Hebron Public Building Committee



Evaluation, Study and Recommendations
2011-2021
Department of Public Works
Municipal Office Building
Municipal Complex
August 19, 2021

Hebron Municipal Complex
History & Recommendation

Goals For The Evening. To Present:

1. Board of Selectmen "Charge" to the committee
2. Timeline of events
3. Properties Reviewed
4. Recommendation of the committee
5. Why "The Horton Property"; 17 Kinney Road; Parcel 12-29

HEBRON MUNICIPAL COMPLEX

WHO

WAS INVOLVED IN THE INVESTIGATION AND PLANNING???

Municipal Complex Planning Participants

PROFESSIONAL FIRMS AND INDIVIDUALS PROVIDING SERVICES, ADVICE, ASSISTANCE AND SUPPORT

BL Companies, Inc.
- Dennis Rioux
- Nicholas Semyanko

Nathan L. Jacobson & Associates
- Thomas Fenton
- Aaron Mortenson
- Michael Lamont
- David Campbell
- Chris Besier
- Sybil Higgins

CME Associates, Inc.
- Evelyn Smith
- Charles Eaton
- Scott Young
- John Guszkowski

CT River Coastal Conservation District
- Kelly Starr

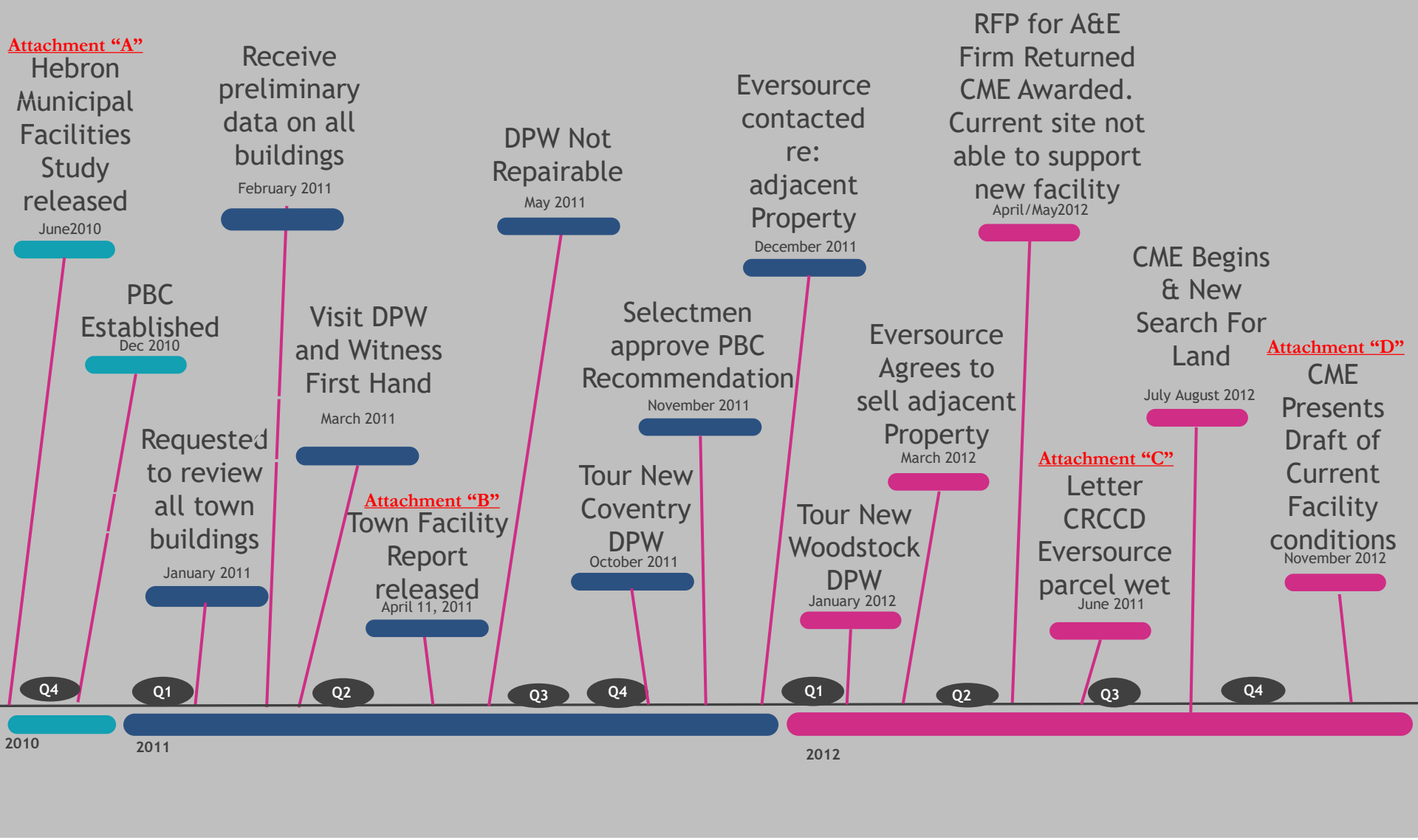
North Central Conservation District
- David Askew

LADA, P.C., Land Planners
- Terri Hahn

Town of Hebron
- Bonnie Therrien
- Andrew J. Tierney
- Michael O'Leary
- Randy Blais
- Joseph Summers
- Kevin Kelly
- William Cox
- Robert Dean
- Sylvia Grzybowski
- Gail Hughes
- Brian Lessard
- William Moorcraft
- John Soderberg
- Hebron Town Building Committee

Timeline Public Works Facility

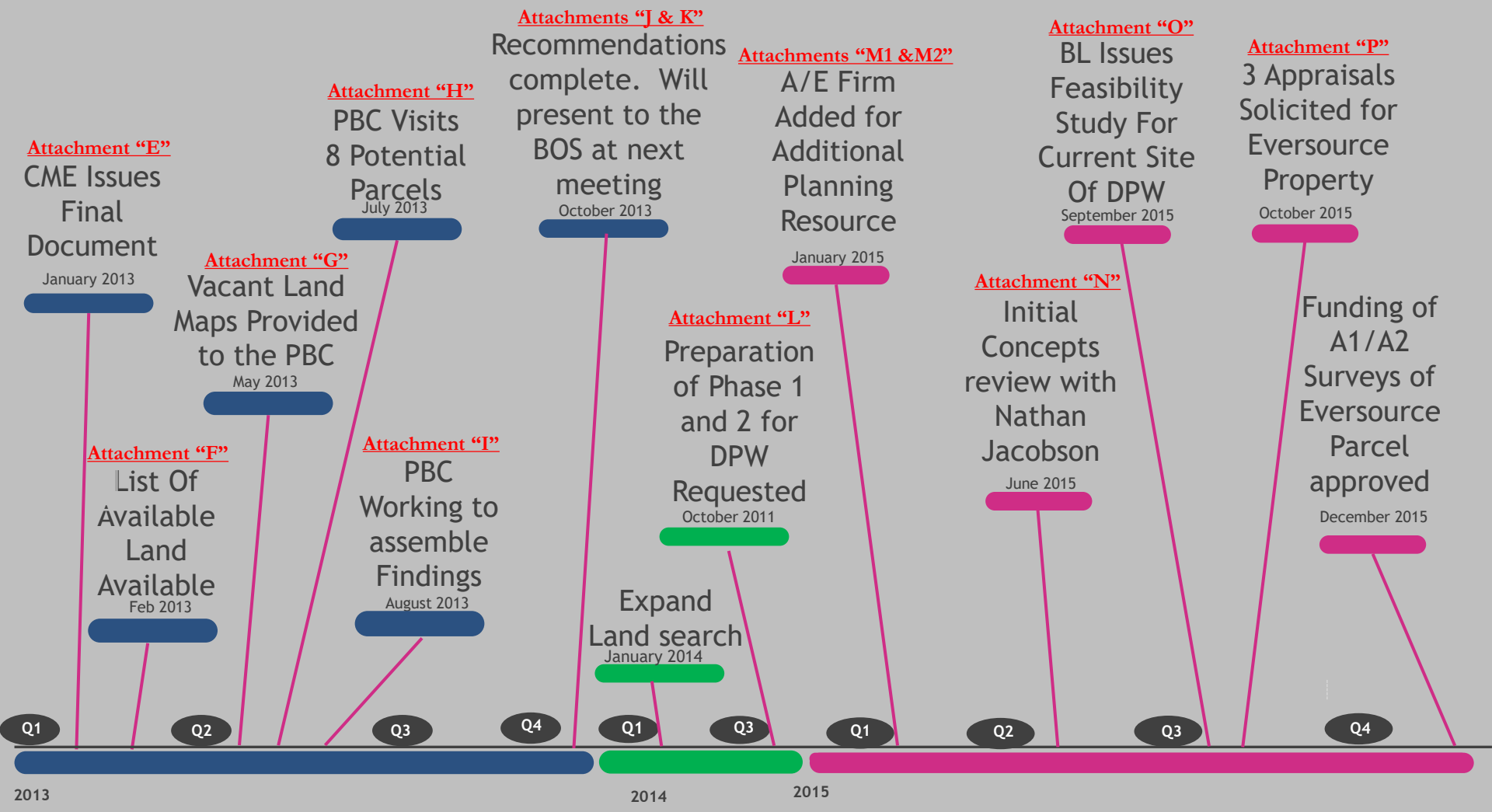
2010 - Today



See Attachment "U" For more detail on each event on the timeline

TIMELINE PUBLIC WORKS FACILITY

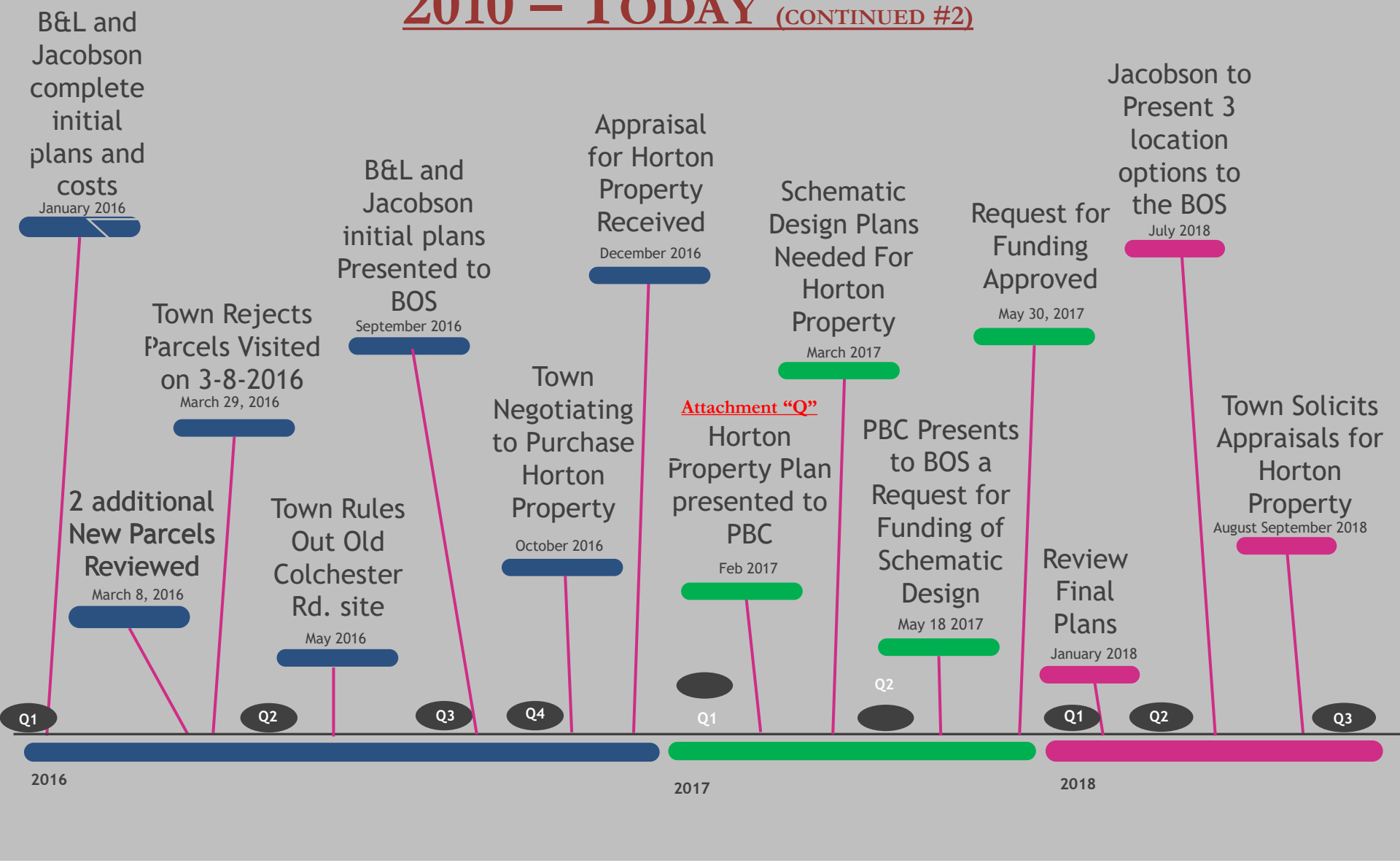
2010 – TODAY (CONTINUED #1)



See Attachment "U" For more detail on each event on the timeline

Timeline Public Works Facility

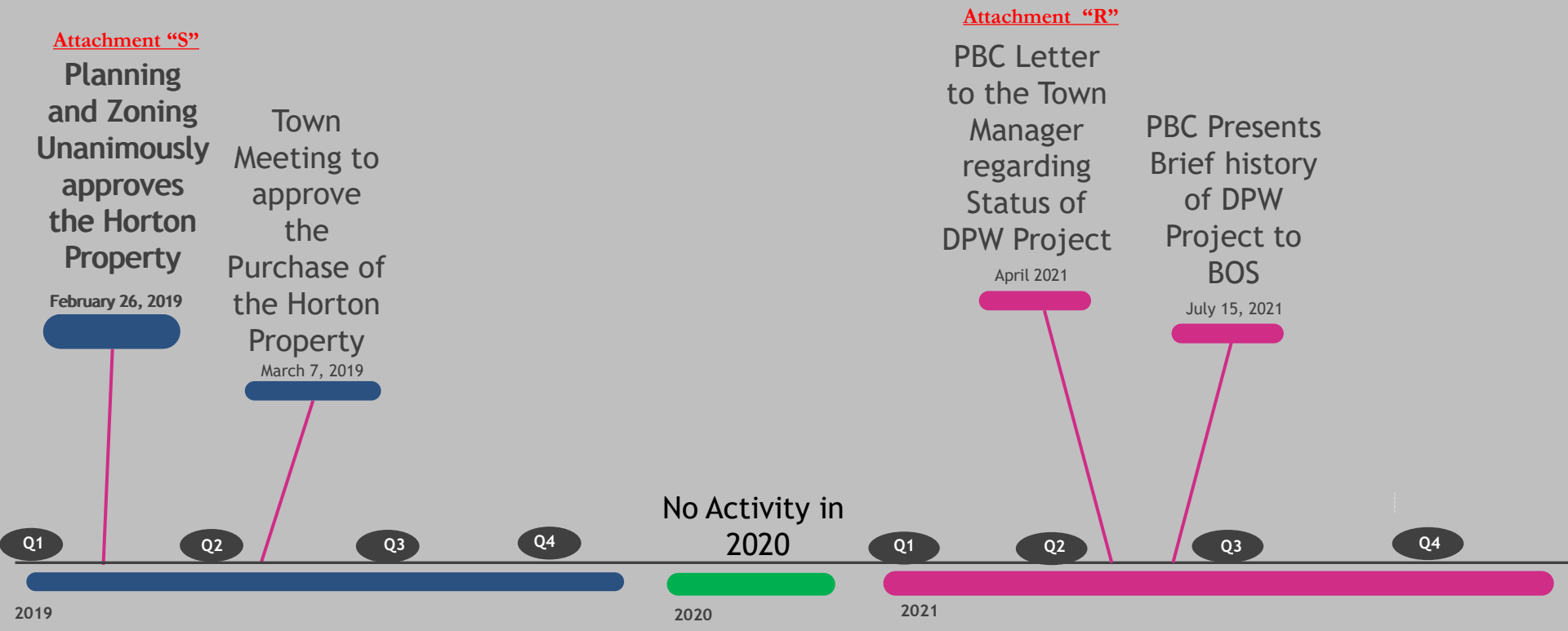
2010 – Today (continued #2)



See Attachment "U" For more detail on each event on the timeline

TIMELINE PUBLIC WORKS FACILITY

2010 – TODAY (CONTINUED #3)



See Attachment "U" For more detail on each event on the timeline

Municipal Complex History

So Why Are We Here TODAY

Municipal Complex History

So Why Are We Here TODAY

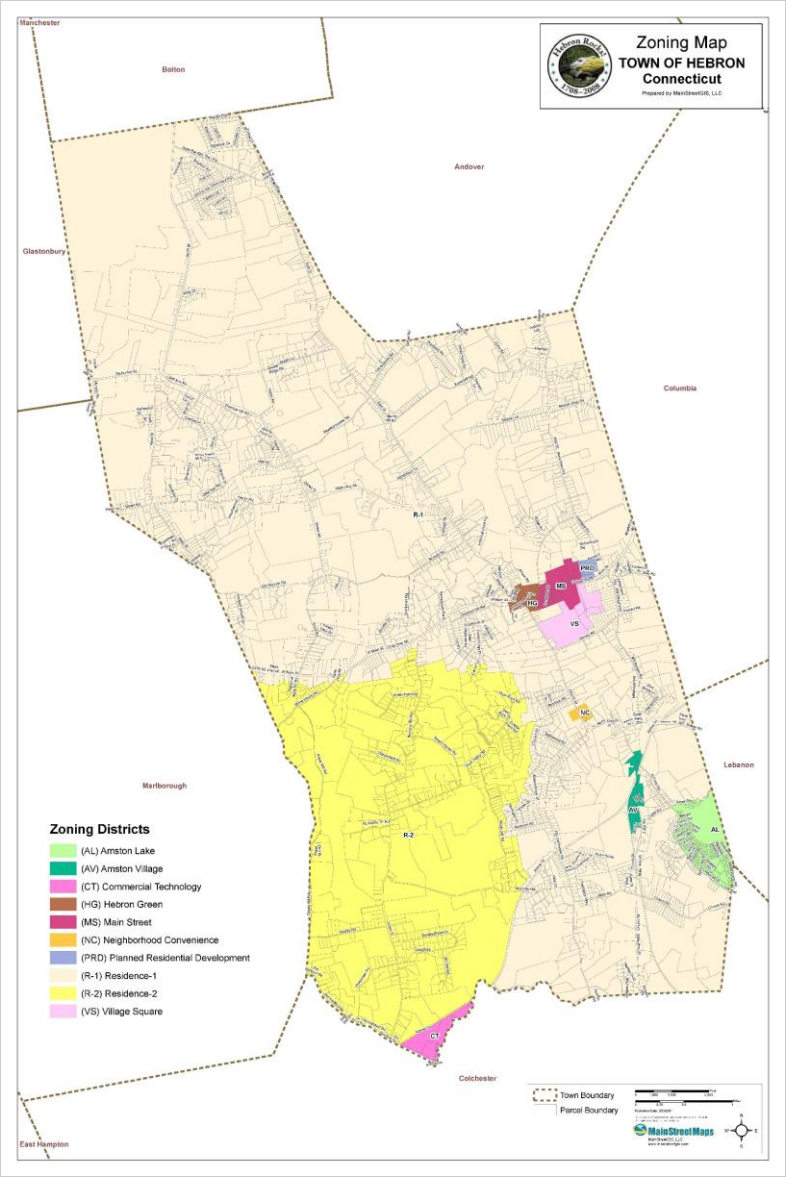
4-21-2021 Letter to Town Manager from PBC Attachment "R"

- Strongly Advocate for the Hebron Board of Selectmen to Proceed With the DPW project
- Cited Long time since project was initiated
- Facility deficiencies identified in 2010
- Facility has continued to deteriorate since issues were identified
- Liabilities grow greater EVERY DAY

Municipal Complex Land Search

From a Zoning Perspective

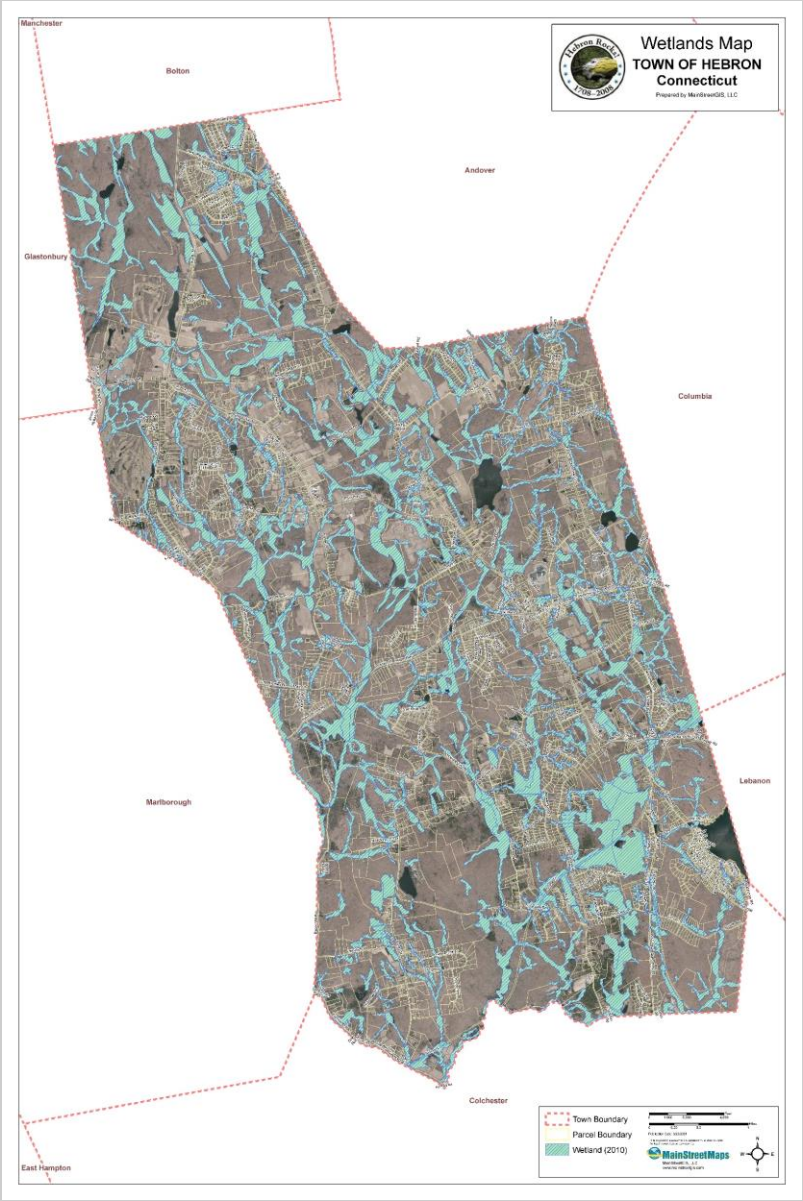
- Majority of Hebron is Zoned Residential
- Can place Municipal buildings on residential land ONLY with Approval from Planning and Zoning ATTACHMENT "T"
- Beige is Zoned R1
- Yellow is Zoned R2



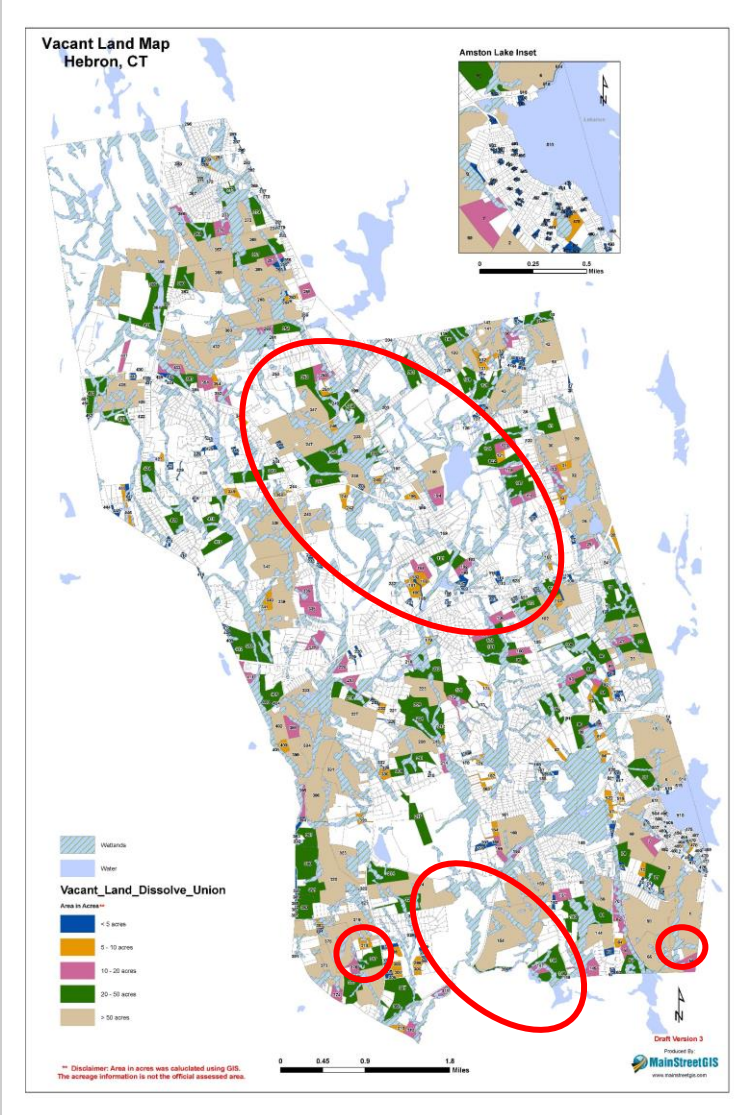
Municipal Complex Land Search

From a Wet-Lands Perspective

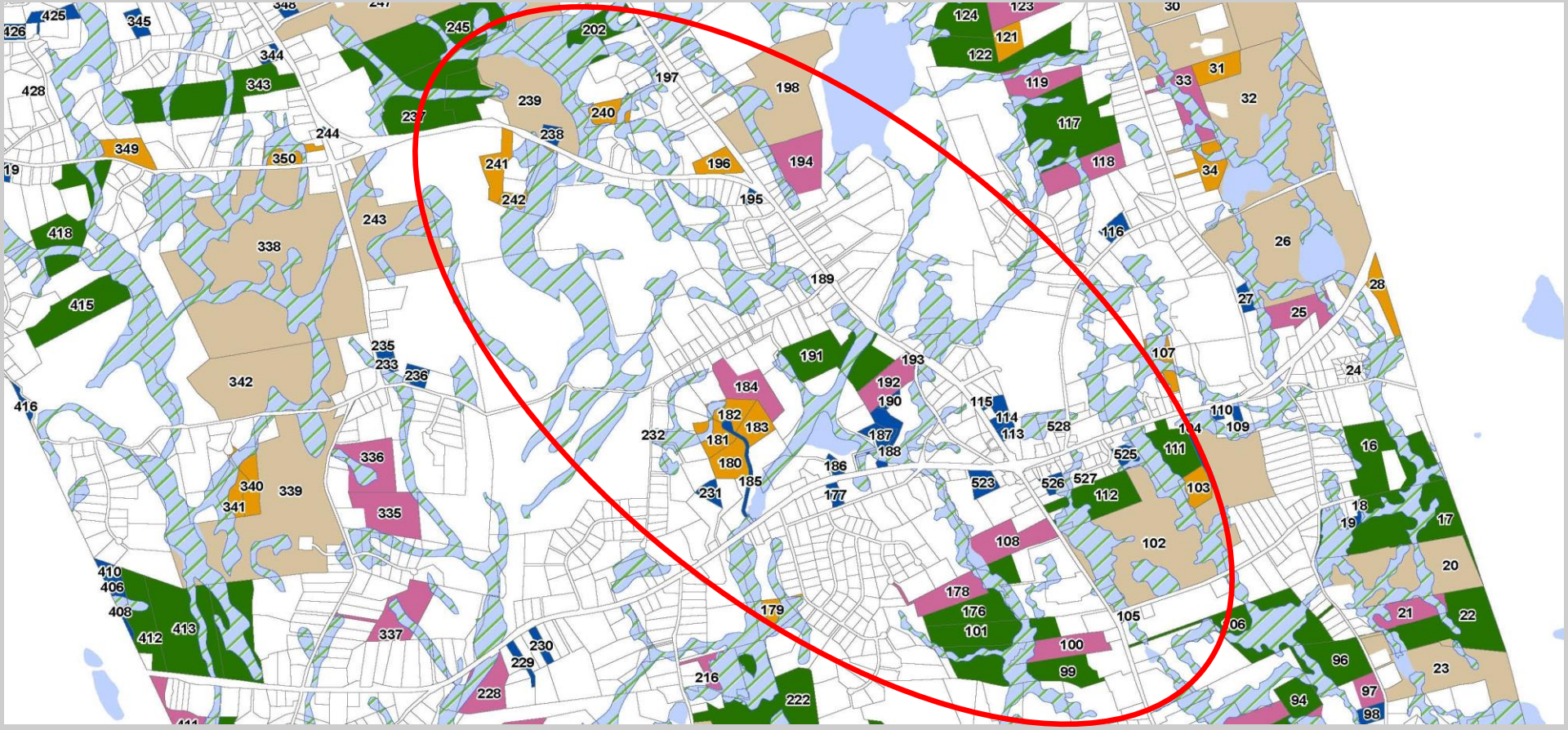
- Many water shed areas throughout town
- Must be protected from an environmental perspective
- Many Rivers and Ponds
- Much land in eastern Connecticut is defined as Wetlands by the DEEP



Municipal Complex Land Search
Vacant Parcels in 2011



Municipal Complex Land Search
Central Location



Municipal Complex Land Search
Existing & Southern Locations



Municipal Complex Land Search

Vacant Land Map

(Parcels Reviewed)

Map Number	Parcel Number	Street #	Street Name	Primary Use	Zone	Total Acres
96	12 18		OLD COLCHESTER RD	Residential Vacant Land	R1	26.5900
148	17-7B	616	OLD COLCHESTER RD	Vacant w OB	R1	32.0000
Not on Map	18-7	540	OLD COLCHESTER RD	Country Club Vacant Land	R1	62.8000
154	18-9		OLD COLCHESTER RD	Residential Vacant Land	R1	212.0000
Not on Map	25-42	148	EAST ST	Community Recreation Center	R1	109.0900
102	12 59	17	KINNEY RD	Commercial Vacant Land	VS	88.6200
56	09 13		CHURCH ST	Residential Vacant Land	R1	17.0000
99	12 53	168	CHURCH ST	Residential	R1	40.9200
100	12 54A		CHURCH ST	Residential Vacant Land	R1	13.6400
101	12 55	120	CHURCH ST	Residential	R1	8.6400
103	12 59A		JOHN E HORTON BLVD	Commercial Vacant Land	VS	6.5900
108	13 2		CHURCH ST	Residential Vacant Land	R1	16.5000
112	13 33		CHURCH ST	Residential Vacant Land	R1	20.2000
176	22 1	56	CHURCH ST	Residential	R1	28.0000
178	22 2	29	FIELDSTONE DR	Residential Vacant Land	R1	13.6000
194	24 10	246	GILEAD ST	Residential	R1	22.5000
198	24 7		EAST ST	Residential Vacant Land	R1	48.7000
199	25 17		EAST ST	Residential Vacant Land	R1	1.3000
237	33 10		GILEAD ST	Residential Vacant Land	R1	39.0000
238	33 11	462	GILEAD ST	Residential Vacant Land	R1	2.3000
239	33 11*TM	462	GILEAD ST	Residential Vacant Land	R1	49.2000
299	38 10.14	72	OLD DANIELS LA	Residential Vacant Land	R2	5.1900
Not on Map	12-59.3		JOHN E HORTON BLVD	Commercial Vacant Land	VS	9.4800
Not on Map	12-59.1		JOHN E HORTON BLVD	Commercial Vacant Land	VS	25.3100
Not on Map	24-27A	344	GILEAD ST	Residential	R1	15.8300

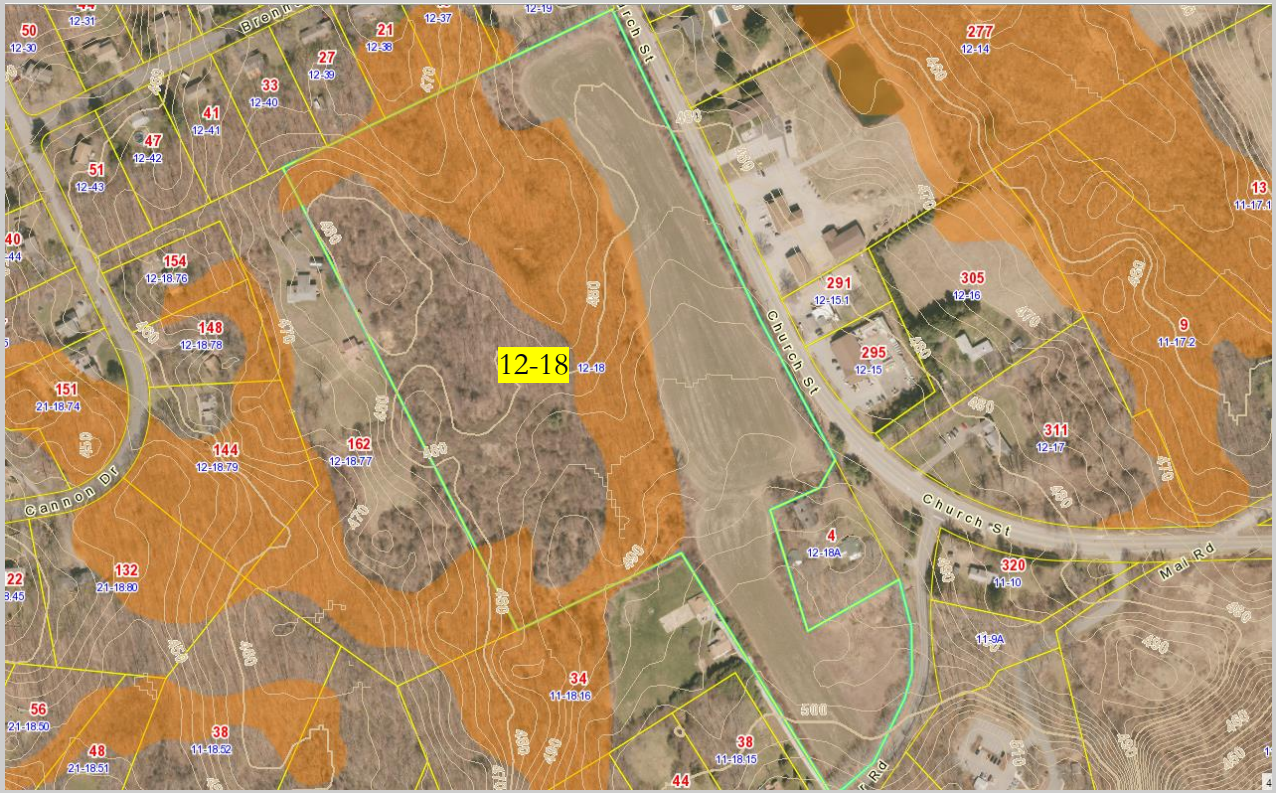
Municipal Complex Land Search

Vacant Land Map #96

(Old Colchester Rd; Parcel 12-18)

26.5900 Acres

- Wetlands cover 1/3 of the total property
- The property is bisected from north to south by the wetlands
- Remaining land between wetlands and Church Street too narrow to accommodate PW facility.



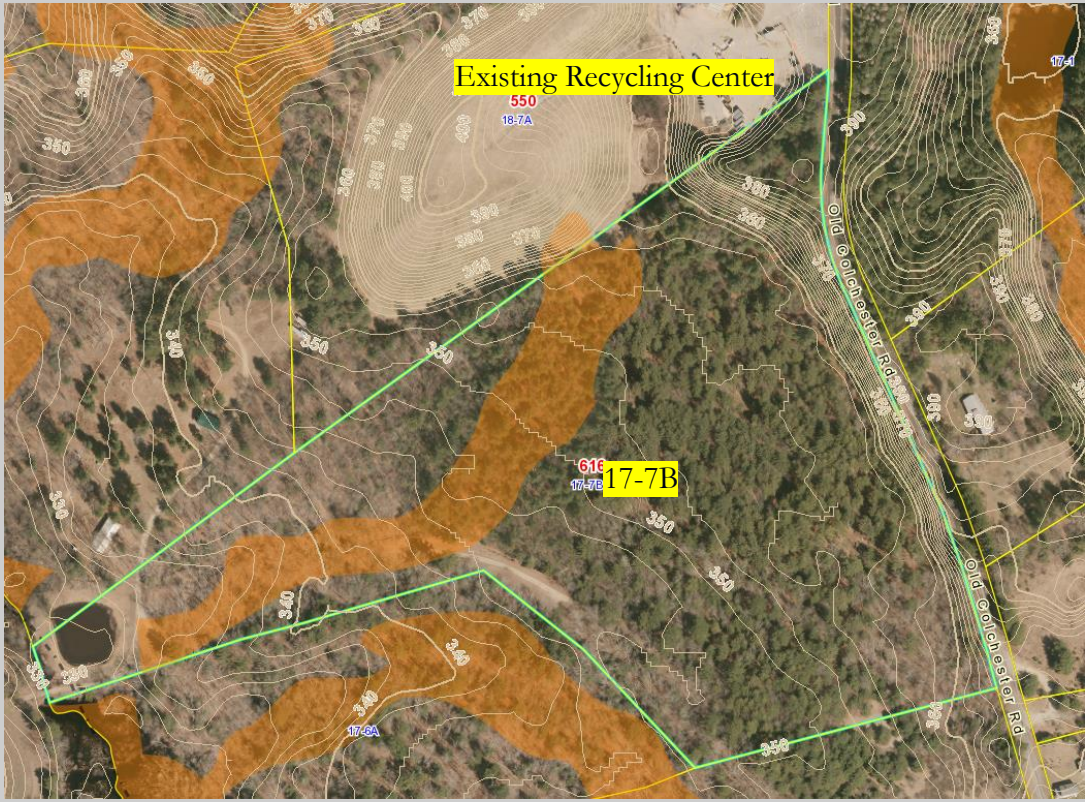
Municipal Complex Land Search

Vacant Land Map #148

(616 Old Colchester Rd; Parcel 17-7B)

32.00 Acres

- Borders South of existing DPW
- This is CL & P parcel adjacent to existing facility. A portion was considered for expansion
- Remainder of the site not developable due to severe slopes and wetlands
- Historic excavation operation on this site brought the great majority of this site right to the water table. Now classified mostly as wetlands.



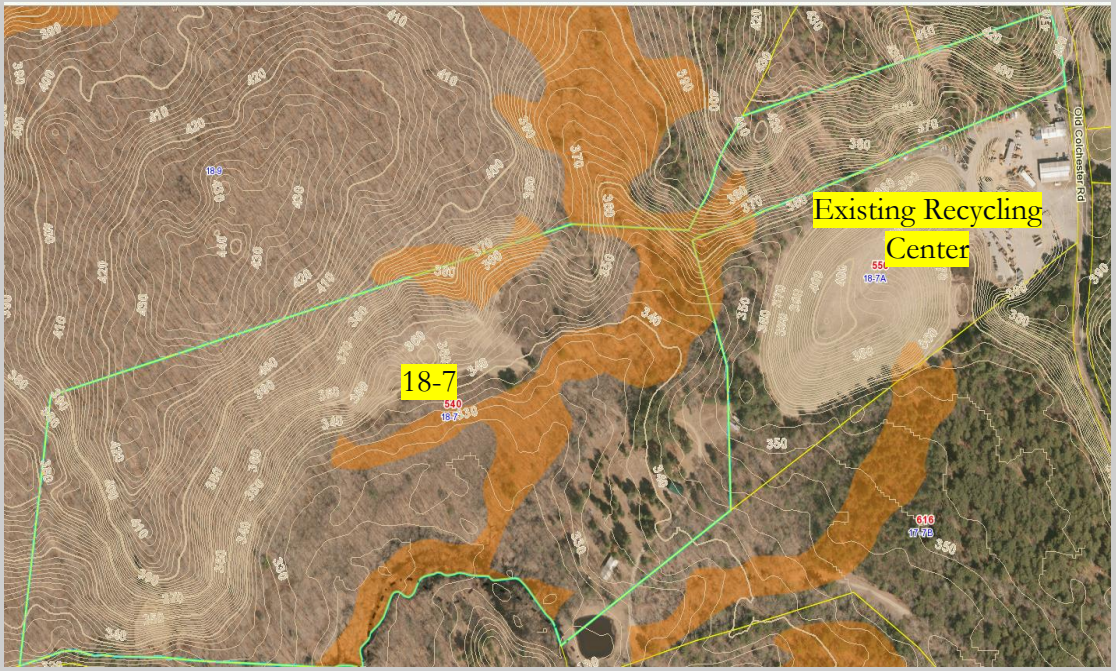
Municipal Complex Land Search

Vacant Land Map N/A

(540 Old Colchester Rd; Parcel 18-7)

62.80 Acres

- Borders existing DPW to the north and west
- Camp Connecticut extremely limited.
- Current access and driveway runs across CL&P land with no easement of record
- Portion of property with road frontage (north of PW garage) has extensive areas of slope in excess of 10%
- This area of the property necks down to about 30 feet wide and this area has a large area of wetlands, making access impossible from this area of the site.



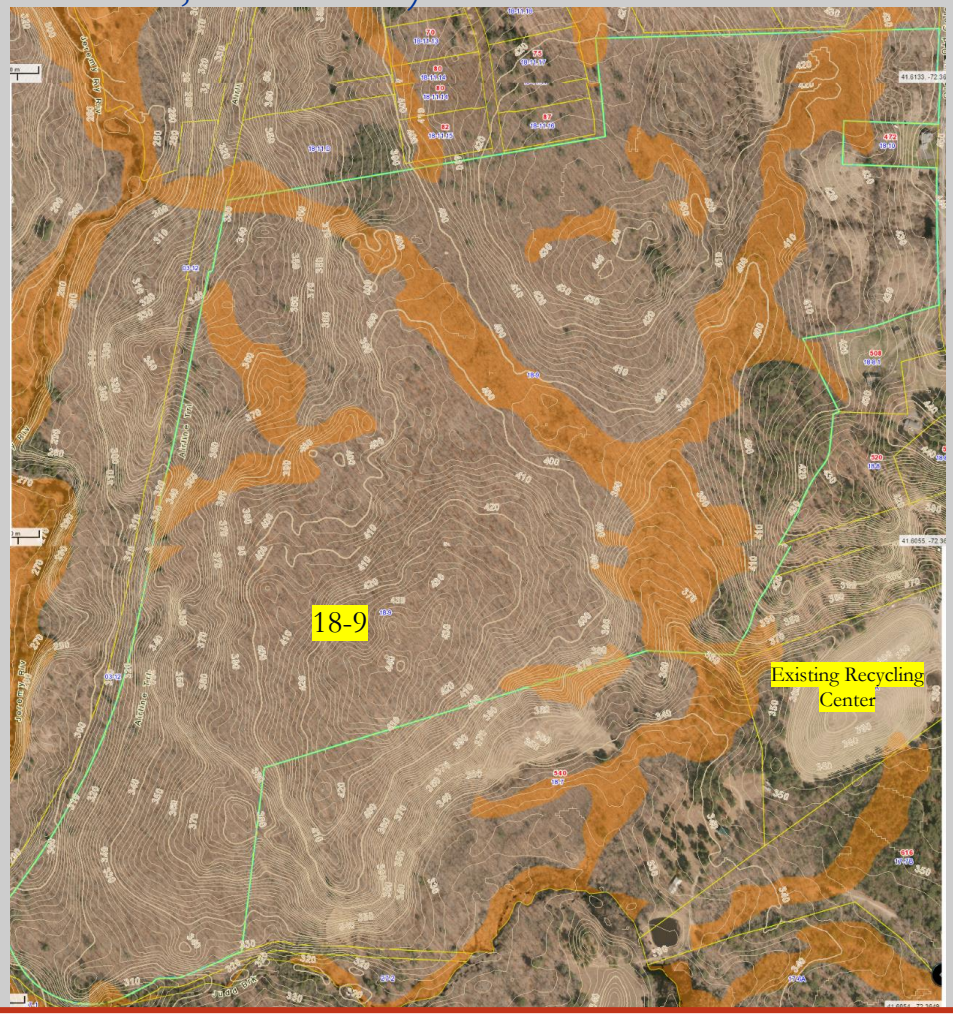
Municipal Complex Land Search

Vacant Land Map #154

(Old Colchester Rd; Parcel 18-9)

212.00 Acres

- Northwest of the existing DPW
- Would need to cross narrow piece of the Camp CT parcel for access to current site or use separate access from Old Colchester Rd
- This is the Bernstein parcel that we recently got a DEEP grant to acquire for open space.
- This was reviewed by staff…and deemed too large and expensive for purchase as a PW facility (the asking price at the time was close to $1 million).
- The useable portion of the site would also need a long driveway , crossing wetlands, to access it



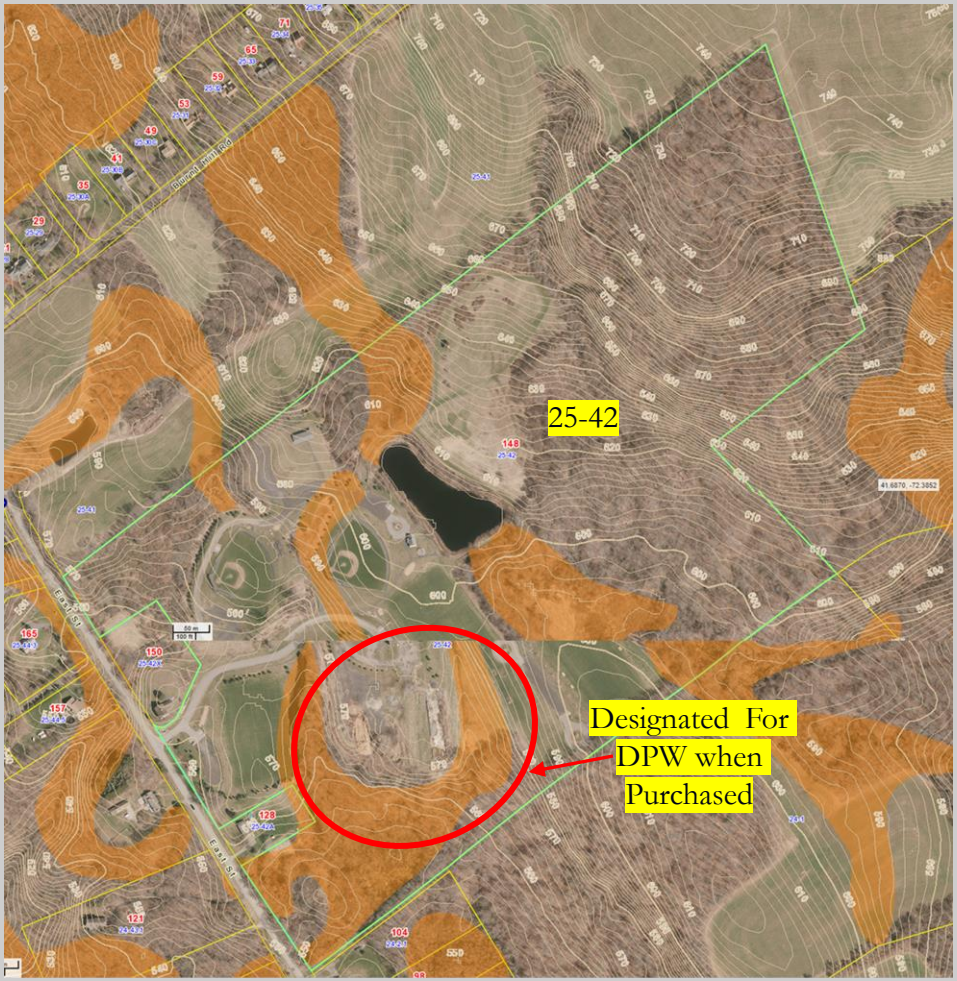
Municipal Complex Land Search

Vacant Land Map N/A

(148 East St Burnt Hill Park; Parcel 25-42)

109.0900 Acres

- Available site not large enough due to 50% of it is wetlands
- Have to cross additional wetlands to locate at the back of property



Municipal Complex Land Search

Vacant Land Map #102

(17 Kinney Rd, Horton Property; Parcel 12-59)

88.62 Acres

- This is the current location proposed for Municipal Facilities. i.e., DPW and then Town Offices, Public Safety, and Fire House #1
- Transfer Station and cold Storage will remain at Old Colchester Rd. Site



Municipal Complex Land Search

Vacant Land Map #101

(120 Church St; Parcel 12-55.1)

8.64 Acres

- Borders Hebron Elementary School
- No longer vacant. House has been built since original review
- There is no adequate way to access the site. Only 40’ wide access to site



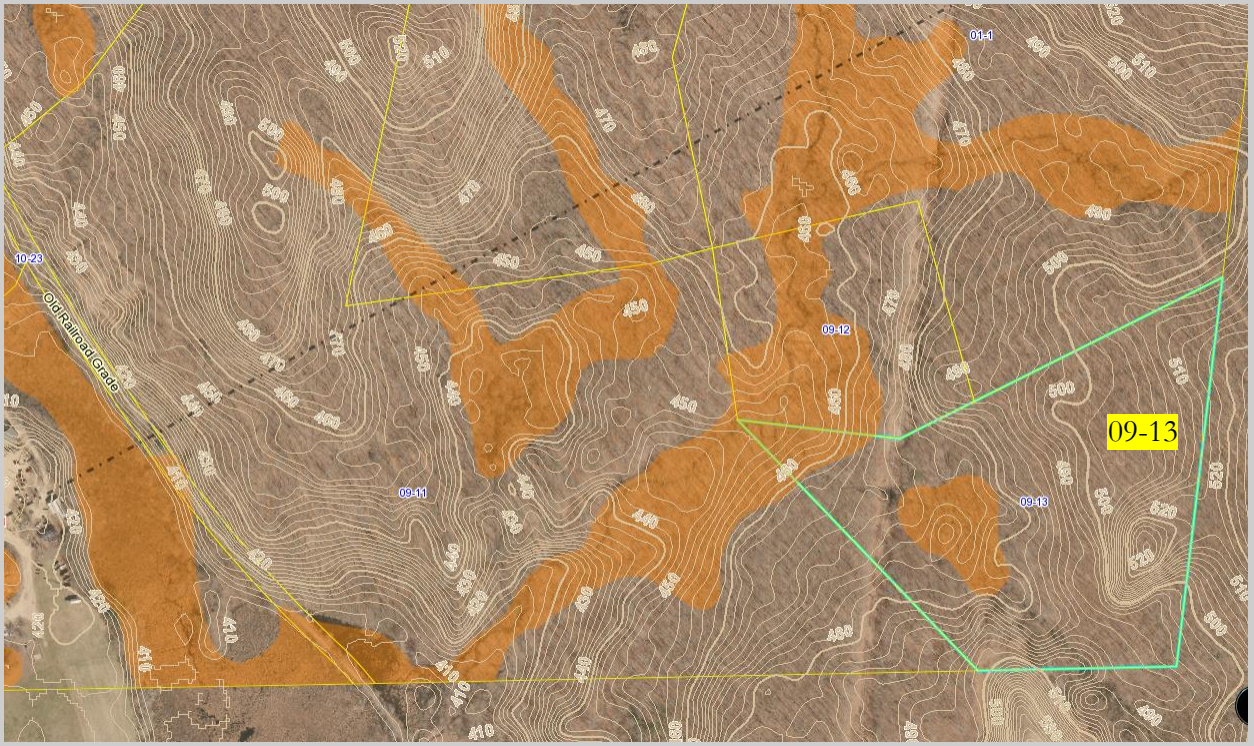
Municipal Complex Land Search

Vacant Land Map #56

(Church St; Parcel 09-13)

17.00 Acres

- Farther south than existing transfer station
- This parcel was previously owned by the Town of Hebron but was since transferred to Colchester
- Traded years ago for a portion of the Colchester spur of the Air Line Trail that Colchester used to own.
- No access from Hebron roads



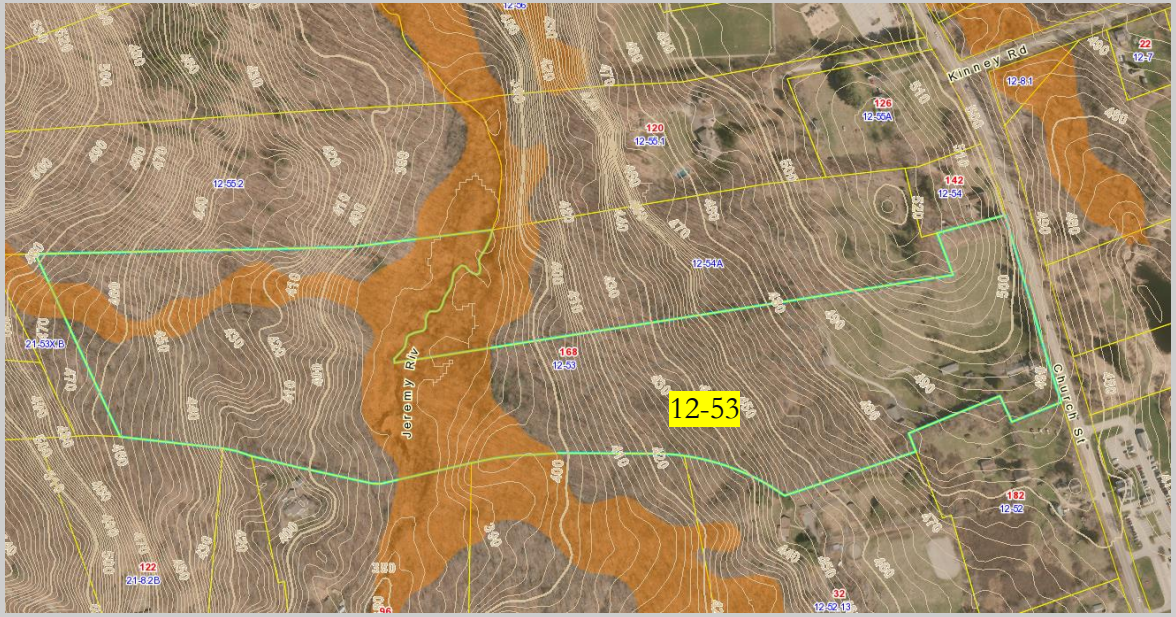
Municipal Complex Land Search

Vacant Land Map #99

40.92 Acres

(168 Church St; Parcel 12-53)

- Front 3 acres relatively flat but insufficient in size for PW facility
- Part of the Land has an elevation differences of 4’-5’feet; however, a majority of the Land has a 12% slope; this would present a design and usage challenges
- Water courses and land borders the Jeremy River;
- Not a Good Site given the extreme topographical nature of the land and it proximity to the Jeremy River



Municipal Complex Land Search

Vacant Land Map #100

(120 Church St; Parcel 12-54A)

13.64 Acres

- Land Locked
- 10% grade on much of the Parcel
- Eastern portion of the property is 18’ higher than Rt 85
- Single family homes adjacent on north, south, and east borders
- Not compatible with Surrounding parcels



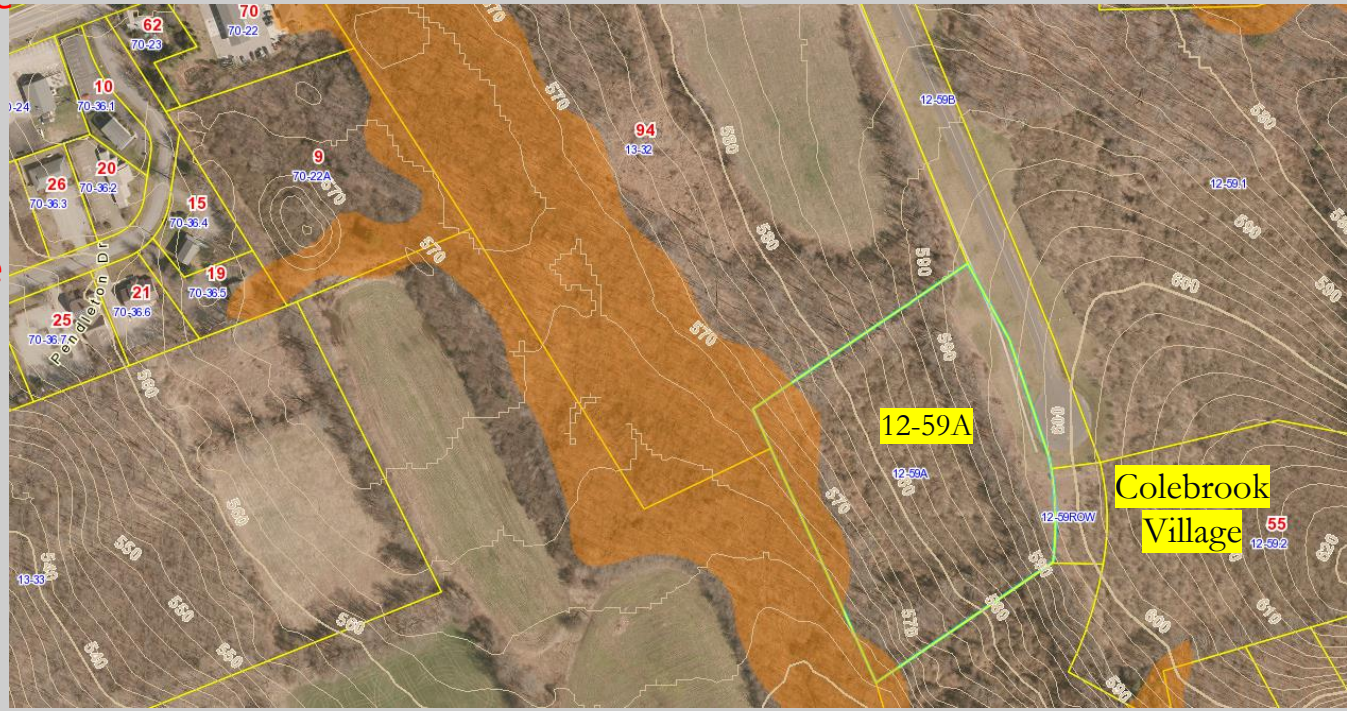
Municipal Complex Land Search

Vacant Land Map #103

(John E Horton Blvd; Parcel 12-59A)

6.59 Acres

- Parcel size does not meet the requirements when considering wetlands and required buffers
- Located near entry to Village green parcel.
- Better suited to private economic Development



Municipal Complex Land Search

Vacant Land Map #108

16.50 Acres

(Between #30 and #60 Church St; Parcel 13-2)

- Part of the Land has an elevation differences of 4’-5’-feet; however, a majority of the Land has a 12% slope; this would present a design and usage challenges
- Water courses and land borders the Jeremy River;
- Not a Good Site given the extreme topographical nature of the land and it proximity to the Jeremy River
- Borders St Peters Church. Not compatible in terms of use



Municipal Complex Land Search

Vacant Land Map #112

(Church St; Parcel 13.33)

20.20 Acres

- Relatively Flat but access is restricted due to wetlands. Major costs and permitting required to cross wetlands
- Best access through Village Green property
- Contains a Water Course that is a major tributary to Raymond Brook
- Owned by St. Peters church and Episcopal Dieses would need to agree to sell the parcel



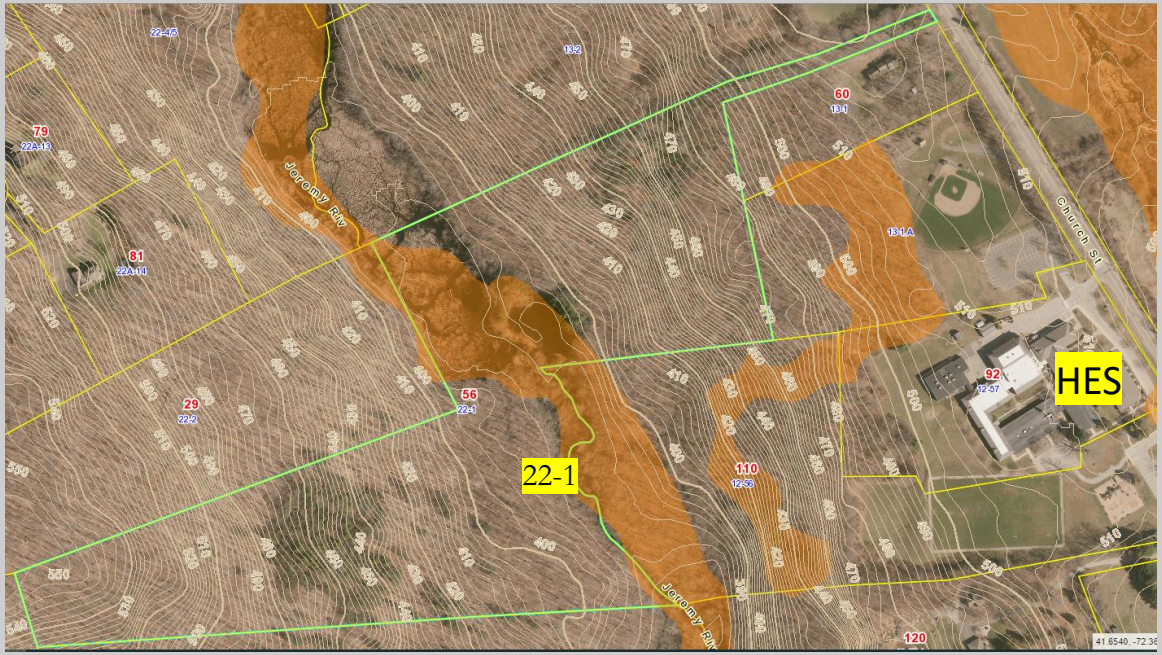
Municipal Complex Land Search

Vacant Land Map #176

(56 Church St; Parcel 22-1)

