

If you would like to speak, please
sign in!

Future of South Berwick Town Hall

Public Hearing

June 28, 2023

South Berwick Town Council



Agenda: Future of South Berwick Town Hall

Provide Clarification

- Current town hall use
- What we know today
- Guiding principles
- Actions taken to date
 - Port City Evaluation
- Go-forward process overview

Resident Input

Are you in favor of renovating the existing town hall or building a new building? Why?



Current Use of Town Hall

Employees currently working in Town Hall

Even on days when the Clerk's Office is closed!!

13

10

Offices

- Including Town Clerk's office
- Many are shared spaces without proper walls
- Not ergonomic or efficiently laid out

Council Chambers

Located on Third Floor



3

Storage Rooms

- Located on first floor

Conference Room

Insufficient group/meeting space

1



Vault/Record Storage

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

What we know with certainty



The current ***condition*** of Town Hall is not a viable, long-term solution for our staff & residents...

Issues Currently Being Addressed

Boilers/Heating System

(\$80K spent/approved to date)

Chimney lining & brick work

(\$10K spent/approved to date)

Window replacement

(currently seeking quotes)

Urgent Issues

Crumbling precast concrete

Elevator

Other Known Issues

Exterior bricks need to be repointed

Record security

ADA Accommodations

Exterior wall insulation

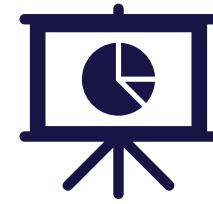
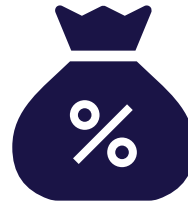
Safety & security

Air handling system

... and we need to do something soon!

Our goal is to make an informed and thoughtful decision on the future of the South Berwick Town Hall

