

RYE TOWN HALL SPACE NEEDS COMMITTEE

FINAL REPORT

1 EXECUTIVE SUMMARY

This document contains a summary of all work done, including a final recommendation, by the Town Hall Space Needs Ad Hoc Study Committee at the request of the Rye Board of Selectmen. The two primary findings and recommendations of the committee are as follows:

- ☐ The space needs requirements relative to satisfying the historical, cultural, and municipal functions of the Rye Town Hall have been determined to be 10,500 square feet, plus or minus 10%.
- ☐ To meet these needs, the Committee recommends Option # 1 which is to renovate the Town Hall and expand the site to accommodate additional space to meet the needs of all departments currently within the Town Hall building.

The process followed included iterative analyses, as referenced in this document, external office space benchmarking with other NH towns, extensive public input at Committee meetings by several members of the public who refer to themselves as the Rye Concerned Citizens, and members of the Rye Heritage Commission. The goal of this Committee report is to provide sufficiently complete information for the Selectmen to generate a Warrant Article, acceptable to the citizens of Rye, supporting expense funding to conduct the next steps towards obtaining the necessary space for our town employees.

Key factors that went into the committee recommendations include the following:

- ☐ Comply with the committee charges and Article 27.
- ☐ Address serious safety issues immediately through a building renovation.
- ☐ Maintain the historic character of the building – an historic design that is compatible with the town center.
- ☐ Keep and restore the Great Hall and the two spiral stair cases.
- ☐ The current location is the optimal location after the committee considered other spaces and options within the town.
- ☐ Restore Town Hall and create additional space to meet needs of current town departments and provide for future growth.
- ☐ Option selected should meet town needs for at least 30 years. Provide space for current Rye Recreation administrative activities.
- ☐ The purpose of the committee is not to design a building or provide finished details but rather make the key decisions that will gain the support of the town in funding seed money to begin the more

detailed project of renovating the Rye Town Hall building and identifying the additional space to meet the business needs of Rye.

The following additional recommendations resulted from this committee's activities:

- Strategic Town Planning – While the Town maintains a Master Plan (generated by the Planning Committee) and a Capital Improvement Plan (generated by the CIP Committee), the Town is lacking in specific long range strategic planning. This Committee recommends that the Town pursue a Strategic Town Plan to provide insights and recommendations as to the delivery of services in the future. What services will be delivered, by whom, and with what resources? Issues like “Technological Advances”, “Outsourcing”, and “Regionalization”, to name a few, may be future trends that affect current decision making.
- Facilities Master Planning - To complement strategic planning, this Committee recommends that the Town establish a Town Facilities Master Plan. This plan should define the “structural vision” of Rye, the requirements for Town facilities: aesthetics, historically-appropriate, architecturally-appropriate, architecturally - distinguished, institutional - quality, durable, energy efficient, sustainable, and cost - effective. Facilities should consider the sites, adjacencies, shapes, massing, rooflines, materials, and more, in contributing to the texture of Rye's town facilities.
- Evaluation of Old Police Station - This Committee recommends that the Town fund a study to consider all environmental issues associated with the Old Police Station. Upon completion of this study, further funding may be required to remediate the site. Ultimately, the site could be refurbished for Town needs or sold and privately redeveloped.
- Record Retention Requirements - A significant amount of time and research was spent in identifying the Town of Rye's record retention requirements, as it related to storage space needs. The Town is studying alternatives, such as the use of technology, to improve record retention and minimize space needs prospectively. This Committee encourages the Town to continue this process and make the necessary investments as needed to improve efficiency and reduce physical storage space.
- Access to Public Safety Building Meeting Room - The Basement meeting room in the Public Safety Building is a highly desirable site for public meetings. Given the current secured access and egress, Town Board and Committee meetings are limited and subject to availability of police and fire staff. This Committee recommends that the Town consider having this meeting room be made available for Town meetings, by shifting the high-level security requirements to beyond this meeting room.
- Employee planning during renovation – Costs to maintain the business functions of the town during the renovation phase should be considered when evaluating site expansion decisions.

2 INTRODUCTION:

The Town Hall Space Needs Ad Hoc Study Committee is a Selectmen's Committee. The objective of this report is to create a document that identifies and resolves the municipal functions' space needs of the town of Rye with special consideration for the serious issues that currently face the municipal functions in the town hall building.

The building has serious safety issues, is not compliant with current building codes and is not compliant with regulations set by the Americans with Disabilities Act (ADA). In addition, the required municipal functions of the town have outgrown the current space available at the Rye Town Hall so there is overcrowding and a lack of storage. Over the years the municipal functions of the town have been forced to expand in response to State and Federal regulations, population growth, the expansion of programs, and the incorporation of technology.

3 COMMITTEE CHARGE AND PURPOSE:

The Selectmen appointed Space Needs Ad Hoc Study Committee is charged to:

- ☐ Seek an economically sound proposal to resolve the space needs of the town municipal functions as an integral part of preservation/ renovation to our historic town hall, giving equal weight during deliberations to the town hall as a historic entity and to the town hall as the center for the conduct of the business of the town of Rye, including ease of access by the public and accommodation of the ADA.
- ☐ Create and explain a plan to address the towns municipal functions' space needs problems including:
 - a. Should the Great Hall revert to meeting space or remain office space?
 - b. What are the space needs options of the town?
 - c. What is the preferred option with rationale?
 - d. Steps to be taken to strive for citizen awareness and consensus.
 - e. Consideration of and response to Article 27 of the 2012 Warrant:
- ☐ Prior to funding the completion of the design of the potential multi-million dollar expansion of Town Hall, shall the Board of Selectmen address the space needs of the town employees, boards and commissions by a comprehensive pros and cons analysis of all possible options? This could include publicly or privately owned property or renovation of existing facilities, for example:
 - Town Hall
 - Public Safety Building (7,000 sq ft build out on 2nd Fl)

- Rye Recreation Facilities
- Rye Recycling Center Facilities
- Former Police Station

In addition to possible locations, the Board of Selectmen must consider the number of employees and the number of square feet per employee of similar facilities in other NH towns and the reasons, if any, why the needs of Rye may be different.

- ☐ Prepare and submit a report to the Board of Selectmen detailing the work and recommendations of the committee no later than Nov 1, 2012.

4 SPACE NEEDS COMMITTEE RESPONSE TO EACH CHARGE:

The following sections address each charge and the Committee's responses.

4.1 Committee Charge #1:

Seek an economically sound proposal to resolve the municipal functions' space needs of the town as an integral part of preservation/renovation to our historic town hall, giving equal weight during deliberations to the town hall as an historic entity and to the town hall as the center for the conduct of the business of the town of Rye. This includes ease of access by the public and accommodation of the Americans with Disabilities Act.

Committee Recommendation to Charge #1:

- ☐ Renovate Rye Town Hall: Bring the building up to code and accommodate ADA requirements.
- ☐ Keep the town's business in the center of Rye – in its current general location.
- ☐ Create additional space of between 3,500 to 5,500 sq ft to meet the business needs of the Rye Town Hall business functions:
- ☐ Recommended Alternatives for Option # 1:
 1. Town hall building addition: 3,500 – 5,500 sq ft. Town hall building with Great Hall and addition total sq ft = 10,500 sq ft \pm 10%. This estimated size is based on a survey of all town departments and an interview with every department. Support of this figure comes from the following key analysis:
 - The NH Town Hall Study conducted by Cyndi Gillespie resulted in a survey analysis of the town halls of 14 similarly sized towns. The average space per employee came to 633 square feet. If we apply this to the future number Rye Town Hall employees (16 Full Time Equivalent) the total

square feet required is 10,128, close to the 10,500 figure determined after the space need discussions with the department heads.

- Rye Heritage commission is strongly recommending a limited size addition on the town hall lot in order to fit with the historic character of the existing town hall.
- 2. New Town Hall building (annex) adjacent to existing Town Hall: 3,500 – 5,500 sq.ft. New building would be on the same site as current town hall building.
 - Current town hall building can provide space for town departments on the 1st floor and Great Hall meeting space on the 2nd floor.
 - The two building scenario would mean that there would be a need to construct two elevators and provide two separate heating systems to service the two buildings.

4.2 Committee Charge #2a:

Should the Great Hall and two spiral staircases revert to meeting space or remain office space?

Committee Recommendation for Charge #2a:

- ☐ It is the recommendation of the committee to save and restore the Great Hall and use it as town meeting space including preserving the two sets of circular stairs as a method of egress.
 - The committee sees the value of the historic character of both the exterior and interior spaces and believes that it is in the best interest of Rye to preserve the Great Hall.
 - Supported by public input at the meetings, with members representing the Rye Heritage Commission.
 - As supported by the History of Rye Town Hall (Appendix)
 - With the number of boards and Committees there is significant demand for meeting space (see Appendix) at the Rye Town Hall.

4.3 Committee Charge #2b:

What are the municipal functions' space needs options of the town?

Committee Recommendation for Charge #2b:

- ☐ The committee evaluated the following municipal functions' space needs options within the town with regards to cost and appropriate function:
 1. Town Hall renovation
 2. Public Safety Building build out on 2nd floor (7,000 sq ft)
 3. Rye recreation land: Build a new town hall building

4. Private land purchase: Build a new town hall building
5. Rye Recycling Center: Build a new town hall building
6. Former Police Station: Utilize for town space

Evaluation documentation of the above options is located in the Section 5 of this report. Each option includes a list of pros and cons and a financial evaluation.

4.4 Committee Charge #2c:

What is the preferred option for additional space and what is the rationale?

Committee Recommendation for Charge #2c:

- ☐ The Committee recommends the Town Hall Renovation option for additional space.
 - The current Town Hall building is required by federal law to be renovated to meet ADA. It is also in the interest of town to provide a safe environment for town employees and public visitors to the building.
 - We arrived at our program size estimate following additional statements from departments who wanted more space, other members and the public concerned with budget, and others who were concerned with the bulk of the addition.
 - This figure includes and utilizes the Great Hall as town meeting space
 - This figure was arrived at using three key measures of analysis.
 1. Space need requirement meetings with Rye department head managers.
 2. Comparison of square footage per employee of similar New Hampshire towns.
 3. With input from Rye Heritage Commission members.

Supporting documentation of the above three analyses is provided in the report Appendix at the end of this document.

4.5 Committee Charge #2d:

Develop steps to be taken to strive for citizen awareness and consensus.

Committee Recommendation for Charge #2d:

- ☐ Post all space need documents at Town Hall, The Library and on the Rye town website.
- ☐ Article in the Town of Rye Newsletter: "Space Needs Recommendations and Proposal."

- ☐ Write Letter to Editor for Seacoast Online in support of warrant article.
- ☐ Develop and hold presentation at deliberative session to support the warrant article developed by the Selectmen.
- ☐ Hold Town Space Needs informational presentation in support of warrant article.

4.6 Committee Charge #2e:

Consideration of and response to Article 27 of the 2012 Warrant.

Committee Recommendation for Charge #2e:

- ☐ The above analysis considers the response to Article 27 of the 2012 Warrant.
 - Options of Article 27 were considered with pros and cons analysis – see Section 5.
 - A square foot per employee analysis of similar New Hampshire towns was completed and this analysis supports the committee's recommendation that the town needs 10,500 sq ft ± 10% for the business of the town.

5 COMMITTEE REVIEW OF SPACE NEED OPTIONS:

This section provides details of the Committee's evaluation of the five options included in Charge 2b and covered in Article 27 of the 2012 Warrant.

5.1 Space Needs Option #1: Renovate Town Hall and expand the site

This option would renovate the current Town Hall and expand the site to accommodate additional space to meet the needs of all departments currently within the Town Hall building.

Committee Recommendation:

The Space Needs Committee agrees this is the best option to expand the business needs of Town Hall. This view is shared by the Rye Heritage Commission and the citizens attending the committee meetings.

Pros:

- ☐ The renovation of town hall will keep the town business in the center of Rye
- ☐ An historic renovation is in keeping with the architecture and feel of Rye, NH
- ☐ The building must be renovated to meet Federal ADA Requirements.
- ☐ Current safety issues will be corrected.

- ☐ Renovation provide an opportunity to update the site technology
- ☐ Extend benefits of geothermal system and other improvements to site.

Cons:

- ☐ An addition too large will overwhelm the building and detract from the historical value and charm of the building.
- ☐ Excessive space would detract from the historic character of the building.

Financial Review: Rough Cost Estimates: \$2.1 to \$2.4 Million (Below represents costs of \$2.1 million)

3. Renovate Rye Town Hall and Build Addition

| | | |
|--|-------------|--------|
| Existing Town Hall square feet to be Renovated | 6,000 | |
| Renovation Cost per square foot | \$166.50 | Note 2 |
| Construction Cost to Renovate Existing Town Hall | \$999,000 | |
| Plus Arch and Soft Costs at 20% | \$199,800 | |
| Total Project Costs for Renovation | \$1,198,800 | |
| Attached Addition in sq. ft. to Existing Town Hall | 4,500 | |
| Construction Cost per square foot | \$161.50 | Note 4 |
| Total Construction Cost | \$726,750 | |
| Plus Arch and Soft Costs at 20% | \$145,350 | |
| Total Project Costs for Addition | \$872,100 | |
| Total Project Cost | \$2,070,900 | |

Assumes modest additional cost for attaching to Existing Town Hall

5.2 Space Needs Option #2: Public Safety Building build out on 2nd floor

This option would build out current unoccupied space at the Public Safety Building above the fire truck bays.

Committee Recommendation:

The Space Needs Committee agreed this is not the best option to expand the business needs of Town Hall.

- ☐ The Space Needs Committee completed two on-site inspections of the Safety Building.
- ☐ The Committee reviewed the recommendations of the AG Architects study.
- ☐ The Committee discussed the option in length and encouraged public input.

Pros:

- ☐ The town offices remain in the center of town.
- ☐ The plan would utilize an existing building.

Cons:

- ☐ Splitting the municipal department functions into two spaces is not efficient as the departments have frequent interactions with each other and the committee recommends keeping departments together.
- ☐ The Public Safety Building is a dangerous location for public town offices. During one of the committee's two inspections of the building a police cruiser came close to hitting several members and almost caused an accident at the corner of the building where the police cruiser was speeding out to a call while one of our members was pulling their car in to park.
- ☐ The cost of renovating the building, with new septic and parking is expensive amounting to \$1,370,785 and this does not include stairs or an elevator. During meeting discussion with the Police and Fire Departments it is determined that the public would need an elevator to access the proposed space option above the fire bays. The existing elevator in the safety building is not accessible by the public and there is not currently staff on hand to walk every member of the public from the secure building into the proposed public space. The Safety Building has become closed to the public since the events of 9/11/2001.
- ☐ The revised cost including stairs and an elevator would be in excess of \$1,500,000.

Financial Review: Rough Cost Estimates: \$2.1 to \$2.6 Million.

While the below Safety Building build out is \$881k, the AG Architects report suggested renovation costs of \$1.2 to \$1.4 million. AG Architects estimates are up to \$500K higher than the below figures which is why the above range of \$2.1 to \$2.6 is so wide.

Renovate Rye Town Hall and Build Out Public Safety Bldg.

| | |
|---|--------------|
| Current Town Hall square feet to be Renovated | 6,000 |
| Renovation Cost per square foot | \$167 Note 2 |
| Construction Cost to Renovate Existing Town Hall | \$999,000 |
| Plus Arch and Soft Costs at 20% | \$199,800 |
| Total Project Costs for Renovation | \$1,198,800 |
| Usable Sq. Ft. of Public Safety Above Apparatus Bay | 5,500 |
| Construction Cost per square foot | \$134 Note 3 |
| Construction Cost for Build Out | \$734,250 |
| Plus Arch and Soft Costs at 20% | \$146,850 |
| Total Project Costs for Build Out | \$881,100 |
| Total Project Cost | \$2,079,900 |

May require additional septic and parking expenses
Additional 1,000 square feet of space is captured

5.3 Space Needs Option #3: Rye Recreation facilities for new Town Hall building

This option was to explore using existing Rye Recreation facilities and land for a new Town Hall building.

Committee Recommendation:

The Space Needs Committee agreed this is not the best option to expand the business needs of Town Hall. This option did not receive support of the committee or the public

Pros:

- ☐ Town utilizes land already owned by the town
- ☐ Cheaper option than purchasing private land

Cons:

- ☐ The new town hall building will not be in the center of town.
- ☐ The new location is not convenient for most town citizens.
- ☐ Most of the Rye Recreation Land has covenants and will not allow the Town of Rye to utilize the land for town buildings. All lots purchased with State or Federal funds for open space will not allow for building on open space.
- ☐ The Rye Recreation Department has had a difficult time expanding their current parking lot space which indicates approval for a new building site will be difficult and time consuming.