28.00 Acres

- Restricted Access due to narrow egress to the main parcel
- Owner recently passed away
- Had been in communication with town staff and Open Space Land Acquisition Committee (OLSAC). Wanted to donate town to be preserved as open space



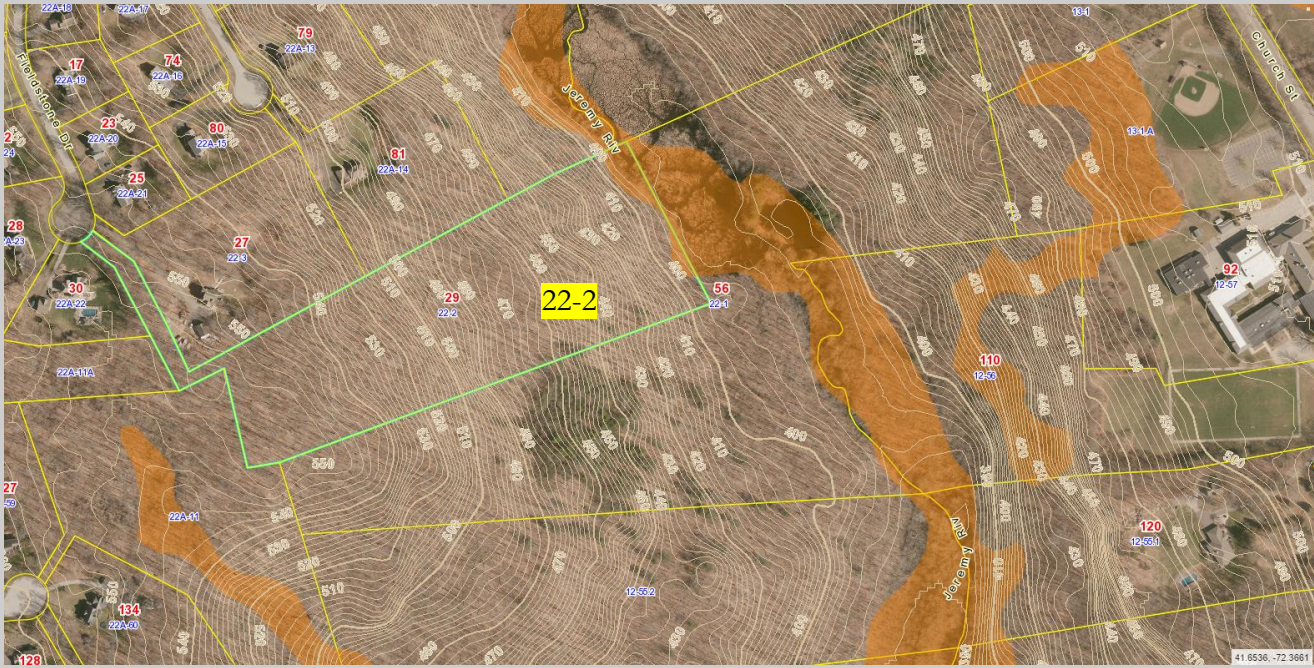
Municipal Complex Land Search

Vacant Land Map #178

(29 Fieldstone Drive; Parcel 22-2)

13.60 Acres

- Borders the Jeremy River
- Access is limited to local neighborhood cul-de-sac and roads at the back end of a residential development
- Roadways are insufficient to handle the types of vehicles and volume of traffic the site will require



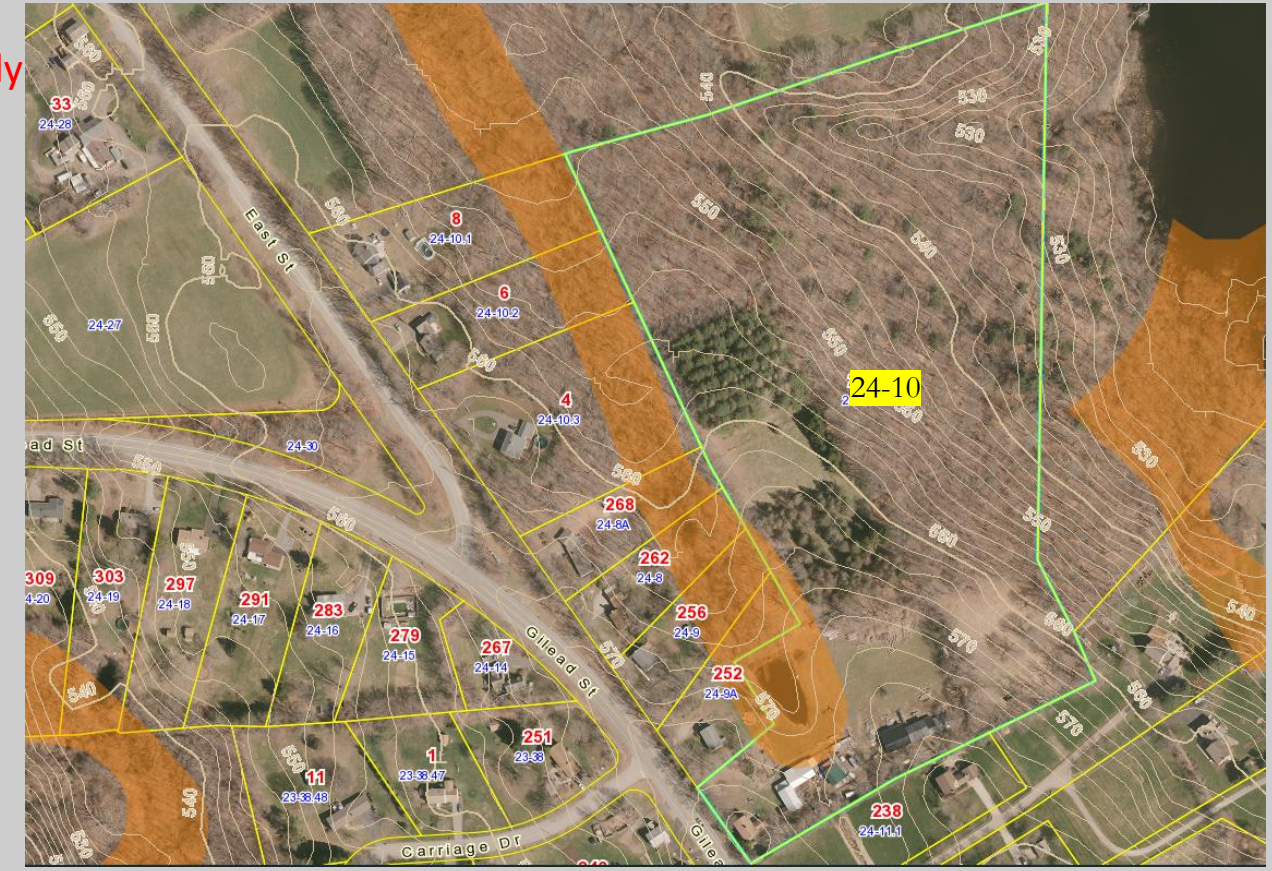
Municipal Complex Land Search

Vacant Land Map #194

(246 Gilead St; Parcel 24-10)

22.50 Acres

- Currently there is a single-family house located on the property and that would preclude any consideration of using the land
- Entire frontage is taken up by a 1700 historic house
- Major portion located directly behind single family homes therefore incompatible with surrounding properties



Municipal Complex Land Search

Vacant Land Map #198

48.70 Acres

(East St; Parcel 24-7)

- 150’ to 180’ Wide Wetlands Area that presents a serious obstacle to access the overall site
- The National Wetland Inventory shows a second wetland crossing needed to access the usable portion of the property.
- Far from the Center of Town



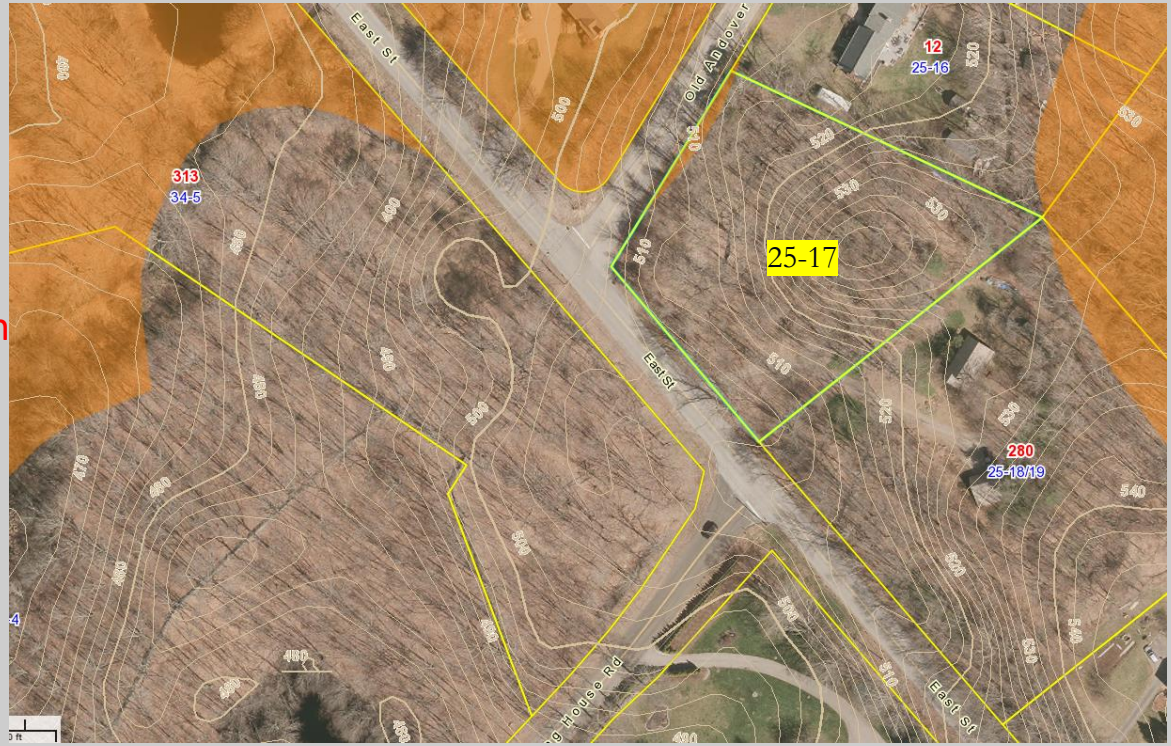
Municipal Complex Land Search

Vacant Land Map #199

(East St; Parcel 25-17)

1.30 Acres

- Too small to support the requirements of any of the municipal facilities
- High development costs. Parcel elevation changes are steep and would require cuts and fills along with material brought in to accomplish acceptable grades.
- Very close to residential neighbors.
- No ability to buffer operations



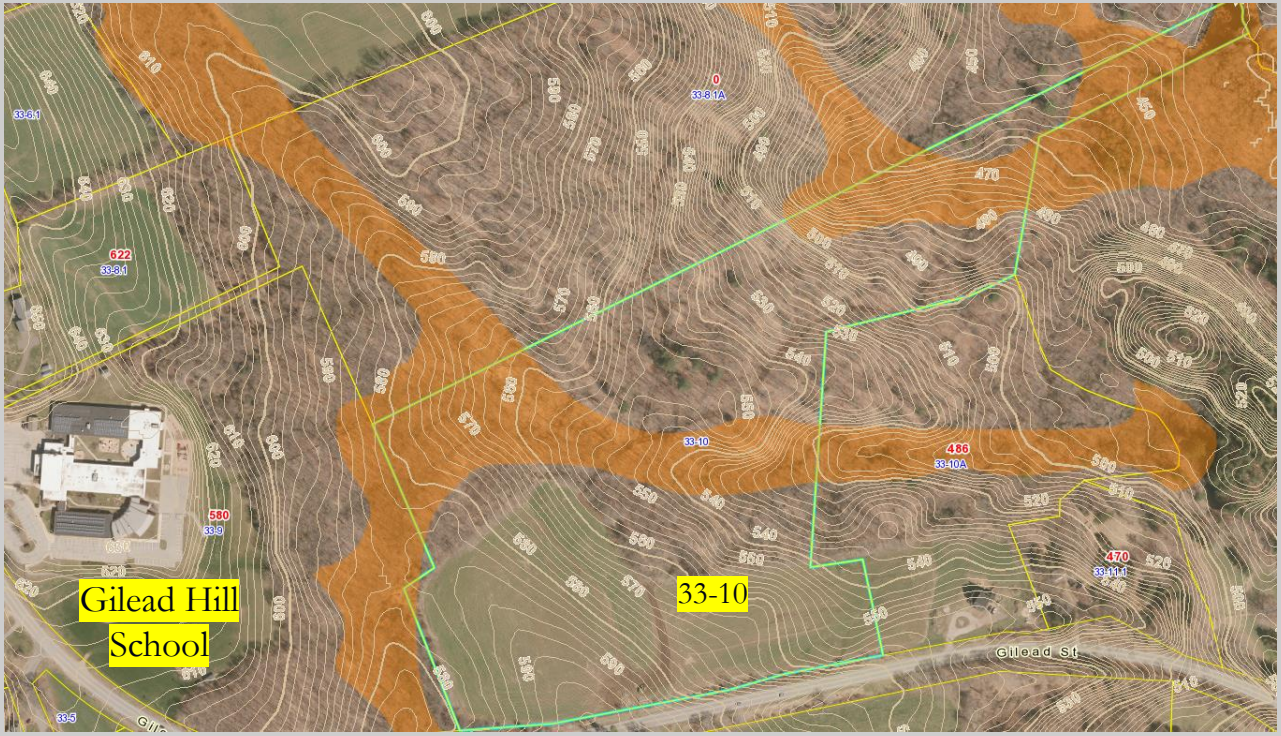
Municipal Complex Land Search

Vacant Land Map #237

(Gilead St; Parcel 33-10)

39.00 Acres

- About 15 acres of parcel is segregated to the rear of a broad (170 ft wide) wetlands
- Best part of the property to develop is adjacent to Gilead Hill School property and to close to Gilead St
- No ability to buffer operations from School



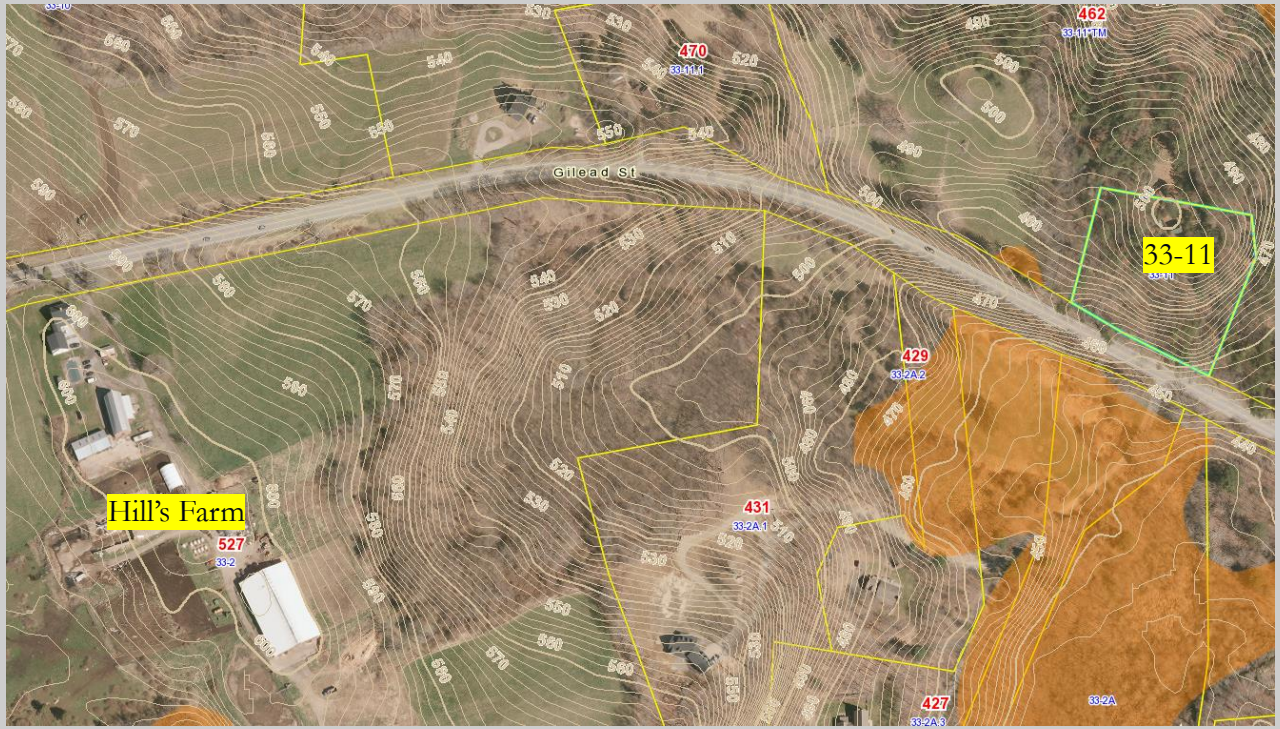
Municipal Complex Land Search

Vacant Land Map #238

(462 Gilead St; Parcel 33-11)

2.30 Acres

- Too Small
- Surrounded by Conservation Land
- there is a steep slope along the frontage to Gilead Street.



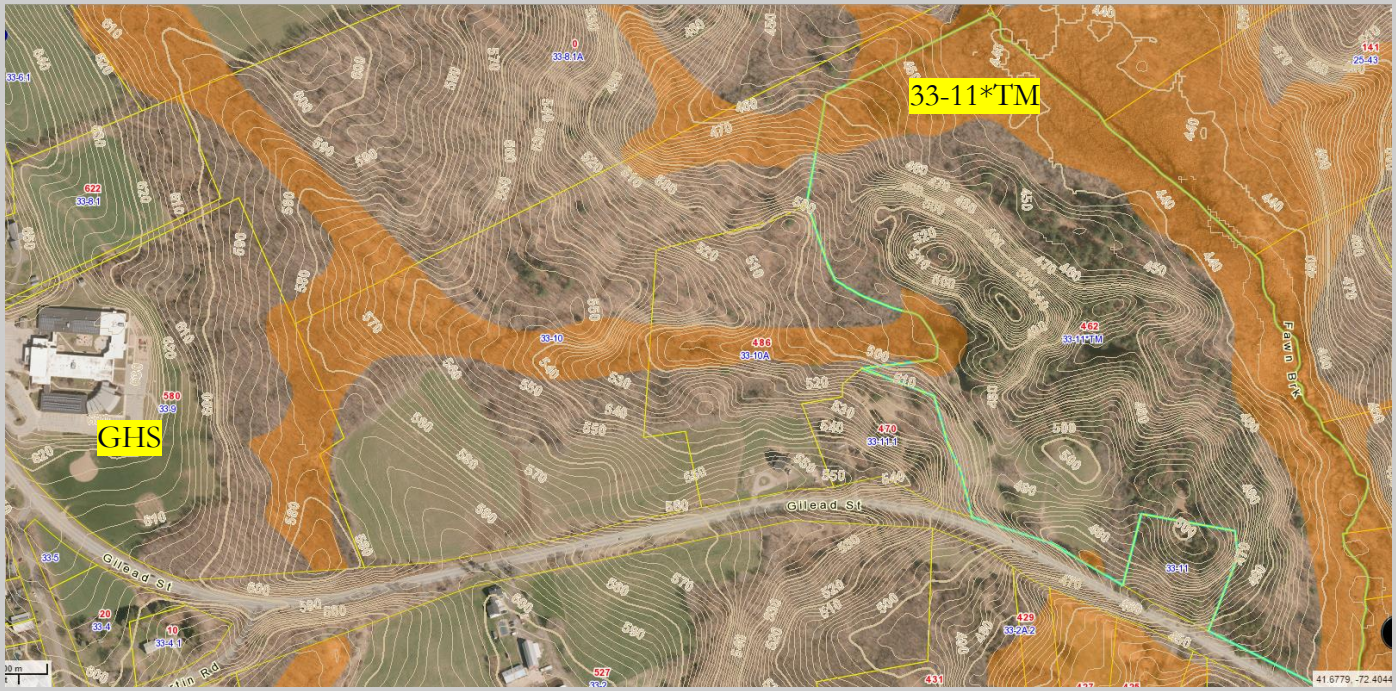
Municipal Complex Land Search

Vacant Land Map #239

(462 Gilead St; Parcel 33-11*TM)

49.20 Acres

- Extreme Topography
- George Milne property. Protected by a permanent Conservation Easement owned by the Connecticut Forest and Park Association (CFPA).



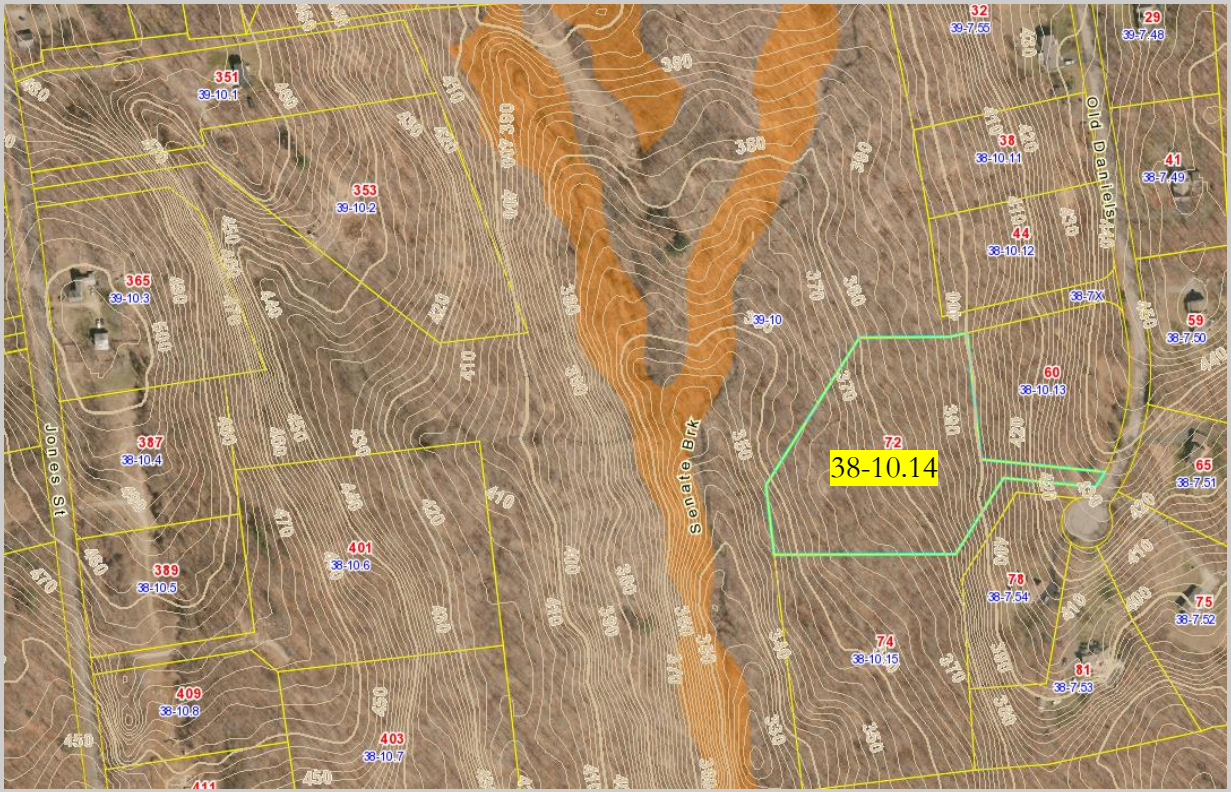
Municipal Complex Land Search

Vacant Land Map #299

(72 Old Daniels Rd; Parcel 38-10.14)

5.19 Acres

- Insufficient acreage
- Access is limited to a steep 40 ft wide drive
- Egress is limited to local neighborhood roads with at the rear of a residential development
- Roadways are insufficient to handle the types of vehicles and volume of traffic the site will require
- Located south of existing facility almost on the Colchester border



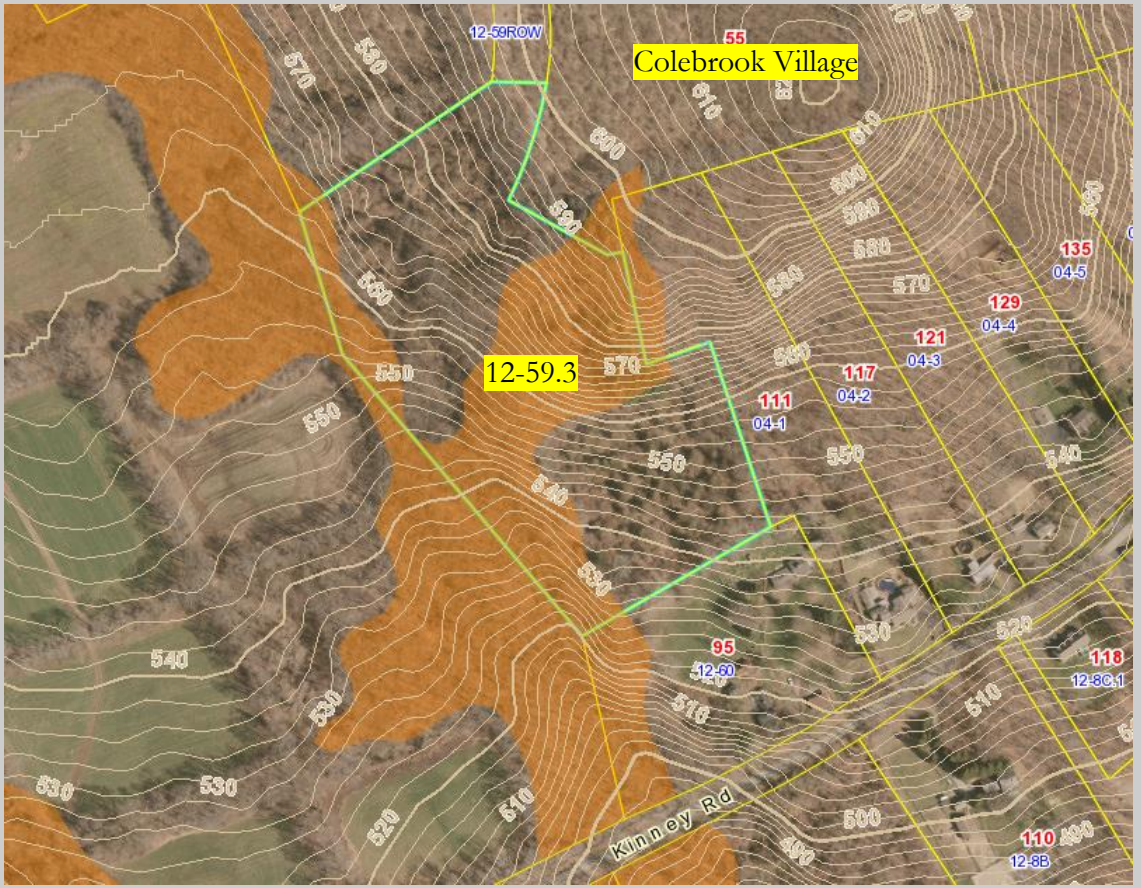
Municipal Complex Land Search

Vacant Land Map N/A

(John E Horton Blvd; Parcel 12-59.3)

9.48 Acres

- Restricted due to too many topographical changes and wetland constraints
- Close to Residential properties on Kinney Rd.
- Approved Master plan shows cluster residential use on this site that can better adapt to the grades.



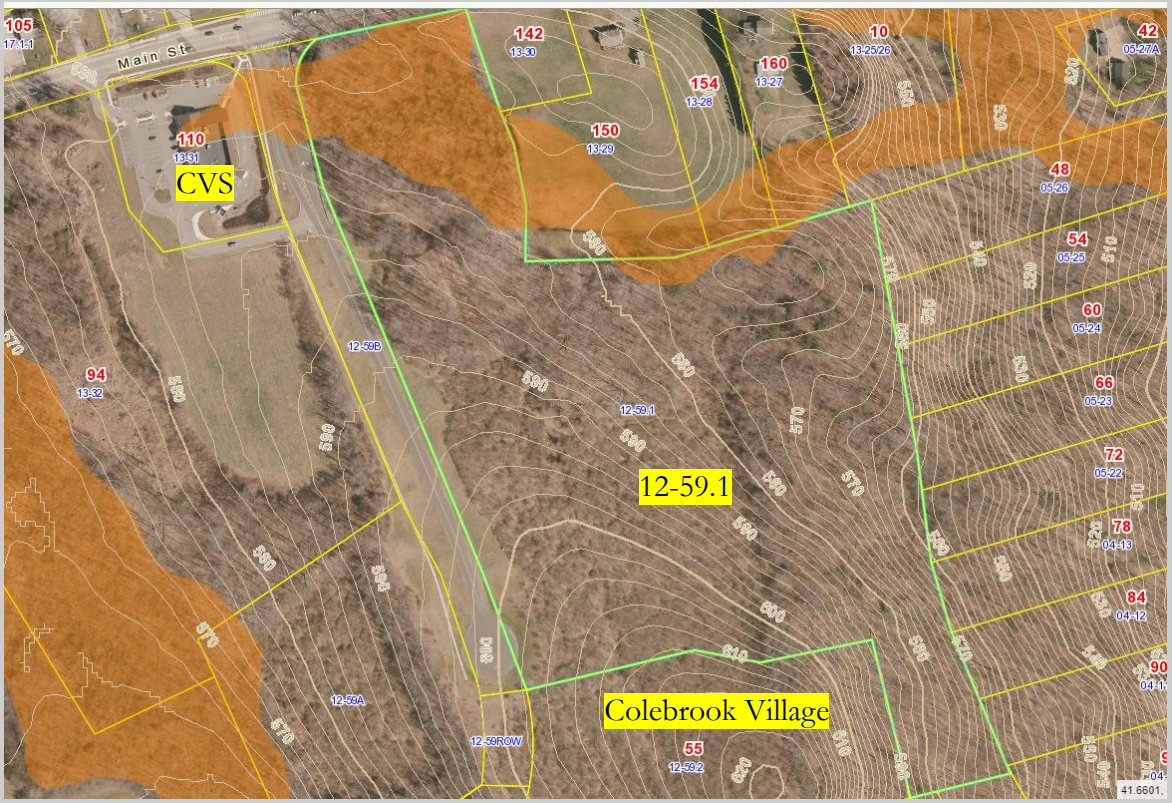
Municipal Complex Land Search

Vacant Land Map N/A

(John E Horton Blvd; Parcel 12-59.1)

25.31 Acres

- This is prime Village Green property next to Main Street
- Planning officials and EDC have long designated this parcel as a prime parcel for future economic development growth
- Not appropriate to remove this for public use.



Municipal Complex Land Search

Vacant Land Map N/A

(344 Gilead St Windcrest Farms; Parcel 24-27A)

15.83 Acres

- Has a residence on parcel
- This is the commercial horse stables
- Parcel is already developed.
- 50% of the parcel is classified as wetlands.



Location Of DPW on the Parcel



Final Items To Remember

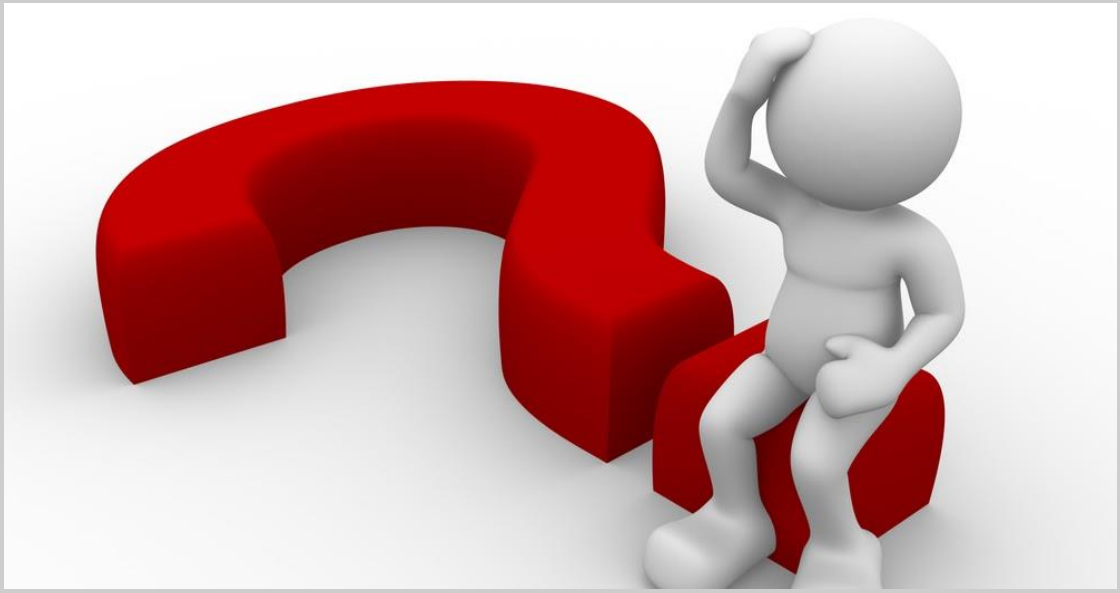
- ✓ The latest Engineering and Construction techniques will be used
- ✓ All Local, State, and Federal regulations will be 100% adhered too
- ✓ Over $1 Million will be spent to protect the environment before any part of the building "Comes Out Of The Ground"

With a GOAL of builing a Facility that:

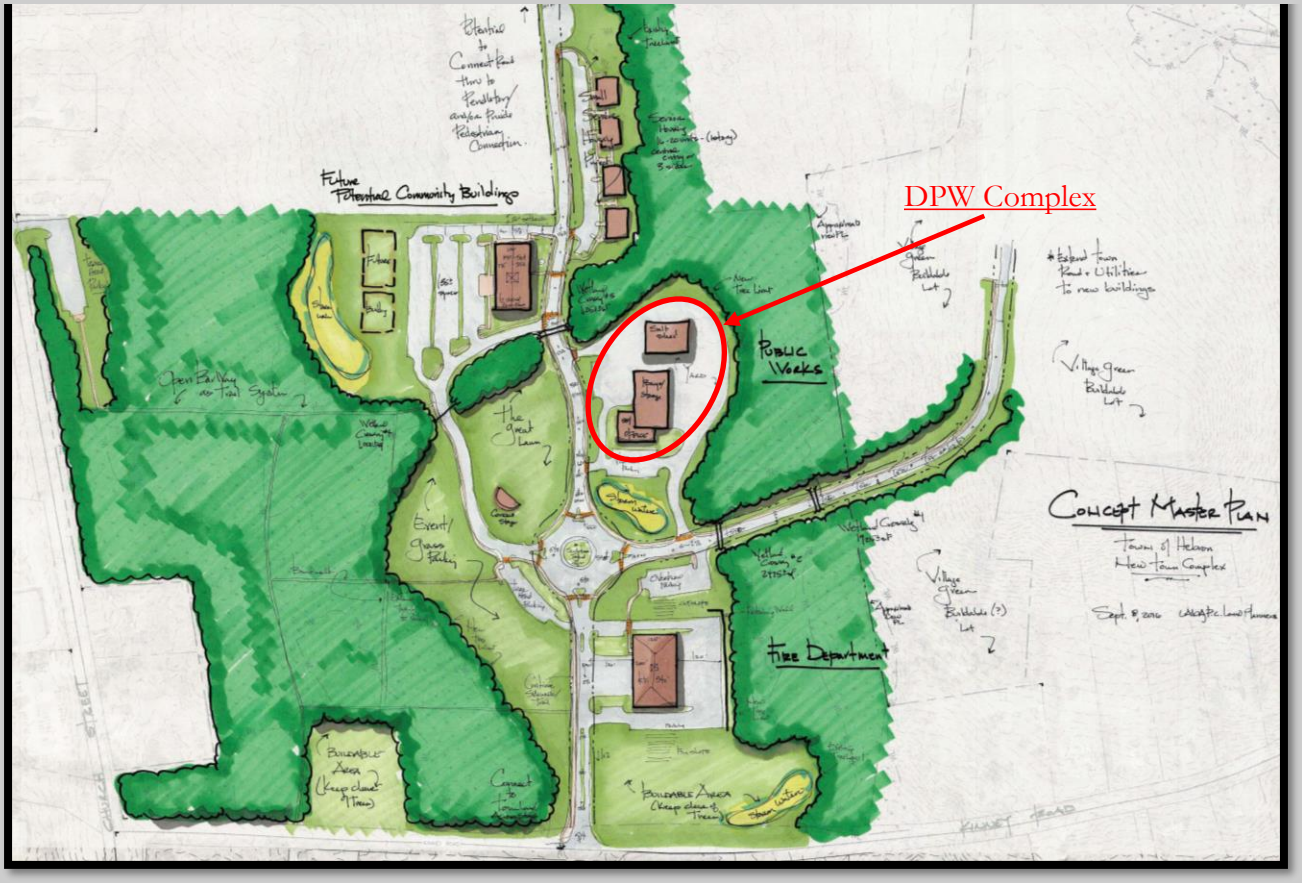
Will Service Hebron For At Least The Next 50 Years
Is Both Energy And Work-Flow Efficient
Is Safe For Our Employees
AND

Protects the ENVIRONMENT

SO WHY IS THE HORTON PROPERTY THE BEST CHOICE FOR BOTH THE DEPARTMENT OF PUBLIC WORKS AND OTHER MUNICIPAL FACILITIES?



Horton Property
Town of Hebron, Connecticut



Presentation Overview

Introduction – Horton Parcel

Consideration for Public Works Facility

- Prior Studies / Determined Needs
- Expansion on Existing Site
- Alternative Sites including Burnt Hill Park

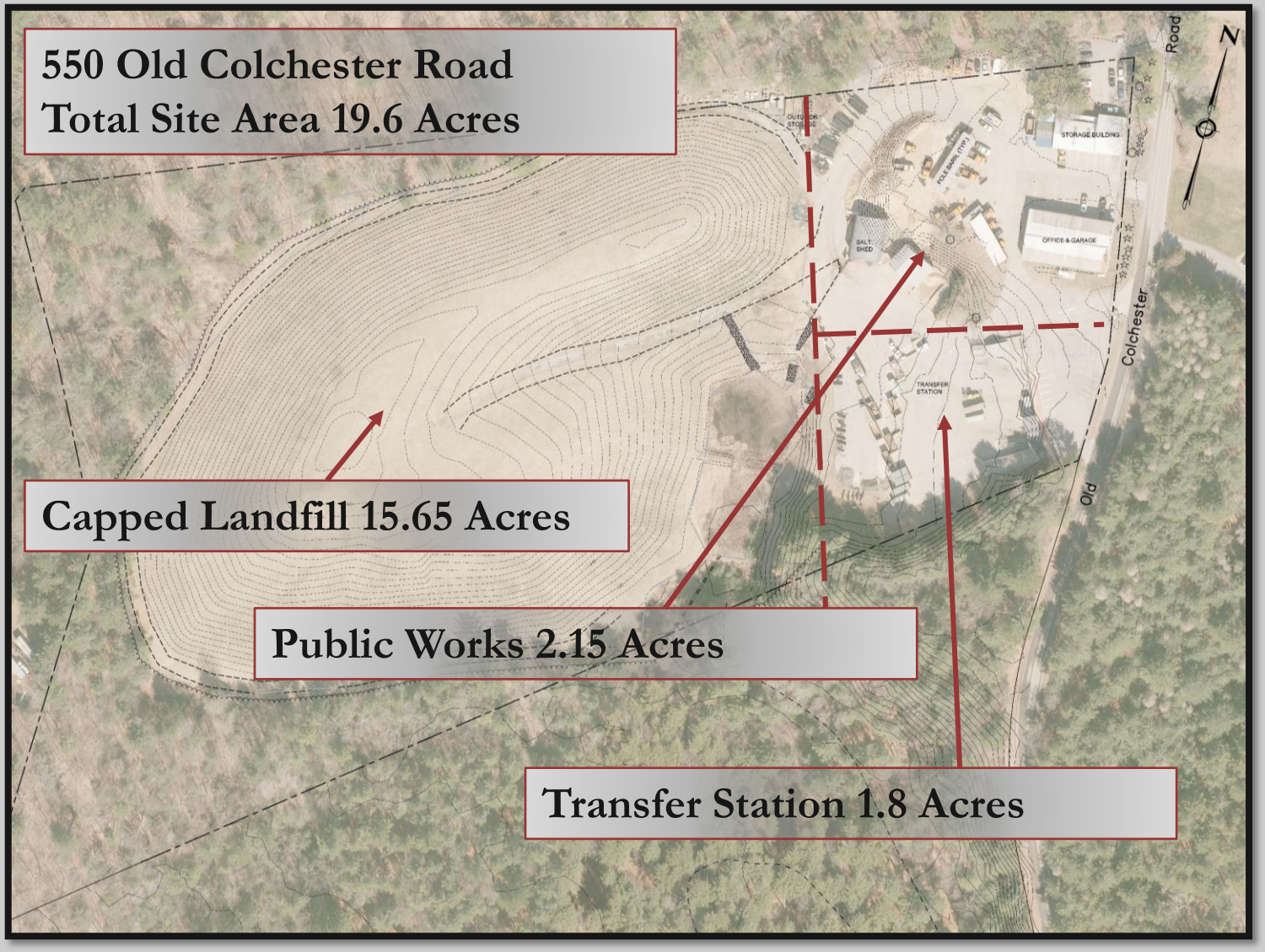
Parcel Characteristics

Consistency with Master Plan

Municipal Complex Master Plan

Phase I - DPW Concept Plan

Existing Public Works Site

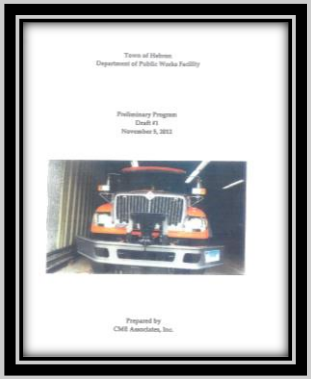


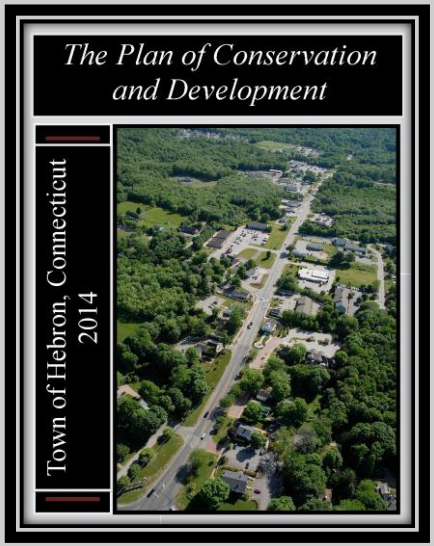
Needs & Program Analysis



The public works facility is in desperate need of additional space and more efficient working conditions. Development of a master plan with phased construction should be the main priority.

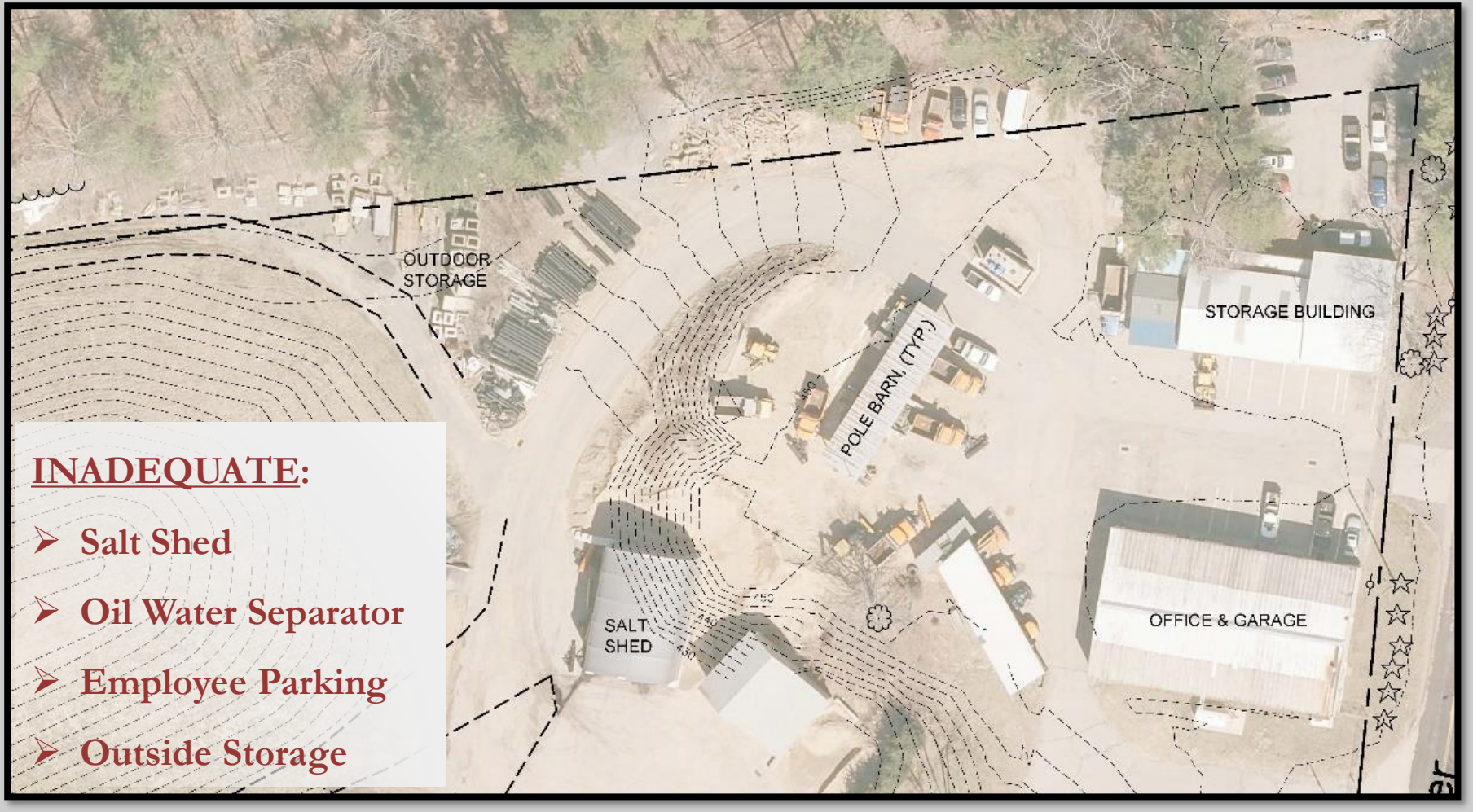
The Public Works facilities are clearly the Town facilities most in need of replacement and upgrading. The Town needs to follow up on the 2010 Facility Study and the 2013 CME study to find a site that satisfies current and future needs for this important Town operation.





An investment in improved and expanded DPW facilities in the town of Hebron will be a cost saving measure in the long term as current investment in equipment will be preserved as the equipment will be properly stored and maintained under optimal conditions.

Existing Site Deficiencies



INADEQUATE:

- Salt Shed
- Oil Water Separator
- Employee Parking
- Outside Storage

Existing Building Deficiencies

Lack of:

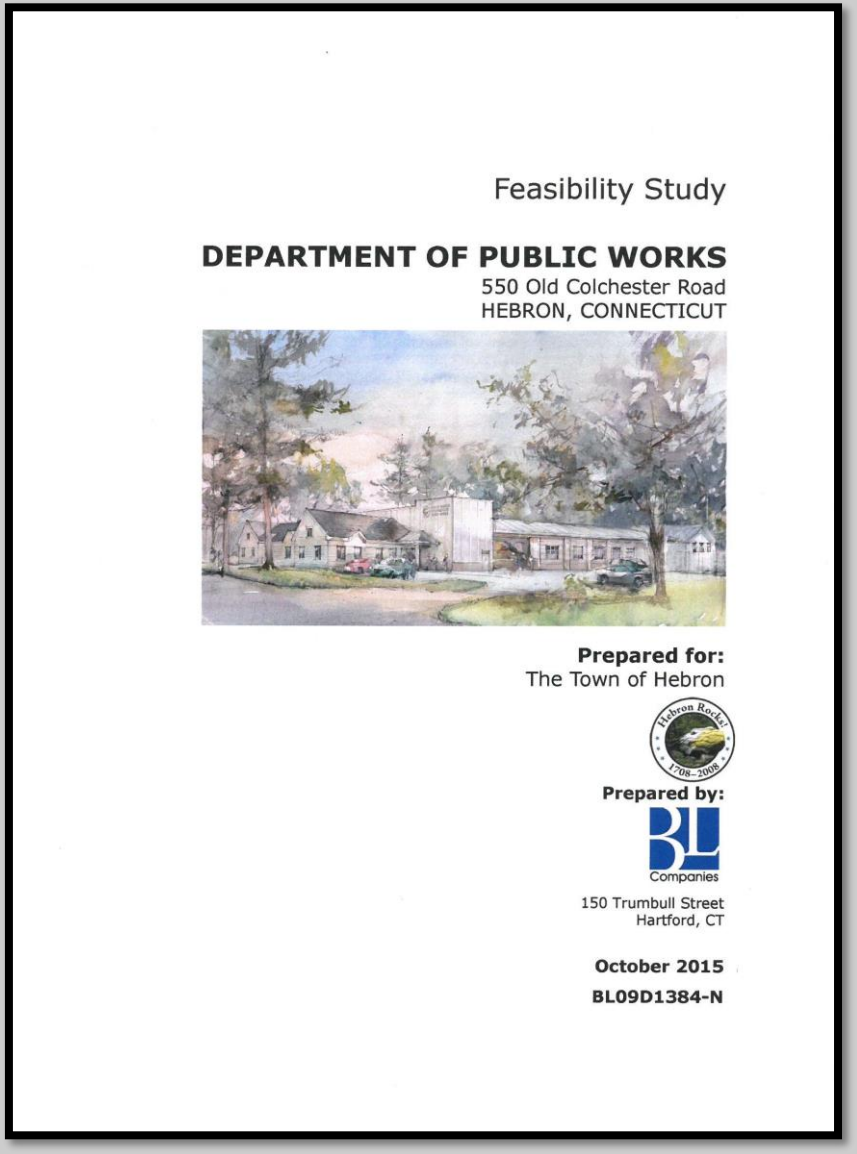
- Indoor Truck Parking
- Wash Bay - DEEP Required
- Office Space
- Storage Space
- Adequate Break & Resting Facility
- Maintenance Bay Lifting Mechanism





Determined Building Needs

- Office Area - 4,400 Square Feet
- Garage Area - 13,400 Square Feet
- Salt Shed - 9,600 Square Feet
- Covered Storage - 4,800 Square Feet



Feasibility Study

DEPARTMENT OF PUBLIC WORKS

550 Old Colchester Road
HEBRON, CONNECTICUT

Prepared for:
The Town of Hebron

Prepared by:

BL Companies

150 Trumbull Street
Hartford, CT

October 2015

BL09D1384-N

Consideration of Existing Parcel

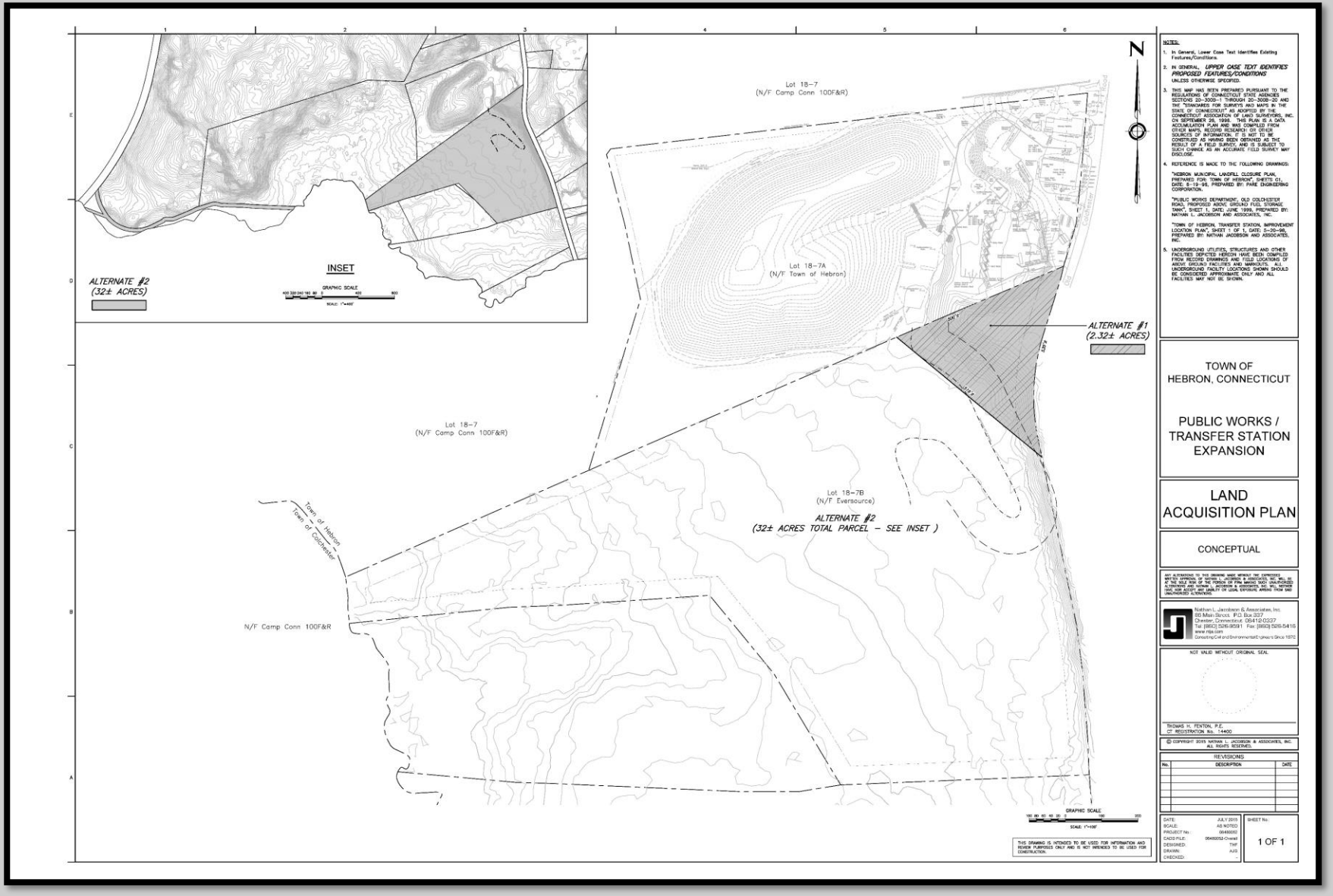
Inadequate area for existing & future needs

Topography / Slopes

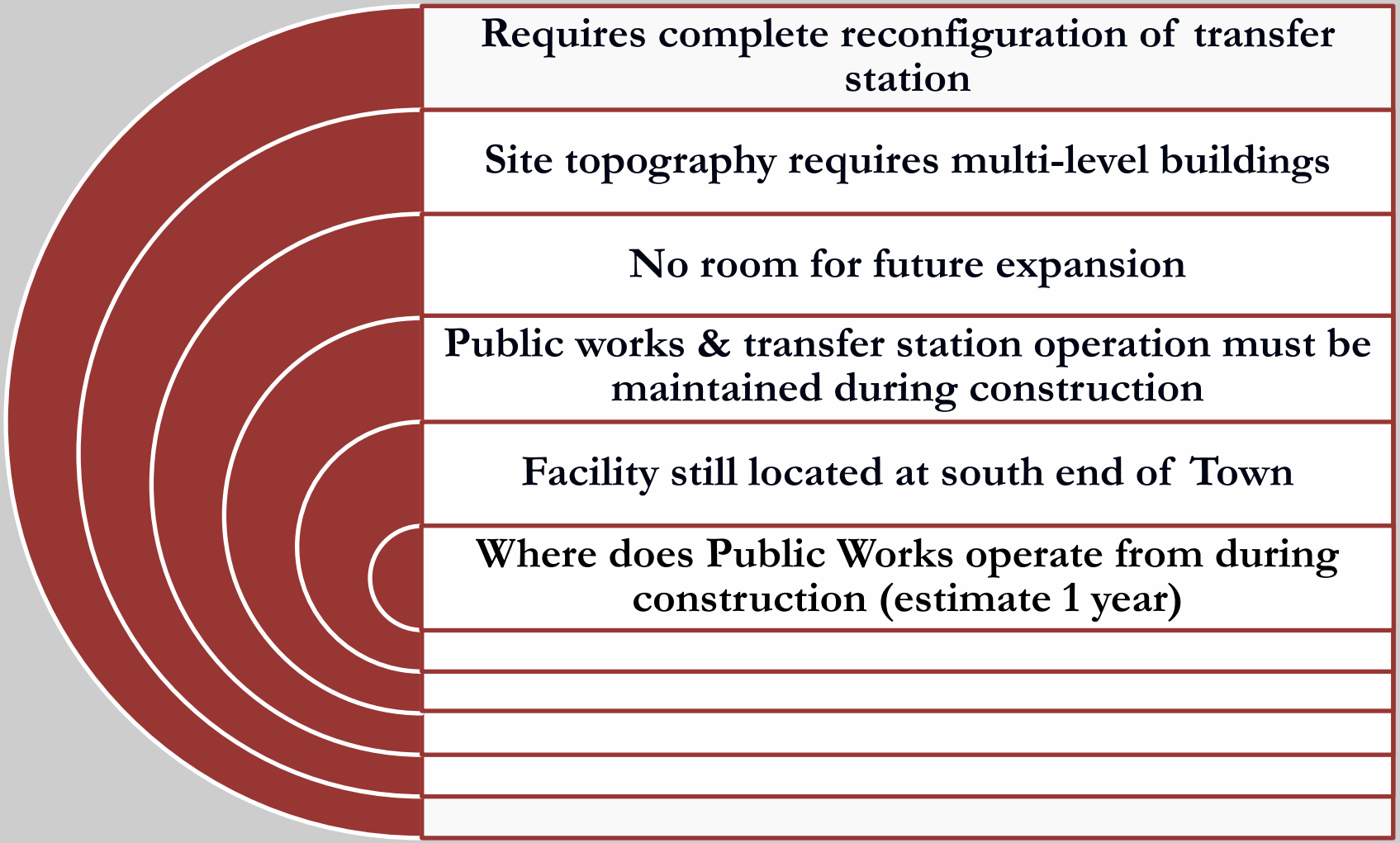
Combined use as transfer station

Conclusion - Existing site cannot support future expansion

Expansion on Existing Site with Land Acquisition



Problems with Reconstruction On Existing Site



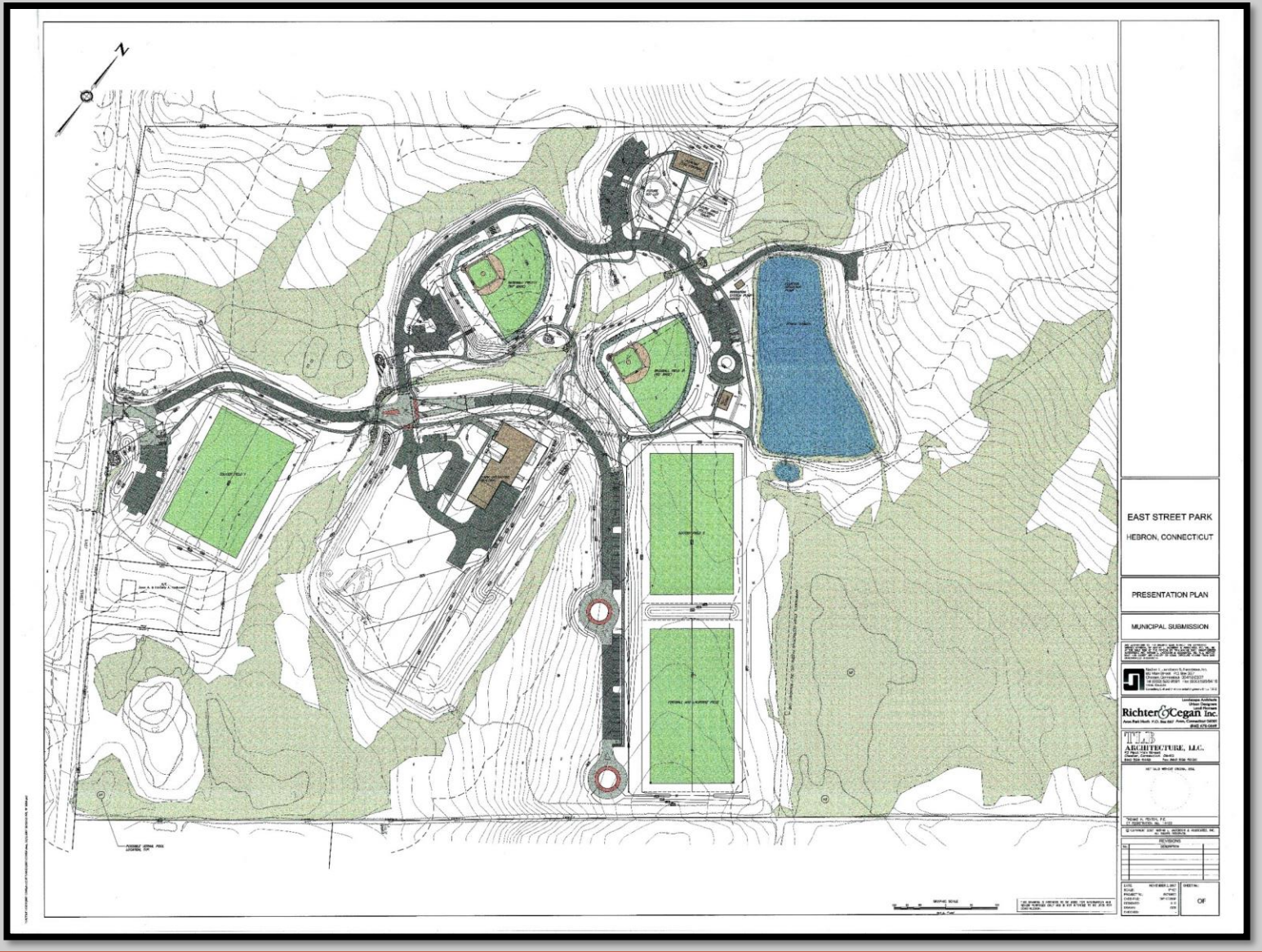
Consideration of New Location

ALTERNATE SITES:	DISQUALIFYING FACTORS:
Ellenberg (Church Street across from Sunnyside) **Bernstein** (Old Colchester Road north of existing site)	• **Site constraints (wetlands, access)** • **Cost of land purchase** • **Acceptance in residential neighborhood**
Burnt Hill Park	• **Lack of adequate space** • **Conflict with park use**

