**CAPITAL NEEDS ASSESSMENT**

**Town of Arrowsic**

*Prepared for:*

**Board of Selectmen**

**Town of Arrowsic**

*Prepared by:*

**Properties Committee**

**Town of Arrowsic**

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December 9, 2019

Date of Inspections: August 2 & 22 and September 3, 2019

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# EXECUTIVE SUMMARY

At the Board of Selectman’s request, the Properties Committee has prepared an evaluation of the four Arrowsic municipal buildings. This building evaluation was performed to determine the capital repair needs of these buildings which include the Town Hall; Fire Barn; Little Fire Barn; and Recycling Shed

Overall, we find these buildings to be in serviceable condition with some typical maintenance needs for buildings of their age.

We have created a **Capital Needs Plan** for these buildings. Our estimates are based on costs an independent contractor would charge for such services. The following is a summary of that information.

# INTRODUCTION

An evaluation of the Town of Arrowsic’s buildings and grounds was conducted during August and September, 2019 by the Property Committee. Jack Carr, P.E. performed the evaluation and wrote this report. Providing valuation background and technical information of the Town’s properties was Michael Kreindler. In addition, this report also summarizes in Appendix A the current status of land owned by the Town but land surveys or evaluation is not included in this report.

For your reference while reading the report that follows, the following definitions may be helpful:

*Excellent* - Component or system is in "as new" condition requiring no rehabilitation and should perform in accordance with expected performance.

*Good* - Component or system is sound and performing its function, although it may show signs of normal wear and tear. Some minor rehabilitation work may be required.

*Fair* - Component or system falls into one or more of the following a) Evidence of previous repairs not in compliance with commonly accepted practice, b) Workmanship not in compliance with commonly accepted stan­dards, c) Component or system is obsolete, d) Component or system ap­proaching end of expected performance. Repair or replacement is required to prevent further deterioration or to prolong expected life.

*Poor* - Component or system has either failed or cannot be relied upon to continue performing its original function as a result of having exceeded its expected performance, excessive deferred maintenance, or state of disrepair. Present condition could contribute to or cause the deterioration of other adjoining elements or systems. Repair or replacement is required.

All ratings are determined by comparison to other buildings of similar age and construction type. In addition to our discussions about the condition of the various systems and components, this report covers recommended repairs to this building in the context of a planned renovation.

Photographs were taken during the inspections and have included in Appendix B to this report.

# LIMITATIONS

The following are some limitations inherent in this type of inspection. Please note them carefully.

This inspection report is limited to observations made from visual evidence. No destructive or invasive testing was performed. Arrowsic signage; information kiosk; landscape master plans; and town idle land use were not included in the scope of this study.

While some references to handicap accessibility may be made, our report is *not* intended to be a complete investigation for conformance to the Americans with Disabilities Acts (ADA) or any other state or Federal handicap accessibility standards. Such an investigation is beyond the scope of this inspection.

While some references to hazardous materials may be made, our report is **not a complete investigation** for toxic waste in the buildings or surrounding soils, hazardous materials, or public records affecting this property.

It should not be assumed that no rot exists in any of the inaccessible areas of these buildings. Rot can result from moisture accumulating beneath the siding, behind the trim, or within the wall cavities should the normal drying process be restricted by insulation or other obstacles. Therefore, it is possible that you will encounter some rot should the Town at any time undertake any projects that involve disassembly of portions of the structure normally inaccessible to visual inspection. This is typical for any building.

Though no wood‑destroying organisms were discovered in our inspection of these buildings it is possible concealed damage caused by previous activity of wood‑destroying organisms or current activity may be occurring.

Indoor air quality is a growing concern. Mold and mildew, fostered by moisture accumulation, can lead to respiratory discomfort and aggravate allergies and other respiratory conditions for some people. While we may comment on readily visible evidence of mold infestations (see the “Environmental” Section), this inspection and report should not be considered a mold investigation of any kind. Individuals specifically trained and qualified for such work, if desired, should undertake such an investigation.

Our investigation of the electrical systems is limited to the visible components, the entrance cables, meter boxes, service panels, outlets and switches, and the visible portions of the wiring. A larger portion of the electrical system is hidden behind walls and ceilings, and, obviously, all the conditions relating to these unseen areas cannot be known.

While some deficiencies in the system are readily discernible, not all conditions that can lead to the interruption of electrical service, or that are hazardous, can be identified.