Financial Review:

The Space Needs Committee felt a financial review was not necessary.

5.4 Space Needs Option #4: Purchase private land for a new Town Hall building

For this option the Committee explored various available town parcels for sale and evaluated the option of acquiring land and constructing a new Town Hall.

Committee Recommendation:

The Space Needs Committee agreed this is not the best option to expand the business needs of Town Hall. This option did not receive support of the committee or the public.

Pros:

- ☐ Town could build and design a new building to meet the needs of the Rye Town Hall

Cons:

- ☐ This is an expensive option. There is one lot for sale in Rye at the top of Washington Road that could be considered an option however the Town has assessed the value of the land at \$ 819,262. This land acquisition cost added to the cost of a new building makes this option too expensive and less than desirable.
- ☐ The new town hall building will not be in the center of town and is not as convenient as the current location.

Financial Review: Rough cost estimates are already \$2.8 million and do not include the Rye Town Hall renovation. If we include those costs the total balloons to: \$4.0 million.

Purchase Land and Build a New Rye Town Hall

| | | |
|--|-------------|--------|
| Land at Rye assessed value: Feasible Lot | \$819,262 | |
| New Town Hall square feet | 10,500 | |
| New Construction Cost per square foot | \$158 | Note 1 |
| Total Construction Cost | \$1,653,750 | |
| Plus Arch and Soft Costs at 20% | \$330,750 | |
| Total Project Cost | \$2,803,762 | |

Current Town Hall remains in its existing state and needing repair

5.5 Space Needs Option #5: Rye Recycling Center Facilities

This option explored using the current Rye Recycling Center and facilities for a new Town Hall.

Committee Recommendation:

The Space Needs Committee agreed this is not the best option to expand the business needs of Town Hall. This option did not receive support of the committee or the public

Pros:

- ☐ There were no pros for this option.

Cons:

- ☐ This site has many issues including flooding and hazardous materials clean up that may need to be completed before a new town hall building could be placed on this site.
- ☐ If the town hall building would take over this site the Rye Recycling center would need to find another location. It is possible the town would not be able to find another location due to current land code regulations.
- ☐ The Rye Recycling Center is working on its own master plan to renovate the existing site. They have placed \$50,000 in the Rye CIP for 2013 to complete an engineering study to renovate the existing recycling facility.

Financial Review:

The Space Needs Committee felt a financial review was not necessary

5.6 Space Needs Option #6: Utilize the former Rye Police Station

This option was to explore use of the former Rye Police Station as possible use for additional Town Hall space.

Committee Recommendation:

The Space Needs Committee agreed this is not the best option to expand Rye town office space – this building is the ideal location for Rye town storage. There is currently \$15,000 in the 2013 CIP for a study to assess the condition and costs to renovate this building site.

Pros:

- ☐ This building is approximately 2,300 sq ft.
- ☐ With a second floor this building could grow to approximately 4,000 sq ft.

- ☐ The location is close to the current Rye Town Hall building.

Cons:

- ☐ The building is on a small lot - approximately .2 of an acre
- ☐ The building has many issues.
- ☐ The septic has failed.
- ☐ The heating system is no longer operating.
- ☐ The building is leaking which is causing mold growth inside.
- ☐ On-site parking is limited by small footprint of site.
- ☐ The building/land may have environmental issues
- ☐ The feasibility of reusing this space cannot be determined without further study.
- ☐ The building currently holds hardy storage – Storage that is not affected by mold, ex: greenhead traps, and lifeguard chairs.
- ☐ Costs are preliminary and unable to be estimated until a study is completed assessing the current condition of the site.

Financial Review: A financial review will not be accurate at this time. The old Police Department building needs a professional review detailing the environmental clean-up of the site.

APPENDICES

- A. The Town Hall Space Needs Ad Hoc Study Committee Charge to the Members
- B. The Town Hall Space Needs Ad Hoc Study Committee Professional Profiles
- C. Article 27
- D. The history of Rye Town Hall document
- E. Rye Heritage Commission report on the preservation of Rye Town Hall
- F. Rye Town Hall courtroom usage with a listing of all town boards and committees
- G. New Hampshire Town Hall Study
- H. Rye Town Hall Space Needs Analysis For Each Department, totaling the 10,500 sq ft + or – 10%.
- I. State regulation on document storage
- J. Storage analysis of Rye Town Hall
- K. Town of Rye, Public Safety Second Floor Analysis – from binder
- L. Great Hall – How will it be used? What does the town get by renovating the Great Hall?
- M. Cost Analysis: Town of Rye Space Needs Cost Analysis
- N. Victor D. Azzi, PhD, PE, Consulting Engineer and Planner. Professional Opinions, Concerns and Recommendations.

Victor D. Azzi, PhD, PE --- an abbreviated profile

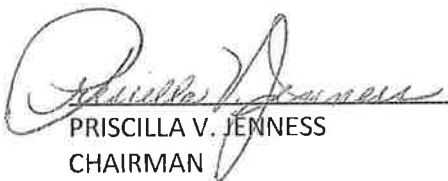
- 1) More than fifty years experience in education, architecture, planning, engineering, building construction, master planning, campus planning, and real property management.
- 2) Completed over \$300,000,000 in projects, large and small – planning, design, and construction.
- 3) Award-winning projects, architecturally-distinguished, institutional-quality, commercial, residential, durable, sustainable, cost-effective, delivered on time and within budget.
- 4) Broad project responsibility and scope including site search, property acquisition, siting and site design, planning, programming, architecture, engineering, building construction, furnishings.
- 5) Master Planning, development of twenty-year comprehensive master plan(s), lesser-horizon community master plans, and facilities master plans.
- 6) Commissioner: Regional Planning with the Strafford Regional Planning Commission, Rockingham Planning Commission, Seacoast Metropolitan Planning Organization.
- 7) Studied architecture, planning, engineering, and building construction: BS, University of New Hampshire; MS, PhD, Yale University.
- 8) *Plan New Hampshire*, member, former Director.
- 9) Tenured Full Professor, Engineering, University of New Hampshire.
- 10) Board of Trustees, University System of New Hampshire.
- 11) Responsible for interpretation, application, and enforcement of ADA provisions.
- 12) Responsible for projects involving Historic Preservation, Restoration, and applications for the National Register of Historic Places. .
- 13) Responsible for developing, applying, and updating provisions for Building Codes and Standards, including the International Building Code (IBC).
- 14) Many *pro bono* projects, including, e.g., the Rye Public Library, the Rye Public Safety Building, and the Community Campus (Portsmouth).
- 15) Consulting practice continues, nationally and internationally, working with and for owners, architects, engineers, builders, planners, researchers, universities, and other public and private organizations and institutions.
- 16) Membership on national and international boards and committees, including FEMA, the Building Seismic Safety Council, International Code Council (International Building Code).

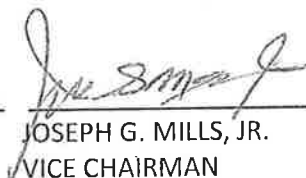
(p 69)



**THE TOWN HALL SPACE NEEDS AD HOC STUDY COMMITTEE
CHARGE TO THE MEMBERS
JULY 9, 2012**

1. MEMBERS WILL BECOME FAMILIAR WITH ALL OF THE RECENTLY COMPILED DATA RELATED TO THE TOWN HALL BUILDING AND ITS USES TO INCLUDE NEEDS ASSESSMENT (ARCHITECT'S REPORT), STRUCTURAL ANALYSIS, FINANCIAL ESTIMATES, ENGINEERING REPORTS AND WORK ACCOMPLISHED TO DATE.
2. SEEK AN ECONOMICALLY SOUND PROPOSAL TO RESOLVE THE SPACE NEEDS OF THE TOWN AS AN INTEGRAL PART OF PRESERVATION/RENOVATION OF OUR HISTORIC TOWN HALL, GIVING EQUAL WEIGHT DURING DELIBERATIONS TO THE TOWN HALL AS A HISTORIC ENTITY AND TO TOWN HALL AS THE CENTER FOR THE CONDUCT OF THE BUSINESS OF THE TOWN OF RYE INCLUDING EASE OF ACCESS BY THE PUBLIC AND ACCOMMODATION OF THE AMERICANS WITH DISABILITIES ACT.
3. FORMULATE AND EXPLAIN A PLAN TO ADDRESS THE TOWN'S SPACE NEEDS PROBLEMS INCLUDING:
 - a) ANY ADDITIONAL INFORMATION DEEMED NECESSARY
 - b) INITIAL DECISION: SHOULD THE GREAT HALL REVERT TO MEETING SPACE OR REMAIN OFFICE SPACE?
 - c) OPTIONS CONSIDERED
 - d) PREFERRED OPTION WITH RATIONALE
 - e) STEPS TO BE TAKEN TO STRIVE FOR CITIZEN AWARENESS AND CONSENSUS (WHICH MAY OR MAY NOT INCLUDE PRESENTATIONS, VISIONING SESSIONS, SURVEY, DEVELOPMENT OF A TIME LINE, PROPOSAL OF WARRANT ARTICLE(S), ETC.)
 - f) CONSIDERATION OF AND RESPONSE TO ARTICLE 27 OF THE 2012 WARRANT
4. PREPARE AND SUBMIT A REPORT TO THE BOARD OF SELECTMEN DETAILING THE WORK AND RECOMMENDATIONS OF THE COMMITTEE NO LATER THAN NOVEMBER 1, 2012.


PRISCILLA V. JENNESS
CHAIRMAN


JOSEPH G. MILLS, JR.
VICE CHAIRMAN


CRAIG N. MUSSELMAN
SELECTMAN

NOTE: The Town Hall Space Needs Ad Hoc Study Committee is a Selectmen's Committee. As such, no sub committees may be appointed without approval of the Board of Selectmen. Unless continued by the Board of Selectmen, this committee will sunset in March of 2013.



ABSENTEE
OFFICIAL BALLOT
ANNUAL TOWN ELECTION
RYE, NEW HAMPSHIRE
MARCH 13, 2012

BALLOT 4 OF 4

Elizabeth M. Gaston
TOWN CLERK

WARRANT ARTICLES CONTINUED

ARTICLE 27. (By Petition) Prior to funding the completion of the design of the potential multi-million dollar expansion of Town Hall, shall the Board of Selectmen address the space needs of the town employees, boards and commissions by comprehensive pro and cons analysis of all possible options? This could include publicly or privately owned property or renovation of existing facilities, for example

- o Town Hall
- o Public Safety Building (7,000 square feet build-out on second floor)
- o Rye Recreation facilities
- o Rye Recycling Center facilities
- o Former Police Station

In addition to possible locations, the Board of Selectmen must consider the number of employees and the number of square feet per employee of similar facilities in other U.S. towns, and the reasons, if any, why the needs of Rye may be different.

YES ☐
NO ☐

ARTICLE 28. (By Petition) Shall the five members of the Zoning Board of Adjustment be elected by the Citizens of Rye pursuant to RSA 673:3,II, by official ballot, rather than be appointed by the Board of Selectmen? The initial terms of the members shall be staggered pursuant to RSA 673:5,II: one member shall be elected for one year, two members shall be elected for two years and two members shall be elected for three years. By statute, five alternates may be selected by the elected members of the Zoning Board of Adjustment, RSA 673:6,I.

YES ☐
NO ☐

ARTICLE 29. (By Petition) Shall the Rye Selectmen send a letter on behalf of the town to our US Congressional Delegation and to the Postmaster General recommending that our Federal Government close one of the two Post Offices in Rye? The letter shall state that "some of the voters of Rye feel that given the fiscal condition of our federal government and of the US Post Office, some of the residents of Rye, NH would like to see the US Post Office only operate one post office in our town. Currently there are two post offices on Central Road in Rye, less than two miles apart. Selecting which Post Office to keep open is the responsibility of the US Post Office."

YES ☐
NO ☐

ARTICLE 30. To see if the Town will vote to authorize the Selectmen to sell to the highest bidder at public auction, or sealed bid, such surplus Town equipment as is not traded in on new equipment in 2012.

YES ☐
NO ☐

YOU HAVE NOW COMPLETED VOTING

A BRIEF HISTORY OF THE RYE TOWN HALL

- 1839 The First Methodist Episcopal Society of Rye, New Hampshire was formed March 16, 1839.
- 1839 The Methodist Episcopal Society Meeting House was raised June 1 and dedicated October 1, 1839.
- 1873 The Town of Rye voted to purchase the meeting house for \$1,000 and provided \$3,000 to convert it for use as a town hall.
- 1873 Dedication of the former church as the Rye Town Hall was held on November 19, 1873.
- 1890 The Town voted to build a 14 ½ foot addition to the rear of the building at a cost of \$400.00. Wood with a brick foundation, this addition included a rudimentary kitchen with hand pump at the end of a shallow sink and a cast iron stove. Also included was an indoor "outhouse" or privi. The clean out doors and privi are still intact in 2011.
- 1957 A small kitchen on the first floor was added.
- 1974 Changes to the interior were made to provide office space for the Town Clerk, Tax Collector and Town Treasurer on the first floor. All three Town Officers had previously worked from their homes.
- 2002 – 2004 Office partitions, rest room and small kitchen were installed on the second floor negating use of the great hall.

During the first three quarters of the 20th century, our Town Hall was witness to Annual Town Meetings, Special Town Meetings, Selectmen's meetings, meetings of fraternal groups such as the Grange and the Junior Order of United American Mechanics, the Every Other Tuesday Club's Pageant of Brides, wedding receptions, eighth grade graduations, rehearsals and productions of the Rye Players, square dances, dance recitals, Scout meetings, the first displays of the Historical Society and more. Areas to accommodate such activities and functions have gradually been all but eliminated by the Town's burgeoning space requirements.

Constructed in a day before electricity was harnessed for power and light and at a time when heat throughout Rye was provided by cord wood, this building has been altered repeatedly over the years to accommodate the addition of a Town Administrator, Selectmen's Office (moved from the old fire station), Financial Administrator, Municipal Court (closed in 1999), Building Inspector/Code Enforcement Officer, Zoning Administrator, Assessing Department, Recreation Department, Welfare Department (transferred to Portsmouth on November 1, 2006), Clerk of the Trustees of Trust Funds and Sewer Department in addition to the Town Clerk/Tax Collector (now combined) and the Town Treasurer. Please be mindful that each department has its own specific requirements for equipment and storage which are often dictated by the State. Some departments should be able to provide privacy to residents, a nearly impossible task today.

The Age of Technology, as it relates to the conduct of Rye town business within Town Hall, was initiated by the installation of electricity and telephone and has since increasingly demanded accommodation for heat, indoor plumbing, computers, copiers, specialized printers, fax machine, smoke detectors, air conditioning, shredders, postage meter and several kitchen appliances. With every interior change, selectmen have striven to meet the need without permanent damage or irreversible alteration to the underlying historical character of the building. Today, the twin winding stair cases as well as the beautiful tin ceiling, raised platform/stage and proscenium arch of the great hall remain intact although partially hidden.

Since World War II, municipal functions of the Town have been forced to expand due to population growth, demand for services and imposition of state and federal requirements in addition to centralization of departments and incorporation of technology. Today, we are approaching a crossroads, our own "Perfect Storm", as the need for repair and maintenance of our historic Town Hall, lack of compliance with safety and ADA issues and the now severe shortcomings regarding space for municipal government converge.

Hopefully, with community input and involvement, we will reach a consensus on the path to be taken.

The Rye Heritage Commission Report on Preservation of the Rye Town Hall.

In March of 2011, the Rye Heritage Commission was authorized by the voters and it was established by the Board of Selectmen in July of 2011. The purpose for the Commission is the proper recognition, use, and protection of resources which are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts. The Commission has advisory and review authority to survey and inventory all cultural resources and to conduct research and publish findings, including reports. As such, the Heritage has focused its attention on the Rye Town Hall since the beginning of 2012. A Commission member, Alex Herlihy, researched and wrote a history of Rye Town Hall. **EXHIBIT ONE**

In March or 2012, the Rye Heritage Commission invited the public to hear, Peter Michaud, the Director of the Department of Cultural Resources for the State of New Hampshire. The presentation was specifically focused on “good additions” to historic properties. Mr. Michaud reviewed the Secretary of the Interior Standards for treatment of historic properties. There are four sets of standards:

- Preservation,
- Restoration,
- Reconstruction and;
- Rehabilitation.

Peter Michaud stated that

When there is an old building that is “used” and needs to stay current, the standards for rehabilitation provides a guideline for allowing for new use. This acts as a guide to make the building viable and sustainable. There can be modern accoutrements in the building but it is done in a way that the “nuts and bolts” of what makes that building historic are left intact.

