

Fiscal Year 2026

Warrant Article 11

Town Hall Renovations

Shall the Town of Hudson vote to raise and appropriate the sum of \$54,800 for the design costs for the renovation of Hudson Town Hall? This project will include renovations to the existing Hudson Town Hall along with an addition of approximately 2,000 square feet. This appropriation is in addition to Article 2, the Operating Budget.

Tax Rate Impact is \$0.01

Recommended by the Board of Selectmen 4-0

Recommended/Not Recommended by the Budget Committee

Algeria
11-12-24



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1111

RECEIVED
OCT 29 2024
TOWN OF HUDSON
SELECTMENS OFFICE

TO: Board of Selectmen
FROM: Elvis Dhima, P.E., Town Engineer
DATE: October 29, 2024
RE: Town Hall Building Assessment Follow Up

In 2023, the Board of Selectmen held a public meeting regarding the need for a new Town Hall building, and the feedback from the public was that the existing building needs to be further evaluated first, before a new Town Hall is justified. Based on that feedback, the Board of Selectmen moved forward with the assessment of the existing Town Hall building, which was awarded to NorthPoint Construction, Hudson, NH.

Recently, the Board of Selectmen was presented with four options and option 2 and 3, see below, were discussed the most.

Option 2

Renovations throughout the building for \$165/square foot and building addition for \$185/square foot. The building addition would be adjacent to the Land Use/Inspectional Services area, and approximately 2,000 square feet in total including 1,000 square feet for the Buxton Meeting Room expansion and 1,000 square feet for the first floor. The cost would be \$1.5 – \$2.3 million for the entire Town Hall.

Option 3

Demolition of the existing Town Hall, 12,000 s.f., and building a new Town Hall, 17,000 s.f., with additional parking spaces for \$350/square foot, for approximately \$6 million, not including site work, which will be approximately \$1 million.

The Town Engineer was directed to further investigate the design cost related to option 2 and 3, in addition to the cost related to the replacement of the wheel lift, which is currently out of service.

NorthPoint Construction has provided a scope of work and fee for Option 2, in the amount of \$54,800, and for Option 3, in the amount of \$93,300.

We have also received an official quote related to the wheel lift for the amount of \$40,303.40.

8J Agg
10-8-24



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

RECEIVED

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: September 30, 2024

RE: Town Hall Building Assessment Findings and Recommendations

SFP 30 2024
TOWN OF HUDSON
SELECTMENS OFFICE

In 2023, the Board of Selectmen held a public meeting regarding the need for a new Town Hall building, and the feedback from the public was that the existing building needs to be further evaluated first, before a new Town Hall is justified. Based on that feedback, the Board of Selectmen moved forward with the assessment of the existing Town Hall building, which was awarded to NorthPoint Construction, Hudson, NH.

The report covers a lot of ground and the main concerns are:

1. Our existing bathrooms don't comply with current handicap requirements.
2. Lack of handicap access on lower level of the building to the Board of Selectmen area.
3. ADA noncompliance throughout the building, including customer's countertop.
4. Lifting elevator is in need of repairs/replacement.
5. Inadequate working space and customer/reception area in the Land Use / Inspectional Services Department.
6. Inadequate working space for the Sewer Department Clerk.
7. Inadequate working space for the Town Clerk's Office service window, their working area, and their vault area.

The above items could be addressed by four recommendations, as follows:

Option 1

Renovations throughout the building for \$165/square foot, for approximately 1.0 - 1.7 million dollars for the entire Town Hall.

Option 2

Renovations throughout the building for \$165/square foot and building addition for \$185/square foot. The building addition would be adjacent to the Land Use/Inspectional Services area, and approximately 2,000 square feet in total including 1,000 square feet for the Buxton Meeting Room expansion and 1,000 square feet for the first floor. The cost would be 1.5 - 2.3 million dollars for the entire Town Hall.

Option 3

Demolition of the existing Town Hall, 12,000 s.f., and building a new Town Hall, 17,000 s.f., with additional parking spaces for \$350/square foot, for approximately \$6 million, not including site work, which will be approximately \$1 million.

Option 4

Lease a building for \$14/s.f. / month and retrofit it for up to \$150/s.f. to meet our needs. The cost to lease will be approximately \$168,000/year and \$1.8 million for retrofitting.

**Hudson Town Hall
Municipal Facility Building Assessment Study**



Hudson Town Hall
12 School St, Hudson NH 03051



22 Hampshire Drive, Hudson NH 03051
603.546.2000 / F. 603.546.2002
www.northpointcm.com



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Overview/Disclaimers:

This assessment, completed in September 2024, analyzed the existing spaces of the Hudson Town Hall building located on 12 School Street. The study provides a comprehensive report on the findings based on RFP dated May 10, 2024. In addition, provides recommendations to correct deficiencies with space, codes, ADA, adjacencies as well as recommendations to alternate solutions. Current codes and Local jurisdictions should be considered with the final layout/ solutions at the time of 'updates' to prevent further deficiencies.

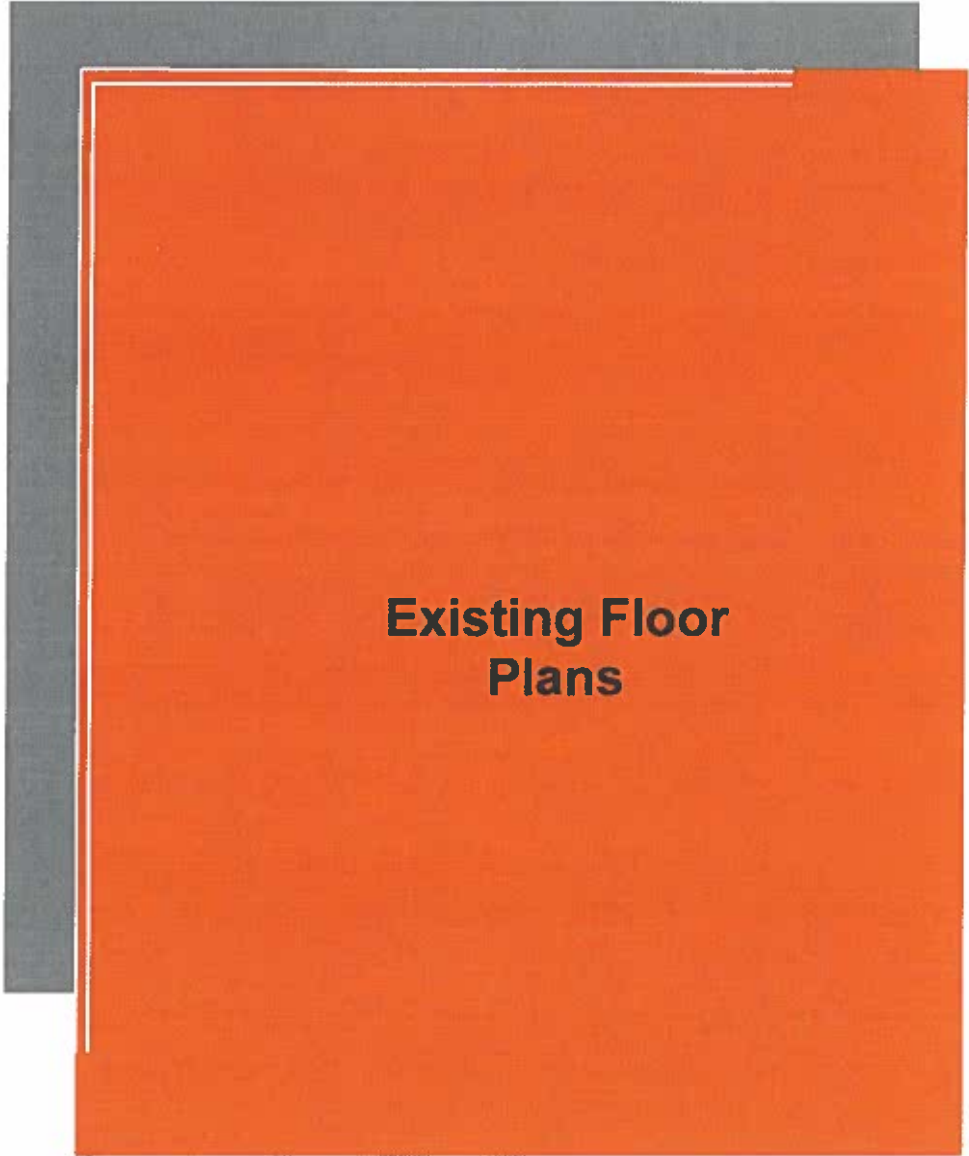
Existing Land Use and Code Conditions:

- Zone B – Business (Community Facility)
- Zond B – Setback requirement;
 - 50'-0" Front of Building
 - 15'-0" Rear and Sides of Building
- Building Height 38'-0"
- Floor Zone – No
- Built 1952
- 50 Existing Parking Spaces
 - 2 of total are ADA *
- Building Total Area: 12, 632 Sf
 - First Floor – 6,316 SF
 - Basement – 6,316 SF
- Fully Sprinklered*

Disclaimers:

- This study analyzes the existing conditions with reference to:
 - 2018 International Building Code (IBC)
 - 2021 NFPA 101 – Life Safety Code
 - 2010 ADA Design Standards.
 - Local Jurisdictions and Municipal Codes.
 - * Recommended office/cubical sizes are based off the common square footage used in design and are not based off any specific code and used for reference purposes only in space planning.
- Pricing provide within this assessment is for reference estimating purposes as final scope is not determined. Additionally, pricing is estimated at the time of this assessment and not reflective of any inflation/ material and or labor cost increases at the time of construction. Excludes General Conditions and Site Work.



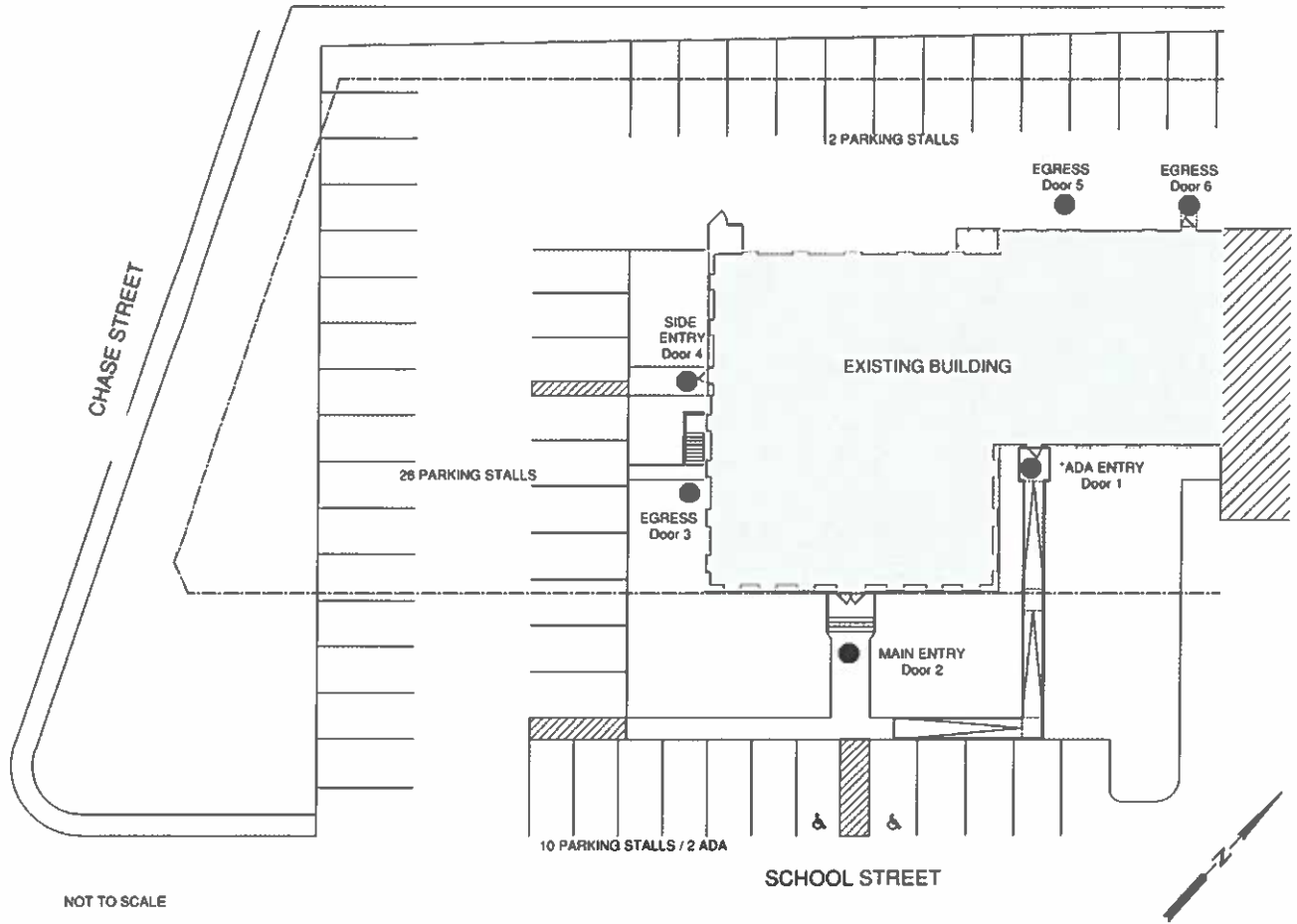


**Existing Floor
Plans**





Existing Building Footprint with Site Context Plan:



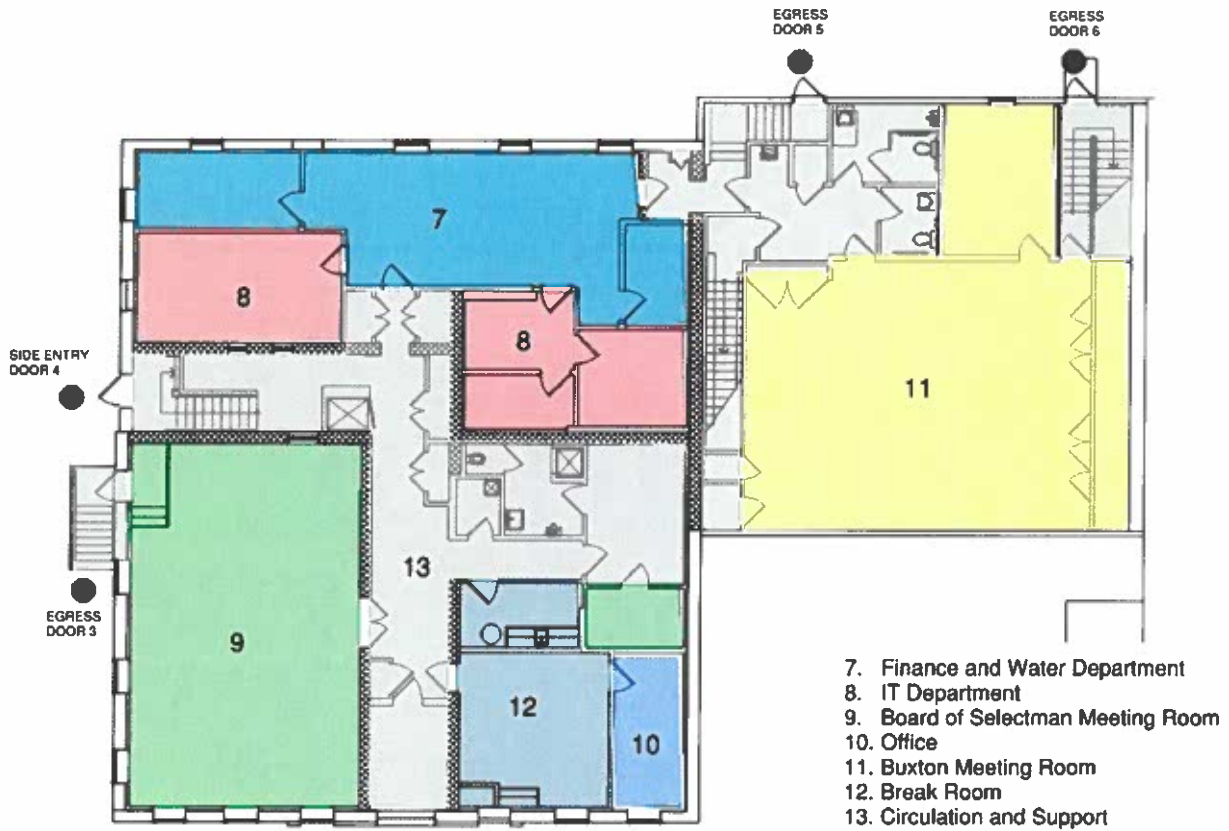
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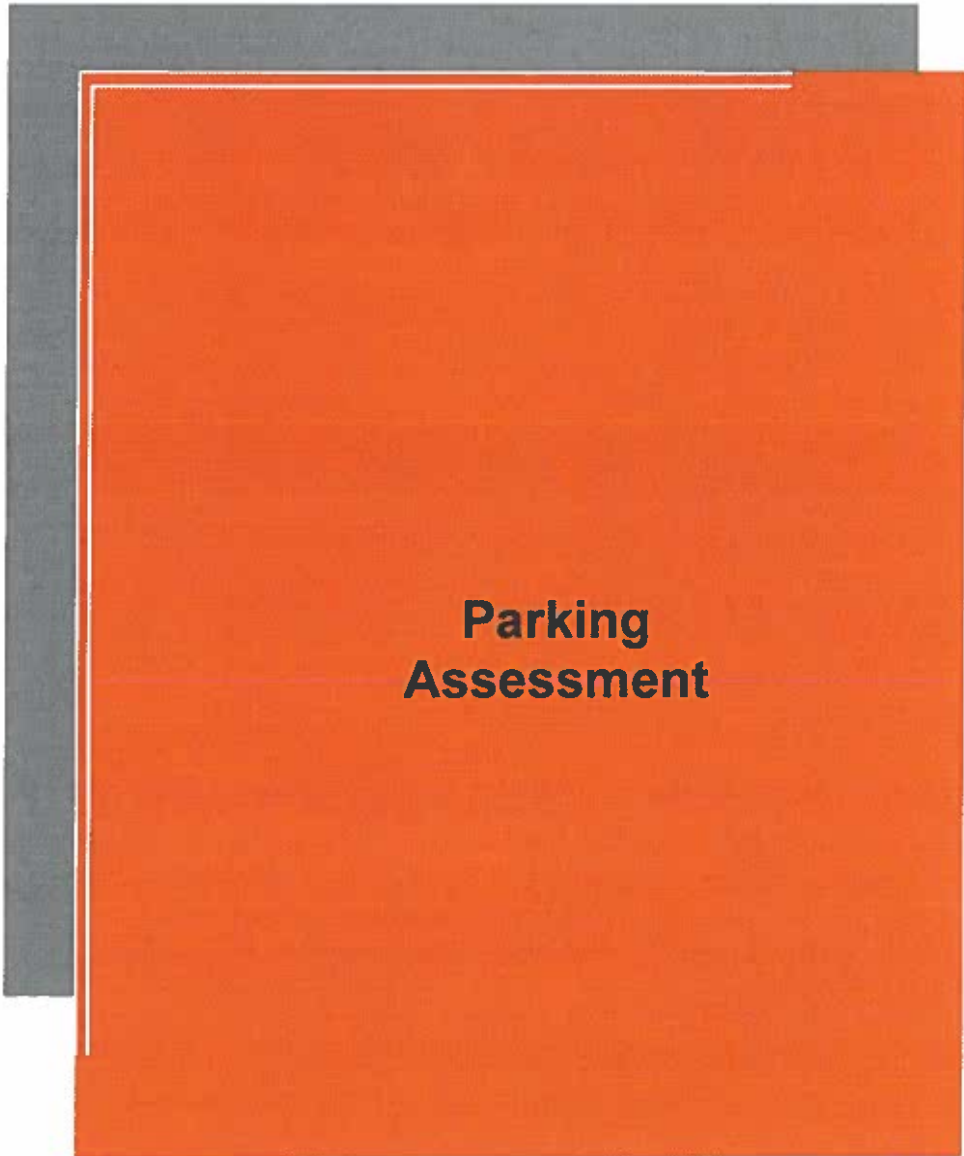
Existing First Floor Plan:



Existing Basement Floor Plan







Parking Assessment





Existing Site Parking:

Currently there are 51 parking spaces at the Hudson Town Hall.

There are an estimated +/-41 employees in the building at any given time. Leaving only ten (10) parking spaces for customers.

Hudson Code (Chapter 275: Site Plan C.2 (M)) Professional offices and business services need to have 1 spot for every 300 sf of gross leasable area or the total square footage of the entire building. Hudson chapter 275: Site Plan Review: 6(a) states that there needs to be 1-2 off street loading space(s) for the building. Currently, the Hudson Town Hall has no off-street loading spaces.

The square footage of the town hall is +/-12,632 sf. Per code the town hall only requires 43 spaces.

If the max occupancy of the building was used to calculate the required no of parking spaces; there would be a shortage as experienced with the Town Hall Public Meeting.

Currently, there is no designated off-street loading space. There is however a service drive that runs the back of the building that could be utilized.

Parking	
Existing	Requirements
	Based off Building Area
51	+/-43

Table 1: Parking Assessment

Existign ADA Parking:

IBC states in Table 1106.1, Appendix 12, a certain number of spots are to be allocated to the handicapped based off how many spots are required or provided. Section 1106.5 in the IBC also states that for every six or fraction of six accessible parking spaces, at least one shall be a van-accessible parking space. Based on the numbers stated in Table 24, the town hall only needs 1 van-accessible parking spot.

Currently, the town hall has 2 handicapped spots. The required number of ADA Parking is 2 where one is required to be van accessible parking.

ADA Parking	
Existing	Requirements
	Based off Building Area
2*	2**

* 2 regular ADA spots

** 1 Regular / 1 van

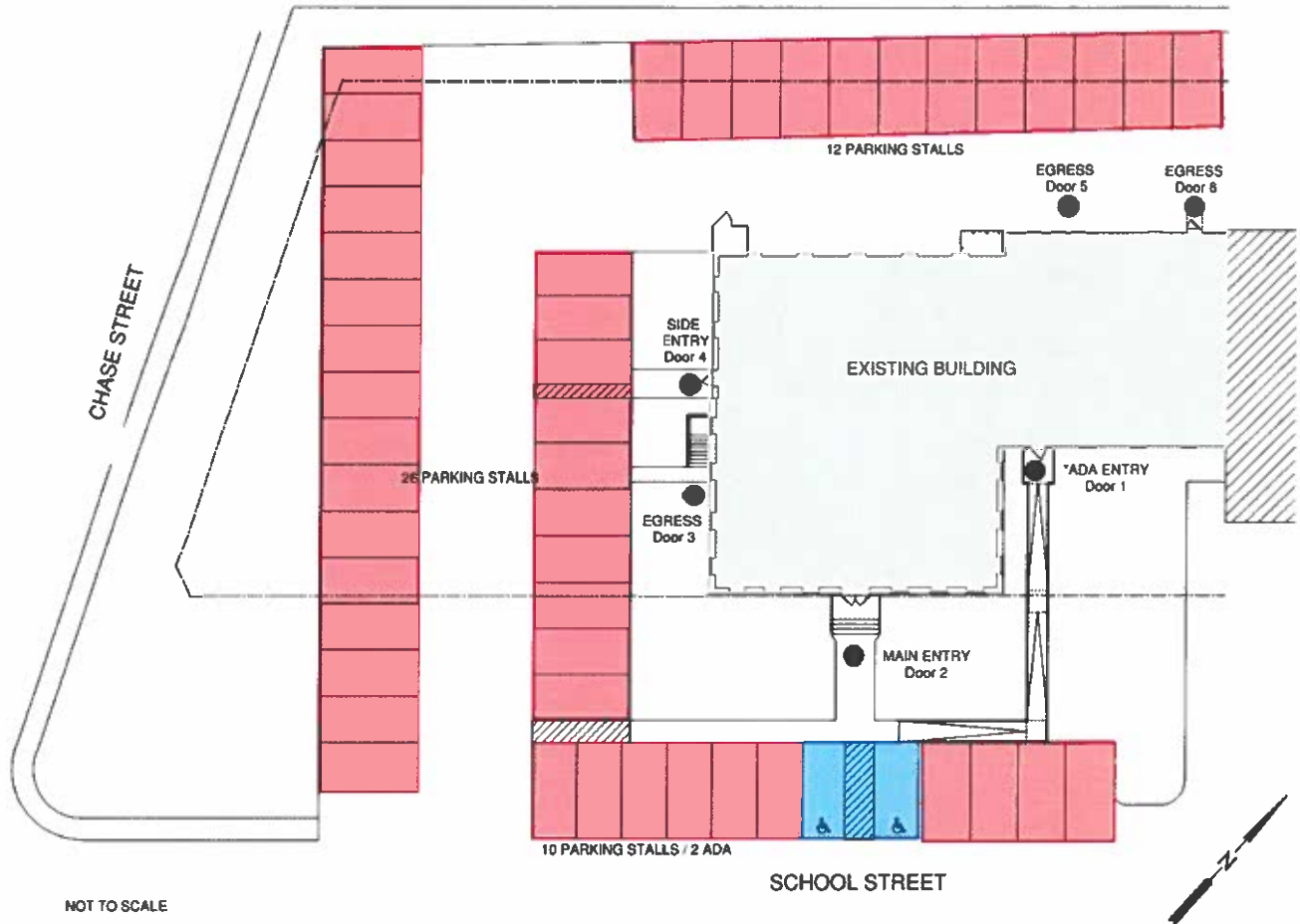
Table 2: ADA Parking Assessment

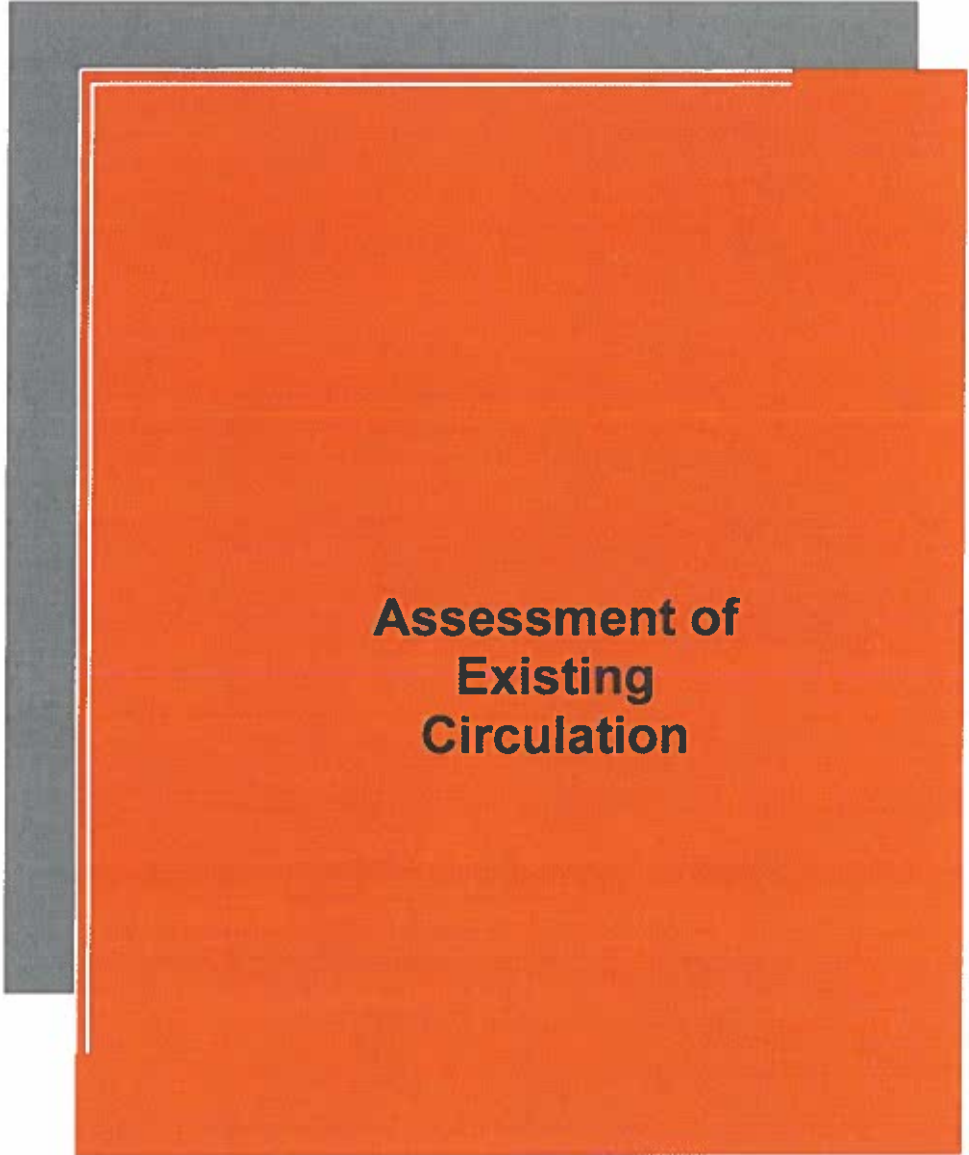
Summary of Compliance with Recommendations:

- **Parking:** Parking requirement meet the code required number but does not meet the ADA requirements.
 - Consider expanding the parking lot to accommodate the Public Town Hall Meeting as part of the future remodel.
 - Consider providing offsite parking at nearby public facility with shuttle bus service when overflow parking is anticipated.
 - Consider re-stripping parking lot to comply with ADA requirements to comply.



Existing Site Parking Plan





**Assessment of
Existing
Circulation**





Stairs:

According to the ABA (Architectural Barriers Act found on the U.S. Access Board): "Areas of refuge are not required in facilities equipped with a supervised automated sprinkler system"

Currently there are no areas within the building that are labeled / designated for an area of refuge; nor is it required as the building is fully* sprinklered throughout.

The exterior stair out of the Selectman Board room does not comply with min widths or tread compliance with the IBC. Several of the stairs do not comply with the 48" min depth of landings.

Summary of Compliance and Recommendations:

- **Stairs:** There are currently no areas within the building that are labeled/designated area of refuge required. The building is fully* sprinklered throughout. Several Stairs do not comply with full codes.
 - Consider adding area of refuge to areas to maintain clear hall egress – shown below in red
 - Consider addressing stairs with future remodel to comply with codes
 - Consider verifying Fire & Life Safety Coverage of sprinkler heads in *missing areas.



Stairs First Floor					
Space	Dimension (Width)		Riser Heights	# Risers	Tread
#1 stairs landing	10'-1"		7"	4	1'
	10'-1"	5'-0"	1	-	-
#2 Bottom landing Stairs	8'-0.5"	3'-8"	-	-	-
	8'-0.5"		Range from 7"-7.5"	3	1'-1.5"
#3 Top of stairs Landing Bottom of Stair	3'-10"		7"	18	11"
	4'-4"	8'-0"			
	3'-10"				
#4 Landing at top Stairs	3'-4.25"	4'-0"	-	-	-
	3'-4.25"		-	18	11"
#5 Top of stair Landing Bottom of Stair	3'-10.75"		-	18	11"
	3'-7"	7'-7"			
	3'-7.5"				

Table 3: Stair Dimensions

Stairs Basement Level					
Space	Dimension (Width)		Riser Heights	# Risers	Tread
#1 Top Landing Top of Stairs Landing Bottom of Stair	3'-10.5"	3'-7"	-	-	-
	3'-7.25"			6	10.5"
	3'-8.75"	3'-10"	-	-	-
	3'-7.5"			3	10.5"
#2 Landing Stair	4'-0.5"	3'-9"	-	-	-
	4'-0.5"		Range from 6.5"-7"	8	9.75"
#3 Landing at top Stairs	3'-10"	6'-7"	-	-	-
	3'-10"			3	1'
#4 Stair	3'		6.5"	1	-
T13-3	See Table 3 #3				
T13-4	See Table 3 #4				
T13-5	See Table 3 #5				

Table 4: Stair Dimensions



Ramp:

Ramp		
Section	Dimension (Width)	Dimension (Length)
Landing		
L1	4'-5"	5'
L2	4'-5"	4'-5"
L3	4'-5"	4'-5"
L4	7'-1"	6'-6"
Ramp		
R1	4'-5"	25'-11.25"
R2	4'-5"	22'-0.5"
R3	4'-5"	22'-0.5"

Table 5: Ramp Dimensions

Ramps (ADA Standards section 405 – Appendix 8):

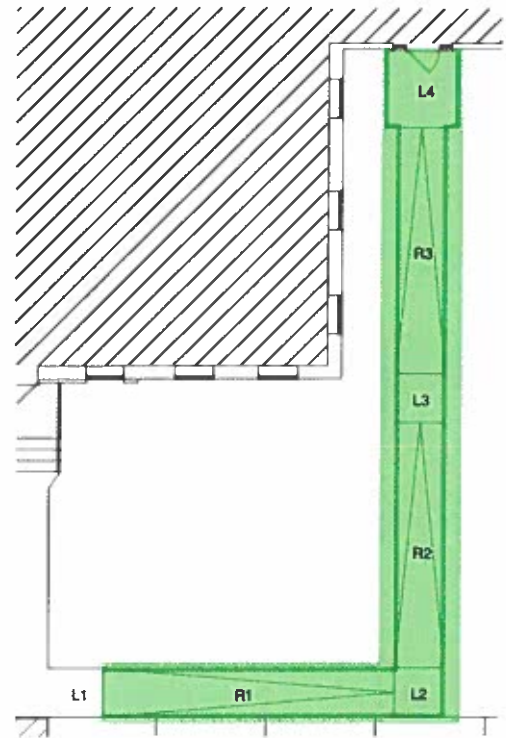
- Run should not be longer than 30'

Ramp Landings (Table 405.7 and sections 405.7.1-405.7.5 – Appendix 9)

- Landings should be as wide as ramp and minimum of 36" and minimum of 60" long
- Change in direction landings must be a minimum of 60"x60"

Ramp Slope (Section 405.2 – Appendix 10)

- Rise for ramp run has a maximum of 30"



The only ramp for the Town Hall exceeds code compliance.

Landing 1 complies, while Landing 2 does not comply with the clear width required by code for turning radius. Landing 3 does not comply with the width required by code.

Ramps 1 – 3 all fall within the allowed run. The rise of the ramp is +/- 46". Spread over 3 sections equally the runs would comply with the maximum rise. There are however inconsistencies with slope/ rise.

Summary of Compliance and Recommendations:

- **Ramps:** The ramp overall is not compliant.
 - Consider redesigning the entire ramp to coordinate with codes and future improvements.
 - Consider shorter runs and longer landings

Vertical Transportation:

Lift:

Lift		
Equipment	Dimension (width)	Dimension (length)
Lift Size	+/- 3'	+/- 4'

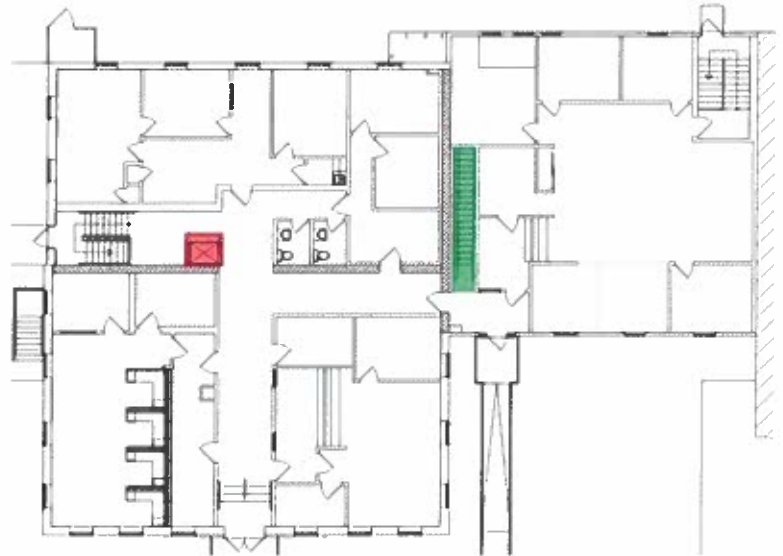
ADA Platform Doors and Gates Figure 410.6 – Appendix 11
Table 6: Lift Dimensions

The lift allows access to existing support offices in the basement and the Selectman Meeting room.

The lift is not in operation. Current access to the basement offices and meeting rooms are limited and not ADA accessible.

Summary of Compliance and Recommendations:

- **Lift:** Current condition of lift fails to meet code.
 - Consider repairing lift
 - Consider new lift with warranties



Chair Lift:

Stair Chair		
Equipment	Dimension (width)	Dimension (length)
Platform Size	+/- 27.5"	+/- 29.5"

Table 7: Stair Chair Dimensions
ADA Platform Doors and Gates Figure 410.6 – Appendix 11

The chair lift allows access primary to the Buxton Meeting Room

The chair lift function however is unreliable. On occasion it strands users' midflight and is not user friendly. Platform size does not meet the min requirements of 32".

Summary of Compliance and Recommendation:

- **Chair Lift:** Current condition of chair lift fails to meet code.
 - Consider installing vertical lift/ elevator in leu of stairs.
 - Consider future design of basement to allow ADA compliant access.
 - Consider new chair lift with warranties.

Circulation Assessment:

Hallways:

Hallways First Floor		
Space	Dimension (W x L)	Dead End Corridor
#1	8'-0" x 43'-11"	N
#2	3'-3" x 14'-0"	N
#3	4'-1" x 10'-10"	Y
#4	6'-1" x 24'-10"	N
#5	6'-0" x 11'-9"	N

Table 8: Hallway Clear Widths and Lengths

Hallways Basement Level		
Space	Dimension (W x L)	Dead End Corridor
#1	3'-2" x 11'-6"	N
#2	5'-5" x 35'-11"	N
#3	2'-11" x 5'-4"	Y
#4	3'-10" x 13'-9"	Y
#5	3'-1" x 10'-1"	N
#6	7'-8" x 13'-0"	Y

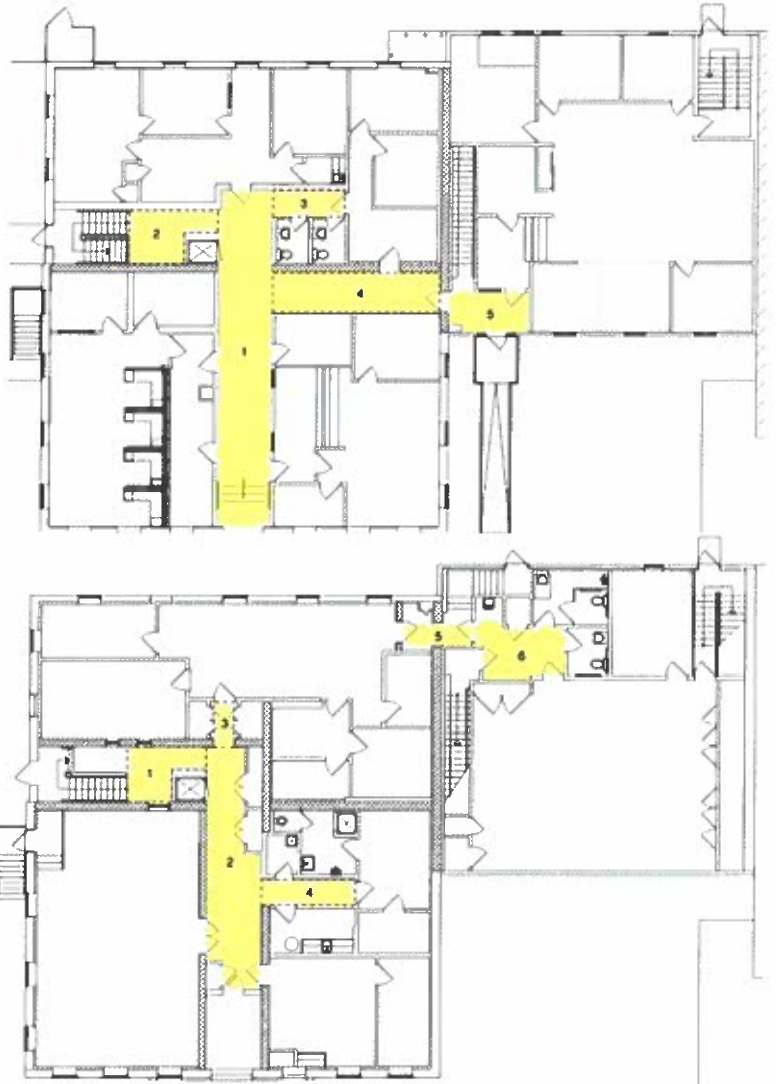
Table 9: Hallway Clear Widths and Lengths

Clear Width ADA (ADA Standards (403.51 – Appendix 5): 36" (3')
 IBC Minimum Corridor Width (Table 1020.2 – Appendix 6): 44" (3'-6")
 IBC Dead End Lengths (Section 1020.4 – Appendix 7) – 20'

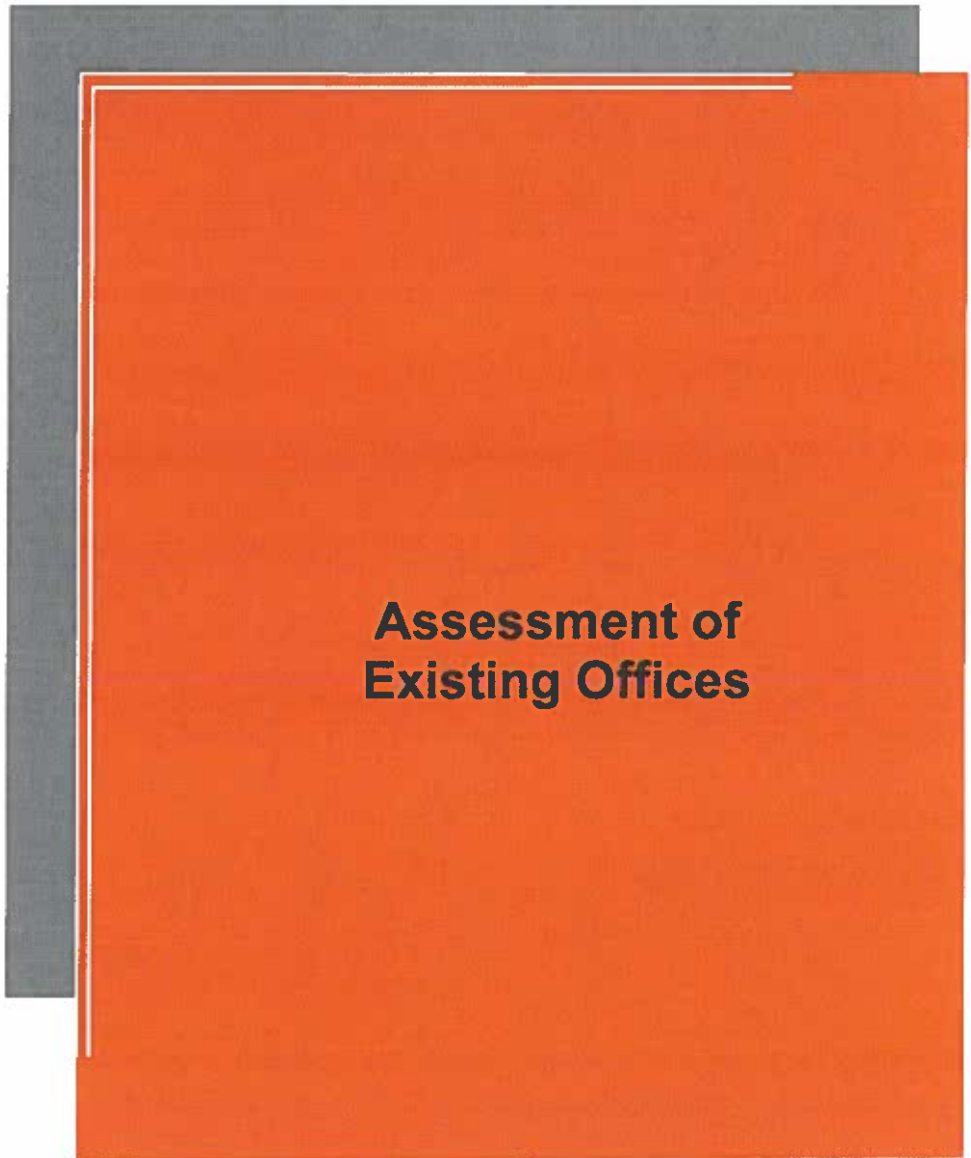
Hallways meet the IBC clear widths and IBC Dead End lengths for a corridor and ADA with the exception of Hallway 3 Basement Level, which does not comply with IBC or ADA clear width requirements.

