

Stow Town Hall Restoration

Restoring Stow's Community Center

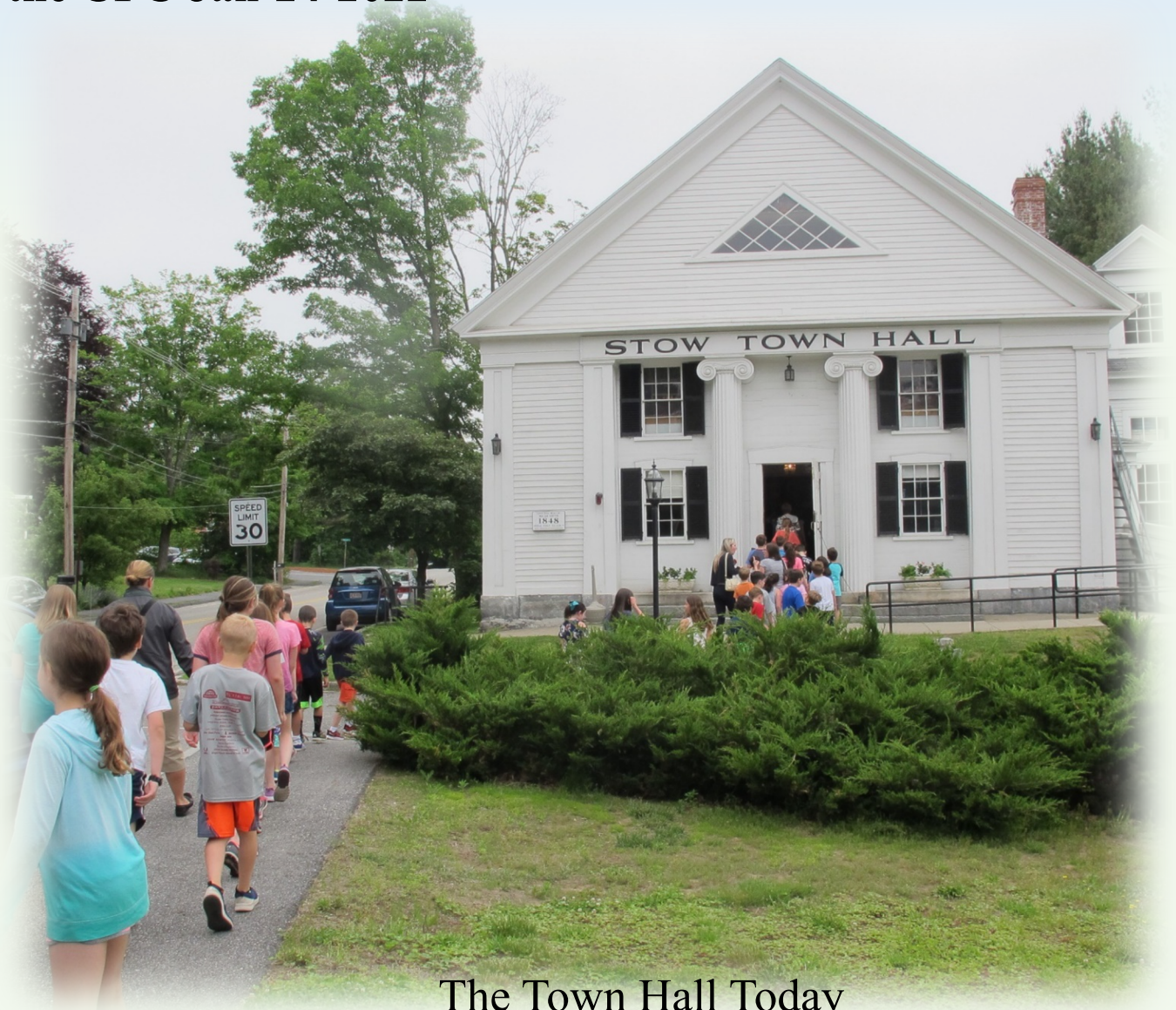
Report to the CPC Jan-24-2022



The 1848 Town Hall

Town Hall Restoration Committee Members

- Doug Hyde, Chairman (representing the Building Department)
 - Andy Crosby (representing the Stow Historical Commission)
 - Ed Deluca (representing the Capital Planning Committee)
 - Cortni Frecha (representing the Select Board)
 - Kevin Gross (representing the Finance Committee)
 - Vacancy (representing the Community Preservation Committee)
 - Vacancy (Member At Large, appointed by the Select Board)
-
- Architect: Don Mills, Mills Whitaker Architects



