

COMMUNITY FACILITIES PLAN

TOWN OF TICONDEROGA



Prepared by

ALFANDRE ARCHITECTURE, PC
Creating spaces and places of lasting beauty
May 2013

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SPACE NEEDS ASSESSMENT

Town of Ticonderoga



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The governmental facilities of the Town of Ticonderoga are currently housed in the historical Community Building and occupy and utilize approximately 9,100 sq. ft. Another approximately 1,200 to 1,500 sq. ft. are currently let out to the Library for "temporary" excess books, the Department of Motor Vehicles and the School Department. The Police Department is currently housed in approximately 2,000 sq. ft in the upper level of another building along with the Beautification/Cemetery in the lower level. The Armory Building currently houses the Senior Center, a recreation program for grades K through 5, and Silver Bay, a program for after school teen agers. The Highway Department currently occupies approximately 11,000 sq. ft. in a main building and some miscellaneous smaller buildings.

This summary provides information regarding the current utilization of space, and a projection of the space requirements for the future next ten years derived from observation and interviews of the user department/function heads and/or representatives.

This study reveals that the amount of space in the Community Building is adequate to house the current Town of Ticonderoga Governmental occupants for at least the next ten years, the period of our projections. However, this would involve the removal of the Department of Motor Vehicles, the School Department and the space used by the Library in the basement. Removal of these functions along with small pockets of unused space will provide enough area to accommodate the approximate 15% shortage between the space that is actually in use and the amount currently required. To accommodate the future required space (approximately 17% or 1,750 sq. ft. more than that currently required) a serious effort to reduce document storage should be considered. Hard page original documents, which by current law must be preserved, do not require on premises access and could be relocated to any nearby safe, climate controlled facility with retrieval time of just a few hours. This involves electronic scanning so that copies of all vital documents can be made available at a moment's notice.

The Courtroom is considerably larger than required for the specific level of the Town's court and is used only approximately 10 to 15 % of the time for that purpose. Otherwise it serves as a large meeting room for other Town meetings and even outside users. The "stage" and the small rooms on either side can provide additional space for future use. The Court needs additional small enclosed rooms for attorney/client meetings and temporary holding space for certain defendants. They currently share the Code's file and meeting space for these purposes. Except for an adequate "vestibule"/public waiting area and the lack of proper climate, the type of space and location suggest that it should remain in the Community Building.

The space in the basement, currently used as an auxiliary library, along with the equivalent amount of space just opposite, used for multi-purpose could be used for record storage or additional meeting space. When and if record storage can be remote, as suggested above, this area could make up part of the difference of the current and future required space.

★ = LOCATION OF BUILDINGS

ARMORY

The current utilization of the Armory effectively meets the condition that it be used primarily for recreational functions. The space is nearly fully occupied and used by "Recreation K-5" an afternoon play space for young children, the Senior Center, a space dedicated for use by Ticonderoga Senior's activities, and "Silver Bay" a program essentially for teenagers in the late afternoon and evenings. A café/dining room with a warming kitchen is run by APAC and used by the Senior Center as well as some other groups and for other functions. Additional spaces of approximately 2,000 sq. ft. in the basement "rifle range" and approximately 1,850 sq. ft. on the second floor remain available for a future designation.

POLICE DEPARTMENT

The Police Department currently occupies approximately 2,000 sq. ft on the upper level of a two story building about a mile from the Community Building. The space is inadequate in both size and condition. The building is unsafe and impractical by most any measurable standard. The amount of space needed for both current and future requirements is at least double their existing headquarters space. Relocation is inevitable. Where to relocate is what needs to be decided. The preference is to be in the center of Town either in a currently vacant building or a new structure. However, some consideration is given to having it built into a new Highway Department Building on the same premises that the existing Highway Building is located if and when the Town opts to build a new Highway Department Building. In any case it would have to have a separate public entrance and a secured departmental entrance plus both public parking and departmental parking.

HIGHWAY DEPARTMENT

The maintenance building, currently housing the Highway Department offices, and the service and storage of vehicles used by the Highway Department is, according to the Existing Conditions Assessment, "nearing the end of its useful life". Additionally, the amount of space is inadequate for the functions needing to take place in the building. The entire site, approximately five and one half acres, and the current location are convenient and adequate to support a proposed new Highway Building of approximately 12,000 sq. ft. If economically and structurally feasible, the current building might be reused for additional storage and the functions now housed in the "pole barn". Another candidate for the Highway Department complex is the Water & Wastewater Department currently located in an unsubstantial building adjacent to the Police Department and is included in the Data Summary. In the future requirements, an additional shed, for salt or sand will also be needed.

As mentioned above, the decision as to where to locate the Police Department and the Water & Wastewater Department might be a consideration for an addition to a proposed new Highway Department structure. Also, with the potential demolition of the current Police Station building, the Beautification/Cemetery functions currently housed in the lower floor in the same building as the Police Department might be considered as a likely group to be relocated to the Highway Department complex.

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

DATA SUMMARY

CODE	DEPARTMENT	EXIST'G AREA	CURRENT REQ'D		FUTURE REQ'D	
			PERS.	AREA	PERS.	AREA

COMMUNITY BUILDING

TI.1	TOWN SUPERVISOR	500	1	518	2	521
TI.2	TOWN CLERK	1,400	3	1,280	3	1,662
TI.3	FINANCE/BUDGET/HUMAN RESOURCES	275	2	297	3	457
TI.4	CODES	875	2	1,071	3	1,132
TI.5	ASSESSOR	400	2	396	3	477
TI.6	WATER/SEWER/ACCOUNT CLERK	450	1	375	2	436
TI.7	COURT JUSTICES	3,000	3	3,271	4	3,361
TI.8	CUSTODIAN	160	2	158	7	197
TI.9	COMMOM USE	4,000	0	5,132	0	6,012
TOTALS		10,560	15	11,980	25	13,734

ARMORY BUILDING

T.10	RECREATION K - 5	3,375	3	3,374	3	3,374
T.11	SENIOR CENTER	2,160	1	2,158	1	2,158
T.12	SILVER BAY	14,800	2	14,790	3	14,975
T.13	CUSTODIAN	250	1	244	1	244
TOTALS		20,585	7	20,566	8	20,751

POLICE DEPARTMENT

T.14	POLICE HEADQUARTERS	2,000	14	4,026	20	4,364
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HIGHWAY DEPARTMENT

T.15	HIGHWAY DEPARTMENT	10,800	10	10,773	14	14,856
T.16	BEAUTIFICATION	1,750	8	1,683	8	2,178
T.17	WATER & WASTEWATER	2,400	5	2,316	6	1,951
TOTALS		14,950	23	14,772	28	18,985

NOTE: Existing Area represents the approximate area currently occupied by the department or function including appropriate internal and external circulation calculated to compare with current and future required and then rounded off.

AS OF 2/20/13

This section of the report summarizes the space requirements for each of the departments and groups included in the scope of this study.

DESCRIPTION OF DATA FORMAT

The data, generated by means of interviews with the representatives of each of the component departments, collectively referred to as "Users", were assembled by the project programmer. A unit summary sheet was developed to represent each of the departments individually, identifying, in detail, the specific space requirements for current and future projections. The format, common to each unit summary, breaks down the information into three separate groups on a unit summary sheet as follows:

UNIT SUMMARY SHEET

PERSONNEL

In this upper portion of the unit summary sheet, the personnel positions are identified and then assigned a standard (**STD**) . This is followed by the square foot allocation for that standard which we refer to as (**VALUE**) and then the quantity of existing persons (**CURRENT REQ'D PERS**) in each position. The standard space allocation for each position is multiplied by the number of persons designated for that position resulting in the existing area requirement (**CURRENT REQ'D. AREA**). This is repeated for the projected years, (**FUTURE REQ'D**) representing ten years into the future. The totals in these columns are the amount of net square feet required for assigned office and work space for Current and Future Requirements

Some personnel are given the designation **SP** which implies that the position assigned is located in a special facility or room not calculated on the basis of personnel standards. As an example, the Activities Director in the Senior Center (TI.11) is located in the Senior Center Room of a predetermined size which includes his/her station. These special spaces are listed in the third portion of the unit summary sheet under the heading **SPECIAL FACILITIES** as described below.

