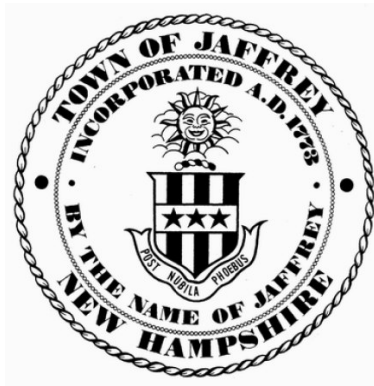


MUNICIPAL FACILITIES ASSESSMENTS

OVERALL FACILITY RANKING



JAFFREY, NEW HAMPSHIRE

FEBRUARY 2009

THE H.L. TURNER GROUP Inc.

**TURNER
GROUP**

**TOWN OF JAFFREY
MUNICIPAL FACILITIES ASSESSMENT
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February 2009

The H.L. Turner Group Inc. (TTG) of Concord, NH was given the task of conducting an assessment of all of the municipal buildings in the Town of Jaffrey. The scope of work included examination of the structural, electrical and mechanical systems and equipment, architectural features including code and accessibility issues, and energy usage or ways to decrease energy usage in each building. The work was completed in two phases: the Phase I report was completed September 2008 and includes the Jaffrey Town Office Building, Police Station, Jaffrey Town Library and Town Recycling Center. The Phase II report was completed in January 2009 and includes the DPW Facility, Fire Station, Water Department Administration Building, Parks and Recreation Department, Wastewater Treatment Administration Building, Contoocook Town Beach and Jaffrey Central Storage. The following is a summary for each facility included in the study. The summary statements have been ranked in accordance with the needs for each of the buildings. The building with highest priority is ranked first.

Due to the age of many of the buildings, there are some code related and ADA accessibility issues that need to be addressed. Also, in general many of the buildings lack sufficient insulation. Adding more insulation can mean less heat loss and more snow remaining on the roof. Before insulation is added to an existing building the structure should be analyzed to determine if the members are structurally adequate for the additional snow load. If a building is to undergo a major renovation (i.e., a renovation is undertaken where the cost is more than 50% of the value of the building), the structural system must be upgraded, and any accessibility issues must be addressed to conform to today's codes. Code changes such as increased snow and wind load mean that some of the buildings do not meet the requirements of a new building constructed by today's standards. For a complete description of the facilities and the specific issues related to each facility, refer to Phase I and Phase II Facility Assessment Reports.

1. Town Offices

The current Town Office Building has served the Town of Jaffrey well over the years, but it is quickly getting to the point when either the Town will outgrow the building, or the costs to maintain an acceptable working environment will become cost prohibitive. New windows, replacing a beam or two, adding more insulation, and general upgrades to finishes and fixtures are all manageable items, but in addition to these items the Town must deal with overcrowding, providing more space for offices and storage where none exists, and providing full accessibility to the building by installing an elevator. It is fast approaching the point in time when it is hard to justify the expenditure of more money on the existing building. In our opinion, the Town should seriously consider, as part of its future planning,

setting aside funds for a new Town Office Building. Whether the Town purchases an existing building that can be converted for Town use, or builds a new structure, the process should start now so something can be in place in the next 5 to 6 years. We recommend that the new building have at least 50 percent more space than the present building to allow for a suitable arrangement of offices to better serve the public, as well as provide full accessibility and plenty of additional storage. Another thought would be to bring the Recreation Department offices into the new Town Office Building providing greater convenience for residents. Therefore we recommend that the new building be in the range of 7,500 to 8,500 square feet. At today's construction costs, a new building of this size would cost approximately 1.5 to 1.7 million dollars.

Building Replacement	\$1,500,000 to \$1,700,000
Immediate Repairs/Upgrades	\$135,850
Short to Mid-Term Repairs/Upgrades	\$231,250
Long-Term Repairs/Upgrades	\$10,000

2. DPW Garage and Offices

The DPW garage and offices is a prime candidate for a major overhaul or complete building replacement. The existing facility is nearing the end of its useful life, not to mention that it has a great number of inadequacies. Due to the age of the building and its current condition it would be difficult to justify spending money on major renovations to meet the current needs of the Town.

In 1965 when the building was constructed it was large enough to accommodate the entire fleet of Public Works vehicles. Today there are many more pieces of equipment that simply cannot fit in the space available. Two loaders, one backhoe, one grader, four dump trucks, four pick-ups, one side walk tractor, one compressor, and one roller are just some of the major pieces of equipment that should be under cover, but cannot due to the lack of space. The fact that many pieces of regularly used equipment are out in the weather and cold means accelerated deterioration of equipment and many extra man-hours spent on cold weather start-ups.

