



Town-Wide Facilities Study
Longmeadow, Massachusetts

**FINAL Draft Report
Executive Summary**

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JCJARCHITECTURE

Summary Report

The Town of Longmeadow has a wide variety of municipal buildings that serve a number of uses within the Town. The degree of use of each building varies, with some in use virtually every day and others seeing only occasional use. All of the buildings examined in this study require maintenance and upkeep to protect the Town's asset. Typically this type of ongoing maintenance is undertaken through a Capital Improvement Plan (CIP), through which a scope of work, cost estimates, and a schedule can be established. The Town has lacked comprehensive information on all Town buildings and sensed a growing need to organize and track the needs of the facilities. In the summer of 2007, JCJ Architecture of Hartford, Connecticut, was retained by the Town to produce a "Town Wide Facilities Study" to document the existing conditions at fifteen municipal and school buildings. These are not all of the buildings the Town owns, but represents those buildings for which information or plans of action did not exist. The study was conducted in the fall of 2007 and is intended to serve as an evaluation of conditions observed at that point in time.

The study included a number of schools; Blueberry Hill School, Glenbrook Middle School, Williams Middle School, Wolf Swamp School, as well as Center School. Storrs Library, the Community House, Greenwood Center, and Old Town Hall were included along with the Department of Public Works Offices, the Fire Department and Police Station and Town Hall. The Pool Houses at Bliss Park and Greenwood Park were included, though the pools themselves were not. The High School was not studied, as a preliminary study has already been undertaken and the Town is working with the State in exploring potential solutions to the needs of the educational community at that facility.

Working with Town officials, teams of architects and engineers toured each of the facilities, identifying and documenting the existing conditions and looking for signs of decay or failure. Priority ratings were assigned to the identified needs according to the following criteria:

PRIORITY 1 – CURRENT CRITICAL: CONDITIONS IN THIS CATEGORY REQUIRE IMMEDIATE ACTION TO:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

PRIORITY 2 – POTENTIALLY CRITICAL: CONDITIONS IN THIS CATEGORY IF NOT CORRECTED SOON MAY RESULT IN:

- Intermittent Operations
- Rapid Deterioration
- Potential Safety Hazards

PRIORITY 3 – NECESSARY, NOT YET CRITICAL

Conditions in this category require appropriate attention to preclude a predictable deterioration or potential downtime and possible damage and higher costs.

PRIORITY 4 – RECOMMENDED

Conditions in this category include items that represent a sensible improvement to existing conditions. They are not required for the most basic function of the facility, but will improve overall usability and/or reduce long-term maintenance costs.

PRIORITY “G” – “GRANDFATHERED” (DOES NOT MEET CURRENT CODES/STANDARDS)

Conditions in this category include items that do not conform to existing codes, but have been “grandfathered” in requiring no action at the current time. However, should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

The study included a visual review of the overall building, looking at the foundation, roof and structural elements, floors and walls. The doors and windows were reviewed as were the stairs, ramps, railings, gates, and fences. The mechanical, electrical, plumbing, heating, air conditioning, and fire sprinklers were reviewed. Typically, the aim of the investigation was to determine whether or not the building met applicable accessibility regulations and codes, if the appearance and integrity were acceptable, and whether the building had adequate functionality for its intended use. Environmental Concerns such as air quality and work environment were reviewed along with compliance with Life Safety codes (fire and building codes) and finally the energy usage of the building was reviewed in an effort to establish if investments in energy saving systems were economically viable.

For each of the facilities a range of corrective and/or preventive work was established. The first level of effort was to identify any buildings that need to be either removed from service or immediately repaired. None of the facilities were found to be in such need. The second level of importance was to establish Immediate Needs - items that should be addressed within the next year. Near Term needs were defined as the next most important and generally seen as items needing to be addressed within the next two to five years. Finally, Long Term needs were those that should be considered for action sometime more than five years hence.

