

# TOWN BUILDING MASTER PLAN, Tyngsborough, MA.

The purpose of this study is to determine solutions for the Town's space needs and also to maximize the usage of buildings in the Town. A number of buildings are either vacant or will soon be vacated and the disposition of these is recommended. The disposition may be either Town use or alternatively a re-purposed use that is privately operated. A detailed Market Analysis is provided that explores demographics and potential demand for alternative uses.

The study explores a number of "What If" scenarios (options) to resolve particular program requirements. In turn, these provide groups of relocation/reuse options to enable comparison and evaluation to select the preferred scheme(s).

The following buildings are included in the study:

- Town Office / Library Building
- Police Building
- Fire Station #1
- Fire Station #2
- Fire Station #3
- Highway Building
- Senior Center Building
- Recreation Building
- Littleton Library Building
- Old Town Hall Building
- Adams Barn Building
- Winslow School Building
- First Parish Meeting House Building
- New Buildings where Needed

# CHART OF OPTIONS FOR BUILDING USES

BUILDINGS	DEPARTMENTS TO BE ACCOMMODATED											MEANS				
	TOWN OFFICES	LIBRARY	POLICE DEPARTMENT	FIRE DEPARTMENT	FIRE STATION 2	FIRE STATION 3	HIGHWAY DEPARTMENT	SENIOR CENTER	RECREATION CENTER	OLD TOWN HALL	HISTORIC SOCIETY	COMMUNITY TV	NEW USE	RENOVATION	RENOVATION/ADDITION	MARKET ANALYSIS
TOWN OFFICES/LIBRARY	Yellow	Yellow	Blue	Blue					Blue				Blue	Red	Yellow	
POLICE			Yellow												Yellow	Green
FIRE STATION													Blue			Green
FIRE STATION 2					Red									Red		Green
FIRE STATION 3						Red								Red		Green
HIGHWAY BUILDING							Yellow								Yellow	
SENIOR CENTER													Blue			Green
RECREATION								Yellow							Yellow	Green
LITTLETON LIBRARY											Red	Blue		Red		Green
OLD TOWN HALL									Grey							Green
ADAMS BARN													Blue			Green
WINSLOW SCHOOL	Blue		Blue									Blue				Green
FIRST PARISH MEETING HOUSE			Blue										Blue			Green
NEW BUILDING			Blue	Blue				2	Blue				Blue			
NEW PUBLIC SAFETY BUILDING			Blue	Blue									Blue			
NEW SHOOTING RANGE BUILDING			Blue										Blue			

**LEGEND**

Market analysis will explore potential uses if the building is sold.

For those buildings where the intention is not to sell, market analysis will explore potential functions that the building could best satisfy.

Existing Use To Remain

1= Potential Training Room

2= New Building in a New Location

# BUILDING USE OPTION DESCRIPTIONS

## 1. Town Offices

The current Town Offices are relatively new and the general construction is sound but with a few issues such as poor attic insulation and high relative humidity in floor slabs that will need to be corrected.

1.1 For the current uses there is a high demand for added space, especially for record retention in the Town Offices and for a dedicated Program room for the Library. This can be resolved with two additions to the building and with interior renovations

1.2 Alternatively, a second option would be to relocate Town Offices to the Winslow School building where it can achieve its space needs and provide for future expansion. This option will provide a permanent use for the Winslow School ensuring its preservation.

1.3 If moved to Winslow School, the current Town Office space will be made available. This will be suitable for the Recreation Department thereby freeing up the current Recreation building for sale or other uses. The Library would also benefit, with a program room dedicated to Library use and, with some reconfiguring of space, it will also meet its program goals.

1.4 Further in the report it is noted that expanded facilities are needed for both the Police and Fire Station #1. We have explored an option utilizing the entire Library /Town Office Building.

## 2. Library

2.1 There are some general space needs that can all be accommodated in the current footprint. However, the Library's Program Room is often occupied on town business so an addition is proposed to accommodate a small program room dedicated to library use.

2.2 In this option the Recreation Center will replace the Town Offices allowing a slight increase in the area of the library.

