

**TOWN OF RYE
THE TOWN HALL SPACE NEEDS COMMITTEE
WEDNESDAY, OCTOBER 10, 2012
RYE PUBLIC SAFETY BUILDING
6:30 P.M.**

Members Present: Acting Chair Curtis Boivin, Selectmen's Rep Priscilla Jenness, Peter White, Paula Merritt, Paul Goldman, Peter Kasnet, Beth Yeaton, Phil Winslow, Gregg Mikolaities, Mel Low, Cynthia Gillespie and Michael Magnant.

Purpose: Create an economically sound proposal to resolve the space needs of the town as an integral part of preservation/renovation of our historic Town Hall building.

I. Call to order and Pledge of Allegiance

Acting Chair Boivin called the meeting to order at 6:30 p.m.

II. Review and acceptance of Meeting Minutes from September 26, 2012

Member Winslow made the following corrections:

- Page 4, 4th paragraph from bottom reads: Vice-Chair Winslow explained that he feels the analysis of the Concerned Citizens of Rye is based on supply side economics. Should read: **Vice-Chair Boivin explained that he feels the analysis of the Concerned Citizens of Rye is based on supply side economics.**
- Page 4, last paragraph reads: Member Boivin commented if Town Hall is going to be renovated once every 75 years, and Recreation will have a building 4 years from now, that square footage will be left in the building. Should read: **Vice-Chair Boivin commented if Town Hall is going to be renovated once every 75 years, and Recreation will have a building 4 years from now, that square footage will be left in the building.**

Motion by Beth Yeaton to approve the minutes of September 26, 2012 as amended. Seconded by Phil Winslow. All in favor.

III. Work Session

- a. Resolve Square foot calculation
 - i. Storage needs as used for Town Clerk
 - ii. Rye Recreation Dept space statement
 - iii. Resolve calculation of Net SF to Gross SF
 - iv. Range of S.F. to present to Selectmen
 - v. Amount of additional space needed for Town Hall

- b. Location of needed space
 - i. Architectural Character of any construction around Town Hall
 - ii. Addition versus separate building

- c. Format of Space Needs Report
 - i. Do we recommend with options? Should we present options to voters?
 - ii. What key pieces were important?

Acting Chair Boivin explained they have gone through every department and tried to get more conservative with the square footage. However, the “leftover” number that the Committee was looking at was going from the net square footage to the gross square footage. How large the building would be once all of that was established. He further explained that he went through, room by room, the square footage that was on the A.G. Proposal, from existing conditions, and came up with a total. He pointed out the calculations on the Space Inventory page of 12,681.07sf. The gross square footage of the building was 15,286, which is at least 20%. He continued that the Committee was discussing a number anywhere from 10 to 25%. He went back into the square footage and changed the 10% to 20%. The estimated gross square footage came out to 11,550 as a conservative number. He also took a look at subtracting out some of the net square footages for some of the existing conditions in the building. He reviewed the numbers that he took out. Once those numbers were taken out, the leftover number is 6,735 square feet of additional needed space, which is based on the Committee’s square foot estimates. This would be a two story addition with a footprint of 3,368 feet or approximately 80’x40’. He pointed out the current Town Hall size, for comparison, is 73’x39’. This would be a similar size. He summarized this is what he came up with after further review of the A.G. Analysis and further pushing that analysis into the Committee’s proposal.

Acting Chair Boivin stated he wanted to finish up with solidifying the square footage needs of the Recreation Department. There are still some concerns about that.

Selectman Jenness stated that she had spoken with Lee Arthur, Recreation Director, and asked if she could submit a report of where their major items were being stored. This would give everyone a feeling of how the items have to be distributed randomly through the Town. These things are kept off-site and are needed at various times. Gathering them can be a task.

Recreation Commission Chair Janet Stevens stated that they are using 15 disparate sites for storage. It is not a matter of files. It is a matter of tangible goods that the little ones and the seniors need. She read a prepared statement for the Committee.

- *Please see attached Rye Recreation Commission Comments for Rye Space Needs Committee Dated: October 10, 2012*

Acting Chair Boivin asked if within the Recreation Master Plan did they ever consider relocating the Recreation Department.

Ms. Stevens stated that with the Master Plan they looked at the top six responses. The recreation facility came out at the top. She pointed out they have a wonderful relationship with the schools and being able to use their facilities. However, every two years they have to re-evaluate a Memorandum of Understanding. Also, there are the Senior Programs now. She continued they are just starting the process with the CIP submission. Currently, they are working out of two modular temporary units with less than 2000sf.

Mark Luz, 2 Maple Ave., Recreation Commission, stated that the Commission is looking to create programming space versus administrative space. The thought is that a community center would be for programming.

Recreation Director Lee Arthur stated if their offices are at Town Hall they need the space to be effect when dealing with the tangible items that Recreation needs. The concern is in the reduction of space on the proposed 900sf.