Recommendations for specific work at each facility are discussed within each building section of the full report. In general, many of the buildings exhibit the effects of benign neglect. There are many exterior repairs and maintenance items that should be undertaken. The indoor environmental quality of some of the buildings is of some concern. Town Hall in particular is overcrowded and without adequate ventilation nor work area for the number of employees, the type of visitors, and the type of business transacted within. There are a number of buildings which require handicapped accessibility improvements, from the parking area, continuing within and throughout the building. The Community House and Town Hall are prime examples of this. Some buildings do not have adequate space or types of spaces to accommodate existing programs or uses. These facilities were identified for modification or replacement; Town Hall, Community House, Glenbrook and Williams Middle Schools are in this category, the DPW offices are being considered for replacement under another project. Some buildings simply need code upgrades to meet current accessibility and life safety codes. The Storrs Library and Greenwood Center are examples of this category.

Overall, the Town building inventory includes a number of very interesting and aesthetically pleasing buildings. There are a few buildings for which future usefulness is questionable, and others that need some upgrades to remain completely viable. To address the needs identified and to help with establishing a CIP, budget estimates for an annual capital maintenance expenditure and/or stand alone construction projects were developed.

Near term efforts such as addressing Building and Fire Code issues, Accessibility, and deferred maintenance are typically included within the CIP estimates. Major modifications or replacements are included as construction estimates.

While there are no areas of immediate safety concern (i.e. closure of the building required) relative to the physical condition of any of the buildings surveyed, many of the buildings require expenditures for maintenance and code compliance. Some have certain limitations relative to their usefulness for current and future programs. Due to the significant needs at some of the facilities, a long term maintenance plan and construction program, with appropriate financing mechanisms, will need to be developed. Delaying necessary repairs and maintenance over an extended period of years left many of the Town's facilities in less than ideal condition. The rehabilitation effort to correct such deterioration now requires considerable capital expenditure.

A program of this magnitude will, by nature, take time to complete and remain an ongoing effort. While work is being planned for renovation or replacement, existing facilities may be in need of remedial work to allow the Town to keep them safe and viable until the long term solution is reached. The emphasis must be on minimizing the short term investment, while not compromising the health, safety and welfare of the occupants of the existing buildings.

It is important to the success of any Facilities Plan that the work continue after receipt of the final report. Efforts going forward often include the development of a plan of approach for each individual building. This would outline the work to be done in greater detail, include a more in-depth budget and include an operating plan developed by local officials. A frequently overlooked item for maintenance is the Facilities Study itself, which should be updated every few years so that a maintenance history of the buildings can be developed.

With proper attention to the physical conditions of the buildings and diligence in following through on the findings of the study, the Town's investment in its buildings can be preserved and enhanced for years to come.

The following table represents the various types of needs identified at each of the buildings surveyed. While the work item key provides a basic description of each action required, please refer to the detailed building survey reports for an in depth description of the particular needs along with the priority rating of each.

