

Report of the Condition and Need Assessment of Town Buildings
Hopkinton Permanent Building Committee
September 14, 2012

Introduction

In the spring of 2012, the Permanent Building Committee (PBC) completed an assessment of town buildings to determine construction and repair projects expected to be needed over the next five years. The results of that study were summarized in the following reports:

- Hopkinton Public Schools Capital Asset Assessment, Habeeb & Associates dated February 10, 2012
- Facility Assessment Town Owned buildings, GRLA dated March 6, 2012

Based on those reports the Board of Selectmen and School Committee requested the PBC to review each building for its ability to meet the current needs of the town and prioritize the recommended repair and maintenance projects. The following report summarizes this review.

Needs Determination

Town facilities consist of the following eleven Town buildings totaling approximately 111,000 square feet and six school buildings totaling approximately 500,000 square feet.

Town Buildings

Public Library
Town Hall
Fire Headquarters
Fire Annex (Woodville)
DPW Garage (Wood Street)
DPW Administration (Fruit Street)
DPW Storage Garage (Fruit Street)
DPW Cemetery Garage (Mayhew)
DPW Salt Shed (Wood Street)
Police Headquarters
Senior Center

School Buildings

Center School
Middle School
Elmwood School
High School
Hopkins School
White House

For non-school building the PBC determined suitability to meet the town's need by interviewing each department head responsible for the building. For school buildings the need was determined by the School department staff based on educational program requirements.

Three of the seventeen buildings evaluated did not meet the current needs of the town. They are:

- Public Library
- DPW Facilities
- Center School

For buildings not meeting the town's need no projects are recommended for repair, expansion or replacement. These buildings should be continuously monitored to ensure the health and safety of the

public and/or town personnel is maintained until the Town determines the final future plans for these buildings.

It should be noted that the PBC did not evaluate the buildings for potential future needs as the town grows. In addition, although the Town Hall was determined to meet current needs, it is currently deficient in some aspects, particularly parking and interior space layout for personnel and record storage. A renovation project larger in scope than repair or maintenance would be needed to address these issues.

Building Repair Prioritization

Once the buildings were categorized as meeting town needs, the PBC reviewed the repair and maintenance projects identified in the Habeeb and GRLA reports with input from department heads, Town's Facilities Director and the School Department Facilities Director. These projects should be addressed within the next 1 to 2 years. For buildings that did not meet the current needs of the town, we assumed the need would be addressed by a larger project within 5 years and therefore did not recommend any projects.

The prioritized projects for buildings currently meeting the Town's needs are summarized in Table 1 and have an estimated cost of \$2.57 million. The largest project, \$1.46 million, is for replacement of Elmwood School roof which is currently leaking. The remaining estimated \$1.11 million is for projects to address safety and building integrity issues or to protect town assets. The cost estimates are considered conservative and are based on general unit costs and not quotes based on a defined scope. In addition a "soft" cost percentage of between 30% and 45% was added to the estimates to cover design, engineering, administration and procurement costs. In addition, the scopes of work may be redefined to be smaller in nature and may be reduced further. As such these cost estimates should be considered for planning purposes only.

The consultant's reports recommended several building elements, particularly roofs, for replacement because its age indicated it was nearing end of expected life span and not necessarily its present condition. These projects warrant additional investigations to further determine the scope of work or if the work is required.

The remaining repair and maintenance work identified in the consultant's reports that was not prioritized will eventually need to be done. These projects should be monitored and further defined for inclusion in budgets in the 3 to 5 year horizon.

Conclusions

- The Center School, DPW Facilities and Public Library do not meet the current needs of the town. Additional analysis and input is required to determine the best solution to meeting the need in each case.
- The Center School, DPW Facilities and Public Library having been designated as not meeting the needs of the town, should only have projects implemented that relate to life safety or projects that need to be implemented to protect the asset for a period that we estimated at five years. Additional projects as noted in the two facilities reports should only be completed as part of a to be determined larger project or if that larger project is implemented longer than five years.
- In many instances, the town has minimized maintenance expenditures at many of its buildings over the years due to higher priorities for limited funding. This results in reducing the overall life expectancy of building elements and requires larger expenditures as these elements fail.

- There is no mechanism to periodically evaluate and fund maintenance needs. Generally problems are addressed as they arise. In many instances, these expenditures are not budgeted and result in end of year transfers.
- Some of the buildings seem to have a lower than expected assessed value. In general, when expenditures on building repairs exceed 30% of the assessed value of the building over a 36-month period code triggers additional accessibility expenditures. The additional expenditure can be significant. As such, it would be beneficial to investigate obtaining new assessments of the town buildings where the 30% trigger will be exceeded with implementation of proposed projects.

Recommendations

The PBC recommends the following:

- Initiate planning and/or support ongoing plans to bring the DPW facilities, Public Library and Center School in line with the needs of the town.
- Obtain funding of approximately \$2.57 million to further define the scope, refine cost estimates and perform the recommended priority maintenance issues at the town owned buildings over the next 2 years. This is intended to get the buildings in relatively good condition so that smaller annual maintenance expenditures can prolong the life of the buildings.

Establish an ongoing budget line item to obtain assistance to determine detailed scope and cost estimates for bidding purposes (GRLA and Habbeb Reports are Order of Magnitude Estimates) for proposed capital projects.

- Establish a yearly budget line item to address bulk of maintenance/repair items identified in the reports pertaining to building elements such as the building envelope, roofs, windows, heating and cooling systems, site and interiors.
- Perform appraisals of the town buildings so the trigger for accessibility upgrades are based on a realistic estimate of the building's value and not a depreciated assessment value or other potential less than actual value.

TABLE 1
PRIORITY PROJECTS

Building	Report Reference No.	Description	Budget Cost
Buildings That Do NOT Meet Current Town Needs			
DPW	Recommended projects to be based on future plan for buildings		
Center School	Recommended projects to be based on future plan for building		
Library ⁽¹⁾	3.29	Upgrade secondary egress from Children's Room	\$TBD
Library	Other recommended projects to be based on future plan for building		
TOTAL BUDGET ESTIMATE			<i>\$TBD</i>
Buildings That Meet Current Town Needs			
Elmwood School	2.4	Replace existing roof	\$1,462,050
Town Hall	P.2	Town Hall Building Envelope Repair Phase II	\$300,000
Campus Loop Access Road	1.1	Loop Road repairs	\$90,450
Hopkins School	5.1	Provide emergency generator	\$202,500
Middle School	5.1	Fire alarms and detection devices	\$184,950
Town Hall	P.4	Town Hall MEP (Reduced – Green Community Grant)	\$176,000
Elmwood School	1.4	Paving	\$64,800
White House	2.2	Replace shingled roof	\$58,320
Police	1.1, 1.2, 1.3	Exterior drainage	\$25,000
Police	3.1	Electrical repairs due to water damage	\$10,000
TOTAL MAXIMUM BUDGET ESTIMATE			<i>\$2,574,070</i>

⁽¹⁾GRLA Estimated Project value at \$33,750.