

# Town Hall Proposal Review

July 18, 2018



# Suffield Town Hall – Built 1962



# What is the importance of Town Hall?

- o Cornerstone representing a town and its people
- o Welcoming place to conduct business of town and serve needs of residents
- o Safeguard historical records
- o Catalyst for economic development
- o Seat of good government encouraging active discourse and engaged citizenship
- o Meeting place and information hub facilitating sense of community

# History of Town Hall Project (1995 - 2014)

## 1995 - 2005

- Roland Dowd elected First Selectman 1995-97
- **June 1995: Space Study discussion begins**
- Robert Skinner elected First Selectman 1997-01
- Elaine Sarsynski elected First Selectman 2001-05
- Aug 2005: edm chosen for Space Study

## 2006

- Scott Lingenfelter elected First Selectman 2005-09
- **Jan 2006: edm recommends constructing new building for land use behind annex (\$4.0M)**
- May: BOS considers buy/rent 230C versus build new
- edm hired to design offices
- Sept - Nov: edm hired via RFP for renovation plans & specs

## 2010

- Tom Frenaye elected First Selectman 2009-11
- June: edm to study office reorganization to maximize use
- July: Hibbard & Rosa estimate HVAC and mechanical at \$903,660

## 2011

- Jan: Fletcher Thompson cost estimate of \$2.7M to build land use suite next to present Town Hall
- **3-17-11: \$1.9M for renovation FAILED at Town Meeting**