Guiding Principles in Council Decision

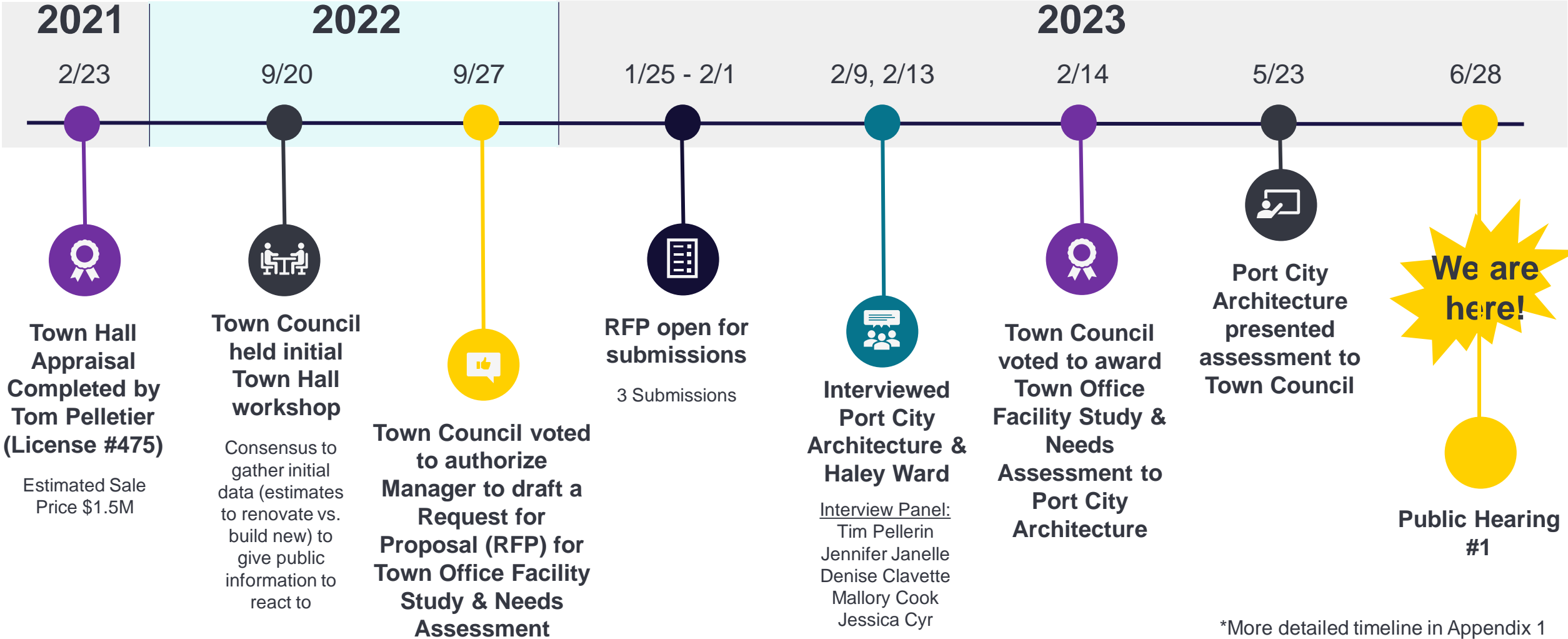


Solicit **opinions & emotions** of South Berwick Residents

Fiscal responsibility to taxpayers

Gather data from **professional assessments & experts**

Actions taken to date



*More detailed timeline in Appendix 1



What did we ask of Port City?

Scope

Conduct a Municipal Town Hall Facility Study and Needs Assessment

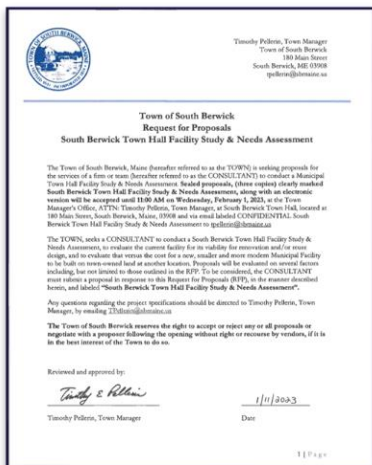
Posted Request for Proposal (RFP) scope specifically requested an evaluation of:

A. Current facility for its viability for renovation and/or reuse design

vs

B. Cost for a new municipal facility on town-owned land at another location

We wanted to understand the **two extreme ends of the spectrum** of options as a **starting point** to gather more information and/or consider other options



What did Port City Architecture do?

Completed Work

Port City spent time with staff, the building committee, and hired subcontractors to complete their evaluation



9 development meetings

- Met with staff, administration, & department heads
- Workspace evaluation



Engineering evaluation

Subcontracted to Allied Cook Construction



Electrical evaluation

Subcontracted to SwiftCurrent Engineering Services



Air Handling evaluation

Subcontracted to Mechanical Systems Inc. (MSI)



Met with building committee

Research Methods

Deliverables



Directional cost estimates for renovation



Directional cost estimates for a new facility



Town Office Programming Matrix (required space)



