

Facilities Committee

Town of Lee NH Municipal Needs Assessment,
Options & Recommendations

Aug 2016 – Aug 2017

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Committee Members

| Deborah Schanda | Chair |
|-----------------|-----------------------------|
| Larry Kindberg | Member |
| Mark Nelson | Member |
| David Meeker | Member |
| Wayne Lehman | Member |
| Dwight Barney | Member |
| Scott Bugbee | Select Board Representative |

Evaluation Methodology

- List the most important factors to be considered in site evaluation - 32 factors

| Evaluation Criteria | Rank | Evaluation Criteria | Rank |
|-----------------------------------|------|------------------------------|------|
| Creates a Town Campus | 10 | Preserves Historical Context | 10 |
| Functional Plan/Service to Public | 10 | Accessibility of Buildings | 9 |
| Perceived Part of Town Center | 10 | Availability of Parking | 9 |

- List the site options to be considered/compared - 11 site options
- Score the options based on the factors
- Score the options based on 'ball park' cost estimates; highest cost site options were eliminated
- Consider opinions gathered from public forums Q1 2017

Evaluation Methodology

- Site Option Finalists:
 - New town hall plus additions and renovations in the town center horseshoe
 - 1st choice based on score (after eliminating highest cost options)
 - 1st choice based on public forum preference
 - New town hall at Stevens Field plus additions and renovations in the town center horseshoe
 - 2nd choice selected as a contingency if church property not available for purchase at acceptable amount
 - Renovation and expansion of current town center buildings
 - Scored 2nd but due to similar cost estimate and an overcrowded town center, committee chose new town hall at Stevens Field as 2nd choice

Cost Models

– High Cost Plan

- AG Architects estimated costs for the site option finalists based on questionnaires and interviews. Costs for the three options were quite similar

– Medium Cost Plan

- Using the high plan as a basis, the Facility Committee looked for ways to trim square footage and other costs, while keeping in mind future service needs

– Low Cost Plan

- AG Architects estimated cost for addressing only ADA and building code compliance and necessary repairs and maintenance

Cost Model Comparison

| Plans | Future Program Wants & Needs | Current Program Needs | ADA and Code Compliance | Necessary Repairs & Maintenance |
|--------|------------------------------|-----------------------|-------------------------|---------------------------------|
| High | X | X | X | X |
| Medium | | X | X | X |
| Low | | | X | X |

Not recommended:

Low Plan

- 15-20% reduction in useable space to accommodate elevators, 2nd bathroom, wider aisles, doors, etc. (estimate based on library impact)
- Elimination of basements and 2nd floor useable areas
- Does not meet any of the stated Program requirements

High Plan

- Cost too high for the limited additional benefits realized

Cost Options & Recommendation

- Medium Plan -

Recommended Option

| | |
|--|--------------------|
| Town hall 4,750 SF new building | \$1,196,540 |
| Current town hall 2,559 SF renovation (shared meeting space) | \$473,986 |
| Subtotal | \$1,670,526 |
| Library 3,472 SF addition & 3,028 SF renovation | \$1,522,503 |
| Historical Society Museum (existing space renovation) | \$215,429 |
| Total | \$3,408,458 |

- Includes site costs - details following
- Excludes operating costs - details following
- Excludes moving costs of staff and offices
- Excludes new furnishings
- Renovation of current town hall costs are based on preliminary walk through

Cost Options & Recommendation

- Medium Plan -

Site Costs

| Septic System & Well | |
|---|------------------|
| Parking Lot, Sidewalks, General Site Work | |
| Total | \$675,773 |

Operating Expense Annual Increase

| Current Operating Cost Factor (\$158,442/24,161 sq ft) = \$6.56 | |
|---|-----------------|
| Net Expansion (7,250 sq ft x \$6.56) | \$47,544 |

- Operating costs include FT building manager and PT employees totaling 80 hours per week resulting in approximately an additional 20 hours per week
- Includes staff benefits, janitorial supplies and equipment, heating and electricity