The Town Hall Today

Why Save The Town Hall

- **Stow Town Hall is the location of choice for many organizations and functions**
 - **Dance Groups, Stow Historical Society, Stow Historical Commission, Private Functions, Small Musical Events,**
- **It is and has been actively used – despite having been officially closed**
 - **More than 20 Groups used the Town Hall for 339 days over 2-1/2 Years before Covid closed all town buildings.**
- **Pre-Covid: Demand for meeting space was higher than available space**
 - **with the Town Hall closed for most users**
 - **The Town Hall will add 3 more meeting spaces for the use of town residents and organizations**
- **An updated Stow Town Hall offers Stow residents and organizations**
 - **A beautiful Great Hall perfectly designed for special events and larger meetings**
 - **Two smaller conference rooms**
 - **Kitchenette on main floor for catered events**
 - **Displays of Stow's Historical Treasures from the Stow Historical Society**
 - **A fully accessible, environmentally friendly building**
- **To preserve, restore & expand the usefulness of a historically significant building defining Stow center**

The Center of Stow

A Continuing Demand for the Town Hall

Recent, Current, And Future Uses Include:

Town Board and Committee Meetings

Stow Historical Commission

Stow Planning Board

Randall Library Search Committee

Town Public Forums

Stow Historical Commission Office & Storage

Stow Historical Society – Stow History Displays

Stow Historical Society Meetings & Events

Sustainable Stow

Library Overflow Events

Stow Conservation Trust

Stow Democratic Committee

League of Woman Voters

Nashoba After Prom

Mass Junior Classical League

Stow Women's Club

Stow Garden Club

Stow History for the 3rd Grade

Stow Soccer

Girl Scouts / Brownies

Boys Scouts / Cub Scouts

Campfire

Alcoholics Anonymous

Stow Lions Club

Villages at Stow Homeowners

Association

Stow Area Parents Network Events

Small Concerts

Private Events

Pinewood Morris Men

Still River Sword

Scottish Dancers

Creative Dance

Stow Minutemen Practices

[Video Interviews: Stow Town Hall - The History and Hope for It's Future](#)

Project Components

Building System Upgrade	Insulate Building, Reinforce Roof, Restore Windows, Replace Mechanical & Electrical Systems & Related Upgrades
Accessibility Requirements	Meet current Accessibility Codes; Add Elevator, Add Ramp to Stage, Widen Doors, Replace Stairways, Upgrade Fire Alarm System, Update Bathrooms.
Restoration & Repairs	Remove Exterior Ramps at Both Levels, Remove Fire Escape, Restore Site, Address Water Infiltration Issues, Repair Stone Walls, Plaster Replacement & Repair, Remove Lead Paint, Paint Interior.
Improve Support Facilities	Improve & Add Meeting Rooms, Historic Commission Office, Historical Display Area, Kitchenette, & Storage, Update AV Systems, & Related Items
Required Project Support	Contingency, Insurance, Testing, Miscellaneous Project Expenses, Architectural & Engineering Fees for Bidding and Construction Administration

Project Components (Cont.)

Add Alternative # 1	Add Integrated Screen, Projector & Speaker Audiovisual System to Great Hall
Add Alternative # 2	Add State of the Art Event Lighting & Associated Controls to Great Hall
Add Alternative # 3	Upgrade Exterior Illumination of the Front Façade to Replace Existing Flood Lighting.
Add Alternative # 4	Improve Accessible Parking on Crescent Street & Accessible Walkway to Town Hall Entrance.

Prioritizing The Project

State Required: If >\$126,312 is spent on the building; the building must meet Massachusetts' Accessibility Code

Essential Restoration & Building Upgrade: The Core Project in order of priority

1	Building System Upgrade	Insulate Building, Reinforce Roof, Restore Windows, Replace Mechanical & Electrical Systems & Related Upgrades
2	Accessibility	Meet current Accessibility Codes; Add Elevator, Add Ramp to Stage, Widen Doors, Replace Stairways, Upgrade Fire Alarm System, Update Bathrooms.
3	Improve Support Facilities	Improve & Add Meeting Rooms, Historic Commission Office, Historical Display Area, Kitchenette, & Storage, Update AV Systems, & Related Items
4	Restoration & Repair	Remove Exterior Ramps at Both Levels, Remove Fire Escape, Restore Site, Address Water Infiltration Issues, Repair Stone Walls, Plaster Replacement & Repair, Remove Lead Paint, Paint Interior.