GENERAL OFFICE EQUIPMENT

General office equipment refers to the various items that are located in open areas. Each Item is identified, such as files, bookcases, P.C. work stations etc. most with common coded standards (**CAB, BC, etc.**), listed under the heading **STD** with its square foot allocation listed in the next column under the heading **VALUE**. These include its own area plus the area it requires for its usage. As an example, a file cabinet 16" wide and 30" deep in reality occupies approximately 4 square feet. Our assignment of 10 square feet for a file cabinet accounts for the space it occupies while it is opened plus the space required to use it. The Future column is for projected years similar to those in the Personnel section above. The collective sum of the "general office equipment" is what may otherwise be referred to as the "Outer Office".

SPECIAL FACILITIES

The items listed in the Special Facilities portion of the unit summary sheet are generally rooms or areas, either opened or enclosed, designated for a specific purpose such as a conference room or a waiting area.

The total square footages required for each of the three portions of the unit summary sheet are added together at the bottom of the page providing a subtotal to which a circulation factor of 25 percent is added to reach a final total requirement for the specific unit plus an additional 10% for external circulation, the area for the space to get from one designated unit to another. In larger, self-contained spaces the 25% internal circulation is already factored in and therefore is not repeated. This is generally designated by an asterisk. The result is a total usable square foot requirement for the department. This is repeated for Future Requirements.

COMMUNITY BUILDING – SUPERVISOR TI.1

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. SUPERVISOR (Debra Malaney)		POA	375	1	375	1	375
2. DEPUTY SUPERVISOR	1	SP	0	0	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				1	375	2	375

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIPMENT AND DEPUTY IN OFFICE		SP	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	1	2	2	4
SUB-TOTALS					2		4

SPECIAL FACILITIES DESCRIPTION			S.F.	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
						0	0
						0	0
Close to building main lobby and convenient to all other administrative departments, especially to CLERK						0	0
						0	0
						0	0
						0	0
						0	0
SUB-TOTALS						0	0

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		377		379
INTERNAL CIRCULATION @ 25%		94		95
EXTERNAL CIRCULATION @ 10%		47		47
DEPARTMENTAL TOTAL	1	518	2	521

AS PER INTERVIEW WITH DEBRA MALANEY - 11/2/12

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

COMMUNITY BUILDING – CLERK TI.2

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. TOWN CLERK/TAX COLLECTOR/REGISTRAR		WSA	100	1	100	1	100
2. DEPUTY TOWN CLERK	1	OB	63	1	63	1	63
3. PART TIME CLERK	1	OC	42	1	42	1	42
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				3	205	3	205

GENERAL OFFICE EQUIP'MT ITEM	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
COPIER, MEDIUM	CPM	50	1	50	1	50
TYPEWRITER	TYPE	15	1	15	1	15
PAPER SHREDDER	SHR	8	1	8	1	8
FAX	FAX	15	1	15	1	15
COMPUTER PRINTER, SHARED	PTR	12	1	12	1	12
FILE, 2DR LATERAL	FILE	10	4	40	6	60
FILE, 4DR LEGAL	FILE	10	2	20	4	40
WORK TABLE (PUT IN PUBLIC AREA)	WT.1	30	1	30	1	30
STANDING VAULT	VAULT	30	1	30	1	30
			0	0	0	0
			0	0	0	0
COATS/STAFF AREA	SA1	2	3	6	3	6
SUB-TOTALS				226		266

SPECIAL FACILITIES DESCRIPTION	S.F.	CURRENT REQ'D		FUTURE REQ'D	
		QNTY	AREA	QNTY	AREA
MAIL ROOM	100	1	100	1.5	150
RECORDS VAULT	200	1	200	1.5	300
OFFICE SUPPLY ROOM/CLOSET	60	1	60	2.0	120
ARCHIVE ROOM 750 sf(outside of main dep't area)	500	1	500	1.5	750
PUBLIC AREA (access to lobby)	140	1	140	1.2	168
			0		0
Close to building main lobby and convenient to			0		0
all other administrative departments, especially			0		0
to SUPERVISOR			0		0
			0		0
			0		0
SUB-TOTALS			500		738

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		931		1,209
INTERNAL CIRCULATION @ 25%		233		302
EXTERNAL CIRCULATION @ 10%		116		151
DEPARTMENTAL TOTAL	3	1,280	3	1,662

AS PER INTERVIEW WITH TONYA THOMPSON - 10/31/12

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

COMMUNITY BUILDING – FINANCE/BUDGET/HUMAN RESOURCES TI.3

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. SUPV/CLERK/BUDGET/GRANT (Amy Quesel)		OA	85	1	85	1	85
2. PAYROLL CLERK/BUDGET OFF./PERSONNEL	1	OA	85	1	85	1	85
3. PART-TIME CLERK	1	OC	42	0	0	1	42
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				2	170	3	212

GENERAL OFFICE EQUIP'MT ITEM	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
COPIER, MEDIUM	CPM	50	0	0	1	50
LASER PRINTER	PTR	12	1	12	2	24
FILE 4DR LATERAL (FIREPROOF)	FILE	10	2	20	3	30
FILE 2DR LATERAL (FIREPROOF)	FILE	10	1	10	1	10
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
COATS/STAFF AREA	SA1	2	2	4	3	6
SUB-TOTALS				46		120

SPECIAL FACILITIES DESCRIPTION	S.F.	CURRENT REQ'D		FUTURE REQ'D	
		QNTY	AREA	QNTY	AREA
(prefer to keep in same space)		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
SUB-TOTALS			0		0

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		216		332
INTERNAL CIRCULATION @ 25%		54		83
EXTERNAL CIRCULATION @ 10%		27		42
DEPARTMENTAL TOTAL	2	297	3	457

AS PER INTERVIEW WITH AMY QUESEL & KARLA VIGLIOTTI - 11/2/12

COMMUNITY BUILDING – CODES TI.4

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. CODES OFFICER (Wayne Wagner)		OA	85	1	85	1	85
2. CODES OFFICER (Bill Ball)	1	OA	85	1	85	1	85
3. SPARE WORK STATION	1	OC	42	0	0	1	42
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				2	170	3	212

GENERAL OFFICE EQUIP'MT ITEM	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
COPIER, MEDIUM	CPM	50	1	50	1	50
TYPEWRITER	TYPE	15	1	15	1	15
FILE 4DR LATERAL (42")*(in mtg/file rm)	FILE	10	1	0	1	0
FILE 4DR LEGAL (Add 1/year)*(in mtg/file rm)	FILE	10	9	0	15	0
FAX	FAX	15	1	15	1	15
FILE 4DR LATERAL (42")*(in office)	FILE	10	1	10	1	10
FILE 4DR LEGAL (in office)	FILE	10	3	30	3	30
BOOKCASE/DESKTOP		15	1	15	1	15
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
COATS/STAFF AREA	SA1	2	2	4	3	6
SUB-TOTALS				139		141

SPECIAL FACILITIES DESCRIPTION	S.F.	CURRENT REQ'D		FUTURE REQ'D	
		QNTY	AREA	QNTY	AREA
MAP ROOM	110	1	110	1	110
MEETING/FILE RM	360	1	360	1	360
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
SUB-TOTALS			470		470

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		779		823
INTERNAL CIRCULATION @ 25%		195		206
EXTERNAL CIRCULATION @ 10%		97		103
DEPARTMENTAL TOTAL	2	1,071	3	1,132

AS PER INTERVIEW WITH WAYNE WAGNER & BILL BALL - 10/31/12

COMMUNITY BUILDING – ASSESSOR TL.5

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. ASSESSOR (Patti Osier)		OA	85	1	85	1	85
2. SECRETARY	1	OC	42	0	0	1	42
3. SPARE WORK STATION		OC	42	1	42	1	42
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				2	127	3	169