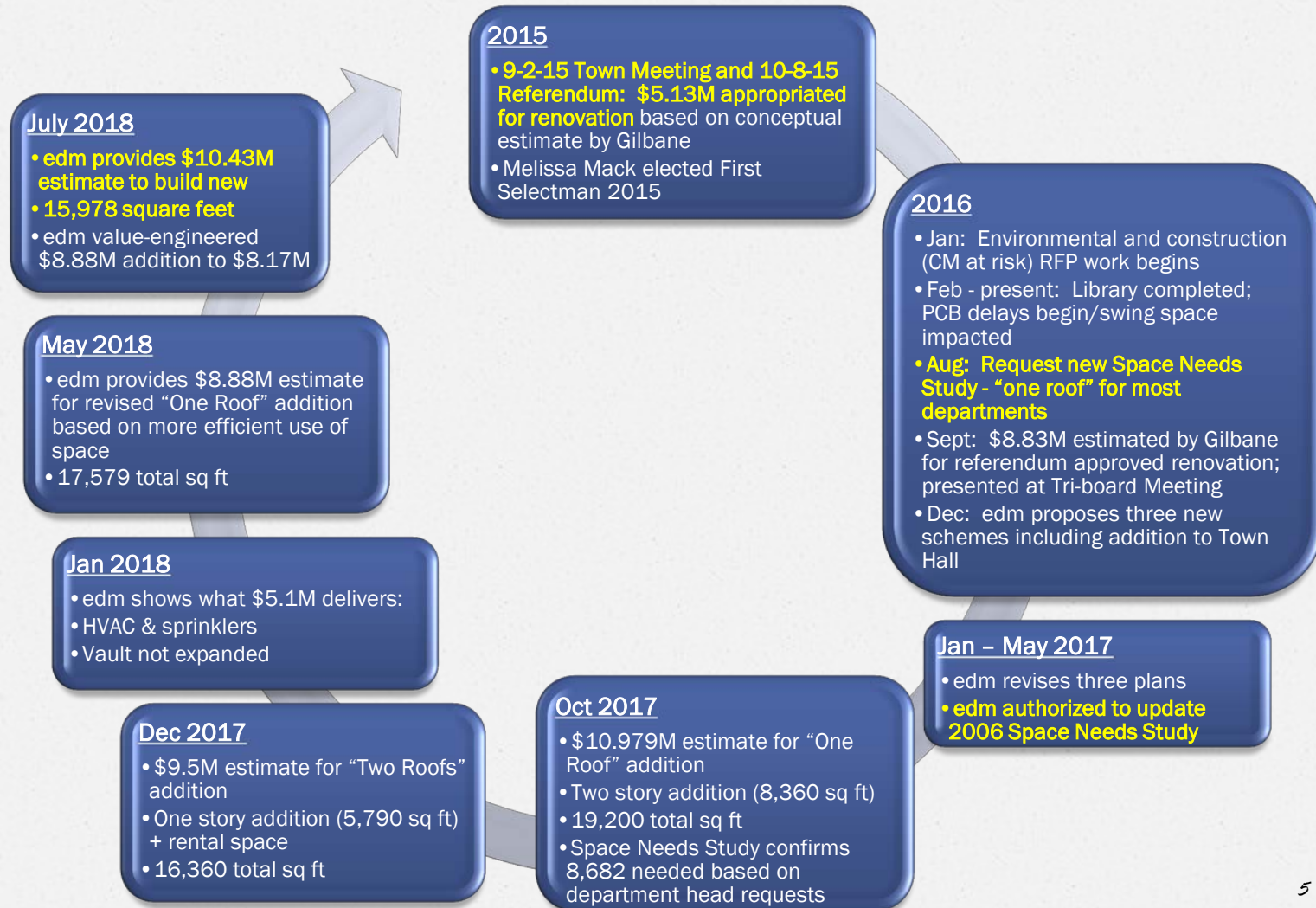
## 2012

- Ed McAnaney elected First Selectman 2011-15
- Mar: RFP issued for renovation of HVAC, mechanicals
- Fletcher Thompson awarded bid
- Nov: HVAC renovation estimated at \$1.0M

## 2014

- Mar: Scope of HVAC and design fees grow; code modifications needed
- Apr: Scope to include State vault requirements; freeze office layout changes
- May: PBC scales back project to HVAC & electrical only
- **PBC recommends new annex building as proposed in 2006**
- **Jun: PBC requests new space needs study**

# History of Town Hall Project (2015 – Present)



# Town Hall Project Due Diligence

## 4 Space Needs Studies

- Aug. 2005
- June 2014
- Aug. 2016
- May 2017

## 25 Plan Iterations (1995 – Present)

- 6 for New Building
- 9 for Renovation with Addition
- 3 for Plan Refinements
- 7 for Renovation/Band-Aids

## 47 PBC Meetings

- 11 in 2015
- 22 in 2016
- 10 in 2017
- 4 in 2018

# Town Meeting 9/2/15

...The renovations and improvements include, but are not limited to replacement of the **heating, ventilation and air conditioning** system, replacement of the **main electrical switch panels**, removal and replacement of **bathrooms on the ground floor** to ensure compliance with the Americans with Disabilities Act (the “ADA”), renovations and improvements to address various **ADA and building code compliance issues**, replacement of the **front steps**, design and construction of an approximately **1,260 sq. ft. addition** to the west side of the building to expand and upgrade the **Town Clerk vault** to be compliant with State requirements and to house the Town’s **computer network server**, and to provide an area for **record storage**, removal and replacement of **asbestos floor tile and pipe insulation**, and other related renovations, repairs and improvements....

# Referendum 10/8/15

“Shall the Town of Suffield **appropriate \$5,130,000** for renovations and improvements to Suffield Town Hall and authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$4,385,000 to finance said appropriation?”

**Yes = 1463**

No = 784

# Existing Building Deficits

- o Insufficient vault size
- o Failing, inefficient and obsolete HVAC system
- o Noncompliance including ADA requirements
- o Inadequate space to house all departments
- o Poor functionality of floor plan
- o Inadequate conference room space
- o Presence of lead and asbestos
- o Building code deficiencies

Existing Vault  
(Town Clerk's Office)



Overflow Vault  
(Basement)



# State Vault Requirements\*

	CURRENT CONDITIONS	COMPLIANCE REQUIREMENTS
<b>SIZE</b>	325 square feet (sf)	600-800 sf
<b>WALL OPENINGS</b>	<ul style="list-style-type: none"> <li>• Three (3) windows</li> <li>• 1.5 hour fire-rated doors</li> </ul>	<ul style="list-style-type: none"> <li>• Windows prohibited</li> <li>• 4 hour fire rating</li> </ul>
<b>STORAGE</b>	Storage on top of shelving & to ceiling	<ul style="list-style-type: none"> <li>• Store in shelving</li> <li>• 18" away from sprinklers</li> <li>• Lowest shelves 3" from floor</li> </ul>
<b>PROTECTION</b>	Discolored ceiling tiles indicate past water leaks	Examine walls, roof & piping
<b>OVERFLOW VAULT</b>	<ul style="list-style-type: none"> <li>• Lock inoperable</li> <li>• Damp</li> <li>• Unsupervised</li> </ul>	No permanent records to be stored outside of vault

