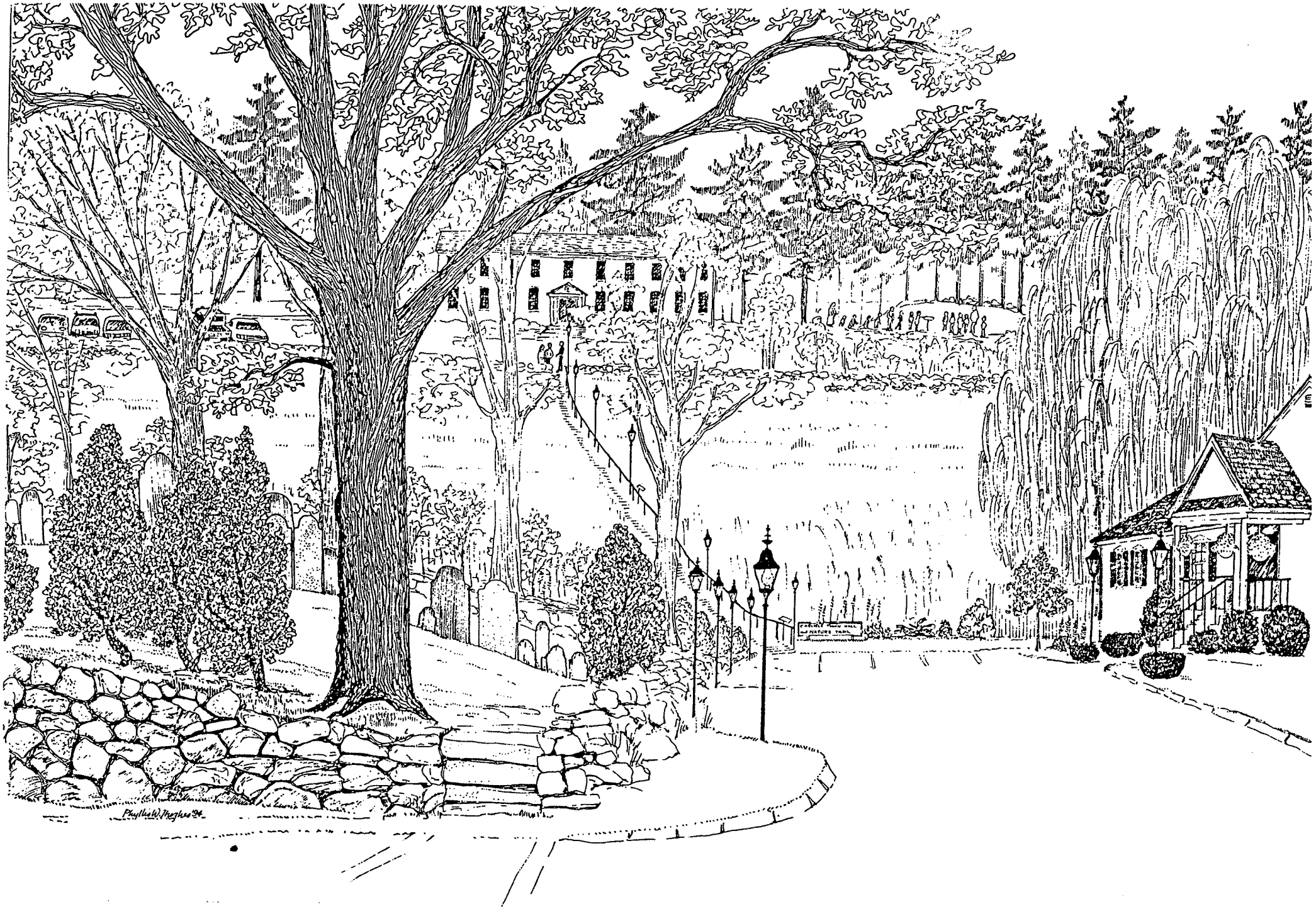
Proposal

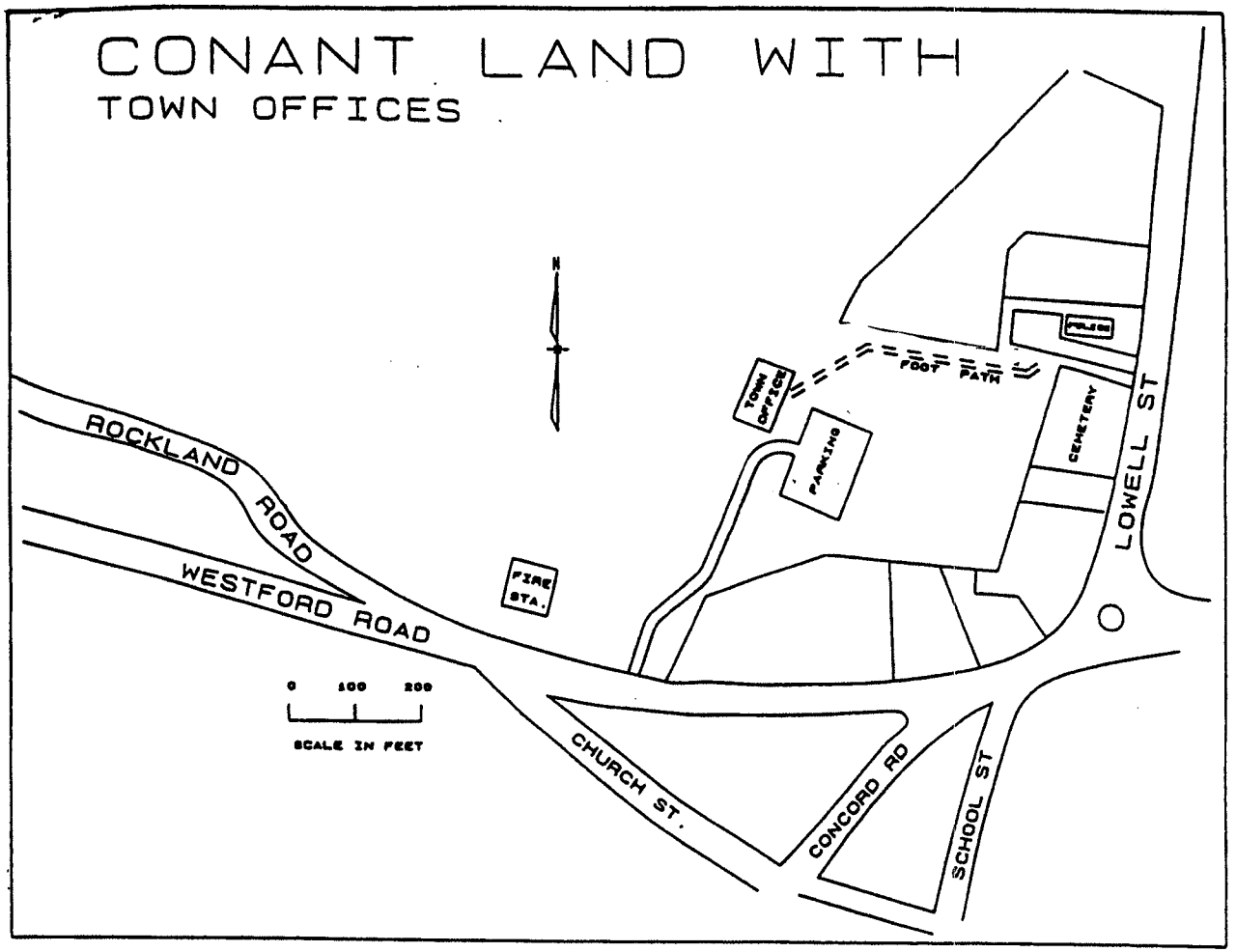
- Build new Town Offices on Town-owned Conant Land
  - 7000 square feet - 2 floors with elevator
  - probable site - on rise about 250 feet from Westford Road
  - shares well with Fire Station
- Total Cost $1,155,000

with
9/12/94 [illegible]

Proposal (continued)

- Project schedule
  - Planning Money Approved - Sept. 1994
  - Bid package available - Town Approval - Spring 1995
  - Move-in Feb. 1, 1996




CONANT LAND WITH
TOWN OFFICES
N
ROCKLAND ROAD
WESTFORD ROAD
TOWN OFFICE
FOOT PATH
PARKING
CEMETERY
LOWELL ST
FIRE STA.
0 100 200
SCALE IN FEET
CHURCH ST.
CONCORD RD
SCHOOL ST

Location

- Conant Land Identified as the preferred site for Town Offices in:
  - Benjamin Report - 1960
  - Brown Associates Report - 1975
  - Tappe' and Associates - 1988
- Highly visible, central, accessible
- Enhances the Town Center
- Extends Green, adds open space