Summary of Compliance:

- **Hallways:** Hallways overall are in compliance.
 - Consider redesign of Hallway 3 Basement level to remove storage each side to facilitate additional circulation for water payment window.
 - Consider future re-design of basement level to create new hall (connecting Hallway 4 with Hallway 5) to allow full access to the public meeting rooms.







Assessment of Existing Offices



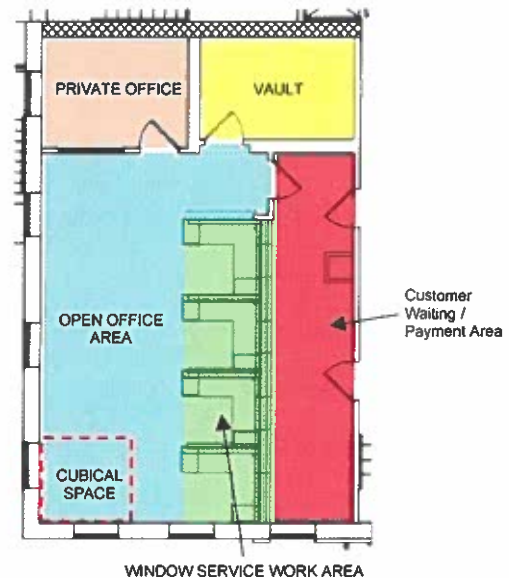


Town Clerk Department:

The Town Clerk is broken up into 5 different spaces as shown in Table 10 and currently has a total of 6 employees.

Town Clerk Department	
Space	SQ/FT
Private Office	99
Vault	95
Window Service Work Area	140
Open Office Area	354
Customer Waiting / Payment Area	188
Total	876

Table 10: Town Clerk/Tax Collector Department Square Footages



The Private Office adheres to the recommended square footage, falling within the Small Private Office range of 90-150 square feet as detailed in the enclosed Office Requirements shown in Appendix 1, and is classified as a High-Density Level office with 80-150 square feet per employee, according to Appendix 2.

The Window Service Area and Open Office Area falls within the Standard Cubicle Configurations range 16-120 square feet, as outlined in Appendix 3. The Window Service area however does not conform with the recommended requirements of 60-110 square feet per person. The window service areas are ADA compliant.

The Vault fails to meet the required 125-200 square feet for file rooms, according to Appendix 4.

The Customer Waiting / Payment area has an occupant load factor of 5 which allows an occupant load of 38. This is unrealistic for queuing and circulation in the existing space.

The occupant load factor of 150 for the Office area nets an occupant load of 4. The vault with a load factor of 300, nets 1 additional occupant. Total allowed occupant load for the Town Clerk is 5, with the additional 38 customers. Per current load factors the existing Town Clerk Office exceeds the occupant allowed.

Summary of Compliance with Recommendations:

- **Private Office:** Meets the recommended square footage and density level requirements.
- **Vault:** Does not comply.
 - Consider installing a rolling high density storage filing system
 - Consider moving and expanding the file storage area to the open work area allowing a new office in the existing vault.
 - Consider relocating seasonal items to storage facility.
- **Window Service / Open Office Area:** Does not comply with the area density requirements but does comply with the standard cubicle size range. The Open Office Area exceeds occupant code.
 - Consider re-configuring the layout and the number of cubicles to elongate into the open work area and provide upper cabinets for storage options within the allowable occupant load.
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future storage/ office needs.
 - Consider a self-payment kiosk.
- **Customer Waiting/Payment Area:**
 - Consider redesigning the area for better flow and visibility by removing wall between waiting area and adjacent hallway.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.



Town Accessors Department:

The Town Accessors is broken up into 4 different spaces as shown in Table 11 and currently has a total of 3-4 employees.

Town Accessors Department	
Space	SQ FT
Private Office	116
File Storage	63
Open Office Area	354
Customer Waiting/ Payment Area	116
Total	649

Table 11: Town Accessors Department Square Footages

The Private Office meets the Enclosed Office Requirements outlined in Appendix 1, falling within the Small Private Office range of 90-150 square feet. Additionally, as per Appendix 2, it is classified under the High-Density level with 80-150 square feet per employee.

The File Storage room does not meet the Requirements from Appendix 4, which specify 125-200 square feet for file rooms.

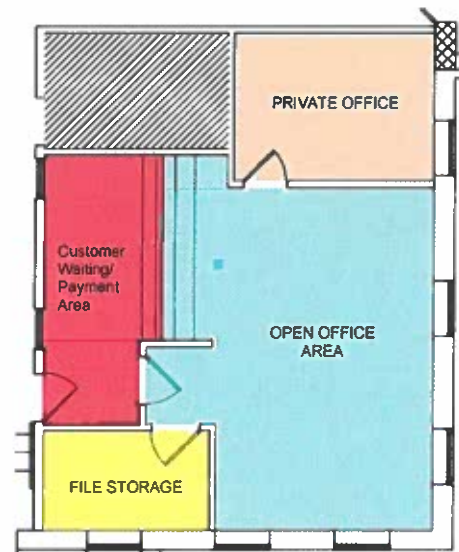
The Open Office area exceeds the requirements of 60-110 square feet per person, according to Appendix 2. The counter has two stations, one of which is ADA compliant.

The customer waiting payment area with a load factor of 5 allows an occupant load of 23 people. This is unrealistic for queuing and circulation in the existing space.

The occupant load factor of 150 for the Town Accessors office area and open work space provides 3 occupants. The File Storage with an occupant load of 300 nets an additional 1 person. Existing occupant load of 4 persons is compliant with codes.

Summary of Compliance with Recommendations:

- **Private Office:** Meets the recommended square footage and density level requirements.
 - Consider creating an office in the open space and utilize the existing space for future growth of the Town Hall offices/ support space.
- **File Storage:**
 - Consider installing a rolling high density storage filing system
- **Open Office Area:** Does not meet the density requirements but complies with the standard cubicle size range.
 - Consider the layout of cubicles to relate to customer counter area
- **Customer Waiting/ Payment Area:**
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future storage/ office needs.
 - Consider redesigning the area for better flow and visibility by removing wall between waiting area and adjacent hallway.
 - Consider a self-payment kiosk.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.

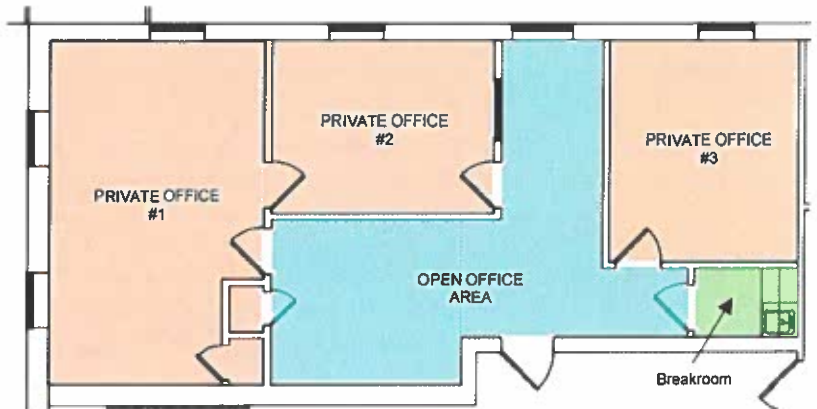


Board of Selectman Office:

The Board of Selectman is broken up into 5 different spaces as shown in Table 12 and currently has a total of 4 employees.

Board of Selectman Office	
Space	SQ FT
Private Office #1	234
Private Office #2	129
Private Office #3	140
Open Office Area	239
Breakroom	24
Total	766

Table 12: Board of Selectman Office Square Footages



Private Office #1 complies with the Enclosed Office Requirements for a Medium or Shared Office, falling within the 150-250 sq. ft. range, and aligns with the Average Density Level of 150-250 sq. ft. per employee as outlined in Appendix 2.

Private Office #2 & #3, meets the criteria for a Small Private Office of 90-150 sq. ft. per Appendix 1 and is classified under the High-Density level, requiring 80-150 sq. ft. per employee according to Appendix 2.

The Open Office Area exceeds the recommended space of 60-110 sq. ft. per employee as detailed in Appendix 2.

The occupant load factor of 150 for the Board of Selectman Offices allows 5 occupants. Existing occupant load of 4 is below the code limitation.

The kitchenette is a BOH support area and not ADA compliant.

Summary of Compliance with Recommendations:

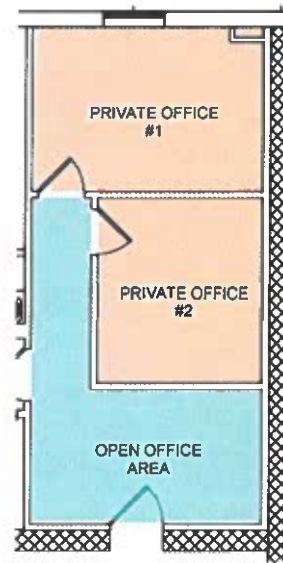
- **Private Offices:** Meets the recommended square footage and density level requirements.
 - Consider reworking entire area to provide (3) three equal offices.
- **Open Office Area:** Exceeds the requirements
 - Consider relocating open office space to allow max file storage area.
 - Consider remaining floor space used for expansion of other Town Hall offices and or support space.
- **Breakroom:**
 - Consider relocating to allow access to all first-floor employees and minimize time lost traveling to basement level.
 - Consider making new break room ADA compliant.

Sewer and Welfare Department:

The Sewer and Welfare is broken up into 3 different spaces as shown in Table 13 and currently has a total of 3 employees.

Sewer and Welfare Department	
Space	SQ FT
Private Office #1	126
Private Office #2	101
Open Office Area	140
Total	367

Table 13: Sewer Department Square Footages



Private Office #1 and #2 meets the Small Private Office criteria (90-150 sq. ft. per Appendix 1) and complies with the High-Density level, which necessitates 80-150 sq. ft. per employee according to Appendix 2.

The Open Office exceeds the recommended space range of 60-110 sq. ft. per employee detailed in Appendix 2, meeting the density requirements by providing more space than the minimum recommended.

The entry door doubles as a payment window for customers and is not ADA accessible and impacts the circulation of the hall.

The occupant load factor of 150 for the Sewer and Welfare allows 3 occupants. Existing occupant load of 4 is in line with the code.

Summary of Compliance with Recommendations:

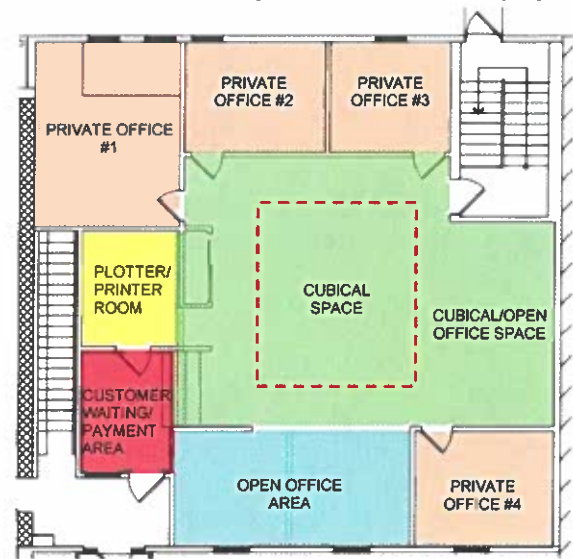
- **Private Offices:** Both Private Office #1 and #2 meet the minimum net floor area requirement and comply with the density requirements.
 - Consider expanding into the Board of Selectman's Office and rework to move Water Department into Sewer.
 - Consider relocating Picture ID
- **Open Office:** Exceeds the recommended density standards.
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future office needs.
 - Consider redesigning the area for better flow and visibility by creating new ADA window at existing non-compliant toilet locations moving customers off the main circulation.
 - Consider a self-payment kiosk.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.

Land Use Department:

The Land Use is broken up into 8 different spaces as shown in Table 14 and currently has a total of 14 employees.

Land Use Department	
Space	SQ FT
Private Office #1	163
Private Office #2	116
Private Office #3	100
Private Office #4	120
Cubicle/Open Office Space	675
Open Office Area	203
Plotter/Printer Space	84
Waiting/Reception Space	81
Total	1542

Table 14: Land Use Square Footages



Private Office #1 meets the Enclosed Office Requirements for a Medium or Shared Office, falling within the 150-250 square foot range, and aligns with the Average Density Level of 150-250 square feet per employee as outlined in Appendix 2.

Private Office #2, #3, and #4 all comply with the criteria for a Small Private Office (90-150 square feet per Appendix 1) and are classified under the High-Density level, requiring 80-150 square feet per employee according to Appendix 2.

The Cubical / Open office space exceeds the Open Work Area Requirements of 60-110 square feet per employee, shown in Appendix 2, featuring two desk configurations and four cubicles with a current approximate size of 30 square feet each, which is within the Standard Cubical Configurations range of 16-120 square feet per Appendix 3.

The Open Office Space does not comply with the recommended 60-110 square feet per employee, with four desk configurations.

The plotter/printer space has no specific common area requirements.

The waiting/reception space does not meet the Common Area Requirements of 100-200 square feet per person for waiting areas as per Appendix 4. The customer counter is not ADA compliant.

The occupant load factor of 150 for the Land Use office area and open work space allows 10 occupants. The Customer/ Waiting area with a load factor of 5 allows an additional 16 people. Existing occupant of 14 employees exceeds the code.

Summary of Compliance with Recommendations:

- **Private Office #1:** Meets the recommended square footage and meets the Average Density Level.
 - Consider creating a storage closet in the corner.
- **Private Offices #2, #3, and #4:** Meet the criteria for a Small Private Office and comply with the High-Density level.
- **Cubical/Open Office Space:** Exceeds the recommended Open Work Area Requirements and the cubicle configurations fall within the Standard Cubical Configurations requirements.
 - Consider relocating the two desk configurations to the open office.
 - Consider relocating storage closet
 - Consider reworking cubicles to remove internal 3'-0" wide circulation. Cubicles to be back-to-back with high sound absorbing fabric panels.
 - Reworking cubicles will allow the four desk configurations to be re-worked into cubicles.
- **Open Office Space:** Does not meet the recommended square footage per occupant load.
 - Consider providing two offices for the two desk configurations in the cubicle open space.

- Consider relocating existing four desk configurations to cubical area.
- **Plotter/Printer Space:** No specific common area requirements are applicable.
 - Consider providing millwork above equipment for additional storage
- **Waiting/Reception Space:** Does not meet the recommended square footage.
 - Consider reworking counter to provide second customer service area that is ADA compliant.
 - Consider redesigning the area for better flow and visibility by creating an open Customer Waiting Area.

Copy/Printer Room:

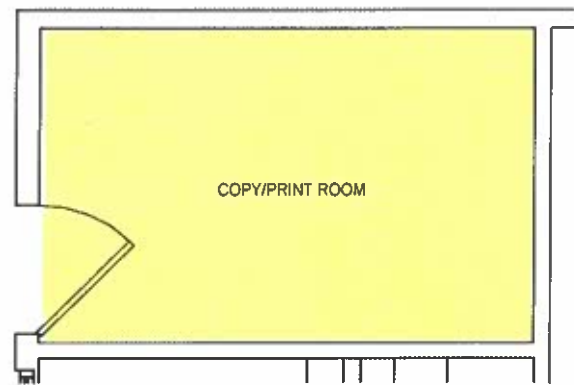
There is one supporting space located on the first floor as shown in Table 15:

Copy/Print Room	
Space	SQ FT
Copy/Print Room	83

Table 15: First Floor Supporting Spaces

There are no specific standard space requirements for this area, which remains accessible to anyone as the door stays propped open throughout the day. The room houses a large printer and copier, a Pitney Bowes mail machine, and a small label printer that fits on a shelf.

Occupant load of 150 allows 1 person. This is a BOH support space for the building.



Summary of Compliance with Recommendations:

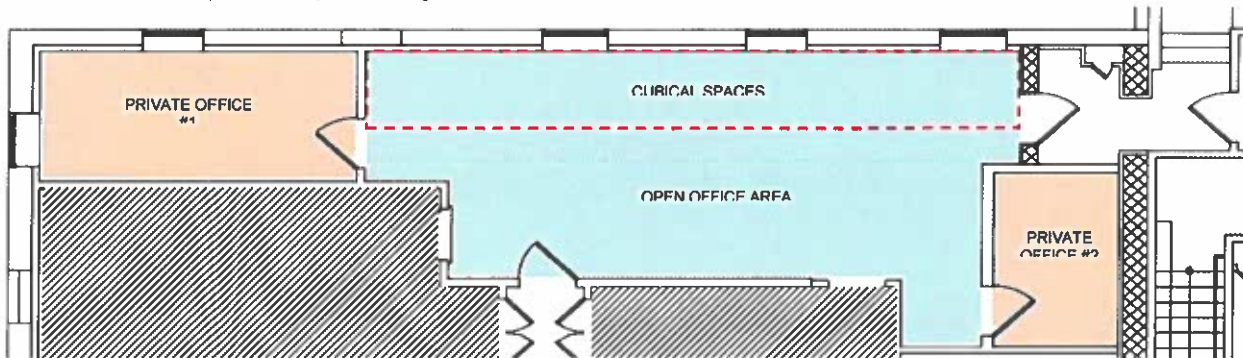
- **Copy / Print Room**
 - Consider closing this space off from the public by providing a key fob or punch code door access.
 - Consider reconfiguring the space and providing millwork storage cabinets
 - Consider moving cleaning supplies to janitors' closet
 - Consider providing each department with a printer to reduce size of room.

Finance and Water Department:

The Land Use is broken up into 3 different spaces as shown in Table 16 and currently has a total of 5 employees.

Finance and Water Department	
Space	SQ FT
Private Office #1	131
Private Office #2	68
Cubicle Space/Open Office Space	450
Total	649

Table 16: Finance Department Square Footages



Private Office #1 also adheres to the criteria for a Small Private Office, falling within the 90-150 square feet range per Appendix 1, and complies with the High-Density level, requiring 80-150 square feet per employee as outlined in Appendix 2.

Private Office #2 does not meet the square foot requirement and is too small to fall within any standard office size density.

The Cubicle/Open Office Space meets the minimum square foot requirement and exceeds the recommended density of 60-110 square feet per employee detailed in Appendix 2 and includes four cubicles.

Door into department doubles as a customer service window which is not ADA compliant.

The occupant load factor of 150 for the Finance and Water allows 5 occupants. Existing occupant load of 5 exceeds the code.

Summary of Compliance with Recommendations:

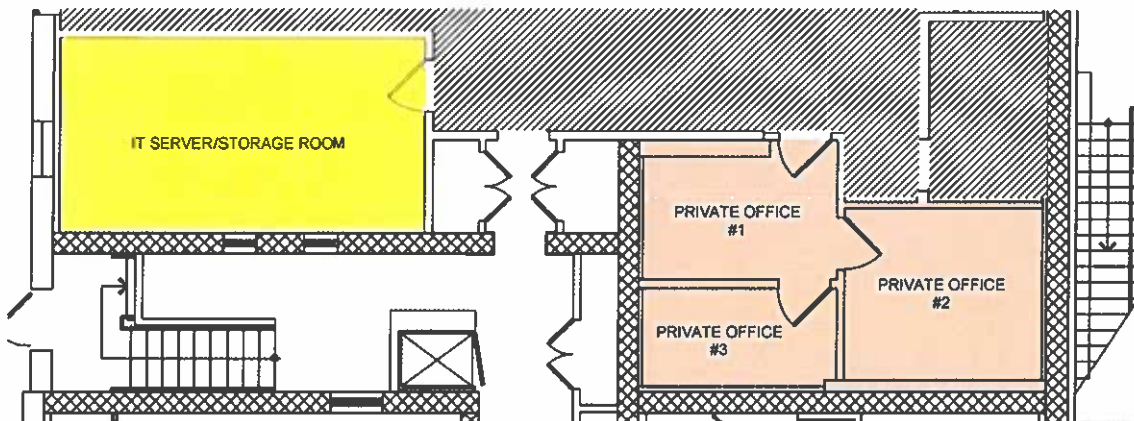
- **Private Office #1:** meets the minimum square foot requirement. Complies with the Small Private Office and the High-Density level requirements.
- **Private Office #2** does not meet the minimum required square foot and does not fit into a standard office density.
 - Consider reworking area to provide two equal size offices adjacent to each other.
- **Cubicle/Open Office Space:** Meets the minimum net floor area requirement of 70 square feet. Exceeds the recommended Open Work Area Requirements and the cubicle configurations fall within the Standard Cubical Configurations range.
 - Consider moving the Water Department upstairs with the Sewer.
 - Consider removing closet outside entrance into area to provide a larger window / access for customers.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information on the main floor. Minimizing customers exposure in the building.
 - The Customer Counter is not ADA compliant. Consider reworking the counter.

IT Department:

The IT is broken up into 4 different spaces as shown in Table 17 and currently has a total of 3 employees.

IT Department	
Space	SQ FT
Private Office #1	84
Private Office #2	113
Private Office #3	63
IT Server/Storage Room	238
Total	498

Table 17: IT Department Square Footages



Private Office #1 is too small to fall under any of the standard office size categories.

Private Office #2 meets the criteria for a Small Private Office (90-150 square feet per Appendix 1) and is classified under the High-Density level, requiring 80-150 square feet per employee as per Appendix 2.

Private Office #3 is too small to fit into any of the common office size classifications.

The IT Server Room contains servers and toner boxes, but it is also used for extra storage. It holds various items such as old monitors, old printers and other equipment. The server room is not ADA accessible with a step up.

The occupant load factor of 150 for the IT office allows 2 occupants with an additional 1 occupant in the server room. Existing occupant load of 3 is in line with the code.

Summary of Compliance with Recommendations:

- **Private Office #1:** meets the recommended square foot. *Part of the office is used for circulation to other offices, putting the office under the recommend square foot at 54 SF.
 - Consider reworking this area to provide a needed work bench free from circulation to other offices
- **Private Office #2:** meets the recommended square foot.
 - Consider reworking entrance to office to minimize impact to other IT offices.
- **Private Office #3:** does not meet the recommended square feet.
 - Consider reworking area to provide an office equal in size to Office #2.
- **IT / Server Room**
 - Consider relocating storage items and or creating a storage closet with separate access.
 - Consider reworking IT offices around server room.
 - Consider providing a ramp

Trustee Office:

The Trustee has a shared office as shown in Table 18 and currently has 3 part time employees.

Trustee Office	
Space	SQ FT
Office	116

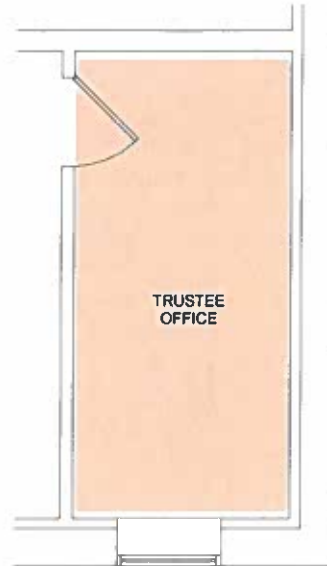
Table 18: Trustee Office Square Footages

The Trustee Office adheres to the minimum net floor area requirement. Additionally, the office meets the criteria for a Small Private Office of 90-150 sq. ft. per Appendix 1 and is classified under the High-Density level, requiring 80-150 sq. ft. per employee according to Appendix 2

The occupant load factor of 150 for the Trustee office allows 1 occupant. Existing occupant load of 3 exceeds the code, however not all part time employees are in the office at one time.

Summary of Compliance with Recommendations:

- **Trustee Office:** Meets the recommended square foot.
 - Consider relocating the office and expanding the break room / kitchen are into one space.

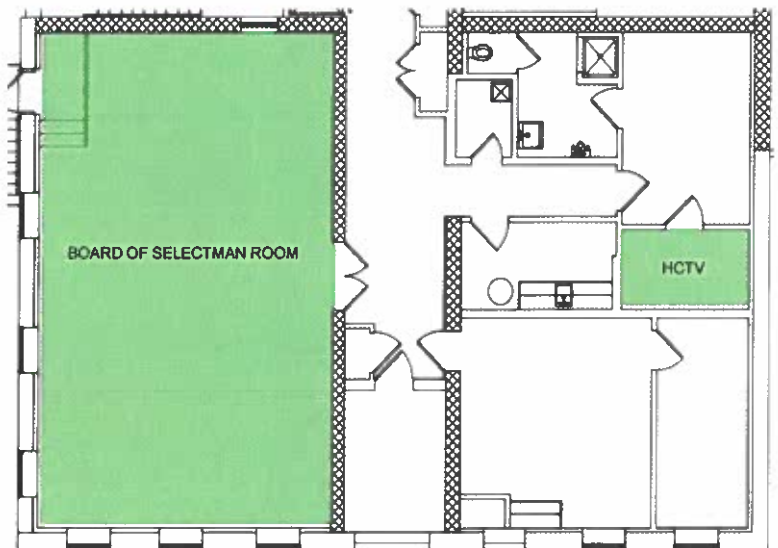


Board of Selectman Meeting Room:

The Board of Selectman is broken up in two rooms as shown in Table 19a in the basement and currently holds a maximum of 34 people.

Board of Selectmen	
Space	SQ FT
Board of Selectmen Room	885
HCTV Room	61
Total	946

Table 19a: Meeting Room Square Footages



The Board of Selectman meeting room currently has a Place of Assembly Permit that caps out the room at 34 occupants. Using this fixed number and the common requirements, Appendix 4, the room would be required to be 900 square feet, which it does not meet.

Section 1004, IBC Chapter 10 Table 1004.5 with an occupant load factor of 15 would allow a total of 59 occupants. The Board of Selectman has the required two means of egress to comply with code.

The HCTV Room meets the minimum requirement square feet. The HCTV Room is equipped with recording/broadcast equipment for meetings in the Selectman Board Room.

Summary of Compliance and Recommendations:

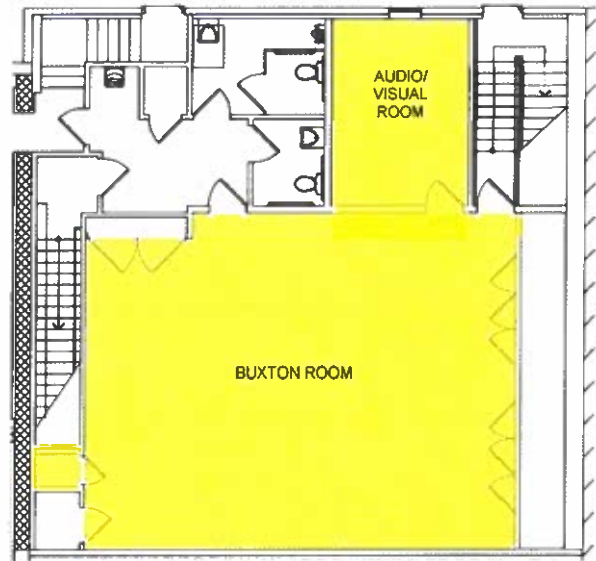
- **Board of Selectman Meeting Room:** Does not comply with the IBC
 - Occupant load complies. With or without permit occupant cap.
 - Number of egress doors comply
 - Access to the space does not comply
 - Consider repairs to the vertical lift
 - Consider redesign of the stairs to allow code compliant landings and handrails.
 - Consider redesign to provide area of refuge
- **HCTV:** Complies.

Buxton Meeting Room:

The Buxton Room is broken up in two main rooms and three supporting closets as shown in Table 19b in the basement and currently holds a maximum of 34 people.

Buxton Meeting Room	
Space	SQ FT
Buxton Meeting Room	960
Audio/Visual Room	173
Buxton Closet	100
Total	1143

Table 19b: Meeting Room Square Footages



The Buxton Meeting Room and Audio/Visual Room adheres to the minimum net floor area requirement of 70 square feet for habitable rooms.

The Place of Assembly Permits that cap out the room at 34 people.

Using this fixed number and the common requirements of a conference room, Appendix 4, the rooms need to be 900 square feet to account for everyone. With this square footage Buxton Meeting Room meets this requirement is the Buxton Meeting Room.

Section 1004, IBC Chapter 10 Table 1004.5 with an occupant load factor of 15 would allow a total of 64 occupants. The Buxton Room however does not have the required two means of egress to comply with code and will require the occupant 'cap'.

Summary of Compliance and Recommendations:

- **Buxton Meeting Room:** Meets recommended square footage.
- **Audio/Visual Room:** Meets recommended square footage.

Break Room:

The Break Room is divided into 2 spaces as shown in Table 20.

Break Room	
Kitchen	75
Break Room	233
Total	308

Table 20: Staff Spaces

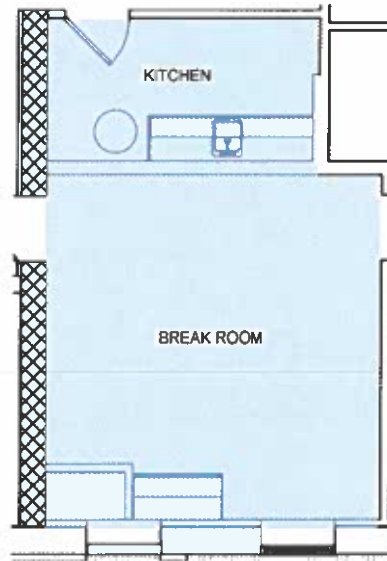
The Common Area Requirements for a break room are: 15 sq. per seated/resting person per IBC occupant load Section 1004.

Based off of the Common Area Requirements and the current square footage of the room the allowed occupancy of the room which is 16 people.

The Break Room do not meet ADA requirements

Summary of Compliance and Recommendations:

- **Break Room:** Not ADA compliant.
 - Consider combining the kitchen and break room area into one room.
 - Consider re-designing the millwork to comply with ADA codes.
 - Consider turning the existing kitchen area into mechanical/ storage closet with racking system for employees' seasonal items.



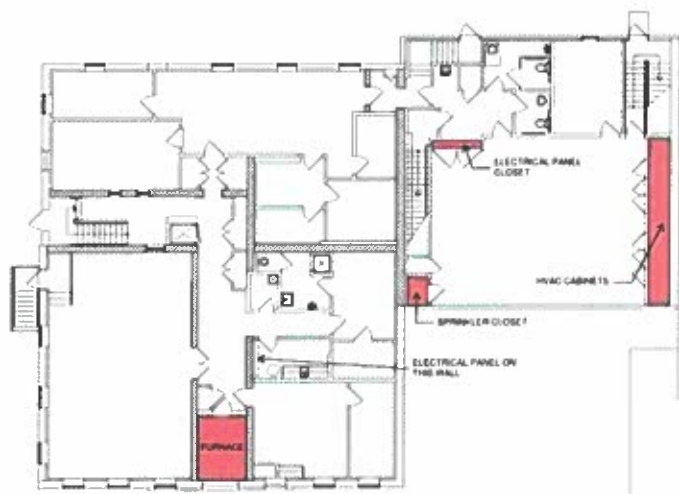
Mechanical and Electrical Spaces:

There are 4 Mechanical and Electrical Spaces as shown in Table 21:

Mechanical and Electrical Spaces	
Space	SQ. FT
HVAC Cabinets	100
Furnace	87
Elec. Panel Closet	11
Sprinkler Closet	18
Total	216

Table 21: Mechanical and Electrical Spaces

There are no standard requirements for these rooms.



Janitor Spaces:

There are 3 Janitor Spaces as shown in Table 12:

Janitor Spaces	
Janitor Closet	27
Storage Room #1	147
Storage Room #2	14
Total	188

Table 12: Janitor Spaces



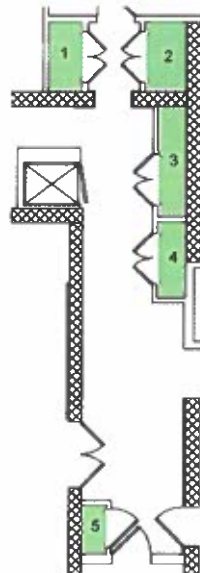
There are no standard requirements for these rooms.

Closets:

There are 5 Closets as shown in Table 13:

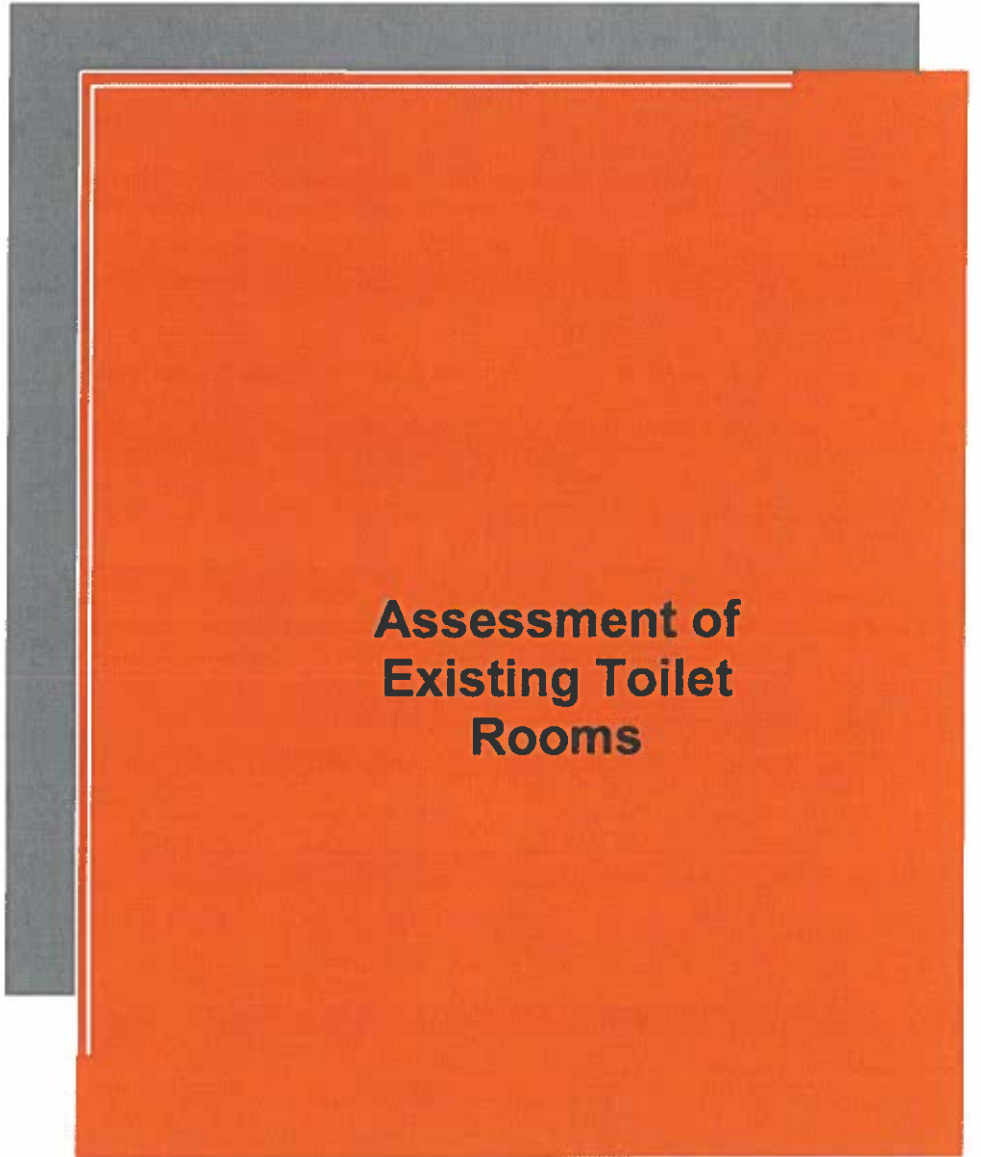
Closets	
Space	SQ. FT
#1	15
#2	17
#3	19
#4	13
#5	8
Total	72

Table 13: Closets



There are no standard requirements for these rooms.





**Assessment of
Existing Toilet
Rooms**





ADA Toilets:

Occupant Load:

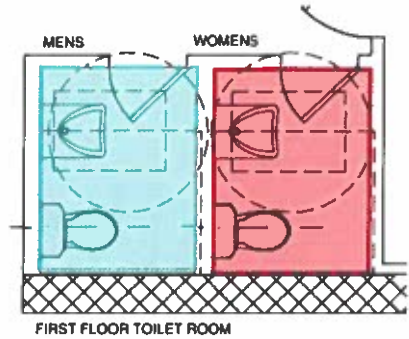
First Floor	66
Basement	101
Total	167

Table 24: Occupancy Load

Toilet Count:

	Existing	Required
First Floor	2	3
Basement	3	3
Total	5	6

Table 25: IBC Toilet Count



IBC code, Table 2902.1, states, for a business occupancy, that there should be 1 [toilet] per 25 for the first 50 and 1 per 50 for the remainder exceeding 50. To see ADA Codes please reference Appendix 13-19.

Table 26 (pg. 44) breaks down the ADA codes and identifies which bathrooms currently do and do not have when it comes to ADA Standards

The First Floor of the building currently has 2 non-compliant ADA toilets. Toilets are installed closer than 18" on center to the wall and the required floor clearances / turning radius are not met.

The Basement level currently has three toilets, shower room all non-compliant ADA.

The toilets are not installed per standards to the adjacent wall/ partition and required floor clearances / turning radius are not met.

The building overall has 5 toilets, according to the IBC a total of 6 toilets as shown in Table 25 are required. One each male, female are required to meet full ADA Compliance. A shower is not required, but if provided in a new location would be required to meet ADA compliance.

Summary of Compliance and Recommendations:

- Toilets: Existing Town Hall is not compliant with current toilet counts and is not complaint with ADA requirements.
 - Consider renovating the existing toilet rooms to meet current codes and ADA compliance.

