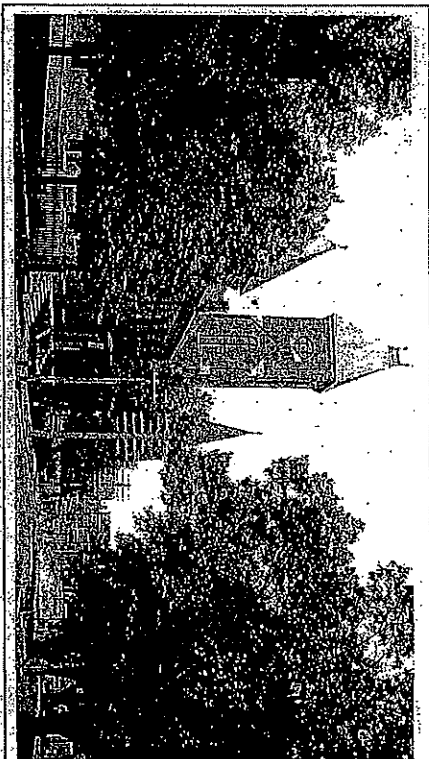


Building Dept. Copy

SPACE PLANNING STUDY
REPORT OF TOWN HALL

Town of Uxbridge, Massachusetts



View of South Main Street

McGinley Hart & Associates LLP
Architects & Planners
324 Broadway
Somerville, MA 02145

September 2002

Partnership Def. Subj. Ch. 67

Partnership Def. Subj. Ch. 67

Structural Engineer's Report

Historical Drawings

- 1939 Court Addition

- circa 1928 Fire Station

I. EXECUTIVE SUMMARY

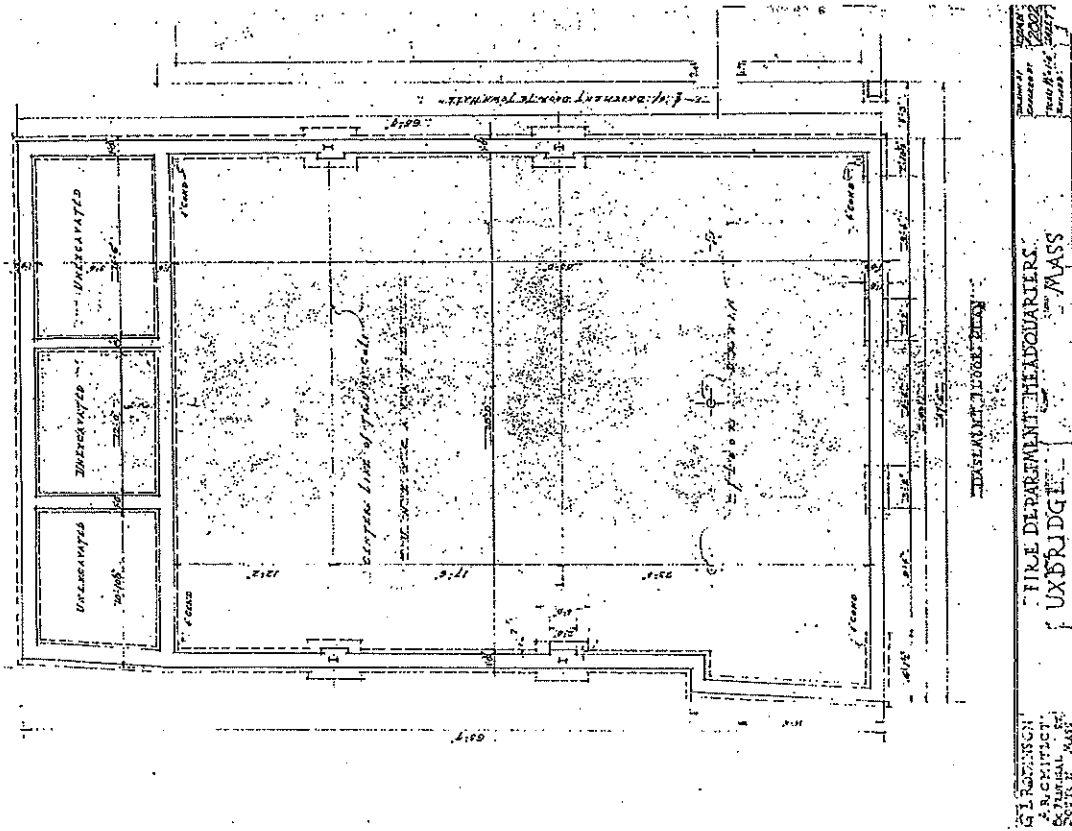
The Town Hall has served as Uxbridge's center of town government since 1879. The Victorian Gothic style building was expanded by an addition in 1939, and it was placed on the National Register of Historic Places in 1983.

The study began with research by McGinley Hart & Associates to locate existing drawings of the building. Original drawings of the main building were not found, but the Public Safety Collection of the Massachusetts Archives has drawings of the 1939 north addition and the adjacent fire station to the south of Town Hall. Since drawings of the majority of the building could not be found, McGinley Hart & Associates field measured the building, and produced existing condition plans.

Once plans were produced, the building's overall general condition was reviewed through interior and exterior inspections in the field, and assessed. A survey of town departments was conducted to establish their existing space use and to inventory existing furnishings and equipment. Interviews were conducted to determine future space and equipment needs, in order to establish a space program for use of the building.

The Town Hall building retains its historical character and is in generally good condition. As part of the assessment of existing conditions, the structural engineering firm of Structures North Consulting Engineers, Inc. examined the building. Generally, the building is structurally sound. The main walls of the auditorium space are bowed, which probably occurred early in the building's life, judging from what appears to be early remedial repairs to the roof trusses. A later addition to the proscenium of the stage has overressed the auditorium floor structure. The building's exterior brick exhibits cracking in a few locations, and the brick chimneys are in poor condition. The attached structural report identifies these structural conditions and discusses causes and solutions. In sum, the structural condition of the building is good and will allow, with repairs, the building to continue to function as a modern center of town government.

The recent vacancy of some space by the Police Department's relocation and the forthcoming vacancy by the Department of Public Works' proposed relocation, offers an opportunity to alleviate the overcrowding and optimize space-use for the remaining departments. The interior requires renovation and upgrading to meet current codes and accessibility requirements. The lack of an accessible front entrance and an elevator to various floor levels are significant defects under both state and federal accessibility regulations. The systems are completely outmoded and life-safety facilities must be upgraded. The building also suffers from long-term deferred maintenance. This is a typical condition of many town halls throughout the Commonwealth. Many towns have recently taken significant action to renovate their historic town halls with great success by combining the best of their building's historic fabric with code compliant new offices and support spaces as well as new efficient electrical, mechanical and communication systems for today's computerized technology and information systems.



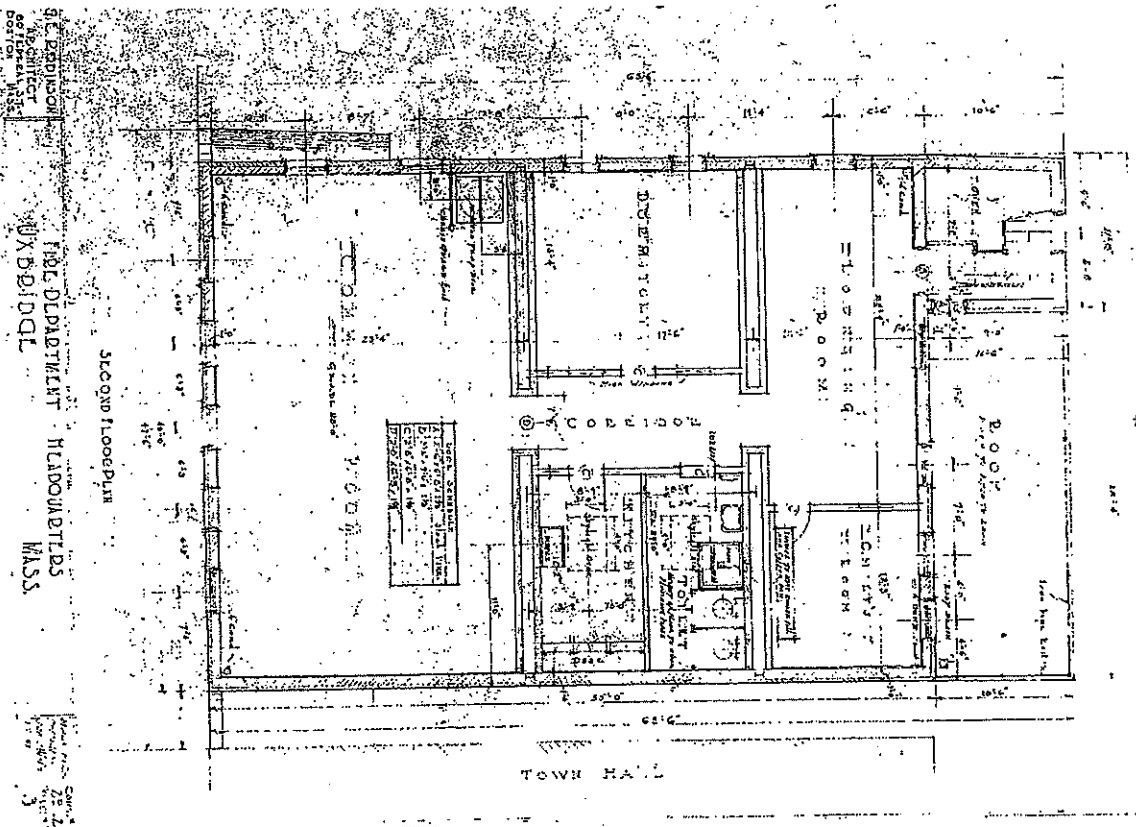
Uxbridge has an opportunity to renovate and preserve its historic Town Hall for contemporary municipal use for the next 20 years and presents options with conceptual plans and costs to achieve the space needs in a renovated building. The plans would achieve a completely modern, efficient and code compliant building that retains its historic and architectural character. After presentation of draft plans to the Board of Selectmen and reviews with Town officials, the plans were revised and finalized. Scheme B is the preferred and recommended plan for the Town Hall renovation. This plan maximizes accessibility throughout the building and accommodates each department for long-term space needs. The estimated cost of construction of Scheme B is \$2,936,000 with architect / engineer fees of \$ 287,200 and Town administrative fees of \$ 85,000 for a total project cost of \$ 3,308,200.

The study also examined the Town Hall / Fire Station site, the adjacent, vacant Andino Restaurant site and the town parking lot at Main and Park Streets. A proposed site plan was developed to illustrate how these sites can be combined to create a municipal center with a renovated Town Hall, a new drive-through fire station on the present parking lot, and a new, expanded town parking lot between them to adequately serve Town Hall needs.

As an implementation strategy resulting from the results of this study, the following priority and immediate actions are recommended:

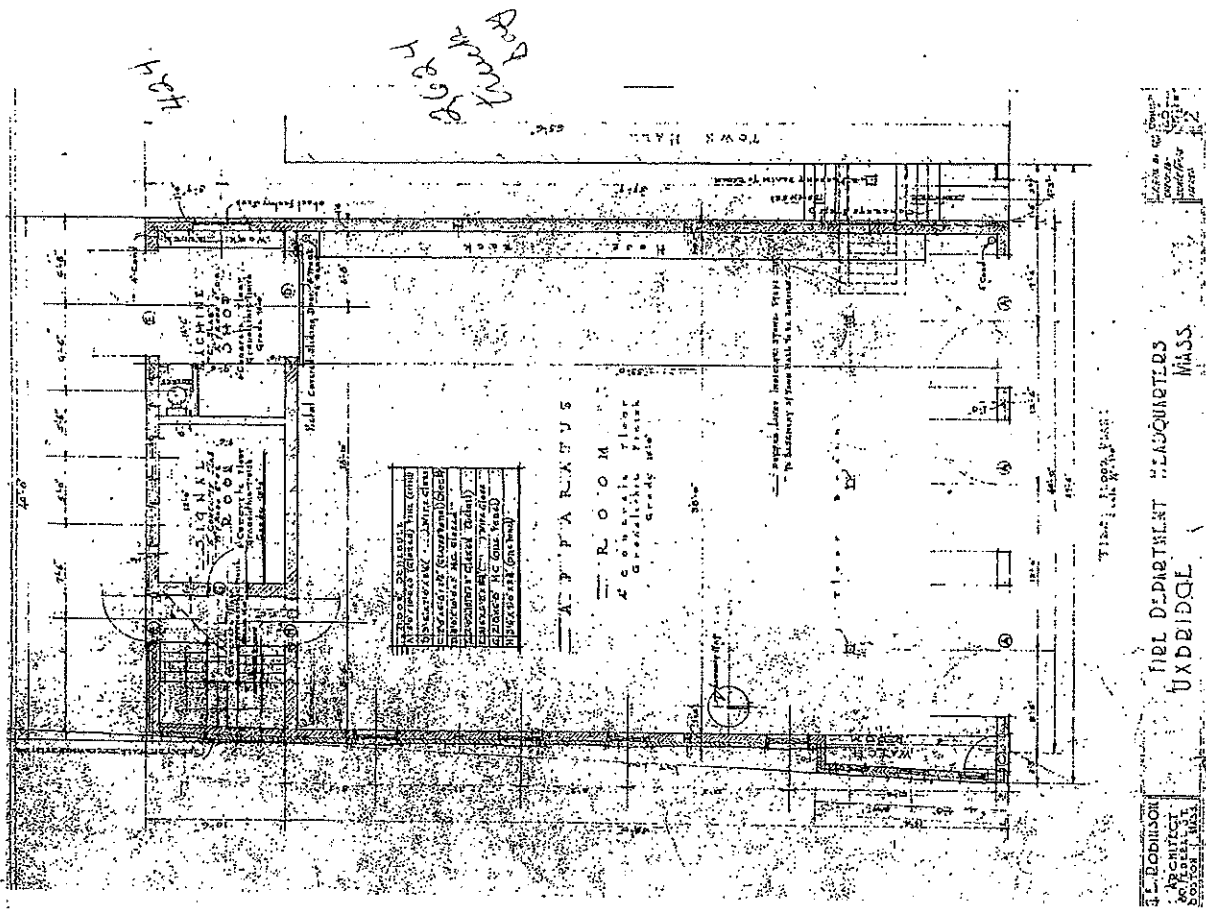
- Apply for an accessibility grant through the Massachusetts Small Cities Program to bring the Town Hall into compliance with the Americans with Disabilities Act (ADA).
- Apply for a historic preservation grant from the Massachusetts Preservation Projects Fund (MPPF) administered by the Massachusetts Historical Commission. This program has been recently re-funded and applications will be available shortly.
- Concurrently, fund the development of plans, specifications and contract documents and obtain contractor bids so that the Town can obtain a most favorable and accurate cost of the Town Hall renovation. The development of definitive plans and specifications, supplemented by this study report, will support and leverage the two grant applications.
- Negotiate and acquire the former Andino Restaurant property to combine it with the two abutting town-owned parcels to create a 59,239 square foot municipal site for the renovated Town Hall, future new Fire Station and an expanded municipal parking lot. The vacant restaurant building (a former post office) could serve as a temporary Town Hall while the Town Hall building is renovated. Lower and more competitive bids will be achieved by vacating the Town Hall during construction resulting in savings of both costs and time of construction. After completion of the Town Hall renovation, the former restaurant building should be demolished and utilized as an expanded parking lot until it is decided to build a new Fire Station.

The Town will then be in a strong position to present the most cost-effective and accurate proposal at a Town Meeting to renovate its historic Town Hall for another century of use.



II. SPACE NEEDS STUDY & BUILDING EVALUATION

A. Historical Background & Building Plans



when there is an assurance that the alarms will bring prompt response at all times.

Fire Suppression Systems. Vaults may be equipped with automatic sprinkler protection installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems.

Class A fire extinguishers or a standpipe system with a small hose, suitable for use by the occupants of the building, shall be provided in a convenient location outside the vault door.

Wiring and Lighting. All wiring shall be in conformance with NFPA 70, National Electrical Code. Fixed lighting only shall be provided in the vault. Lighting shall be limited to explosion proof or vapor proof lamps and controlled only from a 2-pole switch located outside the vault.

Shelving. All shelving shall be of noncombustible construction and as fully enclosed as possible. All shelving shall be a minimum of 3 inches above the floor of the vault. Electrically powered mobile shelving shall not be installed.

Records and containers shall be separated by at least 6 inches from any piping or conduits within the vault. Where sprinklers have been installed, a clearance of 18 inches shall be maintained below sprinkler heads.

Safes and Record Containers. Safes and insulated record containers to be used for the storage of paper records shall be underwriters' Laboratory Class 350, rated for 4 hours. Equipment for storage of magnetic and photographic media shall be Class 150 rated 4 hours. Combinations of equipment or the use of inserts or liners to achieve equivalent levels of protection are permitted. Ratings by recognized testing laboratories other than Underwriters' Laboratories shall be recognized.

Certification to Supervisor of Public Records. Prior to storage of public records in a newly constructed or renovated vault, the contracting agency shall provide the Supervisor of Public Records with signed and sealed certifications from all relevant engineers that the foregoing standards have been met or exceeded. No vaults which are not so certified may be used for the storage of public records.

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McGinley Hart & Associates LLP

Uxbridge Town Hall

A. HISTORICAL BACKGROUND & EXISTING CONDITION PLANS

The Town Hall has served as the center of Uxbridge's town government since its construction in 1878-79. It was designed by Worcester architect, Amos Cutting, as the result of a design competition. Mr. Cutting was a renowned architect noted primarily for his ecclesiastical work, having designed at least 75 churches in cities throughout the eastern United States. The structure was built by Ira Southwick on a South Main Street site that was once part of the town burying ground.

The building was dedicated on February 25, 1879, and its completion was celebrated by a grand concert and ball. Social use of the large second floor auditorium space has been a significant local tradition. There are accounts of its use for theatrical productions, movies, basketball games, and roller-skating. Around the turn of the Century, modifications were made to the original stage and proscenium to increase the depth of the stage. Possibly at the same time, a new ceiling with pressed metal cladding was installed about five feet below the original in the auditorium. The original ceiling remains intact above the present ceiling.

The building featured two towers, which marked the corners of the original building. The north tower was originally considerably taller than at present. Its top was destroyed by the 1938 Hurricane, and it was rebuilt to match the height of the south tower.

A two-story brick addition was built on the north end of the building in 1939. This addition, designed by architect Robert Allen Cook of Milford, is very respectful to the original building in style. It was built to accommodate the Police Department in the basement, a courtroom and court offices on the first floor, and administrative offices on the second floor.

Just south of the original building, a two-story brick fire station was designed by Boston architect George E. Robinson and built ca. 1939. It is separated from the Town Hall by a narrow alley, which is entered by an arched opening at the building's facade.

The Town Hall's original slate roof was replaced with asphalt shingles in 1978. In 1993, a masonry ramp was constructed on the South Main Street side of the building to provide access for the physically challenged to a door at the first floor at the south tower.

The Town Hall was listed as an individual historic property on the National Register of Historic Places and as a contributing property to a National Register Multiple Resource Area in 1983.

The plans for the original building have not been located, but drawings of the 1939 north addition (former court facility) and of the adjacent fire station are on file at the Public Safety Collection of the Massachusetts State Archives. Copies of the key plans have been obtained as part of this study and are located in the Appendix of this Report.

While the fire station plans by architect George E. Robinson that we obtained from the State Archives do not contain a date, the Public Safety Collection Index file contains an approval date of July 6, 1928.

The attached existing condition plans were developed from the record drawings and from field measurements made by McGinley Hart & Associates in April, 2002.

Ample drainage shall be provided to prevent rain or firefighting water accumulating on the roof.

Penetration. Wall penetrations shall be allowed only for access, HVAC systems, sprinkler systems, electric lighting and limited energy circuits. Wall openings shall be as small as possible and shall be sealed with approved or listed fire-rated materials and devices to prevent smoke, heat, flame, or water penetration. Conduit, if used, shall be sealed inside and outside.

Roofs shall not be pierced for any purpose.

Floors shall not be pierced, except that floors of vaults constructed on grade may be pierced to allow the passage of sprinkler piping or HVAC ducts.

Vault Doors. All vault doors shall be Underwriters' Laboratories Class 350 rated 6 hours or equivalent. ORDINARY FIRE DOORS SUCH AS HOLLOW METAL, TINCLAD, SHEET METAL, OR METALCLAD TYPES; STEEL PLATE TYPE AND FILE ROOM DOORS ARE NOT ACCEPTABLE AS VAULT DOORS.

Vault doors shall be equipped with combination-type locks with an Underwriters' Laboratories approved relocking device designed to hold the door in case of mechanical, explosive or torch attack on the door. The lock mechanism shall be of the type enabling a person locked inside the vault to open the door easily from the inside. All day gates shall be similarly equipped.

Vault doors shall be equipped with smoke- or heat-actuated release mechanisms to close them in case of fire.

Environmental Control. For paper and magnetic media, a stable environment with an average temperature of 70°F. or below and an average relative humidity of 30-50% shall be maintained. A temperature below 70°F., and a relative humidity of 40-45%, with fluctuations limited to no more than ±2°F. and ±3%RH, is considered optimal. Storage facilities for first-generation silver halide microfilm shall maintain a constant temperature of below 70° and relative humidity of between 20 and 30%. If it is not possible to meet these optima, minimization of temperature and humidity fluctuations shall be the guiding concern. These parameters should be accomplished by controlling the external environment surrounding the storage space. Where this is not feasible, the storage space may be equipped with a heating/ventilation/air conditioning system. All equipment related to such a system shall be located outside the storage space.

Fire Detection Systems. Automatic fire detection systems shall be installed in accordance with NFPA 71, Signaling Systems for Central Station Service; NFPA 72, Protective Signaling Systems; and NFPA 72E, Automatic Fire Detectors. The systems shall be relied on only

to provide the Supervisor with the engineer's certification to that effect. -

Construction. Except in Type I or Type II-222 fire resistive construction as defined by NFPA 220, standard on Types of Building Construction, all vaults shall be ground-supported and structurally independent of surrounding structures. Supporting structures for vaults shall be sufficient to support the full weight of the vault structure and its contents.

Since shrinkage or volume change stresses may result in hairline cracking that will be detrimental to the vault structure, all concrete members should have a minimum reinforcing as specified in the ACI Code, and all masonry walls should have a minimum reinforcing as specified in Paragraph 1113.5.3 of the Commonwealth of Massachusetts State Building Code.

All building members supporting the vault shall be noncombustible. All structural materials used in the construction of a vault shall have a fire resistancy rating of 6 hours. All interior fittings and finish shall be noncombustible.

If connected to the building in any manner, the connection shall be made so that in the event of the collapse of the building, the surrounding building members may move or fall without affecting the fire-resistive qualities of the vault. All beams or bearing members adjoining the vault shall be designed to release freely in case of failure. Vault construction shall not be used as a support or bearing for the structural members of the building. Walls shall have sufficient lateral strength to withstand impact of collapsing building members, or toppling machinery or equipment.

Construction of vaults below grade level should be avoided whenever possible because of the dangers posed by the "cooking" effect of fallen debris, flooding from natural causes or fire fighting efforts, and the difficulties of maintaining proper environmental control.

In non-fire resistive buildings, the vault roof shall be designed to accommodate a minimum live load of 350 pounds per square foot. In all cases, ample accommodation should be made for protection against impact loading by falling equipment or building members and against accumulations of burning debris.

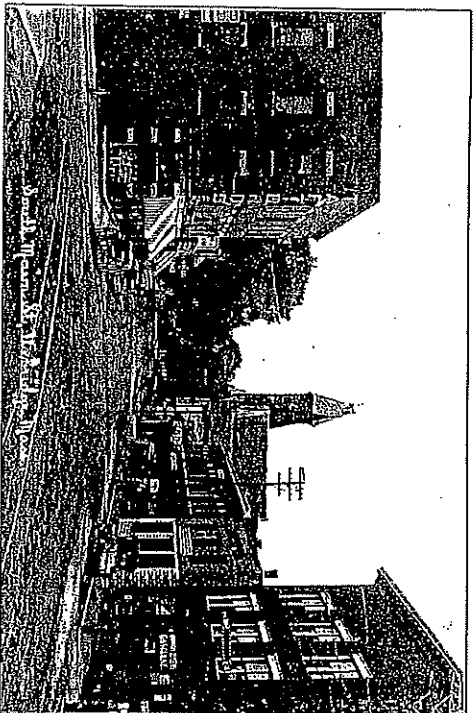
Water-tightness. Walls, roofs and floors shall be effectively waterproofed. No combustible membrane or coating shall be used except on a roof exposed to the weather.

Provision shall be made to prevent the entry of water at door openings.