Excerpts from the "Benjamin Report" 1960

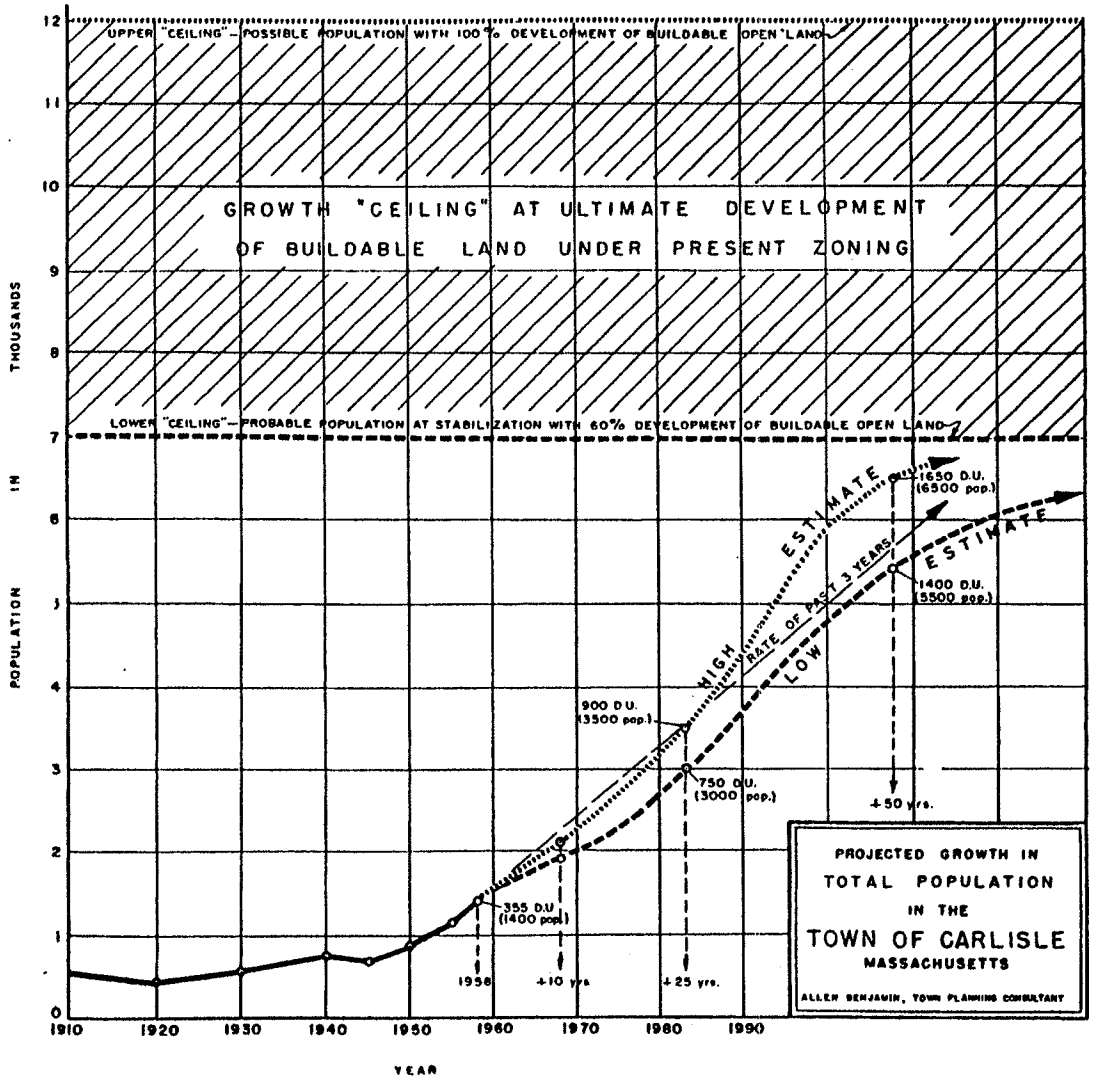
Long Range General Plan for the Town of Carlisle Massachusetts

