



South Berwick Town Hall Evaluation and Recommendations



August 20, 2023

Report was prepared by Port City
Architecture with their consultants:

- SwiftCurrent Electrical
Engineering
- Mechanical System, INC
- Site Design Civil Engineers
- AlliedCook Construction

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Introduction

Port City Architecture and their consultants were commissioned by the Town of South Berwick to provide an assessment of the existing facility, space programming, and provide two conceptual design scenarios for a new building for future town hall, alongside corresponding cost estimates. The two options are the renovation of the existing building and a new building. Please refer to the report and supporting Appendices.

The Town Hall is located in downtown South Berwick in the converted Saint Michael's Parochial School which was built in 1926. It was first converted into the Town hall in 1975 and renovated again in the late 1990's.

Evaluation Team

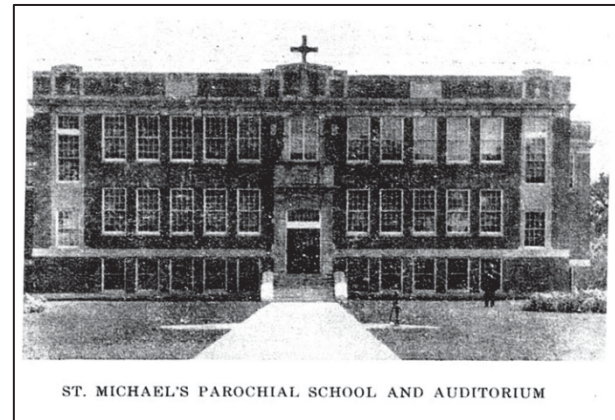
Over the last thirty years, Port City Architecture has provided over forty-five municipalities of all sizes in Maine. More recent projects include York Town Hall (under construction), Arundel Town Hall (completed), South Portland Town Hall Renovation (completed), Gardiner Study (on going), Eliot Town Hall Study (on going), Gorham Public Safety (completed), Yarmouth Public Safety (completed), Berwick Fire Station and Police Renovation, Augusta Police Station (under construction), and Sanford Town Hall Study (completed).

When evaluating the existing building, Port City Architecture worked with Mechanical Systems Inc, to review the mechanical and plumbing; SwiftCurrent Electrical Engineers to review the electrical systems; and Site Design Civil Engineers to review the site and related civil engineering. AlliedCook Construction reviewed and helped refine the cost estimates, notably for the existing building.

Report Objective

As stated earlier, the purpose of this report is to assess the current building and explore alternatives for a new or renovated town hall. The methodology employed to ensure an unbiased and comprehensive evaluation of both options is explained below. However, it is crucial to acknowledge that the existing building poses safety risks to the public and staff, and it does not meet current requirements and codes. Addressing the issues highlighted in the assessment and our letter dated June 14, 2023, is of utmost importance to prevent any harm or injuries.

While we have strived to maintain objectivity in analyzing both options, we regret that we are unable to consider intangible factors, such as South Berwick's sentimental attachment to the



existing building and the desire to keep the town hall in the downtown district. These intangible aspects warrant further exploration by the town.

In simple terms, Port City Architecture cannot make decisions regarding which building South Berwick should choose. However, it is crucial for the townspeople to understand the dangers posed by the current building and address the issues promptly.

Programming Documents

To facilitate the development of schematic plans for both the existing building and a new building, Port City Architecture meticulously created a comprehensive program that outlines the Town of South Berwick's present and future requirements for the next twenty-five years. This program was devised through extensive collaboration with each department and administrative leadership, taking into account their specific spatial needs.

The program encompasses all the essential spaces that a modern town hall necessitates, including offices, service counters, storage areas, and support spaces. To ensure accuracy and efficiency, we carefully analyzed South Berwick's department operations and current service delivery practices. Additionally, we evaluated the staffing space requirements based on both current and projected future staffing levels. Throughout this process, we utilized our vast database, comparing similar projects and current industry trends, to fine-tune the program's details.

In our discussions with the staff, we paid close attention to the dimensions of each office and explored the possibility of incorporating meeting spaces throughout the renovated or new building. This approach allowed us to eliminate the need for individual meeting spaces within each office, ultimately resulting in a reduction of the program size by approximately 800 square feet. Furthermore, we identified the need for modern-day amenities, including the integration of up-to-date technology, in the renovation of the new building.

As part of the new or renovated building, we stressed the importance of investing in proper shelving and furniture to optimize space utilization. For instance, by using movable shelving for the Clerk's vault and Land Use office's file storage, we can save an additional 1,200 square feet. While movable shelving has cost implications, the savings outweigh the expenses of additional square footage. Additionally, strategic placement and storage of meeting tables and chairs will contribute to a more flexible large conference room and Council Chamber. To accommodate this, we have included storage space next to the Council Chamber.

Based on the gathered information, Port City Architecture formulated a matrix outlining the required spaces for each department. This matrix was then compared to our extensive database on similar town hall projects, and necessary adjustments were made to meet the square foot requirements for a town hall. To account for circulation, mechanical spaces, walls, and similar aspects, a grossing factor was incorporated, resulting in the determination that the

South Berwick Town Hall requires a minimum of 11,600 square feet. Please note that this calculation does not include vertical calculations for multistory buildings, which may necessitate an increase in square footage.

For detailed information and the complete matrix, please refer to the attached **Appendix A – Programming Documents**. The program serves as the essential groundwork for the development of both the existing building's renovation plan and the design of a new town hall, ensuring that the Town of South Berwick's needs are met with efficiency and modern amenities.

Room Desc	Room Area (SF)	Admin # of Rooms	Admin Area (SF)	Pub # of Rooms	Pub Area (SF)	Storage # of Rooms	Storage Area (SF)	Supp # of Rooms	Support Area (SF)	Total # of Rooms	Total Area (SF)	Sqft Renovated Building	Sqft New Building
Mechanical / Electrical / Sprinkler Room(s)	600	0	0	0	0	0	1	600	1	600	600		
Air Locks	60	0	0	0	0	0	2	120	2	120	120		
Elevator	90	0	0	0	0	0	0	0	0	0	0		
Elevator Machine Room	40	0	0	0	0	0	0	0	0	0	0		
Stairs per floor	120	0	0	0	0	0	0	0	0	0	0		
Totals		27	2,870	9	2,426	8	1,000	16	2,650	60	5,946	0	0
Circulation Factor of 30%											2,684		
Grand Total											Program: 11,630		

Cost Estimate Methodology

At this stage of the project, the proposed floor plans for both the existing building renovation and the new building are only at the schematic level, and thus, not detailed enough for a contractor to provide accurate cost estimates. To address this, we have developed a cost per square foot for each option, which is a common and practical approach at this early stage of design. By using this square foot cost, we can offer a preliminary cost estimate for each option.

Once the Town of South Berwick selects one of the options, the drawings will go through further refinement, and the cost estimates will become more detailed and accurate. However, it is essential to understand that this refinement process will be part of a future phase, and it will take several months to develop a full set of drawings that can be itemized for precise cost calculations. Nevertheless, we are confident that our extensive database of current construction prices adequately reflects the current square foot costs in the construction industry.

Both square foot cost estimates provided in this report are for a turnkey building, meaning the cost includes all the necessary elements for the town to occupy the building without additional expenses. The estimated square foot cost consists of two main components: Construction Costs and soft cost

By providing these preliminary cost estimates, we aim to offer the Town of South Berwick a broad understanding of the potential financial implications associated with each option. As the project progresses and more detailed drawings are developed, the cost estimates will become more accurate and refined, allowing for better-informed decisions during the next stages of design and construction. The Construction Cost consists of:

- The cost for a contractor to build / renovate a building
- Sitework

- Utility infrastructure
- other associated costs a contractor will incur during the construction process

Soft Costs consist of, but are not limited to the following:

- Surveying & Geotechnical
- Permitting
- Design fees for the architect & engineers
- Testing for Concrete, steel, etc.
- Furniture especially shelving
- Data / server, security systems, audio visual systems, and similar IT infrastructure

Both costs are based on the gross square footage of the building. While some areas like the renovation and repair of the existing exterior brick wall might carry a higher square foot cost and other like storage may carry a lower square foot cost, the estimate is based on an aggregate of the square foot cost to provide an average square foot cost for each type of building.

We have not factored in any grants or similar programs for either building because it is too early in the process to know what grants will be available in two to three years' time. In the past we have been able to utilize the following grants or other incentives for similar projects, but they are either not applicable or are negligible for this project. These incentives include:

- Tax exemptions: these grants are not applicable for either building because municipalities are tax exempt already.
- Efficiency Maine Grants: there might be a possible Efficiency Maine grant, but these can change every year and have only offer 1.2% return on similar renovated buildings. We deem 1.2% negligible at this preliminary stage of planning.
- There are Federal Infrastructure Grants, but these do not apply to town halls but to infrastructure projects like public safety buildings (i.e. police and fire) and road projects.

That said, it would be advantageous for the town to explore the availability of grants specifically aligned with the chosen option when the construction documents are being developed.

Construction Costs for a New Building

Port City has constructed a database of project costs including both soft and construction costs. We consulted with AlliedCook Construction to develop the construction cost estimate to establish a baseline cost estimate for the new building. With each project we complete, we evaluate and adjust the estimated cost per square foot to make sure our numbers are current. For the square foot cost for the new Town Hall, we used our current amalgamated data with a focus on Rumford Fire Station and Arundel Town Hall square foot costs. Outlined below are two relevant data projects to demonstrate how we arrived at our estimate.

