Committee

Frank Ferreira

Michael Holland

Bill Reeder

Tricia Smith

Ed Sonn

Bob Stone

Attach to
Mins of
3/27/95

Need for Town Office

The combined space of the present Town Office in the Gleason Library and rented facilities at the Carlisle Education Center are inadequate.

Continued availability of the Gleason Library and the Carlisle Education Center is not possible.

The current working conditions make for very inefficient operation.

The town is in violation of the record storage requirements of the Commonwealth.

Goals

The proposed building and site improvements should:

Meet the needs of Carlisle for a Town Office for 20 years and be built so as to be expandable to meet future needs.

Be situated so as not to prevent other use of the Conant Land.

Not further aggravate the fragile water sources in the Town Center.

Be economical, non-experimental, and retain the rural character of Carlisle.

Become part of the Town Center.

Provide parking and access to the Conant Land.

Building Committee

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Professionals

Michael Rosenfeld, AIA, The Office of Michael Rosenfeld, Inc., *Architects*
Jane S. Katz, AIA, The Office of Michael Rosenfeld, Inc., *Architects*

Randy Sorenson, LAIA, Carol R. Johnson Associates, Inc., *Landscape Architects*

Paul F. Grasewicz, P.E., Graves Engineering, Inc., *Civil/Site/Environmental Engineers*

Conant Land

A large (57 acre) parcel but much of it is not suitable for a building site because of:

Topography which varies by more than 50 feet in elevation with a lot of ledge.

Wetlands including a certified Vernal Pool.

The parcel is valued for conservation purposes and has marked trails.

There is evidence that portions of the property may have been used by Native Americans.

There are numerous stone walls.

The eastern part of the site drains towards the Town Center which already suffers from poor water quality.

Limited and difficult street frontage (proximity to fire station and residential areas, limited sight lines).

Eight areas were evaluated as potential sites for the Town Office building.

Space Requirements

Previous space requirements studies were reviewed with the users.

The program provides:

#	Description	Sq. Ft.	Persons	Comment
17	Open Office	1700	17	Town Clerk (1), Financial Services(9), Land Use (6), Selectmen's Sec'y. (1)
2	Enclosed Office	350	3	Town Administrator (1), COA (2)
1	Small Conference Room	200		Temporary privacy
2	Medium Conference Room	500		Board Meetings
1	Large Conference Room	800		Board Meetings, COA
1	Work/Mail Room	300		Mail sort, Copier, Supplies
1	Kitchen	150		Staff and COA
2	Storage Area	400		Letter and Flat Files
1	Vault	300		Fire Rated Secure Record Storage
1	Committee Files	75		
1	Lobby	200		
	Subtotal	4975	20	
	Other @ 45 % of NSF	2239		
	Total	7214	20	

Site

The proposed site is on the knoll to the east of the fire station bordering the Nynex site with parking extending along the east side of the site northerly towards the Police Station leaching field.

Minimal encroachment of Conant Land, proximity to Westford Road and Town Center.

No filling of wetland but within 100-foot buffer zone of intermittent stream.

Minimal demolition of existing stone walls with relocation where possible.

Access road over the Nynex property.

Leaching field will be near Rockland Road which drains away from the Town Center.

Water will come from the Fire Station well which has ample capacity.

54 parking spaces (28 paved and 26 unpaved) with shaded lighting and evergreen screen.

Access to Conant Land from the rear of the parking lot.

Building

7200 square feet on two levels over crawl space.

Entry from the parking area away from Westford Road.

Future expansion possible in a 1280 sq. ft. foot-print along the west side of the building.

Wood clapboard exterior with corner boards, double-hung windows (arched windows in large meeting room on the Westford Road facade), and cupola.

1st floor: Town Clerk, Town Administrator, Selectmen's Secretary, Financial Services, Vault, Work/Mail Room, and two medium Conference Rooms.

2nd floor: Land Use Services, Council on Aging, Rest Rooms (handicapped accessible), second Work Room, Kitchen, and small and large Conference Rooms.

Storage distributed throughout the open office space.

Circulation along the perimeter for best space utilization and natural lighting.

Handicapped accessible building with elevator, air conditioning throught, and phone/data cabling at each work station.