Optional Building Improvements: Add Alternatives in order of priority

5	Alternative Add-On 1	Add Integrated Screen, Projector & Speaker Audiovisual System to Great Hall
6	Alternative Add-On 2	Add State of the Art Event Lighting & Associated Controls to Great Hall
7	Alternative Add-On 3	Upgrade Exterior Illumination of the Front Façade to Replace Existing Flood Lighting.
8	Alternative Add-On 4	Improve Accessible Parking on Crescent Street & Accessible Walkway to Town Hall Entrance.

Cost Breakout

COST ESTIMATE SUMMARY via RESTORATION COST CENTERS

\$1,700,000	COST CENTER 1 / BUILDING SYSTEM UPGRADES: Insulate Building, Reinforce Roof, Restore Windows, Replace Mechanical & Electrical Systems, & Related Upgrades
\$800,000	COST CENTER 2 / ACCESSIBILITY REQUIREMENTS: Meet Current Accessibility Code, Add Elevator, Add Ramp to Stage, Widen Doors, & Upgrade Fire Alarm System
\$500,000	COST CENTER 3 / IMPROVE SUPPORT FACILITIES: Improve Meeting Rooms, Provide Event Lighting, Replace AV Systems, Kitchenette, Storage, & Related Items
\$1,200,000	COST CENTER 4 / RESTORATION & REPAIRS: Remove Exterior Ramps at Both Levels, Remove Fire Escape, Restore Site, Address Water Infiltration, & Repair Stone Walls
\$4,200,000	ESTIMATED COST OF CONSTRUCTION**
\$600,000	RELATED PROJECT COSTS: Contingency, Owner's Insurance, Testing, Miscellaneous Project Expenses, Arch./Engr. Fees for Bidding & Construction Administration
\$4,800,000	ESTIMATED PROJECT COST FOR RESTORATION**

**Cost Escalation Included / Assumes Project Approval at ATM 2022 with June 2022 Construction Start

COST ESTIMATE SUMMARY via BIDDING ALTERNATES

\$3,665,800	BASE BID of ESTIMATED CONSTRUCTION COST**
\$365,000	ALTERNATE NO. 1: Add Great Hall Audiovisual Systems for Integrated Screen, Projector, and Speakers
\$49,400	ALTERNATE NO. 2: Add Great Hall Event Lighting & Associated Controls for Improved Use
\$23,900	ALTERNATE NO. 3: Upgrade Exterior Illumination of Front Façade in lieu of Existing Flood Light
\$95,900	ALTERNATE NO. 4: Improve Accessible Parking on Crescent Street & Accessible Route to Entrance
\$4,200,000	ESTIMATED COST OF CONSTRUCTION with ALTERNATES**
\$600,000	RELATED PROJECT COSTS: Contingency, Insurance, Testing, A/E, Misc. Expenses
\$4,800,000	ESTIMATED PROJECT COST FOR RESTORATION**

**Cost Escalation Included / Assumes Project Approval at ATM 2022 with June 2022 Construction Start

Other Funding Sources

If the restoration project is funded, Committee will look for:

- **Additional members and volunteers with grant writing and funding expertise.**
- **A core of dedicated individuals interested in creating a “Friends of the Town Hall”**
- **Public & Private Funding Opportunities**

Potential Public Funding Include:

- ✓ **Massachusetts Historical Restoration Grants**
 - ✓ **Accessibility Grants**
 - ✓ **Green Initiative Grants**
 - ✓ **Other Grants as Applicable**
- **Committee will apply for all applicable grants**
 - **Project needs to be funded in most cases before applications are accepted.**
 - **Individual Grants are typically small amounts**

Potential Private Funding Include:

- ✓ **Private Historical Restoration Grants**
 - **Note: National Register required for most grants**
 - **Town Hall is not on Register**
 - **State will not forward application until restoration is complete**
 - **Grants typically small amounts & focused on specific uses**
- ✓ **Individual Donations**
 - **Committee would like to receive private donations**
 - **Need a Nonprofit to accept donations**
 - **No nonprofit currently established or identified to drive donations campaign**
 - **Committee is not authorized to establish a nonprofit**

Stow Town Hall



The Newly Expanded
Town Hall in 1898



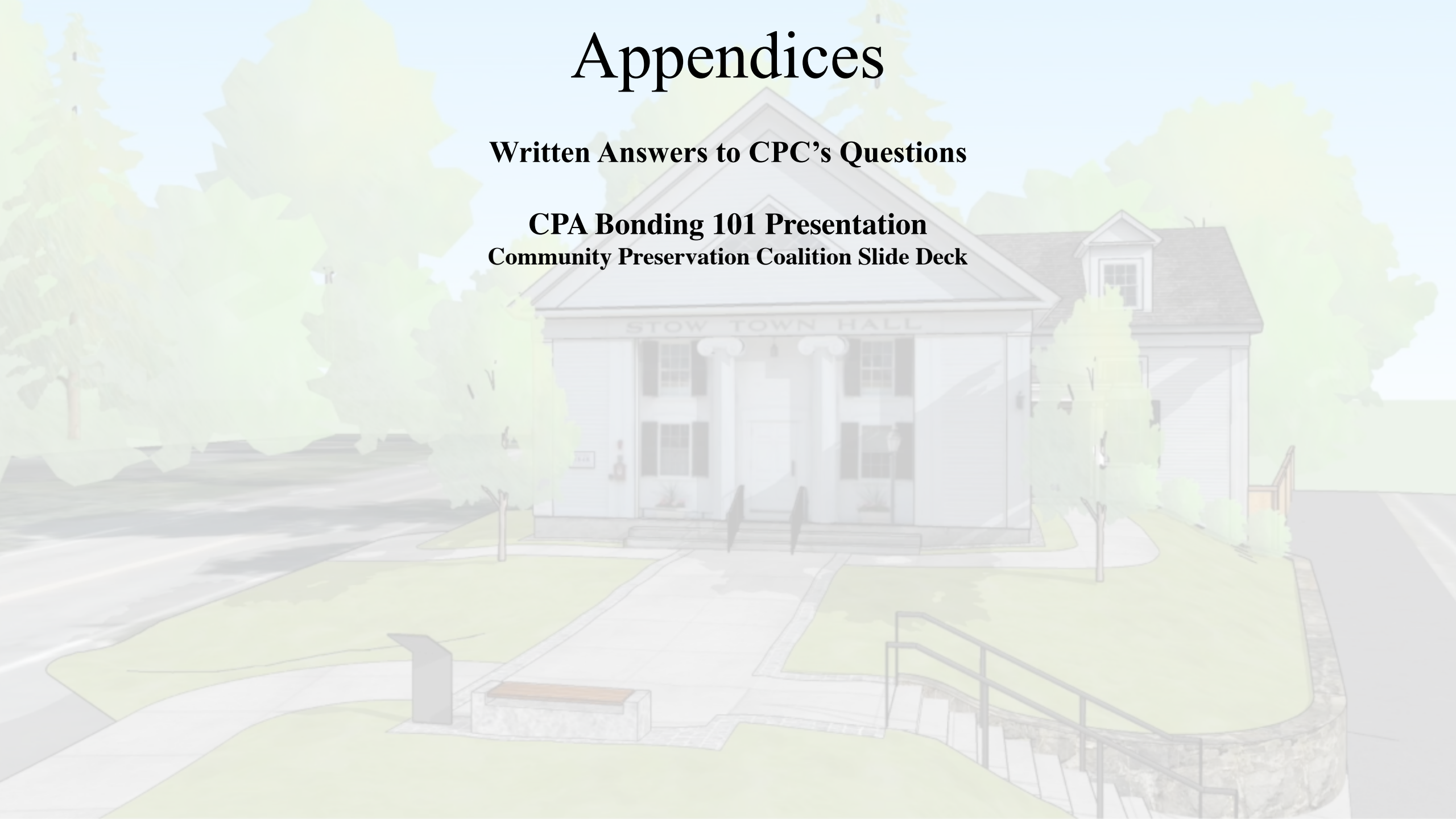
The Restored Town Hall
as designed by
Mills Whitaker Architects