Cost Options & Recommendation

- High Plan / Low Plan -

| High Plan | |
|--|--------------------|
| Town hall 7,153 SF new building | \$2,446,680 |
| Current town hall 2,559 SF renovation (shared meeting space) | \$437,652 |
| Subtotal | \$2,884,332 |
| Library 7,998 SF (building addition & renovation) | \$2,452,604 |
| Historical Society Museum (building addition & renovation) | \$1,024,370 |
| Total | \$6,361,305 |
| Low Plan (Mandatory Compliance, Maintenance & Repair) | |
| Town hall & annex | \$831,000 |
| Library | \$318,000 |
| Historical Society Museum | \$164,000 |
| Total * | \$1,313,000 |

- Excludes required temporary relocation; estimate not available

Implementation Plan

Assumption: Lee Church Congregational property purchased

- Build new town hall on purchased church property
- Relocate town administration, tax collection, building and code enforcement to new building
- Remove annex from site
- Renovate current town hall
- Relocate and renovate Historical Society Museum, Hobo Shed
- Relocate library essential functions to current town hall, Public Safety Complex, other locations as required
- Build library addition
- Renovate existing library
- Relocate all library functions to permanent location

Funding

| Funding Existing Sources | |
|---|------------------|
| Lee Library Building Capital Reserve Fund | \$386,824 |
| Library Capital Reserve Fund | \$60,000 |
| Library Foundation (donations) | \$77,000 |
| *Town Building Capital Reserve Fund | \$45,688 |
| Subtotal of Funding Sources | \$569,512 |

* Planned town center 2018 to 2020 expenditures

| Funding Potential Source | |
|--|------------------|
| *Town Building Capital Reserve Fund | \$174,089 |
| Undesignated Fund Balance (Up To) | \$600,000 |
| Subtotal of Potential Funding Sources | \$774,089 |

* Balance possibly available

Funding

| | |
|--|--------------------|
| Medium Cost Plan | \$3,408,458 |
| Subtotal of Funding Sources | \$569,512 |
| Subtotal of Potential Funding Sources | \$774,089 |
| Unfunded Expense | \$2,064,857 |

| | |
|---|--------------------|
| \$2.25 M Bond (20 years @ 2.67%) | |
| FY 2019 / Tax Rate Impact | \$35,311 = \$0.06 |
| FY 2020 / Tax Rate Impact | \$173,540 = \$0.40 |
| *Example: \$226,700 x \$0.40 = | \$90.68/year |

* \$226,700 = Lee median home value provided by Town Administrator Aug 2017

| Existing Bonds | Bond Retirement | Tax Rate Impact |
|------------------------|------------------------|------------------------|
| *Public Safety Complex | FY 23 | \$0.16 |
| *Transfer Station | FY 24 | \$0.08 |

* Approximate impact of Public Safety Complex bond FY19 is \$0.157 provided by Town Administrator Aug 2017

* Approximate impact of Transfer Station bond FY19 is \$0.08 provided by Town Administrator Aug 2017

Funding

Additional Funds Opportunities:

- Library Funds

 - Lee Public Library Community Center Foundation (501c3) to raise additional funds once a plan is in place

- Heritage Commission

 - Enroll the town center buildings in the NH Historical Register, a prerequisite for application to state or national institutions for financial awards in support of historic renovations

- Energy Improvement Funds

 - Explore grants and rebates for reducing energy consumption

Recommended Next Steps

- Initiate new committee (Sept – March)
 - Committee must be comprised of individuals who believe in the needs and historical value of maintaining the Lee Town Center
 - Committee must be comprised of individuals who are willing to devote a significant amount of time during this seven month period
- Create a design with elevation drawings of Lee Town Center future state
- Validate costs based on design of Lee Town Center
- Seek and apply for grants
- Inform and educate the public
 - Public forums
 - E-Crier publications
 - YouTube, Facebook Live, TV broadcasts (advertised through E-Crier)
 - Etc.

Appendices

- Inventory of Buildings
- Needs Assessment of Personnel & Space
- Posted on Town of Lee website
 - Reference Excel Spreadsheet
 - High \$, Medium \$, Low \$ plan options
 - Reference Excel Spreadsheet
 - Evaluation worksheet

