



Office of Board of Selectmen

143 Main Street, P.O. Box 310, Belmont, New Hampshire 03220-0310

Telephone: (603) 267-8300 Fax: (603) 267-8327

PUBLIC HEARING INFORMATION

The Belmont Board of Selectmen will hold two Public Hearings pursuant to RSA 41:14-a on Thursday, September 10, 2026, and Tuesday, September 22, 2026, both commencing at 6:00 PM on the 4th floor of the Belmont Mill for discussion and to receive public input to demolish town-owned property located at 154 Main Street, also known as Map 122, Lot 008.

Land & Building - Map/Lot 122-008 at 154 Main Street (former Bank):

- Attached – Highlighted Map
- Attached – Property Record Card
- Attached – Conservation Commission Recommendation
- Attached – Planning Board Recommendation
- Attached – Heritage Commission Recommendation
- Attached – Charette 2010 (See Page 14)
- Attached – Belmont Town Space Needs and Feasibility Study Presentation (04/01/2019)
- Attached – Existing Conditions Assessment 11/05/2018
- Attached – Belmont Facility Strategy Committee Report (Findings & Recommendations 11/2019)
- Attached – Belmont Facility Strategy Committee Annual Report Letter 2019

Summary:

Town of Belmont voters voted at a Special Meeting held 08/21/2012 to purchase the “Bank Building” property at 154 Main Street.

Charettes and feasibility studies were conducted to make recommendations for how the property at 154 Main Street should be utilized. Those documents are attached.

RSA 41:14-a is a statutory process which the Town must use to acquire, sell or demolish town-owned property. The proposal was submitted to the Conservation Commission, Planning Board and Heritage Commission for review and recommendation.

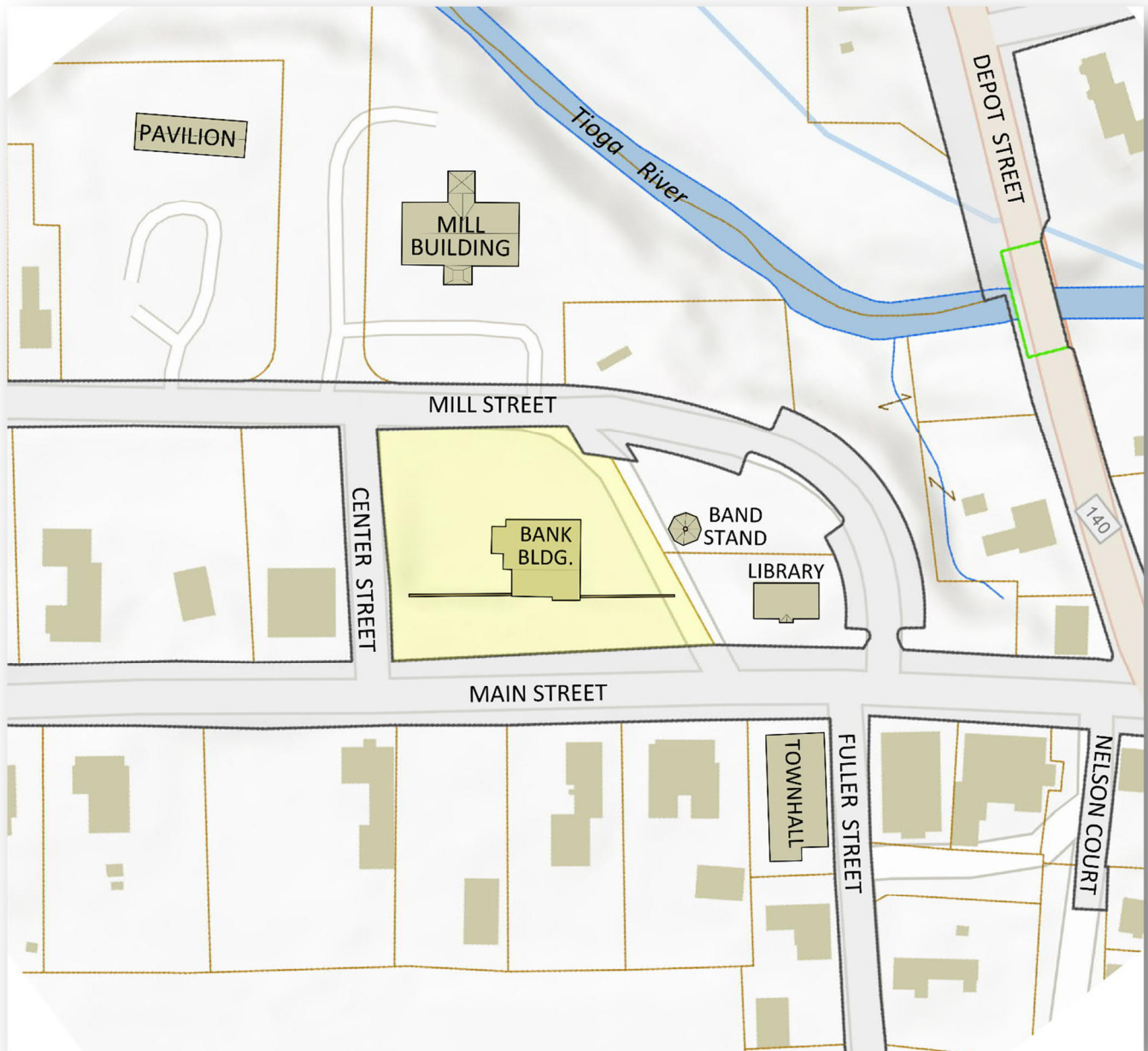
Schedule:

08/12/2026: Conservation Commission Review
08/27/2026: Public Hearing Notice Published for 09/10/2026 & 09/22/2026
08/31/2026: Planning Board Review
09/03/2026: Heritage Commission Review tabled to 09/09/2026
09/09/2026: Heritage Commission Review completed
09/10/2026: Selectmen's Public Hearing at the Belmont Mill, 14 Mill Street, 6 pm
09/22/2026: Selectmen's Public Hearing at the Belmont Mill, 14 Mill Street, 6 pm
09/30/2026: Selectmen's Vote at the Belmont Mill, 14 Mill Street, 10 am

BELMONT VILLAGE AREA

BANK BUILDING – 154 MAIN STREET

BELMONT, NEW HAMPSHIRE



SEPTEMBER 04, 2026

CURRENT OWNER				TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT						1503 BELMONT, NH VISION							
BELMONT, TOWN OF PO BOX 310 BELMONT NH 03220				4	Rolling	3	Public Sewer	1	Paved	4	Bus. District	Description		Code	Appraised		Assessed								
						2	Public Water					EXEMPT	9030	281,000		281,000									
										EXM LAND	9030	138,000		138,000											
SUPPLEMENTAL DATA																									
				Alt Prcl ID				SEWER E																	
				BMSI # 0000602																					
				PICK UP D																					
				CST w/o P																					
				MAP CHA																					
				GIS ID 122-008-000-000				Assoc Pid#																	
												Total		419,000		419,000									
RECORD OF OWNERSHIP				BK-VOL/PAGE		SALE DATE		Q/U		V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)									
BELMONT, TOWN OF MCDONOUGH, WILLIAM & CAROLYN BROWN, ANTHONY J. + LORETTA A.				2805	0575	10-15-2012	U	I	250,000		35	2025	9030	281,000	2024	9030	281,000	2023	9030	224,700					
				2539	0654	01-07-2009	Q	I	275,000		01														
				0	0		U	I	0		1														
												Total		419,000		Total		419,000		Total		388,000			
EXEMPTIONS						OTHER ASSESSMENTS						This signature acknowledges a visit by a Data Collector or Assessor													
Year	Code	Description			Amount		Code	Description		Number	Amount											Comm Int			
				Total		0.00																			
ASSESSING NEIGHBORHOOD																									
Nbhd		Nbhd Name			B		Tracing			Batch															
1039																									
NOTES																									
2. 1 MILL STREET 3. 9 MILL STREET						APPEARS TO BE IN DISREPAIR																			
						EST INT=NO A																			
2013ADJ LOT SIZE PER LU MAP CHANGE																									
13 M&L: ADDED WDK & ADJ'D BAS DIM.																									
5-19 EF=BUILDING UNNOCCUPIED+INT-																									
BUILDING PERMIT RECORD												VISIT / CHANGE HISTORY													
Permit Id		Issue Date		Type	Description		Amount		Insp Date		% Comp		Date Comp		Comments		Date		Id		Type	Is	Cd	Purpost/Result	
08-240		10-22-2008		SP	Sign Permit												05-17-2019		DR				01	Measur+1Visit	
02-242		09-27-2002		SP	Sign Permit		260		04-15-2003		100		11-01-2002		FS SIGN BUILDING SIGN		11-08-2013		DJW				60	Sales Property Reviewed	
																	03-20-2013		CL				56	Correction survey or bound	
																	02-26-2013		SM				01	Measur+1Visit	
																	02-17-2010		RS				54	Certificate of Occupancy Is	
																	04-24-2009		CP				60	Sales Property Reviewed	
																	05-24-2006		CG		01		00	Measur+Listed	
LAND LINE VALUATION SECTION																									
B	Use Code	Description		Zone	Land Type	Land Units		Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nhbd Adj	Notes		Location Adjustment		Adj Unit Pric		Land Value					
1	903C	MUNICIPAL MDL		VIL		21,780		SF	3.13	1.00000	E	1.00	COM					0		6.26		136,300			
1	903C	MUNICIPAL MDL		VIL		0.210		AC	4,000.00	1.00000	0	1.00	COM					0		8,000		1,700			
Total Card Land Units						0.7100		AC	Parcel Total Land Area: 0.7100						Total Land Value						138,000				

Property Location 154 MAIN STREET
Vision ID 2426 Account # 2732

Map ID 122/ 008/ 000/ 000/
Bldg # 1

Bldg Name
Sec # 1 of 1

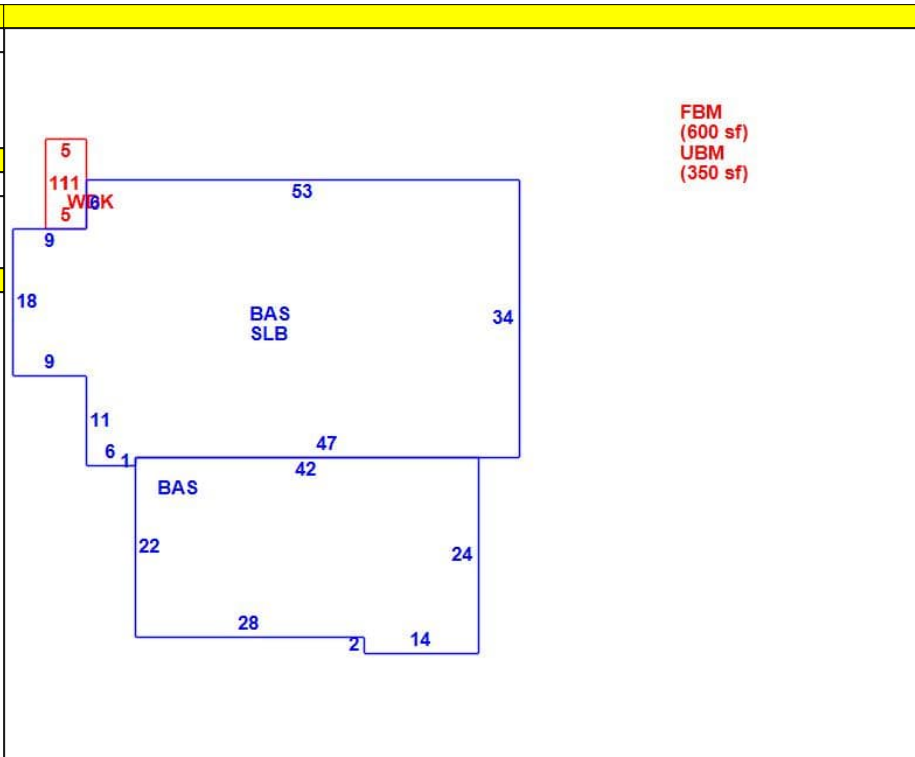
Card # 1 of 1

State Use 903C
Print Date 9/4/2026 11:17:15 AM

CONSTRUCTION DETAIL						CONSTRUCTION DETAIL (CONTINUED)					
Element	Cd	Description	Element	Cd	Description						
Style:	18	Office Bldg									
Model	94	Commercial									
Grade	03	Average									
Stories:	1										
Occupancy	4.00										
Exterior Wall 1	20	Brick/Masonry									
Exterior Wall 2											
Roof Structure	01	Flat									
Roof Cover	02	Rolled Compos									
Interior Wall 1	05	Drywall/Sheet									
Interior Wall 2											
Interior Floor 1	14	Carpet									
Interior Floor 2											
Heating Fuel	04	Electric									
Heating Type	07	Electr Basebrd									
AC Type	01	None									
Bldg Use	3400	OFFICE BLD MDL-94									
Total Rooms											
Total Bedrms	00										
Total Baths	3										
Color											
MFGH											
Heat/AC	00	NONE									
Frame Type	03	MASONRY									
Baths/Plumbing	02	AVERAGE									
Ceiling/Wall	05	SUS-CEIL & WL									
Rooms/Prtns	02	AVERAGE									
Wall Height	10.00										
% Conn Wall											
1st Floor Use:	3400										

OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Good	Grade	Grade Adj	Appr. Value
PAV1	PAVING-ASPH	L	7,800	4.00	2003		25		0.00	7,800
VLT1	VAULT-AVG	B	300	294.00	1984		55		0.00	48,500
NDP	NITE DEPOSIT	B	1	24000.00	2019		55		0.00	13,200

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value	
BAS	First Floor	2,922	2,922	2,922	121.02	353,620	
FBM	Basement, Finished	0	600	180	36.31	21,784	
SLB	Slab	0	1,970	0	0.00	0	
UBM	Basement, Unfinished	0	350	70	24.20	8,471	
WDK	Deck, Wood	0	55	6	13.20	726	
Ttl Gross Liv / Lease Area		2,922	5,897	3,178		384,601	





TOWN OF BELMONT

CONSERVATION COMMISSION

Pauline Tessier, Chairman

August 17, 2026

Belmont Board of Selectmen
143 Main Street
P.O. Box 310
Belmont, NH 03220

RE: 154 Main Street (122-008-000-000)

Dear Board of Selectmen,

At the August 12, 2026 meeting of the Belmont Conservation Commission, the Commission at the request of the Board of Selectmen, pursuant to RSA 41:14a, discussed the Town owned property located at 154 Main Street (122-008-000-000). The Commission voted in support of the demolition of the bank building located at 154 Main Street (Map/Lot 122-008-000-000). It was recommended by the Commission that the addition of green space to the downtown area after the building is removed would be beneficial to the Town.

Sincerely,

Pauline Tessier, Chair
Belmont Conservation Commission



Town of Belmont

Planning Board

Peter Harris, Chair

September 2, 2026

Belmont Board of Selectmen
143 Main Street
P.O. Box 310
Belmont NH 03220

Dear Board of Selectmen:

At the August 31, 2026 meeting of the Planning Board, the Board at the request of the Board of Selectmen, pursuant to RSA 41:14a, discussed the Town owned property located at 154 Main Street (122-008-000-000). The Board voted (3-1-0) in support of the demolition of the bank building located at 154 Main Street (122-008-000-000).

Sincerely,

Peter Harris, Chair
Belmont Planning Board



Town of Belmont

Belmont Heritage Commission

September 9, 2026

Belmont Board of Selectmen
143 Main Street / P.O. Box 310
Belmont, NH 03220

Dear Board of Selectmen,

At the September 9, 2026 meeting of the Heritage Commission, at the request of the Board of Selectmen, pursuant to RSA 41:14a the Heritage Commission met to review the proposed demolition of the Bank Building on Main Street. The Commission members considered the possible historical significance and the character of the property. Since the bank is located within Belmont's historic village district, we researched records and read the information presented to the Commission from the members of the Selectboard. There was insufficient documentation characterizing the bank as historical or any heritage tied to it.

The Heritage Commission met twice to discuss different aspects of the proposed, demolition. The Commission members voted and the outcome was 4 in favor of the demolition, 1 abstaining (due to not enough information to make decision) and one absentee member not voting.

The integrity of maintaining Belmont's historical significance is important to the town and we appreciate the opportunity to give the Selectboard our input.

Sincerely,

A handwritten signature in blue ink that reads "Vicki A. Donovan". The signature is written in a cursive, flowing style.

Vicki A. Donovan, Chair

Belmont Heritage Commission

Belmont, NH Design Charrette



John P. R. 6/10



PLAN NH

Visioning for Sustainable Communities

A Foundation for Shaping the Built Environment

June 4 & 5, 2010

Belmont Charrette Acknowledgements

Sincere Thanks go out to those individuals who donated their professional and personal time to make this charrette a success. Also, many thanks to the citizens and town officials who shared their thoughts and knowledge with us.



The Belmont Team

Charrette Team Leader

Michael Castagna
Castagna Consulting Group

Lee Berard
Berard-Martel Architecture, Inc

Patricia Sherman, FAIA

John Wacker
John Wacker & Associates

Ken Wood
Attar Engineering

Michael Dugas, PE
NH DOT

Ina Castagna
Castagna Consulting Group

Scott Collard
Stantec Consulting

Miroslava Teneva

Christopher Williams, AIA
Christopher P. Williams Architects

Robin LeBlanc
Plan NH Executive Director

Nancy Mayville, PE
NHDOT

Ronald Cormier, Chairman
Selectman

David Morse
Selectman

Shayne Duggan
Heritage Commission

Woodbury Fogg
Village Revitalization Committee

Thomas Garfield
Laconia Savings Bank

Kenneth Knowleton
Conservation Commission

Gretta Olson-Wilder
Shaker School District

Jon Pike, Vice Chairman
Selectman

K. Jeanne Beaudin
Town Administrator

Christine Fogg
Historical Society

Linda Frawley
Heritage Commission

Alyce Jewell
Main Street Resident

Brian Loanes
Belknap County Youth Services

Wallace Rhodes
Heritage Commission

Laconia Savings Bank has continually invested time, energy and commitment to Belmont over many years. Their generous contribution was matched by Town funds reserved for revitalization, heritage and development. Additional support and services were provided from Belmont Rotary, Heritage and Conservation Commissions and the Belmont Middle School, part of the Shaker School District .

Plan NH Visits Belmont, NH

June 4 & 5, 2010

Who is Plan NH?

Plan NH is a professional association for those working in the *built environment*. The organization includes architects, planners, engineers, bankers, construction managers, historic preservationists, and others who concern themselves with buildings and communities. It was established to create a forum for bringing together these different professional groups and as a catalyst for spurring interest in community development. Part of **Plan NH's** mission is to make a positive contribution to New Hampshire communities. One way in which **Plan NH** is doing this is through the offer of free design assistance to communities with demonstrated needs.

So what is a Design Charrette, anyway?

Simply stated, a Design Charrette is a brainstorming session where lots of ideas are brought forth by both professional designers and local citizens, in an attempt to resolve a problem of local interest. Because of the compressed time frame, the conclusions reached are usually conceptual. They discuss how different plan elements should relate to each other, as opposed to the details of how a particular building would actually be constructed.



At their best, Charrettes blend the broad experience of design professionals with local citizen's knowledge of their community to produce a plan of action that deals with a particular issue of concern to that community. The Charrette provides an overall framework within which final solutions can be developed. It sets a tone and gives a direction against which future decisions may be measured.

How did the Plan NH Charrette come to Belmont?



In February of 2010, the Town of Belmont submitted a proposal to **Plan NH** for design assistance. Of the Six proposals submitted, Belmont was one of communities selected for a Charrette.

Plan NH is interested in providing design assistance to communities that seem ready to move forward with a project, where there appears to be the organizational expertise and where there is the ability to move forward with recommendations that surface in the course of the weekend event. **Plan NH** is looking for community problems that may



have transferability to other communities.



The Charrette Process & Executive Summary

Local residents are the experts on the community — what makes sense, what history has brought forth, what will pass at the local board meetings — the design team relies on resident input and knowledge to develop viable suggestions and proposals.

Belmont Town Officials and community residents gathered with the **Plan NH** Charrette team on a Sunny Friday afternoon in June of 2010 to discuss the details of the task in front of us. Design professionals on the team included architects, planners, civil engineers, cost estimators, and Real Estate professionals. The critical piece that the Charrette Team lacked, which only the local residents could offer, was the knowledge of the Town of Belmont.

With that in mind, the team and residents began formulating the future of a new village center for Belmont.

Discussions began with an overview of wants and needs that will become the basis of the charrette analysis. Events need to be created to bring more people into the village. Such events include farmers market, flea markets, Old Home Days, create walking and biking trails along the river, to the town owned forest and along route 140 to Tilton. Other measures to change the downtown is to add green space, move the bandstand, reconstruct old Kimball Bridge so that overflow parking can be created on the west side of the river. Expand the Food For Thought Café' in the mill for more and different uses. Parks and Recreation department needs a new building. The police department needs a new station. There are space



deficiencies at the town hall. The library has plans for a new addition.

After the completion of the master plan in 2002, a section of Route 106 has been determined to qualify as a National Historical District. It is not presently on the registry. The library is on the National Registry.

The Conservation Commission want to expand open land. They have already purchased some property, mostly along the river. They all would like to see a riverwalk starting at the new location of the bandstand..

Near the old B&M railroad, is land owned by a local resident who presently does not want to sell. This property will help with needed parking in the village area.

The existing Belmont mill facility, which was the subject of the first Plan NH charrette back in 1996, currently house community services including Belknap Family Health Center, Belmont Early Learning Center, Belmont Senior Center, Lakes Region Community College Culinary Arts department, and classrooms, and a student-run "Food For Thought Café". The building and land in front of the mill is privately owned. The Belmont Veterans Memorial Park and is next to the Mill. The Tioga River runs behind the mill. On the north side of mill is the Belmont Freight Depot near the RR tracks. The bandstand is 100 years old and next to the memorial park. Plans to move the bandstand 20' on a new foundation have been made to allow for the library expansion and use most of the current green space. There has been discussion to take down the abandoned bank building to the south of the library.

The town office building is only usable on the first floor. The second floor needs structural work to utilize the space. Accessibility to meet current codes is also an issue.



Upgrades to exterior lighting, including coach style lanterns with conservation conscious LED fixtures, have been approved for federal funding at Sargent Park. Sargent Park has a skate park, and has become an older kids hang out.

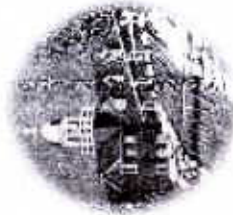
A playground was constructed in summer of 2010 for younger kids that will hopefully attract parents with younger children to the park. In 2009, an eagle scout project built a shelter that is used for different events. Parking expansion is sorely needed with the planned expanded use of the park.

During race weekends, a tremendous amount of traffic on Routes 106 and 140. Bike week usually only impacts Route 106.

The old police station could be transformed into the new Recreation Department. The new police station could be built near the fire department, closer to Route 106.

In 1993 the Gale School was determined to be eligible for the National Register of Historical Places. It is one of Belmont's most architecturally significant buildings. A committee has been established to look at options for the building. A private developer is being sought to move the building to create an adaptive reuse in the village center.

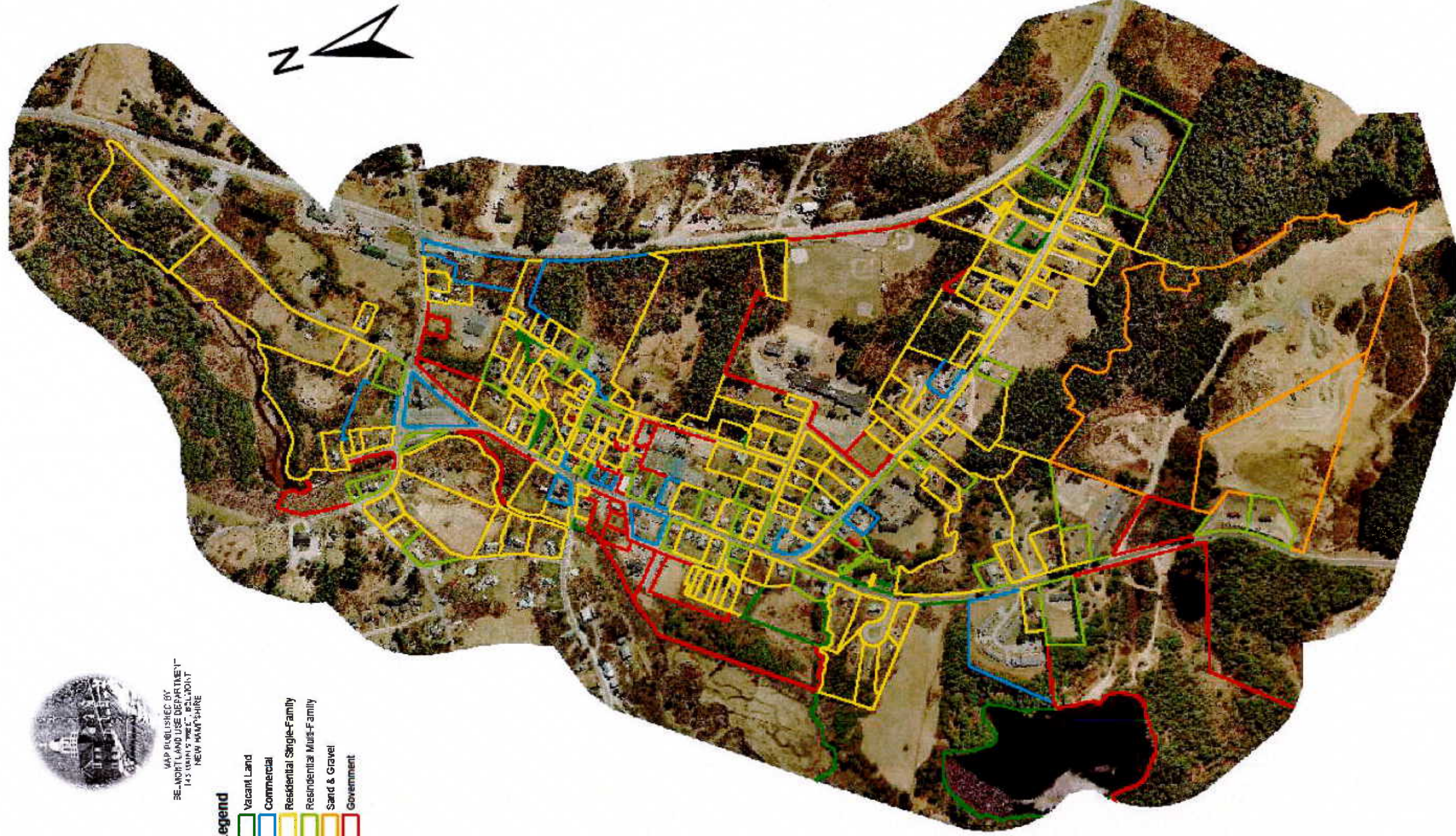
A remnant of the old Penstock in the vicinity of the old dam, still exists. The peninsula of the dam would be a nice gathering area for a picnic area and a walkway.



MAP PUBLISHED BY
BE-MONT LAND USE DEPARTMENT
143 MAIN STREET, BELMONT
NEW HAMPSHIRE

Legend

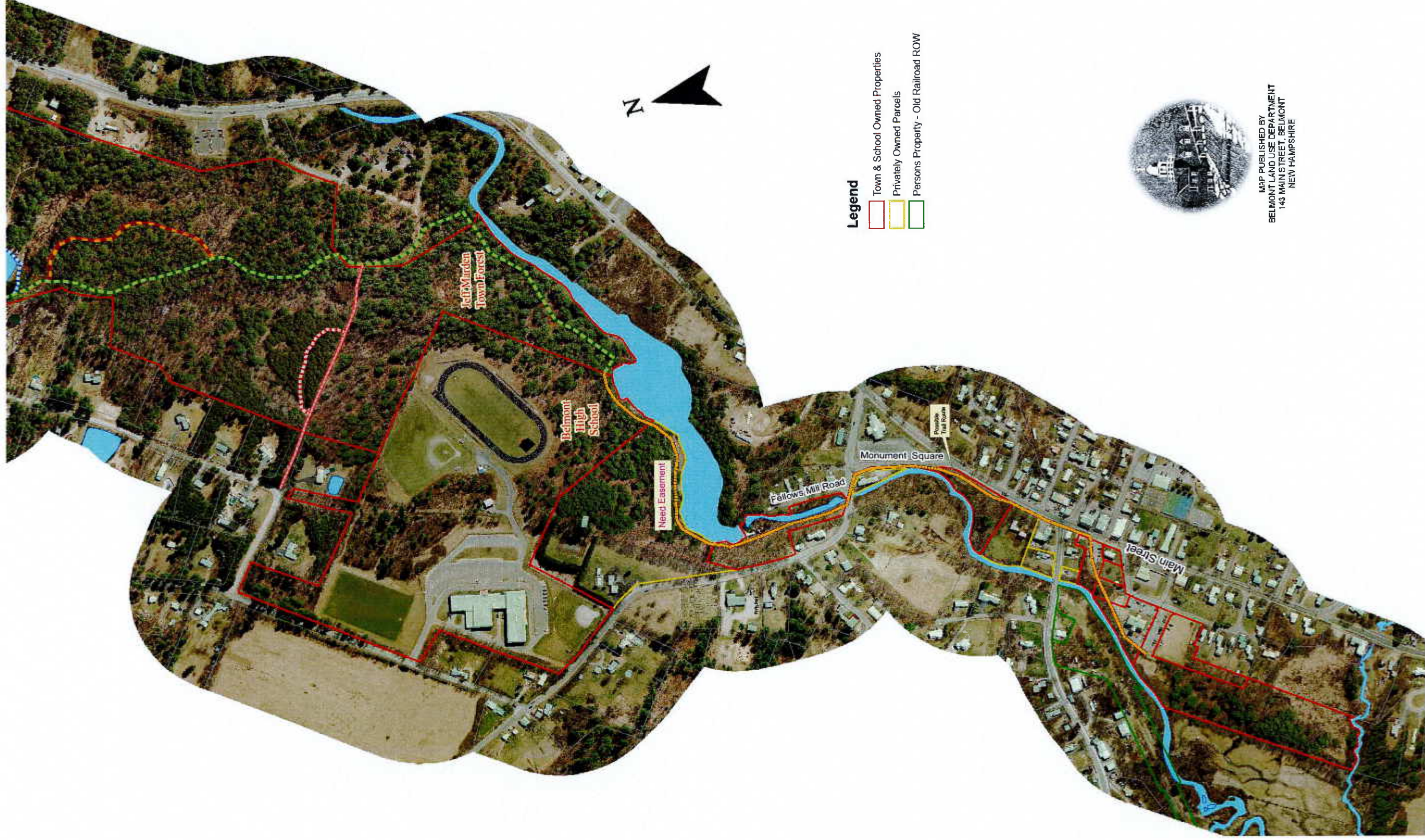
- Vacant Land
- Commercial
- Residential Single-Family
- Residential Multi-Family
- Sand & Gravel
- Government



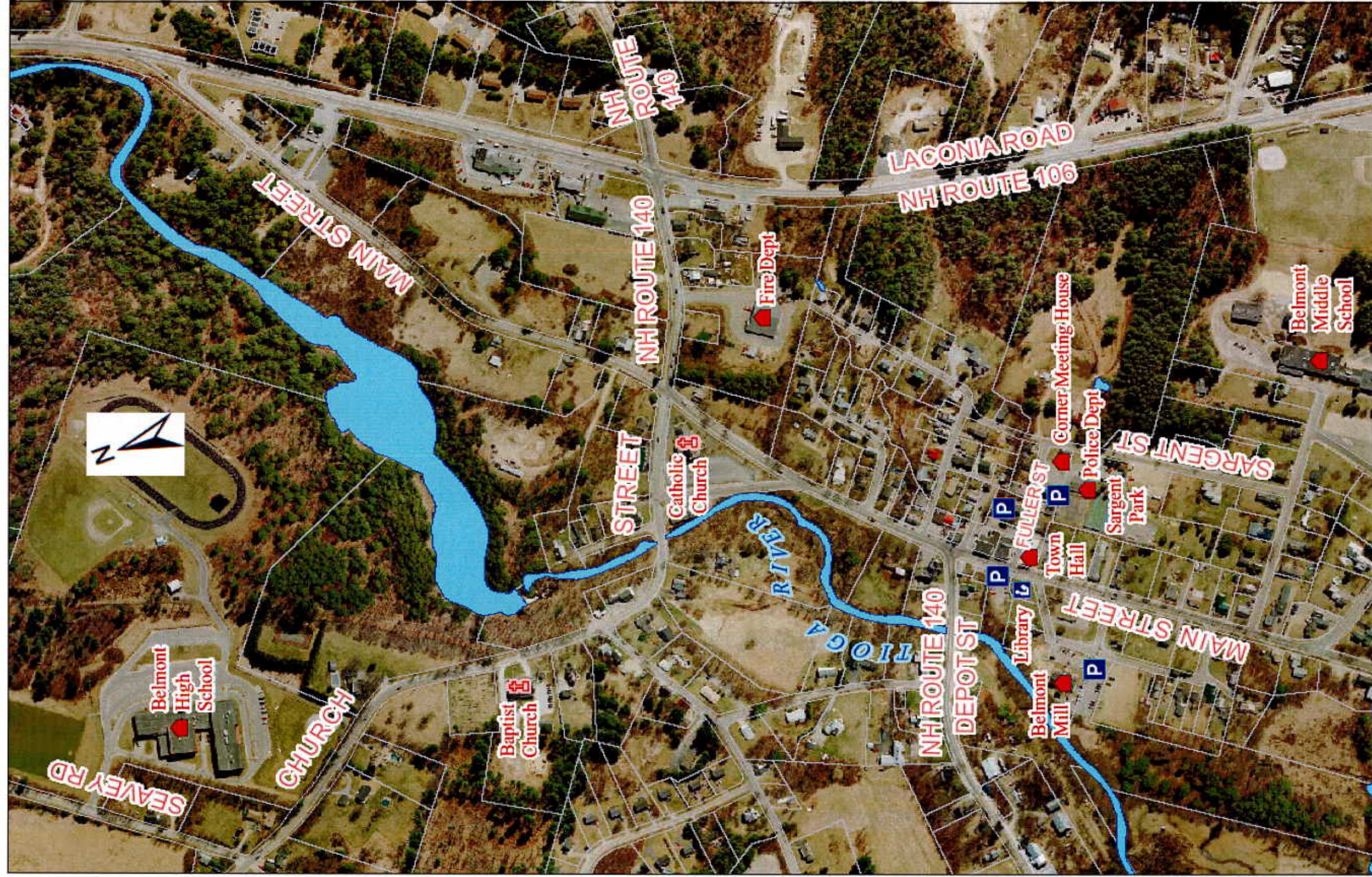
500 250 0 250 500 Feet

Photo Date: April 2007

Belmont Village Revitalization Area



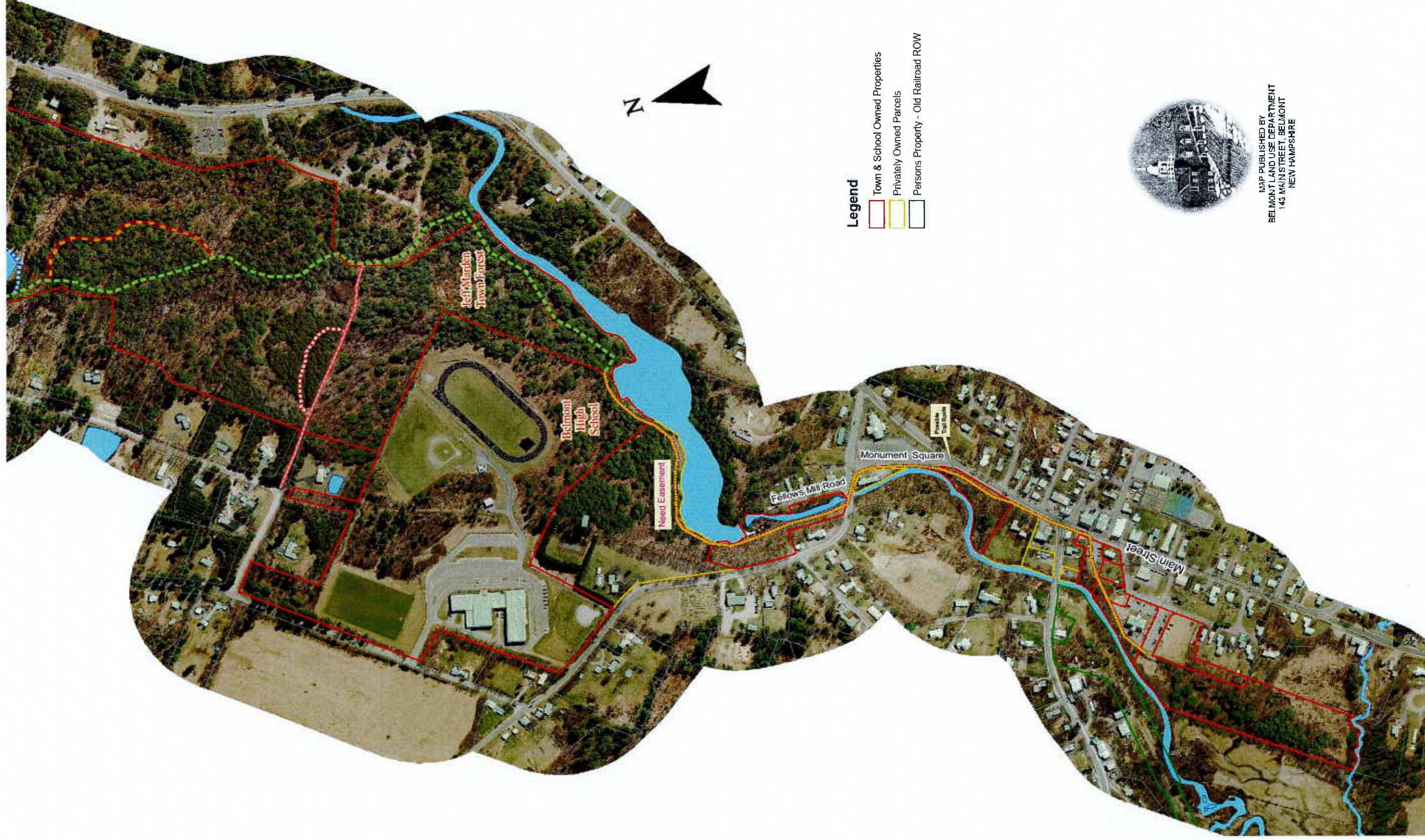
Belmont Village Revitalization Area



300 150 0 300 Feet

Photo Date: April 2007

Belmont Village



MAP PUBLISHED BY
BELMONT LAND USE DEPARTMENT
143 MAIN STREET, BELMONT
NEW HAMPSHIRE

Belmont Village Revitalization Area

Photo Date: April 2007



LakesRegionAerials.com

IMG_0641.JPG

Belmont's Proposal

"Growth is inevitable and desirable, but destruction of community character is not. The question is not whether your part of the world is going to change. The question is how." --

Edward T. McMahon, The Conservation Fund

Fourteen years ago, Plan NH volunteers started the charrette program with a charrette in Belmont. The exercise focused on whether the Belmont Mill, ravaged by neglect and a massive 1992 fire, could be adapted for public reuse—or if the demolition already underway, should continue.