Acting Chair Boivin replied that he understands. The goal was to be as conservative as possible. He pointed out that the revised number would still be doubling the amount of space that Recreation has right now. It would be more effective space.

Member White asked if there is an estimate of the gross square footage within the 15 locations, including all storage and administration.

Ms. Arthur commented that she could get that number for the Committee.

Selectman Jenness stated that it may be important to know the exact number of square footage for administration. If the administrative part of Recreation is going to be kept at Town Hall, with all programming at another site, that may be where the split comes.

Ms. Arthur commented that they are trying to be up front now in expressing their concerns on the square footage. The Recreation Committee feels the 600sf will not be enough space.

There was more discussion on the space needs of Recreation.

Acting Vice Chair Boivin stated that he would like the Committee to provide in the proposal a range in square footage. He feels the number that he came up with is a conservative estimate and was the minimum that could be done to effectively run Town Hall. From that approach, this is in response to the Town not choosing to do the square footage and proposal from A.G. Architect. He has to respond to the wishes of the voters in Town. It is a balance. He noted that additional square footage should be considered.

The Committee reviewed the Rye Town Hall Space Needs Analysis that was prepared by Curtis Boivin.

- *Please see attached Rye Town Space Needs Analysis; prepared by Curtis Boivin*

In regards to the range of square footage proposed to the Selectmen, Acting Chair Boivin asked how the Committee would like to propose the additional square footage needs. A.G. Architects came up with a number and he has come up with a number. The Concerned Citizens have also come up with a number.

Member Goldman stated that one way to come to an answer is what is the level of confidence and credibility in regards to the range. He asked Acting Chair Boivin what his professional experience would tell him.

Acting Chair Boivin stated that he does not think it should go below 10,000sf. That would seem to be the starting number. He thinks the A.G. Architect number is a fairly generous number. He pointed out that his number was 11,550sf. This is based on a gross square footage.

Member Mikolaities asked if the presentation to the Selectmen should be that the 6,975sf is inadequate. The Committee can't be coming up with the numbers by doubling it. That would be too simple. He thinks the Committee has to agree that the 6,975 is not the starting point. This cannot be proposed that the size of the Town Hall is going to be doubled.

Member Winslow explained that Committee could look at it three ways. They can come look at it from the starting point. It could also be looked at from the analysis of comparable town halls. It could be looked at from the original proposal from A.G. Architects with 15,000sf.

Member White pointed out the third was rejected by the voters. This should not be brought up in any context. This should be looked at from the bottom up.

Member Goldman stated that would be the simplest way. This has been reviewed from a customer standpoint and an employee needs standpoint. Everyone has been interviewed in the Town Hall. The numbers have been reexamined from a professional standpoint. Basically, the Committee now has something that is less than what A.G. Architect proposed and is reasonable. It has reasonable analytics applied to it with the credibility of the employees that work in the offices. If the total driving forcing function is; "*We are going to make this building as small and efficient as possible in terms of expansion*", then don't preserve the great room just make minimally office space adjustments in terms of future needs. What has come up is a give and take cultural balance of the use of the building. If the great room is going to remain and be used for the kind of purposes which may be attractive to some people in Town, this is what it will be. It is a trade-off.

Acting Chair Boivin stated this is about how much square footage is needed. He thinks it is agreed that the Town Hall needs to be doubled in size in order to preserve the great room.

Member Merritt stated that they should now be coming up with a number. In using that number it should be projected into possibilities.

Member Low pointed out that the original proposal from A.G. Architects was 15,000sf. The ballot was to raise money for an additional study, which never got done. That is where it may have gone from 15,000sf down to 12,000sf.

Acting Chair Boivin commented the Committee has done something like that.

Member Goldman stated that the Committee has gotten it down to the boundary conditions that they can get it down to. One of those boundary conditions was whether the great hall would be preserved or not. It was already decided that the preservation of the great hall was the approach to take. Whether that is done or not, the office space needs are going to be what they are.

Acting Chair Boivin stated that the Town is legally obligated to renovate the Town Hall. This is not an option for the voters. There is no question and this cannot be changed. Also, more square footage is needed. How is this going to be gained? In using a rounded number of an additional 6,000sf needed, the next question becomes how is that going to be done. It has already been discussed that this will be the site for the Town Hall.

Member White pointed out the Heritage Commission was not put on the agenda but would like to speak to the preservation of Town Hall.

Acting Chair Boivin opened up to the Heritage Commission presentation.

Mae Bradshaw, Heritage Commission Chair, addressed the Committee. She explained the purpose of the Heritage Commission is to recognize and protect historic structures, the aesthetic, cultural and community resources. Part of the mission of the Commission is to do surveys, studies and reports. She submitted a report prepared by the Heritage Commission concerning the preservation of Town Hall.