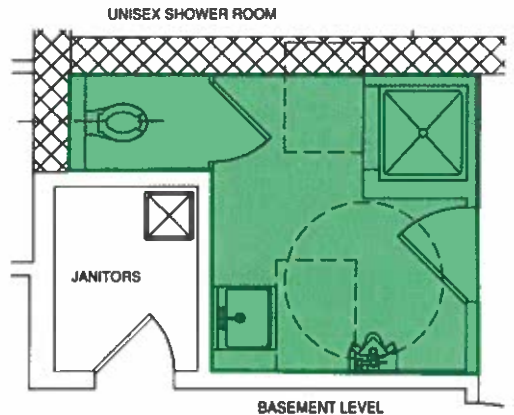
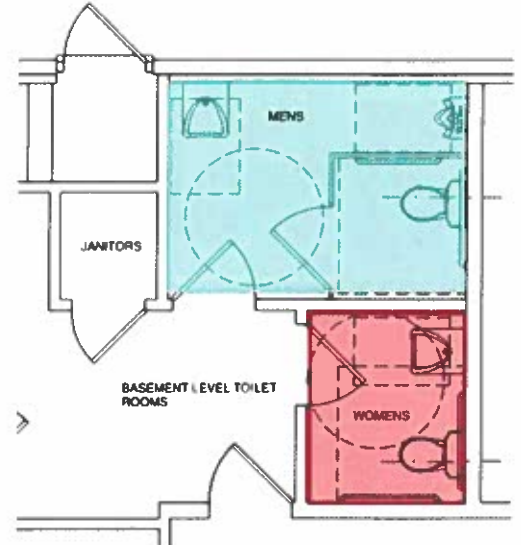
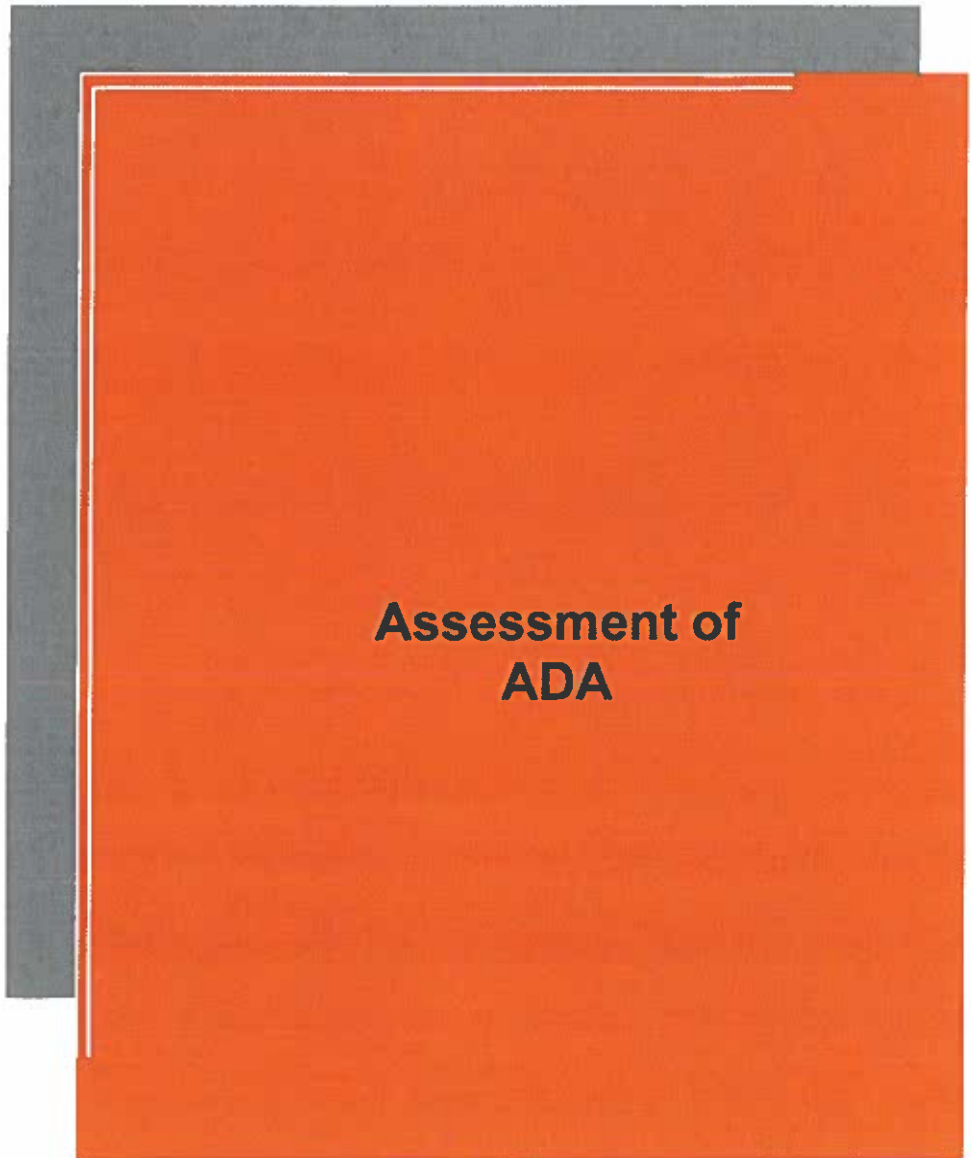


Table 24: Existing Bathrooms and if they are to ADA Standards

		First Floor										
		Primary Requirements for Assessment					Secondary Requirements for Assessment					
		Turning Radius (60" Diameter Circle)	Toilet (16" 18" off the wall)	Toilet Clearance (min of 60"x56")	Sink Clearance (min of 30"x48")	Grab Bars	Toilet Paper Dispenser (7"-9" away from toilet, 15"-48" A.F.F., not behind grab bars)	Mirror (Bottom max 40" A.F.F., top min of 74" A.F.F.)	Coat Hooks and Shelves (15"-48" unobstructed)	ADA Compliant		
Men's		No	Yes	No	Yes	No				NO		
Woman's		No	Yes	No	Yes	No	Due to primary ADA requirements not being met, secondary assessment N/A.					NO
Basement												
		Primary Requirements for Assessment					Secondary Requirements for Assessment					
		Turning Radius (60" Diameter Circle)	Toilet (16" 18" off the wall)	Toilet Clearance (min of 60"x56")	Sink Clearance (min of 30"x48")	Grab Bars	Shower (seat in shower, way to enter shower, min of 36"x36" for transfer shower or 60"x30" for roll in)	Urinal (17" max off ground)	Toilet Paper Dispenser (7"-9" away from toilet, 15"-48" A.F.F., not behind grab bars)	Mirror (Bottom max 40" A.F.F., top min of 74" A.F.F.)	Coat Hooks and Shelves (15"-48" unobstructed)	ADA Compliant
Men's		Yes	No	Yes	Yes	Yes	N/A	Yes				NO
Woman's		No	No	No	Yes	No	N/A	N/A	Due to primary ADA requirements not being met, secondary assessment N/A.			NO
Bedroom With Shower		Yes	No	No	No	No	No	Yes				NO



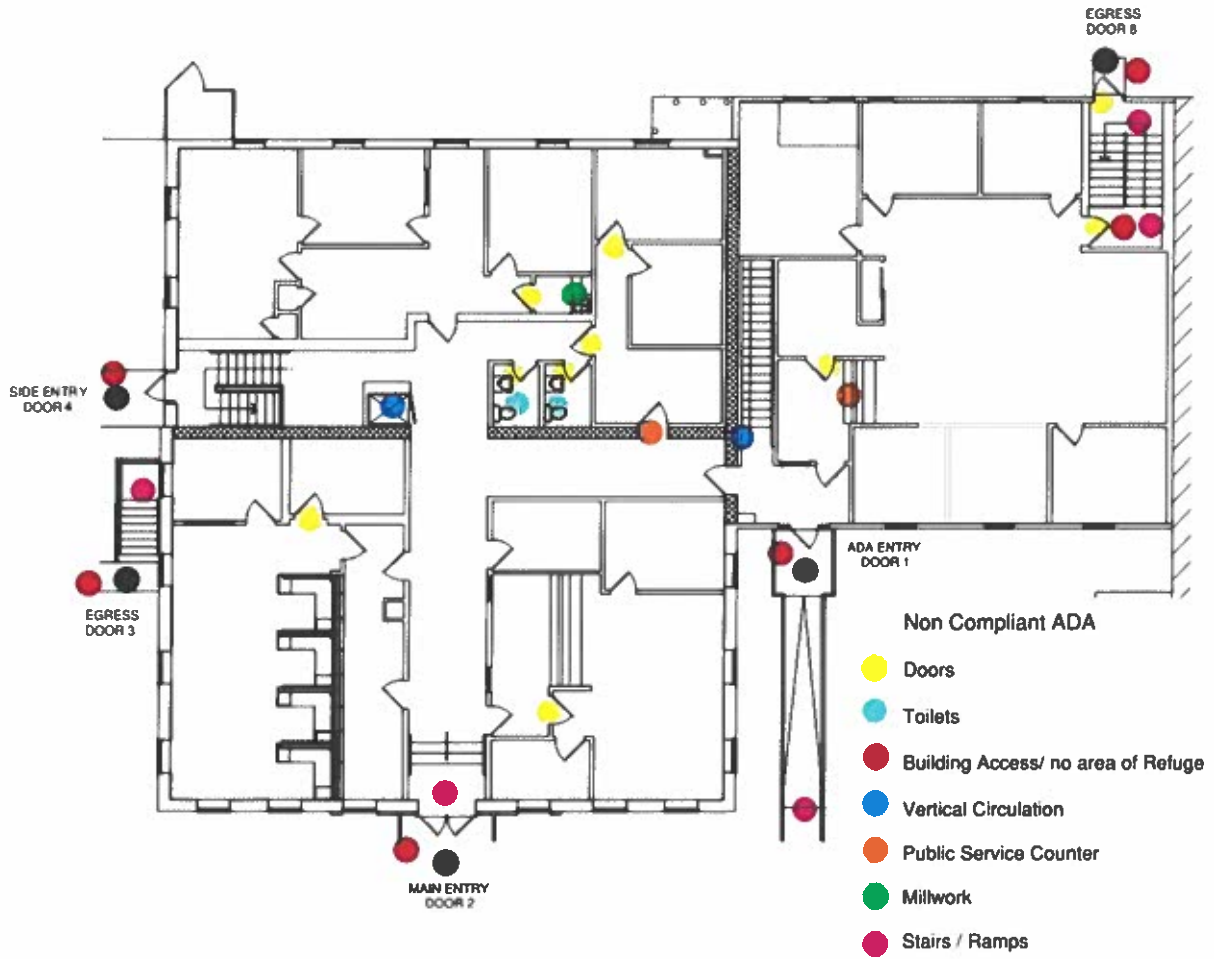
**Assessment of
ADA**



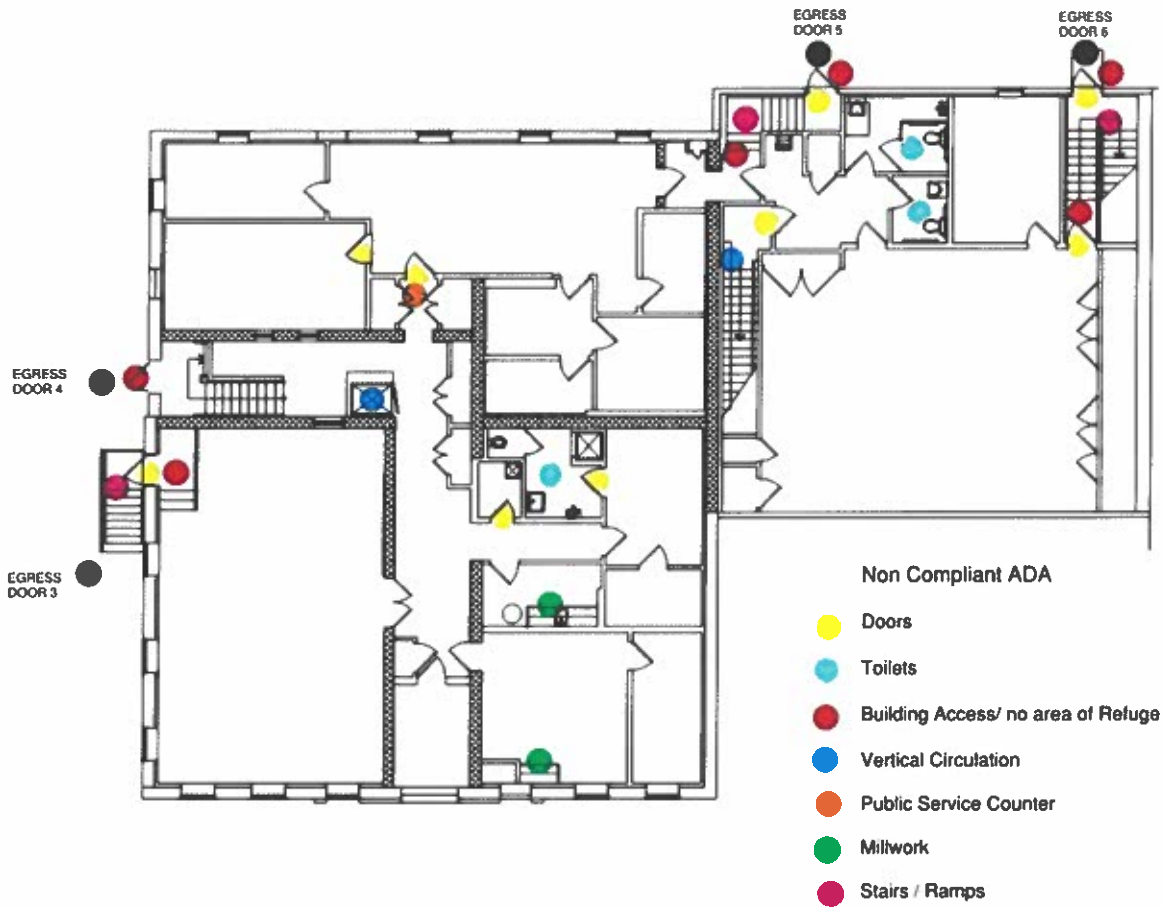


Non-Compliant ADA

First Floor Plan



Basement Level Floor Plan



Meeting Rooms

ADA Standards section 216.10

- *Assistive Listening Systems states that each assembly area required by 219 to provide assistive listening systems shall provide signs informing patrons of the availability of the assistive listening system.*

Currently, there are no assistive listening systems in the meeting rooms, per Table 219.3 located in Appendix 20, states that there needs to be a minimum of 2 in both the Selectman and Buxton Room.

Access to either of the meeting is no ADA compliant. A chair lift and lift as stated is prior are not operable.

Within each space wheelchair clearance are provided.

Recommendations:

- Consider repairing the vertical circulation.
- Consider connecting both meeting spaces with future re-design

Door Clearances

Please refer to Appendix 21 for push/pull clearances for a door.

10 doors on the first floor do not meet door clearances and 9 doors in the basement do not meet door clearances as well. A total of 19 doors for the entire building do not meet door clearances.

Recommendations:

- Consider redesign of door layouts with future re-design.

Kitchen/Breakroom

2010 ADA Standards.

The kitchen is not ADA compliant with millwork and reaches requirements.

The pull side of the door does not meet the proper clearances (Appendix 21), there is no turn radius for a wheelchair, the sink does not allow access for a wheelchair, and the shelving is too high for someone in a wheelchair.

The breakroom millwork does not meet ADA compliances. The push and pull side of the door meets clearances and there is a turning radius for a wheelchair.

Recommendations:

- Consider redesign/relocate kitchen to meet ADA standards.

Signage

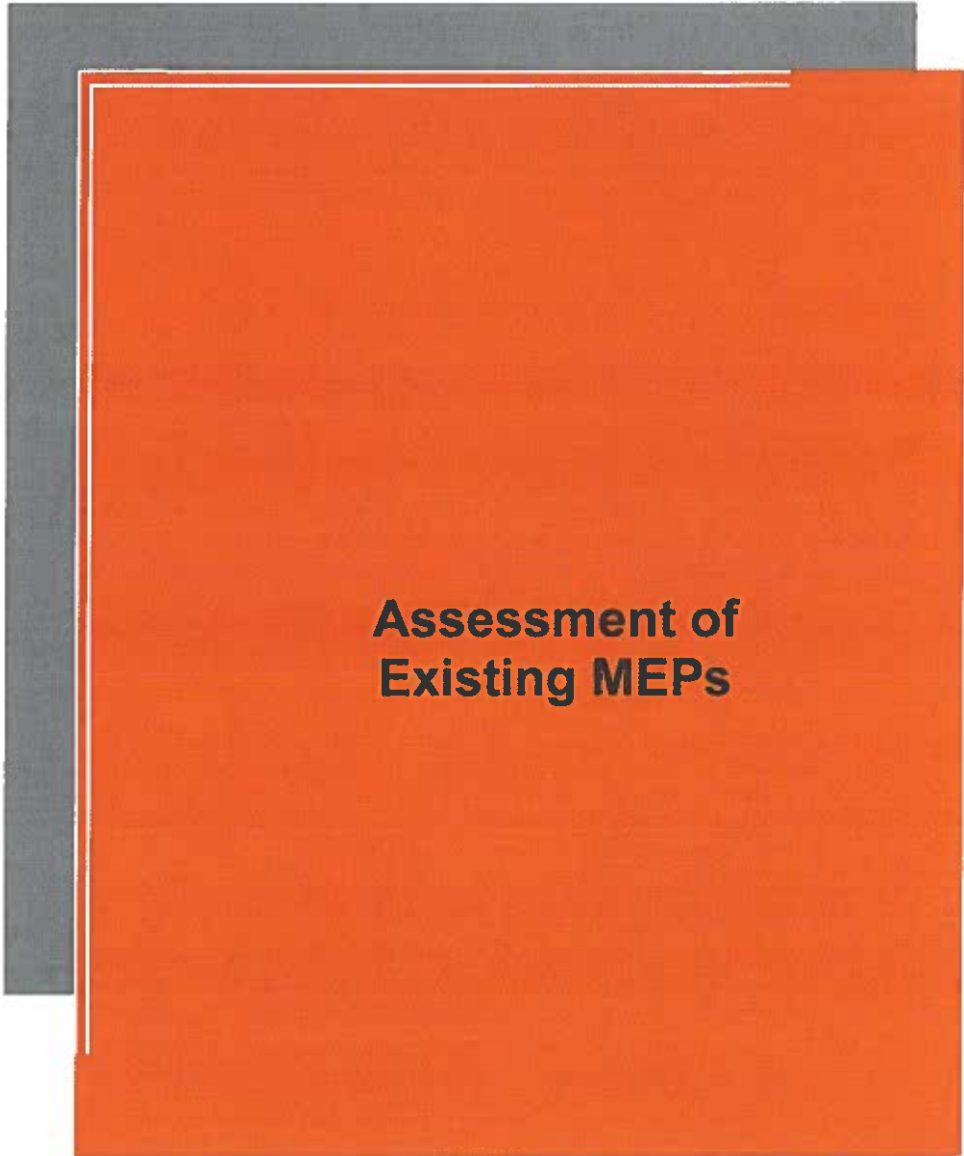
2010 ADA Standards Section 216 and 703

- **216.2 Designations.** Interior and exterior signs identifying permanent rooms and spaces shall comply with 703.1, 703.2, and 703.5. Where pictograms are provided as designations of permanent interior rooms and spaces, the pictograms shall comply with 703.6 and shall have text descriptors complying with 703.2 and 703.5
- **216.3 Directional and Informational Signs.** Signs that provide directions to or information about interior spaces and facilities of the site shall comply with 703.5.
- **216.4.1 Exit Doors.** Doors at exit passageways, exit discharge, and exit stairways shall be identified by tactile signs complying with 703.1, 703.2, and 703.5.**216.4.3 Directional Signs.** Signs required by section 1003.2.13.6 of the International Building Code (2000 edition) or section 1007.7 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1) to provide directions to accessible means of egress shall comply with 703.5.
- **216.8 Toilet Rooms and Bathing Rooms.** Where existing toilet rooms or bathing rooms do not comply with 603, directional signs indicating the location of the nearest toilet room or bathing room complying with 603 within the facility shall be provided. Signs shall comply with 703.5 and shall include the International Symbol of Accessibility complying with 703.7.2.1.

The building has signs that indicate locations and or offices, however, none of them are to ADA standards. No raised characters (703.2), braille (703.3) provided. Additionally, instillation and height (703.4) are not compliant.

Recommendations:

- Consider providing signage to meet ADA standard requirements.



Assessment of Existing MEPs





Fiscal Year 2026

Warrant Article 11

Town Hall Renovations

Shall the Town of Hudson vote to raise and appropriate the sum of \$54,800 for the design costs for the renovation of Hudson Town Hall? This project will include renovations to the existing Hudson Town Hall along with an addition of approximately 2,000 square feet. This appropriation is in addition to Article 2, the Operating Budget.

Tax Rate Impact is \$0.01

Recommended by the Board of Selectmen 4-0

Recommended/Not Recommended by the Budget Committee

Algeria
11-12-24



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1111

RECEIVED
OCT 29 2024
TOWN OF HUDSON
SELECTMENS OFFICE

TO: Board of Selectmen
FROM: Elvis Dhima, P.E., Town Engineer
DATE: October 29, 2024
RE: Town Hall Building Assessment Follow Up

In 2023, the Board of Selectmen held a public meeting regarding the need for a new Town Hall building, and the feedback from the public was that the existing building needs to be further evaluated first, before a new Town Hall is justified. Based on that feedback, the Board of Selectmen moved forward with the assessment of the existing Town Hall building, which was awarded to NorthPoint Construction, Hudson, NH.

Recently, the Board of Selectmen was presented with four options and option 2 and 3, see below, were discussed the most.

Option 2

Renovations throughout the building for \$165/square foot and building addition for \$185/square foot. The building addition would be adjacent to the Land Use/Inspectional Services area, and approximately 2,000 square feet in total including 1,000 square feet for the Buxton Meeting Room expansion and 1,000 square feet for the first floor. The cost would be \$1.5 - \$2.3 million for the entire Town Hall.

Option 3

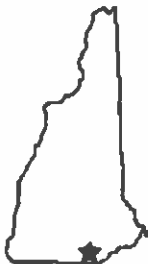
Demolition of the existing Town Hall, 12,000 s.f., and building a new Town Hall, 17,000 s.f., with additional parking spaces for \$350/square foot, for approximately \$6 million, not including site work, which will be approximately \$1 million.

The Town Engineer was directed to further investigate the design cost related to option 2 and 3, in addition to the cost related to the replacement of the wheel lift, which is currently out of service.

NorthPoint Construction has provided a scope of work and fee for Option 2, in the amount of \$54,800, and for Option 3, in the amount of \$93,300.

We have also received an official quote related to the wheel lift for the amount of \$40,303.40.

8J Ag...
10-8-24



TOWN OF HUDSON

Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

RECEIVED

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E., Town Engineer

DATE: September 30, 2024

RE: Town Hall Building Assessment Findings and Recommendations

SFP 30 2024
TOWN OF HUDSON
SELECTMENS OFFICE

In 2023, the Board of Selectmen held a public meeting regarding the need for a new Town Hall building, and the feedback from the public was that the existing building needs to be further evaluated first, before a new Town Hall is justified. Based on that feedback, the Board of Selectmen moved forward with the assessment of the existing Town Hall building, which was awarded to NorthPoint Construction, Hudson, NH.

The report covers a lot of ground and the main concerns are:

1. Our existing bathrooms don't comply with current handicap requirements.
2. Lack of handicap access on lower level of the building to the Board of Selectmen area.
3. ADA noncompliance throughout the building, including customer's countertop.
4. Lifting elevator is in need of repairs/replacement.
5. Inadequate working space and customer/reception area in the Land Use / Inspectional Services Department.
6. Inadequate working space for the Sewer Department Clerk.
7. Inadequate working space for the Town Clerk's Office service window, their working area, and their vault area.

The above items could be addressed by four recommendations, as follows:

Option 1

Renovations throughout the building for \$165/square foot, for approximately 1.0 - 1.7 million dollars for the entire Town Hall.

Option 2

Renovations throughout the building for \$165/square foot and building addition for \$185/square foot. The building addition would be adjacent to the Land Use/Inspectional Services area, and approximately 2,000 square feet in total including 1,000 square feet for the Buxton Meeting Room expansion and 1,000 square feet for the first floor. The cost would be 1.5 - 2.3 million dollars for the entire Town Hall.

Option 3

Demolition of the existing Town Hall, 12,000 s.f., and building a new Town Hall, 17,000 s.f., with additional parking spaces for \$350/square foot, for approximately \$6 million, not including site work, which will be approximately \$1 million.

Option 4

Lease a building for \$14/s.f. / month and retrofit it for up to \$150/s.f. to meet our needs. The cost to lease will be approximately \$168,000/year and \$1.8 million for retrofitting.

**Hudson Town Hall
Municipal Facility Building Assessment Study**



Hudson Town Hall
12 School St, Hudson NH 03051



22 Hampshire Drive, Hudson NH 03051
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Overview/Disclaimers:

This assessment, completed in September 2024, analyzed the existing spaces of the Hudson Town Hall building located on 12 School Street. The study provides a comprehensive report on the findings based on RFP dated May 10, 2024. In addition, provides recommendations to correct deficiencies with space, codes, ADA, adjacencies as well as recommendations to alternate solutions. Current codes and Local jurisdictions should be considered with the final layout/ solutions at the time of 'updates' to prevent further deficiencies.

Existing Land Use and Code Conditions:

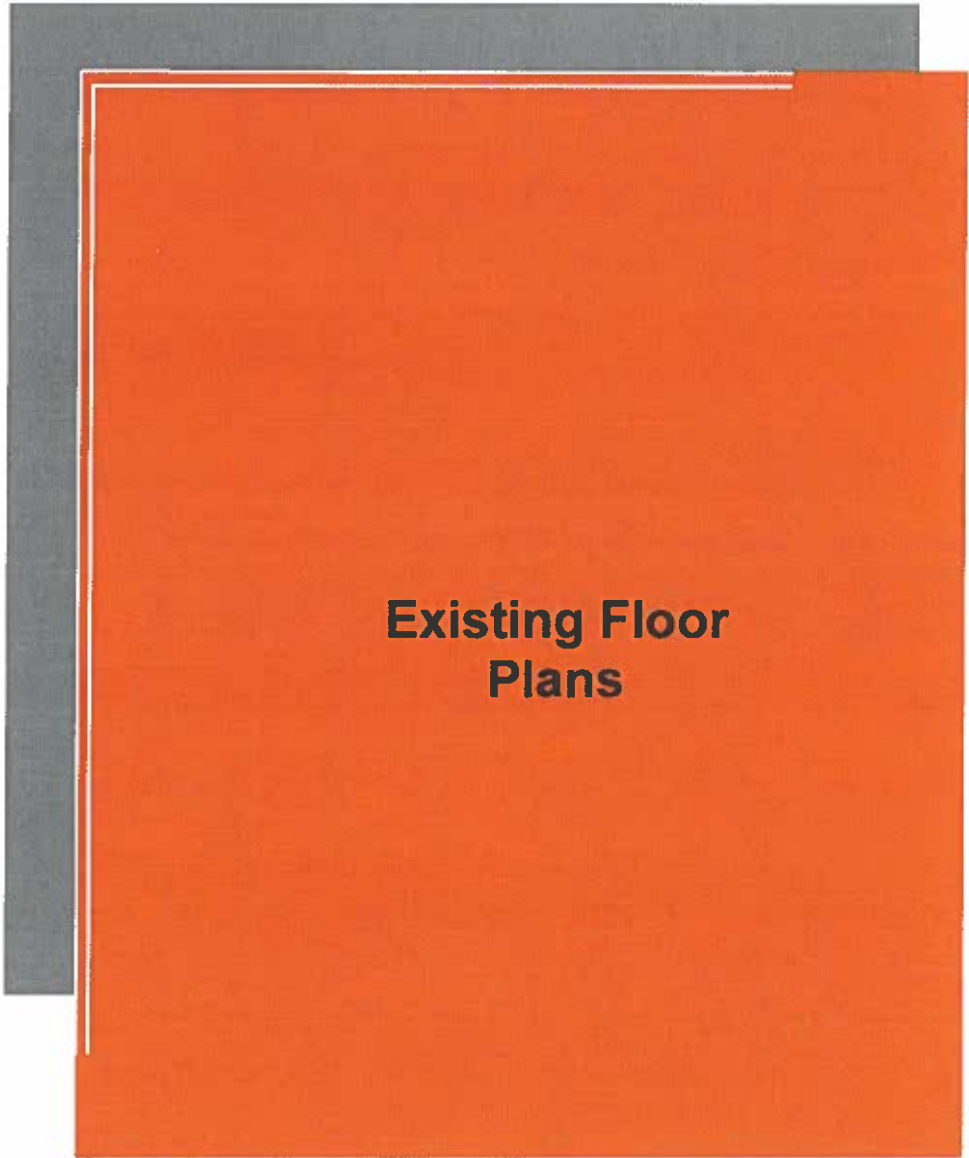
- Zone B – Business (Community Facility)
- Zond B – Setback requirement;
 - 50'-0" Front of Building
 - 15'-0" Rear and Sides of Building
- Building Height 38'-0"
- Floor Zone – No
- Built 1952
- 50 Existing Parking Spaces
 - 2 of total are ADA *
- Building Total Area: 12, 632 Sf
 - First Floor – 6,316 SF
 - Basement – 6,316 SF
- Fully Sprinklered*

Disclaimers:

- This study analyzes the existing conditions with reference to:
 - 2018 International Building Code (IBC)
 - 2021 NFPA 101 – Life Safety Code
 - 2010 ADA Design Standards.
 - Local Jurisdictions and Municipal Codes.
 - * Recommended office/cubical sizes are based off the common square footage used in design and are not based off any specific code and used for reference purposes only in space planning.
- Pricing provide within this assessment is for reference estimating purposes as final scope is not determined. Additionally, pricing is estimated at the time of this assessment and not reflective of any inflation/ material and or labor cost increases at the time of construction. Excludes General Conditions and Site Work.





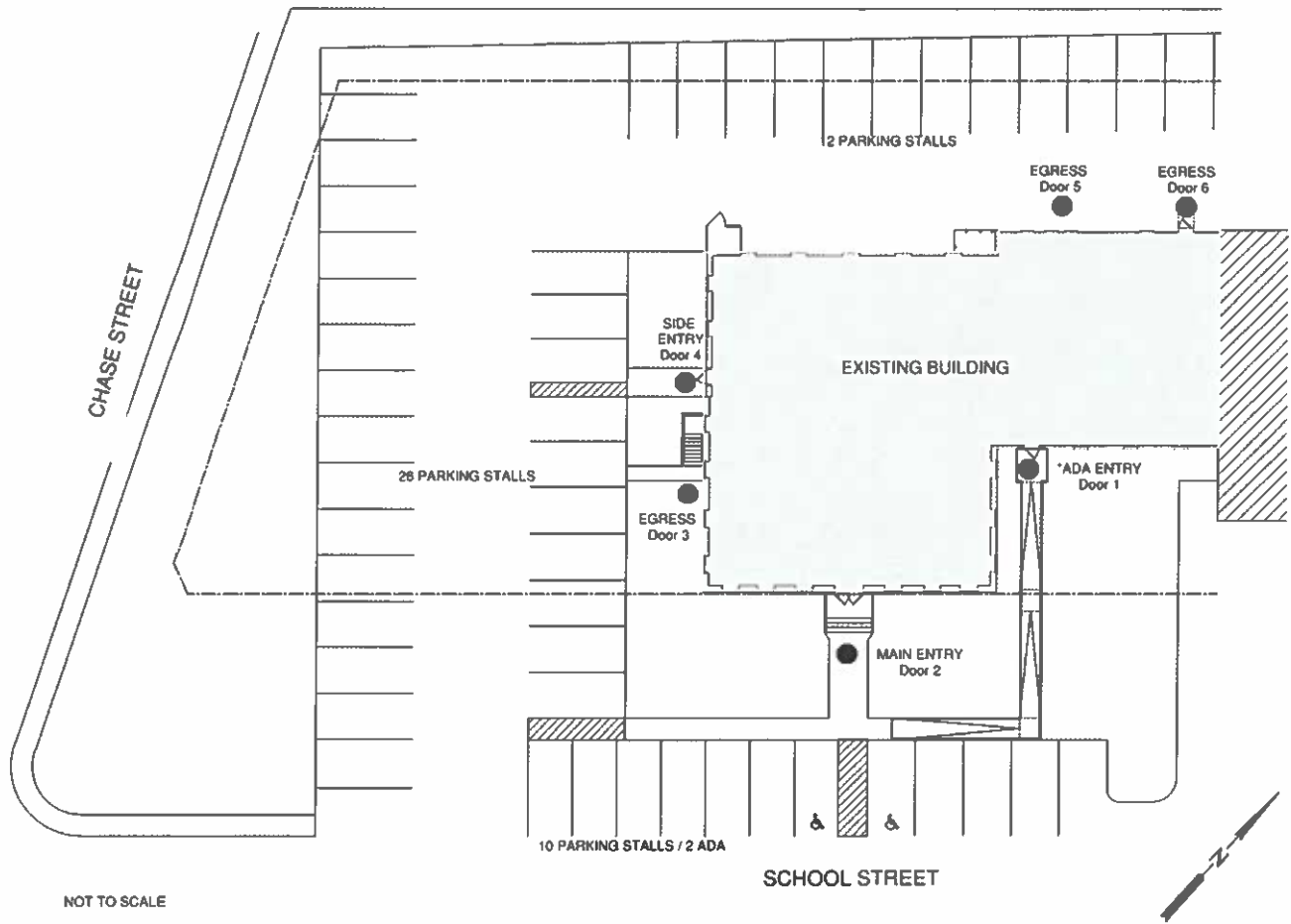


**Existing Floor
Plans**





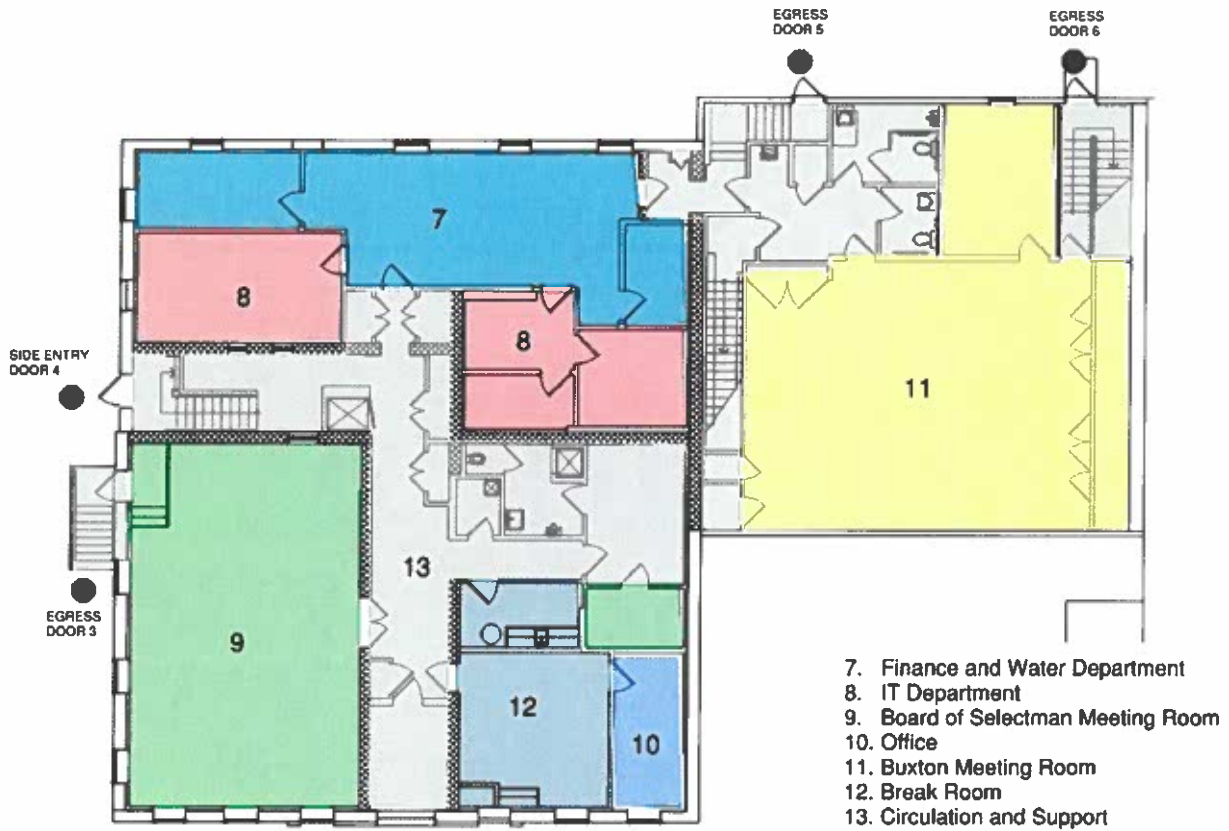
Existing Building Footprint with Site Context Plan:



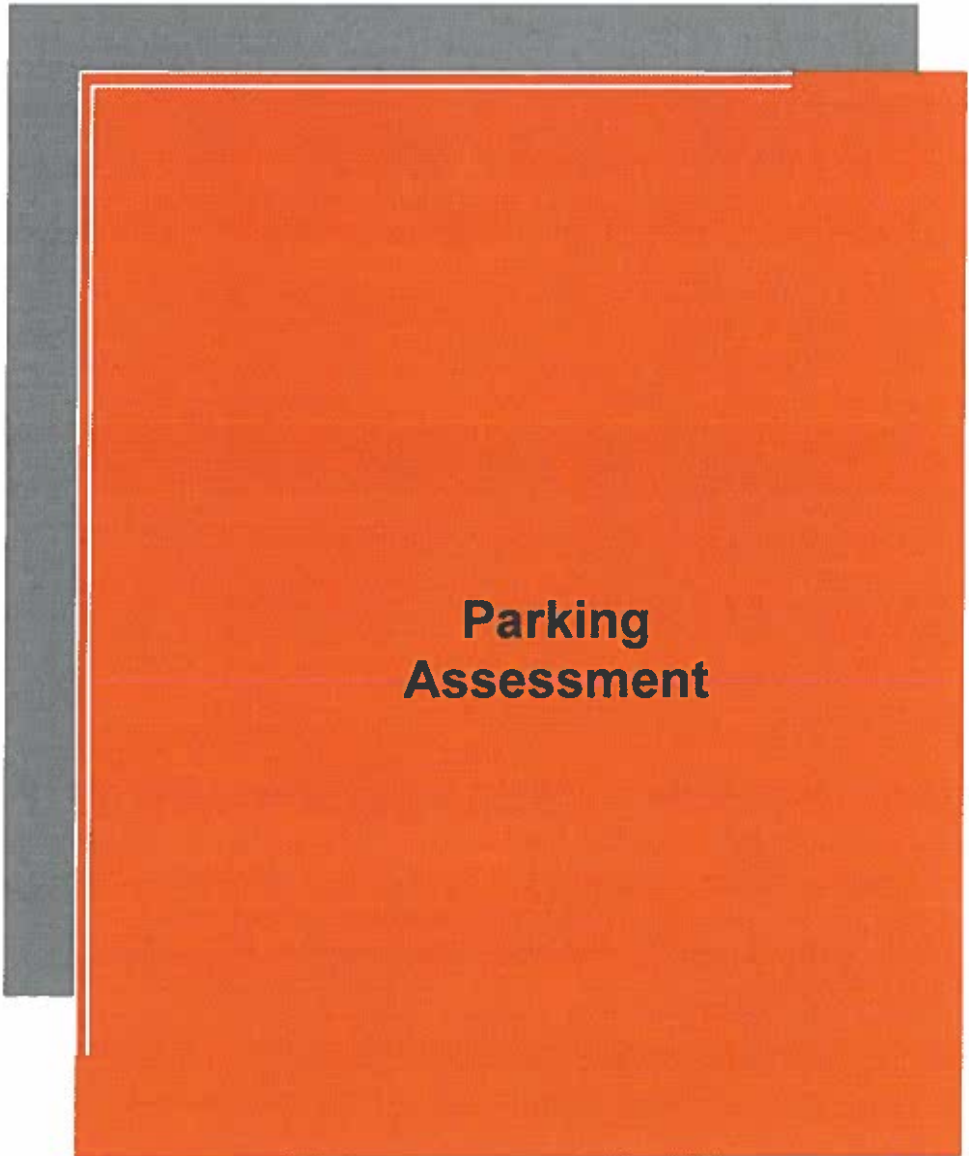
Existing First Floor Plan:



Existing Basement Floor Plan







Parking Assessment





Existing Site Parking:

Currently there are 51 parking spaces at the Hudson Town Hall.

There are an estimated +/-41 employees in the building at any given time. Leaving only ten (10) parking spaces for customers.

Hudson Code (Chapter 275: Site Plan C.2 (M)) Professional offices and business services need to have 1 spot for every 300 sf of gross leasable area or the total square footage of the entire building. Hudson chapter 275: Site Plan Review: 6(a) states that there needs to be 1-2 off street loading space(s) for the building. Currently, the Hudson Town Hall has no off-street loading spaces.

The square footage of the town hall is +/-12,632 sf. Per code the town hall only requires 43 spaces.

If the max occupancy of the building was used to calculate the required no of parking spaces; there would be a shortage as experienced with the Town Hall Public Meeting.

Currently, there is no designated off-street loading space. There is however a service drive that runs the back of the building that could be utilized.

Parking	
Existing	Requirements
	Based off Building Area
51	+/-43

Table 1: Parking Assessment

Existign ADA Parking:

IBC states in Table 1106.1, Appendix 12, a certain number of spots are to be allocated to the handicapped based off how many spots are required or provided. Section 1106.5 in the IBC also states that for every six or fraction of six accessible parking spaces, at least one shall be a van-accessible parking space. Based on the numbers stated in Table 24, the town hall only needs 1 van-accessible parking spot.

Currently, the town hall has 2 handicapped spots. The required number of ADA Parking is 2 where one is required to be van accessible parking.