Mr. Michaud continued that the standards rely on the character defining features of a structure. Some of the character defining features may be the shape of the building, the details and materials used. Mr. Michaud stressed that the following needs to be considered when adding on to a historic building:

- **Compatibility** - Historic features of the structure; the addition should be compatible with the look/design and materials of the structure.
- **Product of its own time** – Modern.
- **Subservient** – The historic building should be the focus. Subservient is more on the side of scale and massing in relationship to the original building. Mr. Michaud explained that it cannot be bigger or “as big as” and still be subservient.

Mr. Michaud explained that all of these criteria should also be “set in a field” of reversibility. See the Minutes of the Heritage Commission meeting of March 29, 2012. **EXHIBIT TWO**

Mr. Michaud urged the Commission to pursue an Application to the State Historic Resources for recognition of the Rye Town Hall on the State Historic Register. The Board of Selectmen at the September 10th meeting approved the application. The Application is attached as **EXHIBIT THREE**.

At the board meeting of the Heritage Commission on October 3, 2012, the members voted [with the ad hoc committee members abstaining] for the following:

VOTED

Retention of the Great Hall as a community meeting facility was unanimously approved.

VOTED

Retention of the tin ceiling was unanimously approved.

VOTED

Retention and preservation of the two spiral front stairwells were unanimously approved.

VOTED

Retention of the 1890 addition was unanimously approved.

VOTED

Removal of the 1974 porch was unanimous.

An addition to the Town Hall at the end of the 1890 addition was considered with three options:

- Options number one and number two involved having an addition at right angle to the current town hall and both were rejected unanimously
- Option number three was continuing the line of the building straight back. The question considered was the acceptable size of such an addition, which the majority voted, could not exceed 20 additional feet in length. To satisfy the compatibility standard the addition would be two stories [with a possible basement] and 36 feet wide. It would be of the same materials, the same design and roofline. Peter Michaud described what it takes an addition to be “subservient” and the Commission took these principles into account.

The members then considered an alternative, in the event that the aesthetic limitations did not adequately address the space needs of the town. The members voted 3 to 1 that, for aesthetic reasons, as well as for the safety and structural integrity of the current Town

Hall, the best alternative would be a separate building located in the area between the church and the Town Hall, abutting the hillside for easier access from the town owned upper parking lot. That separate building would be in compatible materials, scale, design to the existing Town Hall and could be integrated and in accord with the standards of the Rye Historic District. This separate building would better insure the acceptance of the Town Hall for inclusion in the State of New Hampshire Historic Registry.

EXHIBIT ONE

A History of the Rye Town Hall – August 2012

By Alex Herlihy with renovation research by Steve Cash

Rye Historical Society

and other material from the 40's and 50's contributed by Sandra Goss Munsey

(note – RHS has several historic photos of the town hall. There are a complete set of exterior photos from 2009 and some interior photos including the tower from 2012. There is also a painting by Denise Brown of what town hall would have looked like in the 1800's. Those images and this history are contained in an album at the town museum.)

On March 16, 1839 a first Methodist Episcopal Society was founded in Rye and on June 1st of that year they raised their meeting house near the bottom of Break back Hill. The church was dedicated on October 1, 1839 in the shadow of the 3rd Congregational church which had been erected on the top of the hill in 1837. (A Christian Church was also built that year on what is now the corner of Old Parish and Washington roads.) The Walker family of carpenters in Rye Center was involved in all of the building. It is quite remarkable that Rye built three large churches in two years in the midst of a national recession.

Adjacent to the new church was an existing 18th century farmhouse with small barn and this became the parish house for the church. In later years after the church was disbanded, this house was rented by the town and later sold and in the 1960's moved to the bottom of Old Parish Rd., hence the name of this new road built for this purpose.

The traditional meeting house bell tower, seen on both churches and town halls in New England, was added later either by the church or the town. The new joint society was to last just over three decades and when it dissolved its members either joined the two remaining churches or made the long trek to their respective churches in Portsmouth. In 1873, for a sum of \$1000 the town bought the church renovated it as a town hall for \$2657 plus new furnishings totaling \$616. A special commemorative address, recounting town history, was given by Rev. Huntington in the fall of 1873 on the occasion of the dedication of the town hall. The building was enlarged in the front section and a tower added at some point. It is quite possible that the town made this improvement

using the above sum, or it could have been done by the church earlier. Three years later in 1877 the town repaired and made more usable the basement for \$356.

Although we assume the stage was not added to the hall until 1890, there could have been a raised area from where sermons were preached and this could have been used for entertainment or they easily could have built a temporary stage area where actors and musicians could perform. So it is quite possible that live music, theater and dances were held in the hall from the beginning of its life as a public building in the mid 1870's. This would pre-date the Music Hall in Portsmouth (1879) whose live performances had ended before mid 20th century. Therefore Rye's live entertainment venue actually had a longer duration (1978).

There must have been a great deal of pride in the new public building and one wonders where they gathered for political purposes before 1874. Did they have use of the churches? In 1888 there were more repairs and improvements to town hall involving paint, lumber, shingles which cost tax payers \$614. In 1889 there was a land adjustment for \$50, but no details are given. We do know that the town purchased land east of the town hall at this time for the new Central cemetery which was laid out in the 1890's.

The town hall was the site for Rye's experiment in having a high school. During the 1889-90 school year, Rye's teens had an opportunity most small town kids did not have -- secondary public education, but it did not last beyond that year. (RHS has photo of that group of students). It would be another decade before the trolley came to town, but it is not known if the schedule allowed Rye students to commute daily to and from Portsmouth high school.

In 1890 the town invested \$397 for an addition off the rear of the building which we assume was the stage and accompanying space used for performers. The Rye Town Museum has many playbills of drama, comedy, and live music performed on that stage in the "Gay 90's" and beyond including the farce: "Freezing a Mother In Law." Performers included many Rye people as well as outside performers. It is assumed that Rye's prosperity, deriving from its Victorian Beach Resort, made it immune from the nation-wide depression which belied the "Gay" label.

By this time the annual town meeting had become an established practice at town hall in the big auditorium which had replaced the church sanctuary. And now the selectmen would sit on the new stage, towering over the citizens who we know were undaunted and often quite feisty in their debates over how their tax money should be spent. A series of contentious, special town meetings were held in the hall in the 1880's over the controversial Sleeper legacy which would have built a library for the town. It never happened. Town meetings were often enlivened by spirits, both human and otherwise. Normally reticent townsfolk were now emboldened to

speak the... mind and uproarious laughter often filled the hall. Once a boy rushed into the middle of a meeting and yelled: "Maude scun it!" It seemed one of the horses had gotten loose on the hill outside and hurt her leg.

The new addition to the hall included a double decker double, holer with women's facilities on 2nd floor and men's offset on the first. The ground level of town hall had become the political gathering place for selectmen and others who sat around a big pot-bellied stove in the winter. At some point a lock up with wooden bars was installed where the meeting room is today.

With the dawn of the new century town hall improvements and repairs continued with \$561 being spent in 1902 and six years later they spent another \$940 for repairs, \$39 for a curtain and, with the advent of electricity, \$75 for a chandelier. In 1911 a further addition was added to the rear of the building for \$480 and the next year wiring was installed for \$266, a steel (tin) ceiling was installed for \$244 and a coal heat system for \$456. This was the building that many of us who are natives remembered as kids growing up in Rye.

During the early part of the 20th century the town hall was used by: out of town parties, dancing schools, Jr. Order of American Mechanics, Grange, dances, Christian and Congregational societies rehearsals, entertainment and strawberry suppers, Salvation Army, Locke reunion, lectures, Rye Dramatic club, Every Other Tuesday Club, Jenness Beach precinct, piano rental, Campfire Girls, Ideal Club, fairs, Literary club, Boy Scouts, Friendship club, use of telephone, etc.

After WWI the auditorium saw expanded use with wild and sometimes dangerous semi-pro basketball games which often turned into fights. Charlie Green was player/coach. Around this time Newell Marden and Blake Rand were well established as perennial selectman and town clerk. Community suppers were often held in the basement and live theater and music was a mainstay upstairs. At some point the church began to hold its annual Christmas fair in the hall and sights, sounds and smells of those events are one of the sweetest memories for anyone growing up in Rye in those years.

After WWII the Rye Players were established and performed, sometimes in spite of themselves, in the hall well into the 1960's. Watching ones parents star in recent Broadway plays on the Rye stage ("Harvey," etc.) was a singular memory. In the early 1950's flush toilets finally replaced the "in house out house." The Rye Volunteer Fire Dept. (new fire/police station built in 1954) held fund raiser square dances where often three generations danced and mixed and felt a real sense of community. Selectmen Bob Goss happened to be waiting for his daughter Sandra one night and saw the floor jump right off the basement supports from all that rhythmic dancing. Downstairs only the selectmen's office was portioned off which created an open space for meetings and suppers.

It is not known when the practice of holding graduation from 8th grade began in town hall, but we do know that it was common practice in the 1950's for the class to have its official photo taken in front of Rye School (today's Jr. high) and then the students would march, with their assigned co-ed partner, to the town hall and then down the aisle to the strains of "Pomp and Circumstance" played for years by 8th grade English teacher Helen Seavey.

Jessie Herlihy always looked out her bedroom window at the illuminated Congregational church steeple before shutting out the lights. On a cold March night in 1959 she saw a great bust of fire come up from the church and then disappear. The boiler had exploded. She called the fire department but it had already been reported. Eyewitnesses were frustrated in the 20 minute delay of the arrival of fire-fighting equipment so close by. By the time they arrived it was too late. The 122 year old church, beacon to mariners and companion to the church/town hall for so many years, was quickly consumed. The selectmen gave the bell in the town hall tower for the new church which was erected in 1962.

The new fire/police station in 1954 also became the new home for the selectmen. But a new use for town hall was found in 1963 with the creation of Rye District Court. The court room (now used as town board meeting room) was built at a cost of \$1976 where the old jail had been and this lasted into the 1990's. In 1965 some office space for more town employees was created and the bathroom moved to its present location at a cost of \$2282 and this brought the selectmen's office back to town hall.

But the Jr high gym was added in 1966 and by the early 70's there was talk of town hall out living its usefulness. In response, a 1974 citizen's initiative led by Marge Gifford and others urged that \$28,000 of revenue sharing funds be used to create the office space for town clerk, etc. that exists today; prior to this time, town clerk, Ralene White, worked from her home on Cable Rd. In 1976 excavation was done to create the parking area and retaining wall and landscaping which Rye residents enjoy today. In 1978 the last theater performance was held in the hall – "Abelard and Heloise."

1985 was a very important turning point for town hall. A wedding reception and dance was held in the hall and in October the town celebrated its bi-centennial when the Rye Historical Society staged a two day event, "Rye history Days," which filled the hall with displays of the town's history. As a result of this success, in 1986 the Selectmen invited the historical society to set up a small exhibit space in part of the upstairs hall, the precursor of the Rye Town Museum which opened next to the library in 2002.

1985 was also the year the board of selectmen proposed a major "municipal complex" for Parsons Woods which was supposed to be open space; it was overwhelmingly defeated. In 1986 the town began to move offices upstairs to the auditorium with temporary partitions. Half of the space was left open for selectmen's meetings. By 2004 the hall and stage was filled with office space.

In 2001 a town hall improvement plan including electric upgrade was discussed but no evidence is found in later town reports of such improvements because attention was turned to building a new fire/police station (2005).

In 2011 voters approved Article 14 (\$40,000) to hire an architectural consultant/engineering consultant to study the structure of town hall before any upgrades and also to study function and space needs, facility evaluation, evaluation of rehab./expansion alternatives and comparison to new construction alternatives. The selectmen appointed a town office space needs committee. They approved the hiring of an architectural firm (AG architects from Dover).

What emerged from his study is the need for more office space for town employees, the cramped space that currently exists and the need for infrastructure upgrade (electricity, etc.) What also emerged from this study was an architectural rendering of a large, entirely new brick building to be attached to the rear of the existing town hall to house most of town employees. The selectmen said this was just an option, but it was the only schematic drawing which voters had seen prior to the 2012 town election.

On the 2012 town warrant the selectmen put an article (\$135,000) before the voters which would have furthered design development and cost estimates for the proposed renovations and/or addition to the town hall. The article was defeated 2-1. A petitioned warrant article requested that the town further study all options on space needs before proceeding passed overwhelming. (no money was attached to this article).

At a late March meeting the selectmen admitted that there could have been better communication to the voters about the proposed addition being just one option.

In late March the Rye Heritage Commission and the Rye Historical Society sponsored a talk by Peter Michaud of the NH Dept. of Historic Resources. Prior to his talk he made an inspection of the town hall and then recommended three actions: insulate the attic, have new combination storm/screen windows made and installed and seal up around the existing windows which are in good shape. This information was passed on to the selectmen who disagreed with Michaud's report saying that more structural support was needed before insulation of attic because of added snow weight.

In July of 2012 the Rye Heritage Commission has recently been given the right to work on an application to place the town hall on the State Registry of Historic Places. (part of this town hall history will support that application.)

Also in July the first meeting of the newly constituted town space needs committee was held. One item which became apparent is that there is a difference of opinion about the square footage needed for expanded town use. The architect recommended 15,000 sq. ft. where currently town employees are using less than half that amount of space. Was this figure arrived at by a sound analysis of actual need by each employee?

Earlier this year the selectmen approved a federal grant to have a geo-thermal heating/cooling system installed at town hall which has now been done. In addition new asphalt shingles have been put on the roof, part of scheduled maintenance.

Discussion of an addition to town hall is entirely appropriate since there is a space need and there is room for an addition off the rear of the building. The auditorium (great hall) can be brought back. The question that faces Rye residents, not just the elected and appointed officials and town employees is this: How big does the addition really need to be and how can it be made to fit with the current architecture of the existing 1839 building? While it is true that town employees could continue to exist in cramped space for the short term, it is also true that a reasonable space needs expansion compromise can be found which will be supported by a majority of the voters. For this to happen, all interested parties must be listened to and respected.

In 1989 a dramatic event, one of many in the long history of town hall, took place. At some point, the police station had moved from the fire station to the old trolley battery shed, and later public works building, across from the cemetery. A proposal was put to the voters – build a new police station on the space between town hall and the first cemetery road, just below the retaining wall. There have been many proposals put before the voters over the years, some with lop-sided results and some quite close. But none was closer than this vote. By a margin of ONE, voters rejected the proposal which would have impeded the serenity of the cemetery and destroyed one of the most pristine views in Rye, from the town green to the town hall. A re-take was held and it still lost by ONE vote.

The curtain for the stage at town hall was given to the historical society and it waits in the town museum today for the renaissance of the town hall.

August 22, 2012

USE OF TOWN HALL COURTROOM

January through December 2012

| | <u>YEAR</u> | <u>MONTH</u> |
|------------------------------|-------------|--|
| Beach Commission | 1 | As needed only |
| Board of Adjustment | 12 | Once every month |
| Board of Selectmen | 25 | Twice every month & All-day Budget Work Session in September |
| Budget Committee | 7 | As required only & All-day Budget Work Session in October |
| Checklist Supervisors | 7 | As required |
| CIP Committee | 9 | 2 -3 times per month as required for 3 months |
| Conservation Commission | 12 | Once every month |
| Demolition Review | 3 | As needed only |
| Heritage Commission | 13 | Once every month and as needed |
| Historic District Commission | 3 | As needed only |
| Jenness Beach District | 1 | As needed only |
| Mosquito Control Commission | 12 | Once every month |
| PB Long Range Planning | 9 | Once a month as needed |
| PB Rules/Regulations | 10 | Once a month as needed |
| PB Tech Review | 9 | Once a month as needed |
| Planning Board | 12 | Once every month |
| Sewer Commission | 12 | Once every month |
| Staff Meetings | 12 | Once every month |
| Town Hall Space Needs | 8 | 2 -3 times per month for 3 months (Ad Hoc) |
| Trustees of Trust Funds | 1 | As needed only |

YEARLY TOTAL 178

ADDITIONAL USE:

Auditors: Two weeks every year – All day

Town Clerk, Planning/Zoning Administrator, Building Inspector and other department heads: Frequently use the courtroom during regular office hours, when space or privacy is needed to adequately conduct town business with residents, contractors, etc. Also used for annual Flu Clinic, and other special meetings or events.