Architectural design for potential new building



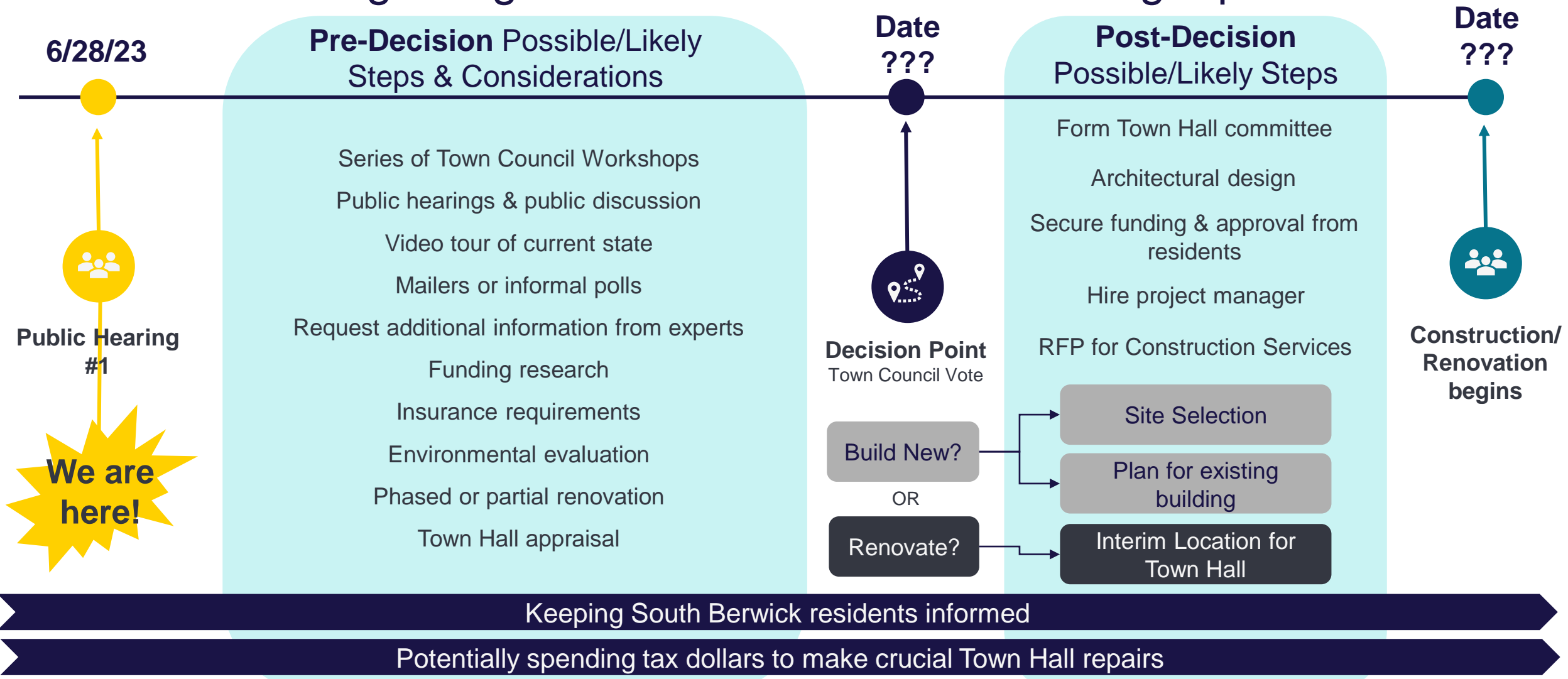
What key things did we learn from Port City?

- 1 Confirmed known building issues and identified new issues
- 2 Understand required square footage (including operations, workspace, and storage) is approximately 11-12K square feet
- 3 Estimated cost to renovate *entire*, existing building is significantly more expensive than building a new facility
- 4 Estimated cost to renovate a portion (1 floor, ~6.7K square feet) of existing building is slightly more expensive than building new
 - Does not include council chambers, public meeting space, or sufficient office space
 - **1 floor will not meet the needs (operations, workspace, storage)**
- 5 In order to renovate, *mandatory* shell, egress, & infrastructure work is required to bring building up to code is estimated to cost ~\$3.5M (not touching functional spaces)
 - America Disabilities Act, Unified Building Code, National Fire Code, Life Safety Code