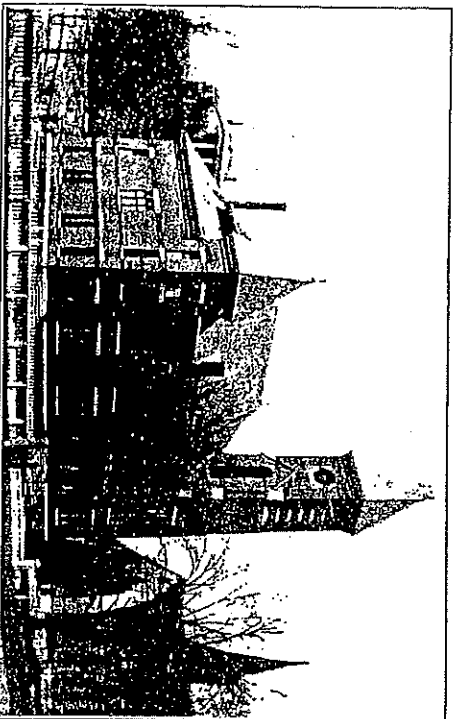
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McGinley Hart & Associates LLP

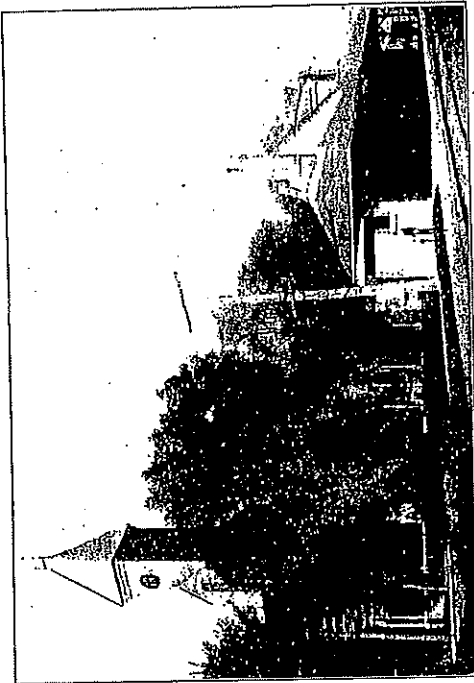
Uxbridge Town Hall



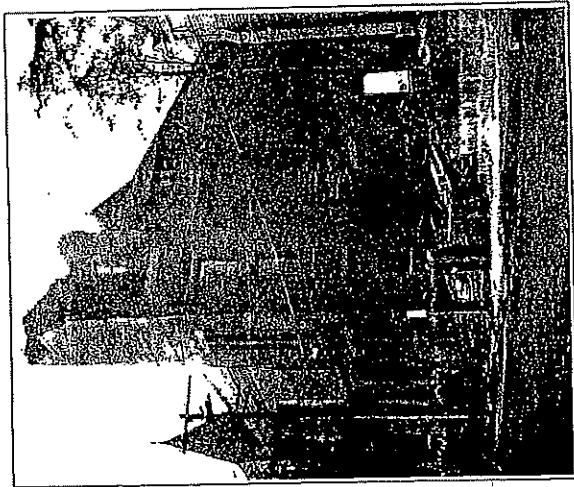
South Main Street View 1917 (Note Tall Tower at Town Hall)



Early Photo of Town Hall, with Tall North Tower (Destroyed in the 1938 Hurricane)



Early View of Train Station with Town Hall Tower in the Background



Tower Destruction from the 1938 Hurricane

Performance Standards for Safes and Vaults

Authority. C.66 s.11 MGL requires the officers in charge of state departments, county commissioners, city councils or selectmen to provide fire resistant rooms, safes or vaults for the safekeeping of the public records of their governmental unit (2 Op. Atty. Gen. 1899; p.48). Pursuant to s.1 of this statute, the Supervisor of Public Records is authorized to promulgate standards for the construction and use of these vaults, rooms and safes (8 Op. Atty. Gen. 1929, p.594).

Effective date. These performance standards become effective on May 18, 1995.

General. All vaults for the storage of public records shall provide the minimum level of protection specified hereunder. The Supervisor of Public Records does not specify any particular materials or technique for the construction of public records vaults. The Supervisor will approve vaults for the storage of public records upon receipt of the certification of licensed or registered fire protection and structural engineers that the proposed construction will have a fire resistance and structural integrity equivalent to or greater than that specified in the following performance criteria.

Size. A vault size of 5,000 cubic feet or less is considered optimal. Where large volumes of records must be protected it is permissible to construct a vault with a capacity of up to 25,000 cubic feet. It must be realized that, because of the volume of combustible materials stored within it, this larger structure is at greater risk of fire and should be equipped with a fire suppression system.

Media protection. All vaults intended for the storage of paper records shall be so constructed that, when fitted with the 6-hour door required hereunder shall, in the event of fire in the surrounding structure, maintain an internal temperature of 150° or below for a period of not less than 6 hours. These standards provide the maximum available level of fire protection for paper records, but cannot safeguard film or magnetic media against either heat or humidity. If magnetic media have not been copied and dispersed or otherwise duplicated for protection, vaults or portions thereof used for the storage of this media must be equipped with data safes or an inner core designed to minimize temperature rise and moisture intrusion and shall be so constructed or equipped that, in the event of fire in the surrounding structure, the internal temperature and relative humidity shall remain below 125°F. and 80%, respectively for a period of at least 6 hours. It is the responsibility of the records custodian to provide all media with the level of protection specified above and

Clerk's Office. It is essential, however, that all persons in the organization recognize that the coordinator acts not in the name of his/her office of origin, but rather of the organization's administration with authority over all departments.

Most local governments have established emergency response procedures for dealing with disasters. Public safety, public works and other personnel are all assigned a role in safeguarding lives and property. Too often, however, these procedures do not involve long-term planning designed to preserve information and restore severely disrupted operations other than physical services (water, electricity, public safety). A vital records program designed to preserve information essential to governmental functions should be made a part of the emergency response program and the vital records coordinator made a part of the overall emergency planning process.

The Vital Records Team. An important part of a successful vital records program is the appointment of appropriate officials to assist the program coordinator. The major function of team members is to aid the coordinator in determining which functions and supporting records are vital to the organization and to ensure that they are properly safeguarded. Experience in administration, finance, law, information systems, and records management should be considered in appointing team members.

Communications.

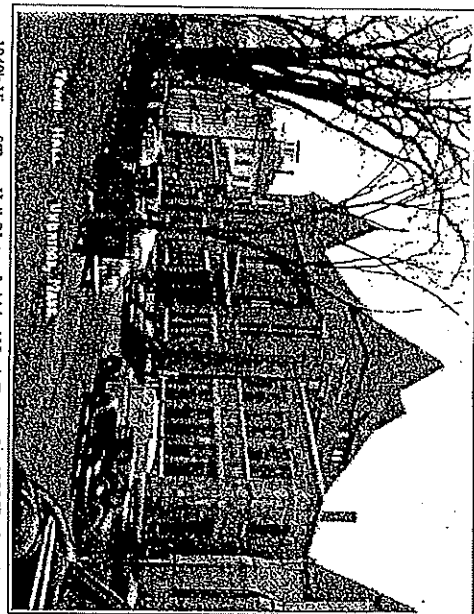
All officials must be made aware of the importance of their vital records to the functioning of the organization. In larger organizations, a vital records manual may be desirable. Because of smaller ones a simple master list may be sufficient. Because of the importance of this program, it is essential that it be understood as a management policy.

Summary.

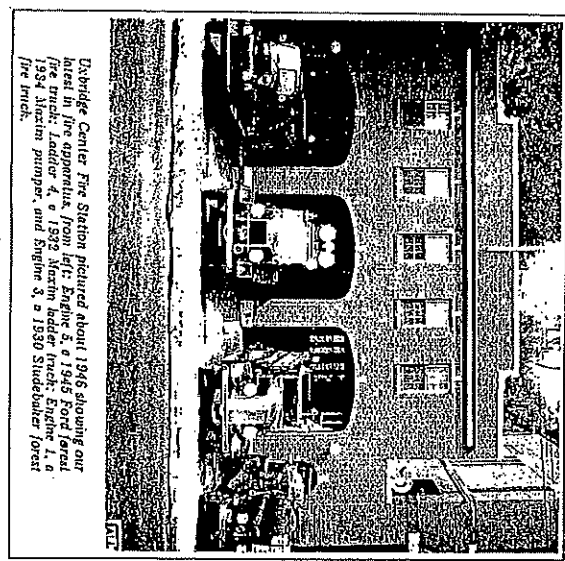
Vital records management programs are instituted to prevent the loss of information critical to the daily operations of government organizations, to permit the organizations to continue functioning during a calamity or to reestablish services afterward.

A vital records management program begins by conducting a records inventory to gain knowledge of record holdings. Records identifies should be classified into one of four categories: vital, important, useful or nonessential. Appropriate protection methods should then be chosen to safeguard vital records.

The Records Management Unit is available to aid government officials and their staffs with vital records management. The unit provides assistance to offices without charge. Analysts are available to visit offices for on-site consultations. For more information call (617) 727-4062.



1940's View of Town Hall (Note refurbished North Tower after 1938 Hurricane)



Uxbridge Center Fire Station pictured about 1946 showing our location in the foreground. Left: Engine 3, a 1946 Ford Jarol fire truck; right: Engine 4, a 1922 Mack fire truck; middle: a 1934 Mack fire truck; and Engine 5, a 1930 Studebaker fire truck.

areas, segregating combustible materials, and conducting periodic electrical, building and fire inspections.

Another important procedure is the periodic testing of the vital records program through simulations to ensure adequate functioning in the event of a genuine emergency.

Exclusive reliance on on-site storage, however, may not be a sufficient safeguard because of the potential for total or near total destruction of a single location in a disaster.

2. **Duplication and Dispersal.** Off-site storage of original, record copies of public records is forbidden under Massachusetts statutes. Many records, however, can be adequately protected when they are duplicated and the copies dispersed to locations remote from the central or primary government office. This strategy is most effective when it is applied to records which have been microfilmed or which are being maintained in electronic format.

Microfilm is particularly suitable for this type of protection because of the stringent environmental requirements for the storage of master negatives; it is likely that most local governments will already have stored them at a remote location dedicated to the storage of microfilm. These storage facilities are operated by private vendors and, free of charge, by the Massachusetts State Records Center. In the event of a disaster at the government office, these facilities can rapidly retrieve the master negatives for copying.

Electronic records should be backed up at frequent intervals and the back-up media removed from the building housing the working offices. Reciprocal arrangements between offices should be made to store each other's data. Electronic archiving may also be investigated as a security measure. In all events, all programs and other relevant data needed to retrieve and read the stored data should also be secured at the off-site location. Officers should make themselves aware of other organizations using similar hard- and software so that, in the event of the loss of their own computing equipment, they may make arrangements to borrow time from their counterparts elsewhere.

In all cases, the dispersed records should be retained for their full retention periods and be made available to the appropriate officers.

Program Staff

The Vital Records Coordinator. For those offices already having a comprehensive records management program, the records manager is the most appropriate person to coordinate any special vital records protection program.

When no comprehensive records management program exists, it is advisable to appoint a coordinator from an existing office with experience in managing records, such as a staff member of the

B. Evaluation & Analysis of Existing Building

Although there is a tendency to equate vital records with those that are historic or archival, this is not the case. The life span of a vital record may be very brief, and in inverse proportion to its importance to the functioning of the organization. Archival records, on the other hand, while of enduring interest, may not be relevant to the continued functioning of the governmental unit. Thus, documentation of computer systems, accounts receivable and insurance policy information are essential to restoring operations following a disaster even though this information may have only a very brief usable life or retention period. On the other hand, records such as militia lists, Civil War records, and pre-1870 correspondence have historical interest and are considered to warrant permanent retention, but they are not essential to the resumption or maintenance of government operations. Obviously, these categories are not mutually exclusive, and records are quite often both vital and archival. Since the protection of vital records should take precedence over that of other records, great care should be taken in determining what records are designated as vital.

Protection Methods. Estimating the severity of a disaster which could destroy the organization's records is the basic step in determining the most appropriate level of protection for vital records. This protection, along with an examination of costs of protection and budgetary levels, provides the basis for choosing protection.

There are two means of protection available to local governments in Massachusetts: on-site storage and duplication and dispersal.

