

TOWN BUILDING MASTER PLAN, Southborough, MA.

PURPOSE

The purpose of this study is to determine solutions for the Town's space needs utilizing the Town's available buildings. Some buildings are either partially vacant or will soon be vacated and the disposition of these is recommended. Although not part of this study, condition is not included but instead we identify the suitability of the buildings for re-use which we identify as the "Quality Factor". This identifies the extent to which renovations and repairs are necessary to make the building fully useable for the town function for the next twenty years.

The study explores several "What If" scenarios (options) to resolve particular program requirements. In turn, these provide groups of relocation/reuse options to enable comparison and evaluation to select the preferred scheme(s).

The following buildings are included in the study:

- Town Office Building "Town House"
- Library Building
- DPW Building
- Senior Center Building "Cordaville Hall"
- South Union Building
- Margaret Neary Elementary School
- Woodward School (*introduced as an option during the study phase*)
- New Buildings If Needed (Lease or Purchase)

TOWN DEPARTMENTS – CURRENT UTILIZATION OF BUILDINGS

The DRA team reviewed all existing building and department locations, took assessment of the net usable space and utilized space within the buildings and also noted the condition or ‘Quality Factor’ of the buildings.

Although assessing the condition of each facility was not part of the overall scope of work, DRA noted the Quality Factor as part of the study process to help determine the best options for town funds when approaching space needs and future maintenance costs.

CURRENT UTILIZATION

TOWN OF SOUTHBOROUGH fall 2021

DEPARTMENTS																					
BUILDINGS	Quality Factor** for Building (1 Lowest to 5 Highest)	ASSESSORS	CONSERVATION COMMISSION	ECONOMIC DEVELOPMENT COMMITTEE	PLANNING	PUBLIC RECORDS - TOWN	TECHNOLOGY	TOWN ACCOUNTANT	TOWN ADMINISTRATOR	TOWN CLERK	TREASURER / COLLECTOR	SENIOR CENTER	BOARD OF HEALTH	BUILDING ZONING	FACILITIES	YOUTH & FAMILY SERVICES	RECREATION	PUBLIC WORKS	NORTH-SOUTHBOROUGH SCHOOL DEPT.	ADULT LIBRARY	CHILDREN'S LIBRARY
TOWN HOUSE	4																				
SOUTH UNION BUILDING	1																				
DPW OFFICES	3																				
MARGARET NEARY ELEMENTARY SCHOOL	2																				
CORDAVILLE HALL (1st flr & basement)	3																				
SOUTHBOROUGH LIBRARY	4																				

NSF* *Net Square Feet* describes the useable area within the buildings and excludes such items as corridors, elevators, restrooms, mechanical and electrical rooms and any other spaces that cannot be utilized to meet the program needs for the building's re-use..

Quality Factor** The **Quality Factor** considers the condition of the building and the extent to which repairs and renovations would be necessary to make the building suitable for re-use for at least twenty years

TOWN DEPARTMENTS – PROGRAM OF ADJACENCIES

As the team met with various departments regarding space needs, we also reviewed the proximity requirements between departments to determine the best adjacencies required within buildings. Departments that require more coordination and interaction may be required to be located within the same building or within proximity of each other. The team also looked at geographical needs within the town and which departments need to be more centrally located.

[PROXIMITY CHART ATTACHMENT](#) 

Southborough Space Needs



SOUTHBOROUGH SPACE NEEDS STUDY PROGRAM OF ADJACENCIES

FALL 2021

	Accessors	Conservation Commission	Economic Development Committee	Planning Board	Town Public Records	School Public Records (Off-site)	Technology Department	Town Accountant	Town Administrator	Town Clerk	Treasurer Collector	Senior Center	Board of Health	Building/Zoning	Facilities	Youth and Family Services	Recreation	School Department	Library	Public Works
Accessors																				
Conservation Commission																				
Economic Development Committee																				
Planning Board																				
Town Public Records**																				
School Public Records (off site)																				
Technology Department**																				
Town Accountant																				
Town Administrator																				
Town Clerk																				
Treasurer Collector																				
Senior Center																				
Board of Health**																				
Building/Zoning**																				
Facilities**																				
Youth and Family Services																				
Recreation																				
School Department*																				
Library																				
Public Works																				

* Central location for North/ SouthBorough

**Central location in town.

LEGEND	
●	PREFERRED ADJACENCY
○	HELPFUL DURING COVID

TOWN DEPARTMENTS – EXISTING FLOOR AREA TABULATION AND PROPOSED

Existing areas are documented in the attached FLOOR AREA TABULATION chart to show net utilization of the current departments. It was noted that for several departments, they hope to consolidate and convert paper storage into electronic files to reduce space needs in the future. Some departments do require long term storage for sensitive documents and those were taken into consideration as part of the study.