**4.0 Town Hall**

# 4.1 DESCRIPTION

This 169 year old building is a one-story wood-framed building which has experienced changes including the rear addition. It currently has a wood clapboard and shingle siding exterior. The building was originally used as a private Band Hall and occasionally used for town meetings until purchased by the Town 141 years ago and moved the following year to a private lot on Old Stage Road. The building was moved 70 years ago to its current location where it shared the lot with the North Schoolhouse which was demolished over 50 years ago.

The building is served by well water and a septic system. The building has above ground electrical service.

All directions in this report are taken from the viewpoint of an observer standing in Arrowsic Road and facing the front entrance.

# 4.2 STRUCTURE AND FOUNDATION WATER

## Observations and Evaluation

The foundation system for the building consists of a poured concrete perimeter foundation wall. The interior vertical support of the wood floor framing is a combination of poured concrete piers and pressure treated wood posts. The foundation is not fully below grade as the rear addition’s basement is a walkout space housing the utility/furnace room and storage with a concrete floor slab. A crawlspace services the front original building. This crawlspace has an exposed ledge and earthen floor with no vapor barrier sloping from front to rear following the exterior slope of the land.

We observed no evidence of excessive deterioration, damage or excessive settlement of the foundation systems in the building. There was no evidence of significant foundation water problems visible at the time of inspection, however, it has been reported water has infiltrated into the foundation most years due to storm events and snow melt. Wet soil in the crawl space provides a significant opportunity for moisture damage to the wood floor framing as well a potential for an unhealthy indoor environment due to biological growth from the damp conditions.

The rear basement floor has an under-slab and floor drain draining to the exterior slope behind the building through a plastic conduit on the ground surface.

The visible portions of the foundation system, the concrete floor and the structural wood conventional framing are all in good condition and appear structurally sound. Annual inspection of the foundation and floor framing is recommended.

The superstructure in the building consists of conventional wood stick framing. The attic space is accessible from two ceiling hatches in the main room. Due to the sprayed-in attic floor insulation over these hatches, it was judged to be unnecessary to open theses ceiling hatches to directly view the roof framing’s rafters and sheathing. Our visual inspection of roof exterior surface and reports of the condition of the sheathing when the roof was recently re-surfaced allows us to feel confident in the current structural integrity of the roof framing.

## Recommendations

* *Foundation and floor framing annual inspection – Property Committee Action Item*
* *Place a vapor barrier over the crawlspace floor – Year 2*

## **4.3 VENTILATION**

### Observations & Recommendations

The attic space does not appear to be ventilated. There are no ridge, soffit, or gable vents. The building does not produce a significant amount of water vapor as it does not have shower or cooking arrangements, however, the balloon wall framing provides a vertical passage allowing crawlspace moisture to reach the attic space. Should attic ventilation be found to be needed, mechanical or roof vents can be provided.

Ventilation for the boiler room is provided by a direct venting rather than the original chimney. Bathroom has a ceiling exhaust vent through the rear exterior wall.

Recommendations

* *View the attic space for ventilation problems – Property Committee action item*

# 4.4 ENERGY EFFICIENCY

Observations and Evaluation

The windows in the building are oversized, single paned, wood framed windows of poor energy efficiency. Interior framed storm windows are used during the colder months.

It has been reported there is insulation in the exterior walls. Of more importance is the amount of insulation in the attic floor which will be determined at a later date.

Recommendations

* *None at this time*

**4.5 HEATING**

Observations and Evaluation

The primary building heat is provided by an American Standard, propane-gas fired forced hot air heating unit installed in 2012. Propane gas is provided from the central fuel tank located up the hill at the Fire Barn. Heated air is distributed through ducts to the floor registers throughout the front section of the building. The rear office receives some rising heat through a floor register from the convection radiant heat from the furnace below in the basement. The bathroom is not heated.

There is no cool air conditioning system in the building with the ceiling fans used in the summer to circulate air.

The heating unit equipment appears to be in good condition and, if properly maintained, should give years of depend­able ser­vice. As the heating unit should be inspected and serviced every two years, we recommend service prior to the coming heating season.

