

**RENOVATION OF TOWN HALL & POOL
TOWN OF SOMERSET**

DRAFT FACILITY DESIGN CRITERIA

**Prepared by: Balodemas Architects, Chtd.,
and contract officer Tom Eldridge,
for consideration by the Somerset Town Council
February 13, 2008**

PURPOSE

Develop Facility Design Criteria documents that define the Town's requirements for improvements at the Town Hall and Pool. These documents will be used by the Architecture/Engineering (A/E) firms hired by the Town to design each facility.

This document provides programmatic and general design guidelines only (Note: room areas provided may vary +/- 10%). The A/E will be responsible for all professional architecture and engineering design necessary to accomplish the renovations/expansions described in accordance with applicable codes and accepted standards of care. The following services are required:

1. Both projects will require consolidation of various parcels into one lot, subdivision approval and mandatory referral review by the Planning Board. Architecture/Engineering firm will assist Town attorney with applications, staff meetings and hearings. The two projects will proceed on separate tracks requiring separate applications, meetings and hearings for each. A/E must develop and substantiate environmental mitigation strategies to offset impacts of the proposed improvements. Traffic analyses will not be required from the A/E.
2. Architectural design and construction documents. During design provide three-dimensional views for each project, including at-grade perspectives to clearly assess impacts of new construction.
3. Interior Design support for selection of finishes and furniture.
4. Land Surveying.
5. Soil borings and Geotechnical Engineering analysis.
6. Civil Engineering design and construction documents.
7. Structural Engineering design and construction documents.
8. Mechanical and Electrical Engineering design and construction documents.

9. Sustainable design analysis, development of mitigative strategies, and applications for LEED or other comparable system of certification.
10. Multiple presentations of designs at Town Meetings: Schematic Design; revised Schematic Design; Design Development (35%).
11. Apply, coordinate and obtain all county approvals necessary for Building Permit.
12. Construction contract administration.

TASKS COMPLETED TO DATE

The criteria in this document were obtained from a review of Town records relating to both projects (reports, drawings, letters, e-mails, meeting minutes), and refined through discussions at the following meetings:

10/02/07 - Meeting w/ Sarah Morse; Swim Team Rep

10/03/07 - Meeting w/ History Committee; Lesley Anne Simmons, Zola Schneider, Jeffrey Slavin

10/03/07 - Meeting w/ Ad Hoc Committee; Alan Proctor, Jill Caporale, Ruth Kofsky, Blair Levin, Frank Loversky, Mark Muro, Joel Peters, Keith White

10/04/07 - Meeting w/ Walter Behr, Tom Carter, Corrie Morse

10/05/07 - Facility walk-through w/ Bill Brenner & Bruce Lawson

10/08/07 - Meeting w/ Pool Committee; Michelle Edson, Lucy Freeman, Rick Kessler, Laura Long, Frank Loversky, Joan Rabinor, Marnie Shaul

10/22/07 - Meeting w/ High Sierra Pools; Carlos Cordon, Service Manager; Gincho Haritev, Estimator

10/23/07 - Phone conference w/ Charles Irish, VIKA Civil Engineers

10/24/07 - Meeting w/ Norman Knopf, Town Attorney

10/29/07 - Public meeting re: Pool requirements

11/13/07 - Public meeting re: Town Hall requirements

11/26/07 - Public meeting re: Town Hall requirements

12/10/07- Public meeting re: Town Hall and Pool Requirements (including draft schematics)

1/23/08 – Public meeting re: Town Hall and Pool Requirements (including draft schematics)

REQUIREMENTS - GENERAL

1. Facilities should be constructed for minimum 50-year life-cycles.
2. A/E shall design sustainable facilities that will be representative of the Town's environmental stewardship and be sensitive to and protective of adjacent water resources, flood plains, trees and other natural resources. Facilities should be energy-efficient, use recycled materials, minimize construction waste and avoid the use of toxic substances in both construction and operation. A/E shall make application to the US Green Building Council (USGBC) to achieve LEED certification. A&E shall prepare a cost-benefit analysis for Town Council review to determine appropriate level of certification. USGBC certification fees shall be paid by the Town. Among other strategies, consider:
 - a) Replacement of existing impervious paving with alternatives that would reduce runoff.
 - b) Solar panels for heating domestic hot-water systems and, if feasible, pool water.
 - c) Geothermal source for heating and cooling.
3. Facilities must be fully and readily accessible to persons with disabilities. Both the letter and spirit of local and Federal (ADA) requirements must be met. The facility should incorporate features of universal accessibility wherever possible.
4. The facilities should be designed to allow for future expansion. Indicate on site plans the footprints for possible future expansion. Size and route utilities, design storm water management features, and otherwise plan current improvements to accommodate future structures.
5. Plan and design facilities and site improvements with special care and sensitivity to possible adverse impacts on adjacent residents from noise, light, or other adverse environmental effects.
6. Capture economical space beneath any planned additions.
7. Provide card-key or similar entry system to control access to both facilities.
8. Town will plan and budget for renovation of both facilities. Construction will be

