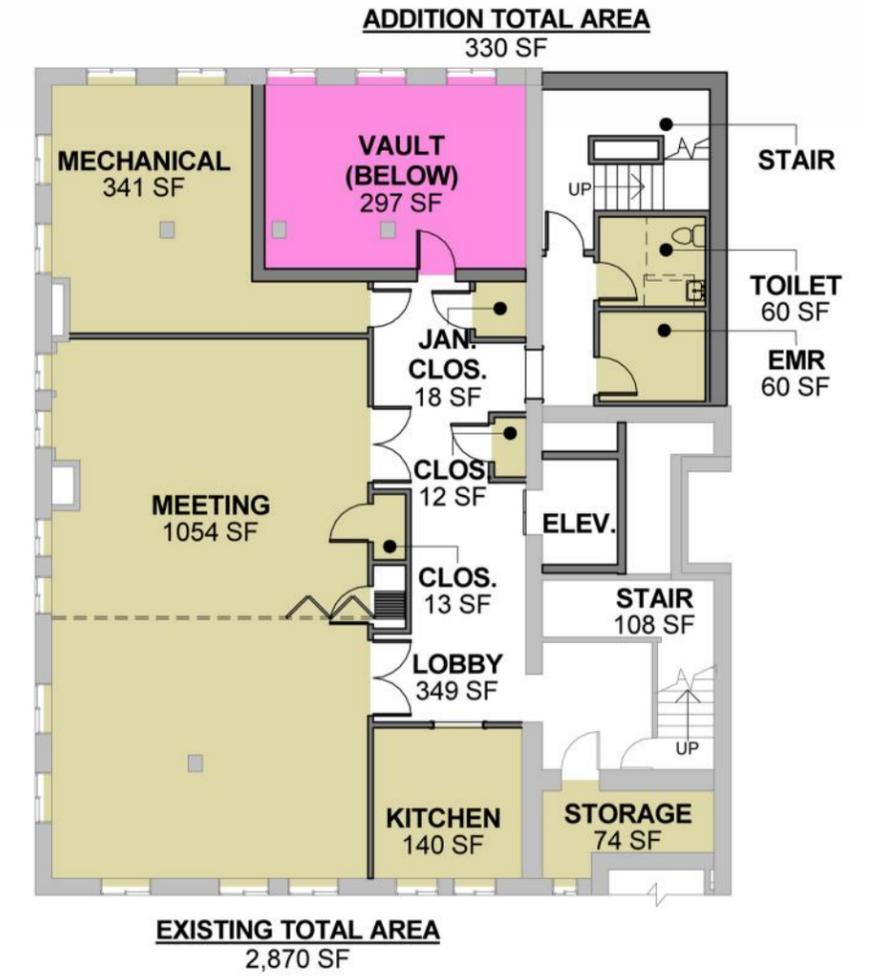
St Albans Town Hall Reno Square Footage Calculations			
FLR.	EXISTING	ADDITION	TOTAL
LL	2,870 sf.	330 sf.	3,200 sf.
ML	2,890 sf.	330 sf.	3,220 sf.
UL	2,760 sf.	330 sf.	3,090 sf.