1848 to 2023 ~ 175 Years & Counting

Appendices

Written Answers to CPC's Questions

CPA Bonding 101 Presentation
Community Preservation Coalition Slide Deck



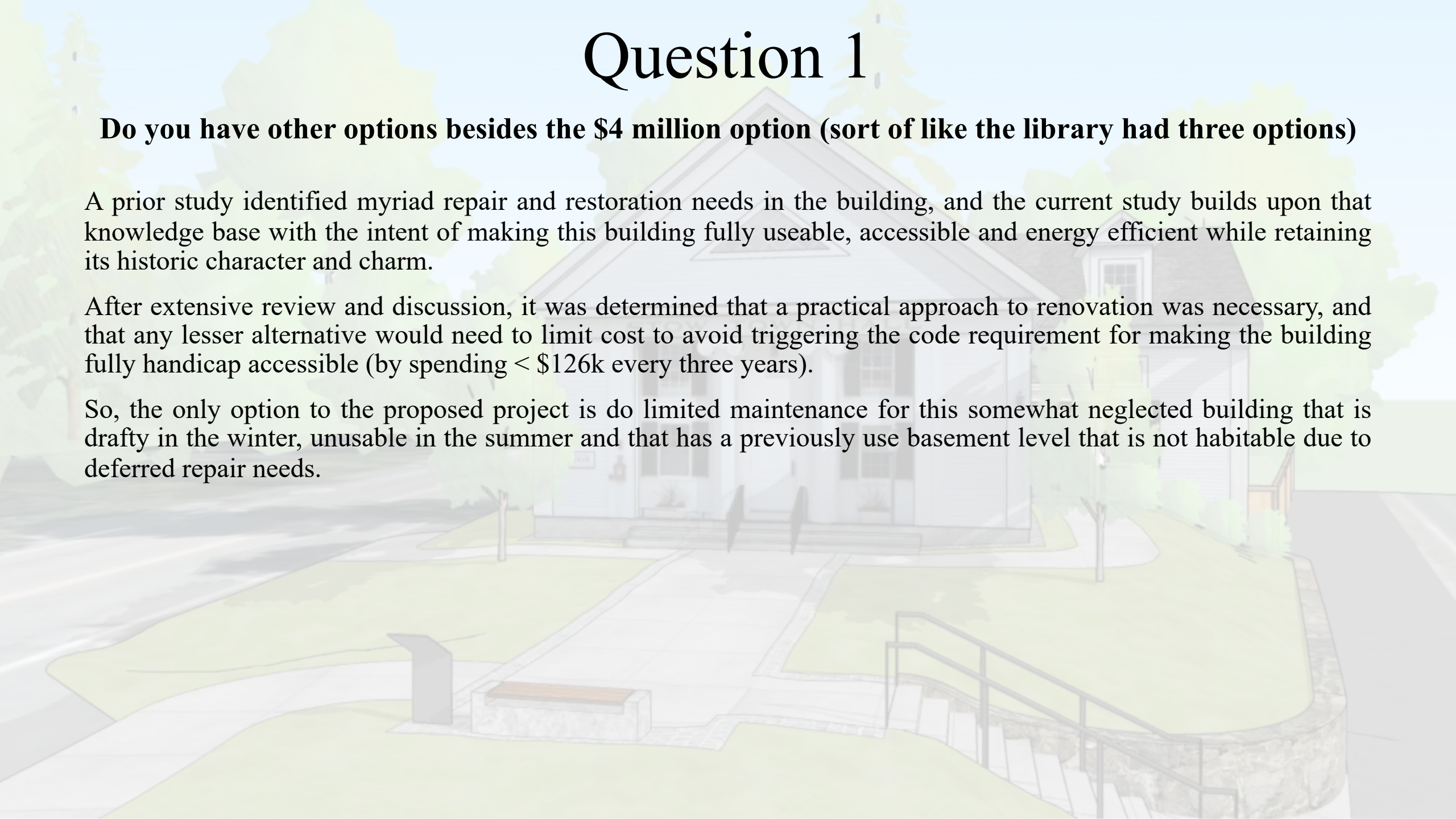
Question 1

Do you have other options besides the \$4 million option (sort of like the library had three options)

A prior study identified myriad repair and restoration needs in the building, and the current study builds upon that knowledge base with the intent of making this building fully useable, accessible and energy efficient while retaining its historic character and charm.