The effort proved an engaging epiphany, and in August 1998, the 1833 Mill was proudly rededicated. Journalist and local native Roger Amsden, termed it "The Miracle on Mill Street," and a NH Division of Historical Resources official said, "Belmont had regained the heart and soul of its town". Today's mill in the historical village, stands as proof of the possibilities when visionary planning and community consensus are combined.

Although measurable progress has been made with the mill and the evolution of Belmont Village, another charrette, in 2010, providing assistance, developing a cohesive town village plan, would offer important traction. Revisiting and building on the 1996 charrette, with the professional and collaborative perspective of Plan NH, could provide:

- Updating, with the mill's adaptive reuse as a focal point

- Integration of new ideas, including a Tioga River Walk, Mill adjacent outdoor pavilion for community events, and ideas for maximizing village green spaces such as Sargent Park and Penstock Park

- Consideration of special local landmarks including the 100 year old Bandstand and public library

- Recommendation of any appropriate design, signage, zoning for the village, as well as funding opportunities to move forward

The 2001-2002 Master Plan, noted for a broad spectrum of citizen participation through a very active committee of 41 volunteers,

considered the village and its mixed use, one of eight priorities for Belmont's future, fundamentally based on a commitment to "...the protection of its unique natural resources, history and recreational opportunities..."

Belmont residents have consistently placed the preservation of its rural nature alongside the need for economic development. Despite proximity to Route 93-Tilton-Exit 20 major retail offerings, that kind of growth and development has bypassed the town. Opportunities such as Metrocast is Belmont based, offering strong technological/bandwidth linkage. Belmont village intersects with Shaker Road that leads to the nationally significant Canterbury Shaker Village, with thousands of annual visitors.

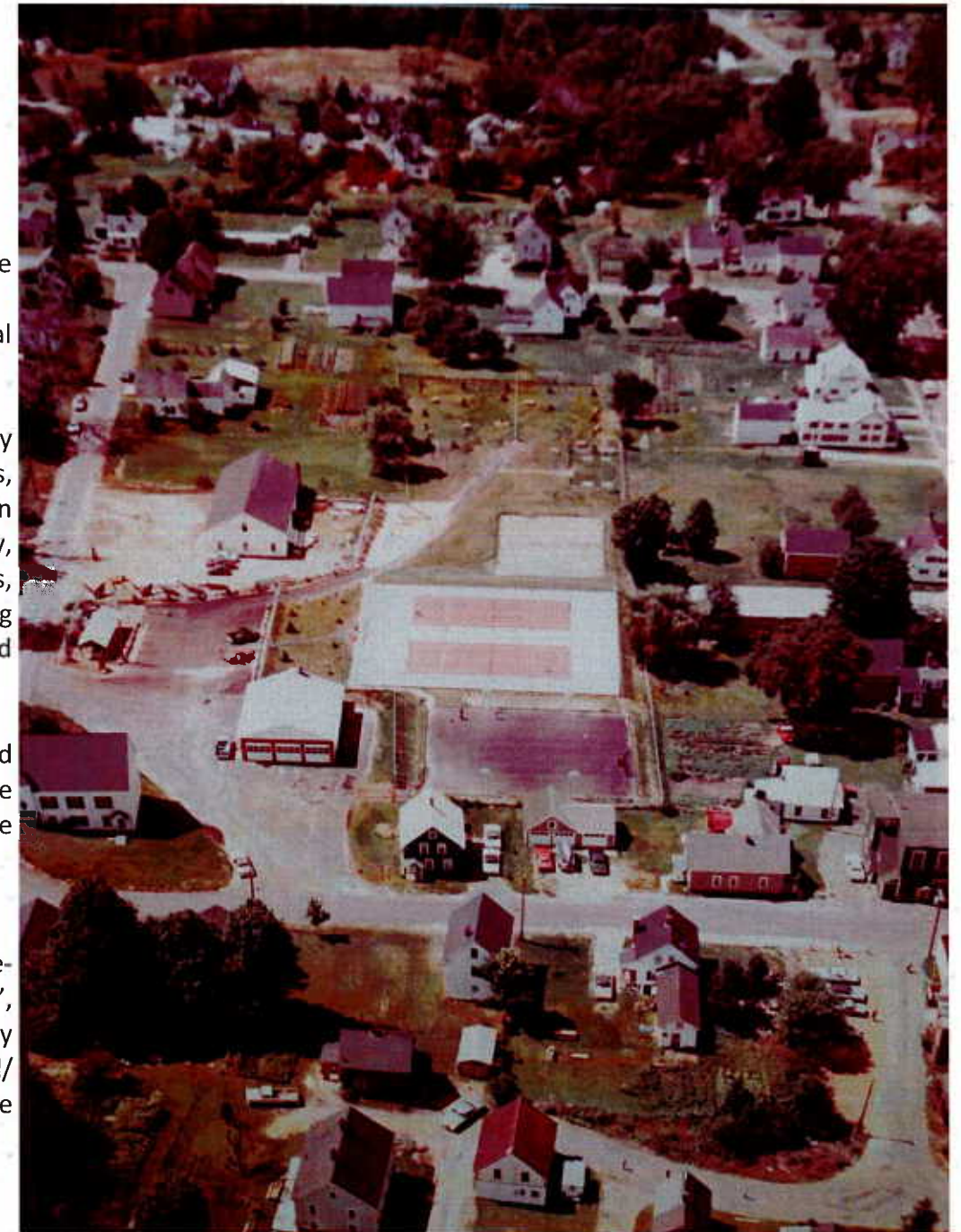
Belmont's "Factory Village District" remains a pedestrian-friendly neighborhood bordered by the Tioga River, with residences, schools, government, senior center, health care, a Lakes Region Community College facility with education and a café, a library, recreational spaces and activities, excellent internet access, major crop-producing farms, considerable land and building holdings by Town in center, strong interest in campus-based municipal services, and most of all : **POTENTIAL**

Belmont is a crossroads town; contrasted by Tilton's exit 20 and the City of Laconia, with growing development impact on Route 106 vis-a-vis the NH Motor Speedway in Loudon and The Lodge in Belmont, one of the sites in consideration for expanded gaming activities.

If a comprehensive plan and a go-forward strategy is not developed, the future of Belmont will remain a "drive-by", bedroom community with unrealized opportunities for minimally invasive development and synergy to nearby recreational/historic/tourist destinations including Canterbury Shaker Village and Lake Winnepesaukee.

The jewel of an historic village is as precious as the access afforded to Concord, the Lakes Region and North Country venues. Planning will help Belmont residence better and newly

define options to update the town's "brand", community confidence, and provide longer term opportunities.



The Listening Sessions

During the public sessions, residents identified specific issues, and desires for Belmont's Village Center

What comes to mind when you think of Belmont, NH/

what are the issues?

- ◆ Lack of sidewalks
- ◆ Hard to find
- ◆ QUIET
- ◆ Clean
- ◆ Nice use of older buildings
- ◆ Limited parking
- ◆ Great potential
- ◆ Graffiti
- ◆ Houses in village are rundown
- ◆ Lack of youth activities
- ◆ No community center for youth activities
- ◆ Very rich but unknown history
- ◆ Pass through town
- ◆ Architectural inconsistency
- ◆ Labeled "the best town near a dam site"
- ◆ Lack of shade trees
- ◆ Little reason to go downtown
- ◆ Lack of green space for community use on Main Street
- ◆ Sargent Park is hidden, unsafe, confining, needs lighting
- ◆ Quaint Library
- ◆ Rural attitude
- ◆ Old Home days
- ◆ Award winning school system
- ◆ No public bathroom facilities for town events
- ◆ Aging population
- ◆ Good volunteer base
- ◆ Blue collar town
- ◆ Lack of cultural events
- ◆ Most properties in town are kept up with pride

What are the obstacles facing the town?

- ◆ Traffic doesn't stop
- ◆ Signage is lacking
- ◆ River needs to be cleaned out
- ◆ The Penstock needs to be cleaned out
- ◆ Neighborhood watch system needs to be established
- ◆ Police beat needs to be established
- ◆ No corporate sponsor donors in town
- ◆ Need a bank in the downtown
- ◆ Route 140 needs reconstruction
- ◆ No service industries or good restaurants, sports bar
- ◆ No opportunities for young people after college graduation

What would you do to change downtown?

- ◆ Change the bandstand location; you can't see it where it is. Cut the bushes around the bandstand if it stays in its present location
- ◆ Make the downtown a destination by implementing the following:
 - ◆ Create a river walk
 - ◆ Space for interesting shops, coffee shop, restaurants
 - ◆ Buy the bank building, remove it and move the Gale House to this location
 - ◆ Clean out trees and brush to open up and expose the river
 - ◆ Create more housing downtown
 - ◆ Lower the tax rate so owners can afford to improve their buildings
 - ◆ Create incentives to the tax payer so they will improve their buildings

What is your wish list for Belmont Village?

- ◆ Basketball courts
- ◆ Recreation Center
- ◆ Playing fields
- ◆ Riverfront Café
- ◆ Professional office space
- ◆ Professional Associations based in Belmont
- ◆ Establish cost free community involvement
- ◆ Concerts in the bandstand
- ◆ Downtown antique store
- ◆ Sidewalks
- ◆ Bridge across the river
- ◆ Village to become an active spot for residence
- ◆ Establish better access to Sargent Park
- ◆ Picnic tables near the Penstock crossing
- ◆ Pout Pond area to become a state park
- ◆ Establish a flea market
- ◆ Dog park
- ◆ Indoor sports center
- ◆ Traffic lights need to be synchronized to alleviate traffic problems
- ◆ Public pool
- ◆ Bus to the seacoast
- ◆ Create historical trail with land markers and banners
- ◆ Renovate upper floors of buildings
- ◆ Additional parking for downtown
- ◆ Post office should be downtown
- ◆ Establish a business incubator
- ◆ Grocery store and a year round farmers market
- ◆ Information kiosk downtown
- ◆ Connect sidewalks
- ◆ Follow-through with library addition
- ◆ Outside movie theater
- ◆ Create gateways into the downtown from all directions



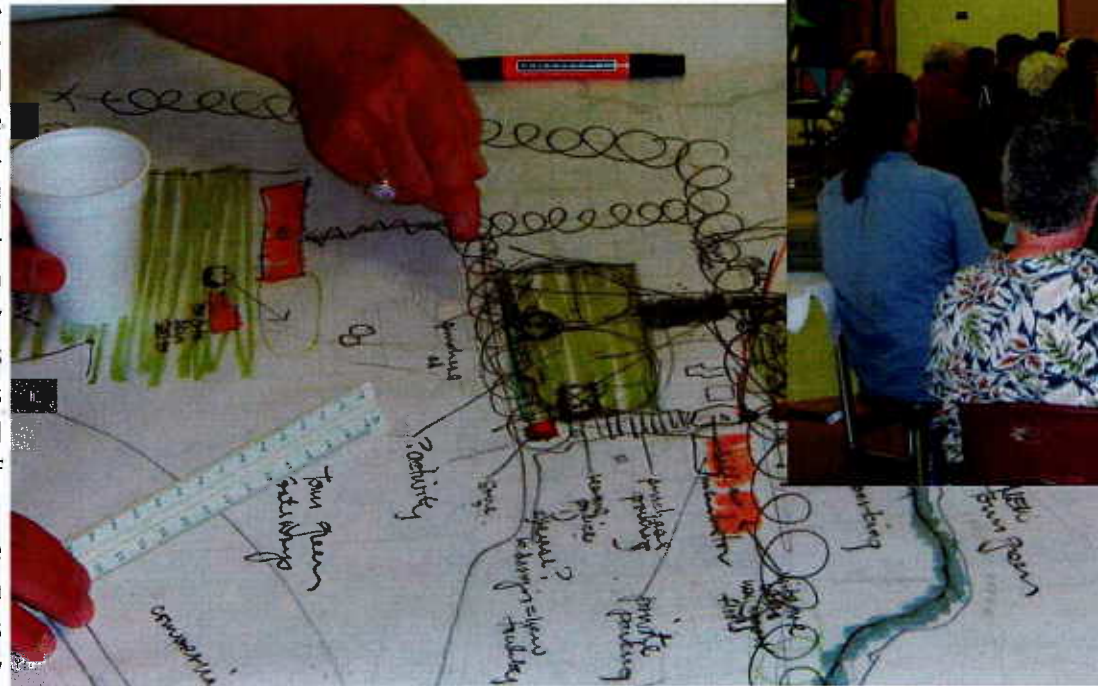
Charrette Team Proposals and Recommendations

We have heard the opinions and the input from the residents. We have walked the area and have seen the conditions with which we must deal. Now, we are prepared to present our findings and recommendations to the citizens of Belmont.

The qualities of a town green is to create it in the core of the village. This core centers around the bandstand, the library, Mill building, Veterans Memorial Park, entrance to Sargent Park, and the site of the empty bank building. Our proposal starts by moving the Gale School to the site south of the library next to a new green where the bank building is presently. The Gale School building will become the new town hall. The newly created village green opens up a visual gateway from Main Street to the Mill and the river. The bandstand is proposed to be moved to the south end of the new green near the Gale School. The new green can be used as an open amphitheater. A new pavilion is proposed south of the mill on the river to house a farmers market and other annual events. The existing town hall building could be reused as incubator office space on all levels. Tennis courts are taken from Sargent Park and moved south of the new pavilion along the river. Gateways into town, then to different areas once in the village will be very important for connectivity and "way finding". Streetscape improvements include sidewalks with connectivity to all points and beyond, street lighting and plantings and trees throughout the area. The intersection of Main and Depot Streets needs to be widened with another lane and new signalization. A new bridge over the river to connect the north and south sides will allow connectivity to satellite parking as well as open up the river to connect to a new riverwalk, a new Penstock park and ultimately connect to the WOW Trail System. A new community center is proposed for Sargent Park. The park will create real "Social Capital" with the many activities available (See pages 15-19)

Gateways:

Strong gateway icons are vital to the success of bringing Belmont's Village back to life. People traveling up and down Route 106 need to see that there is life downtown. Traveling north to south, road bearing to the right has a rural style building, this is a good point to lead you into the village. Selective thinning and pruning to open up the land and show the architectural character. Add a stone wall element with signage with the town seal. This will collectively define the entry into the village area. Gateways are not just physical



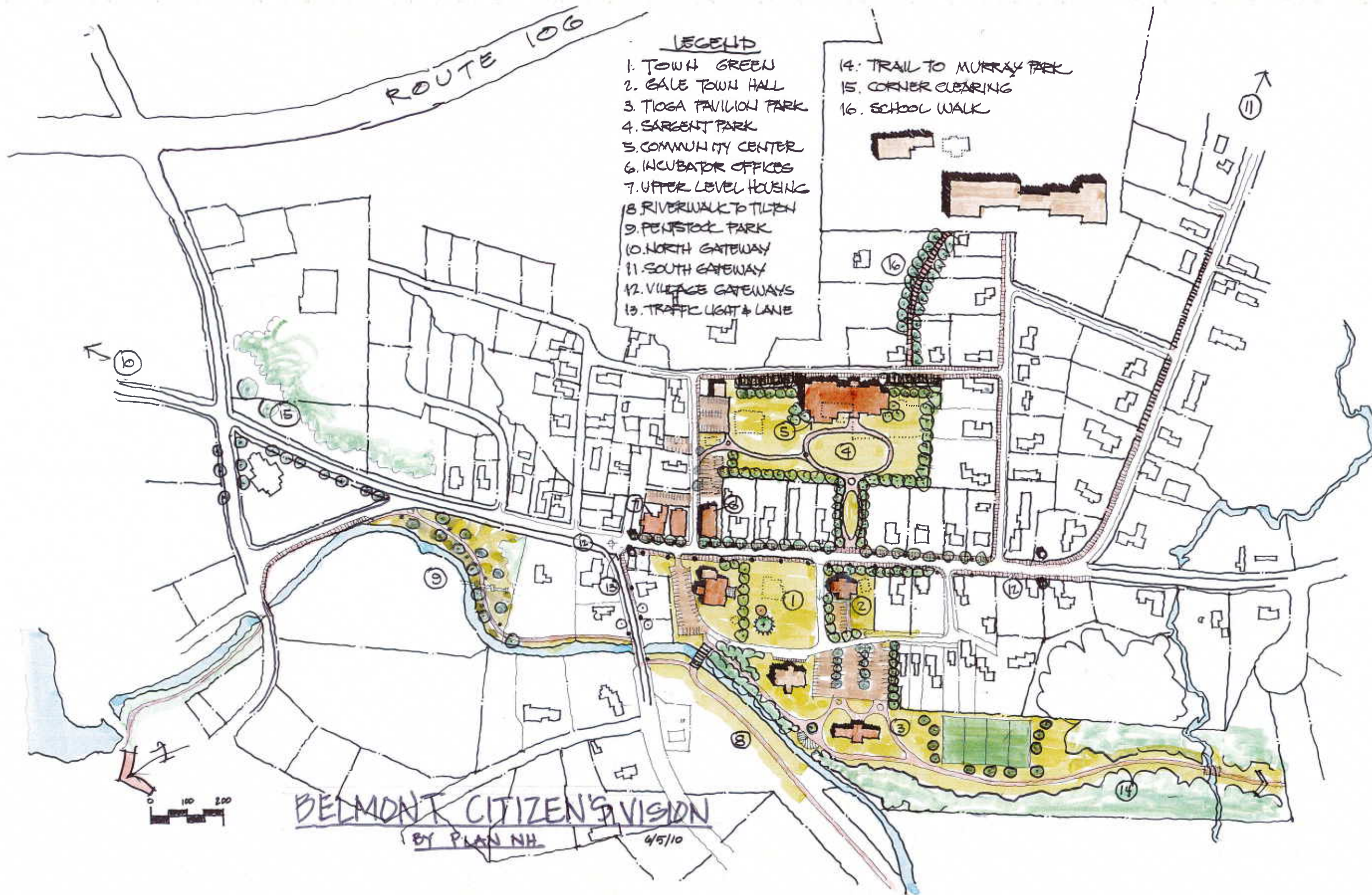
elements, they are visual connections as well. Case in point, From the new location of the Gale School Looking east will be a new walkable connection into Sargent Park. Continuing from the park will be a visual and walkable connection to the middle school. (see pages 22,23)

Big Picture:

The first thing to consider when thinking about how to start a downtown revitalization with the purpose in mind of creating a destination place, one has to have a catalyst. In

this case, the catalyst is the installation of attractive and functional and connecting sidewalks. Sidewalks promote easy access to downtown and promote walkability within the downtown. Second, you install all of the new lighting. Remembering to demolish outdated and obsolete buildings, open up space for commercial opportunities, as well as creating green space for benches and visibility to the bandstand

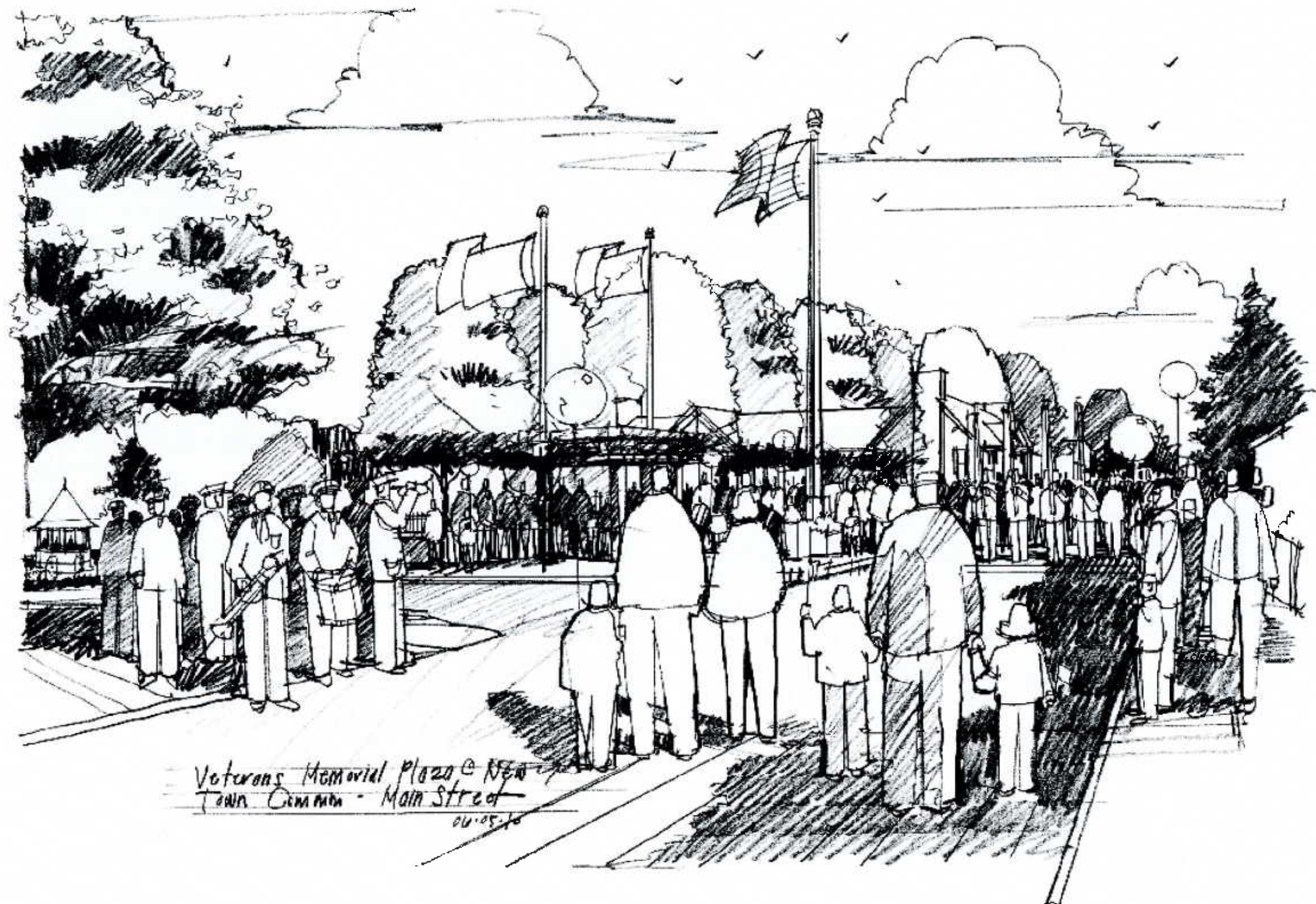
that is used for concerts....again, creating Social Capital. The installation of new lighting creates a welcoming and safe inviting atmosphere. Decorative lighting allows an opportunity to make use of banners for holidays and corporate sponsorship opportunities. Once this is accomplished, then commercial endeavors will begin to blossom, such as interesting shops, café opportunities, and restaurants, as well as enjoying the trails and seating at the rivers edge. Entrepreneurs see a promise of created Social Capital. Newly created professional office Space will be a beacon for professionals who will gravitate to the downtown, increasing the daytime people traffic that will look for downtown shopping and leisure activity. A well lit and walkable downtown with connectability of visual gateways, makes comfortable and safe access to and from the downtown, river, and parks. Social Capital is promoted during non-business hours to contribute to a vital, populated and economically rich destination.







Herard Martel
HERARD MARTEL
ARCHITECTURE, INC.

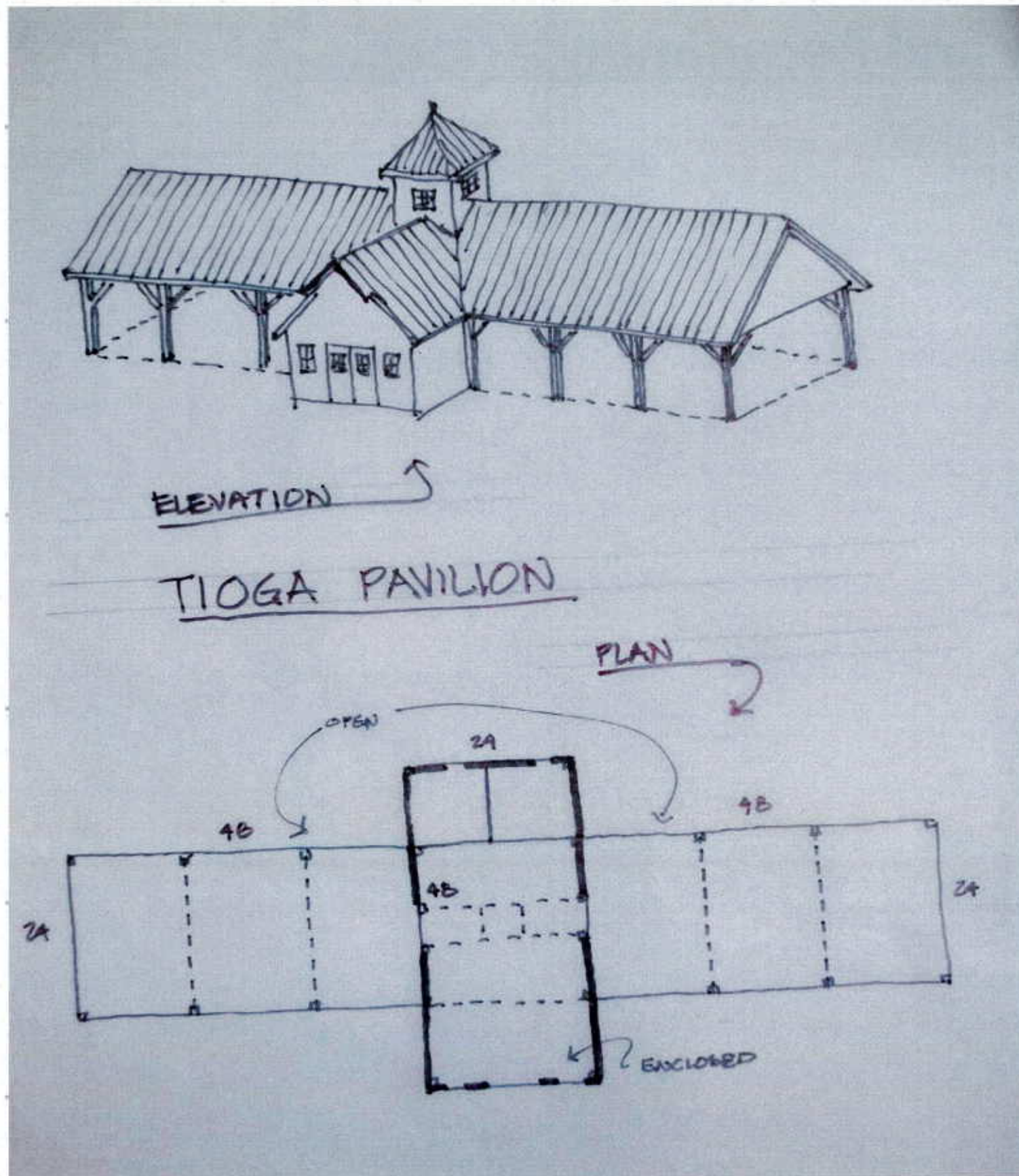


Veterans Memorial Plaza @ New
Town Center - Main Street
06.05.10




 RICHARD MANTE
 ARCHITECTURE INC.





Charrette Team Proposals and Recommendations, Cont.