\* Connecticut General Statutes §7-27 – CAR §11-8-1 through §11-8-12

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# Cooling Tower



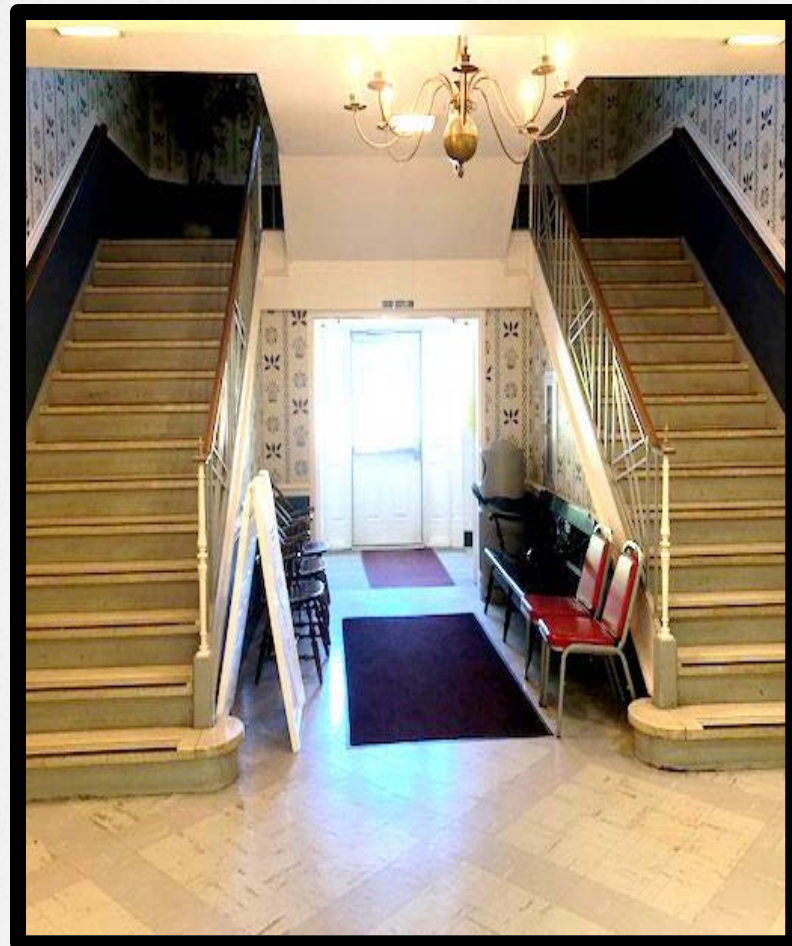
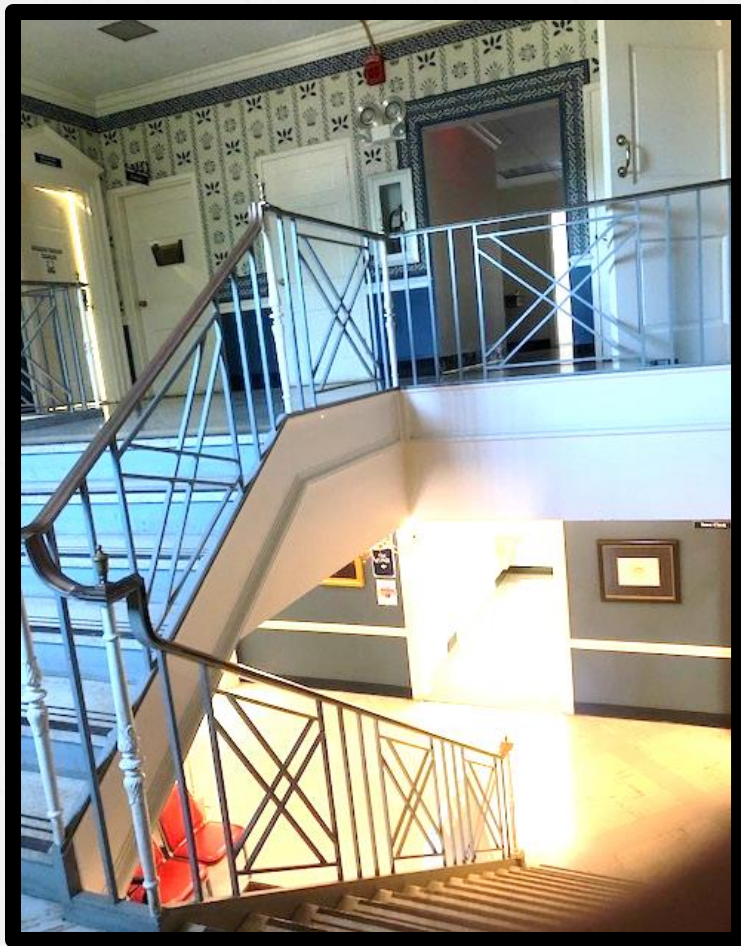
# Boiler