1. **On-site storage.** On-site vital records storage considerations include the analysis and improvement of buildings or facilities; equipment and supplies, as well as the establishment of procedural controls.
 - a. Building considerations include establishing the adequacy of floor-load capacity, lighting and ventilation, fire ratings of walls and doors, smoke and fire alarms, fire suppression systems, and eliminating such hazards as leakage and infestations by vermin.
 - b. Equipment considerations include the construction of fire resistant vaults and the acquisition of safes and storage devices that meet or exceed Underwriters' Laboratories specifications.
- Underwriters' Laboratories tests and rates storage and filing equipment on the basis of impact resistance and internal fire and humidity levels during various lengths of exposure to fire. As a general rule, paper begins to deteriorate at 350°F., and magnetic media and photographs at over 150°F. Storage devices for magnetic media must also be able to maintain an internal relative humidity of below 85%.
- c. Procedural considerations include routinely updating vital records, prohibiting food, beverages and smoking in records

B. EVALUATION & ANALYSIS OF EXISTING BUILDING

During the spring of 2002, field inspections were conducted to define all features and spaces of the building and site to determine their physical condition. The building was measured, and an inventory was taken of existing spaces and furnishings. An evaluation of these features and spaces was then conducted to define existing deficiencies, code and life-safety issues, and potentials for future use or reuse of the existing facility. A summary of the consultants' findings is presented below:

1. Exterior Architectural Features

The original main portion from 1879 is a load-bearing brick building in the Victorian Gothic style. It is a two-story building with pitched roof. The basement, with granite walls, has about a third of its height above grade.

The exterior building fabric is in relatively good condition, except for some structural deformation of the two side walls, resulting from the outward movement from loading of the roof trusses (See Structural Engineer's Report in the Appendix). In addition to the repairs outlined in the Structural Engineer's report, the building would benefit from cleaning of the brick, particularly in areas of organic growth on the west and north sides of the building. The repair of the south chimney should be a very high priority, as there is clear evidence that bricks have fallen, and may continue to do so, creating a safety hazard.

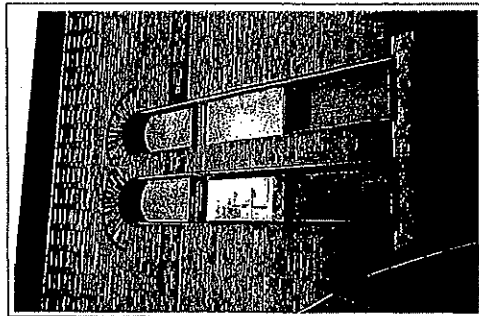
The 1978 asphalt shingle roof that replaced the original slate roof appears to be in good condition and can continue to function, but should be periodically monitored for leaks as it is nearing the end of its life-cycle.

The building has its original wood windows, which are in fairly good condition considering their lack of maintenance. The windows, as with most of the wood on the exterior, have not been painted for many years. The windows should be rehabilitated and the addition of interior or exterior storm windows should be considered.

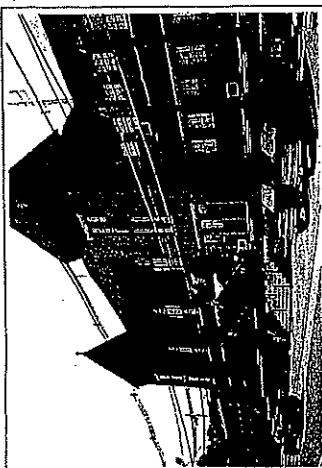
The building exterior does not feature much wood (banners and cornice), but the wood that is there is sadly neglected, requiring some repair, preparation, and painting.

The original entry doors have been removed and replaced with aluminum storefront-type systems. To restore the building to its original grandeur, a replica of the original doors could be installed.

Uxbridge Town Hall



1. Detail of windows on the West Elevation requiring rehabilitation



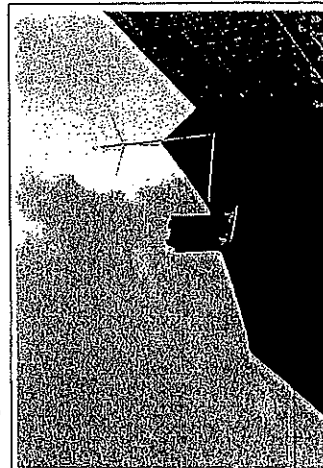
2. East (main) Elevation: Original 1879 building in center, 1939 Addition on right; Fire Station on left



4. Detail at North Elevation illustrating the need for masonry cleaning



3. Entry on South Main Street, with 1993 access ramp in foreground



5. Detail of South Chimney, illustrating the need for repair

Class II Records necessary to the continued life of the organization. While there records can be replaced or re-produced, this can be done at considerable cost in time and money. These records may be housed in either active or inactive storage.

Accounts payable, tax lists, directives.

Fire resistant safes, vaults or file rooms.

Class III Records useful to the continued life of the organization. These records may be replace although their loss would cause temporary inconvenience.

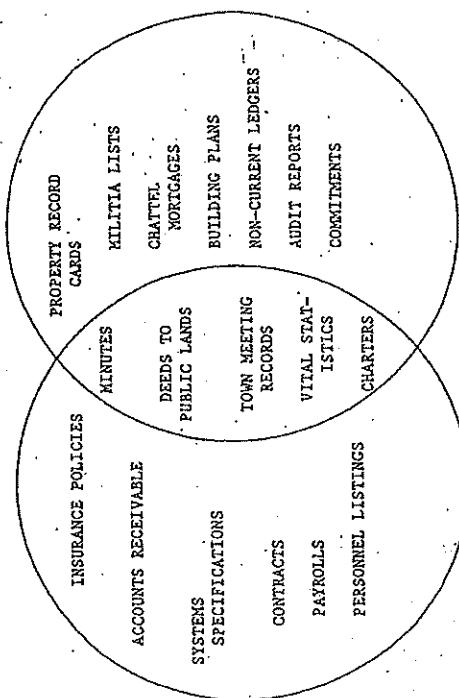
Bank statements, correspondence.

Fire resistant safes, file rooms, filing devices.

Class IV Records which have no present value and should be destroyed.

Requests answered, advertisements, announcements.

Use, then destroy.



VITAL RECORDS MANAGEMENT

Within any organization, there is a small percentage of information that is crucial to its successful functioning, and without which operations cannot be carried out. This information is known as the organization's vital records. Although these records typically constitute only about 3-5% of the organization's total information stock and may have only short-term value, they are essential for the operation of the organization, the resumption or continuation of operations following a disaster, the re-establishment of the legal, financial and functional status of the organization, and the determination and protection of the rights and obligations of the employees and citizens of the governmental unit.

Loss of this information can result in vulnerability to litigation, exposure to unplanned financial losses due to financial settlements or revenue loss, disruption of continuity of operations and loss of efficiency, and damage to the interests of the citizens and employees of the organization.

The objective of vital records management is to minimize the risk to this vital information in the most efficient and economic manner possible. In the public sector, vital records programs protect the public interest, ensure the maintenance of individual rights, and preserve a public trust.

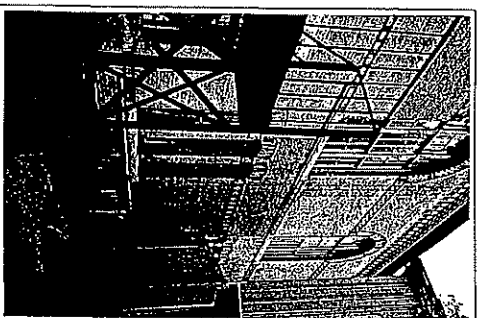
Establishing a Vital Records Program.

Before a comprehensive plan to safeguard vital records can be implemented, a thorough study of all the organization's records must be made. This study should include a determination of records classification, physical volume by class, storage space requirements, costs of the loss of each class, protection needed, and handling procedures.

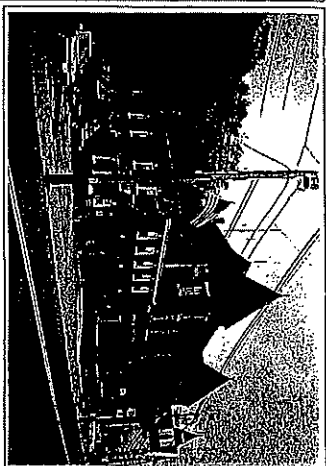
Records Classification. Records are generally classified in one of four groups in a scheme suggested by the National Fire Prevention Association:

CLASS	DEFINITION	EXAMPLE	RECOMMENDED PROTECTION
Class I Vital	Records essential to the continued life of the organization. These records are irreplaceable because they give evidence of legal and financial status, and of the rights and obligations of the organization. Vital records are generally housed in active storage.	Accounts receivable, contracts, charters, minutes, payroll, ordinances and resolutions, master personnel listings, all documentation needed to run and read electronic records systems.	Fire resistant vaults and safes, dispersal.

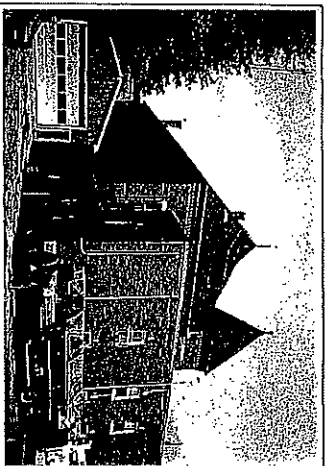
Uxbridge Town Hall



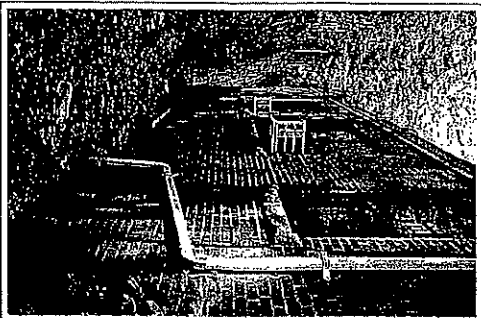
6. West Elevation: Exterior fire escape in foreground; metal Fire Department building shown on the right



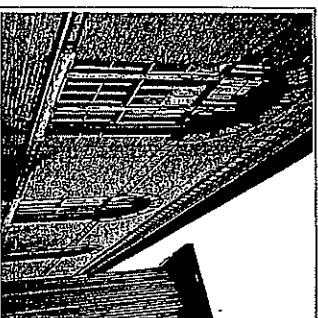
7. View of the Southeast corner of the building; Fire Station in the foreground



8. Southwest corner of the building; Fire Station in the foreground



9. Detail at West Elevation illustrating the need for masonry cleaning. Note also unit air conditioners at windows



10. Detail of windows at West Elevation requiring rehabilitation

2. Interior Architectural Layout & Features

a. First Floor

The main entrance at the front door enters a lobby that contains an open stairway to the second floor. The lobby is the main circulation area with the Town Clerk, Assessors, and former Police Department space having doors opening directly onto it. The lobby also is connected to a corridor to the north leading to the 1939 addition with the Town Collector and Treasurer, Selectmen and their meeting room, and the Town Administrator. To the south of the lobby is another meeting room and recently constructed accessible toilets.

A breakdown of first floor areas is as follows:

Use	Square Feet
Town Clerk	300
Treasurer and Collector	625
Accountant	150
Selectmen	345
Selectmen's Meeting Room	790
Town Administrator	182
Police Department (former)	850
Copy Room	106
Kitchenette and Staff	285
Assessors	610
Meeting Room	1,200
Circulation	1,730
Interior Walls	355
Total First Floor interior area	7,653

Much of the original historic fabric, such as doors, wood trim, wainscot, ceilings and floors, is still present on the first floor, and throughout the building. Both of the larger meeting rooms have had some smaller office spaces added that have subdivided the original space and compromised their architectural integrity. As additional space has been made available by the recent vacancy of some departments, any new renovation should consider returning one of the larger meeting rooms to their original historical configuration.

As presently configured, most of the departmental office spaces on the first floor are overcrowded with the current staff, and therefore cannot accommodate any future growth. The present Accountant's office is shared by equipment for cable TV and by the server, which crowds the space and compromises confidentiality of the documents since the space cannot be secured when the cable TV system is in operation during evening hours.

With proper scheduling, there may not be a need to have both the Selectmen's Meeting Room and the 1,400 square foot Meeting Room. One of them could

Although there is a tendency to equate vital records with those that are historic or archival, this is not the case. The life span of a vital record may be very brief, and in inverse proportion to its importance to the functioning of the organization. Archival records, on the other hand, while of enduring interest, may not be relevant to the continued functioning of the governmental unit. Thus, documentation of computer systems, accounts receivable and insurance policy information are essential to restoring operations following a disaster even though this information may have only a very brief usable life or retention period. On the other hand, records such as militia lists, Civil War records, and pre-1870 correspondence have historical interest and are considered to warrant permanent retention, but they are not essential to the resumption or maintenance of government operations. Obviously, these categories are not mutually exclusive, and records are quite often both vital and archival. Since the protection of vital records should take precedence over that of other records, great care should be taken in determining what records are designated as vital.

Protection Methods. Estimating the severity of a disaster which could destroy the organizations's records is the basic step in determining the most appropriate level of protection for vital records. This protection, along with an examination of costs of protection and budgetary levels, provides the basis for choosing protection.