GENERAL OFFICE EQUIP'MT ITEM	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
COPIER, MEDIUM (shares w/other depts.)	CPM	50	0	0	0	0
TYPEWRITER	TYPE	15	1	15	1	15
FILE 4DR LEGAL	FILE	10	7	70	7	70
STORAGE CABINET	CAB	15	0	0	1	15
BOOKCASE, 42"w	BC	9	1	9	1	9
PLAN DESK 3'x6'	TD.60.36	48	1	48	1	48
BOOKCASE/DESKTOP		15	1	15	1	15
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
COATS/STAFF AREA	SA1	2	2	4	3	6
SUB-TOTALS				161		178

SPECIAL FACILITIES			S.F.	CURRENT REQ'D		FUTURE REQ'D	
DESCRIPTION				QNTY	AREA	QNTY	AREA
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
(current space 350sf)				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS					0		0

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		288		347
INTERNAL CIRCULATION @ 25%		72		87
EXTERNAL CIRCULATION @ 10%		36		43
DEPARTMENTAL TOTAL	2	396	3	477

AS PER INTERVIEW WITH PATTI OSIER - 11/2/12

COMMUNITY BUILDING – WATER/ SEWER/ ACCOUNT CLERK TI.6

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. WATER/SEWER/ACCOUNT CLERK (Sue Heustis)		OA	85	1	85	1	85
2. SPARE WORK STATION		OC	42	0	0	1	42
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				1	85	2	127

GENERAL OFFICE EQUIP'MT ITEM	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
COPIER, SMALL	CPS	30	1	30	1	30
TYPEWRITER	TYPE	15	1	15	1	15
BOOKCASE	BC	9	1	9	1	9
FAX	FAX	15	1	15	1	15
COMPUTER PRINTER, SHARED	PTR	12	1	12	1	12
FILE, 2DR LATERAL 30"W	FILE	10	1	10	1	10
FILE, 4DR LEGAL	FILE	10	3	30	3	30
CABINET 5' W x 30" D	CAB	15	1	15	1	15
			0	0	0	0
			0	0	0	0
W			0	0	0	0
COATS/STAFF AREA	SA1	2	1	2	2	4
SUB-TOTALS				138		140

SPECIAL FACILITIES DESCRIPTION			S.F.	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
RECORDS CLOSET			50	1	50	1	50
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS					50		50

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		273		317
INTERNAL CIRCULATION @ 25%		68		79
EXTERNAL CIRCULATION @ 10%		34		40
DEPARTMENTAL TOTAL	1	375	2	436

AS PER INTERVIEW WITH SUE HEUSTIS- 10/31/12

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

COMMUNITY BUILDING – COURT JUSTICES TI.7

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. JUSTICE		OA	85	2	170	2	170
2. COURT CLERK	1	OA	85	1	85	1	85
3. SPARE WORK STATION	1	OB	63	0	0	1	63
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				3	255	4	318

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
COPIER, MEDIUM		CPM	50	1	50	1	50
BOOKCASE		BC	9	1	9	1	9
CABINET/ CREDENZA		CAB	15	1	15	1	15
FILE, 4DR LETTER		FILE	10	4	40	4	40
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	3	6	4	8
SUB-TOTALS					120		122

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
ATTORNEY ROOM		100	1	100	1	100
STORAGE VAULT		48	1	48	1	48
HOLDING ROOM		100	1	100	1	100
COURTROOM (share w/other functions for mtgs) *		1,500	1	1,500	1	1,500
BANC *		320	1	320	1	320
PUBLIC QUEING AREA		300	1	300	1	300
				0		0
				0		0
				0		0
				0		0
				0		0
SUB-TOTALS				2,368		2,368

* Includes internal circulation

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		2,743		2,808
INTERNAL CIRCULATION @ 25% *		231		247
EXTERNAL CIRCULATION @ 10%		297		306
DEPARTMENTAL TOTAL	3	3,271	4	3,361

AS PER INTERVIEW WITH CINDY FIELDS- 10/31/12

COMMUNITY BUILDING – CUSTODIAN TI.8

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. CUSTODIAN (Fred Holbert)		SP1	0	1	0	1	0
2. ASSISTANT CUSTODIAN	1	SP1	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				2	0	2	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
* included in CUSTODIAN ROOM				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	2	4	2	4
SUB-TOTALS					4		4

SPECIAL FACILITIES DESCRIPTION			S.F.	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
SP1-CUSTODIAN ROOM *			140	1	140	1.3	175
* Custodian, assistant, equipment and supplies				0	0	0	0
included in CUSTODIAN ROOM & includes				0	0	0	0
internal circulation				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS					140		175

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		144		179
INTERNAL CIRCULATION @ 25% *		0		0
EXTERNAL CIRCULATION @ 10%		14		18
DEPARTMENTAL TOTAL	2	158	2	197

AS PER INTERVIEW WITH FRED HOLBERT - 10/31/12

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

COMMUNITY BUILDING – COMMON USE TI.9

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				0	0	0	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	0	0	0	0
SUB-TOTALS					0		0

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
LARGE MEETING ROOM) in Court Room			1	0	1	0
MEDIUM MEDIUM ROOM *		960	1	960	1	960
2ND MEDIUM MEETING ROOM *		480	1	480	1	480
SMALL MEETING ROOM (8 persons)		120	1	120	1	120
STAFF ROOM (kitchenette/pantry)		180	1	180	1	180
STAFF REST ROOM		120	2	240	2	240
PUBLIC REST ROOM		150	2	300	2	300
PUBLIC LOBBY/WAITING AREA *		600	1	600	1	600
PUBLIC COAT ROOM		100	1	100	1	100
FILE/STORAGE (remote, now in attic) *		1,600	1	1,600	2	2,400
				0	0	0
				0	0	0
				0	0	0
SUB-TOTALS				4,460		5,260

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		4,460		5,260
INTERNAL CIRCULATION @ 25% *		205		205
EXTERNAL CIRCULATION @ 10%		467		547
DEPARTMENTAL TOTAL	0	5,132	0	6,012

AS PER INTERVIEWS - 11/2/12

* INTERNAL CIRCULATION INCLUDED IN ROOM TOTALS

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

ARMORY – RECREATION K-5 TL.10

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. RECREATION SUPERVISOR (Marnie Hurlbert)		SP1	0	1	0	1	0
2. ACTIVITIES AID	1	SP1	0	1	0	1	0
3. VOLUNTEER	1	SP1	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				3	0	3	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIP. & PERSONNEL IN SP1 (Special Space)		SP	0	1	0	1	0
(Below)				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	3	6	3	6
SUB-TOTALS					6		6

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
SP1 OFFICE AND COMPUTERS *		230	1	230	1	230
SP2 TV/GAME ROOM *		250	1	250	1	250
SP3 RECREATION SPACE *		2,580	1	2,580	1	2,580
				0		0
				0		0
				0		0
				0		0
SUB-TOTALS				3,060		3,060

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		3,066	0	3,066
INTERNAL CIRCULATION @ 25% *		2	0	2
EXTERNAL CIRCULATION @ 10%		307	0	307
DEPARTMENTAL TOTAL	3	3,374	3	3,374

AS PER INTERVIEW MARJIE HURLBERT- 11/1/12

* INTERNAL CIRCULATION INCLUDED IN ROOM TOTALS

Town of Ticonderoga

ARMORY – SENIOR CITIZENS TI.11

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. ACTIVITIES DIRECTOR (Ann Dolback)		SP1	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				1	0	1	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIPMENT AND PERSONNEL INCLUDED IN		SP1	0	0	0	0	0
SP1 (Senior Center Room- below) *				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	1	2	1	2
SUB-TOTALS					2		2

SPECIAL FACILITIES DESCRIPTION	S.F.	CURRENT REQ'D		FUTURE REQ'D	
		QNTY	AREA	QNTY	AREA
SP1 SENIOR CENTER ROOM *	960	1	960	1	960
(Space in Armory Building built out and designated for the use of Seniors)			0		0
			0		0
			0		0
SP2 CAFÉ, DINING ROOM/WARMING KITCHEN *	1,000	1	1,000	1	1,000
(Space built out and designated for use of several functions including Seniors operated by ACAP)			0		0
			0		0
			0		0
SUB-TOTALS			1,960		1,960

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		1,962		1,962
INTERNAL CIRCULATION @ 25% *		0		0
EXTERNAL CIRCULATION @ 10%		196		196
DEPARTMENTAL TOTAL	1	2,158	1	2,158