3 SCHEME B UPPER LEVEL
 1/16" = 1'-0"



2 SCHEME B MAIN LEVEL
 1/16" = 1'-0"



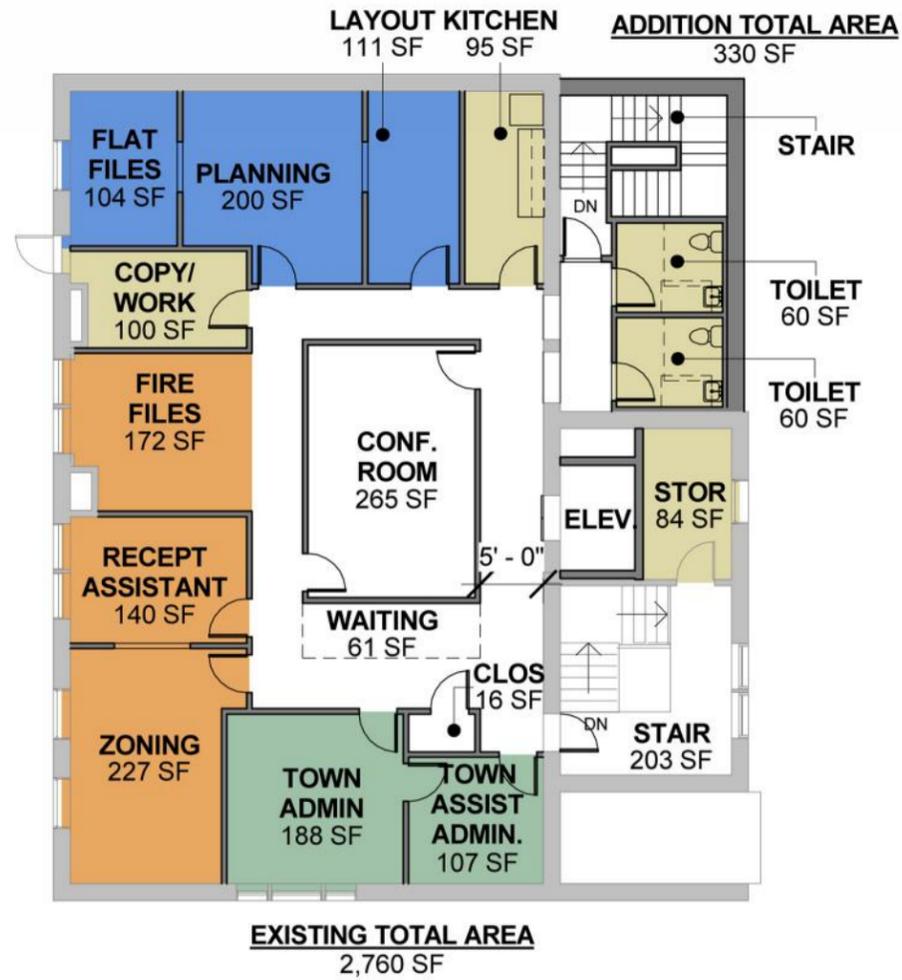
1 SCHEME B LOWER LEVEL
 1/16" = 1'-0"

Department Legend

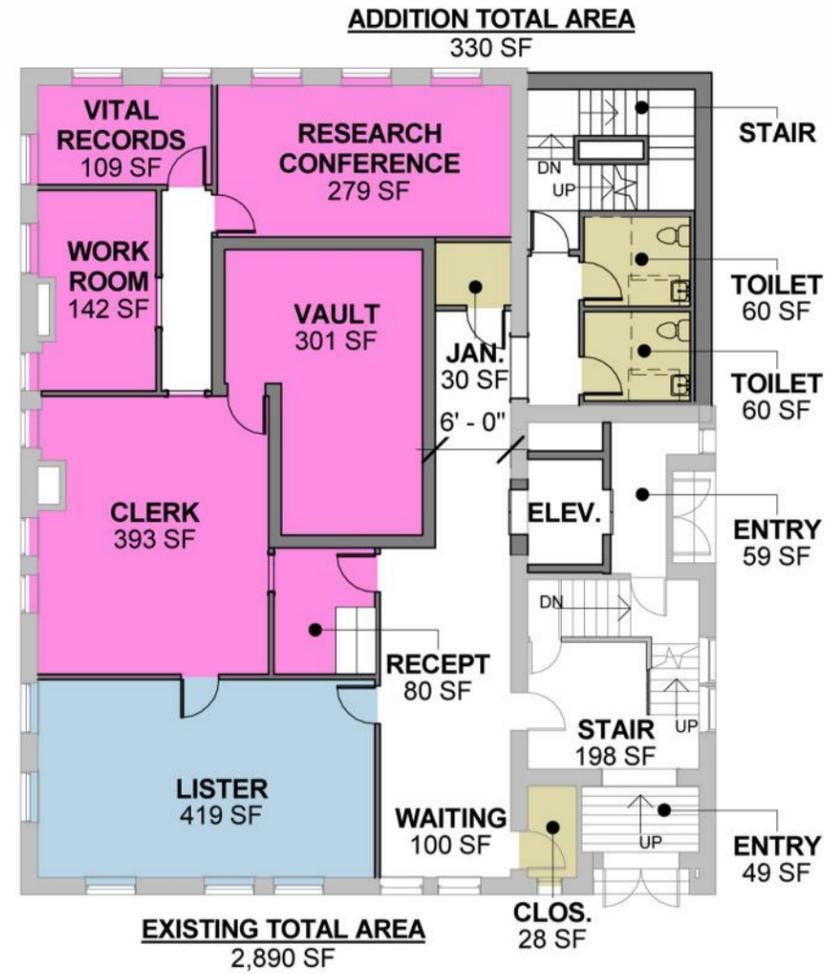
- General Use Area
- Lister Area
- Planning Area
- Town Administrator
- Town Clerks Area
- Zoning Area

