



TOWN OF BRIMFIELD
TOWN HALL OFFICES PROJECT
Information Sessions - OPTIONS
March 25 and April 1, 2024



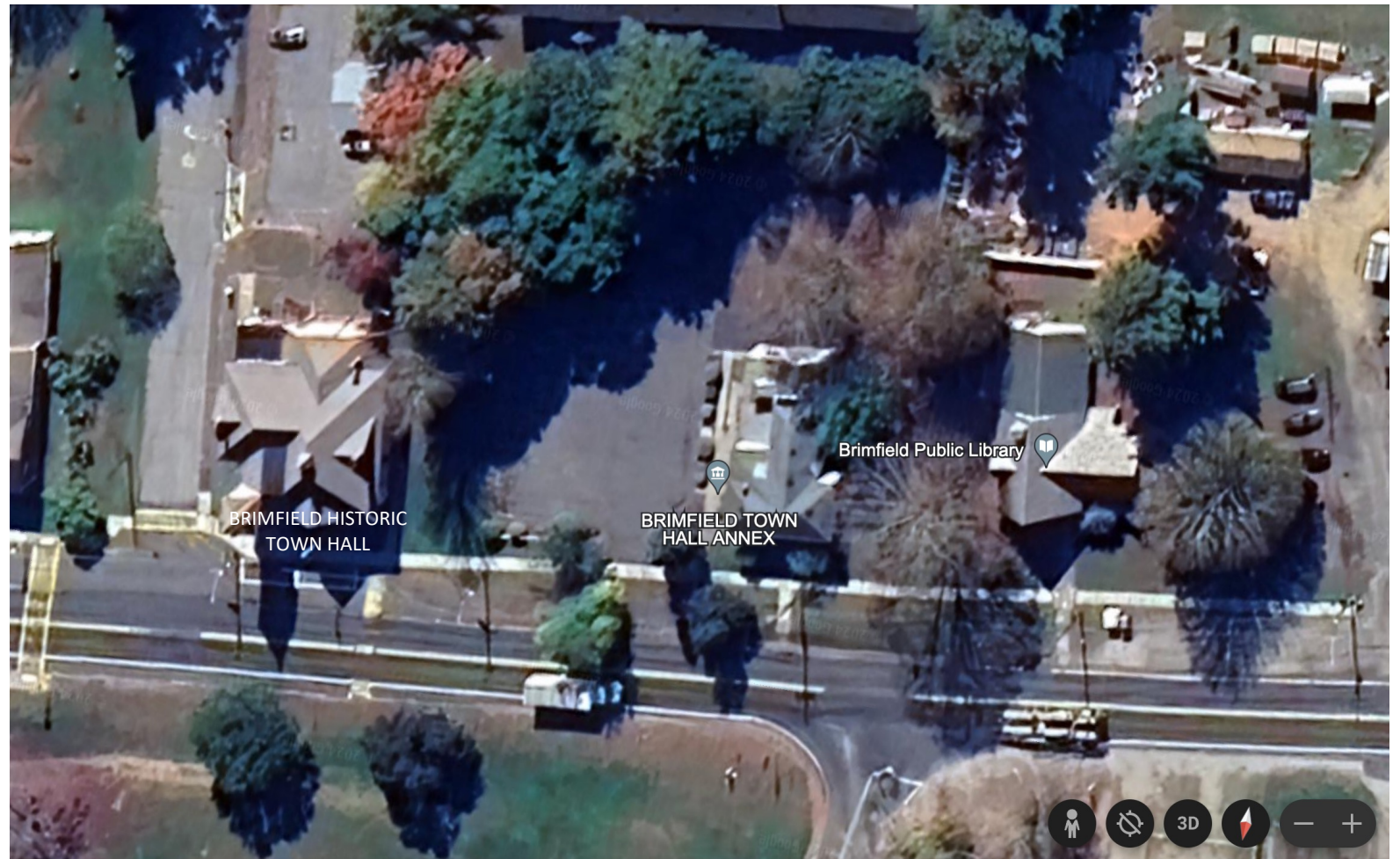
Town of
BRIMFIELD
Massachusetts



TERVA

Building Committee has been charged with:

- Developing options to provide adequate, safe, accessible offices and meeting spaces for conducting Town business.
- Town is NOT approving any project, just funding a set of Schematic Drawings to get accurate estimating for a preferred option.



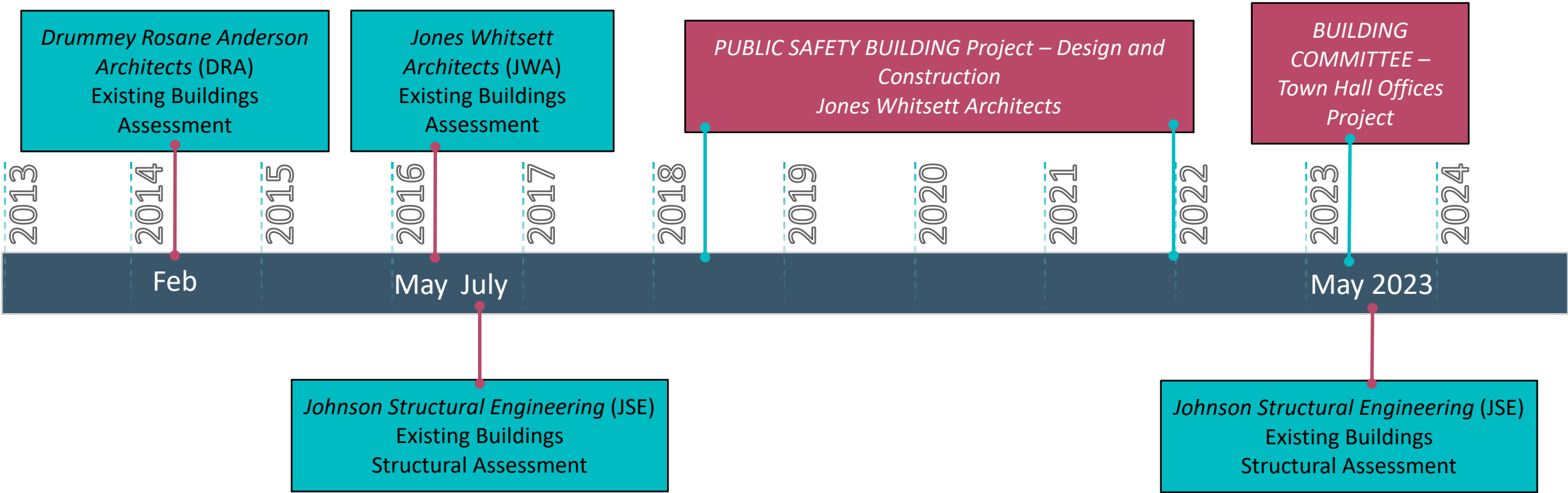
Existing v Future Needs:

- The current Town Hall Annex has approximately 3200 sf.
- Preliminary programming study shows 8000 sf needed to house all Departments and personnel with some shared meeting spaces.
- If study is funded, a Design Team will revisit and confirm, for developing the most efficient solutions.