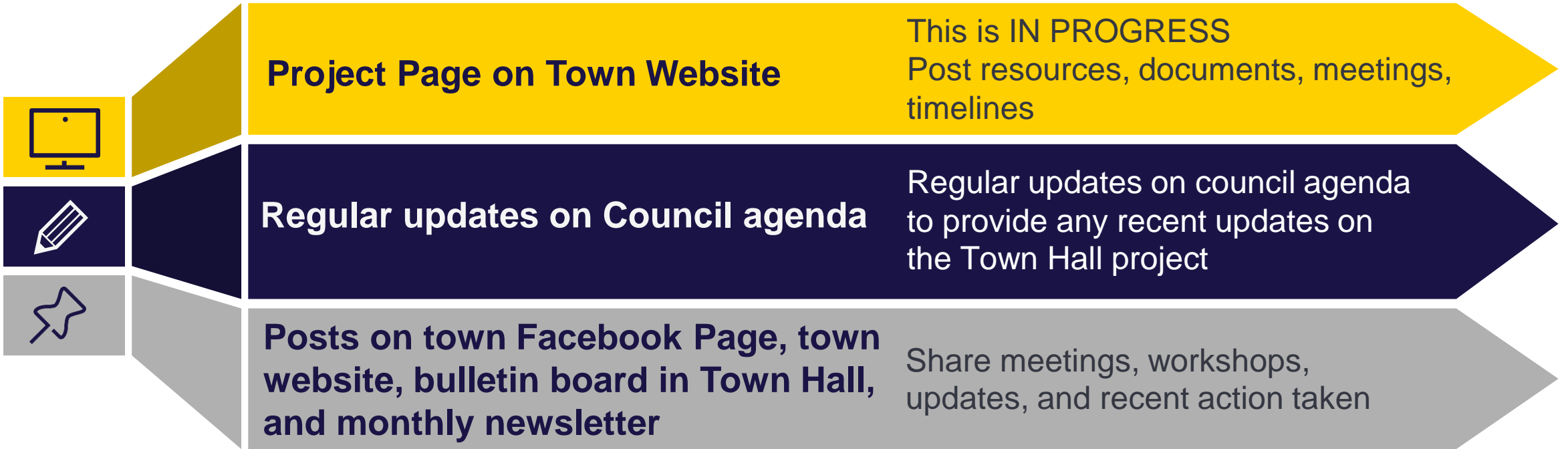
This gives us enough information to **start the conversation, gather more information, and/or consider other options**



We are at the beginning of what could/should be a long a process



Our commitment to keep you informed



What we ask of the public

Please rely only on the above for your sources of information for Town Hall project

Help us to reduce misinformation and small-town rumors

Participate and stay informed

We have vacancies on the Planning Board!

Meet 1st and 3rd Wednesday of the month at 7:00 PM

All meetings are held at the South Berwick Town Hall, 3rd Floor

Applications are available at the Town Hall or on the Website. Contact Barbara Bennett, Town Clerk

Great way to have an impact on our community and be part of the process!

Ability to be impartial and evaluate applications against our ordinances

Training will be provided by Maine Municipal Association

Great way to have an impact on our community and be part of the process!



Public Hearing Rules of Order

According to South Berwick Town Council
Rules of Order



Comments will not be taken that:

- Disparage individual Town Councilors, Town staff or other citizens
- Address specific situations that are in litigation, including situations, where the Town is a party to the litigation
- Pertain to any personal disputes between themselves and other residents
- Make any comments referencing support or opposition for any candidate for political office or political causes
- Bring forward any complaints about a municipal elected/appointed official, a town employee, or another citizen. All formal complaints must be submitted to the Town Manager in writing.

1

Sign in if you would like to speak

2

State your name & address

2

1 opportunity to speak per person

4

3 minutes per person
(timer utilization)

5

No comments will be taken after 9 pm

6

No questions will be taken



Focus of Public Hearing

Are you in favor of **renovating the existing town hall** or **building a new building**? Why?

Appendix



Appendix 1: Town Hall Project Milestones

Date	Action	Document/ Resource Links
February 23, 2021	Appraisal of Town hall completed by Tom Pelletier (License #475), valued at \$1.5M	Links & Documents will be included when added to Town Website
September 20, 2022	Town Council met in workshop to discuss; conclusion was to do an engineering assessment	
September 27, 2022	Town Council voted 5-0 to authorize the Manager to draft an RFP for town hall feasibility study to be funded from the Town Hall CIP account	
January 25 - February 1, 2023	RFP Open	
February 9, 2023	Interviews - Port City Architecture	
February 13, 2023	Interview - Haley Ward	
February 14, 2023	Town Council voted 5-0 to award Town Office Facility Study & Needs Assessment to Port City Architecture. Amount not to exceed \$48,573 from Town Hall CIP Account	
May 23, 2023	Presentation from Port City Architecture	
June 13, 2023	Town Council voted 5-0 to hold a public hearing regarding the future of Town Hall on June 29, 2023 at 6:00 PM on the third floor of Town Hall	
June 29, 2023	Public Hearing	

*This view/information will be added to Town Hall project page on Town Website