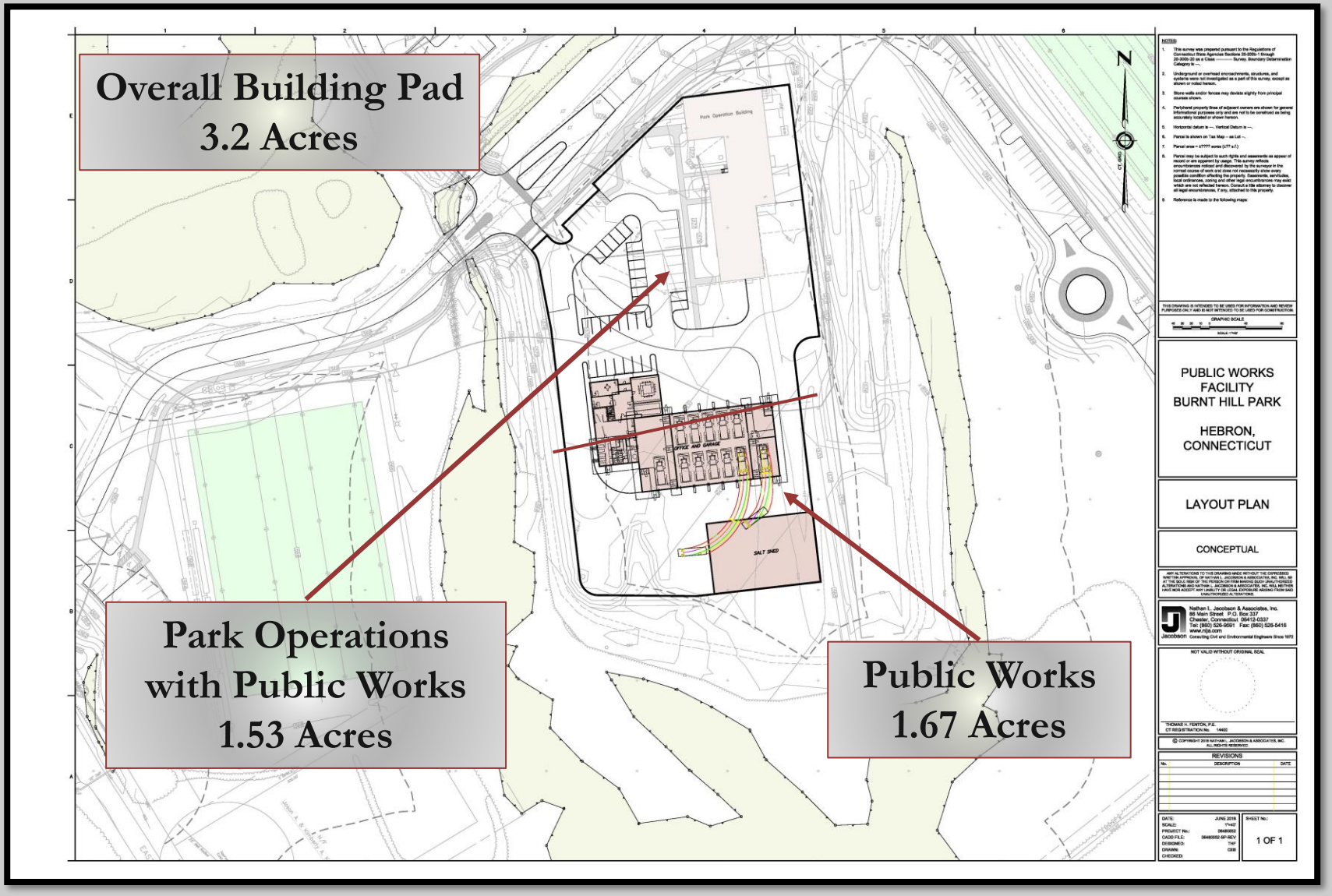
Burnt Hill Park



Burnt Hill Park Overall Plan



Burnt Hill Park with Public Works Building



Site Limitations Burnt Hill Park

- Existing entry road only feasible access point to site
- Only developable area is the park operations pad (old chicken coops)
- Not enough area to support garage/office building & salt shed with adequate truck access
- No space for additional enclosed storage
- No space for outside storage
- Eliminates any park outside storage
- Eliminates approved park overflow event parking

Comparison of Alternate Sites

Land Area Dedicated to Public Work Operations



Existing Condition at Old Colchester Site

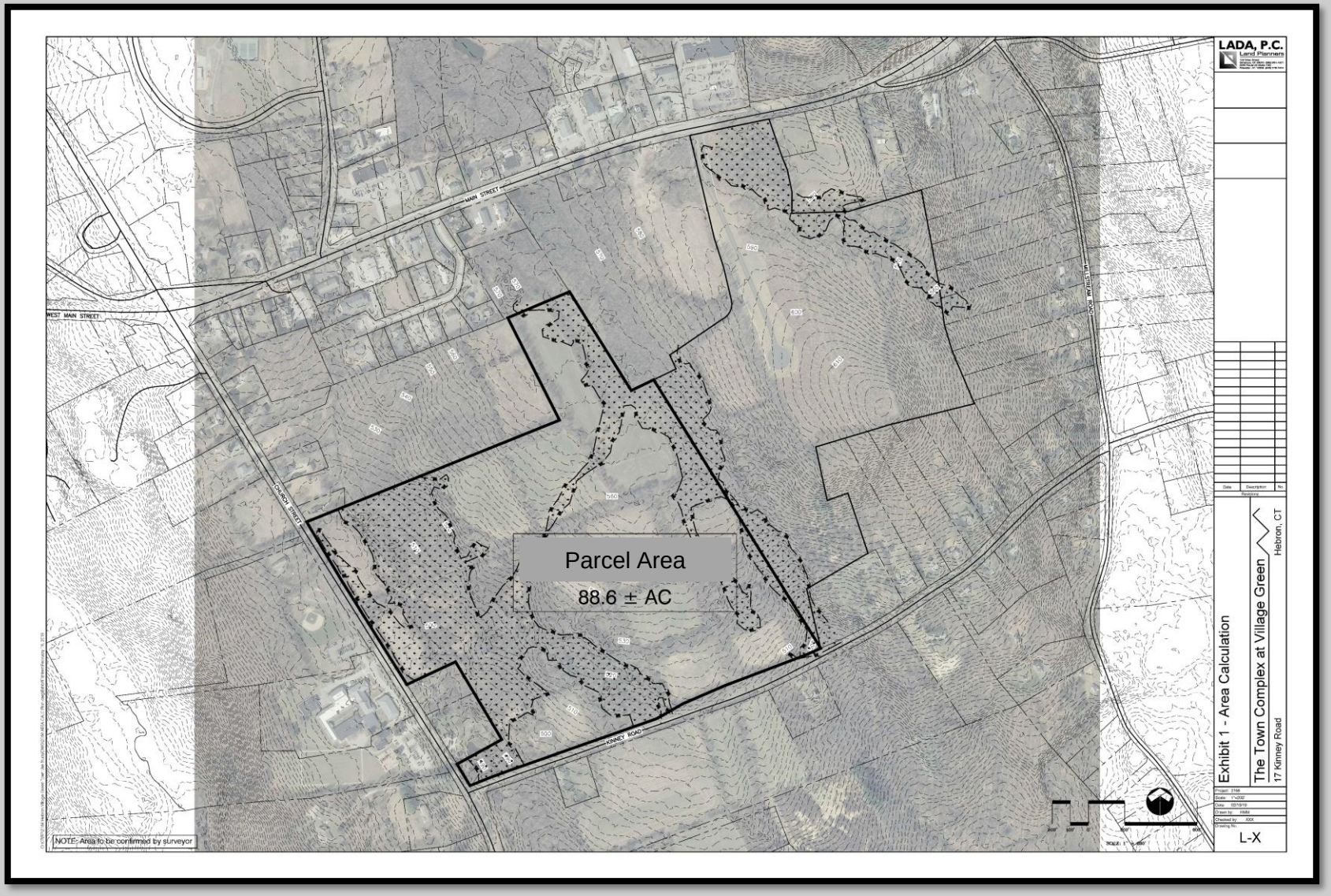
2.15 Acres



Burnt Hill Park

1.67 Acres

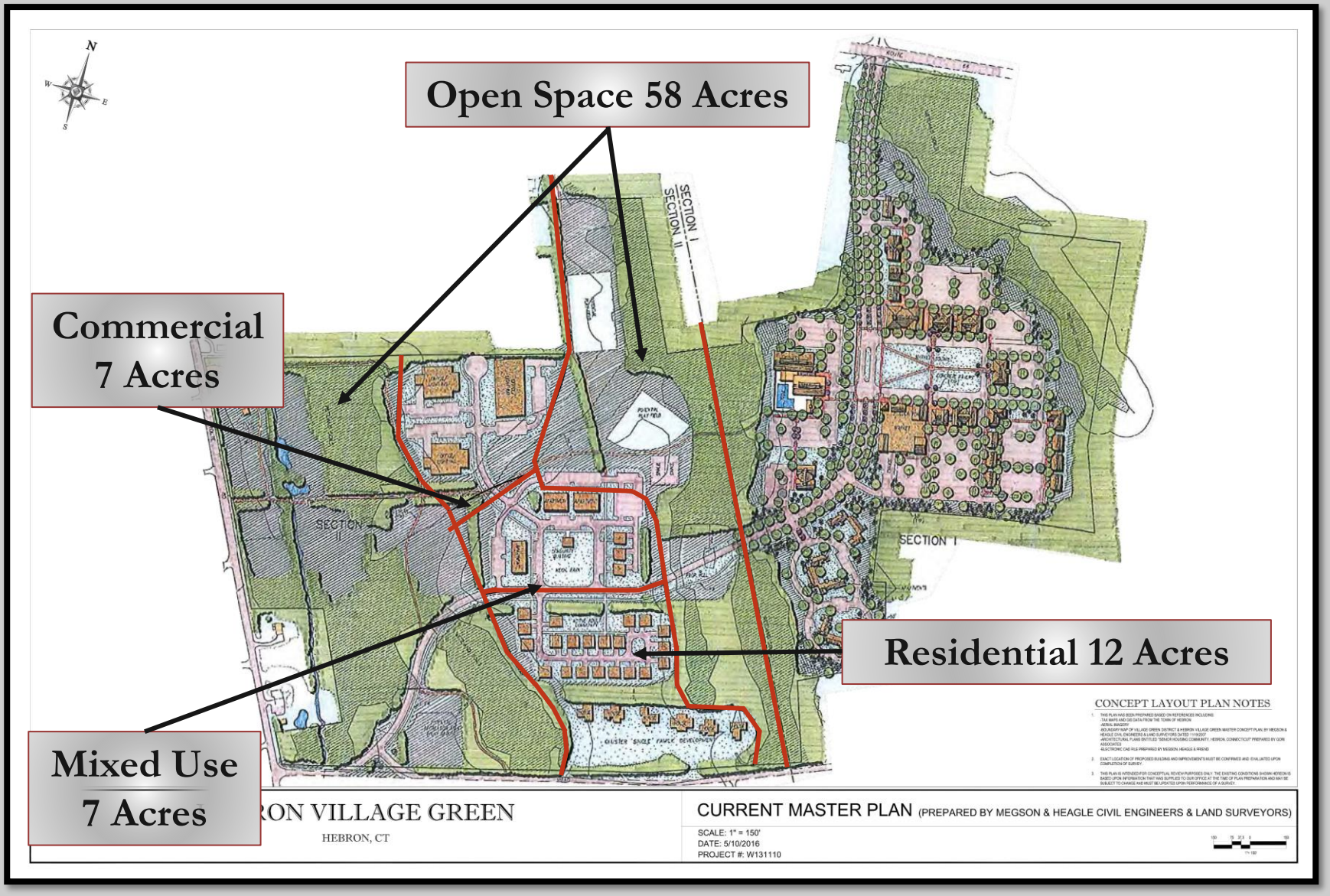
Town Complex at Village Green



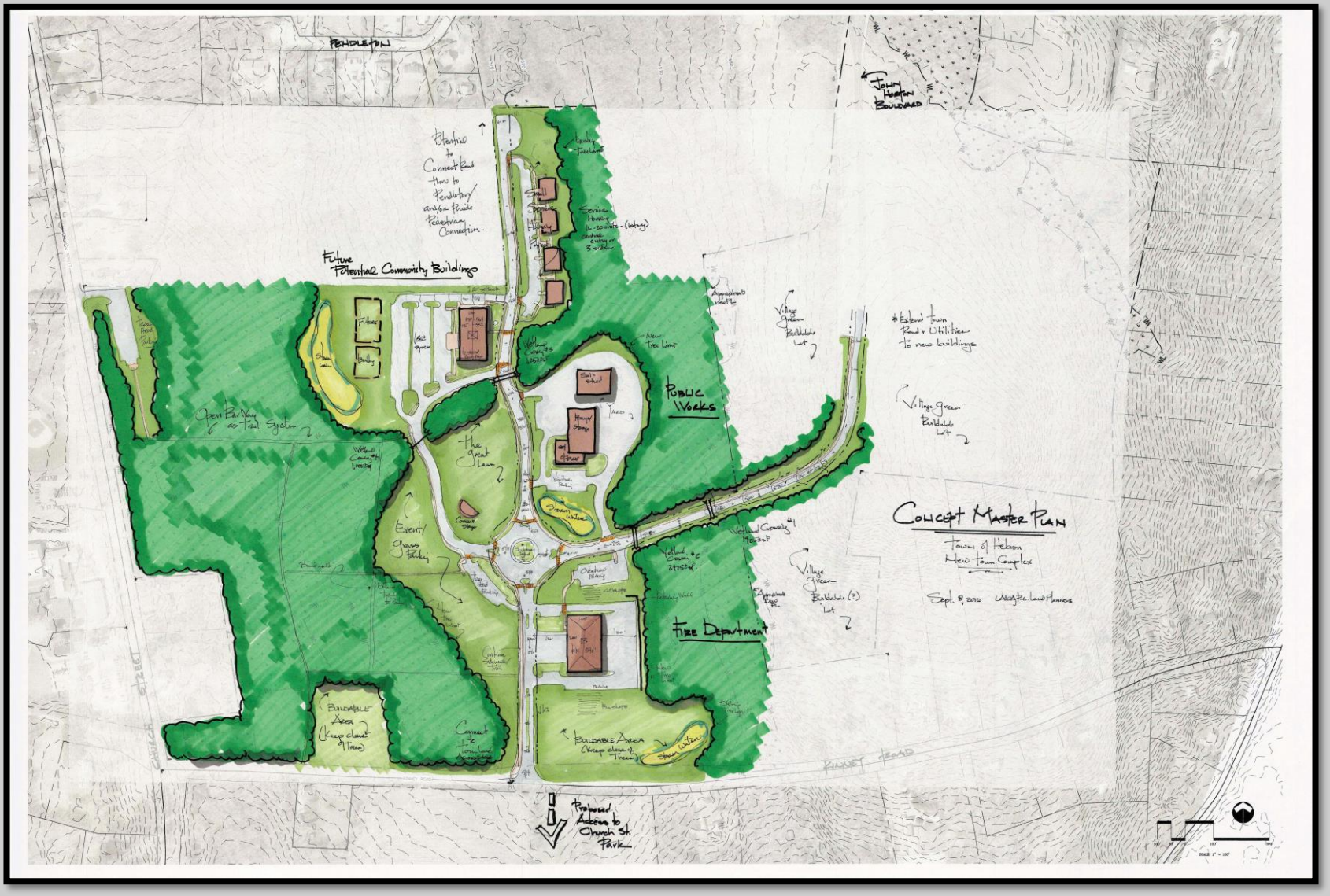
Site Analysis



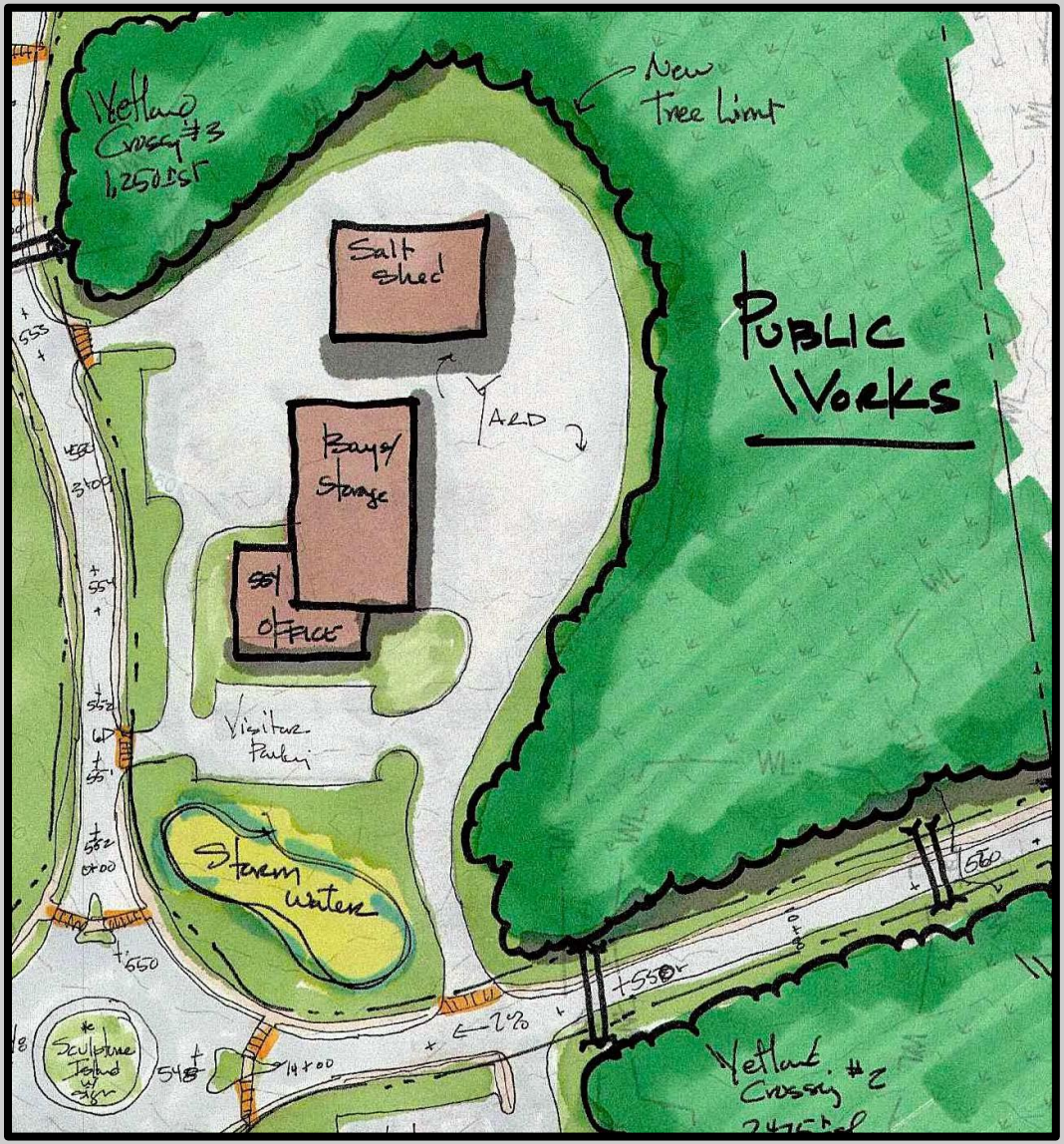
Hebron Village Green Master Plan



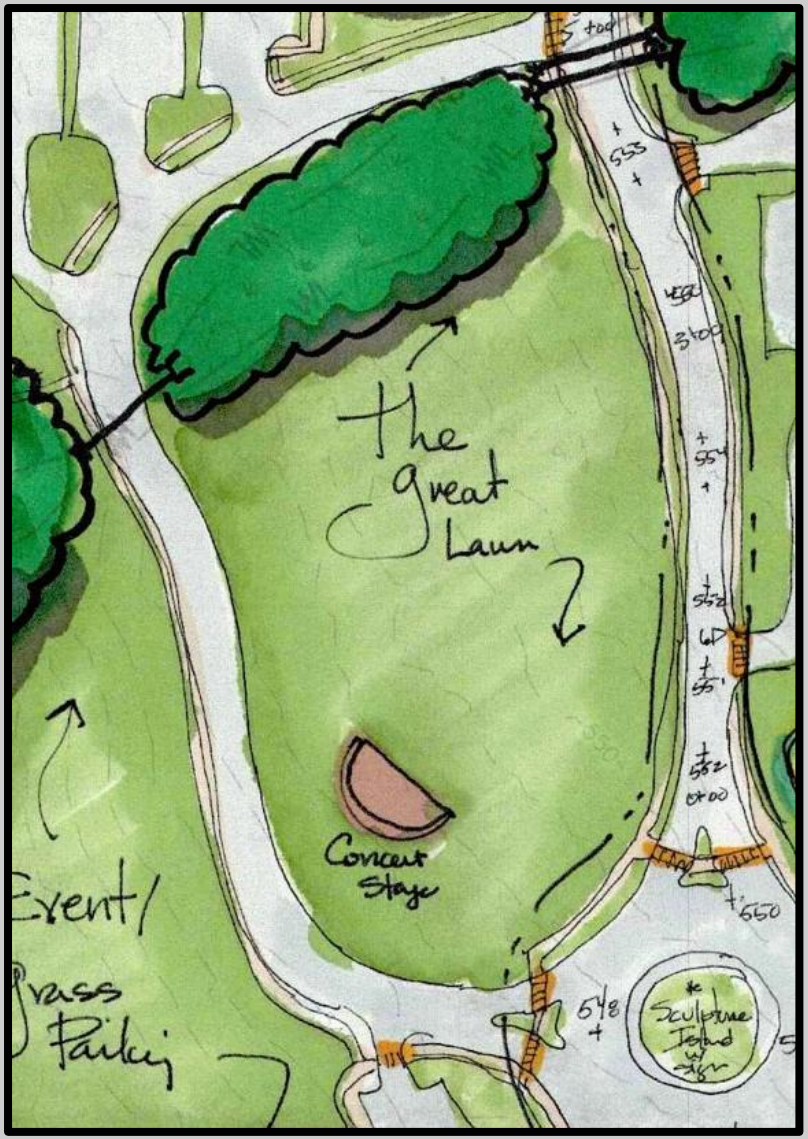
Horton Property Master Plan



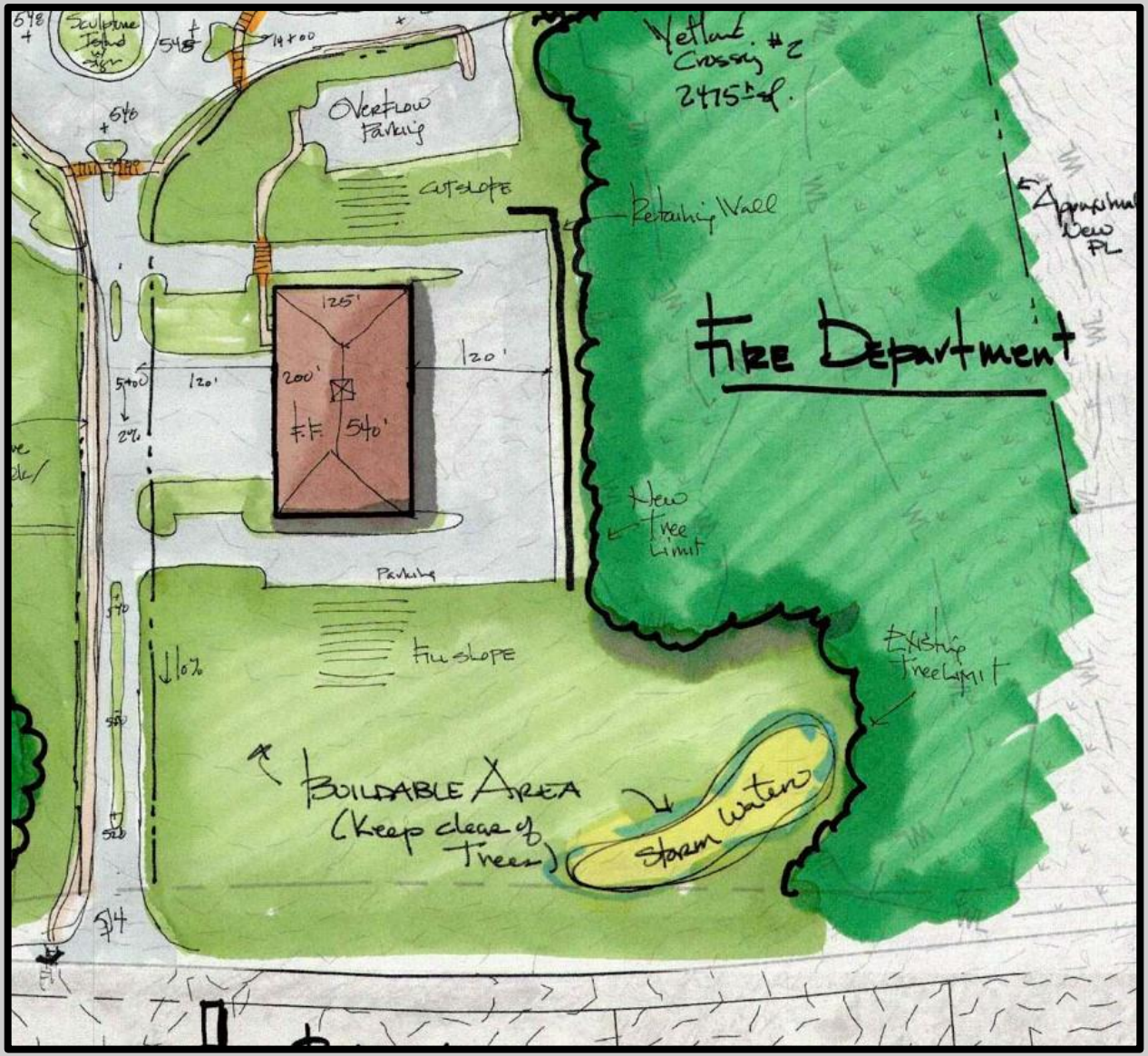
Potential Future Department of Public Works Site



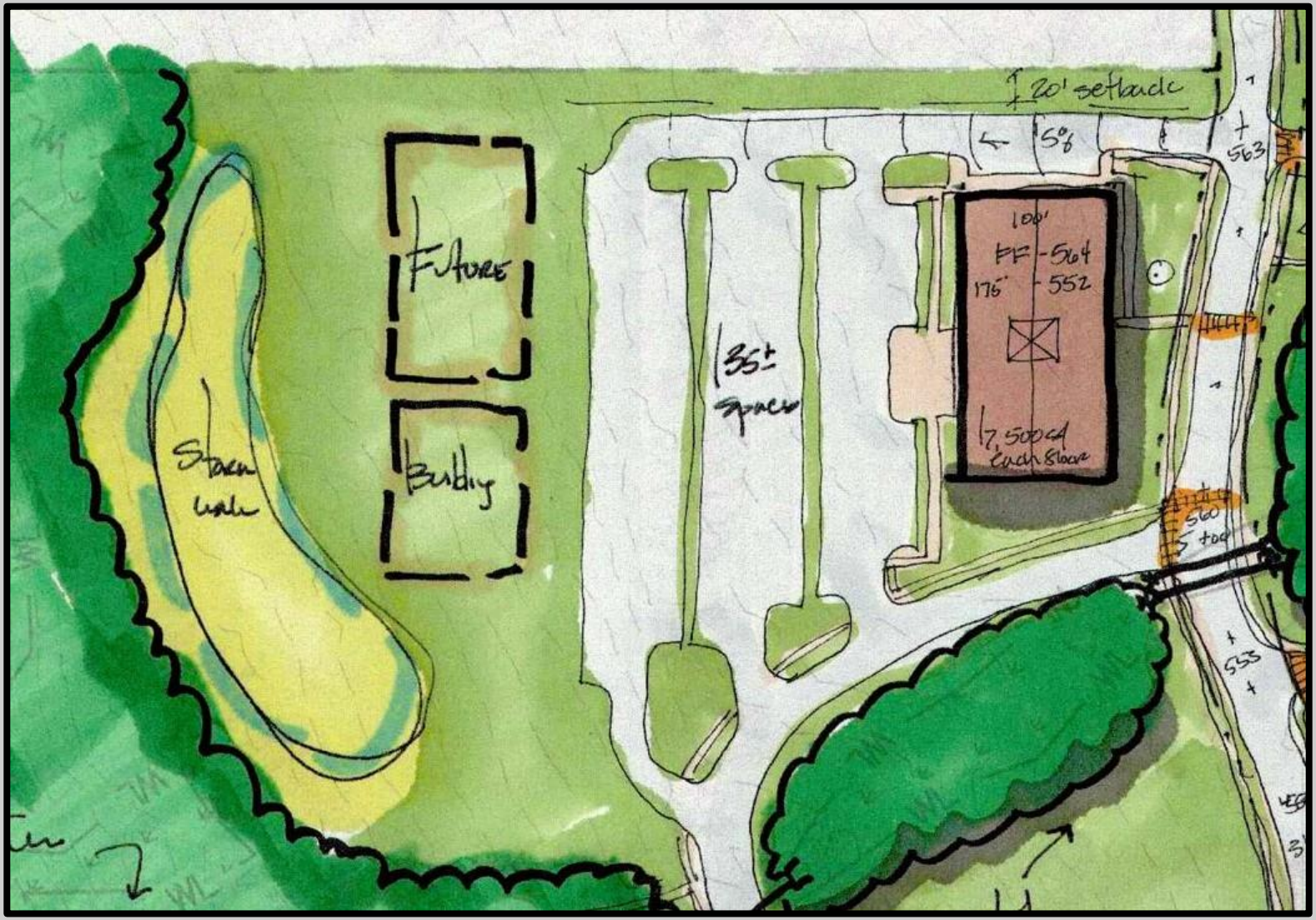
A Location for Larger Community Events



Potential Future Fire Department Site



Site for Potential Future Community Buildings



Phase I Plan Public Works Complex



- Garage, office, salt shed & storage building
- Parking & access drive
- Utility connections from John Horton Boulevard
- Green Space / Great Lawn



Benefits for Public Works Facility

- Central location
- Construction does not impact existing public works operations
- Adequate land area for public works facility
- Favorable site with respect to environmental impacts

Additional Benefits

- Creates a long-term vision
- Provides Town Center Green Space
- Allows for future municipal complex
- Supports economic development

Environmental Review

- **Local Regulatory:**
  - 100-foot upland control area subject to review by Inland Wetlands and Watercourses Commission
  - 50' conservation easement in place in the area of the PWD facility
  - Additional conservation easements may be required by PZC
- **Environmental Screenings:**
  - Natural Diversity Database (NDDB) for endangered, threatened, and special concern species and significant natural communities in Connecticut
  - State Historic Preservation Office (SHPO)
- **Environmental Permits:**
  - CTDEEP Industrial Stormwater Permit
  - CTDEEP Vehicle Maintenance Permit
  - CTDEEP Construction General Permit for Stormwater Discharges from Construction Activities
  - EPA Spill Prevention Control and Countermeasures (SPCC) possible depending on the amount of above ground fuel storage and distance to watercourses
- **Municipal Approvals:**
  - Inland Wetlands and Watercourses Commission
  - Planning & Zoning Commission
  - WPCA (Sanitary Sewer Connection)



Appendix

See File:

Attachments for 8-19-2021 Presentation.PDF

Hebron Public Building Committee



Evaluation, Study and Recommendations
2011-2021
Department of Public Works
Municipal Office Building
Municipal Complex
August 19, 2021

Attachment A

TOWN OF HEBRON
MUNICIPAL FACILITIES STUDY



FINAL DRAFT
JUNE 24, 2010

Executive Summary

The intention of the study was to identify areas that are either code violations or maintenance items and to develop a schedule for corrective action. As we started reviewing the buildings and current work areas, it has become evident that many buildings and departments have outgrown their work area. We could have taken the approach of only making recommendations for the items that need to be corrected and ignore the future needs, but this would be wasting tax payer's money. Our reasoning for this statement is performing maintenance on some of the items may be discarded if the facility is to receive a major renovation or removed out of service.

At the onset of the study a departmental questionaire was sent to each and every department asking many questions on how they operate the department and the pros and cons. The completed questionnaires are provided in the Appendix that should be used for the planning of future renovations and additions.

The information in this study is based on the review of construction documents when available, field inspections and consultation with the staff. All deficiencies and violations noted in the document are based on the 2005 State Building Code with 2009 supplement and the 2005 CT State Fire Safety Code with 2009 supplement.

The Town of Hebron serves a population of approximately 9,000 residents over a area of 37 square miles. The facilities that are in the most need were constructed in the 1980's when the population was in the neighborhood of 6,000 residents. With the increase in the population comes an increase of town staff, new roads and more construction. The facilities have not kept up with this trend so a lot of inefficienies have resulted in the day to day operations.

The Town will have to make hard decisions over the course of the next few years. Many of the facilities do not comply with the Americans with Disabilities Act, which is a federal regulation along with many being over crowded and/or at the end of their useful life.

1.0 MUNICIPAL OFFICES

1.1 Town Office Building (15 Gilead Street)



Physical Characteristics

Present Use Group:	B – Business
Construction Type:	VB
Area:	8,264 SF±
Year Built:	1963, 1982, 2009

History

The original town office building fronts Gilead Street and was constructed in 1963. In 1982 the building was more than doubled in size by construction of a 36 ft by 54 ft 2-story addition.

The building is of wood frame construction with a brick veneer. In 2009 a small addition which includes an elevator was completed to address some accessibility issues within the building.

Description of Use

The facility is currently used for the day-to-day activities of various town departments. The departments housed in this facility are; Town Clerk, Judge of Probate, Parks & Recreation, Finance, Town Manager, Tax Collector, Assessor, Registrar of Voters.

Parks & Recreation is in the process of obtaining approvals to relocate their office and staff to the Burnt Hill Park facility. This move would free-up much needed space within the building. The Judge of Probate office is also scheduled to be relocated to another municipality as a result of regionalizing services. This will also provide additional needed space for other departments. The current Parks & Recreation office and Judge of Probate are adjacent to each other on the upper level of the original building. Once the offices are vacated our recommendation would be to relocate the Finance Department into this area. Their current office space is very cramped and in public view. The relocation would allow more privacy to the department and restrict access into the office area. The recommendation would be to locate the Finance Director in the current Probate office and the staff would occupy the remainder of the space. The former Finance Director's office then could be used for a meeting room. The office space that was occupied by the Finance Department staff could then be used by Registrar of Voters. This would place them much closer to the Town Clerk and also provide much more space for the staff and public. The former Registrar of Voters space on the lower level could either be used for storage or an office for the Building Maintenace.

Architectural / Structural

The building is of load bearing wood framed construction with a masonry veneer. The roof is comprised of wood trusses with plywood and asphalt shingles.

In 2009 an elevator was installed to address accessibility between the first and second floor of the building. As part of this project door hardware is being replaced.

The facility has is not in compliance with federal ADA accessibility issues in each department. Some of the issues on accessibility are counter heights, maneuvering space between the counter and wall, and maneuvering space within the employee work area. It is not feasible to renovate the current office spaces for accessibility without compromising current workspaces that are already severely undersized.

Approximately a third of the roof shingles were replaced in 2009 due to deterioration. This replacement was necessary as part of the elevator addition. The remainder of the roof shingles are scheduled for replacement in the 2010/2011 fiscal year.

The attic area has both fiberglass batt insulation and blown insulation. The blown insulation is disturbed in many areas allowing heat and conditioned air to escape the building. The blown insulation should be evenly distributed and the installation of R-19 un-faced fiberglass insulation over the entire attic area. This method would help prevent the blown insulation from being disturbed and will also increase the energy efficiency of the building resulting in lower utility costs.

The interior stairway was originally construction as part of the 1982 addition. The stair is used on a daily basis by both staff and the public that visit the building. The stair treads have an aluminum nosing and have become worn and are in need of replacement. When this nosing gets wets it becomes slippery. The replacement of the aluminum nosings and finishes is recommended to eliminate this slippery condition.

The doors to the stairway do not have a self-latching mechanism. Fire rated doors are required to be self-closing and self-latching by both the State Building code and State Fire Code. In addition we did not observe any labels, as required, on the doors. The door frames have a label indicating that they are fire rated. The original plans required a 2-hour fire rated wall construction around the stair.

The boiler room walls have been compromised in several areas over the years by running new plumbing and electrical lines. This room was originally designed to be a fire rated room. The penetrations through the masonry wall will need to be evaluated further and the appropriate firestopping system installed in order to maintain the original fire rated wall construction.

The 1982 addition incorporated a passive wall panel system to capture the warmth from the southern exposure. This system has long been abandoned. The current glazing is still present as seen in the photo to the right. Over time the seals on the glazing have failed and the vents that lead into the building have been sealed off. Also several of the panels have been vandalized. The panels should be removed and the openings in-filled.





It has been observed when it is raining, water from the roof overflows the gutter and is creating a trough on the ground along the building. This is caused by debris in the gutters and downspouts being clogged. The debris is mainly caused by leaves from the trees to the West. To prevent further ground erosion, maintenance costs and to extend the life of the roof, gutter guards should be installed. This will allow debris to fall off of the roof and reduce the maintenance cost associated with cleaning the gutters and repairing the ground.

The concrete foundation wall on the original building has been repaired over the years. The outside corners of the foundation have spalling concrete and the chimney has separated from the building. The cause of the cracking is not known and this condition should be monitored to determine if is still moving or the separation was a result of ground settlement.

Vaults

The building has a concrete and masonry construction vault that are stacked one on top of each other. The state librarian requires municipal vaults to be fire-rated and limits what can penetrate the walls of the vault in order to preserve the records of the town. We have observed several penetrations into the vault that are not firestopped as required for fire-rated walls. The vaults are air conditioned to reduce the amount of humidity within the rooms. This method is in accordance with the state requirements for the storage of municipal records.

The Connecticut State Library has guidelines for vault sizes based on the population of the municipality. The current population for the town is approximately 9,300. The minimum recommended vault size should be not less than 500 square feet. At a population of 10,000 the vault size should not be less than 600 square feet. The current vault used on a daily basis by the Town Clerk and the public is approximately 330 square feet. The current vault is inadequate for the proper storage and preservation of municipal records.

Site

The site in general is in good condition with regular maintenance. The areas of concern are the sidewalks that lead to/from the building entrance that faces Gilead Street. The sidewalks end at the pavement and you must step down. The ends of the sidewalks shall be flared to provide a level transition from the parking lots to the sidewalk. This is also an accessibility issue that will need to be addressed. ADA also requires tactile warnings to be placed at transitions from sidewalks to vehicle traffic areas.

The parking lot on the north side of the building was reconfigured as part of the elevator addition in 2009. The southern side parking lot should be scheduled for replacement in the near future. Several areas of the parking lot are cracked as a result of frost heaves.

Storm drainage associated with an future expansion of the building or parking lot will need to be addressed. Currently storm water is discharging through neighboring properties.

Mechanical Systems

The building is heated with a baseboard hydronic oil-fired boiler. The boiler was replaced in 2007. The boiler room has a wall louver that is to supply combustion air for the boiler. However, due to the size and the proximity of plumbing within the room the wall opening has been reduced greatly by the installation of a plywood panel. The State Building Code has requirements on how to supply combustion air to oil-fired boilers. Even without the installation of the plywood panel the boiler room has insufficient combustion air. The most efficient and recommended method of supplying the required combustion air is by the installation of a forced air kit. This method would draw air from the exterior of the building directly to the boiler. The side benefit is the elimination of a cold and drafty room and potential pipe freezing.



Several of the heating zone pumps are being supported from other piping. The pumps should be supported independently from the other piping. Supporting all of the weight from other piping puts additional stress on the joints. The current heating loops throughout the building do not provide comfort. One area of the building will call for heat and cause another office to get hot until the demand is met. The only viable fix is the repiping of the heating loops and rezoning the entire building in order to provide more uniform heating.



The oil tank fill and vent piping are not properly supported in the mechanical room. The piping is suspended form the ceiling by the use of wire. The piping shall be supported by the proper hangers. Also upon further inspection it has been determined the fuel oil vent line is not properly terminated. The current vent is less than 24 inches to a building opening and the vent can allow water to enter the tank. Re-piping of the oil fill and vent lines is required.

Air conditioning is achieved by the use of window units and thru-wall units in each office space. The initial cost for this type of air conditioning is relatively inexpensive. But the long term cost is more expensive because of unit replacement costs and air infiltration around the units and office doors are open with the public going in and out so a small unit in an office is trying to cool the office along with the corridor and other offices if they do not have their a/c on or set at a different temperature. This method uses a tremendous amount of electricity. Not to mention the amount of heat lost during the cooler months since many of these units are not easy to remove. Room air conditioning units also produce noise which can interfere with conversations within the office.

Plumbing Systems

Sanitary Services

The building has a unisex toilet on the second floor along with a kitchenette. The first floor of the building has a men's and women's toilet facilities. The toilet facilities on the first floor are not in compliance with accessibility requirements. To come into compliance would require extensive renovation to the spaces. The sanitary line exits the north side of the building to a sewage pump on the other side of the parking lot. This is a force main system from the pump to the connection at the intersection of Church and Gilead. Future renovations or additions may require the sewage pump to be upgrade or relocated.

Water Supply

The building is serviced by an onsite well. Since this type of water system is classified as a community water supply due to the number of people that are served, it must be tested on a more regular basis along with more extensive testing compared to a domestic well.



It would be our recommendation that the water line be extended from the intersection of Church and Main to the town hall and abandon the onsite well. Bringing in a municipal water supply has many advantages, no water testing by the town, fire protection for any future additions or renovations.

Several areas have water lines run in the exterior wall. Over time these areas had to be opened up to repair leaks from pipes freezing. It is encouraged that any pipes located in the exterior walls be abandoned and rerouted.

Electrical Systems



The main electrical service is an overhead service that enters the 1963 portion. The rating of the service is 225A, 208 V, 3-phase. The overhead service from the street is low. Any future renovations or additions to the building will require the upgrading of the buildings electrical service. At that time it is recommended that the new service be run underground from the pole to the building. This would not only address the limited overhead clearances it would dress up the appearance of the building and limit the amount of down time during the switch over from the existing to new service.

The exit signs are of the older incandescent and fluorescent type fixtures. The bulbs and batteries have to be replaced on a regular basis. All of the exit signs should be replaced with the LED type fixtures. The LED fixtures use a lot less electricity, reduced maintenance cost and have a longer life expectancy. The placement of the exit signs will need to be investigated closer. The main vault has an exit sign just inside of the door. It has been reported that several people have hit their head on the exit sign. The State Building Code and Fire Code only require an exit sign for spaces that require more than one means of egress. The vault only has one means of egress and therefore the exit sign should be removed and replaced with an emergency light since none were observed in the vault. Another area of concern is an exit sign on the lower level outside of the meeting room. The exit sign should be located within the meeting room.

The emergency light fixtures are also in a state of continual maintenance. Several of the devices are not functioning within the building. Many fixtures have been replaced over the years. As a result several different battery styles and bulbs must be stored for replacement. All of the emergency light fixtures should be replaced for both energy efficiency and reduced maintenance costs.

As part of the elevator addition in 2009 a new fire alarm panel was installed and is tied into the buildings existing system. The new panel has the capacity to accommodate the existing building by the replacement of the individual devices and ting the zones into the newer panel. This would eliminate the old fire alarm panel all together.

It is becoming more and more common for municipal offices to be equipped with a backup power supply such as a generator. In the event of lose of electricity access to many records may be needed for natural disasters. Also the installation of a generator would eliminate the need of battery pack emergency light fixtures and battery back-up exit signs.

The fluorescent light fixtures are of the old T12 style. This type of bulb and ballast consumes more energy than the T5 style bulbs and ballasts. Light fixture replacement is recommended. This will not only reduce energy consumption the newer lights provide better lighting and more comfortable lighting conditions for the occupants.

Over the years as systems have been replaced or upgraded the existing wiring has been abandoned in place above the ceiling. The electrical code requires abandoned wiring to be removed. This also includes phone cables and all other low voltage wiring systems. The removal of the abandoned wiring would greatly cleanup the space above the dropped ceiling.

In a few areas the wiring is also not supported properly. Wiring is being supported from other wiring, pipes or being supported by the ceiling grid.

The current phone system used is no longer being manufactured. As a result it is anticipated that in 2-3 years replacement parts will start to become difficult to find. The town will need to start looking at upgrading the phone system in 3-5 years.

Department Space Needs

The building only has one meeting room with a posted occupant load of 39. This results in many meetings being relocated to the Douglas Library due to multiple meetings at the same time and for the expectation of exceeding the posted occupant load for the space. The Town of Hebron is in need of a larger meeting room that would accommodate approximately 100 people. This meeting room would be in addition to the current meeting room.

Town Clerk's Office

With a staff of 2 to assist the public and to maintain the towns vital records the space is confined. The service counter can only accommodate 1-2 visitors at a time and with the tight conditions between the wall and service counter the public have to squeeze around each other in order to leave. A large service counter area is required in order to service the public more efficiently and to address accessibility issues.

The office cubicles are also tight for space with insufficient aisle widths. The public must also travel through this area in order to review records in the vault. The Town Clerk wishes to have the office space approximately 25%. In order to address the tight space arrangements and accessibility, the department will need a space about twice the size.

Finance Department

This department is comprised of two spaces; one office for the finance director and one office for 2 staff members. The office space for the staff is cramped and is open to public view. The department is in need of a large office space for both storage and comfort and security.

Town Manager

The current office areas are of sufficient size, however over time more and more items have been located in department. Some of the items are the copier and server. The current server location is adjacent to the Town Manager's office in a room that is used for the storage of files and the copier. The Administrative Assistant deals with many personnel issues that of a private nature. The current office arrangement does not provide privacy. A private office is needed for the staff.

Employee Lounge / Mail

The area is used by the employees for preparing lunch, coffee and refrigeration of foods. Employees also come to this room for delivering packages to be mailed and picking up the department's mail. The space is of sufficient size up to 4 people.

Assessor

The department has a staff of 3. The department is responsible for preparing the towns grand list, assigning addresses to properties and determining the valuation of the properties in the town. The department has very little storage space. Many files are stored in spaces in other parts of the building. The department should have direct access to a vault that is of sufficient size to accommodate the plans, maps and documents that need to be preserved. The office space would only need to be 25-50% large if their was a separate storage vault.

Visitors to this office are also faced with cramped conditions with very little space between the wall and service counter. The service counter is not accessible and only usable by 1-2 people. A larger counter is required in order to service the public more efficiently and to address accessibility issues.

Revenue Collector

The department is responsible for mailing out tax notices and the collection of taxes and sewer assessments from the property owners. The office area is of sufficient size for the two employees and is well organized. The service area has the same problems as the other departments, the space between the wall and service counter is very tight and the counter does not meet accessibility requirements. The department should have a second door for the public to use or a more public access. The second door would allow residents to enter one door, pay their bills and exit out the other door without interfering with other people in line.

Registrar of Voters

The current office space is cramped. Additional office space is needed along with more direct access to the Town Clerk.

Building Maintenance

Supplies are currently being stored in many different locations within the building due to the lack of adequate storage facilities.

Meeting Room

The room has a posted occupant load of 39 and has a central room divider. The room is usable by small groups. Larger meetings have to be held in other town buildings. Also the room is not suitable for visual displays. The room has a limited ceiling height for projection and the seating arrangement does not allow both the public and board members to observe board presentations.

Recommendations

The town offices are in desperate need of more space for staff, the public and storage.

I. Replacement of exit signs and emergency lighting

II. Installation of the new door hardware

III. Replace the remaining roof shingles

IV. Oil tank fill and vent line relocation

V. Relocation of various Departments

VI. Tie old fire alarm panel zones into the newer fire alarm panel

VII. Correct boiler combustion air

VIII. Correct accessibility items. To address the issue would require the construction of a building addition and renovations.

IX. Correct overcrowding and storage issues. To address this issue would require the construction of a building addition and renovations.

X. Add insulation to the attic area

XI. Install gutter guards

XII. Upgrade electrical service to the building and installation of emergency generator

XIII. Reconstruct the sidewalks for accessibility

XIV. Replace stairway doors and stair treads

XV. Repair boiler room wall penetrations

XVI. Repair vault wall penetrations

XVII. Building lighting retrofit

XVIII. Remove exterior opaque wall panels and replace with masonry

XIX. Remove all abandoned wiring and piping above the ceilings and re-support as required

XX. Install central air conditioning throughout the building and seal exterior wall penetrations

XXI. Repave parking between Town office and Horton House

4.0 PUBLIC SAFETY

4.1 Public Safety Building (44 Main Street)



Physical Characteristics

Present Use Group:	Mixed Use S-1 / B
Construction Type:	VB
Area:	9,400 square feet
Year Built:	1985

History

The facility was constructed in 1985 and was designed to address some of the overcrowding issues and the consolidation of the public safety services within town.

Description of Use

The public safety building provides offices and space for the Fire Chief, Fire Marshal, EMT, resident troopers and associated support staff.

Architectural / Structural

The building is a pre-engineered steel framed structure with a combination of masonry infill and wallboard throughout the building. Four apparatus bays and two garage bays are for the police. The exterior of the building is vinyl siding with metal panels along the gable ends and a metal roofing system. The facility is in the center of the business districts. The aesthetics of the building are out of character for this section of town. The building has a warehouse type appearance. There are many accessibility issues throughout the building ranging from door hardware, door approach, exterior elevation changes, too name a few.

During construction of the building many changes were made to the construction and appearance of the building. This was evident upon reviewing the construction documents submitted for the building permit. Originally the exterior of the building was to have a masonry finish and a hose drying tower. These items were eliminated at some point during the construction process.

The Men's Ready Room has been converted into a Day Room. The intent of the ready room was to allow personnel to change and shower. The shower facility is currently being used for storage. The Women's Ready Room and shower are converted for use by emergency management and storage. The fire station has no facilities for the emergency responders to shower and clean-up after a call.

The facility is in need of additional storage space, office space and apparatus bays.

The roof appears to be in relatively good condition with minor water damage inside of the building. The leaking appears to be caused by flashing. The roof should be on a biannual inspection since it is over 25 years old.



A portable welder is located within the electrical room and is stored between the main distribution panel and emergency generator. The welder should be removed and relocated into another room.

Two wood framed sheds are located along the backside of the building. The sheds are used for the storage of bio-hazard supplies and other equipment that is not used on a regular basis.

The equipment currently housed at this station are;

Service 110	8 ft by 23 ft, stored outside
Tanker 110	8 ft by 31 ft
Quint 110	8 ft by 36 ft
Rescue 110	8 ft by 35 ft
Ambulance	8 ft by 23 ft
Ambulance	8 ft by 23 ft
Police cruiser	8 ft by 20 ft, qty.-2

Police Department

The resident trooper occupies an office area of approximately 350 square feet. Within this space are three desks, fingerprinting supplies and various records. There is no area to conduct interviews or phone discussions in private.

Two garage bays are being used for the storage of two police cruisers, bicycles along with various other equipment. Due to the size of the office space and lack of storage many items, such as file cabinets and lockers are also located out in the garage.

Mechanical Systems

The building is heated by a central hydronic oil-fired boiler. In 1990 the boiler was replaced along with the hot water heater. Over the past few years there has been reported problems with the current boiler. During the month of November 2009 service had to be performed on the boiler due to no heat. A recommendation would be to replace the boiler and oil-fired water heater with a new boiler with an indirect water heater.

The administration area is heated by baseboard radiators that are fed from the central boiler. The storage rooms, garage bays, apparatus bays are all heated by hydronic unit heaters suspended from the wall or ceiling.

As part of a cost saving matter the central air conditioning system was eliminated from the building and substituted with through the wall air conditioning units. This type of system is

inexpensive initially, but cost more in the long run in terms of unit replacement and the consumption of electricity. The through wall units are ideally suited for small office spaces with a limited number of people coming and going.

During the course of our site visit the Radio Room was extremely warm. This room has a portable AC unit that was running. It appears this unit is functioning properly, just insufficient for the amount of heat being generated within this room.

The room used for the washing of the turnout gear also has a drying facility for the turnout gear. When the dryer is running it is blowing warm air onto the equipment and producing moist warm air, similar to a clothes dryer. No means for fresh air or exhaust were observed in this room. The room also is equipped with the oxygen system to refill the fire fighters air packs.

On the property is a fueling station that is used to fuel the vehicles and is also used to fuel the school buses. The location of the fueling station creates congestion on the site when the school buses are refueling. During the day it has been observed on several occasions 2-3 buses will be at the fuel dispenser and just as many located across the street waiting to come across to refuel. It is our recommendation that the fueling station be relocated to another location to eliminate the congestion on site and for aesthetics. Possible locations are fire station #2 or Burnt Hill Park.

Plumbing Systems

An on-site sewage disposal system served the facility until 1992 when it was connected to the municipal sewer system.

In 2009 the well was eliminated and the building was connected to the newly installed water line running down Main Street. The facility is served by a 2" connection. This was a request of the fire department in order to replenish the trucks easier. The static water pressure within the building fluctuates anywhere from 85 to 110 psig. The State Plumbing Code sets the maximum water pressure within a building to 80 psig. The installation of a reduced pressure device is required.

Electrical Systems

The main electrical room is adequately sized for the equipment. Over time additional items have been added to the room such as an air compressor and a welder. The two pieces of equipment impede proper access to the electrical distribution system and diesel fired generator and create a tripping hazard. The welder and air compressor need to be removed from the electrical room.

Washing of vehicles is generally performed inside the building, however the electrical devices are not listed for this type of environment. The washing of vehicles should be limited to the center bay or change the electrical devices in the bay to waterproof devices. This could be achieved fairly inexpensively. Many of the electrical devices would only need weatherproof covers installed and the receptacles changed to GFCI type devices.

Department Space Needs

The public safety departments are in need of additional office space, storage and apparatus bays.

Recommendations

I. Boiler replacement

II. Address accessibility issues (door hardware, door thresholds)

III. Parking lot lighting

IV. Lighting retrofit for energy conservation

V. Roof replacement

VI. Parking lot lighting

VII. Building Addition and renovations to existing building or the construction of a facility that would combine stations 1 and 3.

5.0 PUBLIC WORKS

5.1 Public Works Complex (550 Old Colchester Road)



Physical Characteristics

Present Use Group:	B-Business, S-1 Storage, S-2 Storage
Construction Type:	VB
Area:	9,000+ sq ft for the complex
Year Built:	Office/Garage – 1984 Cold Storage Building – 1967

History

This fourteen (14) acre parcel of land was originally a gravel pit and then used as the town landfill which was closed and capped in 1995. The old landfill encompassed approximately eight (8) acres leaving six (6) acres for the operation of the public woks department and the transfer station.

Description of Use

Services provided by the public works department include road maintenance and reconstruction, solid waste disposal, snow and ice removal, maintenance of town buildings and grounds, animal control, trail maintenance and construction, vegetation control, vehicle maintenance, site improvement and construction activities, and drainage maintenance and improvements. Public works presently has 15 employees.

The facility is the hub for the repair and maintenance of all town vehicles in addition to being the home for road work crews and road maintenance. Due to the lack of adequate storage, many seasonal items are being stored at the Burnt Hill Park complex and Old Fire Station No. 2 on Deepwood Drive.

Architectural / Structural

The majority of the employees park behind the cold storage building. The parking arrangement is not structured and the parking is encroaching onto the neighboring property to the North.

Overall the complex is run down as a result of the usage and the age of the structures on the property. None of the buildings are in compliance with the Americans with Disabilities Act.

Garage/Office Building

Architectural / Structural

The building consists of a 6,000 square foot, pre-engineered steel framed building with corrugated metal siding and roofing. Originally constructed in 1982, the building has seen very little change.

The building is comprised of an office shared by the Administrative Assistant and Public Works Director; lunch room/foreman's desk; women's room; men's room; mechanical room; parts storage; mezzanine for parts storage; truck wash bay; two truck bays; and a maintenance bay.

The doors do not provide proper clearances for accessibility. The swinging doors to the exterior are not at the same level on both sides as required by the state building code. This creates a tripping hazard and prevents a person with a disability to enter the building. The door from the corridor into the maintenance bay has a step. The garage bay side should have a level landing at the same elevation as the corridor floor and ramp down. With the current building configuration, this is not feasible. The door hardware is of the knob type. This type of hardware is not in compliance with accessibility requirements.

Several of the doors on the exterior of the building and within the building are past their useful life. Due to the amount of use these doors have, the hinges are pulling out of the doors and frames and the frames are breaking apart from the surrounding wall framing. As a result the doors are sagging in rubbing.

Storage is an issue. Currently equipment and supplies are being stored in every conceivable location, such as, women's shower stall, main corridor, mechanical room, etc. The storage of materials in the corridor shall be moved to another location.

Above the office area is a twenty (20) feet by sixty (60) feet mezzanine. The mezzanine is framed with 2x10's @ 12" on center. This area is being used to store parts and tools. The framing is insufficient for the intended use. The mezzanine has a posted live load of 33 psf. This is consistent with the framing size and spacing. Additional structural support is highly recommended. Storage areas generally have a minimum design live load of 125 psf.

There is evidence the roof has had leaks. The insulation is damaged and water stains are present. The roof and insulation are 27 years old and should be scheduled for replacement. Replacement of the roofing system will not only eliminate building leaks it will also help with energy conservation. The department sealed the roof in the fall of 2009 as a result of minor leaks in a few areas. The process of resealing the roof adds a few more years to the life of the roof but with the expansion and contraction of the building, cracks will form in the sealer.



The south side wall of the garage bays have been damaged by vehicle impacts. Both the metal wall panels and the concrete masonry units should be replaced. Due to the close proximity of the metal siding to the ground, the siding has rusted. This is evident especially around the doors. Many areas along the bottom edge of the wall panels are rusting. Replacement of the wall panels and insulation is recommended. There are products that have the insulation built into the panels for energy conservation measures and durability issues.

Depending on the time of year, vehicles and equipment are swapped from inside to outside storage. Several of the plow trucks are stored in this building. Many of the plows are 11 feet wide and the garage doors are only 12 feet wide. The overhead doors and surrounding framing are easily subject to damage from the vehicles.

The configuration of the buildings on the site makes it very difficult to maneuver a thirty seven (37) foot long truck that has a plow head-on into the garage bay. The space between the buildings is approximately eighty (80) feet. The truck drivers have to angle the plows to get in the building and reposition the plow angle once inside of the building.



The maintenance bay is mainly confined to one bay for the servicing of the town vehicles. A vehicle lift is not available for use due to the height restrictions within the building and the durability of the concrete floor. Work under the vehicles has to be performed by using kreepers. This method makes the mechanic more susceptible to injuries, such as tools or parts falling and bumping the head while under the vehicle. The maintenance bay is crowded with tools and parts and fluids. The current configuration does not allow the servicing of more than 1-2 vehicles at a time.



The motor oil tanks located in the garage area should be protected from vehicle impact by the installation of bollards. The potential exists for a vehicle to come in contact with one of the tanks and either knock it over or rupture the side, spilling oil all over the floor. However, the installation of bollards will further restrict the use of the bay.

The area used for the wash bay was not constructed for this type of activity. The walls are lined with painted plywood 8 feet up the wall and vinyl faced insulation for the remainder of the wall. The plywood and insulation will absorb water and moisture. The walls shall be of a mold and mildew resistant and nonabsorbent material. Washing of vehicles and equipment inside of the building should stop until such time as the appropriate materials are installed and electrical devices protected.

