



The New Town Hall

Public Comment Meeting
27 April 2024

Agenda

- Overview of the project goals and requirements (10 min) - Monica
- Details of the project plan (30 min) - Ken
- Timeline (5 min) - Ken
- Cost structure (5 min) - Monica
- Proposed language for Town referendum - Monica (5 min)
- Public comment (35 min) - All

Handouts: (1) Inspection Reports (2) Construction Budget
(3) Estimated Costs to taxpayers

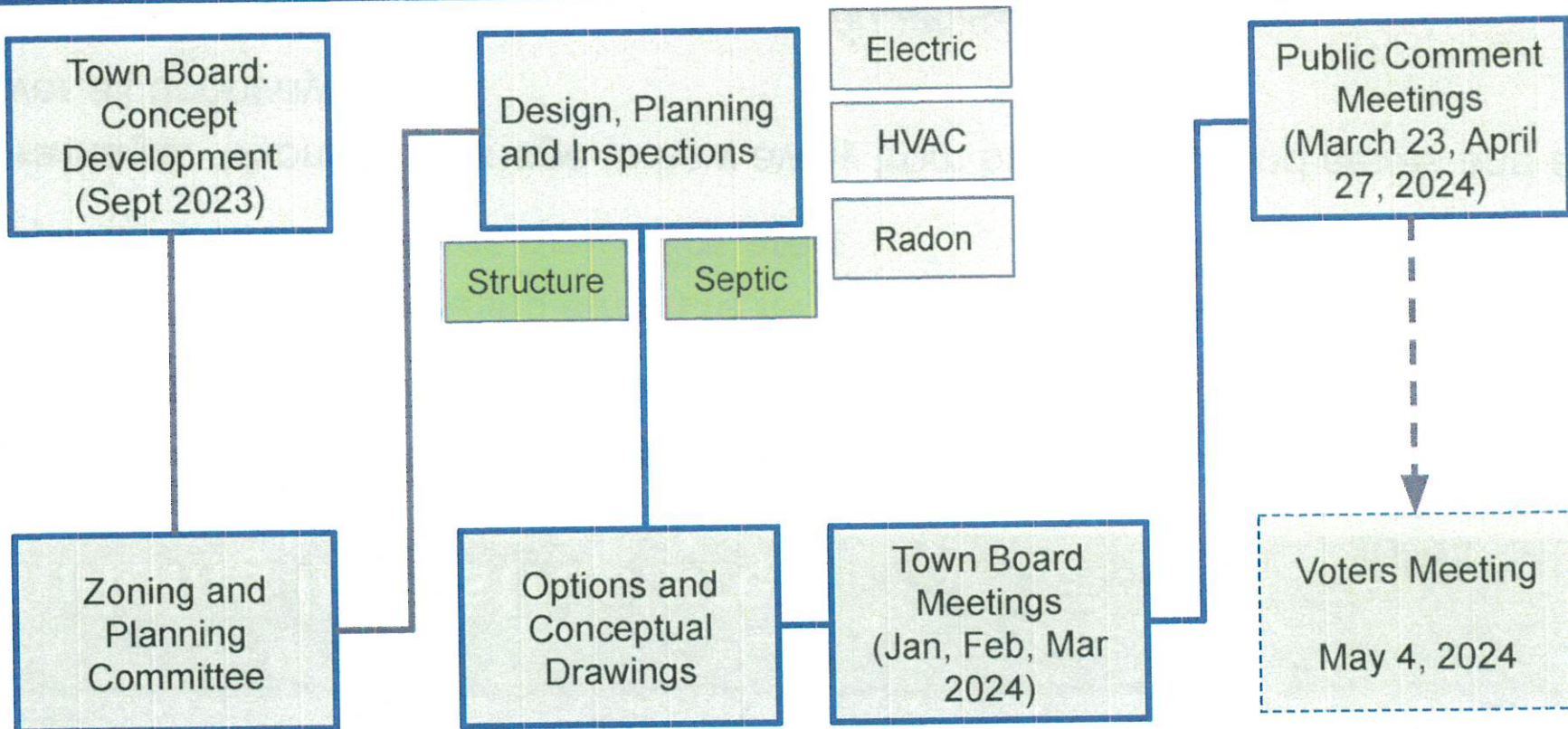
Our Goals: Why a New Town Hall?

- (1) To provide a secure and safe work environment for Board members, Clerk, and Treasurer
- (2) To provide a conference room with online and A/V facilities.
- (3) To provide a multi-function room with online and A/V facilities and updated kitchen facilities for larger meetings, events, and classes.
- (4) To provide a functional building the Town residents and visitors can use for the next 30 years
- (5) To provide a pleasant environment for the benefit of residents and visitors

Basic Requirements

- (1) **Cost containment:** Target total cost of \$1M, with individual tax at \$66 per 100k for five years
- (2) **Visibility:** Maintain presence on Highway 32.
- (3) **Accessibility:** Parking for 55 cars; easy load/unload access to multi-function room; wheelchair-accessible facilities
- (4) **Storage:** Secure spaces for holiday decorations, tables and chairs, class materials, and Town archive files.

