

**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 questionnaire 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 inefficiencies 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 Maintenance.

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 it 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 from 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 tying 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 works 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.



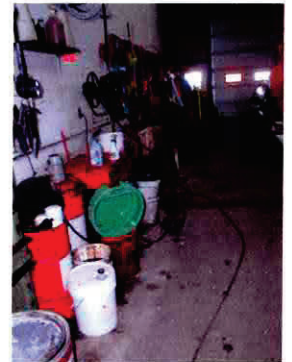
The south side wall of the garage bays have been damaged by vehicle impacts. Both the metal wall panels and the concrete masonry units should be replaced. Due to the close proximity of the metal siding to the ground, the siding has rusted. This is evident especially around the doors. Many areas along 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 creepers. 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 proximity 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 knock-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 $\frac{3}{4}$ 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-to 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
Quarantine 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

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, not 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, not 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' x 20'); 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.