



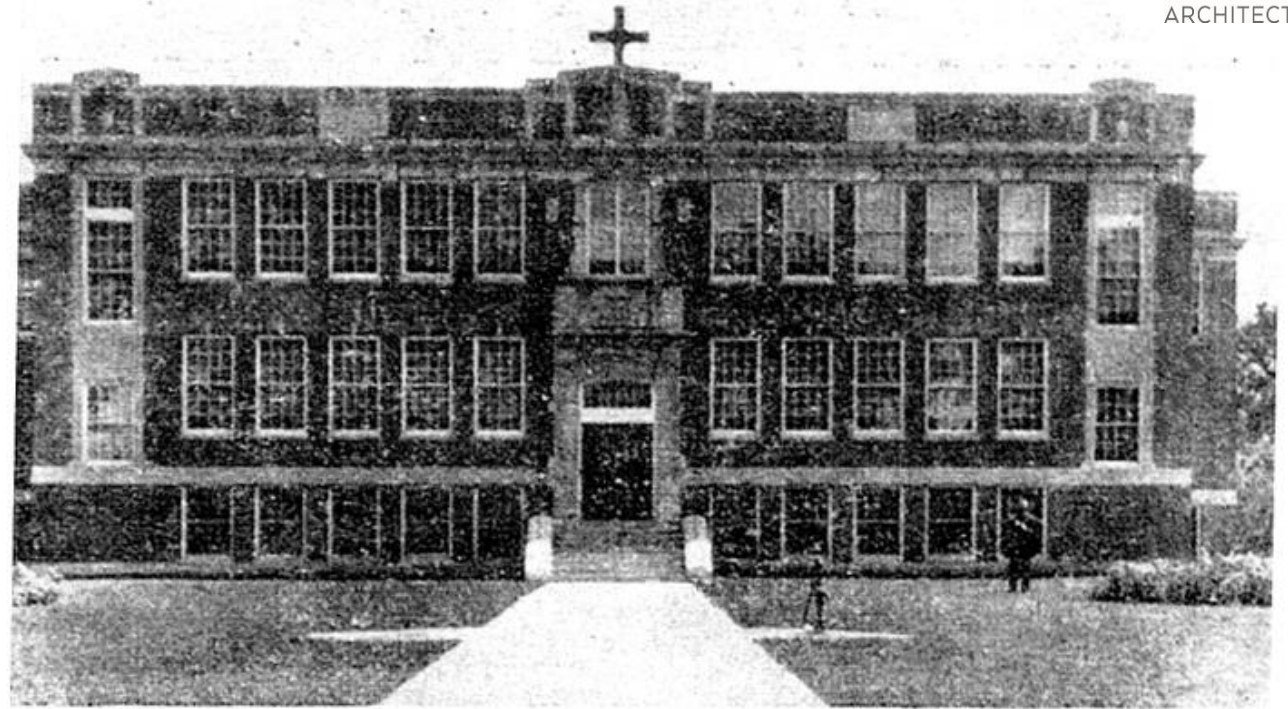
South Berwick Town Hall

# History of the Existing Building



## History:

- Originally a school built in 1926
- Renovated 1975 into Town Hall
- Previous report by Alpha Home & Commercial Building Inspections in February 2021
- Winter 2023, Port City Architecture was hired to evaluate renovate existing building vs new building