NOTE: The following do not request the Town Hall for meetings:

Energy Committee @ Library; Recreation Commission @ Recreation Bldg; Rye Water District @ District Office; Rye Beach Precinct @ Precinct Office

NEW HAMPSHIRE TOWN HALLS 2012

Rising to the challenge of investigating current Town Hall trends in New Hampshire, thirty eight towns were selected based on population or proximity to the Seacoast. A survey was sent out requesting information regarding the number of employees and the size, age and condition of their facility. Research was conducted using town property tax cards, New Hampshire Department of Revenue documents, and the State of NH website.

Traveling over 800 miles of back roads and byways throughout the beautiful State of New Hampshire several observations about these towns were made. Many town halls are more than 100 years old and started out as barns, churches, schools, grange halls or theaters. Many are in different stages of deterioration.

Most Towns have separate fire stations, police stations and public works facilities. Several have new public safety buildings including Auburn, Barrington, Brentwood, Rye and Sandown. Some have recreation or community centers.

There were fourteen answered surveys. Seven towns reported major renovations, during the past 10 years totaling \$3,153,000 bringing the buildings into ADA compliance. Various town departments occupy these buildings. Most towns do not have adequate storage, forcing storage into several locations throughout the town. Town Meetings, Deliberative Sessions and Elections are generally held at schools or recreation and community centers.

The Town of Auburn did a major renovation in 2010 to include: full re-wiring; full HVA system; full insulation and energy efficient lights and windows. Designed for potential expansion in the future, they established file rooms; reorganized office space; enhanced the meeting rooms and pre-wired telephone and computer lines throughout the building. An emergency power generator was installed as part of project.

Last year the Town of Barrington moved out of their quarters in a converted school, which had severe mold problems. They are currently housed in a leased 6 unit condo complex on Route 125.

In March 2006, the Town of Durham hired Sumner Davis Architects, Inc., of Portsmouth to conduct an analysis of the current and future space needs of the Durham Town Hall and Public Library. The 20:30 year projection of population used in the study was 12,600. The 2010 Census revealed a population of 14,680. The Town of Durham has not acted on the proposed recommendations of the 2006 Sumer Davis Space Needs Assessment, but they are using the information as they move forward in the development of a new Town Hall/ Library Complex, working with AG Architects, of Dover. (See complete Town Hall & Library Space Needs Assessment, Town of Durham, NH included in this report)

Stratham and Newington have large meeting rooms for both town business and for use by town residents. Newington restored their historic town hall in 2003, making it ADA complaint. The building is used by town residents for gatherings, such as weddings and birthday parties. In 1979, Newington built a new town hall which has an auditorium with a stage and a commercial kitchen. Town Meetings, public hearings and elections are all held in this room. In addition the room is rented to local businesses and

organizations for meetings and events. Regular Boards meetings are held in the fifty-seat DeRochemont Conference Room.

Services and programs provided to the residents, town hall staff, town budget, debt service and tax rate are all part of the formula of adequate space needs. Space needs and solutions are as unique as each town. Whether renovation, restoration or new construction is the answer, time increases costs.

Rye Town Hall represents the pride of the town; it is the door to the heart of the civic, cultural and historic community and where residents meet their government. As stewards of this Historical Treasure, it is the responsibility of the citizens of Rye to protect the integrity of this building while providing a functional, efficient and comfortable Town Hall.

Respectfully submitted,
Cynthia L. Gillespie
Town of Rye
Finance Director/Assistant Town Administrator

NEW HAMPSHIRE TOWN HALLS
DATA SUMMARY
August 2012

Criteria for Selection:

Population
Seacoast

38 Towns Selected
14 Surveys Returned

| | SUBJECT TOWNS | TOWN OF RYE | TOWN OF RYE RATING |
|--|---------------|---------------|---|
| AVERAGE POPULATION | 6,867 | 5,298 | Rye has the 12th lowest population Lowest population = Newington 753 Highest population = Durham 14,638 |
| AVERAGE EQUALIZED VALUATION (not including utilities) | 878,986,627 | 1,764,869,143 | Rye has the 3rd highest equalized valuation 1. York \$4,040,700,000 2. Wolfeboro \$2,053,993,390 38. (lowest) Kingston \$ 637,410,387 |
| AVERAGE TAX RATE | 20.23 | 10.60 | Rye has the 4th lowest tax rate 1. New Castle \$ 6.39 2. Newington \$ 8.95 3. York \$ 9.35 38. (highest) Lee \$30.10 |
| AVERAGE AGE OF BUILDING | 101 | 173 | Rye has the 6th oldest Town Hall 1. Loudon 222 years old 2. Newport 212 years old 3. York 201 years old 4. North Hampton 197 years old 5. Northfield 192 years old 38. Barrington 7 years old (Leased Building) |
| TOTAL AVERAGE SQUARE FOOTAGE | 6,071 | 6,975 | Rye is 1.15% higher than average Smallest Town Hall = North Hampton @ 2,289 Largest Town Hall = Wolfeboro @ 15,341 |
| AVERAGE NUMBER OF EMPLOYEES (Full Time equivalent) | 9 | 13 | Rye is 1.4% higher than average Lowest = Northfield @ 4.5 Highest = York @ 22 |
| AVERAGE SQUARE FOOT PER EMPLOYEE | 750 | 537 | Rye has the 5th lowest square foot per employee 1. Atkinson 283 Square Foot 2. York 309 Square Foot 3. Conway 361 Square Foot 4. Auburn 393 Square Foot Highest Square foot per employee = Newington 1,892 Square Foot |
| 14 Surveys Answered - Actual | 683 | | |

Rye Town Space Needs Analysis

| Room Name | Current SF | Proposed SF | Committee SF |
|--|------------|-------------|--------------|
| Meeting Chambers | 407 | 500 | 0 |
| Great Hall | | 1,698 | 1698 |
| Kitchen | | 126 | 0 |
| Storage | | 100 | 100 |
| Meeting Chamber Subtotal | 407 | 2,424 | 1798 |
| | | | |
| Selectmen's Office | 353 | 225 | 200 |
| | | | |
| Town Administrator | 276 | 275 | 200 |
| | | | |
| Finance/Ass't Town Admin | 264 | 270 | 200 |
| Assistant Work Area | 0 | 80 | 0 |
| Finance/Asst Town Admin Sub-Total | 264 | 350 | 200 |
| | | | |
| Public Access Counter | 232 | 360 | 200 |
| Public Access Private Office | | 180 | 125 |
| Public Access to Maps & Computer | | 100 | 75 |
| Public Access Subtotal | 232 | 640 | 400 |
| | | | |
| Town Clerk/Tax Collector | 371 | 600 | 500 |
| Vault | 58 | 180 | 150 |
| Closet (Chamber, Boiler, Corridor, Belfry) | 22 | 200 | 180 |
| Meeting Room | 0 | 120 | 100 |
| Town Clerk/Tax Collector Sub-Total | 451 | 1,100 | 930 |
| | | | |
| Planning | 128 | 225 | 175 |
| Closets | 49 | 0 | 0 |
| Planning Sub-Total | 177 | 225 | 175 |
| | | | |
| Building Dept | 299 | 225 | 175 |
| Assistant | 0 | 240 | 0 |
| Files (B&P) | 230 | 600 | 450 |
| Closet - Supplies | 25 | 25 | 25 |
| Conference Rm | 0 | 200 | 200 |
| Building Dept Sub-Total | 554 | 1,410 | 850 |
| | | | |
| Sewer | 208 | 250 | 150 |
| | | | |
| Recreation | 228 | 320 | 250 |
| Rec Director | 0 | 180 | 180 |
| Rec Files | 66 | 0 | 0 |
| Rec Closet Supplies | 20 | 400 | 250 |
| Closets, Storage | 40 | 0 | 0 |
| Recreation Sub-Total | 354 | 900 | 680 |
| | | | |

*Partitionable

Rye Town Space Needs Analysis

| | | | | |
|---|-------|--------|------|-------------------------------|
| Treasurer | 65 | 100 | 100 | *Combine Treasurer & Trust |
| Trust Funds | 67 | 100 | 100 | |
| Storage | | | | |
| Public Safety - Financials | 234 | 200 | 0 | |
| Public Safety - Misc | 254 | 0 | 0 | |
| Town Hall Attic | 250 | 0 | 0 | |
| Storage Sub-Total | 738 | 200 | 0 | |
| Staff Facilities | | | | |
| Staff Break Room | 131 | 225 | 100 | |
| Kitchenette (1 st FL) | 113 | 0 | 100 | |
| Copy/Mail Room | 0 | 300 | 200 | |
| Committee Work Room | 0 | 180 | 200 | |
| IT Support/Server | 0 | 112 | 100 | |
| | 244 | 817 | 700 | |
| Miscellaneous | | | | |
| Vestibule 1 | | | 50 | |
| Vestibule 2 | 37 | 50 | 50 | |
| Corridor | 0 | 200 | 175 | |
| Lobby (1 st FL) | 436 | 400 | 300 | |
| Lobby (2nd FL) | 412 | 400 | 300 | |
| Access Corridor (2 nd FL) | 98 | 0 | 0 | |
| Restrooms | | | | |
| Men – 1 st FL | 32 | 60 | 60 | |
| Women – 1 st FL | 43 | 60 | 60 | |
| Men and Women – 2 nd FL | 39 | 254 | 254 | |
| Stair 1 | 113 | 400 | 200 | |
| Stair 2 | 158 | 158 | 158 | |
| Stair 3 | 145 | 0 | 145 | |
| Elevator | 0 | 130 | 130 | |
| Elevator Maintenance Room | 0 | 80 | 0 | |
| Miscellaneous Sub-Total | 1,513 | 2,192 | 1882 | |
| Mechanical | | | | |
| Boiler | 114 | | | |
| HVAC | 55 | | | |
| Geothermal | 0 | | | |
| Janitor Closet | | | 40 | |
| Estimated Sprinkler, Mechanical, Electrical | | 400 | 350 | |
| Mechanical Sub-Total | 169 | 400 | 390 | |
| Sub-Total Net SF | 6,072 | 11,608 | 8755 | |
| 30% Circulation and Walls | | 3,482 | | |
| 20% Circulation and Walls | | | 1751 | |
| First Floor Total GSF | 3,084 | | | |
| Second Floor Total GSF | 3,084 | | | |
| Attic GSF | 250 | | | |

Rye Town Space Needs Analysis

| | | | |
|-----------------------------|-------|--------|--------|
| Public Safety (Storage) GSF | 557 | | |
| Total Estimated Gross SF | 6,975 | 15,090 | 10,506 |

| | | |
|-----------------------|----------|--------|
| Total Gross SF | | 10,506 |
| Great Hall | existing | -1698 |
| Storage | existing | -100 |
| Stair 2 | existing | -103 |
| Stair 3 | existing | -123 |
| First Floor GSF | existing | -2791 |
| Addition space needed | | 5,691 |

33-A:4-a Municipal Records Board. —

I. There is hereby established a municipal records board consisting of the following persons or their designees:

- (a) The director of the division of archives and records management.
- (b) The director of the New Hampshire Historical Society.
- (c) The state librarian.
- (d) The presidents of the New Hampshire Tax Collectors' Association, the New Hampshire City and Town Clerks' Association and the Association of New Hampshire Assessors.

(e) The registrar of vital records.

(f) The secretary of state.

(g) A municipal treasurer or finance director appointed by the president of the New Hampshire Municipal Association for a 3-year term.

(h) A professional historian appointed by the governor and council for a 3-year term.

(i) A representative of the Association of New Hampshire Historical Societies appointed by its president for a 3-year term.

(j) A representative of the department of revenue administration.

(k) The state records manager.

II. The board shall elect its own chairman and vice-chairman. The board shall meet at the call of the chairman, but not less than once every 2 calendar years. Five members of the board shall constitute a quorum for all purposes. Board members shall serve without compensation. Administrative services for the board shall be provided by the director of the division of archives and records management who shall serve as secretary of the board.

Source. 1977, 358:3. 1985, 102:1. 1991, 197:1, eff. July 27, 1991. 2003, 97:4, eff. Aug. 5, 2003; 319:56, eff. July 1, 2003.

Section 33-A:4-b

33-A:4-b Powers and Duties of Board. — The board shall advise the secretary of state on standards and procedures for the effective and efficient management of municipal records. Such standards and procedures shall govern the retention, preservation and disposition of municipal records. The board shall oversee the local government records management improvement program as provided in RSA 5:47-5:51.

Source. 1977, 358:3, eff. July 1, 1977. 2002, 145:3, eff. July 12, 2002. 2005, 187:4, eff. Aug. 29, 2005.

Section 33-A:5

33-A:5 Microfilming. — If municipal records are disposed of by microfilming, 2 films shall be produced. One film shall be retained by the municipality in a fireproof container and properly labeled. One shall be transferred to a suitable location for permanent storage.

Source. 1967, 105:1. 1977, 358:4, eff. July 1, 1977.

Section 33-A:5-a

33-A:5-a Electronic Records. — Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper, microfilm, or both. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.

Source. 2005, 187:5, eff. Aug. 29, 2005. 2006, 275:6, eff. June 15, 2006.

Section 33-A:6

33-A:6 Exception. — Notwithstanding any other provision hereof, original town meeting and city council records shall not be disposed of but shall be permanently preserved. Such records prior to 1900 need not be microfilmed unless legible.

Source. 1967, 105:1, eff. July 10, 1967.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33-A

DISPOSITION OF MUNICIPAL RECORDS

Section 33-A:3-a

33-A:3-a Disposition and Retention Schedule. – The municipal records identified below shall be retained, at a minimum, as follows:

- I. Abatements: 5 years.
- II. Accounts receivable: until audited plus one year.
- III. Aerial photographs: permanently.
- IV. Airport inspections-annual: 3 years.
- V. Airport inspections-daily, including fuel storage and vehicles: 6 months.
- VI. Annual audit report: 10 years.
- VII. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
- VIII. Archives: permanently.
- IX. Articles of agreement or incorporation: permanently.
- X. Bank deposit slips and statements: 6 years.
- XI. Blueprints-architectural: life of building.
- XII. Bonds and continuation certificates: expiration of bond plus 2 years.
- XIII. Budget committee-drafts: until superseded.
- XIV. Budgets: permanently.
- XV. Building permits-applications and approvals: permanently.
- XVI. Building permits-lapsed: permanently.
- XVII. Building permits-withdrawn, or denied: one year.
- XVIII. Capital projects and fixed assets that require accountability after completion: life of project or purchase.
- XIX. Cash receipt and disbursement book: 6 years after last entry, or until audited.
- XX. Checks: 6 years.
- XXI. Code enforcement specifications: permanently.
- XXII. Complaint log: expiration of appeal period.
- XXIII. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
- XXIV. Contracts-unsuccessful bids: completion of project plus one year.
- XXV. Correspondence by and to municipality-administrative records: minimum of one year.
- XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers.
- XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- XXVIII. Current use applications and maps: until removed from current use plus 3 years.
- XXIX. Current use release: permanently.
- XXX. Deed grantee/grantor listing from registry, or copies of deeds: discard after being updated and replaced with a new document.
- XXXI. Deferred compensation plans: 7 years.

XXXII. Underground facility damage prevention forms: 4 years.

XXXIII. Dredge and fill permits: 4 years.

XXXIV. Driveway permits and plans: permanently.

XXXV. Easements awarded to municipality: permanently.

XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer.

XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.

XXXVIII. Elections-challenge affidavits by the town clerk:

(a) Federal elections: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.

(b) Non-federal elections: until the contest is settled and all appeals have expired or 60 days after the election, whichever is longer.

XXXIX. Elections-ward maps: until revised plus 1 year.

XL. Emergency medical services run reports: 10 years.

XLI. Equipment maintenance: life of equipment.

XLII. Excavation tax warrant and book or list: permanently.

XLIII. Federal form 1099s and W-2s: 7 years.

XLIV. Federal form 941: 7 years.

XLV. Federal form W-1: 4 years.

XLVI. Fire calls/incident reports: 10 years.

XLVII. Grants, supporting documentation: follow grantor's requirements.

XLVIII. Grievances: expiration of appeal period.

XLIX. Health-complaints: expiration of appeal period.

L. Health-inspections: 3 years.

LI. Health-service agreements with state agencies: term plus 7 years.

LII. Health and human services case records including welfare applications: active plus 7 years.

LIII. Inspections-bridges and dams: permanently.

LIV. Insurance policies: permanently.

LV. Intent to cut trees or bushes: 3 years.

LVI. Intergovernmental agreements: end of agreement plus 3 years.

LVII. Investigations-fire: permanently.

LVIII. Invoice, assessors: permanently.

LIX. Invoices and bills: until audited plus one year.

LX. Job applications-successful: retirement or termination plus 50 years.

LXI. Job applications-unsuccessful: current year plus 3 years.

LXII. Labor-public employees labor relations board actions and decisions: permanently.

LXIII. Labor union negotiations: permanently or until contract is replaced with a new contract.

LXIV. Ledger and journal entry records: until audited plus one year.

LXV. Legal actions against the municipality: permanently.

LXVI. Library:

(a) Registration cards: current year plus one year.