Steps to this point



Building Infrastructure

Water/Septic. Reuse existing systems, add new bubbler in main hall and construct Unisex bathroom in addition (see handout).

Town Hall. Reuse existing structure for town hall multi meeting space and add a separate structure for the new office area.

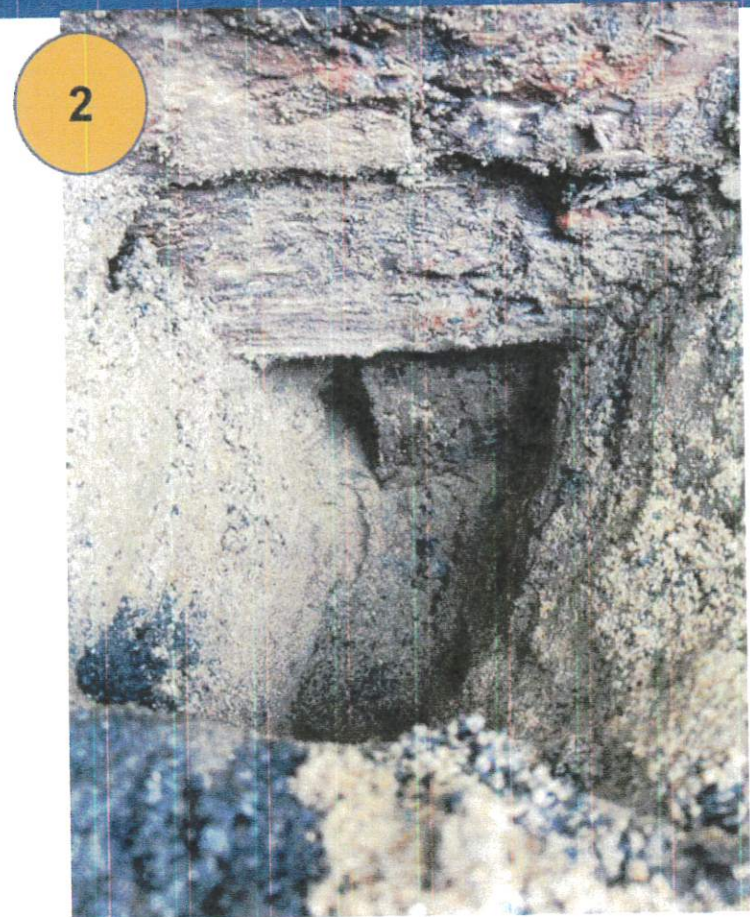
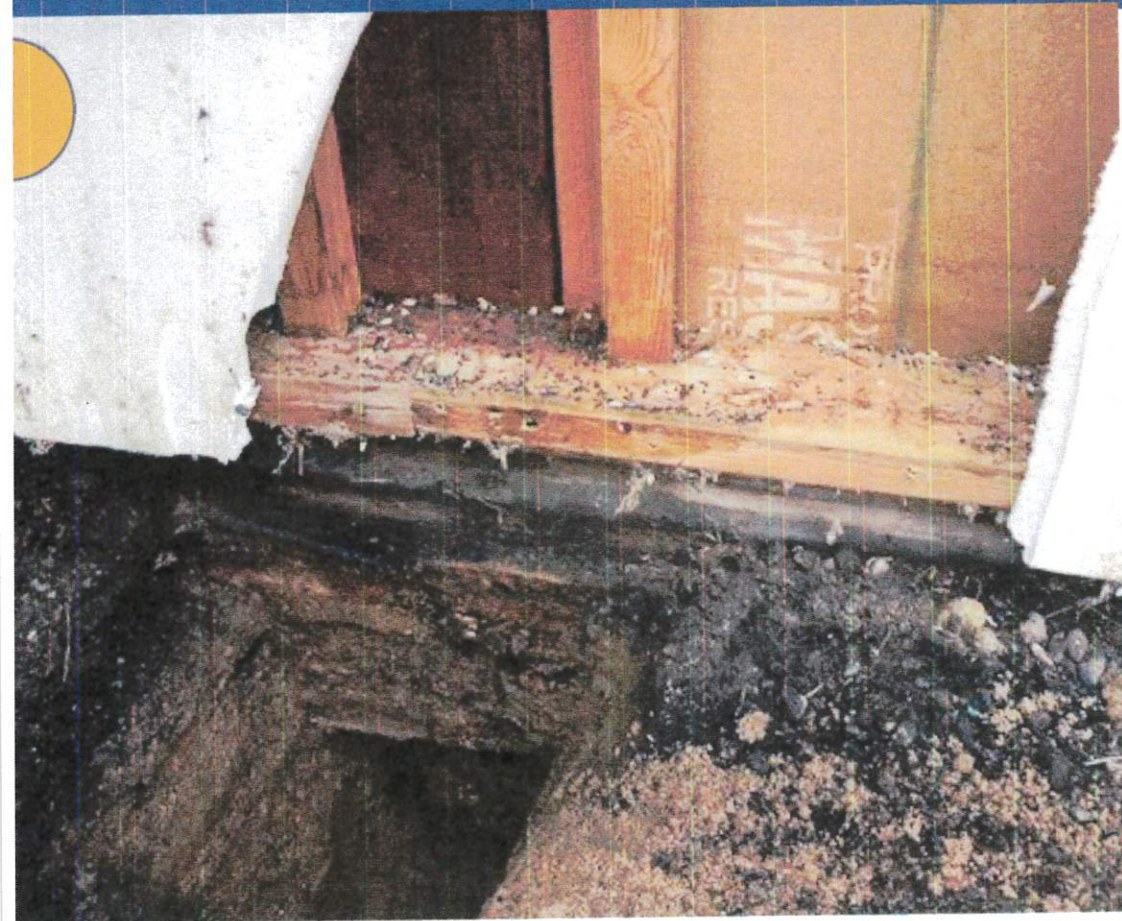
Drainage. Improve drainage to flow away from building, extend eaves and awnings over all doorways.

