

AGENDA –BRIEFING SESSION WESTPORT TOWN BOARD  
Town Hall Rehab Committee Progress Report  
Tuesday November 13, 2012

- 1.) **Introduction of Committee Members** - Chairman Bill Johnston  
Ike Tyler, Dan McCormick (Councilmen); George Hainer (Zoning & Building Officer); Nancy Page, John "Mac" McWilliam (community members); Alan Hipps (community member and funding expertise), Steve Engelhart (old and historic building expertise).
- 2.) **Authority of Committee**  
Town Board appointed Bill Johnston to set up a committee to investigate feasibility of renovating the Westport Town Hall.
- 3.) **Chronology Of Events To Date** –
  - April 13, 2012 field trip to Adirondack Architectural Heritage Office building.  
Trip to AARCH headquarters in Keeseville, NY to see the successful renovation of an historic building that had been largely vacant and in disrepair for 20 years. It has been given new life using some very creative methods. Costs were kept to a minimum. Many of the building's historical features were preserved while all of its systems were modernized. Multiple funding sources were explored and utilized, including grants and volunteer labor. The end result is an attractive, functional, energy efficient, multi use space.
  - Resources requested by Chairman Johnston – Approved by Town Board  
Authorization given to the Committee to seek expertise to help assess the feasibility and cost of renovating Westport Town Hall – Structural & Mechanical Engineering, Cost Estimating, Historic Preservation, Energy Efficiency, Code Compliance Issues, Grant Writing, etc.
  - A Request For Proposals was drafted to describe the project and desired scope of work. It was advertised in various newspapers with a deadline of 4pm June 6, 2012. Sealed proposals were opened by the Town Clerk in the presence of the Town Board during the regular meeting June 26<sup>th</sup>, 2012, and passed on to the Town Hall Rehab Committee. Thirteen proposals were received.
  - July 20, 2012 – The Town Hall Building Committee reviewed all of the 13 proposals in their entirety. Six of the thirteen were felt to meet the majority of our requirements and were selected for in depth interviews.
  - August 14<sup>th</sup> – August 30<sup>th</sup> Interviews were successfully completed with all of the six finalists.
  - Sept 4<sup>th</sup>, 2012 – Committee met and reached consensus to select **Vermont Integrated Architecture**. VIA proposes to undertake the project in conjunction with two other firms – Engineering Ventures as structural engineer, P.C. and Erickson Consulting, LLC for cost estimating. The VIA proposal and presentation were very well organized and demonstrated that they have a good understanding of our project. Members of the firm have a strong background in construction. Their experience includes buildings like ours, located in communities like ours. They have a good understanding of energy conservation issues and opportunities. Their proposed cost of services was very reasonable and was the second lowest of the six firms interviewed. Located in Middlebury, VIA is also one of the closest firms that submitted a proposal, enabling them to be readily available during the project.
  - Oct 04, 2012 - Committee trip to Middlebury Vermont to meet with VIA to review the work program and project contract as well as tour nearby examples of projects they have worked on. Supervisor Connell was in attendance.
  - Oct 18, 2012. Committee meeting to explore thoughts, general concept ideas on what kind of Town Hall we want to design for. Discussion of possible future field trips also entertained to gather more ideas from other communities who have solved similar challenges successfully.
  - Nov 01, 2011. Principal architects of VIA visited Westport Town Hall to interview and collect data on space needs and other requirements of current users of building. In addition they collected preliminary data on existing conditions in building and met with Rehab Committee to discuss program.

# Process

## What are we concerned about ?

- The needs of the building
  - Condition of structure
  - Lack of energy efficiency
  - Code requirements
- The needs of users of the building – town workers and the public
  - Adequacy of space
  - Proximity
  - Access
  - Security
  - Privacy
  - Storage
  - Comfort
  - Convenience

## How to approach these needs ?

- Concentrate on addressing needs in respect to core town office functions → Phase 1 Renovation Objectives
- Analyze the needs of occasional uses/users
  - Inventory occasional uses/users
    - Frequency
    - Requirements
    - Investigate alternative spaces – school, Heritage House, Library (Margaret Stockton Room)
    - Investigate consolidation potential (e.g., courts)
  - Occasional uses/users include –
    - Courts
    - Voting
    - Large meetings/gatherings
    - Youth program
    - Boy scouts
    - Emergency shelter
    - Flu clinic
    - Exercise
    - What else ?
- After core town office functions are satisfied, what is the best “fit” for space remaining in the building for the Occasional Uses/Users, given consideration of alternative locations & consolidation opportunities → Phase 2 Renovation Objectives

# Renovation Objectives

## Phase 1

- Address critical needs, including...
  - Condition of building
  - Function of existing offices, such as adequacy to meet the needs and/or requirements of users (e.g., courts)
- Address code issues, including...
  - Building code
  - Handicapped accessibility
- Optimize energy efficiency
- Optimize space efficiency
  - Move all offices and meeting room to street floor
    - Should the courts be moved to the street floor (if there is enough space) or should they remain on the lower level?
    - Could the court be combined with another town?

## Phase 2

- Assess options for lower level
  - Retain lower level for town/community multi-purpose space? Courts, too?
  - Issue for study -- Should the utility room and/or the records storage room be relocated to the basement?



VERMONT INTEGRATED  
ARCHITECTURE, PC

## **Westport Town Hall Feasibility Study Schedule of Activities**

November 13, 2012

### Week of November 26, 2012

Existing Conditions Assessment – Prepare Documentation & Report

Develop Project Program

Prepare Preliminary Code and Regulatory Review

- *Life Safety*
- *Accessibility*
- *Historic Preservation*
- *Court Administration*
- *NYSERDA*

### Week of December 10, 2012

Meet with Committee

- *Submit Existing Conditions Report to Westport Committee for Review*
- *Establish Preliminary Project Budgets (both alternatives)*

### Week of January 7

Meet with Committee

Review Schematic Design Alternatives

- *Option 1 (Bare Minimum Code Upgrades)*
- *Option 2 (More significant gut renovation/reorganization)*

Review Green Building Strategies, consider life-cycle, operations & maintenance costs.

### Week of January 14

Incorporate Committee Feedback into Design Options

Develop Cost Estimates for both Alternatives

### Week of January 28

Prepare Final Report

Meet with Committee to Present Final Project

### Before End of February

Public Presentation