2.3 If the building is re-purposed as a public safety facility a location will need to be found for the library (along with the Town Offices). It appears that there is sufficient space behind Winslow School to construct a new two-story library. A new building can be designed to accommodate the 150 PSF floor loading required by library stacks. It may be possible to share the use of the main entrance and elevator with the Town Offices in Winslow School.

### 3. Police Department

3.1 We explored the possibility of expanding the current building with multiple above ground additions. We proposed the construction of a new shooting range, off-site, to free up space, but, although improvement can be realized, the expense of this temporary fix will be difficult to justify. One challenging issue is the very small size of the parcel of land on which the building sits. Additional land will need to be purchased from the property to the rear to provide for space for much needed parking.

3.2 With the understanding that a new building may be a longer term goal, a stopgap measure for the existing building would include the following:

Construct a Training Room over the current sally port.

Add an elevator serving all floors.

Replace the remaining original windows and add security screens to the lower level windows.

Add central air-conditioning.

3.3 The needs of the Department currently are such that they would need to be resolved with a building on a new site of approximately two acres. The vacant Winslow School is suggested as a potential new location for the Police Department. It is of adequate size and would provide a good use for the facility. Of concern is the need for a Sally Port and direct access to a cell block. With the first floor of the building set well above grade an alternate solution was sought for the access to the cell block. We suggest that a drive through Sally Port/Garage space be developed at the basement level of the south wing with ramped driveways to and from this level providing direct and level access to the cell block. A new entrance to the building is required that will incorporate stairs and an elevator to provide accessibility from grade to both levels. Schools typically have a high unassigned to assigned space ratio and this is true for the Winslow School, thus more space will need to be renovated compared to the area of a new building to achieve equal results.

3.4 A new freestanding Police Facility would be a good alternative but there currently is no available site.

3.5 With both the needs of the Police and also that of the Fire Department consideration should also be given to a combined Public Safety Complex. Similarly, there is no available site. An added complexity to finding a site is that the location becomes much more critical to the Fire Department where a location near the current Station #1 will be necessary to limit travel distance to the various parts of town.

3.6 The last option explored is being considered as the location is reasonably close to the current Fire Station #1 and could serve as a Public Safety Facility. The location is that of the current Town Office/Library building. Both the Town Offices and the Library will need to be relocated in order to vacate the building for its reused as a Public Safety Facility. The building will need additions to house the Police Sally Port, Garage and Shooting Range. At the Library end the addition will accommodate the Fire Equipment Bays. This option is also reviewed in those for Fire Station #1. The current building will require major interior renovations to accommodate the intended use.

#### 4. Fire Station #1

4.1 We explored the possibility of providing an expansion to the current building but there were many factors preventing this. The site area is inadequate. We looked at an undeveloped site across the street from the rear of the site. It is just wide enough to accommodate a double loaded parking lot but could not be considered due to the requirements for landscape buffers. This appeared to be the only option for parking that would allow some expansion of the building. However, any expansion to the rear for Fire Equipment is compromised by the steep slope out of the side street that will prevent a speedy exit from the addition. Consequently, the expansion of the current building did not appear to be feasible.

4.2 A new freestanding facility was explored that will meet the program needs of the Fire Department. As previously stated it is critical to locate a site near the current building to minimize travel times.

4.3 A new freestanding Public Safety complex was also explored with the same caveat of being able to locate an appropriate site.

4.4 A renovation and expansion of the current Town Office / Library Building to create a Public Safety Complex resolves the difficulty of finding a site in an appropriate location.

4.5 It has been suggested that if this building is vacated it may be appropriate for the Sewer Department.

#### 5. Fire Station #2

5.1 The current building has some physical issues that need resolution including exterior wall cracks, handicapped accessible and others. The building is able to satisfy the basic needs of the Fire Department and with the renovations will be acceptable for a number of years.

5.2 Looking into the future at some point it may be necessary to construct a new building to meet the community's needs. The location of the current Senior Center may be able to provide a location for a new Fire Department building when needs arise.

#### 6. Fire Station #3

6.1 The current building is adequate for its current needs but requires some ADA compliance improvements. The Fire Department Tanker is located in this building but should be located in Fire Station #1.