Electric. Update lighting fixtures to energy-efficient LED lights

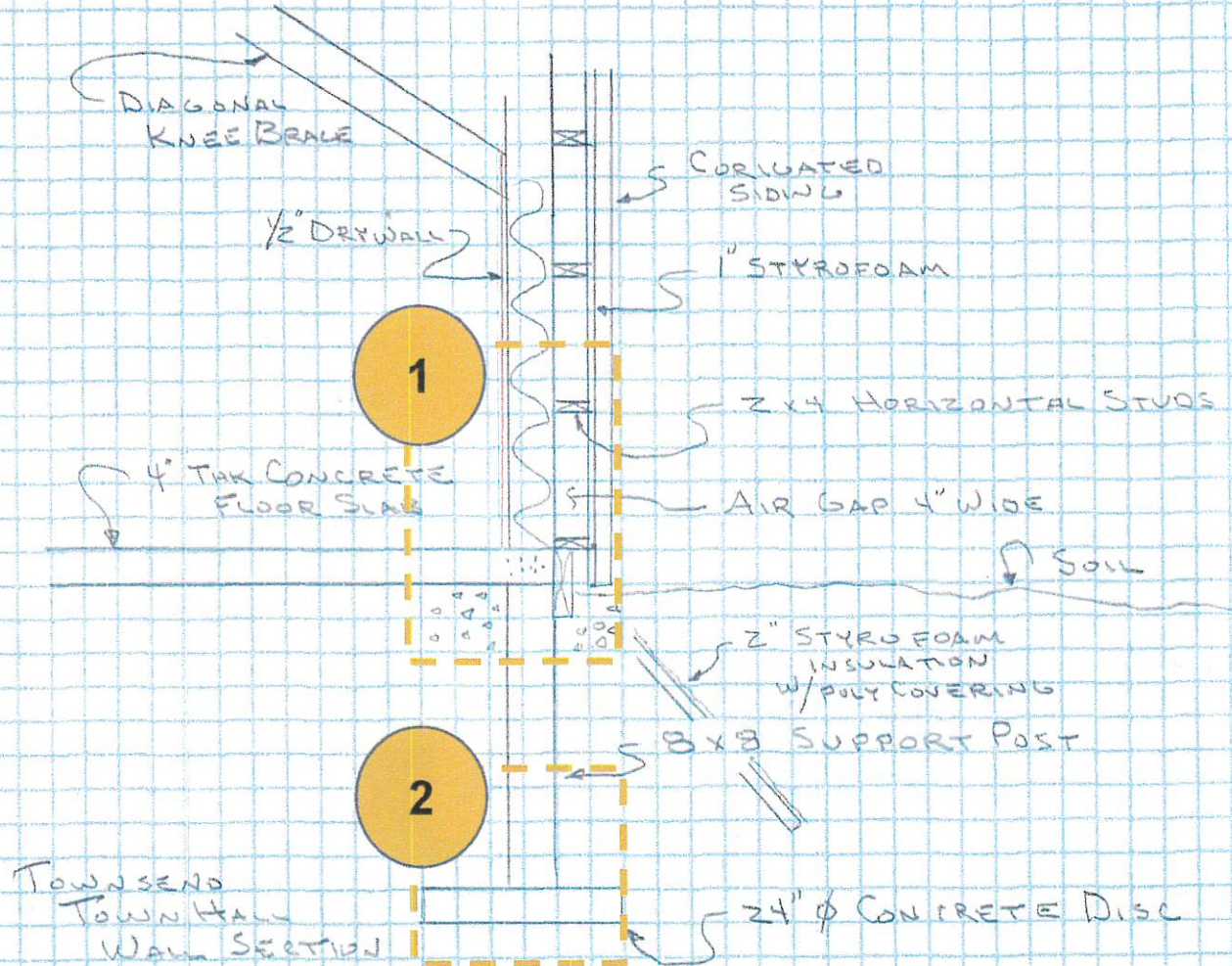
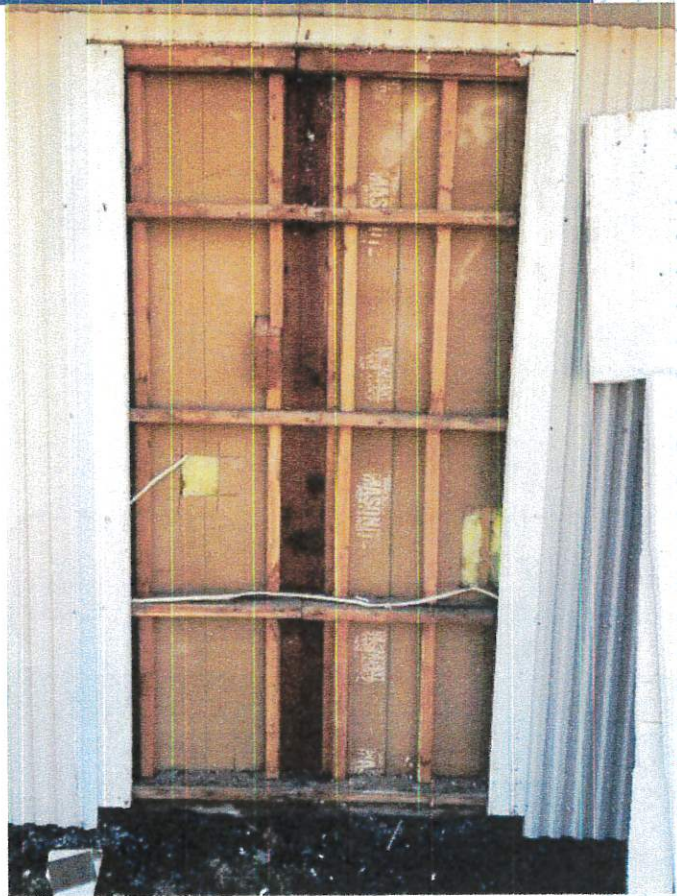
***Posts and Trusses:** Reuse existing pole structure and roof trusses.