There are two means of protection available to local governments in Massachusetts: on-site storage and duplication and dispersal.

1. **On-site storage.** On-site vital records storage considerations include the analysis and improvement of buildings or facilities, equipment and supplies, as well as the establishment of procedural controls.

a. Building considerations include establishing the adequacy of floor-load capacity, lighting and ventilation, fire ratings of walls and doors, smoke and fire alarms, fire suppression systems, and eliminating such hazards as leakage and infestations by vermin.

b. Equipment considerations include the construction of fire resistant vaults and the acquisition of safes and storage devices that meet or exceed Underwriters' Laboratories specifications.

Underwriters' Laboratories tests and rates storage and filing equipment on the basis of impact resistance and internal fire and humidity levels during various lengths of exposure to fire. As a general rule, paper begins to deteriorate at 350°F., and magnetic media and photographs at over 150°F. Storage devices for magnetic media must also be able to maintain an internal relative humidity of below 85%.

c. Procedural considerations include routinely updating vital records, prohibiting food, beverages and smoking in records

Class II Records necessary to the continued life of the organization. While there records can be replaced or re-produced, this can only be done at considerable cost in time and money. These records may be housed in either active or inactive storage.

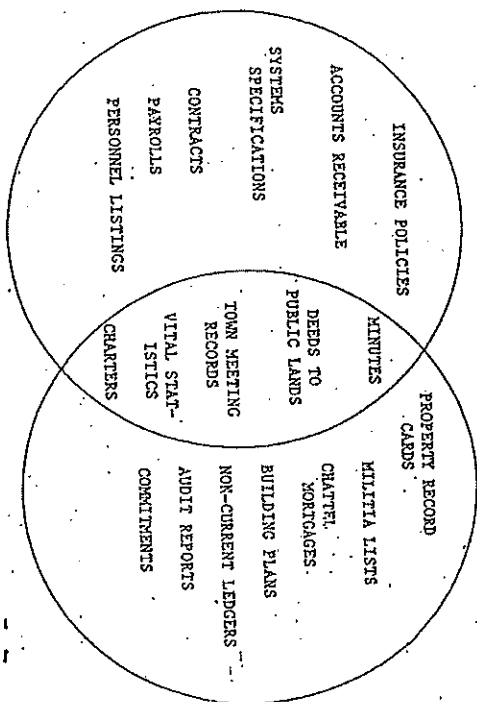
Accounts payable, tax lists, directives. Fire resistant safes, vaults or file rooms.

Class III Records useful to the continued life of the organization. These records may be replaced although their loss would cause temporary inconvenience.

Bank statements, correspondence. Fire resistant safes, file rooms, filing devices.

Class IV Records which have no present value and should be destroyed.

Requests answered, advertisements, announcements. Use, then destroy.



VITAL

ARCHIVAL

8

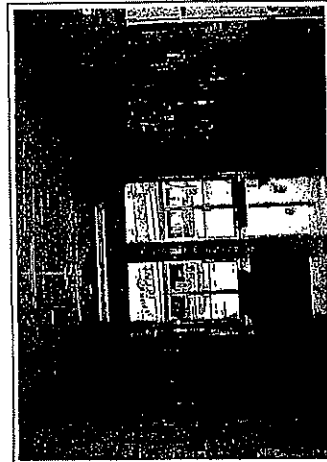
McGinley Hart & Associates LLP

Uxbridge Town Hall

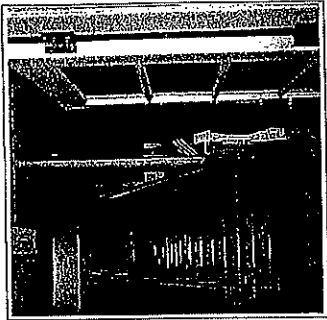
accommodate office space expansion. The recent move out of the building by the Police Department creates other opportunities to alleviate the crowding of the first floor departments.

The recent renovation to add accessible toilet rooms is a definite improvement, but it would be advantageous to provide some privacy screening to their entries directly off the Meeting Room.

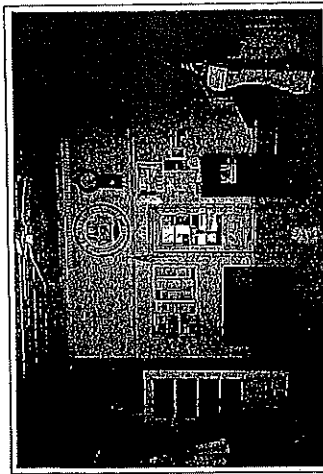
Uxbridge Town Hall



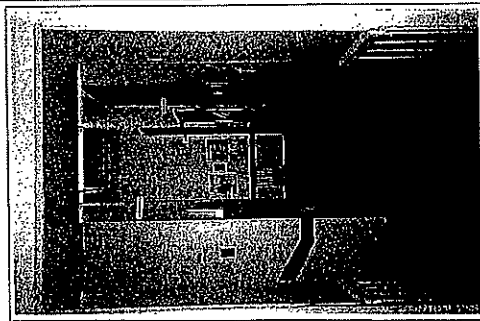
11. View of Main Lobby, looking East



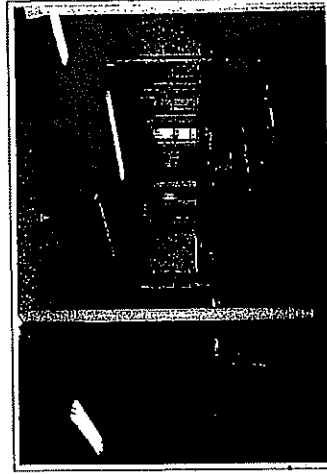
12. View of Stair in Main Lobby



13. View of Main Lobby, looking West



14. View from Lobby looking down the North Corridor



15. View of First Floor Meeting Room

VITAL RECORDS MANAGEMENT

Within any organization, there is a small percentage of information that is crucial to its successful functioning and without which operations cannot be carried out. This information is known as the organization's vital records. Although these records typically constitute only about 3-5% of the organization's total information stock and may have only short-term value, they are essential for the operation of the organization, the resumption or continuation of operations following a disaster, the re-establishment of the legal, financial and functional status of the organization, and the determination and protection of the rights and obligations of the employees and citizens of the governmental unit.

Loss of this information can result in vulnerability to litigation, exposure to unplanned financial losses due to financial settlements or revenue loss, disruption of continuity of operations and loss of efficiency, and damage to the interests of the citizens and employees of the organization.

The objective of vital records management is to minimize the risk to this vital information in the most efficient and economic manner possible. In the public sector, vital records programs protect the public interest, ensure the maintenance of individual rights, and preserve a public trust.

Establishing a Vital Records Program.

Before a comprehensive plan to safeguard vital records can be implemented, a thorough study of all the organization's records must be made. This study should include a determination of records classification, physical volume by class, storage space requirements, costs of the loss of each class, protection needed, and handling procedures.

Records Classification. Records are generally classified in one of four groups in a scheme suggested by the National Fire Prevention Association:

CLASS	DEFINITION	EXAMPLE	RECOMMENDED PROTECTION
Class I Vital	Records essential to the continued life of the organization. These records are irreplaceable because they give evidence of legal and financial status, and of the rights and obligations of the organization. Vital records are generally housed in active storage.	Accounts receivable, contracts, charters, minutes, payroll, ordinances and resolutions, master personnel listings, all documentation needed to run and read electronic records systems.	Fire resistant vaults and safes, dispersal.



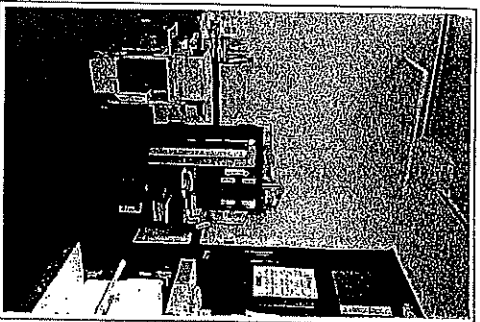
The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Archives Division

PERFORMANCE STANDARDS FOR SAFES AND VAULTS

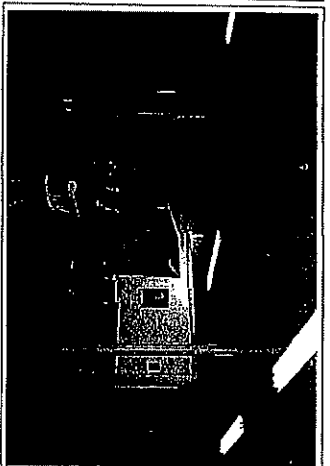
ISSUED BY THE SUPERVISOR OF PUBLIC RECORDS

MAY 18, 1995

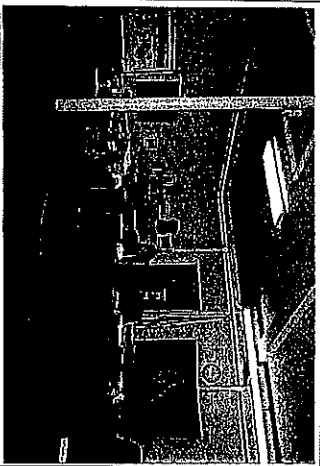
Uxbridge Town Hall



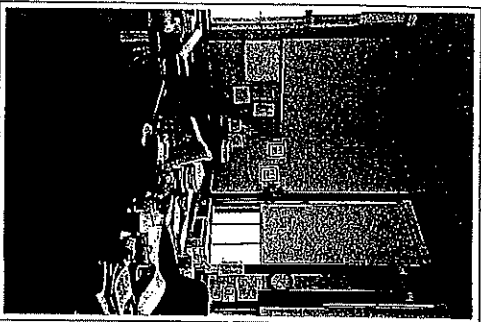
16. Treasurer / Collector's Office



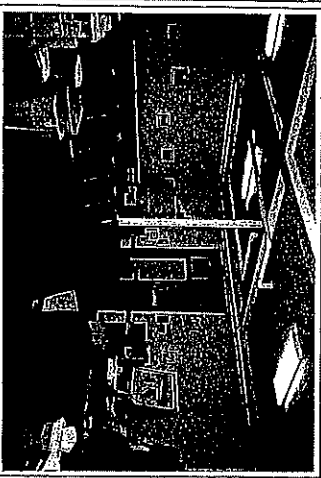
17. First Floor Meeting Room



18. Selectmen's Meeting Room



19. Treasurer / Collector's Office



20. Selectmen's Meeting Room

b. Basement

There is access to the basement from a stairway that runs under the main stairway. The basement of the Town Hall building consists of a series of structural bays divided by masonry load-bearing walls.

The Police Department was primarily housed in the basement, until their recent move. Most of a structural bay is used to accommodate the boiler/mechanical room, and there is an emergency generator in the basement. There is a vault constructed of 16" thick cast-in-place concrete walls featuring a 6-hour rated door with a combination lock.

Two rooms were utilized by the Police and Fire Departments for physical fitness and contain considerable fitness and exercise equipment. While the Police Department has vacated the Town Hall, the Fire Department utilizes the equipment. The space and equipment could evolve into a Town Hall / Fire Department fitness center as part of the Town Hall renovation.

There is a fairly generous floor-to-floor height, and fairly good exposure to natural light and ventilation for most of the basement space. The presence of ledge and the proximity of the large granite retaining wall at the rear of the site have led to frequent flooding of the floor and a moisture problem at the basement level.

The vacancy by the Police Department makes available approximately 4,000 additional square feet of space. The problem of flooding should be corrected prior to occupying the area for office space or other uses.

control or expansion joints. Many of the cracks run completely through the thickness of the walls and at some locations align with the truss bearings.

Carefully located control joints should be sawcut into the walls and bridged with flexible sealant to provide for future movements of the masonry (item #FE-1). These should be located in such a way as they do not weaken the structure but provide sufficient flexibility that non-load related movements can take place without causing damaged to the surrounding work.

After control joints have been introduced, the cracks should be excavated and all damaged bricks replaced with new ones that are tooled into place to bridge the crack locations and stitch the walls back together (item #FE-2). Where bricks have not broken, the cracks should be filled with grout and repointed to blend with the surrounding work.

- One of the cracks noted above, at the north elevation, enters the concrete foundation wall. Because this also aligns with a truss bearing, the wall's continuity is critical at this location. The crack in the concrete should be injected with epoxy adhesive (item #FE-3).

