

TOWN OF WOLCOTT
Municipal Facilities Assessment

INTRODUCTION AND SCOPE

The purpose of this study is to assess the physical, including structural, condition and future feasibility of three building owned by the Town of Wolcott. This study will project facility needs over the next twenty years.

SCOPE

The scope of this study will focus on town owned subject properties consisting of the Town Clerk’s office, Highway/Fire Department building and the School Street Center. These buildings are owned by the Town of Wolcott.

Each building is unique in its use and will be evaluated in its current overall condition in the following areas:

- Electrical
- Heating, Ventilation and Air Conditioning
- Roofing and Siding
- Plumbing
- Structural/Foundation
- Mold

This assessment will also detail specific needs and future requirements over the next twenty years.

Figure 1 - Town Owned Property

Location	Acres	Value
School Street Fire/Highway	4.57	\$300,000
VT Rte 15 Town Office	.25	\$ 64,600
School Street - Center	1.70	\$125,000

(Source Wolcott Town Land Records)

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To begin this study it is important to be aware of some institutional knowledge of the town. In other words, we need to know the history before we can predict the future.

HISTORY

According to several historic references, the colonial town of Wolcott was chartered in 1781 and named after General Oliver W. Wolcott, a signer of the Declaration of Independence. The original site of Wolcott served as a major stagecoach route from Montreal to Montpelier. The Town has had diverse industries from stone and mineral mining to dairy farming and saw mills.

Beginning with the turn of the twentieth century Wolcott had witnessed a steady decline in its population until about 1960. Since that time Wolcott has experienced and participated in increasing population growth. Its population high of 1,166 in 1880 has been exceeded during the late 1980s. Currently, Wolcott ranks in the top 5 of the fastest growing communities in the State.

Wolcott's long and varied past contributes to the values and traditions which are held by its current residents.

(Source – Wolcott Town Plan 2002 – LCPC)

POPULATION

Wolcott's location at the outer edge of Lamoille County continues to experience rapid population growth rates. Noting that the State of Vermont's population grew 8.2 % from the 1990 census to the 2000 census¹, Lamoille County's growth rate was double. Wolcott's growth rate is slightly above the county rate.

Figure 2 - Population Data

Town	1990 Population	2000 Population	% of Change 90-00
Wolcott	1229	1456	18.5

¹Wolcott Town Plan 2002 -LCPC

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The MISER study was used in evaluating the current and future trends to assist in this study. The MISER study is a population based analysis compiled by the University of Vermont's Center for Rural Studies. It provides population data for all of the municipalities in Vermont. It projects growth of these areas for the next twenty years.

Figure 3 - MISER Study Data

MISER Study	2010 Population	2015 Population	2020 Population
Wolcott	1676	1712	1861

The following is a comparison used to illustrate how other similarly sized towns in the state are expecting population increases. The towns used in this comparison are similar in population to Wolcott and yet have distinct attributes which set them apart from Wolcott's uniqueness.

Figure 4 - Population Comparison and Projections

	2005 Projection	2010 Projection	2015 Projection	2020 Projection
Wolcott Town	1569	1676	1772	1861
Duxbury Town	1382	1446	1492	1537
Addison Town	1497	1596	1714	1843
Sharon Town	1507	1595	1684	1781

(Source MISER Study)

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FIRE DEPARTMENT

Description and history

The Wolcott Volunteer Fire Department was formed during 1975 with a permanent home for the department built and dedicated in 1976. From its early days until now it has developed into well trained and response ready department. Currently the department consists of 20 members, 2 pumper trucks, 1 tank truck, command center vehicle and a traffic control cruiser.

Current Condition

The current location consists of a 3,360 square foot building of wood frame construction. The original part of the building, according to town records, was built in 1975 with a later addition constructed in 1987. The structure houses the department's four trucks, firefighting equipment and gear, a small meeting/training room and support facilities.



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Building Condition Summary:

- Electrical – Electrical system may be inadequate and is serviced by a 100 amp sub-panel from the main breaker panel in the Highway Department portion of the building
- Heating, Ventilation and Air Conditioning – Heating equipment is serviceable and adequate for the size of the building. The building is not serviced by a central air conditioning unit.
- Roofing and Siding – The vinyl siding and metal roofing are in reasonable condition. Regular maintenance is evident.
- Plumbing – Inadequate
- Structural/Foundation – No signs of deterioration of the slab foundation. Regular maintenance is evident.
- Mold – No obvious sign of mold present.