***Parking.** Seal coat and restripe existing parking area, add 9 spaces on the North end of the town hall and expand the existing parking spaces along Front st.

Posts



Posts



Roof Trusses

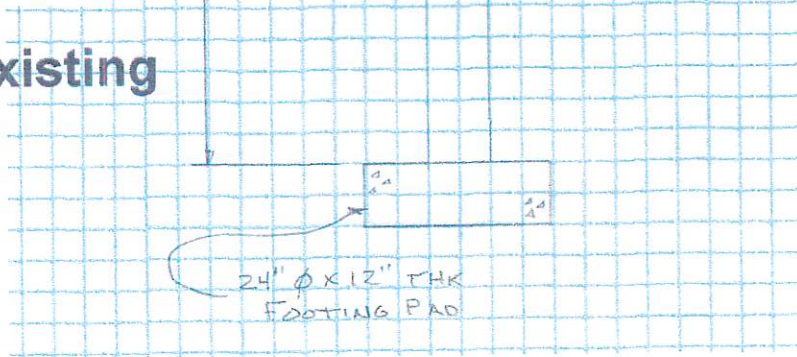
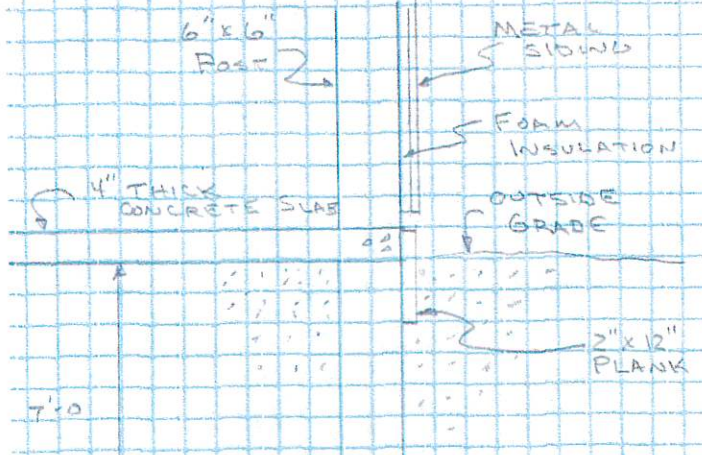