AS PER INTERVIEW WITH ANN DOLBACK - 11/2/12

* INTERNAL CIRCULATION INCLUDED IN ROOM TOTALS

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

ARMORY – SILVER BAY TI.12

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. YOUTH/TEEN DIRECTOR (Jackie Palandrani)		POF	120	1	120	1	120
2. ASSISTANT DIRECTOR (Carolyn Close)	1	SP	0	1	0	1	0
3. SOCIAL WORKER		POF	120	0	0	1	120
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				2	120	3	240

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIP. IN DESIGNATED SPECIAL FACILITIES (Below)		SP	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	2	4	3	6
SUB-TOTALS					4		6

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
SP1. GYMNASIUM *		11,850	1	11,850	1	11,850
SP2. GAME/TV/DVD/"X" BOX ROOM *		520	1	520	1	520
SP3. AIR HOCKEY ROOM *		200	1	200	1	200
SP4. KIT'N/HOMEWORK/COMPUTER/BOARD RM *		360	1	360	1	360
SP5. LOUNGE - (TV & computers) *		360	1	360	1	360
				0		0
				0		0
SUB-TOTALS				13,290		13,290

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		13,414		13,536
INTERNAL CIRCULATION @ 25% *		31		62
EXTERNAL CIRCULATION @ 10%		1,345		1,360
DEPARTMENTAL TOTAL	2	14,790	3	14,957

AS PER INTERVIEW WITH JACKIE PALANDRANI & CAROLY CLOSE- 11/2/12

* INTERNAL CIRCULATION INCLUDED IN ROOM TOTALS

Town of Ticonderoga

ARMORY – CUSTODIAN TI.13

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. CUSTODIAN		SP1	0	1	0	1	0
				0	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				1	0	2	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIPMENT AND CUSTODIAN LOCATED IN		SP	0	1	0	1	0
SP1, CUSTODIAN ROOM (below)				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	1	2	2	4
SUB-TOTALS					2		4

SPECIAL FACILITIES DESCRIPTION			S.F.	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
SP1. ARMORY CUSTODIAN ROOM *			220	1	220	1	220
					0		0
					0		0
					0		0
					0		0
					0		0
					0		0
SUB-TOTALS					220		220

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		222		224
INTERNAL CIRCULATION @ 25% *		0		0
EXTERNAL CIRCULATION @ 10%		22		22
DEPARTMENTAL TOTAL	1	244	2	246

AS PER INTERVIEW - 11/2/12

* INTERNAL CIRCULATION INCLUDED IN ROOM TOTAL

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

POLICE DEPARTMENT TI.14

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. CHIEF (Mark Johns)		POC	180	1	180	1	180
2. SARGEANT (Mike LaVallee)	1	POF	120	1	120	1	120
3. INVESTIGATOR	1	POE	150	1	150	1	150
4. RECORDS CLERK/RECEPTIONIST	1	SP1	0	1	0	1	0
5. PATROLMEN (Full time)	1	SP2	0	4	0	6	0
6. PATROLMEN (Part time)	1	SP2	0	6	0	10	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				14	450	20	450

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
COPIER, MEDIUM		CPM	50	1	50	1	50
PAPER SHREDDER		SHR	8	1	8	1	8
FAX		FAX	15	1	15	1	15
COMPUTER STATION		OC	42	1	42	1	42
PRINTER		PTR	12	1	12	1	12
VAULT			30	1	30	1	30
EYEWASH STATION			12	1	12	1	12
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	14	28	20	40
SUB-TOTALS					197		209

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
SP1. RECORD ROOM/ RECEPTION		225	1	225	1.3	300
SP2. PATROL/SQUAD RM (4 d&ch, 2 cabnts,3 files)		275	1	275	1	275
SP3. INTERVIEW ROOM		100	1	100	1	100
SP4. BOOKING ROOM/HOLDING AREA		160	1	160	1	160
SP5. BREAK ROOM/ KITCHENETTE, (seating for 6)		150	1	150	1	150
SP6. WAITING RM/LOBBY (outside of secured area)		150	1	150	1	150
SP7. EVIDENCE ROOM		120	1	120	1	120
SP8. TRAINING ROOM (10 to 15 persons)		300	1	300	1	300
SP9. GARAGE CAPABILITY/SALLYPORT		300	1	300	1	300
SP10. PUBLIC RESTROOM (unisex)		60	1	60	1	60
SP11. EQUIPMENT STORAGE		225	1	225	1.3	300
SP12. LOCKER ROOM, (male-per person)		12	14	168	19	228
SP12. LOCKER ROOM (female-per person))		12	4	48	6	72
			0	0	0	0
			0	0	0	0
SUB-TOTALS				2,281		2,515

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		2,928		3,174
INTERNAL CIRCULATION @ 25%		732		793
EXTERNAL CIRCULATION @ 10%		366		397
DEPARTMENTAL TOTAL	14	4,026	20	4,364

AS PER INTERVIEW WITH MARK JOHNS & MIKE LaVALLEE- 11/1/12

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

HIGHWAY DEPARTMENT TI.15

PERSONNEL SPACE	ADJ	STD	VALUE	CURREN T REQ'D	AREA	FUTURE REQ'D	AREA
				PERS		PERS	
1. HIGHWAY SUPERINTENDENT (Mike Parent)		POE	150	1	150	1	150
2. DEPUTY HIGHWAY SUP'T (Farley Ezzo)	1	POF	120	1	120	1	120
3. MECHANIC (Dan Benton)	1	POG	100	1	100	1	100
4. MOTOR EQUIPMENT OPERATORS	1	SP	0	7	0	10	0
5. SECRETARY/RECEPTIONIST	1	WSA	100	0	0	1	100
				0	0	0	0
				0	0	0	0
SUB-TOTALS	#			10	370	14	470

GENERAL OFFICE		STD	VALUE	CURREN T REQ'D	AREA	FUTURE REQ'D	AREA
				QNTY		QNTY	
COPIER, MEDIUM		CPM	50	1	50	1	50
PAPER SHREDDER		SHR	8	1	8	1	8
FILE, 4DR LEGAL		FILE	10	6	60	10	100
BOOKCASE, 30"w	300	BC	9	1	9	1	9
CABINET, 3"w		CAB	15	1	15	1	15
KEY LOCKER 2' x 2"			9	1	9	1	9
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	10	20	14	28
SUB-TOTALS	#				171		219

SPECIAL FACILITIES		S.F.	CURREN T REQ'D	AREA	FUTURE REQ'D	AREA
			QNTY		QNTY	
BREAK ROOM	#		1	400	1	400
MAP ROOM	#		1	80	1	150
PARTS ROOM (needs 4'x8' table)	#		1	190	1	300
REST ROOMS W/ SHOWER	#		2	160	2	160
VEHICLE WORK & STOR. BAY (5 @ 15'x 70') (existing)	*			5,250		10,000
PROPOSED HIGHWAY BLDG (Proposed 90' x 140' =	* see note			0		
WALLS & CIRCULATION						900
PERSONNELSPACE SUB-TOTAL						470
GENERAL OFFICE SUB-TOTAL						219

NOTE: Proposed new Highway Department Building at 90' x140' (12,600 sf) would include Personnel General Office Equipment, break room, map room, parts room, rest rooms, all to be added to 10,000 sf. This is proposed to be combined with the Police Department, Beautification and Wastewater Department , TI14, TI16 and TI17.