#### 7. Highway Department

7.1 The Highway building is of sufficient size but needs some basic improvements and additional space to allow for both men's and women's facilities. Suggested improvements include separation of

restrooms from the lunchroom, women's restroom and shower, additional workshop storage, an enclosed vehicle wash bay and expansion of the pole barn. ADA improvements are also necessary.

7.2 Highway site improvements to provide added parking, stone base for container storage and a new roof over the fuel island were considered.

## 8. Senior Center

8.1 The Senior Center Building will be one of the vacant buildings in the study when it's use is transferred to a new building. As mentioned, the site of this building could be a valuable asset for the Town when and if a replacement for Fire Station #2 is required.

8.2 There does not appear to be a good Town use for the building. One though was for a small police facility but the building is too large. We recommend that a commercial use be found. A lease arrangement may be the best way of securing the property for future use.

8.3 It is noted that the School Department has expressed interest in occupying the current Senior Center.

## 9. Recreation Center

9.1 A small expansion of the building appears to be possible that will help solve some of the space needs of the Recreation Center. The addition would house a kitchen and storage space on two levels. It would not expand the activity spaces nor would additional parking be provided. The public space will also remain on two levels without a lift between the floors.

9.2 If the Town offices are relocated from their current location, the available space could be remodeled for the Recreation Center. This will provide various and expanded spaces and a larger room (that can be divided) for larger functions.

9.3 The Winslow School location would also be a good choice for the Recreation Center, however the building is too large and it would be recommended that portions be demolished to reduce operating costs. The space could be shared with a Community TV studio on the lower level. The ball field will be a great adjunct to the center, and sufficient paved area for parking is available.

9.4 Although we haven't had access to the building it appears that the First Parish Meeting House may provide a suitable space in the basement for Recreation.

9.5 The Adams Barn could support the Meeting House Location by providing a large storage area for Recreation.

## 10. Littleton Library

10.1 The building is currently used by the Historic Commission and appears to be a good fit for this use.

10.2 Basement space is available to other groups such as the Boy Scouts. The addition of a wheelchair lift is recommended to provide handicapped accessibility to the lower level.

10.3 With the possible reuse of Winslow School and the available space in the renovated Recreation Center or the new Council on Aging building, consideration should be given to relocating activities out of the basement of this building.

## 11. Old Town Hall

11.1 The Old Town has recently been totally renovated and is an excellent location for the performance arts. The basement area provides a multi-purpose space complete with a kitchen.

11.2 It has been suggested that in combination with the First Parish Meeting House and the Adams Barn a wedding location could be established; Wedding in the Meeting House; Gathering and beverages in a re-purposed Adams Barn and the reception in the Old Town Hall. The open area on the main floor will provide seating for approximately 72 with the stage providing an additional 8-10. This is a very small wedding and although there may be some demand it will probably not be able to compete well with the established facilities nearby.

## 12. Adams Barn

12.1 The building is in very poor condition and needs extensive work to stabilize the structure and walls. There are steps in the floor of the second level and the basement. For reuse for a reception area we recommend that the basement floor be leveled and the second floor joists be removed leaving just the exposed framing. Alternatively as a storage facility the second floor should remain but the floor rebuilt level. New stairs between floors should be provided and enclosed in rated construction.

## 13 Winslow School Building

13.1 This is a vacant building that is being used for storage of some town records. The exterior needs considerable work to restore the original façades. Due to the extent of interior renovations the building will need to be brought up to current code standards.

13.2 There are many potential uses for the building one includes the re-purposing as the Town Offices. The net useable area is similar and some space will be available for future expansion. (See description under Town Offices).

13.3 The building will also be suitable for use as the Town's Police Department. (see description under Police).

13.4 As mentioned under Recreation, if the size of the building is reduced through partial demolition Recreation and Cable TV can be accommodated.

## 14 First Parish Meeting House

14.1 We have not had access to the building but have seen interior photographs. There are a number of potential town uses that can be accommodated. The police and fire departments have need for a training room and the main level can be equipped to accommodate this. Previously mentioned, the Recreation Center can be relocated to the Basement and may also have uses for the main floor.

Other uses would include wedding and similar ceremonies.

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