ST. MICHAEL'S PAROCHIAL SCHOOL AND AUDITORIUM

## South Berwick Town Hall



# Existing Building

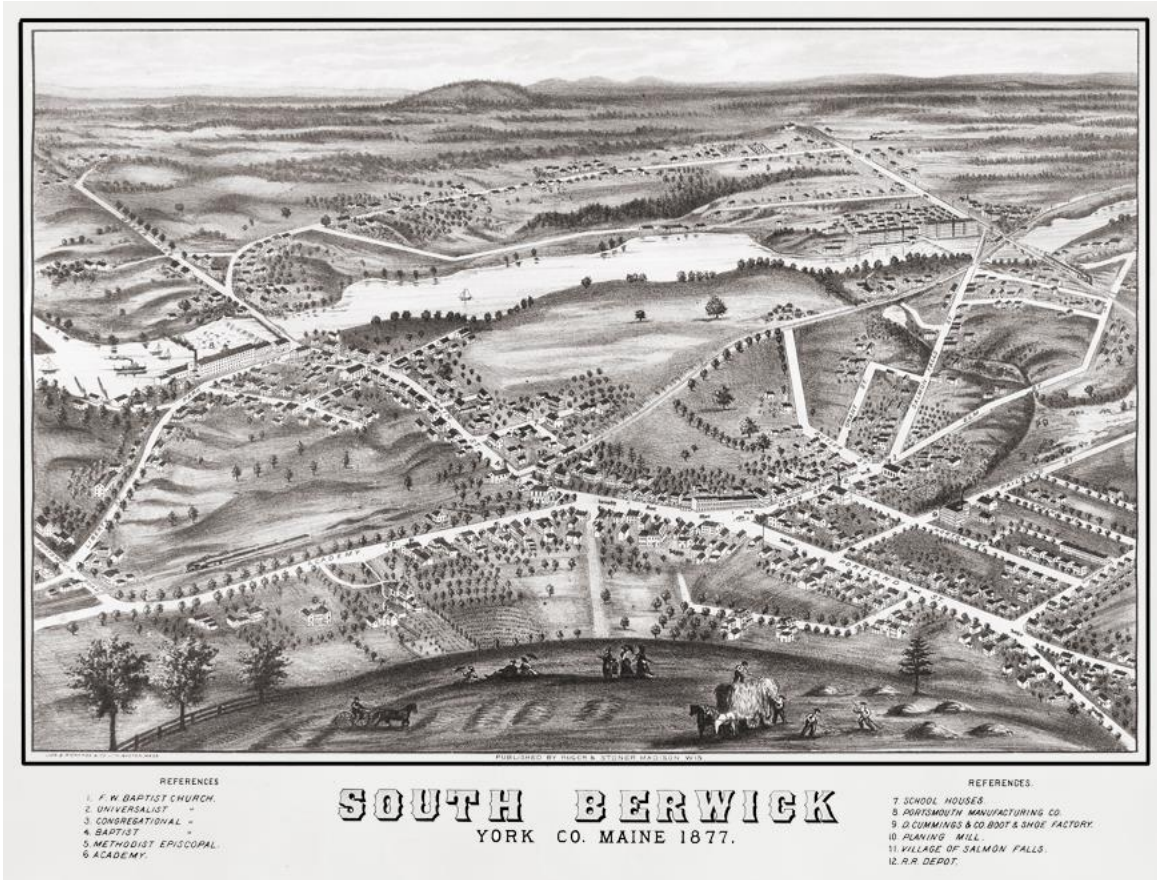


## Characteristics of Existing Building

- Three Stories
- 20,070 SF
- Brick exterior with Flat EPDM Roof
- Has two stair towers and elevator
- Renovated School so Large Rooms & Hallways
- Load Bearing Interior Walls (many will need to remain)

South Berwick Town Hall

# Existing Building – Evaluation Criteria



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

## South Berwick Town Hall

# Existing Building – Exterior Façade & Shell



Item: Insulation

There is little to none insulation at the exterior walls



Item: EPDM Roof

EPDM has a 30-year life expectancy, however yours is showing significant wear & tear



Item: Brick

Needs to be repointed in multiple places

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# Existing Building – Exterior Façade & Shell



Item: Precast Concrete

The precast concrete is crumbling and needs to be repaired ASAP

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# Existing Building – Exterior Doors & Windows



Item: Existing Exterior Doors & Windows

The exterior doors & windows are in bad shape and need to be replaced and trimmed out properly

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# Existing Building – Sidewalks & Parking Lot



Item: Parking Lot

Action: The parking lot is showing sign of wear and needs to be restriped – the walk to the ADA spaces needs to be tilted down to meet ADA code

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# Existing Building – Layout & Security



Item: Land Use

There is no counter and the public can wander through out the space

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# Existing Building – Layout & Security



Item: Rooms

Rooms are large & not properly sized & do not have proper walls

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# Existing Building – Layout & Security