Recommendations

* *Bi-annual maintenance of heating unit*

# 4.6 PLUMBING

## Observations and Evaluation

This building is served by a drilled well. The water has not been tested for 15 years and is not considered potable as historically it contains a high level of iron clearly visible in the staining toilets and water fixtures as well as bacteria traces present. Two water particle filters are in place and have not been changed in many years. In the past, though the grounds do not have an irrigation system, an irrigation timer system has been installed on the rear wall of the basement utility room. The purpose of this timer was to operate the well water to stir up the well water to prevent bacteria build-up. We understand this timer system is not currently operated.

The propane gas supply piping appears to be in good condition. We suggest asking Sewall’s opinion as to labeling this propane gas piping with yellow stripping to help identify it in the building where possible.

Domestic hot water is not available in this building.

The building uses a septic system for its waste effluent. As the leach field is located up the hill and shared with the Fire Barn, a tank and lift pump are located on the left, rear of the building. It appears to be currently functioning satisfactorily, however, this system has experienced problems with freezing during the winter due to lack of sufficient ground cover to insulate the piping. Past freeze ups have caused effluent to back up into Town Hall’s basement.

Recommendations

* Consider removing the irrigation timer system – Year 1
* Request Sewall’s opinion as to labeling natural gas piping – Year 1
* The septic system piping should be either be buried with a thicker ground cover or insulation board be installed over the piping to prevent future freeze ups – Year 1

# 4.7 ELECTRICAL

Observations and Evaluation

The building is served by above ground electrical service. It enters the building on the right side near the rear corner. A circuit breaker panel rated at 100-ampere, 1-phase, 3-wire, 120/240-volt distribution system serves the building.

The floor receptacle has been installed for the front desk operations.

There were GFCI circuits as required in the bathrooms and basement areas. A spot test of these fixtures revealed proper grounding of these circuits.

The lighting is primarily ceiling mounted fixtures. The lighting fixtures are generally in good, serviceable condition and adequate for the current use of the building. (See Section 6.0 for Efficiency of these fixtures.)

The building had an emergency electrical generator located in a shed-like structure on the left side of the building near the basement door. This generator has been removed when the new basement section was installed leaving the shed available for storage. When the building was renovated in 2012 a portable generator connection receptacle was added to the exterior wall on the left.

Recommendations

* *None at this time*

# 4.8 INTERIOR

Observations and Evaluation

The following are comments regarding the interior finishes existing in the building at this time for its current use.

The finishes are typically painted wood walls and ceiling. There is painted wood trim around the windows and oversized solid wood entry doors. The wood floors are unpainted.

The interior finishes are generally in good condition. There are some painting and finishing needs that should be included in a regular maintenance budget, but we did not observe any deferred maintenance of the interior finishes.

The wood floor surface is in good condition but it has not been coated with a suitable finish in many years. To protect this wood surface the floor needs to be sanded and re-finished.

Recommendations

* *Continued wall painting and finishing on maintenance budget – Annual*
* *Re-finish wood floor – Year 2*

# 4.9 exterior

## Observations and Evaluation

The exterior of the building is of wood clapboard and shingle construction. Painted wood trim is found on the roof gable rakes and eaves; corner boards; and fascia trim as well as door and window trim. The exterior experienced a major renovation project in 2018 and is currently in excellent condition. The rear wall’s wood shingle siding was not replaced during the renovation project though it was painted. This rear siding may need repair in the next 10 years.

The entry is covered with an asphalt/ fiberglass composite roof surfacing similar to the main roof.

The entry way is primarily a stone dust ramp in good condition with brick paver flatwork near the front entrance. Metal hand rails are provided for safety.

The exterior doors are typically fiberglass. It is likely these are frequently damaged due to traffic flow.

Recommendations

* *Painting exposed wood window framing components – Year 6-10*
* *Repair and paint exterior entry doors – Year 5*

# 4.10 ROOFING

## Observations and Evaluation

We inspected the roof from the ground level with binoculars.

The roof was surfaced in 2012 with a composite asphalt shingles and is in good condition. No significant roof repair is anticipated within the next ten years.

Recommendations

* *Continue to periodically inspect the roof surface – Property Committee Action Item*

# 4.11 LIFE AND FIRE SAFETY/ACCESSIBILITY

Observations and Evaluation

The brick chimney in the rear has some minor repoint needs in the future that can be handled by the Town’s operating budget and is not considered a capital repair. This chimney is not currently being used but is considered a historic design element of the building and should not be removed.

This building does not have a sprinkler system.