Town Offices					
	CURRENT LOCATION	PERSONNEL	DESK	OFFICES NEEDED	
ANIMAL CONTROL	PUBLIC SAFETY	1			PUBLIC SAFETY
ADVISORY BOARD	NO LONGER EXIST				
AGE FRIENDLY & DISABILITY	CONFERENCE RM	6			Conference rm
AGRICULTURAL COMMISSION	CONFERENCE RM	2			Conference rm
BARN INSPECTOR	CONFERENCE RM	1			BUILDING DEPT
BOARD OF ASSESSORS OFFICE	ANNEX	4	3	1	ADMIN
BOARD OF HEALTH	ANNEX	4	2	1	BUILDING DEPT
BUILDING DEPT PLUMBING, ELECTRICAL	ANNEX	4	2	1	BUILDING DEPT
CABLE/ PUBLIC ACCESS TV	TOWN HALL GROUND FLOOR			2	1 COULD MOVE TO ELEMENTARY SCHOOL
CEMETERY COMMISSION	ANNEX	4		?	Conference rm
CONSERVATION COMMISSION	ANNEX	5		1	BUILDING DEPT
COUNCIL ON AGING	FIRST CONGREGATIONAL CHURCH	3	1	1	ADMIN
CPA	ANNEX	1	1	1	ADMIN
CULTURAL COUNCIL	NO LONGER EXIST				
ELECTIONS	TOWN HALL	1	1	1	ADMIN
EMERGENCY MANAGEMENT	PUBLIC SAFETY			1	PUBLIC SAFETY
FINANCE COMMITTEE	CONFERENCE RM	7			Conference rm
FIRE DEPT	PUBLIC SAFETY				PUBLIC SAFETY
HIGHWAY DEPT	DPW BUILDING				DPW Building
HISTORICAL COMMISSION	CONFERENCE RM	8	2	1	BUILDING DEPT
MUNICIPAL FACILITIES BUILDING COMMITTEE	CONFERENCE RM	7			BUILDING DEPT
OPEN SPACE & RECREATION	CONFERENCE RM	4			Conference rm
PARKING VIOLATION CLERK	PUBLIC SAFETY				PUBLIC SAFETY
PLANNING BOARD	ANNEX	5	1	1	BUILDING DEPT
POLICE DEPT	PUBLIC SAFETY				PUBLIC SAFETY
PUBLIC LIBRARY	LIBRARY				LIBRARY
RECREATION COMMITTEE	CONFERENCE RM	5			Conference rm
SELECTBOARD ADMIN OFFICE	ANNEX	1	1	1	ADMIN
SCHOOLS	OFFICE OF SUPERINTENDENT OF SCHOOLS. STURBRIDGE				?
TOWN WEBSITE PUBLISHING	ON LONGER EXIST				
TRAILS COMMITTEE	CONFERENCE RM				Conference rm
TREASURE -TAX COLLECTOR	ANNEX	2	2	2	ADMIN
TOWN CLERK	ANNEX	2	1	2	ADMIN
VETERAN SERVICE AGENT	CONFERENCE RM	2	1	1	ADMIN
ZONING BOARD OF APPEALS	ANNEX				BUILDING DEPT
		48	12	12	
TOTALS		117	33	29	

Existing Building Assessments Performed

- DRA Architects in February 2014
- Jones Whitsett Architects in May 2016
- JSE Structural in July 2018 & May 2023



Deficiencies

- Current Annex building access does not meet accessibility requirements.
- Building has structural issues, stabilization performed, but not permanent repairs.
- Outdated mechanical systems, no potable water.
- Building layout not conducive to municipal use.



*“ Due to the extent and severity of the [structural] issues,
it is our professional opinion that a
decision is made in the near future whether to
to proceed with repairing and reinforcing the existing structure
or
looking for a new facility. ”*

*Structural Inspection(s) of Existing Conditions
Performed by Johnson Structural Engineers (JSE)
May 4, 2023 & July 18, 2016*



Credit: JSE 05.18.23 Structural Assessment



Concern Priority Level (1-4)

Priority Level **4**

Priority Level **3**

Priority Level **2**

Priority Level **1**



Annex not a viable option in past assessments, not being considered as a current option.

- Difficult and costly to adapt and re-use residential buildings for municipal/public use.
- Annex was built over time to suit past needs, scale and construction type difficult to amend.

Deficiencies

- Current Town Hall complex does not meet accessibility requirements.
- Recent roof structural failure, local repair performed, not systematic to address all possible issues.
- Building envelope past useful life: no insulation, masonry repointing/waterproofing req'd, windows.
- Mechanical systems outdated, no potable water, septic system upgrades required.





Concern Priority Level (1-4)