**** The existing Highway Department Building is proposed for demolition, The Salt shed is to remain and doubled in size, The Pole Barn is proposed to be repaced.**

SUB-TOTALS				6,080		12,599
FUEL CENTER (existing, to remain in separate building))	**			450		450
"POLE" BARN (existing to be replaced)	**			1,050		0
UTILITY BUILDING (existing)	*			80		0
STORAGE BUILDING (existing)	*			980		0
SAND & SALT SHED (existing to remain in separ't bldg)	**			1,000		2,000

AS PER INTERVIEW WITH MIKE PARENT,FARLEY EZZO & DAN BENTON - 11/1/12, AMENDED FEBRUARY, 2013

BEAUTIFICATION DEPARTMENT TI.16

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. SEXTON (Works from home)		SP1	0	1	0	1	0
2. REG	1	SP1	0	5	0	5	0
3. PART TIME		SP1	0	2	0	2	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				8	0	8	0

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
ALL EQUIPMENT & PERSONNEL SPACE IN WORK RM		SP1	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	8	16	8	16
SUB-TOTALS					16		16

SPECIAL FACILITIES DESCRIPTION			S.F.	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
SP1 WORK ROOM *				1	450	1	600
CONTAINER (storage) *				1	160	1	160
GARAGE *				1	900	1	1,200
					0		0
					0		0
					0		0
					0		0
SUB-TOTALS					1,510		1,960

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		1,526		1,976
INTERNAL CIRCULATION @ 25% *		4		4
EXTERNAL CIRCULATION @ 10%		153		198
DEPARTMENTAL TOTAL	8	1,683	8	2,178

AS PER INTERVIEW BILL DOLBECK- 11/1/12

* INTERNAL CIRCULATION INCLUDED IN BUILDING SPACE ALLOCATION

SPACE NEEDS ASSESSMENT

Town of Ticonderoga

WATER & WASTE WATER DEPARTMENT TI.17

PERSONNEL LEVEL OR DESCRIPTION	ADJ	STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				PERS	AREA	PERS	AREA
1. WATER/WASTEWATER DEP. SUPT (Derek Fleury)		POF	120	1	120	1	120
2. WATER PLANT OPERATOR	1	SP1	0	2	0	3	0
3. MEO	1	SP1	0	1	0	1	0
4. WATER/WASTEWATER MAINTENANCE PERSON	1	SP1	0	1	0	1	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
SUB-TOTALS				5	120	6	120

GENERAL OFFICE EQUIP'MT ITEM		STD	VALUE	CURRENT REQ'D		FUTURE REQ'D	
				QNTY	AREA	QNTY	AREA
COPIER, MEDIUM		CPM	50	1	50	1	50
FAX		FAX	15	1	15	1	15
COMPUTER DESK		OD	42	1	42	1	42
PRINTER		PTR	12	1	12	1	12
PLAN DESK 3' x6'		TD.60.36	48	1	48	1	48
BOOKCASE		BC	9	3	27	4	36
FILES		FILE	10	8	80	10	100
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
COATS/STAFF AREA		SA1	2	5	10	6	12
SUB-TOTALS					284		315

SPECIAL FACILITIES DESCRIPTION		S.F.	CURRENT REQ'D		FUTURE REQ'D	
			QNTY	AREA	QNTY	AREA
SP1 BREAK ROOM (Incl. table w/6 chrs, 6 lockers) **		380	1	380	1	0
PARTS/WORK/REPAIR *		600	1	600	1	600
STORAGE ROOM		300	1	300	1	360
SEWER PUMP/TEST TANK		120	1	120	1	144
VEHICLE STOR. (currently by Armory bldg & could remain)		3,000	0	0	0	0
could possibly be included in or near new bldg)			1	0	1	0
			1	0	1	0
SUB-TOTALS				1,400		1,104

TOTALS	CURRENT REQ'D		FUTURE REQ'D	
	PERS	AREA	PERS	AREA
SUB TOTAL		1,804		1,539
INTERNAL CIRCULATION @ 25% *		301	0	235
EXTERNAL CIRCULATION @ 10%		211		177
DEPARTMENTAL TOTAL	5	2,316	6	1,951

AS PER INTERVIEW DEREK FLEURY- 1/28/13

* INTERNAL CIRCULATION INCLUDED IN BUILDING SPACE ALLOCATION

**Can be combined with the Highway Department break room if in the same building

EXISTING CONDITIONS ASSESEMENT AND CAPITAL IMPROVEMENT PLAN

TOWN OF TICONDEROGA



Prepared by

ALFANDRE ARCHITECTURE, PC
Creating spaces and places of lasting beauty

EXISTING CONDITIONS ASSESSMENT AND CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

INTRODUCTION

The overarching intent of this ten year Capital Improvement Plan is to assess the current condition of each of the Town of Ticonderoga's facilities and to be an aid in preserving these capital assets of the Town. This Plan is organized into two major sections. The first is an Existing Conditions Report whose purpose is to ascertain the physical condition of the five Town of Ticonderoga public buildings which include:

- The Community Building (Town Hall)
- The Armory
- The Highway Department Garage
- The Library
- The Heritage Museum

Each of the five buildings were inspected and analyzed according to the following major building subsystems and site conditions:

- Building Envelope
- Mechanical Systems
- Electrical Systems
- Interior Finishes
- Health and Safety and Worker Productivity
- Site Features
- Energy Conservation

The second major section is the Capital Improvement Plan and is organized, identical to the Existing Conditions Report, on a building by building basis. Each building Capital Improvement Plan includes prioritized recommendations and their costs extending ten years into the future and is cross referenced to the Existing Conditions Report for clarity.

This Capital Improvement Plans was prepared by:

Alfandre Architecture, PC

22 North Front Street

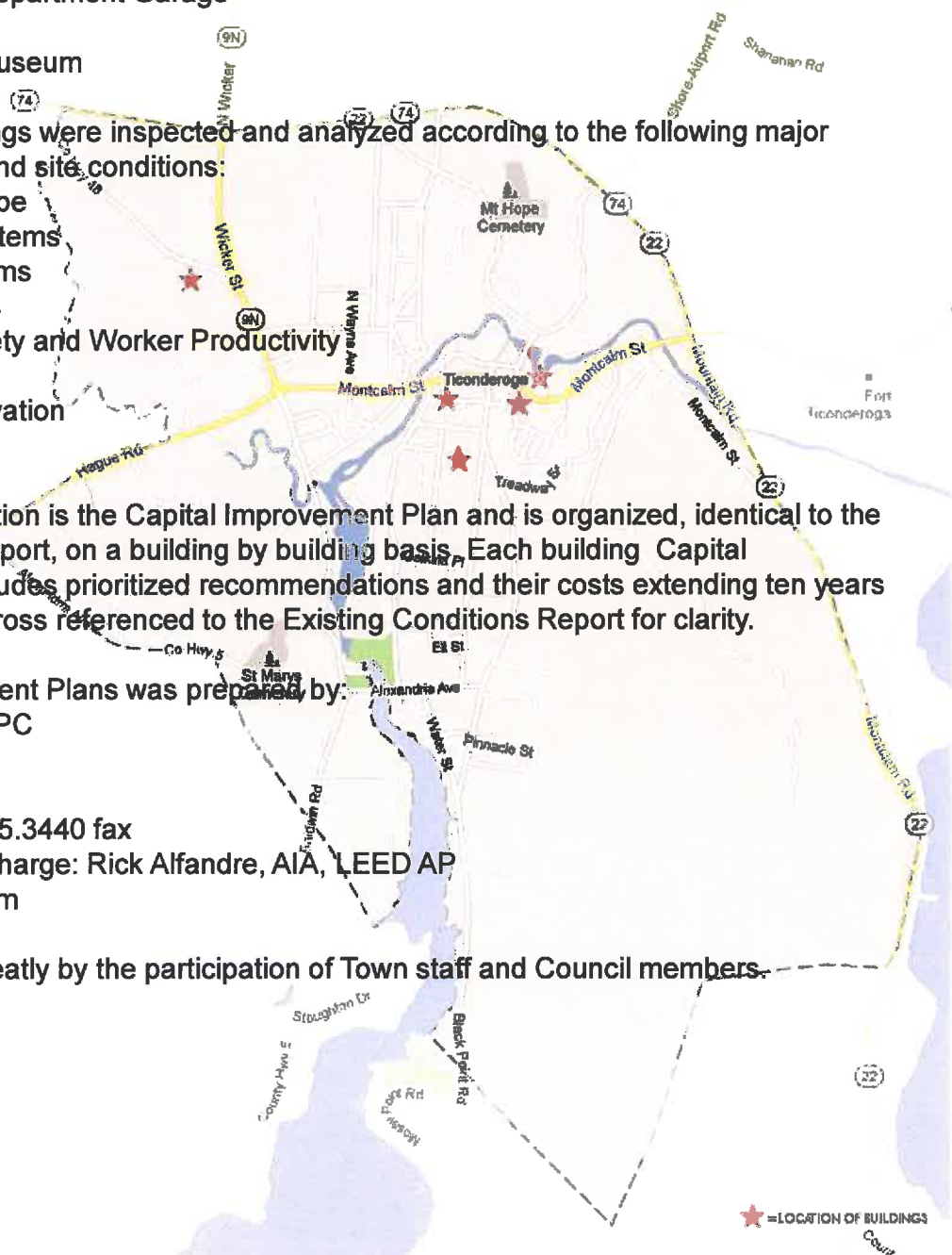
New Paltz, NY 12561

845.255.4774 845.255.3440 fax

Principal / Partner in Charge: Rick Alfandre, AIA, LEED AP

ralfandre@alfandre.com

This Plan benefited greatly by the participation of Town staff and Council members.



EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)



General Building Observation & Remarks

The Community Building (Town Hall) is located at 132 Montcalm Street, was constructed in 1927 and is on the Historical Register. Overall, this historic building is in sound condition. However, important capital improvements are needed to preserve its building envelope, the integrity of the boiler room and important site features.

BUILDING ASSESSMENT SUMMARY

Building Envelope:

Priority 2- *"A strong need for improvement"*

Mechanical Systems:

Priority 4- *"Improvements may be deferred"*

Electrical Systems:

Priority 4- *"Improvements may be deferred"*

Health, Safety, and Work Productivity:

Priority 4- *"Improvements may be deferred"*

Site Conditions:

Priority 2- *"A strong need for improvements"*

Energy Conservation:

Priority 3- *"A need for improvements"*

* Please see Appendix 1 for Priority definitions.



EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)

BUILDING ENVELOPE- EAST PORTICO

Repair stone walls around the east façade portico



Repair stone walls around the east façade portico



Clean and caulk floor of portico to prevent further infiltration

Repair the roof of the east façade portico.



EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)

BUILDING ENVELOPE



Repair roof on the northwest corner of building in or near to the cupola to prevent water damage to the interior spaces.



Air seal the roof from inside the attic space and where pipes penetrate the attic floor slab to reduce infiltration.



Reinstall west façade entry door for better closure.

EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)

BUILDING ENVELOPE



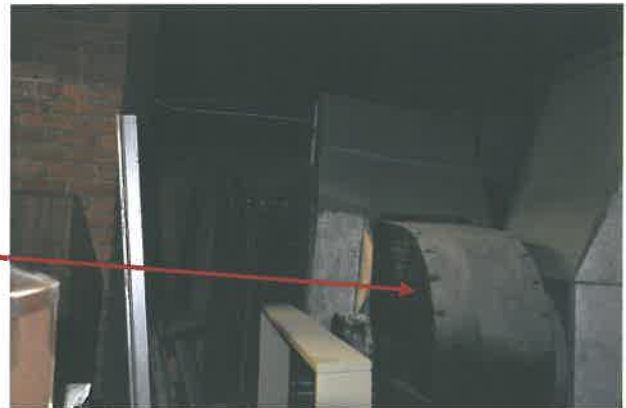
Caulk windows and doors to reduce infiltration

HEALTH, SAFETY, AND WORKER PRODUCTIVITY



Pipe insulation in the basement appears to have asbestos in it and, when verified, needs to be removed safely.

Repair existing exhaust ventilation to improve air flow.
NOTE: Long term solution is to replace window air conditioners with mini splits



Heating System- Convert steam to hot water heating.



EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)

SITE CONDITIONS



The slope of the parking lot adjacent to the southwest section of the building directs rain water runoff towards it periodically flooding the boiler room.



NOTE: The area adjacent to the building needs to be re-contoured to direct water away from the building.



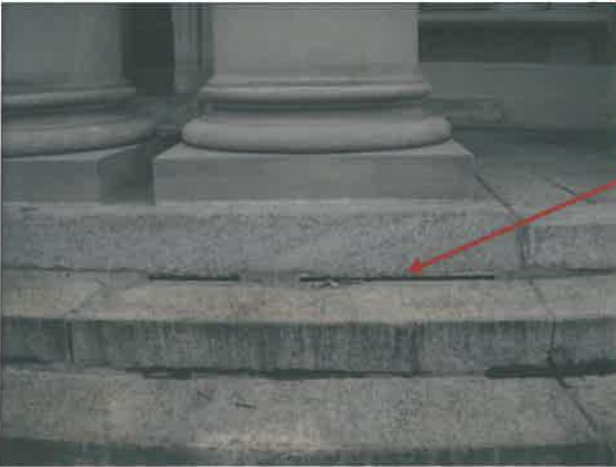
Repair stone walls near the southwest section of the building.



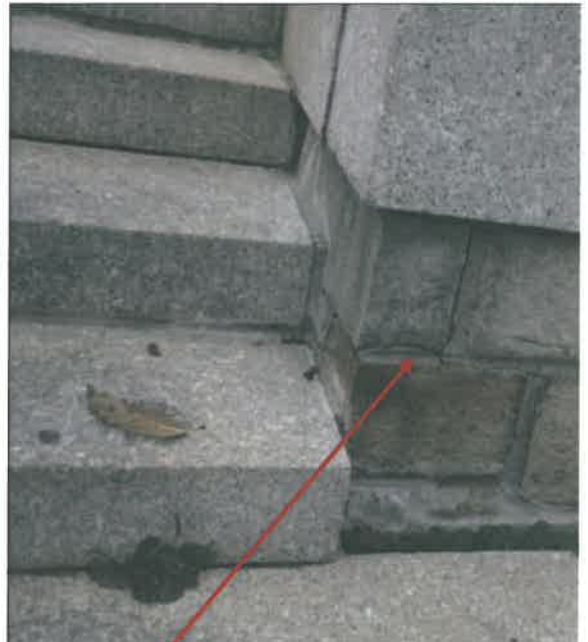
EXISTING CONDITIONS ASSESSMENT

Community Building (Town Hall)

SITE CONDITIONS



Upper main entrance stairs need to be repointed, and, in some instances, reset to prevent frost action from lifting and moving stone steps.



Lower main entrance stairs need to be repointed, and, in some instances, reset to prevent frost action from lifting and moving stone steps.

EXISTING CONDITIONS ASSESSMENT

New York State Armory



General Building Observation & Remarks

The NYS Armory is located at 315 Champlain Street, was constructed in 1934-35 and is on the Historical Register. The Armory no longer serves military purposes but is the home of important community functions including a Senior Center, pre-teen and teen activities, an alternative school and space for gymnastics. The Armory is a sound building. However, window repairs or retrofits and roof repairs will be required over the next ten years to maintain this condition. In addition, careful attention to the future integrity of the underground oil fuel tank will be critical. The Armory would also benefit from extensive energy conservation measures, for example lighting retrofits and heating plant controls, given its diverse spaces and uses.



BUILDING ASSESSMENT SUMMARY

Building Envelope:

Priority 2- *"A strong need for improvement"*

Mechanical Systems:

Priority 4- *"Improvements may be deferred"*

Electrical Systems:

Priority 4- *"Improvements may be deferred"*

Health, Safety, and Work Productivity:

Priority 4- *"Improvements may be deferred"*

Site Conditions:

Priority 2- *"A strong need for improvements"*

Energy Conservation:

Priority 3- *"A need for improvements"*

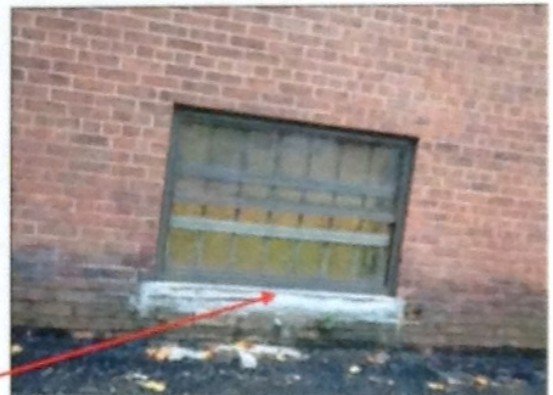
* Please see Appendix 1 for Priority definition.