St Albans Town Hall Reno PROS and CONS	
SCHEME B	
PROS	CONS
Clean layout with recloated Vault	Most expensive Vault location
Clerk and Lister share Reception at First Floor	Meeting Space at Lower Level
Centralized large Lobby at First Floor	
Meeting Space adjacted to Kitchen and Lobby	
Meeting Space is large and accessible	

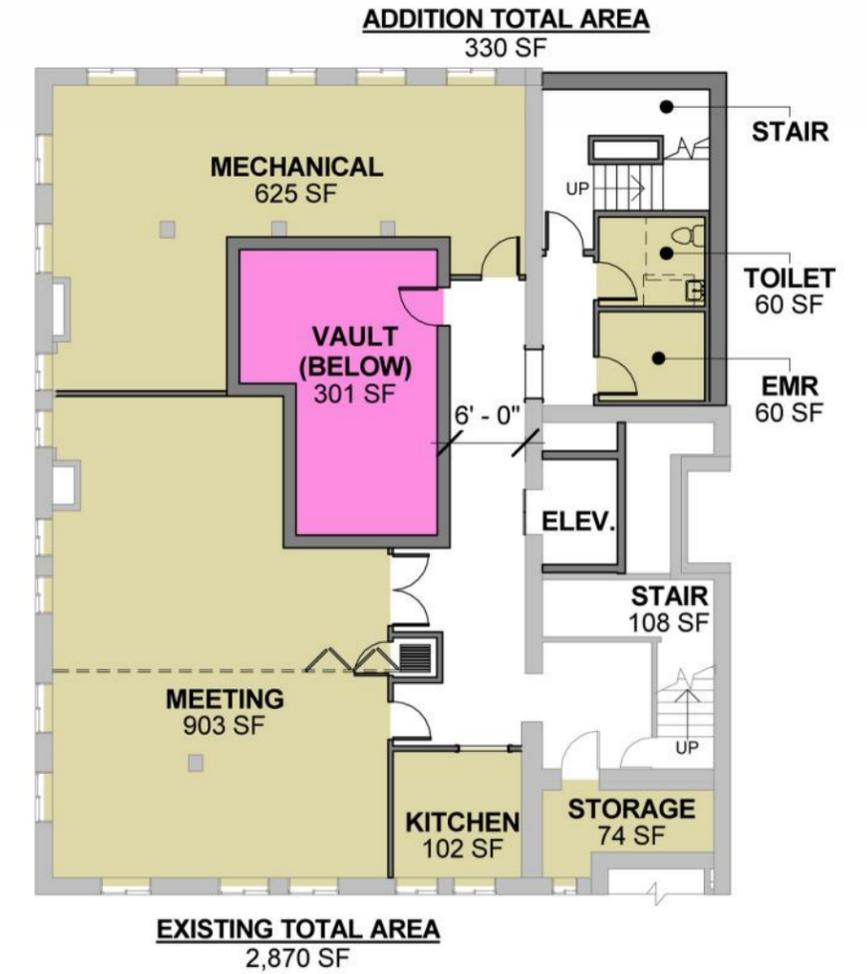
St Albans Town Hall Reno Square Footage Calculations			
FLR.	EXISTING	ADDITION	TOTAL
LL	2,870 sf.	330 sf.	3,200 sf.
ML	2,890 sf.	330 sf.	3,220 sf.
UL	2,760 sf.	330 sf.	3,090 sf.



