

P.B. [Signature]

**BOARD OF SELECTMEN  
MEETING MINUTES  
3/16/10**

The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Thomas Alonzo, Paula Bertram, Steven M. deBettencourt, Thomas Mason, Dave Matthews and Town Manager Kerry Speidel present. Meeting opened at 7:04 P.M. with the Pledge of Allegiance

**PUBLIC DISCUSSION**

Dave expressed appreciation to all who attended the Town Caucus last evening.

Chair noted that there are still two positions for the Sewer Commission and one for the Board of Health for a two year term. Contact the Town Clerk's office for nomination papers.

Jack Rodriquenz DPW Director announced that we were forced to close the Holman Street bridge today as there is a concern on the structural integrity of the bridge deck and similarly, Robbs Hill Road next to Robbs Hill Terrace is also closed, on this roadway we have contacted the public safety officials in Shirley and Ayer.

Gerry Hyde, 912 Mass Ave came before the board regarding Lunenburg's three scenic roads, Lancaster Ave, Leominster Road and Lakefront Ave. Keeping this discussion right now to Lakefront Ave. He proceeded to review the attached sequence of events on the laying out of the roadway.

Per Chair, his understanding is that we only have two designated roadways as scenic roads with the state, those being Leominster Road and Lancaster Ave., which Gerry agreed with, however he's perceives Lakefront Ave., to also be "scenic".

Gerry's question is "who owns Lakefront Ave.?" The road belongs to the people of Lunenburg, just as all the other roads in Lunenburg belong to the citizens. Noted eminent domain taking of the road and believes that this has been a continuing ongoing situation, the fact that we have used it for 200 years and it was given to the town to be made into a road. Gerry stated that he read last week in the Lunenburg Ledger that the developers would be allowed 14 parking spaces on the road. Per Chair, we had a workshop and we're not discussing ownership as this is a large legal question, we wanted to know what they wanted to do on the Lakefront and we're continuing these discussions with them.

Per Kerry, those spaces are not for that development; they are to be public parking spaces. Per Chair, this is a public road and will remain a public road and none of those parking spaces will be for their development they are to be public parking.

Paula, the paper that was handed out is a paper that she compiled, based upon records in the town hall and informed Gerry that she attended the workshop and can assure him that the intent is to maintain public access.

**ANNOUNCEMENTS**

**1. Finance Committee Public Hearing** – In accordance with the Lunenburg Charter, Section 6-6, a public hearing will be held in the Joseph F. Bilotta Meeting Room, 2<sup>nd</sup> floor, Town Hall, 17 Main Street, Lunenburg, MA on Tuesday, April 6, 2010 @ 7:00 P.M. on the proposed FY'11 operating budget.

**APPOINTMENTS**

**1. 7:15 PM – DPW Facility Study Committee Report** – DPW Director Jack Rodriquenz introduced the DPW Facility Study Committee and expressed appreciation to Jim Breault, Facilities employee, DPW Admin. Asst., Leigh Mezzetti for all their hard work and input. Noted that we wouldn't be at this point without these two employees. Introduced members of the Committee, Jay Simeone, Patrick Slattery, Dan Proctor, Steve Powell and Dave MacDonald (served as Chair of the Committee) expressed appreciation to all those who offered of their time and expertise. Per Dave MacDonald, this was a feasibility study and we were at the DPW during their hours of operation, during the past storms and during the day to day activities.

Members of the committee went through the attached PowerPoint presentation. Kerry received the attached information on the debt service based upon 1.1 million dollars over a term of 15 years @ a 4% interest rate, permanent financing is for 14 years. Based upon her calculations we would be able to add this project without raising the towns' debt service. Noted to the board that she attended about 70% of the meetings and that the members of this group were phenomenal, they know everything about this building. Every I was dotted and T was crossed in this process, and extended her appreciation to the group for all that they've accomplished in such a short time period.

Steve questioned estimates of fees and Dave MacDonald stated that he would estimate an architectural fee of about 4% as we already have a conceptual design. Steve questioned update the present ventilation systems and per Dave the recommendation is to completely pull them out and would have to be an engineered cost out also would recommend that the town go to T-5 lighting.

Dave Matthews expressed appreciation to the members of the committee and noted that this has been discussed with the Capital Planning Committee for a number of years. Questioned operating costs and what this will cost long term. Per Dave (MacDonald) if we went with the energy savings equipment the operating cost may balance out over the years with what we are currently paying today. Looked at this project from a business point of view.

Paula discussed the site work and how will we be able to maintain continuity of operations and per Dave MacDonald, they recommend a three phase job and may have to operate out of a trailer during the construction of the office area. Also have to follow the town's stormwater management plan. Noted that we have 3½ miles of lakes and need to protect this resource. Also questioned the mezzanine area and what happens with that, per Dave that would stay just as it is, noted that wooden stairs should be changed out, breakroom would be taken out and that area will be used strictly for storage.

Kerry reviewed the attached information relative to adding this project to the other outstanding non-exempt debt service projects and the financial implications associated with adding the DPW expansion and renovation project.

Tom M., also expressed appreciation to all members of the committee and for presenting an affordable plan.

**2. 8:15 PM – Continuation Public Hearing – General on Premise Liquor License Application, 5 Summer Street, Unit #10. Kyle Blood, d/b/a Hellfire, Inc.,** - Chair reopened the public hearing on the General on Premise Liquor License Application, and per Kerry we do have existing liquor establishments that are allowed openings to 2:00 am on Thursday, Friday and Saturday. Chair read the attached letter from Chief Bourgeois on the application into the record of the meeting. Noted connotation of the meaning of the name, H.E.L.L. Per Attorney Brunell the applicants want to do something that's new and different, for the record it's Kyle Blood, d/b/a Hellfire, Inc. and they are concerned about what the chief and the neighbors think, unfortunately the concerns of the Police Chief were not known until this afternoon and as such they have had an opportunity to discuss. They've come up with a new name, simply Vegas. Not something that should be perceived as anyone as offensive. Hopefully this diffuses the issue and we can now move on to the license. Dance school operator has no problem with the new name and board concurred that this is an improvement. Tom M., understands what the applicants are trying to do and personally express appreciation for changing the name, Paula echoed Tom's comments. Attorney Brunell expressed gratitude that the neighbors are happy with the name change. Tom M., questioned the hours of serving food and that only serving until 9:00 pm and per Attorney Brunell, they were planning on going only until 9:00 pm and Tom M., would think that having food available until 10:00 or 11:00 pm would be beneficial to the owners. Per Kyle this was the initial plan, but would like to be able to cater to what the people would want, staying open later wouldn't be a problem. Dave M., suggested to the property owner, John Donnelly that the parking lot area be striped out and more defined. Chair entertain motion, Paula move to grant General contingent upon all appropriate town department approvals and that the hours of operation are:  
Tom M., seconded, voted unanimously to approve.