ADA Parking	
Existing	Requirements
	Based off Building Area
2*	2**

* 2 regular ADA spots

** 1 Regular / 1 van

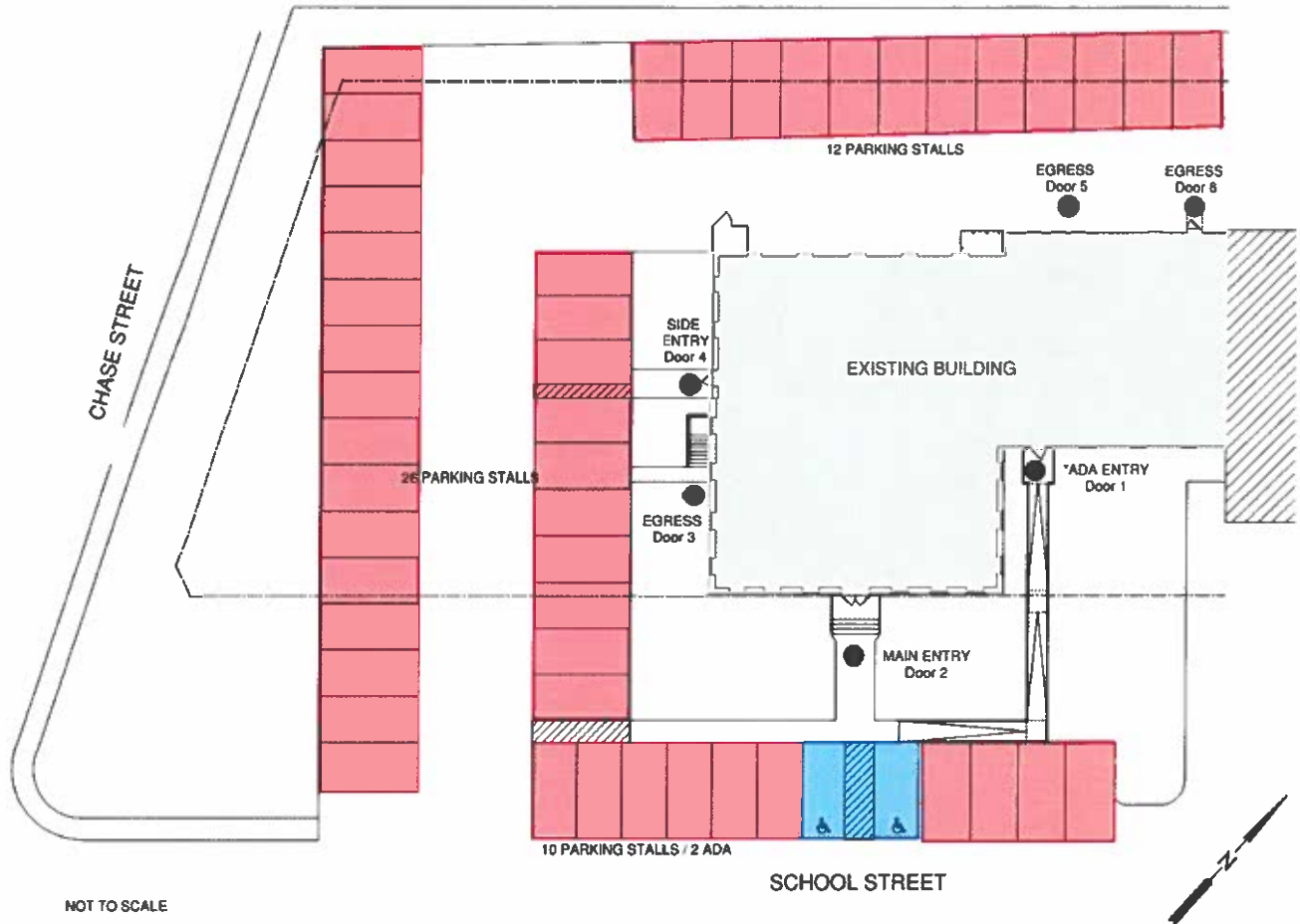
Table 2: ADA Parking Assessment

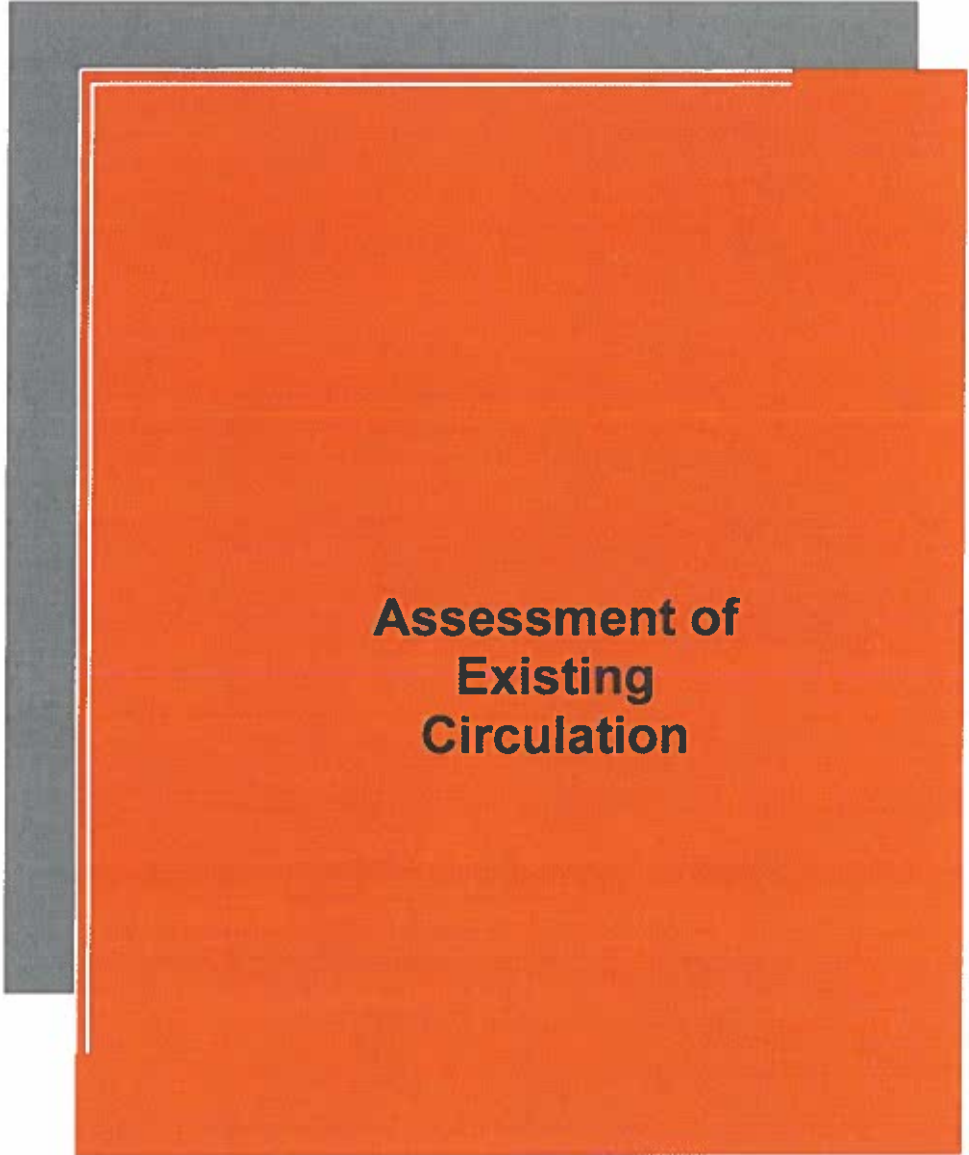
Summary of Compliance with Recommendations:

- **Parking:** Parking requirement meet the code required number but does not meet the ADA requirements.
 - Consider expanding the parking lot to accommodate the Public Town Hall Meeting as part of the future remodel.
 - Consider providing offsite parking at nearby public facility with shuttle bus service when overflow parking is anticipated.
 - Consider re-stripping parking lot to comply with ADA requirements to comply.



Existing Site Parking Plan





**Assessment of
Existing
Circulation**





Stairs:

According to the ABA (Architectural Barriers Act found on the U.S. Access Board): "Areas of refuge are not required in facilities equipped with a supervised automated sprinkler system"

Currently there are no areas within the building that are labeled / designated for an area of refuge; nor is it required as the building is fully* sprinklered throughout.

The exterior stair out of the Selectman Board room does not comply with min widths or tread compliance with the IBC. Several of the stairs do not comply with the 48" min depth of landings.

Summary of Compliance and Recommendations:

- **Stairs:** There are currently no areas within the building that are labeled/designated area of refuge required. The building is fully* sprinklered throughout. Several Stairs do not comply with full codes.
 - Consider adding area of refuge to areas to maintain clear hall egress – shown below in red
 - Consider addressing stairs with future remodel to comply with codes
 - Consider verifying Fire & Life Safety Coverage of sprinkler heads in *missing areas.



Stairs First Floor					
Space	Dimension (Width)		Riser Heights	# Risers	Tread
#1 stairs landing	10'-1"		7"	4	1'
	10'-1"	5'-0"	1	-	-
#2 Bottom landing Stairs	8'-0.5"	3'-8"	-	-	-
	8'-0.5"		Range from 7"-7.5"	3	1'-1.5"
#3 Top of stairs Landing Bottom of Stair	3'-10"		7"	18	11"
	4'-4"	8'-0"			
	3'-10"				
#4 Landing at top Stairs	3'-4.25"	4'-0"	-	-	-
	3'-4.25"		-	18	11"
#5 Top of stair Landing Bottom of Stair	3'-10.75"		-	18	11"
	3'-7"	7'-7"			
	3'-7.5"				

Table 3: Stair Dimensions

Stairs Basement Level					
Space	Dimension (Width)		Riser Heights	# Risers	Tread
#1 Top Landing Top of Stairs Landing Bottom of Stair	3'-10.5"	3'-7"	-	-	-
	3'-7.25"			6	10.5"
	3'-8.75"	3'-10"	-	-	-
	3'-7.5"			3	10.5"
#2 Landing Stair	4'-0.5"	3'-9"	-	-	-
	4'-0.5"		Range from 6.5"-7"	8	9.75"
#3 Landing at top Stairs	3'-10"	6'-7"	-	-	-
	3'-10"			3	1'
#4 Stair	3'		6.5"	1	-
T13-3	See Table 3 #3				
T13-4	See Table 3 #4				
T13-5	See Table 3 #5				

Table 4: Stair Dimensions



Ramp:

Ramp		
Section	Dimension (Width)	Dimension (Length)
Landing		
L1	4'-5"	5'
L2	4'-5"	4'-5"
L3	4'-5"	4'-5"
L4	7'-1"	6'-6"
Ramp		
R1	4'-5"	25'-11.25"
R2	4'-5"	22'-0.5"
R3	4'-5"	22'-0.5"

Table 5: Ramp Dimensions

Ramps (ADA Standards section 405 – Appendix 8):

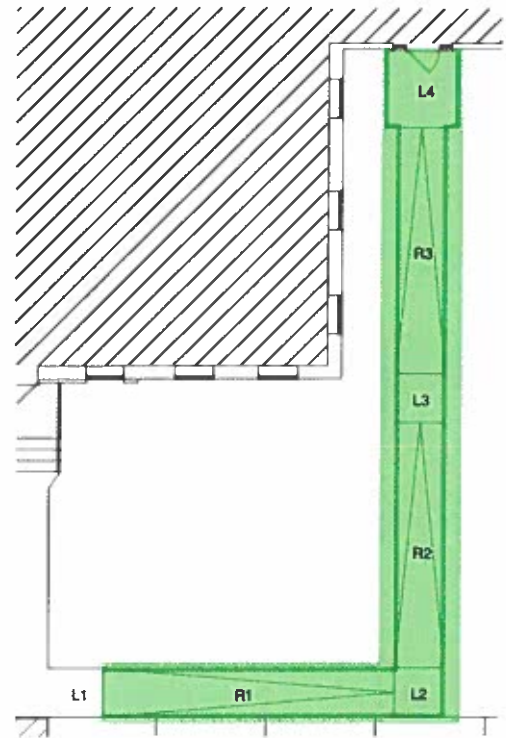
- Run should not be longer than 30'

Ramp Landings (Table 405.7 and sections 405.7.1-405.7.5 – Appendix 9)

- Landings should be as wide as ramp and minimum of 36" and minimum of 60" long
- Change in direction landings must be a minimum of 60"x60"

Ramp Slope (Section 405.2 – Appendix 10)

- Rise for ramp run has a maximum of 30"



The only ramp for the Town Hall exceeds code compliance.

Landing 1 complies, while Landing 2 does not comply with the clear width required by code for turning radius. Landing 3 does not comply with the width required by code.

Ramps 1 – 3 all fall within the allowed run. The rise of the ramp is +/- 46". Spread over 3 sections equally the runs would comply with the maximum rise. There are however inconsistencies with slope/ rise.

Summary of Compliance and Recommendations:

- **Ramps:** The ramp overall is not compliant.
 - Consider redesigning the entire ramp to coordinate with codes and future improvements.
 - Consider shorter runs and longer landings

Vertical Transportation:

Lift:

Lift		
Equipment	Dimension (width)	Dimension (length)
Lift Size	+/- 3'	+/- 4'

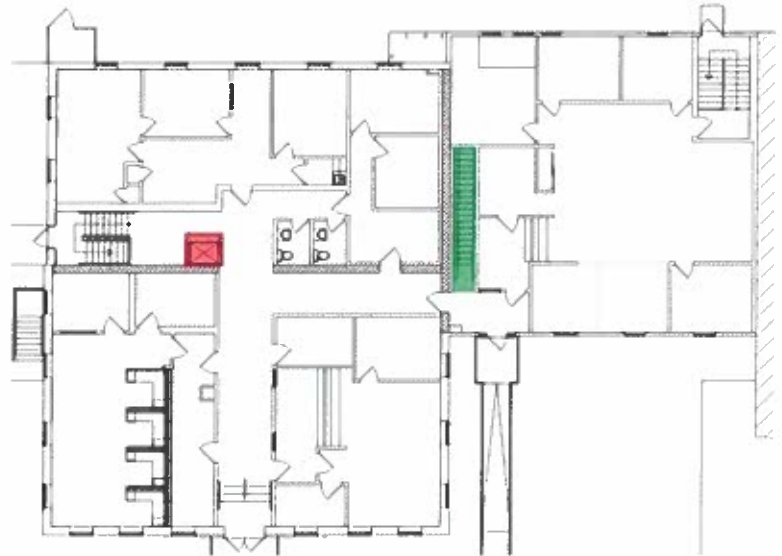
ADA Platform Doors and Gates Figure 410.6 – Appendix 11
Table 6: Lift Dimensions

The lift allows access to existing support offices in the basement and the Selectman Meeting room.

The lift is not in operation. Current access to the basement offices and meeting rooms are limited and not ADA accessible.

Summary of Compliance and Recommendations:

- **Lift:** Current condition of lift fails to meet code.
 - Consider repairing lift
 - Consider new lift with warranties



Chair Lift:

Stair Chair		
Equipment	Dimension (width)	Dimension (length)
Platform Size	+/- 27.5"	+/- 29.5"

Table 7: Stair Chair Dimensions
ADA Platform Doors and Gates Figure 410.6 – Appendix 11

The chair lift allows access primary to the Buxton Meeting Room

The chair lift function however is unreliable. On occasion it strands users' midflight and is not user friendly. Platform size does not meet the min requirements of 32".

Summary of Compliance and Recommendation:

- **Chair Lift:** Current condition of chair lift fails to meet code.
 - Consider installing vertical lift/ elevator in leu of stairs.
 - Consider future design of basement to allow ADA compliant access.
 - Consider new chair lift with warranties.

Circulation Assessment:

Hallways:

Hallways First Floor		
Space	Dimension (W x L)	Dead End Corridor
#1	8'-0" x 43'-11"	N
#2	3'-3" x 14'-0"	N
#3	4'-1" x 10'-10"	Y
#4	6'-1" x 24'-10"	N
#5	6'-0" x 11'-9"	N

Table 8: Hallway Clear Widths and Lengths

Hallways Basement Level		
Space	Dimension (W x L)	Dead End Corridor
#1	3'-2" x 11'-6"	N
#2	5'-5" x 35'-11"	N
#3	2'-11" x 5'-4"	Y
#4	3'-10" x 13'-9"	Y
#5	3'-1" x 10'-1"	N
#6	7'-8" x 13'-0"	Y

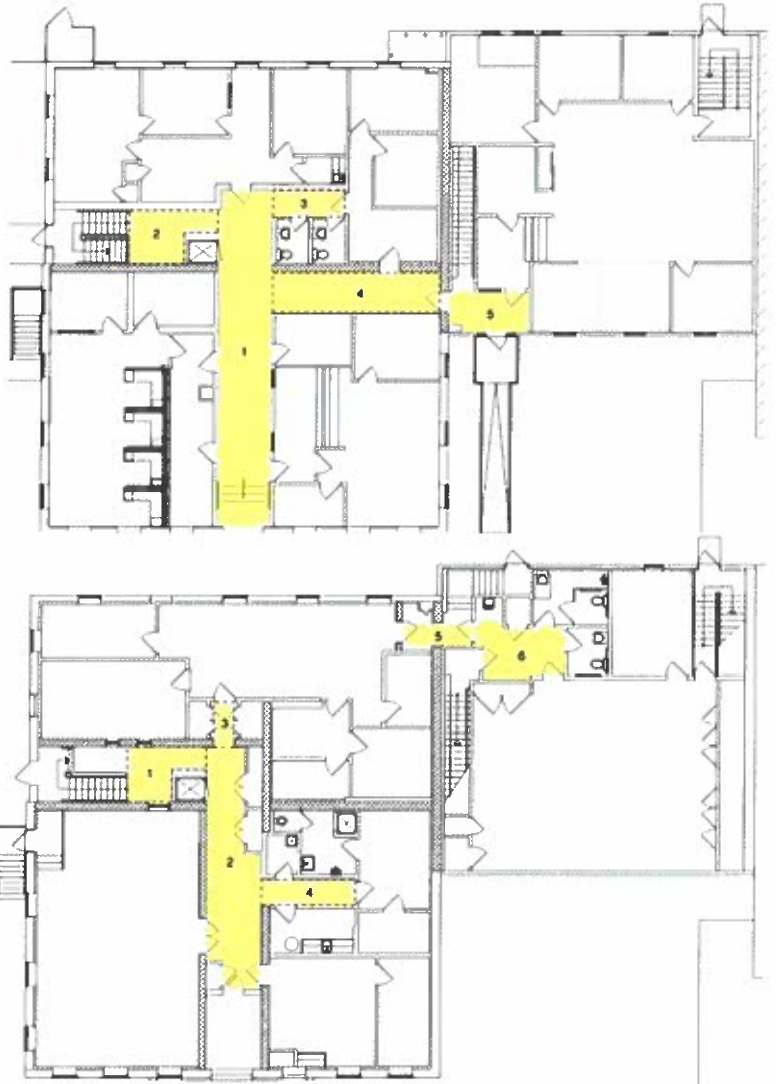
Table 9: Hallway Clear Widths and Lengths

Clear Width ADA (ADA Standards (403.51 – Appendix 5): 36" (3')
 IBC Minimum Corridor Width (Table 1020.2 – Appendix 6): 44" (3'-6")
 IBC Dead End Lengths (Section 1020.4 – Appendix 7) – 20'

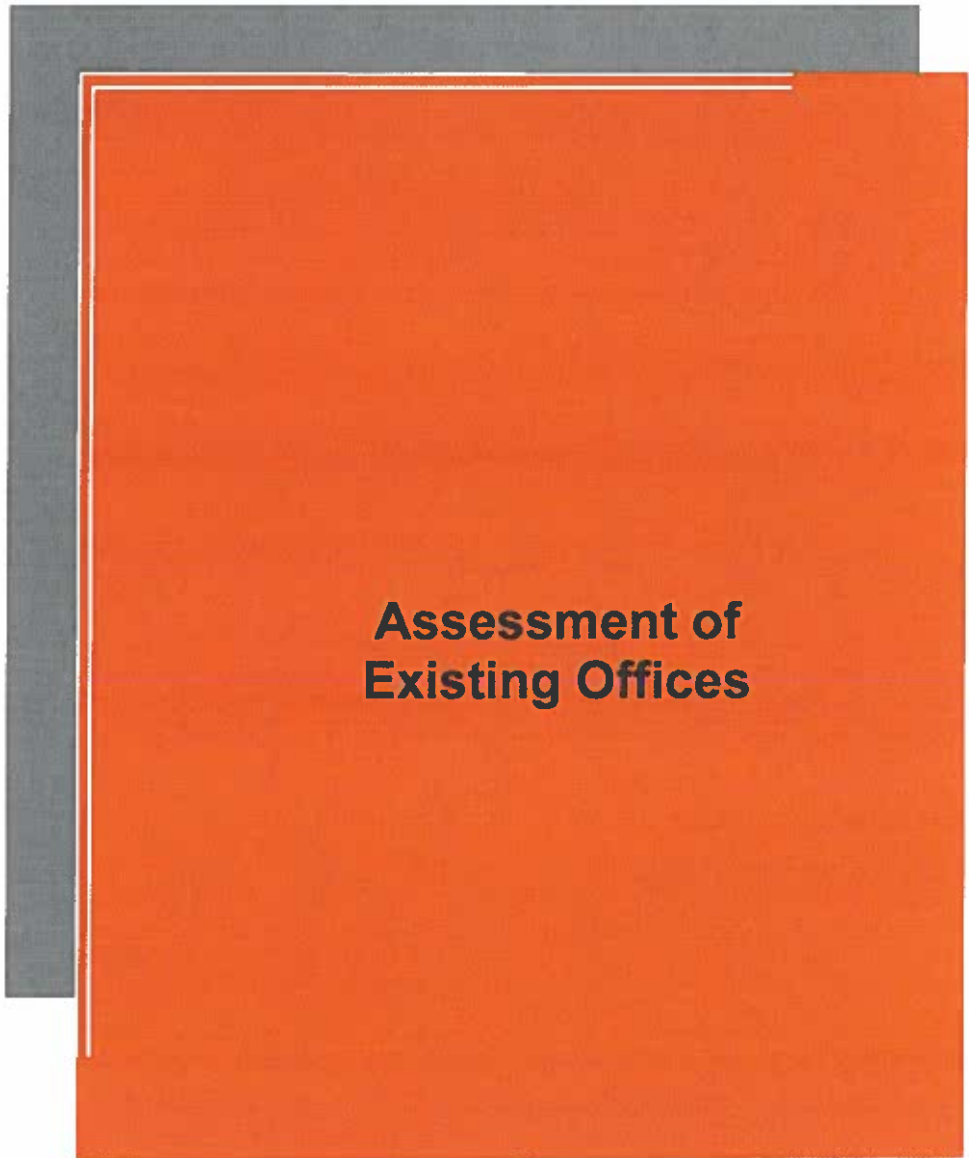
Hallways meet the IBC clear widths and IBC Dead End lengths for a corridor and ADA with the exception of Hallway 3 Basement Level, which does not comply with IBC or ADA clear width requirements.

Summary of Compliance:

- **Hallways:** Hallways overall are in compliance.
 - Consider redesign of Hallway 3 Basement level to remove storage each side to facilitate additional circulation for water payment window.
 - Consider future re-design of basement level to create new hall (connecting Hallway 4 with Hallway 5) to allow full access to the public meeting rooms.







Assessment of Existing Offices





Town Clerk Department:

The Town Clerk is broken up into 5 different spaces as shown in Table 10 and currently has a total of 6 employees.

Town Clerk Department	
Space	SQ/FT
Private Office	99
Vault	95
Window Service Work Area	140
Open Office Area	354
Customer Waiting / Payment Area	188
Total	876

Table 10: Town Clerk/Tax Collector Department Square Footages



The Private Office adheres to the recommended square footage, falling within the Small Private Office range of 90-150 square feet as detailed in the enclosed Office Requirements shown in Appendix 1, and is classified as a High-Density Level office with 80-150 square feet per employee, according to Appendix 2.

The Window Service Area and Open Office Area falls within the Standard Cubicle Configurations range 16-120 square feet, as outlined in Appendix 3. The Window Service area however does not conform with the recommended requirements of 60-110 square feet per person. The window service areas are ADA compliant.

The Vault fails to meet the required 125-200 square feet for file rooms, according to Appendix 4.

The Customer Waiting / Payment area has an occupant load factor of 5 which allows an occupant load of 38. This is unrealistic for queuing and circulation in the existing space.

The occupant load factor of 150 for the Office area nets an occupant load of 4. The vault with a load factor of 300, nets 1 additional occupant. Total allowed occupant load for the Town Clerk is 5, with the additional 38 customers. Per current load factors the existing Town Clerk Office exceeds the occupant allowed.

Summary of Compliance with Recommendations:

- **Private Office:** Meets the recommended square footage and density level requirements.
- **Vault:** Does not comply.
 - Consider installing a rolling high density storage filing system
 - Consider moving and expanding the file storage area to the open work area allowing a new office in the existing vault.
 - Consider relocating seasonal items to storage facility.
- **Window Service / Open Office Area:** Does not comply with the area density requirements but does comply with the standard cubicle size range. The Open Office Area exceeds occupant code.
 - Consider re-configuring the layout and the number of cubicles to elongate into the open work area and provide upper cabinets for storage options within the allowable occupant load.
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future storage/ office needs.
 - Consider a self-payment kiosk.
- **Customer Waiting/Payment Area:**
 - Consider redesigning the area for better flow and visibility by removing wall between waiting area and adjacent hallway.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.



Town Accessors Department:

The Town Accessors is broken up into 4 different spaces as shown in Table 11 and currently has a total of 3-4 employees.

Town Accessors Department	
Space	SQ FT
Private Office	116
File Storage	63
Open Office Area	354
Customer Waiting/ Payment Area	116
Total	649

Table 11: Town Accessors Department Square Footages

The Private Office meets the Enclosed Office Requirements outlined in Appendix 1, falling within the Small Private Office range of 90-150 square feet. Additionally, as per Appendix 2, it is classified under the High-Density level with 80-150 square feet per employee.

The File Storage room does not meet the Requirements from Appendix 4, which specify 125-200 square feet for file rooms.

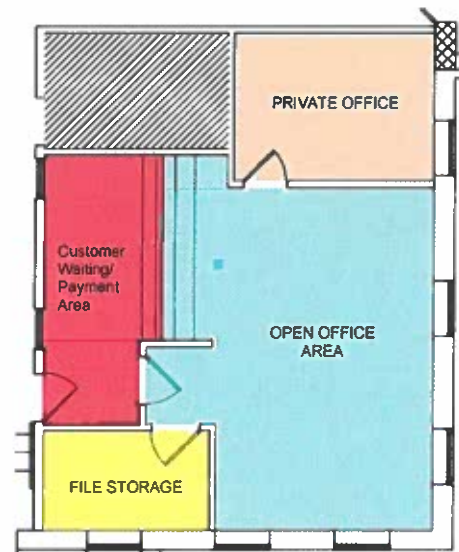
The Open Office area exceeds the requirements of 60-110 square feet per person, according to Appendix 2. The counter has two stations, one of which is ADA compliant.

The customer waiting payment area with a load factor of 5 allows an occupant load of 23 people. This is unrealistic for queuing and circulation in the existing space.

The occupant load factor of 150 for the Town Accessors office area and open work space provides 3 occupants. The File Storage with an occupant load of 300 nets an additional 1 person. Existing occupant load of 4 persons is compliant with codes.

Summary of Compliance with Recommendations:

- **Private Office:** Meets the recommended square footage and density level requirements.
 - Consider creating an office in the open space and utilize the existing space for future growth of the Town Hall offices/ support space.
- **File Storage:**
 - Consider installing a rolling high density storage filing system
- **Open Office Area:** Does not meet the density requirements but complies with the standard cubicle size range.
 - Consider the layout of cubicles to relate to customer counter area
- **Customer Waiting/ Payment Area:**
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future storage/ office needs.
 - Consider redesigning the area for better flow and visibility by removing wall between waiting area and adjacent hallway.
 - Consider a self-payment kiosk.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.

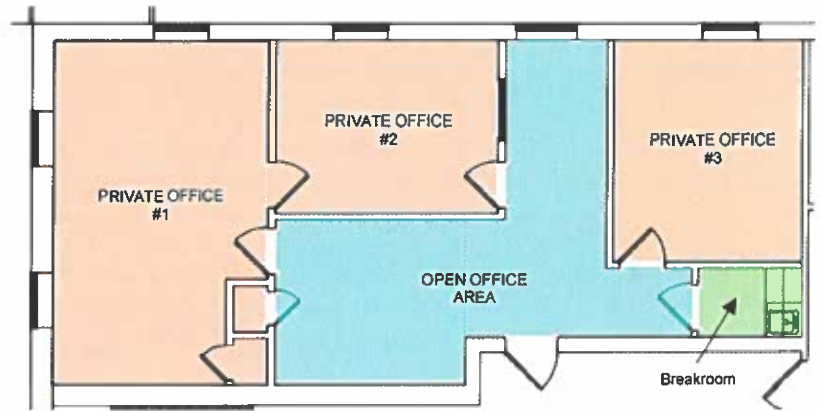


Board of Selectman Office:

The Board of Selectman is broken up into 5 different spaces as shown in Table 12 and currently has a total of 4 employees.

Board of Selectman Office	
Space	SQ FT
Private Office #1	234
Private Office #2	129
Private Office #3	140
Open Office Area	239
Breakroom	24
Total	766

Table 12: Board of Selectman Office Square Footages



Private Office #1 complies with the Enclosed Office Requirements for a Medium or Shared Office, falling within the 150-250 sq. ft. range, and aligns with the Average Density Level of 150-250 sq. ft. per employee as outlined in Appendix 2.

Private Office #2 & #3, meets the criteria for a Small Private Office of 90-150 sq. ft. per Appendix 1 and is classified under the High-Density level, requiring 80-150 sq. ft. per employee according to Appendix 2.

The Open Office Area exceeds the recommended space of 60-110 sq. ft. per employee as detailed in Appendix 2.

The occupant load factor of 150 for the Board of Selectman Offices allows 5 occupants. Existing occupant load of 4 is below the code limitation.

The kitchenette is a BOH support area and not ADA compliant.

Summary of Compliance with Recommendations:

- **Private Offices:** Meets the recommended square footage and density level requirements.
 - Consider reworking entire area to provide (3) three equal offices.
- **Open Office Area:** Exceeds the requirements
 - Consider relocating open office space to allow max file storage area.
 - Consider remaining floor space used for expansion of other Town Hall offices and or support space.
- **Breakroom:**
 - Consider relocating to allow access to all first-floor employees and minimize time lost traveling to basement level.
 - Consider making new break room ADA compliant.

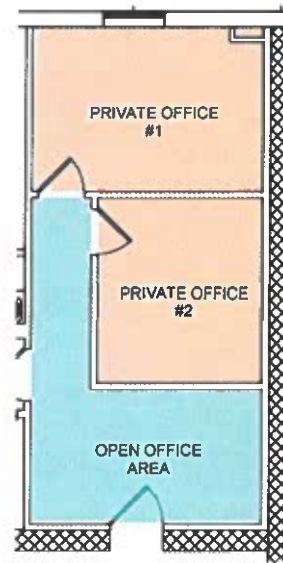


Sewer and Welfare Department:

The Sewer and Welfare is broken up into 3 different spaces as shown in Table 13 and currently has a total of 3 employees.

Sewer and Welfare Department	
Space	SQ FT
Private Office #1	126
Private Office #2	101
Open Office Area	140
Total	367

Table 13: Sewer Department Square Footages



Private Office #1 and #2 meets the Small Private Office criteria (90-150 sq. ft. per Appendix 1) and complies with the High-Density level, which necessitates 80-150 sq. ft. per employee according to Appendix 2.

The Open Office exceeds the recommended space range of 60-110 sq. ft. per employee detailed in Appendix 2, meeting the density requirements by providing more space than the minimum recommended.

The entry door doubles as a payment window for customers and is not ADA accessible and impacts the circulation of the hall.

The occupant load factor of 150 for the Sewer and Welfare allows 3 occupants. Existing occupant load of 4 is in line with the code.

Summary of Compliance with Recommendations:

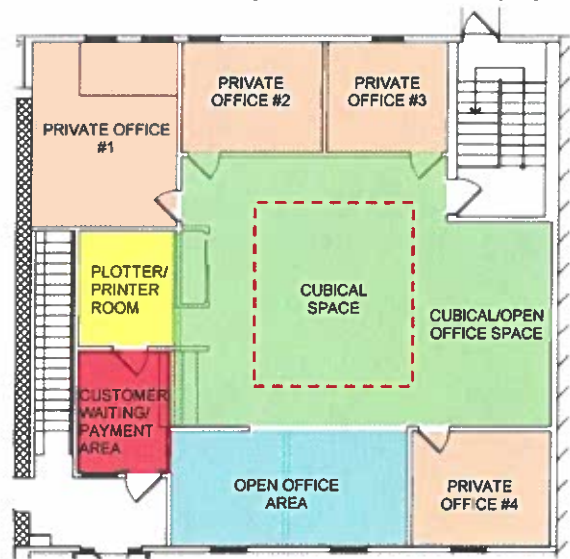
- **Private Offices:** Both Private Office #1 and #2 meet the minimum net floor area requirement and comply with the density requirements.
 - Consider expanding into the Board of Selectman's Office and rework to move Water Department into Sewer.
 - Consider relocating Picture ID
- **Open Office:** Exceeds the recommended density standards.
 - Evaluate the decline of in-office visits and project the number of public office visit over the next 5 years to determine if existing space could be projected for future office needs.
 - Consider redesigning the area for better flow and visibility by creating new ADA window at existing non-compliant toilet locations moving customers off the main circulation.
 - Consider a self-payment kiosk.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information. Minimizing customers exposure in the building.

Land Use Department:

The Land Use is broken up into 8 different spaces as shown in Table 14 and currently has a total of 14 employees.

Land Use Department	
Space	SQ FT
Private Office #1	163
Private Office #2	116
Private Office #3	100
Private Office #4	120
Cubicle/Open Office Space	675
Open Office Area	203
Plotter/Printer Space	84
Waiting/Reception Space	81
Total	1542

Table 14: Land Use Square Footages



Private Office #1 meets the Enclosed Office Requirements for a Medium or Shared Office, falling within the 150-250 square feet range, and aligns with the Average Density Level of 150-250 square feet per employee as outlined in Appendix 2.

Private Office #2, #3, and #4 all comply with the criteria for a Small Private Office (90-150 square feet per Appendix 1) and are classified under the High-Density level, requiring 80-150 square feet per employee according to Appendix 2.

The Cubical / Open office space exceeds the Open Work Area Requirements of 60-110 square feet per employee, shown in Appendix 2, featuring two desk configurations and four cubicles with a current approximate size of 30 square feet each, which is within the Standard Cubical Configurations range of 16-120 square feet per Appendix 3.

The Open Office Space does not comply with the recommended 60-110 square feet per employee, with four desk configurations.

The plotter/printer space has no specific common area requirements.

The waiting/reception space does not meet the Common Area Requirements of 100-200 square feet per person for waiting areas as per Appendix 4. The customer counter is not ADA compliant.

The occupant load factor of 150 for the Land Use office area and open work space allows 10 occupants. The Customer/ Waiting area with a load factor of 5 allows an additional 16 people. Existing occupant of 14 employees exceeds the code.

Summary of Compliance with Recommendations:

- **Private Office #1:** Meets the recommended square footage and meets the Average Density Level.
 - Consider creating a storage closet in the corner.
- **Private Offices #2, #3, and #4:** Meet the criteria for a Small Private Office and comply with the High-Density level.
- **Cubical/Open Office Space:** Exceeds the recommended Open Work Area Requirements and the cubicle configurations fall within the Standard Cubical Configurations requirements.
 - Consider relocating the two desk configurations to the open office.
 - Consider relocating storage closet
 - Consider reworking cubicles to remove internal 3'-0" wide circulation. Cubicles to be back-to-back with high sound absorbing fabric panels.
 - Reworking cubicles will allow the four desk configurations to be re-worked into cubicles.
- **Open Office Space:** Does not meet the recommended square footage per occupant load.
 - Consider providing two offices for the two desk configurations in the cubicle open space.



- Consider relocating existing four desk configurations to cubical area.
- **Plotter/Printer Space:** No specific common area requirements are applicable.
 - Consider providing millwork above equipment for additional storage
- **Waiting/Reception Space:** Does not meet the recommended square footage.
 - Consider reworking counter to provide second customer service area that is ADA compliant.
 - Consider redesigning the area for better flow and visibility by creating an open Customer Waiting Area.

Copy/Printer Room:

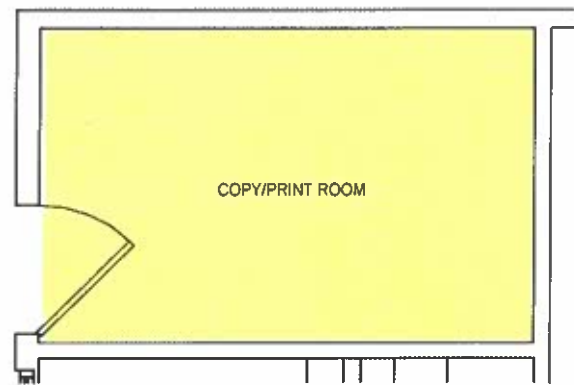
There is one supporting space located on the first floor as shown in Table 15:

Copy/Print Room	
Space	SQ FT
Copy/Print Room	83

Table 15: First Floor Supporting Spaces

There are no specific standard space requirements for this area, which remains accessible to anyone as the door stays propped open throughout the day. The room houses a large printer and copier, a Pitney Bowes mail machine, and a small label printer that fits on a shelf.

Occupant load of 150 allows 1 person. This is a BOH support space for the building.



Summary of Compliance with Recommendations:

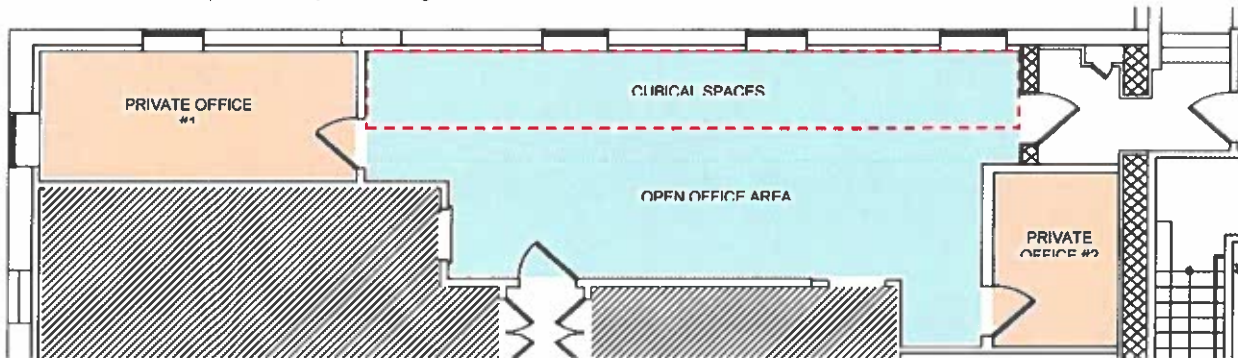
- **Copy / Print Room**
 - Consider closing this space off from the public by providing a key fob or punch code door access.
 - Consider reconfiguring the space and providing millwork storage cabinets
 - Consider moving cleaning supplies to janitors' closet
 - Consider providing each department with a printer to reduce size of room.

Finance and Water Department:

The Land Use is broken up into 3 different spaces as shown in Table 16 and currently has a total of 5 employees.

Finance and Water Department	
Space	SQ FT
Private Office #1	131
Private Office #2	68
Cubicle Space/Open Office Space	450
Total	649

Table 16: Finance Department Square Footages



Private Office #1 also adheres to the criteria for a Small Private Office, falling within the 90-150 square feet range per Appendix 1, and complies with the High-Density level, requiring 80-150 square feet per employee as outlined in Appendix 2.

Private Office #2 does not meet the square foot requirement and is too small to fall within any standard office size density.

The Cubicle/Open Office Space meets the minimum square foot requirement and exceeds the recommended density of 60-110 square feet per employee detailed in Appendix 2 and includes four cubicles.

Door into department doubles as a customer service window which is not ADA compliant.

The occupant load factor of 150 for the Finance and Water allows 5 occupants. Existing occupant load of 5 exceeds the code.

Summary of Compliance with Recommendations:

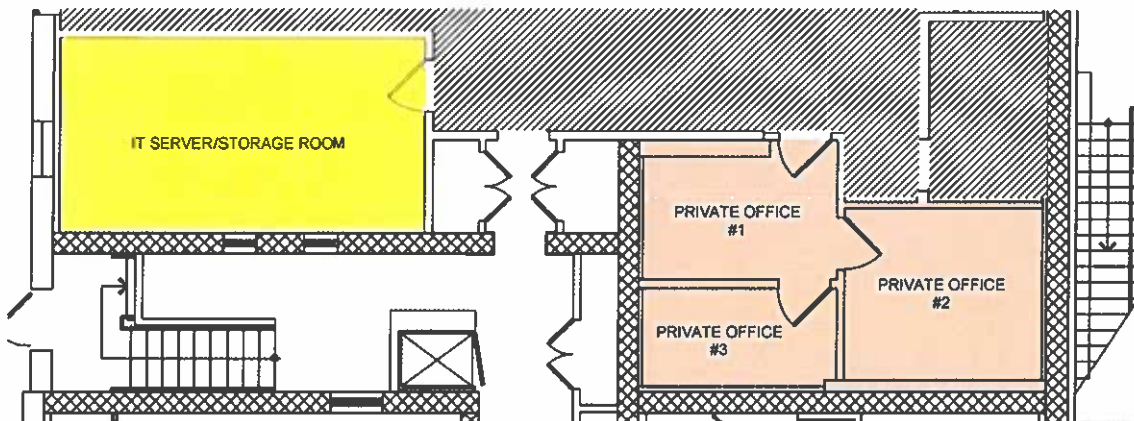
- **Private Office #1:** meets the minimum square foot requirement. Complies with the Small Private Office and the High-Density level requirements.
- **Private Office #2** does not meet the minimum required square foot and does not fit into a standard office density.
 - Consider reworking area to provide two equal size offices adjacent to each other.
- **Cubicle/Open Office Space:** Meets the minimum net floor area requirement of 70 square feet. Exceeds the recommended Open Work Area Requirements and the cubicle configurations fall within the Standard Cubical Configurations range.
 - Consider moving the Water Department upstairs with the Sewer.
 - Consider removing closet outside entrance into area to provide a larger window / access for customers.
- **Overall Customer Experience**
 - Consider having one area for customers to make payments and or request information on the main floor. Minimizing customers exposure in the building.
 - The Customer Counter is not ADA compliant. Consider reworking the counter.

IT Department:

The IT is broken up into 4 different spaces as shown in Table 17 and currently has a total of 3 employees.

IT Department	
Space	SQ FT
Private Office #1	84
Private Office #2	113
Private Office #3	63
IT Server/Storage Room	238
Total	498

Table 17: IT Department Square Footages



Private Office #1 is too small to fall under any of the standard office size categories.

Private Office #2 meets the criteria for a Small Private Office (90-150 square feet per Appendix 1) and is classified under the High-Density level, requiring 80-150 square feet per employee as per Appendix 2.

Private Office #3 is too small to fit into any of the common office size classifications.

The IT Server Room contains servers and toner boxes, but it is also used for extra storage. It holds various items such as old monitors, old printers and other equipment. The server room is not ADA accessible with a step up.

The occupant load factor of 150 for the IT office allows 2 occupants with an additional 1 occupant in the server room. Existing occupant load of 3 is in line with the code.

Summary of Compliance with Recommendations:

- **Private Office #1:** meets the recommended square foot. *Part of the office is used for circulation to other offices, putting the office under the recommend square foot at 54 SF.
 - Consider reworking this area to provide a needed work bench free from circulation to other offices
- **Private Office #2:** meets the recommended square foot.
 - Consider reworking entrance to office to minimize impact to other IT offices.
- **Private Office #3:** does not meet the recommended square feet.
 - Consider reworking area to provide an office equal in size to Office #2.
- **IT / Server Room**
 - Consider relocating storage items and or creating a storage closet with separate access.
 - Consider reworking IT offices around server room.
 - Consider providing a ramp

Trustee Office:

The Trustee has a shared office as shown in Table 18 and currently has 3 part time employees.

Trustee Office	
Space	SQ FT
Office	116

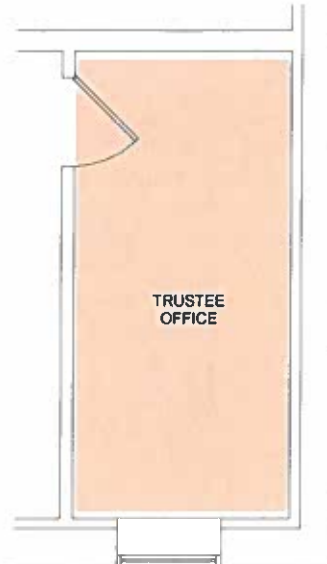
Table 18: Trustee Office Square Footages

The Trustee Office adheres to the minimum net floor area requirement. Additionally, the office meets the criteria for a Small Private Office of 90-150 sq. ft. per Appendix 1 and is classified under the High-Density level, requiring 80-150 sq. ft. per employee according to Appendix 2

The occupant load factor of 150 for the Trustee office allows 1 occupant. Existing occupant load of 3 exceeds the code, however not all part time employees are in the office at one time.