Arundel Town Hall

Construction Cost	\$385 / sf
Soft cost	\$95 / sf
Total	\$480 / sf

This project was completed in 2020 and we have experienced hyperinflation in the past two years of approximately 15% for a total square foot cost of \$552 / sf. We rounded this to \$550 for our calculations.

Rumford Fire Station

Construction Cost	\$464 / sf
Soft cost	\$80 / sf
Total	\$544 / sf

This square foot cost is from final pricing from AlliedCook Construction in April 2023. In order to have a comparative price, we evaluated the square foot cost for wood framed portion of the building, which included the offices and living spaces of the fire station. We did not include the apparatus bay because it was a different construction type and has a much different mechanical system. We rounded this cost up to \$550/ sf to allow for inflation and the fact south Berwick is in Southern Maine.

Construction Costs of Existing Building

Since every existing building and its needs are vastly different, we are not able to use our past data to determine a square foot cost for the renovation of the existing building. In order to establish a square foot cost for the existing building, we worked with AlliedCook Construction who toured the existing building, reviewed our report on the extensive renovations required, and the proposed new plans to help determine an estimated square foot cost.

Construction Cost	\$350 / sf
Soft cost	\$100 / sf
Total	\$450 / sf

Schematic Plans

Port City was asked to provide schematic plans for two purposes: the renovation of the existing town hall and the design of a standalone building, the location of which has yet to be

determined. Both plans were based on the Programming documents. These plans meet current building codes including the following:

- Maine Energy Code
- International Building Code (IBC)
- National Fire Protection Association (NFPA)
- American Disability Act (ADA)

The new free-standing building meets the Maine Plumbing Code for the required number of bathrooms, but the renovation of the existing building does not currently meet this code. If this option is chosen, the Town will need to decide if they want to use some of the storage square footage for additional bathrooms or request a waiver for a reduced number of bathrooms.

Existing Building

The current three-story building, spanning an area of 20,070 square feet, has an exterior that consists of a brick with precast concrete details, vinyl windows, a variety of door types, and an EMPM flat roof. The building has two stair towers and an elevator to provide vertical circulation as required by code.

The building is load-bearing masonry. The support for the floors above is primarily provided by the exterior brick walls, as well as two interior brick walls that form hallways on the first and second floors. There are no internal load bearing walls on the third floor. While openings can be punched through the interior bearing walls on the first and second floors, these interior bearing walls cannot be removed entirely without extensive reworking of the structure to provide support for the floors above. While removal of the bearing walls is possible, it will be quite costly, and the added expense is not included in the cost estimate. For this reason, an approximation 1,000 square footage of the existing building is being occupied by the large hallways and the bearing walls thus this square footage is not usable for programmable space.

There is a ground floor about 3'-6" below grade with an additional two floors above. In the existing building, the ground floor consists of mechanical space, a large meeting room, one bathroom, and the abandoned police station which is currently being used for storage. Since the police relocated, there is nobody to greet or monitor the entrances to the building. Currently, people can enter the first floor and proceed to wander freely through the building. The second floor houses the majority of the town administrative offices including the town manager, clerk and land use offices. There are limited support spaces which consist of two staff bathrooms and a small work area. The third floor consists of a large stage area, one office, storage, a kitchen, and public bathrooms.

As part of this study, Port City and their consultants evaluated the building. Our evaluation consisted of the following items:

- Exterior Façade & Shell

- Exterior Doors & Windows
- Site - Sidewalks & Parking Layout
- Layout & Security
- Wayfinding
- Fire, Health, & ADA Code Issues
- Mechanical, Electrical, and Plumbing
- Appearance & Finishes
- Furniture & Shelving

Please see **Appendix B – Town Hall Inspection and Code Review** for the complete information about the existing condition of the building. During our exploration, we have identified two crucial issues that require prompt attention. These concerns pertain to the existing windows and the precast concrete elements. Numerous areas in the building exhibit signs of deterioration in the vinyl windows and exterior precast concrete, indicating the need for remedial action to address these problems. It is imperative to address these issues without delay. Please see Port City’s letter of June 14, 2023, which is included in **Appendix C – Letter to South Berwick about Windows and Precast** for the full letter.

Exterior Shell Renovation Requirements of Existing Building

Before any interior renovations can occur, the exterior shell of the building and vertical circulation (i.e. stairs and elevator) will need to be renovated to meet current codes including Life Safety, ADA, and Maine Energy Code.

This would include but not limited to the following items:

- Existing brick and precast exterior.
 - As indicated in the report, the existing brick façade with the precast concrete requires extensive repairs and / or replacement.
- Replacing the doors and windows.
 - The existing doors are worn and do not meet current energy requirements so should be replaced.
 - As stated above the existing windows need to be replaced.
- Insulating the exterior walls.
 - The existing exterior walls have limited or no insulation. Insulation will need to be added to meet current energy codes.
- Repair / replace the elevator.
 - As stated in the report, the elevator leveler is failing, thus the elevator will need extensive repair. The repairs might be so extensive, it might be more cost effective to replace the elevator.
- Existing stairs.

- The current stairs do not meet code in multiple ways and the stairs will need to be upgraded to meet code. Code infraction improvements include:
 - Provide a handrail on both sides of the stairs.
 - Provide a guardrail that has tighter balusters and extend the guardrail to the required 42”.
 - Remove the electrical junction box from the stairwell.
 - Provide hold openers at the doors.
- Mechanical systems.
 - The existing mechanical systems do not meet current code requirements including air, the building has no central cooling system, and is currently being heated with a steam system. A efficient heating / cooling system should be installed.
- Existing site.
 - The existing parking lot is starting to fail, which indicates that the sub-base needs to be replaced.
 - The ADA parking spaces need to be updated to meet current code.
 - The entire parking lot needs to be restriped.

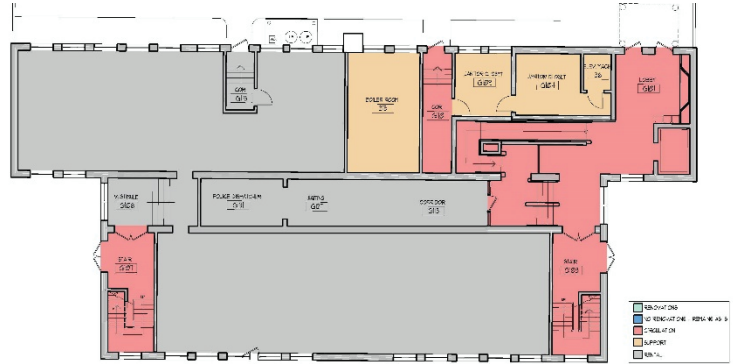
See Appendix B – Town Hall Inspection and Code Review for more descriptions of items that would need to be addressed. Once the exterior shell is brought up to existing code, interior renovations can occur.

Proposed Floor Plans of Existing Building

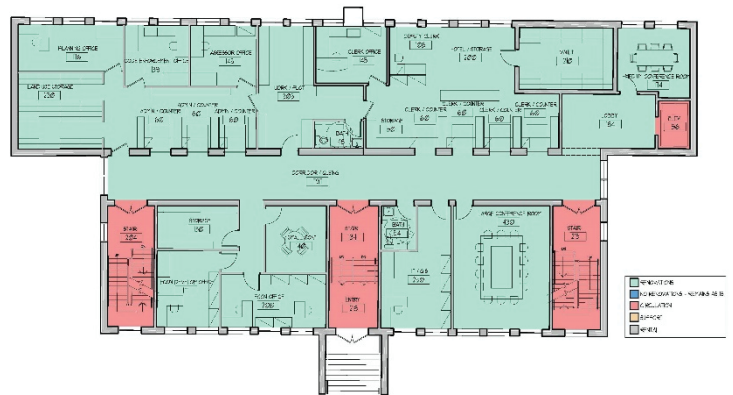
Working off the matrix for the number and size of spaces that are required for a town hall, Port City provided a schematic floor plan of the existing building. This plan was reviewed by the Town’s administration which approved the general concept. If the Town is to proceed with this renovation, the plan will need to be refined. This refinement would be handled at the next stage of design.

According to the programming documents, the renovated town hall will require 11,600 sf ft of programmable space. This does not include the square footage required for stairs and the elevator, which is an additional 400 sf per floor. To accommodate the program, the Town Hall will need to occupy two floors. It was discussed and determined that the Town Hall will occupy the second and third floors of the building. The general concept is as follows:

- While a portion of the first floor needs to remain as mechanical space, the majority of this floor would be allocated for a tenant and not renovated by the town.



- The second floor is dedicated to the most visited town offices, which are the Clerk's office, Land Use, and support spaces. Land Use consists of Planning, Accessor, Code Enforcement, and Economic Development. The support spaces include two meeting spaces, a public and staff bathroom.



- The third floor consists of the Chamber Council, town administration offices, a staff break room, and support spaces. This includes renovation of the existing gang bathrooms.



See **Appendix D – Schematic Renovation Floor Plans of Existing Building** for larger floor plans of all three floors of the existing building.

Cost Estimate for Renovation of Entire Existing Building

Working with AlliedCook construction, Port City was able to make the following calculations for the full renovation of the exiting building. We have added a 15% contingency to accommodate any unforeseen conditions that will arise in the renovation of a building of this age.