scheduled based on anticipated approval of each project. Pool construction will be scheduled to minimize impact on summer season. Town Hall construction will be scheduled to minimize impact on governmental functions.

REQUIREMENTS - POOL

1. The existing pool house and surrounding facility are deficient in a number of respects. The pool house has structural failure in a portion of the floor in the women's locker room. There is no storm shelter capable of safely sheltering 200 people in a lightning storm. There is inadequate food and equipment storage space. There is no first aid room. The locker rooms have inadequate maneuvering clearances for strollers and wheelchairs. The toddler pool is located on a lower level from the rest of the pool deck. In solving these problems, changes should ensure that the pool "sits lightly" next to the stream and maintains its forested appeal. New construction should be designed to maintain the open feel of the site and avoid encroaching too close to, towering over, or otherwise confining the pool. There should be ample space between the pool house and pool on the deck for children to play games as with the current facility. Spaces should not be designed to add to the burden, in terms of noise and traffic that immediate neighbors already experience.
2. The pool house should remain a seasonal use facility without heating or air conditioning. However, the architect should design the facility so that it could be converted at a future date to year round use, with heating and air conditioning.
3. Provide changing rooms and rest rooms as shown on Balodemas Architects Schemes 1 – 3 that are fully ADA-compliant, provide maneuvering clearances for strollers, and have between 25 and 60 cubbies in each locker room (stacked) and baby-changing areas. There may be a need to provide some lockers (TBD). Plumbing fixtures shall be provided as prescribed by the Building Code and Executive Regulation 61-91, Manual on Public Swimming Pool Construction.
4. Provide office area with separate desks for swim team and pool manager in addition to space for lifeguards. New office area should be about 300sf (this is approximately double the existing area). Provide phone and internet connections at each desk. Provide six full-height lockers for staff.
5. Provide new permanent shade structure/storm shelter covered on top and open on the sides for protection of up to 200 people. Provide lightning protection system that meets code with respect to isolation of shelter from pool deck. Locate with direct access to bath house and pool exits without having to re-enter pool deck. Structure must be designed to allow all the facility (except the storm shelter) to be secured when the pool is closed. It also must be designed so that the pool house and shelter can be converted to a year round facility in the future with the addition of heating and air conditioning systems and equipment throughout, and the addition

of doors to the storm shelter. In addition to official events such as the 4th of July celebration and adult pool party, projected uses include space for eating, holding birthday parties, playing games out of the sun, movie night, and pot luck dinners.

6. Enlarge width of upper terrace to allow for both seating and a pathway. Consider shading upper area with trellis. Add second stair from upper terrace to pool deck.
7. Remove deteriorating wood deck along west side of pool. Replace with landscaping. Extend concrete paving to provide comfortable clearance for circulation around diving well.
8. Reconstruct toddler pool to be accessible from and level with the main pool deck. Ensure location is convenient for parents and allows better supervision by lifeguards. Relocate as appropriate. Existing size is adequate. Toddler pool filtration system must be separate from main pool. Features that should be added include: fountain; shade structure to cover portion of toddler pool and adjacent deck; ramped access into toddler pool; heating. The current pool management company recommends an electric heater for better temperature control.
9. Provide new outdoor barbecue area to include two, built-in natural gas (piped) grills with adjacent covered prep/serving area. This area must be located off of the pool deck.
10. Provide some shaded space on pool deck near pool house for mobility-impaired.
11. Trash. Provide fenced trash enclosure away from pool deck. Trash enclosure must be designed to allow access only by pool staff and town maintenance personnel. Continue use of large cans; do not use dumpster. Distribute more trash receptacles around the pool site; receptacles should be located a minimum of 30-feet from pool edges. These cans will be emptied by pool staff. Add recycling containers.
12. Provide bike racks in a visible and secure location to prevent thefts.
13. Kitchenette. Add new kitchenette with the following features: a sink, two large refrigerators, counter and cabinet space both for staff use and for prep area during meets, a serving window. Kitchenette should have enough working space for three or four people.
14. Pantry. Provide rodent-proof lockable pantry to store concessions and a deep freezer.
15. Provide code-required First Aid Room for first aid equipment including cot, stretcher and wheelchair.
16. Provide storage closet for pool maintenance equipment and supplies.
17. Provide janitor's closet with utility sink and space for cleaning supplies/equipment.