- *Please see a full copy of the report on file at the Town Clerk's Office, Rye Town Hall:
Exhibit One – A History of the Rye Town Hall – 8/2012 – Prepared by: Alex Herlihy
Exhibit Two – Minutes of the Heritage Commission/Historical Society Joint Meeting -
3/29/12 – Presentation by Peter Michaud, N.H. Division of Historical
Resources
Exhibit Three – N.H. Division of Historical Resources Application – 9/2012 –
Prepared by: Sara Hall with input from & members of the Heritage Commission*

Ms. Bradshaw stated the Heritage Commission is concerned about the size of the Town Hall. They looked at the option of whether a separate building would be more suitable. One of the reasons they thought a separate building on the site, integrated into the hillside with the church and Town Hall, would be a good idea is that it would not structurally damage the foundation of the existing building. In gaining a third floor, under a two story structure, that could be very damaging to the structural integrity of the building. The Heritage Commission voted to recommend that the stairways be maintained and the great hall be preserved. She asked the Committee to review the details of the report before making any recommendations.

Member Merritt asked what the feeling was on the type of architect that could be used on a separate building. She asked if the intent was to have the architect blend in with the existing Town Hall and the church.

Ms. Bradshaw replied that the assumption would be that it should be compatible in materials and similar in size. It should be cohesive with the church. This was discussed in the presentation given by Peter Michaud, N.H. Division of Historical Resources, in March.

Regarding the 1974 porch addition, Ms. Bradshaw stated the Heritage Commission took a vote and agreed that this should be removed and brought back to the 1890 addition. They also voted on an addition off the back and that did not pass by the Heritage Commission.

There was discussion on the possibility of a separate building.

Ms. Bradshaw stated if there is to be an addition on the building, the Heritage Commission recommended 20ft maximum off the back of the building. They do not recommend a basement. It would be a two story of the same material, 20'x36'.

Member White pointed out if the addition becomes too large the building would not qualify for the Historic Registry. It would clearly not be subservient to the building.

Member Goldman asked what the current building would be if there was a new Town office building.

Ms. Bradshaw stated it could be for community and recreation. The Recreation Department could be in the existing building.

Victor Azzi, 1100 Old Ocean Boulevard, stated that it needs to be determined if Recreation is going to be considered in this proposal or not. It seems to be the consensus that they should be included.

Member Goldman clarified that the concept is that there could be two existing buildings. One for Town business functions, which is not the current building. The existing building would be rehabbed to be a cultural and recreational center with the great hall as meeting space.

Ms. Bradshaw confirmed.

There was more discussion on the idea of the separate building and how the idea came about. The Committee was given a report on the concept, which was prepared by Victor Azzi.

- ***Please see attached Rye Town Hall and Town Hall Space Needs Assessment; Prepared by Victor Azzi, PhD, PE***

Acting Chair Boivin stated that he sees the idea of a separate building as being a possible solution. One that has positives and negatives. There would be some redundancies in the buildings that would increase costs. He pointed out that an addition to the existing building could be designed to not have the bulk that is being envisioned. There are many scenarios for the addition that could be presented.

Member Mikolaities stated that having the buildings with the church would be very attractive. He reiterated that the charge of the Committee is to agree that the Town Hall is too small. Then it needs to be agreed to the square footage. He thinks there is some consensus on that. Then this should go to the voters to have a professional come in to look at the pros and cons. Mr. Azzi's proposal of the two buildings lays out the efficiencies of having two structures. However, there are redundancies also. A.G. Architects went through a whole analysis of the departments and how they work with each other. From that report it will be important to note what departments should be put together. He noted that it sounds like everyone is starting to come together. He read the charge of the Committee;

Create an economically sound proposal to resolve the space needs of the town as an integral part of preservation/renovation of our historic Town Hall building.

He commented that the Committee is getting there. He does not think they need to be debating how many buildings and doing architectural layout. He commends Mr. Azzi's concept. He thinks it is a great proposal and makes sense.

Acting Chair Boivin stated that the starting point is that it is agreed that Town Hall needs to be renovated and an additional 6,000sf is needed for space needs. The Committee could provide the voters an option of having an addition or a separate building.

Member White commented that he would like to hear a consensus that they do not want an extension on the building that is too large.

Member Goldman stated that Mr. Azzi's report is really innovative. However, he does not think it has been concluded that an addition on the building would be incompatible with the existing Town Hall. He thinks the business of the Committee is to say, "*We have come to a reasonable consensus on space needs*". Then there should be a warrant article to study what is the right design, and what the wants of the Town's people are. The important work has been done. There has been a lot of input. The Committee has converged in an analytical, solid and reasonably scientific approach. It seems the Committee is where it should be in positioning for future work to be done. He continued that it is unfortunate that they ran into the issue that they did at the last Deliberative Session. The Town went to the Budget Committee and wanted some money from a warrant article to do exactly what is now being discussed. One particular concept spread through the Town and people thought that was the road that was going to be taken. When in fact what was needed to be done was a study. He pointed out that now they have had the chance to go back, reexamine, get more people involved and come to a reasonable consensus to move forward. However, this is not going to be designed in this Committee.