Since the town offices would need to be relocated during construction, \$150,000 has been included. This estimate is based on what York is currently paying for their temporary space, but this could change on the differences in real estate market or inflation.

Renovate Entire Existing Building in One Phase	
Renovations estimate \$450 / sf	\$9,000,000
<ul style="list-style-type: none"> Existing Building 6,690 sf per floor with 20,070 sf total 	
Construction Contingency 15% because Renovation	\$1,350,000
<ul style="list-style-type: none"> A contingency is required for unforeseen exiting conditions 	
Cost to house Town Hall during Construction	\$150,000
<ul style="list-style-type: none"> The existing office will need to temporarily relocate during construction 	
Total Estimated Budget	\$10,500,000

Cost Estimate for Renovation of Exterior Shell and the Second & Third Floor of Existing

While we have provided a cost to renovate the entire building, based on the schematic plan, only the exterior shell and two floors of the existing building would need to be renovated to house all the spaces required for the Town Hall. While the entire exterior shell will need to be renovated, one floor would not be fully renovated, but would be assigned as future tenant space. A tenant is yet to be selected.

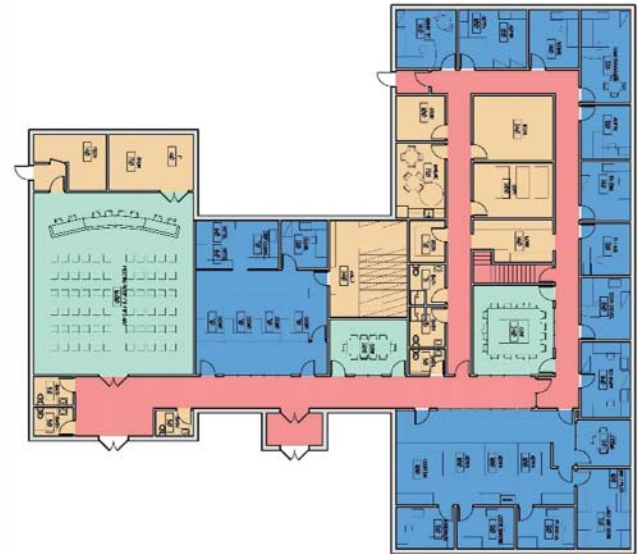
Cost Estimate for Renovation of Exterior Shell and the Second & Third Floor of Existing Building	
(Exterior) Shell, Egress, & Required Infrastructure	\$3,450,000
<ul style="list-style-type: none"> • Renovate the exterior shell, vertical access, & the site • Project would be Turnkey 	
(Interior) Two Floors	\$4,600,000
<ul style="list-style-type: none"> • Renovate the second & third floor 	
Cost to House Town Hall During Construction	\$150,000
<ul style="list-style-type: none"> • The existing office will need to temporarily relocate during construction 	
Total Estimated Budget	\$8,200,000
<ul style="list-style-type: none"> • The lower level would remain a shell until fitout by a tenant 	

New Building

As part of the report, Port City was asked to provide a proposed plan for a new building that is not site specific. At a later time, if the council determines a location for the building, the site can be adjusted to fit that location.

Schematic Plan for New Building

Following the same approach as the plan for the existing building, Port City utilized a matrix to determine the necessary number and size of spaces for an efficient town hall. The proposed plan involves a one-story building design that eliminates the need for stairs or an elevator, while incorporating an attic space for additional storage. A schematic floor plan was provided, which underwent review and received general concept approval from the town's administration. Should the Town decide to proceed with this renovation, further refinement of the plan would be undertaken as part of the standard design process during the next stage.



The building is divided into two main sections: the Chamber Council and the town offices. The Clerk's office is strategically located near the front door, as it is the most active department and offers a clear view of the entrance, allowing for monitoring of people entering and exiting the building. The Land Use office, being the second most accessible department, is situated close to the public entrance as well. Each department can be closed off independently from the others, providing flexibility and privacy within the building.

See Appendix E – Schematic Plans and 3D Rendering of Free-Standing Building for the floor plans of the new building.

Proposed 3D Rendering of New Building

Port City provided a preliminary 3D rendering of the schematic floor plan. See **Appendix E – Schematic Plans and 3D Rendering of Free-Standing Building** for additional images of the new building.



Cost Estimate for New Building

New Building on Town Owned Property	
<ul style="list-style-type: none">• Programmed ~11,600 sf• New building estimate \$550 / sf• Project would be Turnkey	
Estimated Cost	\$6,400,000

Conclusion

Both the renovation of the existing building and the construction of a new building are viable options for consideration. Although opting for a new building may prove to be more cost-effective, it would entail moving away from the central downtown area. The town will need to assess whether the additional cost is justifiable and aligns with their priorities. It is essential for South Berwick to foster collaboration and build a consensus to determine the most suitable solution that meets their specific needs.

Estimated Costs	
Renovate Entire Existing Building	\$10,500,000
<ul style="list-style-type: none"> Renovate the entire existing building of 20,070 sf & existing site Project would be turnkey 	
Renovate Portion of Existing Building	\$8,200,000
<ul style="list-style-type: none"> Shell, Egress, Site, & Required Infrastructure, and Two Floors Fitout First floor would need to be fitout by a tenant Project would be turnkey 	
New Facility	\$6,400,000
<ul style="list-style-type: none"> 11,600 sq ft building & site work Project would be turnkey 	

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Appendix A

Programming Documents



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South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

August 3, 2023



Room Desc	Room Area (SF)	Admin # of Rooms	Admin Area (SF)	Pub # of Rooms	Pub Area (SF)	Storage # of Rooms	Storage Area (SF)	Supp # of Rooms	Support Area (SF)	Total # of Rooms	Total Area (SF)	SqFt Renovated Building	SqFt New Building	Notes:
Town Manager Administration														
Town Manager Office	200	1	200		0		0	0	0	1	200			An office for the town manager with room for (2) files, (1) desk w/ meeting space on one side
Assistant Town Man. / HR Office	160	1	160		0		0	0	0	1	160			An office for the Assistant Town Manager with (3) lateral files & (1) desk w/ meeting space on one side
Finance Director	140	1	140		0		0	0	0	1	140			An office for the Finance Director. FUTURE
Future Office	140	1	140		0		0	0	0	1	140			A future office to be determined. FUTURE
Admin Desks	100	3	300		0		0	0	0	3	300			A desk for the Town Manager Assistant & Finance Assistant & HR Assistant. The Finance & HR Assistants offices can be combined and need room for a small copier / printer and (5) filing cabinets.
GIS / IT Manager Office	120	1	120		0		0	0	0	1	120			An office for the GIS / IT Manager. FUTURE
Storage - Town Manager	40	1	40		0		0	0	0	1	40			Any storage needed in the department is stored within offices.
Vault - Town Manager			0		0		0	0	0	0	0			None is needed.
Remote Vault			0		0		0	0	0	0	0			Secure storage within a fire rated vault.
Remote Storage	120	1	120		0		0	0	0	1	120			Remote storage for the department would not be needed except for space in the vault listed below.
Land Use														
Code Enforcement Officer Office	120	1	120		0		0	0	0	1	120			An office for the Code Enforcer. Needs to have a table for plans and a desk.
Code Enforcement Admin with Counter	100	1	100		0		0	0	0	1	100			A desk / counter for the Admin for Code Enforcement. Should be combined with other admin & counter and next to the record storage.
Planner Office	120	1	120		0		0	0	0	1	120			An office for the Planning Director. Needs to have a table for plans and a desk.
Planning Admin Desk	100	1	100		0		0	0	0	1	100			A desk close to the counter. Should be combined with other admin & counter and next to the record storage.
Assessor Office	120	1	120		0		0	0	0	1	120			An office for the Assessor. Needs to have a table for plans and a desk.
Assessor Admin Desk	100	1	100		0		0	0	0	1	100			A desk close to the counter. Could be combined with the Code Enforcement admin / counter area.
Counter	100	1	100		0		0	0	0	1	100			A counter for staff to serve the public. Should have storage underneath including room for code books.
Waiting	120			1	120		0	0	0	1	120			Waiting area with a computer for public use in front of the counter.