HVAC
Duct

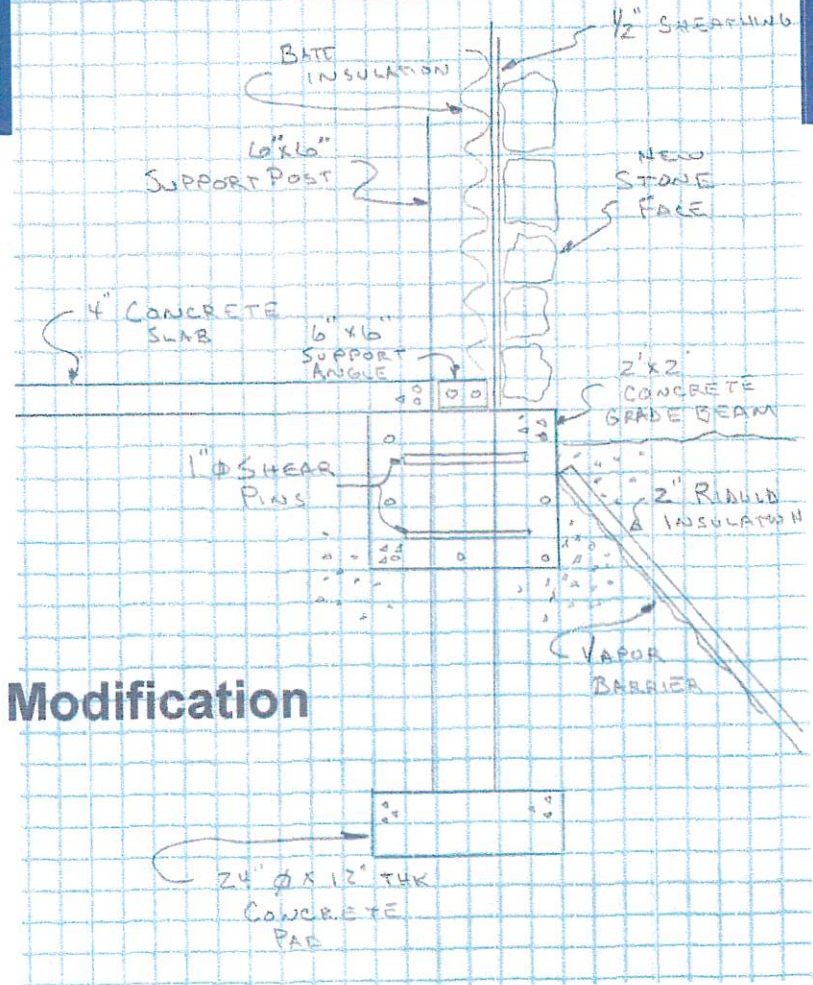
Posts

posts will be inspected during a renovation. The design sketch on the far right will be used to repair any posts found to be damaged.

Existing



Modification



Project Plan: Office and Meeting Room

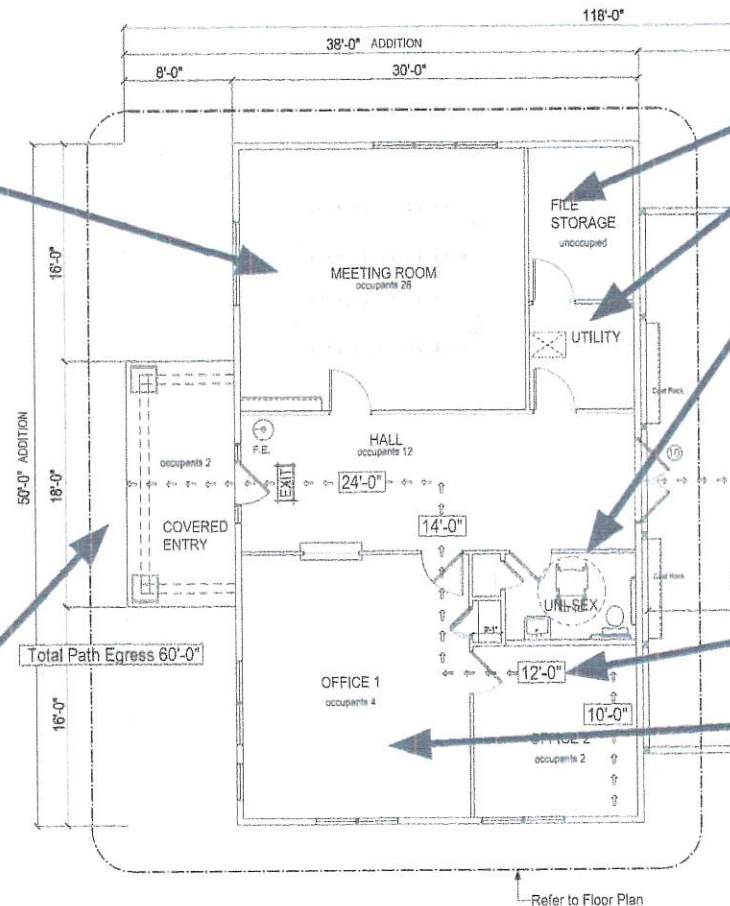
Meeting Room

- 21' x 19'
- A/V Media Wall
- 28 person capacity



Entry

- Covered, vaulted and gabled entry
- Foyer 10' x 28'