## **CURRENT BUSINESS**

### **1. Manager Updates –**

- We received bids on March 1, 2010 for five of the ten West Street parcels totaling \$28,700. Article 10 of the October 1, 2002 STM specifically voted to **"authorize the Board of Selectmen to sell and convey all or portions thereof to various abutting landowners"**. According to the bid documents, all proposers will be notified of the selection decision within 45 days of the date proposals are due to the Town unless otherwise notified by the Town. As such this will give us until April 14<sup>th</sup> to award unless an extension of time is agreed upon.  
Kerry requested that the board vote to sell and convey the parcels as follows: Parcel 1 for \$3,550.00, parcel 2 for \$3,550.00, parcel 4 for \$7,200.00, parcel 8 for \$7,200.00 and parcel 9 for \$7,200.00 for a total of \$28,700.00.  
Tom M., move that we authorize the conveyance of the properties, Paula seconded, voted unanimously to approve.
- Noted that we did receive 19 calls to pump out basements, furnished 60 sand bags through the Fire Department and have been informed that MEMA will be out within the next few days to review our status and any options for reimbursement that we may be eligible to obtain.
- Chair informed the board of the GOOGLE grant application that he would like the town to submit, basically GOOGLE would put in a whole infrastructure as a test phase that the people of the community can participate in and there is a good chance that what they do, can be adopted to serve as a much wider opportunity. Kerry noted that we have been working with Anthony Caiozzo, Chair of the Computer Advisory Committee, noted that the competition is fierce.
- Kerry forwarded information to the board on the FY11 State Budget; "joint statement" just released is that the House and Senate has agreed to cut local aid no more than 4%. Her budget included a 5% budget in local aid but nothing in education, noted that based upon the formula we may be at risk of losing about \$190K.
- General Liability and Worker's Comp bids were opened yesterday and have a significant savings with the MIIA bid. A reduction of about \$20,000 and they also are offering a 5% reduction for paying the entire premium up front upon inception.
- Noted the significant snow and ice deficit and that if we can't address the deficit this year, we can carry it forward to next fiscal year. Will discuss further at the next board meeting. Also noted that our legal budget is projected to be about \$100,000 over and will also discuss this with the board at their next meeting.
- Also noted that the town department furloughs are still being planned, and the departments that are affected are all the administrative departments within town hall, all the land use departments at the Ritter Building, and all of DPW. Also noted that all members of the clerical unit will take part in the furlough and that the employees have agreed to the week of April 18<sup>th</sup>. We will be closed for the entire week, which is school vacation week both buildings (Town Hall & Ritter) will be closed for business. For the DPW we will split the furlough over a two-week period, half the first week and half the second week. The other clerical unit

employees will reduce their hours over a two week period within their departments and for the administrative and land use departments it was felt that by closing the buildings completely we would realize a further savings in the operations of the buildings.

Tom M. commented on the legal expense and would like to discuss at our next meeting. Steve noted that in order to get a full understanding of the pending litigations we should get the board that is involved with the specific litigations in to discuss with the board. Chair agreed that we will have to discuss, noted that there are some litigations that we really don't have a choice and must proceed through the process.

Paula questioned the dollar value associated with the furlough and as Kerry was only made aware of the additional furloughs yesterday (entire clerical unit) they have all agreed to the five days, she has not had time to put the total number together. Noted that nothing seemed to break our way, any of the savings will go to cover some other deficit areas. Paula noted that as this is right before town meeting will there be issues with the Selectmen's office and per Kerry, we'll make it work. Steve questioned that even though there were other expenses were there not other revenues from permits that have been pulled and per Kerry, yes there were and do expect additional permits pulled, i.e. Tri-town and Emerald Place developments. Noted that we still have to meet our revenue calculations and the DOR will not recognize revenues until it has been certified as free cash, which occurs in the next fiscal year.

**2. Minutes** - Board of Selectmen regular session for 3/9/10 reviewed and signed.

**Warrants** - #51 10, 3/6/10 - \$217,955.61 and #19P 10, 3/18/10 - \$662,508.39 reviewed and signed.

**Action File Issues** – Chair would like to see us once again go out for RFP for legal services and look for a firm that will offer a more inclusive price, a retainer so that we'll know up front. Should see what is out there and what the climate is. Tom M., would agree with this, Steve believes that the legal fees are what they are and if you look at our bills, 70% of what we're being charged is litigation and no matter what you receive, you're going to be billed by the hour for litigations. It would be more managing the attorney's fees and how to have them represent the town the best way they can, it's a driven, and you have to follow the process. Concerned that we're going to be in the same situation as most of our costs are litigations. Chair would like to see what is out there and Steve noted that we've done that and we weren't happy with the firm that we had. As far as management he agrees with Steve and no matter who we have as counsel we're going to have to manage. Steve believes that the consistency is what is important and per Tom M., we're not talking about getting rid of Kopelman & Paige, they can also bid. Per Kerry we're able to turn around relatively quickly, the whole process could be done within 45 days. Dave's concern is that we're going back to counsel way too often and instead of getting three letters for an issue like the planning board, this should have been dealt with correctly once and it got really frustrating throughout the process. Need to have a better plan and see if we can't get a better value for the money. Dave's point is that before we go through the whole RFP process perhaps we should bring them (K&P) back in to discuss this with them as there are a number of concerns as to how many times we have to go back and ask the same questions and getting very different answers. Chair agrees and reiterates that going out for an RFP doesn't mean that we're going to get rid of them. Kerry, noted that she would be very surprised if they didn't want to work with the town and noted that she has worked with other communities that charge a basic flat monthly fee and this system can work as well.

Paula discussed the Sewer Commission meeting last week and the 40B project and Jack Rodriquenz had mentioned an issue that he had on the drainage from that project and that it's proposed to go directly down onto Summer Street and noted that as we're currently in litigation would like to ensure that this is discussed and our concerns are articulated.

**3. Special / Annual Town Meeting Articles** – Tom M., concern on a resignation that has been submitted by Lisa Kulju Krowitz as she brought issues forward in her resignation letter and one of the issues is the option of Lunenburg becoming a Green Community and one is the stretch energy code enforcement and noted how annoyed he was in hearing that this is not being brought to the townspeople, this is not something that the task force should be deciding upon but something that should have been brought to this board for a determination. He would like to have this explained to the board by the Green Communities Task Force. Would like to see us put an article on the special town meeting warrant and if possible to have a placeholder. Chair does believe that we the Board of Selectmen have the ability to place an article on a Special Town Meeting warrant. Also a question as to whether there are requirements as to how a stretch code zoning bylaw is to be enacted and whether it's allowed under a special or only at an annual town meeting. Would like to have Special / Annual Town meeting articles placed on the agenda for March 23<sup>rd</sup> to begin at 6:00 pm. Not to be televised may have the Green Community Task Force back before the board on the March 30<sup>th</sup> meeting to discuss the article should it be decided to place an article on.

**4. Pay as you Throw (PAYT) Program** – Tabled.

**5. Board of Selectmen March Meeting Schedule** – Board will schedule a meeting for executive session to discuss contract negotiations and litigation strategy for March 23<sup>rd</sup> and will also meet on March 30<sup>th</sup> to review and make recommendations on the town meeting articles.

## **OLD BUSINESS**

### **1. Committee Updates**

- Chair noted that our auditor came before the Finance Committee and provided a very detailed report and that their recommended procedures are being implemented. Paula would like an electronic version of the report forwarded to her.
- Paula on the Sewer Commission we are continuing to work with Weston & Sampson and they have contacted the City of Fitchburg and will be bringing information back to the board. Again, made a plea for interested candidates to apply to serve on the town.

**2. Liquor License Regulations** – to be discussed next week and Chair will submit his changes to the manager so that they can be disseminated to members of the board.

## **COMMITTEE RESIGNATIONS APPOINTMENTS / REAPPOINTMENTS**

**1. Resignations – Green Community Task Force, Finance Committee** – Board decided to not accept the letter of resignation from Lisa Kulju Krowitz from the Green Community Task Force and would request that she also attend the meeting of March 23<sup>rd</sup>.

## **EXECUTIVE SESSION**

### **1. Contract Negotiations -**

Being no further business board voted unanimously to adjourn Regular Session at 9:46 P.M.