Member Winslow stated he thinks the voters are looking for three other things. He thinks they need to look at the additional buildings in Town as a possibility. The Committee has to let them know that these have been looked at and considered.

Member Goldman agreed.

Member Winslow continued that they also need to come up with a square footage with some costs tied to those numbers. That may become more difficult with a separate building versus an addition. Those will come in with two very different costs.

Member Goldman stated the warrant article should be positioned that there is a reasonable consensus on space needs for the Town Hall functions and more work needs to be done. That work could result in any number of possible designs, whether it is an addition or a separate building.

Acting Chair Boivin explained this is where the concerns of the Committee could be voiced; the concerns from the Heritage Commission on the proportions and the other issues that were brought up in Mr. Azzi's report. These issues can be passed to an architect to be taken into consideration for the design; whether it be an addition or separate building. The direction the Committee should take is to specify the historic character and the size/scale of the project.

Member Winslow asked if it is agreed that they are not going to be looking at costs.

Member Goldman stated that when there is a warrant article that funds the next step all of this input should be given to the person that is doing the work so they understand what the design criteria are.

Member Yeaton stated that the Committee is called the 'Town Hall Space Needs Assessment'. The Committee is just about in agreement on space. The Committee's charge was to come up with a number of square feet that is needed to conduct business. It is not to write a warrant article or to do design. She continued that a recommendation needs to be given to the Board of Selectmen that this building be rehabbed and additional square footage of, "whatever that may be", is needed. This is in addition to the great hall and the staircases. She does not think they need to get into minor details. The Committee needs to present to the Selectmen the amount of square footage needed. It will be up to the Selectmen to come up with a warrant article to go to the voters.

Acting Chair Boivin pointed out the other item that needs to be on there is location of the site. The Committee's consensus is for it to be at the current site.

Member Mikolaities commented there should also be money appropriated to hire professionals to evaluate the next step.

Member Goldman pointed out that all of the criteria, concerns and wants get “fed” into that process.

Member Winslow asked Selectman Jenness her thoughts.

Selectman Jenness stated she is hearing exactly what the Selectmen were hoping to hear. The big issues will really be solved. The big ones have been discussed. The scope of the work, location and examination of what the space needs are have been thoroughly reviewed.

Member Mikolaities stated that he thinks there should be a second recommendation to the Selectmen from the Committee that something has to be done to the building. The building clearly has to be preserved whether additional space is added or not. There are several deficiencies in the existing building.

Acting Chair Boivin commented this goes back to the building will be renovated regardless.

Member Merritt commented it is also important to include the fact that all other possibilities have been considered and this is what the Committee came up with.

d. Public Input

Victor Azzi, 1100 Old Ocean Boulevard, spoke on how this is presented to the voters.

Peter Crawford, 171 Brackett Road, stated he was at the Heritage Commission Meeting. There was discussion on an addition that would be straight off the building. He disagrees about the 20ft maximum. He pointed out that Selectman Jenness stated two-thirds of the building would be acceptable. There was a range of discussion at the meeting. He thinks if the addition was made somewhat lower, and limit it to the two-thirds, it would not look too bad. He continued that they need to get back to Article 27, in looking at other town halls and their square foot per employee. In taking the 633 average, which uses the huge Newington space and multiplying that by the 13 employees year round, the great hall will be added to that of 1700sf.; this brings it to approximately 9800sf with Recreation included. He thinks if they do a basement they could fit the 10,000sf into an addition that goes back 42ft. The math works out to be approximately 10,000sf. He thinks there is a big difference if it is said the need is 12,000sf. That is much more than the 42ft addition. At that point, he thinks they are forced to do the two buildings. He does agree it should be on the current site and the Public Safety Building does not work. The choice is down to an attached building or a separate one. If it is 12,000sf, even with a basement, he does not see how it can be done and look aesthetically pleasing. If it is 10,000sf with a basement there is a chance. He stated another “go around” is needed on the square footage.

There was discussion on the circulation numbers.

Mr. Crawford stated the Recreation Department really belongs at the playing field. They can get their storage and space that is needed. He pointed out that a recreation facility would probably have big support in the Town, which would solve the problem for the Town Hall. He continued that they cannot ignore Recreation. Their needs need to be taken care of. He commented that they have not done the analysis of record storage. In taking his analysis on record storage, the cubic feet of storage comes to

300sf. There is 1200sf in the plan. That will come up at the Deliberative Session and the number on the square footage will be “shot” down.

Member Goldman stated it sounds like the case has been made to put Recreation somewhere else and not to have a separate building. A compatible expansion could then be put on the existing building and not have two buildings.