Priority Level **4**

Priority Level **3**

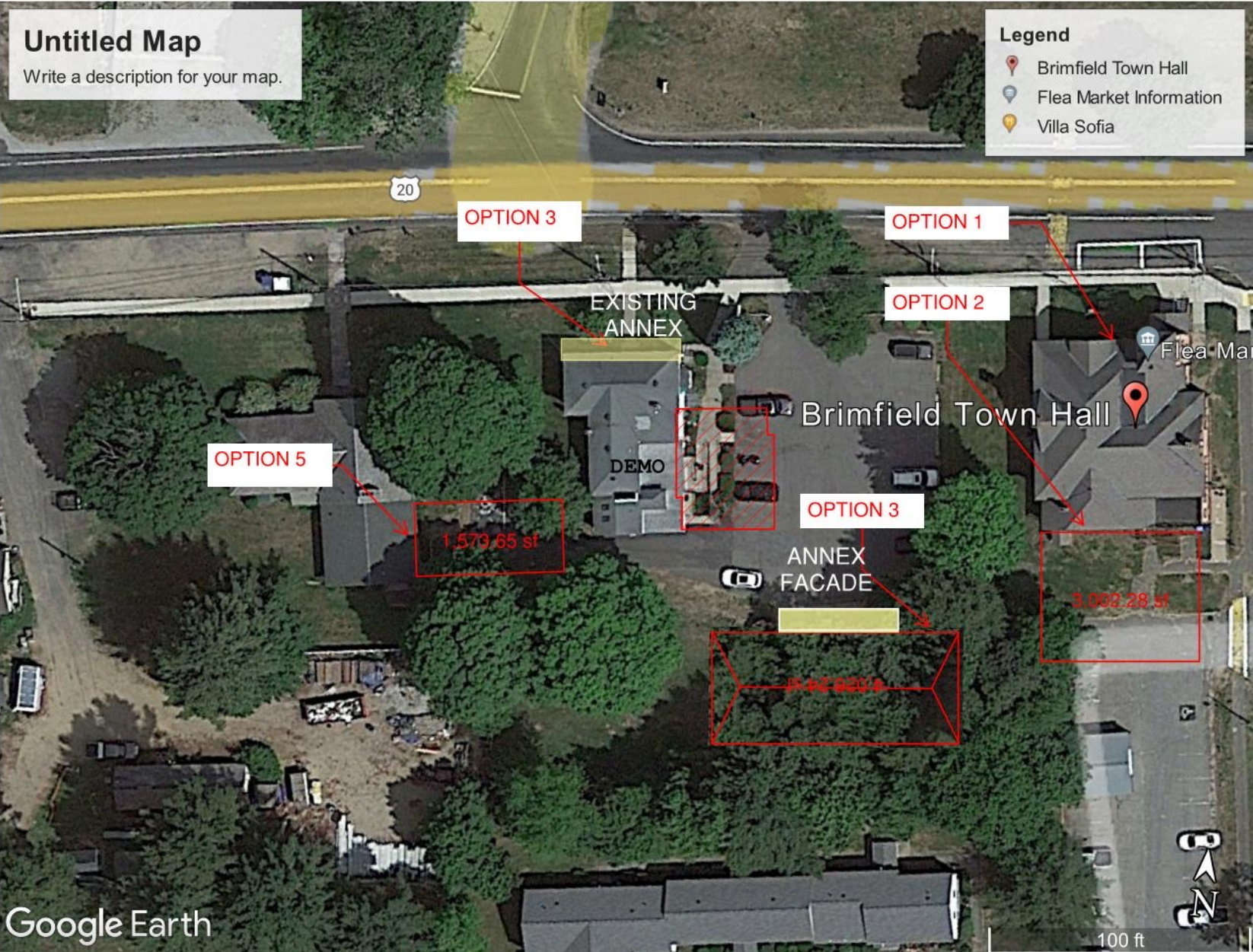
Priority Level **2**

Priority Level **1**



- **Space limitations at Annex and building condition at Town Hall are now impacting operations**
- **Looking for an efficient design that best allows for the use of shared resources across all Departments**
- **21-23 Main Street properties: historic location for Town Departments with required infrastructure (fiber/water)**
- **Town Hall: ground level masonry/roof structural repairs and building envelope updates needed (time for some TLC)**
STILL A GOOD RESOURCE FOR THE TOWN – HISTORIC
- **Town Annex: accessibility and structural deficiencies with challenges to renovation options (built as a home)**
COSTLY WITHOUT GOOD RETURN ON THE SPACE NEEDS

PAST STUDY OPTIONS



Original Master Plan Study by JWA in 2017 identified various options for Town Hall Office Space.

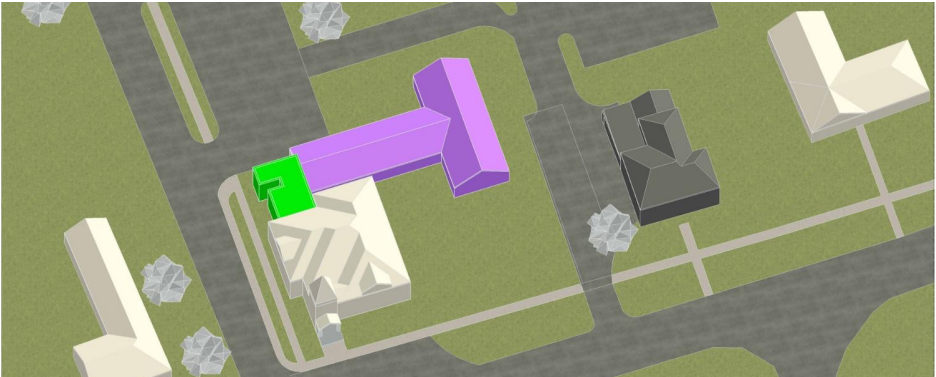
The Building Committee has kept one of these options (Option 1) and identified two new approaches for consideration. (Options 2-3)

The Selectboard has also asked that we include an additional parcel currently on the market. (Option 4)

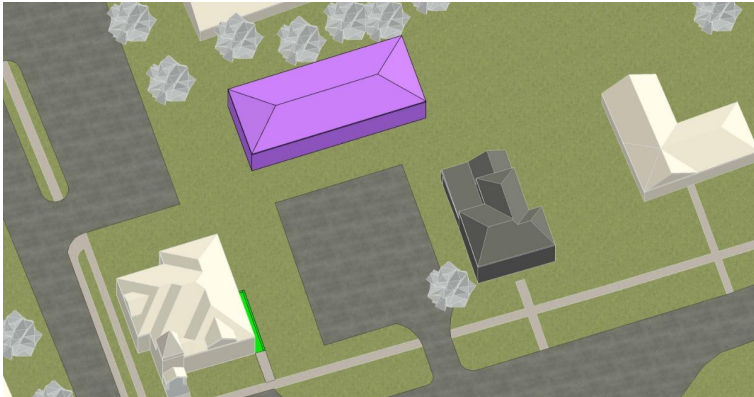


CURRENT STUDY OPTIONS

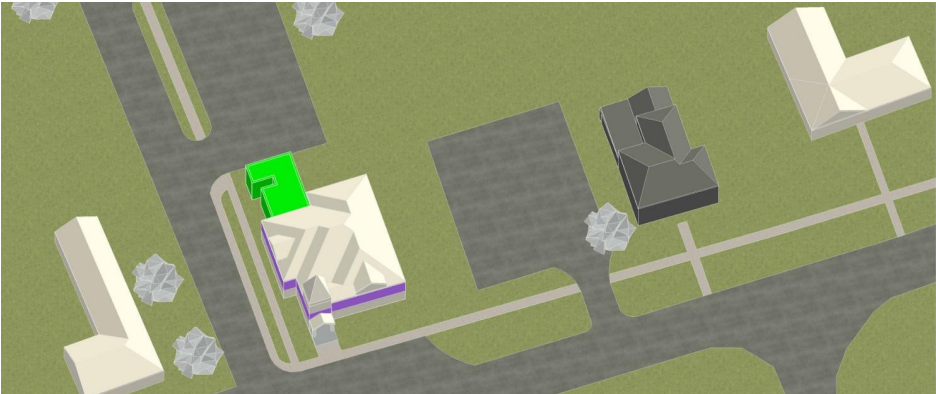
OPTION 1: Renovate Town Hall + Add Office Space