Interior-

- Many of the cracks that are visible at the exterior of the structure are visible at the interior. These cracks should be repaired (see item FE-1).
- There is a typical amount of undulation in the second floor which is caused by normal deflection of the wooden floor joists with respect to the steel trusses, which do not significantly deflect.
- Many of the exposed roof rafters have twisted due to spiral- or inclined-grain warping. The most extremely rotated of these should be braced with 1x3 bridging or blocks to prevent further rotation under load (item #FI-1).
- There is a wooden second floor beam that bears on the south third point of the eastern truss. The bearing end of the beam is crushing and the truss chord is rotated, having been caused by an overload condition or a material problem with the wood. This condition should be investigated and corrected (item #FI-2).
- A tension rod that supports the upper stair landing is kinked and the newel post is out-of-plumb. The kink in the rod is probably due to impact and the out-of-plumbness of the newel is probably due to wood shrinkage. Neither of these conditions are structurally significant and can continue to go un-addressed.

fastened where needed to prevent such hazards (Item T-5).

Fire Station

General Description

The Uxbridge Fire Station is a modern, flat-roofed two-story structure with dimensional lumber floor and roof construction and load-bearing brick masonry walls around the perimeter. There are three apparatus bays that occupy the first floor where there is a concrete slab on grade and exposed brick and wood framing throughout.

The second floor contains living facilities and is constructed with two full-story steel trusses that span freely over the apparatus bays from north wall to south wall with no interior or exterior columns. These trusses support east-west running beams that carry the floor joists and roof rafters which run in the north-south direction.

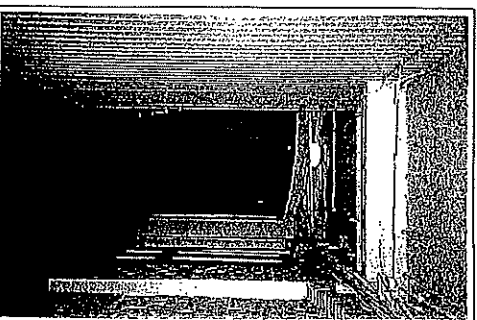
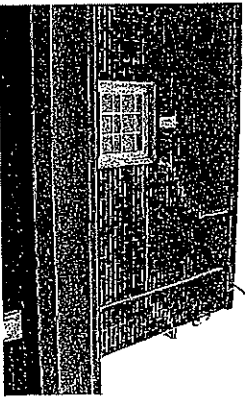
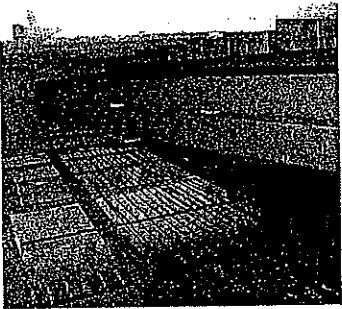
There is a single-story bay at the rear of the Fire Station which contains support facilities and a stairwell leading to the second floor, and there is a small, single-story office that was added to the outside of the structure at the east end of the south wall.

Noted Conditions and Recommendations

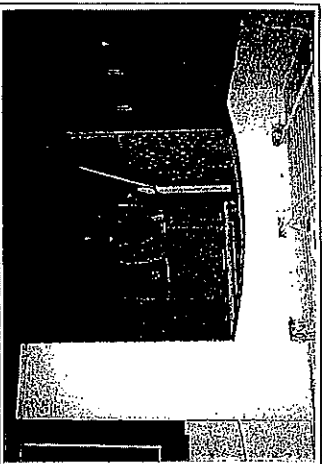
During our inspection of the Fire Station, we noted the following items that require attention.

Exterior-

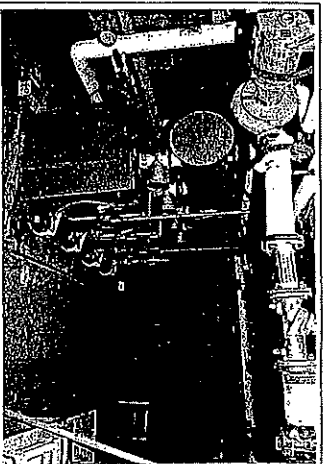
- There are randomly distributed cracks in the exterior brick masonry walls. Most of these are oriented in such a way as would suggest that they are due to thermal expansion and contraction stresses, which can be significant in this semi-open structure that was constructed with a relatively hard mortar and no



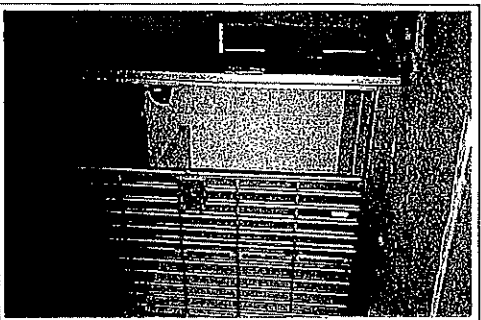
21. Basement Corridor, looking South



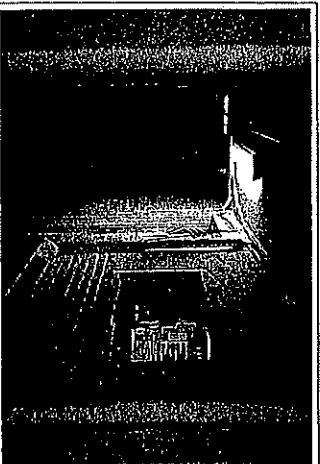
22. Detail view of structural arches in Basement in the corridor outside of the Fitness Room



23. Boiler Room



24. Jail Cell from vacated Police Department space



25. Dispatch Center of former Police Department

c. Second Floor

The main feature of the second floor is the 3,518 square foot auditorium space, with stage, proscenium, and a rear balcony. This is one of the most architecturally and historically significant spaces in the Town Hall. Most of the auditorium's features appear to be from a remodeling whose date is unknown, but is from around the turn-of-the-century. These features include varnished headboard wainscot and a decorative pressed metal ceiling. The exposed wood trusses are a distinctive element of the space. The existing hardwood floor has seen years of wear, but can be refurbished.

During the inspection phase of this study, the structural engineer inspected the attic spaces above the current ceiling of the auditorium and discovered that the original ceiling of the auditorium and the upper levels of the roof trusses remain relatively intact (see photograph on page 2 of the structural engineer report in the Appendix). While we do not recommend removal of the newer ceiling of the auditorium, the original ceiling is part of the Town Hall's architectural history.

The second floor of the 1939 addition contains offices for the Department of Public Works (DPW) and other offices that administer the review and permitting processes for land use and development. The DPW will be moving to another location in the immediate future and their space will be available for other uses.

Included on the second floor are men's and women's toilet rooms, in the 1939 addition.

One of the means of egress from the second floor is from an exterior metal fire escape at the rear of the building.

A breakdown of second floor areas is as follows:

Use	Square Feet
Auditorium	3,518
DPW Supt. & Storage	450
DPW Staff	280
Building Dept. / Conservation	345
Board of Health	314
Planning & Zoning Boards	377
Veterans' Affairs (now on 1 st Floor)	240
Stairs / Circulation	1,285
Interior Walls	226
Total Second Floor Interior Area	7,035

There are other dips as well as ridges in the floor of the auditorium. These follow the walls, columns and beam lines of the first floor, which act like hard points in the otherwise normally deflecting floor structure.

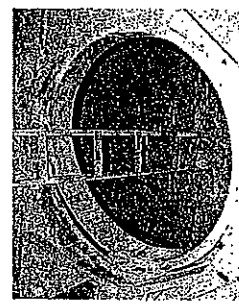
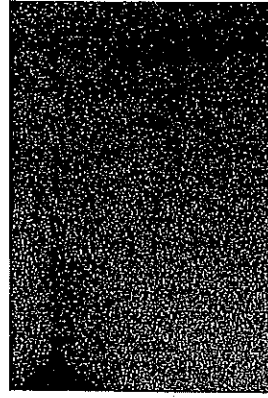
There is a balcony at the north end of the assembly hall, opposite the stage. The front of the balcony cantilevers into the room and the rear of the balcony ascends to a wall that separates the balcony from a stair that runs to the north of it. This wall and a portion of the stairway are hung via rods and cross-beams from a built-up dimensional lumber beam that spans from a wooden post at the northwest corner of the balcony to the west wall of the north tower (at the northeast corner of the balcony). The east end of this beam has compressed and delaminated and the beam itself has deflected significantly, causing the back of the balcony and the stairway to abruptly drop. The supported elements should be jacked back toward their original positions and the beam should be repaired and reinforced to properly support the suspended loads (item #T1-3).

The wall that supports the cantilevered front of the balcony has been shifted up and down by the normal deflections of the floor below the wall. This has caused irregular deflections to occur in the cantilever, the front edge of which is forced into a linear alignment by the East-Lake style paneling that faces the front of the balcony. The condition of the cantilever should be checked at the abruptly deflected points and the framing reinforced where necessary (item #T1-4).

There are cracks throughout the assembly hall and balcony walls that relate to the movements that have been noted. There are also cracks in the ceilings of the spaces that are adjacent to and/or below the auditorium. These should be repaired after the building movements have been stabilized (see item #T1-1 to 4).

There are also scattered cracks in the plaster finishes of the first floor and in both floors of the addition. For the most part, these cracks are typical of wood framed structures and relate to normal floor deflections and temperature and moisture movements.

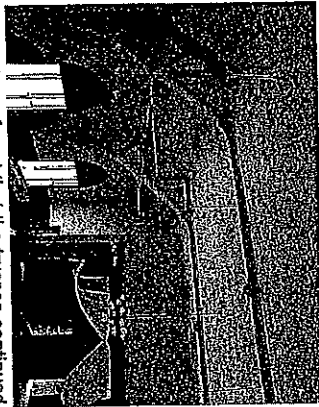
During our inspection of the attic, a circular ring that was part of a large ventilator opening in the former ceiling collapsed without warning onto the added ceiling below it. The framing of the original ceiling should be inspected and re-



Town Hall Interior-

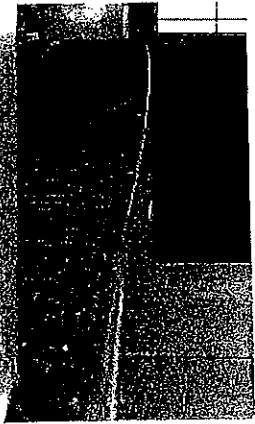
- The bases of the roof trusses over the assembly hall have spread outward. These trusses were designed to be dependent upon tying action of the bottom chords (acting like triangles) and bracketing action of the exterior walls (acting like cantilevers). The roof eaves have spread outward by a total of approximately 6" at the long east and west walls and up to approximately 4" at the south wall (and presumably by a similar amount at the north eave, which could not be sighted).

It appears that this condition developed within a relatively short time following the building's original construction because horizontal "U"-shaped, wrought iron straps (of early design) were retro-fastened to the outside of the cased truss brackets, and tension rods were run between the brackets in an attempt to tie the bases of the trusses. Inspection of these straps found that the trusses continued to spread by as much as a 1 1/2" as can be seen in deformations that have taken place in the straps.



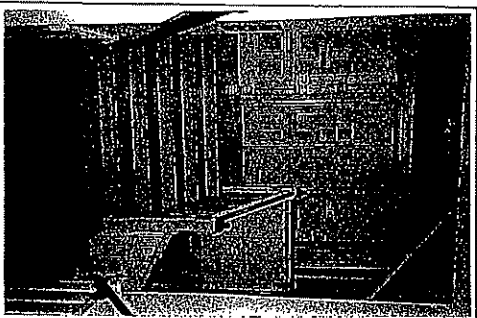
The brackets should be retrofitted with new double tension rods attached to the straps' corner bends in order to provide additional restraint (Item #T1-1). The connections between the straps and the trusses and the exterior walls should also be checked and reinforced if necessary.

- There are abrupt depressions in the assembly hall floor that follow the sides and front corners of the stage. It appears that the proscenium walls and stage expansion were added without regard to their weight-effects on the floor structure, causing the floor to dip. The floor should be reinforced beneath the stage (Item #T1-2) or the front of the stage and added walls should be removed. The fact that the floor did not fail under these substantial added loads speaks well of its construction and load capacity.