Respectfully submitted,

Laura Williams, Chief Administrative Assistant  
Board of Selectmen

Date	Deed Info	Town Mtg. Article Info	Notes
3/5/1743		Vol 1 Page 399, Vol 1 p64	Voted that the way through Mr. Jacob Stiles land be discontinued from being a way
7/15/1743			Note from Jacob Stiles: If Town shall accept it upon their annual meeting upon March next.."I promise to give a town road..which road may begin at my land at the lower end of Joseph Fullers laying and running westward by Fullers sons about 10 or 12 rods and then running straight as it can to the corner of Mr. Comings and Martin land."
5/2/1803		Page 49	Voted to choose a committee to lay out the roadway Unchekewalum Pond to Leominster Line and contract for the land on which it is to be made.
9/6/1802		Page 44	"We find that there was on the 3rd Monday of May 1738 a road accepted through Jacob Stiles land by the side of said roads 52 rods, 2 rods wide which it appears was used as a road until 3/5/1744, when another road was accepted and the former discontinued..we are of the opinion that a road by said Pond is necessary that the beach of said Pond is altogether unfit for a road, being a great part of the way overflowed with the water of said Pond...the ground above said bank is suitable for a road and may be made passable and we recommend that a way be accept by Town beginning at the road leading to the Pond and the distance of 2 rods from the westerly bank thence running southerly on a line parallel with the bank till it comes to Leominster line, said road to be 2 rods wide above the bank of said Pond.
8/5/1803		Page 50	Voted to accept road layout "22 rods long and 2 rods wide from the bank of the pond through Mr. Peter Wilders land continuing by said Pond 29 rods to the road leading to said Pond, 2 rods wide through John Stiles land...said road is bounded on the westerly side, stones at each end and i the middle between which bound the roads is laid very straight" Town voted to pay \$15.25 to Mr. Stiles and Mr. Wilder collectively.
5/6/1805			Voted to pay Peter Wilder \$5.50, Mr. Sam Low \$15.00, road to be opened by the last of September next.
8/20/1838		Page 149, Article 5	Voted to confirm doings of the Selectmen in laying out the road and awarded damage to Daniel Low of \$10, Mr. Peter Wilder releases all claims. Road Description: "Beginning at the Leominster line on the west side of the road nearly opposite the monument by Whalom Pond, thence North 6 and 1.5 degrees east on Wilders land 23 rods and 6 links on Daniel Lows land 40 rods in same direction thence north 21.5 degrees west 25 rods and 7 links on said Lows land to a stake on the southern side of the south road leading from Lunenburg to Fitchburg, the location being on the east side of said line to 3 rods wide."
4/9/1894			Petition submitted to widen the road to 50' from the Leominster line.
4/27/1894		Page 140	Selectmen vote to relocate a lay out a road on the westerly side of Whalom Lake, Town meeting votes to amend width to 60' wide.

5/5/1894	Page 133, Article 5	Voted to rescind the vote instructing Board of Selectmen to let by auction the building of the Whalom Pond Road, BOS instructed to give notice they will receive proposals for building of the road
8/11/1894	Page 138 Article 3	Voted that the report of the BOS relocating the road on the westerly side of the lake be accepted and adopted.
3/1/1897	Page 222, Article 4	Report of BOS laying out and relocating road accepted, "also relocated that part of the new road ..from bound 25 to bound 26 upon the same arc of a circle with the same radius as the former location with a width of forty feet southerly and westerly from the bounds mentioned said location and relocation reported to the town at the annual meeting 3/1/87"
3/7/1904	Page 397, Article 17	Voted to refer repairs of Lake Ave and Whalom Road to BOS
9/9/1905	Page 434	Inhabitants met to discuss injury to road caused by rising waters. Action postponed to annual meeting.
3/5/1906	Page 444 Article 14	Voted to raise and appropriate \$2,000 to repair Lake Ave
8/25/1906	Page 451 Article 1	Voted to build a stone road to be capped with gravel
3/4/1912	Page 164 Article 14	Article to resurface and build a sidewalk at lakeside Ave from Leominster line to F&L Railways bathhouse. Referred to Hwy. To investigate.
4/30/1912	Page 173 Article 4	Voted to appropriate \$1000 to construct McAdam road 30 feet wide or..for gutter to gutter along the waterfront of whalom park commencing at the leominster town line as far as appropriate will go.
7/27/1912	Page 183	Discussion at Town Meeting over Hwy. Super. Recommendation to widen road 3 feet and install culverts.
8/21/1912	Page 183 Article 4	Voted to appropriate the \$1000 voted previously to mcadamize lakeside avenue
3/1/1915	Page 300 Article 20	\$400 appropriated to repair Lake Avenue from Leominster line to the F&L bath house
3/1/1926	Page 166 Article 27	Voted that the BOS be required to take action in acquiring the triangular lot land at the junction of Lake Avenue and Whalom Road
3/7/1927	WNDD Book 455 Page 135	F&L Railway Company releases triangular piece of land to Lunenburg to used exclusively and always for highway purposes
3/5/1928		Articles to lay out another Town way across the bothwell lot from a point on Whalom Road to a point on Lake Ave postponed.
3/21/1931		Voted to appoint committee to investigate recommendation of widening Lake Ave from a point in front of restaurants to the Leominster line or some other point

12/11/1934	Page 422 Article 13	Article to discontinue use of Lake Ave postponed
3/29/1941 WNDD Book 574 Page 36		Whalom Park gives tract of land to Lunenburg
3/30/1946 WNDD Book 623, Page 335		Order of Taking, Lunenburg took land owned by F&L Railway and Fred Whitney for purpose of establishing and maintaining a shore reservation . Plan of land dated 8/19/1946 by William Ray
10/56/1958	Page 511 Article 1	Voted to take land by eminent domain from Whalom Park for the sum of \$1000. \$900 granted for the removal or relocation of the boat house.
10/9/1958		Commonwealth grants to Lunenburg for \$1 parcel of land and waters for highway purposes
11/3/1958 Book 828, Page 348		Order of Taking (land from Whalom Park)
11/14/1958		Notice of Taking - Whalom Park land
1/16/1959 Book 832 Page 342		Certificate of Entry for Highway Purposes
1/20/1959		Correspondence from State Depart. Of Public Works relative to Waterfront Restoration and Development Project: \$91,000 contract for development of shore area; \$6,000 Town of Lunenburg, \$2,300 City of Leominster, \$82,700 State DPW
6/14/1963		Correspondence from Robert Larkin (Town Counsel) to State expressing concern about sidewalk and wall cave ins from renovation project completed a few years ago.
3/25/1964		Correspondence from Fred Angel to Robert Larkin regarding public access to lakefront, "State actively participating in problem of public access and a crew is presently surveying...confident 2 rights of way one at each end of the community waterfront development" will be possible,