Mechanical Systems



The existing heating and ventilation systems within the building appears to be part of the original construction with the exception of the fuel oil tank. A new above ground fuel oil tank was installed a few years ago. The boiler supply and return lines run along the outside of the building from the tank to the boiler. The lines are insulated to prevent oil from gelling during severe cold spells. The mechanical room has an exterior door and the oil lines run under the door. This is a tripping hazard and is also subject to damaging the piping system. The piping is required to be protected from physical damage.

Replacement of the heating system should be planned in the very near future. The boiler has been repaired on several occasions over the years. There also had been complaints of uneven heating within the building.

Repair bays are required to be continuously ventilated at the rate of 1.5 cfm per square foot, minimum per the State Building Code. In addition to the continuous ventilation requirement, direct capture of the vehicle exhaust ventilation system is required. The only ventilation in the building is an in-wall exhaust fan at the gable ends. The fans must be turned on manually.

Plumbing Systems

Sanitary Services

Sanitary services are provided by an on-site septic system. The septic system is being pumped on a regular basis along with the oil separator. The location of the leaching fields is not exactly known. There are no septic as-built records available.

The garage bays originally had a trench drain running down the center of the building. The majority of this drain has been removed and replaced with several floor drains. The original plans indicate they are piped to an oil separator outside of the building.

Water Supply

Domestic water is supplied by an on-site well with the controls located within the mechanical room. The employees have complained of odors coming from the water.

Electrical Systems

The public works complex is supplied by a 200 amp, single phase overhead service. This service also supplies power to the cold storage building, dog kennel and fuel dispenser. Several sub-panels are present within the building. The size of the service appears to be adequate for the complex at the current time. Future renovations may require the upgrade of the electrical service to handle any additional loads.

The majority of the exits signs and emergency lights are not functioning. The fixtures should be replaced with LED type exit signs and emergency lights. This type of fixture consumes a lot less electricity than other types of fixtures and has a longer life expectancy.

Several of the panels within the building are not properly labeled. The electrical code requires panels and disconnects to be labeled. This is a safety feature in the event of an emergency and for routine maintenance.

The fluorescent light fixtures are of the old T12 style. This type of bulb and ballast consumes more energy than the T5 style. Lighting retrofit is recommended.

The wash bay is not properly wired. All of the wiring methods and devices are not listed for wet locations as required by the National Electrical Code. This includes the electrical panel that is located adjacent to the exterior door. All electrical devices and wiring methods are to be suitable for wet locations in a wash bay.

In the event of a power outage, emergency power is supplied by the connection of a tractor with PTO to the building on the south east side corner of the building and activating the 200 Amp manual transfer switch. The building is used during emergencies and major storms since it is the responsibility of public works to make sure the town roads are clear of debris, snow and ice and safe for passage. For the department to function properly and more efficiently an emergency generator should be installed at the facility with an automatic transfer switch.

Fire Alarm System

Many devices have been replaced for the fire alarm system over the years. In a few areas the manual pull stations have items stored in front of them rendering them inaccessible in the event of an emergency. It was also observed a manual pull station was installed in the middle of a wall (south side of the garage bays). This device is not required in this location and should be removed.

Cold Storage Building

Architectural / Structural



This approximately 3,008 square foot building has been added onto over time. The exact dates are unknown except for the original building was built in 1967. The building is similar to post and beam construction with wood roof trusses. The building is unheated. The roll-off truck and other vehicles currently occupy this building along with road maintenance equipment, such as signs, cones, fencing, etc.

Egress from the building is inadequate. The location of the door does not provide for proper egress from remote areas of the building.

An old box trailer is located on the back side of the building with direct access from two points inside of the building. The trailer is used for storage. Ingress and egress from this trailer is unsafe due to floor level changes (14"). The trailer has an opening at the end that allows birds and other animals to enter the building.

The roof trusses are showing signs of stress. Several of the joints have started to separate. The framing is resting directly on the concrete floor and is in very close proximatey to the exterior grade. This is causing decay in the perimeter lumber. Also the concrete floor is broken and spalling in several locations.

Generally, the department requires the storage of many gasoline cans and other flammable liquids as part of their daily business. The current storage facilities are filled to capacity and additional flammable liquid cabinets should be purchased in the near future as the budget allows.

Mechanical Systems

The spaces heaters within the building are not operational. The heaters and all associated wiring and piping should be removed. On the rear of the building is a copper gas line that runs down the building. This gas line is not properly supported. The gas line shall be removed.

Electrical Systems

Power is supplied underground from the Garage/Office Building and enters the building in the vicinity of the kennel where it travels along the bottom cord of the roof trusses to a 200 amp panel approximately 40 feet away. The panel cover has several screws missing and open nock-outs. The electrical code requires a disconnect at the nearest point of entry to a building. This disconnect can be either inside or outside of the building. All indications is this work was done when the office was constructed in 1982. Prior to this date power was supplied overhead from a pole

across the street to a meter box and a main disconnect. The overhead lines, meter socket and main disconnect are still present. This equipment should be removed.

Exit signs and emergency lighting are not present in the building. Emergency lighting is required by the state building code as are exit signs.

Lighting within the building are four (4) foot fluorescent light fixtures. These fixtures are also of the T12 type lamps. Replacement of the light fixtures is not recommended at this time.

Several areas have abandoned wiring left exposed. Some of these wires are coming from receptacles. Each outlet device should be inspected and any deficiencies corrected by a licensed electrician.

Dog Kennel

Architectural / Structural

The kennel is of masonry construction and is attached to the cold storage building. The kennel is comprised of 10 stalls, five on each side with outdoor access. The outdoor runs are covered to help protect the animals from the elements. The construction of the cover is insufficient. The roof is framed with 2x4's with signs of rot and is supported on the outer edge by the kennel fencing.

A portion of the cold storage building is used for the kennel. This area has food storage, lp-gas fired furnace, electric water heater, and sink.

Repairs and renovations may require compliance with the current state requirements for dog pounds. Currently the facility is grandfathered due to its age.

Mechanical Systems

The kennel is heated by a LP-Gas fired warm air furnace that is in reasonably good condition, installed in 1995. The furnace is more than likely oversized for the space but the kennel has many areas of air infiltration. The fuel is supplied by an above ground tank 8-10 feet away from the building. The gas line has been damaged and not properly protected and should be repaired or replaced.



The LP-tank has rust spots in many areas that need to be cleaned and painted. The emergency contact information was deteriorated on the tank and needs to be replaced. Also the tank is surrounded by combustible ground cover which is in violation of NFPA 58. This is an area that will need immediate attention.

Plumbing Systems

The kennel is equipped with a trench drain, both inside and outside the building. The trench drain is used for cleaning purposes. At the end of each trench drain is a PVC pipe that runs underground to a septic system with two drywells.

Water is supplied from the garage/office building underground. The burial depth of this piping is inadequate. It has been reported that the water line freezes on a regular basis during the winter.

Electrical Systems



The wiring methods used on the exterior of the building are not code compliant. Several areas are wired with NM cable. This type of cable is listed for use indoors only. Also several light fixtures and associated boxes are also not listed for the environments they are being used in. The sheathing on the cables has either deteriorated due to prolong exposure to sunlight or been damaged. Rewiring all of the exterior light fixtures is needed.

Fueling Station

Architectural / Structural

The fueling station is a Convault tank with storage for 4,000 gallons of diesel fuel and 2,000 gallons of gasoline, installed in 1999. This is an above ground tank on a concrete slab. Maneuvering for fueling is cumbersome for larger vehicles due to the location of the pumps and driveway access.

Employees are assigned a gas key in order to be able to refuel a vehicle. This allows for the tracking of who is refueling which vehicles. The current software allows the department to track many items but the use of this feature is cumbersome and susceptible to user input errors. The tracking of mileage would allow the tracking of fuel consumption for each vehicle and for scheduling routine maintenance of the vehicles. If the program was updated and the key station was within an enclosure, then this feature would be beneficial.

The tanks are sufficient for the current operations. When the tanks are half full a call is placed to have them refilled. The refueling occurs on average once a month.

Electrical Systems

The fueling station appears to be wired and functioning correctly. An emergency stop button is located on the key entry station. The installation of an exterior light would be beneficial as fueling is required during the evening hours. The light can be controlled by a photocell or occupancy sensor.

Pole Canopies

Architectural / Structural



There are two (2) of these canopy structures on the property. They are constructed out of telephone poles set into the ground with a steel and wood framed roof and corrugated metal roof panels. Originally they provided shelter for the sanders that went into the back of the trucks. Currently there is only the need for a few sanders for the smaller trucks since the larger trucks are self-contained. Various pieces of equipment are also being stored under the canopies.

The canopies are at the end of their useful life. Several of the poles are damaged, roof framing is either rusting or rotted. The majority of the steel beams are attached to the poles by a single bolt. Standard beam connections are at least two (2) bolts per connection. The two pole canopies should be removed.

Various Outbuildings

Architectural / Structural

Behind the dog kennel is a 12x20 and 8x16 wood framed storage sheds. These structures are used for the storage of various road work items such as signs and barriers. The 12x20 shed is in good condition. The 8x16 shed has been on site the longest and is showing signs of wear. The 12x20 storage shed could be relocated to another facility that is in need of a small storage building once renovations and additions are completed on the property.

Sand / Salt Storage Building

Architectural / Structural

This building was reconstructed in 2004 for the storage of salt and the sand/salt mixture. Currently, the sand product is stored outside in the weather. The capacity of the current building is around one winter storm. This requires deliveries of sand and salt on a regular basis and the possibility exists for a shortage of material in the event of a heavy storm or a multi-day storm.

The use of the sand and salt mixtures will be diminishing due to state and federal mandates. The department will be switching over to a calcium chloride product that melts ice and snow at lower temperatures than the current sand/salt mixture. This newer product will require less cleanup along the town roads since sand will not be used. The storage of this new product would have to be inside out of the weather. A new storage facility is recommended. The facility should be sized for the storage of approximately half a season use of product. This would allow the town to purchase in bulk at a discount.

It has been estimated that the annual usage of road treatment is 4,500 tons of the sand and salt mixture. Based on the annual usage a 6,000 square foot building would have the capacity to hold approximately ¾ of the annual usage.

The new storage building should be located centrally in town for easy access during winter storms. Another benefit to a central facility would be the elimination of the storage facility on Salt Box Road and Old Colchester Road. One possible location that has been discussed is Burnt Hill Park. The new storage facility should include lean-too structures to accommodate the storage of a payloader, sanders and plow blades. This would free up a significant area at the current facility.

Lower Transfer Office Building

Architectural / Structural



A wood framed pre-built structure that is ten (10) feet by twelve (12) feet in size. This building is for an attendant to track and direct visitors of the transfer station to the proper locations for the disposal of items into the proper bins. Access into the building is on a sloping drive which is unsafe.

Mechanical Systems

The building is heated and cooled by a thru-wall electric heat pump. This is a suitable solution for a small structure.

Electrical Systems



Power is supplied from the main transfer office building by means of a PVC conduit run along the top of the retaining wall. The conduit has several broken supports and in other areas no support exists. As a result, the conduit has separated at the main office building. This situation allows water to enter the conduit and junction box resulting in deterioration of the insulation on the wiring and wire splices.

Oil / Anti-freeze Fluid Building

Architectural / Structural

This is a three (3) sided wood framed structure with roof trusses and a concrete slab. The building is used for the collection of batteries, waste oil and anti-freeze from the residents of Hebron. The building is in good condition and appears to meet the requirements of the transfer station.

Main Transfer Office Building

Architectural / Structural



The building is of wood framed construction and only suitable for use by one person. The building allows the attendant to observe what items are being disposed of into the compactor.

Access and egress from the building is a safety issue. The building has a storm door that swings out over the stairs. The state building code does not allow a door to swing over stairs. In addition to the door swing, no landing is present at the top of the stairs, no guardrails, and no handrails. Proper landings, guardrails and handrails are required. The structure is exempt from all accessibility requirements of the state building code due to its size and function.

Mechanical Systems

The building is heated and cooled by a thru-wall electric heat pump. This is a suitable solution for a small structure.

Electrical Systems

An overhead service is provided from the street to the building. This overhead service provides the electricity to the building, compactor and the lower transfer office building. There appears to be no issues with the installation.

Department Space Needs

The department is in much need of additional space and vehicle maintenance bays with vehicle lifts. The garage/office building and the cold storage buildings are classified as nonconforming buildings by the town zoning regulations. These two buildings encroach into the front yard setback line as established by the zoning regulations. Additions to the buildings would require a variance from the Zoning Board of Appeals. Also due to the location of the buildings on the site and the current topography, an addition would further restrict vehicle circulation around the property.

Previous reports have suggested the construction of a new public works complex more central within town. This is the ideal situation and construction could be done without affecting the current activities of the department. The development and construction of a new complex is estimated at $5 million dollars, excluding land acquisition. The most practical option is the renovation and expansion of the current facilities with the road treatment product stored in a central location within the town.

The following table is the department space needs;

Administration

Reception	240 sf	Service counter
Director Office	240 sf	Small meetings for 4-6
Formen's Office	160 sf	
Meeting Room	240 sf	for 14-16 people
File Storage		

Employee Lounge Area

Men's Room		
Women's Room		
Lockers	15-20 employees	
Showers	2-male, 1-female	
Lunch Room	240 sf	14-16 employees
Rest Area	6 bunks	Used for employees to rest after shifts

Vehicle Service Shop

Vehicle Bay	20 ft x 40 ft min.	w/vehicle lifts, min 2 bays
Mechanic's Office	150 sf	
Tool crib		
Parts Storage		

Kennel

Indoor kennel	5 stalls
Outdoor Run	5 stalls
Quarentine Area	1 stall
Cat / Small Animals	4 stalls

Cold Storage
Tool storage .....
Road signs / barriers.....

Equipment for inside storage
Front End Loader .....
Backhoe.....
Roll off Truck .....
Mason Dump Truck .....
Tri-Axle Truck.....
Dual Axle Truck .....
Bobcat .....
Machine Attachments .....
Utility Trailers.....
Sanders.....Relocate to central salt storage facility

Miscellaneous Items
Vehicle Wash Bay.....1- bay

Recommendations

The public works facility is in desperate need of additional space and more efficient working conditions. Development of a master plan with phased construction should be the main priority in addition to the items listed under 0-1 year.

There has been discussions about purchasing the land to the south that is owned by Connecticut Light & Power. The negotiations should be reopened to determine the possibility of obtaining the land or the possibility of purchasing a portion of the land to the north owned by Camp Connecticut.

I. Garage / Office Building - Repair and replace emergency lights and exits signs as required with LED type fixtures

II. Garage / Office Building - Remove all stored items that are in front of the fire alarm devices

III. Kennel/Cold Storage – Correct LP-tank and gas lines

IV. Cold Storage – Install exist signs and emergency lights with LED type fixtures

V. Cold Storage – Purchase flammable liquids storage cabinets

VI. Cold Storage / Kennel – Install main disconnect and correct wiring methods

VII. Transfer Station – Repair damaged electrical at main building

VIII. Transfer Station – Correct life safety issues (install landing, guardrails, handrails)

IX. Central road treatment product storage facility with sander storage

X. Garage / Office Building - Replace the metal roof and insulation

XI. Garage / Office Building - Repair metal siding, insulation including overhead doors and man doors

XII. Garage / Office Building - Replace the boiler and controls

XIII. Garage / Office Building – Oil tank bollard protection within the building

XIV. Garage / Office Building - Lighting retrofit/replacement

XV. Garage / Office Building – Ventilation system

XVI. Garage / Office Building – Upgrade electrical service and install generator and automatic transfer switch

XVII. Garage / Office Building – Wash Bay reconstruction (floor drain, electrical, frp wall panels, storage cabinet, etc.)

XVIII. Design and construction of a new public works facility and transfer station at the current location

XIX. Demolition of pole canopies

XX. Salt storage facility design and construction

XXI. Transfer Station – New attendant offices

XXII. Fuel canopy weather protection enclosure

8.0 CONCLUSION AND RECOMMENDATIONS

The Town will have to make some tough decisions in the upcoming years with regards to the buildings. The facilities that need the most attention were constructed in the 1980's with little preventive maintenance.

The Town can achieve long term energy savings by the replacement or the retrofit of the T12 fluorescent light fixtures with the more energy efficient T8 or T5 type lamps and ballasts.

The Connecticut Fire Safety Code requires a sprinkler system installed in accordance with this *Code* shall be inspected, tested, and maintained in accordance with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.* A complete, unalterable record of the tests and operations of each system shall be kept until the next test and for 1 year thereafter. If off-premises monitoring is provided, records of all signals, tests, and operations recorded at the supervising station shall be maintained for not less than 1 year.. Testing shall be performed in accordance with the schedules in Table 13.7.3.2.7.

The Connecticut Fire Safety Code requires fire alarm systems to be tested in accordance with Chapter 7 of *NFPA 72®, National Fire Alarm Code®*. Annual testing is required. A complete, unalterable record of the tests and operations of each system shall be kept until the next test and for 1 year thereafter. If off-premises monitoring is provided, records of all signals, tests, and operations recorded at the supervising station shall be maintained for not less than 1 year.

Many of the exit signs installed are of the incandescent type. Exit signs are required to be illuminated and the incandescent types require a lot of energy to operate. Changing exit signs and emergency lights to the LED type will provide a savings to the town immediately. The document on the next page has information regarding the energy consumption for different types of exit signs.

The replacement of the standard electric water heaters with either an electric or lp-gas fired tankless water heaters in many facilities would result in a reduction of the energy bills. Since tankless water heaters will only operate when there is a demand for hot water.

Adding additional insulation and repair areas with damaged insulation will also help reduce the amount of energy wasted in the facilities.

Central Fire Safety Complex

The primary responsibility of a fire department is the delivery of fire and rescue services, normally originating from fire stations located throughout the area to be protected. To provide effective service, crews must respond in the minimum time possible after the incident has been reported and with sufficient resources to initiate fire, rescue, or emergency medical services. Fire station location planning must take into account a number of variables, including the following:

Importance of response time

Flashover

Fire department total reflex time sequence

Emergency medical services

Three National Fire Protection Association (NFPA) standards contain time requirements that influence the delivery of fire and emergency services, as follows:

NFPA 1710, NFPA1720, and NFPA 1221. These standards should be examined and used as a guideline for our Fire Department renovations or relocation of emergency services. There are many components included in response times such as dispatch time (time need for dispatcher to get information for dispatch), turnout time (time needed from dispatch to the beginning of response time response) and the response time (travel time to incident). A response time analysis and standard should be determined early on in the in the process so that the best overall plan is developed and accepted by everyone involved. Whether it is renovating the old stations or combining two stations in a different location.

The public works complex is outdated and undersized for the present activities. The current town office building is inadequate in size for the Town's current size and future needs.

With this in mind it is our recommendation the town proceed in the following manner. This approach would be the most cost effective approach.

The formation of a public works building committee within 0-1 years to start the process of designing new facilities.

The formation of town office building committee within 0-2 years

The formation of a public safety building committee within 3-5 years.

The priority for maintenance on each facility shall be in the following order;

1. Address life safety issues (fire alarm, sprinklers, exit signs and lights, means of egress)
2. Accessibility (maneuvering in and around the buildings)
3. Energy conservation (additional insulation, boiler replacements)
4. Short and long term storage of town documents
5. All other requests

ATTACHMENT "B"

Town Facility Needs:
A Report to the Board of Selectmen
And the Citizens of Hebron

William Cox
Robert Dean
Sylvia Grzybowski
Gail Hughes
Brian Lessard
William Moorcroft

Introduction and Background

The Facilities Study Committee first met on December 18, 2002. Selectman William Cox convened the Committee. Its members included: Gail Hughes from the Board of Education; Will Moorcroft from the Planning and Zoning Commission; Brian Lessard from the Board of Finance; and citizens-at-large Robert Dean and Sylvia Grzybowski. Since December 2002, the committee has met nine times to evaluate space needs for various town facilities and formulate recommendations to the Board of Selectmen for meeting those needs.

To assist in its evaluation, the committee received reports from several individuals.

- On January 7, 2003, Michael O'Leary presented the Plan of Conservation and Development, prepared by the Planning and Zoning Commission. Together with Planning & Zoning commission members Natalie Wood and Dave Schoolcraft, he discussed the findings of their recent research for the Education Section of the Plan of Conservation and Development.

- On February 4, 2003, and again on June 17, 2003, Robert E. Lee presented evidence supporting the necessity of expanding or replacing the Town Hall buildings.

- On February 11, 2003, School Board Chair Nicole Bernabo, Vice Chair Joanne Yeterian, Hebron Elementary School Principal Paul Sales, and School Superintendent Dr. William Silver, presented the committee with anticipated facility needs for the elementary schools.

- On May 14, 2003, Andrew Tierney presented the space needs of the Public Works department.

The committee met again on June 9th, June 17th, September 25th, October 21st, and November 19th to review the work to date and prepare its recommendations to the board of Selectmen.

The Facilities Study Committee did not contact the Central Office Committee (COC) or RHAM Board of Education to present facilities needs. However, we are aware that there are needs for the COC. The existing building contract for the COC expires in August 2004. The COC is currently pursuing short term space within RHAM High School for the Hebron and RHAM Board administration personnel.

Long term educational administrative space needs can be incorporated into either a Hebron Town Hall expansion project (or new construction), or a new elementary school building. Both of these facility needs are discussed in this report.

Transmittal to the Board of Selectmen and the Citizens of Hebron.

The Facilities Study Committee hereby presents its overview recommendations for land acquisition and town facility development to the Board of Selectmen and the citizens of Hebron.

It must be emphasized that our recommendations are made independent of financial consideration. Our report is based solely on our identification of space and facility needs. It is intended to be a preliminary guide to assist the Town in advance planning for possible new town facilities. How the various projects might be financed is a question beyond the scope of this committee, and must obviously be left to the Boards of Selectmen, Finance, and Education, and ultimately, to the Hebron voters.

William Cox	Gail Hughes
Robert Dean	Brian Lessard
Sylvia Grzybowski	William Moorcroft

November 19, 2003

Hebron Educational Facility Needs

Hebron currently has two elementary schools. Gilead Hill School is for pre-Kindergarten through second grade, and Hebron Elementary School is for third grade through sixth grade. Hebron has seen significant residential growth over the past 10 years. The majority of this growth has been families with young children. Due to this growth, there has been a steady increase in the elementary school population.

The design capacity for pre-kindergarten through sixth grade at the two schools combined is 1,048 students. The enrollment for the current year (2003-2004) is 1,139 students (1,044 Full Time Equivalent; pre-kindergarten and kindergarten students are counted as one-half students as they attend only half a day).

The Hebron Board of Education prepares detailed enrollment projections. Based on these projections, both schools, and particularly Hebron Elementary School, will have severe space problems over the next 10 years. The combined enrollment is projected to be 1,211 by the 2008-2009 academic year. That will result in an increase above design capacity of approximately 180 students. Enrollment in Hebron elementary schools is projected to be 1,293 by the 2013-2014 school year. That is approximately 260 students over current capacity. Such growth appears to support a new elementary school in the next 8 years. Looking far into the future, these current trends indicate a level of growth that could support yet another new school in approximately twenty years.

The Hebron Board of Education has explored various alternatives to respond to the overcrowding issue. There are 33 classrooms at Gilead Hill School, and 29 (including 4 portables) classrooms at Hebron Elementary School. In response to the large enrollment, the class sizes for the current year (2003-2004) are above the recommended level in the Educational Specifications for several grade levels. Two of the "special" subjects (i.e., Music, Art, Physical Education, Spanish, Challenge & Enrichment, etc.) are being delivered "on a cart." The "special" teacher comes into the regular classroom, rather than having the students move to a separate classroom, in order to free up those rooms for grade level classrooms. There is a need for as many as eight additional classrooms by 2006-2007. The number of additional students puts stress on the core facilities of the buildings in other ways such as cafeteria space, bathroom facilities, Art room, Music room, Gymnasium, etc. due to the limitations on core facilities. The possibility of adding on to the existing schools has been explored by the School Board. The current facilities' sites are not deemed suitable for further expansion.

Recommendations:

Current Needs (0-3 years): This is currently being addressed by the Town Modular Building Committee.

Short Term Needs (3-8 years): Based on the above information, the Facilities Study Committee recommends that a feasibility study, utilizing professional consultants, be conducted within a year to assess the need for a new elementary school. This feasibility study should also lay out possible scenarios for the town to consider, including the provision of space for educational administration staff.

The Facilities Study Committee recommends that all possible alternatives should be considered including additional regionalization of the elementary program. Conversely, the study should also explore whether the growth of the Hebron student population would support its own K-12 program and what the facilities implication of such a decision would be. The study should explore available State of Connecticut funding sources, and conduct a careful examination of the property tax impacts of all options considered.

Based on the anticipated results of the feasibility study and current student growth projections, the Facilities Study Committee anticipates that additional elementary educational space will need to be constructed.

Longer Range Needs (greater than 8 years): There is a likely need for expansion of the RHAM Middle and High schools during this time period. There could also be a need for additional elementary school space.

Hebron Town Hall Facility Needs

Hebron's Town offices currently consist of 2 facilities, the Town Hall, built in 1964 and expanded in 1981, and the Horton House, built circa 1866, and acquired by the Town in 1988. The facilities are used by 28 employees and the Probate Judge and Probate Clerk. The Horton House (2 levels plus a basement) is 2705 sq. ft; the Town Hall (2 levels) is 6,626 square feet. There are 48 parking spaces plus 5 handicapped spaces. The office complex sits on 2.9 acres. An additional .87 acres to the north was acquired in 1998.

Housing the town offices in the current facilities is inefficient and inconvenient for the public. Departments that work together on a regular basis should be located next to each other. Instead they are scattered throughout the complex.

The Horton House, built as a physician's home/office in the mid 1800's and featuring seven fireplaces and wide plank flooring, is not conducive to an efficient government operation.
The Town Hall has a severe lack of adequate meeting space for the many town boards and commissions that meet on a regular basis. Community groups also need meeting space for day and evening functions. Juggling the existing meeting spaces (one room at the Town Hall with a capacity of 39 and a smaller conference room at Horton House that holds 8 people) and using the library's community room cause logistical problems, and preclude community group access to needed meeting room space.

There is inadequate storage space to serve the existing staff. File cabinets holding documents, grand list books, and maps are tucked into whatever space is available. In several instances, files are sometimes stored separate from the staff using them. This includes the departments of Finance, Building and Planning, Tax Assessor, and Tax Collector.

Many departments need additional office space to work effectively. These include Parks & Recreation, Probate Office, Registrar of Voters and Finance departments. There is no waiting room space for visitors to the Town Hall. People must stand in the halls while waiting to conduct business.

These space needs will continue to worsen as the town grows.

Future Needs

Five meeting rooms are needed at the Town Hall to accommodate groups ranging from 10 persons, to a larger capacity room holding 75-100. Common sense dictates that the multiple departments of the town staff be housed in a single facility. The public could easily meet with appropriate officials and the staff's efficiency and productivity would be improved by easy access to data and other departments.

As part of improving efficiencies and cost savings, any long range plan for housing town-wide services should look at combining school administrative staff, police department functions and emergency operations center in one location. There are many similarities in functions and cost sharing opportunities between school administration and town administration (payroll, purchasing, budget administration, data storage, filing, computer services, telephone system, heating and cooling costs,). In many communities, sharing facilities has reduced infrastructure and operational costs as well as improved communications between the public and administrative bodies.

Town Office and Meeting Room Space Options:
Two basic alternatives – with significant options - exist for meeting the short and longer range office and meeting room space needs of Hebron's town government:

1. Expand the existing Town Hall, using the lot to the north that was purchased in 1998. This would require a connection to the sewers as the septic system is located in this area. The current Town Hall has about 6,626 square feet. It is estimated that this figure would double when consolidating the staff from the Horton House and adding meeting rooms. A ***working rough estimate*** is a cost in the neighborhood of $1,000,000 ($175/sq. ft.). There appears to be room for additional parking onsite to meet the expansion needs.

2. Construct a New Town Hall. A New Town Hall with approximately 11,400 square feet (double the current Town Hall space). A ***working rough estimate*** is a cost in the neighborhood of $2,250,000, <u>not</u> including land purchase or site development. The Village Green District on Main Street (Route 66) is expected to become a reality in 2004. The Town could procure a parcel of land in a central location for a Municipal Building. Because of the traffic generated by town office buildings, such a location would help make the Village Green District attractive to commercial development.

3. The present combined Town of Hebron and Regional District Eight school administration offices (known as the 'COC', short for Central Office Committee) estimate their space needs at about 4,000 square feet. A ***working rough estimate*** is a cost in the neighborhood of $700,000, <u>not</u> including land purchase or site development.

4. Combining both the town and school administration offices would very likely result in lower construction, operation and maintenance costs, and possible shared operational staff positions.

Recommendations:
Based on the above information, the Facilities Study Committee recommends that a feasibility study utilizing professional consultants be conducted within a year to document the need for a new or expanded Town Hall. This feasibility study should lay out possible scenarios for the town to consider, including the provision of space

for educational administration staff. The study should also explore available State of Connecticut funding sources, possible future uses of the Horton House, and careful examination of the property tax impacts of all options considered.

Hebron Public Works Facility Needs

Public Works' current facilities are located at 550 Old Colchester Road, at the southern most part of town, on a fourteen (14) acre rectangular-shaped parcel, the site of a former gravel pit. This town-owned parcel is abutted by Camp Connecticut to the north and west and Northeast Utilities to the south. A large wooded parcel is across the street to the east.

Not only does this site house all of Public Works' major buildings and equipment, but it also is the site of the town's closed landfill and current transfer station. Of the 14-acre site, the landfill encompasses about eight (8) acres, leaving six (6) acres to accommodate buildings, equipment, materials and the transfer station. Five hundred feet of road frontage does allow the site to safely utilize two curb cuts onto Old Colchester Road.

Services provided today by the fifteen member Public Works department include road maintenance and reconstruction, solid waste disposal, snow and ice removal, maintenance of town buildings and grounds, animal control, trail maintenance and construction, vegetation control, vehicular maintenance, site improvement and construction activities, and drainage maintenance and improvements.

The entire Public Works operational facilities are restricted to a six-acre portion of the aforementioned fourteen-acre parcel. The eight-acre town landfill, operated from 1962 until it was closed and then capped in 1995, cannot be utilized or altered in any manner. The landfill, capped with clay and then topsoil, requires monitoring wells and mowing twice per year.

The remaining site encompasses several structures including the 100' x 60' steel maintenance / office garage; a 100'x 40' cement block cold storage (80'x 40') / animal control building (40'x20'); a 20'x 20' salt shed; and two jet hangers 70'x 10' and 60'x 10' in size. The site also includes above ground propane, gasoline and diesel tanks, an underground oil tank and septic system, and an area for outdoor storage of construction materials, sand and gravel, and some equipment. The Town is in the process of obtaining an industrial permit for storm water discharge at the site.

The 1,980 square foot maintenance / office building is in adequate condition, but is considered significantly undersized. The equipment bay area is crowded, lacks lifts, has inadequate lighting, is height restrictive and has little room for parts inventory storage. The building lacks a training or meeting room and has inadequate lunch and shower areas. There is also a reported lack of office and record storage space.

The cold storage / animal control building is in a less adequate condition than the maintenance / office building, but is more adequately meeting space needs. The animal control portion of the building includes ten kennel canine enclosures with heated indoor / outdoor access and short run areas. While animal control does occasionally house cats, a segregated area designated for cats does not exist.

The salt shed is in poor condition, and is inadequate for its intended uses. The CIP process has approved a new salt storage shed, but construction has been postponed until resolution of the site expansion and or relocation has occurred. All salt and sand/salt mix is required to be covered from the elements. Maintenance of larger supplies of salt and sand / salt mix is desired but not possible at this time. Sand may be and is left outdoors. Construction materials are generally not covered. The town does store a small quantity of salt / sand at a satellite location in the north end of town on Salt Box Road.

Equipment required for solid waste disposal includes a new roll-off truck, a backhoe, and fifteen roll-off bins. The transfer station employs one full-time and one part-time employee during the week and weekend. While the physical condition of the transfer station is adequate, the facility is considered overcrowded and inadequate in terms of space for the future. A new roll-off truck will be needed in the near future.

The extreme south-end location of the current facilities results in a lengthy, inefficient response time to other areas of the town since vehicles, personnel and nearly all road and construction materials are stationed here. The department is currently analyzing property in the central area of town to accommodate its operations, with the exception of solid waste disposal and animal control. A four to ten acre site is desirable to meet its current and future needs. The department seeks to construct a new 100'x 80' maintenance / office garage, a 120'x 60' salt storage shed and two 100'x 60' cold storage buildings. Current facilities of the animal control department could expand on the current site.

With the desired relocation of the public works complex, the current site for the transfer station would be adequate for future needs as the outdoor areas occupied by materials and equipment could be utilized for an expanded solid waste disposal operation. The current buildings on-site could continue to house equipment and could provide an opportunity to expand the town's recycling program.

Recommendations:

Current Needs (within 6 months): Commence negotiations to acquire the Northeast Utilities property to the south or a portion thereof to alleviate overcrowding.

Short Term Needs (1-2 years): Acquire the adjacent Northeast Utilities property to expand operations at the existing site.

Mid to Long Range Needs (5-15 years): Form a site development committee to identify properties in the central area of town to relocate the primary operations of the department. Sites should be selected to ensure future expansion opportunities of the department so they can relocate to a more central and efficient location, with an emphasis on potential shared site uses such as recreation or other public facility needs.

Parks & Recreation Facility Needs

Parks, ball fields, beaches, lakes, hiking trails, bike trails, swimming pools, golf courses, and organized recreational programs are vitally needed resources to the people of Hebron. These resources provide residents with many leisure-time activities in pleasant and safe surroundings. Hebron residents rely on a combination of public school facilities (both indoor and outdoor), town parks, state parks, state forests, and private facilities for both active and passive forms of recreation.

High quality open space and recreational facilities are similar to good education programs in that they provide economic benefits to a community in the form of increased property values. This applies, of course, to nearby properties. But when a town's facilities and parks are perceived as exceptionally well thought out and attractive, there is often a more general 'desirability effect' which results in widespread increases in property values and tax revenues. Public and private open spaces also provide tax revenues in excess of municipal services that these properties demand, and therefore are among the best land uses in terms of cost-benefit analysis. Attractive open space and recreation opportunities also offer enhanced quality of life, personal fulfillment, and good old fashioned fun.

Active Recreation:
The Hebron Parks and Recreation Commission evaluated the existing public recreational facilities in the Town and estimated the present and future need for ball fields and sports facilities, based on state and national evaluation standards. Their work, as reflected in the 1999 Master Plan, found that the Town of Hebron was already experiencing deficiencies in the number of sports facilities available for public use. The Master Plan found a deficiency of two indoor basketball courts and one soccer field. By 2009, the Master Plan indicated the need for soccer and baseball/softball fields was expected to grow by at least two fields of each type.

Since that time, participation in youth soccer has almost doubled. Much of that growth is occurring in the younger age groups, which can use more basic playing fields, such as those at Lions Park and Old Colchester Road. The space problem intensifies as the younger boys and girls move up to more competitive leagues which require better fields.

Overall participation in baseball has grown about 5% annually since 1999. However, a stronger growth rate has occurred in T-ball and the younger age groups. Current estimates by baseball officials indicate a five year need for between one and two ninety foot (length of baseline) baseball fields, two 60 foot fields, two fifty foot (T-ball) fields, and one softball field.

The implication of current soccer, baseball, and softball trends is a need for additional ball fields, far beyond what was anticipated in 1999.

Passive Recreation:
The Hebron Parks and Recreation Commission defines passive recreation as recreational activities that require minimal or no alteration to the environment to accommodate them. Passive recreational activities vary in physical intensity and often do not require specialized training or equipment. Passive recreation is beneficial to the community as a whole, as people of all ages, physical abilities, and proficiency levels can participate and enjoy the same facility. Passive recreational sports differ from "organized sports" or active recreation in that they are not usually organized into competitive leagues.

Hebron is fortunate to have Gay City and Airline Trail State Parks. Walking, jogging, hiking, and biking are favorite pursuits of many town residents, not to mention swimming and bird-watching. As Hebron acquires and develops property for active recreation, it must continue to include opportunities for passive recreational activities.

Johnson Farm Property:
An exciting opportunity is near. After a multi-year process, the Town of Hebron has approved the purchase of the former Johnson Farm property at a truly attractive price for open space and recreational use.

Recommendations:

Current Needs (within 6 months): Complete the purchase of the Johnson Farm property for active and passive recreation. Hebron's Open Space Land Acquisition Fund is available to pay for the purchase of this property.

Short Term Needs (1-2 years): We recommend that a consultant be hired to work with the town and other interested parties to develop alternative plans for the design and long-term development of a recreational complex on the Johnson Farm property. Such a planning project should consider the many active and passive recreational needs of the town, while maintaining a careful sensitivity to the unique environmental qualities of the property.

Mid-Range Needs (2-5 years): Working with the same team of interested parties, the town should prepare a strategic plan for the longer-term development of active recreational sites in the north central area of town. Potential sites should be considered for their potential as multi-field sports complexes. If an appropriate site(s) becomes available, purchase should occur within this time frame, again utilizing the Open Space Fund.

Mid to Long Range Needs (5-10 years): Purchase multi-field site(s), and begin a staged development process to meet the evolving active and passive recreational needs of Hebron.

ATTACHMENT "C"

Connecticut River Coastal Conservation District, Inc.

June 6, 2012

Mr. Michael O'Leary, Town Planner
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Re: Wetlands Investigation on the CL&P property south of the Town Public Works Complex on Old Colchester Road

Dear Mr. O'Leary,

The Town of Hebron requested assistance from the Connecticut River Coastal Conservation District to determine if regulated wetlands and watercourses are located on the above referenced property. A portion of the CL&P property adjacent to the public works property is being considered for expansion of the public works facility. During a previous site visit conducted by Hebron Town Officials, water was observed at the ground surface at this location.

The CL&P property is a 32 acre wooded parcel, with frontage on Old Colchester Road. The topography along the road and northeastern corner of the property is steep and slopes towards the site. The northern and northeastern portion of the property where the soil investigation was conducted was relatively flat. However, according to Hebron Town Officials the property was mined in the past, and the existing land formations show evidence (depressions and high points) of this activity.

The site investigation was conducted on May 7, 2012. In attendance were: John Soderberg, Inland Wetlands Agent, from the Town of Hebron; Tom Fenton, Engineer from Nathan L. Jacobson & Associates, Inc.; David Askew from North Central Conservation District; and Kelly Starr from the Connecticut River Coastal Conservation District.

Methods and Findings

Soils were inspected to a depth of 20 inches. Soil colors were compared to the Munsell Color Chart and observed for redoximorphic features, which indicate soil saturation. The area inspected was generally limited to the base of the slope and 100-150 feet into the adjacent wooded area. Results of soil borings were conclusive, so additional investigation was unnecessary.

Based on the topography and soil conditions, we concur with the observation by town staff that the area appears to have been mined for gravel. The soil profile in mined areas lacks a typical topsoil and subsoil horizon. Only the substratum remains. In many areas, there is observable saturation to the soil surface. Based on these observations, the majority of the area contains soils that meet the definition of wetland under CT state statute, consisting of (altered) poorly-drained or very poorly-drained soil. Due to the inconsistent nature of the past mining operation,

there are many small upland inclusions within the wetland. However, these inclusions are too small to map as upland soils.

Please contact us if you have any questions. Thank you for the opportunity to comment.

Sincerely,

David Askew
Registered Professional Soil Scientist

Kelly Starr
Natural Resource Specialist

ATTACHMENT "D"

Town of Hebron
Department of Public Works Facility

Preliminary Program
Draft #1
November 5, 2012



Prepared by
CME Associates, Inc.

HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY PROGRAMMING DOCUMENT

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EXECUTIVE SUMMARY

The Town of Hebron, recognizing that the existing Department of Public Works facility at 550 Old Colchester Road in Amston provides inadequate space for normal operations and protection of equipment, engaged the services of CME Associates, Inc. to prepare a space needs analysis for use as a planning tool that will guide the future development of a new facility. The study included an inspection of existing facilities, interviews with DPW personnel, documentation of deficiencies, research into potential future growth trends and recommendations for space required to meet future demand and to address operational and functional deficiencies.

Consisting of almost 37 square miles, the Town Hebron is home to about 8,600 residents. Given its location within commuting distance of several major urban environments, the fact that state parks provide attractive recreational opportunities, that the population is well educated with a high median income and a strong school system, it is expected that Hebron will continue to experience rapid growth. Planning for this growth within the DPW service areas will be critical for the generation of a viable long range plan that serves the Town for decades.

The DPW takes care of all public properties (except schools, firehouses and cemeteries) including town office buildings, maintenance buildings, parks and park buildings, and seventy seven miles of paved and dirt roads, public sidewalks, and the transfer station. Specialized equipment is necessary to build and repair roads, install drainage and maintain the roads particularly in the winter time. Signage and road safety equipment is integral to DPW work. Critically, all of these expensive supplies and equipment need to be stored and maintained efficiently so that their value can be maintained over time.

Storage facilities for equipment are lacking at present. Additional storage bays for highway trucks are most desirable. In addition, facilities for DPW personnel are severely deficient which affects the safety and well being of these town employees. Code upgrades are also necessary to provide for compliance with current accessibility and energy codes.

An investment in improved and expanded DPW facilities in the town of Hebron will be a cost saving measure in the long term as current investment in equipment will be preserved as the equipment will be properly stored and maintained under optimal conditions.

EXISTING CONDITIONS SURVEY



Figure 1: Current DPW location adjacent to the Transfer Station. Approximately one quarter of the 19.6 acre site is currently developed for DPW use while adjacent green space in the lower area of the photo is the former town landfill.

Site Description

Located on the southern edge of town bordering Colchester, the DPW portion of the site contains a wide variety of uses. The main building houses administrative offices, vehicle maintenance and vehicle storage uses. This building was constructed to replace the earlier main building directly across the parking yard which now serves as vehicle and equipment storage. Open canopies shelter other equipment which includes backhoes, front end loaders and sanders as well as dump trucks. The site is also used for stockpiling of road maintenance material such as loam, sand and gravel. In addition, a salt shed provides cover for road salt and winter mix. An area of the site allows for storage of concrete drainage structures and drainage pipe. In addition, there is a fueling facility consisting of a concrete vault housing 2,000 gallon gasoline tank and an

underground 4,000 gallon diesel fuel tank. At present a dog pound is also housed on the site although it is unclear if the pound will be incorporated into an improved DPW site.

The main entrance to the site is off of Old Colchester Road on the north side of the property. A large area of asphalt paving spans between the original DPW garage and the later building to the south, serving two-way vehicular traffic. The present stacking configuration of the garage bays necessitates backing out into this major circulation path within the site. Parking for employees is relegated to a lot at the north of the property, remote from the support facilities.

Site circulation to remote material and equipment storage appears to work well, with a change in grade facilitating delivery of sand at the upper grade and loading at the lower level. Paved drives connect the material storage areas, and a gated drive connection to the transfer station facilitates DPW work at that adjacent site.



Figure 2: The main building on the site houses DPW administration, maintenance and storage bays. The public entrance is to the left in the photograph.



Figure 3: Fulfilling many roles, the Old Colchester Road site hosts the dog pound adjacent to the original DPW facility which has been added on to over time.



Figure 4: The Salt Shed houses salt on the right hand side and a winter mix of sand and salt on the left. Sand is stockpiled adjacent to the shed while stone for chip sealing is seasonally stored in the large paved area in front of the shed.



Figure 5: Two shed roof canopy structures provide some shelter for construction equipment. The lack of enclosed garage space means that half of the town's fleet is exposed to the weather.

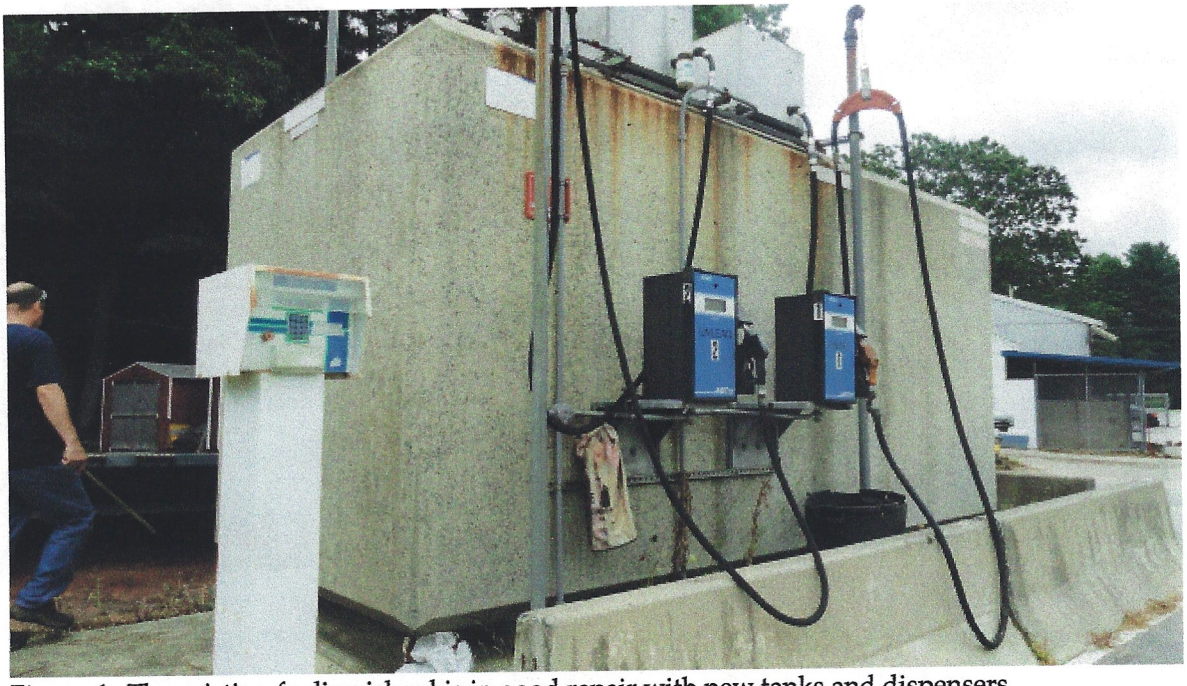


Figure 6: The existing fueling island is in good repair with new tanks and dispensers.



Figure 7: Plows are stored in an open area where they can easily be installed as needed.



Figure 8: An easily accessible area for storage of drainage structures and conduit should be maintained in the proposed new facility.



Figure 9: Areas for stockpiling of various materials is a necessity for a new facility.



Figure 10: Sign storage and traffic control equipment is stored in remote areas of the current site. A sign shop is currently in a remote and unheated building. In a new facility, the sign shop should be incorporated into the main building. The propane tank serves the dog pound. Space should be allocated for a new stand alone generator that will serve the entire facility.



Figure 11: The main building at 550 Old Colchester Road is a metal building housing equipment bays, maintenance bays, administration offices and support facilities.

Administrative Facility Description

The existing 50 deep x 100 foot wide metal building contains 4 vehicle bays, each bay 2 vehicles deep. Three minimally heated vehicle storage bays are open to each other while the forth bay serves as a mechanics bay and is separated from the other bays by a full height partition which allows the space to be heated. Adjacent to the mechanics bay are the administrative offices, break room, toilet rooms and mechanical room. Facilities in the Administrative areas are utilized by the thirteen current employees with the expectation that additional employees should be accommodated in the future building.

Administrative Facility Deficiencies

- The DPW Director and the Administrative Assistant share an office area. The Director should have a private office and access to an area for conferencing and privacy for human resources issues.
- Visitors to the building have no place to wait until they can be addressed.
- There is no storage area for office supplies. Many supplies are stored in the shower stall of the women's toilet room.
- Toilet rooms presently serve a single occupant.
- There are no locker or changing rooms. Some lockers are currently housed in the main corridor of the administrative area while others line the wall in the mechanic's bay.
- There are no bunk rooms. Currently when necessary during storm situations, drivers sleep in their vehicles.
- The break room is very small, accommodating 3 people at a table, with minimal kitchen facilities and no day room area.
- The Administration area is not totally ADA compliant.



Figure 12: The main entrance corridor shared by visitors and employees alike is crowded with lockers, appliances and files for which there is no space elsewhere.



Figure 13: Limited and barely accessible Break Room facilities include seating for three. The room is shared as an overflow office space. Since there is no space for it, the refrigerator resides in the adjacent hallway.

Maintenance Facility Description

The first bay beyond the Administrative area is the double deep maintenance bay. As the bay is not a drive thru, the rear is taken up with a work bench the full width of the bay. Commercial grade tool boxes are stored on one side adjacent to the work bench. The bay width is additionally squeezed by a bank of lockers near the overhead door entrance and adjacent to the man door entrance from the Administrative area. There is a lack of efficiency in the stacked bay configuration as the interior vehicle is unable to egress until the exterior oriented vehicle is able to be moved.



Figure 13: The narrow side aisles to not facilitate access to vehicles for repair.



Figure 14: Tool storage and workbenches further inhibit access to the vehicles



Figure 15: Parts storage in the mezzanine provides secure storage of items used with minimal frequency.



Figure 16: Frequently used small parts are stored in a room adjacent to the maintenance bay. This storage area could be incorporated into the larger storage area in a secure room accessible to the maintenance bays.

Vehicle Storage Bays

The main concerns with the current vehicle storage bays are that they are not drive-thru bays which facilitate efficient movement of individual vehicles without the need to relocate other vehicles. In addition, the vehicle storage bays are not high enough to allow for raising of the dump truck bodies to allow for access to the truck bed. The depth of the current bays is also limiting as equipment is by necessity, parked up against exterior walls which can sustain damage. The lack of sufficient depth also inhibits movement between vehicles parked front to back and between the vehicles and exterior walls. Garage door opening should be at least 14 feet wide and high to allow for proper clearances. A wash bay should be included in the new facility that will double as a drive-thru storage bay. Code compliant grey water storage and particle separators should be incorporated into the wash bay design.



Figure 17: Minimal aisle clearances endanger equipment and building.



Figure 18: Limited clearances endanger wall surfaces, building structure and wall mounted utilities as well as limiting passage of personnel.



Figure 19: Equipment stored in the side access aisle further limits access to vehicles in the wash bay.



Figure 20: While the tire storage and oil recycling is adjacent to the maintenance Bay, there is not enough tire storage at present. Storage of equipment adjacent to the vehicle storage floor areas impedes circulation and potentially jeopardizes the condition of the vehicles and supplies.



Figure 21: New vehicle storage bays should be higher than the existing bays to facilitate access to equipment without damaging building structure.

HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUILDING PROGRAM
FACILITY GOALS AND OBJECTIVES

Goals

- Design a Department of Public Works facility that meets the current and anticipated future needs of the Town of Hebron.
- Design a facility that ensures the safety and protection of DPW employees, equipment and resources.
- Integrate environmentally friendly and energy efficient materials and systems into the building design to the greatest extent possible.

Objectives

- Site the building(s) to accommodate safety, security, and accessibility of DPW personnel and the public;
- Provide site features that address environmental conservation and storm water best practices.
- Provide building features that insure user comfort, safety and accessibility.
- Incorporate operational efficiencies to insure the timely delivery of DPW services.
- Provide covered storage facilities for materials that are environmentally hazardous.

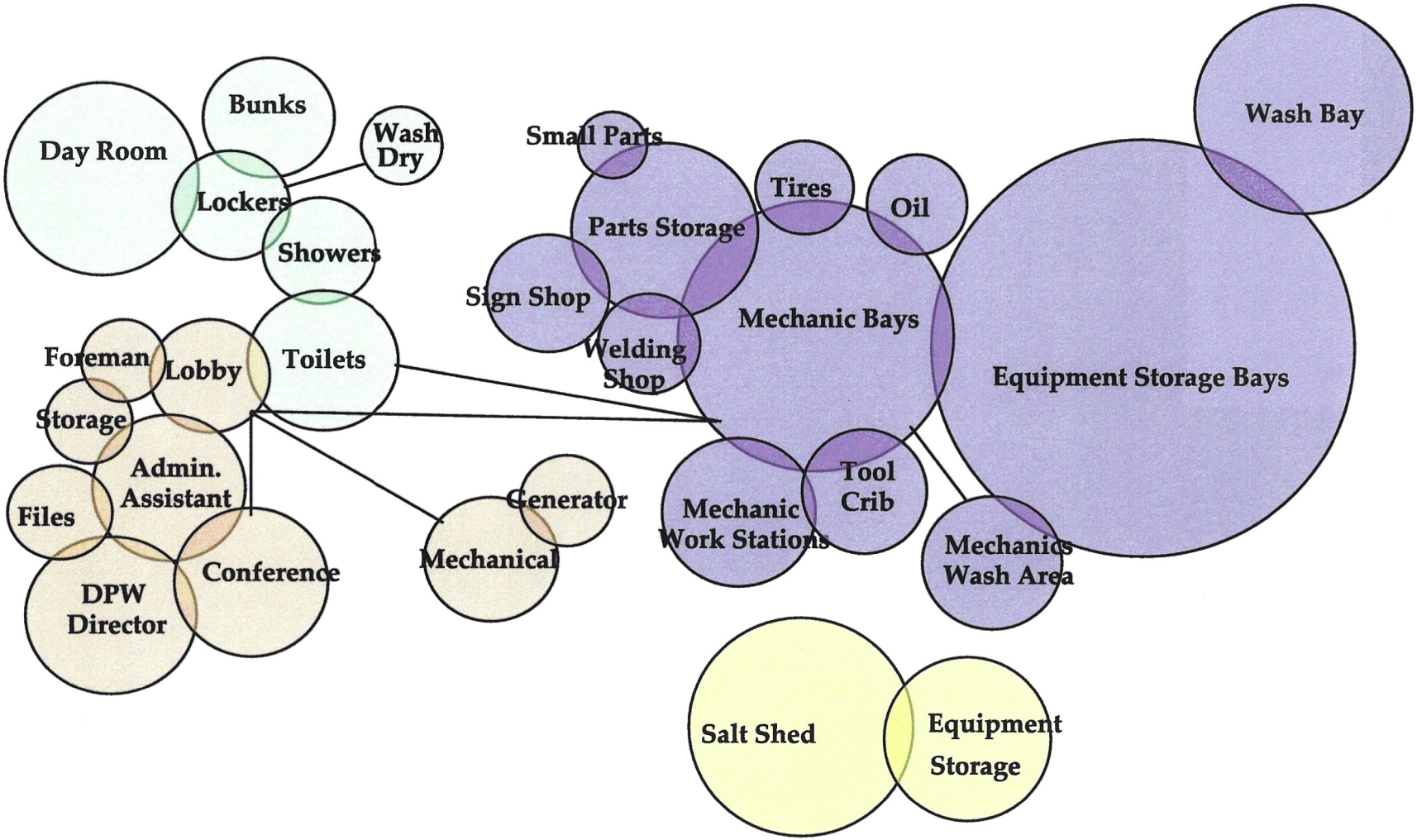
Site Considerations

- Separate circulation of DPW vehicles and public/visitor vehicles.
- Accommodate parking for 20 employees and two public spaces.
- Include water oil separator and holding tank to support wash bay activity.
- Provide septic system and septic field.
- Provide well to support domestic use and wash bay activity.
- Provide space for two automatic propane stand-by generators with automatic transfer switch.
- Provide area for buried propane storage tank.
- Provide material storage containment facilities.
- Provide space and circulation for a stand alone Salt Shed where product can be stored and loaded under cover.

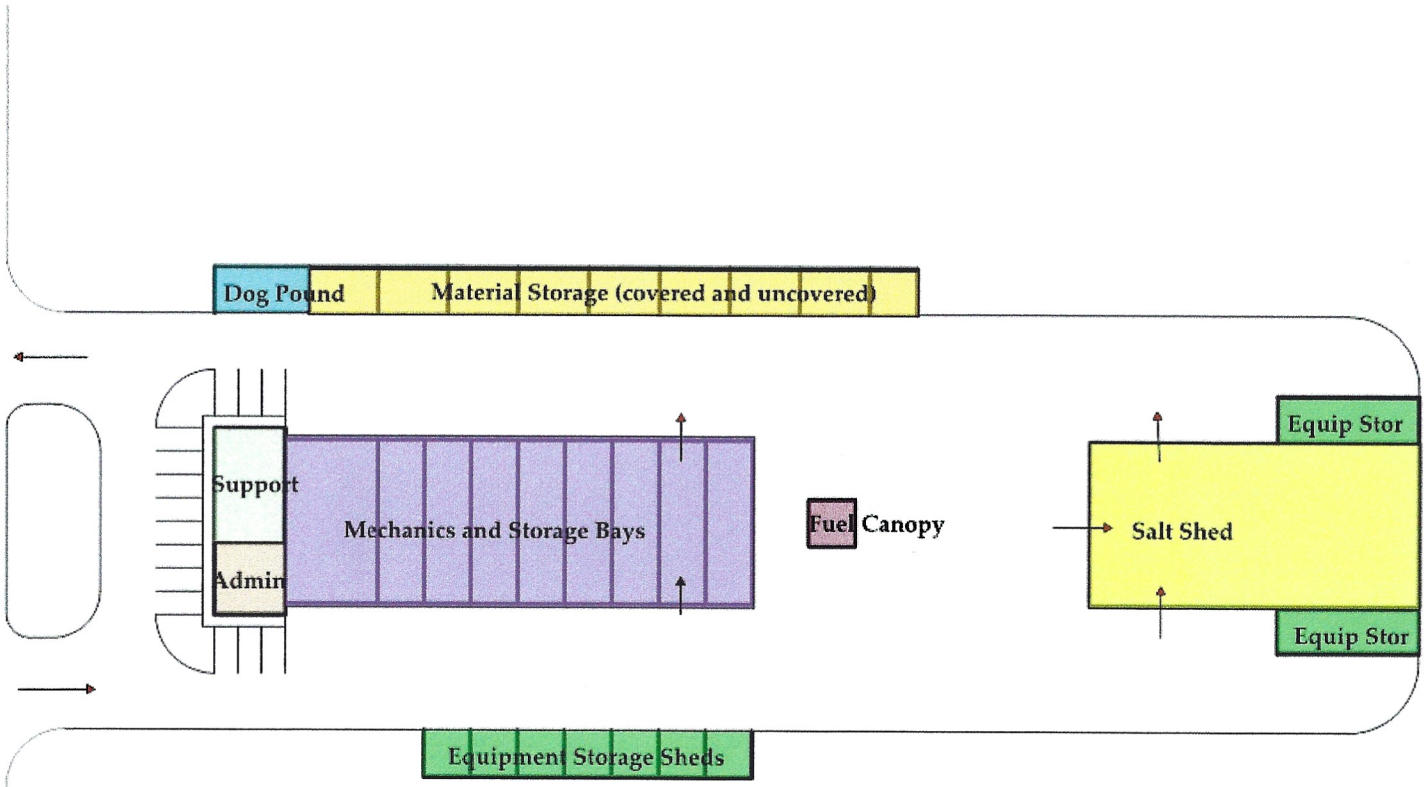
HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUILDING PROGRAM
TABULATED SPACE NEEDS

Space Name			Existing SF		Proposed SF
Administrative Facilities					
Public Lobby			84		150
Administrative Assistant's Office			80		200
DPW Director's Office			80		250
Foreman			0	2 @ 75	150
Mechanics work stations			0	3 @ 75	225
Conference/Training Room			40		300
File Storage			0		80
Supply Storage and Copy Room			0		150
	Subtotal	284		1,505	
Support Facilities					
Day Room with Kitchen			180		350
Men's Bunk Room			0		150
Women's Bunk Room			0		150
Toilet Rooms			160	2 @ 144	288
Showers			64	2 @ 140	280
Locker Room			0		180
Storage			0		300
Mechanical Room			160		200
Washer Dryer Room			0		100
	Subtotal	564		1,998	
Equipment Facilities					
Mechanics Bay		2 @ 500	1,000	4 @ 900	3,600
Small Parts Storage			1,000		200
Large Parts Storage			200		400
Tire Storage			200		200
Equipment Storage Bays		4 @ 500	2,000	10 @ 700	7,000
Wash Bay		2 @ 500	1,000	2 @ 700	1,400
Tool Box Storage			0		75
Paint Room/Storage			0		50
Welding Shop			0		150
Tool Crib			0		225
Hydraulic Parts Storage			0		50

Oil/Hydraulic Fluid Storage					150
Mechanics wash area					250
Sign Shop and Storage			200		600
	Subtotal	5,400		13,750	
Total of Enclosed Square Footage			**6,248**		**17,853**
Salt Shed Building			**1,000**		**10,400**
Covered Equipment Storage			**3,600**		**6,800**



HEBRON CT DPW - PROPOSED SPACE ADJACENCIES



HEBRON CT DPW - IDEAL SITE ADJACENCIES

Scale - 1" = 60'

Approximate acreage required = 5



HEBRON DEPARTMENT OF PUBLIC WORKS
CONCEPTUAL SITE BUILDOUT PLAN

APPENDIX

TOWN OF HEBRON
POPULATION GROWTH NARRATIVE

Overall town population is expected to continue its growth, though at a slower pace than the period between 1990-2010, which saw Hebron's population increase from just over 7,000 residents to nearly 10,000, and an increase of over 1,000 households. Fitting in with long-term, statewide trends, the population is projected to age significantly, with Hebron seeing gross decreases in school-age residents (under 24 years) and working-age residents (25-64); both population declines are projected to be counterbalanced by a significant increase in senior-citizen (65+) populations.