Mr. Crawford stated Mr. Azzi’s analysis is great and he agrees with 95% of it. However, he thinks the preferred option is to get the square footage down, and it has to be down 10,000sf absolutely tops, then it could be done. If it is higher than that forget it. A separate building will have to be done.

Member Goldman stated that all of those points make the case that the Committee has to prove analysis on space close enough to have an output from the Committee, whether it results in an addition to the building, a separate building or a smaller addition to the building with Recreation somewhere else.

Mr. Crawford confirmed.

Member Goldman asked if he thinks, based on all the discussion, that enough due diligence has been done to come to the conclusions that they are getting ready to come to.

Mr. Crawford stated the first set of conclusions he agrees with; everything on one site, the great hall and the staircases. However, if the Committee is saying 12,000sf then he does not agree. He thinks more due diligence needs to be done in comparing to the other town halls, looking at the storage and getting that number ‘tweaked’ to the minimum necessary. If 10,000sf will fit, then one huge opposition has been eliminated from the voters. They are going to look at another building of the same size and say, “*Your building a brand new Town Hall. What was wrong with the old one?*” If an addition is done off the back than the psychology is completely different; just a little more space. There is one group of voters that will say do not change the Town Hall and make it look dramatically different. There is another group of voters who will wonder why a brand new Town Hall is needed.

Member Winslow stated that the intention is not to deliver to the Selectmen a recommendation on having a separate building or an expansion of the existing building. It is simply to come back with a square footage amount from the assessment of other facilities. That would be the extent of the proposal to the Selectmen.

Mr. Crawford stated that if the Committee accepts what the Heritage Commission is saying, that a huge 153ft long building is untouchable and the L-shape building is untouchable, then there is no way to do it.

Member Winslow explained this will be the decision that comes from the warrant article that will hopefully come about. An architect will look at it and come back with some recommendations and the Town will be looking at that proposal at the next Deliberative Session.

Ms. Bradshaw commented he is saying the Committee needs to “sharpen their pencils” one more time.

Mr. Crawford confirmed. He asked why give the voters the square footage if the answer is going to be to build two buildings. The voters are going to say that another building of the same size is going to be built.

Member Low commented that he cannot say that 12,000sf, versus having 10,000sf, is going to defeat the whole thing. An architect may be able to put 12,000sf on and satisfy everyone. That is not the expertise of the Committee. Everyone agrees that the existing building needs to be restored. Let's keep an open mind, move to the next stage and see what can be done.

The Committee agreed.

Recreation Director Lee Arthur addressed some of the possible issues that should be looked at with using the current building as a recreation facility. She also spoke on the support of the Recreation Committee with moving forward with the Town Hall project.

Member Goldman stated the Committee has worked very hard to try to get to the right information and the right process to get to a conclusion. There has been a lot of input from the Town. Speaking to Mr. Crawford, he stated that when it comes to the Deliberative Session he would like to see him be a supporter of the work that went on in these meetings, instead of threatening to bring up stuff that may not be germane. He pointed out that he is part of the process with the same accountability as the Committee. Member Goldman continued that he took what was said that *"the Committee better come up with the right answer or this is going to blow up in your face"*. He does not think that is the right way to be conducting themselves. He thinks the Committee is getting to the point to carry out what they were charged to do. He wants to make sure that he understands what is being said.

Mr. Crawford stated that Peter White raised the cubic feet of storage three or four times. He continued that he had gone to Michael Magnant and asked him to do the calculation that was asked for. Ned Paul had agreed that this would be done. He pointed out that he does not see it and that is why he came up with his own number of 300sf to accommodate files. He thinks this step needs to be taken.

Acting Chair Boivin stated that the Public Safety Building has 500sf of storage and the building department has 300sf of files.

Mr. Crawford explained that the problem is square footage is being used currently with the same method of storage. That is why cubic feet has to be looked at as the most efficient way to store it. He submitted his analysis of storage.

Mr. Crawford stated if this was a green field it would not make a difference if it was 10,000 or 12,000sf. However, that is not the situation here. There is already a building at 6,000sf. Whether it is 4,000sf or a 6,000sf addition, it is already 50% more on distance that has to go back. That is what will make it an overwhelming building.

There was some more discussion on the square footage of storage.

Acting Chair Boivin commented he thinks having the whole building using 300sf of storage is "way off" on the numbers. He thinks that something is missing in terms of the amount of storage. He invited Mr. Crawford to take a tour around the building and look at the storage. He reiterated that those numbers are "way off".

Member Mikolaities stated that they are looking at a second building that could be very efficient. That could drive down the square footage. However, it could go the opposite way and get worse. He thought that the Committee was zoning in on a range and now it seems like they are taking it one step further. None of them know what that second building will mean. Will it be an efficient layout? Or will it go the other way and be a little bigger because of some of the redundancies?

Member Goldman explained the Committee does not need to worry about that. From a Committee standpoint, the next step can be taken, whether it be an addition, separate building or other. The Committee has done due diligence and come reasonably close to something that they have competence in.