Project: Department of Public Works Facility Expansion & Renovation

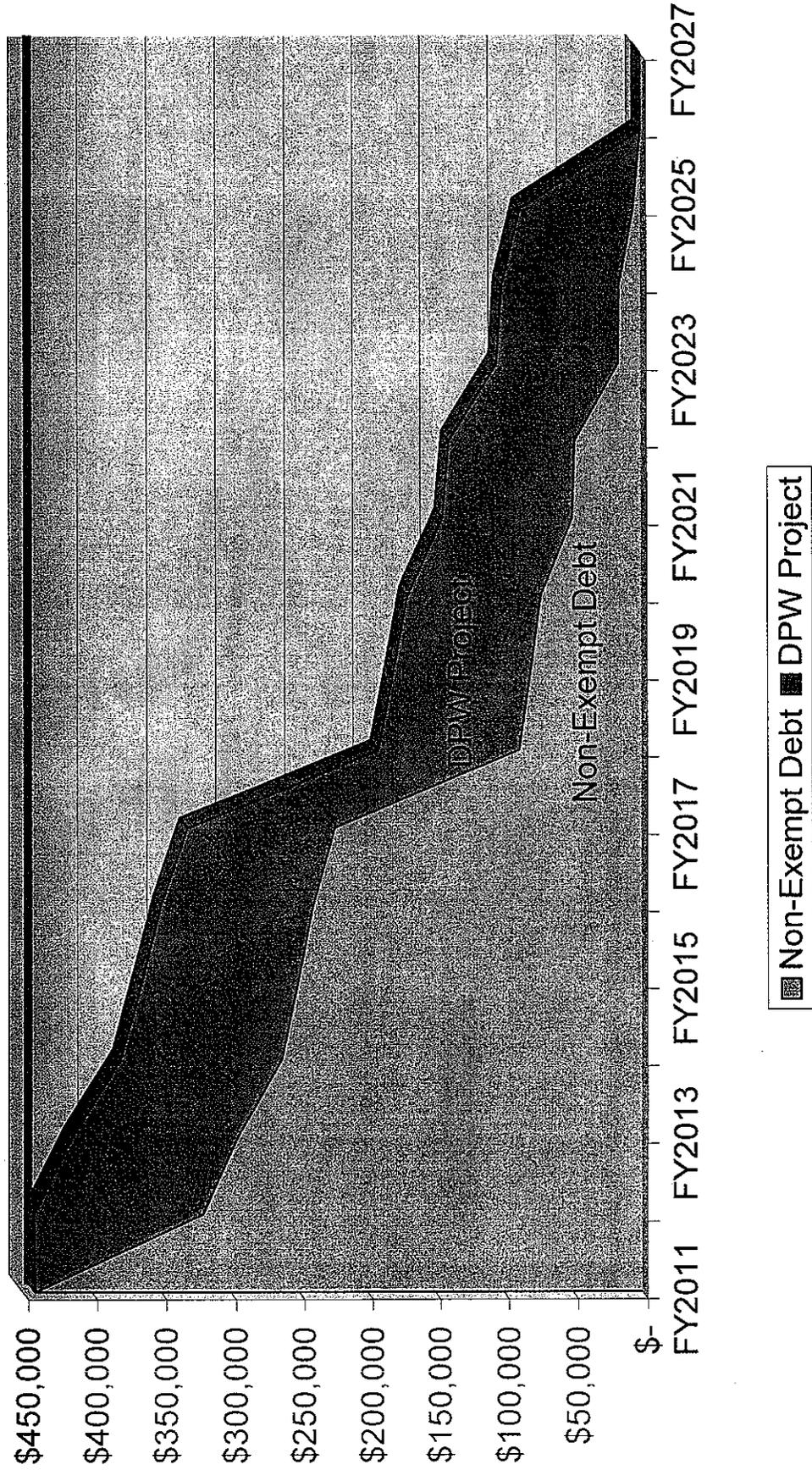
Amount	<b>1,100,000</b>
Term/years	14
Rate	4.000%
Amortization	straight line

Year	Balance	Principal	Interest	Total
FY2011			22,000	22,000
FY2012	1,100,000	78,571	44,000	122,571
FY2013	1,021,429	78,571	40,857	119,429
FY2014	942,857	78,571	37,714	116,286
FY2015	864,286	78,571	34,571	113,143
FY2016	785,714	78,571	31,429	110,000
FY2017	707,143	78,571	28,286	106,857
FY2018	628,571	78,571	25,143	103,714
FY2019	550,000	78,571	22,000	100,571
FY2020	471,429	78,571	18,857	97,429
FY2021	392,857	78,571	15,714	94,286
FY2022	314,286	78,571	12,571	91,143
FY2023	235,714	78,571	9,429	88,000
FY2024	157,143	78,571	6,286	84,857
FY2025	78,571	78,571	3,143	81,714
<b>Total</b>		<b>1,100,000</b>	<b>352,000</b>	<b>1,452,000</b>

# ESTIMATED IMPACT OF TOWN MEETING SPENDING ON YOUR FISCAL TAX BILL

		Average												
		100,000	150,000	200,000	250,000	300,000	400,000	500,000	600,000	700,000	800,000	900,000	1,000,000	
Fiscal Values		1,430	2,145	2,860	3,575	4,290	5,720	7,150	8,580	10,010	11,440	12,870	14,300	
Fiscal Taxes		1,282	1,922	2,563	3,204	3,845	5,126	6,408	7,690	8,971	10,253	11,534	12,816	
Fiscal 2010 Base EST.		1,204	1,806	2,408	3,010	3,612	4,816	6,021	7,225	8,429	9,633	10,837	12,041	
FY2010 Debt Exemption		77	116	155	194	232	310	387	465	542	620	697	775	
To calculate the dollar impact of any additional expenditures that may be considered by Town Meeting, use this chart below.														
Article Amount	100,000	150,000	200,000	250,000	300,000	400,000	500,000	600,000	700,000	800,000	900,000	1,000,000		
10,000	0.76	1.13	1.51	1.89	2.27	3.02	3.78	4.54	5.29	6.05	6.80	7.56		
25,000	1.89	2.84	3.78	4.73	5.67	7.56	9.45	11.34	13.23	15.12	17.01	18.90		
50,000	3.78	5.67	7.56	9.45	11.34	15.12	18.90	22.68	26.46	30.24	34.02	37.80		
75,000	5.67	8.51	11.34	14.18	17.01	22.68	28.35	34.02	39.69	45.36	51.03	56.70		
100,000	7.56	11.34	15.12	18.90	22.68	30.24	37.80	45.36	52.92	60.48	68.04	75.60		
125,000	9.45	14.18	18.90	23.63	28.35	37.80	47.25	56.70	66.15	75.60	85.06	94.51		
150,000	11.34	17.01	22.68	28.35	34.02	45.36	56.70	68.04	79.38	90.73	102.07	113.41		
200,000	15.12	22.68	30.24	37.80	45.36	60.48	75.60	90.73	105.85	120.97	136.09	151.21		
250,000	18.90	28.35	37.80	47.25	56.70	75.60	94.51	113.41	132.31	151.21	170.11	189.01		
300,000	22.68	34.02	45.36	56.70	68.04	90.73	113.41	136.09	158.77	181.45	204.13	226.81		
350,000	26.46	39.69	52.92	66.15	79.38	105.85	132.31	158.77	185.23	211.69	238.15	264.62		
400,000	30.24	45.36	60.48	75.60	90.73	120.97	151.21	181.45	211.69	241.93	272.18	302.42		
450,000	34.02	51.03	68.04	85.06	102.07	136.09	170.11	204.13	238.15	272.18	306.20	340.22		
500,000	37.80	56.70	75.60	94.51	113.41	151.21	189.01	226.81	264.62	302.42	340.22	378.02		
550,000	41.58	62.37	83.16	103.96	124.75	166.33	207.91	249.49	291.08	332.66	374.24	415.82		
600,000	45.36	68.04	90.73	113.41	136.09	181.45	226.81	272.18	317.54	362.90	408.26	453.63		
700,000	52.92	79.38	105.85	132.31	158.77	211.69	264.62	317.54	370.46	423.39	476.31	529.23		
750,000	56.70	85.06	113.41	141.76	170.11	226.81	283.52	340.22	396.92	453.63	510.33	567.03		
800,000	60.48	90.73	120.97	151.21	181.45	241.93	302.42	362.90	423.39	483.87	544.35	604.84		
900,000	68.04	102.07	136.09	170.11	204.13	272.18	340.22	408.26	476.31	544.35	612.40	680.44		
1,000,000	75.60	113.41	151.21	189.01	226.81	302.42	378.02	453.63	529.23	604.84	680.44	756.05		
1,100,000	83.16	124.75	166.33	207.91	249.49	332.66	415.82	498.99	582.15	665.32	748.48	831.65		

# Adding DPW Expansion & Renovation Project to Existing Non-Exempt Debt Service





*Town of Lunenburg*  
**DPW FACILITY  
STUDY/PROPOSAL**

Prepared by: DPW Facility Study Committee  
Dave MacDonald, Chair  
Steve Powell, Dan Proctor, Jay Simeone & Pat Slattery

# COMMITTEE OBJECTIVES

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- To evaluate the current site and determine if it is adequate in terms of size and location for current level of operation.
- If the current site is determined to be inadequate, the Committee should detail site deficiencies and identify remedies to the best of its ability.
- Evaluate the current facility to determine suitability for current level of operation.
- If the current facility is determined to be unsuitable, the Committee should detail deficiencies and identify remedies to the best of its ability.
- If the Committee determines that the current facility is inadequate, it should identify possible sources of revenue to make needed improvements. Specific attention should be paid to Green alternatives.



# ALTERNATIVE LOCATIONS

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- After consideration of several possible alternate locations, it was determined by the Committee that the expense of rebuilding what currently exists of the DPW Facility was not economically prudent.