# Chiller



## “Gone with the Wind” Main Staircase



## (Water) Damaged Ceiling Tile



## Women's Bathroom



## Men's Bathroom



## Front Entryway & Stairs



# 2017 Space Needs Findings & Project Goals

Address deficiencies

Improve layout

- More functional
- Customer service/friendly oriented

Move Land Use from leased 230C Mountain Road to Town Hall

- Increase convenience for residents
- Improve interdepartmental relationships/work flow
- Tax implications and rent
- Address insufficient parking issue

Address meeting room issues

- Increase number of meeting rooms
- Increase capacity
- Provide flexible space

Comply with State size requirements for Town Clerk's vault

Build for long-term versus "Band-Aid" approach

Avoid cost overruns & minimize risk

# Project Delivery Methods

## Design-Bid-Build

- Significant cost overruns/unforeseen change orders
- Reduction in scope = increased project costs later
- Unknown budget costs can lead to delays and additional costs

# Project Delivery Methods

## Construction Manager at Risk

- Proposed Town Hall Project
- Guaranteed Maximum Price
- Design coordination between Architect & Builder throughout project
- More accurate conceptual estimates before commitment to build
- Builder assumes risk of efficient project management

# Proposals



# Plan Comparison

	Current Building	Option A: Renovate	Option B: Build New	Comparison C: Town Mtg \$
Cost (M)		\$8.17M	\$10.43M	\$5.13M
Total (sq ft)	13,814	17,579	15,978	13,814
Circulation/Corridor (sq ft)	3,098	3,710	2,700	3,098
Construction cost per sq ft		\$358	\$513	\$371
Capacity (people)	21	36	36	21
Sq ft per person	658	488	443	658
Vault (sq ft)	320	600	600	320
Lg Meeting Rm (people)	44	70	70	44
Other Meeting Rooms	1	3	2	1

# Projected Savings

FY18-19 Projected	Annual Savings
Rent at 230C Mountain Road	\$92,000
Carrying & Maintenance Costs at 230C	~\$12,000
Lost Real Property Tax at 230C	~\$13,481
Lost Personal Property Tax at 230C	~\$6,000
<b>Sub-Total Savings for both Options</b>	<b>~\$123,481</b>
Additional Cost Savings – New Build	
Operational Cost	15-20%
Avoided Moving Costs (one-time savings)	~\$18,200
Avoided Swing Space Costs	\$140,000
Operational Cost Savings – New Addition	10%

# Financing

# Debt Service Estimate

<b>PRINCIPAL &amp; INTEREST</b>						
Date of Issue	2005	2012	2016		Proposed 2018	
Purpose	Refunding of School Const. & Renovation Project	Roads, FireTrucks & Boston Neck Road Bridge	Roads and Drainage		Town Hall	
Amount of Issue (\$000)	14,305	9,000	9,100		9,000	
Rate	3%, 4.5-5.0%	2% - 3%	3.25%-4%	Current Total	3.25%	Proposed Total
<b>2018-19</b>	<b>1,604,750</b>	<b>795,975</b>	<b>805,550</b>	<b>3,206,275</b>	-	<b>3,206,275</b>
2019-20	1,540,000	776,625	785,550	3,102,175	743,713	3,845,888
2020-21	1,470,000	757,275	765,550	2,992,825	700,519	3,693,344
2021-22		737,925	745,550	1,483,475	706,381	2,189,856
2022-23		718,575	725,550	1,444,125	706,675	2,150,800
2023-24		702,450	705,550	1,408,000	691,725	2,099,725
2024-25		684,600	685,550	1,370,150	676,775	2,046,925
2025-26		671,800	670,550	1,342,350	661,825	2,004,175
2026-27		654,050	665,550	1,319,600	646,875	1,966,475
2027-28		641,350	650,250	1,291,600	631,925	1,923,525
2028-29			634,950	634,950	616,975	1,251,925
2029-30			619,650	619,650	602,025	1,221,675
2030-31			604,350	604,350	587,075	1,191,425
2031-32			589,050	589,050	572,125	1,161,175
2032-33			573,750	573,750	557,175	1,130,925
2033-34			558,450	558,450	542,225	1,100,675
2034-35			543,150	543,150	527,275	1,070,425
2035-36			526,575	526,575	512,325	1,038,900
2036-37					497,375	497,375
2037-38					482,425	482,425
2038-39					467,475	467,475
Total	4,614,750	7,140,625	11,855,125	23,610,500	12,130,888	35,741,388