Sargent Park

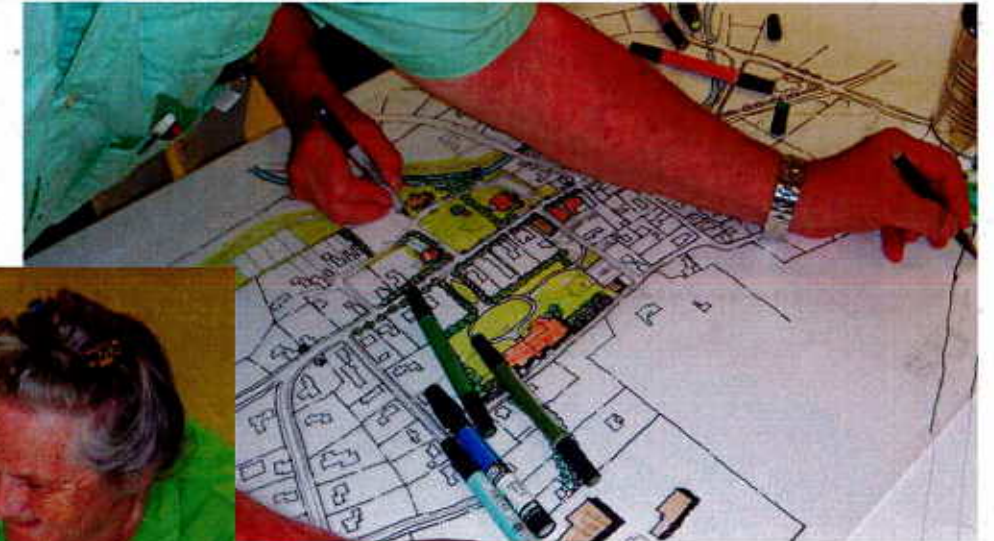
Sargent Park needs to be made more attractive and pleasant. We have proposed to put a new 17,000SF Community Center in the park, including an indoor basketball court and recreation department offices. Move the skateboard park and ball courts so you can have separation of older kids and young children. The horseshoe pits should be placed along the fence to the west with a sitting area for older people, separated from the noise of the kids. A BBQ should also be added in the sitting area. There isn't enough room for a pool but a fountain spray can be installed for the kids to play under it. (See Pages 24-26)

The new Community Center

Surrounding properties should be purchased around Sargent Park in order to realize the expansion design that has been created. This would include building the new Community Center. And creating adequate parking to accommodate the additional activities that are planned for the park area. The community center becomes a focal icon connecting the park to Main Street. The community center would have meeting rooms, a venue for arts and crafts, a multi-purpose room, a stage, basketball court, and locker rooms. The shed roof over the gym provides an area for Solar panels (photovoltaic). (see pages 26-28)

Tioga Pavilion

To the south of the mill, behind the new location of the Gale House, a covered, open pavilion is proposed. The enclosed center area would house bathroom facilities and storage. The open wings can be used for multiple uses such as a farmers market, craft shows, or town festivals. (see Page 20)





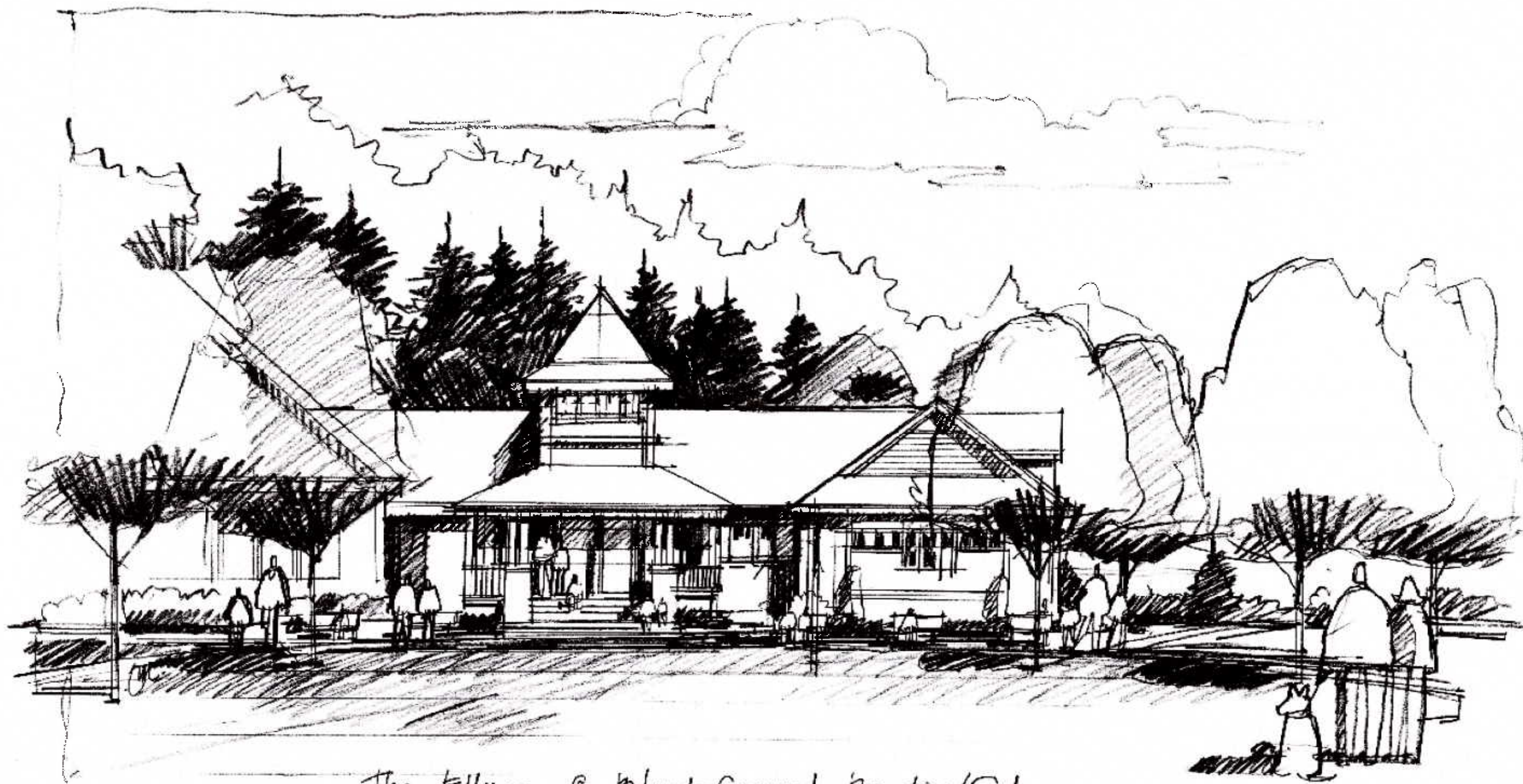


Belmont Community Gateway
@ Main St and Pte Rd

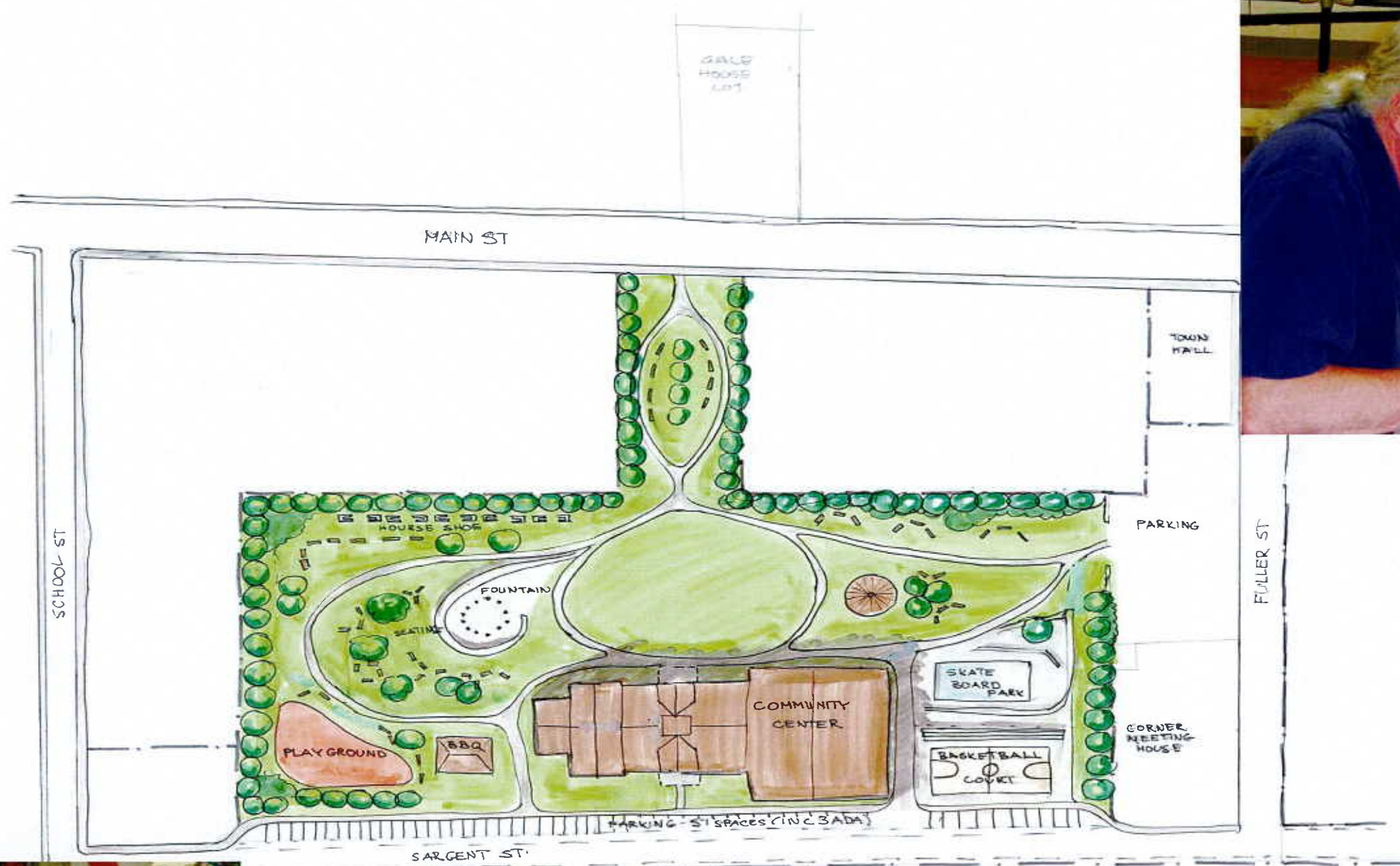


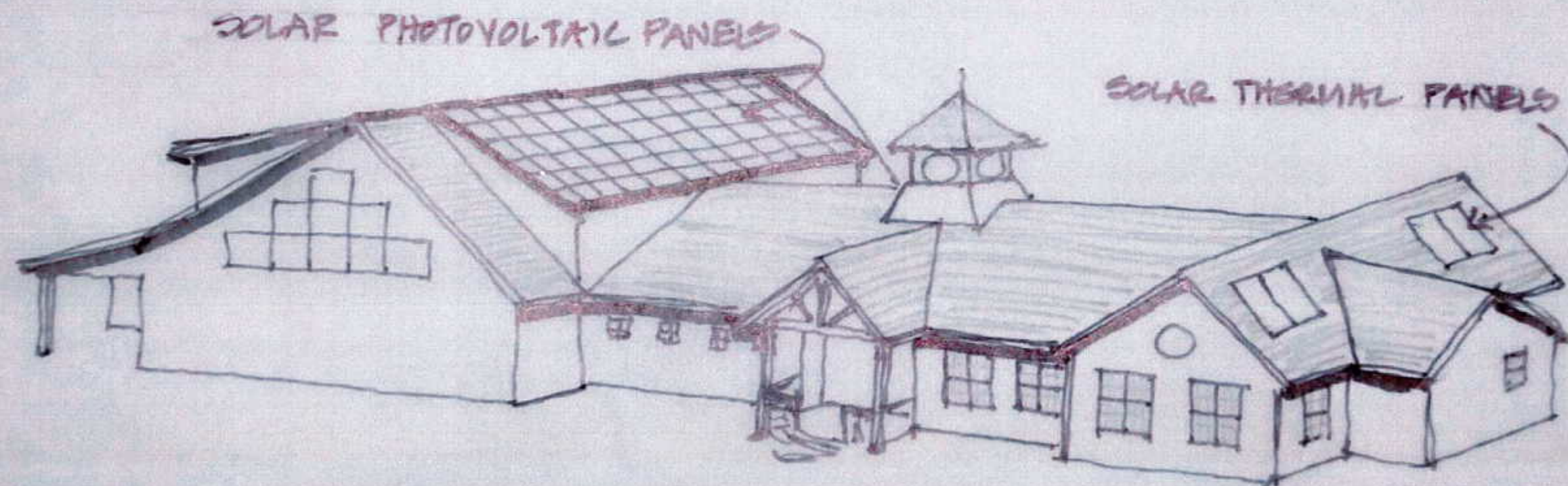


Pedestrian Gateway Entry Promenade
@ Main St (to Sargent Park)

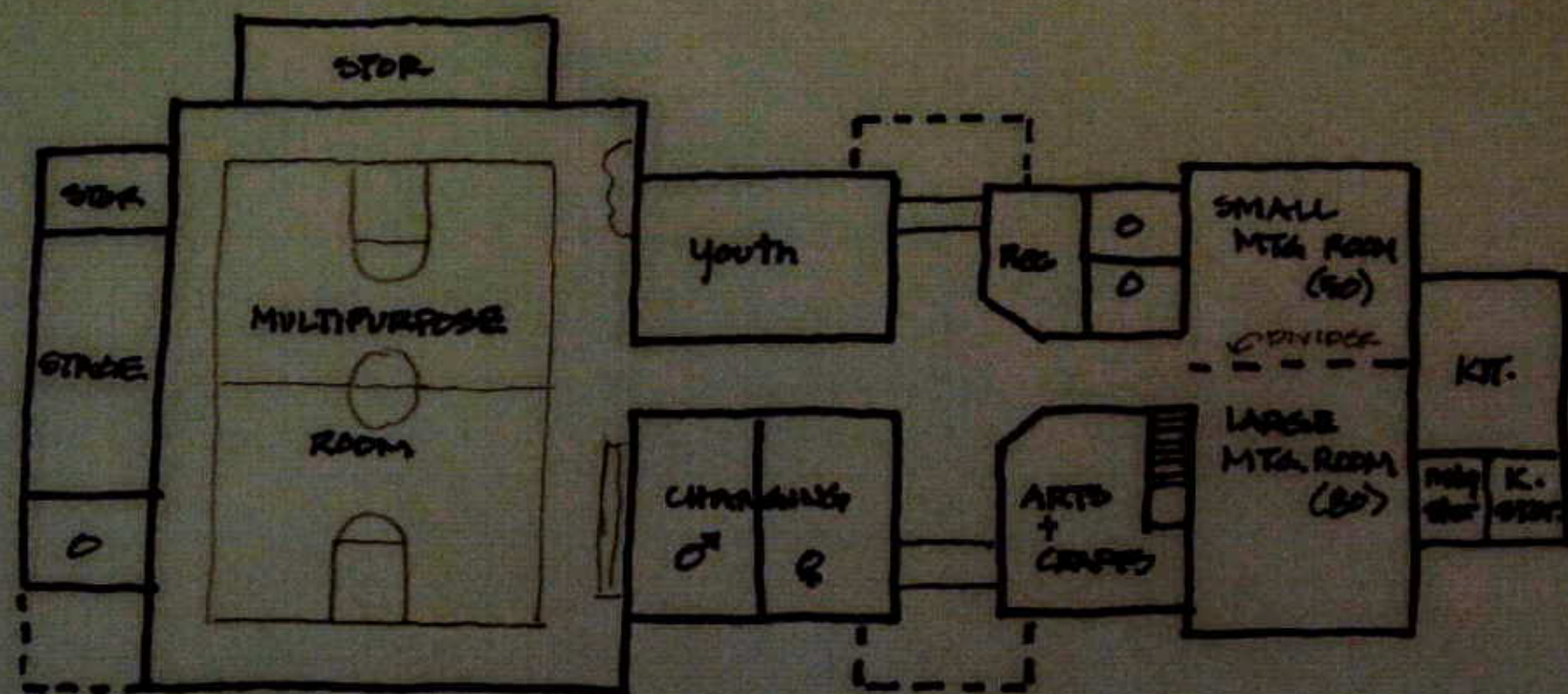


The Ellipse © Belmont Community Recreation/Center
in Sargent Park.





SARGENT PARK COMMUNITY CENTER



SARGENT PARK COMMUNITY CENTER





Conclusions, Funding, Next Steps

Conclusions & Next Steps

The Belmont Charrette provided a process through which stakeholders, both public and private, might become aware of many possibilities for improving their Town Village. From this exercise, stakeholders should emerge with an understanding of the factors that influence or impede economic prosperity in their town, and they will be better positioned to grow their investment within the context of an overall vision for the area.

A charrette is intended to be a creative stimulus – a brain storming event – which yields both practical design and redevelopment ideas. Stakeholders, including the Town officials, should take the most reasonable elements of this charrette and devise a comprehensive strategy for improving the Belmont Village Center.

A long-range development strategy should be established. Because stakeholders will have different investment time-tables, it will be advisable to identify projects that can be implemented in stages, over time. When various sectors of the market become advantageous for development, certain elements of the Town Center Committee Plan should be ready to launch.

Listed elsewhere in this report are traditional and non-traditional funding resources; in addition, there are strategies to offset portions of the public development phase, such as establishing a TIF (tax incremental financing) district. For the private sector, the Community Revitalization Tax Incentive may be useful. It should be understood that all of the suggested funding sources may or may not be available at

any given time . The funding criteria changes from time to time. Also, in these economically challenging times, grant and other funding source applications are highly competitive.

Recommendations for immediate next steps:

- ◆ Update and add members to the Village Revitalization Committee, using the list of stakeholders who attended the charrette, as well as, property owners that will be affected and/or impacted by future development projects. The goal will be to keep momentum going by establishing regular meeting dates, with benchmarks for accomplishments outlined.
- ◆ Develop a good action plan with a list of priorities, both public and private, for the Village and surrounding neighborhood improvements. Use the recommendations in this report as a starting point.
- ◆ The private sector will want to work in tandem with public improvements, so the prioritized action plan will be a valuable planning tool.
- ◆ Proactive and strategic communications, and regular press coverage will build credibility and help sustain momentum; it may serve to attract additional investment as well as volunteers.

Tools for Implementation

There is a wealth of sources of funding and expertise to explore. When applying for grants and foundation monies, many of the funders require plans or a detailed program to be in place as an assurance that projects will be completed to qualify for funds.

Expertise:

NH office of Environment and Planning (OEP)
NH office of Travel & Tourism
Division of Economic Development (DRED)
Division of Historical Resources
NH Council on the Arts
Small Business Administration (SBA)
NH Preservation Alliance

Funding

Community Development Block Grants (CDBG)
Economic Development Administration
NH Department of Transportation (NHDOT)
Conservation License Plate Funds
Land and Community Heritage Investment Program (LCHIP)
Community Development Finance Authority (CDFA)
Tax Increment Financing (TIF)
Town Trust Funds
National Retailers

Foundations and Private Funding Sources:

Wal-Mart Good Works – www.walmartfoundation.org

The Home Depot – Community Impact Grants,
<http://corporate.homedepot.com/wps/portal/!ut/p/.cmd/cs/.ce/70A/.s/70121/s.70A/70121>

The Timberland Company – Community Involvement Program,
<http://www.timberland.com/corp/index.jsp?page=communityInvolvement>

The Ford Foundation, <http://www.fordfound.org/>

PSNH – Community Giving program, http://www.psnh.com/Community/Support/corp_giving.asp

The Allstate Foundation -
<http://www.allstate.com/Community/PageRender.aspx?Page=foundation.html>

The Verizon Foundation - <http://foundation.verizon.com/>

Merck Family Fund - <http://www.merckff.org/index.html>

The Madeline G. von Weber Trust - Funds projects in community development, neighborhood development, human services and the performing arts. Contact: Madeline G. von Weber Trust, c/o James d. Dow, 95 Market St., Manchester, NH 03101.

New England Grassroots Environment Fund - <http://www.grassrootsfund.org/>

Transportation Enhancement Act Program - Project categories include: facilities for bicyclists and pedestrians; safety and educational activities for bicyclists and pedestrians; acquisition of scenic easements and scenic or historic sites; scenic or historic highway programs; landscaping and other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures or facilities; preservation of

abandoned railway corridors; control and removal of outdoor advertising; archaeological planning and research; environmental mitigation to address water pollution due to highways or vehicles; and establishing transportation museums.—

<http://www.nh.gov/dot/municipalhighways/tecmap/index.htm>

Waste Management Charitable Giving Program - Support for Environment, Education, and Community Impact Programs - <http://www.wm.com/WM/community/Giving.asp>

Enterprise Community Partners - <http://www.enterprisecommunity.org/>

ORTON FAMILY FOUNDATION, www.orton.org

Heart & Soul Community Planning
Submission Deadline: is in March

Open to: Communities in select New England and Rocky Mountain states. Partnership opportunity for four communities to receive funding and technical assistance on major community visioning and planning projects.

NEW HAMPSHIRE PARKS

Web: www.nhparks.state.nh.us/trbureau.html

Paul Gray, Chief, Bureau of Trails
Division of Parks and Recreation
PO Box 1856

Concord NH 03302-1856

603-271-3254; Fax 603-271-2629

E-mail: pgray@dred.state.nh.us

Bob Spoerl, Program Specialist

E-mail: bspoerl@dred.state.nh.us

Christopher Gamache, Program Specialist
(ATV)

Email: cgamache@dred.state.nh.us

Enterprise Community Partners - <http://www.enterprisecommunity.org/>

Economic Development Assistance Programs—Availability of Funds under the Public Works and Economic Development Act of 1965 <http://www.grants.gov/search/search.do;jsessionid=MzmgKnKFZWQzZXjLHTXhb5HhvJvGymY3ywwwGJXT11f8tLqpzMV2!1656926990?oppld=40746&mode=VIEW>

Economic Development Assistance Programs <http://www07.grants.gov/search/search.do;jsessionid=pK1GKnNVqly9GS95GhWRJCsFFfGHzs1bgp2p2TnPLY2QC1yypctn!-1757398871?oppld=42952&mode=VIEW>

American Heritage Preservation Grants http://www.imls.gov/applicants/grants/pdf/AHPG_2010.pdf

Economic Development Assistance Programs http://www.eda.gov/ImageCache/EDAPublic/documents/pdfdocs2008/ingle_5fapplication_5fedap_5fffo_5ffinal_2epdf/v1/single_5fapplication_5fedap_5fffo_5ffinal.pdf

Rural Business Enterprise Grant Programs (RBEG)

<http://www.rurdev.usda.gov/rbs/>

We also suggest the town consider enacting RSA 79-E, Community Revitalization Tax Incentives. Signed into law in 2006, this makes it possible for a property owners wanting to substantially rehabilitate a building in a downtown or village center, may apply to the local governing body for a period of temporary tax relief.

The Town of Belmont has what it takes to realize its objectives to revitalize and reinvigorate the town. Your talent, energy, commitment, and spirit along with your accomplishments to date are an excellent spring board to continue to move forward

Budget Costs for Development

New Community Center in Sargent Park (17,000SF)	\$1,800,000.00
New Police Station	\$3,100,000.00
Move Bandstand (new foundation)	\$ 25,000.00
Demolition of Bank building	\$ 50,000.00
New Pavilion (2300SF open, 1200SF enclosed)	\$ 175,000.00
Pavilion Park	\$ 150,000.00
Relocate Gale School to Main Street Location	\$ 350,000.00
Interior renovation of School building into town offices	\$ 450,000.00
Depot & Main Street intersection reconstruction (road widening, signalization)	\$ 625,000.00
Sargent Park reconstruction	\$ 75,000.00
Parking lots	\$ 150,000.00
Streetscape on Main Street (1 mile) (lighting, trees, sidewalks)	\$2,600,000.00
North and south gateways	\$ 275,000.00
River overlook and foot bridge	\$ 225,000.00
Community Center entrance from Main Street	\$ 125,000.00
Renovation of existing town hall	\$1,000,000.00
Streetscape connection from Sargent Park to the Middle School	\$ 25,000.00
Create housing in upper floors of Village store buildings	\$ 900,000.00
Penstock Park	\$ 175,000.00



Special Thanks to Plan NH's Corporate Sponsors



The organizing group of citizen-volunteers and officials add appreciation to area media - The Citizen, Laconia Daily Sun, LRPA-TV and the Winnisquam Echo for interest and coverage.

Our special thanks to the Belknap County Economic Development Council and the Shaker School District/Belmont Middle School for hosting, and the ideas and energy brought to community sessions from residents and employees.

Further information:

www.belmontnh.org

www.lrpa.org

www.plannh.org



Town of Belmont, NH

Town Space Needs and Feasibility Study

April 1, 2019

Police Department



Department Space Designation															
CATEGORY	No.	Function	Current Number	Full Time	Part Time	Approx. Existing Space Sizes	Space Reference/ Standards	2018 Required Number	2018 SF	2028 Required Number	2028 SF	2038 Required Number	2038 SF		SUBTOTAL PER DEPARTMENT
PUBLIC SPACES	P1	Vestibule	0			0	80	1	80	1	80	1	80	ADA Accessible with after hours intercom system	
	P1.1	Lobby	1			100	150	1	150	1	150	1	150	Secured with seating for 2 to 4	
	P2	Public Interview Room	0			0	100	1	100	1	100	1	100	Adjacent to the Lobby and Dispatch	
	P3	Unisex Public Toilet	1			50	64	1	64	1	64	1	64	ADA Compliant - Accessible from Lobby	394
ADMIN SUITE	PD1	Chief	1	X		126	180	1	180	1	180	1	180	12 x 15 Private Office - located more remote within the PD for privacy. Away from Patrol	
	PD2	Administrative Assistant	1	X		55	64	1	128	1	128	2	128	10 x 12 Open/Semiprivsate Office - adjacent to Chief and Captain. Will be shared in 2038 by 2 Assistants	
	PD3	Captain	1	X		92	144	1	144	1	144	1	144	12 x 12 Private Office - located within Admin Suite adjacent to Chief	
	PD3.1	Department File Room	1			100	120	1	120	1	120	1	120	10 x 12 Secured Room - in Admin Suite	
	PD3.2	Copier Room/Print Room	1				100	1	100	1	100	1	100	Address acousical requirements for large copier	672
PD STAFF	PD4	Lieutenant	0	X		0	120	0	0	1	120	1	120	10 x 12 Private Office	
	PD5	Seargents	3	X		115	224	3	160	3	160	4	224	Shared Office with 4 Work Stations @ 6x8 (48 SF) - lockable - next to Patrol	
	PD6	Corporal	1	X		0	64	1	64	2	128	2	128	Open work cubicle 8 x 6 (64 SF) shared space - next to Seargents and Patrol	
	PD7	Detectives	2	X		126	196	2	120	3	160	4	224	Shared Office with 4 Work Stations @ 6x8 (48 SF) - lockable	
	PD8	Evidence Tech	1	X			0	1	0	1	0	1	0	Tech work space located in the Evidence Storage Room - PD24 (requires work bench, exhaust, and additional ventilation)	
	PD9	Prosecutor	1	X		in PD7	144	1	144	1	144	1	144	12 x 12 Private Office - located adjacent to Booking/Intake	
	PD10	Dispatchers	2	X		135	225	2	225	3	225	4	225	15 x 15 with space for 3 consoles - adjacent to Lobby with secure transaction window	
	PD11	School Resource Offices FT/PT	2	X		0	120	2	0	2	0	2	0	Located off site in Schools. When visiting the PD, will share space in Patrol - PD12	
	PD12	Patrolmen FT	8	X		300	300	8	300	10	300	12	300	8 work stations at 6 x 6 (36 SF) each. Some may be shared with PT Patrol. Adjacent to Seargents and Corporals	
	PD13	Patrolmen PT	5		X	0	0	5	0	0	0	5	0	Share space with FT Patrol staff	1365
BOOKING & INTAKE	PD14	Booking/Processing	0				120	1	120	1	120	1	120	Adjacent to Sallyport	
	PD15	Male Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD16	Female Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD17	Juvenile Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD18	Interview Room (2)	0				100	1	100	1	100	1	100	10 x 10 - Secure Room with sound control and video/audio - Adjacent to Booking/Intake	
	PD19	Toilet Room	1				48	1	48	1	48	1	48	8 - 6 - ADA accessible adjacent to Booking/Intake	508
SUPPORT	PD20	Meeting/Conference Room	1			195	240	1	240	1	240	1	240	Seat 20 Conference Room - Adjacent Admin Suite	
	PD21	Male Office Locker Room	1			105	196	1	196	1	196	1	196	Adjacent to Break Room and Staff Entrance	
	PD22	Female Offices Locker Room	0			0	120	1	120	1	120	1	120	Adjacent to Break Room and Staff Entrance	
	PD23	Tech Room (recording, computer server, video, storage)	1				80	1	80	1	80	1	80	Located adjacent to the Dispatch PD10. Requires special ventilation and additions AC	
	PD24	Evidence Storage	1			225	625	1	625	1	625	1	625	25 x 25 Secure Room - Adjacent to Sally Port and Intake. Includes the Evidence Tech work space.	
	PD25	Long Term Evidence Storage					196	1	196	1	196	1	196	14 x 14 Secured Room - adjacent to Evidence Room	
	PD26	Cold Storage	1				144	1	144	1	144	1	144	12 x 12 Adjacent to Evidence and Sallyport - containts lockers, racks, shelving	
	PD27	Armory	1				120	1	120	1	120	1	120	Includes 2 fire arm cleaning stations - requires addional exhaust. Locate adjacent to the Evidence Storage (share exhaust)	
	PD28	Kitchen	1			65	80	1	80	1	80	1	80	8 x 10 Full Coooking Kitchen: sink, microwave, refrigerator, cook top	
	PD29	Staff Break Room	1			See PD20	196	1	196	1	196	1	196	14 x 14 adjacent to Kitchen and Locker Rooms	
	PD30	Janitor Closet/Mop Sink/Cleaning Supplies	1			25	25	1	25	1	25	1	25	5 x 5 Room with mop sink and cleaning supplies - adjacent to Locker Rooms and Kitchen/Staff Areas	
	PD31	Mechanical Room	1				200	1	200	1	200	1	200	Locate close to building exterior in rear of building	
	PD32	Sallyport - 2 bay	1			240	440	1	440	1	440	1	440	20 x 22 - 2 bay Sallypot and storage - direct access to the processing/booking area PD14	
	PD33	Detox Shower and Eye Wash	0			25	0	1	0	1	0	1	0	Located in the Sallyport area	
SUBTOTAL							5565		5249		5473		5601		2662
Efficiency Grossing Factor @ 25%						0.25	1391		1312		1368		1400		5601
TOTAL SF							6956		6561		6841		7001		

NOTES:

Discuss the use of the existing basement in future use - dead storage and mechanical spaces

PARKING REQUIREMENTS		
PD Cruisers	12	Secured area - Fenced with video surveillance
Employee Parking (all shifts for an "all Department" meeting	15	Secured area - Fenced with video surveillance
Visitors	4	Open - at the main PD Entrance. Including ADA parking
Accessory vehicles and items - trailers, training equipment	3	Secured area - Fenced with video surveillance
Impound Lot - 3 bay	3	Secured and Fenced with video surveillance - can be located off-site only if cannot be accommodated on the primary PD site. Requires secured fencing and video surveillance
TOTAL	37	



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

SCALE: 1" = 20'-0"



04/01/2019

LAVALLEE BRENSINGER ARCHITECTS

AREAS:

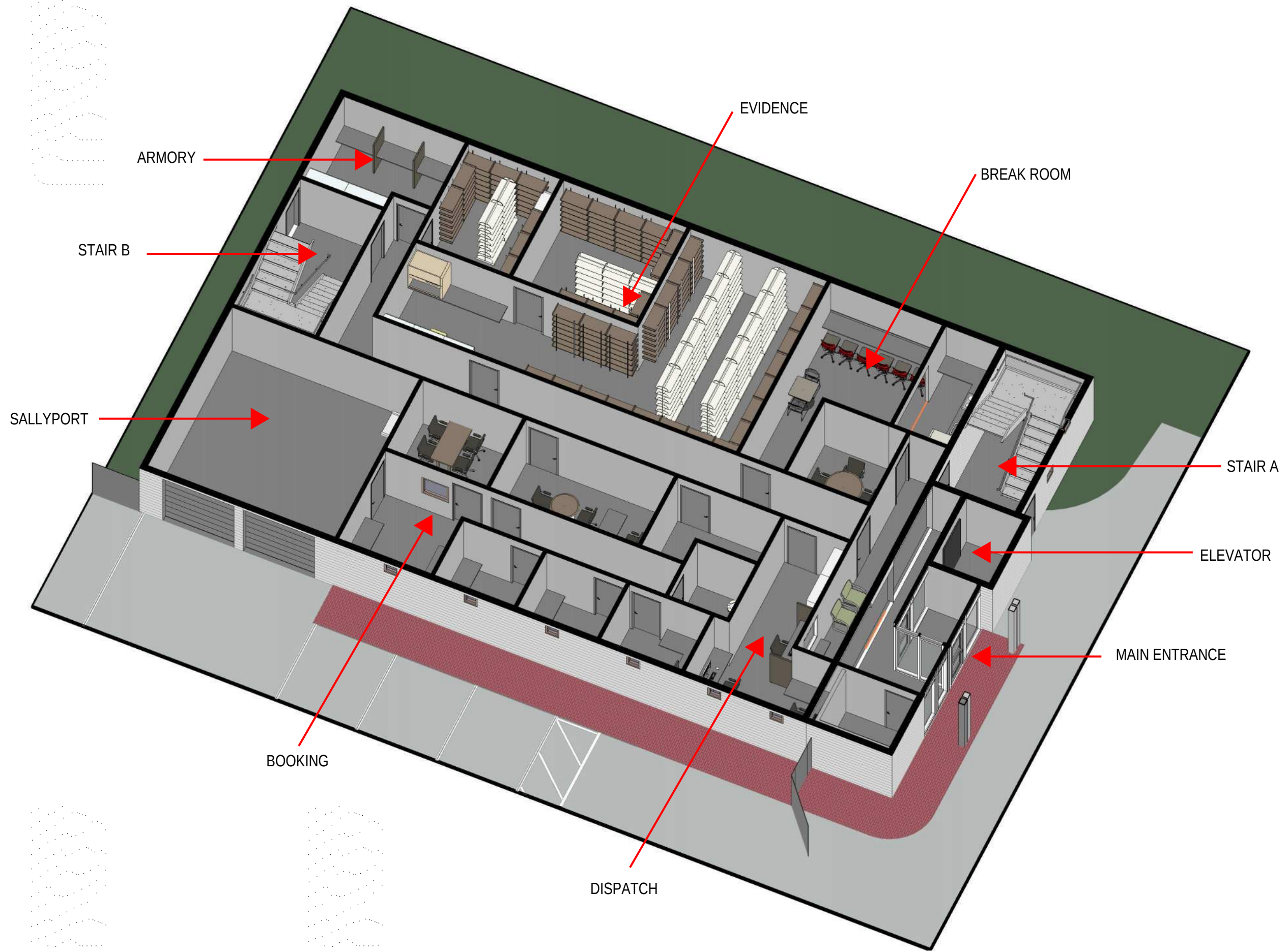
	NET	GROSS
UPPER LEVEL	3,610 SF	4,011 SF
LOWER LEVEL	3,834 SF	3,881 SF
TOTAL	7,444 SF	7,993 SF

PARKING TOTALS:

VISITOR PARKING:	6 SPACES
EMPLOYEE PARKING:	15 SPACES
PD CRUISERS:	13 SPACES
IMPOUND LOT:	3 SPACES
ACCESS. VEHICLES:	3 SPACES
TOTAL SPACES:	40 SPACES







TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 1 AXON

SCALE:

04/01/2019

LAVALLEE BRENSINGER ARCHITECTS

EXISTING BUILDING

ADDITION





TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 2 AXON

SCALE:

04/01/2019

LAVALLEE BRENSINGER ARCHITECTS



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

AERIAL IMAGE

SCALE:

04/01/2019

LAVALLEE BRENSINGER ARCHITECTS



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

PERSPECTIVE

SCALE:

04/01/2019

LAVALLEE BRENSINGER ARCHITECTS

TOWN OF BELMONT, NH - TOWN CENTER FACILITIES - CONCEPTUAL PROJECT BUDGET

April 1, 2019

POLICE DEPARTMENT

OPTION A - Addition/Renovation to Existing Site 7,993 Net S.F.