South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

August 3, 2023



Room Desc	Room Area (SF)	Admin # of Rooms	Admin Area (SF)	Pub # of Rooms	Pub Area (SF)	Storage # of Rooms	Storage Area (SF)	Supp # of Rooms	Support Area (SF)	Total # of Rooms	Total Area (SF)	Sqft Renovated Building	Sqft New Building	Notes:
Storage - Code & Planning	200		0		0	1	200			0	1	200		(17) Five drawer filing cabinets, rolled plan storage, and (4) flat files - would like to look at medical storage because more compact & a shelf for rolled up plan storage.
Remote Storage - Code & Planning	120		0		0	1	120			0	1	120		Space for rolled plans, banker boxes, (2) flat files that can be stacked on each other.
Remote Storage - Accessor	120		0		0	1	120			0	1	120		Currently have records that are required to be stored for numerous years before they can be destroyed. These are not accessed often but need to be kept.
Vault - Remote	20		0		0	1	20			0	1	20		Storage for old zoning ordinances.
Town Clerk														
Town Clerk Office	120	1	120		0		0			0	1	120		An office for the Town Clerk with good view of the public when they enter & easy access to the service counter.
Deputy Town Clerk Office	80	1	80		0		0			0	1	80		A desk for the Deputy Town Clerk behind the counter area.
Clerk Counter	70	4	280		0		0			0	4	280		Need (4) counter with windows (2 for staff, (1) Deputy Clerk, and (1) Clerk - (1) is future). There also needs to be counter space behind the desks for various things everybody uses when helping the public at the counter. SF includes space for waiting & space for forms.
Admin Hotelling desk	60	2	120		0		0			0	2	120		A remote small desk for the Clerk Admin to be able to conduct work that is not at the counter.
Storage	80		0		0	1	80			0	1	80		Storage within the department or close by.
Remote Storage											0	0		None needed.
Remote Storage - Election Equipment	120					1	120			0	1	120		Storage space for election equipment when not in use.
Vault - Within Depart	300		0		0	1	300			0	1	300		Records need to be close so staff can access them when a member of the public requests them. There should also be space for storing money, state stickers, and similar at night. This assumes movable shelving units in the space.
Economic Development														
Economic Development Director Office	150	1	150		0		0			0	1	150		An office for the Economic Developer with a room to meet with people on the other side of the desk and some storage.
Economic Development Staff & Intern Office	140	1	140		0		0			0	1	140		A desk for the Staff including a desk for an intern. FUTURE
Storage	40		0		0	1	40			0	1	40		Storage within the department or close by.

South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

August 3, 2023



Room Desc	Room Area (Sf)	Admin # of Rooms	Admin Area (Sf)	Pub # of Rooms	Pub Area (Sf)	Storage # of Rooms	Storage Area (Sf)	Supp # of Rooms	Support Area (Sf)	Total # of Rooms	Total Area (Sf)	SqFt Renovated Building	SqFt New Building	Notes:
Council Chamber														
Council Chamber	1,700				1	1,700					1,700			Chamber Council room with a dais for (8) people and 70 viewing. The dais should be movable so that it could be stored and the room used for elections or similar.
Chamber IT Closet	36				1	36					36			A dedicated IT closet that would have limited access for the IT infrastructure and storage of any electrical equipment used in the Chamber.
Chamber Storage	170				1	170					170			Room for storage for chairs, tables, and dais to make the Chamber more flexible.
Conference Room														
Large Conference Room (20 People)	400		0			0		0	1	400	1			The conference rooms should be available for all and located throughout the building and accessible to all.
Medium Conference Room (8 People)	200		0			0		0	1	200	1			
Small Conference Room (4 People)	140		0			0		0	1	140	1			
Break Room	200		0			0		0	1	200	1			A dedicated space for staff to store their lunches and to eat. The current breakroom is also a conference room so typically, people are unable to access their lunches. Include: dishwasher, sink, microwave, coffee maker, fridge.
General Support														
Lobby	200		0	1	200			0		0	1			A lobby should be strategically placed to accommodate overflow for both the Clerk's Office and Land Use Office.
Work Room	140		0					0	1	140	1			A copy room with copier, counter for assembling packets, storage, etc.
Copy / Plotter Room	100		0					0	1	100	1			A room to house the plotter, large format scanner, and supplies. Should be near Code Enforcement.
Public Bathrooms	50		0					0		0	4			A quick code review indicates that a total of 6 toilets, 1 urinal, & (4) sinks will be required.
Staff Bathroom with Shower	75		0					0	2	150	2			Staff bathrooms with shower so staff can bike or walk to work.
Staff Gym	300		0					0	1	300	1			A space within the building for exercising near the staff bathrooms.
Supply Closet	40		0					0	1	40	1			A closet for office supplies which is within Copy / Supply.
Paper Good Storage	60		0					0	1	60	1			A closet for paper supplies which is within Copy / Supply.
Server Room	60		0					0	1	60	1			A room to house the server and phone system.

South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

August 3, 2023



Room Desc	Room Area (SF)	Admin # of Rooms	Admin Area (SF)	Pub # of Rooms	Pub Area (SF)	Storage # of Rooms	Storage Area (SF)	Supp # of Rooms	Support Area (SF)	Total # of Rooms	Total Area (SF)	SqFt Renovated Building	SqFt New Building	Notes:
Janitor Room	140		0		0		0	1	140	1	140			A janitor space with a desk to order and maintain items, a work bench, and a janitor sink.
Mechanical / Electrical / Sprinkler Room(s)	600		0		0		0	1	600	1	600			There will need to be mechanical, electrical, and sprinkler space within the building. This could be located within one room or in several.
Air Locks	60		0		0		0	2	120	2	120			It is assumed that there will be two entries (one facing the street and one facing the parking lot. Each of these entrances will need an airlock.
Elevator	90		0		0		0	0	0	0	0			If this is a two story building, it will need an elevator & stairs.
Elevator Machine Room	40		0		0		0	0	0	0	0			If this is a two story building, it will need an elevator & stairs.
Stairs per floor	120		0		0		0	0	0	0	0			If this is a two story building, it will need an elevator & stairs.
Totals		27	2,870	9	2,426	8	1,000	16	2,650	60	8,946	0	0	
Circulation Factor of 30%												2,684		
Grand Total												Program: 11,630		

Existing Building is 6,690 sf per Floor for a total of 20,070 sf

Notes:

Currently, there is no separation of public and office space. A separation should be established with Clerks and Land Use if possible.

Need town charging station for ERV in the parking. Discuss whether or not to have public charging station.

Appendix B

Town Hall Inspection and Code review



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Introduction:

Port City Architecture and their consultants have been commissioned to provide a facility assessment for the existing South Berwick Town Hall building including physical condition; structural integrity; mechanical, electrical, and plumbing system; site conditions; overall appearance; overall function; and code compliance. As part of our inspection, we highlighted any workplace safety issues, potential hazard, and building functionality pertaining to a modern-day town hall administration that incorporates current technology and practices.



When evaluating the existing building, Port City Architecture worked with Mechanical Systems Inc, to review the mechanical and plumbing; SwiftCurrent Electrical Engineers to review the electrical systems; and Site Design Civil Engineers to review the site and related civil engineering. AlliedCook Construction reviewed and helped refine the cost estimates, notably for the existing building.

We also reviewed the Alpha Home & Commercial Building Inspection and the drawing for the 1990 renovation by TFH Architects of the existing Town Hall. While Alpha did identify many issues in the current building, they did not look at building code requirements, space planning / space requirements, or address the cost associated with renovating the existing building. We have addressed these deficiencies.

Evaluation and Recommendation Report:

In the existing building, the first floor consists of mechanical space, a large meeting room, one bathroom, and the abandoned police station which is currently being used for storage. Since the police has been relocated, there is no staff on the entry level to greet or monitor people entering the building. The second-floor houses most of the town administrative offices including the town manager, clerk, and land use offices. There are limited support spaces which consist of two staff bathrooms and a small work area. The third floor consists of a large stage area, one office, storage, a kitchen, and public bathrooms.

As part of this study, Port City and their consultants evaluated the existing building. Our evaluation consists of the following items:

- Exterior Façade & Shell
- Exterior Thermal Protection
- Exterior Doors & Windows
- Sidewalks & Parking Layout
- Space Programming & Security
- Wayfinding
- Fire, Health, & ADA Code Issues
- Mechanical, Electrical and Plumbing
- Appearance, Furniture, & Finishes

We used the following codes in our review of the building:

- Maine Energy Code
- International Building Code (IBC)
- National Fire Protection Association (NFPA)
- American Disability Act (ADA)
- Maine Plumbing Code

EXTERIOR FAÇADE & SHELL

General Building information:

- The existing building has three stories and is a total of 20,070 square feet.
- The exterior is primarily brick with precast concrete accents.
- The interior has two stair towers and an elevator which are required by code.
- The construction is load-bearing masonry with wood joist floorings. This prohibits major renovations of the hallway walls on the ground and first floors without major cost implications.
- The windows are vinyl replacements from the late 1990's and early 2000's.
- The exterior doors are a combination of aluminum storefront and hollow metal.
- Finishes vary with concrete floors on the First Floor and wood floors on Second and Third Floors. The bearing walls and exterior walls are brick. The wall partitions in other places are gypsum and / or plaster.



- The main entry facing the street is infrequently used by the public or staff since the parking lot is at the rear of the building.
- The primary public entry with a canopy and an automatic door opener and faces the parking lot.
- A door on each side of the building which provides direct egress for each of the stair towers as required by code.
- Two doors at the rear of the building that access directly to the ground floor.



EPDM Roof:

- Typically, an EPDM has a 30-year life expectancy. The Town Hall's roof is showing significant wear and tear. It will need to be replaced in the next five years. If the building is renovated, this will experience additional wear and tear from the construction process and will need to be replaced during renovation since it is near the end of life.

**Brick Chimney:**

- The existing brick chimney is blocked and does not meet current code requirements. The town is working to have it relined this summer to meet existing code before using it this winter.



General Precast Concrete:

- There is precast concrete throughout the exterior façade and the precast concrete is starting to fail in many locations. Refer to the next few pages for specific examples of failure at the windows, tablets, and pediment. This issue needs to be addressed now before an injury occurs.
- Refer to in Appendix A for more information.



General Precast Concrete:

- Upon visual assessment of the building's exterior it is evident that pieces of the precast concrete have fallen off. To date there has been no bodily harm. However, all the precast concrete needs to be inspected by a qualified mason and repaired or removed before somebody is hurt.