Facility Name	Date Built	Primary Use(s)	Facade	Roof	Windows	Doors/Hdwe.	Stairs/Ramps	Elevator	Finishes	ADA Access	Utilities	Electrical	Mechanical
1 Blueberry Hill School	1957 \ 2002	K-5 School Recommended timeline for work	1	1	1	1	1	1	2, 3 2 years	4 2 years	5	5	6 2 years
2 Center School	1921 \ 1928 \ 1995	PK-5 School Recommended timeline for work	7, 8 4 years	1	1	9,10 2 years	1	1	2,3,11 2 years	4 2 years	5	5	6 2 years
3 Community House	1921	Assembly / Office Recommended timeline for work	12* 7, 8** *2** 4 years	13 2 years	14 4 years	15 4 years	15 2 years	16 4+ years	2 2 years	15 4+ years	5	17,18 2 years	19 2 years
4 DPW Office	1931 \ 1991	Office Recommended timeline for work	1	1	1	20 2 years	21 2 years	N/A	2 2 years	15 4+ years	5	22 2 years	5
5 Fire Department	2000	Fire/EMS & Office Recommended timeline for work	1, 8* *3 years	23 3 years	1	1	1	N/A	1 2+ years	24 2+ years	5	5	5
6 Glenbrook School	1967	6-8 School Recommended timeline for work	1	25 2 years	14 2 years	15 2 years	15 2 years	16 2 years	2,3,27 2 years	15 2 years	5	26 2 years	26 2 years
7 Greenwood Center	1965	Mixed Use Recommended timeline for work	1 8* *2 years	25 2 years	14 4 years	9 4 years	N/A	N/A	8,27 4 years	15 2-4 years	5	26 2+ years	28 2+ years
8 Old Town Hall	1900+/-	Mixed Use Recommended timeline for work	7 2 years	29 2 years	1 2 years	9 4 years	15 2 years	N/A	8 4 years	15 2-4 years	5	17,22 2-4 years	30 2-4 years
9 Police Station	1950 +/-	Office & Support Recommended timeline for work	7, 8, 12, 13 2 years	1	8 2 years	15 2 years	15 2 years	16 2 years	2 2 years	4* 24** * 2 **4 years	5	5	19 2-4 years
10 Pool @ Bliss Park	1965+/-	Dressing & Office Recommended timeline for work	1 2 years	25 2 years	N/A	15 2 years	15 2 years	N/A	1 2 years	4,15,31 2 years	5	18,22 4 years	5
11 Pool @ Greenwood	1965+/-	Dressing & Office Recommended timeline for work	8 2 years	23, 25 2 years	N/A	15 2 years	15 2 years	N/A	8 2 years	4, 30 2 years	5	18, 22 4 years	5
12 Storrs Library	1932 \ 1990	Library & Office Recommended timeline for work	1, 32* *2 years	1	1 2 years	15 2 years	15, 33 2 years	1	2 2 years	4*, 15** *2 **4 years	34 2 years	18, 22 2 years	35 4 years
13 Town Hall	1900 \ 1997	Office Recommended timeline for work	7, 8 *2 years	23 2 years	8 2 years	15 2 years	15 2 years	16 2 years	8,27 4 years	4,15 2 years	34 2 years	18* 17, 22** *2 **4 years	19,35 2-4 years
14 Williams School	1959	6-8 School Recommended timeline for work	1	25 2 years	14 2 years	15 2 years	15 2 years	N/A	2* 17** *2 **4 years	15 2 years	5	18* 17,22** *2 **4 years	19,34 2 years
15 Wolf Swamp School	1956 \ 1960 \ 2002	K-5 School Recommended timeline for work	1 6 years	25 6 years	1 6 years	1 6 years	1	1	2 2 years	4, 21 2 years	5	5	5

Item #	Description	Item #	Description	Item #	Description	Item #	Description
1	Routine Maintenance	8	Painting Required	15	Upgrade for Accessibility	22	Install Emergency Lighting
2	Repair Ceiling/Replace Tiles	9	Replace Doors & Hardware	16	Install Elevator	23	Repair Roof Structure
3	Repair Wall Cracks	10	Provide Power Door Opener	17	Upgrade Electric Power System	24	Improve Staff Area Accessibility
4	Update H.C. Parking & Signs	11	Place Concrete Over Dirt Floor	18	Upgrade Fire Alarm System	25	Replace Roofing
5	No Current Issues	12	Repair Deteriorated Porch	19	Replace Heating System Equipment	26	Replace Entire System
6	Repair Leaks	13	Repair Roof & Accessories	20	Replace Door Hardware	27	Replace Flooring
7	Repair/Re-point Masonry	14	Repair or Replace Windows	21	Install New Railings/Guards	28	Replace Air Handling Equipment
						29	Install Roof Gutters
						30	Upgrade Plumbing System and Fixtures
						31	Pave Parking Area
						32	Remedy Basement Moisture
						33	Enclose Existing Stairway
						34	Perform Corrective Sewer/Drain Work
						35	Install Fire Sprinkler System