After extensive review and discussion, it was determined that a practical approach to renovation was necessary, and that any lesser alternative would need to limit cost to avoid triggering the code requirement for making the building fully handicap accessible (by spending < \$126k every three years).

So, the only option to the proposed project is do limited maintenance for this somewhat neglected building that is drafty in the winter, unusable in the summer and that has a previously use basement level that is not habitable due to deferred repair needs.



Question 2

Are there any plans for private fundraising? A friends group to lead the public effort?

The charge to the Town Hall Restoration committee was to develop building plans that optimize the use of the building and minimize its environmental impact. The committee members are from the Finance Committee, Capital Planning, Select Board, Historical Commission, the Building Department and an at large member from Sustainable Stow (now retired from the committee). The committee members were not chosen for expertise in fundraising and in fact that expertise is missing from this committee. A Friends of Stow Town Hall 501C3 can certainly be formed, and it will likely be successful in raising funds.

The Stow Town Hall is an asset of the Stow Government, the project is being brought to the Community Preservation Committee from the committees of the Stow Government. Unlike land acquisition and recreational projects there are currently no existing fundraising organizations for the restoration of historic town owned buildings in Stow. And unlike affordable housing, this project has no substantial partner in the project such as a builder.

If the project is approved by CPC and at Annual Town Meeting, the committee could be reformed with an eye to including people skilled in private fundraising.

We do know that In order to accept donations of private funds, there must be a private non-profit organization willing and able to accept funds on behalf of the Town. The formation of such an organization is similar to forming a corporation. It may or may not be appropriate for a town-convened committee to undertake forming a non-profit organization.

Question 3

Please provide a breakdown of how the individual cost centers add up.

On page one of the 4-page summary of project costs posted on the website ([sth_cost_summaries_211028.pdf](#)), we listed four primary cost centers and a summary of the work involved in each center as follows:

Cost Center 1: Building Systems

- Insulate Building, Reinforce Roof, Restore Windows, Replace Mechanical & Electrical Systems, & Related Upgrades

Cost Center 2: Accessibility Requirements

- Meet Current Accessibility Code, Add Elevator, Add Ramp to Stage, Widen Doors, & Upgrade Fire Alarm System

Cost Center 3: Improve Support Facilities

- Improve Meeting Rooms, Provide Event Lighting, Replace AV Systems, Kitchenette, Storage, & Related Items

Cost Center 4: Restoration & Repairs

- Remove Exterior Ramps at Both Levels, Remove Fire Escape, Restore Site, Address Water Infiltration, & Repair Stone Walls

A more detailed breakdown of these cost centers can be found in the attached 34-page “Construction Document Estimate” by CHA Consulting dated August 23, 2021.

Question 4

Can you prioritize the different elements in the project ?

The chronology of the cost centers 1-4 lists the building's needs in order of priority. However, each cost center relies upon the elements of the other cost centers for renovation of this neglected building so that it can be preserved to serve the next generation of residents effectively and efficiently. Phasing the work would not be practical due to the interdependence of each cost center with the others, not to mention that phasing increases overall costs dramatically. Work in each cost center triggers the need for doing work in each subsequent cost center, ... for example:

- Spending more than \$126,000 on Cost Center 1 to improve building systems (e.g., HVAC, insulation, etc.) triggers the code requirement for accessibility.
- Providing Cost Center 2 upgrades requires reframing a portion of the ell and its stairway, and this disrupts the adjacent deteriorated interior spaces.
- Cost Center 3 involves renovating currently unoccupiable spaces in the basement and underutilized spaces on the first floor.
- Cost Center 4 repairs water damage in the basement and improves the exterior by repairing retaining walls and removing the ramp and fire escape.