Summary of Compliance with Recommendations:

- **Trustee Office:** Meets the recommended square foot.
 - Consider relocating the office and expanding the break room / kitchen are into one space.

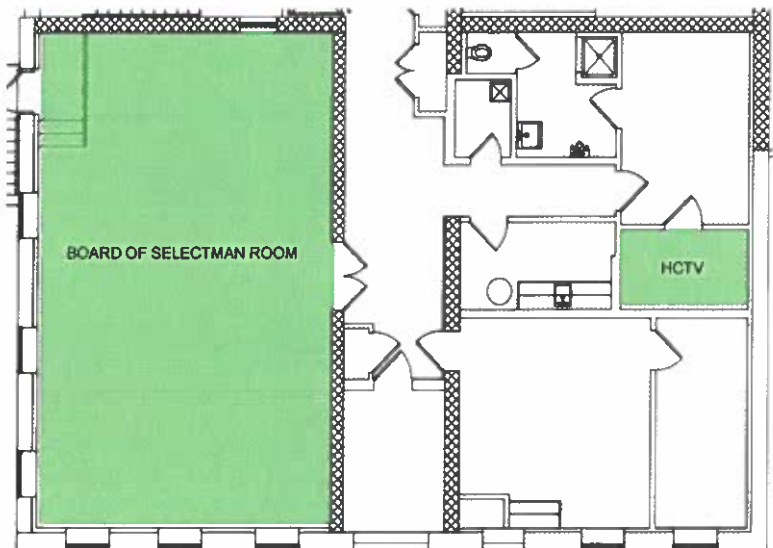


Board of Selectman Meeting Room:

The Board of Selectman is broken up in two rooms as shown in Table 19a in the basement and currently holds a maximum of 34 people.

Board of Selectmen	
Space	SQ FT
Board of Selectmen Room	885
HCTV Room	61
Total	946

Table 19a: Meeting Room Square Footages



The Board of Selectman meeting room currently has a Place of Assembly Permit that caps out the room at 34 occupants. Using this fixed number and the common requirements, Appendix 4, the room would be required to be 900 square feet, which it does not meet.

Section 1004, IBC Chapter 10 Table 1004.5 with an occupant load factor of 15 would allow a total of 59 occupants. The Board of Selectman has the required two means of egress to comply with code.

The HCTV Room meets the minimum requirement square feet. The HCTV Room is equipped with recording/broadcast equipment for meetings in the Selectman Board Room.

Summary of Compliance and Recommendations:

- **Board of Selectman Meeting Room:** Does not comply with the IBC
 - Occupant load complies. With or without permit occupant cap.
 - Number of egress doors comply
 - Access to the space does not comply
 - Consider repairs to the vertical lift
 - Consider redesign of the stairs to allow code compliant landings and handrails.
 - Consider redesign to provide area of refuge
- **HCTV:** Complies.

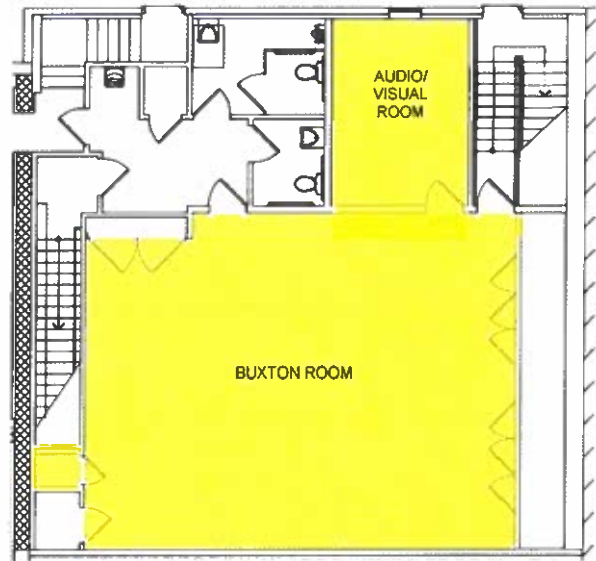


Buxton Meeting Room:

The Buxton Room is broken up in two main rooms and three supporting closets as shown in Table 19b in the basement and currently holds a maximum of 34 people.

Buxton Meeting Room	
Space	SQ FT
Buxton Meeting Room	960
Audio/Visual Room	173
Buxton Closet	100
Total	1143

Table 19b: Meeting Room Square Footages



The Buxton Meeting Room and Audio/Visual Room adheres to the minimum net floor area requirement of 70 square feet for habitable rooms.

The Place of Assembly Permits that cap out the room at 34 people.

Using this fixed number and the common requirements of a conference room, Appendix 4, the rooms need to be 900 square feet to account for everyone. With this square footage Buxton Meeting Room meets this requirement is the Buxton Meeting Room.

Section 1004, IBC Chapter 10 Table 1004.5 with an occupant load factor of 15 would allow a total of 64 occupants. The Buxton Room however does not have the required two means of egress to comply with code and will require the occupant 'cap'.

Summary of Compliance and Recommendations:

- **Buxton Meeting Room:** Meets recommended square footage.
- **Audio/Visual Room:** Meets recommended square footage.

Break Room:

The Break Room is divided into 2 spaces as shown in Table 20.

Break Room	
Kitchen	75
Break Room	233
Total	308

Table 20: Staff Spaces

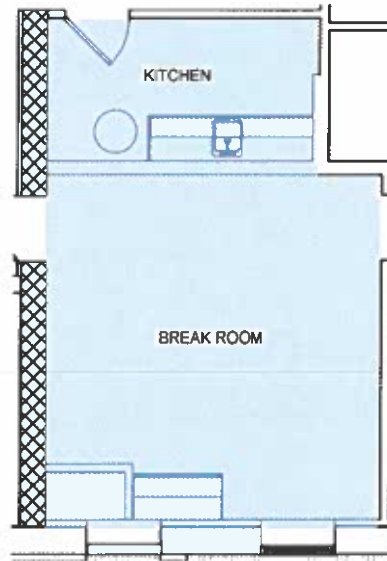
The Common Area Requirements for a break room are: 15 sq. per seated/resting person per IBC occupant load Section 1004.

Based off of the Common Area Requirements and the current square footage of the room the allowed occupancy of the room which is 16 people.

The Break Room do not meet ADA requirements

Summary of Compliance and Recommendations:

- **Break Room:** Not ADA compliant.
 - Consider combining the kitchen and break room area into one room.
 - Consider re-designing the millwork to comply with ADA codes.
 - Consider turning the existing kitchen area into mechanical/ storage closet with racking system for employees' seasonal items.



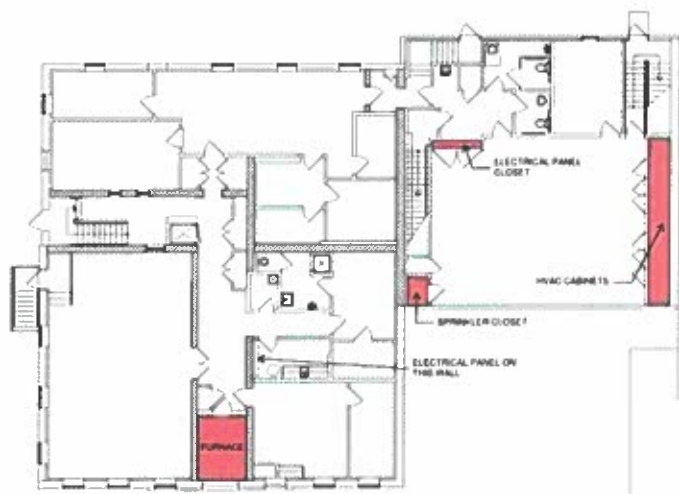
Mechanical and Electrical Spaces:

There are 4 Mechanical and Electrical Spaces as shown in Table 21:

Mechanical and Electrical Spaces	
Space	SQ. FT
HVAC Cabinets	100
Furnace	87
Elec. Panel Closet	11
Sprinkler Closet	18
Total	216

Table 21: Mechanical and Electrical Spaces

There are no standard requirements for these rooms.



Janitor Spaces:

There are 3 Janitor Spaces as shown in Table 12:

Janitor Spaces	
Janitor Closet	27
Storage Room #1	147
Storage Room #2	14
Total	188

Table 12: Janitor Spaces



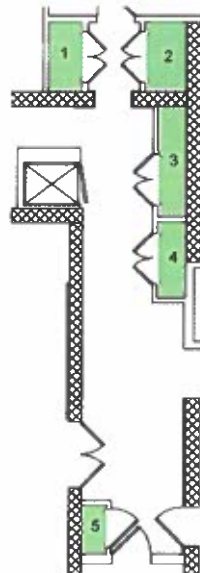
There are no standard requirements for these rooms.

Closets:

There are 5 Closets as shown in Table 13:

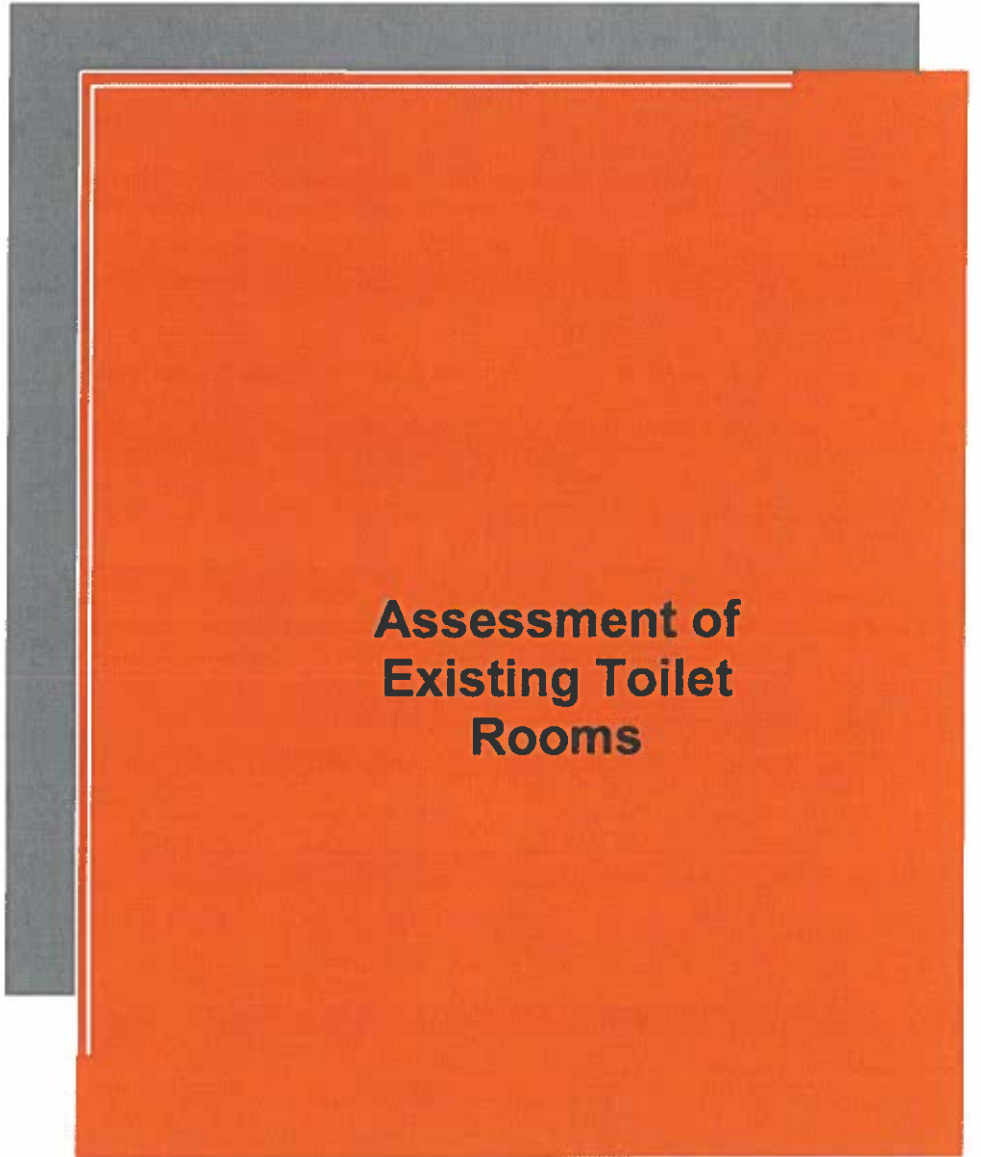
Closets	
Space	SQ. FT
#1	15
#2	17
#3	19
#4	13
#5	8
Total	72

Table 13: Closets



There are no standard requirements for these rooms.





**Assessment of
Existing Toilet
Rooms**





ADA Toilets:

Occupant Load:

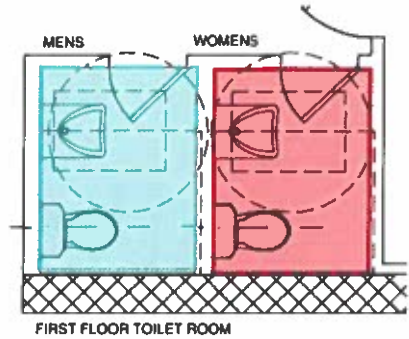
First Floor	66
Basement	101
Total	167

Table 24: Occupancy Load

Toilet Count:

	Existing	Required
First Floor	2	3
Basement	3	3
Total	5	6

Table 25: IBC Toilet Count



IBC code, Table 2902.1, states, for a business occupancy, that there should be 1 [toilet] per 25 for the first 50 and 1 per 50 for the remainder exceeding 50. To see ADA Codes please reference Appendix 13-19.

Table 26 (pg. 44) breaks down the ADA codes and identifies which bathrooms currently do and do not have when it comes to ADA Standards

The First Floor of the building currently has 2 non-compliant ADA toilets. Toilets are installed closer than 18" on center to the wall and the required floor clearances / turning radius are not met.

The Basement level currently has three toilets, shower room all non-compliant ADA.

The toilets are not installed per standards to the adjacent wall/ partition and required floor clearances / turning radius are not met.

The building overall has 5 toilets, according to the IBC a total of 6 toilets as shown in Table 25 are required. One each male, female are required to meet full ADA Compliance. A shower is not required, but if provided in a new location would be required to meet ADA compliance.

Summary of Compliance and Recommendations:

- Toilets: Existing Town Hall is not compliant with current toilet counts and is not complaint with ADA requirements.
 - Consider renovating the existing toilet rooms to meet current codes and ADA compliance.

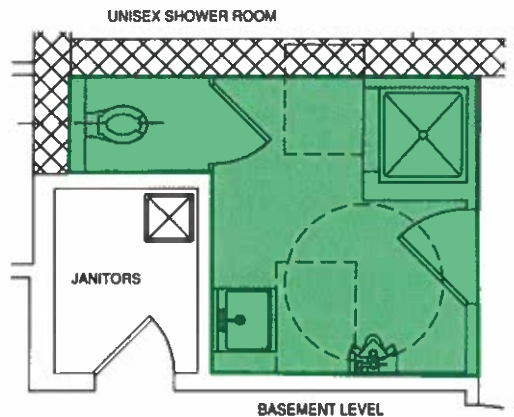
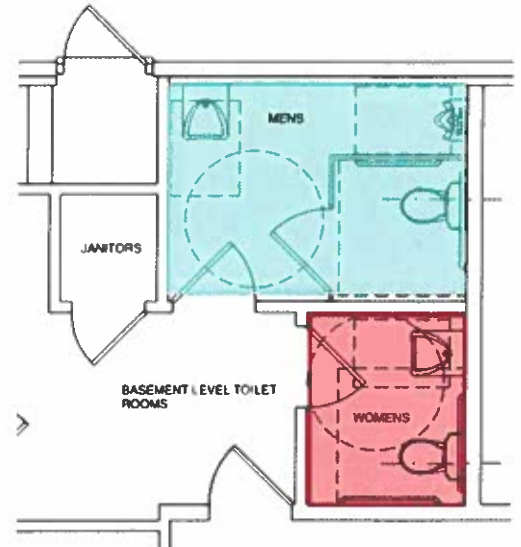
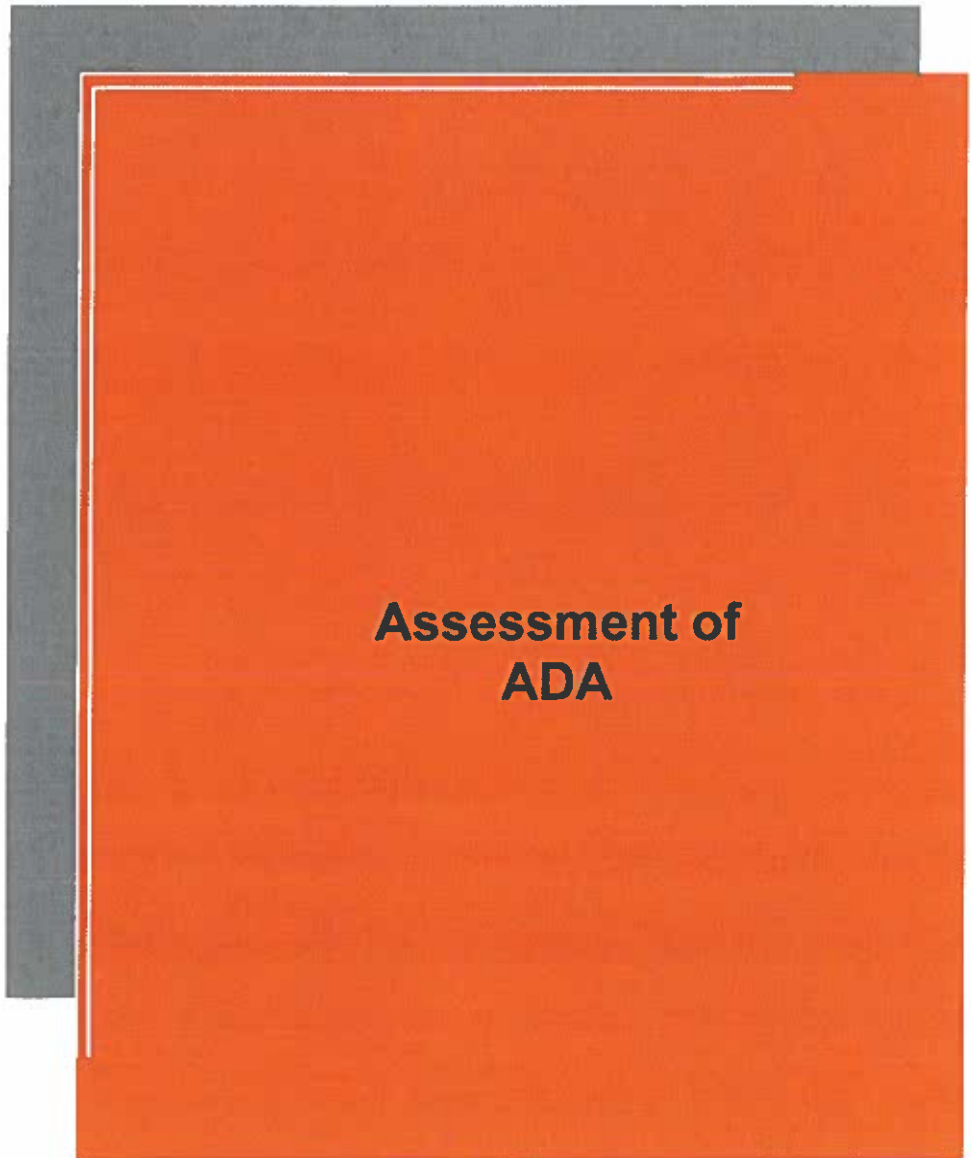


Table 24: Existing Bathrooms and if they are to ADA Standards

		First Floor										
		Primary Requirements for Assessment					Secondary Requirements for Assessment					
		Turning Radius (60" Diameter Circle)	Toilet (16" 18" off the wall)	Toilet Clearance (min of 60"x56")	Sink Clearance (min of 30"x48")	Grab Bars	Toilet Paper Dispenser (7"-9" away from toilet, 15"-48" A.F.F., not behind grab bars)	Mirror (Bottom max 40" A.F.F., top min of 74" A.F.F.)	Coat Hooks and Shelves (15"-48" unobstructed)	ADA Compliant		
Men's		No	Yes	No	Yes	No	No	Due to primary ADA requirements not being met, secondary assessment N/A.			NO	
Woman's		No	Yes	No	Yes	No	No	Due to primary ADA requirements not being met, secondary assessment N/A.			NO	
Basement												
		Primary Requirements for Assessment					Secondary Requirements for Assessment					
		Turning Radius (60" Diameter Circle)	Toilet (16" 18" off the wall)	Toilet Clearance (min of 60"x56")	Sink Clearance (min of 30"x48")	Grab Bars	Shower (seat in shower, way to enter shower, min of 36"x36" for transfer shower or 60"x30" for roll in)	Urinal (17" max off ground)	Toilet Paper Dispenser (7"-9" away from toilet, 15"-48" A.F.F., not behind grab bars)	Mirror (Bottom max 40" A.F.F., top min of 74" A.F.F.)	Coat Hooks and Shelves (15"-48" unobstructed)	ADA Compliant
Men's		Yes	No	Yes	Yes	Yes	N/A	Yes				NO
Woman's		No	No	No	Yes	No	N/A	N/A	Due to primary ADA requirements not being met, secondary assessment N/A.			NO
Bedroom With Shower		Yes	No	No	No	No	No	Yes				NO



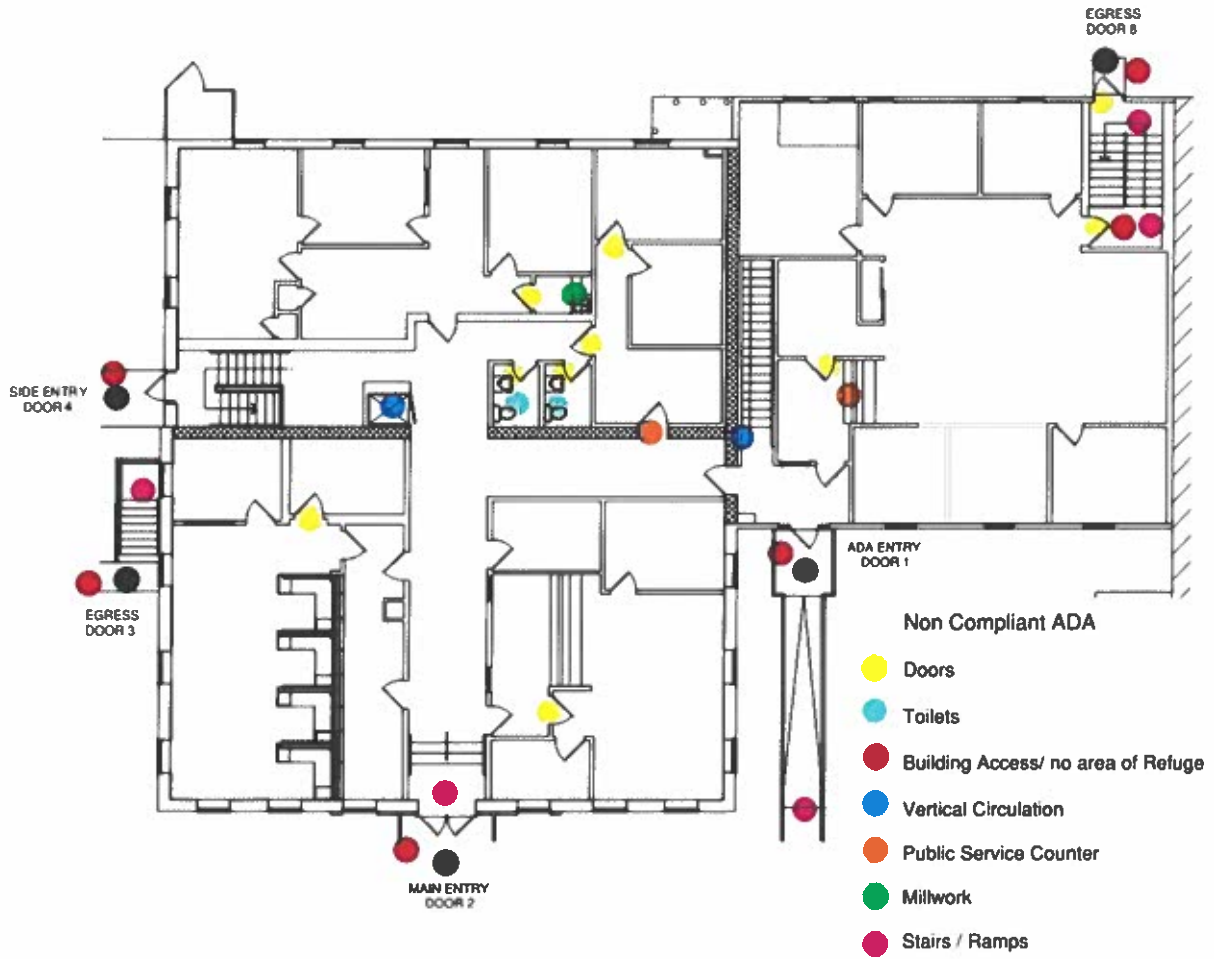
**Assessment of
ADA**



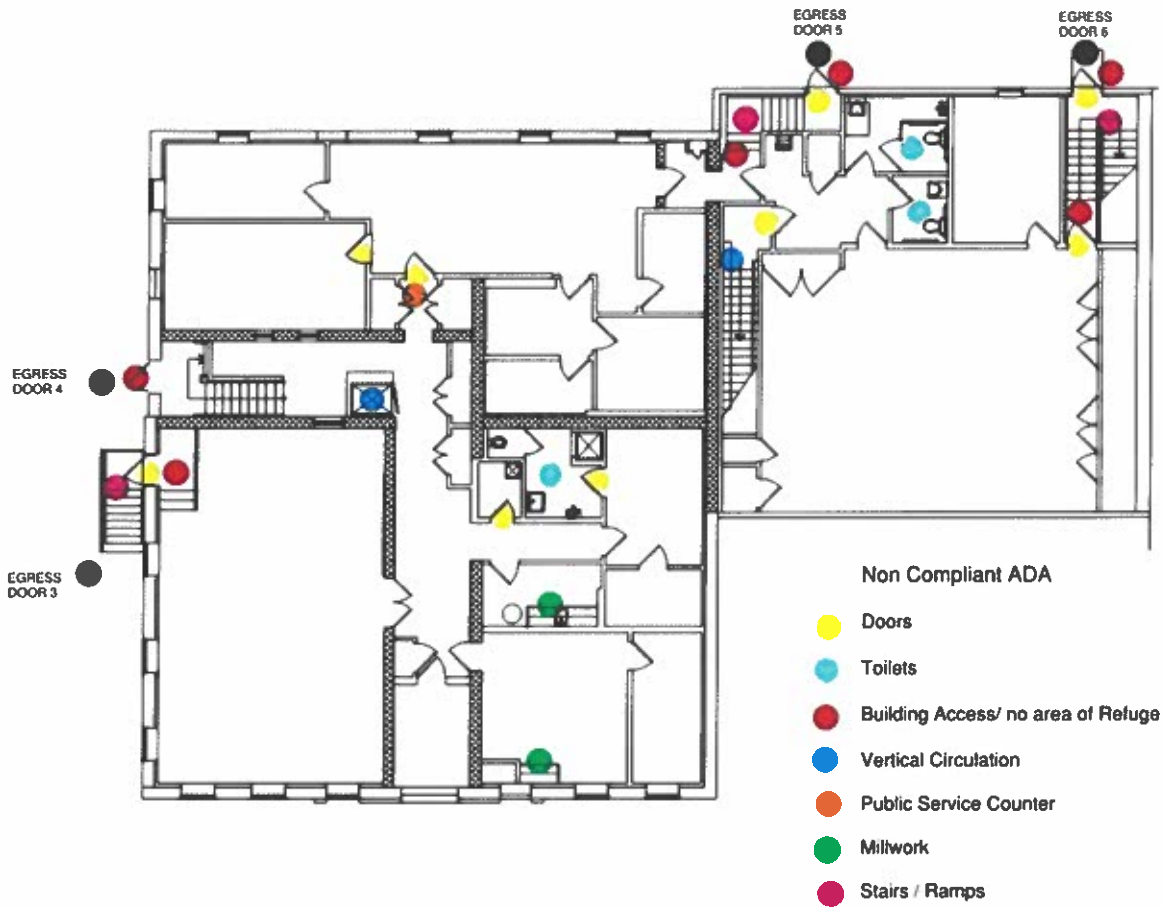


Non-Compliant ADA

First Floor Plan



Basement Level Floor Plan



Meeting Rooms

ADA Standards section 216.10

- *Assistive Listening Systems states that each assembly area required by 219 to provide assistive listening systems shall provide signs informing patrons of the availability of the assistive listening system.*

Currently, there are no assistive listening systems in the meeting rooms, per Table 219.3 located in Appendix 20, states that there needs to be a minimum of 2 in both the Selectman and Buxton Room.

Access to either of the meeting is no ADA compliant. A chair lift and lift as stated is prior are not operable.

Within each space wheelchair clearance are provided.

Recommendations:

- Consider repairing the vertical circulation.
- Consider connecting both meeting spaces with future re-design

Door Clearances

Please refer to Appendix 21 for push/pull clearances for a door.

10 doors on the first floor do not meet door clearances and 9 doors in the basement do not meet door clearances as well. A total of 19 doors for the entire building do not meet door clearances.

Recommendations:

- Consider redesign of door layouts with future re-design.

Kitchen/Breakroom

2010 ADA Standards.

The kitchen is not ADA compliant with millwork and reaches requirements.

The pull side of the door does not meet the proper clearances (Appendix 21), there is no turn radius for a wheelchair, the sink does not allow access for a wheelchair, and the shelving is too high for someone in a wheelchair.

The breakroom millwork does not meet ADA compliances. The push and pull side of the door meets clearances and there is a turning radius for a wheelchair.

Recommendations:

- Consider redesign/relocate kitchen to meet ADA standards.

Signage

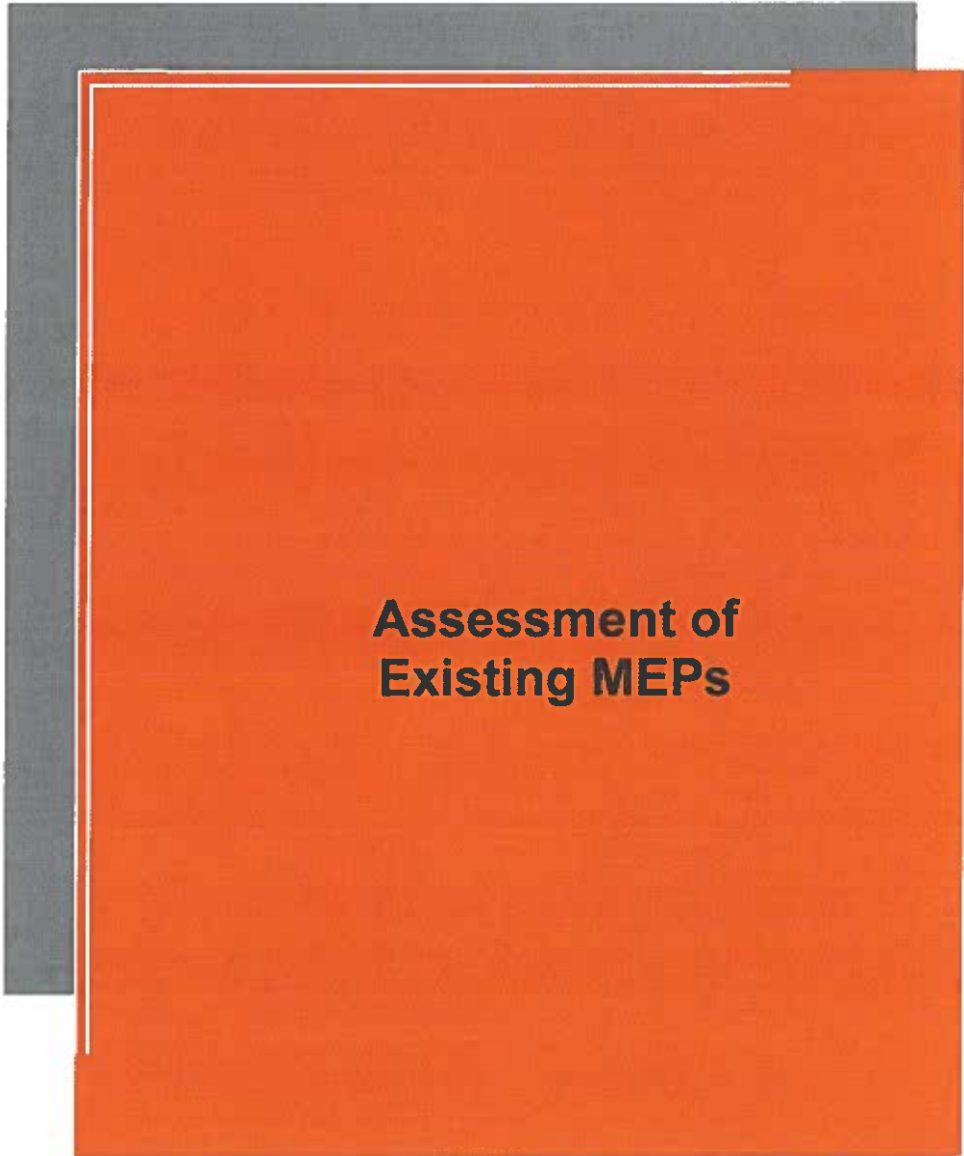
2010 ADA Standards Section 216 and 703

- **216.2 Designations.** Interior and exterior signs identifying permanent rooms and spaces shall comply with 703.1, 703.2, and 703.5. Where pictograms are provided as designations of permanent interior rooms and spaces, the pictograms shall comply with 703.6 and shall have text descriptors complying with 703.2 and 703.5
- **216.3 Directional and Informational Signs.** Signs that provide directions to or information about interior spaces and facilities of the site shall comply with 703.5.
- **216.4.1 Exit Doors.** Doors at exit passageways, exit discharge, and exit stairways shall be identified by tactile signs complying with 703.1, 703.2, and 703.5.**216.4.3 Directional Signs.** Signs required by section 1003.2.13.6 of the International Building Code (2000 edition) or section 1007.7 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1) to provide directions to accessible means of egress shall comply with 703.5.
- **216.8 Toilet Rooms and Bathing Rooms.** Where existing toilet rooms or bathing rooms do not comply with 603, directional signs indicating the location of the nearest toilet room or bathing room complying with 603 within the facility shall be provided. Signs shall comply with 703.5 and shall include the International Symbol of Accessibility complying with 703.7.2.1.

The building has signs that indicate locations and or offices, however, none of them are to ADA standards. No raised characters (703.2), braille (703.3) provided. Additionally, instillation and height (703.4) are not compliant.

Recommendations:

- Consider providing signage to meet ADA standard requirements.

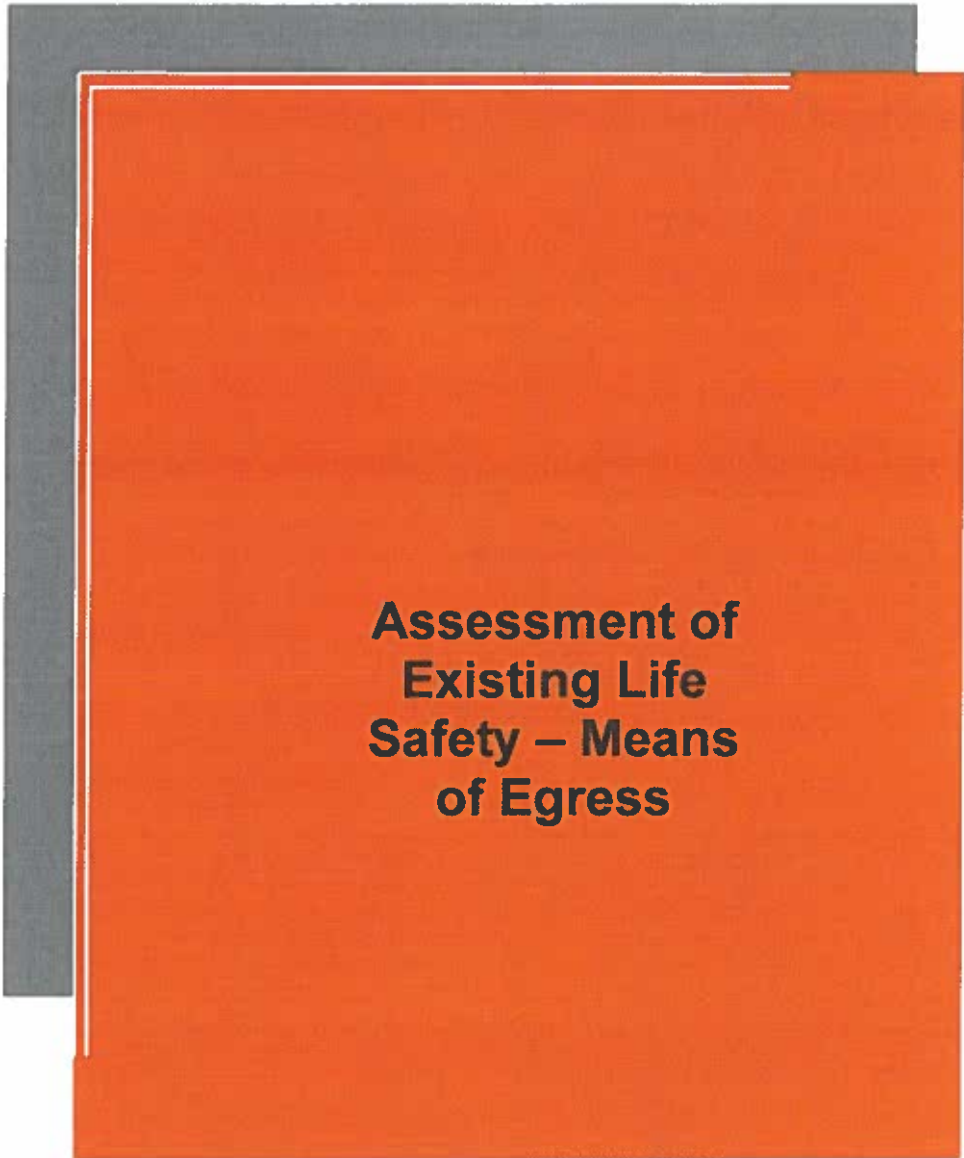


**Assessment of
Existing MEPs**









**Assessment of
Existing Life
Safety – Means
of Egress**





Egress:

Looking at the means of egress of the building, Hudson Town Hall has plenty of exits out of the building to comply with the occupant load.

Life Safety Elements:

- The building provides the minimum exit directional signs for an emergency.
- Pull Fire Alarm:
 - One is located at every exterior door on the first floor.
 - One is located in the egress stairway off of Buxton Room.
 - One is located near the Finance / Water door near the Buxton Room.
 - One is located at the exterior door of the Selectman Meeting Room.
- Fire Alarms are located throughout the building
 - Lights and audio
- Fire extinguisher:
 - Located in every main hallway.
 - Located by the exterior doors near Land Use, Town Clerk / Debt Collector and Selectman Offices.
 - Located in the Buxton Room
 - Located in the IT Server / Storage Room
 - Located in the Selectman Meeting Room
 - Located in the Kitchen
- Smoke Detectors
 - Located throughout the building.
- Sprinklers
 - *Located throughout the building.
 - Finance Department, Water, Breakroom and the Kitchen do not have sprinklers.

Recommendations:

- Consider relocating and or adding exit signs for better public visibility.
- Consider adding sprinklers as required.
- Consider adding additional Pull Fire Alarms as required to coordinate with renovations.

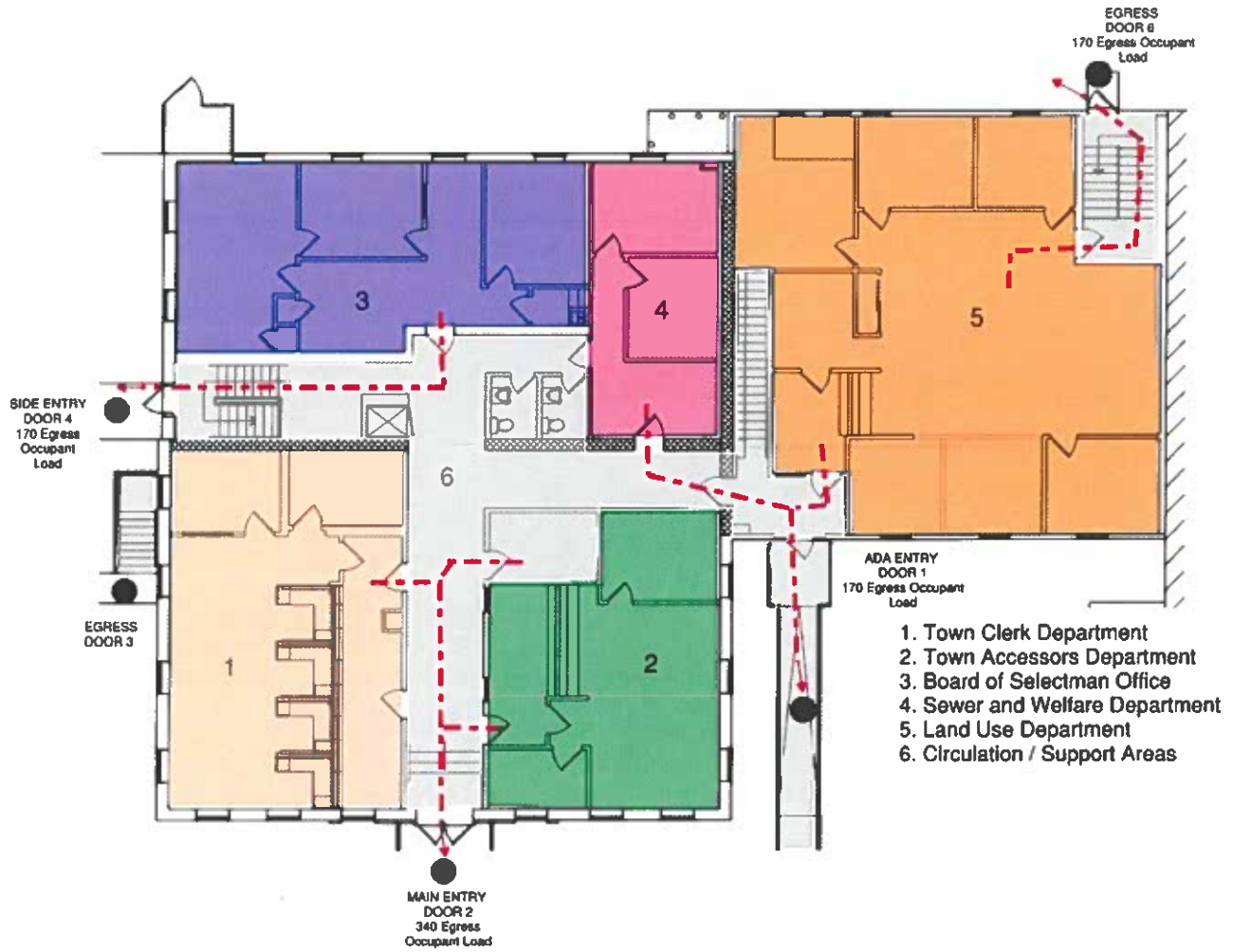
Public access into the building and emergency exits for both the public and employees are fair. No area of refuge is provided nor required. ADA access to the building and within is compromised and not compliant.