Item: Record Security

Due to lack of secure space, things are stored in the unsecured areas



Item: Entry

Lack of monitoring at entry doors by human or monitored cameras

# Existing Building – Layout & Security



Item: Clerks Desk

Service desks is not ergonomic



Item: Clerk Queuing

There is no queuing space

South Berwick Town Hall



# Existing Building – Layout & Security



Item: Town Manager Suite

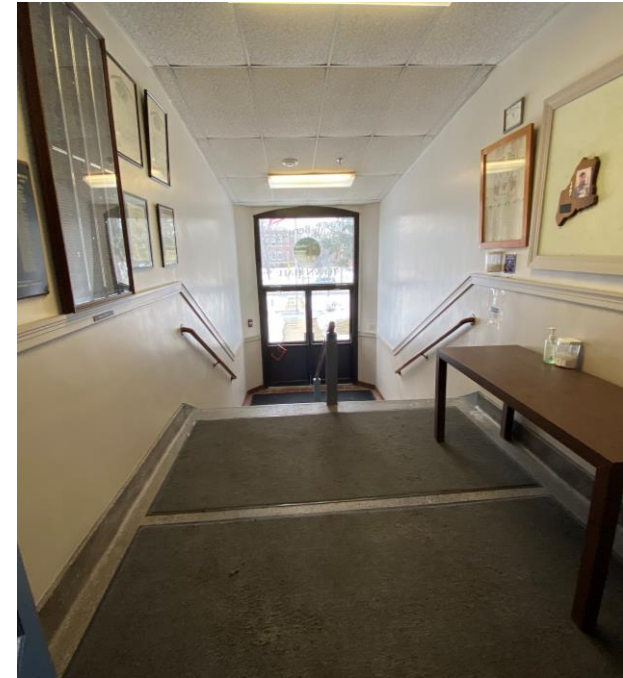
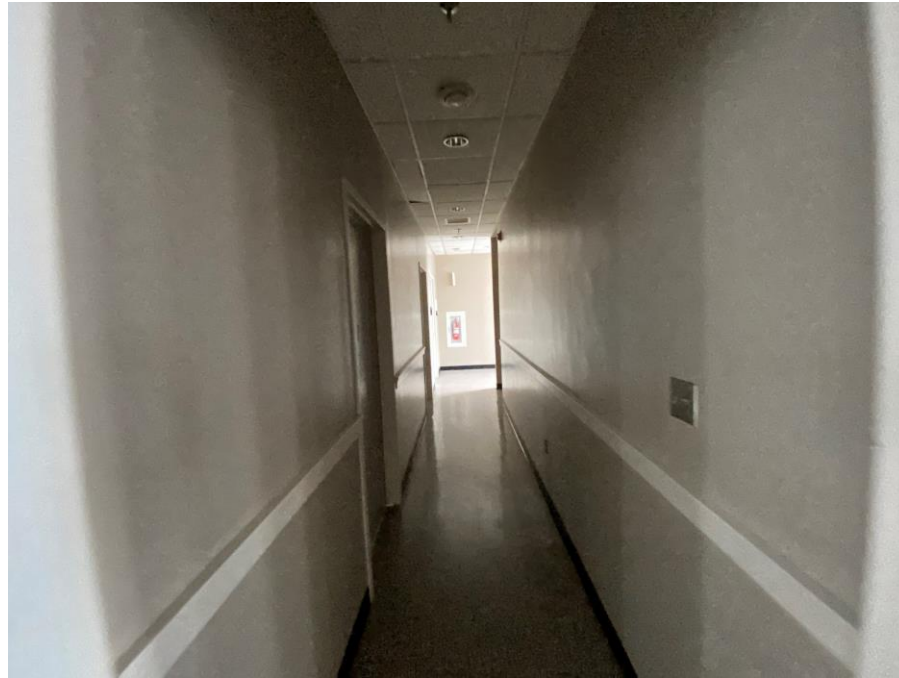
The copier is in the waiting room



Item: Clerks Desk

The built in Clerk's desk is not adequate

# Existing Building – Way Finding



Item: Wayfinding

There are multiple entry doors and it is hard to find your way in building – there are multiple isolated rooms – this can cause confusion and be dangerous

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# Existing Building – Fire, Health, & ADA Code Issues



## Item: ADA Counters / Sinks

There are no ADA counters / sinks throughout the entire facility – these need to be replaced with ADA appropriate fixtures



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# Existing Building – Fire, Health, & ADA Code Issues



Item: Elevator

At the last Elevator inspection, it was noted that the elevator will require major repair / replacement in the next few years due to age