Facilities

- Archival storage
- HVAC unit
- Handicap Accessible bathroom

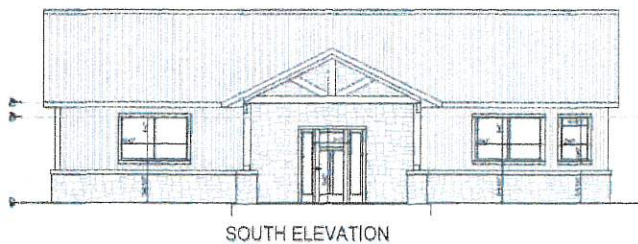
Board Offices

- Interior office (12' x 12') for Board Chair and Supervisors
- Exterior office (19' x 16') for Town Clerk, Treasurer

Project Plan: Office and Meeting Room

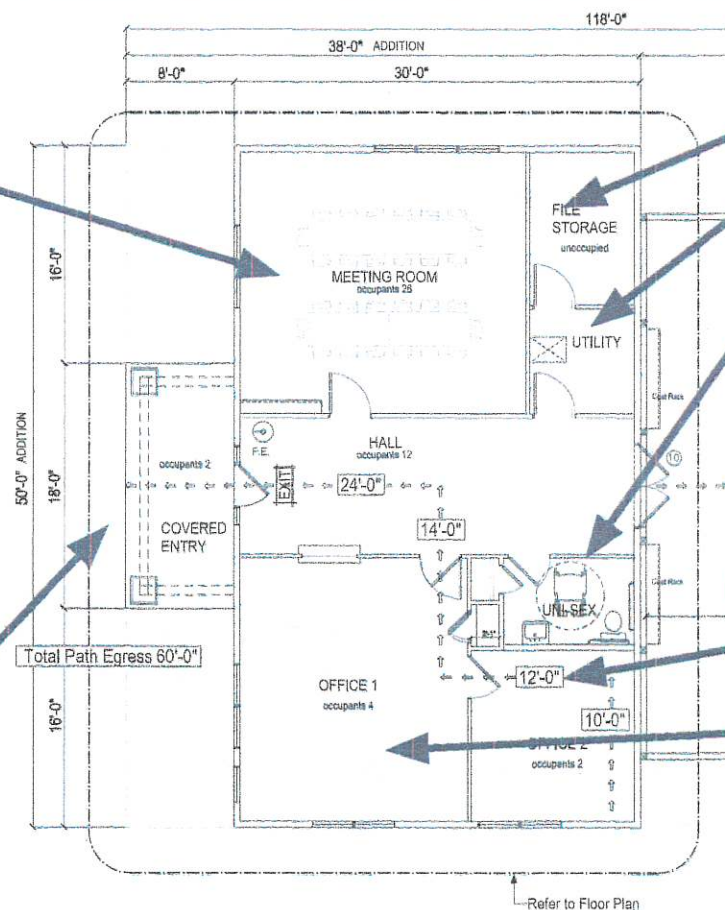
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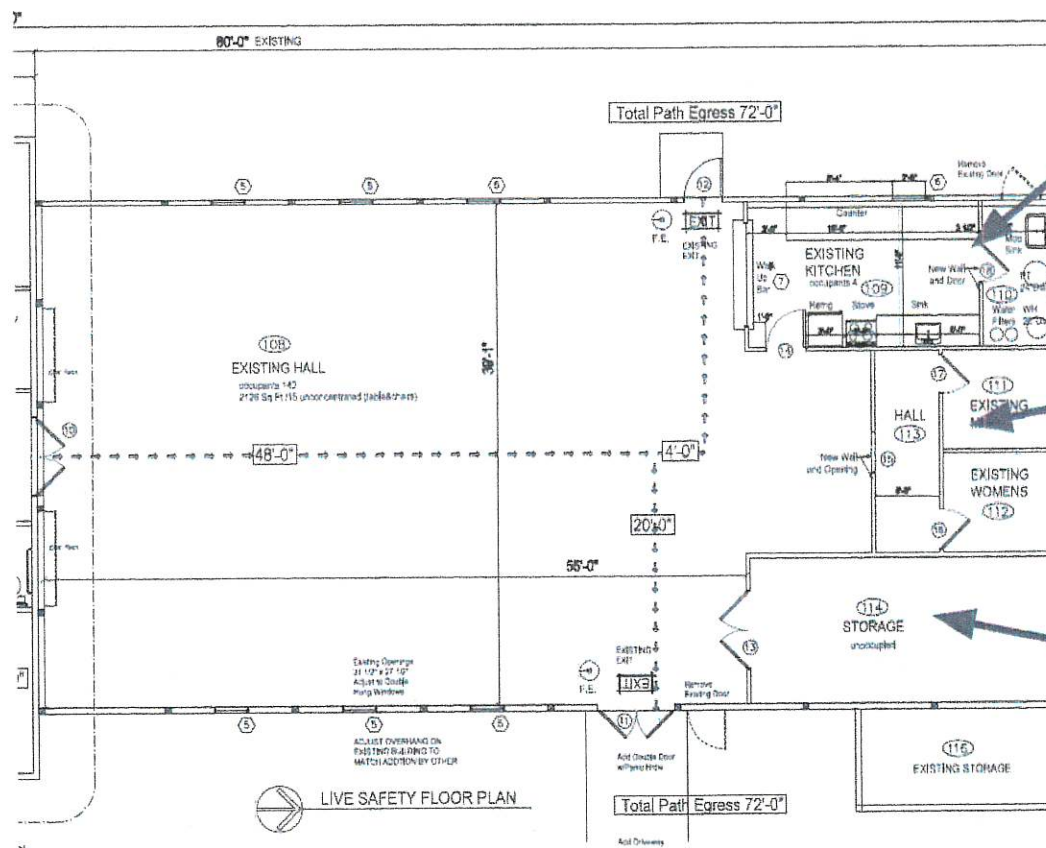
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- HVAC unit
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Board Offices