From a housing standpoint, the town does project to add to its household base, though not necessarily at the same rate or of the same type as in decades previous. Over the past several decades, the size of households in Hebron has diminished, but only slightly, from approximately 2.9 in 1990 to 2.8 in 2010. This trend will likely accelerate over the next 15-20 years as the population ages and the number of children in Hebron shrinks. The reduction in household size and the aging of the population will combine to create a reduced demand for the type of housing that drove Hebron's growth over the last several decades- that of the 2400-square foot single-family residence on 2-5 acres of property. Instead, Hebron will see more growth in smaller and multi-family residences.

The Hebron Village Green project envisions the creation of a large, mixed-use development on approximately 170 acres of land just south of Route 66 and east of Route 85 in the center of Hebron. Master plans have been developed, infrastructure is being extended and regulations are being put in place to make this plan a reality. The development of Hebron Village Green is the town's key economic development and house expansion target, and carries an occupancy horizon approximately compatible with the above population projections. The Village Green includes the addition of 49 conventional apartments, 44 age-restricted (elderly) apartments, 24 "active-adult" condominiums, and six new single-family homes. The overall development will also seek to add over 200,000 square feet of office space, 51,000 square feet of retail space, a new 35,000 square foot grocery store, a 35,000 square foot fitness center, and 7,500 square feet of restaurants. Several thousand feet of new roadway, sidewalk and parking area will be constructed to serve this development, but it will be on an "infill" basis within close proximity to the core of town and its resources. All of these developments will also be well connected by road, sidewalk, and trail networks, which will also link to Main Street and the existing business and civic center of Hebron. The total result of this project will be to dominate the economic and residential development throughout Hebron over the next fifteen years. Once built-out and fully occupied, it is likely that the Village Green will spur additional higher-density (apartment and condo) residential development on nearby properties, but the horizon for that is probably beyond 2025.

Connecticut Population Projections 2015-2025

June 1, 2012 edition

Note: The 2015-2025 Population Projections are in the process of being refined which may result in a few of the estimates being updated. We welcome your input on these projections as we develop the finalized versions. The finalized versions will include downloadable data and a summary report.

The Connecticut State Data Center provides population projections to assist state agencies, non-profit organizations, businesses, governments, and centers/organizations to identify potential population changes into the future. These projections are created based upon several datasets and while these estimates are developed based on multiple data sources, actual population changes may vary from these projections. To assist in planning, analysis, and decision making, the population projections provide three estimates for 2015, 2020, and 2025 based on differences in fertility rate. These three estimates are provided to provide users with a visualization of the potential variance of the population based on changes in the population's fertility rate which is often influenced by socioeconomic factors.

Sources	How to Cite
1990, 2000, 2010 Population data provided by U.S. Census Bureau 2000 to 2010 Birth and Mortality data by Connecticut town provided by the Connecticut Department of Public Health Rowland, D. T. (2003). *Demographic methods and concepts*. Oxford: Oxford University Press. Smith, S. K., Tayman, J., & Swanson, D. A. (2001). *State and local population projections: Methodology and analysis*. New York: Kluwer Academic/Plenum Publishers. Spectrum DemProj software provided by Futures Institute	APA 6th Edition Connecticut State Data Center at the University of Connecticut Libraries Map and Geographic Information Center - MAGIC. (2012). *Connecticut State Data Center - Population Projections 2015 - 2025*. Retrieved from http://ctsdc.uconn.edu/projections.h

Name	Year	Fertility	Age	Male	Female	Total
Hebron	2015	Medium Fertility	Under 5 years	212	203	415
Hebron	2015	Medium Fertility	35 to 39 years	202	234	436
Hebron	2015	Medium Fertility	5 to 9 years	257	261	518
Hebron	2015	Medium Fertility	40 to 44 years	340	423	763
Hebron	2015	Medium Fertility	10 to 14 years	455	411	866
Hebron	2015	Medium Fertility	45 to 49 years	490	510	1000
Hebron	2015	Medium Fertility	15 to 19 years	564	463	1027

Hebron	2015	Medium Fertility	50 to 54 years	486	515	1001
Hebron	2015	Medium Fertility	20 to 24 years	316	262	578
Hebron	2015	Medium Fertility	55 to 59 years	453	491	944
Hebron	2015	Medium Fertility	25 to 29 years	119	91	210
Hebron	2015	Medium Fertility	60 to 64 years	328	346	674
Hebron	2015	Medium Fertility	30 to 34 years	126	151	277
Hebron	2015	Medium Fertility	65 to 69 years	275	275	550
Hebron	2015	Medium Fertility	70 to 74 years	156	159	315
Hebron	2015	Medium Fertility	75 to 79 years	89	99	188
Hebron	2015	Medium Fertility	80 and over	75	119	194
Hebron	2015	Medium Fertility	Total	4943	5013	9956

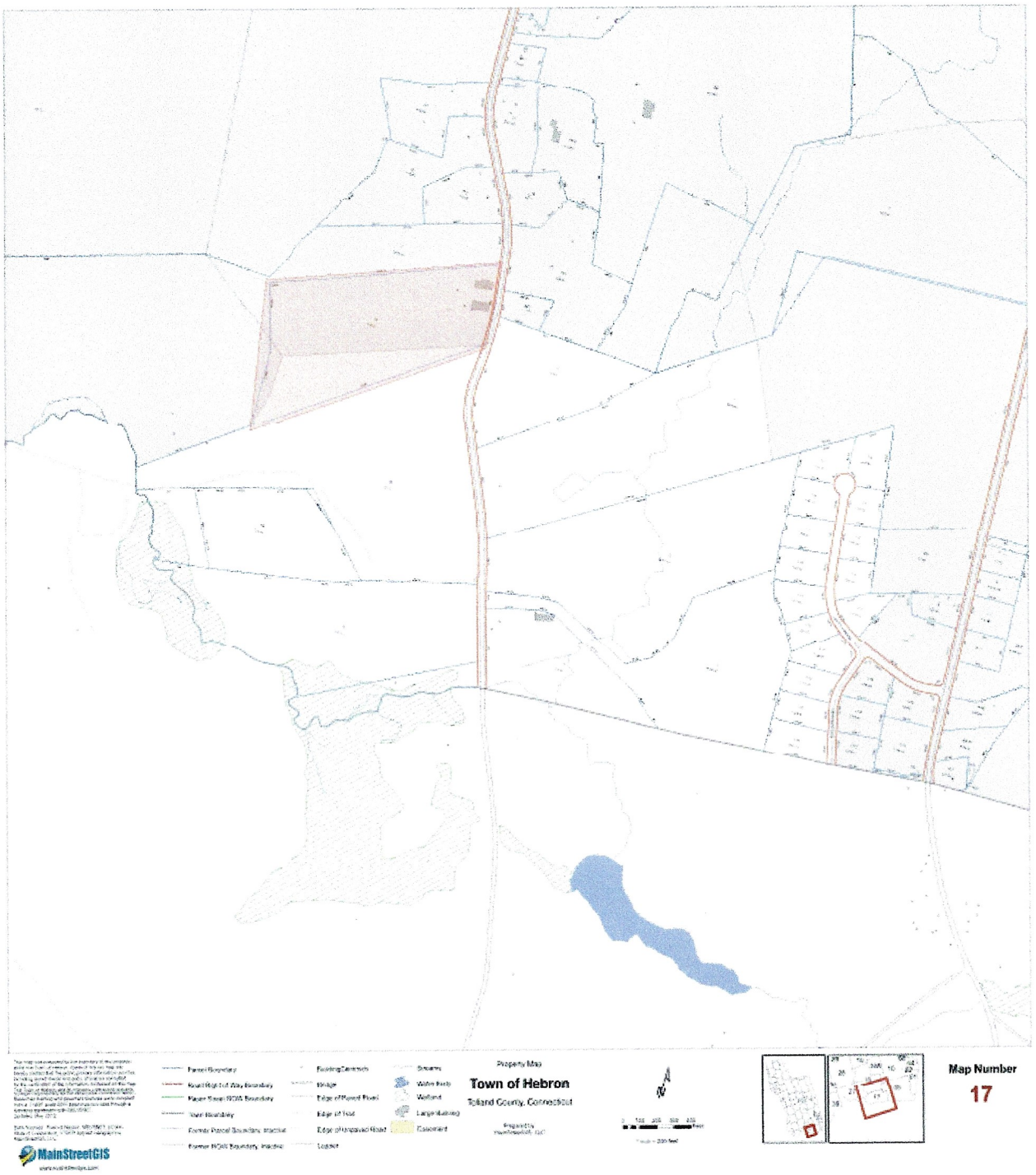
Name	Year	Fertility	Age	Male	Female	Total
Hebron	2020	Medium Fertility	Under 5 years	201	192	393
Hebron	2020	Medium Fertility	5 to 9 years	233	226	459
Hebron	2020	Medium Fertility	10 to 14 years	307	305	612
Hebron	2020	Medium Fertility	15 to 19 years	492	430	922
Hebron	2020	Medium Fertility	20 to 24 years	518	405	923
Hebron	2020	Medium Fertility	25 to 29 years	231	186	417
Hebron	2020	Medium Fertility	30 to 34 years	97	84	181
Hebron	2020	Medium Fertility	35 to 39 years	171	217	388
Hebron	2020	Medium Fertility	40 to 44 years	263	309	572
Hebron	2020	Medium Fertility	45 to 49 years	385	456	841
Hebron	2020	Medium Fertility	50 to 54 years	504	517	1021
Hebron	2020	Medium Fertility	55 to 59 years	471	507	978
Hebron	2020	Medium Fertility	60 to 64 years	417	470	887
Hebron	2020	Medium Fertility	65 to 69 years	286	318	604
Hebron	2020	Medium Fertility	70 to 74 years	229	252	481
Hebron	2020	Medium Fertility	75 to 79 years	120	138	258
Hebron	2020	Medium Fertility	80 and over	92	136	228
Hebron	2020	Medium Fertility	Total	5017	5148	10165

Name	Year	Fertility	Age	Male	Female	Total
Hebron	2025	Medium Fertility	Under 5 years	237	227	464
Hebron	2025	Medium Fertility	5 to 9 years	222	215	437
Hebron	2025	Medium Fertility	10 to 14 years	283	270	553
Hebron	2025	Medium Fertility	15 to 19 years	344	325	669
Hebron	2025	Medium Fertility	20 to 24 years	446	371	817
Hebron	2025	Medium Fertility	25 to 29 years	433	328	761
Hebron	2025	Medium Fertility	30 to 34 years	210	178	388
Hebron	2025	Medium Fertility	35 to 39 years	143	149	292
Hebron	2025	Medium Fertility	40 to 44 years	233	292	525
Hebron	2025	Medium Fertility	45 to 49 years	309	343	652
Hebron	2025	Medium Fertility	50 to 54 years	401	465	866
Hebron	2025	Medium Fertility	55 to 59 years	489	510	999
Hebron	2025	Medium Fertility	60 to 64 years	434	487	921
Hebron	2025	Medium Fertility	65 to 69 years	370	439	809
Hebron	2025	Medium Fertility	70 to 74 years	240	293	533
Hebron	2025	Medium Fertility	75 to 79 years	178	219	397
Hebron	2025	Medium Fertility	80 and over	121	174	295
Hebron	2025	Medium Fertility	Total	5093	5285	10378

Projected Age-Group Demographic Trends, 2005-2025, Town of Hebron

Year	Total Population (or projection)	Population 0-24 years old	Population 25-64 years old	Population 65+ years old
2005	9,361	3,115	5,627	619
2010	9,828	3,923	4,530	1,375
2015	9,956	3,404	5,305	1,247
2020	10,165	3,309	5,285	1,571
2025	10,378	2,940	5,404	2,034
Pct. Change, 2005-2025	**10.9%**	**-5.5%**	**-4.0%**	**228.6%**

Data sources for historic population from U.S. Census Bureau and the Connecticut Economic Resource Center (CERC). Population projections from Connecticut State Data Center.



HEBRON DEPARTMENT OF PUBLIC WORKS
PRESENT LOCATION
550 OLD COLCHESTER ROAD
Property shown shaded in red

FACILITIES NEED MATRIX

PUBLIC WORKS, TOWN OF HEBRON, CT

02739 10

June 14,2011

Space	Area (SF)	No. of staff	Desk/Chair	Computer Station	Drafting Table	Work Station	Counter	Conference Table/Chairs	Work bench	Tool Storage	Parts Bins	Secure Area	Storage cabinets/files	Computer Connectivity	Printer	Copier	Fax	Postage Meter	Sink	Stove	Refrigerator	Bunks	Toilet/Urinal	Lavatory	Lockers	Shower	Ventilation	Heat	Air-conditioning	Telephone	Gas	Electrical	Hot Water	Cold water	Comments/Description
Public Works Director	225	1	X	X		X		Sm						X													X	X	X	X		X			
General Office/Admin. Assist. Dispatcher	175	1	X	X		X		X						X	X	X	X	X									X	X	X	X		X			
Public Reception	150						X																				X	X	X			X			
Engineering Technicien																																			
Engineer																																			
Foreman (1)	150	2	2	X		2								X													X	X	X	X		X			
Mechanics (1)	225	3	3	X		3								X													X	X	X	X		X			
Conference Room/ Training Room	300	12						X						X													X	X	X	X		X			
Supply Storage/Print	150						X							X													X	X	X	X		X			
Repair Office/Misc. Equipment Repair									X	X																	X	X		X		X			Both bays have lifts
Emergency shower/ eyewash	75																						X		X		X	X				X	X	X	
Repair Bays (5) 20' X 40' (2) 14' X 30'	1600								X	X				X					X								X	X				X			1 bay with lift, overhead reels/droplight/supply of 15W40 & 5W20 oil, hydraulic fluid (1 per two bays), water spigot at bays, exhaust for trucks (now through open doors), tie-down location in floors at bays poured concrete (front and rear) Repair bay benches with dedicated direct light on benches Beams and chain falls (electric) on two bays
Repair Bays (2) Small Vehicle (each at 12' X 30')	840								X	X				X													X	X				X			1 bay with lift
Tool box storage	75																															X			Secure storage for tool boxes for three mechanics
Wash Bay (1)	650																										X	X				X	X	X	
Paint Room/Storage	50																										X	X				X			
Welding Shop	150								X	X			X														X	X				X			
Machine Shop									X	X			X														X	X				X			
Small Engine Repair									X	X																		X				X			Secure
Tool Crib	225											X																							
Small Parts Storage	200											X															X	X				X			
Large Parts Storage	400											X															X	X				X			

Space	Area (SF)	No. of staff	Desk/Chair	Computer Station	Drafting Table	Work Station	Counter	Conference Table/Chairs	Work bench	Tool Storage	Parts Bin	Secure	Storage Cabinet/Files	Computer Connectivity	Printer	Copier	Fax	Postage Meter	Sink / dishwasher	Stove	Refrigerator	Washer/dryer	Toilet/Urinal	Lavatory	Lockers	Shower		Ventilation	Heat	Air-conditioning	Telephone	Gas	Electrical	Hot Water	Cold water	
Hydraulic parts storage	50											X																X	X				X			
Oil/Hydraulic Fluid/ Paint Storage	150											X																X	X				X			Hoses. Two large flammable storage cabinets in fire secure room. 2300 gal – hydraulic oil 55 gal – ATF 55 gal – motor oil (5W30 and 5W20)
Mechanics wash area for road crews and mechanics	50																							X								X	X	X	
Toilets/Shower/ Lockers (in toilet)	200																						X	X	X	X		X	X	X			X	X	X	Male/Female
Sign Shop/Storage	600											X																				X			
Break Room	385	20						X											X	X	X	X						X	X	X	X	X	X	X	X	
Kitchen in Break Room	See Above																																			
Men's Room	100																						X	X				X	X	X			X	X	X	
Ladies' Room	100																						X	X				X	X	X			X	X	X	
Rest Area	150																						X	X	X	X		X	X	X			X			Bikes, treadmill
General Supplies Storage	300											X																X	X				X			
Facilities Maintenance Storage												X																X	X				X			Customer Safety Office. Now 40X60. Supplies take up 40X30
New Tire Storage	100											X																X					X			Immediately off repair area including the tire machine and balancing. Store 15-20 tires (tire storage must be secure)
Vehicle Storage Bays	16,800																																X			Some will be repair bays
Shoring/Trench Box																																				Weather storage - secure
Mechanical/Electrical/ Compressor	150											X																X					X			Piped to small engine repair, tire machine, repair bays, exterior for tire inflation on vehicles
Waste Oil/Waste anti-freeze/old tires																																				Storage until picked up by outside vendor
												X																					X			Storage of bags and bins. Delivered by palletized on Town trucks - dock

Sealed floors in vehicle areas with trench drain. Striping on floors to be done before sealing the surface.
Fueling Station

TOWN OF HEBRON
VEHICLE/EQUIPMENT LISTING

PLATE #	YEAR	VEHICLE/EQUIPMENT DESCRIPTION	VIN/SERIAL NO.
1	2009	GMC SIERRA PICK UP	1GTHK59639E141775
2	2006	INTERNATIONAL 4 X 2 7400	1HTWDAAR06J301777
3	1998	FORD CROWN VICTORIA DK BLUE	2FALP71WXWX141496
4	2012	GMC SIERRA 4WD REG. CAB PICKUP	1GT323CG4CF111587
5	2008	GMC 3500 MASON DUMP	1GDJK34678E138899
6	2008	FORD CROWN VIC - POLICE INTERCEPTOR - GRAY	2FAFP71V08X178639
7	1998	INTERNATIONAL 4900 DUMP TRUCK	1HTSDADROWH548590
8	1997	FORD LTD CROWN VICTORIA - SILVER	2FALP71W5VX189506
9	2009	INTERNATIONAL 7400 4X2	1HTWDAZR19J126903
10	1991	GMC DUMP TRUCK - MODEL TC7H042	1GDP7H1J1MJ508988
11	1989	GMC CAT - T3208 DUMP TRUCK	1GDP7D1YOKV508508
12	1988	GMC CAT - T3208 DUMP TRUCK MODEL TJ8C042	1GDP8C1Y3JV600945
13	2001	FORD CROWN VICTORIA GRAY	2FAFP71H71X199817
14		SUPERLINER TRAILER / BLACK / BOBCAT	
15	2005	KENWORTH ROLLOFF TRUCK	1NKDXBEX65J096487
16	1970	SNOWCO 2 WHEEL TRAILER ID #3754	
17	2009	JOHN DEERE 5075M TRACTOR	LV5075M160198
18	2007	INTERNATIONAL 7600 SBA 6X4	1HTWYSBT57J462857
19	2005	FORD CROWN VICTORIA / CHARCOAL	2FAHP71W35X117709
20	1978	CAT PAYLOADER - MODEL #930	41K8088
21	1995	DODGE RAM 1/2 TON PICKUP TRUCK	1B7HC16Y7SS187421
22	1984	GMC FLAT BED	1GDJK34M5EV540964
23	1996	BRUSH BANDIT CHIPPER - JOHN DEERE	4FMUS1518TR010575
24	2005	INTERNATIONAL 7400 4X2	1HTWDAAR05J004393
25	1983	20 TON EAGER BEAVER TRAILER	1120HA20XDT200208
26	2003	INTERNATIONAL 7400 4X2	1HTWDADR63J066258
27	2009	CARRY ON TRAILER	4YMUL121X9V017941
28	1988	6 TON EAGER BEAVER TRAILER	11205L109JS030002
29	2009	INGERSOL RAND P-185 AIR COMPRESSOR	407268UBTD09
30	1994	INT'L LANDSCAPE TRAILER MODEL - U-16E	1ZFUF1624RB003329
31	2012	INTERNATIONAL 7600 SBA 4X2	1HTWDAZR3CJ672206
32	2005	FORD RANGER	1FTZR45E15PA98351
33	1995	410 BACKHOE/LOADER	T0410DG804994
34	1992	KOHLER GENERATOR/TRAILER UNIT #2OROZJ61	S/N - 350127
35	1992	FERREE TRAILER MODEL #M610	S/N - 918433
36	1995	GMC DUMP TRUCK PLOW	1GDP7H1J5SJ525161
37	1996	544 JOHN DEERE LOADER	DW544GD557931
38	1998	TIGER TRACTOR MOWER MODEL 6400	S/N - TBF-0627 MK-1444
39	1998	BROOM BEAR SWEEPER	1FVGHJBA7XH989493
40	2000	FORD F550	1FDAF57F5YEA88323
41	2001	FORD F550	1FDAF57F11EB11683
42	1988	FORD 8000 BUCKET TRUCK	1FDYK82A2JVA507769
43	1987	REMEQ LANDSCAPE TRAILER	2REA257C9X2Y54775
44	2003	FORD F-250 SUPER CAB 4X4 P.U.	1FTNX21L43EA62756
45	2005	INTERNATIONAL 7400 4X2	1HTWDAAR05J004392
46	2006	INTERNATIONAL 4 X 2 7400	1HTWDAAR26J301778
47	2006	FORD / SUPREME SENIOR VAN	1FDWE35P86DA44618

TOWN OF HEBRON
VEHICLE/EQUIPMENT LISTING

48	1992	FERREE TRAILER MADEL # M610	sn 918433
49	2007	GMC COLORADO PICKUP - SCHOOL - WAYNE	1GTDT149178150640
50	1999	FORD Explorer - Building Inspector	1FMZU34X8XUA20340
51	2000	Kenworth T800 Tri-Axel	1NKDL60XXYJ866348
52	2007	GMC 4500 4X4 6 WHEELER	1GDE5C3987F418196
53	2008	Kaufman Trailer	5VGFB18208L001936
54	2008	Ford F-250 - Park & Rec	1FTNF21548EC92602
55	1997	GMC 4X4 MASON DUMP TRUCK	1GDJK34F9VF025042
56	2009	GMC YUKON / Fire Marshall	1GKFK23029R221530
57	2006	FORD E-450 SUPREME SENOIOR VAN	1FDXE45P36DA36145
58	2012	JOHN DEERE 410J BACKHOE/LOADER	1T0410JXLBD210609
	1973	JOHN DEERE BACKHOE MODEL # T35231	S/N - 00196302
	1999	REMEQ LANDSCAPE TRAILER	2REA257C9X2Y54775

BUILDING PROGRAM

Space name: PUBLIC LOBBY

Occupancy: 2

Functional Activity Description: Entrance lobby with seating for two

Size: 10 x 15

Flexibility and Expandability: connects multiple functions

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 2 chairs and side table

Technical/Telecommunications Requirements: none

Fenestration: natural light desirable

Space Finishes: heavy duty floor and wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: front door lockable. Pass key required for entrance to other spaces off of lobby.

Additional requirements:

BUILDING PROGRAM

Space name: ADMINISTRATIVE ASSISTANT'S/DISPATCHER OFFICE

Occupancy: 2

Functional Activity Description: General office space for administrative assistant and dispatcher

Size: 12 x 16

Flexibility and Expandability: open office area

Adjacencies

Primary: public lobby, DPW director, conference

Secondary: support facilities, file storage, supply storage, copy room

Furnishings: 1 desk and chair with computer station
1 work station
Small conference table and 2 chairs
3 bookcases
Counter with secure sliding window to public lobby

Technical/Telecommunications Requirements: Public works host server, network hub and UPS

Fenestration: natural light desirable

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting, task lighting

Security requirements: Pass key required for entrance.

Additional requirements: coat closet, bulletin board

BUILDING PROGRAM

Space name: DPW DIRECTOR'S OFFICE

Occupancy: 1

Functional Activity Description: private office with conference area

Size: 12 x 20

Flexibility and Expandability: combined office area and conference area

Adjacencies

Primary: administrative assistant, conference

Secondary: support facilities, copy room, mechanics and storage bays

Furnishings: 1 desk and chair with computer station
Credenza
Small conference table and 4 chairs
2 bookcases
Work bench
Drafting table
1 file cabinet

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer and printer

Fenestration: natural light desirable

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting, task lighting

Security requirements: Pass key required for entrance.

Additional requirements: coat closet, bulletin board

BUILDING PROGRAM

Space name: FOREMAN

Occupancy: 2

Functional Activity Description: open office area with 2 workstations

Size: 10 x 15

Flexibility and Expandability: open space

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 2 desks with computer returns
2 chairs
Small conference table with 3 chairs

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: natural light desirable

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance.

Additional requirements: coat closet and bulletin board

BUILDING PROGRAM

Space name: MECHANIC'S WORK STATIONS

Occupancy: 3

Functional Activity Description: open office area with work stations for 3

Size: 15 x 15

Flexibility and Expandability: open office

Adjacencies

Primary: Mechanics and Storage bays, Parts Storage

Secondary: Administration and Support Facilities

Furnishings: 3 work stations with computer return
3 chairs
2 file cabinets
Drafting table
Storage cabinet
4 bookcases
2 workbenches

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer and printer

Fenestration: natural light desirable

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance

Additional requirements:

BUILDING PROGRAM

Space name: CONFERENCE/TRAINING ROOM

Occupancy: 12

Functional Activity Description: conference room with seating for twelve around a conference table

Size: 15 x 20

Flexibility and Expandability: flexible meeting and presentation space

Adjacencies

Primary: Administrative Offices, Public Lobby

Secondary: Support Facilities

Furnishings: 12 conference chairs
Conference table large enough for 12
White board
Projection Screen
Projector
Credenza

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: natural light desirable

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance off of lobby.

Additional requirements:

BUILDING PROGRAM

Space name: FILE STORAGE

Occupancy: 0

Functional Activity Description: secure file storage room

Size: 8 x 10

Flexibility and Expandability:

Adjacencies

Primary: Administrative Offices

Secondary: Copy room

Furnishings: 6- 5 drawer lateral files

Technical/Telecommunications Requirements: none

Fenestration: none required

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance.

Additional requirements:

BUILDING PROGRAM

Space name: SUPPLY STORAGE AND COPY ROOM

Occupancy: 0

Functional Activity Description: room for storage of supplies and copy equipment

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Administrative Offices

Secondary: Mechanics Work Stations

Furnishings: 2 storage cabinets
Copy machine
Work table
Shelving

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: not required

Space Finishes: carpeted floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: none

Additional requirements: none

BUILDING PROGRAM

Space name: DAY ROOM AND KITCHEN

Occupancy: 20

Functional Activity Description: Open room with living room area, dining area and kitchen

Size: 18 x 20

Flexibility and Expandability: flexible space

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 2 couches
3 side tables
Television
Dining Table with seating for 10
Full Kitchen

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: natural light desirable

Space Finishes: combination carpet and VCT flooring, painted gwb walls, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: none

Additional requirements: adjacent to exterior cooking space

BUILDING PROGRAM

Space name: MEN'S BUNK ROOM

Occupancy: 4

Functional Activity Description: sleeping facilities for 4 persons

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 4 twin beds
Clothes hanging

Technical/Telecommunications Requirements: none

Fenestration:

Space Finishes: carpet, painted gwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: WOMEN'S BUNK ROOM

Occupancy: 4

Functional Activity Description: sleeping facility for 4 persons

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 4 twin beds
Clothes storage

Technical/Telecommunications Requirements: none

Fenestration: natural light desirable

Space Finishes: carpet, painted qwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: TOILET ROOMS

Occupancy: 3

Functional Activity Description: Staff toilet rooms

Size: 8 x 18

Flexibility and Expandability: none

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: toilet stalls/urinals
sinks

Technical/Telecommunications Requirements: none

Fenestration: none

Space Finishes: tile floors, tile walls, qwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: SHOWER ROOM (2)

Occupancy: 1 per room

Functional Activity Description: shower room with dressing area

Size: 5 x 14 each

Flexibility and Expandability: none

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: Shower
Bench
Clothing storage

Technical/Telecommunications Requirements: none

Fenestration: none

Space Finishes: tile floor, tile walls, gwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: privacy lock

Additional requirements:

BUILDING PROGRAM

Space name: LOCKERS

Occupancy:

Functional Activity Description: locker room for storage of personal belongings

Size: 10 x 18

Flexibility and Expandability:

Adjacencies

Primary: toilet rooms, showers, bunk rooms

Secondary: Mechanics and Storage bays

Furnishings: 20 lockers
Benches

Technical/Telecommunications Requirements: none

Fenestration: none required

Space Finishes: carpet, painted gwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: STORAGE

Occupancy:

Functional Activity Description: Facility supply storage to support day room and support services

Size: 15 x 20

Flexibility and Expandability:

Adjacencies

Primary: Administrative Offices, Support Facilities, Conference Room

Secondary:

Furnishings: Shelving

Technical/Telecommunications Requirements: none

Fenestration: none required

Space Finishes: VCT floor, painted gwb walls, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: MECHANICAL ROOM

Occupancy:

Functional Activity Description: Room for heating and cooling equipment, electrical panels and ATS, telephone panels and computer servers

Size: 10 x 20

Flexibility and Expandability: separate rooms for telephone and computer equipment

Adjacencies

Primary: Administrative Offices, Support Facilities, generator

Secondary: Mechanics and Storage bays

Furnishings: none

Technical/Telecommunications Requirements: Public works host server, network hub and UPS

Fenestration: not required

Space Finishes: sealed concrete floor, gwb walls, gwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: WASHER/DRYER ROOM

Occupancy:

Functional Activity Description: room for cleaning of clothing etc.

Size: 10 x 10

Flexibility and Expandability:

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: standard washing machine
Standard dryer
Shelving for supply storage

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: VCT, painted gwb walls, ATC ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: MECHANIC'S BAY (2 double bays)

Occupancy: 2

Functional Activity Description: double bay drive-thru

Size: 20 x 45

Flexibility and Expandability:

Adjacencies

Primary: Parts Storage, Tire Storage, Welding Shop, Tool Box Storage, Tool Crib, Hydraulic Parts Storage, Oil/Hydraulic Fluid Storage

Secondary: Mechanics work stations, Storage bays

Furnishings: work bench
Sink
Tool storage
2 bays with lifts
Overhead reels/Droplight/supply of 15W40 and 5W20 oil and hydraulic fluid (1 per two bays)
Vehicle exhaust system

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: not required

Space Finishes: sealed concrete floor, walls for hanging storage

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting. Task lighting at benches

Security requirements: lockable

Additional requirements: water spigot at each bay, tie down locations

BUILDING PROGRAM

Space name: SMALL PARTS STORAGE

Occupancy:

Functional Activity Description: Storage room for small parts inventory

Size: 10 x 20

Flexibility and Expandability:

Adjacencies

Primary: Mechanics work stations and mechanic's bays

Secondary: large parts storage

Furnishings: shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor, heavy duty walls for storage shelving

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: LARGE PARTS STORAGE

Occupancy:

Functional Activity Description: Storage for large parts inventory

Size: 20 x 20

Flexibility and Expandability: flexible space with shelving and aisle access

Adjacencies

Primary: Mechanic's work stations, Mechanic's bays

Secondary:

Furnishings: free standing heavy duty shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor, heavy duty wall finish

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: TIRE STORAGE

Occupancy:

Functional Activity Description: Secure room with tire racks

Size: 10 x 20

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays

Secondary:

Furnishings: tire racks

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: ventilated

Illumination: indirect or direct lighting

Security requirements: secure

Additional requirements:

BUILDING PROGRAM

Space name: EQUIPMENT STORAGE BAYS (7 double deep bays including wash bay)

Occupancy:

Functional Activity Description: Open garage storage area for heavy equipment

Size: 20 x 35

Flexibility and Expandability: addition of future bays should be considered

Adjacencies

Primary: Mechanic's Bay

Secondary: Wash Bay

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: natural light provided by windows in garage doors

Space Finishes: sealed concrete floors and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable.

Additional requirements:

BUILDING PROGRAM

Space name: WASH BAY (1 bay of double drive-thru vehicle storage bay)

Occupancy:

Functional Activity Description: storage bay that also functions as a wash bay

Size: 20 x 35

Flexibility and Expandability:

Adjacencies

Primary: Storage Bays

Secondary: Mechanic's bays

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: natural light provided by windows in overhead doors

Space Finishes: sealed concrete floor and waterproof wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements: Hot and cold water, overhead swinging hose arm.

BUILDING PROGRAM

Space name: TOOL BOX STORAGE

Occupancy:

Functional Activity Description: Secure storage area for mechanics personal tool boxes.

Size: 8 x 9

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Work Stations, Mechanic's Bays

Secondary:

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: PAINT ROOM/STORAGE

Occupancy:

Functional Activity Description: Storage room for paint supplies

Size: 6 x 8

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bay, Sign Storage

Secondary:

Furnishings: shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: WELDING SHOP

Occupancy:

Functional Activity Description: workshop with equipment for welding

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays

Secondary: Tool room

Furnishings: work bench
Tool storage

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: secure

Additional requirements:

BUILDING PROGRAM

Space name: TOOL CRIB

Occupancy:

Functional Activity Description: Secure room for small tool storage

Size: 15 x 15

Flexibility and Expandability:

Adjacencies

Primary: Storage Bays

Secondary:

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable.

Additional requirements:

BUILDING PROGRAM

Space name: HYDRAULIC PARTS STORAGE

Occupancy:

Functional Activity Description: Secure storage room for hydraulic parts

Size: 10 x 5

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays

Secondary:

Furnishings: shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: lockable.

Additional requirements:

BUILDING PROGRAM

Space name: OIL/HYDRAULIC FLUID STORAGE AREA

Occupancy:

Functional Activity Description: Secure, fire proof room for storage of hydraulic fluids

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays

Secondary:

Furnishings: Hoses
Flammable storage cabinets
2,300 gallon hydraulic oil
55 gallon ATF
55 gallon motor oil (5W30 and 5W20)

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: secure

Additional requirements:

BUILDING PROGRAM

Space name: MECHANICS WASH AREA

Occupancy: 2

Functional Activity Description: Rooms for toileting and showering dedicated to road crews and mechanics

Size: 10 x 25

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays, Storage Bays

Secondary:

Furnishings: water closet, urinal, lavatory and shower

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: tiled floor and wall finishes, gwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated, cooled and ventilated

Illumination: indirect or direct lighting

Security requirements: privacy locks

Additional requirements:

BUILDING PROGRAM

Space name: SIGN SHOP AND STORAGE

Occupancy:

Functional Activity Description: Secure storage and workroom

Size: 20 x 30

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays, Support Facilities

Secondary: Storage bays

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: workroom heated

Illumination: indirect or direct lighting

Security requirements: Secure

Additional requirements:



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ATTACHMENT "E"

Town of Hebron, Connecticut
Department of Public Works Facility

Building and Site Program
January 28, 2013



Prepared by
CME Associates, Inc.
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HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY PROGRAMMING DOCUMENT

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EXECUTIVE SUMMARY

Recognizing that the existing Department of Public Works facility at 550 Old Colchester Road in Amston provides inadequate space for normal operations and protection of equipment, the Town of Hebron engaged the services of CME Associates, Inc. to prepare a space needs analysis for use as a planning tool that will guide the future development of a new facility. The study included an inspection of existing facilities, interviews with DPW personnel, documentation of deficiencies, research into potential future growth trends and recommendations for space required to meet future demand and to address operational and functional deficiencies.

Consisting of almost 37 square miles, the Town Hebron is home to about 10,000 residents. Given its location within commuting distance of several major urban environments, the fact that state parks provide attractive recreational opportunities, that the population is well educated with a high median income and a strong school system, it is expected that Hebron will continue to experience rapid growth. Planning for this growth within the DPW service areas will be critical for the generation of a viable long range plan that serves the Town for decades.

The DPW takes care of all public properties (except schools, firehouses and cemeteries) including town office buildings, maintenance buildings, parks and park buildings, and seventy seven miles of paved and dirt roads, public sidewalks, and the transfer station. Specialized equipment is necessary to build and repair roads, install drainage and maintain the roads particularly in the winter time. Signage and road safety equipment is integral to DPW work. Critically, all of these expensive supplies and equipment need to be stored and maintained efficiently so that their value can be maintained over time.

Storage facilities for equipment are lacking at present. Additional storage bays for highway trucks are most desirable. In addition, facilities for DPW personnel are severely deficient which affects the safety and well being of these town employees. Code upgrades are also necessary to provide for compliance with current accessibility and energy codes.

An investment in improved and expanded DPW facilities in the town of Hebron will be a cost saving measure in the long term as current investment in equipment will be preserved as the equipment will be properly stored and maintained under optimal conditions.

EXISTING CONDITIONS SURVEY



Figure 1: Current DPW location adjacent to the Transfer Station. Approximately one quarter of the 19.6 acre site is currently developed for DPW use while adjacent green space in the lower area of the photo is the former town landfill.

Site Description

Located on the southern edge of town bordering Colchester, the DPW portion of the site contains a wide variety of uses. The main building houses administrative offices, vehicle maintenance and vehicle storage uses. This building was constructed to replace the earlier main building directly across the parking yard which now serves as vehicle and equipment storage. Open canopies shelter other equipment which includes backhoes, front end loaders and sanders as well as dump trucks. The site is also used for stockpiling of road maintenance material such as loam, sand and gravel. In addition, a salt shed provides cover for road salt and winter mix. An area of the site allows for storage of concrete drainage structures and drainage pipe. In addition, there is a fueling facility consisting of a concrete vault housing a 2,000 gallon gasoline tank and a 4,000

gallon diesel fuel tank. At present a dog pound is also housed on the site although it is unclear if the pound will be incorporated into an improved DPW site.

The main entrance to the site is off of Old Colchester Road on the east side of the property. A large area of asphalt paving spans between the original DPW garage and the later building to the south, serving two-way vehicular traffic. The present stacking configuration of the garage bays necessitates backing out into this major circulation path within the site. Parking for employees is relegated to a lot at the north of the property, remote from the support facilities.

Site circulation to remote material and equipment storage appears to work well, with a change in grade facilitating delivery of sand at the upper grade and loading at the lower level. Paved drives connect the material storage areas, and a gated drive connection to the transfer station facilitates DPW work at that adjacent site.



Figure 2: The main building on the site houses DPW administration, maintenance and storage bays. The public entrance is to the left in the photograph.



Figure 3: Fulfilling many roles, the Old Colchester Road site hosts the dog pound adjacent to the original DPW facility which has been added on to over time.

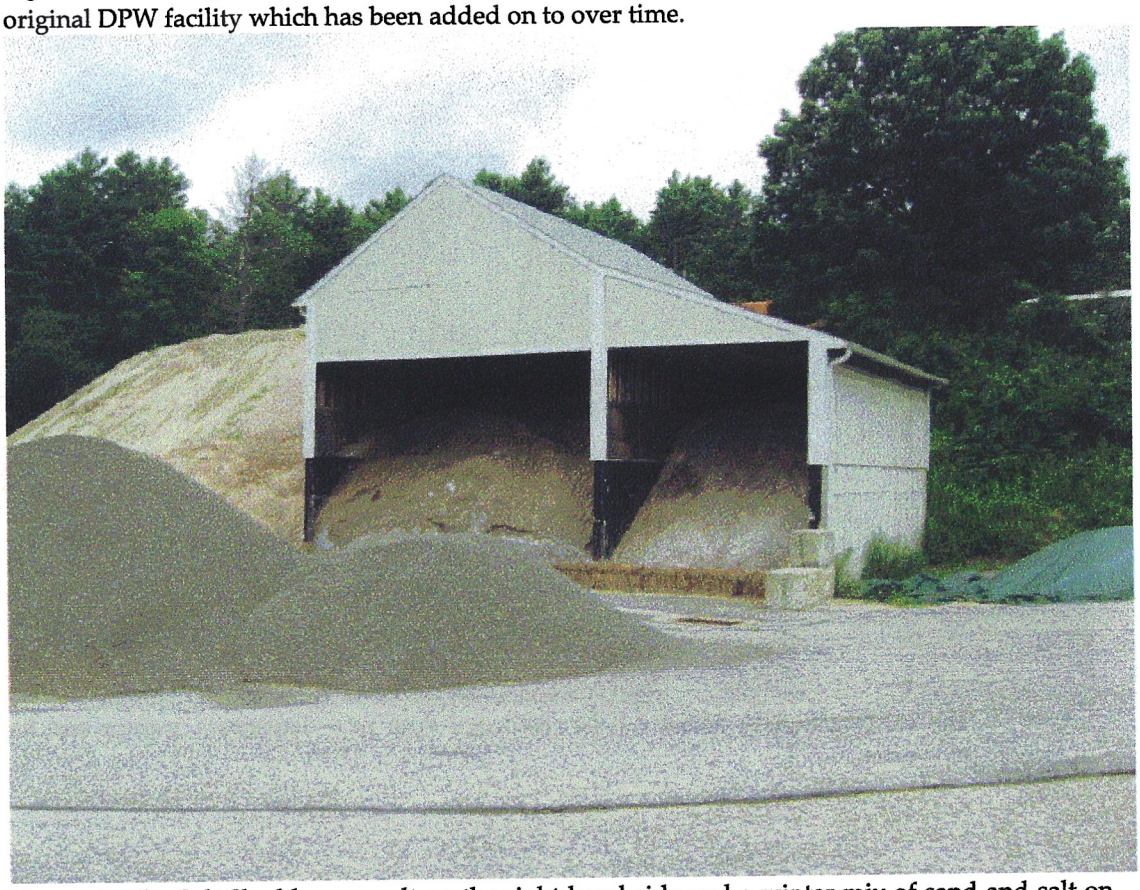


Figure 4: The Salt Shed houses salt on the right hand side and a winter mix of sand and salt on the left. Sand is stockpiled adjacent to the shed while stone for chip sealing is seasonally stored in the large paved area in front of the shed.

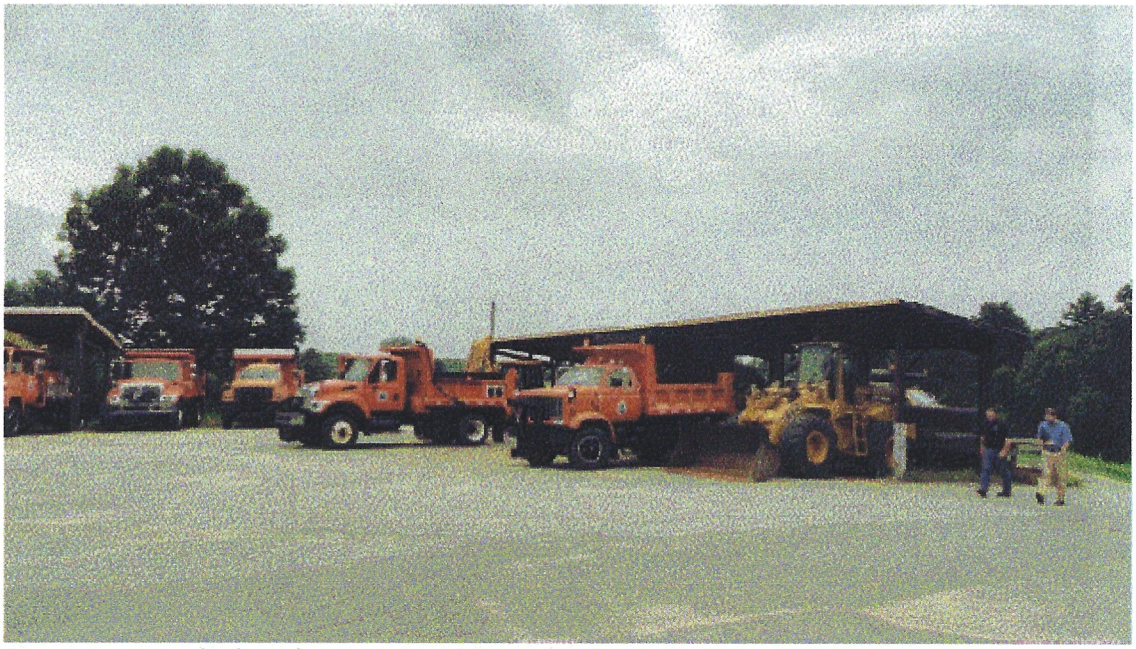


Figure 5: Two shed roof canopy structures provide some shelter for construction equipment. The lack of enclosed garage space means that half of the town's fleet is exposed to the weather.

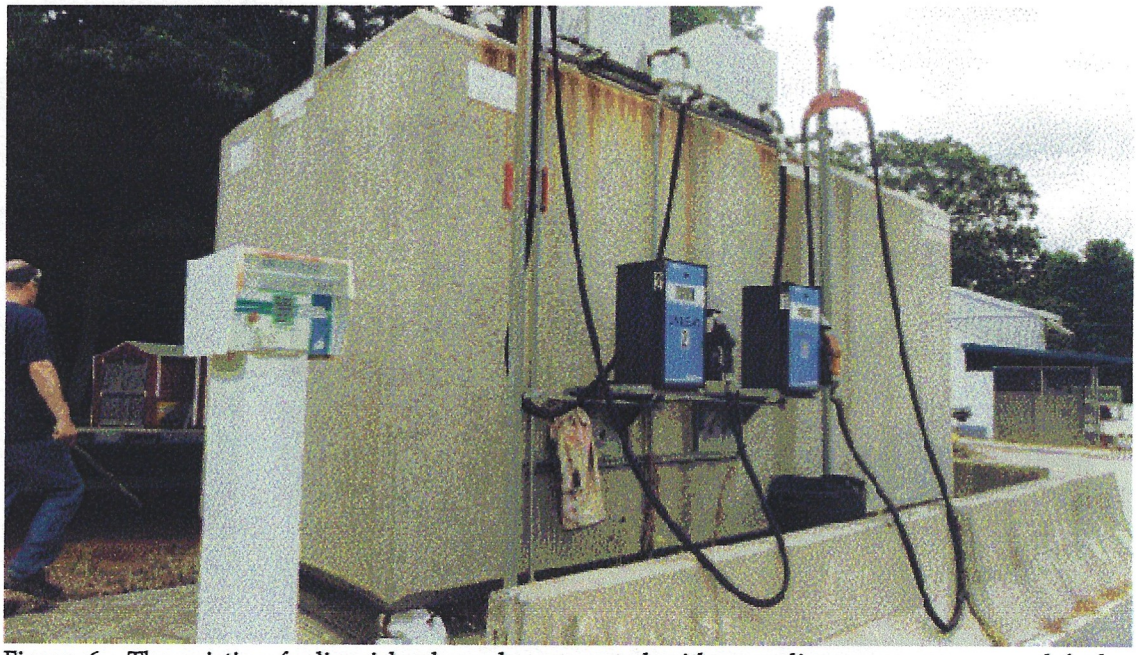


Figure 6: The existing fueling island can be renovated with new dispensers, pumps and fuel management system.



Figure 7: Plows are stored in an open area where they can easily be installed as needed.



Figure 8: An easily accessible area for storage of drainage structures and conduit should be maintained in the proposed new facility.



Figure 9: Areas for stockpiling of various materials is a necessity for a new facility.



Figure 10: Sign storage and traffic control equipment is stored in remote areas of the current site. A sign shop is currently in a remote and unheated building. In a new facility, the sign shop should be incorporated into the main building. The propane tank serves the dog pound. Space should be allocated for a new stand alone generator that will serve the entire facility.



Figure 11: The main building at 550 Old Colchester Road is a metal building housing equipment bays, maintenance bays, administration offices and support facilities.

Administrative Facility Description

The existing 50 deep x 100 foot wide metal building contains 4 vehicle bays, each bay 2 vehicles deep. Three minimally heated vehicle storage bays are open to each other while the forth bay serves as a mechanics bay and is separated from the other bays by a full height partition which allows the space to be heated. Adjacent to the mechanics bay are the administrative offices, break room, toilet rooms and mechanical room. Facilities in the Administrative areas are utilized by the thirteen current employees with the expectation that additional employees should be accommodated in the future building.

Administrative Facility Deficiencies

- The DPW Director and the Administrative Assistant share an office area. The Director should have a private office and access to an area for conferencing and privacy for human resources issues.
- Visitors to the building have no place to wait until they can be addressed.
- There is no storage area for office supplies. Many supplies are stored in the shower stall of the women's toilet room.
- Toilet rooms presently serve a single occupant.
- There are no locker or changing rooms. Some lockers are currently housed in the main corridor of the administrative area while others line the wall in the mechanic's bay.
- There are no bunk rooms. Currently when necessary during storm situations, drivers sleep in their vehicles.
- The break room is very small, accommodating 3 people at a table, with minimal kitchen facilities and no day room area.
- The Administration area is not totally ADA compliant.

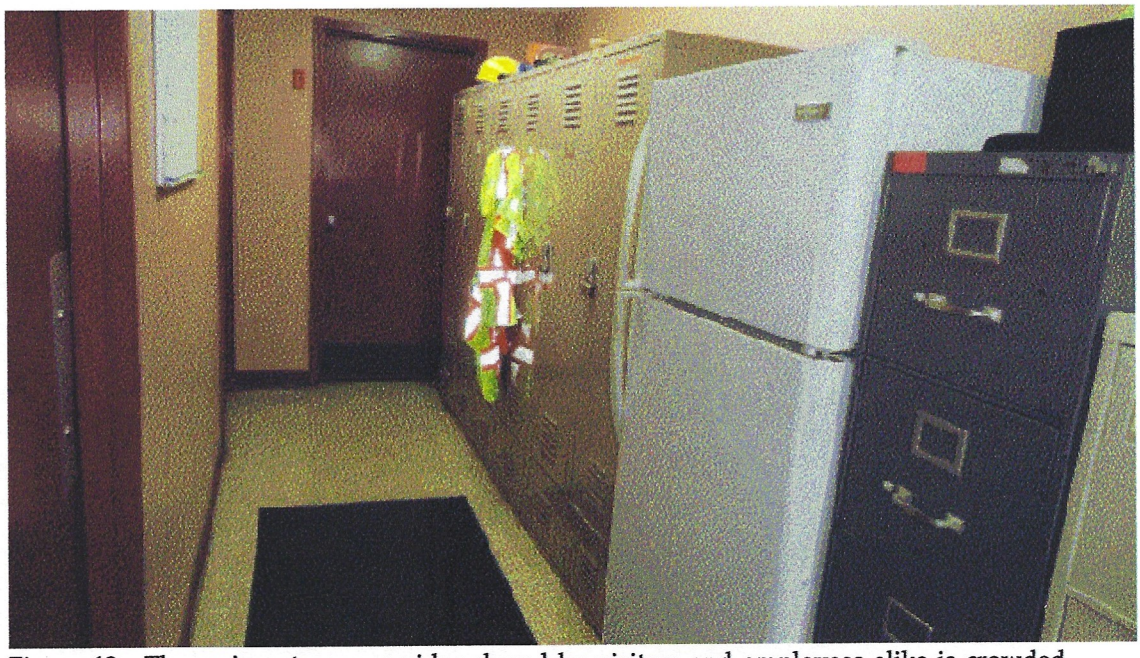


Figure 12: The main entrance corridor shared by visitors and employees alike is crowded with lockers, appliances and files for which there is no space elsewhere.



Figure 13: Limited and barely accessible Break Room facilities include seating for three. The room is shared as an overflow office space. Since there is no space for it, the refrigerator resides in the adjacent hallway.

Maintenance Facility Description

The first bay beyond the Administrative area is the double deep maintenance bay. As the bay is not a drive thru, the rear is taken up with a work bench the full width of the bay. Commercial grade tool boxes are stored on one side adjacent to the work bench. The bay width is additionally squeezed by a bank of lockers near the overhead door entrance and adjacent to the man door entrance from the Administrative area. There is a lack of efficiency in the stacked bay configuration as the interior vehicle is unable to egress until the exterior oriented vehicle is able to be moved.



Figure 13: The narrow side aisles to not facilitate access to vehicles for repair.



Figure 14: Tool storage and workbenches further inhibit access to the vehicles



Figure 15: Parts storage in the mezzanine provides secure storage of items used with minimal frequency.



Figure 16: Frequently used small parts are stored in a room adjacent to the maintenance bay. This storage area could be incorporated into the larger storage area in a secure room accessible to the maintenance bays.

Vehicle Storage Bays

The main concerns with the current vehicle storage bays are that they are not drive-thru bays which facilitate efficient movement of individual vehicles without the need to relocate other vehicles. In addition, the vehicle storage bays are not high enough to allow for raising of the dump truck bodies to allow for access to the truck bed. The depth of the current bays is also limiting as equipment is by necessity, parked up against exterior walls which can sustain damage. The lack of sufficient depth also inhibits movement between vehicles parked front to back and between the vehicles and exterior walls. Garage door opening should be at least 14 feet wide and high to allow for proper clearances. A wash bay should be included in the new facility that will double as a drive-thru storage bay. Code compliant grey water storage or particle separators should be incorporated into the wash bay design depending upon the availability of sanitary sewer.



Figure 17: Minimal aisle clearances endanger equipment and building.

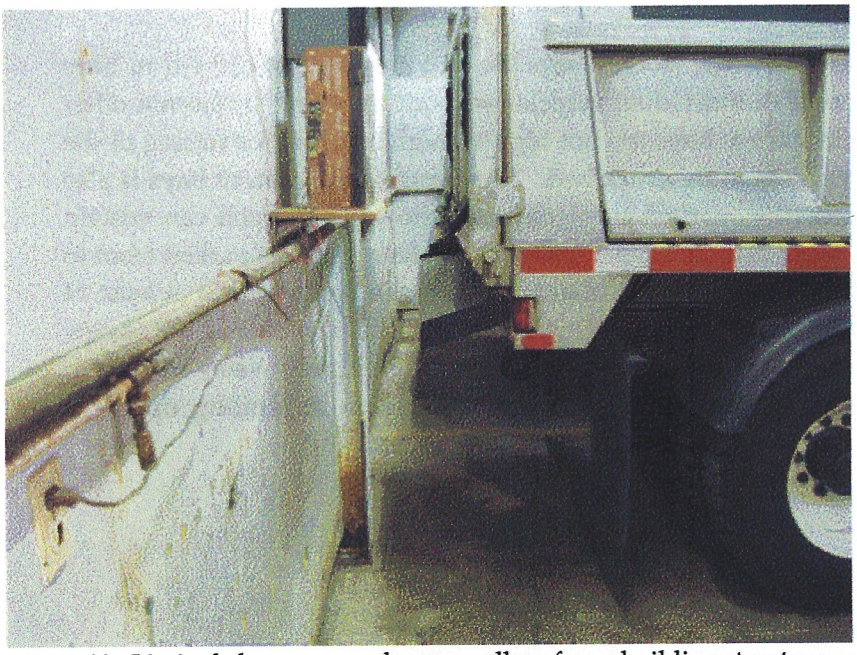


Figure 18: Limited clearances endanger wall surfaces, building structure and wall mounted utilities as well as limiting passage of personnel.



Figure 19: Equipment stored in the side access aisle further limits access to vehicles in the wash bay.



Figure 20: While the tire storage and oil recycling is adjacent to the maintenance Bay, there is not enough tire storage at present. Storage of equipment adjacent to the vehicle storage floor areas impedes circulation and potentially jeopardizes the condition of the vehicles and supplies.



Figure 21: New vehicle storage bays should be higher than the existing bays to facilitate access to equipment without damaging building structure.

HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUILDING PROGRAM
FACILITY GOALS AND OBJECTIVES

Goals

- **Design a Department of Public Works facility that meets the current and anticipated future needs of the Town of Hebron.**
- **Design a facility that ensures the safety and protection of DPW employees, equipment and resources.**
- **Integrate environmentally friendly and energy efficient materials and systems into the building design to the greatest extent possible.**

Objectives

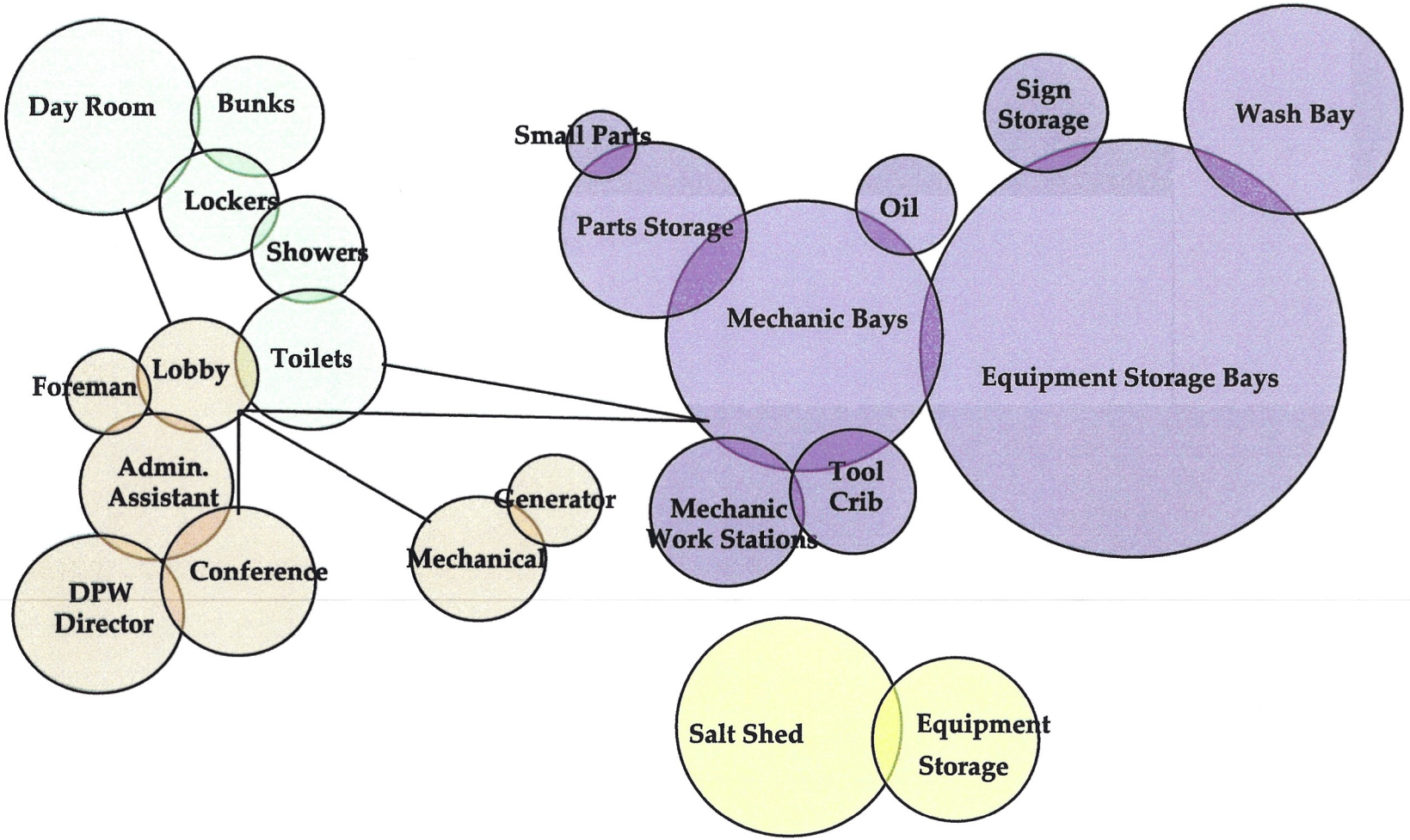
- **Site the building(s) to accommodate safety, security, and accessibility of DPW personnel and the public;**
- **Provide site features that address environmental conservation and storm water best practices.**
- **Provide building features that insure user comfort, safety and accessibility.**
- **Incorporate operational efficiencies to insure the timely delivery of DPW services.**
- **Provide covered storage facilities for materials that are environmentally hazardous.**

Site Considerations

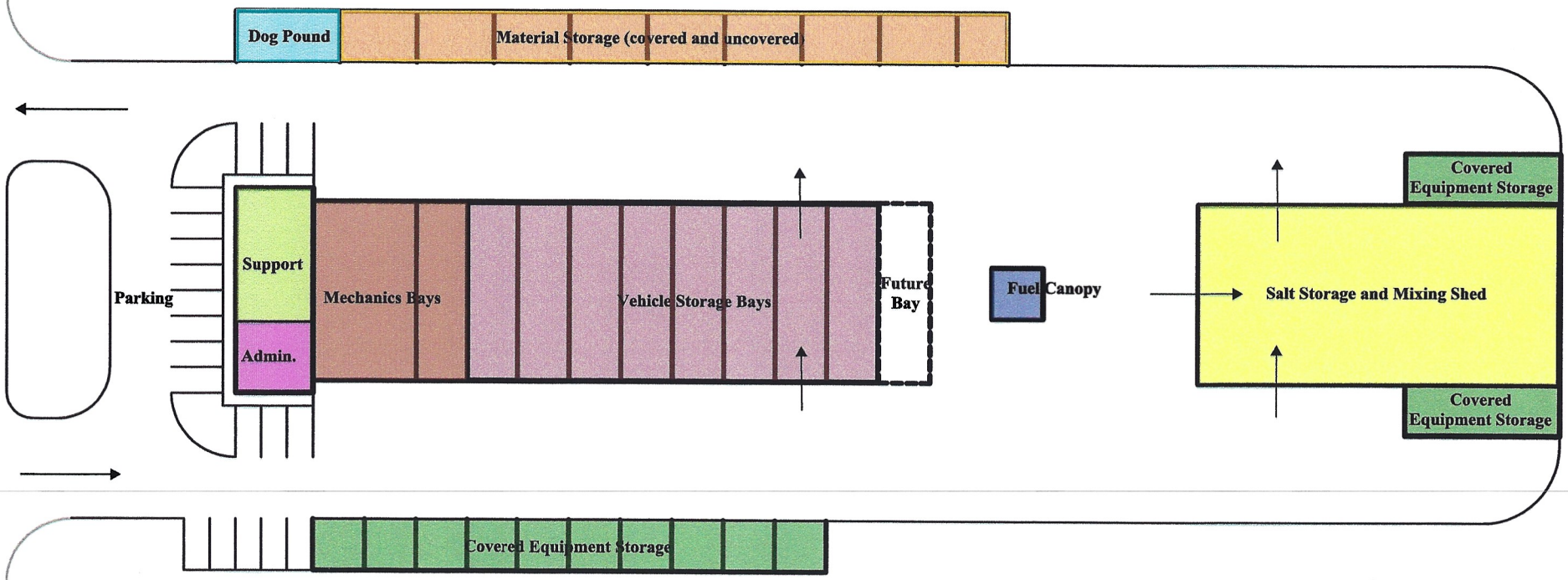
- **Separate circulation of DPW vehicles and public/visitor vehicles.**
- **Accommodate parking for 17 employees and two public spaces.**
- **Include water oil separator or holding tank to support wash bay activity.**
- **Provide septic system and septic field.**
- **Provide well to support domestic use and wash bay activity.**
- **Provide space for two automatic propane stand-by generators with automatic transfer switch.**
- **Provide area for buried propane storage tank.**
- **Provide material storage containment facilities.**
- **Provide space and circulation for a stand alone Salt Shed where product can be stored and loaded under cover.**

HEBRON DEPARTMENT OF PUBLIC WORKS
PRELIMINARY BUILDING PROGRAM
TABULATED SPACE NEEDS

Space Name		Existing SF		Proposed SF
Administrative Facilities				
Public Lobby		84		150
Administrative Assistant Office		80		200
DPW Director's Office		80		240
Foreman		0		120
Mechanics Workstations		0		225
Subtotal		**244**		**1,505**
Support Facilities				
Day Room/Kitchen/Laundry		180		360
Men's Bunk Room		0		150
Women's Bunk Room		0		150
Toilet Rooms (2)		160		240
Showers		64		140
Lockers		0		180
Mechanical Room		160		200
Subtotal		**564**		**1,420**
Equipment Facilities				
Mechanics Bays	2@500	1,000	4@700	2,800
Small Parts Storage		1,000		1,000
Large Parts Storage		200		400
Tire Storage		160		160
Equipment Storage Bays	4@500	2,000	15@700	10,500
Wash Bay	2@500	1,000	1@700	700
Tool Box Storage		0		75
Paint Room Storage		0		50
Tool Crib		0		225
Oil/Hydraulic Fluid Storage		40		80
Sign Storage		200		600
Subtotal		**5,600**		**16,590**
Total of Enclosed SF		**6,408**		**19,515**
Salt Shed Building		**1,000**		**10,400**
Covered Exterior Equipment Storage		**3,600**		**6,800**
Total Built Facilities		**11,008**		**36,715**



HEBRON CT DPW - PROPOSED SPACE ADJACENCIES



HEBRON CT DPW - IDEAL SITE ADJACENCIES

Not to Scale



HEBRON DEPARTMENT OF PUBLIC WORKS
GRAPHIC COMPARISON OF EXISTING AND PROPOSED BUILDING FOOTPRINT

APPENDIX

TOWN OF HEBRON
POPULATION GROWTH NARRATIVE

Overall town population is expected to continue its growth, though at a slower pace than the period between 1990-2010, which saw Hebron's population increase from just over 7,000 residents to nearly 10,000, and an increase of over 1,000 households. Fitting in with long-term, statewide trends, the population is projected to age significantly, with Hebron seeing gross decreases in school-age residents (under 24 years) and working-age residents (25-64); both population declines are projected to be counterbalanced by a significant increase in senior-citizen (65+) populations.