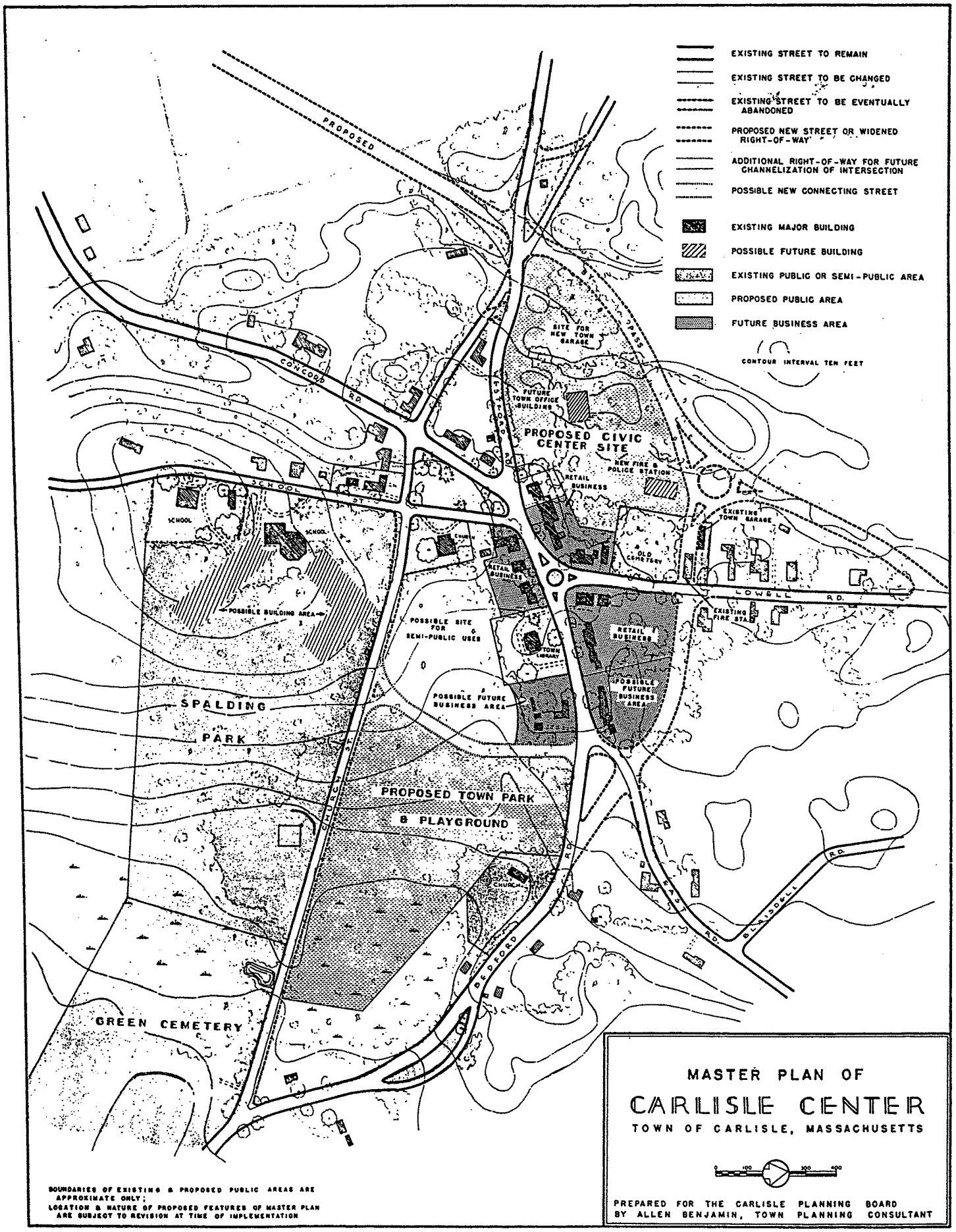
Prepared for the Carlisle Planning Board by Allen Benjamin, Town Planning Consultant

page 3 **Land Use**

General Situation Carlisle is typical of smaller Massachusetts communities, having a concentration of development in its village center surrounded by less intensive uses and much open land. It is unique, however, in that its built-up village coincides almost precisely with its geographic center, and that the street system radiates out from this village and is crossed by circumferential streets in an almost symmetrical pattern. .....

page 5 Projected Growth in Total Population




EXISTING STREET TO REMAIN
EXISTING STREET TO BE CHANGED
EXISTING STREET TO BE EVENTUALLY ABANDONED
PROPOSED NEW STREET OR WIDENED RIGHT-OF-WAY
ADDITIONAL RIGHT-OF-WAY FOR FUTURE CHANNELIZATION OF INTERSECTION
POSSIBLE NEW CONNECTING STREET
EXISTING MAJOR BUILDING
POSSIBLE FUTURE BUILDING
EXISTING PUBLIC OR SEMI-PUBLIC AREA
PROPOSED PUBLIC AREA
FUTURE BUSINESS AREA
CONTOUR INTERVAL TEN FEET
PROPOSED
CONCORD RD.
SCHOOL ST.
SCHOOL
SCHOOL
POSSIBLE BUILDING AREA
SITE FOR NEW TOWN GARAGE
FUTURE TOWN OFFICE BUILDING
PROPOSED CIVIC CENTER SITE
NEW FIRE & POLICE STATION
RETAIL BUSINESS
EXISTING TOWN GARAGE
OLD CEMETERY
LOWELL RD.
EXISTING FIRE STA.
RETAIL BUSINESS
POSSIBLE SITE FOR SEMI-PUBLIC USES
TOWN LIBRARY
RETAIL BUSINESS
POSSIBLE FUTURE BUSINESS AREA
POSSIBLE FUTURE BUSINESS AREA
SPALDING PARK
PROPOSED TOWN PARK & PLAYGROUND
CHURCH
BEDFORD RD.
EAST RD.
BLAISDELL RD.
GREEN CEMETERY
MASTER PLAN OF
CARLISLE CENTER
TOWN OF CARLISLE, MASSACHUSETTS
0 100 300 400
PREPARED FOR THE CARLISLE PLANNING BOARD
BY ALLEN BENJAMIN, TOWN PLANNING CONSULTANT
BOUNDARIES OF EXISTING & PROPOSED PUBLIC AREAS ARE APPROXIMATE ONLY;
LOCATION & NATURE OF PROPOSED FEATURES OF MASTER PLAN ARE SUBJECT TO REVISION AT TIME OF IMPLEMENTATION