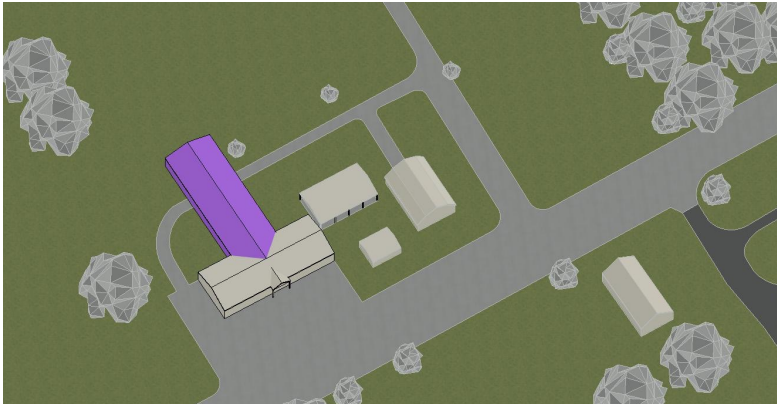
OPTION 3: Stand Alone Building



OPTION 2: Adaptive Reuse of Town Hall



OPTION 4: 74 Palmer Road Parcel



Renovate Existing Town Hall

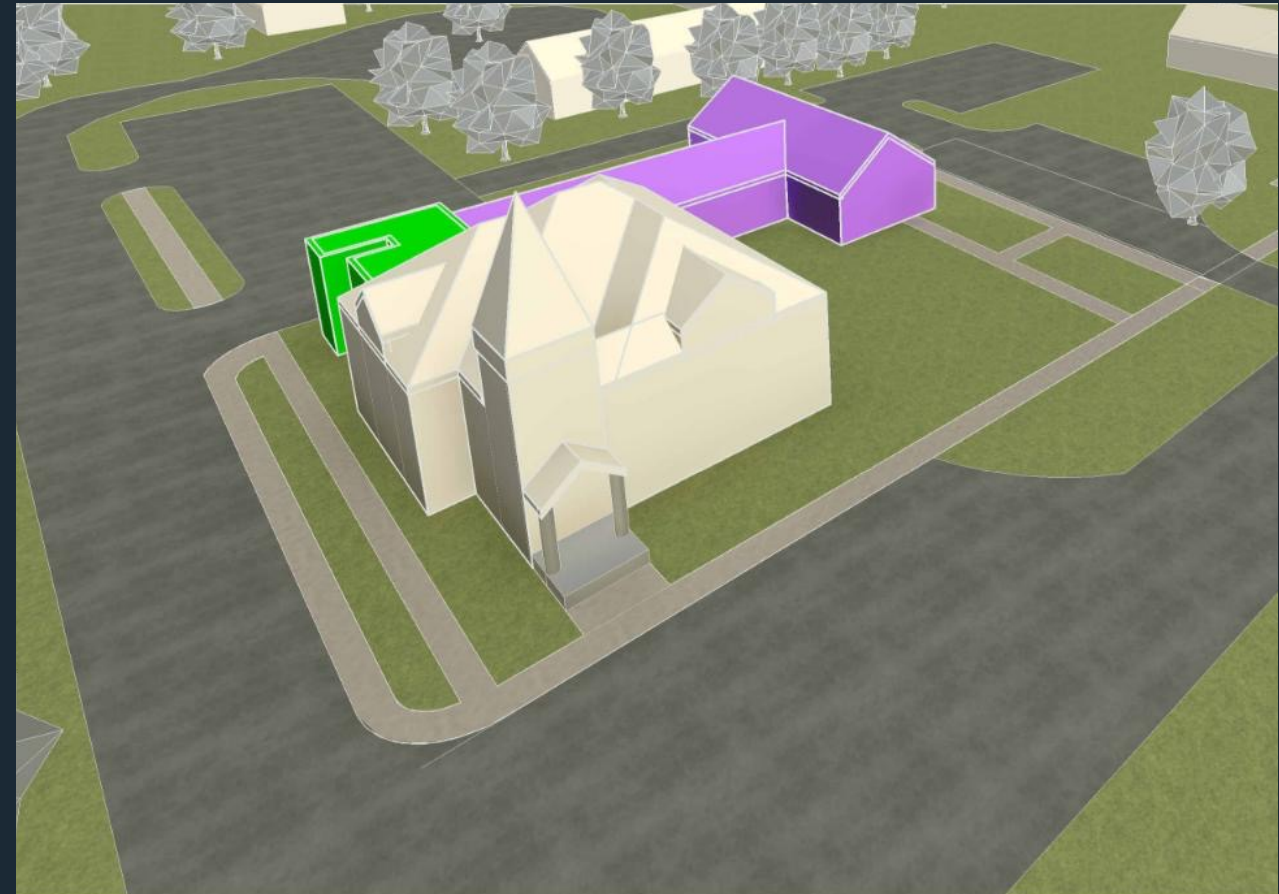
- Ground Floor: 4,000sq ft (3000 net)
- 1st Floor: 4,000sq ft
- 2nd Floor: 1,175 ft
- Vertical circulation: 500sq ft

Add New Office Space Addition

- New addition @6000sf, utilize @2000sf of Town Hall for Offices
- Two approaches to achieve remaining square footage: single story west side (right) or south side (back) multi-story

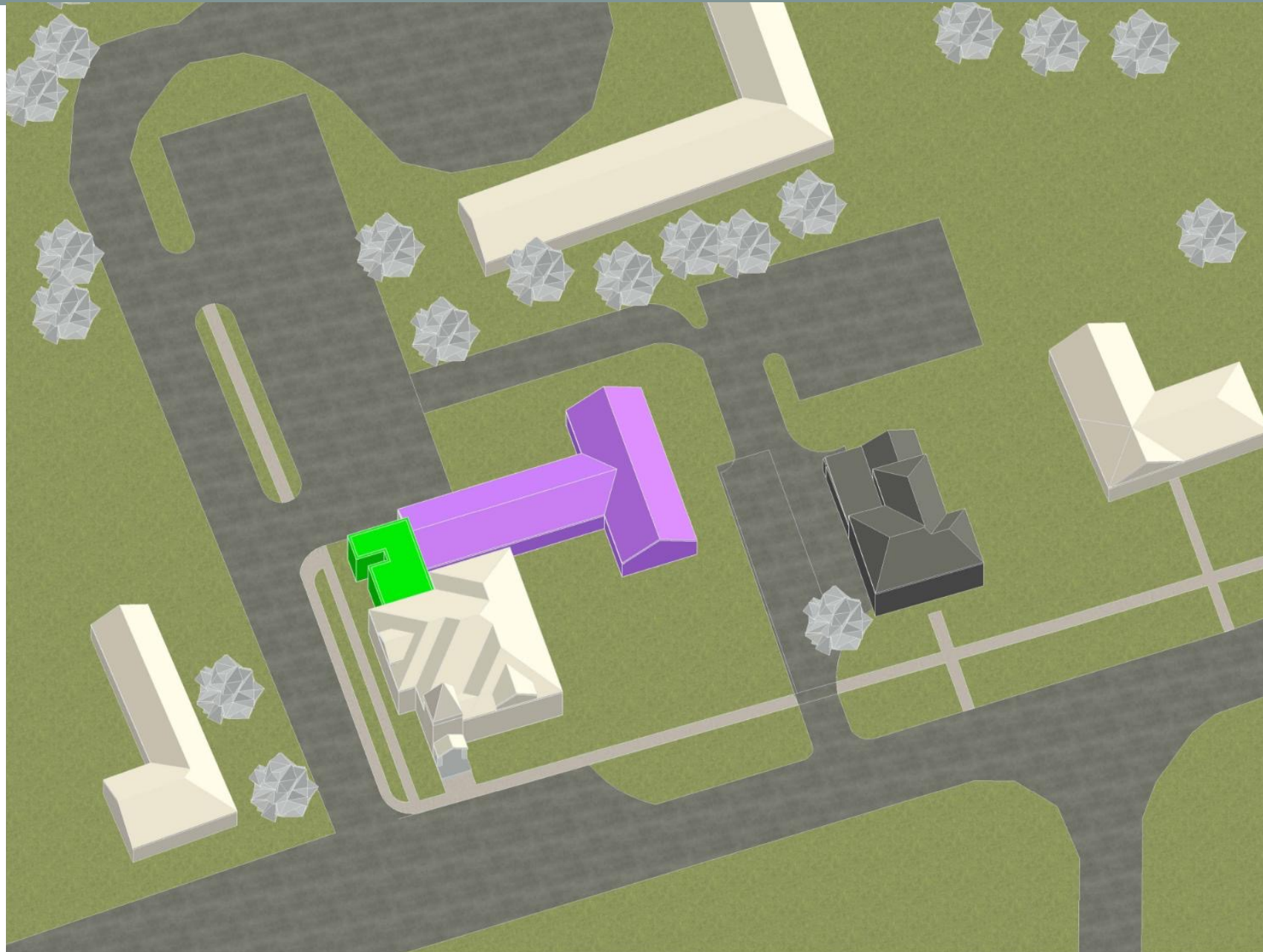
Would Maintain Meeting Hall on First Floor and CATV Facility in the Town Hall