The interior of the building does not maintain 'controlled' access to the public. Interior support offices like the mail copy room are accessible to the public as is the employee break room and several other BOH storage areas and spaces.

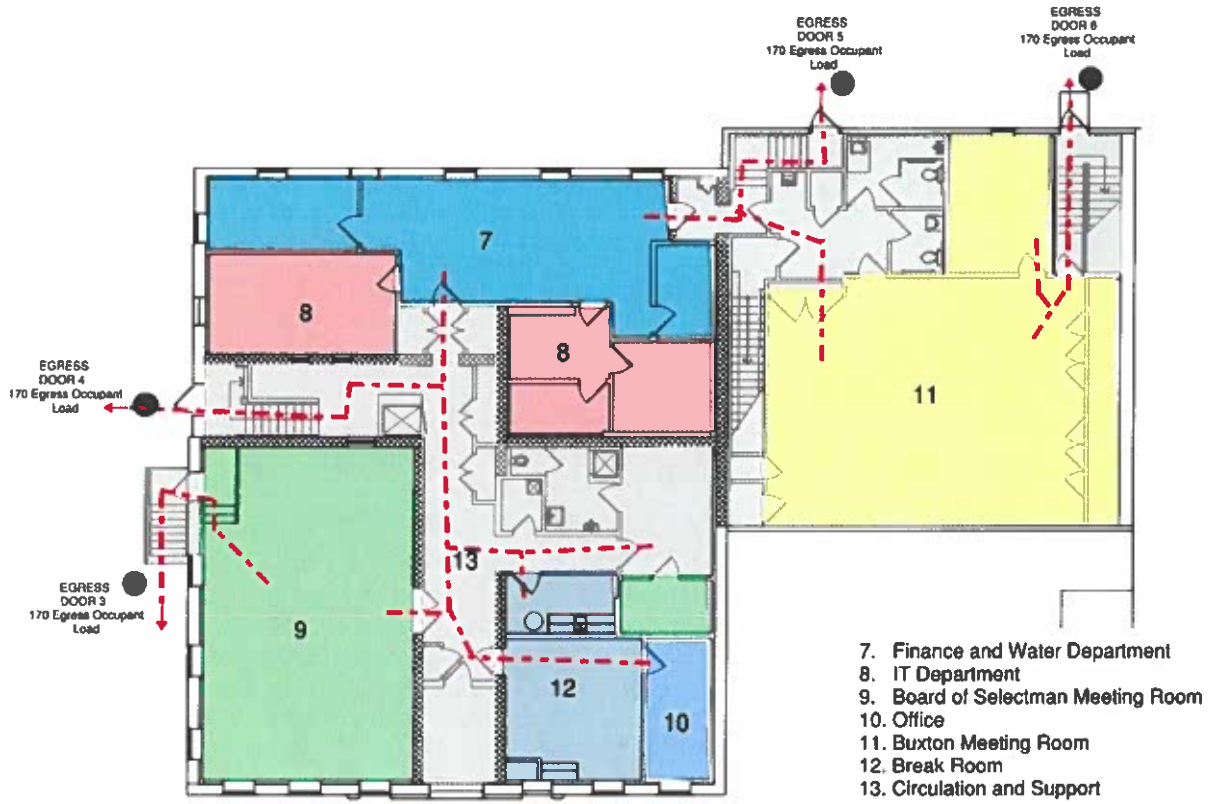
Recommendations:

- Consider redesign of spaces that prevent the public from being able to access employee-only marked areas.
- Consider installing a lock or passcode device to employee-only marked areas.

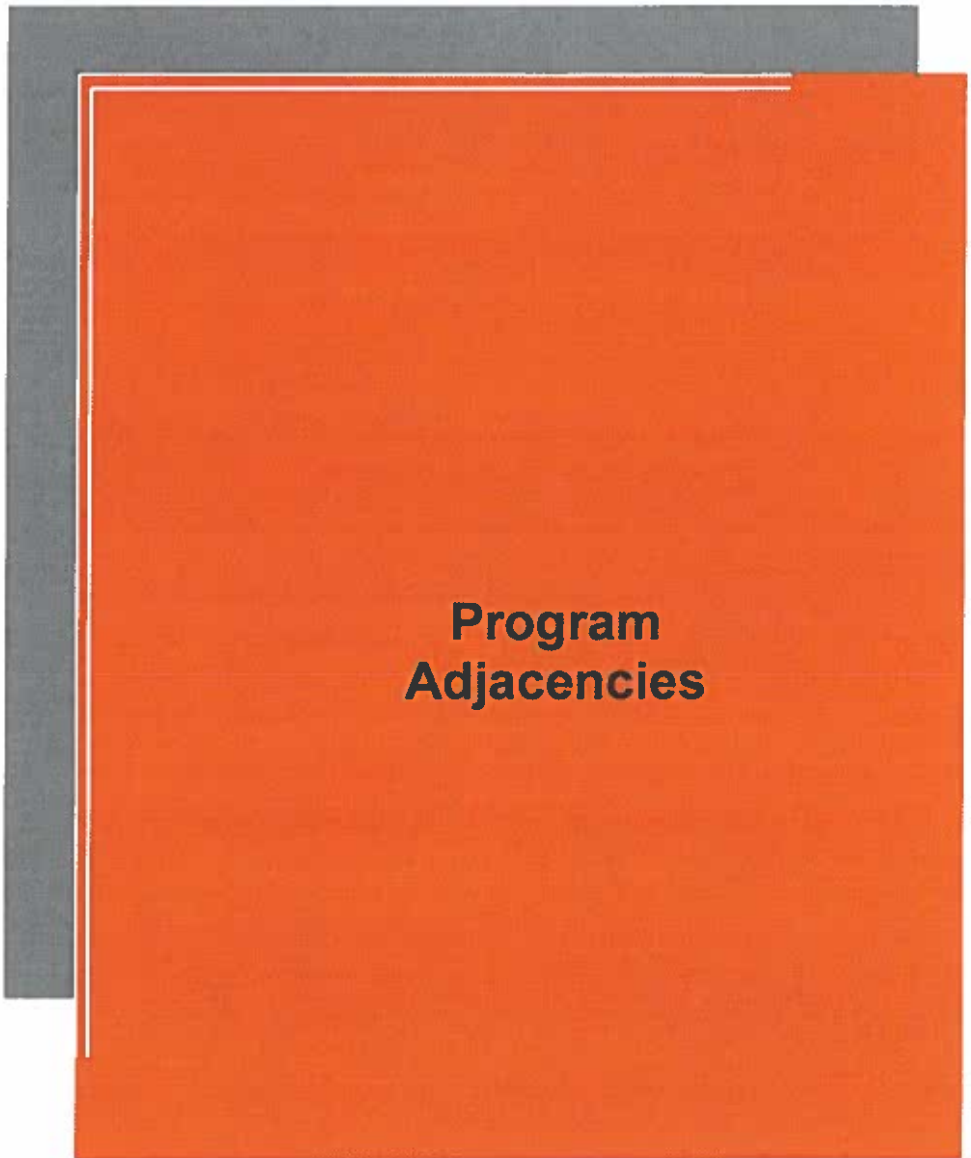
First Floor Plan of Egress



Basement Floor Path of Egress





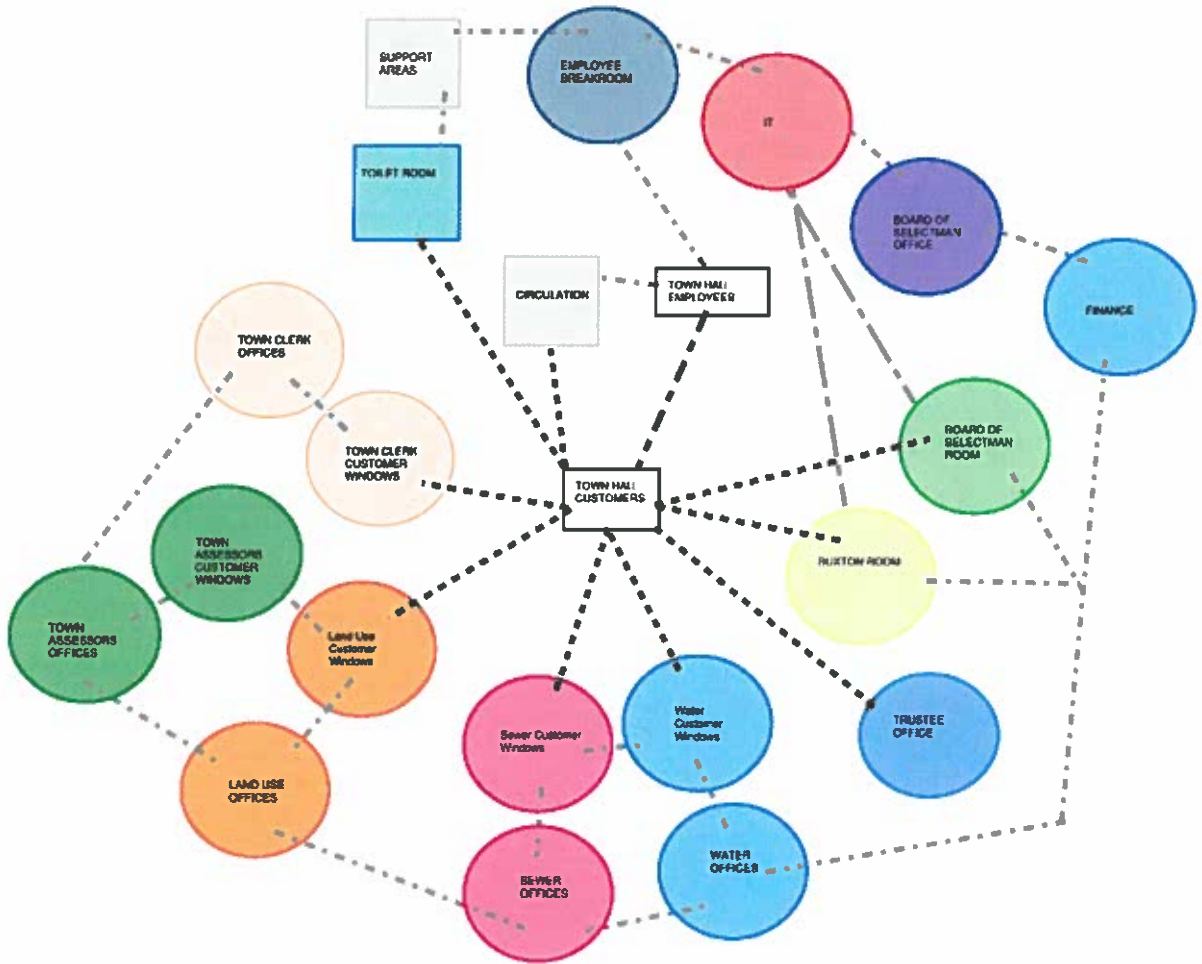


**Program
Adjacencies**

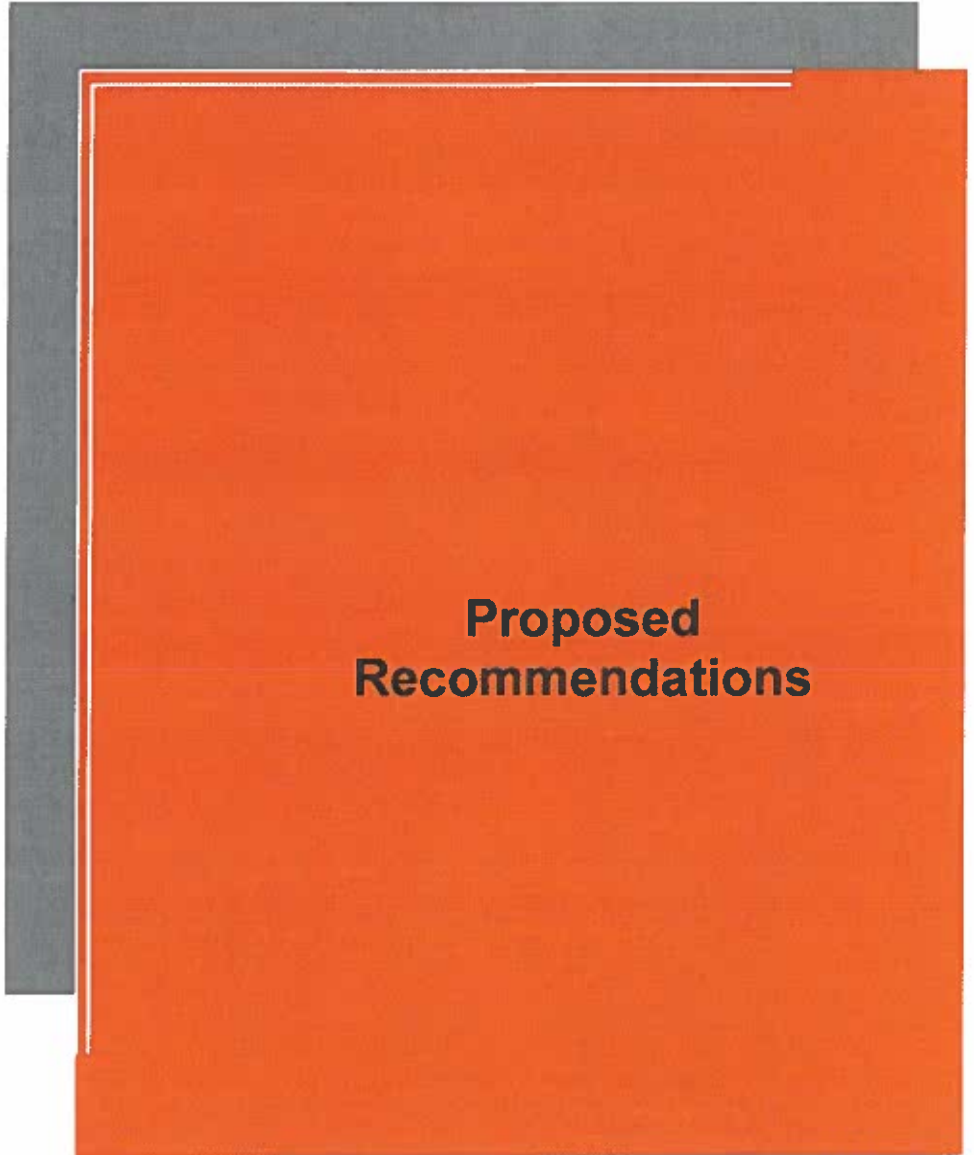




Proposed Customer & Employee Adjacencies:







Proposed Recommendations



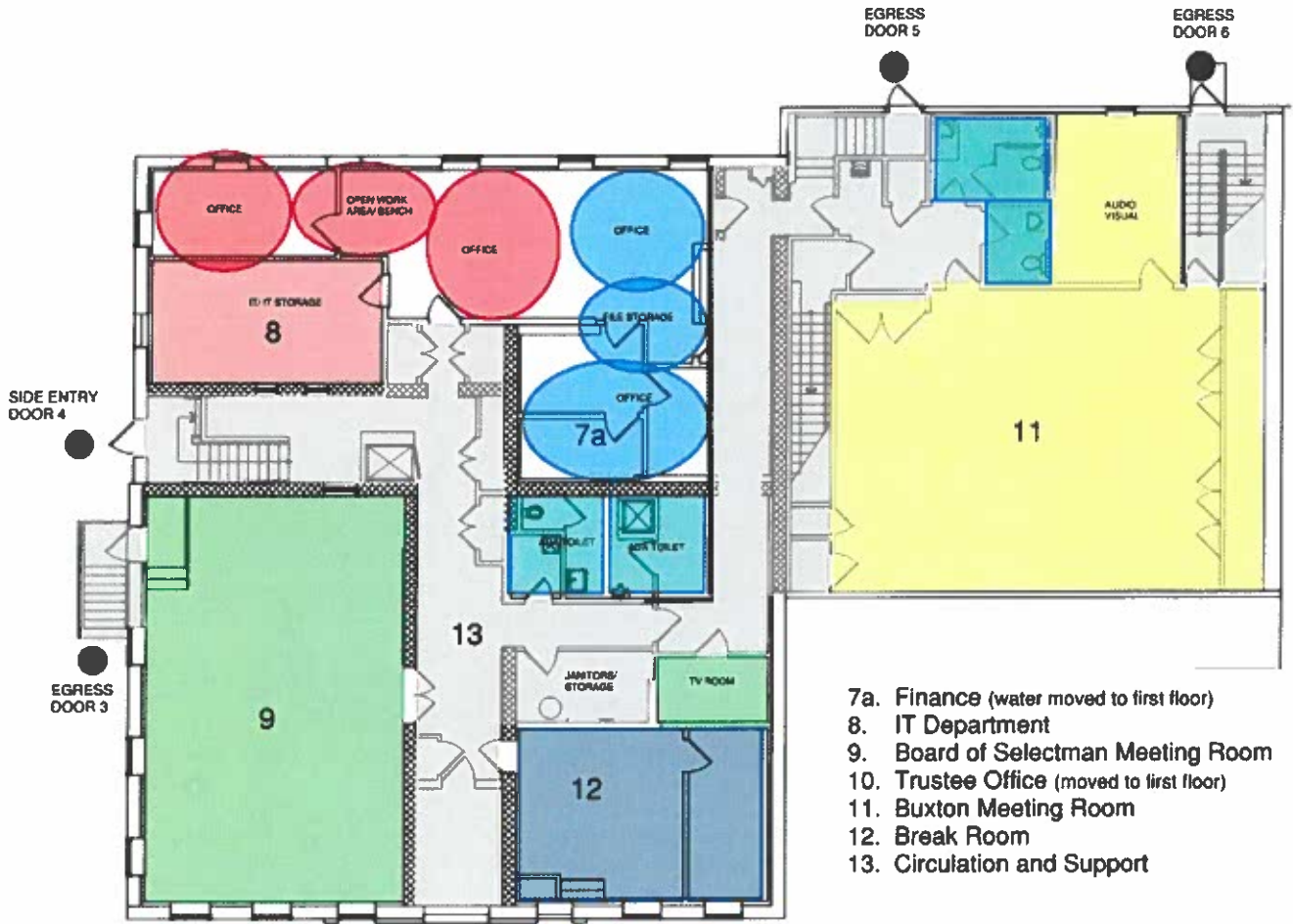


Proposed Interior Remodel Option 1:

Proposed First Floor



Proposed Basement Level



Estimated Rough Order of Magnitude for pricing - Remodel \$165.00 p/sf.
 With various phases of moving departments around approximate remodel time is 10 to 12 months.

Proposed Addition & Remodel Option 2:

Proposed First Floor



- 1. Town Clerk Department
- 2. Town Accessors Department
- 3. Board of Selectman Office
- 4. Sewer and Welfare Department
- 5. Land Use Department
- 6. Circulation / Support Areas
- 7. Water (moved from basement)
- 10. Trustee Office (moved from basement)

NEW MAIN ADA ENTRANCE
LOBBY AT GRADE
DOOR 1 & 2



Proposed Basement Level

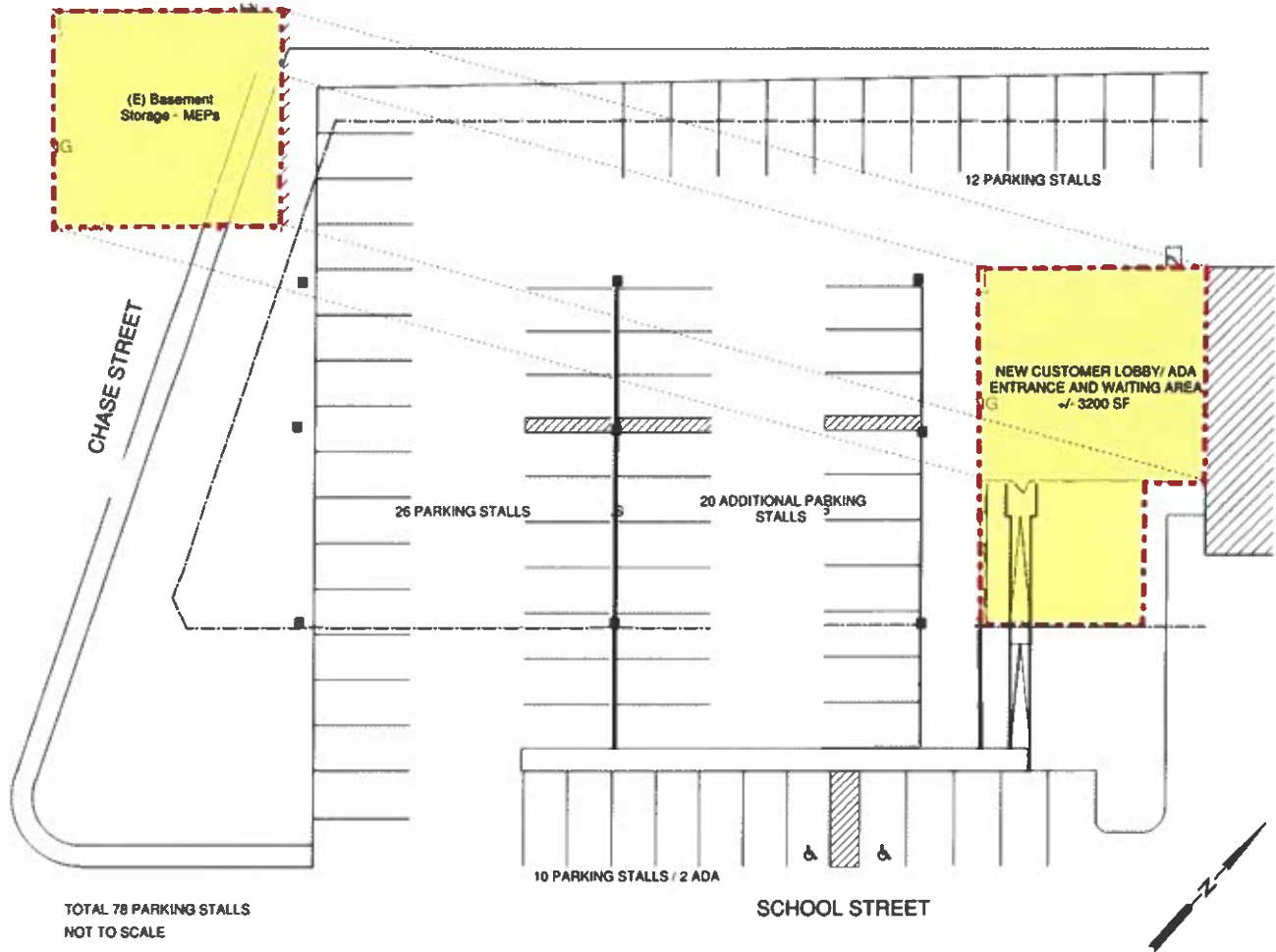


- 7a. Finance (water moved to first floor)
- 8. IT Department
- 9. Board of Selectman Meeting Room
- 10. Trustee Office (moved to first floor)
- 11. Buxton Meeting Room
- 12. Break Room
- 13. Circulation and Support

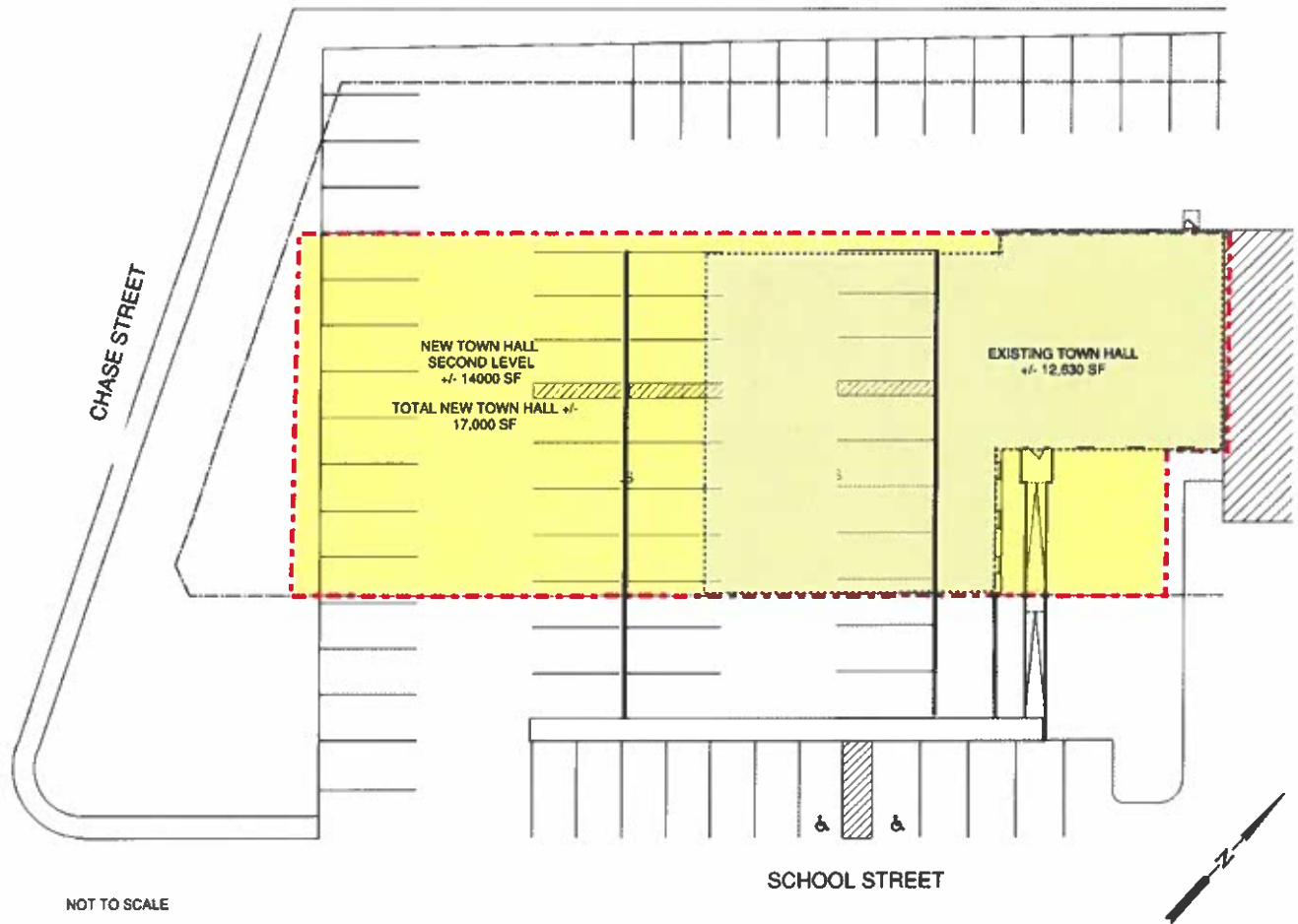
Estimated Rough Order of Magnitude for pricing – Addition and Remodel \$165.00 to \$185.00 p/sf w/ elevation.
 Approximate construction time for addition and remodel TBD.

Proposed New Option 3:

Proposed First Floor w/ Existing Basement



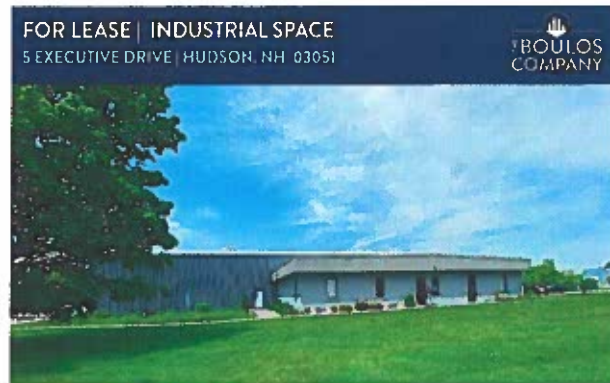
Proposed Second Floor



Estimated Rough Order of Magnitude for pricing – New Construction \$300.00 to \$350.00 p/sf.
Approximate construction time TBD.

Proposed Lease Option 4:

*Note lease options are for reference purposes only. No guarantee options will be available at time of review.
 Estimated Rough Order of Magnitude for pricing - \$125.00 to \$150.00 p/sf.



PROPERTY HIGHLIGHTS

The Boulos Company is pleased to present the availability of 5 Executive Drive, located in Hudson, New Hampshire with 14,160± SF of industrial space available for lease. The building is situated in Sagamore Industrial Park, a designated Economic Revitalization Zone, offering incentives and business tax credits to qualifying companies.

The property is conveniently located within 1.8 miles of Exit 2 off the Everett Turnpike, offering quick and easy access to the Massachusetts border. The Manchester-Boston Regional Airport is within a 20-minute ride. Retail neighbors include Market Basket, Walmart, Sam's Club, DCU, Starbucks, Dunkin' Donuts, Burger King, McDonald's, Jersey Mike's and others.

FEATURES

- 14,160± SF available
- 18' 20" clear height
- Suitable for R&D/light manufacturing
- 1600 amps, 3-phase power
- 1 tailboard dock and 1 drive-in door
- Ample parking
- Quick & easy highway access
- Minutes to the Massachusetts border
- Retail and restaurants nearby
- Lease rate: \$11.00-\$12.00/SF NNN



FLOOR PLAN



PROPERTY OVERVIEW

5 Flagstone Drive is a 25,400± SF industrial warehouse building with the entire space available for lease. Built in 1976, the building features 16' warehouse clear height, four loading docks and two 8'x10' drive-in doors. The building is serviced by municipal water & sewer and is heated by natural gas. The office space is fully air-conditioned. There are 52 parking spaces.

The property is conveniently located in Sagamore Industrial Park, one of Southern New Hampshire's premier locations. 5 Flagstone Drive is only 1.8 miles off Exit 2 off the Everett Turnpike, offering quick access to points north and south. The Massachusetts border is about a 5 minute drive. The Manchester-Boston Regional Airport is within a 20 minute ride. Industrial neighbors include, BAE systems, Comcast, Quay Pharma, Onsemt, kSaria, Getinge, as well as the future homes of Life is Good and Target Distribution Center. Retail neighbors include Market Basket, Walmart, Sam's Club, DCU, Starbucks, Jersey Mike's, Dunkins, McDonald's and Burger King to name a few.

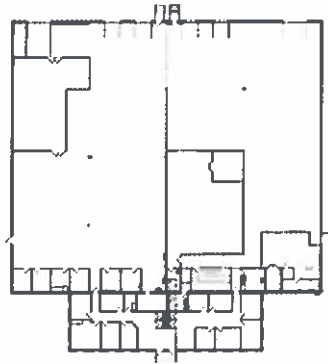
Exit 2 has been designated as an Economic Revitalization Zone by the State of New Hampshire, which makes tax credits available to companies that locate or expand within the park.



BUILDING SPECIFICATIONS

BUILDING SIZE	25,400± SF	UTILITIES	Municipal water & sewer, gas
AVAILABLE SPACE	25,400± SF	LOADING	4 docks, 2 drive-in
BUILDING TYPE	Industrial	CLEAR HEIGHT	16'
YEAR BUILT	1976	ZONING	Industrial
PARKING RATIO	2.05/1,000 SF	LEASE RATE	\$12.00-\$14.00/SF NNN

FLOOR PLAN



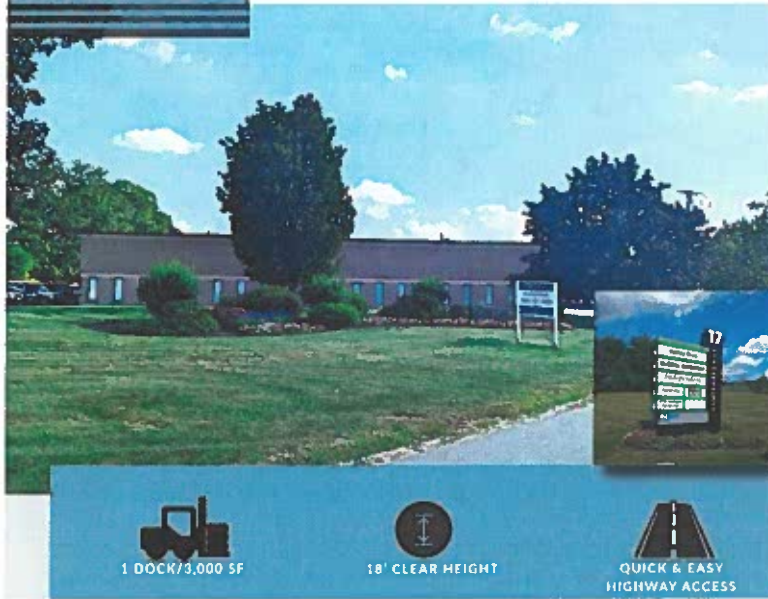
FOR LEASE INDUSTRIAL/FLEX BUILDING

AVAILABILITY
 Two 12,000 SF (ea.)
 Non-contiguous units
 available 9/1/24

 One 3,000 SF unit
 available 11/2025

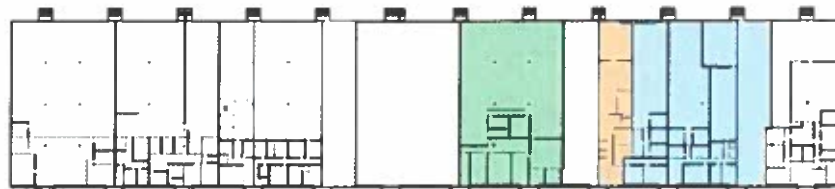
17 HAMPSHIRE DRIVE

Hudson, NH 03051



BUILDING SPECIFICATIONS

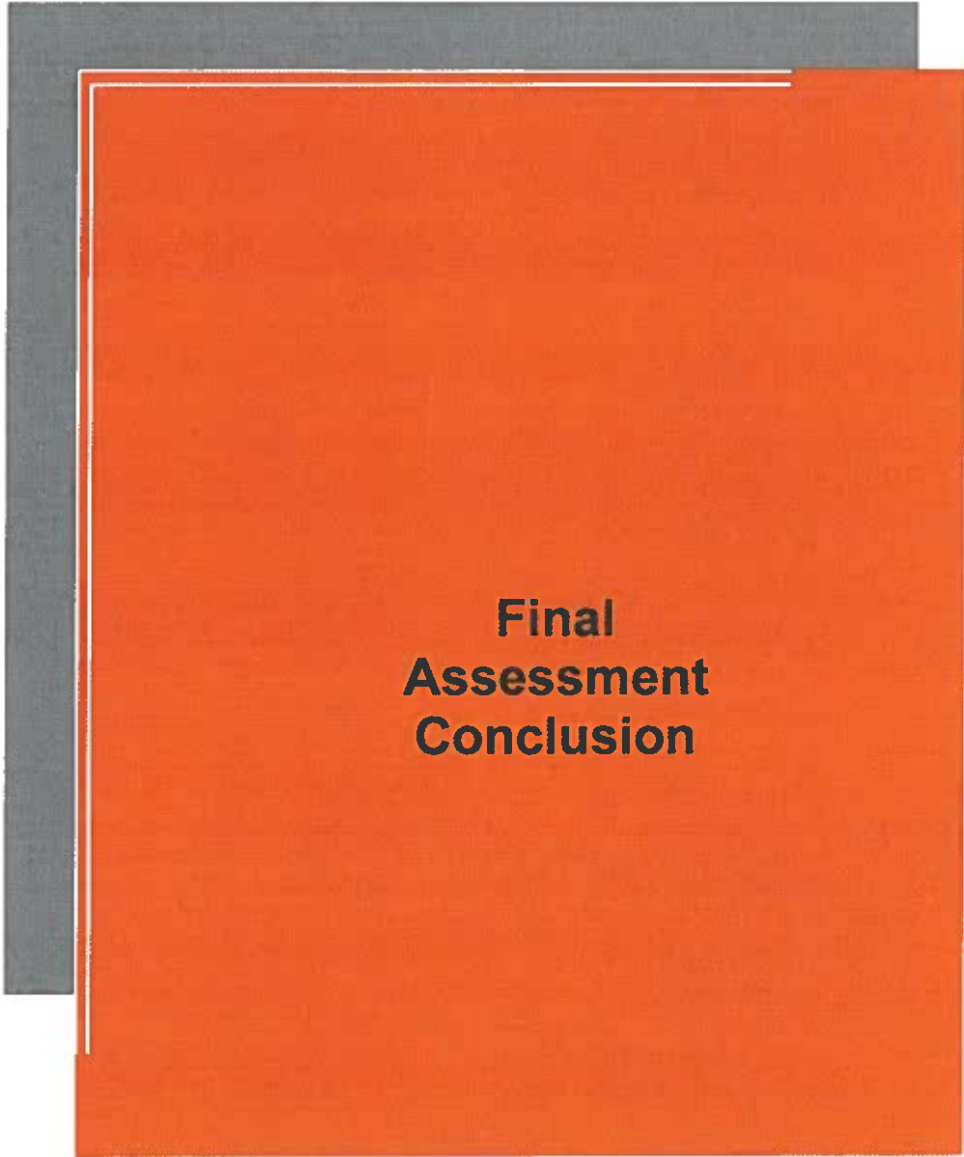
BUILDING SIZE	±70,000 SF	PARKING RATIO	1.8/1,000 SF
AVAILABLE SPACE	(2) 12,000 SF non-contiguous units available 9/1/24 (1) 3,000 SF unit available 11/1/25	UTILITIES	Municipal water & sewer, gas
BUILDING TYPE	Industrial/Flex	LOADING	1 dock/3,000 SF
YEAR BUILT	1987	CLEAR HEIGHT	18'
		ZONING	Industrial
		LEASE RATE	\$12.00 \$14.00/SF NNN



- 12,000± SF AVAILABLE 9/1/24
- 12,000 SF AVAILABLE 9/1/24
- 3,000 SF AVAILABLE 11/1/25







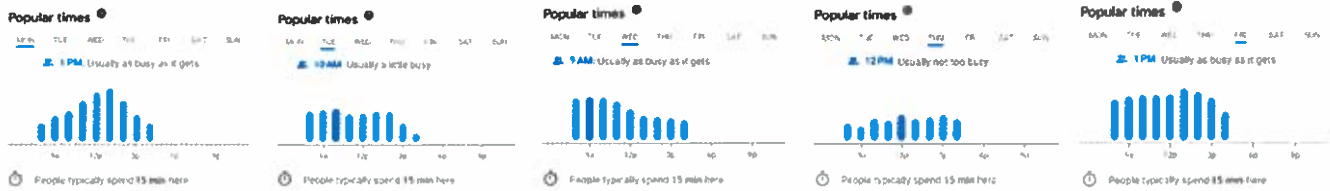
**Final
Assessment
Conclusion**





Final Assessment Conclusion:

The Hudson Town Hall with an estimated staff of 41 employees operates Monday – Friday between the hours of 8 AM – 4:30 PM. The average customer typically spends 15 minutes inside. Peak days are Monday, Wednesday and Friday. Peak hours fluctuate day to day but customers are consistent throughout the day.



INFORMATION FROM GOOGLE WEB REGARDING POPULAR TIMES

Customers have access to parking directly off School Street or in the Town Hall Parking Lot. While there are accommodations for ADA parking directly off School Street, they are not updated with current codes. Additionally, customer parking is shared with employee parking.

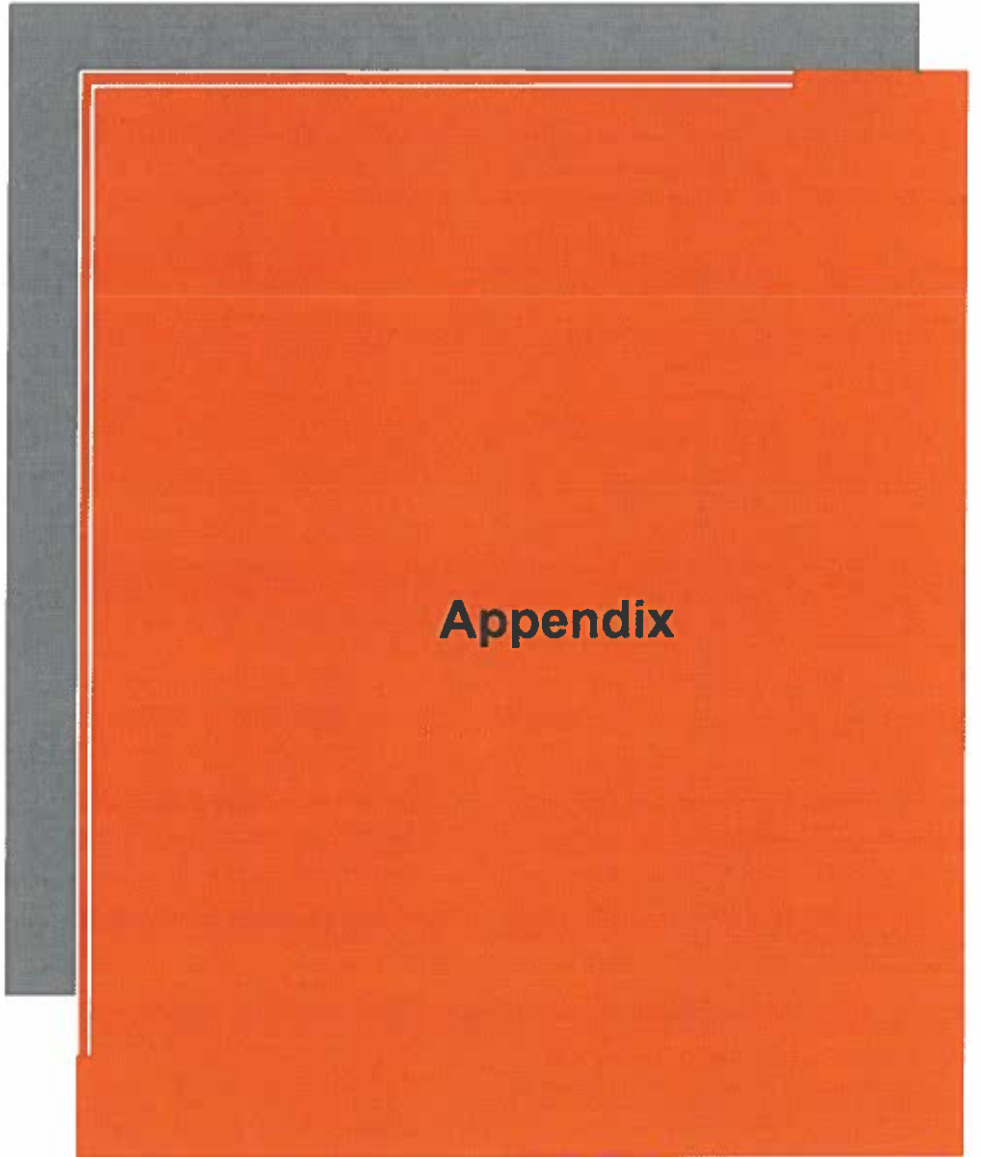
Within the Town Hall there are 7 Departments, 2 Town Meeting Halls and support services for both employees and customers. Customers and employees share the same entry points to the building.