Page 6. **Town Offices** Excerpts from the "Benjamin Report" 1960

Present Situation At present, there is no Town Office Building in Carlisle. Because of the simplicity of Town government, the current practice of the Town officials of maintaining their department records at home is adequate. Official boards can also meet in individual homes. When public meetings are required, adequate facilities in the new school building are available.

Future Needs As the Town continues to develop, there will be a definite need for publicly owned Town office facilities. Certainly well before the Town reaches a population of seven thousand, a number of full time employees will be required. Town records will increase in volume and bulk and will certainly warrant a central storage space, desirably in a fireproof vault. The number and frequency of public meetings and hearings unrelated to the school system will demand several rooms open to the public.

Altogether, it seems clear that while the present lack of Town office facilities has not created serious problems, further growth of Carlisle will change this situation and that the town will need - like most other communities - some sort of Town Office Building. Fortunately, the building need not be the traditional "New England Town Hall," since the larger public assemblies can continue to be held in the school auditorium, but rather **a compact, efficient office building with a meeting rooms for small groups.**

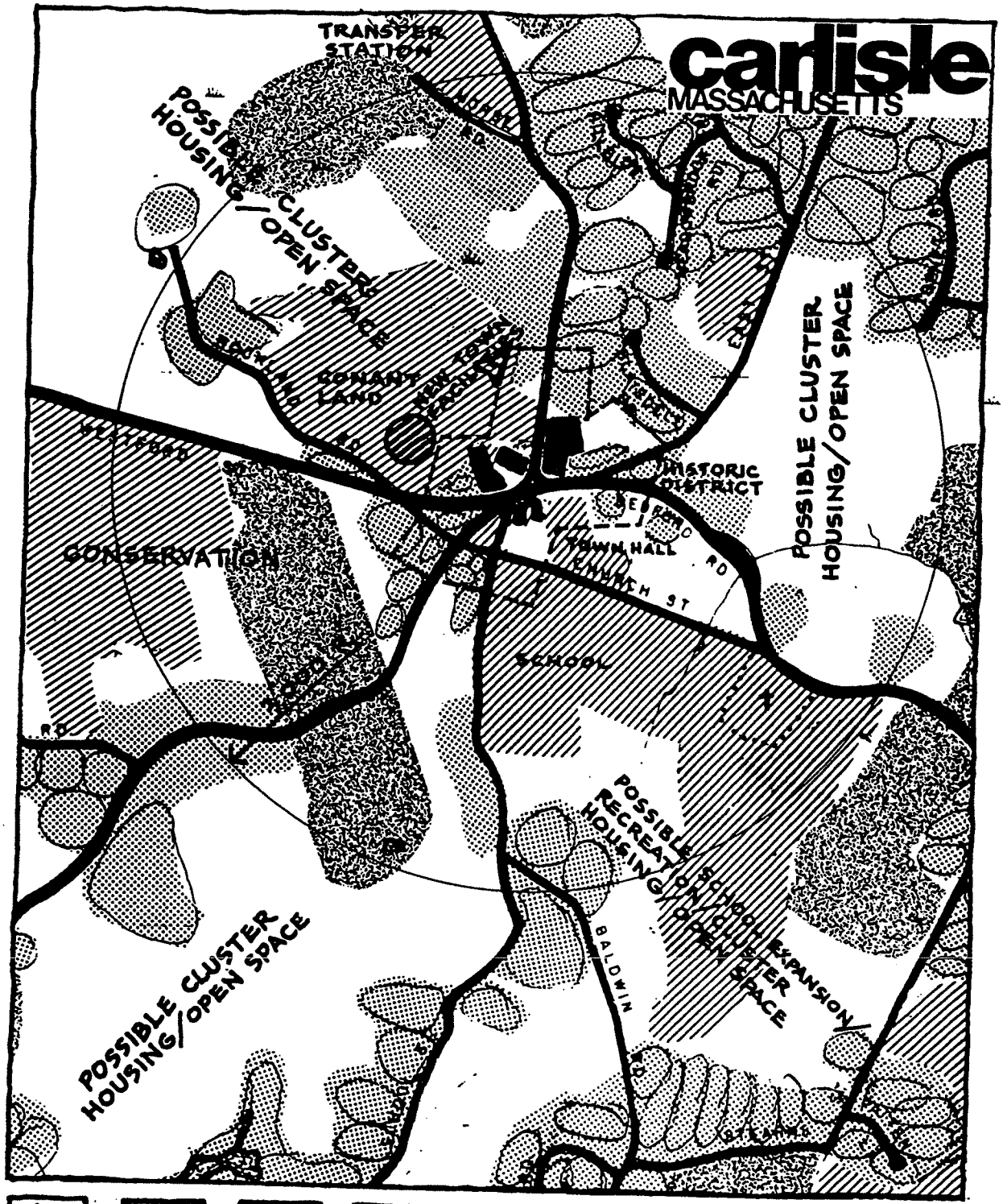
Proposed Civic Center When the need for municipal offices becomes sufficiently great, **it is proposed that the town the nucleus of a Town Office Building on a parcel of land roughly bounded by the proposed Center by-pass,** the rear of the developed proposed property along Lowell Road and the rear of developed property along Westford Street. **As discussed further , it is also proposed that this site be acquired by the Town for general civic development, which would include facilities other than Town Offices** Adequate parking could easily be provided on such an adequate site, and because of street proposals previously discussed it would be highly accessible to all citizens of the community regardless of the area in which they live.