# DPW OPERATIONS

The Department of Public Works (DPW) is responsible for the roads, parks, cemeteries, sewer and facilities including:

## HIGHWAY

- Maintain 200 lane miles of paved roads, shoulders and sidewalks
- Perform snow/ice operations in winter
- Drainage culverts, catch basins and manholes
- Street signs, street lights, and traffic signs
- Pothole repair
- Traffic signals and striping
- Maintain stock and distribute Town trash bags to area vendors
- Provide fueling station for all Town vehicles

## SEWER

- Sewer inspections, maintenance, repairs
- Operation of 10 Municipal pumping stations
- Operation of approx. 15 miles of sewer lines

## FACILITIES

- Maintain 11 Municipal buildings
- Schedule and oversee preventive maintenance
- Perform daily repairs as needed
- Review annual contracts and solicit quotes

## PARK

- Maintain all athletic fields and playgrounds excluding school properties
- Maintain Town Common and Town Beach

## CEMETERY

- Maintain 16 acres of grounds at 2 Cemeteries
- Meet with clients interested in purchasing burial lots
- Maintain burial lot records and provide genealogy research as requested

## VEHICLE MAINTENANCE

- Maintenance of all DPW vehicles and equipment, Police cruisers and School vehicles
- Repair and maintain all motorized equipment from lawnmowers to highly technical Police apparatus

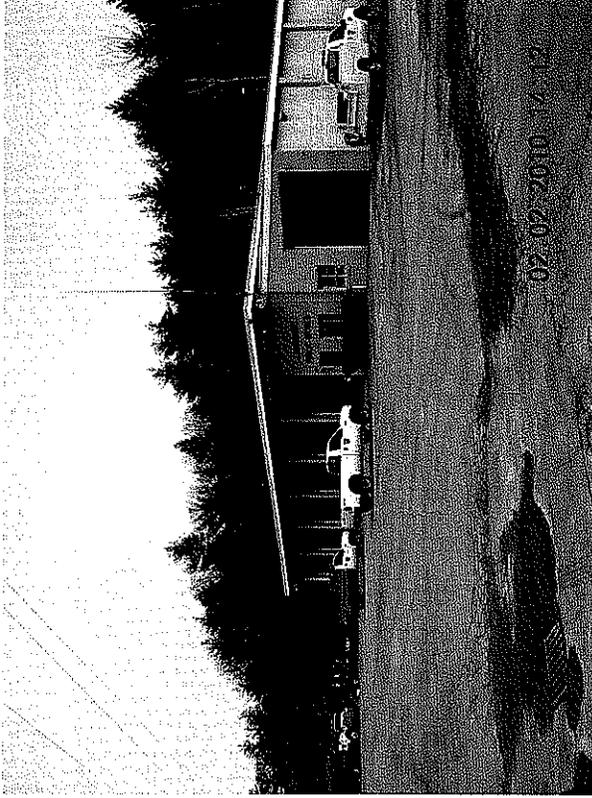
# PUBLIC SAFETY

It is imperative that the public understand how critical a role the DPW plays within the community. Public works personnel are “first responders” to weather related emergencies year round. Initially it was the DPW who confronted the extreme conditions of the December 11<sup>th</sup> ice storm, later joined by all public safety employees, residents, the National Guard, and local contractors in what was arguably one of the proudest moments in the history of the community. By controlling significant snow events during the initial two week clean-up of the ice storm, public works allowed for safe passage of the general public along with the continued tireless efforts of so many dedicated individuals, employees and volunteers.

Public Works is responsible for 200 lane miles of roadway and sidewalks, public buildings and grounds, sewer, and drainage lines, and the repair of Police, Highway, Park, Cemetery and School vehicles. All DPW workers are on call 24 hours a day for emergency response to: snow and ice, flooding, sewer backups and pump station failures, downed trees and road obstructions, dead animals, public buildings alarms, HVAC issues, leaks and all utility failures as well as providing assistance to Police and Fire.

# CURRENT FACILITY STATISTICS

- Location: 520 Chase Road
- Lot size: 8.75 Acres
- Original structure built: 1970
- Orig. Sq. ft 6160
- 2<sup>nd</sup> floor mezzanine 1,170 Sq. ft.
- Addition built 1979 (1620 Sq. ft)
- Current 8950 Sq. ft.
- Heat source: Gas and Oil
- Lighting: Fluorescent
- Ventilation: 3 Roof exhaust fans
- Fire Prevention: Handheld Extinguishers
- Roof: Rubber/gravel
- Septic System: Precast concrete leaching slabs



measurements based on exterior dimensions

3/9/2010

# CURRENT FACILITY USES

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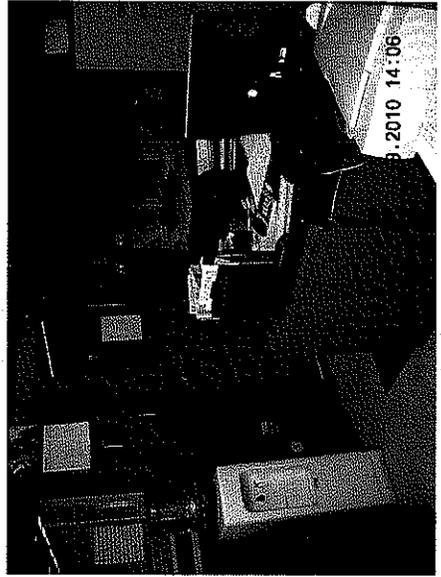
- Provide storage for DPW vehicles and equipment.
- Houses the mechanics bay for vehicle repairs.
- Houses the administrative offices of the DPW excluding the Park and Cemetery Divisions.
- Provides a break room and changing facilities for employees.
- Serves as fueling station for all Municipal vehicles.
- Provide storage and distribution of Municipal trash bags.
- Store custodial supplies for all Municipal buildings

# CURRENT DEFICIENCIES/INADEQUACIES

- Insufficient and outdated space to support operations
  - Lack of equipment storage
  - Lack of proper administration space
  - Lack of adequate employee support space
- Employee health and safety
  - Facilities lack proper ventilation
  - Facilities lack proper heating/air conditioning
  - Facilities lack proper egress
  - Non-compliant Title V system
- Environmental Compliance
  - Inadequate grading, paving and drainage (Dept. of Environmental Protection)
  - Potential threat to groundwater due to inadequate vehicle storage and run off from vehicle washing
- Code Compliance Inadequacies
  - Built to 1970 building codes
  - Fire and Life safety deficiencies
  - Occupational Safety Health Act and Dept. of Environmental Protection deficiencies
    - OSHA deficiencies 1910.24 (fixed industrial stairs), 1910.38 (exit routes), 1910.1000 (limits for air contaminants)
    - DEP deficiencies
- Security
  - Un-gated facility frequented by residents 24/7 for cardboard recycling and winter sand
  - Inadequate outdoor security lighting
  - Up to 10 School buses parked on property daily plus drivers' vehicles

# CURRENT USE: Administrative Offices

- The development of the DPW was intended to bring together the personnel and equipment of various departments in order to provide supervision of personnel, proper management of finances, efficiency of services and the ability to cross train and utilize personnel in all DPW functions. Currently the Park and Cemetery offices remain in separate locations throughout town.
- The “administrative” office space in the current building consists of one large office shared by the DPW Director and Facilities Manager, abutted by and open to an office for the Administrative Assistant which then abutts the Mechanics bay. There is a small office on the second floor for the Highway Manager as well as an enclosure in the garage for the Mechanic.
- The current offices are plagued by excessive noise, poor ventilation and an inadequate heating/cooling system. There is no space available to accommodate Department meetings or employee training.