EXISTING CONDITIONS ASSESSMENT

New York State Armory

BUILDING ENVELOPE

Repair and repoint brick work.



Repair and repoint stone sills



Windows need to be repaired and repainted especially in the gymnasium.



EXISTING CONDITIONS ASSESSMENT

New York State Armory

BUILDING ENVELOPE



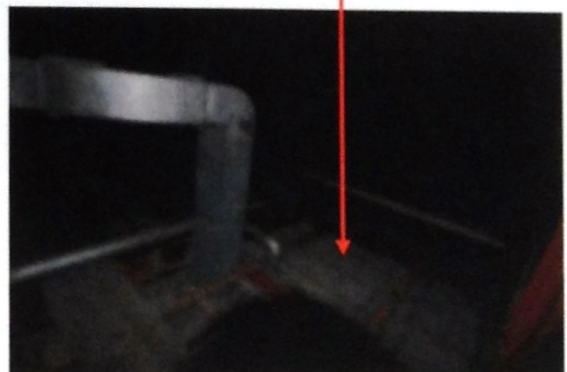
Repair or replace rusted chimney cap.



Interior Vestibule to limit heat loss at front door.



Insulate ceiling with cellulose and weather insulate hatchways to better control building temperature.

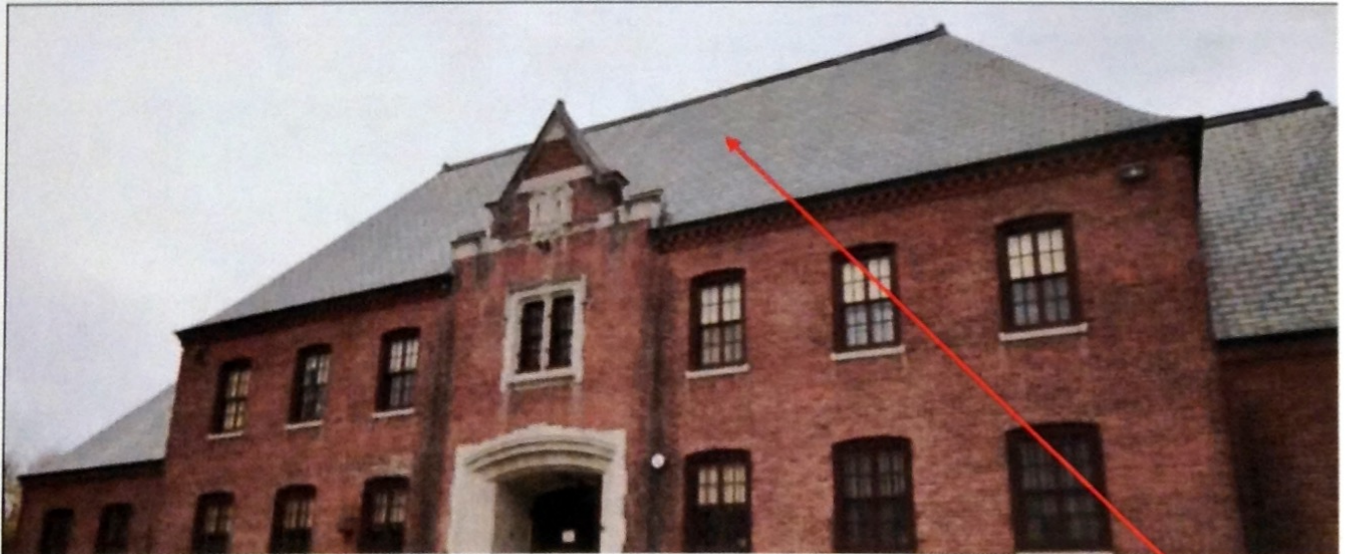


EXISTING CONDITIONS ASSESSMENT

New York State Armory

BUILDING ENVELOPE

Door and window caulking



Some shingles are cracked but no reported leaks. Yearly inspections and repair where necessary.

EXISTING CONDITIONS ASSESSMENT

New York State Armory

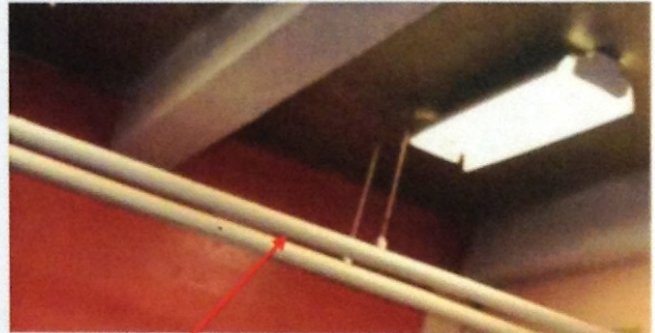
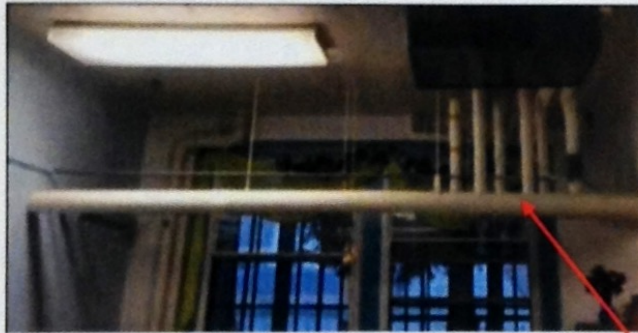
MECHANICAL SYSTEMS

Improved heating plant controls to more efficiently operate heating plant and improve comfort throughout the building.

NOTE: Fire + smoke alarms need to be inspected and verified to ensure they meet current building code for occupancy use



HEALTH, SAFETY, AND WORKER PRODUCTIVITY



Pipe insulation appears to have asbestos in it and, when verified, needs to be removed safely

Interior Vestibule to limit heat loss.



Improve Handicap access.
More aesthetically pleasing entrance



Renovate overhead door for better accessibility

EXISTING CONDITIONS ASSESSMENT

New York State Armory

SITE CONDITIONS



Remove and replace underground 8000 gallon fuel tank with interior tanks.



Trees should be trimmed so they do not lean against the building.



Improve storm water runoff and management. Improve grade to deflect water away from building to protect building envelope.



General Building Observation & Remarks

The Highway Department Building is located on Race Track Road and was constructed in 1947. It is the maintenance building for the Highway Department service vehicles, provides some storage of those vehicles and houses the offices for the Highway Department. This building is nearing the end of its useful life and the question of whether to renovate or replace it (or reuse it for other purposes – vehicle storage for example) will become very pressing in the near term. For the purposes of this report, we document and estimate those capital expenses required to make the Highway Department Building structurally and environmentally safe and to upgrade its building components so Highway Department activities can be performed more efficiently.



BUILDING ASSESSMENT SUMMARY

Building Envelope: Priority 1-
"Improvements to be done as soon as possible"

Mechanical Systems: Priority 1-
"Improvements to be done as soon as possible"

Electrical Systems:
Priority 4- "Improvements may be deferred"

Health, Safety, and Work Productivity:
Priority 1-
"Improvements to be done as soon as possible"

Site Conditions:
Priority 4- "Improvements may be deferred"

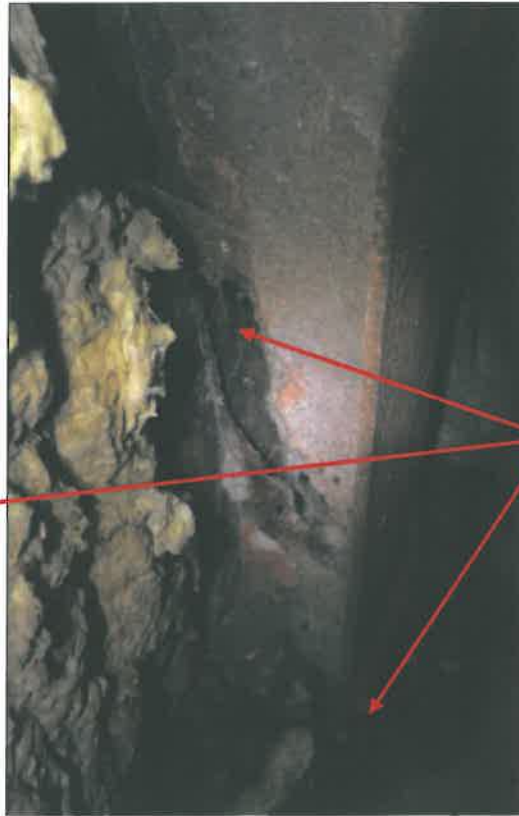
Energy Conservation:
Priority 3- "A need for improvements"

* Please see Appendix 1 for priority definitions.