From a housing standpoint, the town does project to add to its household base, though not necessarily at the same rate or of the same type as in decades previous. Over the past several decades, the size of households in Hebron has diminished, but only slightly, from approximately 2.9 in 1990 to 2.8 in 2010. This trend will likely accelerate over the next 15-20 years as the population ages and the number of children in Hebron shrinks. The reduction in household size and the aging of the population will combine to create a reduced demand for the type of housing that drove Hebron's growth over the last several decades- that of the 2400-square foot single-family residence on 2-5 acres of property. Instead, Hebron will see more growth in smaller and multi-family residences.

The Hebron Village Green project envisions the creation of a large, mixed-use development on approximately 170 acres of land just south of Route 66 and east of Route 85 in the center of Hebron. Master plans have been developed, infrastructure is being extended and regulations are being put in place to make this plan a reality. The development of Hebron Village Green is the town's key economic development and house expansion target, and carries an occupancy horizon approximately compatible with the above population projections. The Village Green includes the addition of 49 conventional apartments, 44 age-restricted (elderly) apartments, 24 "active-adult" condominiums, and six new single-family homes. The overall development will also seek to add over 200,000 square feet of office space, 51,000 square feet of retail space, a new 35,000 square foot grocery store, a 35,000 square foot fitness center, and 7,500 square feet of restaurants. Several thousand feet of new roadway, sidewalk and parking area will be constructed to serve this development, but it will be on an "infill" basis within close proximity to the core of town and its resources. All of these developments will also be well connected by road, sidewalk, and trail networks, which will also link to Main Street and the existing business and civic center of Hebron. The total result of this project will be to dominate the economic and residential development throughout Hebron over the next fifteen years. Once built-out and fully occupied, it is likely that the Village Green will spur additional higher-density (apartment and condo) residential development on nearby properties, but the horizon for that is probably beyond 2025.

Connecticut Population Projections 2015-2025

June 1, 2012 edition

Note: The 2015-2025 Population Projections are in the process of being refined which may result in a few of the estimates being updated. We welcome your input on these projections as we develop the finalized versions. The finalized versions will include downloadable data and a summary report.

The Connecticut State Data Center provides population projections to assist state agencies, non-profit organizations, businesses, governments, and centers/organizations to identify potential population changes into the future. These projections are created based upon several datasets and while these estimates are developed based on multiple data sources, actual population changes may vary from these projections. To assist in planning, analysis, and decision making, the population projections provide three estimates for 2015, 2020, and 2025 based on differences in fertility rate. These three estimates are provided to provide users with a visualization of the potential variance of the population based on changes in the population's fertility rate which is often influenced by socioeconomic factors.

Sources	How to Cite
1990, 2000, 2010 Population data provided by U.S. Census Bureau 2000 to 2010 Birth and Mortality data by Connecticut town provided by the Connecticut Department of Public Health Rowland, D. T. (2003). *Demographic methods and concepts*. Oxford: Oxford University Press. Smith, S. K., Tayman, J., & Swanson, D. A. (2001). *State and local population projections: Methodology and analysis*. New York: Kluwer Academic/Plenum Publishers. Spectrum DemProj software provided by Futures Institute	APA 6th Edition Connecticut State Data Center at the University of Connecticut Libraries Map and Geographic Information Center - MAGIC. (2012). *Connecticut State Data Center - Population Projections 2015 - 2025*. Retrieved from http://ctsdc.uconn.edu/projections.h

Name	Year	Fertility	Age	Male	Female	Total
Hebron	2015	Medium Fertility	Under 5 years	212	203	415
Hebron	2015	Medium Fertility	35 to 39 years	202	234	436
Hebron	2015	Medium Fertility	5 to 9 years	257	261	518
Hebron	2015	Medium Fertility	40 to 44 years	340	423	763
Hebron	2015	Medium Fertility	10 to 14 years	455	411	866
Hebron	2015	Medium Fertility	45 to 49 years	490	510	1000
Hebron	2015	Medium Fertility	15 to 19 years	564	463	1027

Hebron	2015	Medium Fertility	50 to 54 years	486	515	1001
Hebron	2015	Medium Fertility	20 to 24 years	316	262	578
Hebron	2015	Medium Fertility	55 to 59 years	453	491	944
Hebron	2015	Medium Fertility	25 to 29 years	119	91	210
Hebron	2015	Medium Fertility	60 to 64 years	328	346	674
Hebron	2015	Medium Fertility	30 to 34 years	126	151	277
Hebron	2015	Medium Fertility	65 to 69 years	275	275	550
Hebron	2015	Medium Fertility	70 to 74 years	156	159	315
Hebron	2015	Medium Fertility	75 to 79 years	89	99	188
Hebron	2015	Medium Fertility	80 and over	75	119	194
Hebron	2015	Medium Fertility	Total	4943	5013	9956

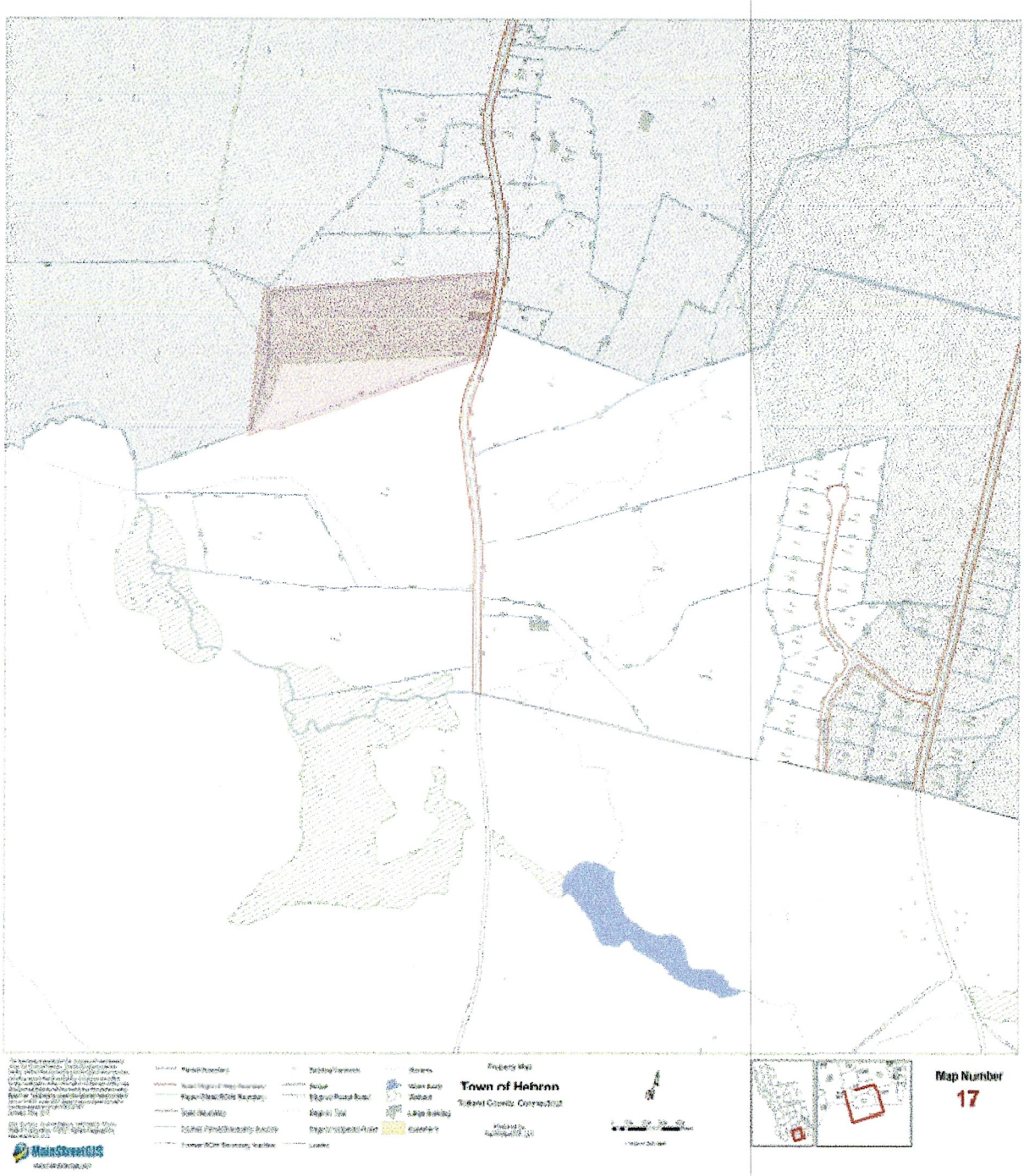
Name	Year	Fertility	Age	Male	Female	Total
Hebron	2020	Medium Fertility	Under 5 years	201	192	393
Hebron	2020	Medium Fertility	5 to 9 years	233	226	459
Hebron	2020	Medium Fertility	10 to 14 years	307	305	612
Hebron	2020	Medium Fertility	15 to 19 years	492	430	922
Hebron	2020	Medium Fertility	20 to 24 years	518	405	923
Hebron	2020	Medium Fertility	25 to 29 years	231	186	417
Hebron	2020	Medium Fertility	30 to 34 years	97	84	181
Hebron	2020	Medium Fertility	35 to 39 years	171	217	388
Hebron	2020	Medium Fertility	40 to 44 years	263	309	572
Hebron	2020	Medium Fertility	45 to 49 years	385	456	841
Hebron	2020	Medium Fertility	50 to 54 years	504	517	1021
Hebron	2020	Medium Fertility	55 to 59 years	471	507	978
Hebron	2020	Medium Fertility	60 to 64 years	417	470	887
Hebron	2020	Medium Fertility	65 to 69 years	286	318	604
Hebron	2020	Medium Fertility	70 to 74 years	229	252	481
Hebron	2020	Medium Fertility	75 to 79 years	120	138	258
Hebron	2020	Medium Fertility	80 and over	92	136	228
Hebron	2020	Medium Fertility	Total	5017	5148	10165

Name	Year	Fertility	Age	Male	Female	Total
Hebron	2025	Medium Fertility	Under 5 years	237	227	464
Hebron	2025	Medium Fertility	5 to 9 years	222	215	437
Hebron	2025	Medium Fertility	10 to 14 years	283	270	553
Hebron	2025	Medium Fertility	15 to 19 years	344	325	669
Hebron	2025	Medium Fertility	20 to 24 years	446	371	817
Hebron	2025	Medium Fertility	25 to 29 years	433	328	761
Hebron	2025	Medium Fertility	30 to 34 years	210	178	388
Hebron	2025	Medium Fertility	35 to 39 years	143	149	292
Hebron	2025	Medium Fertility	40 to 44 years	233	292	525
Hebron	2025	Medium Fertility	45 to 49 years	309	343	652
Hebron	2025	Medium Fertility	50 to 54 years	401	465	866
Hebron	2025	Medium Fertility	55 to 59 years	489	510	999
Hebron	2025	Medium Fertility	60 to 64 years	434	487	921
Hebron	2025	Medium Fertility	65 to 69 years	370	439	809
Hebron	2025	Medium Fertility	70 to 74 years	240	293	533
Hebron	2025	Medium Fertility	75 to 79 years	178	219	397
Hebron	2025	Medium Fertility	80 and over	121	174	295
Hebron	2025	Medium Fertility	Total	5093	5285	10378

Projected Age-Group Demographic Trends, 2005-2025, Town of Hebron

Year	Total Population (or projection)	Population 0-24 years old	Population 25-64 years old	Population 65+ years old
2005	9,361	3,115	5,627	619
2010	9,828	3,923	4,530	1,375
2015	9,956	3,404	5,305	1,247
2020	10,165	3,309	5,285	1,571
2025	10,378	2,940	5,404	2,034
Pct. Change, 2005-2025	**10.9%**	**-5.5%**	**-4.0%**	**228.6%**

Data sources for historic population from U.S. Census Bureau and the Connecticut Economic Resource Center (CERC). Population projections from Connecticut State Data Center.



HEBRON DEPARTMENT OF PUBLIC WORKS
PRESENT LOCATION
550 OLD COLCHESTER ROAD
Property shown shaded in red

FACILITIES NEED MATRIX

PUBLIC WORKS, TOWN OF HEBRON, CT

02739.12

June 14,2011

Space	Area (SF)	No. of staff	Desk/Chair	Computer Station	Drafting Table	Work Station	Counter	Conference Table/Chairs	Work bench	Tool Storage	Parts Bins	Secure Area	Storage cabinet/files	Computer Connectivity	Printer	Copier	Fax	Postage Meter	Sink	Stove	Refrigerator	Bunks	Toilet/Urinal	Lavatory	Lockers	Shower	Ventilation	Heat	Air-conditioning	Telephone	Gas	Electrical	Hot Water	Cold water	Comments/Description
Public Works Director	225	1	X	X		X		Sm						X													X	X	X	X		X			
General Office/Admin. Assist. Dispatcher	175	1	X	X		X		X						X	X	X	X	X									X	X	X			X			
Public Reception	150						X																				X	X	X			X			
Engineering Technician																																			
Engineer																																			
Foreman (1)	150	2	2	X		2								X													X	X	X	X		X			
Mechanics (1)	225	3	3	X		3								X													X	X	X	X		X			
Conference Room/ Training Room	300	12						X						X													X	X	X	X		X			
Supply Storage/Print	150						X							X													X	X	X	X		X			
Repair Office/Misc. Equipment Repair									X	X																	X	X		X		X			Both bays have lifts
Emergency shower/ eyewash	75																						X		X		X	X				X	X	X	
Repair Bays (s) 20' X 40' (2) 14' X 30'	1600								X	X				X					X								X	X				X			1 bay with lift, overhead reels/droplights/supply of 15W40 & 5W20 oil, hydraulic fluid (1 per two bays), water spigot at bays, exhaust for trucks (now through open doors), tie-down location in floors at bays poured concrete (front and rear) Repair bay benches with dedicated direct light on benches Beams and chain falls (electric) on two bays
Repair Bays (2) Small Vehicle (each at 12' X 30')	840								X	X				X													X	X				X			1 bay with lift
Tool box storage	75																															X			Secure storage for tool boxes for three mechanics
Wash Bay (1)	650																															X	X	X	
Paint Room/Storage	50																										X	X				X			
Welding Shop	150								X	X			X														X	X				X			
Machine Shop									X	X			X														X	X				X			
Small Engine Repair									X	X																	X	X				X			
Tool Crib	225											X																X				X			Secure
Small Parts Storage	200											X															X	X				X			
Large Parts Storage	400											X															X	X				X			

Space	Area (SF)	No. of staff	Desk/Chair	Computer Station	Drafting Table	Work Station	Counter	Conference Table/Chairs	Work bench	Tool Storage	Parts Bin	Secure	Storage Cabinet/Files	Computer Connectivity	Printer	Copier	Fax	Postage Meter	Sink / dishwasher	Stove	Refrigerator	Washer/dryer	Toilet/Urinal	Lavatory	Lockers	Shower			Ventilation	Heat	Air-conditioning	Telephone	Gas	Electrical	Hot Water	Cold water	
Hydraulic parts storage	50											X																	X	X				X			
Oil/Hydraulic Fluid/ Paint Storage	150											X																	X	X				X			Hazes. Two large flammable storage cabinets in the secure room 2-300 gal – hydraulic oil 55 gal – ATF 55 gal – motor oil (5W30 and 5W20)
Mechanics wash area for road crews and mechanics	50																							X									X	X	X	
Toilets/Shower/ Lockers (in toilet)	200																						X	X	X	X			X	X	X			X	X	X	Male/Female
Sign Shop/Storage	600											X																						X			
Break Room	385	20					X												X	X	X	X							X	X	X	X	X	X	X	X	
Kitchen in Break Room	See Above																																				
Men's Room	100																						X	X					X	X	X			X	X	X	
Ladies' Room	100																						X	X					X	X	X			X	X	X	
Rest Area	150																						X	X	X	X			X	X	X			X			Bikes, treadmill
General Supplies Storage	300											X																	X	X				X			
Facilities Maintenance Storage												X																	X	X				X			Customer Safety Office Now 40X60 Supplies take up 40X30
New Tire Storage	100											X																	X					X			Immediately off repair area including the tire machine and balancing. Store 15-20 tires (tire storage must be secure)
Vehicle Storage Bays	16,800																																	X			Some will be repair bays
Shoring/Trench Box																																					Weather storage - secure
Mechanical/Electrical/ Compressor	150											X																	X					X			Piped to small engine repair, tire machine, repair bays, exterior for tire inflation on vehicles
Waste Oil/Waste anti-freeze/old tires																																					Storage until picked up by outside vendor
												X																							X			Storage of bags and bins. Delivered by palletized on Town trucks - dock

Sealed floors in vehicle areas with trench drain. Striping on floors to be done before sealing the surface.
Fueling Station

TOWN OF HEBRON
VEHICLE/EQUIPMENT LISTING

PLATE #	YEAR	VEHICLE/EQUIPMENT DESCRIPTION	VIN/SERIAL NO.
1	2009	GMC SIERRA PICK UP	1GTHK59639E141775
2	2006	INTERNATIONAL 4 X 2 7400	1HTWDAAR06J301777
3	1998	FORD CROWN VICTORIA DK BLUE	2FALP71WXWX141496
4	2012	GMC SIERRA 4WD REG. CAB PICKUP	1GT323CG4CF111587
5	2008	GMC 3500 MASON DUMP	1GDJK34678E138899
6	2008	FORD CROWN VIC - POLICE INTERCEPTOR - GRAY	2FAFP71V08X178639
7	1998	INTERNATIONAL 4900 DUMP TRUCK	1HTSDADROWH548590
8	1997	FORD LTD CROWN VICTORIA - SILVER	2FALP71W5VX189506
9	2009	INTERNATIONAL 7400 4X2	1HTWDAZR19J126903
10	1991	GMC DUMP TRUCK - MODEL TC7H042	1GDP7H1J1MJ508988
11	1989	GMC CAT - T3208 DUMP TRUCK	1GDP7D1YOKV508508
12	1988	GMC CAT - T3208 DUMP TRUCK MODEL TJ8C042	1GDP8C1Y3JV600945
13	2001	FORD CROWN VICTORIA GRAY	2FAFP71H71X199817
14		SUPERLINER TRAILER / BLACK / BOBCAT	
15	2005	KENWORTH ROLLOFF TRUCK	1NKDXBEX65J096487
16	1970	SNOWCO 2 WHEEL TRAILER ID #3754	
17	2009	JOHN DEERE 5075M TRACTOR	LV5075M160198
18	2007	INTERNATIONAL 7600 SBA 6X4	1HTWYSBT57J462857
19	2005	FORD CROWN VICTORIA / CHARCOAL	2FAHP71W35X117709
20	1978	CAT PAYLOADER - MODEL #930	41K8088
21	1995	DODGE RAM 1/2 TON PICKUP TRUCK	1B7HC16Y7SS187421
22	1984	GMC FLAT BED	1GDJK34M5EV540964
23	1996	BRUSH BANDIT CHIPPER - JOHN DEERE	4FMUS1518TR010575
24	2005	INTERNATIONAL 7400 4X2	1HTWDAAR05J004393
25	1983	20 TON EAGER BEAVER TRAILER	1120HA20XDT200208
26	2003	INTERNATIONAL 7400 4X2	1HTWDADR63J066258
27	2009	CARRY ON TRAILER	4YMUL121X9V017941
28	1988	6 TON EAGER BEAVER TRAILER	11205L109JS030002
29	2009	INGERSOL RAND P-185 AIR COMPRESSOR	407268UBTD09
30	1994	INT'L LANDSCAPE TRAILER MODEL - U-16E	1ZFUF1624RB003329
31	2012	INTERNATIONAL 7600 SBA 4X2	1HTWDAZR3CJ672206
32	2005	FORD RANGER	1FTZR45E15PA98351
33	1995	410 BACKHOE/LOADER	T0410DG804994
34	1992	KOHLER GENERATOR/TRAILER UNIT #2OROZJ61	S/N - 350127
35	1992	FERREE TRAILER MODEL #M610	S/N - 918433
36	1995	GMC DUMP TRUCK PLOW	1GDP7H1J5SJ525161
37	1996	544 JOHN DEERE LOADER	DW544GD557931
38	1998	TIGER TRACTOR MOWER MODEL 6400	S/N - TBF-0627 MK-1444
39	1998	BROOM BEAR SWEEPER	1FVGHJBA7XH989493
40	2000	FORD F550	1FDAF57F5YEA88323
41	2001	FORD F550	1FDAF57F11EB11683
42	1988	FORD 8000 BUCKET TRUCK	1FDYK82A2JVA507769
43	1987	REMEQ LANDSCAPE TRAILER	2REA257C9X2Y54775
44	2003	FORD F-250 SUPER CAB 4X4 P.U.	1FTNX21L43EA62756
45	2005	INTERNATIONAL 7400 4X2	1HTWDAAR05J004392
46	2006	INTERNATIONAL 4 X 2 7400	1HTWDAAR26J301778
47	2006	FORD / SUPREME SENIOR VAN	1FDWE35P86DA44618

TOWN OF HEBRON
VEHICLE/EQUIPMENT LISTING

48	1992	FERREE TRAILER MADEL # M610	sn 918433
49	2007	GMC COLORADO PICKUP - SCHOOL - WAYNE	1GTDT149178150640
50	1999	FORD Explorer - Building Inspector	1FMZU34X8XUA20340
51	2000	Kenworth T800 Tri-Axel	1NKDL60XXYJ866348
52	2007	GMC 4500 4X4 6 WHEELER	1GDE5C3987F418196
53	2008	Kaufman Trailer	5VGFB18208L001936
54	2008	Ford F-250 - Park & Rec	1FTNF21548EC92602
55	1997	GMC 4X4 MASON DUMP TRUCK	1GDJK34F9VF025042
56	2009	GMC YUKON / Fire Marshall	1GKFK23029R221530
57	2006	FORD E-450 SUPREME SENOIOR VAN	1FDXE45P36DA36145
58	2012	JOHN DEERE 410J BACKHOE/LOADER	1T0410JXLBD210609
59	1973	JOHN DEERE BACKHOE MODEL # T35231	S/N - 00196302
60	1999	REMEQ LANDSCAPE TRAILER	2REA257C9X2Y54775
61		Mason Dump same as #5 above	
62		Two Rollers	

Vehicles and equipment requiring covered and heated storage

Vehicles and equipment requiring covered storage

Fifteen heated vehicles/equipment bays are required to meet present needs.

Eleven covered exterior spaces are required to meet current needs.

BUILDING PROGRAM

Space name: PUBLIC LOBBY

Occupancy: 2

Functional Activity Description: Entrance lobby with seating for two

Size: 10 x 15

Flexibility and Expandability: connects multiple functions

Adjacencies

Primary: Administrative Offices, Support Facilities, Toilet Rooms (accessible to transfer station workers)

Secondary: Mechanics and Storage bays

Furnishings: 2 chairs and side table

Technical/Telecommunications Requirements: none

Fenestration: natural light desirable

Space Finishes: heavy duty floor and wall finishes (no carpet)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: front door lockable. Pass key required for entrance to other spaces off of lobby. Programmable key system.

Additional requirements:

BUILDING PROGRAM

Space name: ADMINISTRATIVE ASSISTANT

Occupancy: 1

Functional Activity Description: General office space for administrative assistant

Size: 12 x 16

Flexibility and Expandability: open office area

Adjacencies

Primary: public lobby, DPW director, conference

Secondary: support facilities, file storage, supply storage, copy room

Furnishings: 1 desk and chair with computer station
Fuel Management System computer
5 – 5 drawer file cabinets
3 bookcases
2 metal storage cabinets in closet with room for coats
Copier
Counter with secure sliding window to public lobby

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, radio for dispatch

Fenestration: natural light desirable

Space Finishes: tiled floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting, task lighting

Security requirements: Pass key required for entrance.

Additional requirements: storage closet, bulletin board

BUILDING PROGRAM

Space name: DPW DIRECTOR'S OFFICE

Occupancy: 1

Functional Activity Description: private office with conference area

Size: 12 x 20

Flexibility and Expandability: combined office area and conference area

Adjacencies

Primary: administrative assistant, conference

Secondary: support facilities, copy room, mechanics and storage bays

Furnishings: 1 desk and chair with computer station
Credenza
Small conference table and 4 chairs
2 bookcases
Work bench
Drafting table
1 file cabinet

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer and printer

Fenestration: natural light desirable

Space Finishes: tiled floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting, task lighting

Security requirements: Pass key required for entrance.

Additional requirements: coat closet, bulletin board

BUILDING PROGRAM

Space name: FOREMAN

Occupancy: 1

Functional Activity Description: open office area with 1 workstation

Size: 10 x 12

Flexibility and Expandability: open space

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 1 desk with computer returns
1 desk chair
Small conference table with 4 chairs

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: natural light desirable

Space Finishes: tiled floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance.

Additional requirements: coat closet and bulletin board

BUILDING PROGRAM

Space name: MECHANIC'S WORK STATIONS

Occupancy: 3

Functional Activity Description: open office area with work stations for 3

Size: 15 x 15

Flexibility and Expandability: open office

Adjacencies

Primary: Mechanics and Storage bays, Parts Storage

Secondary: Administration and Support Facilities

Furnishings: 3 work stations with computer return
3 chairs
2 file cabinets
Drafting table
Storage cabinet
4 bookcases

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer and printer

Fenestration: natural light desirable

Space Finishes: tiled floor, painted gwb, vinyl base, acoustic tile ceiling (ATC)

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: Pass key required for entrance

Additional requirements:

BUILDING PROGRAM

Space name: DAY ROOM AND KITCHEN

Occupancy: 12

Functional Activity Description: Open room with living room area, dining area and kitchen

Size: 18 x 20

Flexibility and Expandability: flexible space

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: Television
Dining/ Conference Table with seating for 12
Full Kitchen
Washer/Dryer within closet

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, land line, computer

Fenestration: natural light desirable

Space Finishes: VCT flooring, painted gwb walls, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: none

Additional requirements:

BUILDING PROGRAM

Space name: MEN'S BUNK ROOM

Occupancy: 4

Functional Activity Description: sleeping facilities for 4 persons

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 4 twin beds
Clothes hanging

Technical/Telecommunications Requirements: none

Fenestration:

Space Finishes: tile floor, painted gwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: WOMEN'S BUNK ROOM

Occupancy: 4

Functional Activity Description: sleeping facility for 4 persons

Size: 10 x 15

Flexibility and Expandability:

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: 4 twin beds
Clothes storage

Technical/Telecommunications Requirements: none

Fenestration: natural light desirable

Space Finishes: tiled floor, painted qwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: TOILET ROOMS (2)

Occupancy: 2

Functional Activity Description: Staff toilet rooms

Size: 8 x 15 each

Flexibility and Expandability: none

Adjacencies

Primary: Administrative Offices, Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: toilet stalls/urinals
sinks

Technical/Telecommunications Requirements: none

Fenestration: none

Space Finishes: tile floors, tile walls, qwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: SHOWER ROOM (2)

Occupancy: 1 per room

Functional Activity Description: shower room with dressing area

Size: 5 x 14 each

Flexibility and Expandability: none

Adjacencies

Primary: Support Facilities

Secondary: Mechanics and Storage bays

Furnishings: Shower
Bench
Clothing storage

Technical/Telecommunications Requirements: none

Fenestration: none

Space Finishes: tile floor, tile walls, gwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: privacy lock

Additional requirements:

BUILDING PROGRAM

Space name: LOCKERS

Occupancy:

Functional Activity Description: locker room for storage of personal belongings

Size: 10 x 18

Flexibility and Expandability:

Adjacencies

Primary: toilet rooms, showers, bunk rooms

Secondary: Mechanics and Storage bays

Furnishings: 20 lockers, 2' wide x 5' tall
Small bench

Technical/Telecommunications Requirements: none

Fenestration: none required

Space Finishes: carpet, painted gwb, ATC

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: MECHANICAL ROOM

Occupancy:

Functional Activity Description: Room for heating and cooling equipment, electrical panels and ATS, telephone panels and computer servers

Size: 10 x 20

Flexibility and Expandability: separate rooms for telephone and computer equipment

Adjacencies

Primary: Administrative Offices, Support Facilities, generator

Secondary: Mechanics and Storage bays

Furnishings: none

Technical/Telecommunications Requirements: Public works host server, network hub and UPS

Fenestration: not required

Space Finishes: sealed concrete floor, gwb walls, gwb ceiling

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and cooled

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: MECHANIC'S BAY (2 double bays)

Occupancy: 2

Functional Activity Description: one double bay drive-thru

Size: 20 x 70 each double bay

Flexibility and Expandability:

Adjacencies

Primary: Parts Storage, Tire Storage, Welding bench with hood, Tool Box Storage, Tool Crib, Hydraulic Parts Storage, Oil/Hydraulic Fluid Storage, Eye Wash Station/Medical cabinet

Secondary: Mechanics work stations, Storage bays

Furnishings: work bench
Welding bench with fume hood
Sink
Tool storage
2 bays with lifts (1 truck lift, 1 small lift)
Overhead reels/Droplight/supply of 15W40 and 5W20 oil and hydraulic fluid (1 in center of two bays)
Vehicle exhaust system

Technical/Telecommunications Requirements: Public works host server, network hub and UPS, 2 line -land line, intercom connection to offices.

Fenestration: not required

Space Finishes: sealed concrete floor, walls for hanging storage

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting. Task lighting at benches

Security requirements: lockable

Additional requirements: water spigot across from sink, tie down locations

BUILDING PROGRAM

Space name: SMALL PARTS STORAGE

Occupancy:

Functional Activity Description: Storage room for small parts inventory

Size: 10 x 20

Flexibility and Expandability:

Adjacencies

Primary: Mechanics work stations and mechanic's bays; incorporate hydraulic storage; accessible to parts vendors

Secondary: large parts storage

Furnishings: shelving
Hydraulics storage area 10 x 10

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor, heavy duty walls for storage shelving

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: LARGE PARTS STORAGE

Occupancy:

Functional Activity Description: Storage for large parts inventory

Size: 20 x 20

Flexibility and Expandability: flexible space with shelving and aisle access

Adjacencies

Primary: Mechanic's work stations, Mechanic's bays

Secondary:

Furnishings: free standing heavy duty shelving
Flammable storage cabinets
Hydraulic hoses

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor, heavy duty wall finish

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: TIRE STORAGE

Occupancy:

Functional Activity Description: Secure area with tire racks

Size: 4 x 40

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays

Secondary:

Furnishings: tire racks to accommodate passenger and light truck tires on the wall with larger tires on the floor below.

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: ventilated

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: EQUIPMENT STORAGE BAYS (7 double deep bays including wash bay)

Occupancy:

Functional Activity Description: Open garage storage area for heavy equipment

Size: 20 x 35 each bay, or 20 x 70 each double deep bay

Flexibility and Expandability: addition of future bays should be considered

Adjacencies

Primary: Mechanic's Bay

Secondary: Wash Bay

Furnishings: wash bay equipment, man doors to exterior

Technical/Telecommunications Requirements: none

Fenestration: natural light provided by windows in garage doors

Space Finishes: sealed concrete floors and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable.

Additional requirements:

BUILDING PROGRAM

Space name: WASH BAY (1 bay of double drive-thru vehicle storage bay)

Occupancy:

Functional Activity Description: storage bay that also functions as a wash bay

Size: 20 x 35

Flexibility and Expandability:

Adjacencies

Primary: Storage Bays

Secondary: Mechanic's bays

Furnishings: curtain separation from adjacent bays

Technical/Telecommunications Requirements: none

Fenestration: natural light provided by windows in overhead doors

Space Finishes: sealed concrete floor and waterproof wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements: Hot and cold water, overhead swinging hose arm.

BUILDING PROGRAM

Space name: TOOL BOX STORAGE

Occupancy:

Functional Activity Description: Secure storage area for mechanics personal tool boxes.

Size: 8 x 9

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Work Stations, Mechanic's Bays

Secondary:

Furnishings:

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements:

BUILDING PROGRAM

Space name: PAINT ROOM/STORAGE

Occupancy:

Functional Activity Description: Storage room for paint supplies

Size: 6 x 8

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bay, Sign Storage

Secondary:

Furnishings: shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: lockable

Additional requirements: 2 hr fire rated room or fire rated cabinets

BUILDING PROGRAM

Space name: TOOL CRIB

Occupancy:

Functional Activity Description: Secure room for small tool storage

Size: 15 x 15

Flexibility and Expandability:

Adjacencies

Primary: Storage Bays

Secondary:

Furnishings: industrial shelving for chain saws, hand saws and drills

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated

Illumination: indirect or direct lighting

Security requirements:

Additional requirements:

BUILDING PROGRAM

Space name: OIL/HYDRAULIC FLUID STORAGE AREA

Occupancy:

Functional Activity Description: Secure area for storage of hydraulic fluids

Size: 10 x 20

Flexibility and Expandability:

Adjacencies

Primary: Mechanic's Bays, accessible to bulk delivery truck

Secondary: if in a separate room should have access to exterior

Furnishings:

55 gallon ATF
55 gallon John Deere hydraulic oil
2-275 gal tanks (1 hydraulic/1 engine oil)

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes; floor level containment system.

Accessibility: yes

Acoustics: normal

Environmental Conditions: heated and ventilated

Illumination: indirect or direct lighting

Security requirements: secure

Additional requirements:

BUILDING PROGRAM

Space name: SIGN STORAGE

Occupancy:

Functional Activity Description: Secure storage and workroom

Size: 20 x 30

Flexibility and Expandability:

Adjacencies

Primary: Storage bays

Secondary:

Furnishings: Shelving

Technical/Telecommunications Requirements: none

Fenestration: not required

Space Finishes: sealed concrete floor and heavy duty wall finishes

Accessibility: yes

Acoustics: normal

Environmental Conditions:

Illumination: indirect or direct lighting

Security requirements: Secure and enclosed

Additional requirements:


CME

ATTACHMENT "F"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, February 26, 2013

Ground Floor Conference Room
Town Office Building
Hebron, CT

RECEIVED
2013 MAR 18 A 8:40
HEBRON TOWN CLERK

Call to Order-The meeting was called to order at 6:42 pm by Chairman Wayne Warwick. In attendance were Brian Whalen, Bart Nicolo, Anne Fitzpatrick and Richard Steiner.

Special Guests: In attendance was Building Maintainer, Willie Bell.

Public Comments-Chairmen Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the January 29, 2013 Meeting-Chairman Warwick asked for a motion for the approval of the minutes of the January 29, 2013 meeting. A motion was made by Anne Fitzpatrick and seconded by Brian Whalen. Chairman Warwick asked if there any comments and there were none. Chairman Warwick asked for a vote on the motion. It was approved unanimously.

Update on CME Regarding the DPW Facility-Copies of the Final Programming Report dated January 28, 2013 by CME were reviewed by the Committee over the past month. The report was acknowledged for the record.

Richard Steiner noted that he had spoken with Town Manager, Andy Tierney. Mr. Tierney indicated that there were a number of steps that needed to be taken before the Committee would be in a position to bring the report to the Board of Selectmen. Mr. Tierney is requesting that an agenda item be placed on the March meeting allowing both Kevin Kelly and himself to review and discuss CME's Report with the Committee. It was noted that a majority of the report was formulated before Mr. Kelly was a member of the Town's staff. Mr. Tierney also indicated that he would also want to address the next steps in the Committee's process. Mr. Tierney also noted in his conversation with Richard Steiner that he has asked the Town Planner, Michael O'Leary to identify all available parcel within the Town. Part of that evaluation will also consider what can be utilized from the CL & P and/or Oddfellows parcels.

Brain Whalen indicated that part of the process of evaluating the existing site is to really get an assessment of if how much if any of the CL & P site can be used to support the DPW facility.

ATTACHMENT "G"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, May 28, 2013

HEBRON TOWN HALL

Ground Floor Conference Room

Call to Order-The meeting was called to order at 6:23 pm by Chairman Wayne Warwick. In attendance were Brian Whalen, Anne Fitzpatrick and Richard Steiner.

Special Guests: In attendance was Town Planner, Michael O'Leary, who joined the meeting at 6:50 pm..

Public Comments-Chairmen Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the April 30, 2013 Meeting-Chairman Warwick asked for a motion for the approval of the minutes of the April 30, 2013 meeting. A motion was made by Anne Fitzpatrick and seconded by Brian Whalen. Chairman Warwick asked if there any comments and there were none. Chairman Warwick asked for a vote on the motion. It was approved unanimously.

Review and Discuss Update that was Provided to the Board of Selectmen-All the members of the Committee acknowledged that the Board of Selectmen were very receptive to the presentation that was made by the Committee.

Wayne Warwick noted that the Board of Selectmen were very clear in their charge to the Committee and that was to find land to build a new DPW Facility. It was also evident that after addressing the DPW's needs the Committee will need to tackle the needs of the Emergency Operation Center. It may or may not include the issues with Fire House #1.

The question that was raised that seeking land for the new DPW facility does the parcel include addressing the future needs of the Emergency Operation Center and Company #1.

Brian Whalen suggested that the Committee be provided with an inventory of available land from Michael O'Leary.

During the course of the meeting the Committee reviewed two maps. One was the Town's "Vacant Land Use by Zone" and a "Vacant Land Map."

Wayne Warwick noted that any evaluation that contemplates using the Burnt Hill Park for

the DPW must involve what is going to be required for both current and future space requirements. In addition, it also take into consideration all of the potential environmental impacts of moving the DPW to that site.

The fundamental question that will need to be answered is whether 5 to 8 acres will adequately support a DPW facility at Burnt Hill Park.

Michael O'Leary indicated that the Committee should look at the viability of using Burnt Hill Park for the DPW facility.

Brian Whalen indicated that one fundamental question that will need to be answered is whether the DPW can spilt their operations between Old Colchester Road and Burnt Hill Park. It was also noted that there is sure to be some neighborhood resistance given the increase in vehicular traffic with the DPW operation.

Brian Whalen noted that all viable land needs to be identified and the Committee needs to weigh the "pro's" and "con's" of each parcel.

It was agreed the one starting point would be get information from Michael O'Leary.

In advance of that Committee identified from the Town maps a list of four (4) group of land that could support a new DPW facility. Chairman Warwick volunteered to do some research in advance of the next meting.

The parcels are as follows:

Group "A"-Parcel #101, #178, #176, #199, and #108
Group "B"-Parcel #102 (required) #103 and #112
Group "C"-Parcel #198 (required) and #194
Group "D"-Parcel #237, #238, and #239 (required)

Update on Building Issues at Fire House #1-There was no new update on this matter.

Update on Douglas Library-There was no new update on this matter.

OLD BUSINESS-

There was no Old Business that was discussed.

NEW BUSINESS

There was no New Business that was discussed.

Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Brian Whalen and seconded by Anne Fitzpatrick. The vote was unanimous and the meeting was adjourned at 7:28 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

ATTACHMENT "H"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, July 30, 2013

HEBRON TOWN HALL

Ground Floor Conference Room

RECEIVED
2013 AUG 23 A 8:08
HEBRON TOWN CLERK

Call to Order-The meeting was called to order at 6:06 pm by Chairman Wayne Warwick. In attendance were Brian Whalen, Anne Fitzpatrick and Richard Steiner.

Public Comments-Chairmen Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the May 28, 2013 Meeting-

Chairman Warwick asked for a motion for the approval of the minutes of the May 2013 meeting. A motion was made by Anne Fitzpatrick and seconded by Brian Whalen. Chairman Warwick asked if there any comments and there were none. Chairman Warwick asked for a vote on the motion. It was approved unanimously.

Review and Discuss the Next Steps in Regards to the DPW-
Chairman Warwick noted the DPW Facility is on hold for now as per the direction of the Board of Selectmen. At the last Selectmen's meeting in which the Building Committee attended, they were given a more immediate mission. That was to identify all available land in the Town to not only support the DPW, but also to address other short and long term needs of the Town.

It was noted that the Town was recently awarded a STEAP grant and the funds could be used for land acquisition to support the DPW facility. However, the Board of Selectmen are opting to use the money for more shovel ready projects.

In regards to the DPW, it is the consensus of the Committee that the solution is the operation should be spilt between Old Colchester Road and Burnt Hill Park. At this point, parts of Old Colchester Road would be razed and new structures built to in order to efficiently maintain the recycling, fuel filling operations and dry storage of equipment. A new facility would be build at the Park and it would the day to day operations and equipment maintenance with some active equipment storage.

Chairman Warwick noted that this plan has a number positive attributes that makes it the best option. He noted that there will be no land that will need to be acquired as the land is already procured. In regards to the Burnt Hill Park-the infrastructure is already in place.

Richard Steiner asked if the Committee members felt that Burnt Hill Park would provide for future expansion. He noted that not only will the Board of Selectmen will want to know that we evaluated that but also surely questions will come for the general public.

Chairman Warwick indicated that about 8 to 10 acres was set aside at the Park for the DPW. That should be more than adequate to support not only the initial facility, but also address any future expansion needs.

It was noted that currently the site at Old Colchester Road has about 8 to 10 acres of available land. Adding that to a similar size of available land at the Park of 8 to 10 acres should more than adequately address any future expansion needs.

Anne Fitzpatrick added that the Burnt Hill Park site is already developed with roadways and buildings so the addition of the DPW facility would be a natural expansion of the type of operation that is currently underway there.

Update on Building Issues at Fire House #1-There was no new update on this matter.

Update on Douglas Library-There was no new update on this matter.

OLD BUSINESS-

Evaluation of Available Town Land

In response to the request by the Board of Selectmen, the Building Committee looked at other available land to support both the short and long term requirements of the Town.

Horton Property-The Committee noted that one of the first sites that has the most to offer would be part of the 130 acre Horton Property. It was noted that any part of it would be more than adequate to support any one or all of the following Town facilities in the future: 1) Town Office, 2) Public Safety, 3) Fire House and 4) Department of Public Work facility.

It was noted that locating a Fire House or DPW facility at the south end of the Horton Property would require the widening of Kenney Road. Locating any part of the Town's operation on this land would be centrally located to the overall Town. However, it observed that there are two water courses that would need to be dealt with as part of any site plan development.

St. Peter's Parish Property-The Committee noted the second best parcel of land would 20.2 acre that is part of the St. Peter's Parish on the east side of Church Street. There are two proprieties that the Parish owns that front onto Church Street. The Committee noted that the larger of the two would be the one that could support Town uses. The parcel is relatively flat; there is only one water course; it is close to both sanitary sewers and

public water services.

Passenger cars could be restricted to entering the site from the north end of the Horton Property. However, the site is zoned "R-1."

Chairman Warwick noted that the site has all of the benefits of the Horton Property without extensive wetlands that the Horton Property has.

Horton Property-West Side of Church Street-The Committee noted the third parcel that was considered is the 16.5 acre Horton Property that is on the west side of Church Street.

Four to 5 acres of the site is flat; the rest of the site has slope of around 12% gradient; the property backs up the Jeremy River. Aside from the level part of the site the rest of it is really not good to support municipal facilities.

Gary Nadeau-East Street-The Committee noted that in looking at this site it was only discovered after the fact that there is a single family residence on it. On the basis of that, it will not be considered.

Gasper-East Street-The next area that the Committee considered was a parcel that was owned by Gasper on East Street. It is about 48.7 acre. However, there is about a 150'-foot wide wetland that would be an obstacle to accessing the property.

It was noted that there is an active plan to subdivide the property into 5 acre parcels.

Aside from that, the parcel is away from the central hub of the Town and would really not be correct to support municipal facilities such as a Town Office Building, Emergency Operation Center or a Fire House.

Other Parcels-The Committee also reviewed several other parcels and agreed that they would not worth considering. They were: lot #56; lot #101; lot #100 (Spike), Lots #178, #176, #99 and #100. It was noted that the last four parcels that were under consideration are each individually owned. They are close to the Jeremy River and the land would not be supportive of municipal development.

Presentation to Board of Selectmen-Anne Fitzpatrick indicated that the Committee presentation to the Board should indicate that we began with evacuating 7 parcels and that number was down to 2 or 3 viable options.

Chairman Warwick indicated that the 3 sites are good candidates to support the Town Offices and/or Company 1, etc.

The point that the Committee all agreed on is that the Town needs to commit to buying and securing land now to support future needs. It is very clear that sooner or later the issue of the Police, Fire Department Headquarters, and Fire Company #1 will need to be

addressed. The first step would be to lock in the land now.

Reschedule Nest Meeting-A motion was made Anne Fitzpatrick to reschedule the next meeting to August 28, 2013 at 6 pm. The motion was seconded by Brian Whalen. The vote was unanimous.

NEW BUSINESS

There was no New Business that was discussed.

Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Brian Whalen and seconded by Anne Fitzpatrick. The vote was unanimous and the meeting was adjourned at 7:40 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

ATTACHMENT "I"

Town of Hebron
Public Building Committee
August 28, 2013
Regular Meeting
Town Office Building

PBC Members Present: W. Warwick, B. Nicolo, A. Fitzpatrick, B. Whalen
PBC Members Absent: R. Steiner

W. Warwick called the Regular Meeting to order at 6:10 p.m.

Public Comment - There were no members of the public present.

Approval of Minutes
Ms. Fitzpatrick requested amending the minutes as follows:
Page 1; 6th Paragraph; Last Sentence: Insert the word "house" between "would" and "the" so the sentence reads "A new facility would be built at the Park and it would house the day to day operations and equipment maintenance with some active equipment storage".
Page 2; 2nd Paragraph; First Sentence: delete "about 8 to 10 acres" and replace it with "around ten acres purchased with Town funds, some of which could be repurposed for a DPW facility".
Page 3; Remove the name of the property owners from the property descriptions discussed.

W. Warwick requested amending the minutes as follows:
Page 3; 7th Paragraph: Delete in its entirety and replace with the following: "It was noted that there is an active plan to subdivide one 5 acre parcel off of this property."

B. Whalen moved to approve the minutes with the changes noted. A. Fitzpatrick seconded. Members voted and motion carried 3-0-1 with B. Nicolo abstaining and the remaining members in favor.

Report on Available Land for Public Building Use
Members reviewed the draft presented by W. Warwick. Mr. Warwick noted that the draft did incorporate feedback received from R. Steiner. A. Fitzpatrick suggested several changes, including changing Town Office to Town Office Building; identifying Mike O'Leary as the Town Planner; and several formatting changes that would not alter the context. Members agreed with the proposed changes. A. Fitzpatrick moved to approve the Report on Available Land for Public Building Use as amended for presentation to the Hebron Board of Selectmen and the Town Manager. B. Nicolo seconded and the motion carried with all members in favor.

Old Business
W. Warwick informed members that there weren't updates available on the status of recommended repairs at Fire Company #1 or the Douglas Library.

Adjourn
Ms. Fitzpatrick moved to adjourn. B. Nicolo seconded and the motion carried unanimously. The meeting adjourned at 7:09 p.m.

Respectfully Submitted

Brian Whalen

ATTACHMENT "J"

Report on Available Land for Public Building Use

September 12, 2013

Executive Summary

The Board of Selectmen requested that the Building Committee look for available land that would meet the needs for a new Department of Public Works Facility. In addition, it was further requested that we also investigate available land for other Public Buildings that will need replacement in the near future.

The Committee accepted the charge and determined that the buildings in question would include the DPW, the HVFD Headquarters/Company #1, a Public Safety Facility and the Town Office Building.

The Committee determined that there are three ways to deal with these needs. First, site each building on it's existing property. Second, site all the facilities on the same property. The final way would be to consider the DPW facility separate from the others and then site the Town Office Building, HVFD and Public Safety together. The Committee decided that for planning purposes, at this point it would concentrate on the third scenario.

The Committee then reviewed the Vacant Land Map provided by Mike O'Leary, Town Planner, to identify possible sites. The Committee identified 6 potential sites. We requested that Mike O'Leary provide whatever information he had available.

The Committee then reviewed this information and came to the following consensus.

Department of Public Works

The previous work done on the DPW Facility Programming determined that it would require between 8 and 15 acres of land. However, this does not have to be all in one location. Since it is recommended that the Transfer Station stay at its current location, the Committee believes that the balance of the site could be utilized for other DPW functions without significantly impacting the Department's operational efficiency.

The Committee suggests that the Town consider locating the "Off Season" Storage, the Fueling Station and the Salt Storage at the current Old Colchester Road location. The Offices, Maintenance and Equipment Garage could then be located adjacent to the current Parks and Rec facilities at Burnt Hill Park.

This solution has many advantages that lead us to recommend it. No land would have to be purchased. It would keep the fueling station and salt storage at the current site while minimizing the environmental impacts and regulations. The neighborhood impact to the Burnt Hill/East Street community would be minimal given the current large buffers around the site and given the fact that the site is currently used for a similar occupancy. It should be noted that by keeping the Salt Storage and Refueling Station at the current location will help minimize the DPW traffic on Burnt Hill Road and East Street.

Future Site for Town Office Building, HVFD Headquarters/Company #1 and Public Safety Building

Of all the properties identified only 2 appear to be worthy of further investigation. The others were all rejected for a variety of reasons including: excessive wet lands, excessive grade (steeps) or current/near term private use.

The 2 properties are a portion of the Horton Village Green Property (identified as #102 on the Vacant Land Map) and the rear (Eastern) portion of the St. Peter's Parish Property (#112 on the Vacant Land Map). These properties are contiguous and the best solution might involve some of each property.

The Committee believes that the Town and the landowners could develop a mutually beneficial agreement that would provide the Town with the land it will need in the future. While the landowners could realize both potential tax advantages and Town development that would increase the value of their property.

Another advantage of moving the Town Office Building and HVFD Company #1 would be to free up the current land for retail use, since the existing properties have excellent main road frontage.

Conclusion

The Committee suggests the Town would be best served by locating the DPW at both Burnt Hill Park and Old Colchester Road. More importantly, that the Town should investigate and purchase land for future public buildings as soon as possible. Our investigation pointed out the scarcity of appropriate and available land right now and any future private development would further reduce the possible sites.

Appendix

Sites Investigated:

The Horton Village Green Property (#102)
The St. Peter's Parish Property (#112)
The Horton Church Street Property (#108)
The Gasper East Street Property (#198)
The George Milne Property (#239)
The Jeremy River Properties (#99, #100, #101, #176, #178 various owners)

ATTACHMENT "K"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, October 29, 2013

HEBRON TOWN HALL

Ground Floor Conference Room

Call to Order-The meeting was called to order at 6:10 pm by Chairman Wayne Warwick. In attendance were Bart Nicolo, Anne Fitzpatrick, Brian Whalen and Richard Steiner.

Public Comments-Chairmen Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the August 28, 2013 Meeting-

Brian Whalen indicated that he did compose the minutes from the August 28, 2013 meeting and they were sent to the Town. He will follow up with the Town Clerk so that they can be part of the Agenda for the November meeting.

Approval of Minutes from the September 24, 2013 Meeting-

The following changes were noted to the minutes from the September 24, 2013 meeting.

Review and Discuss the "Report of Available Land for Public Use."

Paragraph three is amended to read as follows:

"**Wane Warwick** noted that there was a parcel of land that was owned by St. Peter's that both Andy Tierney and Michael O'Leary thought would be beneficial to the Town's future expansion. **However he noted that this land acquisition would face the same hurdles as the land that is adjacent to Hebron Elementary School** in that that it was not only owned by the Church but also any transfer would need the prior approval of the Archdiocese of Hartford. One plan might be to provide some "in-kind" services, i.e., pave their overflow parking lot that is on Church Street."

Paragraph nine is deleted in its entirety.

The beginning of paragraph sixteen it is amended to read....

"Anne Fitzpatrick noted..."

Update on Building Issues t Fire House #1-

The beginning of paragraph sixteen it is amended to read....

"Anne Fitzpatrick noted..."

As a result of the changes, a motion was made by Anne Fitzpatrick and seconded by Bart Nicolo to accept the minutes as amended. The motion passed unanimously with Brian Whalen abstaining.

Review and Discuss the "Report of Available Land for Public Use."

Chairman Warwick noted that he had met with Kevin Kelly to discuss the Building Committee's work to date and findings in regards to options for a future DPW facility.

Kelly indicated that he would prefer to have all operational aspects of the DPW located on Old Colchester Road. He indicated that he is aware of what the Public's reaction would be as to relocating the DPW to another location within the Town. However, he did say that he would be open to reviewing various rearrangements and reconfigurations. DPW has started to use Burnt Hill Park for cold storage. His desire would be to keep both operations and recycling at the Old Colchester Road site.

Brian Whalen stated that the reason that the Building Committee looked into other locations is that the current site doesn't provide enough developable land for both the present and future growth. Not to mention, it would be very difficult to build a new facility while the existing one continues to operate.

Chairman Warwick indicated that is why the Committee also looked at different options in regards to other parcels of land. Ultimately we settled on putting a new or part of a DPW facility on existing Town owned land rather than going out and purchasing land.

It was agreed that a request needs to be made of both Andy Tierney and Michael O'Leary to budget some money to undertake the next step and have an Architect perform a pre-construction evaluation of the options that the Committee has settled on.

At the last presentation to the Board of Selectmen, Mark Stuart asked Wayne Warwick if the Committee had reviewed the Committee's plans with the various stakeholders. Chairman Warwick reminded the Selectmen that it was not the charge of the Building Committee by the Selectmen to solicit public support for any municipal project. That role was clearly going to be responsibility of the Board of Selectmen and that the role of the Building Committee was one of investigation, evaluation and advisement to the Town.

At that meeting, Chairman Warwick recommended that the Selectmen appropriate money to have an Architect evaluate the viability of utilizing the Old Colchester Road site. The Committee agreed that the Architect and Engineer need to do their work first before anyone presents any plans before the Stakeholders. The Architect and Engineer will be

able to address the physical plan of the DPW staying on Old Colchester Road and/or spitting some operations to Burnt Hill Park. They will not be able to cannot address any neighborhood issues that would arise in regards to the Burnt Hill Park site.

At the Board of Selectmen meeting, Chairman Warwick strongly recommended that they consider procuring vacant land now for future municipal projects. He cited the 10 parcels that were listed in the PBC's report to them. Of those, the St. Peter's and Horton property parcels were the best in supporting future plans.

It was also noted that Kevin Kelly is planning to switch to road pre-treatment within the next two years so the need for massive salt and sand storage areas should become less of an issue.

It was agreed that Chairman Warwick will contact Andy Tierney to get his sense as to what he sees at the Committee next step in regards to the DPW facility and the necessity of meting in November. Richard Steiner noted that included in one of the RFP's was a value from one of the A/E firms to perform the post programming and pre-construction evaluations. He will try and find that value and get it to the Committee.

It was noted that the Committee will need to meet before the end of the year to review and approve on the next years schedule of meetings.

Update on Building Issues at Fire House #1-No update was provided.

Update on Douglas Library-No update was provided

OLD BUSINESS-No Old Business was discussed.

NEW BUSINESS-No New Business was discussed.

Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Bart Nicolo and seconded by Brian Whalen. The vote was unanimous and the meeting was adjourned at 7:15 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

ATTACHMENT "L"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, July 29, 2014

HEBRON TOWN HALL

Ground Floor Conference Room

RECEIVED
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HEBRON TOWN CLERK

Call to Order-The meeting was called to order at 6:07 pm by Chairman Wayne Warwick In attendance were Bart Nicolo, Brian Whalen and Richard Steiner.

Also in attendance were:
Tom Fenton-Towns' Consulting Engineer-Nathan Jacobson Associates
Kevin Kelley-Director-Department of Public Works
Michael Fortuna-Principal-TLB Architecture

Public Comments-Chairman Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the June 24, 2014

Wayne Warwick asked for a motion to approve the minutes from the June 24, 2014 meeting. A motion was made by Brian Whalen and seconded by Richard Steiner. Chairman Warwick asked if there was any discussion and there was none. The minutes were approved unanimously with Bart Nicolo abstaining.

Update in Regards to the DPW Facility-

Kevin Kelly provided the committee with an update in the regards to the "DPW Facility" He noted that $50,000 was included in the CIP budget to bring a "DPW Project" to referendum within the next year.

To that end, Nathan Jacobsen has drafted a "Phase 1 and Phase 2-Hebron Public Works/Transfer Station - Feasibility Study/ Concept Plan for New Facility on Existing Site dated July 29, 2014" copy of which is attached to these meeting minutes. Tom Fenton spent some time going through the various item with the Committee.

Wayne Warwick indicated that the land development agreement for the Burnt Hill Project included a provision that part of it was to be utilized to support the DPW operations.

The Committee did look at other properties particularly within the Town Center, but each

property had its issues.

Ultimately, the Committee came to conclusion to use the exiting site on Old Colchester Road.

Kevin Kelly indicated that he recently met with John Soderberg, Andy Tierney and Michael O'Leary to review that plan.

One thought would be to try and procure land either to the north and/or the south of the existing site. It was agreed that Nathan Jacobsen and TLB would pursue a more in depth evaluation of the viability of the CL & P site.

The preliminary indications are that the wetlands are not as deep and extensive as originally thought. Tom Fenton noted that the exact flagging will be completed later this week.

It was discussed and agreed that given the nature of the site, that this is a project that the Engineer will be taking the lead on.

It was also noted that there are advantages to the existing site. Many of the Environmental Requirements are already in place. For example, the storm water discharge permit is active; there is a two stage storm water basin that is currently functioning well, etc.

Bart Nicolo added that the Committee has been working on this project for over two years and it is now time to move the process forward as with each passing day the existing facility falls into more disrepair.

The Committee did express some concerns with Nathan Jacobsen now taking the lead on this project. The Committee noted that they solicited and retained a list of A/E firms to handle this type of work. In addition, one of those firms did perform some prelim planning for the Committee. Wayne Warwick will contact Andy Tierney to have Town's Legal Counsel provide input on this issue. However, it was agreed that Nathan Jacobsen would proceed with their work until directed otherwise.

Update on Building Issues at Fire House #1-

Richard Steiner noted that he had received an e-mail on July 15, 2014 from Andy Tierney on this matter. He noted that Kevin Kelly will be getting quotes for this work when he returns from vacation. The money is place for this project and it should be done within the next month or two.