Speaking to Mr. Crawford, Member Mikolaities stated that what he is looking at should come up six months from now. The drawings of what things should look like should come up then.

Alex Herlihy, 55 Lang Road, Rye Historical Society, stated that he imagines the warrant article will have a certain amount of money to further the design. In his opinion, the voters would vote down something that would be too large of an addition off the back. He thinks a reasonable argument can be made that all of the departments need more space. The question is how much. There just needs to be a way to compromise between needs and wants.

Member Goldman stated if there is going to be “give and take”, if the Committee is saying they are not proposing a specific design they are just looking at the parameters of what a warrant article ought to be, then that is the support that should be given at the Deliberative Session.

Mr. Crawford stated that he will support a warrant article to go further in the process, as long as, it is not preconceived that it will be 12,000sf.

Speaking to Mr. Crawford, Member Yeaton stated that she felt threatened by what was said. What she was hearing was “*bring it down to 10,000sf or we are going to make sure this gets defeated at the Deliberative Session*”.

Mr. Crawford explained that is not what he said. His frustration was with the storage analysis not being done. The Committee may be correct that there is a lot more things that he has not accounted for. He thinks the cubic feet analysis should be done for the next meeting. He pointed out that Peter White asked for this three or four times and Michael Magnant promised he was going to do this.

Town Administrator Michael Magnant stated that he did not. He further explained that after the last meeting Mr. Crawford approached him and asked for the measurements be taken of all the storage to come back to the Committee with a cubic foot determination. He did not hear this as a request from the Committee. If it was a request from the Committee it would have been done. It came from Mr. Crawford. He pointed out that he did not have time to get to it.

Acting Chair Boivin stated that he has a lot of time into the building analysis and has already gone through the storage. He feels very comfortable with the numbers.

Mr. Crawford stated that Ned Paul was present and it was agreed it would be done.

Member Yeaton asked if this was after the meeting.

Mr. Crawford confirmed.

Member Yeaton explained it can't be expected for something to be available if it was an after the meeting request.

Member Winslow stated there are differences of opinions. He thinks they are honest differences of opinions on both sides. He asked if it would be appropriate to let Mr. Crawford do the analysis.

Mr. Crawford replied that he could come in and measure the storage.

Member Yeaton commented that she will do her storage analysis. She has most of the information already.

Mr. Crawford apologized to the Committee. He does view this as a team. There are only 20 people in the room and another 4,980 people in Town. It needs to be considered as to how they will react. If issues come up this could be voted down.

Speaking to Mr. Crawford, Member Goldman stated that the implication that was made was that a lot of people will be influenced by his communications. He pointed out that is why he is counting on him to be a part of the solution, not part of the problem, and be a part of the team. There can be “give and take” but he will defend the Committee’s integrity about what they were charged to do.

Addressing Mr. Crawford, Acting Chair Boivin stated that he does appreciate the work that he has put into this.

Mr. Crawford stated that he apologizes again for the tone.

Selectman Jenness explained that if Mr. Crawford moves forward of an analysis on his own of cubic feet, she would like to caution him not to be too simplistic. Everything that is stored is not a legal size sheet of paper. Some of the historical records, handwritten record of events and town meetings are large and do not fit into everyone’s vertical file. There are a lot of things that do not fit into a file.

Member Goldman stated that is why he says the people doing the work in the offices know what they need. If that is somehow integrated into what is trying to be considered, then it is covered. The people doing the work deserve the right working conditions, the right environment and the right operability and connectivity.

In terms of cubic square feet, Town Administrator Magnant asked the Committee what they would like to know.

Acting Chair Boivin explained they would like the public to feel comfortable with the amount of storage. He pointed out that he feels comfortable with it. He does not think a long time needs to be spent on this. He is fine with Mr. Crawford taking a look at it.

Ms. Bradshaw asked if the Committee could make a recommendation to the Selectmen for a Record Storage Retention Committee. She asked if that had to be in place, at any rate, under the Statute.

Selectman Jenness noted that is currently under consideration.

Cecilia Azzi, 1100 Old Ocean Boulevard, stated that in regards to working as a team on this, she feels like they are “outsiders” and their voices are not wanted. This was evident when Member Mikolaities cautioned at one of the meetings that whatever is said would be read about later. She realized that it does not matter if it is in the Rye Civic news or the Portsmouth Herald, it should be in the Committee minutes also. People coming to the meeting are concerned and want to know. It also should be known what the credentials are of the people who are involved. She felt so “warmed”, when everyone was listening and thought they had a great idea. She calls it “thinking outside the building”. She was going to talk about it three meetings ago but felt she would be “shot” down.

Acting Chair Boivin stated the biggest qualification of a person is a member of the community of Rye. If they are a member of the Community of Rye, they are welcome to a meeting and to say what is on their mind.