3 SCHEME C UPPER LEVEL
1/16" = 1'-0"



2 SCHEME C MAIN LEVEL
1/16" = 1'-0"



1 SCHEME C LOWER LEVEL
1/16" = 1'-0"

Department Legend

- General Use Area
- Lister Area
- Planning Area
- Town Administrator
- Town Clerks Area
- Zoning Area

St Albans Town Hall Reno PROS and CONS	
SCHEME C	
PROS	CONS
Clerk and Lister share reception at First Floor	Clerk's Office layout is driven by Vault location
Clerk and Lister functions are centralized	Vault location is medium in cost and practicality
Mid-sized Lobby at First Floor	Meeting Space at Lower Level
Mid-sized Lobby at Lower Level	Meeting Space is smaller than requested

St Albans Town Hall Reno Square Footage Calculations			
FLR.	EXISTING	ADDITION	TOTAL
LL	2,870 sf.	330 sf.	3,200 sf.
ML	2,890 sf.	330 sf.	3,220 sf.
UL	2,760 sf.	330 sf.	3,090 sf.

St. Albans - Town Offices Renovation						
					9/18/2013	
DESCRIPTION of WORK	Price	Unit	Quantity	ESTIMATED COST	NOTES	
SITWORK						
Minor Regrading		ls	1	\$5,000	improve site drainage	
Major Regrading - by side stair		ls	1	\$20,000	avoid ramping by regrading	
New Paving and Striping		ls	1	\$15,000	work by new side entry	
Perimeter Foundation Drainage System		ls	1	\$30,000	dig, pipe and fabric, backfill	
Septic System Improvements		ls	1	\$10,000	limited improvemets	
Replacement Septic System		ls			\$60-\$100,000	
SUBTOTAL				\$80,000		
RENOVATIONS						
Basement						
Demo and reclaim basement	\$6	sf	2,870	\$ 17,220		
New underslab piping, Replace Slab	\$12	sf	2,870	\$ 34,440		
Infill, Fit-out basement	\$90	sf	2,870	\$ 258,300		
1st and 2nd floor						
Minor Reno	\$15	sf	1,800	\$ 27,000		
Medium Reno	\$50	sf	3,350	\$ 167,500		
Major Reno (Vault, New Fit up)	\$150	sf	500	\$ 75,000		
Systems						
New double pane, thermally broken window, low-E, Energy Star	\$1,000	ea	54	\$ 54,000		
Exterior shell: repointing, sealants, trim repair, spray foam		ls	1	\$ 50,000		
Mechanical: HVAC to all 3 floors	\$30	sf	8,520	\$ 251,340		
Plumbing: generally all new plumbing and fixtures	\$4	sf	8,520	\$ 34,080		
Electrical Upgrades, generally new panels, wiring, lights	\$10	sf	8,520	\$ 85,200		
IT, Phones, Data	\$3	sf	8,520	\$ 25,560		
SUBTOTAL				\$ 1,079,640		
ADDITION - NEW STAIR AND ELEVATOR						
New foundations, exterior shell, framing, interior, MEP	\$300	sf	990	\$ 297,000	small scale pricing	
SUBTOTAL				\$ 297,000		
TOTAL - ESTIMATED CONSTRUCTION COST				\$1,456,640		
CONSTRUCTION CONTINGENCY (Now 10%- can reduce later)			10.0%	\$145,664		
TOTAL ESTIMATED GENERAL CONSTRUCTION COST				\$1,602,304		
PROJECT (SOFT) COSTS						
A/E FEES (Arch, Structural, Mech, Plumb, Elec, IT)			11%	\$183,464		
PERMITS			0.0055	\$8,012	State bldg permit	
Haz Mat (none anticipated)				\$5,000		
BORINGS + GEOTECHNICAL ENGINEERING				\$5,000		
CIVIL DESIGN and permitting				\$8,000		
TESTING during construction (concrete, fill, air barrier)				\$5,000		
PUBLIC UTILITY WORK				\$5,000		
MOVING				\$10,000		
NEW FURNISHINGS				\$10,000		
ADVERTISING/LEGAL				\$1,000		
PRINTING, MISC. OFFICE COSTS				\$500		
CLERK OF THE WORKS				\$0	Use Town personnel	
COMM./TECH. work				\$2,000		
PROJECT CONTINGENCY			2.0%	\$29,133		
SUBTOTAL - Project Costs				\$272,108		
TOTAL ESTIMATED PROJECT COST Town Hall				\$1,874,412		
Notes: Costs and fees are preliminary estimates only based upon limited available information and concepts. Additional detail and confirmation of equipment, systems and details will follow.						