ADDRESSES ALL TOWN HALL REPAIRS AND FUTURE GROWTH



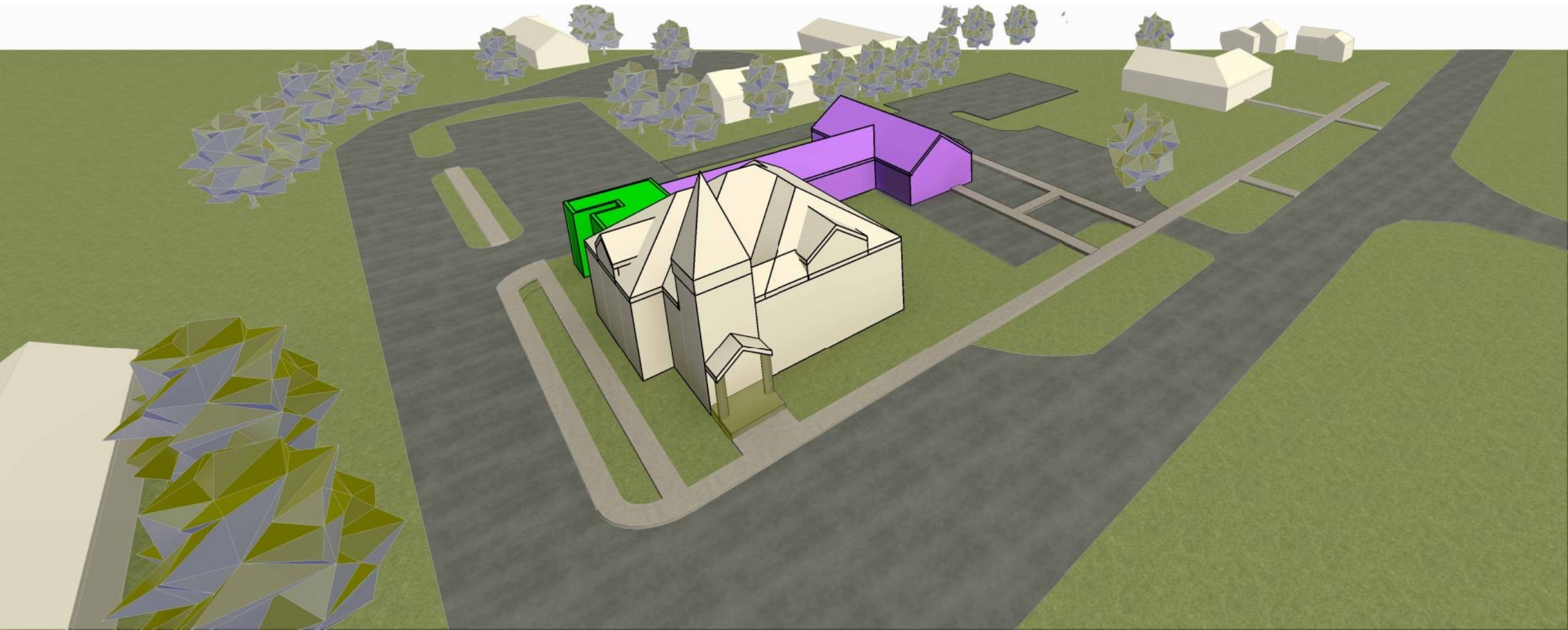
OPTION 1: RESTORE AND ADD

OPTION 1: RENOVATE TOWN HALL + ADD OFFICE SPACE



-  **New Square Footage**
-  **New Vertical Circulation**
(egress stairs, elevator)
-  **Existing Buildings to Remain**
-  **Annex Building**