- A piece of concrete sill that has fallen and can be seen on the sidewalk below.



Precast Concrete Pediment:

- The pediment is starting to deteriorate, and a small portion of precast concrete has fallen.
- After further inspection from the ground, there was limited cracking but a large quantity of staining. From the ground and without selected demolition, we are unable to inspect if the break-metal cap is allowing water into the building's masonry facade, but we suspect that it might be. If it is, this will greatly accelerate the deterioration process. Either way, the pediment needs to be thoroughly inspected and remediated as soon as possible.



Precast Concrete Entry Tablet:

- The large piece over the main entry is in significant disrepair and has crumbled. A metal mesh screen has been installed to contain the fragments. This poses a safety risk.
- As this concrete deteriorates, it allows water into the precast and the brick wall which will accelerate the cracking of the precast, along with damaging the brick system. This should be treated now to prevent additional water infiltrating the brick and causing additional damage to the building.



Windowsills:

- The existing windowsills are precast concrete and do not have flashing or other material to prevent water from sitting on them; subsequently water penetrates into the concrete sill and causing extensive cracking.
- Many sills are cracked, and some have pieces that have broken off.
- We were only able to inspect the windowsills on the ground floor. Not all sills could be inspected from the ground level, and we were not able to open windows to look at the sills on the second and third floors because the windows are failing and thus inoperable. A further inspection should be made with a lift bucket to ensure that there are not more significantly damaged sills that may have lose concrete that we were not able to assess from the ground level.



Window Lintels:

- The steel windows are rusting. Though this is normal, they should be regularly scraped and painted.
- At some point, somebody caulked between the brick and the lintel blocking water from draining properly. The blocked water is freezing and expanding causing damage to the brick. This caulk needs to be removed.



EXTERIOR THERMAL PROTECTION

Insulation Issues:

- There is little to no insulation at the exterior of the building. This allows heat to escape and is costly for the town to heat and cool the building. In most places, there is only exposed brick on the interior. Additionally, this affects the comfort of the occupants of the building. While this building is grandfathered from the existing energy codes, if any major renovation occurs, the building will need to meet the energy code and thus require insulation.
- In some places the finishes, such as existing dry wall, will need to be removed to be able to provide insulation.



EXTERIOR DOORS AND WINDOWS

Exterior Doors:

- The exterior doors are a combination of hollow metal and aluminum storefront.
- Most exterior doors are older and worn, impacting their thermal value and their overall appearance. These should be replaced for a more attractive look and better insulated / weather stripping.
- The thresholds at the exterior aluminum storefront doors do not meet ADA requirements and may be letting water in due to wear. These should be replaced.
- The door pull weight exceeds ADA code requirements at the stairs and must be addressed by adjusting the closer or adding an automatic door opener.



- The aluminum storefront front doors are deteriorating, a panel has corroded, and the door should be replaced.



Aluminum Storefront Entry Doors:

- The entrance canopy funnels rainwater to the side and the water is damaging the building. Gutters or other water control should be added.
- The rear entry doors are ADA and have an automatic door opener. However, the thresholds are starting to curl and should be replaced. See Threshold note above.



Aluminum Storefront Stair Doors:

- The side stair doors are starting to fail as indicated by all the rivets added to them. They need to be replaced.
- The interior jambs of one of the doors is missing which is negatively affecting the buildings appearance.



Hollow Metal Rear Doors:

- The two hollow doors at the rear of the building have recently been replaced and are in good shape.



Windows:

- Windows were replaced approximately 25 years ago and vinyl windows of this size have a lifespan of ten years. Many of the windows are failing. These need to be stabilized now and replaced in the next year.
- In our exploration, we encountered the window sashes are falling out and the top sashes will not stay up in many locations. Both issues pose a significant risk for personal injury and need to be addressed now. Please see Port City's letter of June 14, 2023, refer to **Appendix C – Letter to South Berwick about Windows and Precast** for the full letter.



SIDEWALKS & PARKING LAYOUT

General Parking Lot

- There is ponding and broken areas of pavement indicating the subbase is failing. The parking lot should be regraded and paved.
- The parking lot needs to be restriped.
- The entrance and exit could use better signage.



ADA Parking

- ADA Parking spots do not meet the current code. While they meet the 2% grade, the van spaces are too small. Also, once the parking spaces are renovated, the tilt downs need to be reevaluated and renovated to provide convenience to the new spaces.



Entry Sidewalk

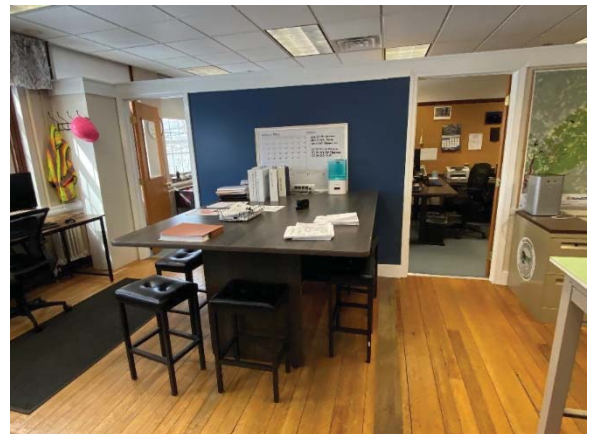
- The planting beds at the main entry were filled in creating a tripping hazard since the pavers shifted / sunk. These need to be repaired.



SPACE PROGRAMMING & SECURITY

Land Use Office:

- The land use office is located on the second floor. The land use office consists of code enforcement and assessing. They have a paper file for every property in town, creating a need for a large amount of storage. They also have people come into their office to look up information from these files and meet with staff. Currently everything is done in one large room and there is not a private area for staff to meet with the public.
- The planning and code enforcement offices are on one side of the hall and assessing on the other side. They should be located in the same space with their files since they all access them all day long.
- The Department is open to the public, allowing the public access to files and staff offices which have confidential files. This is a concern and needs to be addressed.
- The offices partitions do not reach the ceiling causing a lack of adequate privacy for the occupants.

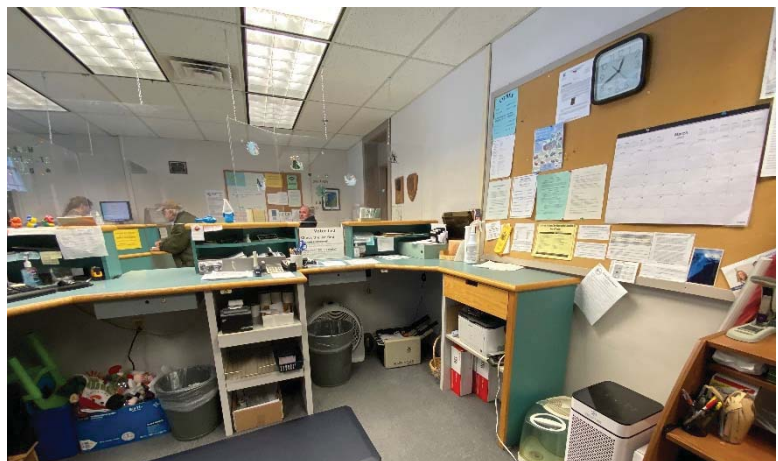


- Land Use lacks adequate storage. Additionally, much of the current storage and equipment is in the hallways, lacking the security needed for confidential files and equipment. There is a flat folder in the second-floor hallway and a plotter in the first-floor hallway. Either additional square footage should be allocated for storage, and/or the town can reduce file storage space requirements by implementing a sliding filing system for compact storage.



Clerk's Office:

- The clerk's office is on the second-floor and has the highest level of customer service.
- The clerk's office lacks queueing space for the public who line up in the hallway and in the stairway on busy days.
- The materials that staff share frequently are not located next to staff work space counters. This inefficient use of space causes service delays.
- The lighting within the office is inadequate and is likely causing eye strain.
- There is no space or opportunity for counter staff to do training remotely (this is required by the state). There should be a small space or private desk where staff can conduct business separate from the service counter.

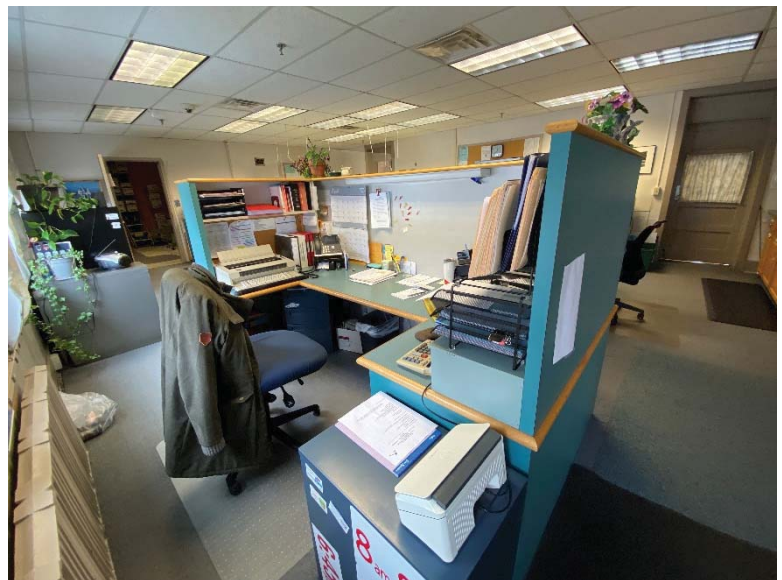


Clerk's Counter:

- Finishes are starting to fail in some places and are dated. See finishes for more information.
- The counter is not ergonomic and could be causing staff issues.
- The department is set up to keep the public on one side of counter and staff on the other side of the counter. They are able to lock the department off from the hallway.
- Because the two stations are in a corner, there is not room for people at both counters without the likelihood of touching each other. This creates privacy and comfort issues.