(b) User records: not retained; confidential pursuant to RSA 201-D:11.

LXVII. Licenses-all other except dog, marriage, health, and vital records: duration plus 1 year.

LXVIII. Licenses-dog: current year plus one year.

LXIX. Licenses-dog, rabies certificates: disposal once recorded.

LXX. Licenses-health: current year plus 6 years.

LXXI. Liens-federal liens upon personal property, other than IRS liens: permanently.

LXXII. Liens-hospital liens: 6 years.

- LXXIII. Liens-IRS liens: one year after discharge.
- LXXIV. Liens-tax liens, state liens for support of children: until court order is lifted plus one year.
- LXXV. Liens-tax liens, state meals and rooms tax: until release plus one year.
- LXXVI. Liens-tax sale and record of lien: permanently.
- LXXVII. Liens-tax sales/liens redeemed report: permanently.
- LXXVIII. Liens-Uniform Commercial Code leases: lease term plus 4 years; purge all July 1, 2007.
- LXXIX. Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007.
- LXXX. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.
- LXXXI. Minutes of boards and committees: permanently.
- LXXXII. Minutes of town meeting/council: permanently.
- LXXXIII. Minutes, selectmen's: permanently.
- LXXXIV. Motor vehicle-application for title: until audited plus one year.
- LXXXV. Motor vehicle-titles and voided titles: sent to state division of motor vehicles.
- LXXXVI. Motor vehicle permits-void and unused: until audited plus one year.
- LXXXVII. Motor vehicle permits and registrations-used: current year plus 3 years.
- LXXXVIII. Municipal agent daily log: until audited plus one year.
- LXXXIX. Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year.
- XC. Notes, bonds, and municipal bond coupon register: permanently.
- XCI. Oaths of office: term of office plus 3 years.
- XCII. Ordinances: permanently.
- XCIII. Payrolls: until audited plus one year.
- XCIV. Perambulations of town lines-copy kept by town and copy sent to secretary of state: permanently.
- XCV. Permits or licenses, pole: permanently.
- XCVI. Personnel files: retirement or termination plus 50 years.
- XCVII. Police, accident files-fatalities: 10 years.
- XCVIII. Police, accident files-hit and run: statute of limitations plus 5 years.
- XCIX. Police, accident files-injury: 6 years.
- C. Police, accident files-involving arrests: 6 years.
- CI. Police, accident files-involving municipality: 6 years.
- CII. Police, accident files-property damage: 6 years.
- CIII. Police, arrest reports: permanently.
- CIV. Police, calls for service/general service reports: 5 years.
- CV. Police, criminal-closed cases: statute of limitations plus 5 years.
- CVI. Police, criminal-open cases: statute of limitations plus 5 years.
- CVII. Police, motor vehicle violation paperwork: 3 years.
- CVIII. Police, non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules.
- CIX. Police, non-criminal-all other files: closure plus 3 years.
- CX. Police, pistol permit applications: expiration of permit plus one year.
- CXI. Property inventory: 5 years.
- CXII. Property record card: current and last prior reassessing cycle.
- CXIII. Property record map, assessors: until superceded.
- CXIV. Property tax exemption applications: transfer of property plus one year.
- CXV. Records management forms for transfer of records to storage: permanently.
- CXVI. Road and bridge construction and reconstruction, including highway complaint slips: 6 years.
- CXVII. Road layouts and discontinuances: permanently.
- CXVIII. Scenic roads: permanently.
- CXIX. School records: retained as provided under RSA 189:29-a.
- CXX. Septic plan approvals and plans: until replaced or removed.

- CXXI. Sewer system filtration study: permanently.
- CXXII. Sign inventory: 7 years.
- CXXIII. Site plan review: life of improvement plus 3 years.
- CXXIV. Site plan review-lapsed: until notified that planning board action and appeal time has expired plus one year.
- CXXV. Site plan review-withdrawn or not approved: appeal period plus one year.
- CXXVI. Special assessment (betterment of property): 20 years.
- CXXVII. Street acceptances: permanently.
- CXXVIII. Street signs, street lights and traffic lights-maintenance records: 10 years.
- CXXIX. Subdivision applications-lapsed: until notified that planning board action and appeal period has expired plus one year.
- CXXX. Subdivision applications-successful and final plan: permanently.
- CXXXI. Subdivision applications-withdrawn, or not approved: expiration of appeal period plus one year.
- CXXXII. Subdivision applications-working drafts prior to approval: expiration of appeal period.
- CXXXIII. Summary inventory of valuation of property: one year.
- CXXXIV. Tax maps: permanently.
- CXXXV. Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber: 6 years.
- CXXXVI. Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property): permanently.
- CXXXVII. Time cards: 4 years.
- CXXXVIII. Trust fund minutes, quarterly reports, and bank statements: permanently.
- CXXXIX. Vehicle maintenance records: life of vehicle plus 2 years.
- CXL. Voter checklist-marked copy kept by town pursuant to RSA 659:102: 7 years.
- CXLI. Voter registration:
 - (a) Forms, including absentee voter registration forms: until voter is removed from checklist plus 7 years.
 - (b) Same day, returned to undeclared status, form and report from statewide centralized voter registration database: 7 years.
 - (c) Party change form: until voter is removed from checklist plus 7 years.
 - (d) Forms, rejected, including absentee voter registration forms, and denial notifications: 7 years.
 - (e) Qualified voter affidavit: until voter is removed from checklist plus 7 years.
 - (f) Domicile affidavit: until voter is removed from checklist plus 7 years.
 - (g) Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years.
 - (h) Absentee ballot voter application form in the federal post card application format, for voters not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (i) Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from checklist plus 7 years.
 - (j) Notice of removal, 30-day notice: until voter is removed from checklist plus 7 years.
 - (k) Report of death: until voter is removed from checklist plus 7 years.
 - (l) Report of transfer: until voter is removed from checklist plus 7 years.
 - (m) Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from checklist plus 7 years.
- CXLII. Vouchers and treasurers receipts: until audited plus one year.
- CXLIII. Warrants-land use change, and book or list: permanently.
- CXLIV. Warrants-property tax, and lists: permanently.
- CXLV. Warrants-resident tax, and book or list: permanently.
- CXLVI. Warrants-town meeting: permanently.
- CXLVII. Warrants-treasurer: until audited plus one year.
- CXLVIII. Warrants-utility and betterment tax: permanently.

CXLIX. Warrants-yield tax, and book or list: permanently.

CL. Welfare department vouchers: 4 years.

CLI. Work program files: current year plus 6 years.

CLII. Writs: expiration of appeal period plus one year.

CLIII. Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period.

CLIV. Intent to excavate: completion of reclamation plus 3 years.

CLV. Election return forms, all elections: permanently.

Source. 2005, 187:3, eff. Aug. 29, 2005. 2006, 119:2-5, eff. May 12, 2006. 2010, 172:1-3, eff. Aug. 16, 2010; 191:1, eff. Aug. 20, 2010.

OTHER

*Grievances: expiration of appeal period

1 YEAR

Complaint log: expiration of appeal period

4 YEARS

Underground facility damage pervention forms

5 YEARS

Property Inventory

6 YEARS

*Road and bridge construction and reconstruction, including highway complaint slips

7 YEARS

*Sign Inventory

10 Years

*Street signs, street lights and traffic lights-maintenance records

PERMANENTLY - Other

*Aerial photographs

*Archives

*Equipment maintenance: Life of the Equipment

*Grievances expiration of appeal period

*Inspections-bridges and dams

*Records management forms for transfer of records to storage

*Road layouts and discontinuances

*Sewer system filtration study

*Special assessment (betterment of property) 20 years

*Trust fund minutes, quarterly reports, and bank statements

*Vehicle maintenance records: Life of the vehicle plus 2 years

*Intent to excavate: completion of reclamation plus 3 Years

ADMINISTRATION

Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape

1 YEAR

*Correspondence by and to municipality-administrative records

PERMANENTLY - Other

*Correspondence by and to municipality-policy and program records: follow retention retention requirement for the record to which it refers

*Correspondence by and to municipality-transitory: retain as needed for reference

*Intergovernmental agreements: end of agreement plus 3 years

*Labor union negotiations: permanently or until contract is replaced with a new contract

*Legal actions against the municipality

*Perambulations of town lines-copy kept by town and copy sent to secretary of state

*Permits or licenses,pole

*Scenic roads

*Street acceptances

ASSESSING

1 YEAR

*Summary inventory of valuation of property

3 YEARS

*Intent to cut trees or bushes

5 YEARS

*Abatements

PERMANENTLY - Other

*Current use applications and maps: until removed from current use plus 3 years

*Deed grantee/grantor listing from registry or copies of deeds; discard after being updated and replace with a new document

* Easements awarded to municipality

*Invoice, assessors

*Property record card: current and last prior reassessing cycle

*Property record map: assessors: until superseded

*Property tax exemption applications: transfer of property plus 1 year

*Tax Maps

BUILDING INSPECTION/CODE ENFORCEMENT**PLANNING/ZONING**

*Subdivision applications-working drafts prior to approval: expiration of appeals period

*Health-complaints: expiration of appeal period

2 YEARS

*Building Permits-withdrawn, or denied

*Site plan review-withdrawn or not approved:

3 YEARS

*Health-inspections

4 YEARS

*Dredge and fill permits

7 YEARS

*Licences-Health

PERMANENTLY - Other

*Blueprints-architectural: Life of Building

*Building Permits-applications and approvals

*Building permits-lapsed

*Code enforcement specifications

*Driveway permits and plans

*Health-service agreements with state agencies: term plus 7 years

*Septic plan approvals and plans: until replaced or removed

*Site plan review: life of improvement plus 3 years

*Site plan review-lapsed: until notified that planning board action and appeal time has expired plus 1 year

*Subdivision applications-lapsed: until notified that planning board action and appeal time has expired plus 1 year

*Subdivision applications-successful and final plan

*Subdivision applications-withdrawn, or not approved: expiration of appeal period plus 1 year

*Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period

FINANCE**1 YEAR**

Budget committee-drafts

2 YEARS

Ledger and journal entry records
Accounts Receivable
Invoices and Bills
Payrolls
Vouchers and Treasurers Receipts
Warrants-Treasurer

3 YEARS

Job applications-unsuccessful

4 YEARS

Federal form W-1
Time cards
Welfare Vouchers

6 YEARS

Bank Deposit slips and
statements
Cash receipt and disbursement Books
Checks

7 YEARS

Deferred compensation plans
Federal form 1099s and W-2s
Federal form 941

PERMANENTLY - Other

- * Bonds and continuation certificates; expiration of bond plus 2 years
- * Budgets
- * Capital projects and fix assets that require accountibilty
after completion: life of the project or purchase
- * Contracts-completed awards, including request for purchase, bids and awards:
life of the project or purchase
- * Contracts-unsuccessful bids: completion of project plus 1 year
- * Grants,supporting documentation: follow grantor's requirements
- * Insurance policies
- * Job applications-successful: retirement plus 50 years
- * Labor-public employees labor relations board actions and decisions
- * Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus 1 year
- * Notes, bonds, and municipal bond register
- * Personnel files: retirement or termination plus 50 years

WELFARE

*Work program files: 7 years

PERMANENTLY - Other

*Case records/application: active plus 7 years

| |
|-----------------------------|
| FIRE DEPARTMENT - AMBULANCE |
|-----------------------------|

| |
|----------|
| 10 Years |
|----------|

Emergency medical services run reports

Fire call/incident reports

| |
|---------------------|
| PERMANENTLY - Other |
|---------------------|

*Fire investigations

Police

3 YEARS

Motor vehicle violation paperwork

5 YEARS

*Calls for service general service reports

*Pistol permit applications

6 YEARS

Accident files-injury

Accident files-involving arrests

Accident files-involving municipality

Accident files-property damage

7 YEARS

10 Years

Accident files-fatalities

PERMANENTLY - Other

*Accident files-hit and run: statute of limitation plus 5 years

*Arrest reports

*Criminal-closed cases: statute of limitation plus 5 years

*Criminal-open cases: statute of limitation plus 5 years

*Non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules

*Non-criminal-all other files: closure plus 3 years

TOWN CLERK**TAX COLLECTOR**

- *Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expires or at least 60 days after the election, whichever is longer
- *Elections-challenge affidavits by the town clerk: Non-federal elections: until contest is settled and all appeals have expire or 60 days after the election, whichever is longer
- *Licenses-dog, rabies certificates: Deposal once recorded
- *Motor vehicle titlesand voided titles: sent to state division of motor vehicles

2 YEARS

- *Electrons-federal elections: ballots and adsentee ballot applications, affidavit envelopes, and lists: by the town clerkuntil the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer

- *Federal elections: until the contest is settled and all appeals have expired of 22 months after the election, whichever is longer
- *Licenses-dog
- *Motor vehicle-applications for title
- *Motor vehicle permits-voided and unused
- *Municipal agent daily log

4 YEARS

- *Motor vehicle permits and registrations-used

6 YEARS

- *Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007

- *Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber

7 YEARS

- *Voters checklist-marked copy kept by town pursuant to RSA 659:102
- * Voter registration:
 - * Same day, returned to undeclared status form and report from statewide centralized voter registration database
 - *Forms, rejected, including absentee voter registration forms, and denial notifications

PERMANENTLY - Other

- *Annual reports
- * Articles of agreement and incorporation
- * Elections-ward maps: until revised plus 1 year
- *Excavation tax warrant and book or list
- *Licenses all other except dog, marriage, health and vital records: duration plus one year
- *Liens-tax sale and record of lien
- *Liens-tax sales/liens redeemed report
- *Liens-Uniform Commercial Code leases; lease term plus 4 years; purge all July 1, 2007
- * Minutes of boards and committees
- *Minutes of Town meeting/council minutes, selectmen's minutes
- * Oaths of office: term plus 3 years
- *Ordinances
- *Tax dedeed property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property)
- *Town Warrants
- *Warrants-land use change, and book or list
- *Warrants-property tax and lists
- *Warrants-resident tax and book or list
- *Warrants-town meeting
- *Warrants-utility and betterment tax
- *Warrant-yield tax, and book or list
- *Election return forms, all elections
- * Oath of Office: term of office plus 3 years
- *Perambulation of town lines-copy kept by townand copy sent to secretary of state
- *Permits or licenses, pole
- * Voter registration:
 - * Forms, including absentee voter registration forms: until voter is removed from the checklist plus 7 years
 - * Party change form: until voter is removed from the checklist plus 7 years
 - * Qualified voter affidavit: until voter is removed from checklist plus 7 years
 - * Domicile affidavit: Until voter is removed from checklist plus 7 years
 - * Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years
 - * Absentee ballot voter application form in the federal post card application format, for voters, not previously on the checklist: until voter is removed from checklist plus 7 years
 - * Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from the checklist plus 7 years
 - * Notice of removal, 30 day notice: until voter is removed from the checklist plus 7 years
 - * Report of death: Until voter is removed from the checklist plus 7 years
 - * Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from the checklist plus 7 years

OTHER

*Grievances: expiration of appeal period

1 YEAR

Complaint log: expiration of appeal period

4 YEARS

Underground facility damage pervention forms

5 YEARS

Property Inventory

6 YEARS

*Road and bridge construction and reconstruction, including highway complaint slips

7 YEARS

*Sign Inventory

10 Years

*Street signs, street lights and traffic lights-maintenance records

PERMANENTLY - Other

*Aerial photographs

*Archives

*Equipment maintenance: Life of the Equipment

*Grievances expiration of appeal period

*Inspections-bridges and dams

*Records management forms for transfer of records to storage

*Road layouts and discontinuances

*Sewer system filtration study

*Special assessment (betterment of property) 20 years

*Trust fund minutes, quarterly reports, and bank statements

*Vehicle maintenance records: Life of the vehicle plus 2 years

*Intent to excavate: completion of reclamation plus 3 Years

Preliminary Rye Town Hall Storage Analysis
(PAC 10/13/12)