OPTION 1: RENOVATE TOWN HALL + ADD OFFICE SPACE



Adaptive Reuse of Existing Town Hall

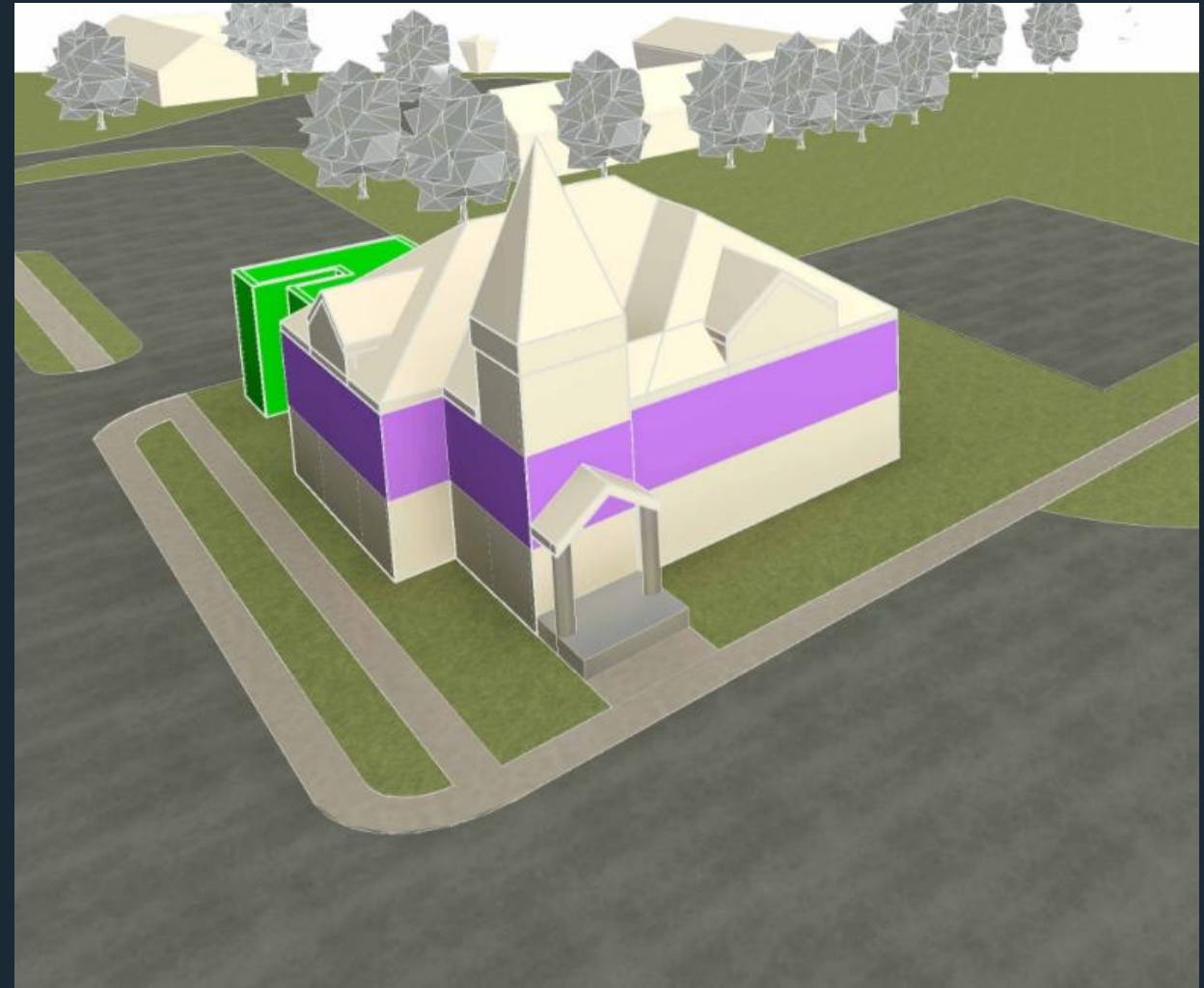
- Ground Floor: 4,000sq ft (3000 net)
- 1st Floor: 4,000sq ft
- 2nd Floor: 4,000 ft (3000 net)
- Vertical circulation: 500sq ft

Main Meeting Hall would be reduced to single story to add full second floor above entire footprint

Could Maintain CATV Facility on current Ground Floor level along with Archive/Files Storage

COULD MAINTAIN HISTORIC NATURE OF GRAND HALL SPACE w CONSOLIDATED MEETING ROOMS

ADDRESSES ALL TOWN HALL REPAIRS AND POSSIBILITY FOR FUTURE GROWTH



OPTION 2: ADAPTIVE REUSE

OPTION 2: ADAPTIVE REUSE OF TOWN HALL



New Square Footage



New Vertical Circulation
(egress stairs, elevator)

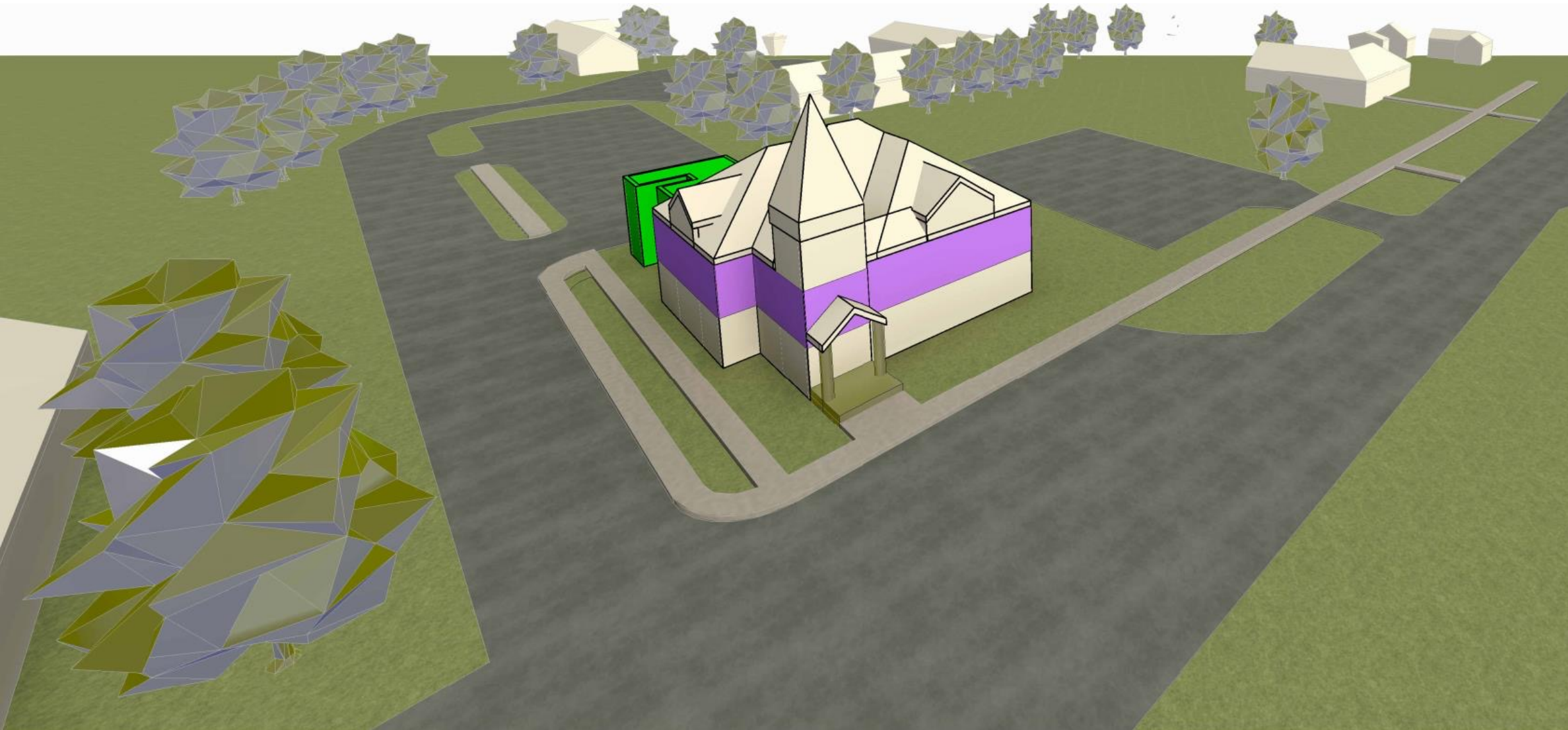


Existing Buildings to Remain



Annex Building

OPTION 2: ADAPTIVE REUSE OF TOWN HALL



OPTION 2: ADAPTIVE REUSE OF TOWN HALL



Possibility to preserve the use and nature of the Hall -but transform for current needs.



- Could create a small two-story front foyer to preserve a location for existing painting/memorials .
- Could use 'demountable walls' to create Town meeting rooms: maintain existing flooring, simulate open Hall space in one-story.