4

Uxbridge Town Hall



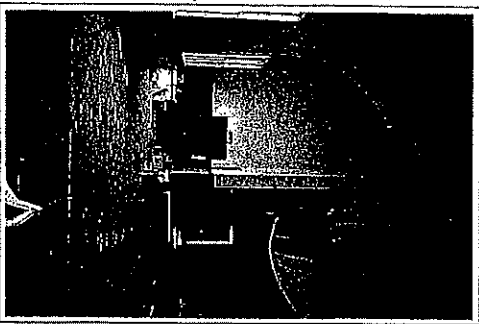
26. Stairs and Entry to Auditorium



27. Auditorium



28. Proscenium of Auditorium



29. Auditorium

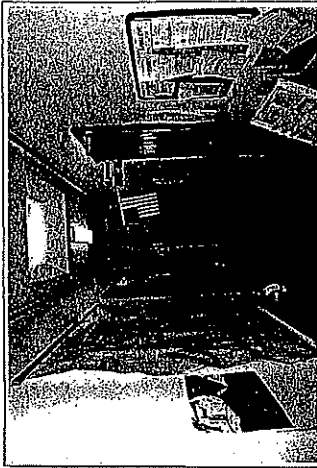


30. View from Auditorium Stage

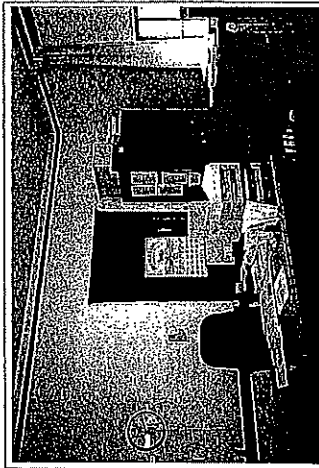
Uxbridge Town Hall



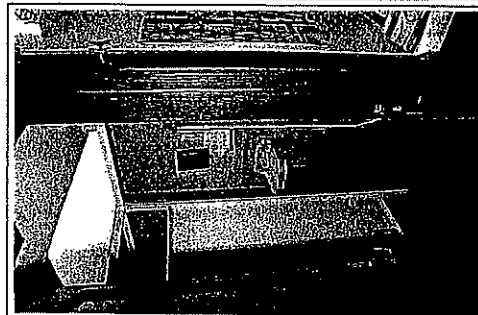
31. Auditorium



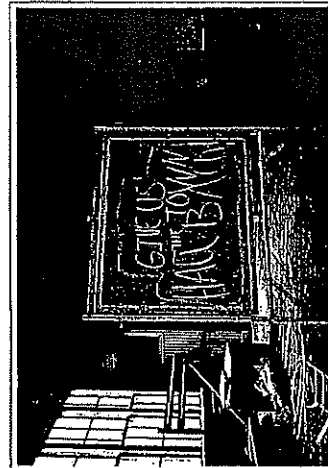
32. Corridor outside Planning and Zoning Departments



33. Building Department



34. Women's Toilet Room



35. Graffiti from the Auditorium

At the addition, some of the relatively harder lime and Portland cement mortar joints have also eroded, typically cracking and flaking rather than by softening. This has occurred along the bottom of the rear elevation where water may be splashing off of the ground between the building structure and the rear retaining wall, and possibly not air-drying because of a retaining wall's close proximity. There is also deterioration at the cornice dentils of the northwest corner.

All deteriorated joints should be cut and re-pointed with new, compatible soft mortar to match the original construction (item #TE-1). Some earlier re-pointing has been done on the north tower with a questionable color match in the mortar.

There are several cracks in the exterior masonry of the original structure that relate to the outward movement of the eaves (see item #TI-1). After the eaves-spreading as been permanently addressed, all of the cracks should be indented, excavated, grouted and re-toothed using a soft, compatible mortar (item #TE-2).

There are also cracks in the exterior masonry of the addition, most commonly where metal window lintels have rusted and caused the supported masonry to be jacked upward, creating cracks in the walls. The rusted lintels should be removed and replaced with new, equivalently sized galvanized steel lintels (item #TE-3), and the cracks should be excavated and grouted, toothed or pointed (item #TE-2).

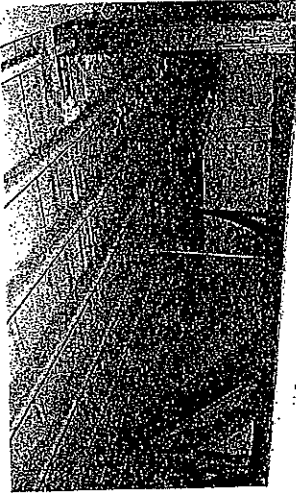


The top of a tall chimney which is near the northwest corner of the original structure is badly deteriorated and some of the brickwork is missing. The loose brickwork should be removed, the remaining chimney stabilized and the top of the chimney reconstructed to replicate the original (item #TE-4). Loose dentil masonry which is at the northwest corner of the addition should also be re-built.

There is a modern wheelchair ramp at the front of the original structure that is streaked with white efflorescence, which is caused by water flowing through and leaching salts out of the masonry work. The entry points of the water should be eliminated using sealants and/or flashing so that the potentially damaging water infiltration will be arrested.

rafters. The trusses have been reinforced with wrought iron tension rods to stop an outward spread of the eaves.

Since the original construction, the stage of the assembly hall was expanded further into the room and a new proscenium was constructed over it. Presumably for acoustic reasons, a new plaster on composite-board ceiling was added five to six feet below the original ceiling and a new curved painted board ceiling was added behind the stage below the original plaster ceiling. Decorative pressed tin was applied to the new ceiling surfaces.



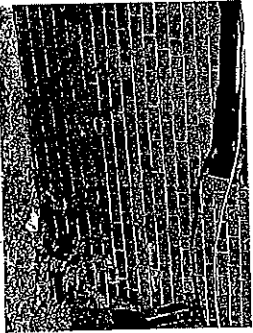
Circa 1930, a two-story administrative wing with a full basement was added to the north end of the structure. This has dimensional lumber floor and roof framing that spans between steel beams and exterior load-bearing masonry walls which are a stylistically consistent complement to the original Town Hall.

Noted Conditions and Recommendations

During our inspection of the Town Hall, we noted the following items that require attention.

Town Hall Exterior-

- The exterior masonry of the original Town Hall structure is in generally well maintained condition with relatively few areas where the soft lime-mortar joints between the brick and/or stone units have softened or eroded. The greatest concentration of this condition is at the south portion of the east elevation, the middle of the west elevation, the lower portion of the south elevation (below the water table) and in the stone joints of the front steps.



McGinley Hart & Associates LLP

Uxbridge Town Hall

EXISTING TOWN HALL SPACES

Room / Use	Interior (Square Feet)	Exterior (Square Feet)
Basement		
Police Department (former)	4,450	
Boiler Room	506	
Vault	144	
Circulation	1,323	
Interior Walls	743	
Total Basement	7,166	
		Total Interior Unexcavated Exterior Walls Total Gross S.F.
		7,166 500 592 8,265
First Floor		
Town Clerk	300	
Treasurer & Town Collector	625	
Accountant	150	
Selection	345	
Selection's Clerk	125	
Selection's Meeting Room	790	
Town Administrator	182	
Police Department (former)	850	
Copy Room	106	
Kitchenette and staff	285	
Assessor	610	
Meeting Room	1,200	
Circulation	1,730	
Interior Walls	355	
Total Interior S.F.	7,653	
		Total Interior Exterior Walls Total Gross S.F.
		7,653 589 8,242
Second Floor:		
Building Dept/Conservation	345	
Planning and Zoning Boards	377	
Board of Health	314	
DPV	730	
Veterans Affairs	240	
Auditorium	3,518	
Circulation	1,285	
Interior Walls	226	
Total Interior S.F.	7,035	
		Total Interior Exterior Walls Total Gross S.F.
		7,035 590 7,625
Total Building Spaces:		
Office Space	9,643	
Stairs / Circulation	47	
Meeting Rooms	4,338	
Copy Room	2,190	
Kitchenette	106	
Vault	85	
Auditorium	144	
Boiler Room	3,518	
Total Building Interiors	20,590 S.F.	
		Total Interiors Interior Walls Exterior Walls Unexcavated TOTAL BUILDING GROSS S.F.
		20,590 1,324 1,778 500 24,132

3. Structural Evaluation

Structurally, the Uxbridge Town Hall is in relatively good condition. The building exhibits some structural cracks that are the results of overstressing. Other items that are noted in the Structural Report are more routine for a building of this age and construction and can be considered a normal part of the building's lifelong maintenance cycle. Repair of structural items should be included as part of any building renovation and repair project that is done in the future.

The following structural items are discussed in detail in the Structural Report:

- Repointing of exterior masonry
- Crack repair from outward movement of the eaves
- Cracks from rust jacking of window lintels
- Chimney repair
- Truss repair in the Auditorium
- Floor reinforcing under the Auditorium stage
- Beam repair at stair

The complete Structural Engineer's Report is located at the end of this report in the Appendix.

June 26, 2002

McGinley Hart and Associates
324 Broadway
Somerville, MA

Attention: Paul McGinley

Reference: Uxbridge Town and Space Needs Study
Uxbridge, MA

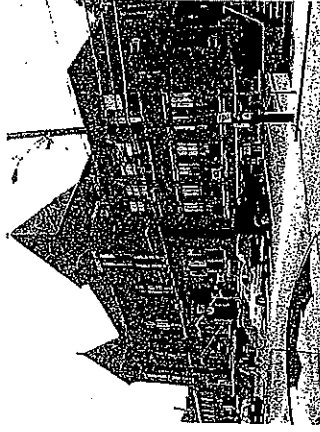
Dear Paul:

On Tuesday, May 7, 2002, we visited the Town Hall and Fire Station in Uxbridge, MA to perform a general inspection of the building structures. The following is a summary of our noted conditions and recommendations.

Town Hall

General Description

The Uxbridge Town Hall is a monumental hip-roofed brick structure with two towers, originally constructed and completed in 1879 in the Victorian style. There is a large assembly hall at the second floor, over which there is an attic, and a full, semi-occupied basement below the first floor.



The first floor structure is constructed of dimensional lumber joist construction spanning in the north-south direction between repetitive masonry walls and brick arches. The second floor is constructed of east-west running dimensional lumber framing spanning between wood-framed load-bearing walls and timber beams on cast iron columns. The Town Hall's "gable on hip" roof is constructed with cased wood trusses which support mid-height and ridge-line purlins and dimensional lumber

4. Systems Evaluation

a. Electrical – Power and Branch Circuits

The Town Hall has a 200 amp, single-phase electrical service with a wide range of wiring types (depending on when various renovations were done) including knob-and-tube as well as frequent use of Romex wiring. A 200 amp, service is now typical for a large single family house. All existing wiring methods are currently not acceptable for a public building having a place of assembly.

A typical electrical service for a town hall the size of Uxbridge's Town Hall would be a 400 amp, three-phase service. This service should be approximately four times the capacity of the existing service. We recommend that the electrical service and all branch wiring be completely replaced with a new service and new MC cable branch wiring. A three-phase service is needed for modern central air conditioning and an elevator. The number of duplex outlets should be dramatically increased to accommodate the needs of modern offices. In addition, a contemporary communications system is essential for an efficient town hall in today's highly computerized environment.

b. Emergency and Exit Lighting

While emergency and exit lighting has been upgraded some in the past, a review should be conducted as to present operating condition, circuiting and coverage to meet current building code requirements.

c. Heating Ventilating and Air Conditioning

The Town Hall heating system has undergone some recent upgrades, as a result of recommendations from studies during the 1980's and early 1990's. The original steam boiler has been replaced by four modular oil-fired boilers. There are three oil tanks and three circulators.

The existing heating system design is typically reliable; however, it provides only marginal user comfort since the controls and balancing is very primitive for a building this size and with the varied uses required of a town hall.

There is no mechanical ventilation or air conditioning in the Town Hall. Window-installed units currently provide air conditioning. Mechanical ventilation is important throughout the year as is air conditioning during hot summer months. If office employees are not comfortable, they cannot perform their functions as efficiently as in a well heated and air conditioned office space. These are both important systems for a modern and efficient town hall.

APPENDIX

Structural Engineer's Report Mass. Vault Requirements Historical Plans & Drawings

- 1939 Court Addition
- circa 1928 Fire Station

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D. Site Plan

The site design plan shows a site development option possible by including the former Audimo Restaurant site within a total municipal parcel. In this plan, the accessible ramp at the front of the building is eliminated (which would be allowed by the addition of the elevator in either Scheme A or Scheme B above). The landscaping at the front of the building could be improved, and the parking at the front of the building would be eliminated and replaced with substantial parking on the current Fire Station site that is readily accessible to a renovated Town Hall. The existing Fire Station and the metal Fire Department building to the west of Town Hall are removed and replaced by a new, larger drive-through Fire Station built further south on the site. The removal of the Fire Station will allow a landscaped municipal parking lot with 49 spaces. The Fire Department would have a dedicated lot for 14 cars. A drainage system would be constructed on the west side of Town Hall to address the basement flooding.