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# Existing Building – Fire & ADA Code Issues



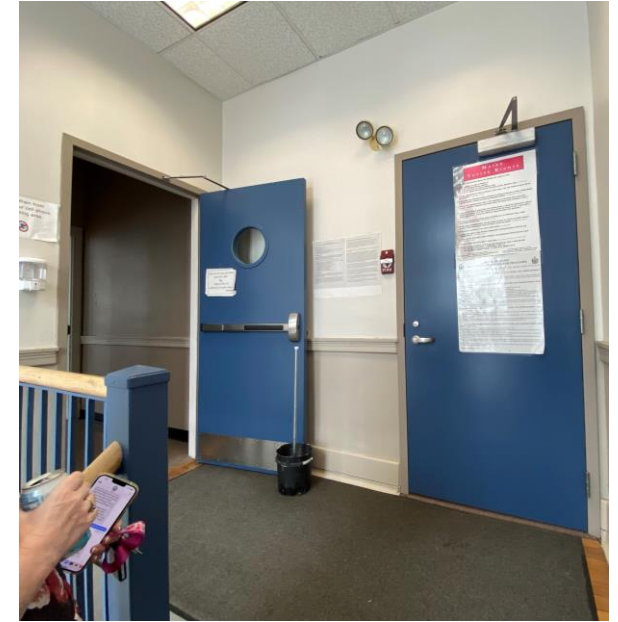
Item: ADA Bathrooms

None of the existing bathrooms meet current ADA codes and need major renovations

Item: ADA Signage

There is no ADA signage in the building & this should be provided

# Existing Building – Fire & ADA Code Issues



## Item: Stairwell Code Issues

Current stairwells do not meet current codes including: improper handrails; an electrical panels in the stairwell; the stair treads are too narrow; fire doors do not have magnetic hold openers; and guardrails that are too low with wide balusters



# Existing Building – Mechanical & Electric



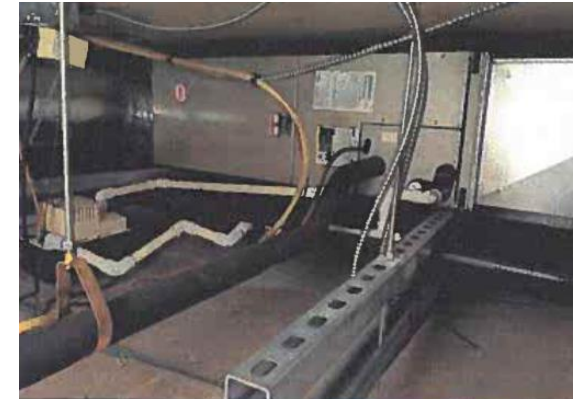
## Item: Heating System

The existing boilers are being replaced this summer – the heating system is steam which is inefficient and should be replaced



## Item: Ventilation

Expected life of an air handler is 25 years and yours are over 20 years old – they **do not provide heating or cooling**



# Existing Building – Mechanical & Electric



## Item: Existing Lighting

The existing light is florescent and many of the fixtures are cracked or yellow – the lighting systems should be updated through out the entire building with LED



# Existing Building – Mechanical & Electric



Item: Electrical System

The generator is old; some breakers that are permanently off; signs of electrical shortages; and oddly placed electrical boxes

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# Existing Building – Appearances & Finishes



Item: Finishes

The existing finishes are dated, absent, and/or worn and need to be updated throughout the building – this is included in the renovation estimate

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# Existing Building – Furniture & Shelving



Item: Furniture

While the desks are great, the shelving systems and meeting furniture needs to be updated

South Berwick Town Hall

# Space Program – Analysis of Required Square Footage



## South Berwick Preliminary Programming Sheet

Department: Town Offices  
SPACE PROGRAM  
May 10, 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)	
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.
<b>Town Clerk</b>												
Town Clerk Office	120	1	120		0		0		0	1	120	An office for the Town Clerk with good view & easy access to the
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 Hoteling 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	100		0		0	1	100		0	1	100	Storage within the department or close by.
Remote Storage										0	0	None needed.
Remote Storage - Election Equipment	140					1			0	1	0	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.
<b>Economic Development</b>												
Economic Development Director Office	160	1	160		0		0		0	1	160	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.
<b>Council Chamber</b>												