The mechanics are responsible for major repairs, fabrication, body and plow installation, and equipment painting. They work on the DPW's equipment, as well the vehicles for the Police, Fire, and Recreation Departments. Certain pieces of equipment will not fit in the garage. For example, a truck with a snowplow and sander on it will not fit in the garage. Half of the Fire Department vehicles are too long to fit in the garage and still allow the overhead doors to close.

For the employees, the current facility is severely lacking. There are no accommodations for employees who must work long shifts, such as snow plow operators. The bathrooms, shower, and break room facilities are inadequate.

Overall, there is a lack of space for offices and records storage. The lack of insulation resulting in high energy consumption, no exhaust ventilation system for the garage space, poor heating, and a water and drainage system that is inadequate, make this facility a prime candidate for a major overhaul or replacement.

Expansion on the existing site could be problematic due to property line constraints and previous use of the property. Some long-time employees recall that a portion of the site was once a dumpsite. Expansion to the northeast could bring the construction into an area that was once a dump. Also, the site topography is such that surface drainage is a major issue. It appears that the most feasible solution is to find a new site.

We recommend that the new facility contain approximately 5,600 square feet for a large, eight (8) bay garage space, which represents a 33% increase over the present garage space and about 2,700 square feet for administration and parts storage which is about a 60% increase over the present administration area. A building of this size would cost approximately \$1.4 to \$1.6 million dollars which includes a limited amount of site work. The recommended layout for the garage is about 80 feet by 70 feet wide with four (4) bays from front to back, allowing for all size vehicles including long ladder trucks. The administration section would have sufficient room for four to five offices, a break room, men and women's bathroom and shower rooms, a small bunkroom, and plenty of space for parts storage. Other ancillary buildings that should be added, but not included in our opinion of cost, include a salt shed, and equipment storage buildings.

Building Replacement	\$1,400,000 to \$1,600,000
Immediate Repairs/Upgrades	\$133,500
Short to Mid-Term Repairs/Upgrades	\$55,200
Long-Term Repairs/Upgrades	-----

3. Police Station

Constructed in the mid 1950's, the Police Station served as the Town Office Building until about 1995 when the building underwent a major renovation and was turned over to the Police Department. Although the building layout is not very functional, particularly the lower level and the entrance for accessible ramp, it does meet the needs of the current police force. With a few relatively minor upgrades, it could serve the department for many years to come.

Besides paint, new flooring in the squad room, some HVAC upgrades, and a few other minor items, the main issues include the creation of additional space for the storage of files and records, and upgrades to the locker room and bathroom facilities. There are two options for the creation of storage space: utilize the existing attic space, and look into the possibility of creating new space on top of the existing sally port. Utilizing the attic for storage has problems in trying to create a suitable stairway access to the attic. The use of

the space of the sally port should start with an engineering study to determine if this approach is feasible.

Immediate Repairs/Upgrades	\$92,200
Short to Mid-Term Repairs/Upgrades	\$101,000
Long-Term Repairs/Upgrades	\$46,000

Note: In our Phase I Facility Assessment we stated that, the building in general, is very functional. Upon further consideration, we alter our opinion on the functionality aspect in light of the fact that activities take place on multiple levels. Furthermore, the lower level is broken-up by the platform at the bottom of the main stair set. Also the accessible ramp on the south side of the building, wrapping around the southwest corner, enters the building to a conference room.

4. Parks and Recreation Department

The main office for the Parks and Recreation Department is small but functional. It does require some urgent repairs including new shingles, paint on the outside, a crushed stone drip edge along the rear of the building, and a new gas furnace in the near future. Immediate repairs are needed to some of the structures at Humiston Field including the wood stairs, wood retaining wall, and new roofs for the “AIM” Camp Office and Press Box, as well as a roof framing upgrade at the storage building referred to as the “dungeon”.

Immediate Repairs/Upgrades	\$27,000
Short to Mid-Term Repairs/Upgrades	\$13,500
Long-Term Repairs/Upgrades	-----

5. Water Department Administration Building

The Administration Building for the Water Department is about 20 to 25 years old and is generally in good condition. However, there are maintenance issues that should be taken care of sooner than later. They include a new front door, clearing away vegetation and lowering the grade along specific portions of the building, repairs to the vinyl siding, providing a splash zone drip edge along the front of the building and a new furnace. Other needs include more insulation in the ceiling and a new fire alarm system. Cosmetic improvements include new carpeting, repairs to the sheetrock, new paint on the walls, and replacement of some damaged ceiling tiles.