There were emergency exit signs and battery operated light fixtures located at the two egress doors.

Efforts have been made to improve accessibility including the front ramp; parking signs; and changing the front door handle to a lever.

Recommendations

* Improve parking lot lighting – Year 3

# 4.12 ENVIRONMENTAL SCAN

Observations and Evaluation

Based on the age of the building, it is likely lead paint was used in the construction of the some of the interior portions of the building. It is unknown if the building has tested positive for lead paint. It is not likely that the exterior paint contained lead paint due to the recent re-painting project.

Recommendations

* *None at this time*

# 4.13 SITE

Observations and Evaluation

The site is primarily dominated by the gravel parking area. It is not well illuminated for night time events. The Property Committee recommends a study to determine if improved lighting is warranted.

The drainage around the building needs improvement particularly near the front and left side whose grounds are showing signs of erosion. The surface water needs to re-directed away from the building’s foundation to minimize water infiltration into the crawlspace.

The walkway to the left of the building needs to be improved for safety and visual presentation.

The landscaping around the building and its garden area is showing deferred maintenance and needs to be addressed.

Recommendations

* *Improve drainage around the building – Year 1*
* *Improve the walkway along the north side of the building – Year 1*
* *Improve landscaping around the building – Year 2*

1. **FIRE BARN**

# 5.1 DESCRIPTION

This 1-1/2 story building was designed and constructed in 2010 as the primary building to house the Town’s new fire truck; other firefighting equipment; and train the volunteer firefighters. Its dual purpose is to provide a center for Town meetings and other events for the assembly of the Town’s citizens.

The Fire Barn is located on the site of a home destroyed by a fire. This site’s well and septic leach field were incorporated into the Fire Barn and Town Hall’s needs.

The building was designed by local architect Steve Theodore of Theodore & Theodore. This project followed Arrowsic’s citizen volunteer legacy with the construction management led by Rob Schultz and Mike Kreindler with the skilled services of various local sub-contractors to keep the cost as low as possible in producing this quality building.

Currently, the building hosts three firefighting vehicles; related equipment; fire chief’s office; meeting space; and a training mezzanine with flat screen. This space is reached by a rear staircase where a hidden wall opening allows access to the attic space above the ceiling and the wood trusses supporting the roof.

## **5.2 STRUCTURE AND FOUNDATION WATER**

Observations and Evaluation

The foundation system for the building consists of a poured concrete perimeter foundation frost wall with a concrete slab on grade forming the floor of the building. This floor was designed to support the weight and dynamic loading of fire trucks with 2000 gallon water supply tanks.

We observed no evidence of excessive deterioration, damage or excessive settlement of the foundation systems in the building. There was no evidence of significant foundation water problems visible at the time of inspection.

The visible portions of the foundation system, the concrete floor and the conventional framing are all in good condition and appear structurally sound. Annual inspection of the foundation and floor framing is recommended.

The superstructure in the building consists of conventional wood stick framing with pre-manufactured wood trusses to support the roof. Portions of the interior perimeter walls have been reinforced with plywood behind the sheetrock to allow the hanging of heavy storage systems of firefighting gear.

The original plans of the building illustrated the future use of the front exterior gable wall to support a solar panel array for production of electricity to serve the complex.

Recommendations

* *Foundation & floor annual inspection – Property Committee Action Item*

## **5.3 VENTILATION**

Observations & Recommendations

The attic space is vented by a ridge and soffit vent system which appears to be adequate for this type of building. The attic space can be entered from the mezzanine level through a wood panel.

The bathroom has a ceiling exhaust vent through the rear exterior wall.

The interior’s primary ventilation is operable double hung windows supplemented by two (2) ceiling fans.

Recommendations

* *None at this time*

## **5.4 ENERGY EFFICIENCY**

Observations and Evaluation

The double hung windows are double glazed.

Exterior walls and the attic floor insulation was installed in accordance with the energy codes of the time of construction.

High-efficiency light fixtures have been used in the building.

Recommendations

* *None at this time*

## **5.5 HEATING**

Observations and Evaluation

The primary building heat is provided by a wall-mounted, gas-fired, forced hot water boiler providing radiant floor heat through the building’s concrete slab through a manifold for ten PEX radiant loops. Propane gas is provided from the central sub-surface fuel tank also serving Town Hall. The heating unit is direct vented through the rear exterior wall.