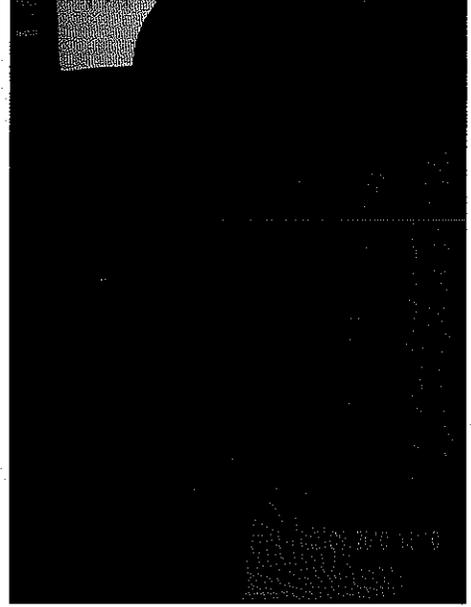


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# CURRENT USE:

## Employee Facilities

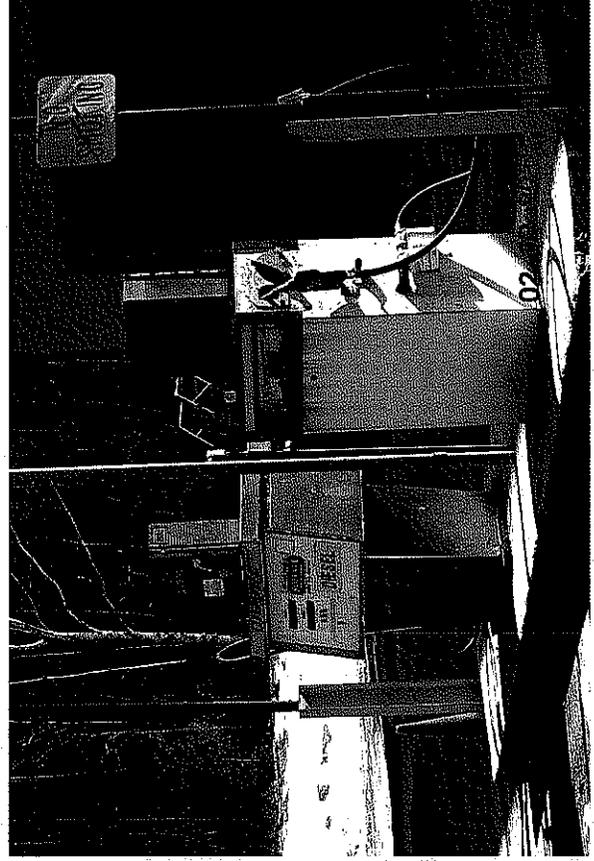
- The employee break room is located on the second floor and is inadequately heated/ventilated. It has neither appropriate height requirements or adequate egress. Both of which are serious safety violations.
- There is not sufficient seating to accommodate all employees at any one time.
- There is no rest area for plow operators who may work as many as 36 hours during a snow emergency. Currently they must rest in their own personal vehicles.
- There is a single shower and bathroom.



# CURRENT USE:

## Fuel Island

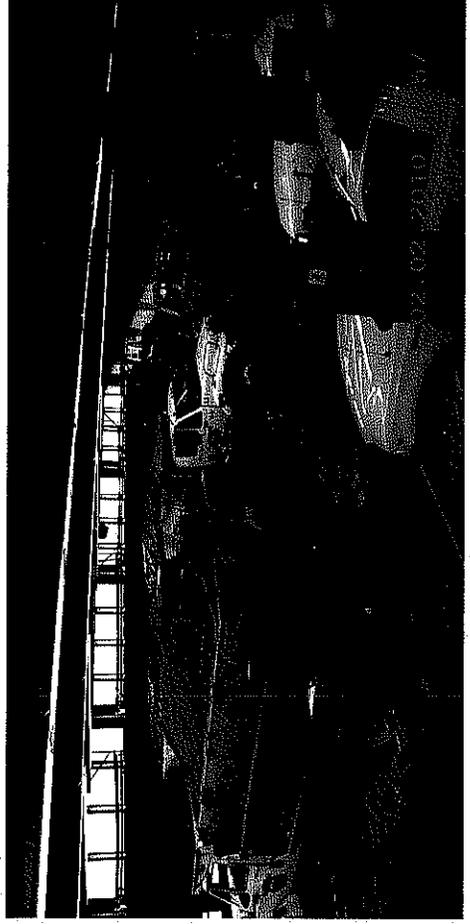
- Used by all Municipal vehicles including Police, Fire, School and Senior Center.
- Inadequate vapor recovery system
- Outdated pumps
- No overhead protection from the elements for pumps or employees
- Although not ideal, the current fueling station is compliant (Certificate on file at DPW)



# CURRENT USE:

## Vehicle Maintenance & Storage

- The current facility was originally built in 1970 to house the Highway Department and its entire fleet of vehicles.
- In 2001 a DPW was formed consolidating the Highway, Sewer, Cemetery and Park Departments. Since then it has expanded to include a Municipal Facilities Department. The current facility now houses 14 vehicles and miscellaneous equipment.
- One bay is used during the work day as a "mechanics" bay with equipment spread throughout the building to allow for as many vehicles to be housed inside as possible.
- During winter months storage of vehicles does not allow passage through the garage. At a minimum, 3 vehicles are parked outside and seasonal equipment (i.e. paving roller and trailer) are housed in a bay on West Street, a small tractor at the Cemetery facility and sweeper and chipper in an outdoor shed.



# BENEFITS OF INDOOR STORAGE OF VEHICLES AND EQUIPMENT

- **Improved Emergency Response Time:** When DPW vehicles are stored outside in the winter, response time increases by 15-30 minutes per vehicle. The vehicles require sufficient time to warm up and must be cleared of snow and ice. Problems can occur, including: frozen fuel lines, jelled diesel fuel, frozen air lines, reduced hydraulic oil flow and frozen windshield wiper blades. Also, the sander belts on the de-icing trucks and the lift pistons on plows will not move until hydraulic fluid warms to a proper viscosity. The resulting delays in getting snowplows, sanders, and other vehicles on the road can mean more accidents during snowstorms.
- **Improved Employee Safety:** There is a greater risk of employee injury from climbing up on these large trucks to clear ice and snow. With inside storage, employees can attach plow blades and other equipment in a dry, sheltered area, out of the snow and cold.
- **Improved Productivity:** When vehicles are stored outside, every day the staff must load and unload tools, equipment, trailers and materials that could otherwise be left on the vehicles if they were stored in a secure and covered location. These tasks can reduce productivity by 15-30 minutes a day per employee.
- **Reduced Vehicle Maintenance Costs:** The extreme temperature and precipitation fluctuations of New England weather are one of the primary causes of the premature deterioration of vehicle bodies and components, rubber parts and tires, paint oxidation and drive train components (due to cold/low flow lubrication). Brakes, axles, springs and exhaust systems are significantly compromised by outside storage as well. DPW vehicles can spend as much as seventy-five percent of their useful life parked in the open and unprotected from the elements, waiting to be placed in service. Preventive maintenance is also increased with outside storage due to lubrication fluid and grease breakdown caused by extreme temperatures. The DPW's vehicle fleet is valued at over 2 million. The average lifespan of a DPW vehicle is 15-20 years, depending on the type of vehicle. It is estimated that by storing the vehicle inside, that lifespan will increase by approximately 2-5 years, which will result in future cost savings for the Town.
- **Reduced Environmental Impacts:** Vehicles stored outside are at risk of leaking polluting fluids into the environment and could spill amounts that are reportable and in violation of EPA standards during equipment malfunction. The proposed vehicle storage building will be equipped with floor drains and containment tanks that will be managed in accordance with environmental regulations and will eliminate hazardous spills. Vehicles stored outside must be warmed up for an additional 15-30 minutes in cold weather. This excess idling increases fuel usage, emissions, and our carbon footprint.