Cost

TBD

Tentative Schedule

Final design and preparation of bid drawings	May through July
Advertisement of project	Early August
Receive bids	Late August
Review bids and select general contractor	Early September
Special Town Meeting	Mid September
Start construction	Late October
Construction complete	August 1996

Risks and Control Thereof

Archaeological - If no burial sites, there is minimal risk. Archaeological study is proposed.

Conscom Approvals - We are not filling wetlands and have a storm water management program.

Board of Health Approvals - Leaching site has been previously tested and another test will be conducted before May 15th. Will ask for determination that "Public Water Supply" is not required.

Historic Commission Approvals - The architect will meet with the Historic Commission to insure that the building exterior meets with the guidelines for building in the Historic District.

Nynex Easement - Nynex has indicated that they are amenable but the road could be placed on Town owned land if the easement is not obtained.

Planning Board Approvals - No variances being sought except to be within 100 feet of intermittent stream.

Users - The architect will conduct a follow up meeting with the Town Employees.

Ledge - The building will have no basement therefore we need not excavate.

Cost - We will have professional cost estimates before proceding with detail design and will have bids before seeking approval for bonding.

Summary of Proposal

Two story colonial style building having 7200 sq. ft. in a prominent site on Westford Road and visible from the Town Green.

Consolidates offices in one site with meeting rooms and space for anticipated growth over the next 20 years.

Provides vault for proper storage of records.

Future 50% expansion of net office space possible with a one-story shed addition.

Site minimizes the impact on the abutters, does not require filling of wetlands, and provides access to the balance of the Conant Land.

The cost to a typical taxpayer will be ____ per year for 20 years.

Warrant Article

Article xx. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to the amount previously authorized pursuant to Article xx of the September xx, 1994 Town Meeting (adjourned session) to be expended for architectural and engineering services for the purpose of completing the design and securing construction bids for a Town Office Building on the Conant Land, or take any other action relative thereto.

We expect to ask for $80,000 based on a construction cost of $1,100,000.

80% of the fee of $85,000	$68,000
Reproduction/Advertising	4,000
Contingency	8,000
Total	$80,000

Support

The Town Office Sub-Committee is unanimous in support of this proposal.

We have worked closely with representatives of the Village Improvement Association who are supportive of our proposal because it addresses their concerns.

We will be meeting with the Board of Health, Cons Com, Fin Com, Historical Commission, Planning Board, and Selectmen to make the proposal.

We have scheduled our 2nd Open Meeting for Saturday, April 8th, at 9 AM. We have explored suggestions made at our 1st Open Meeting in February.

Do we have your support?

Goal

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Selection of the Architect

Organizational meeting October 31.

Walked the Conant Land on November 5.

Michael Holland prepared a scheduled to carry us through to Town Meeting.

Collected and studied previous work.

Bill Reeder updated and reviewed program information.

Tricia Smith wrote and published a RFP for design services in early December.

Evaluated the 10 responses and invited the top 4 respondants for interviews.

Recommended that the Office of Michael Rosenfeld Inc. of Acton be the architect using the services of Carol R, Johnson, Landscape Architects and Graves Engineering, Site Engineers.

The Town Administrator directed the Town Counsel to prepare a contract.

The Need

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Design/Site Selection Activities

Members of the Committee walked the site with the Architect, Landscape Architect, and Engineer on January 20.

OMR met with the committee to understand objectives and history of the town and the site.

Committee and OMR held an open meeting on Feb. 4 attended by more than 50 people to solicit input.

OMR has met with town employees who will work in the Town Office.

The program information was reviewed and refined by OMR.

OMR presented four building sites for consideration by the Committee.

OMR and Carol Johnson now focusing on the site to the rear of the Nynex shed with access through the Nynex site.

Bob Stone gathered cost information on modular construction.

Mission

To bring to the Town Meeting a proposal for a Town Office Building on the Conant Land.

Consider modular construction.

Open Issues

Review office space with the Selectmen.

Increased space for growth in initial buiding.

Easement from Nynex.

Board approvals.

Cost.

Next Steps

Decide on location of the building and parking.

Prepare the Schematic Design.

Prepare cost information.

Secure an opinion from PAL on the archeological nature of the site.

Do a perk test at the proposed leaching field site.

Obtain Cons Com, Fin Com, Historical Com, Planning Board, and Selectmen's endorsement.

Have another open meeting prior to Town Meeting.

Mail a copy of the proposal to each household.

The Warrant Article

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