Member Yeaton commented that right from the very first meeting the Committee has made it very clear that they wanted transparency and input. The Committee wanted the public to observe the meetings to see how it came to the final decision and recommendation. The input from the public has been welcome.

Speaking to Mrs. Azzi, Member Goldman asked if she feels the Committee has honestly tried to do the best they can do with regard to the process that has been gone through. He thinks there has been a lot of good exchange and a lot of good has come from it.

Mrs. Azzi explained that in her experience she is happy.

Acting Chair Boivin thanked Mrs. Azzi for her comments.

- **Next Space Needs Assessment Committee Meeting, Wednesday, October 24th.**

Adjournment

Motion by Mel Low to adjourn at 9:15 p.m. Seconded by Priscilla Jenness. All in favor.

***Note:** Any of the percentages and numbers discussed at the meeting by the Space Needs Committee are preliminary numbers. It has not yet been determined that these numbers will be presented in the final Committee Report. The Committee shall not be held responsible for any mistakes, errors or omissions.*

Respectfully Submitted;
Dyana F. Ledger

RYE RECREATION COMMISSION
COMMENTS FOR RYE SPACE NEEDS COMMITTEE
OCTOBER 10, 2012

Our interest in attending and speaking tonight is to offer the Rye Recreation Commission's current view on the Recreation Department's operational needs, now and going forward.

The Rye Recreation Department's space needs fall into the general categories of administrative space, storage space and program space. The current size, configuration and location of the various spaces utilized by the Department are sub-optimal from an operational standpoint, particularly as the Department's programs increase in both scope and diversity in response to the needs and desires of the Rye Community. The Rye Rec Department is somewhat unique in the broad community service it provides, and its space needs could be considered correspondingly unique.

Rye Recreation Department Town Hall Space

Town Hall space is currently used by the Department for a host of functions. As noted in the Rye Town Hall Facility Needs Assessment, the Department manages planning, preparation and registration for its programs from its Town Hall office space. Additionally activities include general administration, and the assembly of program packages and materials for delivery to program participants and/or remote staff.

A portion of the Department's storage space needs are only met via spill over into other areas of Town Hall (Geothermal Equipment Room, Hallways, Attic Space, Sewer Dept. office space) and the Old Police Station, Safety Complex, RES, Rye Congregational Church and Recreation Area.

Based on our current guidance and understanding of the functionality of the Department's space allocation at Town Hall, an efficiently configured space of approximately 900 square feet comprised of a multi-function office portion (workstation space, material prep area) and storage would meet today's needs. The ability to meet future growth is questionable.

Rye Recreation Department Program Space – Community Center

Beyond the subject at hand involving the Committee's charge regarding Town Hall Space Needs, it is important the Committee is made aware of the Rye Recreation Commission's consideration of the Department's current and future program requirements.

In response to town-wide survey feedback, Rye Recreation Commission has been fact gathering and researching ways to accommodate a growing need for larger and more consolidated program space. The Rye Recreation Commission Master Plan and related CIP Project entries lay the framework for further study by the Commission with the potential for Town consideration of a to-be-built multi-purpose Community Center.

The scope, cost and location remain of such a facility are yet to be fully determined, but we do feel, by placing estimates in the CIP, this is a timeline item for consideration by the Town within the next five (5) years.

The mention of the Community Center is not intended to raise a competing interest in this forum, but rather to inform the Committee and go on record with this group regarding the Community Center project for which a need has been determined, but a resolution yet to be fully vetted.

More importantly, we are here to offer the Rye Recreation Commission's view of the inadequacy of a Town Hall space allocation determination for the Rye Recreation Department which potentially might be less than the amount of serviceable space (900 square feet) previously mentioned. Our goal as a Commission is to advise on the delivery of programs and services the Rye Recreation Department offers to the community and pursue such delivery in the most efficient and comprehensive manner achievable. To that end, we look forward to a constructive result in working with the Space Need Committee and Town of Rye administrators.

Rye Town Hall 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	225
Town Administrator	276	275	200
Finance/Ass't Town Admin	264	270	270
Assistant Work Area	0	80	0
Finance/Asst Town Admin Sub-Total	264	350	270
Public Access Counter	232	360	230
Public Access Private Office		180	180
Public Access to Maps & Computer		100	80
Public Access Subtotal	232	640	490
Town Clerk/Tax Collector	371	600	600
Vault	58	180	180
Closet (Chamber, Boiler, Corridor, Belfry)	22	200	200
Meeting Room	0	120	120
Town Clerk/Tax Collector Sub-Total	451	1,100	1100
Planning	128	225	200
Closets	49	0	0
Planning Sub-Total	177	225	200
Building Dept	299	225	200
Assistant	0	240	0
Files (B&P)	230	600	500
Closet - Supplies	25	25	25
Conference Rm	0	200	200
Building Dept Sub-Total	554	1,410	925
Sewer	208	250	200
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