Question 5

Please provide statement of anticipated future uses

Town Board and Committee Meetings

- **Stow Historical Commission**
- **Stow Planning Board**
- **Randall Library Search Committee**
- **Town Public Forums**
- **Stow Historical Commission Office & Storage**
- **Stow Historical Society – Stow History Displays**
- **Stow Historical Society Meetings & Event**
- **Sustainable Stow**
- **Library Overflow Events**
- **Stow Conservation Trust**
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- **Nashoba After Prom**
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- **Stow Lions Club**

- **Villages at Stow Homeowners Association**
- **Stow Area Parents Network Events**
- **Small Concerts**
- **Private Events**
- **Pinewood Morris Men**
- **Still River Sword**
- **Scottish Dancers**
- **Creative Dance**
- **Stow Minutemen Practices**



The Community Preservation Act

Bonding 101



**Community
Preservation Coalition**
Preserving our past. Building our future.

Borrowing Permitted Under CPA



- Very popular!
- 89 municipalities -226 CPA projects
- Over \$325 million in project costs paid for with bonds
- Most popular projects:
Acquiring land, historic rehabilitation, creation of recreational assets

Borrowing Permitted Under CPA



- General obligation bonds of the city/town, but issued against your future CPA revenue stream
- Can only bond against local surcharge, not state match
- Two-thirds vote needed to pass bonded projects at Legislative Body

Determining Your Bonding Capacity

- Work with municipal officials to determine what amount you can afford to bond
- Consider a “CPA Bonding Capacity” spreadsheet to guide your future planning
- Update it every year



Bonding Capacity

Maximum Bonding Capacity of Community					
Preservation Fund for Open Space Purposes					
<u>Fund Activity</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Beginning Balance	\$ -	\$ 1,644	\$ 14,913	\$ 39,682	\$ 83,826
Plus: Annual Estimated Local CPA Revenue	\$ 525,000	\$ 538,000	\$ 550,000	\$ 565,000	\$ 578,000
Less: 25% Annual Reserves(Admin, Hist Pres, Com Housing)	\$ 131,250	\$ 134,500	\$ 137,500	\$ 141,250	\$ 144,500
Available Cash	\$ 393,750	\$ 405,144	\$ 427,413	\$ 463,432	\$ 517,326
Less payment on exisiting CPA bonds	\$ 256,556	\$ 252,156	\$ 247,356	\$ 242,156	\$ 236,396
Funds available for annual payment on new CPA bond	\$ 135,550	\$ 138,075	\$ 140,375	\$ 137,450	\$ 139,525
Ending Balance	\$ 1,644	\$ 14,913	\$ 39,682	\$ 83,826	\$ 141,405
<u>Details on a potential bond the Town could issue under CPA</u>					
Borrow 6/1/07, begin repayment on 6/1/08					
\$1,790,000 for 20 years @ 4.5%					
Principal Payment	\$ 55,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 70,000
Interest	\$ 80,550	\$ 78,075	\$ 75,375	\$ 72,450	\$ 69,525
Maximum annual debt repayment that could be supported under CPA:	\$ 135,550	\$ 138,075	\$ 140,375	\$ 137,450	\$ 139,525

Bond Term (in years)

- Length of bond term follows state guidelines on bonding (up to 30 years in some cases)
- CPC recommendation should include bond term



Town Warrant Article/City Council Order



- Should mention “under authority of Ch. 44b”
- Include misc. costs
- Include bond term
- Can fund with multiple funding sources (existing funds + bond for the balance)
- No subsequent ballot election required

After Bond is Authorized...

- CPA and non-CPA projects can be combined in one bond issue
- CPC recommends annual debt service payment each year (include in your CPA budget)
- Legislative body can decide to fund an annual payment from another source other than CPA
- It DOES NOT work in reverse!
You cannot use CPA funds to pay a bond authorized under another funding source



Annual Debt Service

If payment on a project bond is more than 10% of your annual CPA revenue, bond payment counts as your 10% requirement for that category



Sample CPA Budget – Including a Bond

\$100,000 total CPA revenue

Historic Reserve:	\$10,000
Housing Reserve:	\$10,000
X Parcel O.S. Debt Service:	\$15,000*
Administrative Acct:	\$ 5,000
Budgeted Reserve:	<u>\$60,000</u>
	\$100,000

* Counts as your 10% Open Space Requirement

What Happens if CPA is revoked?

- 1) All existing funds encumbered to pay off debt. If that's not enough...
- 2) Keep CPA surcharge on tax bills at full 3%, put everything toward bond.
- 3) Reduce CPA surcharge to whatever percentage will fund annual debt service (with DOR approval)

Note: Above has never happened



Community Preservation Coalition

Preserving our past. Building our future.

For more information:
www.communitypreservation.org