Interior/exterior demolition including existing roof	\$ 10/SF	\$	79,930
Foundation and structural frame	\$ 35/SF	\$	279,755
Thermal and moisture protection	\$ 30/SF	\$	239,790
Doors and windows	\$ 12/SF	\$	95,916
Interior finishes	\$ 40/SF	\$	319,720
Specialties and equipment	\$ 12/SF	\$	95,916
Elevator	\$ 10/SF	\$	79,930
Plumbing and mechanical systems	\$ 40/SF	\$	319,720
Electrical and fire alarm systems	\$ 25/SF	\$	199,825
Contractor general conditions and fee	\$ 35/SF	\$	279,755

Hard Cost Total	\$	1,990,257	\$ 249/S.F.
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SITE DEVELOPMENT

	\$	119,895	\$ 15/S.F.
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ESTIMATED SOFT COSTS - 18% + \$50,000*

	\$	429,827	\$ 54/S.F.
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Total Project Cost	\$	2,539,979	\$ 318/S.F.
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Hazardous material abatement, if required, is not included

Alternate add for new fire protection system and water line \$ 75,000

Backup 60 KW electrical generator \$ 40,000

Conceptual budgeting based on 2019 construction costs. Add 3% escalation for 2020 construction

** Soft cost includes an additional \$ 50,000 for relocation of existing PD and rental of temporary space during construction*

Soft costs include A/E fees, permitting fees, third party testing, builders risk insurance, partial replacement of furniture and equipment

JOBIN CONSTRUCTION CONSULTANTS

AREAS:		
	NET	GROSS
UPPER LEVEL	2,816 SF	3,520 SF
LOWER LEVEL	2,816 SF	3,520 SF
TOTAL	5,632 SF	7,040 SF

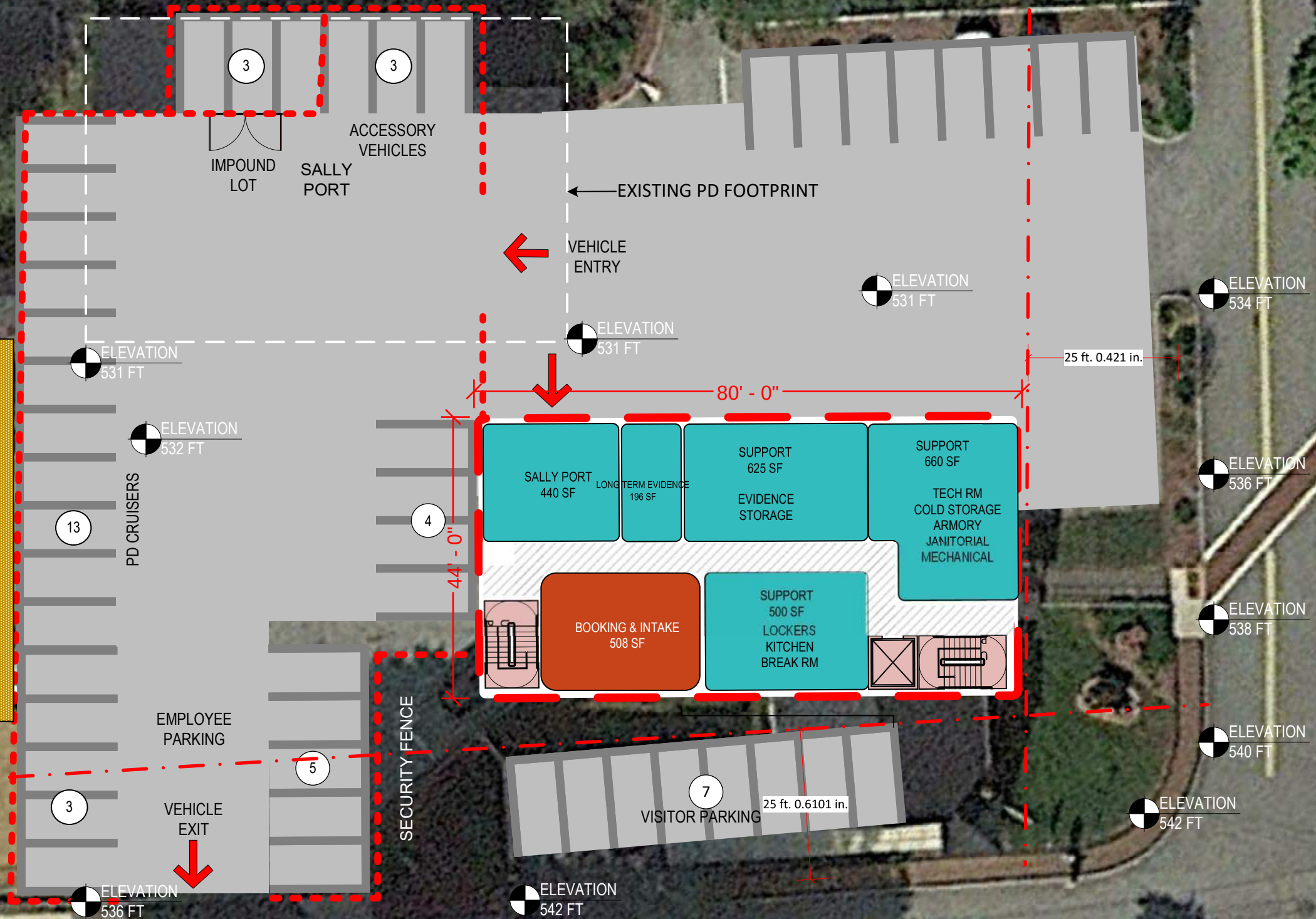
PARKING TOTALS:	
VISITOR PARKING:	7 SPACES
EMPLOYEE PARKING:	12 SPACES
PD CRUISERS:	13 SPACES
IMPOUND LOT:	3 SPACES
ACCESS. VEHICLES:	3 SPACES
TOTAL SPACES:	36 SPACES



LEGEND

EXISTING BUILDING

NEW ADDITION



TOWN OF BELMONT – POLICE DEPARTMENT

AREAS:		
	NET	GROSS
UPPER LEVEL	2,816 SF	3,520 SF
LOWER LEVEL	2,816 SF	3,520 SF
TOTAL	5,632 SF	7,040 SF

PARKING TOTALS:	
VISITOR PARKING:	4 SPACES
EMPLOYEE PARKING:	12 SPACES
PD CRUISERS:	13 SPACES
IMPOUND LOT:	3 SPACES
ACCESS. VEHICLES:	3 SPACES
TOTAL SPACES:	36 SPACES

POSSIBLE PARKING FOR FIELDS/COURTS

LEGEND

EXISTING BUILDING

NEW ADDITION



TOWN OF BELMONT – POLICE DEPARTMENT

TOWN OF BELMONT, NH - TOWN CENTER FACILITIES - CONCEPTUAL PROJECT BUDGET

April 1, 2019

POLICE DEPARTMENT

OPTION B - New 2 Story Building at Meeting House 7,040 S.F.

Building demolition - Meeting House and Police Station	\$ 15/SF	\$	105,600
Foundation and structural frame	\$ 40/SF	\$	281,600
Thermal and moisture protection	\$ 35/SF	\$	246,400
Doors and windows	\$ 15/SF	\$	105,600
Interior finishes	\$ 40/SF	\$	281,600
Specialties and equipment	\$ 12/SF	\$	84,480
Elevator	\$ 11/SF	\$	77,440
Plumbing and mechanical systems	\$ 40/SF	\$	281,600
Electrical and fire alarm systems	\$ 25/SF	\$	176,000
Contractor general conditions and fee	\$ 35/SF	\$	246,400

Hard Cost Total \$ **1,886,720** \$ **268/S.F.**

SITE DEVELOPMENT

\$ **281,600** \$ **40/S.F.**

ESTIMATED SOFT COSTS - 18%

\$ **390,298** \$ **55/S.F.**

Total Project Cost \$ **2,558,618** \$ **363/S.F.**

Hazardous material abatement, if required, is not included

Alternate add for new fire protection system and water line \$ 75,000

Backup 60 KW electrical generator \$ 40,000

Conceptual budgeting based on 2019 construction costs. Add 3% escalation for 2020 construction

Conceptual budgeting includes demolition of meeting house and existing police station

Soft costs include A/E fees, permitting fees, third party testing, builders risk insurance, partial replacement of furniture and equipment

JOBIN CONSTRUCTION CONSULTANTS

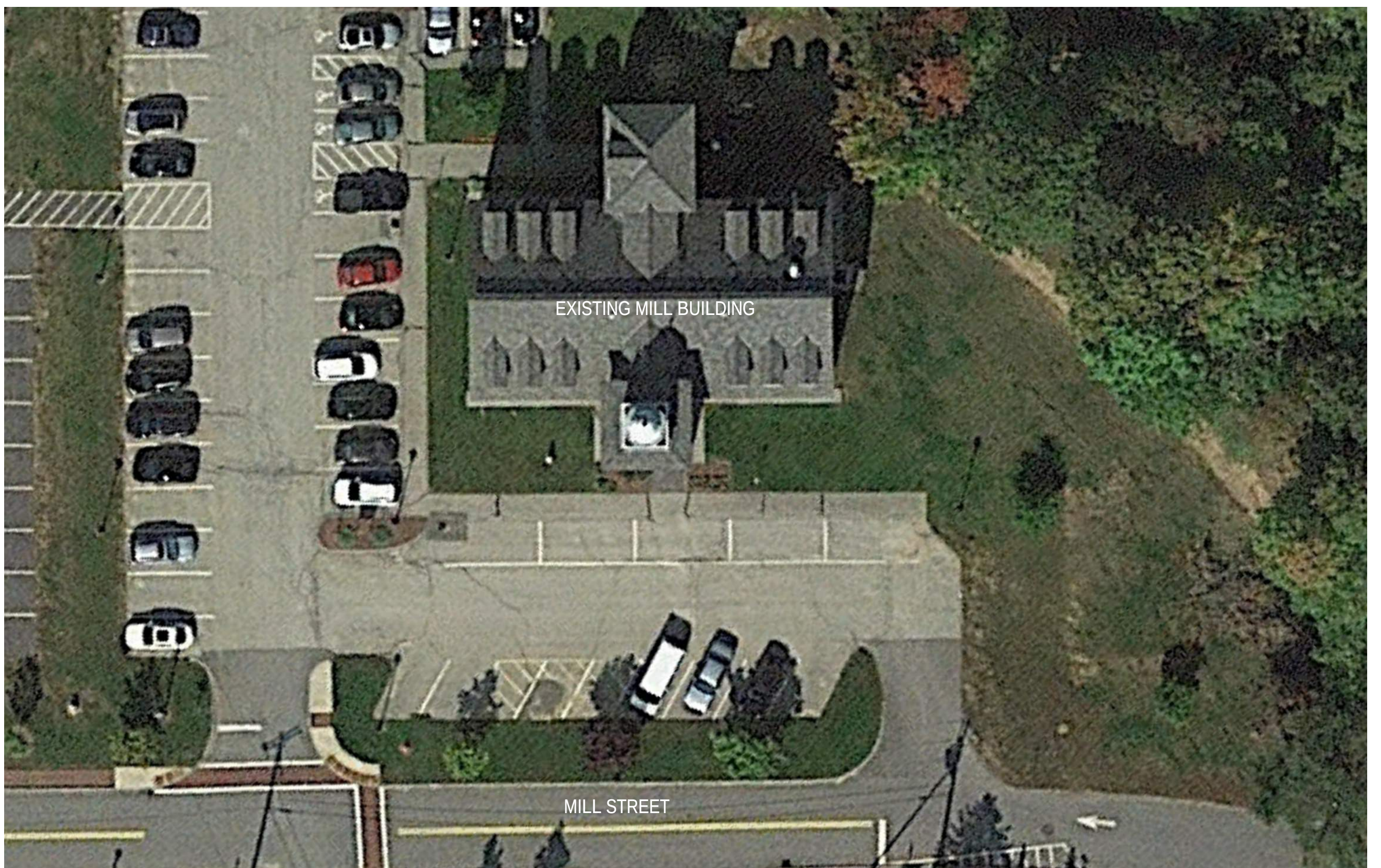
Town Hall



Department Space Designation												
No.	Function	Current Number	Approx. Existing Space Sizes	Space Reference/ Standards Based Typ. BOMA Standards for Type A,B, C, D & E Workspace Types	2018 Required Number	2018 (Current)	2025 Projection	2030 Projection	2035 Projection	Notes/Comments	SUBTOTAL PER DEPARTMENT	
TOWN ADMINISTRATOR			953	1384		1394	1394	1394	1394	Direct Access to the Main Entrance Lobby is not needed		
S1	Town Administrator	1	168	192	1	192	192	192	192	12 x 16 - Enlosed office adjacent to Smaller Conference Room (3 file cabinets). Current size does not allow for adequate space including small table for 2 -3 person meetings		
S2	Assistant TA/Assessing	1	115	140	1	140	140	140	140	10 x 14 Enclosed Office - adjacent to Town Administrator		
S3	Secretary	1	64	140	1	140	140	140	140	10 x 14 Enclosed Office - adjacent to Town Administrator		
S4	Finance Director	1	160	140	1	140	140	140	140	10 x 14 Enclosed office		
S5	Water/Sewer Office	1	144	160	2	160	160	160	160	10 x 16 -Enclosed office shared by 2 staff - can be located on a higher floor in a multi-story building or away from Public entrance in 1 story. Currently houses 2 staff.		
S6	Building and Grounds	1	158	140	1	150	150	150	150	10 x 15 -Enclosed office - can be located on a higher floor in a multi-story building or away from Public entrance in 1 story		
S7	Building and Grounds Storage	1	0	100	1	100	100	100	100	1- x 10 - Locked Room adjacent to B&G Office		
S8	Conference Room - seats 8 to 10 (Added to Program)	1	0	192	1	192	192	192	192	12 x 16 - Adjacent to Town Administrator and Land Use		
S9	General and Assessor File Room	1	144	180	1	180	180	180	180	10 x 18 File Room	1394	
TOWN CLERK			454	800		752	800	800	800	Adjacent to the Main Entrance, Lobby, Accounting, Land Use Planning		
C1	Town Clerk/Tax Collector	1	370	120	1	120	120	120	120	10 x 12 Closed Office		
C2	DELETED											
C3	Town Cler/Tax Collector Deputy	1	included in C1	48	1	96	144	144	144	Open work station for 3 total staff accessible to the service counter - C3, C3.1, C3.2 are combined into one room/space with a U-shaped work station at each of the 3 service windows		
C3.1	Town Clerk/Tax Collector Assistant	1	included in C1	48	1	included in C3	included in C3	included in C3	included in C3	8 x 6 Open Work Station - included in C3		
C3.2	Town Clerk/Tax Collector Assistant (potential future PT)	0	included in C1	48	1	included in C3	included in C3	included in C3	included in C3	8 x 6 Open Work Station - included in C3		
C4	Fire Proof Vault (Main Level)	1	84	120	1	120	120	120	120	10 x 12 Fireproof Room/Safe		
C5	Storage/Files (Clerk only)	1	included in C1	100	1	100	100	100	100	10 x 10 Secured space		
C7	Clerk 3 Points of Service Windows to Lobby + ADA Station	0	included in C1	0	1	included in C3	included in C3	included in C3	included in C3	Staffed by Assistant Clerk and Deputy Clerk (C3, C3.1, C3.2) - 3 points of service to Lobby plus ADA Accessible service counter		
C8	Clerk Dead File Room (can be remote from Clerk office)	1	Storage below	216	1	216	216	216	216	Can be remote from Clerk office - lower level, basement, etc.		
C9	State Computer Work Station - Public Access	1	included in C1	100	1	100	100	100	100	Clerk Suite)	800	
LAND USE			835	2092		1488	1488	1488	1488	Access to the Lobby and Public. Requires access to secondary/back entrance for staff circulation separate from Lobby		
LU1	Planner	1	168	120	1	120	120	120	120	10 x 12 - Enclosed office. Accessible from Lobby for Public - potentiall from the Public Access Room LU-8 .		
LU2	Building Official w/ PT Inspector or FD Inspector	1	204	300	1	300	300	300	300	15 x 20 Shared work space. Accessible from Lobby for Public. - potentiall from the Public Access Room LU-8 .		
LU3	Land Use Tech	1	300	300	1	300	300	300	300	15 x 20 - Enclosed office. Accessible from Lobby for Public. - potentiall from the Public Access Room LU-8 .		
LU4	Land Use Assistant/Admin	1	98	64	1	64	64	64	64	8 x 8 Open Cubicle with access to Lobby Point-of-Service Window to Lobby and access to LU-8 (Public Access Work Room/Tax Map Room & Computer)		
LU5	Inspector - Future	0	0	64	1	included in LU2	included in LU2	included in LU2	included in LU2	Refer to LU2 - shared office space		
LU6	Land Use Building Clerk - PT	1	0	64	1	64	64	64	64	8 x 8 Open Cubicle with access to Lobby Point-of-Service Window to Lobby and access to LU-8 (Public Access Work Room/Tax Map Room & Computer)		
LU7	Land Use Work Room	1	There is no current LU Work Room - included in LU1, LU2, LU3, LU4	520	1	520	520	520	520	20 x 26 work room adjacen to the Lobby. Contains files, plotter, large printer, 2 work tables. This space will contain files currently located in LU1, LU2, LU3 and LU4 and Basement of Town Hall		
LU8	Public Access Work Room/Tax Map Room & Computer	1	65	120	1	120	120	120	120	10 x 12 Room adjacent to the Lobby and next to Land Use suite for public access - Tax Maps and Public Access Computer		
LU9	Land Use File Room	1	included within LU1, LU2, LU3, LU4	0	1	included in LU7	included in LU7	included in LU7	included in LU7	Refer to LU7 - Land Use Work Room		
LU10	LU Conference Room - seats 8 to 10 (shared with other department)	0	0	140	0	included in S8	included in S8	included in S8	included in S8	Refer to SH9 - shared Conference Room		
LU11	Additional Off Site Storage	0	Currently in Basement of Town Hall	400	1	Off Site Storage	Off Site Storage	Off Site Storage	Off Site Storage	Off site storage. Location and size to be determined. Please refer to the Off Site Storage section below	1488	

PARKS & REC			1047	1408		1204	1204	1204	1204	Programs may take place after regular Town Hall office hours (evening and weekends)
PR1	Director	1	100	100	1	100	100	100	100	10 x 10 Enclosed Office - lockable
PR2	Vestibule/Waiting/Reception	1	100	64	1	64	64	64	64	8 x 8 ADA Accessible - the need for this depends on the final location of Parks and Rec. Dept.
PR3	Supervisors Office - Shared	0	0	100	1	100	100	100	100	10 x 10 Shared Office by Supervisors
PR4	Function Room/Exercise Room	1	409	600	1	600	600	600	600	20 x 30 Space - multipurpose
PR5	Exercise Room Storage	1	255	120	1	120	120	120	120	10 x 12 - Adjacent to the Exercise Space
PR6	Kitchen & Pantry	1	38	120	1	120	120	120	120	
PR7	File Room	1	16	100	1	100	100	100	100	10 x 10 Secured Room
PR8	Unisex Toilet Room	1	45	64	1	0	0	0	0	Dependent on the location of the Park and Rec Dept.
PR9	Seasonal Items Storage Room	1	84	140	1	Off Site Storage	Off Site Storage	Off Site Storage	Off Site Storage	Can be located off site - refer to Off Site Storage below
WELFARE & GENERAL ASSISTANCE			160	378		378	378	378	378	Locate in the Town Hall - requires a separate entrance for privacy. Security is a concern.
W1	Welfare Director	1	120	150	1	150	150	150	150	10 x 15 Enclosed with security. Fires located within the office. Panic button connected to the PD. Sound proofing. Current size at 8 x 15 is inadequate for office space needs.
W2	Clerk	0	0	64	1	64	64	64	64	8 x 8 Open work station
W3	Interview Room	1	40	100	1	100	100	100	100	10 x 10 room accessed from Vestibule and Director office. Sound proofing. Current space is too small at 8 x 5
W4	Secured Vestibule	0	0	64	1	64	64	64	64	8 x 8 Secured Vestibule accessed from separate entrance. Buzser system access.
COMMON SPACES			788	2725		1804	1804	1804	1804	Located in Town Hall
SH1	Vestibule - ADA Compliant	1	276	80	1	64	64	64	64	8 x 8 space as a place holder
SH2	Lobby	0	Included in SH2	256	1	256	256	256	256	16 x 16 space as a place holder
SH3	Copier/Printer Room/Postal Machine/Office Supplies	1	90	120	1	120	120	120	120	10 x 12 space as a place holder
SH4	Mailboxes/Mail Room	1	Included in SH3	0	1	0	0	0	0	Located in the Copier Room - SH3
SH5	Public Toilet Rooms (W/M) - ADA	2	128	100	2	200	200	200	200	Accessible directly from the Lobby - sizes to be confirmed based on code fixture requirements
SH6	IT Room	1	80	80	1	80	80	80	80	Additional Cooling and Secured Space
SH8	Central File Room (Clerk Files separate)	0	0	180	1	Included in S9	Included in S9	Included in S9	Included in S9	See Item S9
SH9	Conference Room - seats 30	1	130	600	1	600	600	600	600	20 x 30 - Adjacent to the Lobby and shared by multiple functions and Committees/Commissions - will accommodate 30 people
SH10	Large Meeting Room	0	0	900	1	0	0	0	0	Will continue to use the Corner Meeting House for large meetings
SH11	Unisex Staff Toilet Room - Staff use only	0	0	64	1	64	64	64	64	Located in the Town Staff accessible only space - ADA compliant. In a multi-story Town Hall there will be one (1) per floor
SH12	Coffee/Staff Break Room	1	84	120	1	120	120	120	120	10 x 12 with fridge, sink, microwave, and small table to seat 4
SH13	Mechanical Room	1	located in Basement	200	1	200	200	200	200	allowance only at this time - can be located in attic space, grade level, or basement (if applicable)
SH14	Janitor Closet/Mop Sink/Cleaning Supplies	0	0	25	4	100	100	100	100	Adjacent to the Building Maintenance Supervisor office - one per floor in Mill Building
SUBTOTAL				8787		7020	7068	7068	7068	
Efficiency Grossing Factor @ 20%		0.2		1757		1404	1414	1414	1414	Grossing Factor reduced to 20% for a 1 story building . May increase to 25% if more then one story
TOTAL SF				10544		8424	8482	8482	8482	
OFF SITE STORAGE REQUIREMENTS										
LU11	Land Use Off Site Storate			400	1	400	400	600	600	20 x 30 space. Actual need to be provided by the Town. The SF indicated is an estimate only. Ideally the LU Storage shold be located in the same locaton with the LU Department and not off site
PR9	Seasonal Items Storage Room			140	1	140	140	140	140	
S & C	Admin, Finance and Clerk Storage - combined			600	1	600	600	600	600	
TOTAL OFF SITE STORAGE				1140		1140	1140	1340	1340	can be in Bank Building or Off Site Storage or _____ TBD

NOTES: LU, Town Clerk/Tax, Selectmen/TA and Finance currently use the Basement of the Town Hall for storage. There is no current off site storage. The 600 SF noted bove for S&C will be for files that are not accessed regularly, cannot saved electronically, and must be retained. These will be stored in boxes or file cabinets.
Space Reference/ Standards Based Typ. BOMA Standards for Type A,B, C, D & E Workspace Types for similar Municipal Project Types (see attached reference sheet for work space types)



EXISTING MILL BUILDING

MILL STREET

TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

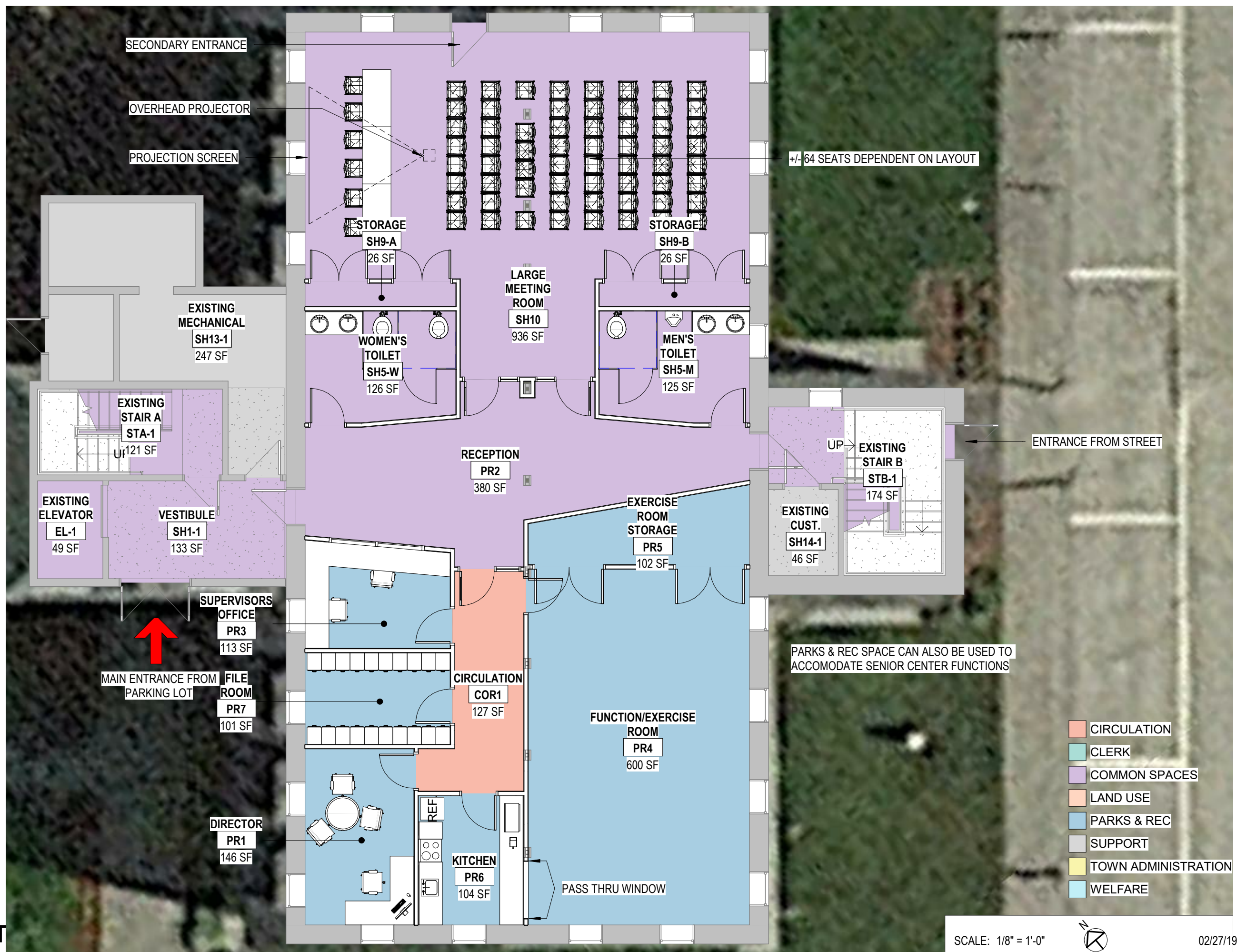
EXISTING MILL BUILDING SITE

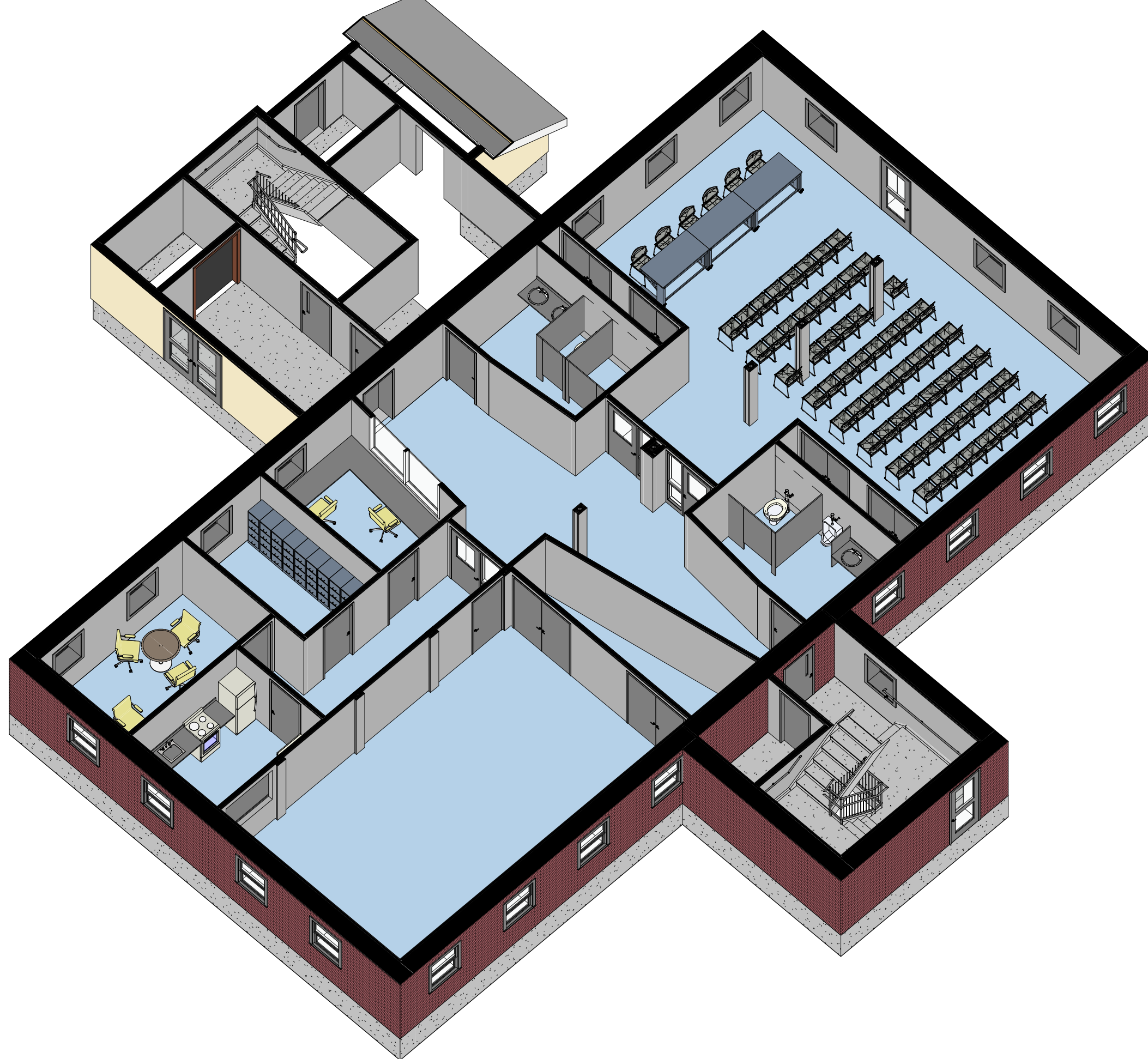
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04/01/2019

LAVALLEE BRENSINGER ARCHITECTS





TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 1 AXON

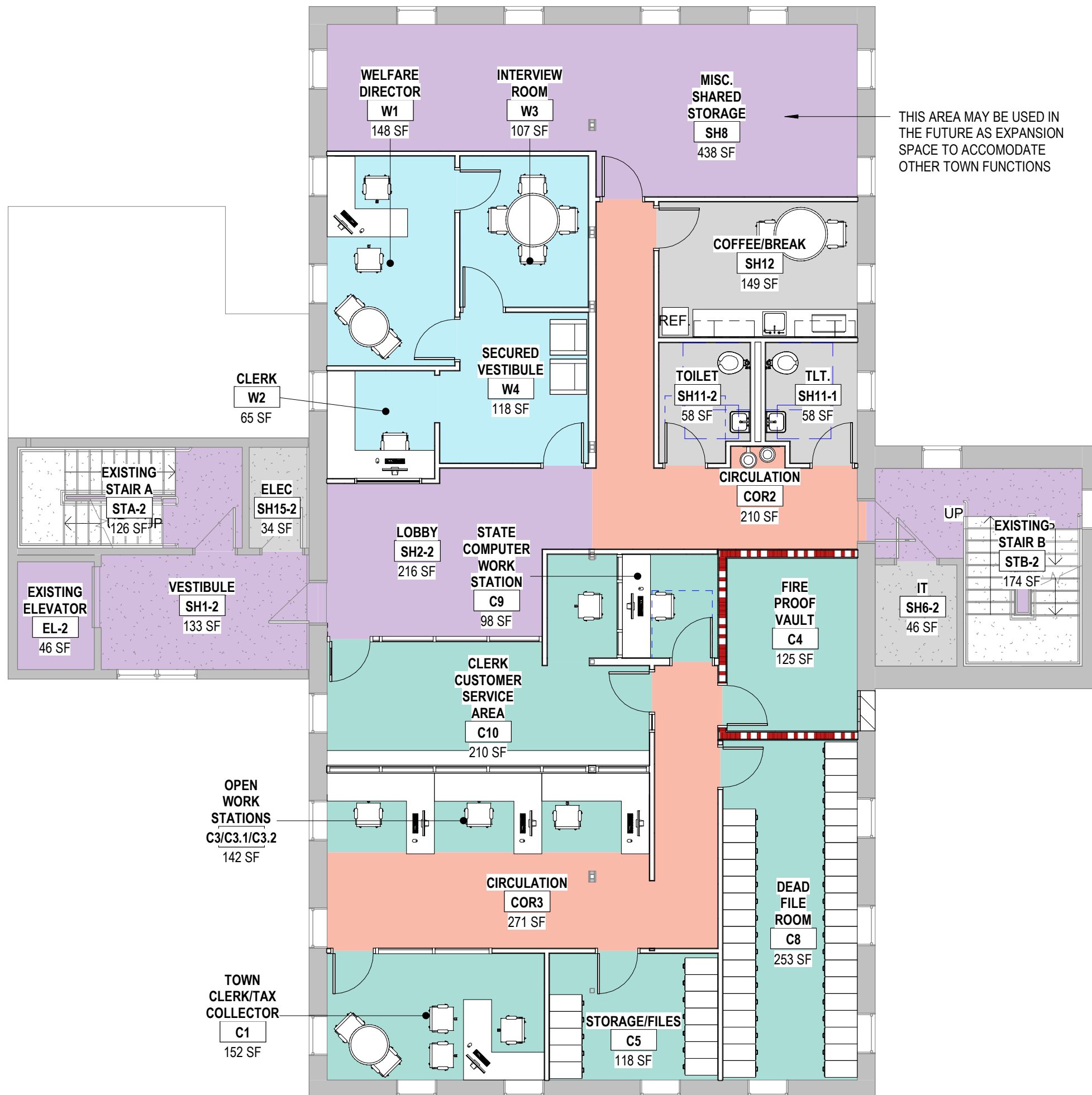
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03/04/19