# Debt Service Estimate

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<b>2018-19</b>	<b>1,604,750</b>	<b>795,975</b>	<b>805,550</b>	<b>3,206,275</b>	<b>-</b>	<b>3,206,275</b>
2019-20	1,540,000	776,625	785,550	3,102,175	826,894	3,929,069
2020-21	1,470,000	757,275	765,550	2,992,825	785,988	3,778,813
2021-22		737,925	745,550	1,483,475	785,144	2,268,619
2022-23		718,575	725,550	1,444,125	783,813	2,227,938
2023-24		702,450	705,550	1,408,000	767,238	2,175,238
2024-25		684,600	685,550	1,370,150	750,663	2,120,813
2025-26		671,800	670,550	1,342,350	734,088	2,076,438
2026-27		654,050	665,550	1,319,600	717,513	2,037,113
2027-28		641,350	650,250	1,291,600	700,938	1,992,538
2028-29			634,950	634,950	684,363	1,319,313
2029-30			619,650	619,650	667,788	1,287,438
2030-31			604,350	604,350	651,213	1,255,563
2031-32			589,050	589,050	634,638	1,223,688
2032-33			573,750	573,750	618,063	1,191,813
2033-34			558,450	558,450	601,488	1,159,938
2034-35			543,150	543,150	584,913	1,128,063
2035-36			526,575	526,575	568,338	1,094,913
2036-37					551,763	551,763
2037-38					540,106	540,106
2038-39					523,369	523,369
<b>Total</b>	<b>4,614,750</b>	<b>7,140,625</b>	<b>11,855,125</b>	<b>23,610,500</b>	<b>13,478,313</b>	<b>37,088,813</b>

# Debt Service Estimate – \$9.0M versus \$10.0M

<b><u>PRINCIPAL &amp; INTEREST</u></b>			
	<b>Proposed</b>	<b>Proposed</b>	
<i>Date of Issue</i>	<b>2018</b>	<b>2018</b>	
<i>Purpose</i>	<b>Town Hall</b>	<b>Town Hall</b>	
<i>Amount of Issue (\$000)</i>	<b>9,000</b>	<b>10,000</b>	
<i>Rate</i>	<b>3.25%</b>	<b>3.25%</b>	<b>Difference</b>
2019-20	743,713	826,894	83,181
2020-21	700,519	785,988	85,469
2021-22	706,381	785,144	78,763
2022-23	706,675	783,813	77,138
2023-24	691,725	767,238	75,513
2024-25	676,775	750,663	73,888
2025-26	661,825	734,088	72,263
2026-27	646,875	717,513	70,638
2027-28	631,925	700,938	69,013
2028-29	616,975	684,363	67,388
2029-30	602,025	667,788	65,763
2030-31	587,075	651,213	64,138
2031-32	572,125	634,638	62,513
2032-33	557,175	618,063	60,888
2033-34	542,225	601,488	59,263
2034-35	527,275	584,913	57,638
2035-36	512,325	568,338	56,013
2036-37	497,375	551,763	54,388
2037-38	482,425	540,106	57,681
2038-39	467,475	523,369	55,894
<b>Total</b>	<b>12,130,888</b>	<b>13,478,313</b>	<b>1,347,425</b>

# Financing Summary

- o \$9.0M versus \$10.0M
  - \$85,500 annually high end
  - \$54,400 annually low end
- o Additional \$1.0M = \$347,425 over 20 years

# Considerations

## Current Town Hall

- Year of building (1962)
- Not historically significant architecture
- Extended life as long as possible (Band-Aid approach)
- Future environmental remediation = cost risk
- Building code risk
- Difficulty relocating IT server during move
- Paying for swing space during construction

# Considerations

## New Building

- Optimal building flow
- Customer service benefits
- Manage building costs and code risk better
- Efficient systems reduce operating expenses
- Minimize future capital expenditures

# Considerations

## Recent Library Experience

- Build new most fiscally responsible way to proceed
- Code issues cost time and money
- Examples: sprinklers, auditorium seats, ramps
- Vote against tear down + build new ultimately equaled greater cost to Town