## South Berwick Preliminary Programming Sheet

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<b>Town Manager Administration</b>												
Town Manager Office	225	1	225		0		0		0	1	225	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	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	1	140	An office for the Finance Director. FUTURE
Future Office	140	1	140		0		0		0	1	140	A future office to be determined. FUTURE
Admin Desks	100	3	300		0		0		0	3	300	A desk for the Town Manger 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	1	120	An office for the GIS / IT Manager. FUTURE
Storage - Town Manager	40	1	40		0		0		0	1	40	Any storage needed in the department is stored within offices.
Vault - Town Manager			0		0		0		0	0	0	None is needed.
Remote Vault			0		0		0		0	0	0	Secure storage within a fire rated vault.
Remote Storage	140	1	140		0	0	0		0	1	140	Remote storage for the department would not be needed except for space in the vault listed below.
<b>Land Use</b>												
Code Enforcement Officer Office	120	1	120		0		0		0	1	120	
Code Enforcement Admin with Counter	100	1	100		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	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	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	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	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	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	1	120	Waiting area with a computer for public use in front of the counter.

# South Berwick Town Hall



# Space Program – Analysis of Required Square Footage



## South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

May 10, 2023



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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 electronic 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	400	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	200	
Small Conference Room (4 People)	140		0		0		0	1	140	1	140	
Break Room	200		0		0		0	1	200	1	200	
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	200	A lobby should be strategically placed to accommodate overflow for both the Clerk's Office and Land Use Office.
Work Room	140		0		0		0	1	140	1	140	A copy room with copier, counter for assembling packets, storage, etc.
Copy / Plotter Room	100		0		0		0	1	100	1	100	A room to house the plotter, large format scanner, and supplies. Should be near Code Enforcement.
Public Bathrooms	50		0	4	200		0		0	4	200	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		0	2	150	2	150	Staff bathrooms with shower so staff can bike or walk to work.
Staff Gym	300		0		0		0	1	300	1	300	A space within the building for exercising near the staff bathrooms.
Supply Closet	40		0		0		0	1	40	1	40	A closet for office supplies which is within Copy / Supply.
Paper Good Storage	60		0		0		0	1	60	1	60	A closet for paper supplies which is within Copy / Supply.
Server Room	60		0		0		0	1	60	1	60	A room to house the server and phone system.
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.

## South Berwick Preliminary Programming Sheet

Department: Town Offices

SPACE PROGRAM

May 10, 2023



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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	2,925	9	2,426	8	900	16	2,650	60	8,901	
Circulation Factor of 30%											2,670	
Grand Total										Program: 11,571		
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.												

# South Berwick Town Hall

# Options – Renovate Existing Building Cost Estimate



**Programmed square footage for Town Hall** **11,600 sf**

## **Renovate Existing Building in One Phase**

Existing Building 6,690 sf per floor with 20,070 sf total

Renovations estimate \$450 / sf \$ 9,000,000

Construction Contingency 15% because Renovation \$ 1,350,000

Cost to house Town Hall during Construction \$ 150,000

**Total Estimated Renovation Cost** **\$10,500,000**

## **Phasing Implications / Costs**

- The shell, egress, & required infrastructure before any floor fitout can begin \$3,450,000
- Renovation of each floor \$2,300,000  
Town Hall would require minimum of two floors
- Mobilization for each Additional Phase \$ 500,000
- Potential for additional Housing Cost TBD
- Inflation Plan on 10% per Year



# Options - Renovate vs. New



The minimal required renovation:

Shell, Egress, & Required Infrastructure	\$3,450,000
One floor	\$2,300,000
Construction Contingency of 15%	
<u>Cost to House Town Hall During Construction</u>	<u>\$ 150,000</u>
<b>Total</b>	<b>\$5,900,000</b>

This renovation would not include the following spaces:

- Council Chamber
- Public meeting space
- 1,800 sf of Office Programmed

# Options – New Building Cost Estimate



## New Turnkey Building

- Programmed ~11,600 sf
- New building estimate \$550 / sf

<b>Estimated Cost</b>	<b>\$6,400,000</b>
<b><u>Estimated Sale Price of Existing Building</u></b>	<b><u>(\$1,500,000)</u></b>
<b>Total Cost of New Building</b>	<b>\$4,900,000</b>

- A new town hall puts the existing building back on the taxes roll for and estimated \$30,000 revenue annually for ~\$900,000 over thirty years of the new bond payment.
- The new building will be more insulated and thus require less heating.