C. PRELIMINARY COST ESTIMATES

[illegible]

d. Plumbing

Recently, accessible toilet rooms were installed at the first floor. The existing second floor toilet rooms are obsolete and are not wheelchair accessible. In any major renovation, accessible toilet rooms should be installed to serve employees and the public throughout the building.

c. Fire Alarm System

The Town Hall is protected by a limited number of smoke detectors. Installation of a modern, zoned and monitored fire alarm system should be a top priority in terms of protecting the public, staff and this historic building.

f. Sprinkler System

There is no sprinkler or standpipe system in the Town Hall. The addition of a sprinkler system may be required by a substantial renovation. A modern fire alarm system is the primary life safety system for building occupants, while a sprinkler system provides the best protection for the building itself.

6. Building Code Issues

Chapter 34 of the Massachusetts State Building Code addresses the "Repair, Alteration and Change of Use of Existing Buildings." The intent of this chapter is to "maintain or increase public safety, health and general welfare in existing buildings by permitting repair, alteration, addition and/or change of use without requiring full compliance with the code for new construction." Specifically, Article 3404 addresses continuation of an existing use group that applies to the Town Hall.

The following are building code items that will need to be addressed in the renovation of the Town Hall:

- a. Installation of a comprehensive fire detection and fire alarm system meeting requirements for new buildings.
- b. Improvement and upgrade of exit signs and emergency lighting.
- c. The continued use of the exterior fire escape stair from the second floor will need to be reviewed with the Building Inspector when basic building plans are developed since he has discretion to accept or reject this stair. The construction of an interior, fully enclosed stairway is recommended.
- d. New building systems such as: fire alarm, sprinklers, emergency lighting and exit signs, heating, air conditioning and electrical must conform to new building requirements.

III. CONCEPTUAL PLANS AND COSTS

Based on the results of the Space Needs Study and the investigation of the physical conditions of the Town Hall building, the consultants developed conceptual plans for two options:

A. Scheme A

This scheme features an elevator and stair which would be entered at grade at the front of the building. The present window configuration of the north tower would be modified to allow this, and a new canopy would be added to provide weather protection and to define the entry. The elevator would access the basement, first, and second floors. A wheelchair lift would be added to access the portion of the 1939 addition which is currently thirty inches higher than the main portion of the first floor. The current Meeting Room at the south end of the first floor would be further subdivided to accommodate additional office space. The scheme would combine all of the departments which administer land use and development review and permitting on the second floor, where they could benefit from some shared facilities. The first floor would house the remainder of the Town administrative and governing offices. The Selectmen's Meeting Room would remain on the first floor, but would be restored to its original configuration. Accessible restrooms would occur on all three floors. The exit stair at the northwest corner of the building would be extended from the first to second floor to provide an enclosed egress, and allow the exterior fire escape to be abandoned and removed. Small and mid-sized conference/meeting rooms are distributed throughout the building to be shared by departments. An additional means of egress, and accessible toilet rooms are provided for the Auditorium.

B. Scheme B

Like Scheme A, this scheme also uses the north tower to house a new elevator. However, this scheme shows the addition of a weather vestibule at the street level. The floor of the 1939 Addition would be lowered thirty inches to align with the level of the majority of the first floor. The entire first floor would then be at the same level, which would eliminate the need for a wheelchair lift as contained in Scheme A. The present Meeting Room in the south end of the first floor would be modified to become the Selectmen's Meeting Room and the Selectmen's office suite would be moved to be adjacent to this room. The second floor would be configured in a manner that provides separate, self-contained offices for each department and a small conference room. The Auditorium would be preserved as in Scheme A. In the basement, the Town Vault would be enlarged and a Fitness Facility would be accommodated along with storage areas.

The estimated costs for these schemes is shown on the following page:

7. Site Suitability

The Town Hall site encompasses 23,959 s.f. of land at 45 South Main Street in the center of Uxbridge. The property is located in and is a contributing element to the Uxbridge Multiple Resource Area, which is listed on the National Register of Historic Places.

The site is proximate to the Town's central business district and across South Main Street from the former train station.

All required utilities (water, sanitary sewer, gas, electric power and telephone) are readily available in the adjacent streets to meet the needs of a renovated Town Hall facility at this site.

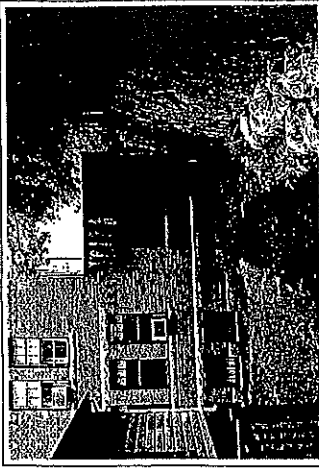
At the rear, or west side of the site there is a high stone retaining wall, which is only two feet away from the building at the site's highest part of the rear yard at the northwest corner. The rear yard is further constricted by the addition of a metal building which houses fire apparatus and equipment. The extreme closeness of the wall and the metal building blocks natural light and air to the west side of the building, as evidenced by organic growth on the building's exterior masonry. A high watertable, and probable ledge at the west side of the site has also caused intermittent flooding of the basement and an adverse moisture condition.

The front of the site consists of a concrete sidewalk that extends from the curb to the building. From the main entry to the north lot line, this sidewalk space is currently used for employee parking, a practice which is an inappropriate use in front of the Town's signature historic building.

The ca. 1928 Fire Station is directly to the south of Town Hall, separated by a four-foot wide alley. To the south of the Town Hall / Fire Station lot is a 16,550 square foot lot containing a vacant building that was formerly a restaurant (Andino's) with some parking. Completing this block on South Main Street is an 18,730 square foot site that currently provides about 34 spaces of municipal parking.

The Town should move to acquire the former Andino Restaurant site for future use in accommodating Fire Department expansion and additional municipal parking. If the vacant Andino Restaurant building is acquired, it could serve as temporary Town Hall offices while the Town Hall is renovated. If the Town Hall is completely vacated during renovation, the Town will save a significant amount of money, as a vacated building will attract much lower bids from interested contractors. The former restaurant building could then be demolished after the office move back to the renovated Town Hall. Included in this report is a proposed site plan scheme indicating the opportunity that could be provided by developing the Andino site as part of a future municipal facility site. In this scheme the ca. 1928 Fire Station and the metal Fire Department building behind the Town Hall are removed, a new drive-through fire station is shown, and a municipal parking lot is provided directly adjacent to the Town Hall.

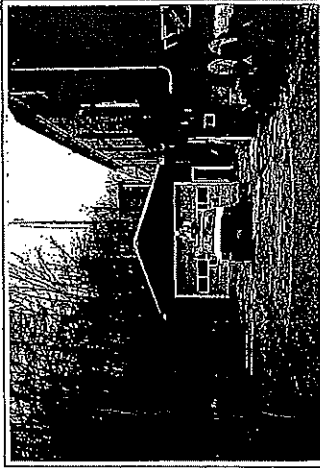
III. CONCEPTUAL PLANS & COSTS



37. Northeast Corner showing how the retaining wall constricts the site



36. View of parking along the front of Town Hall



38. View indicating to close proximity of the metal Fire Department building.



39. The tight alley between Town Hall and the Fire Station



40. Overall view of site, with former Andino's Restaurant in the foreground

The two conceptual design options that were developed as a key component of this study are contained in the next section. The two options respond directly to the forecasted space-needs of the Town for the next 20 years and were developed in a manner that could readily accommodate with flexibility the Town's space-needs beyond this 20 year period.

The attached Matrix-Analysis of Space Needs provides a detailed breakdown and analysis of each department and support spaces for both existing conditions and the 20-year forecasted needs and their percentage of change.

4. Storage Needs

A common problem throughout various Town Hall departments is the need for additional secure storage areas for old records, plans, files, documents and data that must be retained for a period of time (some permanently). Some materials must be accessed occasionally while others can be dead filed. Without adequate storage spaces, these materials accumulate in various offices and any available surplus space, often without adequate protection and security.

It is estimated that the various departmental needs for safe, secure and accessible storage for the foreseeable future are as follows:

Department	Area (s.f.)
Selectmen & Administrator	200
Town Clerk	200
Treasurer / Collector	200
Accountant	100
Assessors	200
Building Conservation & Planning	200
Board of Health	100
Veterans' Services	50
Total Storage Needs	1,250

A general storage area with individual secure areas would create efficient and organized storage in a secondary but accessible section of the Town Hall. This would permit individual departments to operate efficiently without cluttering their offices with unnecessary materials.

5. Summary of Future Needs (20 years)

During the inventory of spaces and meetings with various town departments, each department was asked to estimate their additional equipment and personnel growth needs for the next 15-20 years. The consultants also evaluated each department's space and equipment needs and reviewed the Town's current proposals for new personnel as well as expected long-term future 'hires' to estimate the space-needs of each department and the overall space needs of an efficient and contemporary town hall facility for the next 20 years.

It is estimated that to operate efficiently, the basic town offices will grow from the present 3,613 s.f. to approximately 4,860 s.f. (a 34.5% increase) over the next 20 years.

Basic support and other spaces (meeting rooms, vault, work room, janitorial room and secondary storage space) will require additional space.

It was assumed that the historic Auditorium of 3,518 s.f. will be retained and restored for large meetings, performances, cultural and civic activities.

C. SPACE NEEDS STUDY OF TOWN HALL

The purpose of this study was to define and evaluate existing and future space needs of Town Hall so that the existing Town Hall building could be evaluated as to its capability to meet both immediate and long-range (15-20 years) needs of the community at this location.

An inventory and evaluation of all Town Hall spaces was undertaken as defined in the preceding Section B of this report. Each Town Hall department was inspected and interviewed to ascertain existing conditions, personnel and equipment, current problems and needs and their anticipated long-term needs of additional personnel and equipment. The consultants then conducted an independent evaluation of each department's future space needs for the 15-20 year term.

1. Summary of Existing Uses

At the present time, the active town offices and support spaces that provide daily public services occupy 6,724 square feet on the first and second floors of Town Hall as follows:

First Floor - Offices	
Town Clerk	Square Feet
Treasurer and Town Collector	300
Accountant	625
Selectmen	345
Selectmen's Clerk	125
Town Administrator	182
Assessors	610
Vacant Police Dept.	850
Total First Floor Offices	3,187
Second Floor - Offices	
DPW Superintendent and Storage (to be vacated)	Square Feet
Building Department / Conservation	450
Planning and Zoning Boards	345
Board of Health	377
DPW Staff (to be vacated)	314
Veteran's Affairs	280
Total Second Floor Offices	240
	2,006
TOTAL OFFICES	4,343
Support Spaces and Other	
Copy Room	Square Feet
Kitchenette and Staff	106
Meeting Room	285
Selectmen's Meeting Room	1,200
	790
TOTAL SUPPORT SPACES	2,381
TOTAL OFFICE SPACES	6,724

As presently configured, most of the departments are over-crowded with personnel and their necessary equipment, to the point where it is difficult for the departments to function well. The recent vacancy of space by the Police Department, and the projected vacancy of space by the Department of Public Works, however, presents an opportunity to provide more generous space allotment to the departments, to better serve present needs, and to provide room for anticipated future growth.

The results are presented in the attached Matrix-Analysis of Space Needs. The results were then utilized to develop conceptual plans and costs to evaluate the feasibility of renovating and expanding the existing Town Hall building.

2. Summary of Building Needs

With the current and proposed vacancies of space in the Town Hall, the present and future spatial needs of the various Town departments should easily be accommodated. The larger and more immediate issue for the building is how to address accessibility to the physically challenged to the entire building. The Town has made great strides toward providing accessibility, by the installation of the entrance ramp and toilet rooms. But accessibility should be provided at the main entrance and to the second floor by the addition of an elevator and accessible toilet rooms. When accessibility issues are being addressed, the building should be corrected in its entirety, including door hardware, signage, etc.

The basement represents a significant potential for storage and future uses, but the problem of ground water entry should be addressed prior to any long-range development there. The physical fitness facilities shared by the Police and Fire Departments remain in the basement and are still used by Fire Department personnel. These facilities could remain and be the basis of a fitness center for the Fire Department and Town Hall personnel. An elevator stop should be provided at the basement level when an elevator is installed to ensure that the basement is also made accessible.

3. Auditorium Use

The largest opportunity and challenge for the future use of the building is presented at the Auditorium on the second floor. It is a significant space, and its historic fabric is largely intact. Its finishes are worn, and life safety issues must be addressed, but the space is very much restorable. An assembly space of its size and character would be extremely expensive to construct today. As such, it should be restored to its former magnificence to become the architectural centerpiece of the Town Hall. The Auditorium could serve Uxbridge as it did historically, by being a multi-use assembly space for arts, culture, recreation, and civic activities. The best use for the Auditorium should be studied, and research should be done to identify groups who would be not only interested in using the space, but also in assisting in its restoration.