LAVALLEE BRENSINGER ARCHITECTS

TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES



- CIRCULATION
- CLERK
- COMMON SPACES
- LAND USE
- PARKS & REC
- SUPPORT
- TOWN ADMINISTRATION
- WELFARE

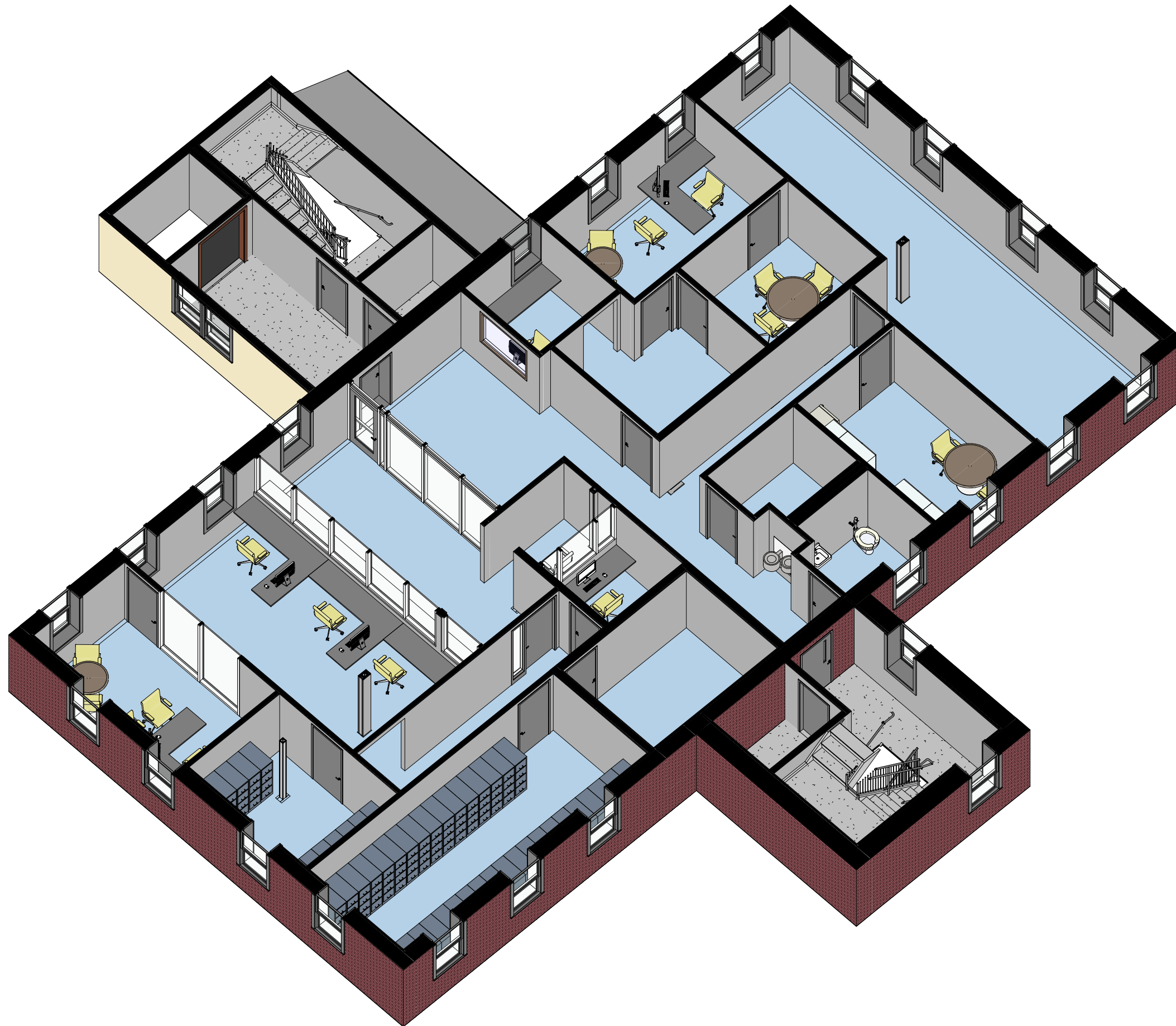
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02/27/19

LAVALLEE BRENSINGER ARCHITECTS

MILL BUILDING 2ND FLOOR



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 2 AXON

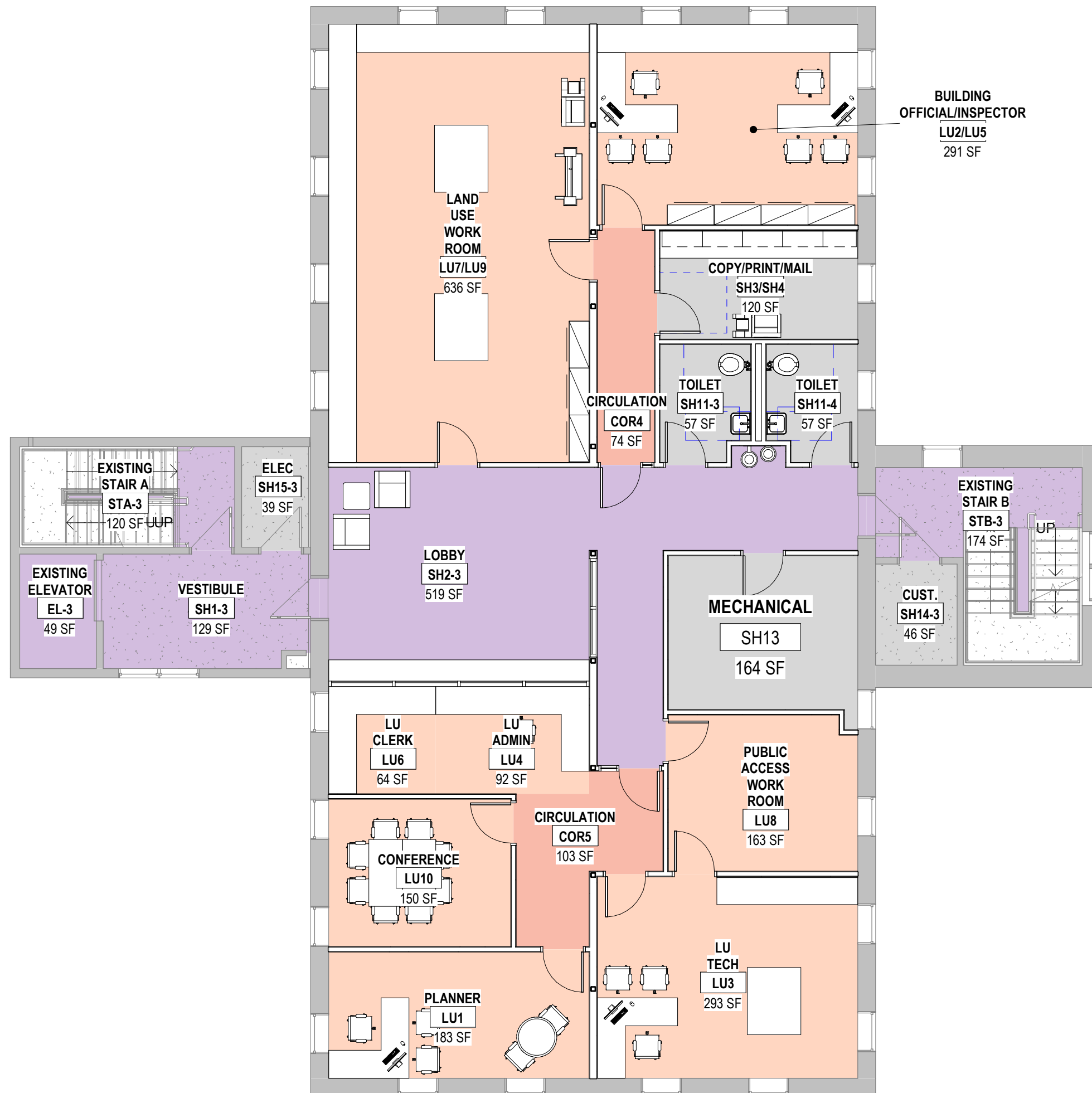
SCALE:

03/04/19

LAVALLEE BRENSINGER ARCHITECTS

TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES



- CIRCULATION
- CLERK
- COMMON SPACES
- LAND USE
- PARKS & REC
- SUPPORT
- TOWN ADMINISTRATION
- WELFARE

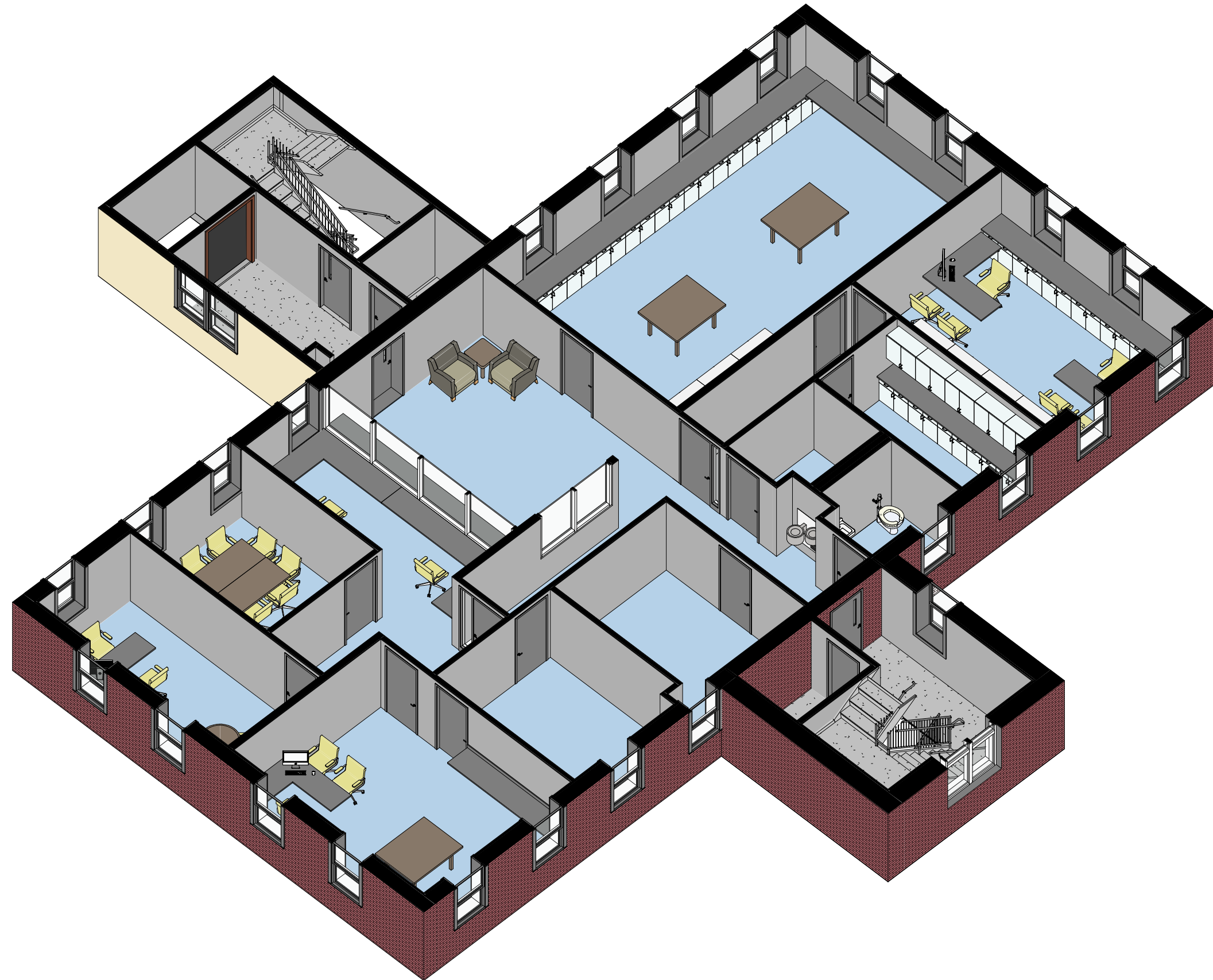
SCALE: 1/8" = 1'-0"



02/27/19

LAVALLEE BRENSINGER ARCHITECTS

MILL BUILDING 3RD FLOOR



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 3 AXON

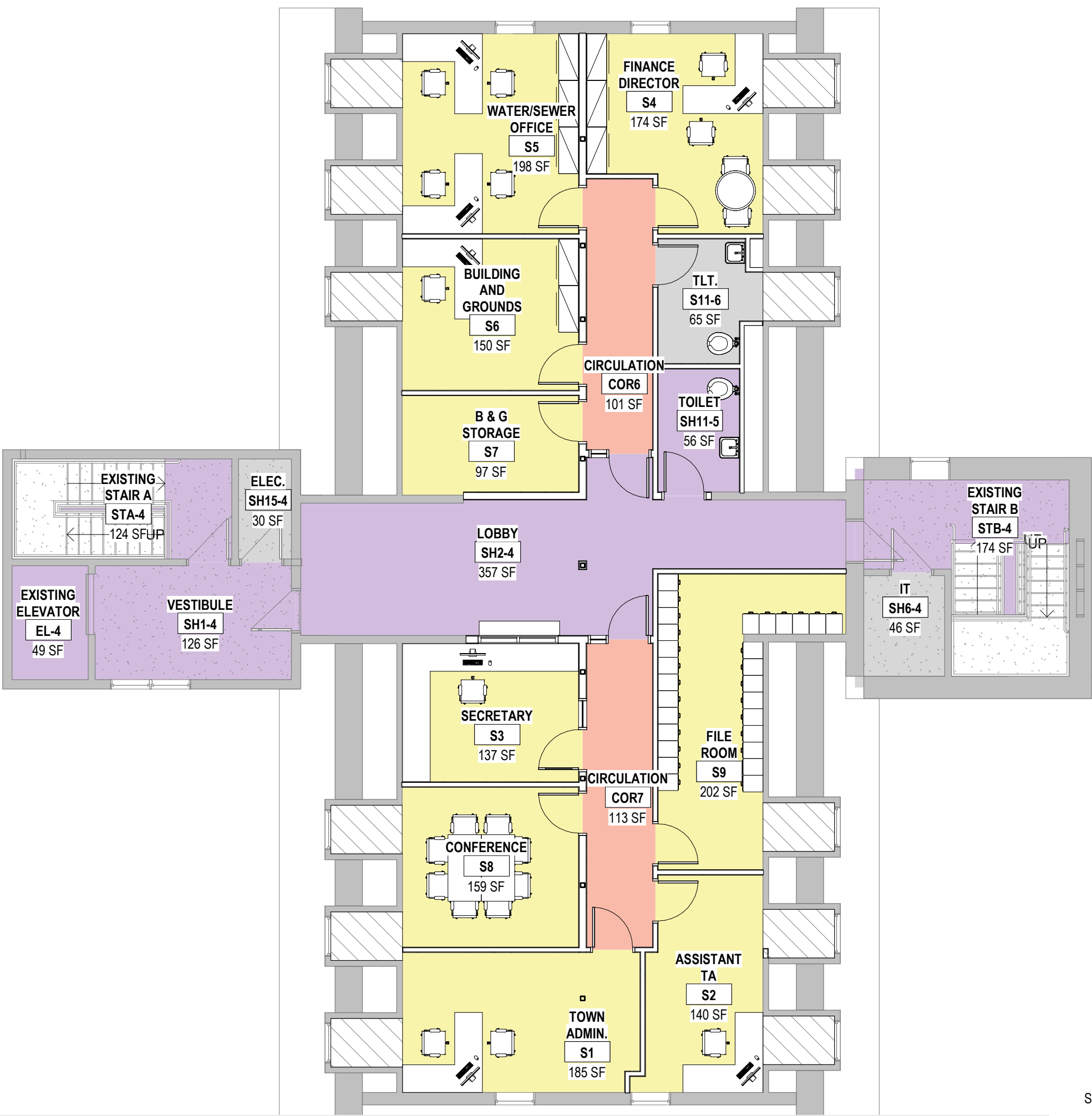
SCALE:

03/04/19

LAVALLEE BRENSINGER ARCHITECTS

TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES



- CIRCULATION
- CLERK
- COMMON SPACES
- LAND USE
- PARKS & REC
- SUPPORT
- TOWN ADMINISTRATION
- WELFARE

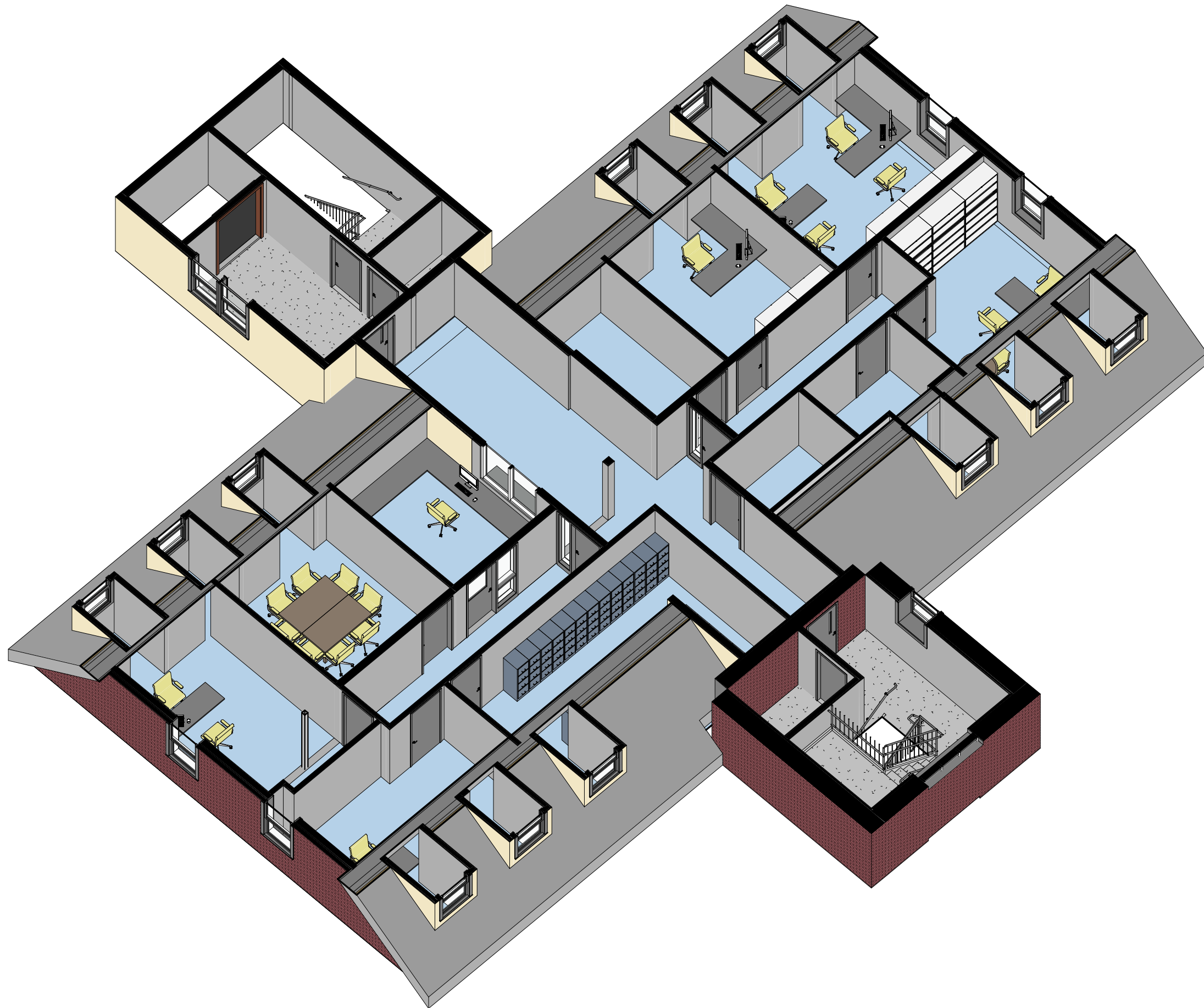
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02/27/19

LAVALLEE BRENSINGER ARCHITECTS

MILL BUILDING 4TH FLOOR



TOWN OF BELMONT

TOWN OF BELMONT MUNICIPAL FACILITIES

LEVEL 4 AXON

SCALE:

03/04/19

LAVALLEE BRENSINGER ARCHITECTS

TOWN OF BELMONT, NH - TOWN CENTER FACILITIES - CONCEPTUAL PROJECT BUDGET

April 1, 2019

TOWN HALL			
OPTION C - Mill Building Site Renovation		14,815 S.F.	
Interior demolition	\$ 10/SF	\$	148,150
Structural modifications	\$ 4/SF	\$	59,260
Masonry restoration*	\$ 35/SF	\$	518,525
Thermal and moisture protection	\$ 2/SF	\$	29,630
Doors and windows	\$ 7/SF	\$	103,705
Interior finishes	\$ 30/SF	\$	444,450
Specialties and equipment	\$ 3/SF	\$	44,445
Fireprotection, plumbing and mechanical systems including air conditioning	\$ 35/SF	\$	518,525
Electrical and fire alarm systems	\$ 15/SF	\$	222,225
Contractor general conditions and fee	\$ 20/SF	\$	296,300
Hard Cost Total		\$	2,385,215 \$ 163/S.F.
SITE DEVELOPMENT - parking lot resealing/stripping, landscaping improvements		\$	29,630 \$ 2/S.F.
ESTIMATED SOFT COSTS - 18%		\$	434,672 \$ 29/S.F.
Total Project Cost		\$	2,849,517 \$ 192/S.F.

* Masonry restoration scope and cost was provided by Bonnette Page and Stone study in 2016
Hazardous material abatement, if required, is not included
Conceptual bugdeting based on 2019 construction costs. Add 3% escalation for 2020 construction
Soft costs include A/E fees, permitting fees, third party testing, builders risk insurance, partial replacement of furniture and equipment
Alternate price for 22 new windows at the lowest level as suggested in HL Turner report - Add \$ 17,500

JOBIN CONSTRUCTION CONSULTANTS

Town of Belmont
Existing Police Facility and Main Street Bank/Post Office
Building
Existing Conditions Assessment
November 5, 2018

Prepared for:
Town of Belmont



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Site Engineering	pgs 22-25
Architectural	pgs 26-33
Structural	pgs 34-36
MEP/FP	pgs 37-42



EXISTING CONDITIONS - EXECUTIVE SUMMARY

The Town of Belmont contracted with Lavallee Brensinger Architects and its consultants Allen & Major Associates Inc.; Civil Engineers, Yeaton Associates; HVAC Engineers, Foley Buhl Roberts and Associates; Structural Engineers, to conduct an existing facilities assessment of the Town Police Department Building at 16 Fuller Street, Belmont, NH and the former Bank/Post Office Facility at 154 Main Street, Belmont, NH on September 24, 2018.

The 16 Fuller Street structure is currently in use and houses the Belmont Police Department. The Bank/Post Office Facility is currently unoccupied with some general use as Town storage for miscellaneous equipment and supplies.

A site visit by Lavallee Brensinger Architects and the Assessment Team was performed on September 24, 2018 at 9:00 AM. Weather conditions were moderate with sunny clear skies. The assessment report is based upon non-destructive general site observation of the two existing facilities noted. Access within the “attic” storage area of the Police Department was prohibited however the Town of Belmont has provided photograph documentation of the space to aide in this assessment.

The Town provided Lavallee Brensinger with the following documentation as reference in our assessment. Additionally, the Town made available access to the following personnel to assist with anecdotal information during our on-site review.

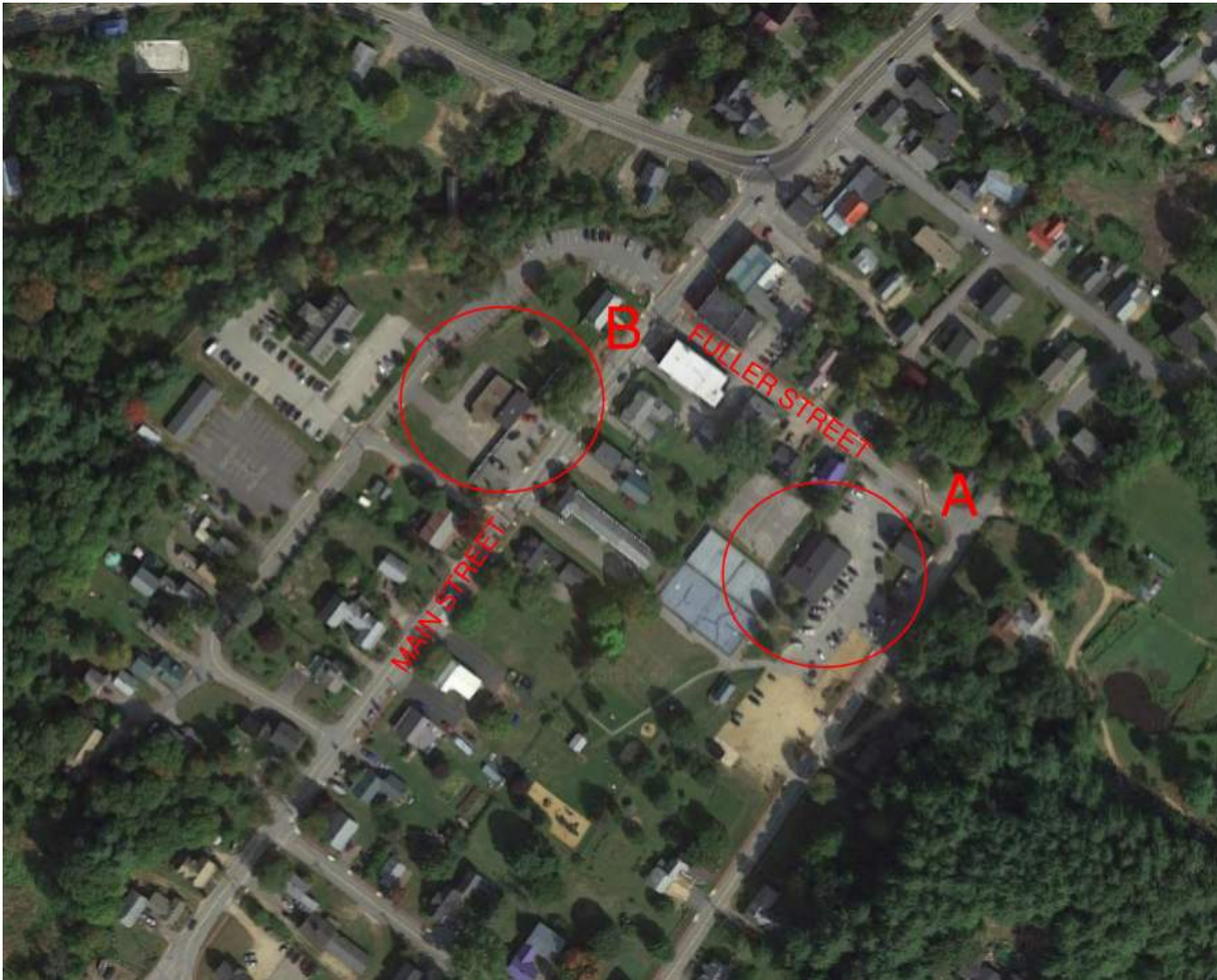
Owner Shared Existing Conditions Documentation and Contacts

- Contacts:
 - Donna Hepp, Town of Belmont Study Committee Member
 - Facilities Representative
- Site Plan for Vital Kneads, Tax Lot 122-008-000-000, Main Street Belmont NH February 2002.
- Plan for Land for The Town of Belmont (Police Department Survey) July 1973
- Police Department Fit-Out Plan: Untitled and undated.
- Bank/Post Office Fit-Out Plan: Untitled and undated.

The following assessment is based upon consideration of such structures to serve as or portion thereto the “new” police department and associated program developed. As a basis for such consideration the following assumptions were used:

- Approximately 6,000 to 6,500 gross sq ft of program
- Considering site restrictions each location would require a 2-story structure
- Business Use with accessory Assembly spaces only
- Alteration Level 3 / Change of Use per IEBC: more than 50% area renovated.
- IBC Category II Structural Occupancy (NON-essential building designation by AHJ)

Note: The discovery or notification of hazardous materials is not within the scope of this assessment. Given the age of the structures and type of roof and window systems, especially regarding the bank/post office structure, it is our recommendation that the Owner engage a qualified and certified testing agency to determine the possibility or not of hazardous materials.



Mark “A” – Police Department

Mark “B” – Bank/Post Office Facility

CONCLUSION SUMMARY

POLICE DEPARTMENT FACILITY

The value of the existing Police Department structure is in its use as currently configured. As a single-story business use structure, the existing configuration may function as a viable facility for another non-Public Safety type of program serving the Town of Belmont, but does not meet the current and future operational needs of the Police Department. With an appropriate regular service maintenance program, the overall exterior fenestration and roof systems may be expected to perform without significant concerns for the next 7-10 years. Limited interior renovations related to accessibility could be addressed to meet applicable code minimums serving similar office space purposes.

To accommodate the proposed “new” Police Department space program needs the existing building presents significant challenges which in our opinion make the structure not a viable solution when weighing the cost-to-value considerations. As discussed in this report, site configuration restrictions would require a 2-story structure to accommodate the required PD space program requirements. However structurally such consideration would require significant alterations (please refer to the Structural sections of this report). The existing structural system cannot support a new second floor load and/or meet current seismic design code requirements. At a minimum, re-use of this facility would require phased demolition/reconstruction of existing CMU bearing walls or the design/development of a secondary bearing/seismic frame system supporting the second-floor addition. This is not a cost-effective approach and we do not recommend utilizing the existing building as a future Police Department.

Architecturally the existing roof/attic structure would require removal and replacement with a true second story envelope and roof structure to maximize floor area to suit the program. In addition, two new code compliant stairway exit enclosures and an elevator would be required for egress. At a minimum this would require additions to both the northeast and southeast corners of the facility extending into the north and east parking areas. Such additions would minimally require the reconfiguration and upgrades to both the east and north facades. Given the extent of renovations and additions required to accommodate the program requirements, the renovated and new addition portions of the building would be required to meet the current energy code. This would require the removal and replacement of the remaining south and west façade fenestration, doors and windows. Interior reconfigurations to accommodate accessibility and code required bathroom facilities would be required. To accommodate public restrooms facilities outside of the secure police department area within the new entry would present challenges requiring the extensive demolition of interior partitions and existing concrete slabs on grade for connection of utilities.

In addition to the technical challenges posed by such significant renovations and additions, including a potential second floor addition, the utilization of the existing building would require the temporary relocation of the Police Department in order to maintain uninterrupted operations in serving the community. Phasing such a project would not be cost nor schedule effective thus impractical.

BANK/POST OFFICE FACILITY

The existing facility, in our professional opinion, has outlived its useful life expectancy. Architecturally the existing masonry veneer is in fair condition however structurally presents concerns related to current code (please see Structural sections of this report).

Pertaining to floor plan layout/design of the building, the single-wythe masonry walls present challenges due to the potential cost of reconfiguration and alterations to the existing penetrations/openings. These pose a limiting factor in accommodating new programmatic requirements and will limit the design opportunities to work within the existing building footprint. The area of the salvaged space is small with an Upper Level of only 800 SF and a Lower Level divided within varying floor elevations and totaling approximately 2,700 sf. The existing building footprint and areas would present major challenges to accommodating the future space program requirements of Town functions.

Per the conclusions reached in the Structural section of this report, the single-story structure roof areas would require removal and replacement with appropriate floor and supporting structures to accommodate a code compliant second story. As such the only potential value of the existing building lays within the 800 SF - 2 story portion of the structure though extensive renovation costs to utilize such would remain. The balance of the building envelope including the roof, windows and doors requires complete replacement.

Existing exterior walls comprising the building’s thermal envelope and remaining in place would require either a new thermally efficient exterior fenestration system applied, or a furred out insulated interior wall assembly to achieve compliance with the current energy code. Either option presents challenges in achieving thermal performance and flashing water management that when compared to new construction would be substandard for the equivalent costs invested in the renovation.

Mechanical, electrical and plumbing systems require complete replacement. Two new code compliant stairway exit enclosures, at minimum, and an elevator would be required to meet code mandated egress.

Though the existing building structure is not viable for adaptive reuse as one of the Town program functions being considered as a part of this Study, the site itself may present valid opportunities for development of the new Police Department (please refer to the Civil sections of this report). As noted within the Police Department summary, the challenge of renovating the existing Police Department building includes the need to temporarily relocate the PD in order to maintain uninterrupted operations and a phase implementation. Utilizing the Bank Building site to construct a new Police Department would allow the Police Department to remain in its current location, and relocate to a new facility once completed. Such an approach not only addresses a practical need for ongoing operations, but would be advantageous from both cost and schedule considerations, eliminating the need for phasing or working within an occupied site/structure.

APPLICABLE BUILDING CODES AND REGULATIONS

Safety Facilities programs require multiple Occupancies including Business, Assembly and Storage Uses within a single structure. The proposed facility is anticipated to be a Mixed Use, non-separated classification.

All new work is required to meet applicable current code. Both structures evaluated are anticipated to exceed 50 percent of the aggregate building area in renovations – “Alteration Level 3” and a “change of use” if the bank/post office building is selected for renovations. As such in addition to new work existing structures and elements are required to comply with Chapters 6, 7 & 8 for reuse of the existing police facility and Chapters 6, 7, 8 & 9 for reuse of the existing bank/post office building.

The current codes for the Town of Belmont are:

State of New Hampshire Building Code

- 2009 International Building Code**, with amendments
- 2009 International Existing Building Code**, with amendments
- 2009 International Energy Conservation Code**, with amendments
- 2009 International Plumbing Code**, with amendments
- 2009 International Mechanical Code**, with amendments
- 2017 National Electrical Code**, with amendments

State of New Hampshire Fire Code

- 2015 NFPA 1**, with amendments
- 2015 NFPA 101**, with amendments

Americans with Disabilities Act (ADA) 2010

BELMONT, NH POLICE DEPARTMENT - EXISTING CONDITIONS ASSESSMENT

EXISTING SITE – INTRODUCTON

The subject parcel is located at 16 Fuller Street in Belmont, NH. The 2.8 acre site is comprised of Lot 8 on the Town of Belmont Assessors Map 128 and owned by the Town. The site is bound to the south by Sargent Street and Fuller Street to the northeast. Primary vehicle access is from Fuller Street via easement over Lot 138 also owned by the Town. The subject parcel is currently occupied by the municipal police department along the southern portion of parcel, municipal athletic courts along the northwest and Belmont Park along the southern end of the parcel. The main building is situated perpendicular to Fuller Street with paved parking along the east for visitors and along the south for police personal. The subject parcel is with the Village District zone and Aquifer Protection District.