Immediate Repairs/Upgrades	\$14,850
Short to Mid-Term Repairs/Upgrades	\$20,000
Long-Term Repairs/Upgrades	-----

6. Contoocook Town Beach

The Contoocook Town Beach is an important part of the recreational facilities available for use by residents of the Town of Jaffrey. During the summer months the Town closes a section of Squantum Road and places sand over the pavement to expand the beachfront along the lake. The facilities available for use by the residents include a concession stand, a covered picnic area, and a bathhouse with changing rooms and two bathrooms. There is also a fairly sizable gravel parking lot adjacent to the concession stand.

Some of the key issues that require attention include new vandal-proof doors for the bathhouse, a code-approved vent hood over the grill with a fire suppression system, heat detectors for the concession stand and bathhouse, and a new roof for all structures.

Other concerns include the poor condition of the lower three to four feet of wallboard in the concession stand that has been damaged by a combination of moisture and heavy usage. Finally, the location of the Town Beach Facility makes it a prime target for vandals. The fact that the facility is monitored by a closed circuit camera surveillance system does help to deter vandals. However, the equipment should be upgraded with newer technology to allow for remote monitoring.

Immediate Repairs/Upgrades	\$19,500
Short to Mid-Term Repairs/Upgrades	\$19,000
Long-Term Repairs/Upgrades	-----

7. Town Recycling Center

The Town of Jaffrey Recycling Center is located at the site of the old town landfill off of Old Sharon Road. The 40-foot wide by 100-foot long building is a pole barn type storage building. Some of the major issues at the recycling center include the lack of sewer and water at the site, the lack of insulation in the roof and walls, the condition of the metal roof, and the existence of only a single loading dock for handling recyclable products. The lack of water and sewer means that workers at the center rely on an electric incinerator-type, waterless toilet. The addition of water and sewer would require a sizable expenditure since the lines would have to run into the site from Old Sharon Road, which is at least 2,000 feet. Currently there is no insulation in the building roof or walls. The designated work areas are heated with overhead, propane-fired, direct heaters. The building uses a lot of energy. Insulation would definitely help to reduce energy costs, but the caveat to adding more insulation at the roof is that it could result in the roof retaining more snow than it was designed to support, thereby overstressing the structure elements. An engineering analysis should be performed before any insulation is added. Currently, the metal roof leaks at some of the fastener penetrations. The constant expansion and contraction of the metal panels over the years cause the fastener holes to elongate and eventually water can work its way into the building. The metal roof should be budgeted for replacement within the next five

to seven years. In the meantime, the life of the roof can be extended by the application of a suitable coating.

Immediate Repairs/Upgrades	\$47,500
Short to Mid-Term Repairs/Upgrades	\$132,000
Long-Term Repairs/Upgrades	\$2,500

8. Fire Department

The Fire Department on Turnpike Road is slightly over 25 years old. For its age, the building is in fairly good condition. However, the building is in need of some upgrades and some improvements in terms of energy conservation. All openings in the brickwork should be sealed and caulked, as well as the spaces around the overhead doors in the equipment bays. The windows in the large meeting room should be replaced with new energy efficient, double hung units. Most of the lighting should be upgraded with more cost effective, energy efficient fixtures. Upgrades are needed in each of the bathrooms as far as the flooring, fixtures and an overall reconfiguration of the toilet stalls. The kitchen should be outfitted with a code compliant hood over the stove, complete with a proper fire suppression system. The receptacles in the kitchen should be upgraded to GFI type receptacles as required. Other required upgrades include new ceiling tiles in the meeting room.

When public meetings are held in the large conference room, which occurs quite often, the current bathrooms in the fire station are shared facilities; shared between the firefighters and the public. The bathrooms also lack a shower facility, changing area, and storage lockers for use by the firefighters. Consideration should be given to adding a separate bathroom facility with these added features strictly for use by the firefighters.

As the Town of Jaffrey continues to grow and calls for service increase, the fire station will need to expand in the not-to-distant future to accommodate newer, more modern equipment. For this reason it is not too early to start discussions with the adjacent landowner to the east, for the purpose of eventually acquiring this property for expansion.