Depth, Width and Height are in inches. PS indicates Public Safety Building, OPS Old Police Station

| | Locn. | Quantity | Depth | Width | Height | Cubic feet | Off site |
|--------------------------------------|---------|----------|-------|-------|--------|---------------|--------------|
| Miscellaneous | | | | | | | |
| Ladies room paper supplies | | 1 | 25 | 48 | 46 | 31.94 | 0.00 |
| Boiler room rack | Boiler | 1 | 24 | 72 | 84 | 84.00 | 0.00 |
| Wood storage rack | Courtrm | 1 | 12 | 28 | 38 | 7.39 | 0.00 |
| Map rack | Courtrm | 1 | 13 | 26 | 39 | 7.63 | 0.00 |
| Mailing machine cabinet | Kitchen | 1 | 19 | 49 | 29 | 15.62 | 0.00 |
| Shelves | Kitchen | 1 | 12 | 38 | 25 | 6.60 | 0.00 |
| Shelves | Kitchen | 1 | 12 | 32 | 38 | 8.44 | 0.00 |
| Equiv. large file boxes paper | Kitchen | 14 | 25 | 13 | 11 | 28.96 | 0.00 |
| Total misc. | | | | | | 190.59 | 0.00 |
| Conservation Commission | | | | | | | |
| 4 drawer filing cabinets | | 3 | 25 | 15 | 52 | 33.85 | 0.00 |
| Small filing boxes | PS | 14 | 15 | 13 | 10 | 15.80 | 15.80 |
| Total conservation commission | | | | | | 49.65 | 15.80 |
| Town Clerk | | | | | | | |
| 4 shelf bookcases | | 2 | 12 | 32 | 54 | 24.00 | 0.00 |
| 4 shelf bookcases | | 1 | 12 | 20 | 54 | 7.50 | 0.00 |
| 5 shelf metal racks | | 2 | 15 | 72 | 72 | 90.00 | 0.00 |
| 3 shelf bookcase | | 2 | 12 | 36 | 52 | 26.00 | 0.00 |
| 5 shelf fireproof cabinet | | 1 | 19 | 36 | 70 | 27.71 | 0.00 |
| 7 shelf built-in unit | Courtrm | 1 | 25 | 34 | 84 | 41.32 | 0.00 |
| 4 shelf metal rack | PS | 1 | 25 | 48 | 72 | 50.00 | 50.00 |
| 4 drawer filing cabinet | | 2 | 29 | 15 | 52 | 26.18 | 0.00 |
| 4 drawer filing cabinet | | 1 | 31 | 18 | 52 | 16.79 | 0.00 |
| 2 drawer filing cabinet | | 3 | 25 | 15 | 28 | 18.23 | 0.00 |
| 5 drawer lateral filing cabinet | | 1 | 19 | 42 | 69 | 31.86 | 0.00 |
| 4 drawer lateral filing cabinet | | 1 | 17 | 36 | 52 | 18.42 | 0.00 |
| 3 shelf antique safe | | 1 | 29 | 39 | 49 | 32.07 | 0.00 |
| 21 slot cardboard form file | | 1 | 12 | 28 | 19 | 3.69 | 0.00 |
| 10 drawer filing cabinet | | 1 | 28 | 13 | 56 | 11.80 | 0.00 |
| 4 shelf bookcase | | 1 | 9 | 24 | 46 | 5.75 | 0.00 |
| 12x28 drawers | | 8 | 30 | 28 | 12 | 46.67 | 0.00 |
| 30x33 3 shelf credenza | | 1 | 31 | 32 | 36 | 20.67 | 0.00 |
| Storage cubbies | | 3 | 30 | 15 | 19 | 14.84 | 0.00 |
| Storage cubbies | | 1 | 30 | 50 | 19 | 16.49 | 0.00 |
| Shelf built-in unit | | 1 | 12 | 22 | 76 | 11.61 | 0.00 |
| License plates | Boiler | 9 | 13 | 7 | 12 | 5.69 | 0.00 |
| Folder/stuffer/sealer | | 1 | 18 | 36 | 31 | 11.63 | 0.00 |
| Election materials | | 1 | 33 | 25 | 84 | 40.10 | 0.00 |
| Misc. election equipment | | 1 | 17 | 48 | 19 | 8.97 | 0.00 |
| Town hall lobby shelves | | 1 | 36 | 36 | 46 | 34.50 | 0.00 |
| Total Town Clerk | | | | | | 642.49 | 50.00 |
| Planning | | | | | | | |
| 4 drawer lateral filing cabinet | Hall | 1 | 18 | 36 | 52 | 19.50 | 0.00 |
| Small file storage box | Hall | 1 | 17 | 12 | 10 | 1.18 | 0.00 |
| Misc., small stg. box equiv. | Hall | 2 | 17 | 12 | 10 | 2.36 | 0.00 |
| Closet shelves | | 2 | 12 | 38 | 57 | 30.08 | 0.00 |

Depth, Width and Height are in inches. PS indicates Public Safety Building, OPS Old Police Station

Town Administrator

Preliminary Rye Town Hall Storage Analysis
(PAC 10/13/12)

Depth, Width and Height are in inches. PS indicates Public Safety Building, OPS Old Police Station

| | Locn. | Quantity | Depth | Width | Height | Cubic feet | Off site |
|--------------------------------------|--------|----------|-------|-------|--------|---------------|-------------|
| 5 shelf bookcase | | 1 | 13 | 36 | 66 | 17.88 | 0.00 |
| 2 drawer lateral filing cabinet | | 1 | 22 | 36 | 29 | 13.29 | 0.00 |
| 2 drawer filing cabinet | | 1 | 28 | 15 | 28 | 6.81 | 0.00 |
| Small filing boxes | | 2 | 15 | 13 | 10 | 2.26 | 0.00 |
| Total Town Administrator | | | | | | 40.23 | 0.00 |
| Finance | | | | | | | |
| Envelopes, equiv large filing boxes | | 4 | 25 | 13 | 11 | 8.28 | 0.00 |
| Small filing boxes | Attic | 177 | 15 | 13 | 10 | 199.74 | 0.00 |
| 4 drawer filing cabinet | | 1 | 28 | 15 | 54 | 13.13 | 0.00 |
| Maps, small filing box equiv. | | 12 | 15 | 13 | 10 | 13.54 | 0.00 |
| Shelves | Treas. | 1 | 12 | 108 | 72 | 54.00 | 0.00 |
| Misc., equiv. small filing boxes | Treas. | 6 | 15 | 13 | 10 | 6.77 | 0.00 |
| 4 drawer filing cabinets | | 2 | 28 | 15 | 54 | 26.25 | 0.00 |
| 5 drawer lateral filing cabinets | | 2 | 19 | 42 | 67 | 61.88 | 0.00 |
| 2 drawer filing cabinet | | 1 | 28 | 15 | 28 | 6.81 | 0.00 |
| Shelves | | 1 | 12 | 85 | 12 | 7.08 | 0.00 |
| Shelves | | 1 | 12 | 89 | 45 | 27.81 | 0.00 |
| Shelves over desk | | 1 | 12 | 49 | 24 | 8.17 | 0.00 |
| Total Finance | | | | | | 433.45 | 0.00 |
| Treasurer | | | | | | | |
| 2 drawer filing cabinet | | 1 | 28 | 15 | 28 | 6.81 | 0.00 |
| Bookcase | | 1 | 12 | 23 | 35 | 5.59 | 0.00 |
| Total Treasurer | | | | | | 12.40 | 0.00 |
| Sewer | | | | | | | |
| 4 drawer filing cabinets | | 4 | 28 | 15 | 54 | 52.50 | 0.00 |
| 5 shelf metal bookcase | | 1 | 12 | 36 | 68 | 17.00 | 0.00 |
| Maps | | 1 | 17 | 22 | 39 | 8.44 | 0.00 |
| Binders | | 1 | 11 | 88 | 12 | 6.72 | 0.00 |
| Small filing boxes | PS | 7 | 15 | 13 | 10 | 7.90 | 7.90 |
| Total Sewer | | | | | | 92.56 | 7.90 |
| Recreation | | | | | | | |
| Small filing boxes | Sewer | 10 | 15 | 13 | 10 | 11.28 | 0.00 |
| Drafting table | Attic | 1 | 24 | 42 | 53 | 30.92 | 0.00 |
| Small filing boxes | Attic | 4 | 15 | 13 | 10 | 4.51 | 0.00 |
| Totes, 50 gal. | Stage | 2 | 36 | 20 | 20 | 16.67 | 0.00 |
| Totes, 73 qt. | | 11 | 23 | 14 | 16 | 32.80 | 0.00 |
| Misc., small filing box equiv. | | 4 | 15 | 13 | 10 | 4.51 | 0.00 |
| Totes, 73 qt. | Stage | 12 | 23 | 14 | 16 | 35.78 | 0.00 |
| Equiv. 73 qt. totes | Geoth. | 18 | 23 | 14 | 16 | 53.67 | 0.00 |
| Current records, small filing boxes | | 20 | 15 | 13 | 10 | 22.57 | 0.00 |
| Unassembled bench | | 1 | 9 | 48 | 26 | 6.50 | 0.00 |
| Rec offices, small filing box equiv. | | 4 | 15 | 13 | 10 | 4.51 | 0.00 |
| Rec offices, 73 qt. tote equiv. | | 2 | 23 | 14 | 16 | 5.96 | 0.00 |
| 4 drawer filing cabinet | | 1 | 28 | 15 | 54 | 13.13 | 0.00 |
| Misc. equiv. small filing boxes | | 8 | 15 | 13 | 10 | 9.03 | 0.00 |
| Bagged items | | 16 | 10 | 9 | 15 | 12.50 | 0.00 |

Preliminary Rye Town Hall Storage Analysis
(PAC 10/13/12)

Depth, Width and Height are in inches. PS indicates Public Safety Building, OPS Old Police Station

| | Locn. | Quantity | Depth | Width | Height | Cubic feet | Off site |
|------------------------------------|---------|----------|-------|-------|--------|----------------|---------------|
| Cabinet in closet | | 1 | 24 | 30 | 24 | 10.00 | 0.00 |
| Shelves, left closet | | 1 | 10 | 57 | 57 | 18.80 | 0.00 |
| Shelves, right closet | | 1 | 22 | 46 | 70 | 41.00 | 0.00 |
| 4 drawer lateral filing cabinets | | 2 | 18 | 42 | 50 | 43.75 | 0.00 |
| Small filing boxes | PS | 12 | 15 | 13 | 10 | 13.54 | 13.54 |
| Large totes | OPS | 2 | 19 | 42 | 20 | 18.47 | 18.47 |
| Totes, 73 qt. | OPS | 12 | 23 | 14 | 16 | 35.78 | 35.78 |
| Boxes | OPS | 5 | 21 | 16 | 13 | 12.64 | 12.64 |
| Totes, 73 qt. | Recarea | 4 | 23 | 14 | 16 | 11.93 | 11.93 |
| Jerseys s/b @ TH due to mice, 73qt | Recarea | 5 | 23 | 14 | 16 | 14.91 | 14.91 |
| | | | | | | 485.15 | 107.26 |
| Grand total | | | | | | 3396.05 | 335.75 |

Town of Rye, Public Safety Second Floor Analysis

Estimate of Probable Construction Cost

AG Architects Project Number 12-617
24 January 2012



| Division | Description | Unit | Qty | Unit Costs | | Budget Cost | | % of Total | |
|-------------------------------|---|---------|-------|--------------|--------------|------------------------|------------------------|---------------|---------------|
| | | | | Low | High | Low | High | Low | High |
| Sitework | Pave parking area | Allow | 1 | \$ 27,500.00 | \$ 30,000.00 | \$ 27,500.00 | \$ 30,000.00 | | |
| | Sidewalk modifications | Allow | 1 | \$ 5,000.00 | \$ 10,000.00 | \$ 5,000.00 | \$ 10,000.00 | | |
| | Septic leach field enlargements | Allow | 1 | \$ 10,000.00 | \$ 15,000.00 | \$ 10,000.00 | \$ 15,000.00 | | |
| Sitework Sub-total | | | | | | \$ 42,500.00 | \$ 55,000.00 | 3.7% | 4.0% |
| Substructure | Tower foundations | Allow | 1 | \$ 7,500.00 | \$ 10,000.00 | \$ 7,500.00 | \$ 10,000.00 | | |
| | Demo for dormers, steel | Allow | 1 | \$ 15,000.00 | \$ 20,000.00 | \$ 15,000.00 | \$ 20,000.00 | | |
| | Structural modifications, rated floor | SF | 6,259 | \$ 16.33 | \$ 18.29 | \$ 102,209.47 | \$ 114,477.11 | | |
| Substructure Sub-total | | | | | | \$ 124,709.47 | \$ 144,477.11 | 10.8% | 10.5% |
| Exterior Building | Add an elevator for public access, 20' rise | Allow | 1 | \$ 65,000.00 | \$ 70,000.00 | \$ 65,000.00 | \$ 70,000.00 | | |
| | Add two stair towers and elevator shaft | SF | 1,500 | \$ 35.72 | \$ 42.86 | \$ 53,580.00 | \$ 64,290.00 | | |
| | Stair flights | Each | 4 | \$ 10,800.00 | \$ 12,960.00 | \$ 43,200.00 | \$ 51,840.00 | | |
| | Add dormer each side with windows | SF Wall | 1,600 | \$ 31.57 | \$ 37.89 | \$ 50,512.00 | \$ 60,624.00 | | |
| | Dormer roof | SF Roof | 3,200 | \$ 11.16 | \$ 13.39 | \$ 35,712.00 | \$ 42,848.00 | | |
| Shell Sub-total | | | | | | \$ 248,004.00 | \$ 289,602.00 | 21.5% | 21.1% |
| Interior Building | Partitions | SF | 6,259 | \$ 10.22 | \$ 12.26 | \$ 63,966.98 | \$ 76,735.34 | | |
| | Doors | SF | 7,759 | \$ 5.14 | \$ 6.17 | \$ 39,881.26 | \$ 47,873.03 | | |
| | Casework | SF | 6,259 | \$ 5.00 | \$ 6.00 | \$ 31,295.00 | \$ 37,554.00 | | |
| | Glass | SF | 6,259 | \$ 1.00 | \$ 1.20 | \$ 6,259.00 | \$ 7,510.80 | | |
| | Ceilings | SF | 7,759 | \$ 2.31 | \$ 2.77 | \$ 17,923.29 | \$ 21,492.43 | | |
| | Floors | SF | 7,759 | \$ 4.20 | \$ 5.04 | \$ 32,587.80 | \$ 39,105.36 | | |
| | Paint | SF | 7,759 | \$ 1.72 | \$ 2.06 | \$ 13,345.48 | \$ 15,983.54 | | |
| | Accessories (Blinds, Toilet Accessories) | Allow | 1 | \$ 8,000.00 | \$ 10,000.00 | \$ 8,000.00 | \$ 10,000.00 | | |
| Interiors Sub-total | | | | | | \$ 213,258.81 | \$ 256,254.50 | 18.5% | 18.7% |
| Services | Plumbing | SF | 6,259 | \$ 3.90 | \$ 4.68 | \$ 24,410.10 | \$ 29,292.12 | | |
| | Sprinkler System | SF | 7,759 | \$ 2.27 | \$ 2.72 | \$ 17,612.93 | \$ 21,104.48 | | |
| | HVAC | SF | 7,759 | \$ 19.15 | \$ 22.98 | \$ 148,584.85 | \$ 178,301.82 | | |
| | Electrical Service/Distribution | SF | 7,759 | \$ 11.27 | \$ 13.52 | \$ 87,443.93 | \$ 104,901.68 | | |
| Services Sub-total | | | | | | \$ 278,051.81 | \$ 333,600.10 | 24.1% | 24.3% |
| SUB-TOTAL Building | | | | | | \$ 864,024.09 | \$ 1,023,933.71 | | |
| Building and Sitework | | | | | | \$ 906,524.09 | \$ 1,078,933.71 | | |
| | GC General Conditions | % | | 0.10 | 0.10 | \$ 90,652.41 | \$ 107,893.37 | 7.9% | 7.9% |
| | GC Overhead | % | | 0.05 | 0.05 | \$ 49,858.82 | \$ 59,341.35 | 4.3% | 4.3% |
| | GC Profit | % | | 0.10 | 0.10 | \$ 104,703.53 | \$ 124,616.84 | 9.1% | 9.1% |
| Sub-total | | | | | | \$ 245,214.77 | \$ 291,851.57 | 21.3% | 21.3% |
| TOTAL | | | | | | \$ 1,151,738.86 | \$ 1,370,785.28 | 100.0% | 100.0% |
| Square Foot Summary | Building \$/sf | sf | 7,759 | \$ 142.96 | \$ 169.58 | \$ 1,109,238.86 | \$ 1,315,785.28 | | |
| | Building \$/sf with sitework | sf | 7,759 | \$ 148.44 | \$ 176.67 | \$ 1,151,738.86 | \$ 1,370,785.28 | | |

Estimated Size

| | |
|-----------------------|----------|
| Second Floor | 6,259 SF |
| Stair/Elevator Towers | 1,500 SF |
| Total | 7,759 SF |

Estimated Cost New Construction (added stairs/elevator not required)

6,259 SF (\$175-200/SF) = \$1,095,325 - \$1,251,800

Use of "The Great Hall" Town Hall Auditorium

What would the auditorium be used for?