PARKING & CIRCULATION

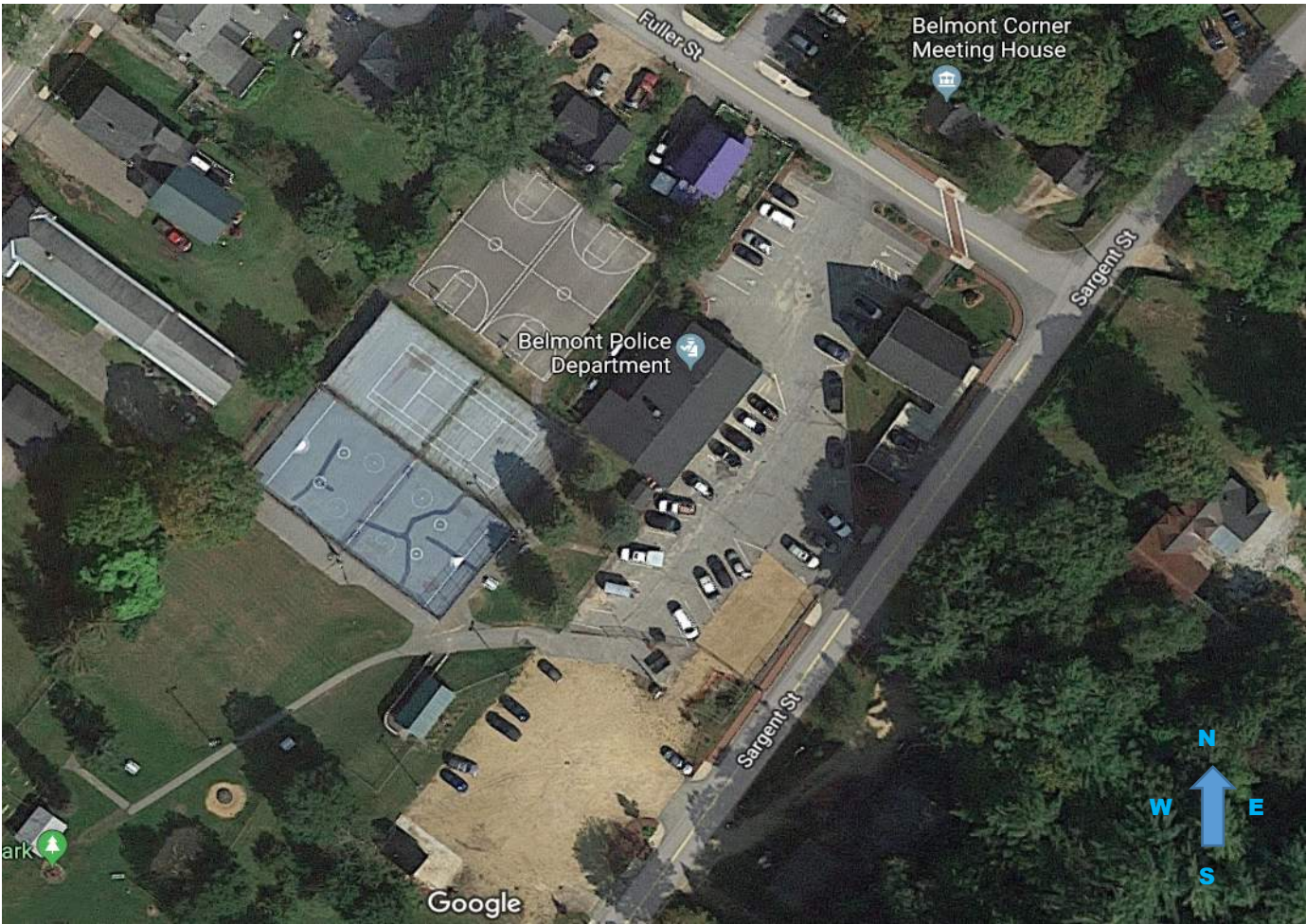
Visitor parking, including ADA spaces are located along the northeast portion of the subject site within the right-of-way easement and is shared with the Belmont Corner Meeting House. The parking area is in fair condition with a single catch basin providing for surface drainage.



Parking for municipal police vehicles and staff is provided along the south side of the building and is encircled by a chainlink fence. The pavement is in fair condition with a single catch basin providing for surface drainage. The pavement slopes moderately toward the building. This area would be potential impacted by any proposed building additions being contemplated.



Drainage within the parking areas is accomplished be means of a closed drainage system consisting of two catch basins which are connected together via piping and discharge to the municipal system with Fuller Street.



UTILITIES

Water & Sewer System

Sanitary sewer and water appear to exit the existing police station building along the east side and traverses the parking area and is connected to the municipal system located with Fuller Street. This appears not to be impacted by any proposed building additions being contemplated.

Fuel System

Propane is provided to the building for mechanical services and is supplied by an above ground tank adjacent to the building along the northwest side. This appear to not be impacted by any proposed building additions being contemplated.

Electric

Electric service is provided to the building via an underground connection terminating at an existing utility pole along Sargent Street. The underground electrical service traverses the municipal vehicle lot between the utility pole and the building. It is anticipated that this would be impacted by any proposed building additions being contemplated.

LAND USE REGULATIONS

Whenever any development, or change or expansion of use of a site governed by the Town’s Land Use regulations is proposed, or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change of use is begun, before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation..

Height Regulations

The height limitations for all structures in all districts shall not exceed forty-five (45) feet above mean ground level. This does not appear to be of concern for the existing building.

Permitted Uses

A public safety complex to support a new police station would be classified as “Essential Services Public” and is permitted in all zoning districts.

Dimensional Regulations

	Village	Existing
Minimum lot size in Acres. Must also comply with the requirements of the Belmont Subdivision Regulations.	0.5	
With Municipal Sewer	0.5	
With Municipal Sewer & Water	0.5	2.8 +/-
Maximum dwelling units per acre1	2	N/A
Minimum Frontage (in feet)	100	
With Municipal Sewer	80	
With Municipal Sewer & Water	80	133 +/-
Minimum Structure Setbacks from Property Line (in feet)		
Front	25	> 25
Side	25	
With Municipal Sewer	20	
With Municipal Sewer & Water	20	> 96
Rear (All)	25	> 25
Minimum Setback Between Unrelated Structures Contained on One Lot11 (Also Art 8.B.)	30	N/A
Percent of Lot Coverage (non-green area)	60%	TBD



FUTURE DEVELOPMENT CONSTRAINTS

Options for expansion of the existing use currently being contemplated would consist of the construction of a second story to the existing structure. A minimal expansion of the footprint area would be needed to accommodate access to the newly created second story. Due to site constraints and presence of town owned athletic fields to the west, the only viable option for a building footprint expansion would be toward the east, utilizing a portion of the existing staff parking area.

Currently there is only one access point to the employee parking area and sally port which would be nearly completed blocked during construction operations for any building addition. Temporary access could be obtained via the town owned gravel parking area to the south, which could also serve a temporary parking for employees and police vehicles displaced during construction operations.

Due to the existing slope of the employee parking area (toward the existing building), this area would require substantial re-grading to accommodate any future building expansion as well as upgrades to the existing drainage system.

Based on current zoning information and dimensional requirements, these constraints do not appear to hinder the expansion of the existing use. However the existing physical site constraints appear be more problematic along with operational logistics of maintaining the current use during construction operations.



EXISTING BUILDING – GENERAL OVERVIEW

BUILDING ASSESSMENT – POLICE DEPARTMENT



Police Department – North/East Corner

Based upon historic photographs made available the existing Police Department was formerly utilized as a fire station. The north gable façade showed three garage bays for vehicle storage. The current facility sits nestled between a public parking area at the north, private police parking area to the east and public parks, ballfield and ballcourts along the south and western facades.

The existing facility main structure looks to be constructed of perimeter bearing wall CMU masonry supporting cast concrete T-slabs at the attic floor elevation. The west side addition is believed to be composed of nominal wood stick framed bearing walls with wood rafters. The pitched roof assembly is constructed from nominal wood framed construction framed up from the cast T-shapes. Refer to “Structural Assessment” included elsewhere in this report for additional information.

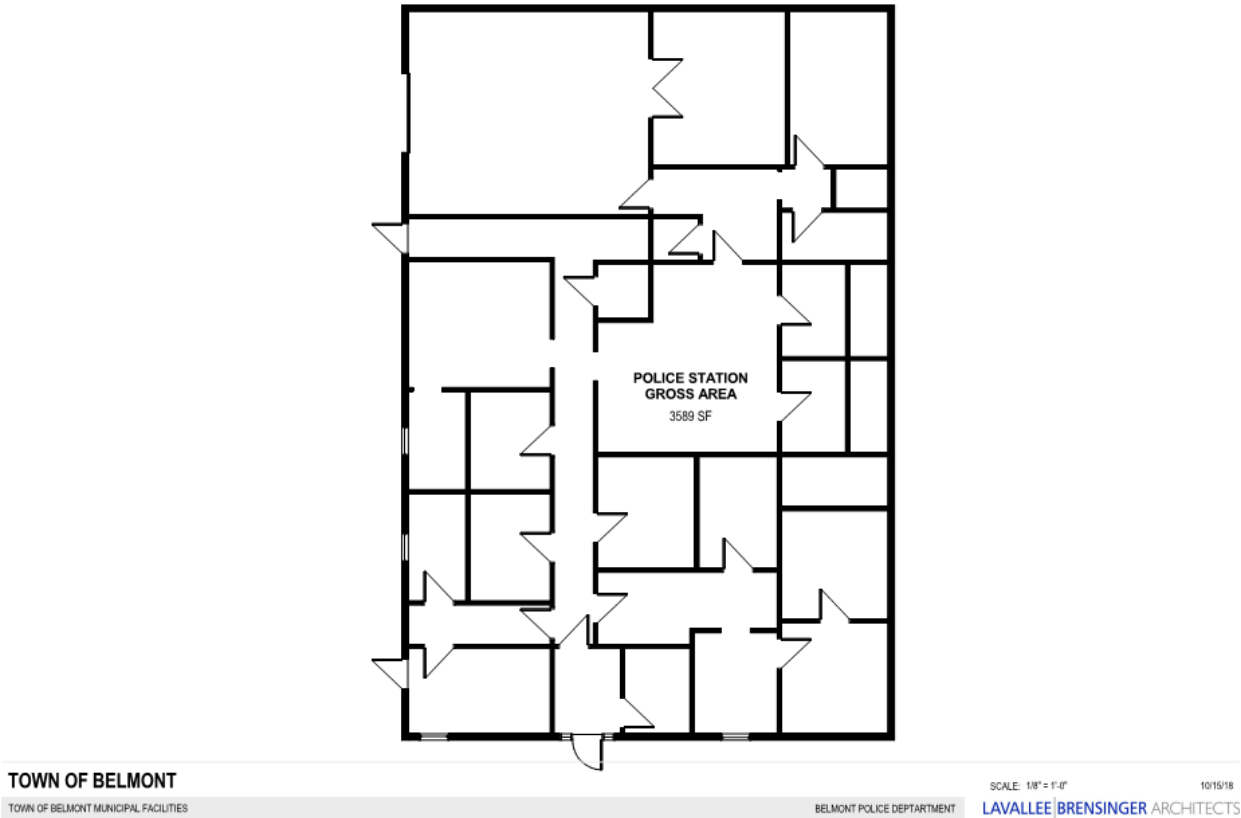
When the Fire Station was converted into the current Police Department non-load bearing infill partitions constructed from nominal lumber framing was utilized to fit-out the garage bay areas into the current configuration. (See existing condition floor plans included within this report) The perimeter exterior walls remained and a supplemental 2x4 furring wall with batt insulation was constructed to address energy conservation concerns and comfort. It is also believed at this time that the existing façade was cladded as currently configured. Given the relationship of the face of finish siding to foundation it is assumed that the existing CMU perimeter wall was simply strapped and sided. There

was no clear evidence of supplemental continuous insulation nor were we able to confirm through visible inspection if a drainage plane was installed at that time. The foundation/slab system is composed of a slab on grade with a presumed frost wall foundation configuration. The roof weather layer is an asphalt shingle style roof of unknown age or underlayment. Exterior window fenestration was limited at the first floor with no window penetrations at the attic level. Windows are thermally insulated residential grade windows. Exterior personnel door types vary at each location with a mix of solid and glazed sheet metal doors.

The Apparatus/ Sallyport Bay structure abuts the southern end of the police department. The structure is composed of a single garage bay with exterior access via a single roll up garage door. Direct connection into the police department is provided through a single man door leading through an egress corridor. In addition to the garage bay supplemental storage and support spaces are located directly off the west end.

The approximate gross area of the building is as follows:

- The one-story Office building including wings and additions; 3,589 +/- gross sq. ft.
- Attic area: 400 +/- gross sq. ft. (estimated area as access was not provided)



Police Department – First Floor

BUILDING ASSESSMENT – POLICE DEPARTMENT (CONTINUED)

ROOFING

Access atop the existing roof area was not provided at the time of this assessment. The following review and comments have been derived from visual assessment at ground level and experience with similar type roof systems. With this information and from discussion with existing employees, the following was determined:

Roof – Police Department

The main roof consists of a moderate pitched roof of approximately 5”/12” sloped construction. The west wing addition to the main structure consists of a slightly less 4”/12” sloped construction. Both slopes are within typical parameters for a typical 3-tab style shingle asphaltic product. The roof edge flashing looked to be aluminum type typically found for similar roofs along all rakes and eaves. A gutter system is provided along the west façade abutting the police department private parking area. Gutter collection is handled by a single downspout located at the southwest corner of the sallyport addition. Given the roof area and run length the number and size of downspouts looks insufficient to handle water flow at peak events. In addition, given the length of run, it is questionable to whether proper slope is maintained at the gutter for drainage flow. The east slope edge sheds directly atop the abutting landscape areas.

No evidence of significant roof issues where seen within the interior or noted by Town representatives. Depending upon product selection, average residential quality asphalt roofing shingles warrantee and life expectancy can vary between 15 to 25 years for this type shingle. Similar roofs may generally remain serviceable for 5-7 years beyond those of manufacturer stated warrantees with general maintenance. Newer contemporary products may offer warrantees of 30 years plus as well as solar reflectance values for energy conservation if consideration for a new roof is factored. The existing roofing system overall looked to be in fair condition with no immediate need of replacement. Consideration to redesign and installation of additional downspout locations should be considered as part of the scope of work if such roof system will be preserved for continued use.

EXTERIOR FACADE

Vinyl Clad Masonry Walls – Police Department

The clapboard siding and trim appear to be in good condition and well maintained with only minor imperfections typical from normal use seen. There were no noticeably deficiencies, bowing, leaning or the like noted. Additionally, there were no signs of water infiltration directly related to the wall assembly itself. As noted previously during its retrofit the exterior perimeter wall was furred out with 2x4 non-bearing wood stud framing including 3 ½” of batt insulation. Based upon similar projects and materials used likely achieving an R13 energy rating. It is unknown if a warm side vapor barrier was installed during these renovations. Typically recommended for such assembly, if one was not installed, further investigation would be needed to rule out moisture damage (rot, mold, etc..) that could have or are occurring. Specific concern would be within the shower/locker areas where moisture and humidity would be at greater levels. Current applicable building energy code requires similar wall assemblies to achieve a R19.6 or greater. The current wall assembly would not meet such code standards nor performance comfort expected in contemporary structures. The proximity of siding to the finish grade elevation is below industry standards. While moisture may not directly affect the vinyl siding / masonry products there may be concern along the west wing addition believed to be

stick framed wood framing. Code requires a minimum offset from grade of 8” clear for wood members with exception for preserved wood materials and other protection methods. The clearance along the west side varies from near 0” to 4” +/- . In addition to proximity of grade the roof edge on this façade drips directly onto the landscape adjacent. There is a likelihood of deterioration of existing framing at the wall baseplate along this wall line. At a minimum we would recommend consideration to install a gutter system along the west wall as well as to replace a portion of landscape with a stone drip edge or other medium to promote drainage as well as to protect the existing siding from landscaping procedures.



North Facade



East Façade



West Facade

BUILDING ASSESSMENT – POLICE DEPARTMENT (CONTINUED)

WINDOWS

Exterior Windows – Police Department

Exterior windows on the east and north walls of the police department are residential grade insulated clad windows. Windows look to be in good condition with no visible signs of failure. The thermal insulating nature generally should perform well when maintained. In general windows should be cleaned and weather stripping should be inspected and replaced if necessary. Good practice as part of the interior renovation would be to remove and install new perimeter sealant at all openings. Where reachable the project should consider the use of a low expanding foam insulation product for better sealing and insulation properties. Average life expectancy of such windows is generally 10-15 years.



Typical Window

DOOR OPENINGS

Exterior Doors – Police Department

The existing garage bay door is in fair condition with no noted concerns or issues. Perimeter man doors are in various conditions with unprotected hollow metal doors showing indication of deterioration from weather exposure. The main entry door protected by the existing overhang is in fair condition however indication of moisture penetration can be seen along the base of the door and adjacent side lites. Approach of door from the exterior does not meet ADA requirements for flatness and will require regrading to address. East side egress door weatherstripping and threshold in need of replacement due to weather exposure. It would be recommended that overhang protection be considered for additional protection of door and egress path.



Main Entry – Exterior



Main Entry – Interior



Egress Door (Interior) – East Façade

BUILDING ASSESSMENT – POLICE DEPARTMENT (CONTINUED)

BUILDING INTERIOR

FINISHES – Police Department

Walls and floors appear to be well maintained for the age of the facility. Most of the general office and common areas are in good condition where painting will be determined by aesthetic desire as much as by need. The south sallyport bay and abutting egress corridor is in poor condition as would be expected within a working garage bay. Some minor patching and painting would be prudent regardless aesthetic in these areas.

Flooring consists of VCT tile and looks to be in fair condition with little to no lifting. Some joint separation can be seen however does not look to be nor had heard of any ongoing issues. As it is highly unlikely that a vapor barrier was installed below the former fire station slab on grade potentially there may be moisture transmitting from the slab below causing these issues. It’s important to note that today’s adhesives may be more susceptible to these issues showing greater compromises. Any scope of work looking to replace flooring should consider manufacturer adhesives and flooring capable of addressing such concerns or include a remediation program for such.



Typical Office/Conference Area



Typical Flooring System

BUILDING ASSESSMENT – POLICE DEPARTMENT (CONTINUED)

DOORWAYS AND HARDWARE

Interior Office space doors and frames appear to be existing from time of original construction and renovations. They are wood frames with wood doors and some application of hollow metal frames within masonry openings which appear to be in good working condition. It appears some door hardware has been replaced and upgraded as needed. Door hardware is a mix of compliant and non-compliant type hardware and a full replacement program should be considered concerning latching hardware.

RESTROOMS & PUBLIC TOILET FACILITIES

The existing toilet and locker room facilities for are not compliant to applicable code and ADA requirements for clearances, fixtures and accessories and should incorporate new accessible toilet and shower areas meeting the calculated occupant load. The existing toilet room is in fair condition and may be salvaged as a non-accessible single user bathroom in addition to new compliant accessible locations.



Police Department

VERTICAL EGRESS

Access to the attic area is currently provided via an access panel located within the south side egress corridor. A ladder is required to reach access point. As such the attic area as currently configured is not permitted for human occupancy. No other means of vertical egress is provided.

BUILDING HANDICAP ACCESSIBILITY

The main entry approach does not meet ADA guidelines for floor surface slope at main entry door. Multiple access paths throughout the facility do not provide an accessible route with multiple concerns related to proper aisle width, door push/pull clearance and turning space. Break area does not incorporate accessible cabinetry and/or appliances. The Sallyport is not on an accessible path to the remainder of the police department.

BELMONT – POLICE DEPARTMENT BUILDING

EXISTING CONDITIONS - INTRODUCTION

The date of construction for this building is unknown, however a photograph in the Town’s archives confirm that this building was originally constructed as a fire station. On the basis of our observations of the structural details, the date of construction is most likely in the 1950s. In its original configuration, the building contained three apparatus bays, with overhead doors on the north gable end of the building. Subsequently, the building has seen two one-story additions: a shed addition on the west side that is now primarily dedicated to locker rooms, and a sallyport/booking/evidence addition at the south end of the building.

The fire station was apparently intended to be utilized as a two-story building, with storage space on the upper floor. The second floor space was never fully partitioned or subdivided. In addition, the second floor is not insulated, is unheated, has no dormers, windows or other sources of light, has limited headroom, and has limited means of egress. The stairway that once provided access to the second floor has since been removed from the building, leaving only a hatch as a means to access that space. The hatch was obstructed at the time of this inspection, however Town Officials have provided photographs of the unfinished second floor space. Those photos provide some further information on the roof framing, as described herein. In its present use as a Police Station, only the first floor (grade level) of the building is utilized.

ROOF CONSTRUCTION

The original building has a gable roof with a pitch estimated at approximately 5V:12H. The roof is comprised of asphalt shingles on a plywood deck, supported on dimensional lumber framing. Based on examination of the photographs provided by the Town, the rafters appear to be 2X6 @ 24” on centers. The rafters are supported at the eaves and upon four interior lines of 2x4 stud bearing walls. All of the wood framing within the second floor is exposed to view in the photos provided by the Town (that is, there is no ceiling or wall sheathing).

The sallyport/evidence addition roof was not accessible for inspection. The roof in this area is also a gable configuration, with asphalt shingles and a plywood roof deck. The roof framing is believed to be comprised of metal plate connected wood trusses. The exterior walls of this addition are of concrete masonry construction.

The west side locker room addition has a shed roof with metal roofing. This addition is of conventional wood frame construction.



FLOOR CONSTRUCTION

The first floor of the building is a grade-supported concrete slab. Whereas this was previously an apparatus bay, current office floor loads are most likely substantially less than the loads for which it was originally intended. All interior partitioning is non-load bearing.

The structural deck of the second floor is comprised of precast concrete double tees. The tees clear span the width of the original building, spanning east-to-west approximately 40 feet. The tees are overlaid with 1” pine board flooring. We were not able to confirm if there is a layer of rigid insulation beneath the pipe board flooring.

The second floor walls that support the roof rafters bear directly on the precast concrete double tees. The second floor walls do not align with the first floor walls. All first floor walls are believed to have been added to the building when it was converted to Police use, accordingly those walls are not load-bearing. The precast double tees are most likely to have been designed as clear span (40’) single span elements.

It is possible that the original fire station may have had a flat roof, and the second floor space and gable wood roof were added at some point after the original construction. However the historical photo of the building as a fire station shows the building with its current gable roof configuration.

WALL CONSTRUCTION

The original building and the sallyport addition have load-bearing concrete masonry exterior walls with an applied vinyl clapboard siding. Given the vintage of the building it is unlikely (but not impossible) that these walls are vertically reinforced.

FOUNDATIONS

Although the foundation is not visible for inspection, no evidence of settlement or other foundation issues was noted in the course of this assessment. Concrete masonry walls typically exhibit characteristic crack patterns when settlement occurs. While no evidence of this problem was observed, it should be noted that all the exterior block wall surfaces of this building are concealed by vinyl siding.

MISCELLAENEOUS

This building predates building code requirements for seismic design. This is a concern due to inherent seismic vulnerability resulting from the overhead door openings that were originally present in the north gable endwall, the unreinforced masonry bearing walls, the relatively heavy precast double tees that comprise the second floor, and the status of this building as an emergency facility.

CONCLUSION

There are several structural issues that present difficult performance and code-compliance issues with regard to the continued use of this building as a Police station. This building has already been modified from its original configuration. The existing attic/second floor space is presently not in use. That second floor space is of limited practical use as it has no useable means of access, very restricted headroom, no means of ventilation and no windows. Vertical expansion of the building is not feasible. The wood framed roof rafters in the main wing appear to be undersized for current snow load design requirements. The live load capacity of the precast tees that form the second floor (attic) floor deck is unknown and cannot be readily determined without destructive investigations. The building predates seismic design standards and it has several inherent vulnerabilities to earthquake loads including its concrete masonry bearing walls (believed to be unreinforced) and torsional irregularities resulting from the original apparatus bay overhead door openings in the north end wall. The building has significant seismic load demands resulting in part from the relatively massive precast concrete second floor deck.



Introduction

Yeaton Associates, Inc. has been engaged by Lavallee|Brensinger Architects to provide a Facility Assessment of the Mechanical, Electrical, Plumbing & Fire Protection Systems at the Town of Belmont Police Department and Bank Building on Fuller Street and Main Street respectively, in Belmont, New Hampshire.

Yeaton Associates conducted an on-site inspection of the properties on September 24, 2018 and has reviewed existing documentation of the MEP systems where available. The goal of this assessment is to outline findings and comment on the condition and integrity of the mechanical, electrical, plumbing and fire protection systems as they exist today and their potential for continued use by the town.

HVAC Systems

The building utilizes a Carrier Model: 59TN6A120V241122 LP Gas fired furnace with a split DX cooling coil. The condensing unit is located on the roof of the building. The unit is a direct vent type with both intake and flue gases ducted to a termination on the exterior of the building. The furnace and its associated DX system are recent replacements with a manufactured date of 2016. The system only conditions the first-floor level with the second story area abandoned and unheated. It is estimated that this system has 15 years of useful life left in its existing installation. There is a 6-inch diameter outdoor air intake routed from the roof down to the return air duct feeding the furnace. This ductwork is not insulated which could potentially cause issues with condensation during low outdoor temperatures based on the un-tempered nature of the outdoor air. The intake is controlled via a manual volume damper. It is unlikely that the 6-inch duct provides sufficient ventilation air to meet IMC 2009 or ASHRAE 62.1 ventilation standards for the spaces it is serving.

Police Department (16 Fuller Street)



Town of Belmont Police Department located at 16 Fuller Street, Belmont, New Hampshire



Existing Gas Fired Furnace with DX cooling



Existing Outdoor Air Duct from Roof

There is supplementary cooling provided by a Mitsubishi Model MUZ-FE09NA Split System in the Dispatch Room. The indoor unit is a wall-mounted type and the exterior condensing unit is hung on the wall directly exterior to the room. This unit is intended to handle the additional internal loads existing in the Dispatch Office including multiple monitors, radio equipment and computers. The unit appears to be in good condition and another 15 years of useful life is expected.



Dispatch Room Indoor Evaporator



Dispatch Room Outdoor Heat Pump

The server room is at the rear of the building and is only separated from the adjacent locker room thru the use of a tarp. This allows heat and humidity from the locker room to infiltrate the server room. As the server room does not have additional cooling, the infiltrations of heat and humidity could potentially cause damage to the server systems located in the room due to higher temperatures and humidity.



Server and Data Room

The above ceiling ductwork, where able to be observed, was not insulated. This would be required, per IECC, as the space is unconditioned and a ΔT of greater than 15°F would be expected, necessitating insulated ductwork.

The sally port does not have any ventilation or sensors to monitor for CO/NO_x in the space. It is heated via an electric unit heater located at the ceiling.



Sally Port Unit Heater

The locker room, bathrooms and the evidence locker are served via ceiling mounted exhaust fans ducted to the exterior wall of the building. The fans are currently in working condition.

Plumbing Systems

The building’s domestic hot water is a RHEEM Model XP40T06EC32U1 LP gas fired domestic hot water tank type heater located in the closet of the locker room. It is an atmospheric type and is not provided with combustion air, nor is the wall penetration around the flue vent properly sealed. Day light is visible. It was manufactured in 2016 and is in good condition. There is no ASSE 1017/1070 rated thermostatic mixing valve installed which is required by code if the discharge temperature is above 120°F for protection against scalding. The piping is not insulated as required by IECC 2009 and the system is not provided with a hot water recirculation system to maintain water temperatures.



Domestic Hot Water Heater Flue Vent

The building is provided with tank type water closets, flush valve urinals and wall hung lavatories. The lavatories are not provided with ASSE 1070 tempering valves to prevent scalding. The locker facilities are not provided with ADA compliant fixtures including trap and piping guards. The public bathroom is not provided with trap and piping guards on the lavatories.



Public Bathroom Facilities

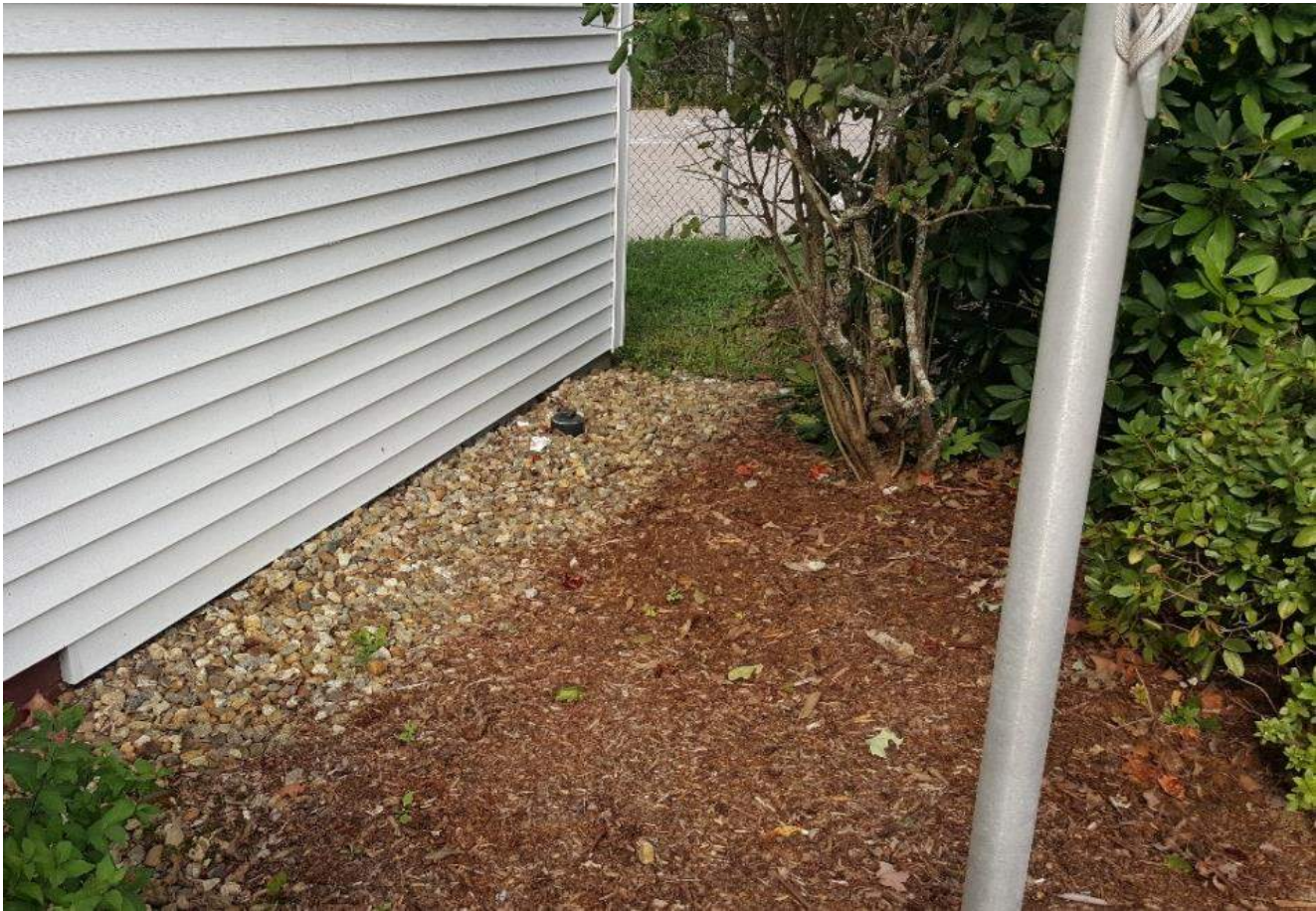


Locker Room Water Closet



Locker Room Urinal and Lavatory

Facility sewer runs under the building headed northeast with an exterior clean out located adjacent to the building. The size is unknown but assumed to be 4” diameter minimum and appears to run to Fuller Street. There are no occupant complaints on the operation of the sanitary system. It is observed that the sanitary appears to have been installed when the addition was placed on the rear of the building based on the point of exit.



Exterior Cleanout for Sanitary

The building is served by an above ground 1,500-gallon LP tank which is piped below grade to the building and the existing generator. There does not appear to be any below slab piping within the building. The second stage regulator is located on the exterior wall adjacent to the closet containing the domestic hot water heater.



LP Gas Tank and Generator



Second Stage LP Gas Regulator

Fire Protection Systems

The building is not protected by an automatic sprinkler system.

Electrical Systems

The building is served underground from the utility at 120/240V, 200A. The main service disconnect (recessed 200A/2P enclosed circuit breaker) is located in the breakroom on the exterior wall opposite the exterior wall mounted utility meter.



Utility Meter



Main Service Disconnect

The main panel is provided with a 100A circuit breaker which serves the emergency panel through a newer ASCO automatic transfer switch.

The building is served by an older generator that is in a deteriorating condition. From discussions on site, the generator is fully operational with no known issues. The rating of the generator is unclear.



Generator

The interior lighting is all fluorescent of various types. The emergency lighting is a mix of newer and older fixtures. Several units were tested and were not operational.



Newer Emergency Fixture

The exterior lighting is generally metal halide with the exception of one fixture observed to have been replaced with LED. There is no code required emergency lighting at any of the building exits. Besides some exterior building mounted fixtures, the front parking area is provided with a single building mounted light fixture.



Exterior Metal Halide Fixture

The flagpoles do not currently have any lighting.

The building wiring system includes some type NMx (ROMEX) which is installed in a manner that does not meet current code requirements.



Non-Compliant Wiring

The building is currently served by a fire alarm system (combination burglar/fire alarm system). The areas are covered by a combination of smoke detectors and heat detectors. The notification device coverage appears to be inadequate. The pull station at the entry appears to be installed higher than code would allow. There are also some single station (non-system) smoke/CO detectors installed.

The devices installed in the holding area are not of the detention type.

Conclusion

The existing building’s mechanical systems would be inadequate for the proposed expansion and renovation of the building (final size 6,000 to 6,500 SF) and would need to be replaced. The current air handler may be reused to serve a portion of the new building but will require extensive modifications to the ductwork and the air flows to coordinate with new room occupancies and outdoor air requirements. The existing split system in the dispatch room could also be reused in the renovated structure pending final layout.

The buildings plumbing systems as they currently exist are likely to be inadequate for the proposed expansion and would need to be replaced as they will likely be undersized depending on the final architectural layout of the building. It is possible that the existing sanitary service and LP gas tank could be reused depending on the final architectural layout. It is likely that the existing domestic water service will be undersized and require replacement.

The building currently does not have a fire protection system, depending on the final occupancy group and size fire protection may be required. If required a new 4” fire service shall be provided.

The existing electrical distribution system would be inadequate for the proposed expansion and renovation of the building. In addition, current code deficiencies such as the inappropriate use of Type NM cabling would be required to be corrected. The existing lighting should be replaced with LED fixtures as part of any modifications. The fire detection and alarm system would likely not be adequate for the proposed building modifications and would require replacement/upgrade. The generator is at/near its end of life and would be inadequate to provide for much additional load.