There is no cool air conditioning system in the building.

The heating unit equipment appears to be in good condition and, if properly maintained, should give years of depend­able ser­vice. The heating unit has never been serviced and should be inspected and serviced every two years, we recommend service prior to the coming heating season.

Recommendations

* Bi-annual maintenance of heating unit

# 5.6 PLUMBING

Observations and Evaluation

This building is served by a drilled well. The water is tested periodically and though potable it does contain a high level of iron visible in the stained toilet bowl.

The propane gas supply piping appears to be in good condition. We would recommend labeling or painting this propane gas piping with yellow stripping to help identify it in the building where possible.

Domestic hot water for the building is integral with the heating unit.

The building uses a septic system for its waste effluent. The leach field is located on the grassed area to the left of the building. Guard rails or curbing would be helpful to block potential parking of vehicles on the left side lawn to prevent damage to the leach field below. This leach field is shared with Town Hall.

Recommendations

* *Consider removing the irrigation timer system in Town Hall – Year 1*
* *Paint or label natural gas piping – Year 1*

# 5.7 ELECTRICAL

Observations and Evaluation

The building is served by above ground electrical service. It enters the building at the rear. A circuit breaker panel rated at 100-ampere, 1-phase, 3-wire, 120/240-volt distribution system serves the building.

There were GFCI circuits as required in the bathroom. A spot test of electric outlet fixtures revealed proper grounding of these circuits.

The lighting is primarily ceiling mounted fixtures. The lighting fixtures are generally in good, serviceable condition and adequate for the current use of the building. (See Section 6.0 for Efficiency of these fixtures.

The building has a propane gas-fired, Kohler emergency generator with automatic transfer. It appears to be in good condition and runs a self-test weekly.

Recommendations

* *Annual Inspection*

# 5.8 INTERIOR

Observations and Evaluation

The following are comments regarding the interior finishes existing in the building at this time for its current use.

The finishes are typically painted sheetrock walls and ceiling. It was reported plywood blocking was placed over the exterior wall framing to provide support for hanging equipment off the sheetrock walls in the future. There is painted wood trim around the windows.

The interior finishes are generally in good condition, except for the small hole in the rear interior wall.

Recommendations

* *Continued painting and finishing on maintenance budget – Annual*
* *Repair hole in wall - Year 1*

# 5.9 exterior

Observations and Evaluation

The exterior of the building is HardiePlank cementitious clapboard. Painted PVC and metal trim is found on the roof gable rakes and soffits; corner boards; and facia trim as well as door and window trim. It was reported the front gable wall above the overhead door openings was originally considered for hanging solar array panels to power the building but were never installed due to lack of funds. It is unknown if the proper blocking behind the siding was provided for this future solar project but the building drawings or construction file may provide additional information.

The truck overhead doors are fiberglass and are in good condition requiring minimum maintenance.

The left overhead door had a bent and misaligned roller and track requiring repair. This repair was completed in September, 2019.

The exterior personnel doors are metal. Painting and cleaning of algae growth will be required as normal maintenance.

Recommendations

* *Repair and paint exterior entry doors – Year 3*
* *Periodic lubrication of the overhead door rollers - annual*

# 5.10 ROOFING

Observations and Evaluation

We inspected the roof from the ground level with binoculars.

The roof is surface with a standing seam metal surface and is in good condition. Ice barriers have been provided on the metal roof surface over both exterior side doors as well as a shed roof over the left side door to shield falling roof ice.

No significant roof repair is anticipated within the next twenty years.

Recommendations

* Continue to periodically inspect the roof surface

# 5.11 LIFE AND FIRE SAFETY/AMERICANS WITH DISABILITIES ACT (ADA)

Observations and Evaluation

This building does not have a sprinkler system.

There were emergency exit signs located at the two egress doors as well as emergency wall mounted light fixtures. This is an accessible building but has barriers due to the stairs to the training mezzanine space and the high door threshold on the left side. A mini-ramp should be installed at this door on the interior.

The front overhead doors are electrically operated. If there ever was a power failure, the manual pull chord is not easily accessible due to its height off the floor.

Recommendations

* Install a mini-interior ramp at left door

# 5.12 ENVIRONMENTAL SCAN

Observations and Evaluation

This relatively new building is free of lead paint or other hazardous materials.