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It should be noted that the current configuration of the fire station limits growth and functionality. A medium size meeting room is located on the second floor. Off duty/break areas located on the main floor and a cramped and inefficient clean-up area and a lack of showering facilities limits the long term use of the building without changes

Figure 5 - Fire Department Equipment Inventory

Fire Department Equipment	Type	Value
2005 International SLG	Tanker	\$ 81,000
2001 International E-1	Pumper	\$143,600
1978 Maxim	Pumper	\$ 2,000
1995 Ford E-350 Super Duty	Command Vehicle	\$ 4,500

(source – Wolcott Fire Chief)

Recommendations

A growth projection for the department has determined a roster of 25 well trained fire fighters. But to meet the need of a changing environment, while not based on population growth, the department responds to more vehicle accidents than before. In the coming years it is estimated that the growth vehicle related incidents will increase the need for “first response” types of vehicles and equipment.

The nature of fighting a structure fire has changed making it more difficult to fight because of modern building technology. However it should be noted that with the expected increase in population an additional fire fighting truck and support equipment could become necessary.

It is recommended that a new facility be considered within the next ten years to incorporate a larger more appropriate training room, off duty/break area and clean up facilities on a main floor configuration. With growth anticipated in out laying areas of the town it is recommended that a new location be identified and a new station be designed and constructed to meet the growing needs. Locations, especially any town owned parcels, along the Vermont Route 15 corridor should be given strong consideration

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While specific space standards are not defined in this part of the analysis, it is suggested that a rule of thumb approach be used to determine the appropriate size of a new facility.

Figure 6 – Town Fire Station Comparison

Town Comparison	Number of Apparatus	Current square feet
Wolcott	4*	3600
Elmore	4	4000

*traffic control cruiser not included

Figure 7 - Projected Square Footage

Future Growth	Number of Apparatus**	Estimated Square Feet
Wolcott	6	6,000 -7,000

**ten year growth estimate – fire fighting vehicle total

Consideration should be given to the concept of “green technologies” in the design and construction of a new facility. Green technologies allow for greater efficiency in the design, construction and operation of a building with an eye toward energy savings.

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HIGHWAY DEPARTMENT

Description and History

As with all towns in Vermont, the Highway Department is perhaps the single oldest functioning department within the community. The current Highway Department for the Town of Wolcott consists of 3 employees and maintains approximately 56 miles of roads. A significant amount of the road mileage in the town is gravel base Class 3 roads.

Current Condition

The existing highway garage was constructed in 1987 and is of wood frame construction with a concrete slab foundation. Its design and function is consistent with other facilities of its type throughout the area.



Building Condition Summary:

- Electrical – Appears adequate for the intended use of the building.

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- Heating, Ventilation and Air Conditioning – Heating equipment is serviceable and adequate for the size of the building. The building is not serviced by a central air conditioning unit.
- Roofing and Siding – The wood siding and metal roofing are in reasonable condition. Regular maintenance is evident.
- Plumbing – Appears adequate for the intended use of the building.
- Structural/Foundation – No signs of deterioration of the slab foundation. Regular maintenance is evident.
- Mold – No obvious sign of mold present.

The existing building is designed to house the three existing dump trucks in addition to functioning as the repair and maintenance facility for all town owned highway equipment. A current inventory of town owned highway equipment is listed with it being noted that most of the equipment is not stored under cover.

Figure 8 - Highway Department Equipment Inventory

Year	Make	Model/Type	Value
1974	Wisconsin	20 Ton Trailer	\$ 1,500
1985	Hesston	80-66 Tractor/Bushhog	\$ 10,000
1988	John Deere	70D Excavator/Blade	\$ 18,000
1989	Morb	Eager Beaver/Chipper	\$ 4,000
1993	Caterpillar	Loader	\$ 37,500
1994	Ford	Dump Truck	\$ 20,750
1996	International	Dump Truck	\$ 36,850
1999	John Deere	772CH Grader	\$110,000
2000	Ford	F550 Truck	\$ 50,000
2000	International	Dump Truck	\$ 24,825
2000	Homemade	Trailer	\$ 1,500
2005	International	Truck	\$118,000
		Screen Plant	\$ 15,000

(source - Wolcott Town Report Fiscal Year 2005)

Recommendations

Anticipating the growth in the town with a trend toward existing private roads being upgraded to town specifications could create the need for additional road equipment and

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perhaps another highway department employee. The current facility could not support these additions without additional space. If the fire department relocates to a new more centrally located facility the Highway Department could expand into the existing Fire Department's space. Slight modifications could be required because of the expansion. The benefits of this scenario would allow a great deal of the existing equipment to be stored inside thus prolonging the unit's life.