BANK / POST OFFICE BUILDING - EXISTING CONDITIONS ASSESSMENT

EXISTING SITE – INTRODUCTON

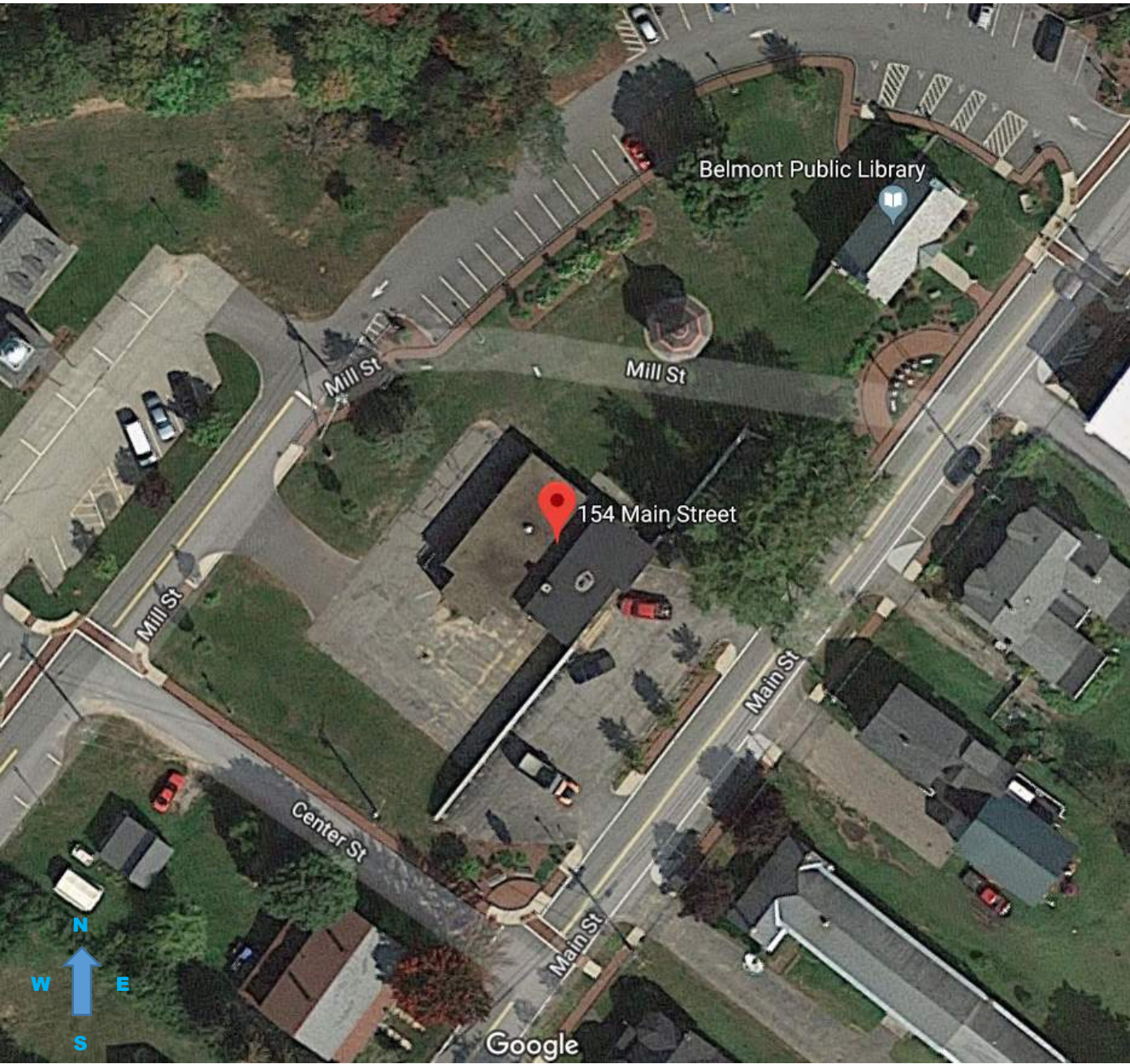
The subject parcel is located at 154 Main Street in Belmont, NH. The 0.71 acre site is comprised of Lot 8 on the Town of Belmont Assessors Map 122 and owned by the Town. The site is bound to the south by Main Street, Center Street to the west and Mill Street to the north. Primary vehicle access is from Main Street for the upper portion of the site and Mill Street for the lower portion of the site. The subject parcel is currently unoccupied but once served as a bank and post office. The main building is situated within the middle of the parcel with paved parking along Main Street with two existing curb cuts. The lower portion of the building is serviced by an at-grade parking area accessible via Mill Street. The subject parcel is with the Village District zone and Aquifer Protection District.

PARKING & CIRCULATION

The parcel is tiered with an approximate 9 foot vertical differential separated by a block and concrete retaining wall. There is not vehicular access from the upper portion to the lower portion of the parcel within the parcel limits. The retaining wall was observed to be in fair condition listing toward Main Street and may need repair.

Visitor parking, including ADA spaces are located along the upper portion of the site with access to Main Street. The parking area is in fair condition with no visible paint markings.

The lower portion parking area is in fair condition with a single catch basin providing for surface drainage. The catch basin appears to be clogged either within the structure or the outlet pipe. Vegetation was observed to be growing from within the structure.



The Mill Street right-of-way appears to have been terminated at the rear of the subject lot and is now occupied by a municipal park structure.

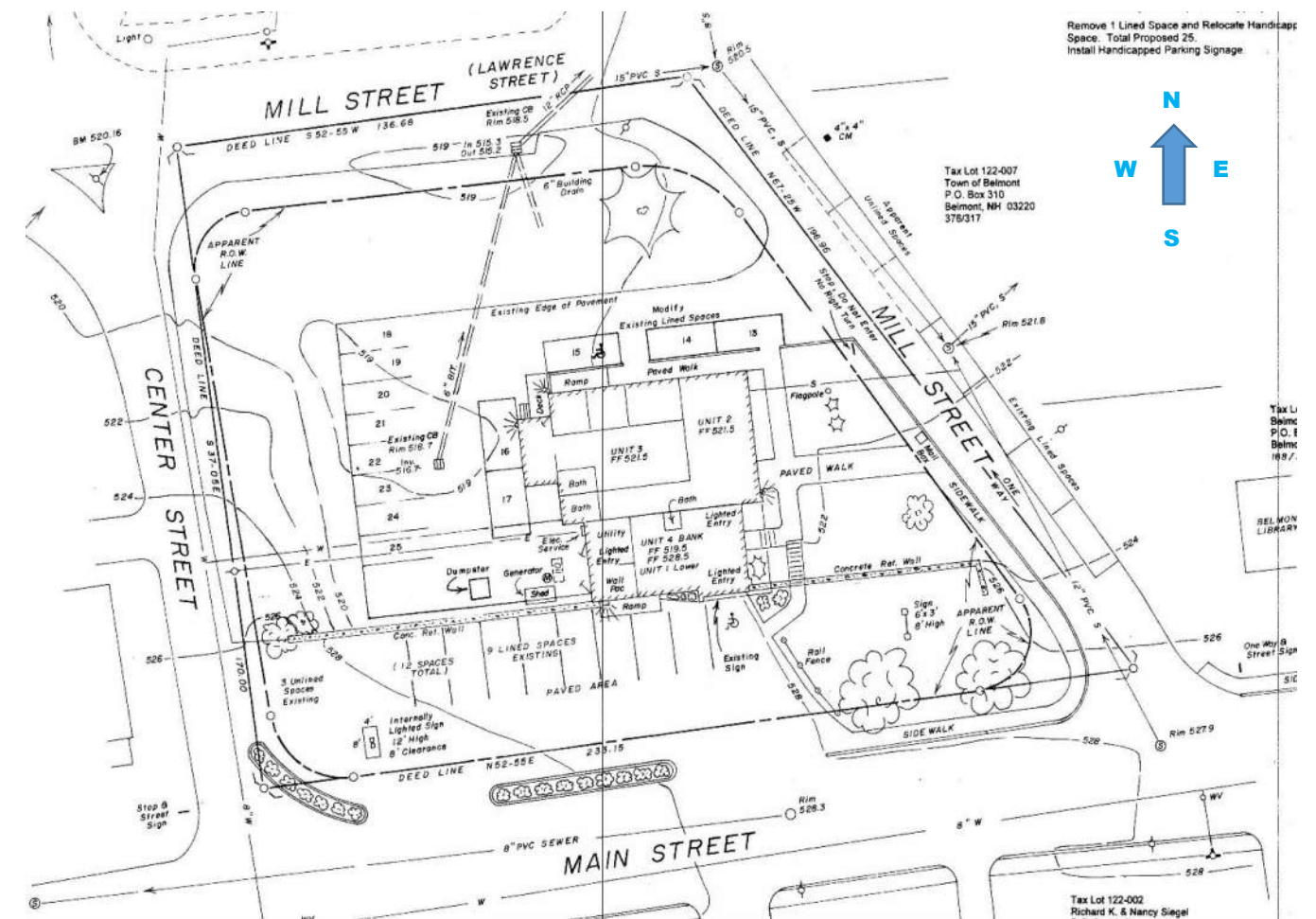
The east side of the subject parcel is generally flat and could support a building addition or parking expansion. Pedestrian access would be limited to the lower levels of the building or by means of a re-constructed exterior stair to access Main Street.



The rear of the existing building appears to have once been striped for parking. There appears to be adequate space to expand the parking area to the east if needed to support the future programmed uses of the building.



The west side parking area appears to have once been striped for parking. Vehicular access is limited to Mill Street due to topography.



Sewer System

Sanitary sewer appears to exit the existing building along the east side and is connected to the municipal system located within the old Mill Street corridor. This would appear to be impacted by any proposed building additions being contemplated.

Electric service is provided to the building via an underground connection terminating at an existing utility pole along Center Street. The underground electrical service traverses the parking lot between the utility pole and the building. This would appear to be impacted by any proposed building additions being contemplated.

Water service is provided to the building via an underground connection terminating at a municipal service line within Center Street. The underground water service traverses the parking lot between the street and the building. This would appear to be impacted by any proposed building additions being contemplated.

LAND USE REGULATIONS

Whenever any development, or change or expansion of use of a site governed by the Town’s Land Use regulations is proposed, or whenever any changes are proposed which differ from an existing site plan as previously approved by the Planning Board; before any construction, land clearing, building development or change of use is begun, before any permit for the erection of any building or authorization for development on such site shall be granted, the owner of the property or authorized agent shall apply for and secure from the Planning Board approval of such proposed site development in accordance with procedures outlined in this regulation..

Height Regulations

The height limitations for all structures in all districts shall not exceed forty-five (45) feet above mean ground level. This does not appear to be of concern for the existing building.

Permitted Uses

A public safety complex to support a new police station would be classified as “Essential Services Public” and is permitted in all zoning districts.

Dimensional Regulations

	Village	Existing
Minimum lot size in Acres. Must also comply with the requirements of the Belmont Subdivision Regulations.	0.5	
With Municipal Sewer	0.5	
With Municipal Sewer & Water	0.5	0.71 +/-
Maximum dwelling units per acre1	2	N/A
Minimum Frontage (in feet)	100	
With Municipal Sewer	80	
With Municipal Sewer & Water	80	233 +/-
Minimum Structure Setbacks from Property Line (in feet)		
Front	25	> 30
Side	25	
With Municipal Sewer	20	
With Municipal Sewer & Water	20	> 50
Rear (All)	25	> 25
Minimum Setback Between Unrelated Structures Contained on One Lot11 (Also Art 8.B.)	30	N/A
Percent of Lot Coverage (non-green area)	60%	TBD



FUTURE DEVELOPMENT CONSTRAINTS

The existing building is currently vacant so any proposed improvements could be accomplished unimpeded. Currently there two separate and distinct access points which could easily be segregated, one for police vehicles and the other for the general public. Existing utilities could easily be adapted for a reconfigured use or new facility.

Based on current zoning information and dimensional requirements, these constraints do not appear to hinder the expansion of the existing use or the construction of a new facility.

This site appears to have the greatest flexibility for the adaptive re-use of the existing facility or the construction of a new modern building occupying a similar footprint.



EXISTING BUILDING – GENERAL OVERVIEW

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING



Main Street – Upper Level



Mill Street – Lower Level

Based upon the current plan configuration and Town representative information the existing building served as both a bank and post office for the community of Belmont. The building sits within the existing town center abutting the Town Library and gazebo/park to the north and Center Street to the south. The existing site slopes from the upper Main Street toward Mill Street providing walk out and vehicular access to both the upper and lower levels. The building structure itself acts in part as a retaining structure to the upper Main Street.

The upper level with access directly from Main Street served as the bank portion of the facility. A non-compliant metal spiral stair connected the bank to the lower level which functioned as the town post office. As the spiral stair descends adjacent to an exterior door it is feasible that this was used as a secondary exit from the upper bank level.

The lower level functioned as a post office and possible office support spaces. At grade access is provided at both the north and south facades. Direct exterior access is also provided at the west façade via a ramp and partial stair system.

The existing facility main structure looks to be constructed of perimeter bearing wall CMU masonry with a brick veneer. In some areas the wall systems include both interior and exterior brick veneer fenestrations. Floor structure looks to be provide by a concrete slab system with roof structures supported by a metal joist type system and decking. The roof system consists of a flat ballasted asphalt type roof of some unknown age. Roof access was not available at the time of this assessment. Refer to “Structural Assessment” included elsewhere in this report for additional information.

Given the period and construction type of the structure as well as no visual evidence otherwise it is likely that the exterior wall system is assembled as a multi-wythe solid masonry assembly without a drainage plane or insulation barrier. Exterior window fenestration was mixed with presumably original single glazed metal window systems and some select areas having been replaced with thermally insulated residential grade window units. Exterior personnel door types vary at each location with a mix of solid and glazed sheet metal doors as well as aluminum door assemblies.

The approximate gross area of the building is as follows:

- Upper Level: 823 +/- gross sq. ft
- Lower Level: 2,692 +/- gross sq. ft

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

BUILDING EXTERIOR ENVELOPE

ROOFING

Access atop the existing roof areas was not provided at the time of this assessment. The following review and comments have been derived from visual assessment at ground level and experience with similar type roof systems. With this information and from discussion with existing employees, the following was determined:

Roof – Bank/Post Office Facility

The two-story Bank/Post Office roof consists of a low pitched (typically 1/4”/12” – existing roof was inaccessible to confirm) ballasted asphaltic type roof system. Condition of the underlying waterproofing layer and wall flashings could not be determined at the time of this assessment. Similar built-up roof systems of this vintage can be expected to have a service life of 15-20 years depending upon quality of products, maintenance programs and exposure conditions. No significant leakage issues were noted within the structure though some ceiling tiles have been removed possibly for access to determine such. The perimeter gravel stop system looks to be in fair condition with no notable defects or need of repair.

Given the limited life expectancy of similar roof systems, the likely need to address through wall flashing details at the wall joints and miscellaneous general maintenance needs it would be recommended that this roof system should be replaced with a new contemporary membrane system to ensure occupant long term satisfaction. It is unlikely that the roof system currently incorporates a continuous insulation layer nor whether such that may have been provided meets current energy code. A new membrane roof system could not only enhance building performance through the addition of continuous insulation but may provide additional advantages with current solar reflectance options while providing 20 or more years of warranted performance. Though the existing fascia system looks to be in fair condition, in keeping with a preferred Total System Warranty approach as well as the need to address an increase in roof system thickness due to insulation a new aluminum fascia system and curb should be considered within the scope of work.



Town of Belmont, New Hampshire
Police Facility and Main Street Bank/Post Office Building
Existing Conditions Report

EXTERIOR FACADE

Masonry and Wood Clad Walls– Bank/Post Office Facility

The two-story facility appears to be in good condition with only minor recommendations related to the masonry veneer. The exterior brick masonry extends up the full two stories on each of the four sides of the existing facility. A small portion of the lower level 1 story south façade is clad with a board and batten painted wood product. The wood siding possibly conceals a portion of existing brick masonry most likely enclosing what may have been a former loading area opening. The wood siding is showing signs of cupping, buckling and other forms of failure and should be replaced as part of any scope of work. It should be anticipated that any concealed masonry behind may require repair or replacement if desired to be exposed. Veneer masonry in general looks solid in fair condition for a building of this age. No major failures were identified at this time. The wall system does appear to be constructed as a solid multi-wythe wall system and as such no weeps were noted. This would be typical for such wall system at the time and generally if maintained should hold up for many years forward. The detrimental aspect of such design however is the walls inability to permit moisture within to escape the wall system. Such buildings may be susceptible to damage caused from freeze thaw of moisture within the wall.

The existing wall system may present concerns when considering insulation solutions to meet applicable energy codes. Further specialized study would be recommended however historically retrofitting such assemblies to include a thermal barrier on the interior has presented concerns with the original masonry. The inclusion of such new thermal assemblies alters the walls ability to adjust to and mitigate moisture and temperature in a manner that it has been accustomed too. This differential has proven in some circumstances to cause early deterioration/failure of the masonry assembly. Scientific partially destructive studies are often recommended to verify the materials used, condition there of such materials and the internal assembly construction methods may accommodate such alterations.

Though no significant issues were seen at this time it is highly recommended, at a minimum, that the scope of work consider a complete sealant replacement program to limit the penetration of moisture into the wall assembly. Other recommendations may include a general cleaning of the façade particularly at the west façade adjacent grade. Some minor repointing and masonry repair should be anticipated for good maintenance and aesthetic reasons.

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)



North East Facade



East Facade



South Facade



West Facade

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

WINDOWS

Exterior Windows – Bank/Post Office Facility

As noted previously a mix of windows was observed at the existing facility with some original windows having been replaced with residential grade thermally insulated clad units. Most window units remain are composed of original single pane metal framed units. Such units are no longer energy code compliant nor would meet the expected performance expectation of a contemporary structure. Such issues as condensation sweating, heat gain, heat loss, air infiltration would be common expectations with such units. Perimeter and pane sealants and glazing have exceeded life expectancy adding to the recommendation of replacement. Some glazed units were noted (north east façade) as damaged or missing.



Typical Window (Exterior & Interior)



Glazed Wall

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

DOOR OPENINGS

Exterior Doors – Bank/Post Office Facility

Existing exterior doors are composed of a mix of single pane un-insulated aluminum doors and residential grade hollow metal doors with glazing. Aluminum doors are non-compliant with current energy and accessibility codes and need replacement. The west side egress door is in fair condition. Door hardware must be replaced with proper egress type hardware (remove deadbolt) and replacement of the existing threshold to meet ADA requirements will be required. Depending upon calculated occupant load swing direction and the requirements for panic/push type devices may be required. The South façade egress door shows signs of deterioration and should be replaced. Vision panel placement is not compliant. Approach push and pull as well as platform at exterior must be reviewed and accommodated.



West Side Egress



South Side Egress and Mech Room Entry



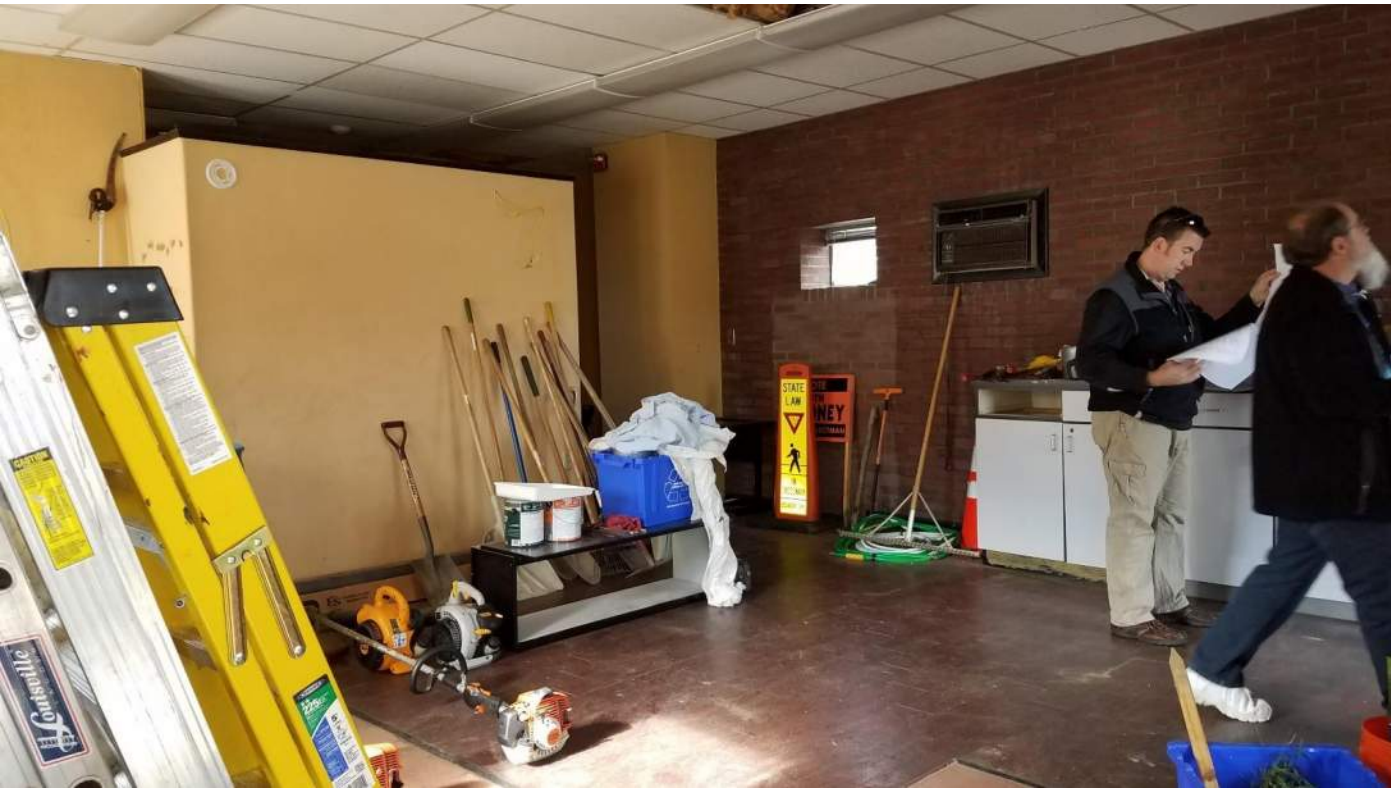
Typical Aluminum Door System

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

BUILDING INTERIOR

FINISHES – Bank/Post Office Facility

Walls and floors are in poor condition in need of replacement. Portions of the exterior wall assembly incorporate an interior masonry veneer that is in good condition and may be cleaned and left exposed as an aesthetic if desired. However, one should consider options in addressing energy code compliance and if such will require the furring out and concealment of such walls as one option. Secondary options would be to address insulation at the exterior face. Concealment of such walls however should include a technical study of the masonry to ensure alteration of the walls natural ability to breath can be tolerated.



Upper Level Interior



Lower Level Interior



Lower Level Interior

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

DOORWAYS AND HARDWARE

Interior Office space doors and frames appear to be existing from time of original construction and renovations. They are wood frames with wood doors and some application of hollow metal frames within masonry openings which appear to be in fair to poor working condition. Given the limited number of existing doors and conditions it is recommended that new door slabs be included. Door hardware is a mix of compliant and non-compliant type hardware and a full replacement program should be considered concerning latching hardware.

RESTROOMS & PUBLIC TOILET FACILITIES

The existing toilet facilities are not compliant to applicable code and ADA requirements for clearances, fixtures and accessories and should incorporate new accessible toilet areas meeting the calculated occupant load. Fixtures are in poor to non-working condition and should be replaced in full.



Bank/Post Office

VERTICAL EGRESS

Vertical Egress – Bank/Post Office Facility

Current two-story configuration incorporates a single non-compliant metal spiral stair opening connecting the upper and lower levels. It is conceivable that the lower level meets egress compliance with the three existing at grade egress points. The upper level however is served by a single at grade egress along main street and would rely on a stair for its required second means of egress. In whatever configuration the program considers for use of this upper level a new compliant egress stair tower should be incorporated within such program.



Bank/Post Office Spiral Stair

BUILDING ASSESSMENT – BANK/POST OFFICE BUILDING (CONTINUED)

BUILDING HANDICAP ACCESSIBILITY

Bank/Post Office Facility

Two of the three lower level egress doors are on an accessible route though the west side access ramp is not compliant with current ADA standards for handrails. The third egress door located on the south façade requires a step for transition at the door.

There is currently no elevator located within this structure. No accessible route is provided between the two lower level elevations. This may be resolved with consideration of a new accessible ramp or perhaps consideration in the design placement of the elevator to accommodate transitions.

The upper level maintains an accessible entrance off Main Street through an accessible vestibule area. As noted earlier the existing stair to the lower level does not meet code nor accessibility criteria.

BELMONT – MILL STREET BANK/POST OFFICE BUILDING

EXISTING CONDITIONS - INTRODUCTION

This is a one and two-story commercial building. The date of construction is unknown. On the basis of the structural systems and details, the building was likely constructed circa 1960, plus or minus 8 years.

The eastern wing of this building is two stories, with an at-grade second floor storefront entry on the uphill (eastern) side. The second story was apparently the bank lobby. The lower level of the east wing is configured as office space.

The west wing of the building is one story, and it is also partitioned for use as office space. The floor elevation in the west wing is approximately 24” higher than the first floor in the east wing.

There are several indications that the two wings may have been constructed at different times, but there are also similarities that suggest that both wings are contemporaneous. The two-phase construction possibility is suggested by minor architectural differences between the two wings, the difference in the building heights (one story vs. two story), by the difference in the first floor elevations, and by an exposed brick wall surface in the bank lobby that appears once to have been an exterior wall. On the other hand, the structural systems used for both wings are nearly identical. If in fact the building was constructed in two stages, the second wing was likely constructed very shortly after the original wing.

ROOF CONSTRUCTION

Both wings have flat roofs with ballasted tar and gravel roofing. The roof decks are a wood fiber /cement fiber panel product, similar to “Tectum”. The roof deck is supported primarily on open web steel joists, spaced typically at 2’-0” on centers, with some limited use of structural steel framing for the longer roof overhangs over the storefront areas.

The building is not currently occupied. Suspended ceiling tiles have been previously removed in several areas throughout the building, allowing us to spot-inspect the condition of the Tectum roof deck. These decks are subject to rapid deterioration when exposed to water from roof leaks. However no evidence of deteriorated roof decking was noted in the course of this inspection.

The roof joists in the west wing are 16” deep and those joists have a significantly longer span (approximately 33 feet) as compared to the joists in the east wing.



FLOOR CONSTRUCTION

The floor of the west wing and the lower floor of the east wing are grade-supported concrete slabs. With the exception of the demising wall that separates the two wings, all of the interior partitioning is non-load bearing.

The structural deck of the east wing second floor is comprised of a cast-in-place concrete on 1” deep, cold formed, corrugated steel form deck. That framed floor is supported by open web steel joists spaced at 24” on centers.

The only internal means of vertical circulation between the upper and lower floors of the east wing is a small, wrought iron circular stair, located in the south-central portion of that wing.

The open web steel joists used for the second floor and for all of the roof areas are painted black and feature a Warren truss round bar web configuration, with the top chords consisting of double angles and the bottom chords consisting of two round bars. As noted previously, the joists and tectum roof decks are so similar that it is possible that both wings were part of the same phase of construction.

The live load capacity of the framed floor of the east wing could not be quantified, however on the basis of observations and experience the floor load capacity in this area is likely consistent with current code requirements for retail or bank lobby uses. The composition of the grade-supported lower floors is unknown, but there are no apparent signs of distress in those areas and the previous office use would impose only relatively light live loads.

WALL CONSTRUCTION

Both wings have load-bearing exterior walls comprised of 8” concrete masonry with a 4” exterior brick veneer. In general, the joists span east-west and the load-bearing walls that support them run north-south.

The exterior walls include storefront glass window systems on the east and north elevations of the building. The headers over those storefront windows are comprised of rolled structural steel sections. The west and south elevations of the building have smaller, punched window openings that have loose steel angle lintels. In general, the exterior masonry walls are in good condition.

The west wing has a small, wood frame addition on its south side. The construction of that addition (i.e., wood frame/wood siding) is atypical of the rest of the building.

FOUNDATIONS

This building sits on a sloped site, running downhill towards the west. The site has been terraced using a grade-separation retaining wall that runs north-south across the entire site. This retaining wall has allowed the site to be graded, providing a level site with a relatively constant grade elevation around the south, west and north sides of the building, while providing for a level parking area on the uphill (east) side of the wall.

The site retaining wall varies in height. The lower portions of the wall are of mortared stone masonry construction. A concrete wall cap has been added at an elevation roughly coincident with the uphill parking lot, and then a concrete parapet wall extension has been added on top of that wall cap.

The retaining wall sections north and south of the building footprint are in poor condition. The lower stone masonry sections of the wall exhibit large cracks indicative of movement and rotation under horizontal earth pressures. The concrete cap is poorly integrated with the stone section, and similarly the upper concrete parapet is poorly



Integrated with the cap. There is evidence of relative movements and “hinging” action at the construction joints above and below the concrete cap.

Aside from the poor condition of the site retaining wall itself, the concern that this raises is that the east wall of the building is founded on top of the retaining wall. While no immediate signs of distress were noted in the building, the condition of this foundation wall is a significant concern.

The building foundations on the south, west and east elevations are of cast-in-place concrete construction and show no evidence of significant deterioration or settlement.

MISCELLANEOUS

Given the estimated date of construction, this building predates seismic design requirements. It is also unlikely that the concrete masonry walls are reinforced.

CONCLUSION

With respect to the structural issues associated with possible renovation of this building for use by the Police department, this building has a number of issues that collectively make it a poor candidate for that proposed conversion. Vertical expansion of the building is not viable given the limitations of the existing roof framing and deck. The existing cement fiber roof deck is a product that has proven to be vulnerable to long term deterioration. The roof is understructured relative to current code snow load requirements, and particularly so with respect to potential snow drift loads in the low roof area adjacent to the two-story wing. The unreinforced masonry bearing walls, in combination with the large storefront windows on the north and east elevations, result in an inherent vulnerability to seismic loads. Finally, the integration of the building with the stone masonry site retaining wall – which is already failing in areas just beyond the building footprint – raises serious questions regarding the capacity and stability of the foundation.



Introduction

Yeaton Associates, Inc. has been engaged by Lavallee|Brensinger Architects to provide a Facility Assessment of the Mechanical, Electrical, Plumbing & Fire Protection Systems at the Town of Belmont Police Department and Bank Building on Fuller Street and Main Street respectively, in Belmont, New Hampshire.

Yeaton Associates conducted an on-site inspection of the properties on September 24, 2018, and has reviewed existing documentation of the MEP systems where available. The goal of this assessment is to outline findings and comment on the condition and integrity of the mechanical, electrical, plumbing and fire protection systems as they exist today and their potential for continued use by the town.

Bank Building (Main Street and Center Street)



HVAC Systems

The building currently does not have a functional HVAC system. There are both abandoned hydronic systems and abandoned point of use fuel oil heaters located through-out the building. There are currently no functional heating, cooling or ventilation systems. None of the existing equipment is recommended for reuse. The existing fuel oil tank was removed. The building currently is unconditioned.

The building originally was natural ventilation only with no air handlers. Bathrooms on the whole were not provided with exhaust fans but utilized windows to meet ventilation requirements. There was no central cooling system and thru-window AC units used for space cooling. There appears to be space for ductwork in the existing truss work, but it will require coordination of equipment locations and duct sizes/locations in order to utilize.



Abandoned Point of Use Fuel Oil Heater



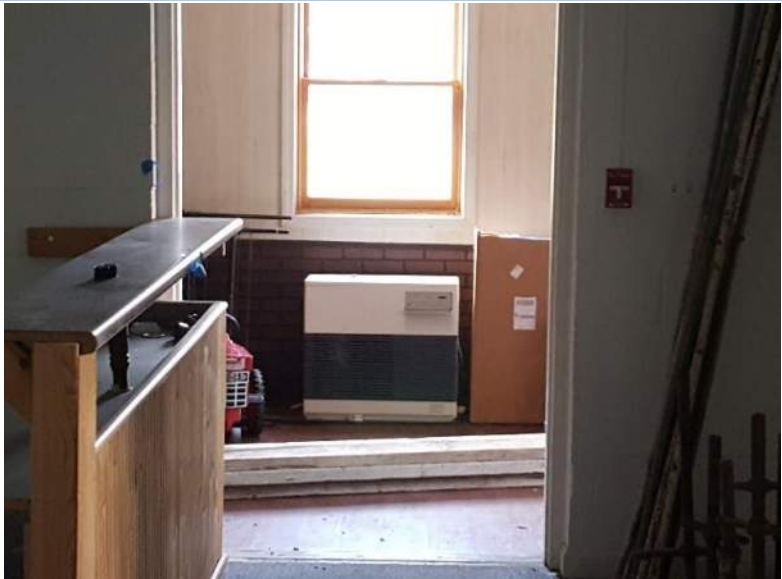
Abandoned Thermostats



Abandoned Baseboard Radiation in Space



Abandoned Convectors in Bathrooms



Abandoned Point of Use Fuel Oil Heater at Lower Level Entry



Abandoned Fin Tube Radiation and Thru-Wall Air Conditioner on Lower Floor



Abandoned Boiler Room and Location of Removed Oil Tank

Plumbing Systems

The building’s domestic water system is not functional and all current plumbing fixtures are in poor condition. Piping, where visible, is un-insulated copper. The domestic water service is located in the abandoned boiler room and is turned off. It is assumed that the building sanitary and storm leave the building through the boiler room. As the boiler room was not accessible during our visit, sanitary and storm exits are not verified, nor is the size of the domestic water, storm or sanitary systems. It is recommended that all plumbing equipment, fixtures, piping, and valves be removed and replaced with new if the building is to be reutilized. The existing under slab sanitary piping should be tested before being reused to ensure there are no clogs or breaks in the line. This is critically important as the piping has sat unused, in an unconditioned setting for quite some time. Furthermore, proper removal of existing water/weatherproofing of pipes does not appear to have been undertaken based on the observation of water still in water closets. This indicates possible damage to the piping from numerous freeze thaw cycles that the building has undergone since it was last utilized.



Upper Level Bathroom



Existing Upstairs Point of Use Water Heater

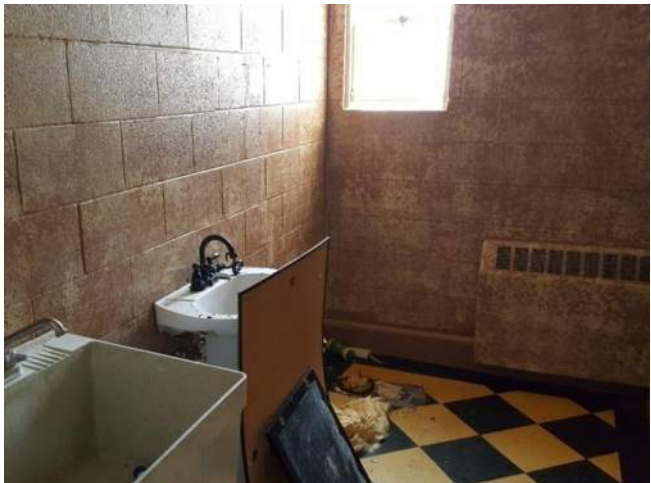
Fire Protection Systems
The building is not protected by an automatic sprinkler system.