- The clerk's desk is too small, is not ergonomic, and the walls are not full height. This is a substandard desk and needs to either be replaced or modified.



Town Manager's Office Waiting:

- The only waiting is located in front of the Town Manager's suite. The area only has two chairs and a large copier. This space is not comfortable and is unwelcoming.
- The space is not visible to any office making it awkward for people to be noticed while allowing visitors access to potential confidential information on the copier.
- A dedicated waiting area should be created to avoid mixing the office functions with public waiting areas.
- Additionally updated furniture should be implemented into the space for comfort and aesthetics.
- Finishes are worn and should be updated.



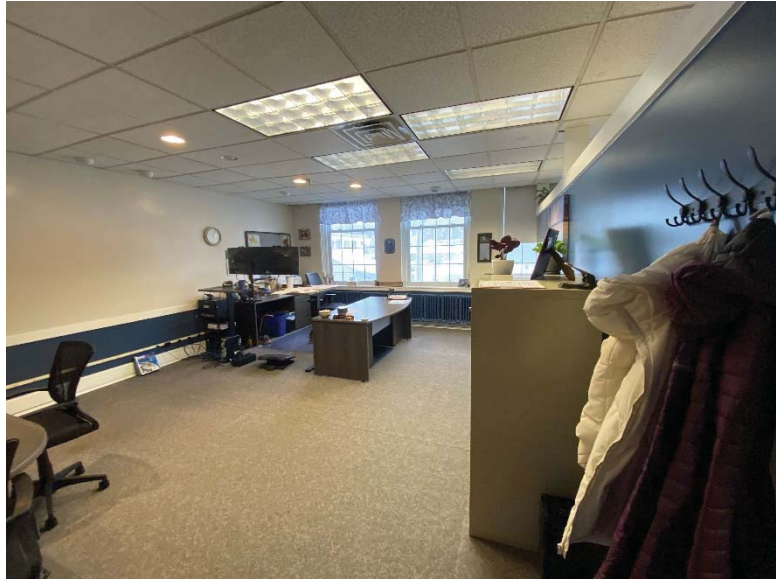
Town Manager's Office:

- The Manager's office is large enough and the furniture is fairly new. The office has proper walls unlike several of the other administration offices.
- The finishes are in bad shape including the carpet which is old. It has become unglued and is ripped. This should be replaced.
- The lights are fluorescent and can cause eye strain and should be upgraded to LED lights.



Assistant Town Manager's Office:

- The Assistant Manager's Office is too large and does not have full walls but only an approximately 7'-0" high partition between her and two administrators. Because of this, the Assistant cannot have private conversations in her own office.
- They are newer than the town manager but have a dull appearance because of the fluorescent lighting. If the lighting is changed to LED, the finishes would look better.



WAYFINDING

Hallway Signage:

- There is inadequate signage. The signage should be upgraded and oriented to help the public locate where they want to go.
- Signage does not meet ADA code requirements for visibility / accessibility and need to be replaced with code complying signage.



FIRE, HEALTH, & ADA CODE ISSUES

Second Floor Staff Kitchenette:

- The kitchenette has inadequate space to meet the needs of the staff who use it.
- The kitchenette does not meet ADA code because counter height is too high and lacks space to roll under the sink.
- The finishes are failing, making the kitchenette hard to clean.



Full Kitchen on Third Floor:

- Does not meet ADA code because counter height is too high and lacks space to roll under the sink.
- Stove lacks NFPA Hood, which is required by code. Either the stove should be removed now or a hood needs to be provided.
- The counter finishes are failing, making the kitchenette hard to clean.



Clerk Service Counter:

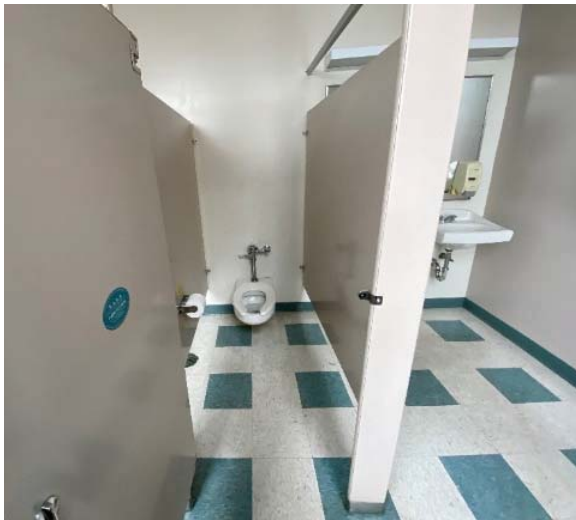
- The service counter on the second floor does not meet ADA requirements for either staff or public because it is too high for the height required by ADA code and should be modified or replaced.
- The side counter is too high and extends too far into the space to meet ADA requirements. This should be removed, replaced, or reworked to meet current codes.





Third Floor Bathrooms:

- There are male and female multi – stall bathrooms.
- None of these bathrooms meet ADA code in multiple ways.
 - The sink and mirrors are too high for accessibility requirements.
 - The sinks need LAV guards on them.
 - Urinals are too high per ADA.
 - ADA stall does not meet required clearance and lack all the grab bars required.
- Finishes throughout are faded and the tiles are making the bathroom absorb odors causing unpleasant smells.



Third Floor Water Fountain:

- The water fountain exists on the third-floor outside of the bathrooms.
- Does not meet ADA height.
- Plumbing code requires an ADA water fountain in public buildings.

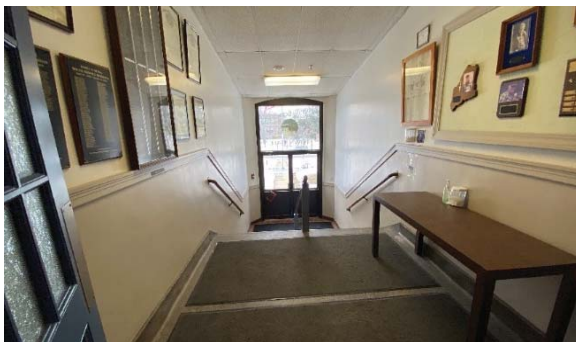
**Auditorium and Stage:**

- The stage is not ADA accessible and needs to be.



Stairs:

- There are two egress stairways as required by code, a smaller stair at the front entry, and four smaller stairs on the first floor to provide access to the different levels on this floor.
- While the stairs appear to meet the minimum 1-hour rating on the walls, this will need to be verified if renovations are made.
- Current stairwells do not meet current code requirements including:
 - There are not proper handrails on either side (the top of guardrails cannot be used as handrails). Code requires handrails on both sides.
 - The guardrail is too low, and an extension needs to be added now. The banisters are too far apart.
 - The stair rise and run does not meet the current code. The metal pan stairs should be removed, and proper stairs installed.
 - There is an electrical panel in the stairwell that needs to be removed now.
 - There is enclosed storage under the stairs but the enclosure is not fire rated. This is not allowed and needs to be removed now.
 - There are no tread finishes but only bare concrete finish. These are slippery especially when they are wet. Treads need to be added to prevent falls.



Fire door in staircase:

- Fire doors are propped open, and they are required to be closed or on electrical hold openers to meet the Life Safety Code. If the town wants to continue this practice, hold openers are required.

**Damage to stair treads:**

- This staircase in the old police station is chipped and is a tripping hazard. These need to be repaired as this poses a safety hazard.



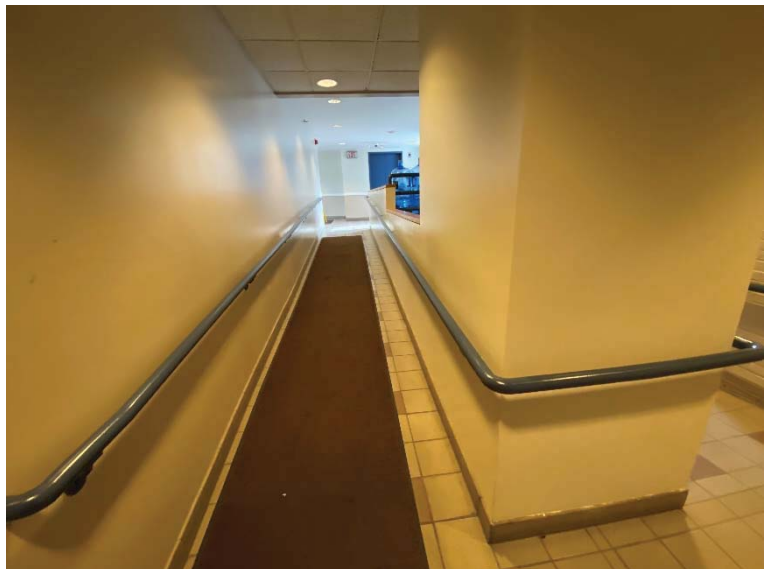
First-Floor Stairs

- All of the stairways in the old police station staircases lacks handrails on both sides as required by code. Additionally, this staircase should have rubber treads added to prevent people from slipping.