# WHY SHOULD DPW VEHICLES BE STORED DIFFERENTLY THAN CONSTRUCTION VEHICLES?

- The DPW provides a wide array of public services (removal of solid waste, maintenance of roads, sidewalks and parks etc.) which require that various types of equipment be used during different seasons performing multiple and diverse tasks.
- Unlike construction vehicles, DPW vehicles have to perform a variety of tasks under time pressure. Storing vehicles inside allows for the re-fitting of equipment for the need of the moment and allows workers to get going quickly even when the weather is bad.
- While a trucking company, for example, runs its trucks almost continuously, DPW vehicles are generally used 40 hours/week, except during emergencies, and are parked the rest of the time. Thus, unlike trucking vehicles, DPW vehicles cool down and gather snow pack.
- Vehicles used in the trucking and construction industries generally are not parked in the middle of a residential neighborhood, which is the case for the DPW vehicles. As a result, there is a need to minimize noise and pollution impacts on abutters.
- Finally, the inside storage facility is not simply a place to store vehicles, it is a place where people work. This building is much more than just a shelter or garage, it must have HVAC, drainage, and pumping systems that can handle air, exhaust, fluids, etc. in an environmentally safe manner.

## WHY NOT USE ENGINE BLOCK HEATERS INSTEAD OF GARAGE STORAGE?

- Engine block heaters are high amperage devices (much like toaster coils) that warm the coolant of a combustible engine to ensure easier cold weather start up. In this New England climate, a block heater would be needed for about 120 days per year and 16 hours a day (24 hours a day on weekends).
- It has been estimated that block heaters for 28 vehicles could cost as much as \$14,000 per year for electrical energy and actually may be more expensive than heating a 17,000 square foot garage to 45 degrees.
- While this idea may seem feasible, the use of block heaters only solves a piece of the problem since the heaters warm the engine only.
- The hydraulic systems, plows and moveable parts (including cab equipment and doors) are operating under very cold/wet conditions. Snow and ice on the vehicle must be removed under hazardous conditions. The trucks and motorized equipment will still be deteriorating from exposure to the elements. The underbodies and vehicle suspensions will be corroding from excess moisture and deicing chemicals as will most rubber parts including hoses, belts, tires and door seals suffer the effect of extreme heat and cold.

## ARE OTHER TOWNS BUILDING INSIDE STORAGE FACILITIES FOR THEIR DPW VEHICLES?

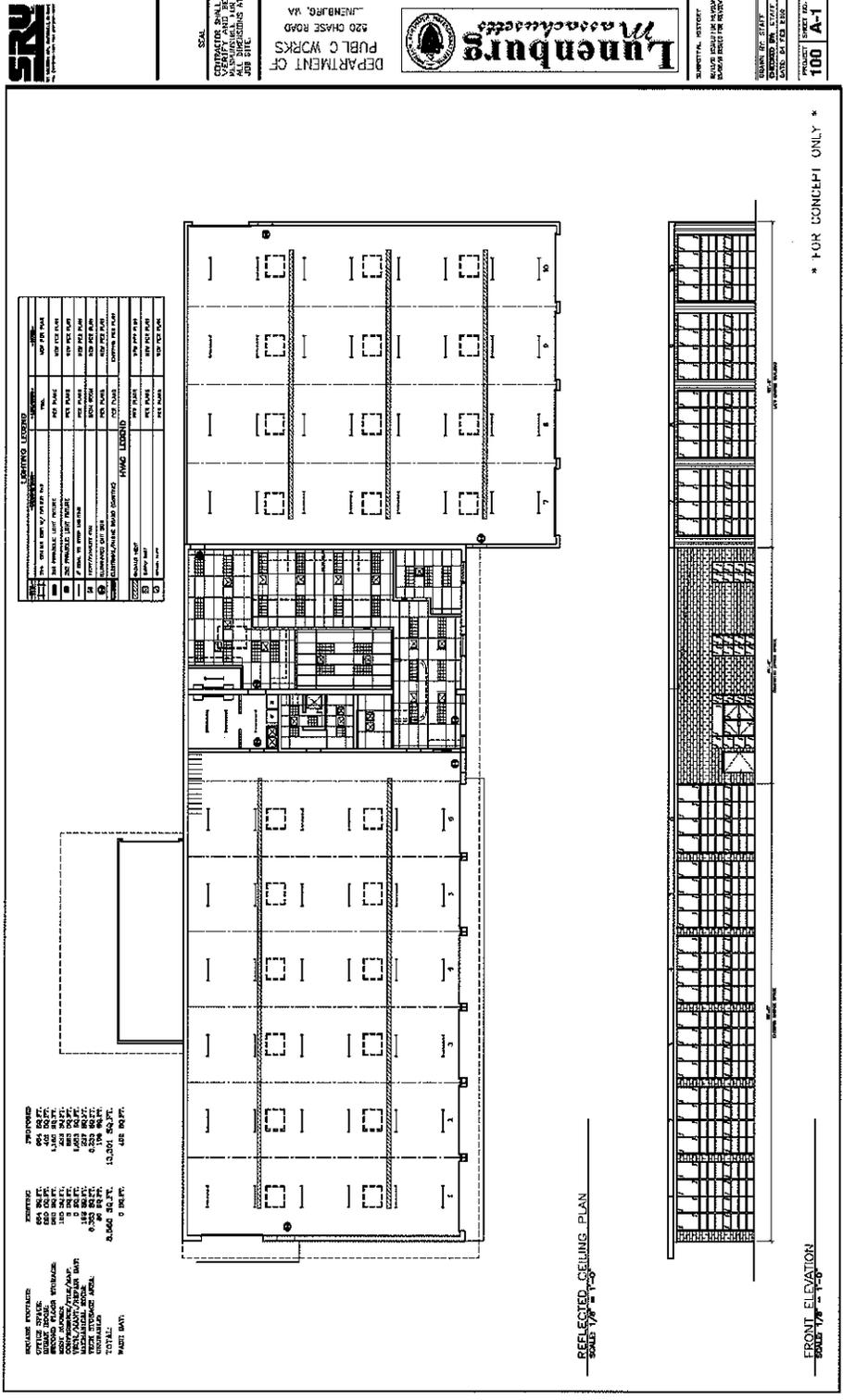
The 2006 American Public Works Association North American Snow and Ice Conference recommended that as part of a community's snow and ice program, "winter maintenance equipment, as well as attachments, should be stored inside. This will aid in a quicker response."

In the last 10 years in Massachusetts, 13 new DPW facilities have been constructed, 4 are under construction, and 23 have been programmed, all of which include inside vehicle and equipment storage.

Town	Total Sq. Ft. of DPW Facility	Sq. Ft. available for		% Total	For all Vehicles?
		Inside Storage			
Lunenburg	7,780*	5,626		73%	No

\*First floor only

# CONCEPTUAL FLOOR PLAN OF PROPOSED RENOVATIONS



EXISTING		PROPOSED	
NO.	DESCRIPTION	NO.	DESCRIPTION
1	EXISTING	1	EXISTING
2	EXISTING	2	EXISTING
3	EXISTING	3	EXISTING
4	EXISTING	4	EXISTING
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6	EXISTING	6	EXISTING
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 DEPARTMENT OF PUBLIC WORKS  
 220 CHASE ROAD  
 LUNENBURG, VA 22834  
 CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS AT HIS OWN RISK.


  
 SCALE: 1/8" = 1'-0"

SHEET NO. 100 A-1  
 PROJECT: 100 A-1  
 DATE: 03/09/2010



# SPACE ALLOCATION VEHICLE STORAGE AREA

Present: 6084 Sq.Ft.  
Proposed: 8436 Sq.Ft.

- The existing space for vehicle storage becomes reduced by 864 Sq.Ft. as one bay on the southerly end of the building is utilized as office space is rehabilitated. A further reduction of 1624 Sq Ft in the existing garage will be dedicated to a mechanic/repair bay however some space may be utilized for storage on occasion. During severe weather conditions it will be possible to garage nearly every vehicle. The largest area of increased storage is accomplished by a 60'x80' addition to the southerly end of the building. With office expansion this is clearly the most aggressive aspect of the project.