Page 26 **Town Center**

Master Plan of Carlisle Center The accompanying map, entitled "master Plan of Carlisle Center" shows on a single plan the interrelationship of the various facilities and uses, existing as well as proposed, within the Center area. .....

Center Appearance **An important planning objective (relating to the center in particular) should be the preservation and enhancement of the overall character and appearance**. Some of the proposals shown in the Center Master Plan should help in this regard; in particular, the new by-pass (by removing the congestion and noise of through traffic) and the new Civic Center site (by adding to the open, landscaped area in the vicinity and providing an attractive and spacious setting for new Town buildings). .....

In addition, consideration was given to establishing (by appropriate legislation) a " Historic District" here in the center.....



TOWN CENTER PLAN

JOHN BROWN ASSOCIATES
COMMUNITY PLANNING AND DEVELOPMENT

Conant Offices

Excerpts from : **" Policies for future town development- Carlisle Massachusetts"**
prepared for the Carlisle Master Planning Committee by
John Brown Associates 1975
note that a Summary was published in the May 28 1975 issue of The Mosquito. (vol. III no. 19)

page 21- Section IV Town Center

'The town center is of special importance to Carlisle and while it falls within the land use-development policy approach of the town as a whole it deserves particular attention. The center, the area in immediate proximity to the Monument, is the node of the town. Not only is it the geographic center but it is also the social and commercial center of the town (modest as it may be). .....
The center and town's rural character are the two aspects of Carlisle common to all.

page 22 Section IV continued...

New Town Facilities on the Conant Land. The portion of Carlisle that surrounds the monument is the geographic and activity center of the town. As such, the required new town facilities, especially those of public access nature, would be well placed as close as possible to the center. The facilities for town functions that do not require direct and frequent access by the public might or might not be logically located at the center. In other words, the town hall, a public information and meeting place, requires a close-in, highly visible location. The architectural design and site planning of the Town Hall should be such that citizens and visitors can readily recognize its location and identify its, function.....

Underlines added for emphasis

page 23 Section IV continued....

The portion of the Conant land that is physically closest to the Monument, the southeast corner, would be the best geographic and functional location for the town facilities. Surrounding a high knoll, just outside the historic district, the building could be easily accessible by foot and have a minimum of driveway. Appropriate design and landscaping could visually include the facility within the center without infringing upon what is historically valuable. The area immediately behind the buildings that face the Monument, straddling the brook, can become a new common with the new facility facing and looking down upon it. .....

The southeast corner is, for the most part, separated from the rest of the Conant Land by natural features. The pond on the north and the wet areas to the west define an area of approximately 12 acres. Site design would have to be compact and extremely sensitive in order to relate appropriately to the natural features and historic district.....

Combined Use of the Conant Land. The Conant land might appropriately be developed for a public facility or a housing development which in either case could leave the bulk of the remainder of the land for conservation. It might also be possible to provide town facilities and housing together with conservation and, in the process, benefit the town's overall land use policy efforts. .....