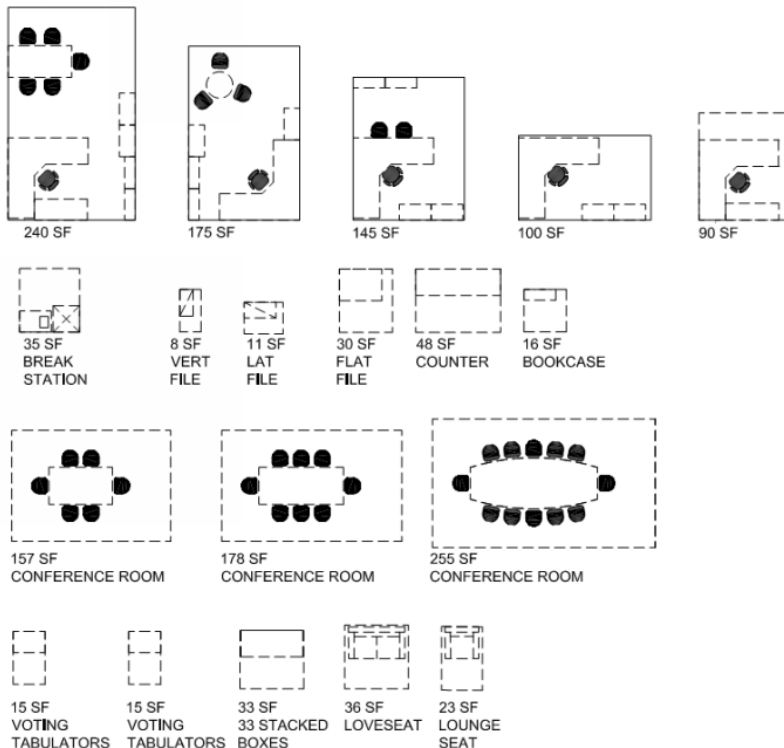
[FLOOR AREA TABULATION CHART](#)

Assessment of furniture and storage needs were taken into consideration through a combination of furniture surveys distributed by the design team, on site assessment, and information provided by various departments. Samples of the completed surveys are available as an attachment to this report.

FURNITURE SURVEY

Proposed space areas were determined through department interviews and projected office and various storage requirements. General programming areas were utilized for office areas, depending on the needs of each department. An example of the space planning standards utilized as part of this study are shown graphically below.

[PROPOSED SPACE NEEDS ATTACHMENT](#)



BUILDING USE OPTION DESCRIPTIONS

1. Town Offices – ‘Town House’

The current Town Offices are located within Town House, which is a historic building, which has recently undergone ADA upgrades via an addition that includes toilet rooms and an elevator/ vertical circulation core. All offices within this space appear to have enough square footage, although the layout of the building and circulation are lacking. There is no ‘break room’ that works for all the staff and there is a lack of conference room space.

For the current uses there is a high demand for added space, especially for record retention in the Town Offices.

Alternatively, a second option would be to relocate Town Offices to the Woodward School building where it can achieve its space needs and provide for future expansion. This option will provide opportunity for expansion of Town Departments as well as consolidation of departments within the building.

If moved to the Woodward School, the current Town Office space will be made available. This will be suitable for the Library annex thereby freeing up the current Library building for expanding their current programs within their building space.

Because the building is undergoing an envelope renovation, only interior renovations would be needed to for future use. Overall, the building is in good condition for various options that work within the space requirements. No additions or site work is proposed for the Town House as part of this study.

[TOWN HOUSE PHOTOS](#) 

2. Library

The existing library includes the main, historic building with an addition. Parking is considered acceptable for the current needs. There are some general space needs that can all be accommodated in the current footprint. However, the Library's requires additional meeting and program space.

DRA investigated libraries with similar populations and determined a projected size for the library based on precedents and needed program space. Based on the needed space, the team reviewed the feasibility of a one-story addition on site, with added parking.

[LIBRARY PHOTOS](#) 

LIBRARY	Population	New Area of Library
Calculations for a New Library Building		
Libraries with Similar Populations:		
Athol (2014)	11700	18954
Dudley (2009)	11773	17000
Leicester (2019)	11341	16044
Mashpee (2010)	14229	21389
Millis (2012)	8310	20470
Salisbury (2015)	9534	16614
Totals	66887	110471
Averages	11148	18412
Average SF/ Population		1.65
2020 Southborough	10208	
Basic Area(SF) for Southborough (1.65 x pop)		16860
Add 10% for High Activity Library		1686
Add for Program Changes in Libraries		1000
Suggested Area for Library*		19546
* This is intended as a general guide for the projected size of the library. To achieve an actual area a detailed program for the expansion must be written.		