Update on Douglas Library-

Richard Steiner noted that he had received an e-mail on July 15, 2014 from Andy Tierney on this matter. He noted that Willie Bell has received quotes for this work. The money is place for this project and it should be done within the next month or two.

Peter's House

Chairman Warwick noted that there are structural issues with the first floor. ~~The lead Architect firm BL Companies~~ feels that it is necessary to retain a Historic Engineer. To that end, an RFP was issued and responded to. Chairman Warwick asked the members to review the proposals and make a recommendation to him by tomorrow evening as to which firm to recommend to the be retained.

He noted that $10,000 is earmarked to cover this expense. Richard Steiner noted that any structural evaluation should include the whole building and not just how to appropriately rebuild the first floor framing.

Chairman Warwick noted that the Committee for the Peter's House consists of: Gayle Mulligan, Michael O'Leary, the Historic Properties Commission and himself.

Update on Facilities Studies-

Richard Steiner noted that he had received an e-mail from Andy Tierney on July 22, 2014 in regards to this matter. It had a response from the Building Official Joe Summers who indicated that he did not have the time to update the facilities report. This is contrary to a previous understanding that the Committee had which was that Joe Summers send Randy Blais were going to update the report.

The Committee agreed that the Town needs to be proactive in regards to it ongoing building maintenance and not be reactive. As a result, someone needs to take the lead on this very important matter. It was agreed that Wayne Warwick will talk to Andy Tierney about the matter.

NEW BUSINESS
No new business was discussed.

Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Richard Steiner and seconded by Bart Nicolo. The vote was unanimous and the meeting was adjourned at 8:14 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

PHASE 1 - FEASIBILITY STUDY - CONCEPTUAL SITE PLAN AND BUILDING LAYOUT

1.1 Field delineate wetland limits on adjacent CL & P property to the south;

1.2 Locate wetlands flags to identify possible buildable area on the adjacent CL & P property and evaluate potential site expansion through acquisition of additional property;

1.3 Meet with Public Works Director to Review CME Study, confirm rolling stock and equipment inventory, confirm demographic analysis and update space needs and desired configuration for new facility;

1.4 Develop updated existing conditions plan confirming existing building and site layout and incorporating wetland location and off-site topography (based on State aerial mapping for adjacent property to the north and south) to consider possible site expansion;

1.5 Develop initial public works facility conceptual layout based on proposed building layout and site circulation;

1.6 Meet with Public Works Director to review initial public works site layout;

1.7 Revise concept layout based on meeting with Public Works Director;

1.8 Meet with Public Works Director to evaluate functioning of transfer station and consider possible modifications and reconfiguration;

1.9 Develop conceptual layout for reconfigured transfer station;

1.10 Review transfer station layout with Public Works Director;

1.11 Make revisions and prepare integrated concept plan for public works facility and transfer station;

1.12 Meet with Town Staff and Building Committee to review concept plan.

PHASE 2 - DEVELOPMENT OF CONCEPTUAL PLAN FOR DETERMINATION OF FUNDING NEEDS

2.1 Complete conceptual design of public works and transfer station buildings and structures;

2.2 Prepare finalized program of spaces and equipment schedule;

2.3 Conduct conceptual drainage analysis to determine necessary stormwater measures and conceptual stormwater treatment system;

2.4 Develop conceptual utility plan considering stormwater management, subsurface sewage disposal system, electrical needs and fuel/oil tank relocations if necessary;

2.5 Prepare for and attend meetings with Town Staff including Building Official, Fire Marshal, Town Planner and Wetland Agent;

2.6 Prepare for and attend Building Committee meeting and informal meetings with Inland Wetlands and Planning & Zoning Commissions;

2.7 Revise Plan based on Staff and Commission comments;

2.8 Prepare Conceptual Opinion of Probable Construction Costs to include costs for final design, bidding, construction and construction administration;

2.9 Prepare for and present concept plan and estimate at Board of Selectman or Public Meeting.

BUDGET ESTIMATE

FEASIBILITY STUDY, CONCEPT PLAN AND DETERMINATION OF FUNDING NEEDS

Phase I		Phase II	
Engineering	$20,000	Engineering	$18,000
Architectural	$ 5,500	Architectural	$ 6,500
Phase I Total	$25,500	Phase II Total	$24,500

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HEBRON TOWN CLERK

TOWN OF HEBRON
BOARD OF SELECTMEN
January 22,2015– Regular Meeting
Town Hall Meeting Room

Board Members Present: D. Larson, B. O'Connell, J. Watt, G. Richmond
Board Member Absent: M. Stuart
Board of Finance Liaison: M. Leichter
Staff Present: D. Lanza; Director of Administrative Services; K. Kelly, Public Works Director
Guests: Jeffrey Newton, Superintendent (8:00 p.m.), Richard Huot, Director of Finance Board of Education, Eric Bartone, Roger Lafleur, - DBS Energy; Ryan Kelly and family; Althea Carr; Julie Veschi; Linus Sanstrom

I. **Call to Order/Roll Call:**
The meeting was called to order at 7:31 by Chairman J. Watt
J. Watt asked if Item 7d under New Business could be moved up on the agenda and that Item 7g Awarding contract for architectural services for the Public Works proposed project could be added. All members agreed.

II. **Pledge of Allegiance:**
The pledge of allegiance was recited.

III. **Public Comment:**

D. Larson urged all those watching to attend upcoming meetings on budget deliberations. It is imperative that taxpayers get involved. Need public input before budget hearing.

IV. **Special Recognition**

Eagle Scout Ryan Thomas Kelly and his parents joined Selectmen B. O'Connell for the reading of the following proclamation in recognition of Ryan attaining the rank of Eagle Scout: Whereas Ryan T. Kelly has been a Boy Scout for the past eight years; and Whereas, his commitment to the Boy Scouts has been evidenced by his diligence and selfless performance of community service and by moving through the ranks of his Troop and earning 23 merit badges; and Whereas, Ryan has served as an Instructor, Troop Guide and Quartermaster; and Whereas, his sincere concern for his community was illustrated by his Eagle Project where Ryan enhanced the quality and accessibility of the trails located off of Hope Valley Road by mapping pre-existing trails on an enlarged sign within view of the road and small bridge construction; and Whereas, Ryan has been the recipient of the Arrow of Light award; and Whereas, Ryan has been a member of the RHAM High Honor Roll for all quarters, received the CAPT Scores Governor's Recognition, and has been the recipient of the $1,000.00 Dunkin' Donuts Scholarship; and Whereas, Ryan's other activities include attaining the rank of Black Belt in Tae Kwon Do and becoming a Tae Kwon Do Instructor, Hebron Recreation Basketball, Cross Country Team, Ultimate Frisbee Club Captain and co-founder Now therefore, we the Hebron Board of Selectmen, in recognition of Ryan's many years of achievements, dedication and leadership in the Boy Scouts and in our community, hereby designate February 7, 2015 as "Ryan T. Kelly Day" and express on behalf of the Town of Hebron , our sincere congratulation and admiration for his accomplishments.

V. **Appointments/Resignations**

a) North Central Regional Mental Health Board – Resignation
Karen Smith has informed the Town Manager's Office of her resignation as representative for the North Central Regional Mental Health Board.

J. Watt made a motion that the Hebron Board of Selectmen confirm the resignation of Karen Smith from the North Central Regional Mental Health Board with regret and thanks for representing the Town of Hebron. Motion passed unanimously.

b) Hebron Board of Education – Resignation

Stephanie Raymond has submitted a letter of resignation from the Hebron Board of Education.

B. O'Connell thanked Stephanie for her service and thanked her family as well. D. Larson noted she has been an active member and will be missed.

D. Larson made a motion that the Hebron Board of Selectmen confirm the resignation of Stephanie Raymond from the Hebron Board of Education with regret and thanks for her service. Further, that the Selectmen designate Friday, January 30, 2015 as the posting date for the vacancy notice. The 35th day by which nomination shall be received is Friday, March 6, 2015. Motion passed unanimously.

c) Library Board of Trustees – Appointment

Julie Veschi has expressed interest in being appointed to the vacancy created by Karen Cohen's resignation from the Douglas Library Board of Trustees. The Douglas Library of Hebron Association has recommended Julie Veschi for the appointment. Julie Veschi gave an overview of her background. G. Richmond noted Julie's work on the Anniversary Celebration. D. Larson made a motion that the Hebron Board of Selectmen appoint Julie Veschi to the Douglas Library Board of Trustees for a term to run until December 2016. Motion passed unanimously. Julie will have to be sworn in by the Town Clerk.

d) Town Moderator Appointment

Catherine Marx has indicated her interest in being appointed as a Town Moderator.

J. Watt made a motion that the Hebron Board of Selectmen appoint Catherine Marx to serve as a Town Moderator with a term to run until December 1, 2015. Motion passed unanimously.

VI. Old Business

a) Core Services Review (continued until February 5, 2015)

b) Any Other Old Business
None

VII. New Business

d) Public Building Request Regarding Committee Composition

Wayne Warwick is requesting a decrease in the number of members of the Public Building Committee. D. Lanza noted that the Town Manager's Office is recommending this change. Wayne noted that the reduction to 5 members with 2 alternates would better enable the committee to have a quorum for their meetings.

J. Watt made a motion that the Hebron Board of Selectmen adjust the composition of the Public Building Committee to be five (5) regular members and (2) alternate members effective immediately. Motion passed unanimously.

g) Awarding contract for architectural services for the Public Works proposed project

D. Lanza reported that an RFP had been sent out to the on-call architects and two firms had responded. K. Kelly noted that he had reviewed the specifications with the town engineer. The budget estimate would be using the present site. The architectural firm will have to determine if the present site is feasible.

D. Larson made a motion that the Hebron Board of Selectmen award the bid for architectural services for the new public works facility per the defined scope of work to BL Companies in an amount not to exceed $14,400.00 and authorize Town Manager Andrew J. Tierney to sign any necessary contract documents. Motion passed unanimously.

a) Hebron Board of Education – School Security Grant Funding

Richard Huot gave the background of the grant. Have also applied for a 2nd grant for Early Childhood. Have not heard yet on this grant. The project would entail putting exterior cameras and interior cameras in corridors and access doors that would be controlled electronically. A buzz in system would secure the doors. It is hoped to receive $131,000.00 for Gilead Hill School and $113,000.00 for Hebron Elementary. It is also hoped to receive $95,000.00 for the early childhood grant. The state would reimburse 62 cents on the dollar. It is hoped to use the surplus balance and supplemental appropriation. D. Lanza discussed returning the surplus and no additional tax money. The redeployment of the present cameras was discussed. They are 14 years old. Superintendent Newton hopes to hear on the pre k grant by the end of the month. J. Watt discussed that this project is a safety issue. The timeline to begin the work would be prior to 6/30/14. This work would be done on 2nd shift. The project should take a couple of weeks to complete. M. Leichter will add to discussion at CIP on Monday.

b) Hebron Board of Education – Hebron Elementary School Solar Panel Project

Eric Bartone and Roger Lafleur of DBS Energy explained the project. Presently there is 11 cents per kwh saved through generation and distribution. Gilead currently saves $6,000.00 a year. Potential at HES would be to save $45,000.00 a year. The state grant would have to be approved by the state legislature. This project is proposed for the 2016-2017 fiscal year. Would have to apply for the grant before 6/30/15. The interconnection with utilities was explained by Eric Bartone. Richard Huot explained how he attained the kwh savings. Superintendent Newton explained how the savings could be tracked as part of learning for the students. M. Leichter asked if the system shuts down during a power outage. There is new technology that uses batteries.

ATTACHMENT "M"
M2

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, February 24, 2015

HEBRON TOWN HALL

First Floor Conference Room

Call to Order-The meeting was called to order at 6:02 pm by Chairman Wayne Warwick In attendance were Brian Whalen, Bart Nicolo, and Richard Steiner.

Public Comments-Chairman Warwick asked if there were any Public Comments and there were none.

Approval of Minutes from the November 25, 2014

Wayne Warwick asked for a motion to approve the minutes from the November 25, 2014 meeting. A motion was made by Brian Whalen and seconded by Richard Steiner. Chairman Warwick asked if there was any discussion and there was none. The minutes were approved unanimously with Bart Nicolo abstaining.

Update in Regards to the DPW Facility-

Chairman Warwick noted that the Town has retained the BL Companies to perform the programming, evaluation and determine the cost in order to bring the Project to Referendum. He added that the Board of Selectmen at their meeting on January 22, 2015 approved that a contract be awarded to the BL Companies at a cost of $14,400 in order to perform these services.

Update on Building Issues at Fire House #1-

Chairman Warwick again indicated that the Deputy Fire Chief decided to hold off the pavement repairs until this spring.

It was agreed to keep this item on the Agenda for future tracking.

Update on Douglas Library-

It was noted that the boiler, chimney, steps and rails have been addressed by the Town. It was agreed that this item can now be closed and removed the Agenda.

Peter's House-

Chairman Warwick noted that Historic Properties Commission has received a grant of $30,000. This is in addition to the STEAP grant. At this time, the Project has a total of $60,000 to work with to address and repair the structural issues on the first floor, etc.

He indicated that there was funds left over from the STEAP grant to install the traffic light adjacent to the entrance to the Ted's Supermarket driveway. It is approximately $18,000 to $24,000. The Town has repurposed the funds into another STEAP grant for the Peter's House Restoration effort.

Chairman Warwick also indicated that the Town plans to apply for another STEAP grant in or around this coming July. It will be in the amount of $100,000 and most of it will be earmarked for Marjorie Circle and Bridge Replacement work. It is anticipated that a small part of that grant money is intended to be directed towards the Peter's House restoration work.

He indicated that all totaled, there should be about $100,000 available in the short term for the work at the Peter's House.

Chairman Warwick noted in regards to work at the Peter's House that the sills have been replaced. On one side of the building, the contractor had to wait until the temperature was above 40 degrees in order to install the epoxy material.

The Historic Commissions Committee has decided to use native rough cut oak for the structural members in the basement and to support the first floor.

Chairman Warwick indicated that we was going to work on putting together rough schedule of activities over the upcoming months as it relates to the Peters House.

The first floor structural support will be the first activity, followed by the second floor structural support activities. At some point there will need to be an in-depth Architectural and Engineering review of Historical elements of the building. The goal would be to identify which unique craftsmen features should be preserved and which ones cannot be maintained.

It was agreed that once the weather and daylight conditions can support it, the committee will be afforded an opportunity of taking a tour of the building and the grounds.

Update on Facilities Studies-

The Committee agreed that it is apparent that the Town Staff do not have the time to update the Buildings Evaluation Report and that the Committee should compile an RFP for the on call firms to respond to.

It was agreed that Richard Steiner would contact Town Manager Andy Tierney to get his input on this plan in advance of the Committee embarking on the undertaking.

Board of Selectmen Response Regarding Committee Makeup

Richard Steiner distributed copies of the Board of Selectmen's meeting of January 22, 2015. He noted that the Board of Selectmen reviewed and approved the Committee's request to reduce the operating size of the committee to five members with three being able to conduct and vote on business.

NEW BUSINESS

Gilead Hill Toilet Room Renovations-

Brian Whalen asked for an update on the status of the Toilet Room Renovations at the Gilead Hill School noting that the Committee was asked to assist in this work. Richard Steiner indicated that this work had been bid, awarded and completed.

Hebron Elementary School Solar Panels-

Chairman Warwick noted that the Board of Education has entered into a agreement to install solar panels on the roof of the Hebron Elementary School. That work would be undertaken in 2016 or 2017. In this case, the Town would own the panels unlike Gilead Hill School. Chairman Warwick has advised the Board of Education that the PBC would be very willing to offer its services in this upcoming project.

CIP Projects-

It was agreed that Richard Steiner will contact Andy Tierney and request that the Committee be provided on a yearly basis the items that are included in the approved CIP budget.

Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Brian Whalen and seconded by Bart Nicolo. The vote was unanimous and the meeting was adjourned at 6:40 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

ATTACHMENT "N"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, June 30, 2015

HEBRON TOWN HALL

First Floor Conference Room

1) **Call to Order**-The meeting was called to order at 6:15 pm by Chairman Wayne Warwick. In attendance were Anne Fitzpatrick, and Richard Steiner.

2) **Public Comments**-Chairman Warwick asked if there were any Public Comments and there were none.

3) **Approval of Minutes from the May 26, 2015 Meeting**

Wayne Warwick asked for a motion to approve the minutes from the May 26, 2015 meeting. A motion was made by Anne Fitzpatrick and seconded by Wayne Warwick. Chairman Warwick asked if there was any discussion. There was none.
The minutes were approved unanimously.

4) **Update in Regards to the DPW Facility-**

The following documents were distributed to the Committee:

- Conceptual Land Acquisition Plan;
- Conceptual Site Plan;
- E-mail from Tom Fenton to Richard Steiner dated 6/30/14 (re: Public Works Site Updated Plans;
- E-mail from Kevin Kelly to Richard Steiner dated 6/30/14 (re: Land Acquisition Plan);
- E-mail from Kevin Kelly to Richard Steiner dated 6/30/14 (re: Building Conceptual Plans)

Chairman Warwick noted that he had met with both Andy Tierney and Tom Fenton.

He noted that one of the many things that was discussed in the meeting that occurred at Jacobsen's office, was the fact that the transfer station will need to be reworked and renovated. In order to accommodate all of the bays for recycling, a portion of the CL & P will be required.

He also noted that one of his concerns was assuaged with the latest conceptual site plans. There is clearly a segregation of the public and DPW traffic flows in and out of the facility.

There is an Alternate "A" and "B" being considered for the building conceptual layout. It appears that Alternate 'B" is the more favorable plan at this point.

There was discussion in regards creating a drive through at the wash bay in lieu of having trucks backing out.

The Committee again cited the advantages to the plans to date:

- The new facility is on the existing site;
- There is improved traffic flow at the site;
- There is now a clear segregation of not only the motor vehicular traffic but the pedestrian traffic.

Wayne Warwick will contact Andy Tierney in order to get sense as to what the target referendum date will be for the DPW facility.

5) Update on Building Issues at Fire House #1-

It was noted that Kevin Kelly is handling the repair work on the east foundation wall. He is currently out on vacation. Andy Tierney believes that the work is out to bid, but will get the Committee an update for the July meeting.

6) Peter's House Restoration

Chairman Warwick indicated that the Town only received one bid for the work and the number was well outside the project's budget. The Project will be re-bid into smaller component parts, i.e., wood, hardware, and concrete-which will be material only and will not require prevailing wages, bid bond and payment and performance bonds. The only real contract will be the HVAC system. The State was contacted and they are okay with the project being re-bid.

Chairman Warwick noted that both John Minard and Eric Brancard went over the lumber schedule and did not agree with the quantity survey that BL Companies had come up with. They have complied their own list They also performed the same review on the hardware and have put together their own quantity survey. Both will be part of the revised re-bid that will be issued shortly.

Chairman Warwick indicated that quotes from Architectural Archaeological Investigators were received. They run in the range of $10,000 to $12,000. The Peter's House Committee agreed for the interim to just install a vapor barrier on the basement floor and install river stone over it.

The only concrete pads that will be installed in the basement at this time will for the oil tank and the mechanical systems.

The bid for the HVAC system was $16,000, however as previously noted that will be re-bid as well.

7 and 8) Update on Facilities Studies-

The Committee reviewed the final draft of the RFP's in regards to soliciting pricing to update the Gilead and Hebron Elementary Schools Facilities Report and the Town's Facilities Report.

The Committee noted that they had no additional comments on the two RFP's.

On the basis of that, a motion was made by Chairman Wayne Warwick that the RFP's should be approved and submitted to Town Manager Andy Tierney so that they can be reviewed by the appropriate parties and then sent on to the on call Architectural firms. The motion was seconded by Anne Fitzpatrick. The vote was unanimous;

9) NEW BUSINESS

.There was no new business discussed.

10) OLD BUSINESS

There was no old business discussed.

11) Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Richard Steiner and seconded. The vote was unanimous and the meeting was adjourned at 7:23 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

#4

From: Thomas Fenton, P.E. <TFenton@nlja.com>
To: rsteiner183 <rsteiner183@aol.com>; wwarwick31 <wwarwick31@gmail.com>
Cc: kkelly <kkelly@hebronct.com>; Mike O'Leary <MOLeary@hebronct.com>; NSemyanko <NSemyanko@blcompanies.com>; DRioux <DRioux@blcompanies.com>
Subject: Public Works Site updated plans
Date: Tue, Jun 30, 2015 12:14 pm
Attachments: 06-22-15 Concept Site Plan.pdf (727K), Land Aquisition Plan.pdf (551K)

Attached is the most current conceptual site plan along with the property acquisition plan that were forwarded to Eversource.

The plan has evolved after consideration of several alternate configurations and based on the long term needs identified in the prior studies and current discussions. Although a multilevel building was considered it was clear the that there was a desire to keep the building at one level. It also became clear fairly early on in our site analysis that configuring the required space for the public works department could not be done without reconfiguring the transfer station. This will clearly require acquisition of additional property, which is why discussions with Eversource were initiated.

At our last staff meeting we were asked to look at raising the elevation of the main building to minimize the drop from the road. After looking closer at fill requirements we came to what appears to be the most desirable elevation by raising the building elevation 1 foot from the previous design.

The land acquisition plan shows two options for discussion purposes. One shows the area needed for site development and the alternate shows additional land that it was thought could be used for outside storage.

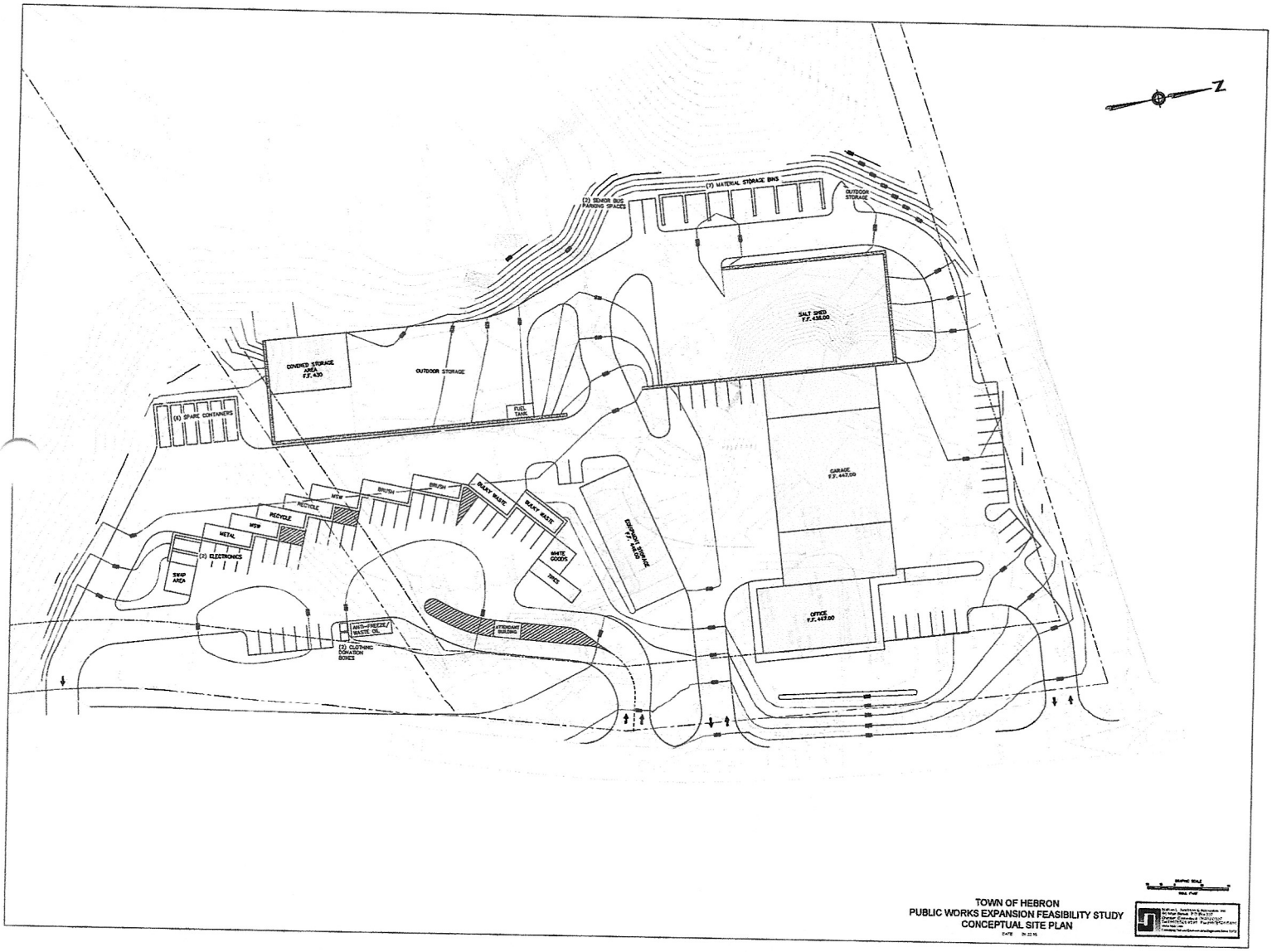
Kevin noted to me that you would like these plans for a Building Committee meeting tonight. If you do not have the ability to print the large sheets and would like me to drop off printed copies on my way home tonight I would be happy to do that. Just let me know.

Please let me know if you have any questions.

Tom

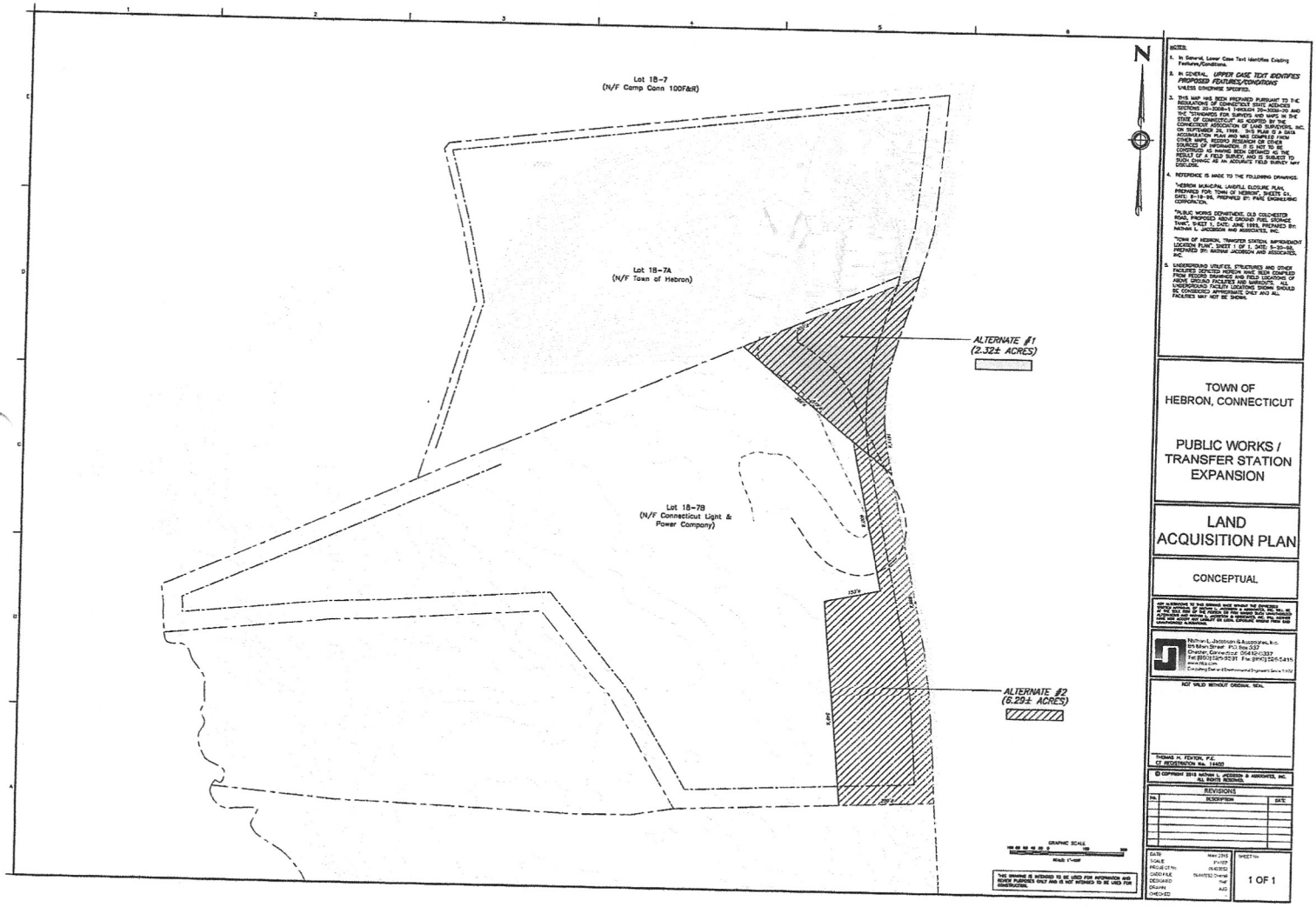
Thomas H. Fenton, P.E.
Nathan L. Jacobson & Associates
Consulting Civil and Environmental Engineers Since 1972
86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337
Tel: 860.526.9591 • Fax: 860.526.5416 • Cell: 860.391.2090
www.nlja.com • tfenton@nlja.com

#4



TOWN OF HEBRON
PUBLIC WORKS EXPANSION FEASIBILITY STUDY
CONCEPTUAL SITE PLAN

#4


Lot 1B-7
(N/F Camp Conn 100F&R)
Lot 1B-7A
(N/F Town of Hebron)
Lot 1B-7B
(N/F Connecticut Light & Power Company)
ALTERNATE #1
(2.32± ACRES)
ALTERNATE #2
(6.23± ACRES)
N
GRAPHIC SCALE
1" = 100'
THIS DRAWING IS INTENDED TO BE USED FOR INFORMATION AND REVIEW PURPOSES ONLY AND IS NOT INTENDED TO BE USED FOR CONSTRUCTION
NOTES:
1. In General, Lower Case Text Identifies Existing Features/Conditions.
2. In General, UPPER CASE TEXT IDENTIFIES PROPOSED FEATURES/CONDITIONS UNLESS OTHERWISE SPECIFIED.
3. THIS MAP HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996 AND IS A CLASS A-2 DATA ACCUMULATION PLAN AND WAS COMPILED FROM OTHER MAPS, RECORD RESEARCH OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSTRUED AS HAVING BEEN OBTAINED AS THE RESULT OF AN INSTRUMENT FIELD SURVEY, AND IS SUBJECT TO SUCH CHANGES AS AN ACCURATE FIELD SURVEY MAY DISCLOSE.
4. REFERENCE IS MADE TO THE FOLLOWING DRAWINGS:
"HEBRON MUNICIPAL LANDFILL CLOSURE PLAN, PREPARED FOR: TOWN OF HEBRON", SHEETS 01, DATE: 8-19-96, PREPARED BY: PARE ENGINEERING CORPORATION.
"PUBLIC WORKS DEPARTMENT, OLD COLCHESTER ROAD, PROPOSED ABOVE GROUND FUEL STORAGE TANK", SHEET 1, DATE: JUNE 1995, PREPARED BY: NATHAN L. JACOBSON AND ASSOCIATES, INC.
"TOWN OF HEBRON, TRANSFER STATION IMPROVEMENT LOCATION PLAN", SHEET 1 OF 1, DATE: 9-30-93, PREPARED BY: NATHAN JACOBSON AND ASSOCIATES, INC.
5. UNDERGROUND UTILITIES, STRUCTURES AND OTHER FACILITIES DEPICTED HEREON HAVE BEEN COMPILED FROM RECORD DRAWINGS AND FIELD LOCATIONS OF ABOVE GROUND FACILITIES AND MARKOUTS OF UNDERGROUND FACILITY LOCATIONS SHOWN SHOULD BE CONSIDERED APPROXIMATE ONLY AND ALL FACILITIES MAY NOT BE SHOWN.
TOWN OF HEBRON, CONNECTICUT
PUBLIC WORKS / TRANSFER STATION EXPANSION
LAND ACQUISITION PLAN
CONCEPTUAL
Nathan L. Jacobson & Associates, Inc.
874 Main Street P.O. Box 337
Chester, Connecticut 06412-0337
Tel: (860) 526-9291 Fax: (860) 526-5415
www.nlja.com
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REVISIONS
No. DESCRIPTION DATE
DATE MAY 2016
SCALE 1"=100'
PROJECT No. 04-0252
CADD FILE TRANSFER STATION
DESIGNED TJF
DRAWN AJG
CHECKED
SHEET No.
1 OF 1

#4

From: Kevin Kelly <kkelly@hebronct.com>
To: rsteiner183 <rsteiner183@aol.com>
Cc: Andy Tierney <atierney@hebronct.com>
Subject: FW: PW facility and firehouse
Date: Tue, Jun 30, 2015 11:22 am
Attachments: Land Aquisition Plan.pdf (551K)

Richard,
I am forwarding over the sketch that Mike O'Leary sent to Eversource to inquire about the purchase of property for the Possible new Public Works Facility. I will look to see if I have an electronic version of the site plan that I can forward also. We are waiting on Eversource to determine if this purchase is possible and from the last correspondence it sounds like it will still be a few weeks away before we know anything.
I was helping Nick Wallack last week put together a RFP for the parking areas and I think that he still needed to get in touch with Joe Summer before he has all the information that is needed to put that out. I would give him a call to check on the progress.
I will be out this afternoon but feel free to call my cell if you need more information.
860-608-2976

Kevin J. Kelly
Director of Public Works
Town of Hebron CT
860-228-2871

From: Mike O'Leary
Sent: Wednesday, June 10, 2015 2:09 PM
To: 'jamie.lintner@eversource.com'
Cc: tfenton@nlja.com; Kevin Kelly; Andy Tierney
Subject: FW: Land In Hebron

Hi Jamie,

Attached please find a plan that shows the Town's Public Works site and the adjacent property owned by Eversource. The plans shows a preliminary idea of two possible areas of purchase within the Eversource property. The configuration and amounts of land are all open for discussion. Let me know what would be the next step in this process.

Thank you.

Mike

Michael K. O'Leary, AICP
Director of Planning and Development
Town of Hebron
15 Gilead Street
Hebron, CT
860.228.5971, x137
860.228.5980 (FAX)
moleary@hebronct.com
www.hebronct.com

From: Thomas Fenton, P.E. [mailto:TFenton@nlja.com]
Sent: Wednesday, June 10, 2015 1:17 PM
To: Mike O'Leary
Subject: RE: Land In Hebron

Drawing attached,

Tom

Thomas H. Fenton, P.E.

Nathan L. Jacobson & Associates
Consulting Civil and Environmental Engineers Since 1972

86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337
Tel: 860.526.9591 • Fax: 860.526.5416 • Cell: 860.391.2090
www.nlja.com • tfenton@nlja.com

From: Mike O'Leary [mailto:MOLeary@hebronct.com]
Sent: Wednesday, June 10, 2015 11:57 AM
To: Thomas Fenton, P.E.
Cc: Kevin Kelly
Subject: FW: Land In Hebron

Tom,

Do you have pdf's of the plans showing what portion(s) of the Eversource site we are thinking we would like to acquire. See below. I have a contact at Eversource now and need to forward these to him.

Thanks,

Mike

Michael K. O'Leary, AICP
Director of Planning and Development
Town of Hebron
15 Gilead Street
Hebron, CT
860.228.5971, x137
860.228.5980 (FAX)
moleary@hebronct.com
www.hebronct.com

From: jamie.lintner@eversource.com [mailto:jamie.lintner@eversource.com]
Sent: Wednesday, June 10, 2015 11:16 AM
To: Mike O'Leary
Cc: Andy Tierney; patricia.bandzes@eversource.com
Subject: RE: Land In Hebron

Hi Mike,

I apologize for taking too long to get back to you.....just had to finish up a few pending matters. Could you send me what you have for documents so I can take a look and get a good understanding of the proposal? After review, it would probably be best for me to come out there and have a quick meeting to make sure we are all on the same page.

Thanks Mike and I look forward to working with you.

Jamie Lintner
Land Management Administrator
Real Estate and Property Management
Eversource
107 Selden Street Berlin, CT 06037
860-665-3341
www.eversource.com

From: "Mike O'Leary" <MOLeary@hebronct.com>
To: Patricia C. Bandzes/NUS@NU,
Cc: Andy Tierney <atierney@hebronct.com>, Jamie L. Lintner/NUS@NU
Date: 06/02/2015 11:13 AM
Subject: RE: Land In Hebron

Thank you Pat.

Good Morning Jamie,

I think you can see the Town's request from the email I sent to Pat. We have some maps from our consultant that I can forward to you if that helps the discussion. Or, we are more than happy to meet with you at your offices or here in Hebron to discuss further.

Thank you,

Mike

Michael K. O'Leary, AICP
Director of Planning and Development
Town of Hebron
15 Gilead Street
Hebron, CT
860.228.5971, x137
860.228.5980 (FAX)
moleary@hebronct.com
www.hebronct.com

From: patricia.bandzes@eversource.com [mailto:patricia.bandzes@eversource.com]
Sent: Tuesday, June 02, 2015 10:54 AM
To: Mike O'Leary
Cc: Andy Tierney; jamie.lintner@eversource.com
Subject: Re: Land In Hebron

Good morning Mike. This would be our Real Estate and Property Management team. You can contact Jamie Lintner at 860-665-3341 or you can email him at jamie.lintner@eversource.com (I have copied him on this email).

Please let me know if I can be of further assistance.
Pat

Patricia C. Bandzes
Community Relations and Economic Development-Connecticut | Eversource Energy
22 East High Street, East Hampton, CT 06424 | ☎ 860-267-3861 (office) | ☎ 860-777-5685(cell)
✉ patricia.bandzes@eversource.com : www.eversource.com

From: "Mike O'Leary" <MOLeary@hebronct.com>
To: Patricia C. Bandzes/NUS@NU,
Date: 05/28/2015 05:42 PM
Subject: Land In Hebron

Hi Patricia,

Andy Tierney gave me your name as a point of contact. The Town is looking at a possible reconstruction and expansion of their Public Works facility located on Old Colchester Road. The site is immediately adjacent to a property owned by

Eversource. This property is vacant and wooded. Based on a few concept plans that our consultants have been developing, we would like to pursue the possibility of purchasing a portion of the Eversource property that abuts the Public Works site. Can you tell me who we should contact to explore this idea?

Thank you very much for your assistance.

Mike

Michael K. O'Leary, AICP
Director of Planning and Development
Town of Hebron
15 Gilead Street
Hebron, CT
860.228.5971, x137
860.228.5980 (FAX)
moleary@hebronct.com
www.hebronct.com

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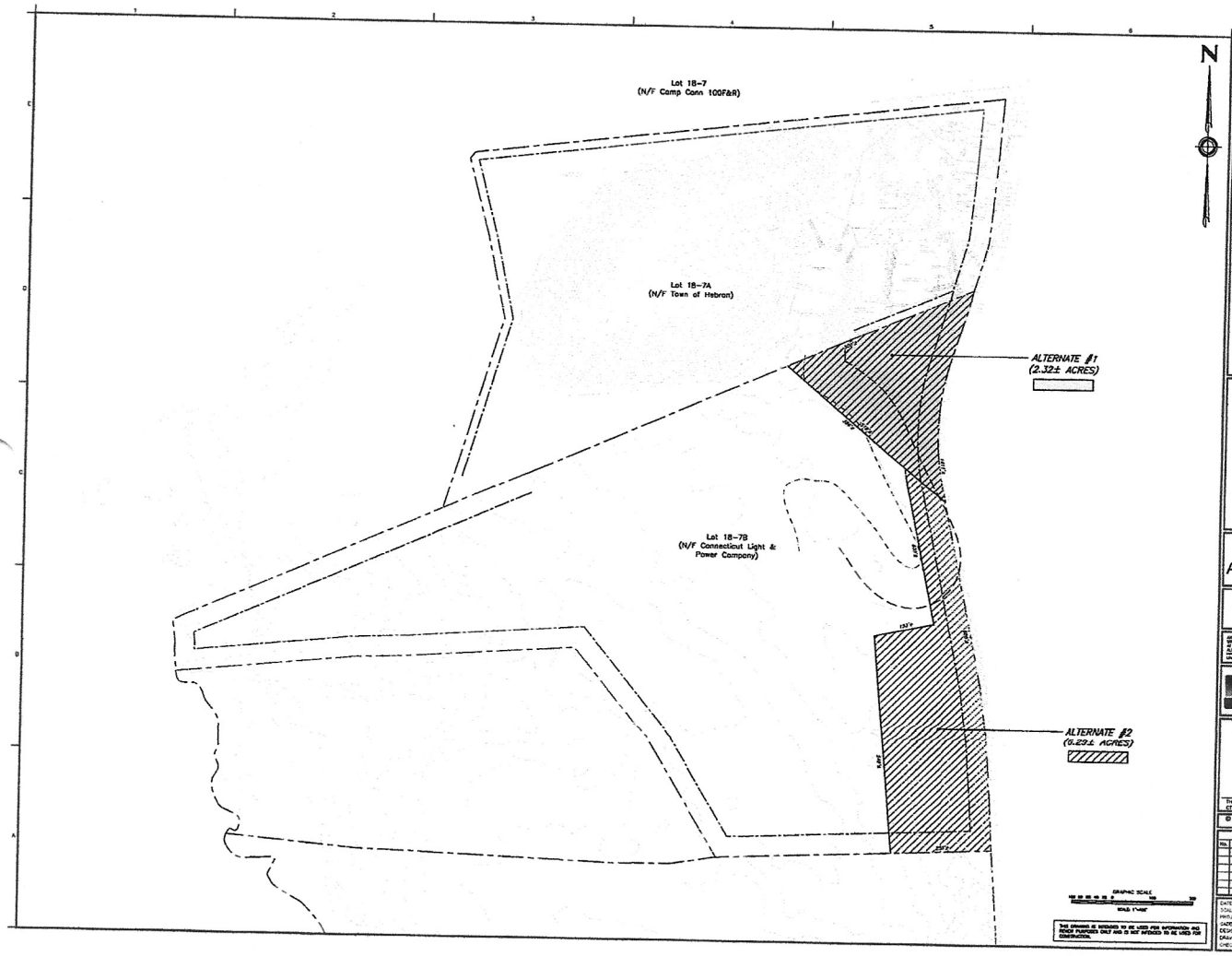

NOTES:

1. In General, Lower Case Text Identifies Existing Features/Conditions.
2. In General, *UPPER CASE TEXT IDENTIFIES PROPOSED FEATURES/CONDITIONS* Unless Otherwise Specified.
3. This map has been prepared pursuant to the Regulations of Connecticut State Agencies Sections 20-300b-1 through 20-300b-20 and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. On February 14, 1996. This Map is a Data Accumulation Map and has been prepared from other maps, record research or field sources of information. It is not to be construed as having been defined as the result of a field survey, and is subject to such changes as an accurate field survey may disclose.
4. Reference is made to the following drawings:

   "Hebron Municipal Landfill Closure Plan, Prepared for Town of Hebron, Sheets 1-11, dated 12-95, prepared by Pape Engineering Consultants, Inc."

   "Public Works Department, Old Colchester Road, Proposed Above Ground Fuel Storage Tank", Sheet 1, dated June, 1995, prepared by: Nathan L. Jacobson and Associates, Inc.

   "Town of Hebron, Transfer Station, Improvement Location Plan", Sheet 2 of 2, dated 3-20-96, prepared by: Nathan Jacobson and Associates, Inc.
5. Underground utilities, structures and other facilities shown hereon have been compiled from record information and field locations of above ground facilities and the location of underground facility locations shown should be considered approximate only and all facilities may not be shown.

TOWN OF
HEBRON, CONNECTICUT

PUBLIC WORKS /
TRANSFER STATION
EXPANSION

LAND ACQUISITION PLAN

CONCEPTUAL

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195 Main Street P.O. Box 237
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www.nlja.com
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THOMAS H. FENTON, P.E.
CT REGISTRATION No. 14405

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REVISIONS

No.	DESCRIPTION	DATE

DATE	MAY 1996
SCALE	1"=150'
PROJECT No.	344.050
CADD FILE	344050-Overall
DESIGNED	THF
DRAWN	AJS
CHECKED	

SHEET No.
1 OF 1

#4

From: Kevin Kelly <kkelly@hebronct.com>
To: rsteiner183 <rsteiner183@aol.com>
Subject: FW: Hebron Department of Public Works Garage
Date: Tue, Jun 30, 2015 11:27 am
Attachments: A09D1384-N-A301-A301A.pdf (79K), A09D1384-N-A301-A301B.pdf (79K), XA09D1384-N-Plan-Plan 001B.pdf (128K), XA09D1384-N-Plan-Plan 001A.pdf (125K)

Concept drawings of the building

Kevin J. Kelly
Director of Public Works
Town of Hebron CT
860-228-2871

From: Thomas Fenton, P.E. [TFenton@nlja.com]
Sent: Monday, April 27, 2015 1:37 PM
To: Kevin Kelly
Cc: Mike O'Leary
Subject: FW: Hebron Department of Public Works Garage

FYI,

Based on our current conceptual site layout we would be going with Scheme B.

Tom

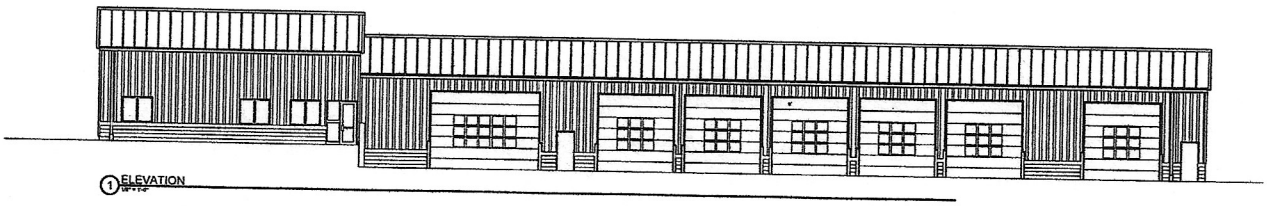
Thomas H. Fenton, P.E.
Nathan L. Jacobson & Associates
Consulting Civil and Environmental Engineers Since 1972
86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337
Tel: 860.526.9591 • Fax: 860.526.5416 • Cell: 860.391.2090
www.nlja.com • tfenton@nlja.com

From: Semyanko, Nicholas [mailto:NSemyanko@blcompanies.com]
Sent: Monday, April 27, 2015 1:14 PM
To: Thomas Fenton, P.E.
Cc: Rioux, Denis
Subject: Hebron Department of Public Works Garage

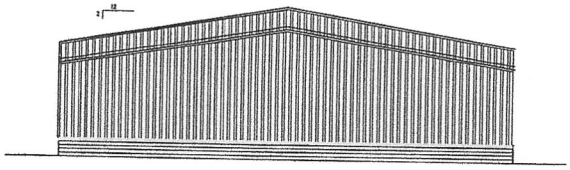
Hello Tom,

Attached are the Hebron Department of Public Works Garage Scheme 'A' and Scheme 'B' plans and elevations. Please review.

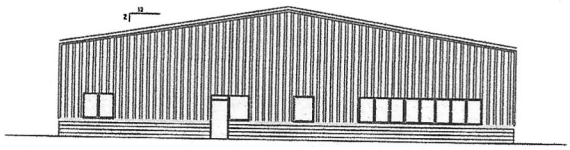
Please contact me if you have any questions.



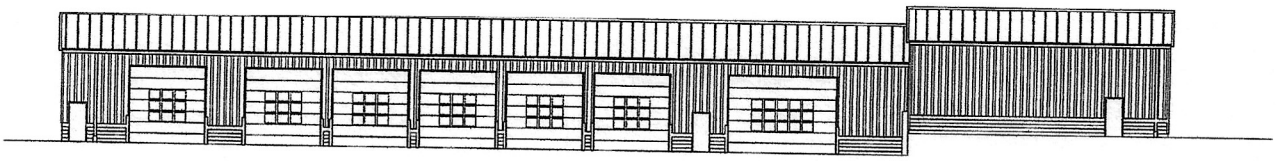
1 ELEVATION
1/8" = 1'-0"



2 ELEVATION
1/8" = 1'-0"



3 ELEVATION
1/8" = 1'-0"



4 ELEVATION
1/8" = 1'-0"

BL Companies
ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

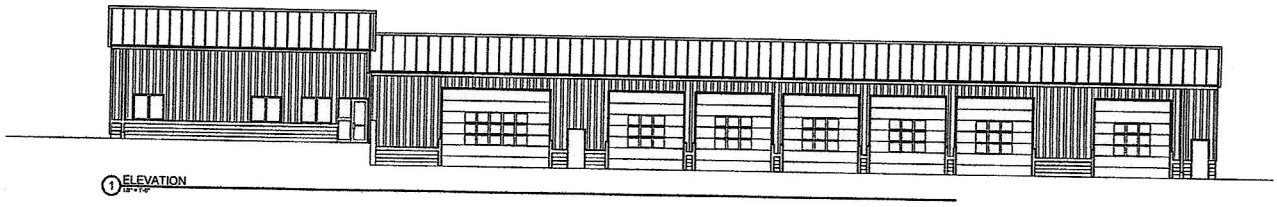
HEBRON DEPARTMENT OF PUBLIC WORKS
550 COLCHESTER ROAD
AMSTON, CT

REVISIONS
No. Des. Date

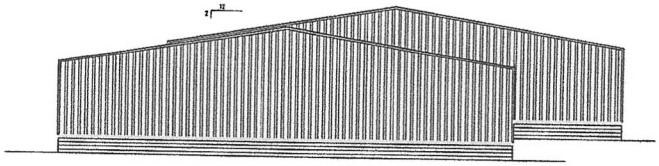
Designed
Drawn
Checked
Approved
Scale
Project No. 0901384-IN
Date 03/20/2015
CAD File: A0901384-IN-A3.01

Title
ELEVATIONS
OPTION A

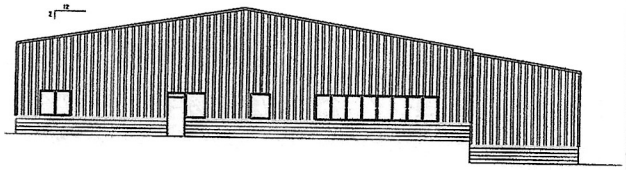
Sheet No.
A3.01A



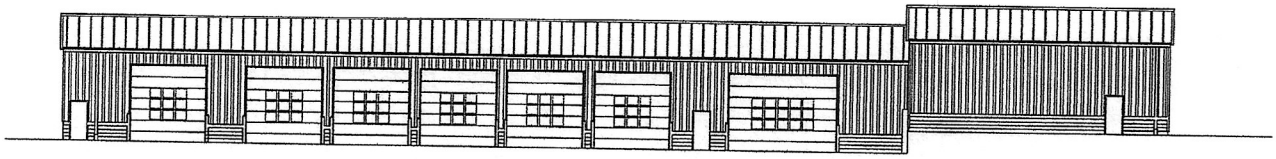
1 ELEVATION
1/8" = 1'-0"



2 ELEVATION
1/8" = 1'-0"



3 ELEVATION
1/8" = 1'-0"



4 ELEVATION
1/8" = 1'-0"

BL Companies
ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

HEBRON DEPARTMENT OF PUBLIC WORKS
550 COLCHESTER ROAD
AMSTON, CT

REVISIONS
No. Date Desc.

Designed
Drawn
Checked
Approved
Scale
Project No. 0801384-H
Date 03/30/2015
CAD File A0801384-H-A301

Title
ELEVATIONS
OPTION B

Sheet No.
A3.01B

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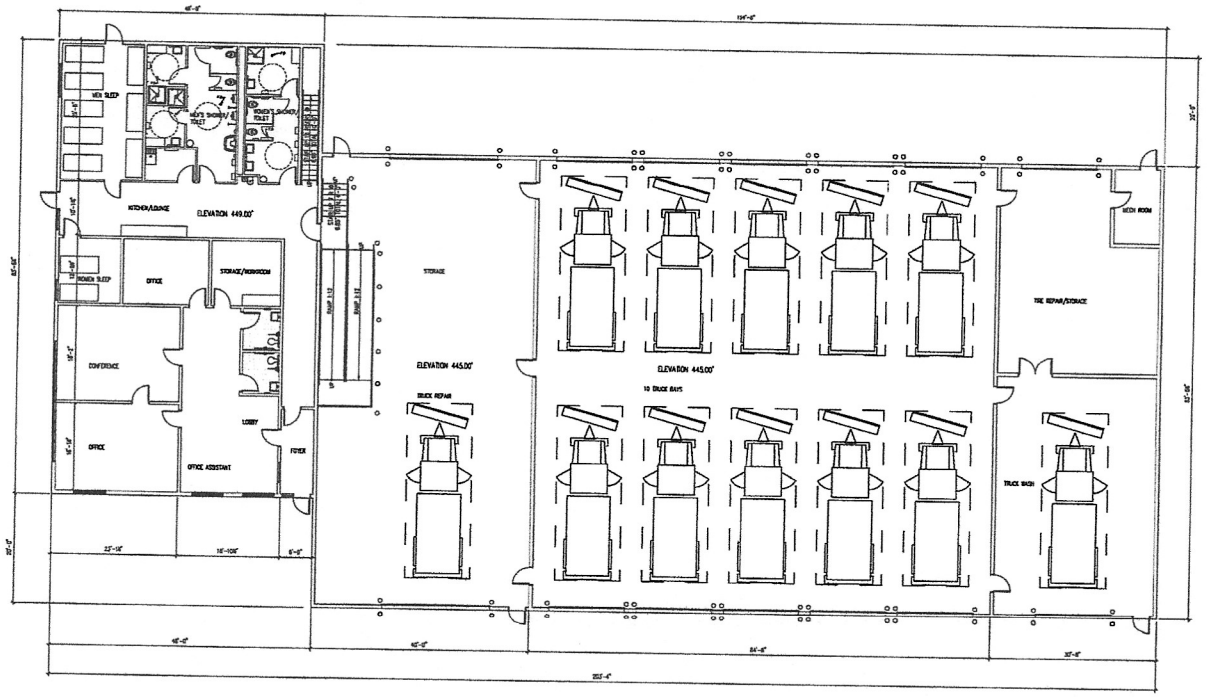

1 FLOOR PLAN
1/8" = 1'-0"

TOTAL AREA 17,000 S.F.
PLAN 1 OPTION B

BL Companies
ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

HEBRON DEPARTMENT OF PUBLIC WORKS
550 COLCHESTER ROAD
AMSTON, CT

REVISIONS
Rep. Title Desc.

Designed
Drawn
Checked
Approved
Scale
Project No. C001384-H
Date 03/20/2015
CAD File RA2001384-H-PLAN

Title
FLOOR PLAN
OPTION 1 B

Sheet No.
A1.01B

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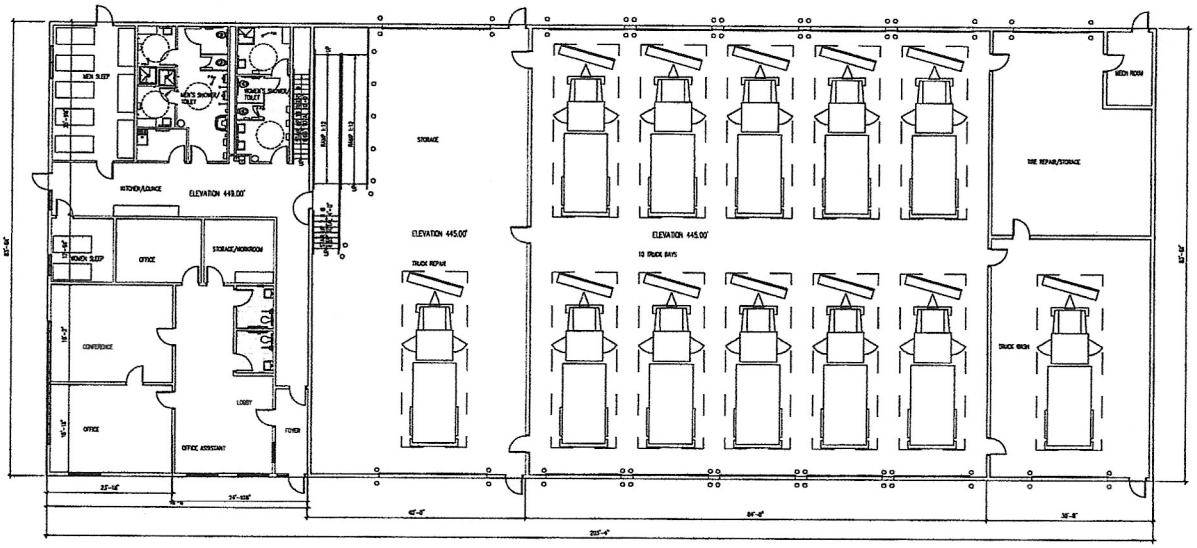

1 FLOOR PLAN
1/8" = 1'-0"

TOTAL AREA 16,820 S.F.
PLAN 1 OPTION A

BL Companies
ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

HEBRON DEPARTMENT OF PUBLIC WORKS
550 COLCHESTER ROAD
AMSTON, CT

REVISIONS
No. Date Desc.

Designed
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Scale
Project No. 0501384-N
Date 03/20/2015
CAD File SA0501384-N-PLAN

Title
FLOOR PLAN
OPTION 1 A

Sheet No.
A1.01A

ATTACHMENT "O"

Feasibility Study

DEPARTMENT OF PUBLIC WORKS

John Horton Boulevard Extension
HEBRON, CONNECTICUT



Prepared for:
The Town of Hebron

Prepared by:

BL Companies

100 Constitution Plaza
Hartford, CT

September 25, 2017

BL09D1384-N

EXECUTIVE SUMMARY

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I – INTRODUCTION

The Town of Hebron commissioned BL Companies to develop functional conceptual building plans and elevations for the proposed new location of the Department of Public Works Garage to be located on the proposed extension to John Horton Boulevard, in Hebron. The existing facility is located at 550 Old Colchester Road, Hebron, CT, approximately three miles south of the Town Center.

The existing facility consists of several buildings that were built as need arose in order to accommodate Public Works trucks and equipment storage. The site also houses a transfer station, dog pound and truck repair and wash facilities. It is anticipated that the Pound and Transfer Station will remain at their present location, and that the new location will house the new DPW Garage, the administrative functions of the department, a cold storage facility and a salt shed, as well as the work yard for the staging of the various DPW activities.

This report seeks to address space allocation for the assessed needs developed in conjunction with the administration and staff of the Department, as well as input from other Town administrators. The main purpose of this study is to develop building plan requirements for a new Department of Public Works Garage complex, encompassing the activities described above.

This Study was performed in conjunction with the offices of Nathan L. Jacobson & Associates, Inc., who developed the site parameters for the facility, and the layout of the proposed John Horton Town Facilities campus, that may eventually house a Town Government Center and Fire Station.

The need to relocate to a new site and replace existing buildings with new facilities had been determined through a previous study performed by CME Associates, which concluded that the existing buildings were insufficient in size or function to address the needs of a modern Department of Public Works, as well as the determination by Jacobson & Associates that the existing location was too small and congested to accommodate the necessary construction of new facilities and improvements to the existing facilities without unacceptable disruption to the function of the Department. A study of the work necessary to bring the existing buildings into compliance with current standards was performed in 2015 by BL Companies, concluding that the existing buildings had reached the end of their useful life, and were in need of replacement.

II – BUILDING PROGRAMMATIC REQUIREMENTS

A. Space and Needs Development

The space and needs program for the facility were developed from data provided by Town and Department staff and administrators, as well as data derived from the previous Preliminary Program Report.

B. Programmatic Categories

1. Vehicle Storage and Repair

Vehicle Storage: 7,000 SF

This will be an enclosed heated space. The garage will have ten parking spaces for plow trucks with snow plows. The garage parking will be developed so that the parking of one vehicle will not interfere with the movement of others.

Finishes: sealed concrete floor, CMU wainscot wall, insulated metal panel wall, insulated metal roof.

Vehicle Repair: 3,250 SF

This area will house a repair garage in a vehicle bay. This area will also house a 250 SF Parts Room

Finishes: sealed concrete floor, CMU wainscot wall, insulated metal panel wall, insulated metal roof.

Truck Wash Bay: 1,300 SF

This area will house a washing bay.

Finishes: sealed concrete floor, glazed masonry walls, insulated metal roof with liner.

Tire Storage Area: 1,000 SF

Finishes: sealed concrete floor, CMU wainscot wall, insulated metal panel wall, insulated metal roof.

2. Administration

Offices: 3,100 SF

These facilities will include a DPW Director's Office, an Assistant Director's Office, an Administrative Assistant's Office, Lobby/Waiting Area, Work Room, Storage Room, Toilets, Kitchenette, and a Meeting Room.

Finishes: Offices, Lobby/Waiting Area, Meeting Room will be provided with carpet tile flooring, painted walls, suspended acoustical ceiling. Work Room and Storage Room will be provided with vinyl composition tile Flooring, painted walls, suspended acoustical ceiling. Toilets will be provided with ceramic tile floor and wainscots, and painted drywall ceilings.

Furnishings: Toilet areas will be provided with accessories.

3. Staff and Support Spaces

Day Room/Training/Lockers: 1,200 SF

This area is intended for training, meeting and gathering space for the members of the department. It will be provided with residential-type cooking appliances.