First-floor Ramp:

- There is a ramp from the entry to the first-floor to provide ADA access. The ramp is in good shape and appears to meet current code requirements.



Elevator:

- The elevator has been in existence for many years and is reaching the end of life on several components.
- The leveler is failing so the elevator does not always line up with each floor. It is anticipated that the elevator will need to be replaced in the near future. It is possible that the elevator will fail its next annual state inspection and will need to be replaced at that time.
- The existing elevator shaft should be grandfathered and not need to be made larger. However, that is up to the local jurisdiction, and they may require the town to enlarge the elevator shaft to meet current code requirements.
- The flooring appears to be class A, and this meets code.

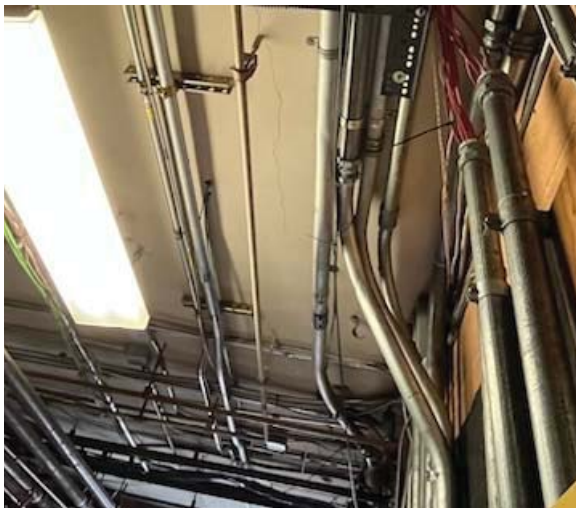


MECHANICAL, ELECTRICAL, AND PLUMBING



Mechanical, Electrical, and Plumbing General:

- The MEP has been retrofitted over the years. The walls are in disarray from renovations. There are scattered equipment, pipes, and wires, as well as holes and dents in the walls. These need to be repaired.
- All hard walls and ceilings with cuts need to be patched and all penetrations in fire walls need fire caulk to provide fire rated systems as required by code.
- Electrical wires when exposed should be in conduit to make sure they are not damaged.



Mechanical Room.

- The mechanical room houses boilers, oil tanks, and the main electrical panels.
- The boilers were recently replaced because they were failing.
- All wall and ceiling penetrations need to be fire caulked because the space needs to be fire rated.



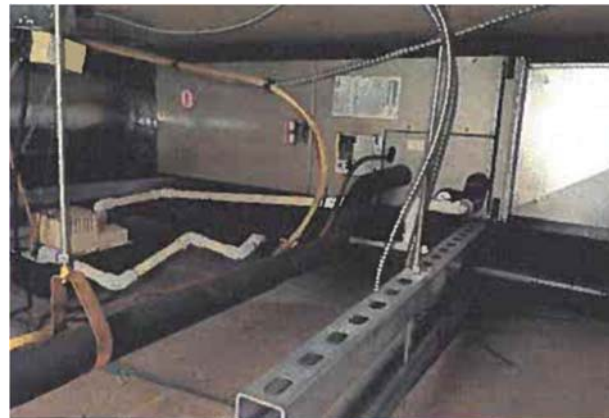
Heating & Ventilation Systems:

- The heating system is steam, which is inefficient and does not modify well. It would be more cost-effective to provide a different heating system both initially and to run it. This should be replaced if any major renovations are done.



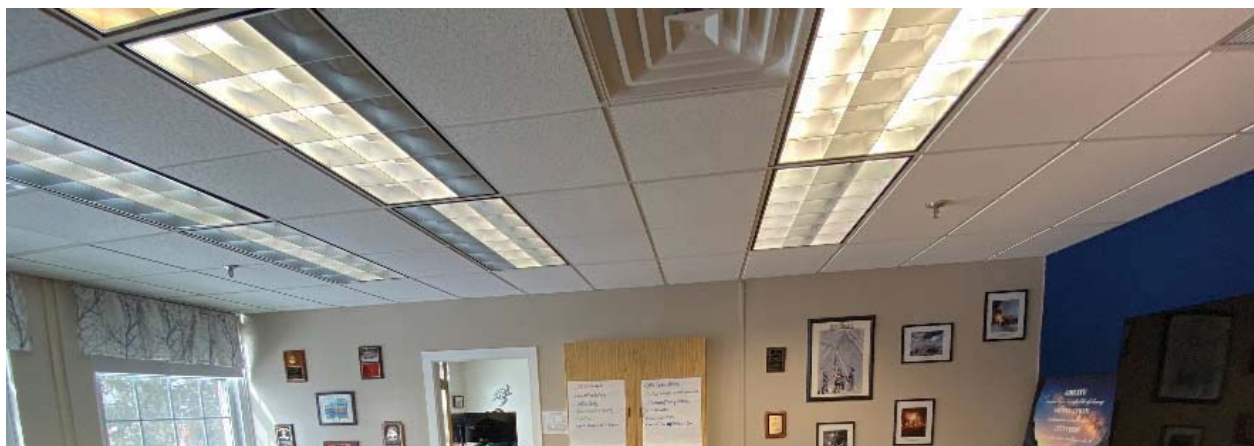
Air Handlers

- The expected life of an air handler is 25 years and the town's air handlers are over 20 years old – they **do not provide cooling**. These air handlers could start failing at any time.
- The air handlers should be replaced if the building is renovated, and the town should expect to replace them in a few years if they remain in the existing building without major upgrades.
- The air handlers and ducts should be professionally cleaned because of dust and dirt buildup over the last 20 plus years.
- The air quality should be checked to make sure there is no air quality issues.



Existing Lighting:

- Lights are primarily fluorescent. The lighting in many of the spaces has a white or yellow hue which causes eye strain and LED lights are more cost effective to run. All the lights in the building need to be replaced.
- Signs of yellow and cracking lens are present on fixtures throughout making the building look less appealing and less professional. These should be replaced.



Existing Exterior Lighting:

- All exterior egress doors are required to have emergency lights that operate on a battery. The existing emergency lights are old and likely have expired batteries. These need to be tested and faulty lights need to be replaced.
- There are both wall mounted and pole mounted site lighting. Due to the age, the fixtures are not LED and will not have the best cut-off lenses. These should be replaced to provide more cost-effective lighting and to make sure there is not excessive light spilling over the property line.



Electrical Systems:

- The electrical boxes are scattered throughout the building and are not arranged in an organized fashion. One electrical box is in a stairwell which is a code violation and needs to be removed as soon as possible (see stair review above).
- Some breakers are permanently tripped indicating there is an electrical supply issue.
- Open splices of electrical wires were noticed, and these are required to be placed in electrical boxes by code. These are throughout the building. In some cases, it might be more cost effective to just replace the wires instead of providing multiple boxes.
- As stated above, the wires are disorganized and loose. These should be placed in conduits to prevent someone accidentally cutting a wire and electrocuting them self.
- There is some knobs and tube wiring exposed in the attic and there is probably additional knobs and tube within the existing walls that we are not able to see without doing selective demolition. This wiring needs to be removed and replaced.
- The extensive issues with the electrical system need to be addressed by having a master electrician remove / replace / relocate the sub panels, repair / replace the faulty wiring, and provide adequate electrical infrastructure as soon as possible. However, if the building is going to be renovated, the electrical issues are so severe, the electrical system should be removed and replaced throughout.





- At least one outlet has flash burns indicating there were not proper surge protectors.

- The generator is outdated and past its current life. It should be replaced.



Plumbing:

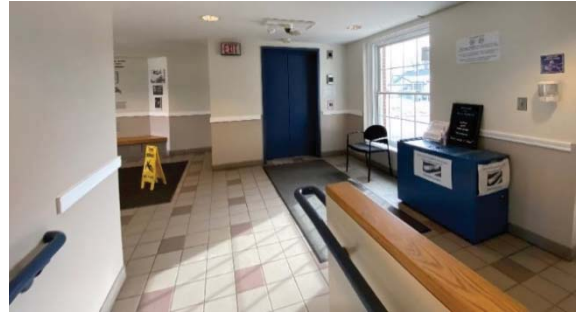
- The bathroom plumbing fixtures appear to be functioning adequately, but they do not meet current code requirements for water flow. If the bathrooms are renovated, these fixtures need to be replaced throughout. However, these fixtures are grandfathered and can remain until there is renovation work to the bathrooms.
- None of the sinks, toilets, or urinals meet ADA. See ADA section.
- At least one plumbing vent terminates in the attic instead of outside. This should be fixed now to meet code requirements and to prevent excessive moisture in the attic.



APPEARANCE, FURNITURE, & FINISHES

Finishes:

- The building's last major renovation was in the 1990s.
- The finishes are aged and show major wear. In many places, the finishes are beyond repair.
- The finish selections are dated.
- The finishes are no longer able to be cleaned sufficiently due to stains and wear.
- The plastic laminate is chipped and delaminating in some places making the entire office look unprofessional.



- The quarry tile on the first-floor is holding up.



- Carpet is ripped in several places with tape holding it together. Though unattractive, the most important issue is that it poses a trip hazard and should be replaced now.