# Options - Renovate vs. New



**Renovate Entire Existing Building**

**\$10,500,000**

**Renovate Portion of Existing Building**

**\$5,900,000**

Shell, Egress, & Required Infrastructure and One Floor Fitout

**New Facility**

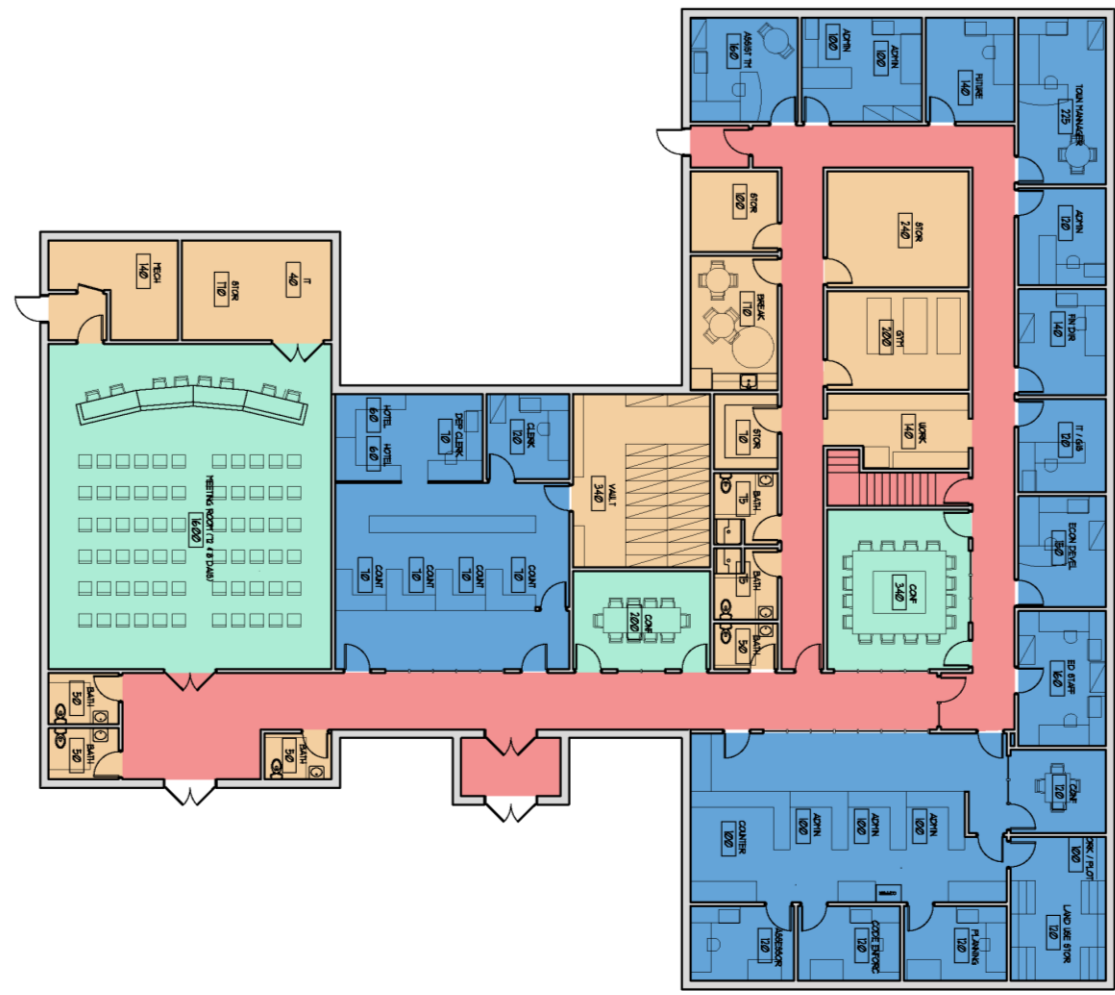
**\$4,900,000**

# Options – New Building





# Options – New Building



# South Berwick Town Hall



South Berwick Town Hall





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