Lower Level Bathroom with Water in Toilet



Lower Level Bathroom with Water in Toilet



Lower Level Bathroom Missing Toilet and with Laundry Sink

Electrical Systems

The power to this building was not on during the site visit.

The building electrical service entrance is currently configured for multiple tenants with multiple utility meters and service panels.



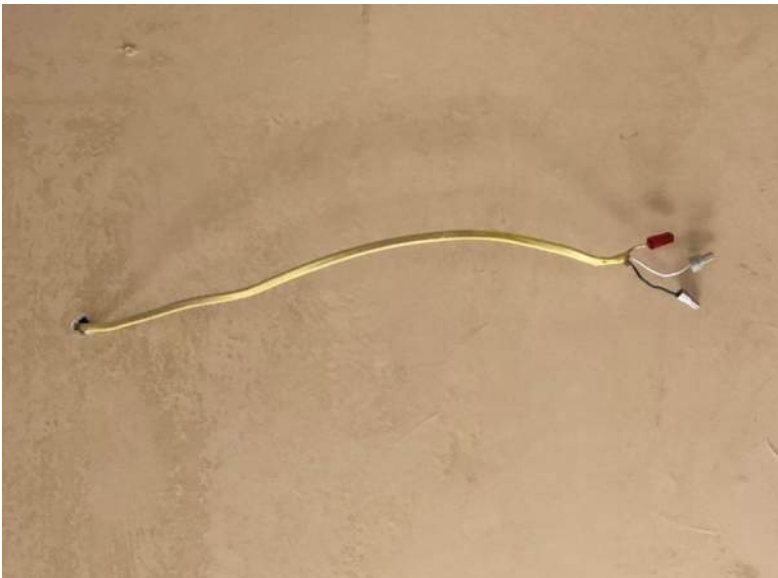
Building Electrical Service/Meters

The electrical service is provided as 120/240V, served underground from the utility. There is three phase available at the utility pole if required.



Serving Utility Pole With Three Phase

The building wiring system included type NMx (ROMEX) in a manner that does not satisfy current codes.



Romex Wiring

The building is protected with an older Silent Knight zoned fire alarm system. The notification device coverage is inadequate.



Fire Alarm Panel

The interior lighting consists primarily of fluorescent fixture types.

Exterior lighting consists of both HID type as well as incandescent. There is no emergency lighting at any exit doors.



Exterior Lighting



Exterior Lighting

Conclusion

The existing building’s mechanical systems are currently non-operable and any renovation or expansion would require a completely new HVAC system. The fuel system for heating the building has also been removed from the site and an alternate fuel system would be required in any renovation or expansion of the building. The existing systems also did not provide ventilation air which is required under current code.

The buildings plumbing systems as they currently exist are likely to be inadequate for reuse based on the poor conditions exhibited in the observable fixtures and systems. It is possible that the sanitary is reusable but must be checked to confirm there are no blockages or breaks in the lines based upon the lack of heating recently and the building experiencing a number of freeze thaw cycles without proper winterization as based on the finding of water in the water closets rather than propylene glycol. This would indicate there is water in the sanitary pipes at minimum which during freezing could have caused damage to the traps, pipes and fittings. The existing domestic water system is likely not functional or repairable as exhibited by a number of abandoned point-of-use water heaters in the space.

The building currently does not have a fire protection system, depending on the final occupancy group and size fire protection may be required. If required a new 4” fire service shall be provided.

Rehabilitation of this building would require substantial electrical work since the building is currently configured for multiple tenants. The current, obvious code deficiencies would be required to be corrected. All emergency lighting would need to be replaced. The existing fire alarm system will require significant work or replacement. Existing lighting is likely nonfunctional and would need to be replaced as well.

BELMONT FACILITY STRATEGY COMMITTEE

REPORT OF FINDINGS AND RECOMMENDATIONS

NOVEMBER 2019





Background:

During the February 2017 Deliberative Meeting, there was a community suggestion to create a facility strategy for all Town buildings. A 2016 ballot measure to move Town Hall to the Belmont Mill had failed and the Town Selectmen were looking for direction from the community on what to do with the Mill. Several other community members at the 2017 Deliberative Session indicated that an overall strategy for all Town Buildings made sense.

The March 2017 Town Ballot posed three questions relative to the retention or disposition of the Belmont Mill. The questions were to provide guidance as to whether to rehabilitate the Mill for use as town offices, sell it or raze it. Several hundred (700 +/-) votes were cast at the meeting with the majority recommending retention of the Mill for use as town offices. A summary of the vote was as follows:

	<u>Retain</u>	<u>Sell</u>	<u>Raze</u>
<i>Yes</i>	<i>440</i>	<i>383</i>	<i>170</i>
<i>No</i>	<i>267</i>	<i>320</i>	<i>522</i>
<i>Total</i>	<i>707</i>	<i>703</i>	<i>692</i>

(14% or 5073 registered voters)

In June 2017, some citizens came to the Board of Selectmen (BOS) with a proposal to create a citizen committee to develop a facility strategy for all Town buildings. This was the concept first raised at the 2017 Deliberative Session. The basic idea was simple, Belmont needs an overall strategy for future use of all Town buildings to make good decisions for the future.

This committee was to complete an assessment of the improved properties currently held by the town, identify priorities that needed to be addressed and recommend a strategy for implementing its recommendations. The committee's charge was to work within the confines of the current properties and not add to the town's real estate holdings. Our focus was to determine the current condition of the existing buildings, complete a space needs analysis and determine if existing buildings could accommodate the functional and physical needs of various departments over the next 20 years. This report is not a review of comparative costs of operations under existing and proposed recommendations.

Key directions provided to the committee were:

- Town administrative functions should be in one building rather than multiple locations to improve efficiency
- Use existing properties to avoid further real estate acquisitions

In August 2017 the BOS approved a charter authorizing a committee to assist the Board in developing a facility strategy for the town buildings. Committee responsibilities were:

- Review prior actions, reports, studies, analyses and other pertinent information to identify any gaps that may need to be addressed;
- Identify and tour specific town buildings to obtain firsthand sense of current functionality and future needs;
- Work with Board of Selectmen (BOS), Town Administrator (TA) and staff to leverage their insight and knowledge of buildings and interactions of departments;
- Foster ongoing communication with elected officials, committee members and citizens to keep them apprised of progress;
- Draft a recommended plan of action with suggested timelines to address findings for a facility strategy for town buildings with BOS and citizen input.

The name of the committee would be the Belmont Facility Strategy Committee (BFSC).

Committee Members:

Four members of the community offered to lead this project and were approved by the BOS.

Donna Hepp, Retired U.S. Forest Service Administrator

Preston Tuthill, President and Owner of Keymont Construction, Inc.

(Mr. Tuthill relocated to another municipality and withdrew from the committee in Spring 2019)

Carmen Lorentz, Executive Director, Lakes Region Community Developers

Thomas E. Garfield, Retired Banking Executive

Historical Notes:

As Belmont celebrates its 150th/Sesquicentennial year it is fitting to include relevant historic information.

The buildings reviewed included several considered historic – and some already distinguished with eligibility or inclusion on the *New Hampshire State Register of Historic Places* and/or the *National Register of Historic Places*.

- *Belmont Public Library added to National Register of Historic Places in 1985*
- *Belmont Mill added to State Register of Historic Places in 2015*
- *Belmont Bandstand added to State Register of Historic Places in 2016*

Belmont has one approved National Register District, the *Lochmere Archeological District*, a regional site established in 1982. The *Factory Village District*, certified eligible in 2003, is the location for all buildings in our review. The Mill, current Town Hall, Bandstand and Library were among its contributing properties 16 years ago.

Since the most recent federally mandated Section 106 review in 2002-2003, the Town Village Center has had significant changes including relocation of earlier National Register approved structures (Bandstand and the Gale School) and major exterior alterations, all possibly compromising historic integrity (Mill, Corner Meeting House, current Town Hall), addition of a street on formerly Mill-owned lands, and general loss of context as a factory village.

While inclusion on the New Hampshire State Register and/or National Register of Historic Places fosters pride, preservation and availability of tax incentives on state and federal levels, neither precludes demolition of historic buildings or structures.

The New Hampshire Division of Historical Resources should be consulted for counsel and clarification.

www.belmontnh.org/data/landuse.asp#FactoryVillage



Historic photo of store which became Town Hall



Belmont Town Hall Building

Executive Summary:

This report should be read in its entirety in order to understand how various recommendations have been developed.

Based on our analyses of the information provided from various prior reports, interviews, community feedback and meetings the BFSC recommends the following strategy to meet the needs of the Town for the next 20 years:

- Construct a New Police Department – First Priority:** Use the Corner Meeting House site for a new Police Station. This approach allows the police to remain in place until completion of a new building on this site that allows space for future expansion. Current PD facility is overcrowded and presents safety issues. Projected cost for a new building is virtually the same as reconstruction and relocation cost for rehabilitating the existing Police Station at \$2.7 million. Total projected cost is estimated at \$3 million including relocation of meeting rooms and Welfare Office to Belmont Mill. Raze existing Police Station when project is completed.

Action Needed – Complete a Design/Build concept or other acceptable cost effective approach with active public involvement, community meeting and Ballot Measure in 2020 for bond to complete this project.



Belmont Police Station



Corner Meeting House

- Town Hall in Belmont Mill – Second priority:** Use the Belmont Mill to house all the administrative functions currently met by Town Hall, the Corner Meeting House and Recreation Department. Existing Town Hall is overcrowded and lacks space required for future needs. Retain historic character of Mill. Projected cost is \$2.6 million.

Action Needed – Phase in needed repairs to Mill and transition move of town meeting facilities and General Assistance Office in tandem with Police Department construction.

Recommend a public committee to be involved with detailed planning for phasing move and final design. Fund through Capital Improvement funds and bond measure. Some improvements can be phased over a 3-5 year time frame.



- **Library – Third priority:** Continue to upgrade existing Library working with the Library Board and determine best approach for expanding facility.

Action Needed – Review proposed additional space needs in light of meeting rooms and community services provided in Belmont Mill and adjust proposal as needed. Continue to phase needed repairs to Library and seek grants and a Ballot measure in future to construct addition.



Belmont Library



Belmont Bandstand

- **Belmont Bandstand** – Protect the recent restoration.
- **Fire Department, Public Works Department, Belmont Pavilion, Beach Bath House** – No major facility needs anticipated during the planning period.



Belmont Fire Station



Public Works Garage



Tioga Pavilion



Belmont Beach Bath House

- **Town Hall** – Recommend sale of building with deed restrictions to retain historic character of building when Town functions move to the Mill. An assessment of this building by LBA was not undertaken as the available square footage including the second floor did not meet space requirements to house all town functions.

Action Needed- Once determined further use of this building is not needed for any town functions it would be preferable to sell this parcel. Recommend an RFP to redevelop this building. The Town would be able to choose the proposal that best matches community needs. If not sold within 3 years, remove building to eliminate ongoing costs.



Town Hall



Old Post Office/Bank Building

- **Old Post Office/Bank Building** – Recommend removal of building in 1-3 years to eliminate costs and to provide more space for Town green. This building is not needed for town use and requires extensive rehabilitation.

Communication and Transparency:

To keep elected town officials, committee members, departments and the community apprised of our progress the BFSC held 4 community meetings, one of which included a community-wide mailing. We also provided numerous tours of the various buildings under review, posted notice of our meetings held at the Corner Meeting House (CMH), as well as issued many press releases and utilized the Town Newsletter and Annual Report and Old Home Day booth to provide updates and request feedback. Also, with the assistance of Lakes Region Public Access TV (LRPA), we were able to provide virtual tours of the buildings under review. This tour is available at www.livestream.com/belmontnh/live. Scroll down right-hand margin to the tour which is after the 11/20/18 Budget Committee Meeting. The Community Meetings of 1/10/19 and 4/11/19 are also available at this site

The Process:

Committee members toured all 11 properties to get a sense of the physical structures, condition of improvements and functionality. Properties visited included:

Town Hall	Fire Department	Police Department
Corner Meeting House	Bandstand	Library
Pavilion	Public Works	Belmont Beach
The Mill	Bank Building	

As is generally known, these buildings are in varying stages of occupancy with some either overcrowded, underutilized or vacant. Inspections, interviews and surveys with Department Heads and Town Administrators allowed us to eliminate The Corner Meeting House, Pavilion, Bandstand, Public Works, Fire Department and Belmont Beach from this review as they were either well maintained or would require only minor attention over the next few years. The Library, while reviewed, was not a direct subject of this report. The Library is governed by its own Board of Trustees, and we are aware of their desire to expand the Library in the future. They did apprise us of their plans, albeit without a definitive time frame, so we could consider the use of town buildings in totality. The Town Hall, Mill, Police Department and Bank Building became the focus of our efforts.

The BFSC then requested and received approval at the March 2018 Town Meeting for \$65000 to engage an independent firm to assist the committee in determining the condition of the buildings and the amount of space needed to house various town departments and functions.

A Request for Qualifications (RFQ) was issued for this service. and we received 8 responses. Interviews were held and the field was narrowed to 3. We requested a joint meeting with the BOS to complete the final interviews and make the selection. The firm of Lavalee Brensinger (LBA) of Manchester, N.H. was selected by unanimous vote of the Committee and BOS. This firm is well known throughout New England and New York and has recently done municipal projects for North Hampton, Manchester, Wolfeboro, Portsmouth, The State of New Hampshire and Wells, Maine. References were checked before the final interviews, and LBA received many favorable comments. Further information on LBA may be found at www.LBPA.com.

Based on their background and experience in designing municipal facilities LBA's assignment was basically two-fold. First, they were to determine the existing condition of the four buildings we were focusing on. Second, they were to determine the actual space needs of the various town departments and administration. Also, they were to leverage studies and data collected in prior reports and studies for the town. In conjunction with their assignment LBA used the services of Foley Buhl Roberts and Associates for structural assessments, Yeaton Associates, Inc. to determine the condition of HVAC and associated systems and Allen & Major Associates for civil engineering on the sites. Those studies as well as LBA's complete report for this project dated 5 November 2018 are available for review on the town's website www.belmontnh.org under the projects tab (Town Buildings and Facilities). Reports and data on prior studies of the buildings mentioned in this report as well as other studies can also be found at this location.

From the data collected and reviewed as well as their knowledge of municipal facilities LBA prepared a series of conceptual floor plans (bubble diagrams) for the sites we were focused on. Again, these are conceptual only; and final location of any department or functions within a building will ultimately be decided by the BOS and Administration.

Summary of existing conditions and support for recommendation:

Old Post Office/Bank Building: Recommendation to raze:

This building was purchased in 2012 for \$250,000 for town purposes but there is still no definitive plan for its use. It sits on a 0.71 acre lot in the center of Main St. and abuts the newly restored Bandstand, Town Library and is across the street from the Belmont Mill and Tioga Pavilion. It has estimated gross and net area of 5900/3220 square feet based on town records. We considered this location for a new Police Station or Town Hall and checked with the Library to see if they wanted it for future expansion. Given the results of the space needs study indicating the need of 7500- 8500 square feet for either of these departments the physical and functional aspects of the building “as is” are inadequate for use of either. The building was constructed in the 1960's.

The assessment by LBA suggested that the building and site “as is” would require significant structural, mechanical and site work. More specific details can be found in LBA existing conditions report dated 5 November 2018 on the town’s web site previously mentioned.

From the results of the space needs study LBA prepared a conceptual plan of what a new one or two-story town hall or police station would look like on the bank building site. While it would be feasible to place either of the departments on this site, responses from Belmont citizens either individually or at various meetings indicated a desire not to have the Police Department on Main Street in the proximity of the library, pavilion and bandstand. Also, there were concerns regarding ingress and egress from the site via Center Street. With regards to a Town Hall on this site comments that were received were generally that it made no sense to build a new Town Hall when we had a vacant Belmont Mill building.

Based upon feedback from numerous meetings, the condition of the building and a review of the space needs for the Police Department and Town Hall the committee recommends that no further investment be made in this building, that it be razed and that the area be turned into green space to complement the other improvements in immediate proximity to the site.

It should be noted that this building is already experiencing storage “creep” by the Building and Grounds Department and Belmont Library who have inadequate storage space.



Old Post Office/Bank Building



Corner Meeting House

The Corner Meeting House- Recommendation to Replace with new Police Station on site:

In our original review of improvements, this building was not in consideration for any action. This building is currently being used to house the General Assistance (GA) Office and provide meeting space for various meetings such as The Board of Selectmen, Planning Board and other town boards and committees. As will be detailed later under the Belmont Mill section of this report, these functions can be incorporated into the Mill.

Feedback suggested that we should look at razing this building to make it available for a new Police Department Building. We did undertake a brief analysis of this site with LBA and given the fact that there was a reluctance to place the Police Department on Main St or acquire any new real estate this turned out to be a viable option. Based on Town Records this building is on a 0.26 acre site located at the corner of Fuller and Sargent Streets and is adjacent to and shares parking space with the BPD. It is improved with a 2600+/- square foot structure.

The building was constructed in 1900 as a church and purchased in 2000 for \$99,000 for community and meeting space. Improvements made to the building include a new entrance, roof, handicap access on Sargent Street, replaced fascia boards, a minor remodel to the lower level to accommodate the General Assistance (GA) Office, a small roof over the entrance to the GA office and an awning. Actual costs of these improvements were not readily available.

We recognize that there will be concern among Belmont citizens over the demolition of a historical building. Adaptive reuse of the structure was not recommended as it is inadequate in size, and the extent of the renovation would not allow for retention of the historic character of the building. It is in the Factory Village District. However, from a more global perspective the combined CMH/PD site does present the best opportunity to eliminate excess buildings and allow for expansion of the PD beyond the 20 year time frame considered.

The Police Department:

Located on Fuller Street adjacent to the Corner Meeting House (CMH). This structure was originally built as a Fire Station circa 1960. It sits on a 2.8 acre parcel and is improved with a masonry block and wood frame single story structure. The improvements occupy 3785 net square feet. No gross square footage is noted here as the BPD has maximized utilization of the

building. This building previously housed the BFD before its relocation to Route 140 in 1995. At the time of the 1996 relocation, it was anticipated that BPD would move to more adequate quarters within 2 years. This building has been renovated several times during the PD tenure to accommodate its growth in personnel, activities and changes needed to address various safety issues relative to the department's booking and processing. The current HVAC system is overtaxed and the configuration of partitions in the building would make egress challenging in the event of an emergency. Also, there is lack of space for changing rooms, lockers for sworn officers, adequate and appropriate space for securing firearms and evidence and interview space. Some supplies and records are currently being stored off site in the Belmont Mill. A virtual tour provided by Lakes Region Public Access TV is available online as previously mentioned.

The space needs assessment completed by LBA for BPD indicates a need for approximately 7500 square feet to house PD functions for the next 20 years. This space requirement was determined after meeting and surveying PD personnel; and comparing those needs with other municipal PD projects completed by LBA.



Belmont Police Department

The committee had LBA review the current BPD site and quantify the existing conditions. They concluded that "To accommodate the proposed "new" Police Department space program needs the existing building presents significant challenges which in our opinion make the structure not a viable solution when weighing the cost to value considerations". Among the considerations they noted are:

- Site configuration considerations resulting from the location of the recreation park and its use restrictions (Land and Water Conservation Fund). With the proposed minor addition to the footprint of the existing PD there would be no room in the future for further expansion.
- Due to the existing slope of the employee parking (towards the building) substantial regrading would be needed.
- The current structure cannot support a new second floor load and/or meet current seismic design code requirements.

- All mechanical, plumbing and electrical components are insufficient to support current conditions and any potential expansion.
- The PD would have to be provided with a temporary location for approximately 1 year during renovation and construction.
- Limited parking for PD and CMH, which would be further exacerbated, thereby complicating the potential for future growth.

While feasible, there are numerous issues to consider in renovating the existing building. More detailed analysis and consideration of this approach is contained in the Existing Conditions Assessment dated 11/5/2018 which can be found on the town's website (belmontnh.org), Projects tab, Town Buildings and Facilities Tab.

LBA did provide conceptual floor plans and elevations for a renovated PD which are available on the Belmont Town website. The estimated cost for these renovations is \$2.7 million including a 3% increase for 2020 construction.

We did follow up on feedback from various meetings where it was suggested that we consider razing or renovating the CMH and locating the new PD on that site. Although it was outside of the scope of the LBA contract they graciously agreed to look at this option and provided some preliminary information and a floor plan that would accommodate an efficient workflow based on PD feedback. The estimated cost to pursue this approach would be approximately \$2.7 million based on the conceptual and very preliminary design provided.

As this report is being written, LBA is preparing more detailed conceptual floor plans and elevation drawings of the BPD on the CMH site. With that information, the BOS can further narrow the range of costs for this project. Due to current crowded conditions the BOS has placed a temporary 10'X40' office on the current BPD site.

As an aside, we also had LBA view the current Belmont Fire Department site, but it was determined that there was insufficient space to meet both BPD and BFD needs.

After due consideration of the facts presented the committee concluded that the best approach to resolving the space needs of the BPD would be to raze the CMH and build a new facility on that site. Among the major points considered were:

- The difference in costs from renovation of the existing building and construction of a new building is relatively small. A new building would allow the department to lay out a more energy and operationally efficient and functional floor plan to meet today's standards.
- There can be unexpected surprises when working with an older (current PD) building that could result in costly change orders.
- The CMH is underutilized in that most of the square footage is vacant the majority of the time. The building currently houses the General Assistance Office and is used for

meeting of various committees, the BOS and some non-profit groups, all of which can be housed in the Mill.

- This approach would allow the PD to remain in place while construction is ongoing thereby eliminating costly temporary relocation expense.
- Once completed the existing PD building would be razed allowing for more adequate parking and room for potential growth if needed

LBA did prepare a conceptual plan for a new PD on a new hypothetical site. This concept was estimated to cost \$2.6 million with a fire suppression system, back-up generator and a 3% cost increase for 2020 construction. This did not include the cost of site acquisition. We did not recommend this approach as we are working within the confines of our current real estate inventory.

In recommending the construction of a new PD facility the BFSC did consider the tax impact of a proposed bond of \$3 to \$3.4 million. The cost per thousand dollars of valuation would be 29 cents and result in an increase of \$58 on an average home assessed at \$200,000. This is based on a 20- year bond at an approximate interest rate of 2.6 % based on the NH Municipal Bond Banks 29 June 2019 sale. Obviously, rates will need to be adjusted to the current market at the time we bond the project.

The Belmont Mill – Recommendation to renovate and use to house Town Hall and ancillary functions



Belmont Mill

This four-story 1833 brick masonry building sits on a 1.03-acre parcel of land. It is part of Belmont's long-standing identity. The Belmont Mill complex was damaged in a major fire in 1992. What remains is the main Mill building. Despite the aftermath of neglect and the fire, after New Hampshire's first PlanNH charrette, citizens supported Mill renovation, aided by Community Development Block Grant (CDBG) funds, \$215,000 for a local taxpayer-funded bond and private donation. When reconstructed, the Mill was leased for non-profit use at sub-market rates following CDGB grant requirements. These restrictions expired in January 2019. Past tenants have included a medical practice, day care facility, a community college culinary program, and the Senior Center/CAP Program. At present the building continues to be used by the Senior Center/CAP as well as the Belmont Parks and Recreation Department on the second floor.

Storage is currently provided in the building for the Police Department, Parks and Recreation and Special Events. The building is approximately 16700/10600 gross/net square feet in area. Square footage measurements have been reported in numerous documents in the past and have wide variations. The committee has used the most recent measurement taken by KRT Appraisal Associates who do the real estate assessments for the town. KRT did field measurements on 5/14/19 in conjunction with their current assessment updates.

A comprehensive report on the structural and mechanical condition of the Mill was completed on 10 May 2013 by The H.L. Turner Group. The report indicates that while there are several deficiencies in the building it is structurally sound and worthy of rehabilitation. There is significant deferred maintenance on the Mill, which has unfortunately been delayed for several years due to inadequate funding. In November 2016 Bonnette, Page and Stone Corp. (BPS) provided an update to a prior quote for this rehab work at \$2 million. Masonry restoration on the first floor of the south wall alone is estimated at \$500+ thousand. Interior deferred maintenance such as window repairs, HVAC system and electrical repairs, fourth floor structural repairs to the floor system are further examples noted in the H.L. Turner report that are addressed in this quote. This did not include the relocation costs and fit out for Town Hall functions.

LBA's space needs study suggests that 8500 gross square feet are needed to house town administrative operations, Parks and Recreation and The Senior Center. This did not originally include 900 square feet for a large meeting room for BOS, Committee and other meetings as it was contemplated that they would remain at the CMH. This added space brings the requirement close to 10000 square feet. As previously mentioned, the floor plan (bubble diagram) provided by LBA and available on the town's website, is conceptual and serves to show that there is adequate space to meet the town needs. Actual location of departments and functions is at the discretion of the BOS and TA.

Based on a conceptual floor plan provided by LBA in 2019 the estimated costs to refurbish the Mill including relocation of Town Offices, will be approximately \$3 million. This includes the scope of the masonry restoration, new windows and a 3% escalation in costs for 2020 construction.

As this report is being prepared we have been informed by the TA that the fourth floor issue has been remedied and that some work has been started on the HVAC deficiencies. Also, a quote has been received for window repair and or replacement.

Potential Sale or Lease of Mill

The parcel on which the Mill sits is encumbered by a Land Water Conservation Fund Grant (LWCF) whose funds were used to build the Pavilion. This encumbrance limits the ability to sell the Mill unless a subdivision plan is submitted and meets current subdivision regulations. In effect the Mill would sit on little remaining real estate according to town staff.

Referring to the Castagna Consulting Group (CCG) report of 4 May 2015 their summary conclusion says it best:

“Selling the mill building, though an option, has limitations. The building is the only thing that can be sold. The land cannot be sold with the building, so a long-term land lease would be required. What is the value of the building as is? ...The [2006 CDGB] grant would have to be paid off prior to the sale [ended in January 2019]. Without speculating, the value of the building will be relatively low under these conditions. The positive side is that the town is no longer a landlord, the operating expense of the building would be gone and depending on the purchaser, the building could go on the tax rolls.

If the building is sold, the town would no longer control the fate of the building and the historic significance that seems to be important to the community.”

A discussion with a local commercial real estate broker suggests that there is a limited market for properties such as the Mill. Sale of the building to a developer who specializes in conversion of old mills into apartments is a possibility. Speculatively, this approach might yield about \$25000 a unit with 16-20 units in the building. This would yield about \$400-\$500 thousand.

We learned there is no significant demand for commercial space for lease at present. It would likely take years to fill the building with commercial tenants.

At first blush one would question why we are suggesting moving town functions that currently operate out of 3600 sq. ft into what will be a 10000 +/- net square foot building after provision for an elevator, stairways and landings and mechanical rooms. Readers of this report are asked to consider the following:

- We will move the existing functions of Town Administrator and support staff, Treasurer, Land Use, Planning, Town Clerk and Tax Collector and Water Department (housed in the cellar of Town Hall). That footprint will be 5500 square feet.
- The Mill now houses the towns' Parks and Recreation Department, which in prior years was housed in the Winnisquam Fire Station which was sold in 2014. The footprint for this department will be 1200 square feet.
- The General Assistance (Welfare) Department will move from the CMH. Its foot print will be 380 square feet.
- BOS, town committee and other meetings currently provided space in CMH will move to the Mill which will encompass 900 square feet
- Additional storage will be provided for inactive files, seasonal items and other records that cannot be destroyed or digitally saved. Larger storage space was a major driver in the space needs analysis.

As can be readily observed we are consolidating several functions under one roof and providing much needed space relief to otherwise cramped departments.

While rehabilitation of the Mill and relocation and consolidation of several town functions is a challenging task, we believe that it can be approached in phases to limit the impact on the tax rate. This can be accomplished by funding some repairs through the capital reserve account and perhaps a smaller bond in the next 3-5 years to address the masonry restoration and sealing which is a significant cost. The BOS and TA agree with this approach.

At a minimum the immediate need, when a bond for the new PD is authorized, would be to provide for relocation of the meeting space and General Assistance Office in the CMH which will need to be vacated. The committee has been advised that this can be readily accomplished by using space that will be available on the repaired fourth floor of the Mill.

Cognizant of the impact of an already recommended bond for a new Police Department, we feel that phasing of repairs to the Mill as suggested in our Executive Summary becomes a reasonable approach to addressing the repairs to the Mill and relocation of town functions. We understand that town officials will seek out contracts for repairs to the Mill in a phased process. We do recommend that any repairs to the Mill of a structural nature be overseen by a qualified licensed professional experienced in their field.

Conclusion:

A cursory review of records on the town's website reveals that our facilities have been the topic of discussion for at least 30 years. They have been the subject of numerous studies, committees, charettes and concerned citizens groups. This committee wants to acknowledge the prior and continued efforts of the citizenry to update our buildings and bring them to reasonable standards that meet today's building codes and working environments

We would like to acknowledge and thank the Board of Selectmen, Town Administrator, Police Chief, other town departments and citizens offering their assistance and guidance in the development of this updated study. We also want to thank Lakes Region Public Access TV for providing the resources for us to have a virtual walking tour of our facilities online for all to visit. The professional advice and directions provided by Lavalee Brensinger was of immense assistance in developing this plan of action. Finally, a sincere thank you to town staff for being willing to accommodate public tours of the facilities to groups on many different occasions.

BELMONT FACILITY STRATEGY COMMITTEE

The Belmont Facility Strategy Committee (BFSC) completed its Final Report of Findings and Recommendations to the Board of Selectmen in November 2019. This Committee was established by the Board of Selectmen in June 2017 based on a suggestion made by several citizens to create a facility strategy for all Town buildings.

The task of this committee was to complete an assessment of the improved properties currently held by the town as appropriate, identify priorities that needed to be addressed and recommend a strategy for implementing its recommendations. The Committee's focus was to determine the current condition of the existing buildings, complete a space needs analysis and determine if existing buildings could accommodate the functional and physical needs of various departments over the next 20 years.

Key directions provided to the committee were:

- Town administrative functions should be in one building rather than multiple locations to improve efficiency
- Use existing properties to avoid further real estate acquisitions

The following are the key recommendations from the Belmont Facility Strategy Committee in the Final Report of Findings and Recommendations:

Construct a New Police Department – First Priority: Use the Corner Meeting House site for a new Police Station. This approach allows the police to remain in place until completion of a new building on this site that allows space for future expansion. Current PD facility is overcrowded and presents safety issues. Projected cost for a new building is virtually the same as reconstruction and relocation cost for rehabilitating the existing Police Station at \$3.5 million in the proposed Town bond. This includes relocation of meeting rooms and Welfare Office to Belmont Mill and removal of the existing Police Station when project is completed. This location would allow the Police Department to remain in place until construction is completed and room for future expansion beyond the 20 years planned for the new building.

Action Needed – Complete a Design/Build concept or other acceptable cost-effective approach with active public involvement, community meetings and Ballot Measure in 2020 for bond to complete this Project.



BELMONT FACILITY STRATEGY COMMITTEE

Conceptual Drawing of Proposed Belmont Police Station
Existing Police Station

Town Hall in Belmont Mill – Second priority: Use the Belmont Mill to house all the administrative functions currently met by Town Hall, the Corner Meeting House and Recreation Department. Existing Town Hall is overcrowded and lacks space required for future needs. Retain historic character of Mill which is a state-listed historic structure in the Factory Village District.

Action Needed – Phase in needed repairs to Mill and transition move of town meeting facilities and General Assistance Office in tandem with Police Department construction. Recommend a public committee to be involved with detailed planning for phasing move and final design. Fund through Capital Improvement funds and bond measure. Some improvements can be phased over a 3-5-year time frame.

Library – Third priority: Continue to upgrade existing Library working with the Library Board and determine best approach for expanding facility. Retain the historic character of this National Register of Historic Places structure in the Factory Village District.

Action Needed – Review proposed additional space needs in light of meeting rooms and community services provided in Belmont Mill and adjust proposal as needed. Continue to phase needed repairs to Library and seek grants and a Ballot measure in future to construct addition.

Belmont Bandstand – Protect the historic character of this State-listed structure.

Fire Department, Public Works Department, Belmont Pavilion, Beach Bath House – No major facility needs anticipated during the planning period.

Town Hall – Recommend sale of building with deed restrictions to retain historic character of building when Town functions move to the Mill. Located in the National Register-eligible Factory Village District. An assessment of this building by LBA was not undertaken as the available square footage including the second floor did not meet space requirements to house all town functions.

Action Needed– Once determined further use of this building is not needed for any town functions it would be preferable to sell this parcel. Recommend an RFP (Request for Proposal) to redevelop this building. The Town would be able to choose the proposal that best matches community needs and the historic character of the Village District. If not sold within 3 years, remove building to eliminate ongoing costs.

Old Bank Building – Recommend removal of building in 1-3 years to eliminate costs and to provide more space for Town green. This building is not needed for town use and requires extensive rehabilitation. Since the Community Charettes in the 1990's, there has been an interest in expanding the Town Green. The building is in the Factory Village District.

The committee's entire report can be viewed on the Town website: www.belmontnh.org and a virtual tour of town buildings is also available.*

Town facilities have been the topic of discussion for at least 20 years with numerous studies,

BELMONT FACILITY STRATEGY COMMITTEE

committees, charettes and citizens groups involved. The Committee appreciated the ideas and feedback from the community throughout this effort and recognizes past and continued efforts of Belmont citizens to update Town buildings and bring them to reasonable standards that meet today's building codes and working environments

The Facility Committee acknowledges and thanks the Board of Selectmen, Town Administrator, Police Chief, other town departments and citizens for offering their assistance and guidance in the development of this updated study. We also want to thank Lakes Region Public Access TV for providing the resources for us to have a virtual walking tour of our facilities online for all to visit. The professional advice and directions provided by Lavallee Brensinger was of immense assistance in developing this plan of action.

Respectfully submitted by BFSC Members,

Thomas Garfield

Donna Hepp

Carmen Lorentz

*For more information: www.belmontnh.org, go to projects tab, click on Town Buildings and Facility. The report can be found under projects documents entitled "Report of Committee Findings and Recommendations (11/5/19)". It is recommended that the report be read in its entirety in order to understand how various recommendations have been developed. Additionally, there is a virtual tour of the Mill, Town Hall and Police Department available at www.livestream.com/belmontnh/live. Scroll down right -hand margin to the tour, which is after the 11/2018 Budget Committee Meeting.