- Interior office (12' x 12') for Board Chair and Supervisors
- Exterior office (19' x 16') for Town Clerk, Treasurer

Project Plan: Multi-function Room

- Independent support wall
- Larger windows
- New roof
- New ceiling
- New flooring
- Updated LED fixtures
- Drive-up loading door on east side
- New exterior for Town Hall and Fire Station: rock facing and panels



Kitchen

Replace appliances and reconfigure space to support catering, warm and serve events

Bathrooms

Replace fixtures and improve privacy and accessibility

Storage

Convert current office to storage area for tables, chairs, exercise eqpt., holiday decorations

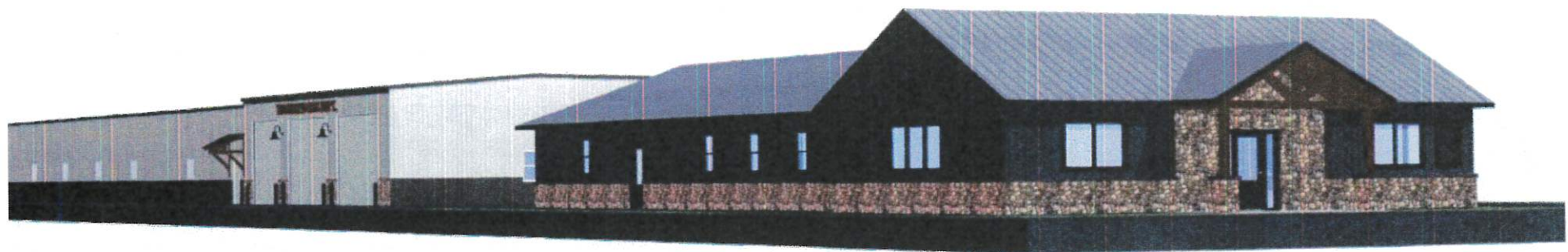
Project Plan: Exterior Town Hall and Firehouse

Town Hall: Stone facing 4' up, new metal panels above to the roof line, add 2' eaves.

Firehouse: Stone facing 4' up around fire house front doors; Replaceable 4' metal panels around the bottom of the rest of the building.

Add awnings over all walk-in doorways.

Paint south wall of firehouse.



SOUTH-EAST ELEVATION

Timeline

- Vote: **4 May, 2024**
- With electoral approval move onto the next steps
- Submit/review subcontractor bids: **May-July 2024**
- Break ground for addition: **August 2024**
- Start work on Firehouse: **September 2024**
- Weather enclose addition: **October 2024**
- Start renovations to multi-function room: **October 2024**
- Open new Town Hall: **January 2025**
- Update parking: **Spring 2025**

Cost

Estimate	New office area plus renovation of existing town hall and fire station: \$1,043,965
Current Town Hall and Grounds available funds	\$150,000
Loan Amount	\$894,000
Interest; 6% over 5 years	\$175,813
Cost to Property Owners per \$100K of property value	\$66 per year for 5 years