St. Albans - New Town Offices on Greenfield Site						
DESCRIPTION of WORK	Price	Unit	Quantity	9/18/2013 ESTIMATED COST	NOTES	
SITWORK -Assume new building on greenfield site						
Grading, sitework, building earthwork		ls	1	\$50,000		
New gravel base, Paving and Striping		ls	1	\$80,000		
Lights, security		ls	1	\$20,000		
Underground utilities, piping, Septic System		ls	1	\$100,000		
SUBTOTAL				\$250,000		
NEW BUILDING -Assume one story, slab on grade						
Conventional Wood frames, durable exterior, Energy Star	\$150	sf	8,000	\$ 1,200,000	Program square footage plus circulation (no stairs, no elevator)	
SUBTOTAL				\$ 1,200,000		
TOTAL - ESTIMATED CONSTRUCTION COST				\$1,450,000		
CONSTRUCTION CONTINGENCY (Now 10%- can reduce later)			10.0%	\$145,000		
TOTAL ESTIMATED GENERAL CONSTRUCTION COST				\$1,595,000		
PROJECT (SOFT) COSTS						
A/E FEES (Arch, Structural, Mech, Plumb, Elec, IT)			9%	\$143,550		
PERMITS			0.0055	\$7,975	State bldg permit	
Haz Mat (none anticipated)				\$5,000		
BORINGS + GEOTECHNICAL ENGINEERING				\$20,000		
CIVIL DESIGN and permitting				\$35,000		
PUBLIC UTILITY WORK				\$15,000		
TESTING during construction (concrete, fill, air barrier)				\$15,000		
MOVING				\$6,000		
NEW FURNISHINGS				\$10,000		
ADVERTISING/LEGAL				\$1,000		
PRINTING, MISC. OFFICE COSTS				\$500		
CLERK OF THE WORKS				\$0	Use Town personnel	
COMM./TECH. work				\$5,000		
PROJECT CONTINGENCY			2.0%	\$29,000		
SUBTOTAL - Project Costs				\$293,025		
TOTAL ESTIMATED PROJECT COST Town Hall				\$1,888,025		
Notes: Costs and fees are preliminary estimates only based upon limited available information and concepts. Additional detail and confirmation of equipment, systems and details will follow.						

Construction Cost information is provided based on square foot costs taken from recent similar projects in the area. Contingency amounts are subjective and represent typical percentages for projects of this type. The dollar amount is controlled by the Owner (Town) and is used to cover costs that are not known at this point in the process. Project (Soft) Costs are all costs above and beyond what is paid to the General Contractor to perform the work. It includes design and engineering fees, permits, soil borings, moving, etc. The line items shown above have been estimated for this project. All estimates should be confirmed as a potential project direction is developed beyond this conceptual phase.