Recommendations

* *None at this time*

# 5.13 SITE

Observations and Evaluation

The site has two entrances onto Stafford Lane, one from Arrowsic Road and the other from Old Stage Road. The entrance has a short bituminous concrete strip leading to the gravel parking area. It is in good condition as is the concrete apron in front of the building’s overhead doors.

The parking lot does not receiving continuous sun during the winter due to the surrounding trees. Current snow plowing practices create snow banks prohibiting good drainage. The parking lot reportedly freezes creating a slipping and driving hazard. This problem needs to be eliminated by a combination of tree trimming to allow more sun to reach the parking driveway and improved drainage to allow storm water and snow melt to be easily shed from the driveway.

There is a stone stairway at the rear of the property to connect to the Little Fire Barn and Town Hall. This stairway needs repair and handrails.

Recommendations

* *Improve exterior lighting – Year 4*
* *Improve drainage of the parking lot and remove/ trim trees to allow sunlight – Year 1*
* *Repair rear hill stairway – Year 2*

**6.0 LITTLE FIRE BARN**

# 6.1 DESCRIPTION

This 1- story building was designed and constructed in 2003 to house the Town’s auxiliary bush pump truck. The building was designed by Mike Kriendler to provide an economical structure with a pleasing historical appearance displaying visible wood rafter tails; a clerestory window strip above the front overhead door; and special cut shingles along the front gable rake trim.

Currently, the building is used to store auxiliary firefighting and emergency equipment.

# 6.2 STRUCTURE AND FOUNDATION WATER

Observations and Evaluation

The foundation system for the building consists of a poured concrete a concrete slab on grade forming the floor of the building with a short perimeter wall of concrete block to support the exterior wood framed walls. It was reported there is no vapor barrier under the concrete slab allowing the slab to often be damp.

We observed no evidence of excessive deterioration, damage or excessive settlement of the foundation systems in the building.

The visible portions of the foundation system, the concrete floor and the conventional exterior stud wall and roof wood framing are all in good condition and appear structurally sound. Annual inspection of the foundation and framing is recommended.

The transom window above the front overhead door needs to be re-glazed with putty. The front corner board is cracked needing repair.

Due to the location of the building, it is too low for the hillside drainage surrounding the building. Brush around the building contain the dampness next to the building. The building wood sill plates and siding will become water damaged unless the building is raised. This raising will likely require raised perimeter foundation walls; and additional fill and vapor barrier under a new raised concrete slab. The land surrounding the perimeter of the foundation needs to be sloped to shed water and accommodate drainage swale improvements to allow storm water and ice melt to flow easily away from the building and new driveway.

The driveway needs to be replaced.

Recommendations

* *Foundation annual inspection – Annual*
* *Re-glaze front transom window – Year 1*
* *Repair front corner board – Year 1*
* *Exterior door replacement (paint & gutter) – Year 1*
* *Discuss the planning and raising the elevation of the building as determined – Year 1*
* *Resurface driveway – Year 3*

# 6.3 VENTILATION

Observations & Recommendations

The attic space is vented by a ridge and soffit vent system which appears to be adequate for this type of building.

The propane-fired unit heater exhausts by a direct venting through the left wall.

Recommendations

* *None at this time*

# 6.4 ENERGY EFFICIENCY

Observations and Evaluation

The double hung windows are double glazed.

Exterior walls and the attic floor have fiberglass insulation installed by volunteers. It needs maintenance to reposition some insulation batts.

High-efficiency light fixtures have been used in the building.

Recommendations

* *Re-position insulation batts – Property Committee*

# 6.5 HEATING

Observations and Evaluation

The primary building heat is provided by a wall-mounted Empire unit heater. It was most recently serviced this past August with the repairs to the exhaust vent housing. The unit is operating satisfactorily. There is no cool air conditioning system in the building.

The heating unit equipment appears to be in good condition and, if properly maintained, should give years of depend­able ser­vice. As the heating unit should be inspected and serviced every two years, we recommend service prior to the 2020 heating season.

Recommendations

* *Maintain heating unit as required by use*

# 6.6 PLUMBING

Observations and Evaluation

This building is served by a drilled well near Town Hall. The water is not potable as it contains a high level of iron and possible bacteria at unknown levels. The only water fixture is an exterior water faucet currently not functioning located on the right side of the building.

The propane gas supply piping appears to be in good condition.