Project Estimate		Date:	3.22.2024
Project Title: TOWNSEND TOWN HALL ADDITION & REMODEL			
Design Costs	Architect/Construction Management	\$57,000	5.46%
	Architect Reimbursables	\$1,710	0.16%
	MEP Engineering	\$7,000	15.70%
	Specialty Engineering	\$0	0.00%
	Other Design Costs	\$0	0.00%
	Design Contingency	\$3,286	0.31%
	Design Sub-Total	\$65,710	6.29%
	3%		
Construction Cost	Administrative	\$0	0.00%
	Plans & Permits	\$0	0.00%
	Exterior Siding Up-Grade	\$74,000	7.09%
	Ceilings	\$20,000	1.92%
	Existing Office to Storage	\$3,500	0.34%
	New Addition	\$323,000	30.94%
	Metals	\$0	0.00%
	Wood & Plastic	\$0	0.00%
	Thermal & Moisture Protection	\$35,000	3.35%
	Doors & Windows	\$18,000	40.37%
	Finishes including Flooring	\$21,000	47.10%
	Repair Furnace Room	\$20,000	44.86%
	All HVAC and Plumbing	\$44,000	98.69%
	Electrical	\$18,000	40.37%
	Kitchen Remodel	\$10,848	24.33%
	Roofing	\$70,000	157.01%
	Attic Insulation	\$54,000	5.17%
	Sitework/Landscaping (Parking Lot)	\$67,000	6.42%
	Other Construction Costs	\$0	0.00%
	Construction Contingency	\$38,917	3.73%
	Construction Sub-Total	\$778,348	74.56%
	5%		
FD & HWY	Siding & Stone Veneer	\$68,800	
FFE Costs	Equipment	\$1,582	0.15%
	IT/Projector and Cart	\$500	0.05%
	Specialty Systems	\$0	0.00%
	Furniture	\$15,329	1.47%
	Window Treatments	\$0	0.00%
	Signage	\$30,185	2.89%
	Artwork	\$0	0.00%
	Moving/Relocation	\$0	0.00%
	Security/Cameras	\$0	0.00%
	Other Owner Direct Costs	\$0	0.00%
	Owner Direct Contingency	\$0	0.00%
	Owner Direct Sub-Total	\$2,580	0.23%
	5%		
Project Summary		\$47,606	4.56%
	Design Sub-Total	\$65,710	6.29%
	FD & HWY	\$68,800	6.59%
	Construction Sub-Total	\$778,348	74.56%
	FFE Sub-Total	\$47,606	4.56%
	Project Cost	\$999,381	
	Project Contingency	\$44,583	
	Total Project Cost	\$1,043,965	
	Town Hall & Grounds Fund	\$150,000	
	Loan Amount	\$893,965	

FF&E BUDGET ESTIMATES

Project Title: TOWNSEND TOWN HALL ADDITION & REMODEL

3.22.2024

	description	PRICE/EA	Capital Price
Equipment	dispenser paper towel sm	\$6	\$18
Equipment	mirror	\$38	\$114
Equipment	Refrigerator	\$800	\$800
Equipment	Stove	\$650	\$650
			\$1,582
Furniture	chair Conference nesting	\$305	\$6,100
Furniture	Table Conference	\$500	\$1,000
Furniture	Corridor Chair	\$599	\$1,198
Furniture	End Table	\$423	\$423
Furniture	Glass Display Case 72x48 interior	\$860	\$860
Furniture	L Shaped Desk	\$3,300	\$3,300
Furniture	5 High File Cabinet	\$245	\$245
Furniture	3 High Lateral File	\$500	\$1,000
Furniture	Task Chair	\$300	\$1,200
			\$15,329
IT	Projector and screen	\$500	\$500
Signage	Signage - Message Board Electronics and Display	\$30,000	\$30,000
Signage	Interior Signage	\$65	\$195
			\$30,195
			\$47,606

Estimated cost to taxpayers

2023 Annual Tax Revenue \$615,815.00
Parcel Count 2,786
Average Town Tax \$221.04 per parcel
Town Assessed Valuation \$325,114,200.00
Average Home Assessment Value \$116,442.00

Proposed Project Cost \$989,348.00
Funds Available (-\$150,000)

Loan amount needed \$839,348.00

Loan Amount: \$840,000.00
Current Interest Rate of 6% (This may fluctuate as time passes)

Per Parcel:

5 year loan \$197,754.25/year=\$70.99/parcel (\$148,771.23 Interest)
10 year loan \$113,188.71/year=\$40.63/parcel (\$291,887.52 Interest)
20 year loan \$ 72,641.71/year=\$26.08/parcel (\$612,834.06 Interest)

Per Assessed Value:

Annual Tax Revenue \$615,855.00
Assessed Valuation ÷ \$325,114,200
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\$1.89 per \$1,000 of assessed value

Annual payments for 10 years \$113,188.71
÷ 12 months
\$9,432.00 per month

\$113,188.00
÷ \$325,114,200.00
\$0.35 of \$1,000 of assessed value

Additional tax per \$100,000 assessed value would be \$35.00 the first year.

Proposed Referendum Language

The Town of Townsend is asking for your support to construct a 30 x 50 addition and remodel to the town hall. Loan amount not exceeding \$900,000.

Are you in favor?

YES

NO

Public Comment Session

- 3 minutes per person
- Please be kind