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TOWN CLERK'S OFFICE

Description and history

The building currently used for the town offices is a wooden single story structure of approximately 1,140 square feet. According to town records it was approved by the voters in 1967 and built by a local contractor. It was ready for occupancy during 1968 to house the town clerk's office as well as the town library. The original Town Clerk's office portion of the building contains a fireproof vault of approximately 104 square feet.

The need for additional space grew as a result of the required work of the Town Clerk's office increased the library was eventually relocated.

Current Condition

The entire building is now used for town offices including the Town Clerk, the Selectboard, Lister's office, Zoning, Heath Officer as well as other town related functions. The existing office space is crowded. Observing the workflow between all the necessary job functions is inefficient and cramped. The continued growth impact in community would make it difficult to even suggest a redesign within the current building. It has reached the maximum in its functional capabilities.



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The need and requirements for storage of vital records and files has also increased. Job functions which may not have existed when the building was constructed are now required.

Building Condition Summary:

- Electrical – Electrical system may be inadequate due to increased use of modern office equipment (computers and copiers)

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- Heating, Ventilation and Air Conditioning – Heating equipment is serviceable and adequate for the size of the building. The building is not serviced by a central air conditioning unit.
- Roofing and Siding – The wood siding and shingled roofing are in reasonable condition. Regular maintenance is evident.
- Plumbing – Inadequate
- Structural/Foundation – No signs of deterioration of the slab foundation. Regular maintenance is evident.
- Mold – No obvious sign of mold present.

Recommendations

Job function and workflows have been reviewed and it determined that the current building is inadequate in its current configuration to successfully house the growing administrative needs of the town.

The space needs analysis was applied to the administrative and support functions as well as storage and records retention needs and meeting space. The following calculations suggest the appropriate long term space requirements with emphasis on records retention in all required categories for a secure and controlled environment.

The following table will illustrate the estimated amount of square appropriate.

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Figure 9 - Space Allocation Worksheet

	Individuals	Sq Footage	Total
Selectboard	5	75	375
Administrative Assistant	0	125	0
Fiscal Services	0	150	0
Conference Room	1	150	150
Coat closet	1	25	25
File Storage	0	150	0

Lister's office	1	150	150
Assessor's office	1	80	80
Reference Area/Work Area	1	100	100
Tap Map Storage	1	75	75
File Cabinet	4	75	300

Town Clerk	1	150	150
Assistant Town Clerk	1	120	120
Staff Recording	1	150	150
Open Office/Work Area	1	450	450
Public Reception/Lobby	1	200	200

Vault	1	400	400
Money Vault	1	40	40
Vital Records Vault	0	80	0
Office Recycling Station	1	20	20
Coat Closet	1	25	25
Copy Room/Mail Center	1	125	125
			0
Town Planner	0	120	0
Zoning Administrator	0	120	0
Assistant to Planning & Zoning	0	80	0
			0
Staff Break room	1	100	100
Staff Restrooms	1	200	100
Server Room	1	200	200
Janitorial Space	1	150	150
Mechanical Room	1	300	300
General File Storage	1	850	0

MUNICIPAL WORKFLOW REQUIREMENTS 4,125

TOTAL SQUARE FOOTAGE REQUIREMENTS 4538

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As the needs of the town continue to grow it is recommended that the Town of Wolcott seek a new location for the municipal offices. The new location should be based on the space requirements detailed in the space calculation program. A new location should meet any existing code requirement at the time of construction and follow requirements set forth in the Department of Public Records Vault Kit program².

Consideration should be given to the concept of “green technologies” in the design and construction of a new facility. Green technologies allow for greater efficiency in the construction and operation of a building with an eye toward energy savings.

It should also be noted that as a public building a new facility will be need to be designed and constructed to be compliant with the Americans With Disabilities Act (ADA). The current location, while a single floor building, is not completely compliant with this federal act.