Immediate Repairs/Upgrades	\$13,500
Short to Mid-Term Repairs/Upgrades	\$82,000
Long-Term Repairs/Upgrades	\$100,000

9. Town Library

The Jaffrey Town Library located at 38 Main Street dates back to the 1820's. An addition was constructed in 1989/1990 that essentially doubled the size of the library from 6,200 square feet to over 13,000 square feet. In general, the library is in very good condition. Structurally the building is sound. The building does require some upgrades in terms of

code issues, more energy efficient mechanical equipment, as well as more insulation. There are some key issues regarding water intrusion that should be dealt with sooner than later.

As part of the fire alarm system, provide ADA required strobe devices throughout the building. Replace older exit signs with new LED energy efficient exit signs with battery back up.

An in-depth study of the alternatives for improving the heating, cooling, and air distribution throughout the library is required. As soon as possible the Town should provide code-compliant combustion air ducted into the boiler room. Eventually the boilers should be replaced with more energy efficient models. The detailed report submitted previously discusses some other mechanical/HVAC issues that must be addressed.

More insulation is required in the attic areas. An engineering study should be conducted to confirm that additional insulation would not pose a problem for the existing structural members, due to the possibility of increased snow loads. An air lock at the main entrance is essential to prevent cold air from sweeping into the building when the exterior door is opened.

Water intrusion into the lower level of the library addition on both the south side and the north side is a serious concern. It has lead to deterioration of the finishes as well as providing a favorable environment for mold and mildew. This issue was discussed in the body of the assessment report. Remedies included an improved gutter system and attention to the existing drains for the south side of the building and a new drip edge along the north side.

Immediate Repairs/Upgrades	\$52,500
Short to Mid-Term Repairs/Upgrades	\$172,000
Long-Term Repairs/Upgrades	\$112,000

10. Jaffrey Central Storage

The Central Storage Building is located on Mountain Road west of Jaffrey Center. It is a 50-year-old structure that is used exclusively for the storage of older fire apparatus, emergency response equipment, the DPW's sweeper/flush truck in the winter, and other miscellaneous Town owned equipment. Since the building is strictly a storage building, the main objectives are as follows:

- Provide sufficient maintenance to prevent further building deterioration.
- Prevent water intrusion.

Items requiring attention include scraping and painting of wood trim, replacement of rotted trim boards, caulking of joints, flashing around the chimney and along the interface between the shed roof and the gable end of the building.

In an effort to reduce overall energy usage, the Town may want to add more insulation in the attic space and consider adding rigid insulation to the exterior walls, and re-side the building with an alternate siding material such as cement board.

Immediate Repairs/Upgrades	\$23,800
Short to Mid-Term Repairs/Upgrades	\$25,000
Long-Term Repairs/Upgrades	-----

11. Wastewater Department Administration Building

The Administration Building for the Jaffrey Wastewater Treatment Facility is a 2,300 square foot building located off Old Sharon Road. Built in 1986, the building is in generally good condition requiring mostly maintenance repairs and general upkeep. The most urgent need is a new boiler. The existing boiler is near the end of its useful life. Other items of note include the need for fire alarm strobes throughout the building, and the need to insulate all piping running through the attic space. While in the attic, the installation of some additional insulation would be worthwhile.

Immediate Repairs/Upgrades	\$20,500
Short to Mid-Term Repairs/Upgrades	-----
Long-Term Repairs/Upgrades	-----

Other Programs

There are various funding opportunities available to the Town. These include monies for energy improvements and direct loans, and grants for other improvements.

Energy Savings

One issue that was noted in many of the building we visited was that the lighting is old and outdated. We recommend that the Town contact PSNH regarding the Municipal Smart Start Program.

This program provides PSNH's municipal customers with the opportunity to install energy saving measures with no up-front costs through the Smart Start Program. Payment for services and products are made over time with the savings obtained from lower energy costs.

Under the program, PSNH pays all of the costs associated with the purchase and installation of approved measures. A Smart Start Purchase and Installation Charge, calculated to be less than the monthly savings, is added to the monthly electric bill until all costs are repaid.

The Town can enroll in the Smart Start Program by contacting the PSNH Community Relations Manager, Sue Blothenburg (603) 357-7309, ext. 5115.

Grant Money

There are a few possibilities for the Town to receive grants or loans to assist with any of the repairs/upgrades or construction of new facilities. Below is information regarding the Community Development Finance Authority (CDFA) and the United States Department of Agriculture Rural and Community Development.