18. Swim team storage closet. Provide lockable closet for fins, kickboards, pull-buoys, flags, coolers, etc. Closet must be located on ground floor for ease of daily access. Size should be approximately 10 feet by 12 feet.
19. Provide new, built-in trophy cases.
20. Provide new bulletin boards, both inside and outside.
21. Lighting. Replace/upgrade site lighting. Prepare photometric plan per county standards re: glare. Install cut-off luminaires. Retain the ambiance of the existing site lighting fixtures. If feasible, salvage some pole-mounted "globe" fixtures at pool and re-install at Town entrance on Greystone Street per original design.
22. Provide space for vending machines.
23. Provide a picnic area on hard surface adjacent to barbecue area physically separated from pool deck.
24. Arrange new office area to have broader clear views for more direct observation of both the driveway and pool deck.
25. Coordinate security camera and display monitor locations with Town's security vendor to ensure there is adequate security to deter crime in and around the facility.
26. Provide new filtration system to replace existing sand-filters. New system should conserve water by eliminating current 2000gal/wk backwash which is necessary to flush the sand filters. Also eliminate the discharge of chlorinated backwash into the stream.
27. A/E shall examine environmental alternatives to chlorine-based water-treatment (i.e. salt-system with chlorine generator).
28. Re-engineer pool equipment and sewage ejector to eliminate current practice of discharging pool water (de-chlorinated) into stream when the pool is emptied at the end of the season. Develop new plan for pool drainage. Currently, two submersible pumps at less than 100gpm each are used; pool pump cannot be used because it will burn out once water level goes below skim line. Gravity drain may not be possible.
29. Impose and monitor restrictions on contractor to limit impact of construction activities on stream. These restrictions should be over and above normal sediment control requirements, and prevent damage to the stream from trash and debris, accidental discharges, damage to embankments, loss of buffer vegetation, etc.
30. Develop protective measures to prevent damage to existing bridge over stream

during construction.

31. Examine cost effectiveness of night cover for surface of pool to extend usage further into May and October. Options should minimize potential damage to existing pool deck and edge.
32. OPTION: Construct new lap pool with two lanes. Approximate size and location as shown on Balodemas Architects Schemes 1 - 3.

REQUIREMENTS - TOWN HALL

1. The existing Town Hall is inadequate and too small to meet the current needs of the Town, including accessibility for people with disabilities. The existing meeting room is not fully accessible, is deficient acoustically, and is not large enough for current activities, such as the Fourth of July celebration and heavily attended Town Meetings. Town administrative spaces also are too small for current staff, do not provide appropriate privacy for Town officials and their records, and do not meet current archiving and records-storage needs. In planning a facility to serve the next 50 years, increases in both administrative and assembly spaces, and spaces that make the building universally accessible, are envisioned as identified below. The goal of any increase in administrative space is to more optimally meet current administrative needs, not plan for a larger Town government. Similarly, any increase in assembly space is to improve the facility for current functions. These spaces should not be designed to add to the burden, in terms of noise and traffic that immediate neighbors already experience. The facility should be designed to minimize its visual impact, and conform with the neighborhood setting.
2. Maintain as much of the existing open space adjacent to the Town Hall as possible. The goal is to continue using as open space the area to the East and South of the Town Hall for recreation and gatherings. The existing open-space easement must also be maintained.
3. Demolish existing Meeting Room (625sf; posted for 96 occupants).
4. Construct new Meeting Room (875 sf = 10 feet larger in one dimension than existing Meeting Room = width of existing deck/ramp). In addition to Town meetings and other official events such as the 4th of July celebration, projected uses include movie night, pot luck dinners and yoga-type exercise class. Allow for freestanding council table. Provide built-in audio and video systems; design space for optimal acoustic performance and to allow for video transmission of Town government events via the internet to residents' homes. Provide built-in drop-down screens. Properly orient glazing and provide overhangs to eliminate glare. Possibly provide gas fireplace. Town Administrative and Assembly spaces should be sized as shown on Balodemas Architects Scheme 1A.
5. Provide Entry Foyer with display cases. Could be combined with Conference

Space/Lounge below.