STORAGE
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STORAGE
STORAGE
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STORAGE
ADDITIONAL
SF CONSIDER

Rye Town Hall 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	200	
Lobby (1 st FL)	436	400	400	
Lobby (2nd FL)	412	400	400	
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	80	
Miscellaneous Sub-Total	1,513	2,192	2187	
Mechanical				
Boiler	114			
HVAC	55			
Geothermal	0			
Janitor Closet			50	
Estimated Sprinkler, Mechanical, Electrical		400	400	
Mechanical Sub-Total	169	400	450	
Sub-Total Net SF	6,072	11,608	9625	
30% Circulation and Walls		3,482		
20% Circulation and Walls			1925	
First Floor Total GSF	3,084			
Second Floor Total GSF	3,084			
Attic GSF	250			

Rye Town Hall Space Needs Analysis

Public Safety (Storage) GSF	557		
Total Estimated Gross SF	6,975	15,090	11,550

6/6/12

Total Gross SF		11,550
Great Hall	existing	-1698
Storage	existing	-100
Stair 2	existing	-103
Stair 3	existing	-123
First Floor GSF	existing	-2791
Addition space needed		<u>6,735</u>
2 story addition with Gross Footprint of		3368
Approximately 80' X 40"		
Town hall size 73' x 39'		

SPACE INVENTORY

Name	LOCATION			AREA	QTY
	FLOOR	ZONE	DEPARTMENT		
STAIR 2	?	?	?	103.43 SF	1
STAGE	?	?	?	220.43 SF	1
GREAT HALL	?	?	?	1752.32 SF	1
STAIR 3	?	?	?	123.26 SF	1
STORAGE	?	?	?	97.66 SF	1
STAIR 1 2ND	?	?	?	194.06 SF	1
MEETING CHAMBER	?	?	?	765.95 SF	1
COMMITTEE WORK RM	?	?	?	211.28 SF	1
SELECTMENS OFFICE	?	?	?	233.21 SF	1
WOMENS TOILET	?	?	?	139.45 SF	1
MENS TOILET	?	?	?	139.45 SF	1
STAFF BREAK RM	?	?	?	255.08 SF	1
TREASURER	?	?	?	94.02 SF	1
TRUST FUNDS	?	?	?	106.25 SF	1
TOWN ADMINISTRATOR	?	?	?	254.72 SF	1
FINANCIAL ASST.	?	?	?	89.40 SF	1
COPY MAIL RM	?	?	?	89.40 SF	1
FINANCE ASSIST	?	?	?	264.46 SF	1
FINANCIAL STORAGE	?	?	?	222.27 SF	1
RECREATION STORAGE	?	?	?	309.46 SF	1
LOBBY 2ND	?	?	?	627.07 SF	1
FUTURE INSPECTOR	?	?	?	119.53 SF	1
TOWN CLERK / TAX COLLECTOR	?	?	?	747.08 SF	1
STORAGE	?	?	?	188.49 SF	1
VAULT	?	?	?	181.42 SF	1
MEETING ROOM	?	?	?	123.33 SF	1
WOMENS	?	?	?	60.00 SF	1
MENS	?	?	?	60.00 SF	1
MECHANICAL ROOM	?	?	?	381.29 SF	1
ASSESSING OFFICE	?	?	?	175.13 SF	1
SEWER DEPT.	?	?	?	242.66 SF	1
RECREATION DIRECTOR	?	?	?	194.12 SF	1
STAIR 2	?	?	?	105.24 SF	1
STAIR 1 1ST	?	?	?	199.39 SF	1
ENTRY VESTIBULE	?	?	?	71.74 SF	1
IT SUPPORT	?	?	?	108.00 SF	1
CONFERENCE RM	?	?	?	162.00 SF	1
BUILDING / PLANNING FILES	?	?	?	594.01 SF	1
PLANNING	?	?	?	229.98 SF	1
BUILDING INSPECTOR	?	?	?	209.69 SF	1
SUPPLY CLOS	?	?	?	44.75 SF	1
BUILDING ASSISTANT	?	?	?	239.84 SF	1
RECREATION STAFF	?	?	?	414.57 SF	1
ASSESSING	?	?	?	360.57 SF	1
PUBLIC CORRIDOR 1ST	?	?	?	293.49 SF	1
ELEVATOR MACHINE	?	?	?	56.36 SF	1
COPY ROOM	?	?	?	107.23 SF	1
ASSESSING MAPS	?	?	?	95.59 SF	1
ELEVATOR	?	?	?	50.01 SF	1
LOBBY 1ST	?	?	?	473.99 SF	1
JANITOR	?	?	?	48.90 SF	1
ELEVATOR 1	?	?	?	50.01 SF	1
				12681.07 SF	52

Curtis

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RYE TOWN OFFICES AND TOWN HALL NEEDS ASSESSMENT

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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