1. First and foremost the hall would be for town government use; Board of Selectmen, Planning Board, Zoning Board of Adjustment, etc. as well as other meeting space required by town government. Flexible seating and tables as well as audio visual equipment would be available to seat a variety of audience sizes. (A partition dividing the space in the middle could be explored so that two meetings could happen at once in the hall, but that idea could wait to see if there is a demand for that much space.) Given the many meetings in town hall, it is clear that during the weekdays the hall would be in great demand.

2. Town Elections could be held here to relieve the strain and parking congestion on the Elementary School

3. Non-governmental use of the hall: (Note - A policy would need to be established for use of the hall beyond what is stated above. (i.e. supervision, security of town office space, rental if appropriate, etc.) It is assumed that all town office space would be locked at the end of the business day so that anyone using the hall in the evening and weekends for cultural/recreational or other use would have no access to town office space or equipment.

Use of audio visual equipment permanently located in the great hall would be under the supervision of the town employee designated to open town hall and supervise all events. (Custodian?) Bathrooms would be located on the 2nd floor of the new addition, the only access that the public would have to that part of the building after business hours.

A. Recreation - even though the Rec. Dept. is part of town govt., it deserves a special category

B. Town Cultural presentations, performances (i.e. theater, speakers, film, etc.) Note that the library does not have much space to expand its meeting room (currently approx. 55 max.) and has had over flow audiences in recent years and had to turn people away. The town hall would seat at least 125. These could be events sponsored by town organizations such as the Historical Society, the Library, Lions, etc. (Note – there would be openings on weekday nights when there is no town govt. demand for the space and the weekend nights and days.

C. Rental to outside groups to stage events/performances/ conferences, etc. – a policy would have to be adopted for this use. Rental fees could help defray annual costs associated with the renovation/addition to the town hall. It remains to be seen if significant rental income could be generated by the restored auditorium, but its historic character gives it much more appeal than other spaces in town. It would be up to the town to promote this rental use.

To summarize –If the great hall space is opened up again, what could it be used for?

Town government board meetings

Many additional meetings during the day related to town government departments and boards

Town Elections

Cultural performances (theater, film, musical events, recitals, lectures, etc.)

Historical Exhibits

Social – dances, fund raisers, receptions, etc.

Conferences

Fairs

Rental by outside groups

Town of Rye Space Needs Cost Analysis
10/31/2012

SUMMARY:

| | | |
|--|-------------|--------------------|
| 1. Purchase Land and Build a New Rye Town Hall | \$2,803,762 | Most Expensive |
| 2. Renovate Rye Town Hall and Build Out Public Safety Bldg. | \$2,079,900 | Lowest Cost per SF |
| 3. Renovate Rye Town Hall and Build Addition | \$2,070,900 | |
| 4. Renovate Rye Town Hall and Build Free Standing Building (See Disclaimer Below) | \$2,049,300 | Lowest Cost |

Assumptions:

Require 10,500 +/- 1,000 square feet to conduct Town business (options 1-4)
 Retain 6,000 square feet at existing Town Hall (options 2-4)
 Require 4,500 +/- 1,000 square feet of new space (options 2-4)
 Construction Costs have a 20% upcharge for arch and soft costs

1. Purchase Land and Build a New Rye Town Hall

| | |
|--|--------------|
| Land at Rye assessed value: Feasible Lot | \$819,262 |
| New Town Hall square feet | 10,500 |
| New Construction Cost per square foot | \$158 Note 1 |
| Total Construction Cost | \$1,653,750 |
| Plus Arch and Soft Costs at 20% | \$330,750 |
| Total Project Cost | \$2,803,762 |

Current Town Hall remains in its existing state and needing repair

2. Renovate Rye Town Hall and Build Out Public Safety Bldg.

| | |
|---|--------------|
| Current Town Hall square feet to be Renovated | 6,000 |
| Renovation Cost per square foot | \$167 Note 2 |
| Construction Cost to Renovate Existing Town Hall | \$999,000 |
| Plus Arch and Soft Costs at 20% | \$199,800 |
| Total Project Costs for Renovation | \$1,198,800 |
| Usable Sq. Ft. of Public Safety Above Apparatus Bay | 5,500 |
| Construction Cost per square foot | \$134 Note 3 |
| Construction Cost for Build Out | \$734,250 |
| Plus Arch and Soft Costs at 20% | \$146,850 |
| Total Project Costs for Build Out | \$881,100 |
| Total Project Cost | \$2,079,900 |

May require additional septic and parking expenses
 Additional 1,000 square feet of space is captured

3. Renovate Rye Town Hall and Build Addition

| | |
|--|--------------|
| Existing Town Hall square feet to be Renovated | 6,000 |
| Renovation Cost per square foot | \$167 Note 2 |
| Construction Cost to Renovate Existing Town Hall | \$999,000 |
| Plus Arch and Soft Costs at 20% | \$199,800 |
| Total Project Costs for Renovation | \$1,198,800 |
| Attached Addition in sq. ft. to Existing Town Hall | 4,500 |
| Construction Cost per square foot | \$162 Note 4 |
| Total Construction Cost | \$726,750 |
| Plus Arch and Soft Costs at 20% | \$145,350 |
| Total Project Costs for Addition | \$872,100 |
| Total Project Cost | \$2,070,900 |

Assumes modest additional cost for attaching to Existing Town Hall

4. Renovate Rye Town Hall and Build Free Standing Building

| | |
|--|--------------|
| Existing Town Hall square feet to be Renovated | 6,000 |
| Renovation Cost per square foot | \$167 Note 2 |
| Construction Cost to Renovate Existing Town Hall | \$999,000 |
| Plus Arch and Soft Costs at 20% | \$199,800 |
| Total Project Costs for Renovation | \$1,198,800 |
| Free Standing Building in Sq. Ft. | 4,500 |
| Construction Cost per square foot | \$158 Note 1 |
| Total Construction Cost | \$708,750 |
| Plus Arch and Soft Costs at 20% | \$141,750 |
| Total Project Costs for New Building | \$850,500 |
| Total Project Cost | \$2,049,300 |

| | | |
|---------|---|-------|
| Note 1: | New Construction Cost per square foot | |
| | International Code Council, per Peter Rowell | \$120 |
| | Local Architect, per Peter Rowell | \$163 |
| | Victor Azzi, Ph.D, Engineer, Int. Building Code | \$180 |
| | Peter Kasnet, Board Member and Contractor | \$167 |
| | Total | \$630 |
| | Average | \$158 |

| | | |
|---------|--|-------|
| Note 2: | Cost to Renovate Existing Town Hall | |
| | Victor Azzi, Ph.D, Engineer, Int. Building Code | \$150 |
| | Peter Kasnet, Board Member and Contractor | \$183 |
| | Total | \$333 |
| | Average | \$167 |
| | Includes quality interior and exterior renovation and restoration, restore the Great Hall and the two Curvilinear Staircases | |

| | | |
|---------|---|-------|
| Note 3: | Construction Cost per square foot | |
| | Victor Azzi, Ph.D, Engineer, Int. Building Code | \$100 |
| | Peter Kasnet, Board Member and Contractor | \$167 |
| | Total | \$267 |
| | Average | \$134 |

| | | |
|---------|---|-------|
| Note 4: | Construction Cost per square foot | |
| | International Code Council, per Peter Rowell | \$120 |
| | Local Architect, per Peter Rowell | \$163 |
| | Victor Azzi, Ph.D, Engineer, Int. Building Code | \$180 |
| | Peter Kasnet, Board Member and Contractor | \$183 |
| | Total | \$646 |
| | Average | \$162 |

DISCLAIMER:

THIS ANALYSIS IS PRELIMINARY AND SUBJECT TO ACTUAL ARCHITECTURAL DESIGNS AND CONSTRUCTION COST BIDS. SITE DEVELOPMENT COULD ALSO CHANGE THE ANALYSIS. ACTUAL COSTS WILL NOT BE KNOWN UNTIL THE PROJECT GOES OUT TO BID.

Victor D. Azzi, PhD, PE --- an abbreviated profile

- 1) More than fifty years experience in education, architecture, planning, engineering, building construction, master planning, campus planning, and real property management.
- 2) Completed over \$300,000,000 in projects, large and small – planning, design, and construction.
- 3) Award-winning projects, architecturally-distinguished, institutional-quality, commercial, residential, durable, sustainable, cost-effective, delivered on time and within budget.
- 4) Broad project responsibility and scope including site search, property acquisition, siting and site design, planning, programming, architecture, engineering, building construction, furnishings.
- 5) Master Planning, development of twenty-year comprehensive master plan(s), lesser-horizon community master plans, and facilities master plans.
- 6) Commissioner: Regional Planning with the Strafford Regional Planning Commission, Rockingham Planning Commission, Seacoast Metropolitan Planning Organization.
- 7) Studied architecture, planning, engineering, and building construction: BS, University of New Hampshire; MS, PhD, Yale University.
- 8) *Plan New Hampshire*, member, former Director.
- 9) Tenured Full Professor, Engineering, University of New Hampshire.
- 10) Board of Trustees, University System of New Hampshire.
- 11) Responsible for interpretation, application, and enforcement of ADA provisions.
- 12) Responsible for projects involving Historic Preservation, Restoration, and applications for the National Register of Historic Places. .
- 13) Responsible for developing, applying, and updating provisions for Building Codes and Standards, including the International Building Code (IBC).
- 14) Many *pro bono* projects, including, e.g., the Rye Public Library, the Rye Public Safety Building, and the Community Campus (Portsmouth).
- 15) Consulting practice continues, nationally and internationally, working with and for owners, architects, engineers, builders, planners, researchers, universities, and other public and private organizations and institutions.
- 16) Membership on national and international boards and committees, including FEMA, the Building Seismic Safety Council, International Code Council (International Building Code).

The Town of Rye needs a Rye Town Facilities Master Plan before it goes much further in planning and building, or even undertaking major renovations of existing buildings; this is especially important as the Town considers Town Office Needs, Rye Town Hall Needs, and Rye Recreation needs, along with other CIP-stated needs, all interrelated. A Town Facilities Master Plan would provide a vision, as well as a planning tool, that would state what, where, why, for whom, for what benefit, on what schedule, at what cost, and with what funding source. The ongoing meetings and discussions help some of us to see all of these questions, but provide few answers as we contemplate moving forward, wherever “forward” will take us.

With regard to some of the specifics of the various proposed options for the Town Hall building, and the need for additional Town Office space for the various functions of Town government, I have analyzed all of the “existing conditions” and the expressed needs and programming documents, and come to the following opinions and conclusions:

- 1) Rye Town Hall should be preserved and restored, and made available for governmental and private meetings and functions.
- 2) The two curvilinear stairways in Town Hall should be preserved and restored.
- 3) The historic and architectural integrity of Town Hall should be preserved and protected.
- 4) Considering we will need some 11,000 gsf +/-, including the Great Hall and associated stairways, we need to gain some additional 9000 gsf elsewhere; some of this may be found on the lower level of the Town Hall.
- 5) The architectural and historic integrity of Town Hall cannot be preserved by adding some large, massive, out-of-scale, out-of-character damaging addition, whatever its shape or configuration, to that small historic building.
- 6) Any large addition cannot help but have inappropriate, conflicting proportions, conflicting rooflines, functionally-compromised layouts and adjacencies, considering the existing size, shape, floor-to-ceiling heights, building height, and site limitations, and given all of the existing architectural and structural conditions and limitations.
- 7) There is no addition that could be large enough to provide sufficient additional space for Rye Town Offices, as determined from the various programming studies, and at the same time not be so large as to terribly and irreparably damage the architectural and historic integrity of the Rye Town Hall. Another solution must be found.

- 8) The best solution, in my professional opinion, is to build a stand-alone building on the Town-Hall site, properly situated on Town-owned property between the existing building, the Congregational Church, and the Town Cemetery.
- 9) This new building would house most or all of the Town Offices, depending on what choices are made for the lower level of the Town Hall.
- 10) The architectural style of this new wood-frame building would be a good neighbor, complementing the immediately-neighboring buildings, Town Hall and the Congregational Church.
- 11) This new "Town Offices" building would have upper-level and lower-level entrances providing access from both the upper parking lot and the lower parking lot.
- 12) The lower level of the Town Hall building could be/would be remodeled to house some combination of Rye Recreation and/or other selected Town Offices that would be well suited for that location.
- 13) The remaining Town Offices would be located in the new Town Offices building.
- 14) The footprint of the new building would be rectangular, say about 38 by 64 feet, some 2400 gsf.
- 15) The new building would have three and one-half stories, including a full finished lower-level, a first floor, a second floor, and an "attic."
- 16) All levels of (15) would be served by an elevator.
- 17) Some of the advantages of this approach follow:
- 18) A stand-alone new building would be easier for planning, programming, organizing, phasing, logistics, building construction, and moving.
- 19) All existing Town-Office functions would continue undisturbed and unabated while the new building is built.
- 20) Town employees and patrons would not be trying to operate and do their business within an on-going construction site.
- 21) Once the new building is complete, most Town Offices could move *en masse* into the new building.

- 22) Town Hall renovation and restoration construction activities, as planned and coordinated, could then proceed, expeditiously, in an unoccupied old Town Hall building.
- 23) The schedule for the Town Hall renovations, therefore, could be uncoupled from, and made independent from, the new-space building activities.
- 24) This would provide the most flexibility, now and into the future.
- 25) Any operations that were/are chosen to occupy the lower level of Town Hall could be housed, temporarily in the new building with its larger spaces, or in temporary facilities while Town Hall renovations proceed; e.g.,
- 26) The lower level of the Town Hall could be made available to Rye Recreation, exclusively, or could be shared with other allocated uses and users, to be renovated now or in the future (perhaps awaiting the creation of the new Recreation Center, as described in the Rye CIP for \$3,498,000.).
- 27) With all this said, in summary,
- 28) A solution that includes a new Town Offices building would be a good, clean, easily-implemented, durable, aesthetic, architecturally-correct, institutional-quality, energy-efficient solution that would preserve and protect the architectural, structural, and historical integrity of the Historic Town Hall, without disrupting any of the ongoing functions while construction was in progress. This is the option I believe should be pursued. Decide what is the correct space-programming number (e.g. 9000+/_ gsf plus the Great Hall and stairways), and then focus on the size, number of stories, location, siting, massing, and the likely cost of the new construction on that site; and, independently, the likely cost to renovate the exterior of the old Town Hall, the Great Hall, the two curvilinear staircases, and the amount of space on the lower level (and for whom) that should be redeveloped and reconfigured.
- 29) Knowing something about the costs of design and construction, as well as the costs of construction in occupied space(s), the operations, the logistics, the phasing, the disruptions, the noise, the inefficiencies, the inconvenience, the maintenance, I believe that we would all be well served by such a project that includes a stand-alone new building. This would cost less to design, build, and maintain. Further, this would be a project in which we could all be proud for the next two hundred years. We should be looking for the best solution for the long term, not necessarily the cheapest solution. A cheap solution (for the short term) could be a prefabricated "Butler Building" with plastic siding; is that what we want for our Town? Is that what we want for our Rye Town Center? Others who follow us should not be moved to say "What were they thinking back in 2013 when they did that?"

If anyone should have any questions or comments, please do not hesitate to let me know. I would welcome the opportunity to elaborate on any of this to whomever might be interested.

Thanks for asking. Best Regards,

Victor

Victor D. Azzi, PhD, PE
Consulting Engineer and Planner
1100 Old Ocean Boulevard
Rye, New Hampshire 03870

telephone 603-431-3113
cellphone 603-969-7613

e-mail victorazzi@comcast.net

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RYE TOWN OFFICES AND TOWN HALL NEEDS ASSESSMENT --- An Addendum

(2nd of 3 parts)

I offer the following additional comments which I prepared immediately following the meeting of the Ad Hoc Committee on October 10, 2012; I have not seen any meeting minutes from that meeting. In offering my comments herein as an Addendum, I continue with the numerical labeling of the Comments and Opinions which I started in my earlier piece, dated October 09, 2012, which I attach separately for completeness:

30) The focused and wide-ranging discussion of the October 10th meeting of the Ad Hoc Committee members, along with the participating members of the public, further reinforced my opinion that the Town's needs, long-term and short-term, will best be served by the proposed separate-new-building-plus-restored-Town-Hall- building solution.