New Stand Alone Building

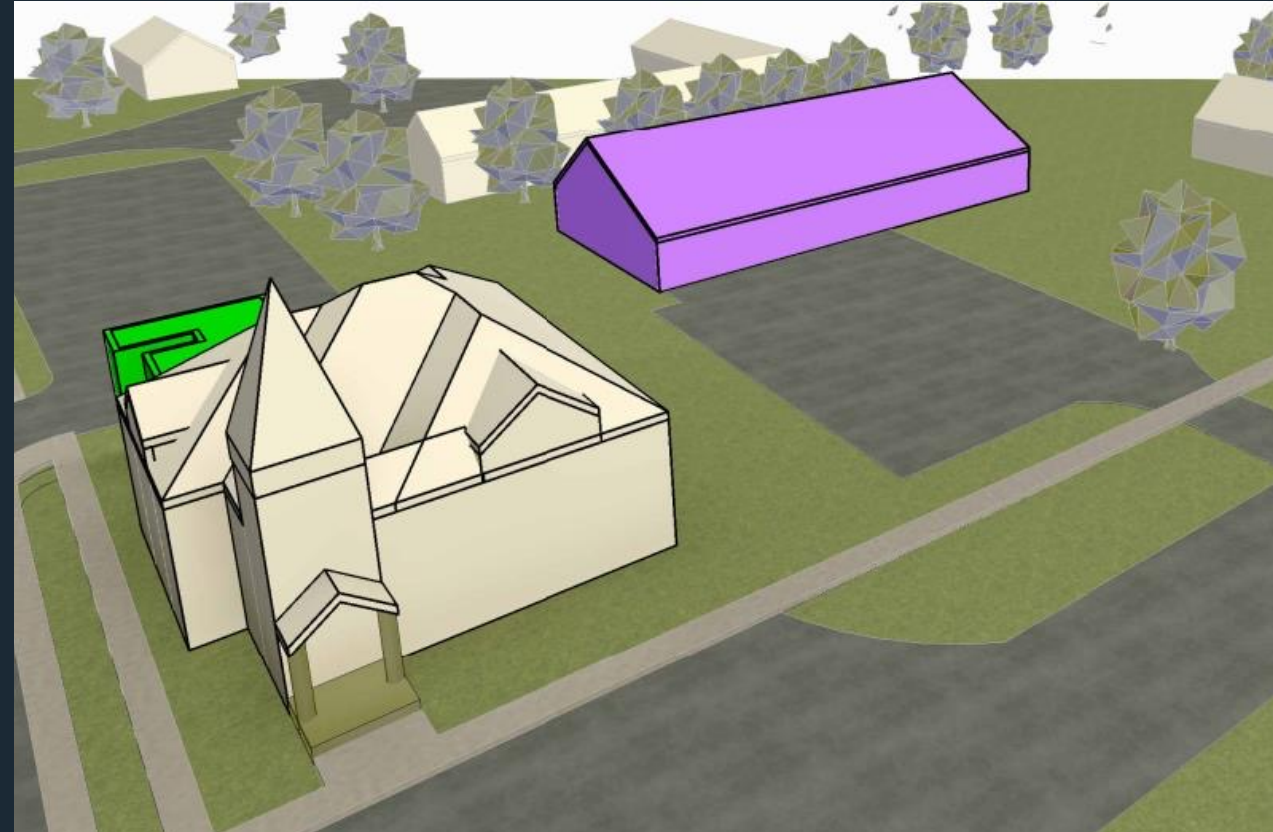
- Ground Floor: 4,000sq ft
- 1st Floor: 4,000sq ft
- Vertical circulation: within footprint

At the threshold of square footage to meet the Town's current needs

Maintain CATV Facility on Ground Floor of Historic Town Hall or move to new location, limited space at new facility

Could add basement space for additional square footage, but not as efficient as above ground





DOES NOT ADDRESS TOWN HALL REPAIRS AND FUTURE GROWTH



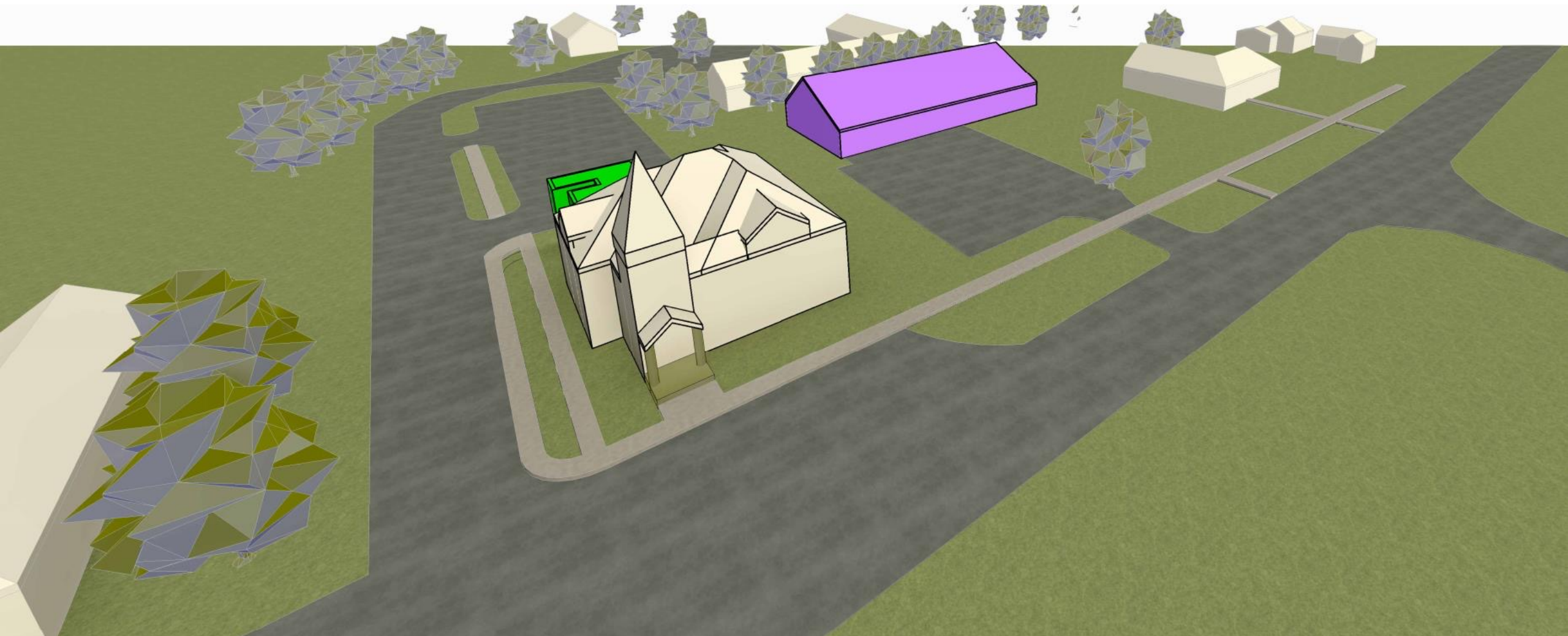
OPTION 3: NEW STAND-ALONE BLDG

OPTION 3: NEW STAND-ALONE BUILDING



-  **New Square Footage**
-  **New Vertical Circulation**
(egress stairs, elevator)
-  **Existing Buildings to Remain**
-  **Annex Building**