Future planning for lighting and furnishings (shelving, office furniture and related items) should be given careful consideration. Lighting for offices is general categorized into two areas, general lighting and task lighting. The American National Standard Practice (ANSI) has developed standards for office lighting in these categories. Lighting which has been designed to the ANSI standards should be given close consideration. Both are consistently redefined as new technologies in these areas emerge.

Ergonomically design office furniture should also be given careful consideration and is cost effective. Office furnishings which are BIFMA (the Business and Institutional Furniture Manufacturers Association) compliant set and adhere to industry standards.

² Vermont Department of Buildings and General Services

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SCHOOL STREET PROPERTY (OLD SCHOOL)

History and Description:

The core building for this property was built as a school for the Town of Wolcott dating back to the 1890s. A major addition to the original building was completed in the late 1980s. The original building and the subsequent addition are connected by a small vestibule. While giving the appearance of one unit the structures are actually separate buildings and are on two different levels. The original structure has a basement while the later addition was constructed with a slab foundation.

Figure 10 - School Street Center Square Footage

Square feet	
Original building	2,201
Later Addition	<u>5,507</u>
Total	7,708

(source – Town of Wolcott Land Records)

The complex had served its original intention as a school until the new school building was completed. The School Street property has been utilized as a private Montessori school, a day care facility and some other small town endorse functions.

Current Condition:

In the initial tour of the building by this consultant it appears that the building suffers from some deferred maintenance and a water leakage problem which may be the source of a musty odor, suggesting evidence of mold, throughout the building.

Due to the nature of the building's former use the floor plan is conducive for a conversion to administrative uses such as professional or municipal offices including a fireproof vault.

Suggested renovation costs are not part of the scope of this study, however, it should be noted that building could require significant renovation costs due to the existing condition of its exterior and interior

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Building Condition Summary:

- Electrical - Adequate for the original intent and use of the building
- Heating, Ventilation and Air Conditioning – Adequate for the original intent and use of the building
- Roofing and Siding – Shows signs of deterioration
- Plumbing - Inadequate
- Structural/Foundation – Adequate for the original intent and use of the building.
- Mold – Evident – *further testing encouraged.*

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Recommendations:

In the context of future planning for the town this facility should be given strong consideration for re-use as municipal administrative offices. The overall square footage and footprint of the building allow for current and future needs of town offices to be adequate located here.

It should be noted that although the square footage of the building is more than adequate, to house the town offices for example, its current configuration would need to be modified, unnecessary structures demolished, historic parts of the structure preserved and the defects noted in this report be addressed and corrected. Our research indicates that environmental testing specific to mold has been performed at the site several times during 2005 and reports have been presented. It is unclear if a remediation plan has been developed.

In the absence of a remediation plan further investigation by an industrial hygienist qualified may be required to perform additional testing or to develop a remediation plan for the site. Professionals to whom we have consulted indicate that an evaluation of this type could the cost area of \$1,500 - \$2,000 for initial site visits, applicable lab testing and a detailed report³.

ENVIRONMENTAL CONSIDERATIONS

Green Technologies

The best green strategies achieve multiple objectives with a single solution. The earlier the decision is made to build green, the more opportunities will be available to maximize the synergies in the building's design and performance. Five areas of sustainability: site, water, energy and atmosphere, materials and resources, and indoor environmental quality are to be considered in the design and construction of a building⁴.

³ Bill Wexler – New England Air Quality Inc. – Williston, Vermont

⁴ Natural Resources Defense Council

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The following are areas considered Green;

- ✓ Choose a sustainable site
- ✓ Maximize water efficiency
- ✓ Save Energy
- ✓ Make smart use of materials
- ✓ Safeguard indoor environment quality

Internet links are available to manufacturers and suppliers of green building products and technologies around the country.

Mold

Molds are organisms that may be found indoors and outdoors. They are part of the natural environment and play an important role in the environment by breaking down and digesting organic materials, such as dead leaves. Also called fungi or mildew, molds are neither plants nor animals; they are part of the kingdom of Fungi.

Molds can multiply by producing microscopic spores (2 – 100 microns in diameter), similar to seeds produced by plants. Many spores are so small they easily float through the air can be carried for great distances by even the most gentle breezes. The number of mold spores suspended in indoor and outdoor air fluctuates from season to season, day to day, and even hour to hour.