OPTIONS 1-4 The library has the option of an addition/renovation which will require significant site improvements. The cons to this, is that the parking would have to be a multi-level structure to accommodate the program square footage, which is not advantageous in terms of cost or ease of use/ future maintenance of the facility. The addition location is shown on the plan above for scale purposes, and further study is required to determine feasibility of the addition and locations such as geotechnical and site exploration.

OPTION 5-7 – The library has the option of either moving various programs as an annex space in either the Woodward School or the Town House. The Town House has more Pro's than Woodward as it has a closer proximity and ease of access to the main Library as well as room for program expansion in the future. The Town House would serve well for the Library as it has ample parking, ease of use for parents and children and has proximity to outdoor play space. There is ample space within the building to provide a separate children's reading room in addition to the main Children's area. Alternate programs have been suggested for this space including Music/Art/Media space, Teen Room and Idea Lab spaces.

Comments: It has been expressed that it would be preferred to keep the library space within the same building, in lieu of relocating part of the library programs to an annex or separate location.

3. DPW

We explored the possibility of expanding the current building by (2) two bays as well as an interior renovation of the office space. The addition of the bays requires site work to mitigate any water runoff from the site. The scope of the addition and renovation work was included in all of the options presented as part of the study as the DPW requirements are the same regardless of how other town departments are distributed.

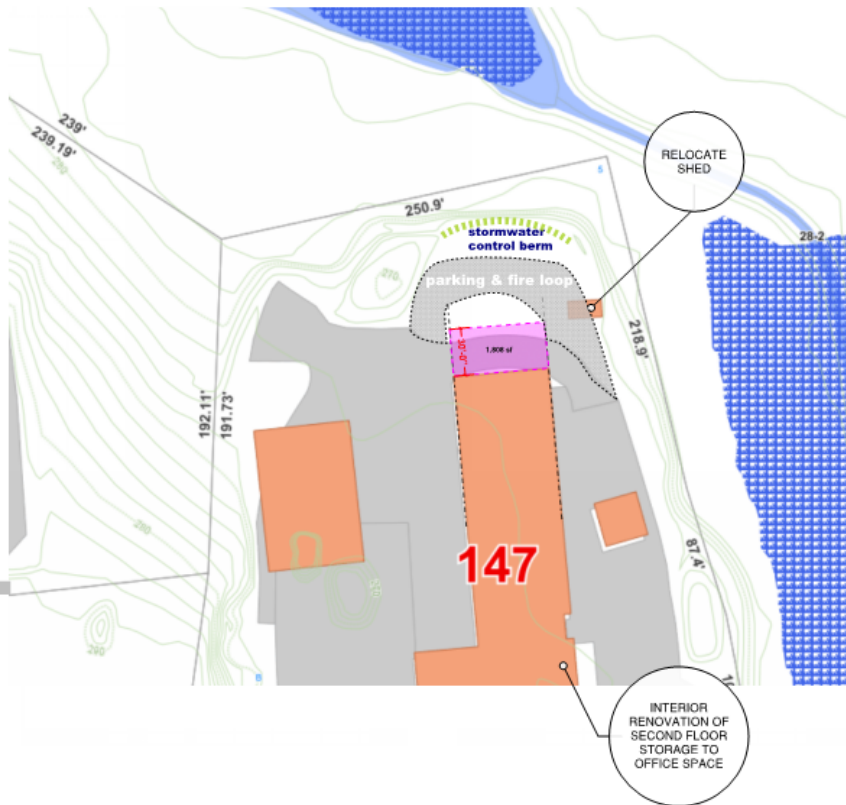
[DPW PHOTOS](#) 

TOWN OF SOUTHBOROUGH

Space Needs Study

Addition - Renovation - Department of Public Works

public works

**2**
SECOND FLOORRenovation of Interior Office Space on
Second Floor**1**
FIRST FLOOR

PROPOSED BAYS

4. Cordaville Hall – Senior Center, BOH, Building Department

We explored the possibility of providing an expansion to the current building but there are many factors that are tied to an addition/renovation for this building. The existing building would have to be brought up to code, requiring significant effort to improve the building envelope and structural requirements. Due to the residential nature of this building, it could be very costly to add even a small addition if it triggers code upgrades. Additional site work would be required to provide a new accessible approach for this building expansion.

The team also explored the possibility of combining the Senior Center with other town departments as well as having discussions regarding the possibility of a community center that included both Recreation and the Senior Center.