6. Conference Space/Lounge (300sf) - Informal space immediately adjacent to Meeting Room with comfortable seating, bookshelves, fireplace. Potential uses: Meetings of Town Committees, spillover space for Town Meetings, greeting space adjacent to Meeting Room, book club, bridge club, homework club and small, casual receptions. Could be combined with Entry Foyer as shown on Balodemas Architects Scheme 1A.
7. Kitchenette (100sf) - Convenient to Meeting Room and Lounge. Include lockable dry-storage pantry.
8. Closet next to Meeting Room for storage of folding tables and stacking chairs.
9. Four locking closets convenient to Meeting Room to store materials for group activities benefiting residents.
10. Open office (250 sf) for administrative staff and current files. Provide space for two workstations.
11. Private Mayor/Town Manager's office (150 sf).
12. Private Clerk/Accounting office (150 sf).
13. Provide code-required, separate male and female handicap accessible rest rooms.
14. Provide separate rest room in administrative wing. This rest room does not have to be accessible. It is envisioned that either of the two existing rest rooms could be used to meet this requirement.
15. Plan Room (200sf) - with space for one set of flat files containing the plans relating to current construction projects that the Town is required to maintain. As shown on Balodemas Architects Scheme 1A, this space can be upstairs. Daily access is not required.
16. Town Archives (250sf) - Provide secure and conditioned storage room for Town archives. Space must be adequate for 20 5-drawer file cabinets plus two sets of flat files, layout table and computer workstation with scanner. This space can be upstairs; daily access is not required. Allow for public access on request. Provide new fire-, and water-proof file cabinets. Do not locate below grade.
17. Coffee stand w/ sink in administrative wing. Do not combine with Kitchenette.
18. Office-supply closet.
19. Separate coat closets for administrative wing and public use.

20. Provide Janitor's closet.
21. Provide handicap accessible drop-off and building entrance.
22. Provide handicap accessible parking spaces in close proximity to building.
23. Replace/upgrade site lighting including in parking lot. Prepare photometric plan per county standards re: glare. Install cut-off luminaires and time clock. Eliminate spillover onto adjacent properties.
24. Construct storm water management facility to reduce impact of runoff on stream.
25. Correct drainage problems across rear driveway.
26. Where adjacent conditions allow, add appropriate landscape/evergreen screening along south and west sides of existing parking lot to provide visual and sound buffer for adjacent neighbors.
26. Design facility to allow isolation of governmental operations and records from Meeting Room activities. Allow administrative wing to be locked off when meeting room is used after hours.
27. Historic Preservation - Design should treat the Town Hall as if it were a contributing resource in the Town's historic district consistent with the County's preservation standards (age and character are comparable, but Town Hall is outside current boundary of district). As much of the original structure and materials as possible should be retained and restored. The existing Meeting Room addition is not contributing and can be torn down. Restore existing windows in original structure; do not replace, but explore increasing their energy efficiency. Interior modifications to the original structure are permissible to suit Town administrative needs. Additions to the building should be designed to be stylistically distinct from the original structure with clear demarcation between the two eras of construction.
28. Repair existing siding as needed.
29. Provide automatic fire sprinkler system with 100% coverage over existing building and addition.
30. Ensure that new HVAC system is centrally controlled. Provide remote sensors in lieu of thermostats.
31. Improve lighting throughout existing structure to reduce glare.
32. Replace all wiring in existing structure to meet current code and expected equipment demand.

33. Retain and incorporate into design existing emergency generator.
34. Add drinking fountain to area adjacent to meeting room.
35. Provide freestanding flag pole outside.
36. Provide single, unisex, accessible rest room at Maintenance Building with exterior entrance for outdoor users (tennis, basketball, batting, special events). Entry will be controlled by card-key or similar entry system.