Over the years renovations within the departments have taken place in an effort to accommodate the growing needs of the employees, customer service and storage without the proper updates relating to codes and space requirements.

- Currently 3 departments exceed their occupant load in the provide allocated space.
- Occupancy Cap signage is required to comply with Life Safety Codes in the Buxton Meeting Hall.
- There is no exterior accessibility to the existing building that complies with current codes.
- Once inside there is no working accessibility vertical transportation that would allow customers and or employees to move about the building efficiently from level to level or to access the meeting rooms.
- Per current occupant loads, toilet counts are under the code allowances.
- There is not one toilet room that is ADA Compliant.
- Break Rooms and Kitchens for the employees are not ADA Compliant.
- Security for the building and access to employee BOH spaces is limited.
- Doors, ramps, stairs and circulation have been impacted by the growth.
- Departments are not located with adjacencies that would allow a better customer experience and or internal work flow.
- A few departments have Customer Service counters that are not ADA Compliant.
- Shared work spaces do not currently factor in sound buffers for employees and or customers.
- Storage is limited in the building and additional files are kept off site, incurring additional Town expenses.
- Access to BOH spaces is not secure from the Public.
- Offsite parking is needed for Town Meetings to handle the turn out from residence.
- Sprinklers are missing from a few offices.
- Mechanical, Electrical and Plumbing all need updating

It is the opinion from this assessment that current conditions at the Hudson Town Hall compromise and limit the safety and enjoyment not only for the customers but the employees.





Appendix





Appendix 1: Enclosed Office Requirements

Enclosed Office Requirements	
Small Private Office	90-150 sq. ft
Medium or Shared office	150-250 sq. ft
Large Private Office or Shared Office	200-400 sq. ft

Appendix 2: Common Density Levels of Office Spaces

Common Density Levels of Office Spaces	
Low Density (spacious layout that consist of large private offices)	250-500 sq. ft per employee
Average Density (traditional mix of private offices & open cubicles or commercial work areas)	150-250 sq. ft per employee
High Density (few private offices with the majority of space being used for rows of small desks)	80-150 sq. ft per employee
Open Work Area Requirements (cubicles or commercial work areas)	60-110 sq. ft per person



Appendix 3: Standard Cubical Configurations

Standard Cubicle Configurations			
Type of Cubicle	Width (Inches)	Length (Inches)	Area (sq. ft)
Standard Cubicle	48-72	48-72	16-36
Administrative Cubicle	72	96	48
Executive Workstation Cubicle	120	144	120
Call Center Cubicle	24	48	16
L-Shaped Management Workstation Cubicle (square modular dimensions – see below)	96	96	64
Management Workstation Cubicle	96	144	96
Task Workstation Cubicle (square modular dimensions – see below)	72	72	36
U-Shape Management Workstation Cubicle	96	96	64
Utility Task Workstation Cubicle	48	72	24
Common Square Modular Dimensions			
5x5	60	60	25
6x6	72	72	36
7x7	84	84	49
8x8	96	96	64



Appendix 4: Common Area Requirements

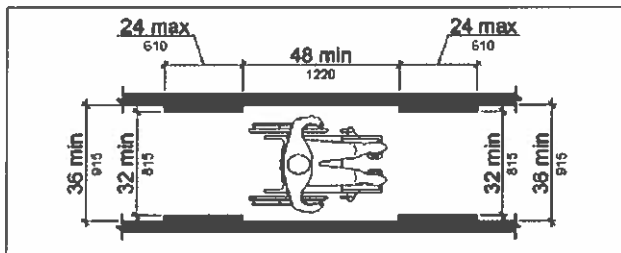
Common Area Requirements	
Reception or Waiting Area	100-200 sq. ft per person waiting
Conference Room	50 sq. ft plus 25 sq. ft per seated person
Breakroom	75 sq. ft plus 25 sq. ft per seated/resting person
Mail or File Room	125-200 sq. ft
Hallways	20-30% of total useable sq. footage

Appendix 5: ADA Minimum Corridor Width

403.5.1 Clear Width. Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

EXCEPTION: The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

Figure 403.5.1



Clear Width of an Accessible Route

Appendix 6: IBC Minimum Corridor Width

TABLE 1020.2 MINIMUM CORRIDOR WIDTH

OCCUPANCY	MINIMUM WIDTH
	(Inches)
Any facility not listed in this table	44
Access to and utilization of mechanical, plumbing or electrical systems or equipment	24
With an occupant load of less than 50	36
Within a dwelling unit	36
In Group E with a corridor having an occupant load of 100 or more	72
<i>In corridors and areas serving stretcher traffic in ambulatory care facilities</i>	72
Group I-2 in areas where required for bed movement	96

Appendix 7: Dead End Hallways

1020.4 Dead ends.

Where more than one *exit* or *exit access doorway* is required, the *exit access* shall be arranged such that *dead-end corridors* do not exceed 20 feet (6096 mm) in length.

Exceptions:

1. In in Group I-3, Condition 2, 3 or 4, occupancies, the dead end in a *corridor* shall not exceed 50 feet (15 240 mm).
2. In occupancies in Groups B, E, F, I-1, M, R-1, R-2, S and U, where the building is equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1, the length of the *dead-end corridors* shall not exceed 50 feet (15 240 mm).
3. A *dead-end corridor* shall not be limited in length where the length of the *dead-end corridor* is less than 2.5 times the least width of the *dead-end corridor*.

Appendix 8: Ramp Dimensions

Ramp		
	Min	Max
Clear Width	36"	As big as you want
Rise for ramp run	No Min.	30"
Horizontal run	No Min.	30' (360")

Appendix 9: Ramp Landings

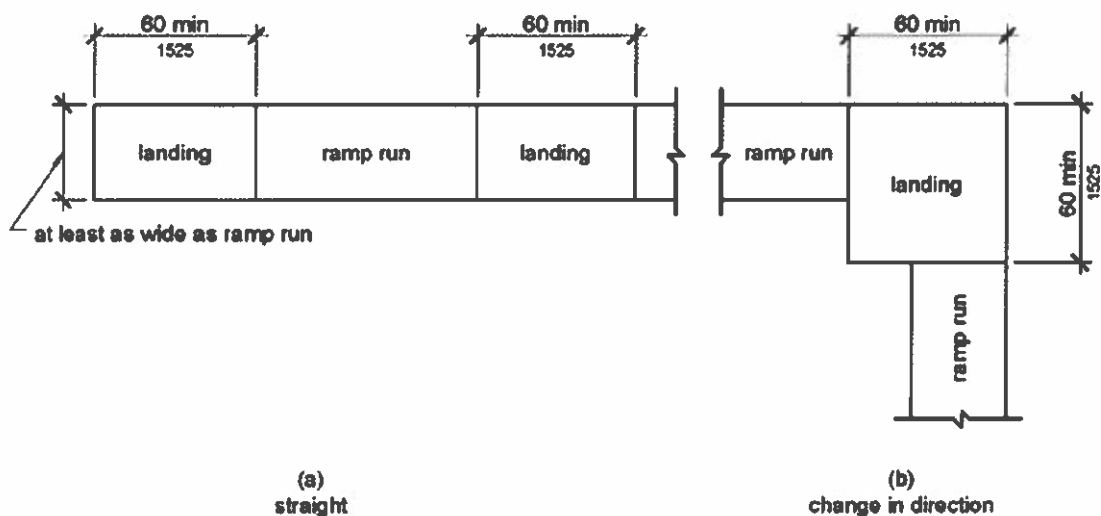


Figure 405.7
Ramp Landings

Appendix 10: Slope

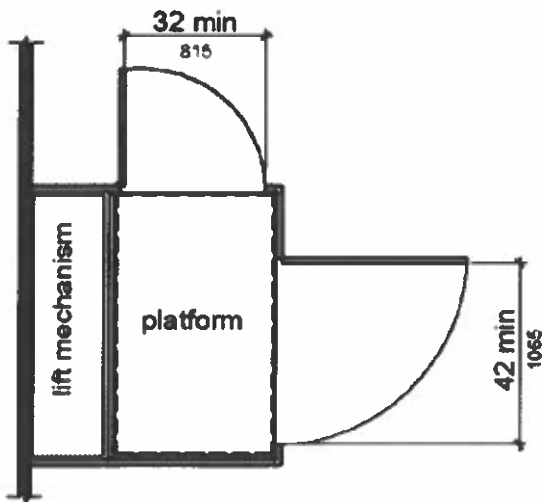
Table 405.2 Maximum Ramp Slope and Rise for Existing Sites, Buildings, and Facilities

Slope ¹	Maximum Rise
Steeper than 1:10 but not steeper than 1:8	3 inches (75 mm)
Steeper than 1:12 but not steeper than 1:10	6 inches (150 mm)

1. A slope steeper than 1:8 is prohibited.

405.6 Rise. The rise for any ramp run shall be 30 inches (760 mm) maximum.

Appendix 11: Platform Lift and Doors



**Figure 410.6
Platform Lift Doors and Gates**

Appendix 12: Accessible Parking Spaces

TABLE 1106.1 ACCESSIBLE PARKING SPACES

TOTAL PARKING SPACES PROVIDED IN PARKING FACILITIES	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus one for each 100, or fraction thereof, over 1,000

Appendix 13: ADA Toilet Clearances

603.2 Clearances. Clearances shall comply with 603.2.

603.2.1 Turning Space. Turning *space* complying with 304 shall be provided within the room.

603.2.2 Overlap. Required clear floor *spaces*, clearance at fixtures, and turning *space* shall be permitted to overlap.

603.2.3 Door Swing. Doors shall not swing into the clear floor *space* or clearance required for any fixture. Doors shall be permitted to swing into the required turning *space*.

EXCEPTIONS: 1. Doors to a toilet room or bathing room for a single occupant accessed only through a private office and not for *common use* or *public use* shall be permitted to swing into the clear floor *space* or clearance provided the swing of the door can be reversed to comply with 603.2.3.

2. Where the toilet room or bathing room is for individual use and a clear floor *space* complying with 305.3 is provided within the room beyond the arc of the door swing, doors shall be permitted to swing into the clear floor *space* or clearance required for any fixture.

Advisory 603.2.3 Door Swing Exception 1. At the time the door is installed, and if the door swing is reversed in the future, the door must meet all the requirements specified in 404. Additionally, the door swing cannot reduce the required width of an accessible route. Also, avoid violating other building or life safety codes when the door swing is reversed.

Appendix 14: ADA Mirrors

603.3 Mirrors. Mirrors located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 40 inches (1015 mm) maximum above the finish floor or ground. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches (890 mm) maximum above the finish floor or ground.

Advisory 603.3 Mirrors. A single full-length mirror can accommodate a greater number of people, including children. In order for mirrors to be usable by people who are ambulatory and people who use wheelchairs, the top edge of mirrors should be 74 inches (1880 mm) minimum from the floor or ground.

Appendix 15: Coat Hooks and Shelves

603.4 Coat Hooks and Shelves. Coat hooks shall be located within one of the reach ranges specified in 308. Shelves shall be located 40 inches (1015 mm) minimum and 48 inches (1220 mm) maximum above the finish floor.

Appendix 16: Toilet Specifications

a. Location:

604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches (405 mm) minimum to 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory *accessible* toilet compartment specified in 604.8.2. Water closets shall be arranged for a left-hand or right-hand approach.

b. Seat Height

604.4 Seats. The seat height of a water closet above the finish floor shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum measured to the top of the seat. Seats shall not be sprung to return to a lifted position.

EXCEPTIONS: 1. A water closet in a toilet room for a single occupant accessed only through a private office and not for *common use* or *public use* shall not be required to comply with 604.4.
2. In *residential dwelling units*, the height of water closets shall be permitted to be 15 inches (380 mm) minimum and 19 inches (485 mm) maximum above the finish floor measured to the top of the seat.

Appendix 17: Grab Bars

a. Side Wall

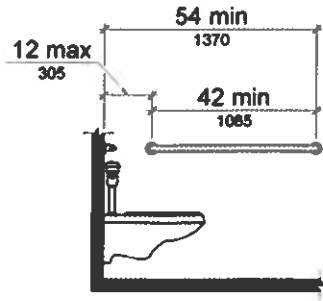


Figure 604.5.1
Side Wall Grab Bar at Water Closets

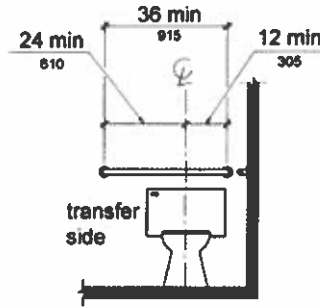


Figure 604.5.2
Rear Wall Grab Bar at Water Closets

b. Rear Wall

Appendix 18: Toilet Paper Dispensers

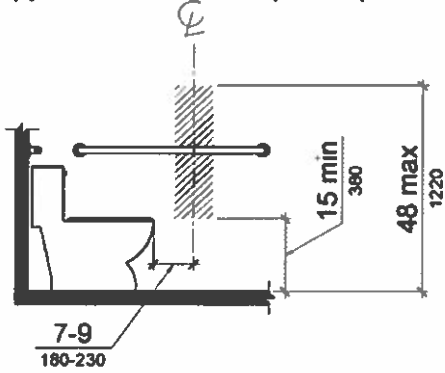


Figure 604.7
Dispenser Outlet Location

Appendix 19: Urinals

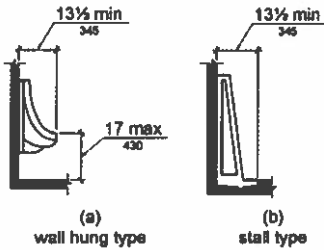


Figure 605.2
Height and Depth of Urinals

Appendix 20: Assistive Listening Systems

Table 219.3 Receivers for Assistive Listening Systems

Capacity of Seating in Assembly Area	Minimum Number of Required Receivers	Minimum Number of Required Receivers Required to be Hearing-aid Compatible
50 or less	2	2
51 to 200	2, plus 1 per 25 seats over 50 seats ¹	2
201 to 500	2, plus 1 per 25 seats over 50 seats ¹	1 per 4 receivers ¹
501 to 1000	20, plus 1 per 33 seats over 500 seats ¹	1 per 4 receivers ¹
1001 to 2000	35, plus 1 per 50 seats over 1000 seats ¹	1 per 4 receivers ¹
2001 and over	55 plus 1 per 100 seats over 2000 seats ¹	1 per 4 receivers ¹

1. Or fraction thereof.

Appendix 21: Push/Pull Door Clearances

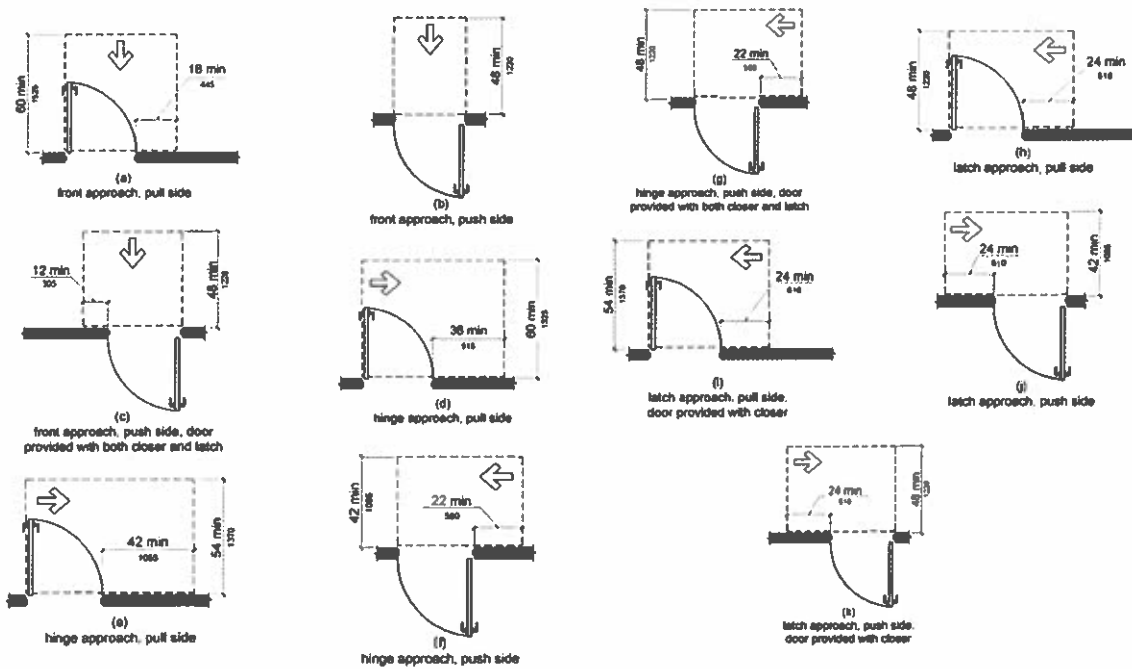
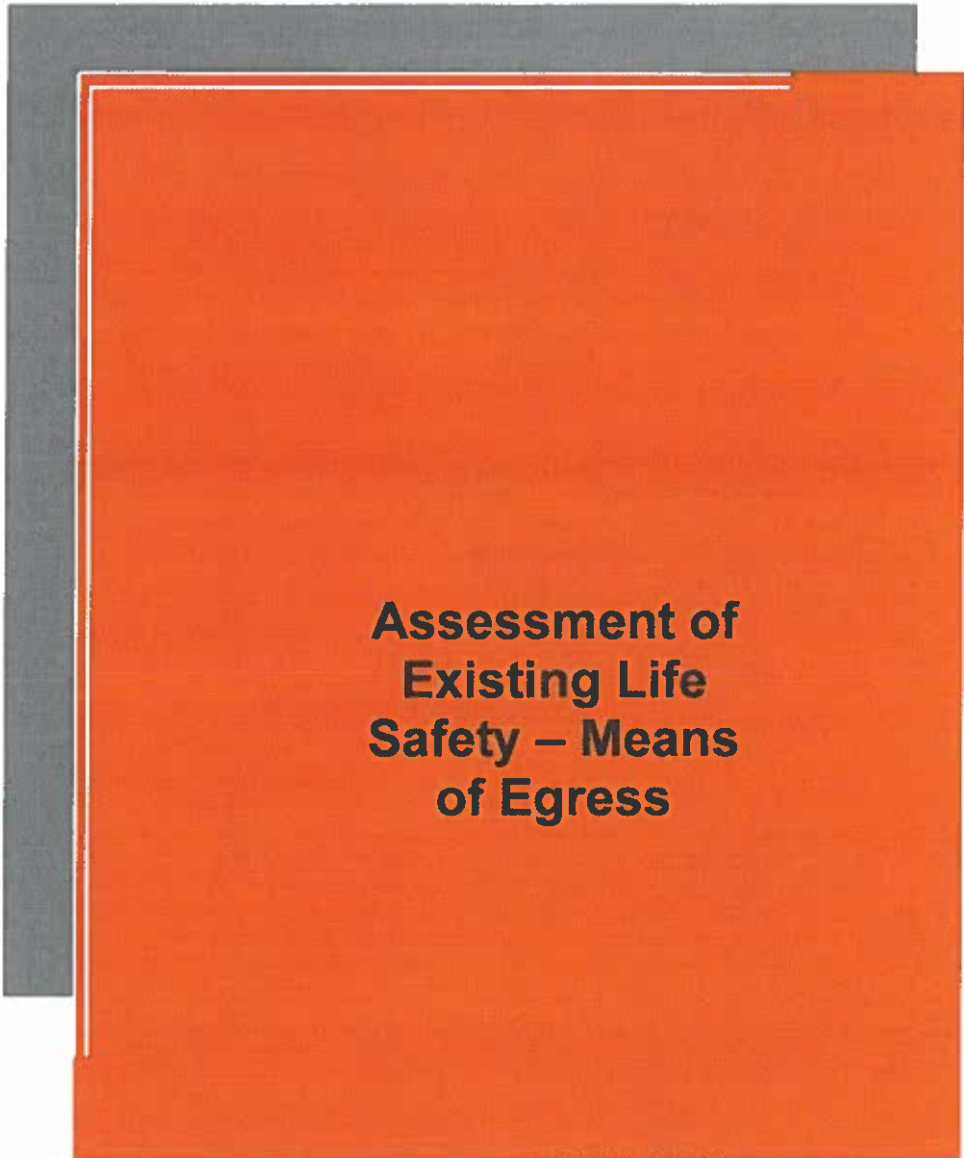


Figure 404.2.4.1
Maneuvering Clearances at Manual Swinging Doors and Gates

Figure 404.2.4.1
Maneuvering Clearances at Manual Swinging Doors and Gates





**Assessment of
Existing Life
Safety – Means
of Egress**





Egress:

Looking at the means of egress of the building, Hudson Town Hall has plenty of exits out of the building to comply with the occupant load.

Life Safety Elements:

- The building provides the minimum exit directional signs for an emergency.
- Pull Fire Alarm:
 - One is located at every exterior door on the first floor.
 - One is located in the egress stairway off of Buxton Room.
 - One is located near the Finance / Water door near the Buxton Room.
 - One is located at the exterior door of the Selectman Meeting Room.
- Fire Alarms are located throughout the building
 - Lights and audio
- Fire extinguisher:
 - Located in every main hallway.
 - Located by the exterior doors near Land Use, Town Clerk / Debt Collector and Selectman Offices.
 - Located in the Buxton Room
 - Located in the IT Server / Storage Room
 - Located in the Selectman Meeting Room
 - Located in the Kitchen
- Smoke Detectors
 - Located throughout the building.
- Sprinklers
 - *Located throughout the building.
 - Finance Department, Water, Breakroom and the Kitchen do not have sprinklers.

Recommendations:

- Consider relocating and or adding exit signs for better public visibility.
- Consider adding sprinklers as required.
- Consider adding additional Pull Fire Alarms as required to coordinate with renovations.

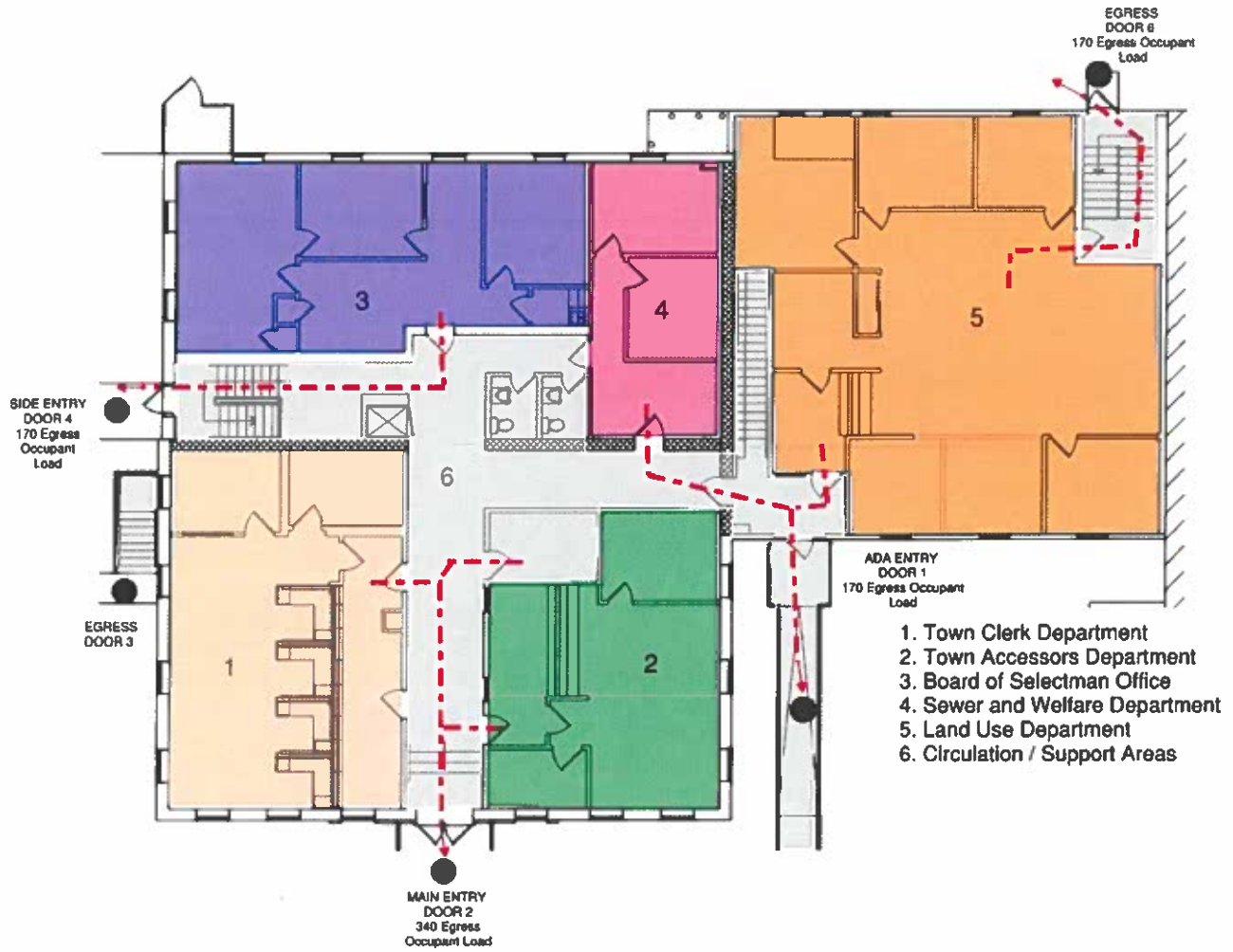
Public access into the building and emergency exits for both the public and employees are fair. No area of refuge is provided nor required. ADA access to the building and within is compromised and not compliant.

The interior of the building does not maintain 'controlled' access to the public. Interior support offices like the mail copy room are accessible to the public as is the employee break room and several other BOH storage areas and spaces.

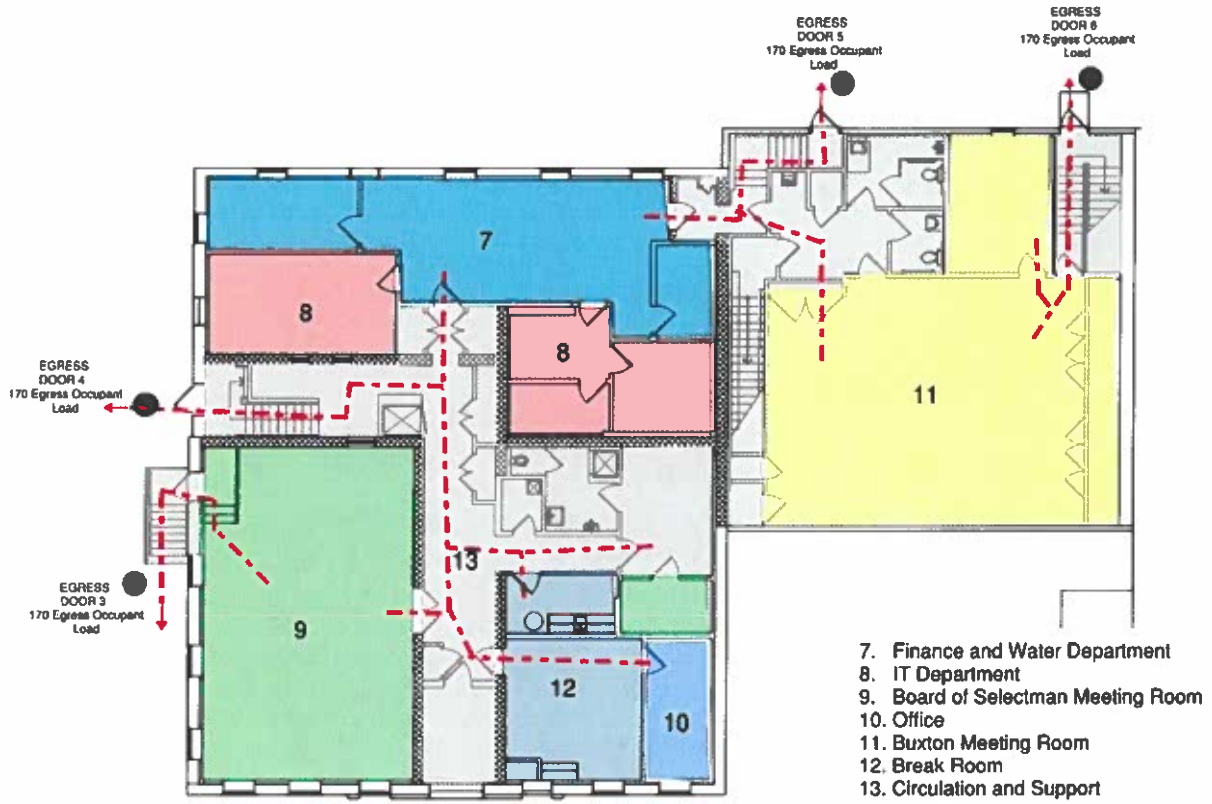
Recommendations:

- Consider redesign of spaces that prevent the public from being able to access employee-only marked areas.
- Consider installing a lock or passcode device to employee-only marked areas.

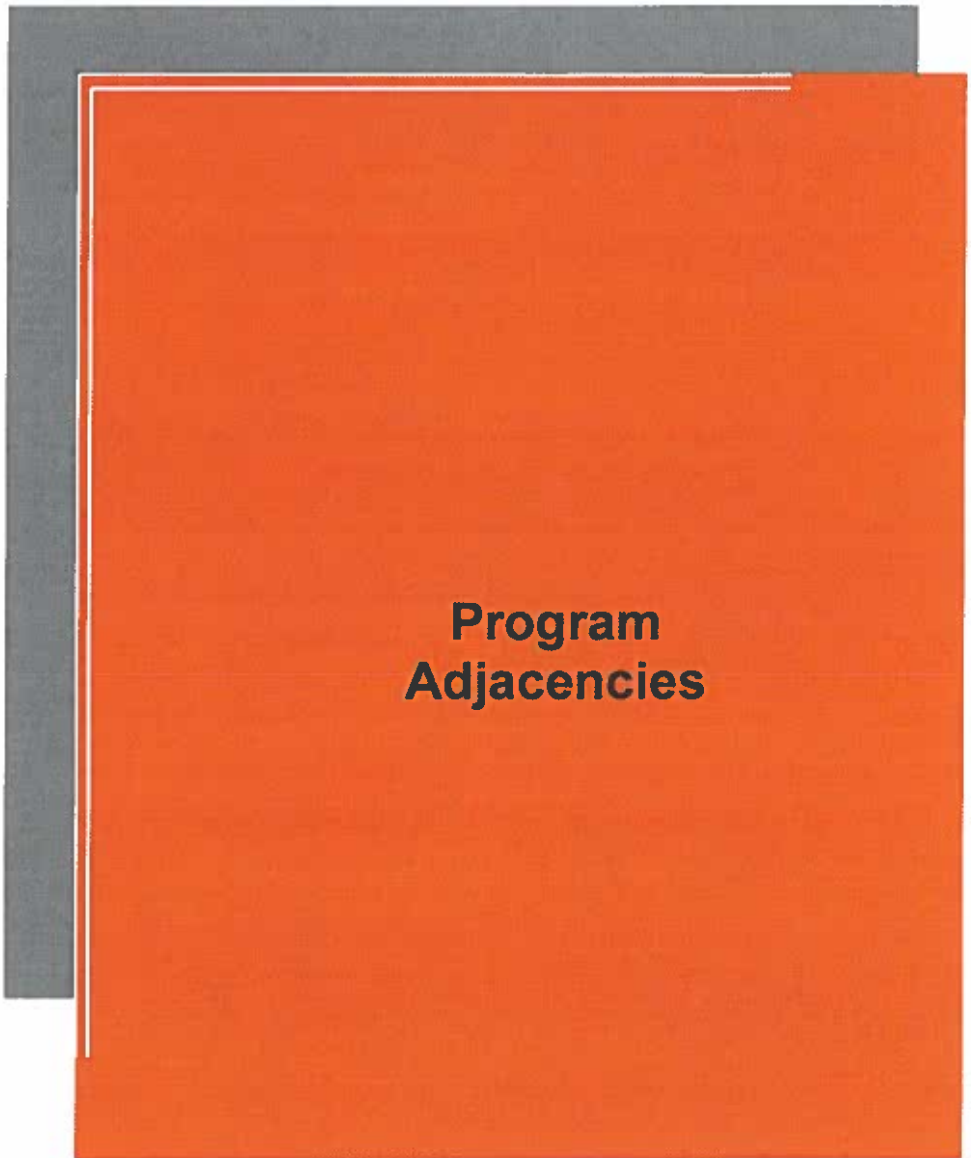
First Floor Plan of Egress



Basement Floor Path of Egress





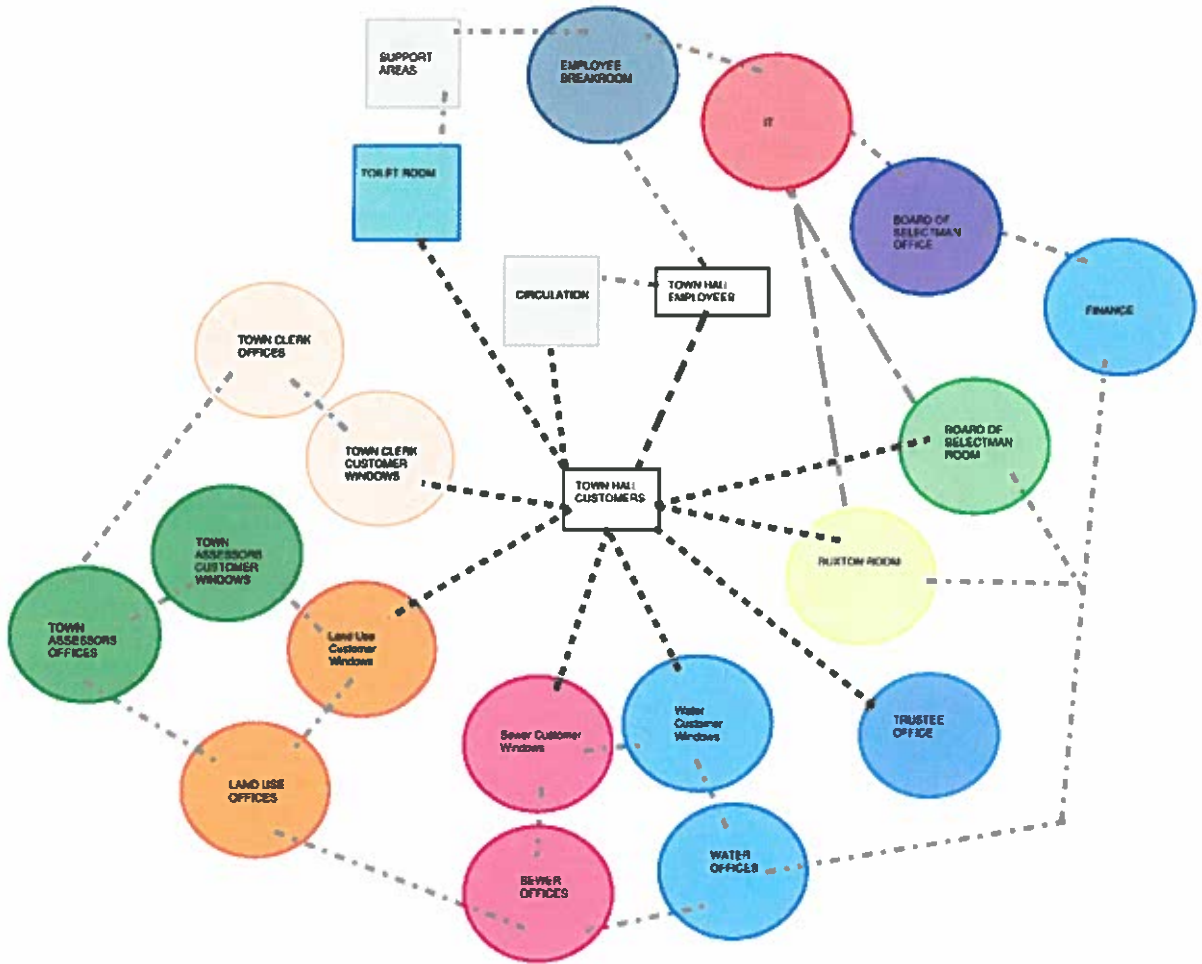


Program Adjacencies

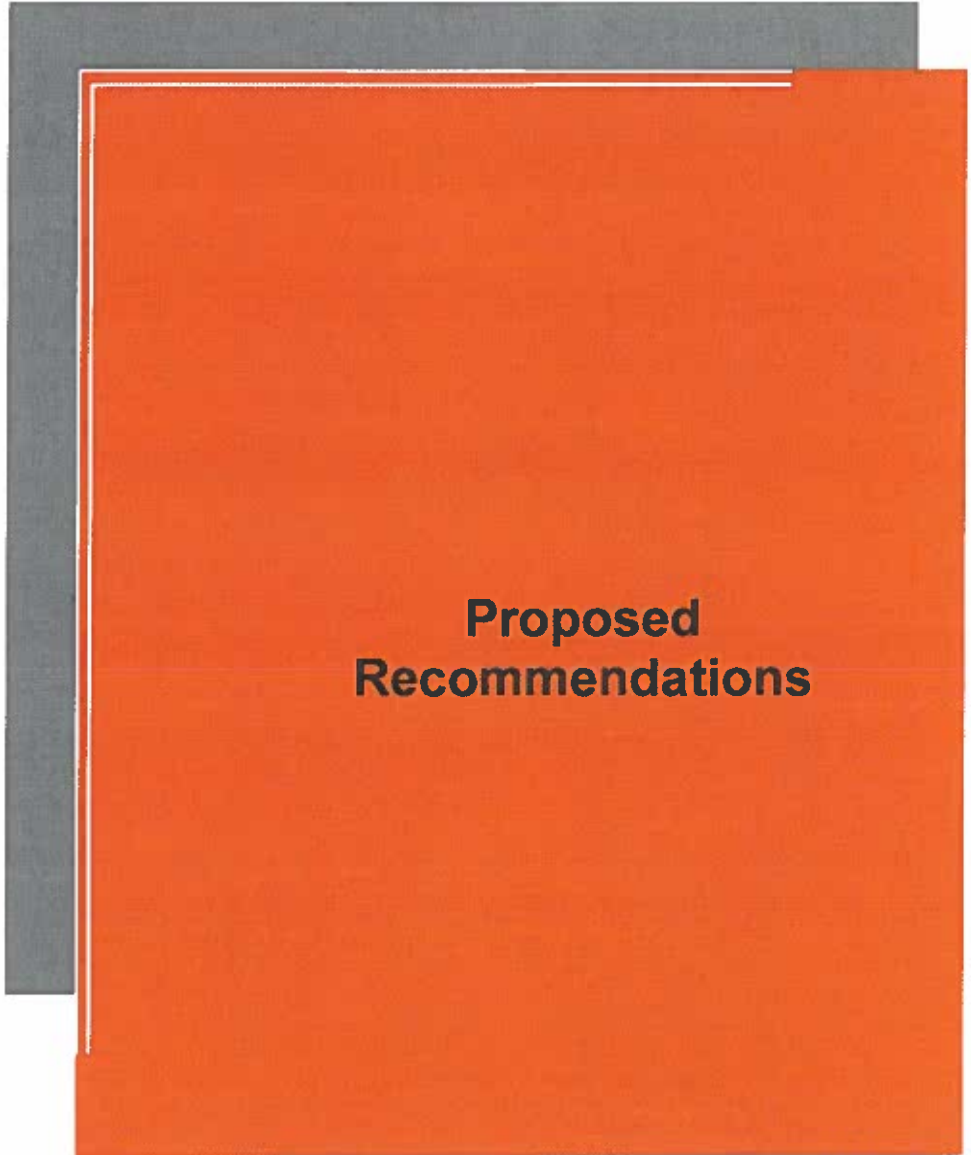




Proposed Customer & Employee Adjacencies:







Proposed Recommendations



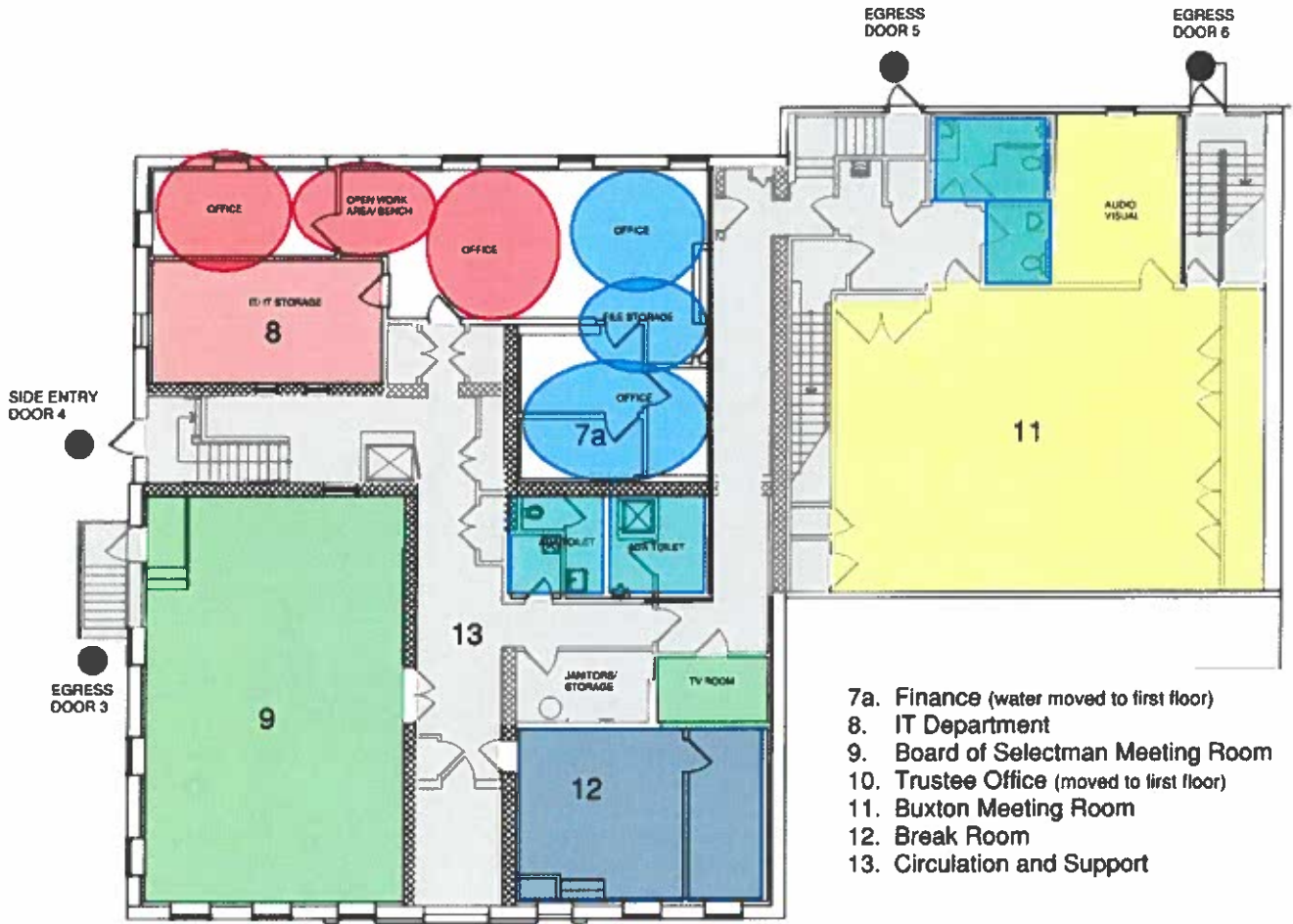


Proposed Interior Remodel Option 1:

Proposed First Floor



Proposed Basement Level



Estimated Rough Order of Magnitude for pricing - Remodel \$165.00 p/sf.
 With various phases of moving departments around approximate remodel time is 10 to 12 months.