Excerpts from **"Carlisle Town Office Study" April 1988**
by A. Anthony Tappé and Associates

page _ Executive Summary

The Town of Carlisle is to be commended for their insight in studying the alternatives for the Town Offices facilities for their current and future needs. The rural and historic character of the Town is unique and must be respected with any building design or renovation alternative chosen.

The direction of this study has been twofold: to evaluate the possibility of renovating the existing Congregational Church located approximately a quarter of a mile up School Street from the town center, and to study the design of a new facility to be located on a portion of the Conant Property directly behind the residences on the north side of the rotary in the center in the center of town.....

Description of alternative schemes - Renovation of the Congregational Church

The first part of this feasibility study to design new Town Offices involved an analysis of the existing Congregational Church on School Street. Our preliminary evaluation noted that the building was essentially sound and large enough to fit the projected program of Town Offices on the upper floor and rental space for the Post Office on the lower floor.

.....In renovating an existing building for another use it is usually necessary to change some aspects of the exterior appearance of the building to fit its new civic image. While the general appearance of the Church building is most appropriate we have added some architectural elements to the existing building and additional landscaping to play down the size of this facility in a residential context.

The addition of a cupola/clock tower and a more formal front entry which is appropriately scaled to the size of the building will help make the transition from a private, religious facility to a public and civic institution in town.....

The conversion of this building into a new use would require a number of renovations to bring the building up to the level of energy efficiency and quality of finishes normal to a new facility.....

In summary, in terms of the program, this building could adequately meet the requirements necessary for a new town office facility. **In terms of appropriateness of the siting for this facility, we must comment on the inadequacy of the distance of the building from the historic town center**. The Committee's own Statement of Design Considerations suggests that the town wishes to reinforce the historic town center. **The existing structure is located on a narrow road over a hill from the center, next to a school, and in a residential neighborhood. We would recommend that the town carefully consider this building for a municipal facility.**

Excerpts from "Carlisle Town Office Study" April 1988

Description of Alternative Schemes - New Town Offices on Conant Land

..... On initial inspection, the Conant Land, located off the rotary in the town center, is well located for this new use. The property abuts the new police station at the northeast and is adjacent to the new Fire Station at the southwest corner of the site, which would allow the Town Offices site to link these municipal sites together.

..... **In summary, we believe that the Conant Land is well suited as a site for new municipal facilities. The site links other municipal sites to it which reinforces the historic context of town centers, and building a new facility would allow the town to provide exactly the functional characteristics they need to fulfill their program and design requirements**.

Carlisle Congregational Church - Preliminary Architectural Recommendations

..... In the architect's judgment, the location of the Carlisle Congregational Church does not lend itself to creating a civic center and heart of the community for the Town of Carlisle. School Street becomes narrow and visibility undefined. Once the summit of "school hill" is reached the context of the area quickly becomes exclusively residential. Business hour vehicular traffic would increase dramatically and impact the area significantly.

We recommend to the Committee that other alternatives for a permanent and lasting Town Offices and Post Office Facility be provided equal consideration.

Conant Land - Preliminary Architectural Recommendations

The Town-owned Conant Land is presently being carefully studied by the architects. **The possibility exists for a very special Town Common or "Green" to be formally planned with the opportunity to create a gracious pond, maintain the natural terrain to include stone walls, large trees and ledge outcroppings, provide natural trails and pedestrian walks, and enhance the natural beauty and terrain of the site in a very positive way.....**

Contextual and thoughtful site planning of the Conant Land could create a Carlisle civic center and community heart properly representative of the significant role the Town Government System has played in the formation and development of Massachusetts communities.

As the Town of Carlisle expands and grows in population, the Town Hall will become the symbol of the Town's citizen's philosophy and history.....

Conant Offices - reports

Reasons for site preference

- the center is the social and commercial focus of the town
- preserves and enhances the character and appearance of the Town
- easily accessible to all citizens
- ties together the existing Fire and Police Stations as part of a "Civic Center"
- Town Offices require a close-in, highly visible location

Reasons for site preference - cont.