Finishes: Vinyl composition tile flooring, painted gypsum board walls, acoustical ceiling tile.

Furnishings: None scheduled.

Men Toilets, Showers and Sleeping Area: 850 SF

This area houses the Men's Sleeping Area and multiple-occupant Toilet and Shower.

Finishes: Athletic carpet flooring in sleeping area, ceramic tile elsewhere, concrete masonry and gypsum board walls, with ceramic tile wainscot at Toilet and Shower areas, acoustical ceiling throughout.

Furnishings: Toilet and Shower areas will be provided with accessories and privacy partitions.

Women Toilets, Showers and Sleeping Area: 300 SF

This area houses the Women's Sleeping Area and single-occupant Toilet and Shower.

Finishes: Athletic carpet flooring in sleeping area, ceramic tile elsewhere, concrete masonry and gypsum board walls, with ceramic tile wainscot at Toilet and Shower areas, acoustical ceiling throughout.

Furnishings: Toilet and Shower area will be provided with accessories.

Upper Level Storage: 3,500 sf

Finishes: Resilient flooring, moisture resistant painted gypsum walls.

Furnishings: None scheduled.

4. Accessory Buildings

Cold Storage: 4,000 SF

This will be an enclosed un-heated space. The storage facility will have five bays for seasonal equipment, tools and heavy-duty repair supplies.

Finishes: sealed concrete floor, CMU wainscot wall, non-insulated metal panel wall, non-insulated metal roof.

Salt Storage: 10,000 SF

This will be a covered un-heated space. The salt storage facility will have a single bay containing salt storage and a mixing pad.

Finishes: sealed concrete floor, concrete stem wall with upper louvers for ventilation, non-insulated metal roof.

C. Space Program Summary – Garage and Administration Building

The following Table illustrates the Net Square Feet building area required to fulfill the programmatic needs of Department of Public Works, with a gross building area of 18,700 square feet.

Category	Room	No	Room Area	Subtotal	Notes
Vehicle Storage & Repair	Vehicle Parking	10	700	7,000	
Vehicle Storage & Repair	Vehicle Repair	1	3,000	3,000	
Vehicle Storage & Repair	Parts Room	1	250	250	
Vehicle Storage & Repair	Truck Wash	1	1,300	1,300	
Vehicle Storage & Repair	Tire Storage	1	1,000	1,000	Provide High Hazard Fire Protection
Subtotal Net		-	-	12,550	
Unaccounted Area		-	-	50	
Total Net Area		**-**	**-**	**12,600**	**NSF**
Category	**Room**	**No**	**Room Area**	**Subtotal**	**Notes**
Administration	Director's Office	1	500	500	Includes Conference Area
Administration	Assistant Director	1	280	280	Includes Conference Area
Administration	Administrative Assistant	1	150	150	
Administration	Lobby	1	100	100	
Administration	Meeting Room	1	850	850	Sized for Department meetings
Administration	Open Office	1	500	500	
Administration	Storage and Files	1	550	550	
Administration	Toilets	1	150	150	
Subtotal Net				3,080	
Unaccounted Area				20	
Total Net Area				**3,100**	**NSF**
Category	**Room**	**No**	**Room Area**	**Subtotal**	**Notes**
Support Spaces	Lockers	1	200	200	
Administration	Training/Day Room	1	850	850	
Administration	Kitchen	1	150	150	
Administration	Men Sleep Area	1	450	450	
Administration	Men Toilets and Showers	1	400	400	
Administration	Women Sleep Area	1	150	150	
Administration	Women Toilets and Showers	1	150	150	
Administration	Janitor	1	80	80	
Subtotal Net				2,430	
Unaccounted Area				170	
Total Net Area				**2,600**	**NSF**
Category	**Room**	**No**	**Room Area**	**Subtotal**	**Notes**
Miscellaneous	Upper Level Storage	1	3,500	3,500	
Subtotal Net		-	-	3,500	
Unaccounted Area		-	-	-	
Total Net Area		**-**	**-**	**3,500**	**NSF**
	NET AREA			18,300	Does not include Upper Level
	UNASSIGNED AREA (%)			2	Percent
	UNASSIGNED AREA (SF)			366	SF
	TOTAL GROSS			**18,666**	**SF**

III – DRAWINGS

The following conceptual drawings illustrate solutions to the space and needs parameters described in the remainder of this study. These drawings are attached at the end of this document, and include:

A1.01 Garage and Administration Building Floor Plan
A2.01 Garage and Administration Building Elevations
A2.02 Cold Storage Floor Plan and Elevations
A2.03 Salt Storage Floor Plan and Elevations

IV – PROJECT DESCRIPTION

This project description addresses building elements not otherwise described in the remainder of this study. The elements associated with this project are described in the following sections of this report, and form the basis for the opinion of probable cost for the project.

The project consists of the proposed approximately 18,700 square-foot building. The concept developed for this study is based on the necessity to simplify the existing dispatching of the apparatus from the facility and to maintain vehicles indoors in inclement weather. To that end, all new bays will be drive through. The remainder of the facility is designed around that premise.

Major building elements which were analyzed as part of this study are described in the following narrative.

A. Architectural Considerations

The building layout is based on the Department's vision to comply with the space and needs requirements of this study while presenting to the street a façade that is not representative of the activities happening within the building.

To that end, the one-story building is intended to present a pedestrian-scale front onto the street, offset to obstruct the view of the yard and activities happening behind the building. The main apparent building contains the administrative functions of the facility, and those that would be visited by the public. This area is accessed by means of the main entry.

A further portion of the building houses the remainder of the Department spaces, including vehicle storage, repair, and wash bays.

Defined architectural elements of this building consist of the following:

1. In general, the building construction will consist of a pre-engineered structure for the vehicle areas, and conventional steel stud construction for the remainder of the building, offset to render the building less industrial in nature. Vehicle areas will be finishes as described earlier in the report. Areas that will sustain extended use will be constructed with abuse or impact-resistant gypsum board, and some walls will be constructed with concrete masonry.

2. Roof materials will consist of standing seam metal roofing at pitched portions of the roof.

3. Exterior service and utility doors will be galvanized hollow metal doors with continuous hinges. Garage doors will be insulated sectional metal doors. Interior service doors will be constructed of hollow metal. Windows will be thermally broken aluminum units, with insulated low "E" glazing; entrances at the building lobbies will be constructed of similar material.

4. The building will be constructed of type II-B construction (noncombustible unprotected). The entire facility will be provided with an automatic fire suppression system (sprinklers).

5. The building will be fully accessible to persons with disabilities, in compliance with the requirements of the State of Connecticut Building Code, and will comply with the standards established in the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

B. Structural Design Considerations

There have been no geotechnical site investigations performed on the existing site, as previous construction confirms that the underlying soils can support the use of conventional spread footings.

New slabs-on-grade will be 6" thick, reinforced with 6x6-W1.4xW1.4 or fiber mesh. Slabs-on-grade will be constructed on one layer of permeable fill and a vapor barrier to protect the slab and floor finishes from potential moisture problems related to infiltration from underground sources.

The majority of new roof structure will be pre-engineered steel frames with purlin roof supports.

Walls will be metal stud backup for office areas and CMU at the vehicle areas. Masonry will require grouting and vertical rebar at 48" on center maximum with additional reinforcing around openings.

Lintels for masonry walls will be precast elements of a thickness to match the wythe containing it. Lintels of steel or cold form will be used as necessary in other situations.

At this time, no unusual architectural elements are known to be programmed for the project (self-supported/detached canopies, roof-top sculptures, decorative site walls, etc.). Site retaining walls may be required depending on site constraints and the final site grading.

C. HVAC, Plumbing and Fire Protection Systems Considerations

1. Design Criteria

The HVAC design will comply with the requirements of the 2012 International Energy Code, as it is anticipated to be adopted in 2016 and will be a regulatory requirement when this building is constructed.

2. General HVAC Requirements

A new boiler plant and pumps will be provided to supply hot water heating to the existing spaces and the addition. New distribution piping will supply the hot water to new unit heaters, cabinet heaters, radiation and heating coils.

Toilets, Showers, Locker Rooms and Kitchens will be mechanically ventilated. The active Apparatus Rooms will be provided with general exhaust.

The Administrative Facilities will be provided with air conditioning.

3. Ventilation

All ventilation and air conditioning in office areas will be through a Variable Refrigerant Flow system, fed from a pad-mounted condensing unit.

4. Plumbing Systems

Plumbing fixtures will be mounted on wall carriers to minimize floor penetrations. Current water use guidelines will be incorporated into the design. All new toilet rooms will be designed to be accessible to persons with disabilities.

5. Fire Protection

The building will be completely sprinklered as required by the building code. The system will be a hydraulically calculated, wet pipe system. All associated electronic aspects of the fire protection system will be fully interfaced with the fire alarm system. A fire pump is not anticipated at this time.

D. Electrical and Fire Alarm Systems Considerations

1. Electric Service

A new 120/208 volt, 3 phase service to the Fire Department will be provided. The service will be 400 amps. A new distribution panel and two branch circuit panels will also be provided.

2. Standby Power

The facility will have one generator supplying standby power for the building. The generator will be sized to serve 100 percent of the entire building load.

3. Power Distribution System

The power distribution equipment will be installed in an electrical distribution room and in electrical closets distributed throughout the facility, in the mechanical room and in the kitchen.

4. Lighting

Typically, lighting fixtures will be specified providing illumination levels in accordance with IESNA standards and ASHRAE 90.1 for various spaces. The design intent for lighting in each space is described below.

Indoor lighting fixtures will generally be fluorescent troffers with energy-saving T8 lamps and electronic ballasts. Alternatively, the use of LED fixtures will be investigated during the design phase of this project.

5. Fire Alarm

The fire alarm will be fully addressable and comply with the requirements of NFPA 72, the Connecticut Fire Code and the requirements of the Town of Hebron Fire Marshal. The system will be comprised of a fire alarm control panel, annunciator panel, initiation devices, notification appliances, and voice control, circuit modules and power supply.

The annunciator panel display will indicate the room number that tripped the alarm. Notification will automatically be sent to the local fire department upon an alarm.

E. Telecommunications and Security System Considerations

Telecommunications: A Communications Network Infrastructure will encompass the data, telephone, and CATV Systems, and a PA system. The building will be designed to accommodate the communications building entry point.

Security: The building will be provided with a dedicated point of access alarm system. The security system will have the ability of be be field programmed to turn on and off on a schedule or be manually overridden with a personal identification number. The system will also be equipped with a remote access to activate or deactivate off site. In the event of an alarm, a signal will be sent the Hebron Police Department.

Telephone: The building will be provided with a telephone system. Phones will be digital type and equipped with an integrated voice mail system.

PA systems: The building will include a public address system integrated with the building telephone system. The public address system will include dedicated speakers and a programmable announcement tone. Speakers will be sized based on the size of the space and the ambient noise levels.

Computer Network: The computer network will be from a centralized server with Cat 6e cable horizontal distribution. The building will also be provided with wireless routers.

Clocks: There will be a centralized system in the building.

V – OPINION OF PROBABLE CONSTRUCTION AND PROJECT COSTS

The following opinions of costs are calculated as a function of the scheduled and anticipated construction assemblies and components for the building, site development and on-site work associated with the construction of this facility. These elements are factored by construction section line item costs on a square foot of assembly cost, resulting in a probable cost for the entire project.

The opinions of costs are based on the project elements described in this submittal, and are based on a single-bid method of delivery system.

The presented opinions of construction costs are based on year 2017 dollars, extrapolated to 2018 dollars. They exclude additional escalation costs and contingencies, which are incorporated into the soft costs portion of the project budget.

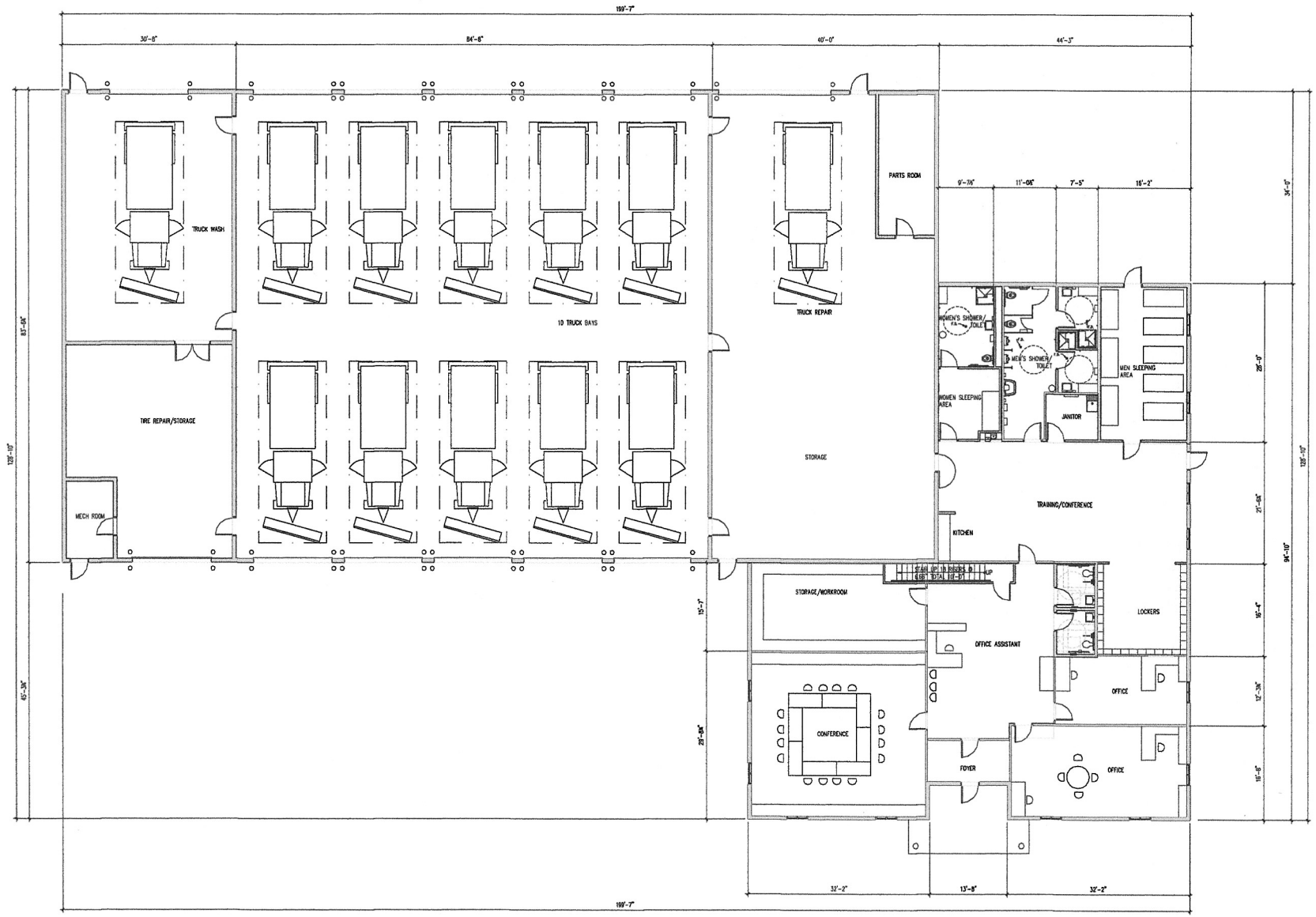
The probable costs are summarized as follow, and further described in the following pages:

		2017 Cost	2018 Cost
Building Only - Main Building	**Probable Construction Cost**	$ 4,409,921.88	$ 4,630,417.97
Building Only - Cold Storage	**Probable Construction Cost**	$ 635,224.00	$ 666,985.20
Building Only - Salt Storage	**Probable Construction Cost**	$ 1,724,356.80	$ 1,810,574.64
	Subtotal Building Construction	$ 6,769,502.68	$ 7,107,977.81
	Soft Costs	$ 1,110,928.81	$ 1,166,475.25
	Probable Project Cost	$ 7,880,431.49	$ 8,274,453.07

	Building Only - Main Building						
	Attic Storage			3,500	Square Feet		
	Office Area			5,700	Square Feet		
	Garage Area			13,000	Square Feet		
	Building Footprint			18,666	Square Feet		
	Total Area			22,166	Square Feet		
	Construction Square Foot Costs				**$198.95**	**$208.90**	
Code	Division Name	Quantity	Unit	Unit Cost	2017 Cost	2018 Cost	
01	General Conditions	22,166	SF	$ 30.00	$ 664,980.00	$ 698,229.00	
	Bond	2	PCT	$ 4,975,394.00	$ 99,507.88	$ 104,483.27	
	Permit	1	EA	$ 8,600.00	$ 8,600.00	$ 9,030.00	
03	Concrete	18,666	SF	$ 45.00	$ 839,970.00	$ 881,968.50	
04	Masonry	18,666	SF	$ 6.00	$ 111,996.00	$ 117,595.80	
05	Metals	18,666	SF	$ 5.00	$ 93,330.00	$ 97,996.50	
06	Wood, Plastics and Composites	5,700	SF	$ 5.00	$ 28,500.00	$ 29,925.00	
07	Thermal & Moisture protection	22,166	SF	$ 14.00	$ 310,324.00	$ 325,840.20	
08	Openings	22,166	SF	$ 13.00	$ 288,158.00	$ 302,565.90	
09	Finishes	5,700	SF	$ 50.00	$ 285,000.00	$ 299,250.00	
10	Specialties	5,700	SF	$ 3.00	$ 17,100.00	$ 17,955.00	
11	Equipment	5,700	SF	$ 9.00	$ 51,300.00	$ 53,865.00	
13	Special Construction	22,166	SF	$ 70.00	$ 1,551,620.00	$ 1,629,201.00	
21	Fire Suppression	22,166	SF	$ 6.00	$ 132,996.00	$ 139,645.80	
22	Plumbing	5,700	SF	$ 6.00	$ 34,200.00	$ 35,910.00	
23	HVAC	22,166	SF	$ 8.00	$ 177,328.00	$ 186,194.40	
26	Electrical	22,166	SF	$ 12.00	$ 265,992.00	$ 279,291.60	
28	Telecommunications	5,700	SF	$ 20.00	$ 114,000.00	$ 119,700.00	
	Opinion of Probable Construction Cost				**$ 4,409,921.88**	**$ 4,630,417.97**	
Soft Costs	Professional Fees	5%		$ 4,409,921.88	$ 220,496.09	$ 231,520.90	
Soft Costs	Town Administrative Costs	1%		$ 4,409,921.88	$ 44,099.22	$ 46,304.18	
Soft Costs	Furniture, Furnishings and Equipment	5,700	SF	$ 10.00	$ 57,000.00	$ 59,850.00	
Soft Costs	Land Acquisition	-	Acres	$ -	$ -	$ -	
Soft Costs	Relocation Costs	1	LS	$ 10,000.00	$ 10,000.00	$ 10,500.00	
Soft Costs	Utility Fees	1	LS	$ 8,000.00	$ 8,000.00	$ 8,400.00	
Soft Costs	Contingency	10%		$ 4,409,921.88	$ 440,992.19	$ 463,041.80	
	Total Opinion of Probable Soft Cost				**$ 780,587.50**	**$ 819,616.88**	
	Opinion of Probable Project Cost				**$ 5,190,509.38**	**$ 5,450,034.85**	
	Notes:						
1	Costs based on RS Means Building Construction Cost Data, updated for regional costs and Prevailing Wage requirements						

	Building Only - Cold Storage						
	Building Footprint			4,000	Square Feet		
	Total Area			4,000	Square Feet		
	Construction Square Foot Costs				**$158.81**	**$166.75**	
Code	Division Name	Quantity	Unit	Unit Cost	2017 Cost	2018 Cost	
01	General Conditions	4,000	SF	$ 20.00	$ 80,000.00	$ 84,000.00	
	Bond	2	PCT	$ 701,200.00	$ 14,024.00	$ 14,725.20	
	Permit	1	EA	$ 1,200.00	$ 1,200.00	$ 1,260.00	
03	Concrete	4,000	SF	$ 45.00	$ 180,000.00	$ 189,000.00	
04	Masonry	4,000	SF	$ 6.00	$ 24,000.00	$ 25,200.00	
05	Metals	4,000	SF	$ 5.00	$ 20,000.00	$ 21,000.00	
08	Openings	4,000	SF	$ 13.00	$ 52,000.00	$ 54,600.00	
13	Special Construction	4,000	SF	$ 70.00	$ 280,000.00	$ 294,000.00	
26	Electrical	4,000	SF	$ 6.00	$ 24,000.00	$ 25,200.00	
28	Telecommunications	4,000	SF	$ 10.00	$ 40,000.00	$ 42,000.00	
	Opinion of Probable Construction Cost				**$ 635,224.00**	**$ 666,985.20**	
Soft Costs	Professional Fees	3%		$ 635,224.00	$ 19,056.72	$ 20,009.56	
Soft Costs	Town Administrative Costs	1%		$ 635,224.00	$ 6,352.24	$ 6,669.85	
Soft Costs	Furniture, Furnishings and Equipment	-	SF	$ 10.00	$ -	$ -	
Soft Costs	Land Acquisition	-	Acres	$ -	$ -	$ -	
Soft Costs	Relocation Costs	-	LS	$ -	$ -	$ -	
Soft Costs	Utility Fees	-	LS	$ -	$ -	$ -	
Soft Costs	Contingency	10%		$ 635,224.00	$ 63,522.40	$ 66,698.52	
	Total Opinion of Probable Soft Cost				**$ 88,931.36**	**$ 93,377.93**	
	Opinion of Probable Project Cost				**$ 724,155.36**	**$ 760,363.13**	
	Notes:						
1	Costs based on RS Means Building Construction Cost Data, updated for regional costs and Prevailing Wage requirements						

	Building Only - Salt Storage						
	Building Footprint			9,960	Square Feet		
	Total Area			9,960	Square Feet		
	Construction Square Foot Costs				**$173.13**	**$181.78**	
Code	Division Name	Quantity	Unit	Unit Cost	2017 Cost	2018 Cost	
01	General Conditions	9,960	SF	$ 20.00	$ 199,200.00	$ 209,160.00	
	Bond	2	PCT	$ 1,885,840.00	$ 37,716.80	$ 39,602.64	
	Permit	1	EA	$ 3,400.00	$ 3,400.00	$ 3,570.00	
03	Concrete	9,960	SF	$ 65.00	$ 647,400.00	$ 679,770.00	
04	Masonry	9,960	SF	$ 6.00	$ 59,760.00	$ 62,748.00	
05	Metals	9,960	SF	$ 5.00	$ 49,800.00	$ 52,290.00	
08	Openings	9,960	SF	$ 7.00	$ 69,720.00	$ 73,206.00	
13	Special Construction	9,960	SF	$ 70.00	$ 697,200.00	$ 732,060.00	
26	Electrical	9,960	SF	$ 6.00	$ 59,760.00	$ 62,748.00	
28	Telecommunications	9,960	SF	$ 10.00	$ 99,600.00	$ 104,580.00	
	Opinion of Probable Construction Cost				**$ 1,724,356.80**	**$ 1,810,574.64**	
Soft Costs	Professional Fees	3%		$ 1,724,356.80	$ 51,730.70	$ 54,317.24	
Soft Costs	Town Administrative Costs	1%		$ 1,724,356.80	$ 17,243.57	$ 18,105.75	
Soft Costs	Furniture, Furnishings and Equipment	-	SF	$ 10.00	$ -	$ -	
Soft Costs	Land Acquisition	-	Acres	$ -	$ -	$ -	
Soft Costs	Relocation Costs	-	LS	$ -	$ -	$ -	
Soft Costs	Utility Fees	-	LS	$ -	$ -	$ -	
Soft Costs	Contingency	10%		$ 1,724,356.80	$ 172,435.68	$ 181,057.46	
	Total Opinion of Probable Soft Cost				**$ 241,409.95**	**$ 253,480.45**	
	Opinion of Probable Project Cost				**$ 1,965,766.75**	**$ 2,064,055.09**	
	Notes:						
1	Costs based on RS Means Building Construction Cost Data, updated for regional costs and Prevailing Wage requirements						



N

1 FLOOR PLAN
1/8" = 1'-0"

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HEBRON DEPARTMENT OF PUBLIC WORKS
JOHN HORTON BOULEVARD EXTENSION
HEBRON, CT

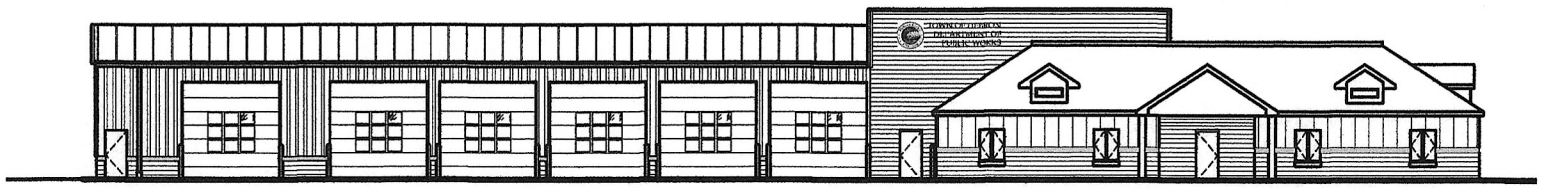
REVISIONS No.	Date	Desc.

Designed	NS
Drawn	NS
Checked	DJR
Approved	DJR
Scale	09D1384-N
Project No.	09D1384-N
Date	09/06/2017
CAD File:	XA09D138401

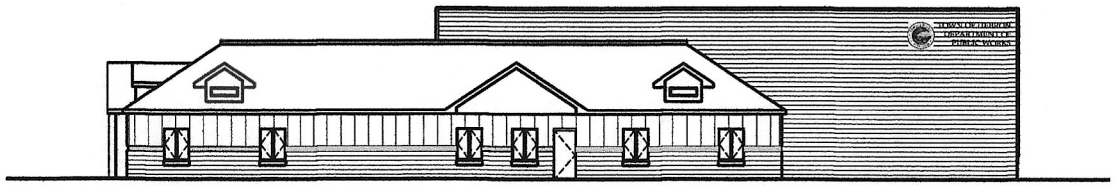
Title
FLOOR PLAN

Sheet No.
A1.01

Xref (s): 09P901384



1 WEST ELEVATION
1/8" = 1'-0"



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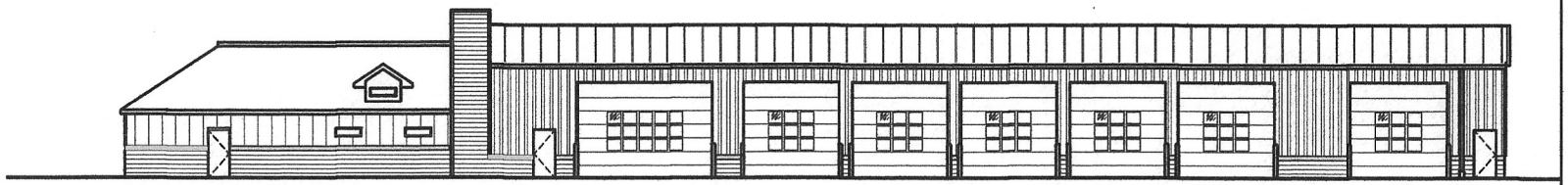

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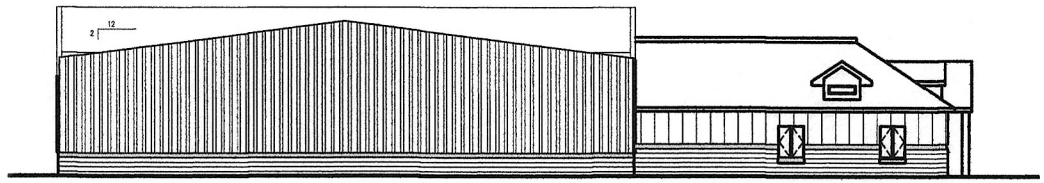

4 NORTH ELEVATION
1/8" = 1'-0"

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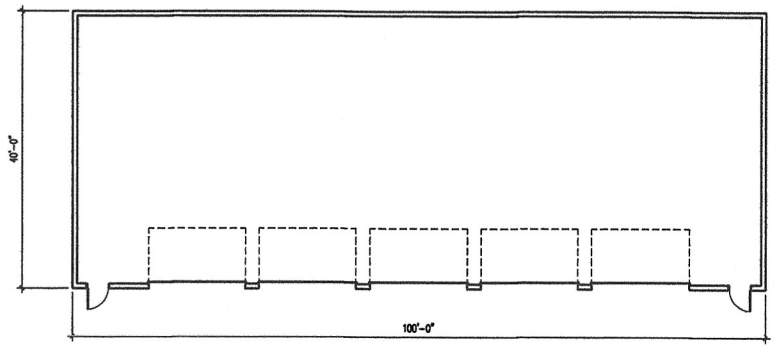
HEBRON DEPARTMENT OF PUBLIC WORKS
JOHN HORTON BOULEVARD EXTENSION
HEBRON, CT

No.	Date	Revisions Desc.

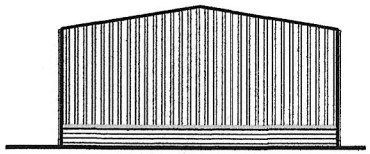
Designed	NS
Drawn	NS
Checked	DJR
Approved	DJR
Scale	0901384--N
Project No.	0901384--N
Date	08/08/2017
CAD File:	XV0901384001

Title
ELEVATIONS - GARAGE AND ADMINISTRATION BUILDING

Sheet No.
A2.01



1 FLOOR PLAN
1/8" = 1'-0"



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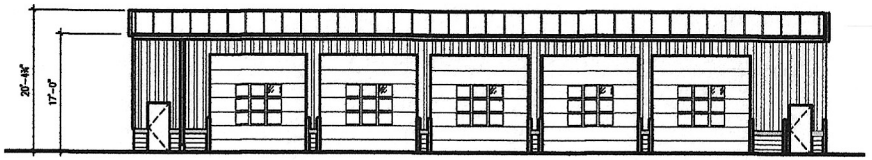

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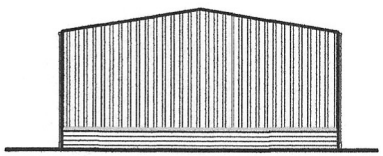
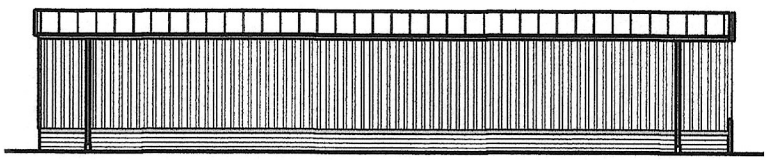


5 ELEVATION
1/8" = 1'-0"



4 ELEVATION
1/8" = 1'-0"

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HEBRON, CT

REVISIONS
No. Date Desc.

Designed	NS
Drawn	NS
Checked	DJR
Approved	DJR
Scale	0901384-N
Project No.	0901384-N
Date	09/08/2017
CAD File:	XV08D138402

Title
COLD STORAGE
FLOOR PLAN
AND ELEVATIONS

Sheet No.
A2.02

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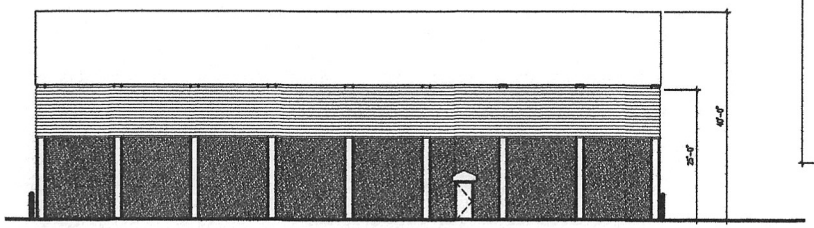
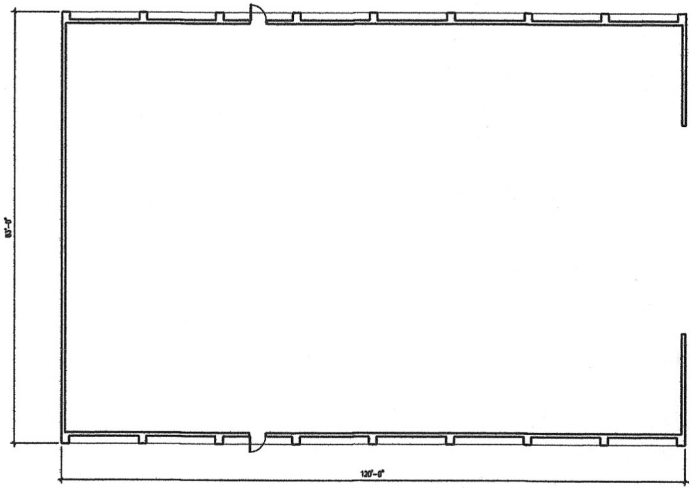
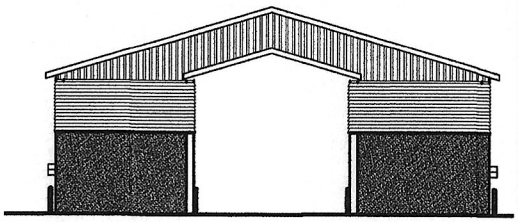


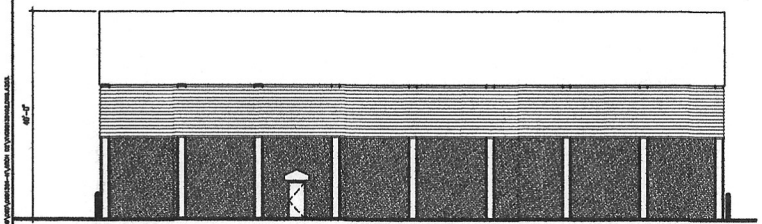
5 ELEVATION
3/32" = 1'-0"



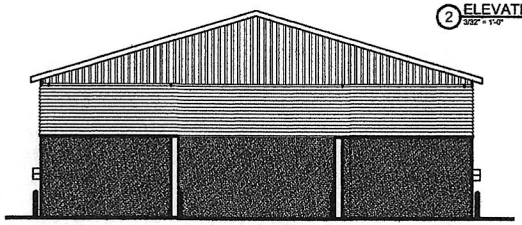
1 FLOOR PLAN
3/32" = 1'-0"



2 ELEVATION
3/32" = 1'-0"



4 ELEVATION
3/32" = 1'-0"



3 ELEVATION
3/32" = 1'-0"

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JOHN HORTON BOULEVARD EXTENSION
HEBRON, CT

REVISIONS
No. Date Item

Designed	NS
Drawn	NS
Checked	DJR
Approved	DJR
Scale	0901384--N
Project No.	0901384--N
Date	09/06/2017
CAD File:	XV0801384G2

TITLE
SALT SHED
FLOOR PLAN
AND ELEVATIONS

Sheet No.
A2.03

ATTACHMENT "P"

HEBRON PUBLIC BUILDING COMMITTEE
MEETING MINUTES

Tuesday, October 27, 2015

HEBRON TOWN HALL

First Floor Conference Room

1) **Call to Order**-The meeting was called to order at 6:05 pm by Chairman Wayne Warwick. In attendance were Anne Fitzpatrick and Richard Steiner. Brian Whalen joined the meeting at 6:18 pm. Also in attendance was Mal Leichter.

2) **Public Comments**-Chairman Warwick asked if there were any Public Comments. Mr. Leichter addressed the PBC and indicated that we would like to join the Board. He has been a member of the Town's Board of Finance and the Capitol Improvement Plan Program and has worked in Facilities Management. The members were pleased and enthused by his interest in joining the Committee. He indicated that we would confer with Andy Tierney on how best to get the process underway and would also send a letter of interest to the Board of Selectmen.

3) **Approval of Minutes from the September 29, 2015 Meeting**

Chairman Warwick noted that in regards to Agenda Item #6-Peter's House Restoration Project that the name of the firm providing the lumber is "New England Naval Timber" and not "Hall Lumber." In regards to Agenda Item #9-New Business the "Abandoned Gas Station" is on Church Street and not on Old Colchester Road. Wayne Warwick made a motion to approve the minutes from the September 29, 2015 meeting as amended. It was seconded by Anne Fitzpatrick. The minutes were approved unanimously.

4) **Update in Regards to the DPW Facility-**

It was noted that the Town is in process of soliciting three (3) appraisals on the "wedge" portion of the CL & P property and has received one and the other two are expected shortly.

5) **Update on Building Issues at Fire House #1-**

Richard Steiner indicated that there will be an exploratory excavation conducted on the morning of October 30. On hand will be Charles Norden from the Structural Engineering firm of GNCB. Their task will be to evaluate what is causing the flexing of the east wall and to determine if any remedial action is required. In addition, if any short term work is required to support the wall until a permanent fix is put in place.

6) **Peter's House Restoration**

Chairman Warwick indicated that the lumber arrived at the Peter's House this afternoon and he will reach out to Town to be sure that is covered so that it does not absorb any additional moisture. In addition, it appears that plastic has been laid over the basement slab; some of the extraneous material was cleaned out of this area; footings for the new support posts have been formed and poured; and it appears that a security panel has been powered up also.

In regards to the buildings HVAC system, a contract will be issued to Sav-Mor for both the heating and air conditioning of the building.

In regards to providing a new water service to the building an evaluation will determine which is more cost effective: installing a well on site or running a water line from the park down to the Peter's House. The one advantage of running the water line from the park is that the Town could perform most is not all of the work on their own and not have to bid the work out.

7 and 8) Update on Facilities Studies-

Please see Agenda Item #10 a under "New Business" for an update on this matter.

9) OLD BUSINESS

There was no old business discussed.

10) NEW BUSINESS

a) As a result of the agreements with the three A/E firms having expired, it was agreed that a new RFP/RFQ will need to be issued to A/E firms. Richard Steiner agreed to take the lead on drafting a document and getting it on to the Committee members.

b) At the next meeting of the PBC they will need to vote on a schedule for next years meetings. It was agreed to change the meeting time to 6:30 pm.

c) Anne Fitzpatrick indicated that she had submitted her letter of resignation from the PBC to the Board of Selectmen as she will moving out of Town. The PBC acknowledged her service and support and accepted her resignation with great regret.

11) Adjournment-Chairman Warwick asked for a motion for adjournment. A motion was made by Anne Fitzpatrick and seconded by Brian Whalen. The vote was unanimous and the meeting was adjourned at 6:48 PM.

Respectfully Submitted:

Richard B. Steiner
Recording Secretary

ATTACHMENT "Q"

HEBRON PUBLIC BUILDING COMMITTEE

MEETING MINUTES

Tuesday, February 28, 2017

1) Call to Order-

The Public Building Committee was called to order at 6:38 p.m. on Tuesday, February 28, 2017 in the Marion Celio Conference Room of the Town Hall Office Building by Wayne Warwick. In attendance were: Wayne Warwick, Mal Leichter, Brian Whalen and Richard Steiner. Special guests in attendance was DPW Director Kevin Kelly and Tom Fenton from the engineering firm of Nathan L. Jacobson Engineers.

2) Public Comments-

Chairman Warwick asked if there were any Public Comments and there was none. There were no members of the public in attendance.

3) Approval of the Minutes the Special Meeting of January 17, 2017-

Chairman Warwick asked for a motion to approve the minutes from the special meeting of January 17, 2017 meeting. Mal Leichter made a motion and it was seconded by Brian Whalen. Wayne Warwick asked if there was any discussion and there was none. The minutes were approved unanimously with no abstentions.

4) Review and Discuss Next Steps in Regards to the DPW Facility-

Kevin Kelly and Tom Fenton were in attendance to answer questions in regards to the cost proposals from both Nathan L Jacobson and BL Companies in response to the request that was made by the PBC at their January 17, 2017 meeting. At that meeting, the PBC felt that it would necessary to have several documents generated in able to move the proposed new DPW facility forward; garner an endorsement form the Board of Selectmen and ultimately the public as a whole.

Those documents would be:

1) A Schematic/conceptual site plan with enough detail that a reasonable site development cost estimate can be generated; 2) Renderings of the Building and it various elevations depicted on the proposed site; and 3) Enough conceptual building and site information generated that an outside third party Professional Estimator can validate the budget estimate generated by the Town's outside consultant.

ATTACHMENT "R"

HEBRON PUBLIC BUILDING COMMITTEE
15 Gilead Street
Hebron, CT 06248

April 29, 2021

Mr. Andy Tierney
Town Manager
Town of Hebron
15 Gilead Street
Hebron, CT 06248

RE: Department of Public Works
New Facility

Dear Andy:

At the end of December 2010, the Board of Selectmen established a standing Public Building Committee. One of first things that the Selectmen charged the committee with was to inspect and evaluate the condition of the existing DPW facility on Old Colchester Road.

In the spring of 2011, the Committee issued their assessment to then Town Manager. It was that the existing buildings located on the site were not only not repairable but could not support the cost of being renovated as all of the buildings had outlasted their useful physical life.

Aside from citing the deteriorated condition of the buildings, the Committee also noted the following:

- There is grossly inadequate space to support the efficient and safe prosecution of the work by the Administration, Operations and Maintenance personnel; this currently takes on more significance with the outbreak of COVID-19;
- There is inadequate space within the Garage portion of the Facility to park a majority of the DPW's trucks as a result more than half of the fleet are left outdoors exposed to the elements;
- There is overall inadequate space on site to properly store the DPW's other support equipment as a result they are left outdoors exposed to the elements;
- There are energy code upgrades and accessibility issues that have not been addressed simply as the cost would not be justifiable to these buildings;
- There are remote support facilities and buildings on the site that do not support an efficient overall operation;
- As a result of a grossly inadequate break room area and a non-existent rest area; during extended shifts created by Town wide emergencies or snow events, drivers are forced to rest and/or sleep in their truck. This is highly ill advised and borders on being unsafe;

The most compelling and alarming major issue that the Committee documented was that all of these deficiencies affects the safety and well-being of all DPW and Town employees.

In 2012, the Committee pursued the option of building a new DPW Facility on the existing site. Included in that plan was the option of incorporating land that was owned by Eversource. After months of study, it was determined that the Site Development costs would have been enormous and in turn would have driven up the overall project costs.

Concurrently with that evaluation being performed by the PBC, the Town retained CME Associates of Woodstock to perform a "space needs analysis for use as a planning tool that will guide the future development of a new facility." Their formal report was issued on January 28, 2013. Aside from providing a vision of what a future DPW facility should include; their report confirmed everything that the PBC had cited in their report to the Town in the Spring of 2011. The CME report, however, went on to cite some other serious vehicular flow issues that were not only putting DPW and Town employees at risk, but also Town residents.

In 2015, a further refinement of the space needs was untaken by Nathan Jacobsen and the BL Companies with input from Town personnel. The result of these efforts was that schematic plans along with an estimated budget were generated. With the existing Old Colchester Road facility and Burnt Hill Park not being a viable location for the new facility; these plans were devised based on "a site to be determined at a later date."

The Towns recent acquisition of property on John Horton Boulevard for municipal use now addresses the "where" for the future new DPW Facility.

It is now 10 years since the PBC first issued their findings to the Town in regards to the existing DPW facility on Old Colchester Road. We are very seriously concerned that the buildings have now been subjected to another 10 years of deterioration which further imperils the safety of Town Staff and Residents while continuing to diminish the overall efficiency of the operations.

We are therefore, strongly advocating that the Board of Selectmen seriously consider the next steps necessary in order to bringing this project to fruition.

Sincerely,

Wayne Warwick

Wayne Warwick
Chairman

Cc: Committee Members

Planning Department
Town of Hebron, CT

Memo

To: Andrew J. Tierney
Town Manager

From: Michael K. O'Leary, AICP; Town Planner

Date: 8/14/2021

Re: Referral to Board of Selectmen under Section 8-24 of CGS:
Purchase of the Horton Property, 88.6 acres on Kinney Road and Church Street

---

At their meeting of February 26, 2019, the Town of Hebron Planning and Zoning Commission unanimously approved the following motion which constitutes their response to the referral made to them under Section 8-24 CGS on the potential purchase of the Horton Property.

Motion: Moved, that the Hebron Planning and Zoning Commission, acting under the provisions of Section 8-24 of the Connecticut General Statutes, recommend to the Hebron Board of Selectmen and the Town of Hebron the purchase of 88.6 acres of land for Town use, including a potential municipal complex and open space, such land now owned by Horton Brothers, LLC, for the following reasons:

- Purchase of this parcel is consistent with a number of Goals and Policies in the 2014 Town of Hebron *Plan of Conservation and Development* (POCD):
    - The wetland corridors within the parcel are included within a Planned Greenway as shown on the Future Open Space map contained in the POCD;
    - In the Municipal Infrastructure Chapter of the POCD, several sections of the POCD encourage the Town to seek out land and opportunities for potential future public building needs including a replacement for Co. #1 Fire Station, Police services, Town offices, and a Public Works facility.
- Purchase of the property would permit a future coordinated and planned "Municipal Complex", similar to what is envisioned on "Concept Master Plan, Town of Hebron, New Town Complex", with sufficient land to accommodate

present and future public building needs, all within walking distance of Main Street;

- Provides an opportunity to extend hiking trails to / from the Raymond Brook Preserve park located across Kinney Road from the site; and, these trails could easily extend to the Town Center, Hebron Elementary School and the Village Green district;

- Purchase of the property potentially provides an area for a “great lawn” (new Town Green), as shown in the Concept Master Plan, which could easily and safely host community-wide activities and events near Hebron Center;

- Purchase of the property is a large planning vision for Hebron Center; and, it demonstrates good, comprehensive, long-range planning to meet a variety of municipal needs including future municipal buildings and open space.

- And, the purchase is consistent with the report and recommendation of the Town of Hebron’s Open Space Land Acquisition Committee dated 1/16/19, copy attached.

Horton Property Purchase:

- On February 26, 2019, the Town of Hebron Planning and Zoning Commission unanimously recommended approval of the purchase of the Horton property and concluded that it was consistent with the Plan of Conservation and Development Goals and Policies.

- The Planning Commission report and recommendation included the following:

    - Purchase of this parcel is consistent with a number of Goals and Policies in the 2014 Town of Hebron *Plan of Conservation and Development* (POCD), and specifically:

    - The wetland corridors within the parcel are included within a Planned Greenway as shown on the Future Open Space map contained in the POCD;

    - In the Municipal Infrastructure Chapter of the POCD, several sections of the POCD encourage the Town to seek out land and opportunities for potential future public building needs including a replacement for Co. #1 Fire Station, Police services, Town offices, and a Public Works facility;

    - Purchase of the property is a large planning vision for Hebron Center; and, it demonstrates good, comprehensive, long-range planning to meet a variety of municipal needs including future municipal buildings and open space.

- The Town Of Hebron Public Building Committee has unanimously recommended this parcel of land be purchased for municipal uses.

- The purchase is consistent with the report and recommendation of the Town of Hebron's Open Space Land Acquisition Committee dated 1/16/19, and they specifically made the following findings:

    - The property abuts the Raymond Brook Preserve (town-owned open space), from which the Preserve's trail system could be extended north into the Village Square District, a goal established in the Town's 2014 Plan of Conservation and Development (POCD).

    - Planned extension of the Preserve's existing trail system to the west and southeast could connect the Neighborhood Convenience District and Air Line Trail State Park, respectively, to the Village Square District, enhancing trail enjoyment and business opportunities

    - Wetlands, existing conservation easements (16.9 acres) and areas of potential conservation easements comprise approximately 40%, or 35 acres of the property. The conservation easements provide a 50' wetland protective buffer.

    - Acquisition of the approximate 35 acres would provide protection to on-site wetlands and a tributary of Raymond Brook, a Class A watercourse. This tributary is upstream of the town's Groundwater Protection Zone (formerly named Aquifer Protection Zone) hence protecting this watercourse protects potential future Town drinking water supplies.

- Located within the Future Open Space Greenways Map (Raymond Brook Greenway) as depicted in the Town's 2014 POCD

- Potential agricultural use of a portion of the property could be continued

- The Concept Plan includes an area for a "great lawn" (new Town Green), which could host community-wide activities and events

- Purchase of the property would permit a future coordinated and planned "Municipal Complex", similar to what is envisioned on "Concept Master Plan, Town of Hebron, New Town Complex", with sufficient land to accommodate present and future public building needs, all within walking distance of Main Street;

- Located in Village Square Zoning District (formerly named the Village Green Zoning District) where Municipal facilities, Community centers, and Civic buildings and uses are all currently permitted uses by the Zoning Regulations;

- Concept Plan for Phase II of Village Green District and the new Municipal Complex Concept Plan both show a mix of land uses:

    - Concept Master Plan for Village Green District in the Phase II area showed up to 75,000 s.f. of either office or industrial space; 23,000 s.f. of retail or office space, and 48 apartments and a 1500 s.f. community building. And, the Plan showed a new Town Hall in Phase I.

    - Municipal Complex plan shows potentially 75,000 s.f. in future municipal offices or community center, 50,000 in municipal non-office use (fire station / PW garage and storage), and 16-20 senior housing units.

2.C.2. AGRICULTURAL USES	R-1	R-2	AL
1. Farming and/or agricultural uses in accordance with generally accepted agricultural practices as established by the Connecticut Department of Agriculture.	No Zoning Permit Required	No Zoning Permit Required	No Zoning Permit Required
2. Commercial Horse Operations in accordance with Section 2.G.5.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)

2.C.3. RECREATIONAL USES	R-1	R-2	AL
1. Golf course including related accessory buildings and structures.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
2. Non-illuminated golf driving range.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
3. Swim club (membership).	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
4. Non-profit camps, fairgrounds, or similar facilities.	Special Permit (PZC)	Special Permit (PZC)	x
5. Civic, social, private, religious, or fraternal clubs (nonprofit).	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)

2.C.4. INSTITUTIONAL USES	R-1	R-2	AL
1. Governmental facilities and services.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
2. Schools (public, private and parochial, university, college, junior college, professional).	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
3. Community centers.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
4. Library.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
5. Place of worship.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
6. Museum or planetarium.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)
7. Religious quarters.	Special Permit (PZC)	Special Permit (PZC)	Special Permit (PZC)

Attachment U

HEBRON PUBLIC BUILDING COMMITTEE
DEPARTMENT OF PUBLIC WORKS FACILITY
MUNICIPAL OFFICES
STUDY, EVALUATION AND RECOMENDATIONS
HISTORY OF MAJOR MILESTONES

2010

June-The Final Draft of the "Town of Hebron-Municipal Facilities Study" is issued by the Building Official and Fire Marshal. In great detail it outlines the physical conditions, challenges and issues that exist at the DPW Facility, Town Office Buildings, Fire Station #1/Public Safety Building. **See Attachment "A"**

December-The Board of Selectmen appoint a standing Public Building Committee-(PBC).

2011

January-The Board of Selectmen (BOS) indicate that they want the PBC to evaluate the existing buildings and land at the current site of the Public Works Facility on Old Colchester Road. Their two questions for the PBC are: 1-Can the existing building(s) be renovated and/or expanded to meet the current DPW and regulatory requirements; and 2-If not, can the existing site support the construction of a new facility with the unused structures being removed from the site.

February-The PBC is provided preliminary information in regards to the shortcomings and code issues with the existing facility.

March-The PBC is provided a detailed tour of the existing facility on Old Colchester Road and witnesses first-hand the issues, challenges and shortcoming of the current buildings and site.

April-The PBC is provided a copy of a report that is entitled "Town Facility Needs: A Report to the Board of Selectmen and the Citizens of Hebron" with a date of April 4, 2011. The report was authored by six residents that outlines what they foresee as the: "Current Needs-0-3 years," "Short-Term Needs-3-8 years," and "Long Term Needs-greater than 8 Years." In regards to the DPW Facility, they cited that the Long-Term need is to: "Form a site development committee to identify properties in the central area of town to relocate the primary operation of the department. Sites should be selected to ensure future expansion opportunities of the department so they can relocate to more a central and efficient location, with an emphasis on potential shared site uses such a recreation or other public facility needs." **See Attachment "B".**

May-The PBC advised the Town Manager that it was their opinion that the existing buildings located on the site were not only not repairable, but could not support the cost of being renovated as all of the buildings had outlasted their physical useful life. In addition, the cost to renovate/retrofit the main building to accommodate the needs of the DPW would be not be justifiable. The PBC indicated that without the addition of more buildable land adjacent to the DPW facility that another site would need to be secured. Lastly, the PBC encouraged the Town to retain one of the on-call Architectural/Engineering (A/E) firms to independently validate the PBC's assertions.

The Town has begun discussions with Eversource to see if they would be willing to sell part of the land that they own that is adjacent to the DPW facility on Old Colchester Road. The PBC's thought was that if there is enough useable land that this could facilitate the future growth needs of the DPW.

October-The PBC toured the Town of Coventry's new DPW Facility. They also spoke with various Town officials and were able to a get a list of things that went well, things that did not go well, lessons learned and provided advice to the PBC when planning to build a new facility.

November-The Board of Selectmen agree with the PBC's recommendation and the Town will proceed with retaining an A/E firm to perform preliminary evaluation of the existing buildings and site; perform preliminary programming of space needs of the DPW; all in effort to provide both the Town and PBC with a clear vision of what is the most viable path forward.

December-Eversource will review to see if they would be willing to sell part of their land to the Town. Town Staff plan on walking the site in order to determine site topography, identify the extent of wetlands and most importantly, the net useable land.

2012

January-The PBC toured the Town of Woodstock's new DPW Facility. They also spoke with various Town officials and were able to a get a list of things that went well, things that did not go well, lessons learned and provided advice to the PBC when planning to build a new facility.

In response to the BOS action in November, the PBC authored an RFQ/RFP to the on-call A/E firms in order to perform the preliminary evaluation of the existing buildings and site; perform preliminary programming of space needs of the DPW; all in effort to provide both the Town and PBC with a clear vision of what is the most viable path forward.

March-Eversource indicates that they would be willing to sell some of the land that they own adjacent to the DPW Facility on Old Colchester Road. The Town has requested that the Town Engineer perform a more formal evaluation of the land to determine the amount of useable land and the extent of the wetlands.

The Town issues the RFP to the on-call A/E Firms.

April-Responses to the RFP are received and the apparent low bidder is CME. The PBC begins reviewing all of the proposal with the goal of making a firm recommendation to the BOS.

Preliminary indication from the Town Engineer is that the Eversource land is a lot wetter and the extent of wetlands is much greater than what was anticipated. On the basis of that, they are not optimistic in what the final report will indicate.

May-The PBC recommends that the Town retain CME to perform the preliminary evaluation of the existing buildings and site; perform preliminary programming of space needs of the DPW; all in effort to provide both the Town and PBC with a clear vision of what is the most viable path forward.

May-If the Old Colchester Road site including adding the CL & P land is unable support a future DPW facility, the PBC requested that the Town Planner provide a list of vacant land for the Committee's

review. Sites would be broken into two categories: 1)-Vacant land from 5 to 7 acres that would support a "split" DPW facility operation, and 2)-Vacant land from 10 to 15 acres that would support the facility at one location.

June-The PBC is in receipt of a letter from the "Connecticut River Coastal Conservation District" that was directed to Town Planner Michael O'Leary. That letter confirmed the Town's assessment that vast majority of the Eversource site is considered to be wetlands and therefore not useable. **See Attachment "C."**

July-CME begins their work on evaluating the existing DPW facility.

August-Based on the negative assessment of the Eversource land by the Town, the Town's Engineer and Ct. River Coastal Conservation, Michael O'Leary provides the PBC with maps and listings of all available land that is 5 areas and larger from the south end of the town north to the Gilead area.

November-CME issues their preliminary draft document in regards to the condition of the existing DPW site and buildings; assessment of programming needs for a modern DPW facility, etc. **See Attachment "D."**

2013

January-CME issues their final document. That report confirmed that the buildings need to be replaced as they are insufficient in size and function to address the current and future needs of an efficiently and safely run Department of Public Works Department. The report also states that if the Old Colchester Road site is going to be contemplated to be used, that adequate additional land must be procured. That has been ruled as viable based on reports of the Eversource land. **See Attachment "E."**

February-The PBC with the assistance of the Town Planner continue their evaluation of the list of selected available vacant land that could support a new Department of Public Works facility if the sites at Old Colchester Road and/or Burnt Hill Park are deemed not to be workable. **See Attachment "F".**

May-The PBC is presented two additional maps from the Town Planner. One is entitled "Vacant Land-Use by Zone" and the other is called "Vacant Land Map." The PBC reviews about 13 various sites. Some of the sites contain multiple parcels. **See Attachment "G."**

July-The PBC reviews another 8 various sites. Some of the sites contain multiple parcels. See **Attachment "H."**

August-The PBC begin to work on assembling their findings and recommendations in regards to available land for a new DPW facility that they intend to present to the Board of Selectmen. **See Attachment "I."**

October- The PBC completes their work in assembling their findings and recommendations in regards to available land for a new DPW facility that they intend to present to the Board of Selectmen at their next meeting. **See Attachments "J" and "K."**

2014

January-The Board of Selectmen have requested that the PBC expand their search of vacant land not only to support the DPW, but also the Hebron Volunteer Fire Department Company #1, the Public Safety Facility, and the Town Office Buildings.

July-The Town requested that the Town Engineering firm of Nathan Jacobson provide a proposal to work on the next phase of programming and design in regards to a new DPW Facility. Their proposal is entitled "Phase 1 and Phase 2-Hebron Public Works/Transfer Station-Feasibility Study/Concept Plan for New Facility on Existing Site dated July 29, 2014." This work would be solely for site engineering. **See Attachment "L."**

2015

January-The Town issued an Architectural RFP to the on-call A/E firms in order for them to support and augment the work that Nathan Jacobson is planning to undertake. The Town reported that the low bidder is BL Companies. The Town has reviewed the RFP and will award this work to the BL Companies. Part of their charges is to definitively state if adding the buildable Eversource property can make the Old Colchester Road site a viable location for a modern and expandable DPW facility. **See Two (2) Attachments "M."**

June-A meeting was held at Nathan Jacobson's office in which they shared plans and details that they have come up with for a new DPW Facility. **See Attachment "N."**

September-The BL Companies issues their "Feasibility Study-Department of Public Works-John Horton Boulevard Extension. See **Attachment "O."**

October-The Town has solicited three appraisals as it relates to the Eversource property. **See Attachment "P."**

December-The Town has authorized that an "A-1" and/or A-2" survey of the Eversource property be performed.

2016

January-BL Companies and Nathan Jacobson complete their plans and cost estimate for a new DPW facility on Old Colchester Road. The cost is $8.1 million dollars and does not include the cost for land acquisition from Eversource. There are two issues that this plan presents. There appears to be no way to construct the new building and not affect the existing day to day operations. The other is that there will not be any future expansion on this site.

March 8-The Town performs site tours of two other parcels that they were made aware of being available for a new DPW Facility.

March 29-The Town advises the PBC that they have ruled out both parcels. One is priced too high to consider and the other is not developable.

On the basis of that, the Town has advised the PBC that they are now considering part of the Horton property which was something that the PBC had recommended several years ago.

May-The Town has formally ruled out trying to make the Old Colchester site work for a new DPW Facility. They are concentrating on a procuring a portion of the Horton Property.

September-Kevin Kelly presents the BL Companies and Nathan Jacobson conceptual plan to the Board of Selectmen and it is generally well received.

October-The Town has indicated that they are in the process of negotiating the purchase price for a portion of the Horton property.

December-The Town has received their appraisal for the Horton Property.

2017

February-Kevin Kelly from the DPW and Tom Fenton from Nathan Jacobson present their conceptual plans for the construction of a new DPW Facility on the Horton property to the PBC. The current cost of the construction is estimated to be $8,240,000. **See Attachment "Q."**

March-After some discussion, the PBC is going to request that the BOS expend $30,000 to retain Nathan Jacobson and BL Companies in order to generate: greater schematic and conceptual site plans; building elevation renderings; and adequate conceptual design information that a 3rd party construction estimator can validate the project estimated construction costs.

May 18-The PBC made a formal presentation to the BOS requesting that Nathan Jacobson and BL Companies be retained to generate additional information regarding the future DPW facility.

May 30-The BOS agreed with the PBC recommendation and agree to retain Nathan Jacobson and the BL Companies to provide more details schematic and conceptual information in regards to the future DPW facility. The information should be ready for the Town and PBC's review at the end of September 2017.

2018

January-The PBC reviews the final schematic and conceptual drawings generated by Nathan Jacobson and the BL Companies that were dated 9/25/2017.

July-The PBC was advised that Nathan Jacobson will making a formal presentation to the BOS on August 2, 2018 in regards to the three options that have been considered for the new DPW facility. They are trying to build on Old Colchester Road; Burnt Hill Park and on the Horton Property. They will note the issues with Old Colchester Road (no expansion and how to build while the DPW tries to stay operational); Burnt Hill Park-very limited amount of space as a result it will not support anything sizeable that can support the DPW; and the Horton Property-basic infrastructure is already established at the north end of the site; most useable land; centrally located in the Town and room for future expansion.

August-September-The Town is in the process of soliciting outside appraisals for the Horton Property and they should be received by mid-October.

2019

March-In a Town Meeting, the residents overwhelming approved the purchase of the John Horton Property for the intended use to support Municipal operations.

2020

2021

April-In a PBC meeting with Andy Tierney, he requests that the PBC reissue their previous letter that requests that the BOS urgently considering moving the construction of a new DPW Facility into a more active stage. **See Attachment "R."**

July 15-At the Board of Selectmens' meeting, the PBC presents a brief history of all that they have undertaken, explored and evaluated in the last twelve years in regards to the need for a new DPW facility.