Proposed Addition & Remodel Option 2:

Proposed First Floor



- 1. Town Clerk Department
- 2. Town Accessors Department
- 3. Board of Selectman Office
- 4. Sewer and Welfare Department
- 5. Land Use Department
- 6. Circulation / Support Areas
- 7. Water (moved from basement)
- 10. Trustee Office (moved from basement)

NEW MAIN ADA ENTRANCE
LOBBY AT GRADE
DOOR 1 & 2



Proposed Basement Level



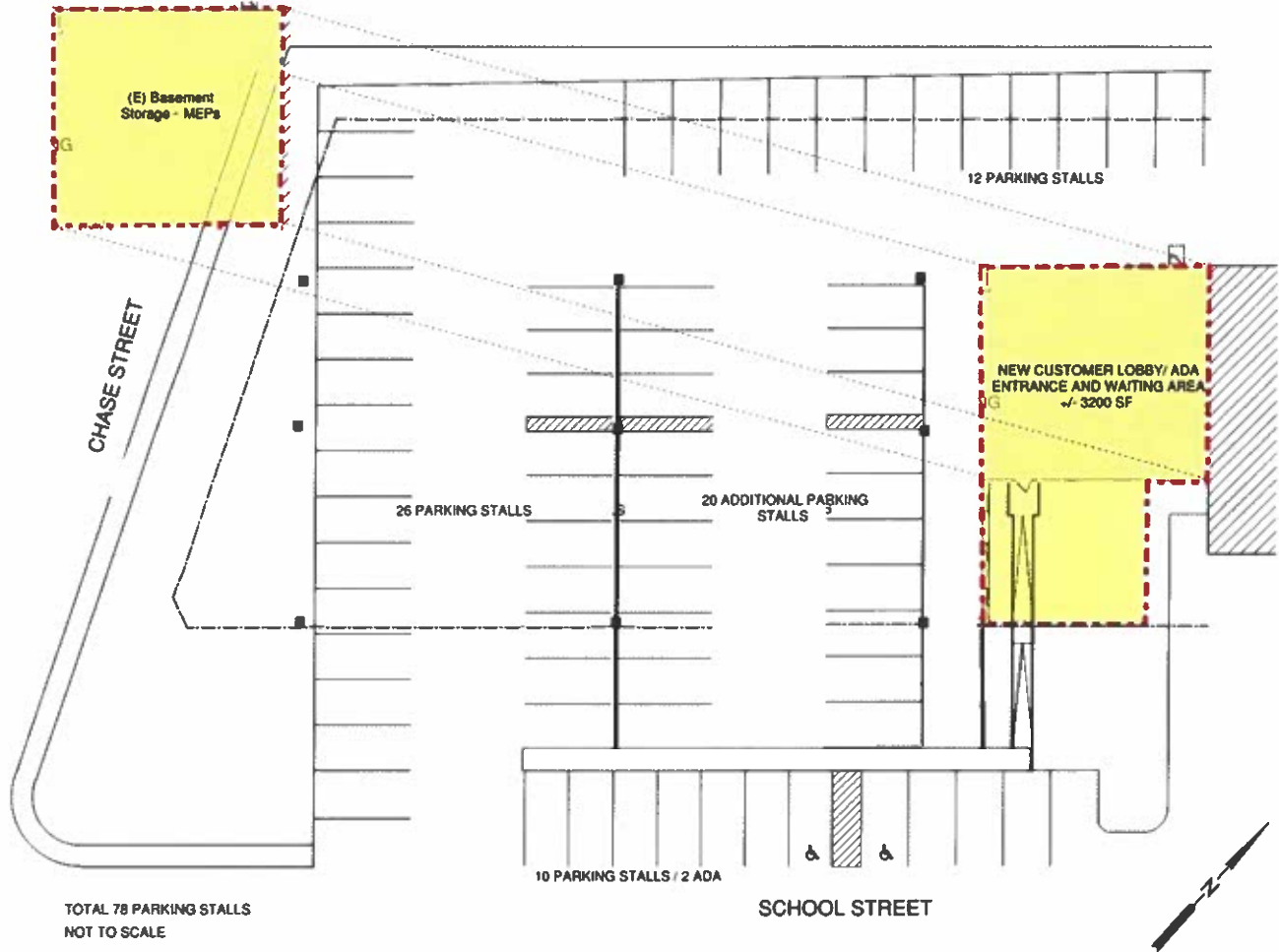
- 7a. Finance (water moved to first floor)
- 8. IT Department
- 9. Board of Selectman Meeting Room
- 10. Trustee Office (moved to first floor)
- 11. Buxton Meeting Room
- 12. Break Room
- 13. Circulation and Support

Estimated Rough Order of Magnitude for pricing – Addition and Remodel \$165.00 to \$185.00 p/sf w/ elevation.
 Approximate construction time for addition and remodel TBD.

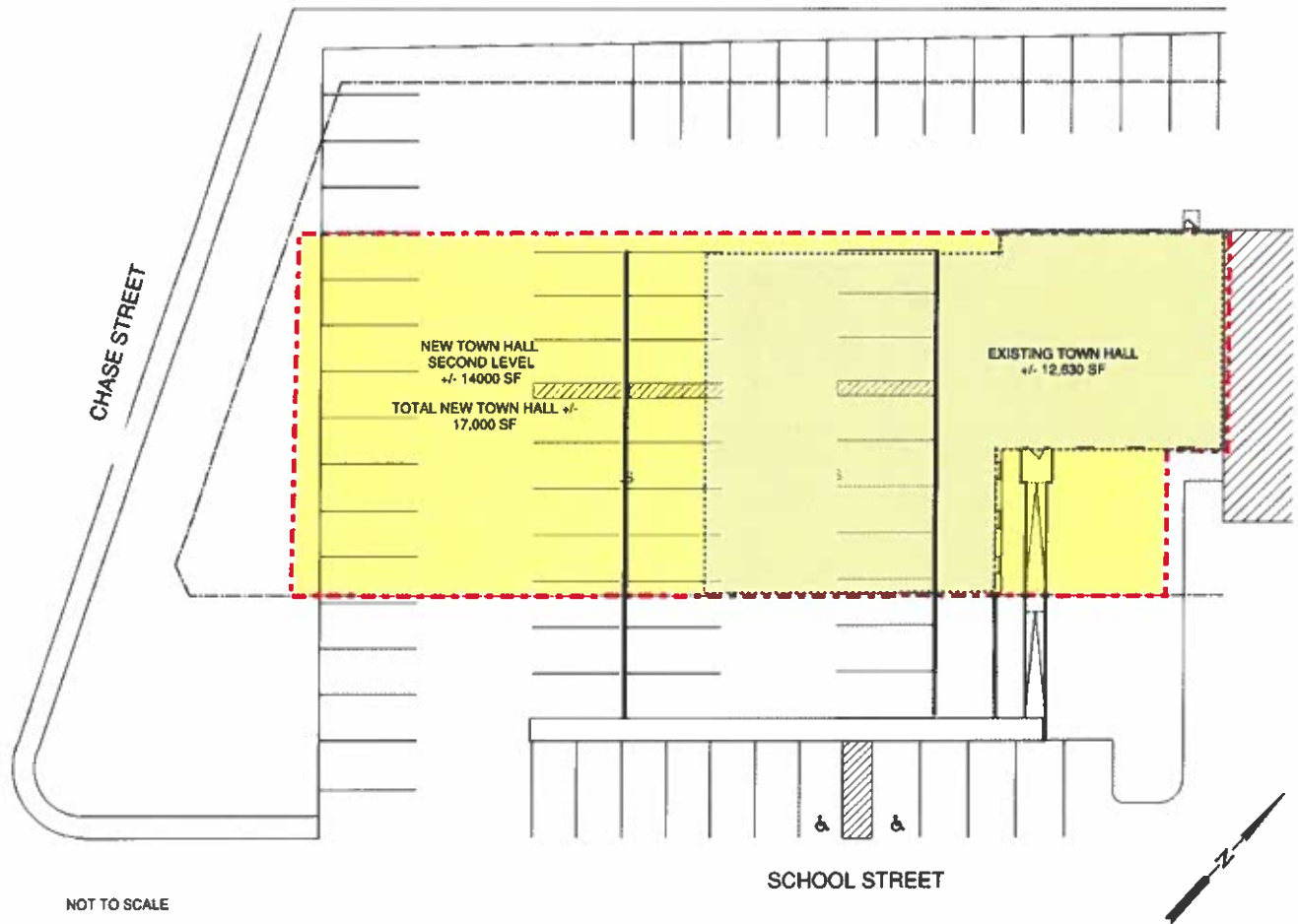


Proposed New Option 3:

Proposed First Floor w/ Existing Basement



Proposed Second Floor

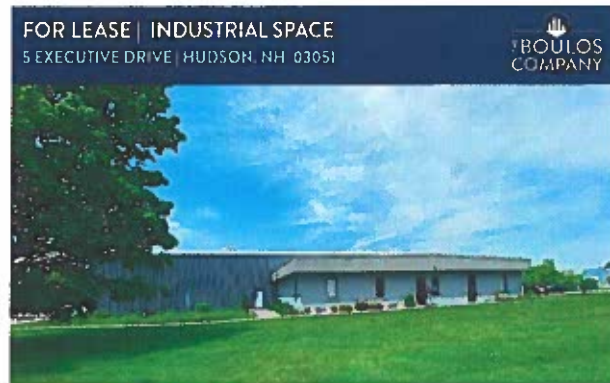


Estimated Rough Order of Magnitude for pricing – New Construction \$300.00 to \$350.00 p/sf.
Approximate construction time TBD.



Proposed Lease Option 4:

*Note lease options are for reference purposes only. No guarantee options will be available at time of review.
 Estimated Rough Order of Magnitude for pricing - \$125.00 to \$150.00 p/sf.



PROPERTY HIGHLIGHTS

The Boulos Company is pleased to present the availability of 5 Executive Drive, located in Hudson, New Hampshire with 14,160± SF of industrial space available for lease. The building is situated in Sagamore Industrial Park, a designated Economic Revitalization Zone, offering incentives and business tax credits to qualifying companies.

The property is conveniently located within 1.8 miles of Exit 2 off the Everett Turnpike, offering quick and easy access to the Massachusetts border. The Manchester-Boston Regional Airport is within a 20-minute ride. Retail neighbors include Market Basket, Walmart, Sam's Club, DCU, Starbucks, Dunkin' Donuts, Burger King, McDonald's, Jersey Mike's and others.

FEATURES

- 14,160± SF available
- 18' 20" clear height
- Suitable for R&D/light manufacturing
- 1600 amps, 3-phase power
- 1 tailboard dock and 1 drive-in door
- Ample parking
- Quick & easy highway access
- Minutes to the Massachusetts border
- Retail and restaurants nearby
- Lease rate: \$11.00-\$12.00/SF NNN



FLOOR PLAN



PROPERTY OVERVIEW

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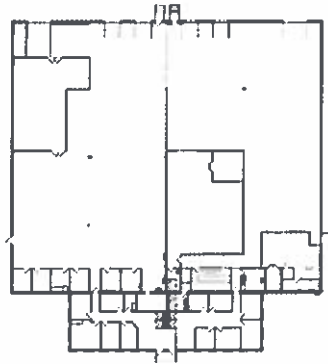
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FLOOR PLAN



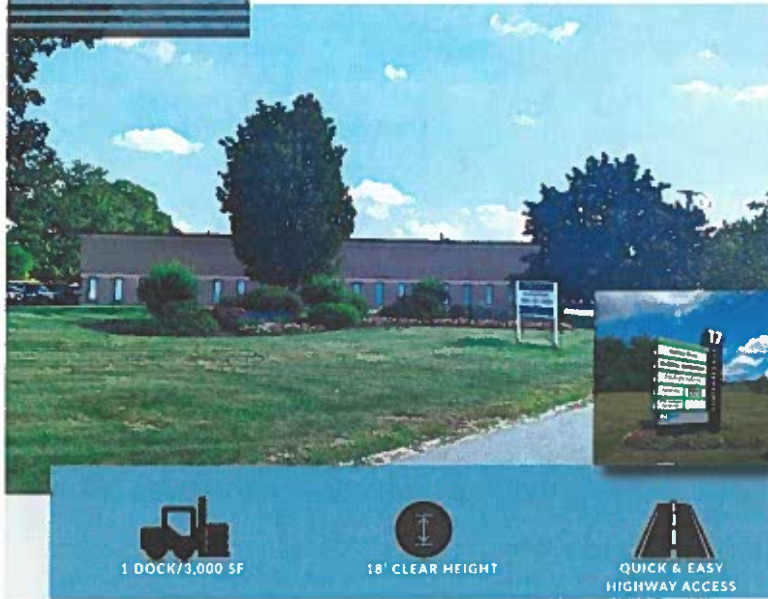
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 available 9/1/24

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 available 11/2025

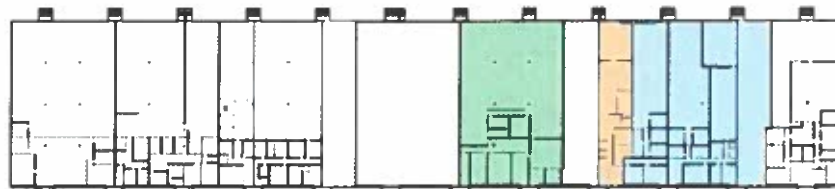
17 HAMPSHIRE DRIVE

Hudson, NH 03051



BUILDING SPECIFICATIONS

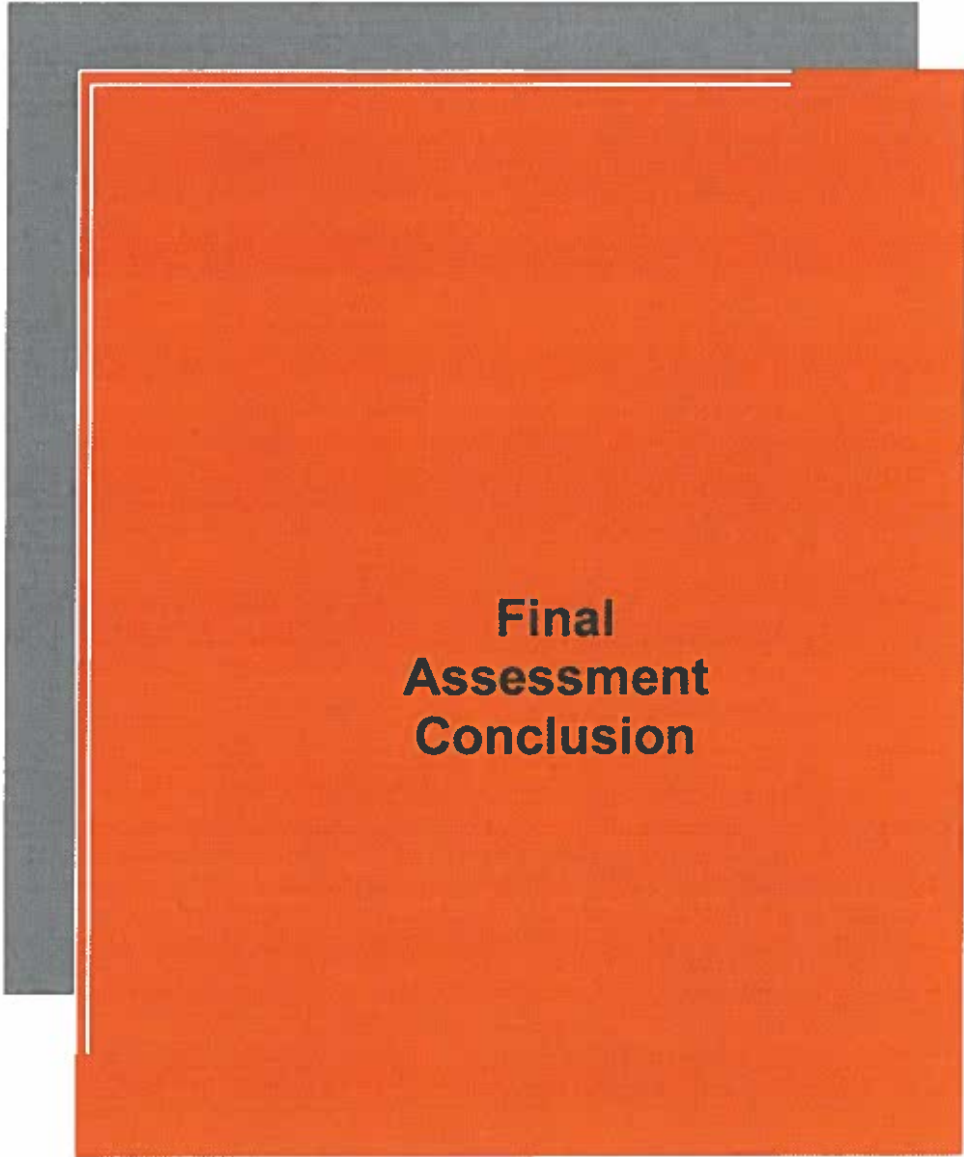
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		ZONING	Industrial
		LEASE RATE	\$12.00 \$14.00/SF NNN



- 12,000± SF AVAILABLE 9/1/24
- 12,000 SF AVAILABLE 9/1/24
- 3,000 SF AVAILABLE 11/1/25







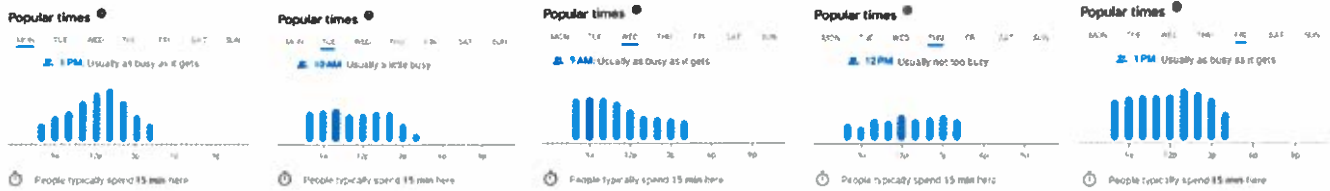
**Final
Assessment
Conclusion**





Final Assessment Conclusion:

The Hudson Town Hall with an estimated staff of 41 employees operates Monday – Friday between the hours of 8 AM – 4:30 PM. The average customer typically spends 15 minutes inside. Peak days are Monday, Wednesday and Friday. Peak hours fluctuate day to day but customers are consistent throughout the day.



INFORMATION FROM GOOGLE WEB REGARDING POPULAR TIMES

Customers have access to parking directly off School Street or in the Town Hall Parking Lot. While there are accommodations for ADA parking directly off School Street, they are not updated with current codes. Additionally, customer parking is shared with employee parking.

Within the Town Hall there are 7 Departments, 2 Town Meeting Halls and support services for both employees and customers. Customers and employees share the same entry points to the building.

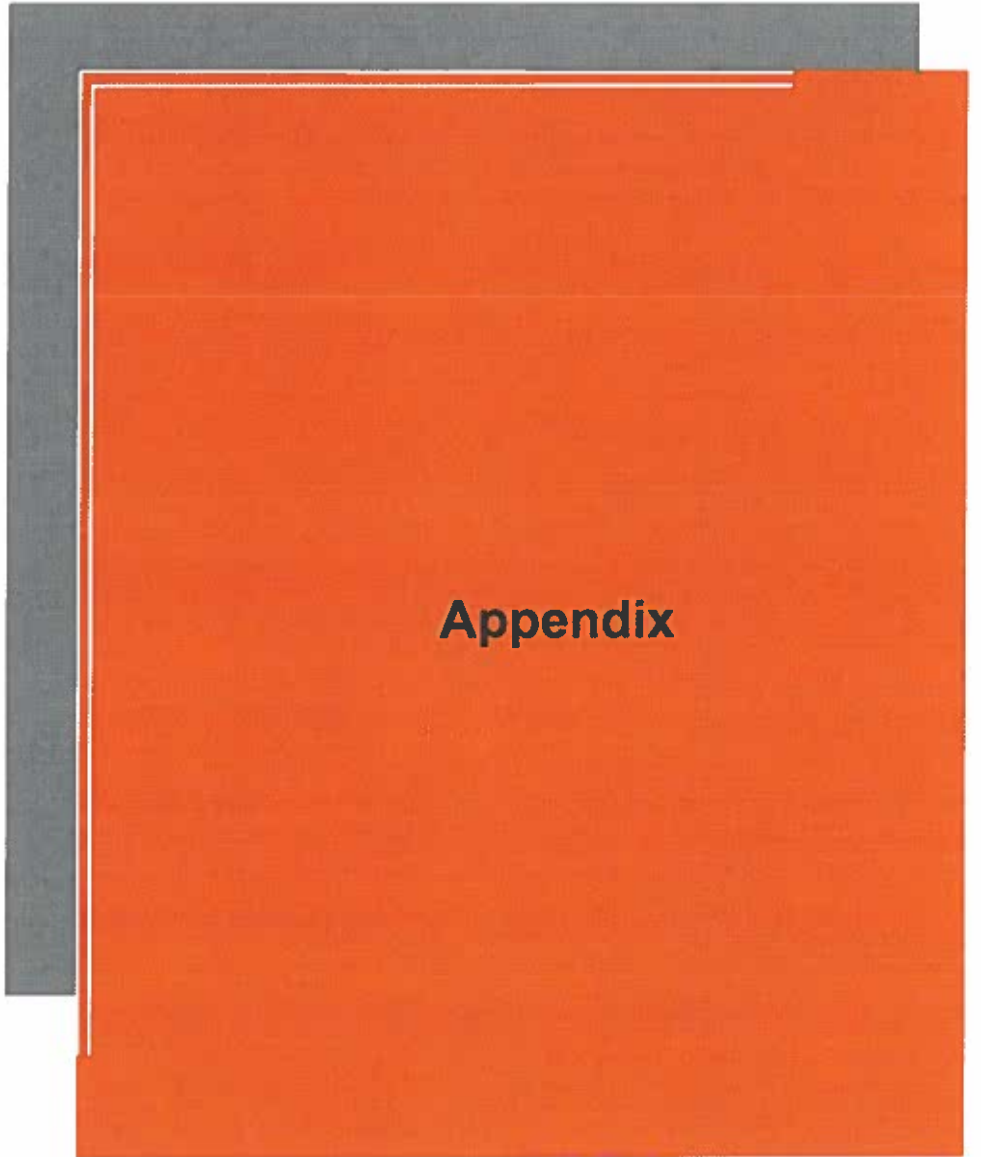
Over the years renovations within the departments have taken place in an effort to accommodate the growing needs of the employees, customer service and storage without the proper updates relating to codes and space requirements.

- Currently 3 departments exceed their occupant load in the provide allocated space.
- Occupancy Cap signage is required to comply with Life Safety Codes in the Buxton Meeting Hall.
- There is no exterior accessibility to the existing building that complies with current codes.
- Once inside there is no working accessibility vertical transportation that would allow customers and or employees to move about the building efficiently from level to level or to access the meeting rooms.
- Per current occupant loads, toilet counts are under the code allowances.
- There is not one toilet room that is ADA Compliant.
- Break Rooms and Kitchens for the employees are not ADA Compliant.
- Security for the building and access to employee BOH spaces is limited.
- Doors, ramps, stairs and circulation have been impacted by the growth.
- Departments are not located with adjacencies that would allow a better customer experience and or internal work flow.
- A few departments have Customer Service counters that are not ADA Compliant.
- Shared work spaces do not currently factor in sound buffers for employees and or customers.
- Storage is limited in the building and additional files are kept off site, incurring additional Town expenses.
- Access to BOH spaces is not secure from the Public.
- Offsite parking is needed for Town Meetings to handle the turn out from residence.
- Sprinklers are missing from a few offices.
- Mechanical, Electrical and Plumbing all need updating

It is the opinion from this assessment that current conditions at the Hudson Town Hall compromise and limit the safety and enjoyment not only for the customers but the employees.







Appendix





Appendix 1: Enclosed Office Requirements

Enclosed Office Requirements	
Small Private Office	90-150 sq. ft
Medium or Shared office	150-250 sq. ft
Large Private Office or Shared Office	200-400 sq. ft

Appendix 2: Common Density Levels of Office Spaces

Common Density Levels of Office Spaces	
Low Density (spacious layout that consist of large private offices)	250-500 sq. ft per employee
Average Density (traditional mix of private offices & open cubicles or commercial work areas)	150-250 sq. ft per employee
High Density (few private offices with the majority of space being used for rows of small desks)	80-150 sq. ft per employee
Open Work Area Requirements (cubicles or commercial work areas)	60-110 sq. ft per person



Appendix 3: Standard Cubical Configurations

Standard Cubicle Configurations			
Type of Cubicle	Width (Inches)	Length (Inches)	Area (sq. ft)
Standard Cubicle	48-72	48-72	16-36
Administrative Cubicle	72	96	48
Executive Workstation Cubicle	120	144	120
Call Center Cubicle	24	48	16
L-Shaped Management Workstation Cubicle (square modular dimensions – see below)	96	96	64
Management Workstation Cubicle	96	144	96
Task Workstation Cubicle (square modular dimensions – see below)	72	72	36
U-Shape Management Workstation Cubicle	96	96	64
Utility Task Workstation Cubicle	48	72	24
Common Square Modular Dimensions			
5x5	60	60	25
6x6	72	72	36
7x7	84	84	49
8x8	96	96	64



Appendix 4: Common Area Requirements

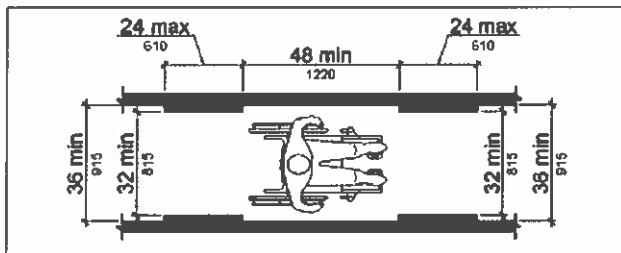
Common Area Requirements	
Reception or Waiting Area	100-200 sq. ft per person waiting
Conference Room	50 sq. ft plus 25 sq. ft per seated person
Breakroom	75 sq. ft plus 25 sq. ft per seated/resting person
Mail or File Room	125-200 sq. ft
Hallways	20-30% of total useable sq. footage

Appendix 5: ADA Minimum Corridor Width

403.5.1 Clear Width. Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

EXCEPTION: The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

Figure 403.5.1



Clear Width of an Accessible Route

Appendix 6: IBC Minimum Corridor Width

TABLE 1020.2 MINIMUM CORRIDOR WIDTH

OCCUPANCY	MINIMUM WIDTH
	(Inches)
Any facility not listed in this table	44
Access to and utilization of mechanical, plumbing or electrical systems or equipment	24
With an occupant load of less than 50	36
Within a dwelling unit	36
In Group E with a corridor having an occupant load of 100 or more	72
<i>In corridors and areas serving stretcher traffic in ambulatory care facilities</i>	72
Group 1-2 in areas where required for bed movement	96

Appendix 7: Dead End Hallways

1020.4 Dead ends.

Where more than one *exit* or *exit access doorway* is required, the *exit access* shall be arranged such that *dead-end corridors* do not exceed 20 feet (6096 mm) in length.

Exceptions:

1. In in Group I-3, Condition 2, 3 or 4, occupancies, the dead end in a *corridor* shall not exceed 50 feet (15 240 mm).
2. In occupancies in Groups B, E, F, I-1, M, R-1, R-2, S and U, where the building is equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1, the length of the *dead-end corridors* shall not exceed 50 feet (15 240 mm).
3. A *dead-end corridor* shall not be limited in length where the length of the *dead-end corridor* is less than 2.5 times the least width of the *dead-end corridor*.

Appendix 8: Ramp Dimensions

Ramp		
	Min	Max
Clear Width	36"	As big as you want
Rise for ramp run	No Min.	30"
Horizontal run	No Min.	30' (360")

Appendix 9: Ramp Landings

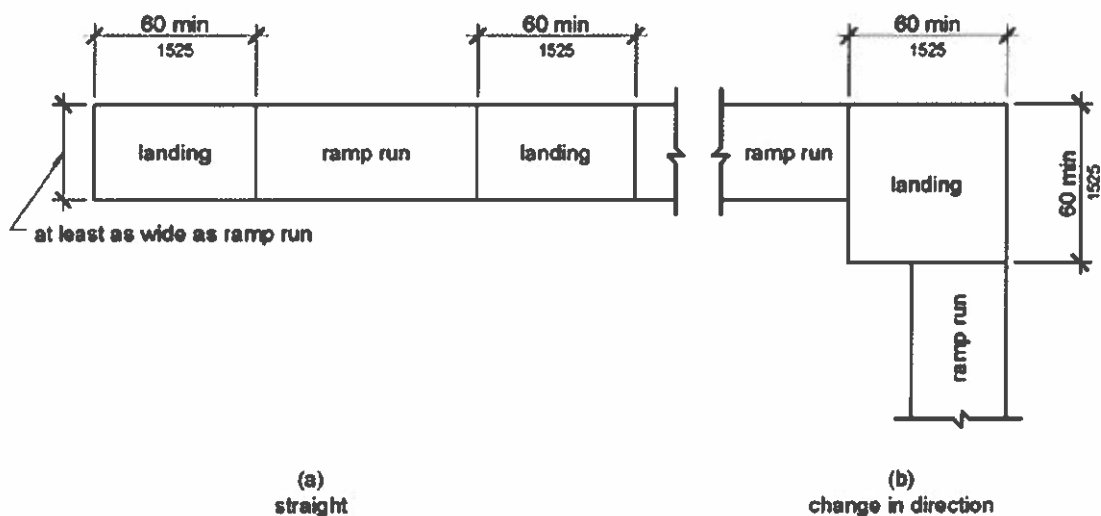


Figure 405.7
Ramp Landings

Appendix 10: Slope

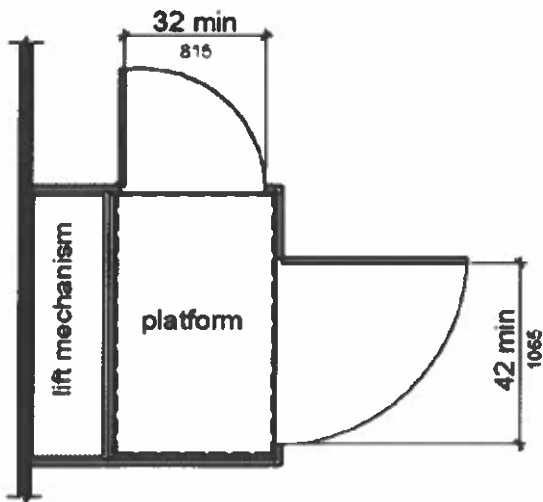
Table 405.2 Maximum Ramp Slope and Rise for Existing Sites, Buildings, and Facilities

Slope ¹	Maximum Rise
Steeper than 1:10 but not steeper than 1:8	3 inches (75 mm)
Steeper than 1:12 but not steeper than 1:10	6 inches (150 mm)

1. A slope steeper than 1:8 is prohibited.

405.6 Rise. The rise for any *ramp* run shall be 30 inches (760 mm) maximum.

Appendix 11: Platform Lift and Doors



**Figure 410.6
Platform Lift Doors and Gates**

Appendix 12: Accessible Parking Spaces

TABLE 1106.1 ACCESSIBLE PARKING SPACES

TOTAL PARKING SPACES PROVIDED IN PARKING FACILITIES	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus one for each 100, or fraction thereof, over 1,000

Appendix 13: ADA Toilet Clearances

603.2 Clearances. Clearances shall comply with 603.2.

603.2.1 Turning Space. Turning *space* complying with 304 shall be provided within the room.

603.2.2 Overlap. Required clear floor *spaces*, clearance at fixtures, and turning *space* shall be permitted to overlap.

603.2.3 Door Swing. Doors shall not swing into the clear floor *space* or clearance required for any fixture. Doors shall be permitted to swing into the required turning *space*.

EXCEPTIONS: 1. Doors to a toilet room or bathing room for a single occupant accessed only through a private office and not for *common use* or *public use* shall be permitted to swing into the clear floor *space* or clearance provided the swing of the door can be reversed to comply with 603.2.3.

2. Where the toilet room or bathing room is for individual use and a clear floor *space* complying with 305.3 is provided within the room beyond the arc of the door swing, doors shall be permitted to swing into the clear floor *space* or clearance required for any fixture.

Advisory 603.2.3 Door Swing Exception 1. At the time the door is installed, and if the door swing is reversed in the future, the door must meet all the requirements specified in 404. Additionally, the door swing cannot reduce the required width of an accessible route. Also, avoid violating other building or life safety codes when the door swing is reversed.

Appendix 14: ADA Mirrors

603.3 Mirrors. Mirrors located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 40 inches (1015 mm) maximum above the finish floor or ground. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches (890 mm) maximum above the finish floor or ground.

Advisory 603.3 Mirrors. A single full-length mirror can accommodate a greater number of people, including children. In order for mirrors to be usable by people who are ambulatory and people who use wheelchairs, the top edge of mirrors should be 74 inches (1880 mm) minimum from the floor or ground.

Appendix 15: Coat Hooks and Shelves

603.4 Coat Hooks and Shelves. Coat hooks shall be located within one of the reach ranges specified in 308. Shelves shall be located 40 inches (1015 mm) minimum and 48 inches (1220 mm) maximum above the finish floor.

Appendix 16: Toilet Specifications

a. Location:

604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches (405 mm) minimum to 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory *accessible* toilet compartment specified in 604.8.2. Water closets shall be arranged for a left-hand or right-hand approach.

b. Seat Height

604.4 Seats. The seat height of a water closet above the finish floor shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum measured to the top of the seat. Seats shall not be sprung to return to a lifted position.

EXCEPTIONS: 1. A water closet in a toilet room for a single occupant accessed only through a private office and not for *common use* or *public use* shall not be required to comply with 604.4.
2. In *residential dwelling units*, the height of water closets shall be permitted to be 15 inches (380 mm) minimum and 19 inches (485 mm) maximum above the finish floor measured to the top of the seat.

Appendix 17: Grab Bars

a. Side Wall

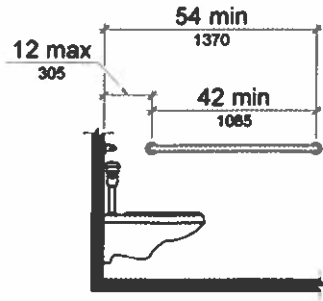


Figure 604.5.1
Side Wall Grab Bar at Water Closets

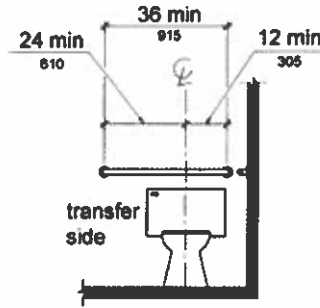


Figure 604.5.2
Rear Wall Grab Bar at Water Closets

b. Rear Wall

Appendix 18: Toilet Paper Dispensers

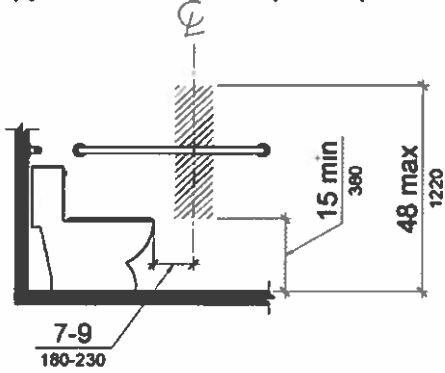


Figure 604.7
Dispenser Outlet Location

Appendix 19: Urinals

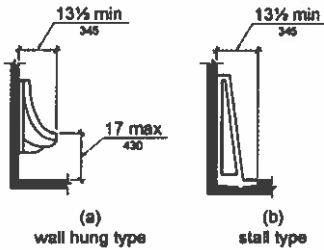


Figure 605.2
Height and Depth of Urinals

Appendix 20: Assistive Listening Systems

Table 219.3 Receivers for Assistive Listening Systems

Capacity of Seating in Assembly Area	Minimum Number of Required Receivers	Minimum Number of Required Receivers Required to be Hearing-aid Compatible
50 or less	2	2
51 to 200	2, plus 1 per 25 seats over 50 seats ¹	2
201 to 500	2, plus 1 per 25 seats over 50 seats ¹	1 per 4 receivers ¹
501 to 1000	20, plus 1 per 33 seats over 500 seats ¹	1 per 4 receivers ¹
1001 to 2000	35, plus 1 per 50 seats over 1000 seats ¹	1 per 4 receivers ¹
2001 and over	55 plus 1 per 100 seats over 2000 seats ¹	1 per 4 receivers ¹

1. Or fraction thereof.

Appendix 21: Push/Pull Door Clearances

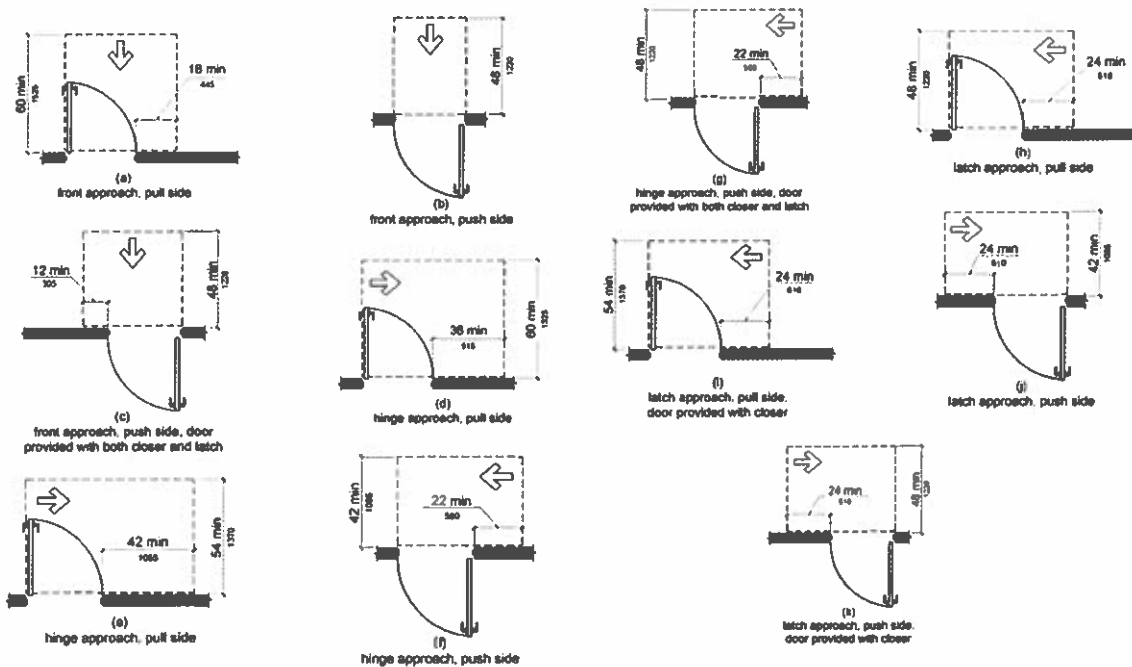


Figure 404.2.4.1
Maneuvering Clearances at Manual Swinging Doors and Gates

Figure 404.2.4.1
Maneuvering Clearances at Manual Swinging Doors and Gates