Mold spores are ubiquitous; they are found both indoors and outdoors. Mold spores cannot be eliminated from indoor environments. Some old spores will be found floating through the air and in settled dust; however, they will not grow where moisture is present.

Mold is not usually a problem indoors – unless mold spores land on a wet or damp spot and begin growing. As molds grow they digest whatever they are growing on. Unchecked mold growth can damage buildings and furnishings, molds can rot wood,

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damage drywall, and eventually cause structural damage to buildings. Mold can cause cosmetic damage, such as stains, to furnishings. The potential human health effects of mold are also a concern. It is important, therefore, to prevent mold from growing indoors.⁵

If a mold problem, or potential mold problem, has been identified it is strongly recommended that the area be tested to determine the type of mold present by a qualified technician such as an Industrial Hygienist. If a mold remediate plan is necessary the following diagram will illustrate the steps taken dealing with mold.

While we are not experts in the evaluations of specific molds we do strongly recommend detailed evaluations by these experts be conducted.

The commercial real estate services division is available to those looking to expand or sell or purchase a business. It also provides professional property management services to commercial property owners and select residential owners.



CONCLUSION

After spending many hours interviewing key town personnel and observing workflows where necessary a greater understanding of the specific type of work which is conducted by the Town of Wolcott and a reasonable recommendation can be made for future needs.

Beginning with the Fire Department, it will be necessary in the not to distant future for a central location be determined and a new facility be built. A new facility will accommodate the growing requirements in equipment, vehicles, personnel and training. A more appropriate square footage has been suggested in this study.

⁵ EPA – Introduction to Mold

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Next we move on the Highway Department. Although the Highway Department is an important function within the town, it's future needs are not as critical if a new location for the Fire Department is identified and approved by the voters. This department can easily expand into the space current used by the Fire Department.

The current Town Clerk's office is a prime example of how current growth influences impact a municipality. The future growth needs are translated into storage and vital records retention. Expanded vault space and non-vault related storage is the greatest need facing the town function. Appropriate sized work areas and meeting rooms are second to the top priority of storage. This study has suggested the appropriate amount of work space which will encompass future needs. A new location will need to be identified.

The School Street Center is the last of the town owned building to be reviewed and analyzed. This facility has a great deal of potential and has the ability to accommodate the future space needs for the municipal office. It does have a existing mold problem which would need to be remedied and the original school building structure, although historic, does have some limitations due to its age. While it is not the function of this analysis to determine a future location for the municipal office it should be noted that this facility has that possibility.

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FIRM HISTORY AND DESCRIPTION

Stephen Bousquet Real Estate was founded in 2002 as a dynamic full service real estate firm to provide a wide range of real estate services to its clients and customers. The firm specializes in offering property for sale in three categories; residential, commercial/investment and land.

The firm is a member of the Lamoille Area Board of Realtors, the Commercial and Investment Board of Realtors of Vermont and subscribe to the Multiple Listing Service which gives state wide coverage.

Because of the firm's professional affiliations it is able to market, sell and provide consulting services for real property with a high level of sophistication and in a wide variety of ways.

Stephen Bousquet, the principal of the firm, in addition to being a Johnson State College alumni he holds professional designation as a Real Property Administrator from the Building Owners and Managers Institute (BOMI) and provide consulting services in a variety of areas of real estate and facility management and planning.

DISCLAIMER

This analysis report was prepared solely for the client, for the purpose and function stated in this report and is not intended for subsequent use. It was compiled through data collected for sources detailed within and through interviews conducted with key personnel representing the Town of Wolcott.

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BIBLIOGRAPHY

Primary Sources

- Vermont Local Roads Program – St. Michael’s College
- Wolcott Town Report 2005
- Vermont Department of Buildings & General Services
- US Environmental Protection Agency
- Global Green USA
- New England Air Quality Inc.
- Center for Rural Studies University of Vermont
- Natural Resources Defense Council

List of Interviewees

- Chan Judd, Fire Chief
- Tim Shedd, Road Foreman
- Linda Martin, Town Clerk-Treasurer
- Belinda Clegg, Assistant Town Clerk
- Tom Martin, Lister and Assistant Zoning Administrator
- Daniel Noyes, Chair Wolcott Planning Commission

Contributing Experts

- David Pelletier, LCPC
- Mike Miller, LCPC
- David Wexler, New England Air Quality, Inc.