OPTION 3: NEW STAND-ALONE BUILDING



New Stand Alone Building

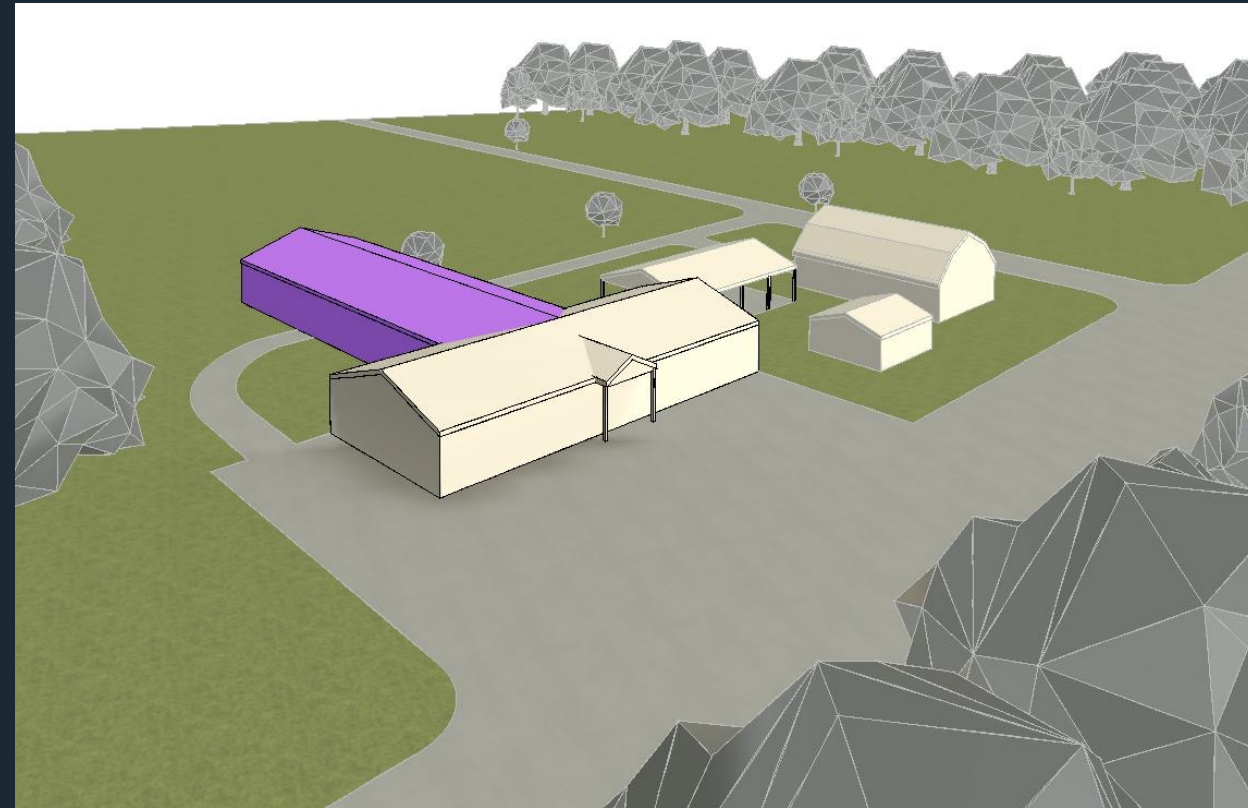
- Existing: 3,000sq ft
- Need Addition: 5,000sq ft
- Vertical circulation: TBD

Town would need to purchase this parcel and do significant site/civil improvements, including storm drainage for existing and new parking lots, and new septic system

Would need to run fiber infrastructure down to this parcel, not in scope of proposed water project – need sufficient supply for fire protection systems and building needs

DOES NOT ADDRESS TOWN HALL REPAIRS

**CURRENT COST ESTIMATE DOES NOT ADDRESS
FUTURE GROWTH**



OPTION 4: 74 PALMER ROAD



New Square Footage



New Vertical Circulation?
(egress stairs, elevator TBD)

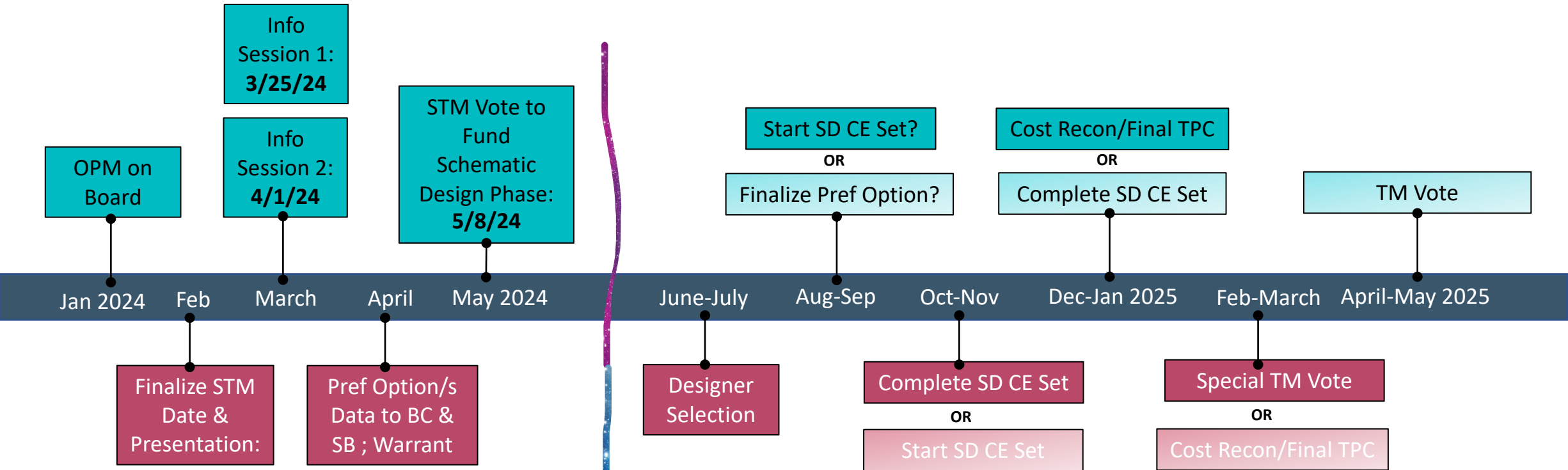


Existing Buildings to Remain

OPTION 4: 74 PALMER ROAD



FUTURE PLANNING – DESIGN FUNDING



PHASE ONE



THANK YOU!

Q&A Time