Recommendations

* *None at this time*

# 6.7 ELECTRICAL

Observations and Evaluation

The building is served by an underground electrical service. It enters the building on the right side. A circuit breaker sub-panel rated at 100-ampere, 1-phase, 3-wire, 120/240-volt distribution system serves the building.

There were GFCI circuits on interior walls. A spot test of electric outlet fixtures revealed proper grounding of these circuits.

The lighting is primarily ceiling mounted fixtures. The lighting fixtures are generally in good, serviceable condition and adequate for the current use of the building.

Recommendations

* *None at this time*

# 6.8 INTERIOR

Observations and Evaluation

The finishes are typically painted sheetrock walls and ceiling. There is painted wood trim around the windows.

The interior finishes are generally in good condition but the finish work on the painted sheetrock was originally performed by volunteers and could be improved.

There is a drop-down ceiling stair to reach the attic space. There is also a rear gable wall door to allow feeding the attic space storage material from the outside.

Recommendations

* *Continued painting and finishing on maintenance budget – Annual*

# 6.9 exterior

Observations and Evaluation

The exterior of the building is cedar shingles. Solid stain wood trim is found on the roof gable rakes and soffits; corner boards; and facia trim as well as door and window trim

The truck overhead door is fiberglass and is in good condition requiring minimum maintenance though it has never been serviced.

The exterior personnel door is metal and is showing rust as well as wood rotting in the door jam.

Recommendations

* *Repair and paint exterior entry door (see 6.2 above)*

# 6.10 ROOFING

Observations and Evaluation

We inspected the roof from the ground level with binoculars.

The roof is surface with a screwed-down seam metal surface and is in good condition except for a minor ‘dent’ at the center of the ridge. No significant roof repair is anticipated within the next twenty years.

Recommendations

* Continue to periodically inspect the roof surface

# 6.11 LIFE AND FIRE SAFETY/ACCESSIBILITY

Observations and Evaluation

This building does not have a sprinkler system.

There were no emergency exit signs or emergency wall mounted light fixtures.

This is not an accessible building due to the raised threshold at the left entrance door.

Recommendations

* None at this time

# 6.12 ENVIRONMENTAL SCAN

Observations and Evaluation

This relatively new building is free of lead paint or other hazardous materials.

Recommendations

* *None at this time*

# 6.13 SITE

Observations and Evaluation

The front ‘paved’ apron in front of the overhead door is in poor condition with a cracked and broken concrete surface. It was reported this apron was an afterthought having been placed using excess building slab concrete. This surplus concrete was poured on the ground with no consideration of reinforcement or other base surface design to create a stable concrete slab. As a result, the slab has failed. If this building is ever planned to be used in the future regularly, this slab will need to be replaced.

Recommendations

* *Improve drainage around the building to capture water flowing down the hill – Year 1*
* *Consider raising building to prevent water damage – Year 3*

**7.0 Recycling Shed**

This wood framed shed serves as the Town’s recycling center. It has wood siding with and asphalt shingle roof surface installed at the same time as the Town Hall in 2012. The interior is shed-framed with OSB sheathing and plywood flooring with wood racks and shelves for collecting recycling materials. It has a minimal foundation on concrete blocks.

In general, the shed is in good condition, however, the siding needs painting. It has no interior lighting.

Recommendations:

* Paint wood siding – Year 2

**8.0 Town Water Pump**

The Town has a Bison water pump on a wood platform served by a drilled well. In the past this was a public source of water for emergency or general use. Due to the need for continual testing to ensure potable water and reduce the Town’s liability, it was decided to prohibit further use of this water source. This was accomplished with the removal of the pump’s handle. When last operated the pump functioned satisfactorily.

**9.0 Conclusion**

Overall, we find these buildings to be in serviceable condition with some typical maintenance needs for a building of this age and construction type.

We have created a **Capital Needs Plan** for this building and estimate that **$7,500** will be needed over the next 10 years for capital needs projects. This calculation is in 2019 dollars and does not account for inflation or other market factors that can increase the costs of the items recommended.

Thank you for the opportunity for the Property Committee to be of service to Board. Please do not hesitate to call with further questions.

Sincerely,

Property Committee

Town of Arrowsic

### APPENDIX A

**TOWN LAND**

**APPENDIX B**

**PHOTOGRAPHS**

**APPENDIX C**

**FIRE BARN FLOOR PLAN**