31) In my professional opinion, as well as my opinion as a taxpayer, I have not heard or seen anything that would convince me that any other option is more feasible or desirable.

32) Much information was presented, discussed, compared, and evaluated, and people agreed that we were communicating and coming together in a way that we had not seen theretofore and, consequently, we were definitely on the verge of coming to a consensus.

33) It is unfortunate that Ned Paul, the Chair of the Ad Hoc Committee, was unable, understandably, to attend, participate in, and witness the meeting. It was further unfortunate that Alex Herlihy was not able to attend the whole of that same meeting.

34) Mae Bradshaw was articulate and comprehensive in communicating the position of the Rye Heritage Commission, regarding the Town Hall and the Town's space needs.

35) The amount of building space to be devoted to document storage, in terms of square feet and cubic feet, appears to continue to be an issue; however, in my opinion, the final resolution of this detail will not and should not drive the ultimate solution in one direction or another.

36) As I understand it, the objectives of this space-needs effort is to determine an approximate magnitude of the space needs for Town Offices as well as a recommendation for the disposition of the existing Town Hall building, along with a **vision** of how those needs might be met.

37) Much, perhaps universal, support exists for finding a solution that keeps the Town Offices on the same site, rather than separating them as they could be, should the space be found in a solution that included the extra space in the Rye Public Safety Building; this position is based on the understandable Town Hall staff desire for convenience, efficiency, collegiality, and functional adjacencies.

38) The Rye Public Safety Building should continue to be seen as having the potential for satisfying space needs for other Town needs. This assessment is based on a comprehensive and detailed knowledge and reassessment of the building, including the programmed and expansion space, the functional adjacencies, the architecture, the structural load-carrying capacities, the security provisions, the wastewater treatment capacity and occupancy demand, the egress provisions and capacities, the parking capacity and potential, the ADA law and its requirements, the International Building Code, and the Fire Code.

39) Having a Town Offices building as a stand-alone building, apart from a Town Hall building, is a well-established successful precedent as demonstrated in many communities such as Exeter, Durham, North Hampton, Epsom and many others as shown in the comprehensive pictorial inventory recently prepared by Assistant Town Administrator and Finance Director Cyndi Gillespie.

Again, if anyone should have any questions or comments about any of this, please do not hesitate to let me know. I would welcome the opportunity to elaborate on any of this to whomever might be interested.

Thanks for asking. Best Regards,

Victor

Victor D. Azzi, PhD, PE
Consulting Engineer and Planner
1100 Old Ocean Boulevard
Rye, New Hampshire 03870

telephone 603-431-3113
cellphone 603-969-7613

e-mail victorazzi@comcast.net

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RYE TOWN OFFICES AND TOWN HALL NEEDS ASSESSMENT — Addendum #2

(3rd of 3 parts)

Victor D. Azzi, PhD, PE
November 05, 2012

I offer the following additional comments, which I have prepared as related to the Ad Hoc Committee meeting on October 28, 2012. This is the third part of a trilogy, which includes the two earlier pieces, dated October 09, and 22, 2012. In offering my Comments and Opinions, herein, I continue with the numerical sequence I started with the first piece, and continued with the second. I attach the first and second pieces, along with a statement of my qualifications, for completeness:

40) It is good and appropriate that the Ad Hoc Committee has settled on a space needs programming “working number” of gross square feet, e.g., 10,500 gsf, plus/minus ten percent. With this as a given, it is especially timely and appropriate to consider some realistic numbers for institutional-quality construction costs for renovation, restoration, additions, new construction, fitting-up, fitting-out, etc., depending on the site, time, and place.

41) In order to understand the meaning of “costs,” it is important for the reader and the Ad Hoc Committee to understand, as I have said and written many times, that “Construction Cost” is but one component, albeit the largest component, of the total “Project Cost,” of any construction project.

42) **Project Cost v. Construction Cost.** As the Ad Hoc Committee, the Town, its officers, its townspeople, and perhaps future building committee(s), contemplate the raising and budgeting of funds necessary to pursue the implementation of any specific building project(s), it should be kept in mind that all too often, the term “Project Cost” is not well understood as distinguished from the “Construction Cost.” The “Construction Cost,” sometimes called the “hard cost,” includes the cost of the building construction, site development costs, utilities costs, landscaping costs, appliances and equipment costs, and the owner’s contingency.

43) The “Project Cost” is the grand total that includes the Construction Cost, plus the A/E design fees, geotechnical fees, all other sub-consultant fees, project manager costs, building consultant (if any) costs, testing costs, clerk-of-the-works costs, insurance, legal fees, permitting fees and costs, administrative costs, special inspections, and commissioning (if required by contract). These additional costs are often called “soft costs.”

44) Typically, these additional “soft costs” are project-specific, but are approximately fifteen percent of the magnitude of the construction costs. For the Town Hall project, these costs and actual percentage will be better estimated as decisions are made during the various stages of Schematic Design and Design Development, as related to the particular site, new construction and/or renovation and/or restoration, method of project delivery, etc..., but fifteen percent is a good working number at this point. However, I do want to emphasize that, contrary to some misinformation within the committee, site development costs are all included in these project costs because they are normally always already included in “Construction Costs,” With this as a preface, I say that:

45) For this project, listed here are “construction costs” based on much experience on similar sites, geographically and geotechnically, institutional-quality, durable, energy-efficient, architecturally-distinguished, contemporaneous, cost-effective construction:

- a) For new construction, use \$180/gsf.
- b) For renovation of Old Town Hall, use \$150/gsf.
- c) For addition to Old Town Hall, use \$180/gsf.
- d) For fit-up of the space available above the Fire Apparatus Bays in the Rye Public Safety Building, use \$80/gsf.
- e) For a partial renovation of the already-first-class space on the Second Floor of the RPSB that would be vacated and made available by the firefighters as they moved to their new space above the Fire Apparatus Bays, use \$80/gsf.
- f) I know that the number of “\$1,000,000” was thrown at the Old Town Hall building; wherever this number came from did not specify the nature, scope, or quality of interior renovation, interior restoration, exterior renovation, exterior restoration; the Great Hall and the two Curvilinear Staircases renovations, restorations, upgrades, or otherwise; the expected demolition of the relatively-new now-enclosed porch on the rear end of the Old Town Hall; the extent to which the ground floor would be renovated or restored or occupied by the Recreation Department; and perhaps others; etc...
- g) Again, my cost numbers include site development costs. It is normal to include site-development costs in the Construction Cost, not abnormal, as some are wont to say. For purposes of this study, we know these sites, we know these locations; we know the available/interested qualified contractors, their capabilities and availabilities, and the labor-force qualities and capabilities, for better or for worse.

46) To help calibrate our collective thinking on a local level, consider this: The RPSB was designed and built in c. 2003-2007. The project-delivery method was chosen to be a, fixed-price, lump-sum, and competitively-bid among pre-qualified general contractors. The Construction Documents that were developed over a period of almost two years specified, among other things, a limited a construction period of specified duration, with a “*Liquidated Damages*” clause included in the General Contract. The project was awarded. The Contract was signed, and the construction was initiated.

47) The total “Construction Cost,” including all site-development costs, for the RPSB some seven years ago was some \$2,931,385 for a building (with many special costly features) of some 22,912 gsf, plus another, say, 5000 gsf of partially-completed space sitting above the Fire Apparatus Bays, waiting to be fitted out; this gives the then-equivalent of $(22,912 \text{ plus } 5000/2 = 25,412 \text{ gsf for the RPSB})$. Thus, the “unit construction cost” of the RPSB was $\$2,931,385/25,412 \text{ gsf} = \$115/\text{gsf}$, back in c. 2006. This would be a construction cost of some \$129/gsf today.

48) Any builders, brokers, architects, or others on the Ad Hoc Committee who claim to know more about the costs of institutional-quality design and construction, whether from a handbook or otherwise, should produce that information for everybody’s edification. That information should be

accompanied by some basis that would validate their professional credibility as well as the credibility of their information. I am willing and have already put my credentials and qualifications on the line. From what little I have seen and heard, there is nobody, by far, on the Ad Hoc Committee who has more knowledge, more experience, and more expertise in architecture, planning, engineering, and building construction. Nobody.

49) We should all take seriously and literally the “charge” to the Ad Hoc Committee from the Board of Selectmen, on July 09, 2012, which included the need for the Committee to “*Seek an economically sound proposal to resolve the space needs of the Town as an integral part of the preservation/renovation of our Historic Town Hall, ...,*” as well as to “*Formulate and explain a plan to address...,*” including “*Preferred Option with Rationale.*”

50) Based on all of the information that has been provided to, and by, the Committee, I have concluded that the best approach to solving the Town Offices space needs problem is, as I had stated earlier, because of the needs to maintain the historical integrity and character of the Rye Town Hall, while expanding the space available for Town Offices by an amount that is adequate to satisfy the needs identified in the Programming effort. Thus,

51) A stand-alone new building, located on the parcel situated bounded by the rear of the Town Hall and the parking lots that are currently serving the needs of the Town and the Congregational Church. This was outlined in my earlier analyses in written items (5) to (29) in the October 9th (part 1 of 3) piece; and items (30) to (34) and (39) in the October 22nd (part 2 of 3) piece.

52) If a stand-alone building is deemed to be undesirable for reasons currently unknown or undisclosed, the potential of the available space in the Rye Public Safety Building should be again revisited. It is well known by the townspeople that an excessive amount of space was created (by programming, designing, and construction) for the RPSB. It is also known that the arguments regarding, the egress, the access, the ADA accessibility, the security, the parking, the utilities, the septic system, the structural load-carrying capacity, the Fire Code, the IBC building code, are nonissues.

53) An informed and critical analysis of the utilization of the RPSB, current and future, shows that an aggregation of all of the rooms and other spaces of that building that are currently “unutilized,” “underutilized,” “designed-and-built-for expansion,” “already-available,” and “sharable” would be some 3310 gsf; to this can be added the 5250 gsf that could be created by finishing and fitting out the space on the upper-level, above the Fire Apparatus Bays, which was purposefully designed and built for expansion, giving a grand total of some 8560 gsf available for other Town uses or reallocation.

54) Further, I will say, again, that I would hope that any decisions related to this *Rye Town Hall and Town Offices Needs* project should go well beyond the [financial] cost considerations. I believe we are all stewards of what we find and have in our Town of Rye. We should want to know that what we have, what we create, what we leave behind, as a legacy or otherwise, is even better than when we found it.

55) As I have said before, I believe the ultimate solution to these “Space Needs” should be planned and designed to satisfy a “**vision**” as represented by a *Town of Rye Facilities Master Plan*. The solution should be aesthetic, historically- and architecturally-appropriate, architecturally-

distinguished, easily implemented, institutional-quality, durable, energy-efficient, sustainable, and cost-effective --- in addition to considerations of adjacencies, connectivities, and a staff-expressed preference for a single- or proximate-site solution. Imbedded in these considerations is the need to find a solution that minimizes disruptions to the staff and existing operations, as well as to Rye residents needing Town services. The site(s), the shapes, the massing, the rooflines, the materials, the neighborhood compatibilities, and more, all contribute to the aesthetic, cost-saving, functional solution. Such a solution would serve the Town of Rye well for generations to come, an outcome and legacy in which we could all be proud.

56) I believe in this project. I believe in the potential of this Town. We should work together on those things, perhaps including this project, which will make Rye a better place for everyone.

57) There are and will be many possible solutions to this Space Needs problem. What some may call a "space needs problem," others will call a "space needs opportunity." We should avoid settling for the least-[financial] cost solution, thinking that that is the "best solution." There are many costs associated with any project and financial cost is but one of them --- all costs should be considered, judged, and evaluated, as trade-offs in the process ensue.

58) Finally, from my substantial, varied, and long experience, the best solution often does turn out to be the least-cost solution.

Again, if anyone should have any questions or comments about any of this, please do not hesitate to let me know. I would welcome the opportunity to elaborate on any of this to anybody who might be interested.

Thanks for asking. Best Regards,

Victor

Victor D. Azzi, PhD, PE
Consulting Engineer and Planner
1100 Old Ocean Boulevard
Rye, New Hampshire 03870

telephone 603-431-3113
cellphone 603-969-7613

e-mail victorazzi@comcast.net

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V.Azzi

From: V.Azzi [victorazzi@comcast.net]
Sent: Saturday, November 24, 2012 4:59 PM
To: 'Edward K. Paul'
Cc: 'victorazzi@comcast.net'
Subject: Rye Town Hall Space Needs Report
Importance: High
Follow Up Flag: Follow up
Flag Status: Blue

Saturday, November 24, 2012

Dear Ned,

With your invitation and encouragement, several times, I composed and sent, to you, three (3) researched, informed, supportive, constructive, and coordinated pieces related to the Rye Town Hall Space Needs Study. With your further reassurance, you agreed that they would be included as Appendices to your Final Report.

Now, I see that that work which I sent to you is not included in your Final Report. In my humble but professional opinion, your report is incomplete without those pieces, as well, perhaps, as some other pieces that may have been contributed by others. The absence of this work from the (incomplete) Final Report may well lead to some critical, detailed, and extended discussions and questioning of the completeness and, thus, the validity of your Final Report in the various meetings, forums, and presentations that surely will follow into March 2013, particularly at a time that we are all being asked, repeatedly, whether "consensus" has been achieved.

In the event that those three pieces (the trilogy) have been lost, misplaced, or somehow escaped your attention, I will forward them, again, to you in another e-mail note to follow this one. I would appreciate hearing from you, acknowledging your receipt of this note.

Thank you for your leadership in this important study. I look forward to our continued cooperation.

Best Regards,

Victor D. Azzi, PhD, PE
Consulting Engineer and Planner
1100 Old Ocean Boulevard
Rye, New Hampshire 03870

telephone 603-431-3113
cellphone 603-969-7613

e-mail victorazzi@comcast.net

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1/15/2013

V.Azzi

From: V.Azzi [victorazzi@comcast.net]
Sent: Saturday, November 24, 2012 5:07 PM
To: 'Edward K. Paul'
Cc: 'victorazzi@comcast.net'
Subject: FW: Rye Town Hall Space Needs --- addendum #2, and more, --- November 2012
Importance: High
Follow Up Flag: Follow up
Flag Status: Blue
Attachments: vda an abbreviated profile -- november 2012.doc; Town Hall Space Needs --- Addendum #2 -
- 3rd of 3 parts, November 05, 2012.doc; Rye Town Office and Town Hall Space Needs ---
part 1 of 3, October 09, 2012.doc; RYE TOWN OFFICES AND TOWN HALL NEEDS
ASSESSMENT --- Addendum -- Part 2 of 3, October 22, 2012..doc

Saturday, November 24, 2012

Dear Ned,

As promised in my earlier note, I forward that which I had previously sent to you and your Committee back on November 7th.

Thanks and Best Regards,

Victor

Victor D. Azzi, PhD, PE
Consulting Engineer and Planner
1100 Old Ocean Boulevard
Rye, New Hampshire 03870

telephone 603-431-3113
cellphone 603-969-7613

e-mail victorazzi@comcast.net

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From: V.Azzi [mailto:victorazzi@comcast.net]
Sent: Wednesday, November 07, 2012 9:11 PM
To: 'Edward K. Paul'
Cc: 'victorazzi@comcast.net'
Subject: Rye Town Hall Space Needs --- addendum #2, and more, --- November 2012

Wednesday, November 07, 2012

Edward K. Paul, Chair
Rye Town Hall Space Needs Committee

1/15/2013

Dear Ned,

Attached please find an Addendum #2 to my earlier piece(s) on the Space Needs Study for the Rye Town Offices and Town Hall. This is part 3 of 3 of this trilogy. It is largely based on the meeting of your Space Needs Committee of October 31st, 2012, and should be self-explanatory. It is my understanding from our earlier conversations, that these items will be included in the Appendices of your Final Report to the Rye Board of Selectmen.

I also include, for completeness, the earlier two pieces on the subject, dated October 09 and 22, 2012. . Further, because there apparently continues to be a questioning of my experience, I attach a brief professional profile summarizing some of my background and experience. For everybody's edification, I would invite your Committee members to share their credentials as well.

If you should have any questions about any of this, please do not hesitate to let me know. Further, if there is anything more I can do to help with your study and report, please feel free to call on me.

Because you indicated an urgent need to travel to Connecticut to deal with substantial, distracting, and time-consuming, storm-related issues, I am sending a copy of this e-mail to members of your Committee, in the event that they, too, might be interested. .

Thanks for asking. Best Regards,

Victor

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Wednesday, November 07, 2012

Edward K. Paul, Chair
Rye Town Hall Space Needs Committee

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1/15/2013