

Town of Jaffrey
Final Report of the Ad. Hoc. Facilities Committee
January 4, 2010

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Introduction

In February, 2009, the H.L. Turner Group of Concord, NH (Turner Group) published a Municipal Facilities Assessment report for the Town of Jaffrey. This report, which was prepared in two phases (Phase I dated September 2008 and Phase II dated January 2009), provided a detailed analysis and assessment of the current condition of each municipal facility. The Turner Group concluded its report of each municipal facility with a prioritized list of recommendations.

With the Turner Group report in hand, the Facilities Committee met for the first time on November 9, 2009. Over the next nine weeks the Committee reviewed and discussed the Turner Report and the condition of the Town's municipal facilities, toured all municipal facilities funded through the General Fund budget and finally created a priority list of recommendations for the Board of Selectmen. The attached list of recommendations is restricted to facilities whose upkeep is funded through the General Fund and is prioritized according to timeframe: Immediate, Short-Term and Long-Term. Within each timeframe, individual recommendations are listed in alphabetical order.

Following our list of recommendations, the Committee has also included a detailed recommendation relative to the Recycling Center/Transfer Station/Solid Waste Disposal Facility for the Board of Selectmen to consider.

Further, we strongly recommend the establishment of a capital reserve fund for major maintenance of facilities funded annually at Town Meeting.

We also strongly recommend that the Board of Selectmen seriously consider the creation of a building maintenance function specifically for preventative and ongoing maintenance of town facilities.

Respectfully submitted for the Municipal Facilities Committee by,

Jeanne LaBrie, Chair.

Town of Jaffrey Facilities Committee - Final Recommendations

Immediate Term			
Priority	Department	Building	Project
	All	All	Address all energy issues through energy audits.
	Library	Library	Eliminate water intrusion on north side of building near children's entrance.
	Public Works	Recycling Center	Appoint a committee to review Recycling Center operations and redesign a new facility in time for the 2011 warrant (see separate detailed explanation).
	Public Works	Town Garage	Evaluate structural support for the mezzanine and post load rating. Upgrade the beams and/or columns as required to achieve load rating of at least 100 lb/sq ft.
	Recreation	Youth Center	Upgrade vent hood over grill to include built-in fire suppression, bringing it into Code
	Town Government	Town Office	Emergency egress from second floor
	Town Government	Town Office	The town office as currently sized & configured is insufficient to meet safety & operational requirements. A committee should be appointed to assess options including, but not limited to, rehabilitating and adding to existing building, razing existing structure and rebuilding onsite, co-locating with proposed Community Center, or building on a different site; report to be submitted in time for inclusion in 2011 warrant.

Short Term			
Priority	Department	Building	Project
	Fire Dept.	Fire Station	Install a backflow preventer in the incoming water line that feeds the sprinkler system.
	Fire Dept.	Fire Station	Install new energy efficient windows in meeting room and possibly Chief's office.
	Fire Dept.	Fire Station	Upgrade fixtures & reconfigure womens bathroom to be ADA compliant and make restroom unisex.
	Library	Library	Install air lock inside the main entrance.
	Police Dept.	Police Station	Add strobes to fire alarm system.
	Police Dept.	Police Station	Paint cupola and trim at eaves.
	Police Dept.	Police Station	Remove electrical receptacles above burner on the electric stove.
	Police Dept.	Police Station	Replace squad room floor with heavy duty rubber flooring.
	Public Works	Town Garage	Replace floor in break room.
	Public Works	Town Garage	Upgrade or replace existing fire alarm system to include horns and strobes throughout building. Install security system.
	Recreation	Aim Camp Office	Lower Storage Area: Seal leak around pipe penetration in foundation wall and repair door threshold.
	Recreation	Aim Camp Office	Replace roof over AIMS building with most cost effective means.
	Recreation	Aim Camp Office	Replace rotted stairs and replace with concrete.
	Recreation	Office	Replace shingles on west side of building including areas over offices and first storage garage
	Recreation	Press Box	Re-roof Press Box with the most cost effective means.
	Recreation	Storage Bldg.	Re-point cracks in masonry block.
	Recreation	Storage Bldg.	Upgrade roof framing by adding roof rafters in-between existing members or adding intermediate support.
	Recreation	Youth Center	Make bathrooms ADA accessible
	Town Government	Town Office	Apply for grants for Tier 1 and HVAC energy improvements subject to engineering assessment for snow load and contingent on grant approval (See recent energy audit).

Long Term			
Priority	Department	Building	Project
	Fire Dept.	Fire Station	Recoat truck bay floor to improve traction.
	Public Works	Town Garage	Survey the DPW Garage property with intention of building an additional garage for vehicles now without proper housing, including office facilities. Present office space to be used for storage and/or shower.

Jaffrey, New Hampshire

Municipal Facilities Committee

December 28, 2009

Recycling Center/Transfer Station/ Solid Waste Disposal Facility
Recommendation

Facilities at this Recycling Center location include: the main 40 x 100 foot recycling shed, containing 3 compactors; a smaller "swap-shop" shed; an exterior solid waste compactor; a loading ramp serving 2 bulk waste containers; a loading ramp for used tires disposal; a metal pile area; a clean-wood burn pile area; a composting area; other outdoor areas designated for miscellaneous disposal or recycling functions; and a paved roadway and unpaved parking and other vehicle access areas.

Deficiencies noted by the Committee include:

- A recycling shed that is essentially open through its barn doors to the outdoor cold and wind in the winter time, that consumes large amounts of energy through space heaters that at present inadequately target heat to a few locations, that would remain very difficult to heat even were the roof and walls to be insulated, and that is over-crowded as presently utilized.
- Inadequate interior storage capacity, seriously limiting the Town's capacity to maximize the kinds of materials recycled and the amount of recycling revenues that might otherwise be realized through greater materials segregation and market timing initiatives.
- Poor working conditions for facility employees.
- Insufficient numbers of loading docks, also limiting the Town's capacity to maximize materials recycling and recycling revenues.
- Lack of a covered area for the two bulk disposal containers, meaning that the Town is paying extra disposal fees for the tonnage added by rain and snow to the weight of the filled containers.
- Wood piles and metal piles with potential for reconfiguration, reduced pollution, and increased revenues.
- Unsafe traffic patterns.

The Committee believes that a comprehensive reassessment of the Recycling Center is needed to properly address these deficiencies and to take advantage of the potential for gaining increased revenues while reducing disposal costs, energy use, and pollution. For example, the conversion of the current recycling shed to primarily serve storage, sorting, and transfer functions, and the addition of an attached or free-standing facility where residents' recyclables would be delivered through "windows" are likely to increase collections and revenues while reducing energy costs, improving employee working conditions, and maximizing public safety. The Committee recommends that the Selectmen establish as soon as possible an ad hoc Recycling Center Committee to undertake this comprehensive reassessment.