Appendix - Inventory of Buildings

| | <i>Square Footage</i> | | <i>Square Footage</i> |
|-----------------------------------|-----------------------|-----------------------------------|-----------------------|
| Town Hall | | Town Clerk, Tax Collector | |
| Selectmen Meetings | - | Public Counter | 88 |
| Public Reception | 186 | Work Stations | 208 |
| Town Administrator | 100 | Private Work Space | - |
| Administrative Assistant | 181 | Vault | 120 |
| Finance Office | 140 | Storage | - |
| Assessor Office | 101 | | 416 |
| Shared Office | 114 | Planning, Zoning, Building | |
| Public Conference Room, 1st Floor | 208 | Planner Office | 192 |
| Public Conference Room, 2nd Floor | 460 | Building Inspector Office | 133 |
| Selectmen Work Space, 2nd Floor | 235 | Public Vestibule | 49 |
| Vestibule, Corridor | 111 | Conference Room | 209 |
| Toilet | 45 | File Room | 129 |
| Break Room | 45 | Storage Room(House Plans) | 134 |
| Copy, Mail Room | - | Storage Room(Prev Heritage Comm) | 70 |
| Supply Storage | - | Toilet | 30 |
| Mechanical, 2nd Floor | 65 | Mechanical | 26 |
| Server Room, 2nd Floor | 65 | | 972 |
| Town Records (PSC) | 260 | | |
| | 2,316 | Town Administration Total | 3,704 |

Appendix - Inventory of Buildings

| | <i>Square Footage</i> | | <i>Square Footage</i> |
|--------------------------------|-----------------------|---------------------------------|-----------------------|
| Library | | Historical Society | |
| Entrance and Lobby | 210 | 1st Floor | 439 |
| Circulation Desk | 187 | 2nd Floor | 439 |
| Photocopier | 8 | Stair Basement | 41 |
| Reference Area | 374 | Stair 1st Floor | 60 |
| Computers | 99 | Storage (Basement) | 417 |
| Media - Audio Books | 114 | Total Historical Society | 1,396 |
| Media - DVDs | 58 | | |
| Adult Fiction, Non Fiction | 722 | Hobo Shed | 960 |
| Collection Room | - | | |
| Young Adult | 113 | | |
| Children's Room | 421 | | |
| Meeting Room (Basement) | 714 | | |
| Multipurpose Room | - | | |
| Director's Office | 73 | | |
| Library Workroom | - | | |
| Toilet | 49 | | |
| Staff Counter | 14 | | |
| Server Room | 24 | | |
| Storage (old basement) | 833 | | |
| Mechanical Closets (basements) | 107 | | |
| Circulation & Walls | 776 | | |
| Library Total | 4,896 | | |

Appendix - Needs Assessment of Personnel & Space

| Year | Population Projection | |
|---------------|-----------------------|------------|
| 2000 | 4,145 | |
| 2010 | 4,330 | |
| 2015 | 4,335 | |
| 2020 | 4,360 | |
| 2025 | 4,389 | |
| 2030 | 4,520 | |
| 2035 | 4,629 | |
| Growth | 484 | 12% |

| Staff Projections | 2016 | | 2035 | |
|--|-----------|-----------|-----------|-----------|
| | Full Time | Part Time | Full Time | Part Time |
| Town Hall | | | | |
| Assessing | 0 | 2 | 0 | 2 |
| Building Inspection & Code Enforcement | 1 | 1 | 2 | 0 |
| Selectmen's Office | 1 | 0 | 1 | 0 |
| Town Clerk & Tax Collector | 1 | 1 | 2 | 1 |
| Town Administration | 3 | 1 | 4 | 0 |
| Welfare | 0 | 1 | 0 | 1 |
| Trustee of Trust Funds | 0 | 1 | 0 | 1 |
| Cemetery Trustees | 0 | 3 | 0 | 3 |
| Supervisor of the Checklist | 0 | 3 | 0 | 3 |
| Total | 6 | 13 | 9 | 11 |
| | | | | |
| Library | 2 | 3 | 3 | 5 |
| | | | | |
| Historical Society | 0 | 1 | 0 | 1 |

Appendix - Needs Assessment of Personnel & Space

| Space Requirements & Projections | | | | |
|---|----------------------|----------------|---------------|------------|
| | | Proposed Sq Ft | | |
| | <i>Current Sq Ft</i> | <i>High</i> | <i>Medium</i> | <i>Low</i> |
| Town Administration | 3,704 | 7,153 | 4,750 | Net Loss |
| Library | 4,896 | 7,998 | 6,500 | Net Loss |
| Historical Society | 1,396 | 4,074 | - | Net Loss |

- Medium Plan assumes the renovated town hall is a shared space with permanent Historical Society Museum exhibits