Bathroom Finishes:

- The floors are Vinyl Composite Tile (VCT) which allows liquids to flow through the seams and soak into concrete or wood below making it nearly impossible to remove bathroom smells.
- The ceilings are acoustical ceiling tiles which also absorb bathroom smells.
- The partitions are metal with cardboard cores which also absorb bathrooms smells.
- All these finishes should be replaced with contemporary finishes that will be easier to clean and will not absorb smells.



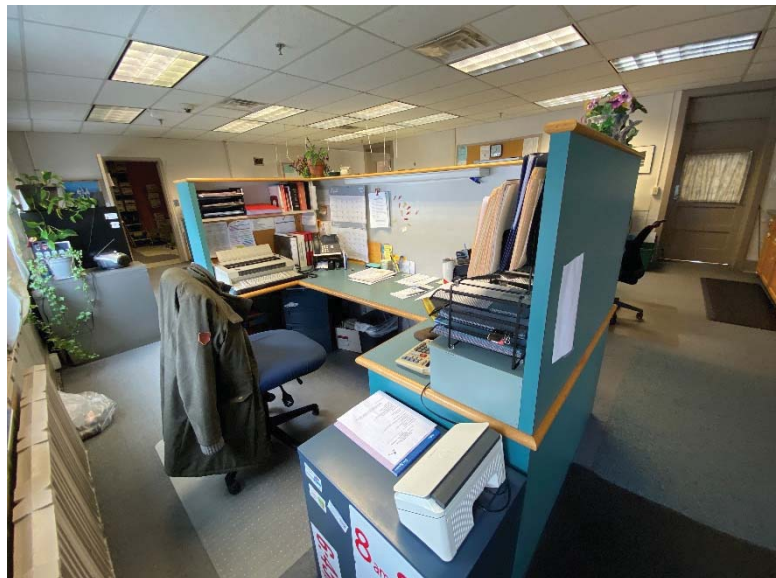
Clerk's Office Vault:

- The vault is attached to the clerk's office workspace as it should be.
- The Clerk's vault has plywood shelves. The acid in plywood can damage documents and should be replaced.
- The large drawer system is a cardboard system and should be replaced with a more permanent systems it will fail.
- Switching to a slider storage system will increase the amount of storage the vault could hold without damaging the documents. However, before this can be done, a structural analysis should be done to make sure the floor is strong enough to support.
- A leak in the roof has damaged the shelving and vault materials in the past and may occur again so should be monitored.
- If the building is renovated a fire inspection must be conducted on the vault to confirm the fire rating of the room. Because this requires selected demolition, this inspection could not be conducted at this time.



Clerk's Office Desk.

- While most staff have been provided a new desk set-ups in the past 18 months, there is not enough space in the clerk's area for a new desk. This is still the 1990's built in. It is not ergonomic, private, adequately sized, or adjustable and it needs to be all of these.



Ceilings:

- Ceilings throughout are dated, worn, and water damage is present throughout.
- In many places the ceiling frame is starting to turn yellow from age. These should be replaced.
- The ceilings systems need to be replaced throughout the building.



Appendix C

Letter to South Berwick



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June 12, 2023

Attn: Tim Pellerin
Town Manager
180 Main Street
South Berwick, ME 03908



RE: South Berwick Existing Windows and Existing Exterior Precast

Dear Mr. Pellerin,

As you know, we have been inspecting the building that currently houses the South Berwick Town Hall to report on code compliance, functionality, and the condition of the finishes, envelope, and existing engineering systems. This building is a brick structure with precast concrete accents and large vinyl windows. As we have been inspecting the existing building, we have come across two items that concern us greatly and need to be addressed now instead of waiting until the building is renovated. These two issues are the deterioration of the existing windows and the failure of the existing exterior precast.

Existing Windows

The existing windows are very large and were replaced with vinyl windows in three stages in the late 1990's and early 2000's. As these windows are replacement windows, they were not installed as an integral part of the exterior wall system but were affixed in place with clips and other hardware. The resulting air gaps were sealed with caulk to prevent water and air infiltration.

Vinyl windows of this size, era, and type have a reduced life expectancy, and these windows have long surpassed their useful life and are starting to seriously deteriorate. The window's hardware springs are failing, and since this is what keeps the window sashes in place, many sashes have been loosening in their frames. Because many of these sashes will not stay up when raised, injuries may occur from sashes slamming down on hands, or worse yet, entire sashes falling out the windows on people below. At least one large sash has already fallen out of the frame (it has been reinserted for now). These windows should not be opened to prevent potential injuries. Unfortunately, there is no central air in the building, and the occupants normally open the windows to provide fresh air when it is hot. Thus, this problem should be addressed this summer.

The Town needs to find a solution to the windows now before somebody is seriously injured by a falling sash. I understand the town has already started conversations with several different window providers for replacement windows. If the Town is considering selling the building, it may not make sense to replace the windows at this time. We are happy to assist you with finding a solution that will allow the Town to stabilize the windows without limiting your options in the future.

Precast Concrete

The other issue is the deterioration of the existing precast concrete on the building. The building has decorative tablets between doors and windows, precast windowsills, precast window headers, a pediment that surrounds the entire building, as well as other decorative pieces. There has been at least one report of an employee finding pieces of fallen concrete on the path entering the building. This is obviously a very dangerous situation for employees and the public. An inspection of the precast indicates many pieces that are cracked, spalling, and / or falling apart. Exacerbating the issue are the aging caulk joints around the windows which are allowing water to infiltrate the exterior wall system. This infiltration is accelerating the deterioration of the precast concrete, and the windows should be properly recalked.

Here are the highlights of the different deteriorations in the concrete:

Entry Tablet:



- The large piece over the main entry is in the worst shape and has totally crumbled to the point somebody has provided a protective screen around it to prevent people being hit by pieces of falling pieces of concrete. As this concrete deteriorates, it allows water into the precast and the brick wall which will accelerate the cracking of the precast and potentially the brick system.

Tablet at the stair towers:



- While pieces have not fallen yet, the large cracks are allowing water into the wall / precast system, and it will continue to crack until it also fails.

Pediment:



- The pediment is starting to deteriorate and a small portion of precast concrete has fallen.
- After further inspection from the ground, there was limited cracking but a large quantity of staining. From the ground, we were unable to inspect if the break-metal cap is allowing water into the building's masonry facade, but we suspect that it might be. If it is, this will greatly accelerate the deterioration process. Either way, the pediment needs to be thoroughly inspected and remediated ASAP.

Windowsills:



- The water has infiltrated some of the sills and caused it to deteriorate to the point where large chunks of precast have fallen off and the rebar is exposed. Once rebar is exposed, the rusting of the rebar will accelerate causing the rebar to expand which in turn will cause more cracking and deterioration of the precast. This will also allow water to infiltrate the wall system causing damage there too.

Window headers:



- Water has infiltrated the window header in several places and the rebar has started to rust and expand creating a long, continuous crack. This situation will continue to get worse unless some sort of remediation is done.

Brick deterioration:



- At places, water has infiltrated the precast concrete and has started to weep through the brick causing the mortar joints to deteriorate. When the precast concrete is stabilized, any places where the mortar is failing will need repointed.
- Unfortunately, the true extent of the damage to the precast and masonry cannot be determined without a more in-depth investigation and possible selective demolition of the precast and the surrounding materials. The Town needs to address the deteriorating precast before someone is seriously hurt (or worse) by falling concrete. A further investigation will determine the extent of the damage and will inform the Town of what kind of remediation is required. At a minimum, the Town should provide some sort of reinforcement and/or protection system to prevent the deteriorating precast from falling on pedestrians. If South Berwick desires, we will be happy to help locate a company who specializes in masonry investigation and repairs.
- As indicated above, we will continue to complete the report about the entire building but wanted to give the town a forewarning of these potentially dangerous situations. Please feel free to contact us for further information or help in addressing these issues.

Sincerely,

Lita Semrau, AIA
Principal
Port City Architecture
65 Newbury Street
Email: lita@portcityarch.com
Phone: 207 756-4333

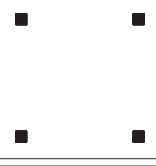
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Appendix D

Schematic Renovation Floor Plan of Existing Building



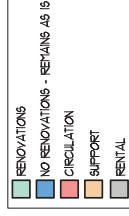
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A blank coordinate plane with x and y axes. The x-axis is horizontal and the y-axis is vertical, intersecting at the origin. There are no tick marks or labels on the axes.

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10-11-2018

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SCALE 1/8"=1' 0 10 20 30 40 50 60 70 80 90 100

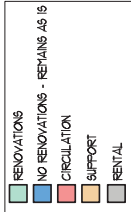
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SCALE 1/2"=1' 0 10 20 30 40 50 60 70 80 90 100

SCALE 3/4"=1' 0 10 20 30 40 50 60 70 80 90 100

SCALE 1"=1' 0 10 20 30 40 50 60 70 80 90 100

IF THIS SHEET IS NOT 24 X 36 IT IS A REDUCED SCALE PRINT - SCALE ACCORDINGLY



SCALE: 3/16" = 1'-0"

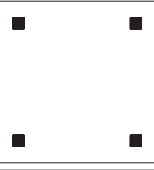


Appendix E

Schematic Renovation Floor Plans for New Building



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**NEW FLOOR
PLAN**

Project Number	23402
Date	August 2, 2023
Drawn by	KW
Checked by	LAS

Scale	A2.1
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Appendix F

Schematic Plans and 3D Rendering of Free-Standing Building

