CDFA - Discretionary Fund

From its inception, CDFA has taken an entrepreneurial interpretation of its mission to support community development activities. CDFA has challenged the State's nonprofit community development organizations to propose development projects that meet the needs of their regions and communities.

CDFA is able to do this because its Board of Directors upholds a liberal interpretation of the Authority's legislative mandate, as allowed by the law, and has avoided establishing narrow criteria for CDFA support. CDFA recognizes that other issues: training, childcare, transportation, sprawl, and health care, are major factors in people's lives.

From time-to-time, when funds are available, CDFA encourages innovative solutions through its Discretionary Fund Program. Projects funded under this initiative are required to show the same broad support, soundness, and financial commitment as other projects approved by CDFA through its other programs. The fund is intended to provide opportunities for deserving projects that would otherwise not fit into other CDFA initiatives.

Application:

Because this fund is only available when money is available, interested parties should contact CDFA with a project in mind to confirm that there is money available.

Discretionary Fund Examples:

CDFA awarded the [Society for Protection of New Hampshire Forests](#) with a \$5,000 discretionary grant towards the production of the [Livable Landscapes Project \(LLP\)](#) in collaboration with New Hampshire Public Television and Cross Current Productions. The LLP is a one-hour PBS documentary that explores the changing relationship between

people and the land in northern New England – New Hampshire, Maine, and Vermont. It presents current land use changes in an historical context, tells stories about representatives that have experienced both “good” and “bad” growth, and profiles community efforts to address sprawl-related issues.

CDFA awarded [TEAM Jaffrey](#) \$4,046 for the Park Theater Feasibility Study, which investigated the feasibility of reopening the Park Theater in Jaffrey for performances and other public uses.

CDFA provided [Franklin Business & Industrial Development Corporation \(FBIDC\)](#) with a \$5,000 technical assistance grant to help defray the cost of engineering and design work in the Franklin Industrial Park. FBIDC’s ultimate goal is to expand the Industrial Park by extending road, sewer, and gas onto a 75-acre parcel in Franklin, NH.

CDFA authorized, under the provisions of the Community Development Block Grant Program, to enter into an agreement with the Town of Whitefield, NH, to study ADA accessibility for the Whitefield Town Office, in the amount of \$8,000.

US DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

Community Facilities Direct Loans

PURPOSE

Community Facilities (CF) loans are available to develop or improve essential public community facilities.

ELIGIBLE APPLICANTS

Eligibility is limited to nonprofit corporations and public bodies serving rural areas. Applicants must:

- Be unable to obtain or afford the needed funds on a loan basis from other sources at reasonable rates and terms.
- Have, or be able to obtain, the legal authority to give security for the loan and operate the facility.
- Be located in, and primarily serve, rural communities having a population of 20,000 or less.
- Own and operate the facility that is financed.

ELIGIBLE LOAN PURPOSES

Loans are available to finance capital projects that include:

- New construction.
- Building renovation or expansion.
- Purchase of existing buildings.
- Furnishings, fixtures, and equipment (including telecommunications and computer systems).
- Architectural, engineering, legal, and other professional services needed to develop a project.

ELIGIBLE PROJECTS

- The project must be financially feasible.
- The facility financed must be modest in size, cost, and design.
- The facility financed must provide an essential community service to the local community or communities (for regional service providers).

Examples of essential services include:

- Fire and rescue
- Health care
- Education
- Culture
- Museum
- Library
- Public building space
- Elder and child care

RATES AND TERMS

Interest rates vary and are based on the household income (U.S. Census) of the communities served. Rates are fixed at closing, and terms are based on the useful life of the facility financed. Typically, real estate loans are 30-year terms and equipment loans are for 7-15 year terms.

INELIGIBLE LOAN PURPOSES

- Working capital
- Refinancing
- Recreational facilities

EQUITY AND COLLATERAL REQUIREMENTS

- No borrower contribution required. RD may loan 100% of the project's costs.
- No minimum equity requirements.
- No minimum or maximum loan amounts.
- No application or processing fees.

SPECIAL REQUIREMENTS

- Feasibility/market studies may be required for large loans or start-up facilities.
- Construction procurement must be by competitive bid.
- Annual audited financial statements are required for all loans (after loan closing) when the loan balance is \$300,000 or greater.
- Facilities financed must meet accessibility requirements of ADA and UFAS.
- Facilities financed must comply with all Federal Civil Rights Laws, and be open and available to the general public.

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