- appropriate development adds open space in the center of the town
- minimal impact on residential neighborhoods
- create a gracious "green" with a pond, trails, large trees with open space
- for pedestrians in the center.
- preserves valuable recreation land near the center - (Banta - Davis Land)

Building

- New Construction
  - Designed for public use and access
  - Energy efficient
  - Maintainable
  - Fully handicapped accessible
- Right Size, Expandable
- Town-owned land, available in shortest time

New Town Offices on Conant Land

9/1/94

Preliminary Budget Estimate of Probable Project Cost

				Planned for expansion	
Construction					
New Construction (note 1)	**7000 SF**	115 $/SF		**$805,000**	
Sitework					
Septic System	Allow			$25,000	
Parking & Grading	Allow			$40,000	
Well - connect to fire station's				$2,000	
		sub total		**$67,000**	
Fees					
Architecture & Engineering				**$75,000**	
Project Expenses					
Printing				$4,500	
Testing				$4,500	
Misc. Expenses				$5,000	
Clerk of the Works				$35,000	
		sub total		**$49,000**	
Project Contingency					
Contingency - misc.				$50,000	
Ledge Removal	Allow			$25,000	???
		sub total		$75,000	
Building Costs				**$1,071,000**	
Furnishings					
New Furnishings	4000 SF	11 $/SF		$44,000	
Drive way Construction includes buried utilities	330 feet	$120 $/LF		$40,000	
Total Project Cost				**$1,155,000**	

note 1 : based on estimates by Tappe' Associates for a larger two story wood frame building with elevator

Cost

- Site Development and construction

  $1.15 Million (much less than Land Swap)
- Future savings in operating costs
- No hidden costs, all costs upfront
- Other savings :
  - Banta-Davis Land available and useable
  - Retains developed area of Green Cemetery

Overview of Conant vs. Land Swap

Land Swap

	Before	After
Funds	$1,000,000	
Banta Davis Land	$450,000	
Church and Field		$1,200,000
Malcolm Land -13 Acres		$20,000
Malcolm Land - Options		$230,000
Total (*note)	**$1,450,000**	**$1,450,000**

Conant

Funds	$1,155,000	
Build Town offices		$1,155,000
Total	**$1,155,000**	**$1,155,000**

Savings by building on Conant Land **$295,000**

*note: Other capital costs are not shown

Analysis of the Town Office Land Swap Proposal

What the Town Gets

	September '94	
Offices and fields		
Church for Town Offices	$850,000	
Field Replication	$225,000	
Renovation of Church	$75,000	
Contingency	$50,000	
Cost for Office & Field	**$1,200,000**	
Land Purchase		
13 Acres of Conservation Land- value	$20,000	
Value of Malcolm options	$230,000	note 1
Cost for Town Offices and Land	**$1,450,000**	

What the Town Pays - Now

Loss of 11 acres Banta - Davis Land	$450,000	
Debt through Bonding	$1,000,000	
Total Payments by Town	**$1,450,000**	

What the Town Pays - Later

Other Capital Costs		
Office Furnishings	$40,000	
Deferred Renovations	$25,000	
Cemetery construction	$25,000	
Build Road to access Banta Davis	$84,000	note 2
Total Other Capital Costs	**$174,000**	

Total Project Cost

$1,624,000

Related but unknown Costs - ongoing budgets	
Higher operating and maintenance	????
Cleaning	????
Heating & Electricity	????
Water testing	$3,600

note 1: Options to buy 1 lot for $1, plus the remainder of Malcolm Property for $750,000 in spring of 1996. Thus the Town would pay a total of $1,000,000 for property apprised at $700,000.

note 2 : Construction of a 700 foot driveway to provide access to rear portion of Banta-Davis Land

Apples - to - Apples Comparison of Conant vs. Church Offices

	Land Swap	Conant	Savings
Offices	Sep-94		Church-Conant
Construction / Acquisition Costs	$850,000	$1,071,000	
Renovations	$75,000	$0	
Field Construction	$225,000		note 1
Contingency	$50,000	included	
Sub- Total	**$1,200,000**	**$1,071,000**	$129,000
Furnishings	$40,000	$44,000	
Driveway / Access Road	$84,000	$40,000	note 2
Office Costs	**$1,324,000**	**$1,155,000**	$169,000
Other Costs			
Deferred office renovations	$25,000		
Cemetery construction	$25,000		
Project Costs for Town Offices	**$1,374,000**	**$1,155,000**	$219,000
Land Acquisitions - this meeting			
Gain of Malcolm Land			
Land purchase 13 acres @ $1,500	$20,000		
Options on more land	$230,000		
Total Project Costs (incl. Land)	**$1,624,000**	**$1,155,000**	**$469,000**
If Land options are exercised in the Spring of 1995:			
Purchase of all Malcolm Land	**$750,000**		
Total Project Cost w all Options	**$2,374,000**	**$1,155,000**	**$1,219,000**

note 1 : New playing fields are of higher quality than current fields, but are not expandable
note 2 : Construction of a 700 foot driveway to provide access to rear portion of Banta-Davis Land

Advantages

- Lower Capital Cost
  - $1,154,500 vs. $1,624,000
- New Building - lower operating costs
- Enhances Town Center - open space, park
- Preserves Banta-Davis Land for Recreation and Cemetery
- Better access, low impact on neighbors