The Board of Health and the Building Department have a benefit of being closer to other permitting departments. The BOH location with proximity to the Senior Center was noted as beneficial during the COVID-19 pandemic. The Senior Center also benefits from having the Facilities department in close proximity, as identified in the Program of Adjacencies chart.

[CORDAVILLE HALL PHOTOS](#)

5. South Union – Parks & Recreation, Youth & Family Services

The current building has some physical building condition (quality) issues that need resolution including exterior wall cracks, envelope repair, stair, and approach issues to name a few. The building can satisfy the basic needs of the Recreation department and Youth & Family Services, although it does not have an appropriately sized large activity space with the correct ceiling heights. The current ‘gym’ of the former historic school is on the second floor and the building does not have an elevator. The gym space is also smaller than a typical gym, with low ceilings, which is not ideal for the Recreation Department activities.

This building is also not located centrally within town and the Recreation department would be better suited with a central location.

[SOUTH UNION BUILDING PHOTOS](#) 

6. Margaret Neary Elementary School – Superintendent Offices

The current building is adequate for its current needs but requires ADA compliance improvements. Offices and Departments are very decentralized and make several compromises in terms of efficiency of layout as well as accommodating existing casework designed for elementary level classrooms (i.e., low counter heights, not accessible).

This school is also in the process of consideration for a potential project with MSBA and is awaiting notification whether the project will be accepted into the program. The town anticipates a future project associated with this school.

The recommendation is to relocate the Superintendent’s offices to either Town House or the Woodward School based on our evaluation of the Options.

[MARGARET NEARY ELEMENTARY SCHOOL PHOTOS](#) 

7. Woodward Elementary School (*introduced during study phase*)

The Woodward Elementary School presents several opportunities for consolidation and economy of space for shared uses. It has ample parking, multiple access points and the ability to house multiple departments, therefore allowing other buildings to be vacated for other program use or to be considered for market value to minimize the number of buildings required to be maintained by the Town. Due to the age of the building, the Woodward school would require no envelope upgrades, although a sprinkler system would need to be considered for the spaces as well as air conditioning for the change of use.

[WOODWARD ELEMENTARY SCHOOL PHOTOS](#) 



PROJECTED COSTS ASSOCIATED WITH OPTIONS

The team reviewed the current costs for renovation, addition, and new construction work along with including site allowances for each of the options. Based on the current market conditions, our estimator has advised a large escalation factor as well as cost per square foot included in our assessment.

Escalation was noted to be to the first quarter into 2023 and our team did not include hazardous material abatement in any scopes of work. Acquisition or selling of property was not included in the estimates.

PROPOSED OPTIONS COST MODEL

Town of Southborough, MA Space Needs Study COST MODEL								Progress Update 1/31/2021
STUDY OPTIONS	Construction Hard Cost (LOW)	Construction Hard Cost (HIGH)	Owner Soft Costs (LOW)	Owner Soft Costs (HIGH)	Project Total (LOW)	Project Total (HIGH)	Project Total w/ Escalation (LOW)	Project Total w/ Escalation (HIGH)
OPTION 1	\$43.3 M	\$47.7 M	\$10.8 M	\$11.9 M	\$54.2 M	\$59.6 M	\$59.6 M	\$65.5 M
<i>Involves New Construction</i>								
OPTION 2 (N/A)								
OPTION 3	\$39.2 M	\$43.1 M	\$9.8 M	\$10.8 M	\$49.0 M	\$53.9 M	\$53.9 M	\$59.3 M
<i>Involves New Construction</i>								
OPTION 4	\$6.8 M	\$7.4 M	\$1.7 M	\$1.9 M	\$8.4 M	\$9.3 M	\$9.3 M	\$10.2 M
<i>Involves Woodward</i>								
OPTION 5	\$6.1 M	\$6.7 M	\$1.5 M	\$1.7 M	\$7.6 M	\$8.4 M	\$8.4 M	\$9.2 M
<i>Involves Woodward</i>								
OPTION 6	\$6.8 M	\$7.4 M	\$1.7 M	\$1.9 M	\$8.4 M	\$9.3 M	\$9.3 M	\$10.2 M
<i>Involves Woodward</i>								
OPTION 7	\$7.1 M	\$7.8 M	\$1.8 M	\$1.9 M	\$8.9 M	\$9.7 M	\$9.7 M	\$10.7 M
<i>Involves Woodward</i>								
Community Center (NC)	\$17.2 M	\$19.0 M	\$4.3 M	\$4.7 M	\$21.5 M	\$23.7 M	\$23.7 M	\$26.1 M

****END OF REPORT****