The use of this space will be:

- Store vehicles and equipment
- Make limited emergency repairs should the maintenance bay be unavailable
- Replace cutting edges on plow blades and make minor repairs to plows and equipment, i.e. electrical serving as a workshop area during down times

# SPACE ALLOCATION VEHICLE MAINTENANCE AREA

Present: 0  
Proposed: 1653 Sq.Ft.

- Currently there is no area dedicated solely to vehicle maintenance. DPW personnel are responsible for the repair, maintenance, and fueling of police and school equipment as well as every vehicle and motorized tool used by those divisions within the DPW. Replacement tires are stored in the garage as well as a secured trailer.
- Grease, oil, and all other necessary petroleum based fluids are also stored in the existing facility. As some vehicles become more and more computerized there remains a critical need for a safe, efficient dedicated space for vehicle repairs and steel fabrication.
- The proposed area will be designed to accommodate the servicing of equipment in excess of 2.5 million dollars. Overnight storage of otherwise unprotected vehicles will be accommodated by maintenance bays should they be available. The following is a list by department of vehicles and equipment serviced/repaired by DPW personnel:

- Department of Public Works:  
Highway, Facilities, Park, Cemetery, Sewer  
27 Vehicles  
Small Equipment: Tractors, Mowers, Hand Tools
- Police Department:  
10 Sedans  
1 SUV  
Radar Trailer
- School Department:  
3 Trucks  
1 Sedan

# SPACE ALLOCATION

## OFFICE SPACE

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Present: 564 Sq.Ft.

Proposed: 964 Sq.Ft.

\* 223 Sq Ft Mtg Rm

- Built in 1970 the current office space was dedicated to the Superintendent, the Administrative Assistant and the Foreman (upper level).
- The consolidation of departments has expanded to include: Highway, Facilities, Sewer, Parks and Cemetery divisions under the umbrella of Public Works in order to share resources and more efficiently serve the community.
- \* A small room in this space will be used as a file, map and storage area, a meeting room and a comfortable space for meetings between the Cemetery division Manager and bereaved families.

# SPACE ALLOCATION MECHANICAL ROOM

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Present: 192 Sq.Ft.

Proposed: 237 Sq Ft

- This existing space accommodated the main electrical service boxes and turn over switches for auxiliary power. Also located in this small area is the compressor which supplies air pressure plumbed throughout the building, as well as the pressure tank for the well supplying potable water. In order to separate this area safely from other space the building of a second wall is required.

# SPACE ALLOCATION

## EMPLOYEE BREAK & TRAINING ROOM

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Present: 200 Sq. Ft.

Proposed: 401 Sq. Ft.

- The existing area is on a raised level above the garage, and contains many code violations and safety regulations. This is a place for coffee breaks and lunches but cannot accommodate the entire staff at one time. Since the ceiling is just over 6 feet and the area is small DPW personnel are forced to rest in their personal vehicles or the plow trucks themselves during extended winter events. These spartan-like conditions do not allow for proper rest over an extended time create a dangerous level of fatigue.

# SPACE ALLOCATION EMPLOYEE RESTROOMS

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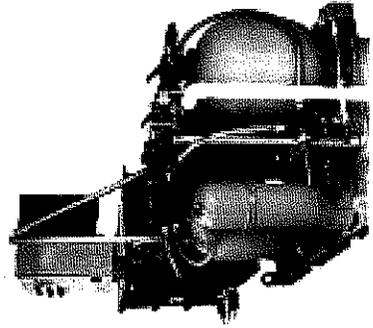
Present: 186 Sq. Ft.

Proposed: 233 Sq. Ft.

- The ladies facility will be expanded to ADA Requirements. Current area is cramped with the switch for overhead lighting in an adjoining closet and the on/off switch for the exhaust fan at the entry door to the main office.
- The men's room will be renovated to include new fixtures. Bathroom ventilation currently flows into other areas within the building.

# TRUCK WASH

- Due to the fact that the DPW facility is near wetlands and is on a septic system, the use of a closed washer recycling system is recommended.
- The system works similar to a pool filtration system, cleaning and reusing the water
- No wastewater permit is required.



# EXISTING TRAILERS (PORTABLE CLASSROOMS)

## ■ Why not use trailers from the Middle School for office space?

The Town owns two trailers which are now located at the Turkey Hill Middle School. These trailers were used as portable classrooms. At the present time they are being used for storage. The trailers were manufactured in 1996 and are now 14 years old. These types of trailers are mostly used in a temporary situation, i.e., construction, portable offices, etc. They are meant to be **temporary not permanent**. To relocate these trailers from the present site and set up at the DPW lot would require the following:

■ Foundations	\$14,352.00
■ Labor to set units	\$391.00
■ Connect fire alarm	\$603.00
■ Electrical connections	\$4,566.00
■ Install oil tank	\$420.00
■ Relocate units	\$5,067.00
Subtotal	<u>\$25,399.00</u>
10% cont.	<u>\$2,540.00</u>
Total	<u>\$27,939.00</u>

**This price does not include restoration of existing site.** Additionally, the trailers are not in compliance with ADA and are not well insulated. They would have to be modified or remodeled for an office set up to handle current building codes. It is our recommendation to sell these trailers and NOT use them as part of any long term plan.

# ANTICIPATED PROJECT COSTS

<b>CORE/ADMINISTRATION BUILDING</b> 2146 Square Feet	<b><u>\$103,455.00</u></b> \$482.00 Per Square Foot (PSF)
<b>NEW ADDITION</b> 4688 Square Feet	<b><u>\$466,848.00</u></b> \$100.00 PSF
<b>EXISTING BAYS (Includes truck wash)</b> 6286 Square Feet	<b><u>\$200,981.00</u></b> \$320.00 PSF
<b>SITE WORK</b>	<b><u>\$120,500.00</u></b>
<b>ARCHITECTURAL/ENGINEERED DRAWINGS</b>	<b><u>\$100,000.00</u></b>
<b><u>TOTAL PROJECTED COST</u></b>	<b><u>\$991,784.00</u></b>

Total Square feet = 13,100      \$75.71 PSF

# PROJECTED COST SAVINGS/REVENUE

- Sale of current Park office located at 23 West Street based on a current value of \$104,700 minus \$12,500 for demo of current structure and a possible \$20,000 for hazardous material cleanup if necessary (Net \$72,200)
- Indoor storage will extend the life span of the Town's 2+ million dollar fleet of vehicles and lower maintenance costs resulting in future savings
- Less idling of vehicles because they are stored outside will mean less fuel used.
- Project will incorporate energy efficient and sustainable building components resulting in utility cost savings
- Completion of necessary improvements will allow the Town to avoid the cost of penalties for environmental violations that currently exist
- Indoor storage will increase employee productivity by 10-15 minutes at the beginning and end of day

# RESOURCES/WORK SITES

- [Westonandsampson.com](http://Westonandsampson.com)
- [Osha.gov](http://Osha.gov)
- [Massachusetts Building Code M.G.L. 148.26g Chapter 508 of the Acts of 2008](http://Massachusetts Building Code M.G.L. 148.26g Chapter 508 of the Acts of 2008)
- [Dep.gov](http://Dep.gov)
- [Townofchelmsford.us/Public-Works.cfm](http://Townofchelmsford.us/Public-Works.cfm)
- [Unitil.com/rebate](http://Unitil.com/rebate)
- [Edesignservice.com](http://Edesignservice.com)
- [Ci.lexington.ma.us/DPW](http://Ci.lexington.ma.us/DPW)
- [Fwwebb.com](http://Fwwebb.com)
- [Townofpaxton.net](http://Townofpaxton.net)
- [Capitolight.com](http://Capitolight.com)
- [Lunenburgonline.com/stormwater managementplan](http://Lunenburgonline.com/stormwater managementplan)
- [Americanpublicworksassociation.com](http://Americanpublicworksassociation.com)
- [Lunenburg water district](http://Lunenburg water district)
- [Googlemap.com](http://Googlemap.com)
- [Carbtrol.com](http://Carbtrol.com)
- [Spaceray.com](http://Spaceray.com)