EXISTING CONDITIONS ASSESSMENT

Highway Department Building

BUILDING ENVELOPE



Replace or repair ridged metal frame and reinforce structural connections between the wall systems and foundation.

Repair wall and roof systems to keep them from leaking water and air.



EXISTING CONDITIONS ASSESSMENT

Highway Department Building

HEALTH, SAFETY, AND WORKER PRODUCTIVITY



Install adequate heating and ventilation systems.

NOTE: Fresh air intake and exhaust systems are not adequate given the welding and repair activities being performed as well as the storage of solvents and fuels.



Provide additional storage to keep potentially harmful materials out of the working environment.



Provide adequate office and working spaces and improve overall lighting.



General Building Observation & Remarks

The Ticonderoga Heritage Museum is located at 137 Montcalm Street and was constructed in 1888. A major exterior renovation, including a new roof was completed in 2004. The Museum is open during late spring, summer and early fall. The Museum occupies the first floor of this two story building. Making the second floor, presently a storage area, useful for Museum or other activities is problematic given that egress is limited because of a narrow and steep staircase. A major renovation would be required to make the second floor publicly accessible and useful according to Building Code requirements. In addition, as documented below, water damage to the second floor has resulted in mold problems that would require attention. For the purposes of this report, it is assumed that the second floor will remain as it is and that the building will not be open during the heating season. However, the health issues associated with mold abatement are part of the capital improvement program for this building.

BUILDING ASSESSMENT SUMMARY

Building Envelope:

Priority 2- *"A strong need for improvements"*

Mechanical Systems:

Priority 3- *"A Need for improvements"*

Electrical Systems:

Priority 3- *"A need for improvements"*

Health, Safety, and Work Productivity:

Priority 2- *"A strong need for improvements"*

Site Conditions:

Priority 2- *"A need for improvements"*

Energy Conservation:

Priority 4- *"Improvements may be deferred"*

* Please see Appendix 1 for Priority definition.

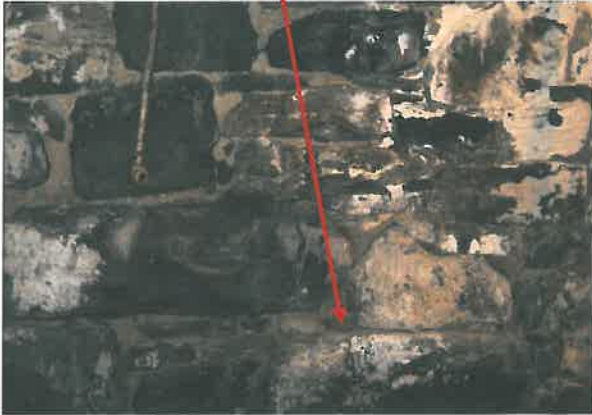


EXISTING CONDITIONS ASSESSMENT

Heritage Museum

BUILDING ENVELOPE

This foundation wall requires waterproofing and the redirection of water away from it as described below under "Site Conditions".



The stone and mortar foundation is passing water into the basement undermining its structural integrity and causing mold problems in the basement.



Scrape, caulk and repaint peeling windows.

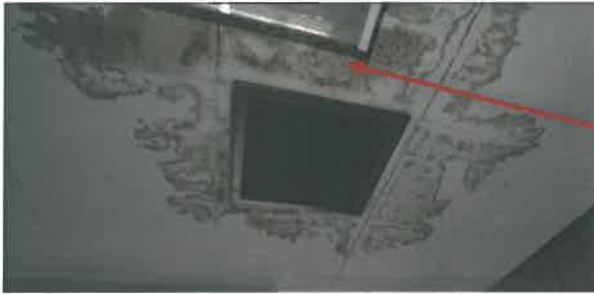
Note: The water damage evident on the second floor caused by a leaking roof was remedied by the installation of a new roof in 2004.



EXISTING CONDITIONS ASSESSMENT

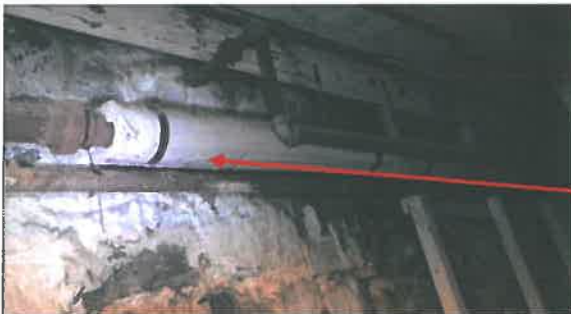
Heritage Museum

HEALTH, SAFETY, AND WORKERS PRODUCTIVITY



Mold abatement should be undertaken in the basement and on the second floor.

Lead paint contamination needs to be ascertained and abated throughout the building.



The pipe insulation in the basement appears to have asbestos in it and, when verified, needs to be removed safely.



Ceiling tiles on the second floor date to when many contained asbestos. When verified, they should be safely replaced (which could be coordinated with the mold abatement).

NOTE: Building Code defined Fire and Smoke Detection to be put in place

SITE CONDITIONS



Hydrostatic pressure is being put on the stone and mortar foundation wall because of the grade of the lawn area near to the building

The adjacent parking lot which is directing water against this side of the building.

NOTE: Foundation drains and landscaping that encourages water down the slope away from the building should mitigate this problem.



EXISTING CONDITIONS ASSESSMENT

Black Watch Memorial Library



General Building Observation & Remarks

The Library building is located at 99 Montcalm Street, was constructed in 1905. An addition to the library was completed in late 2009 which also included the upgrading of the mechanical systems. Lighting and interior finishes make for an inviting and comfortable library environment. However, as described below, building envelope concerns need to be addressed in the next five years.



BUILDING ASSESSMENT SUMMARY

Building Envelope:

Priority 2- *"A strong need for improvements"*

Mechanical Systems:

Priority 4- *"Improvements may be deferred"*

Electrical Systems:

Priority 4- *"Improvements may be deferred"*

Health, Safety, and Work Productivity:

Priority 4- *"Improvements may be deferred"*

Site Conditions:

Priority 4- *"Improvements may be deferred"*

Energy Conservation:

Priority 4- *"Improvements may be deferred"*

* Please see Appendix 1 for Priority definition.



Replace slate roofing on the southeast section of the older section of the Library building.



Scrape, caulk, and repaint peeling soffit and window areas

EXISTING CONDITIONS ASSESSMENT

Black Watch Memorial Library

BUILDING ENVELOPE



Short term: Repoint mortar joints, where necessary, on brick facade on the older section of the Library building.

Long term: Remove capstones and replace flashings for better water diversion



Add gutters, where necessary, to keep rainwater from the brick face and windows

BUILDING PRIORITIZATION & ESTIMATED EXPENSES**Category**

Indicates the fundamental concern that the project item addresses. There are six categories, follows:

BE	Building Envelope
MS	Mechanical Systems
ES	Electrical Systems
HSWP	Health, Safety, and Workers Productivity
SC	Site Conditions
EC	Energy Conservation
CH	Building Code & Handicapped Accessibility Issue

Priority

Indicates the relative urgency or need to complete these scope items. There are four priorities, as follows:

Priority 1 *"Improvements to be done as soon as possible"*

Code requirements which present serious life safety issues, requirements that must be addressed in any project.
Life safety issues that could have significant ramifications if not corrected.

Priority 2 *"A strong need for improvement"*

Less severe code requirements which do not pose immediate life safety issues.

Deficiencies that if not corrected now could allow significant damage to other aspects of the building and require substantial additional cost (I.E.: roof replacement).

Systems that no longer provide the required level of service, or need ongoing repair, or can not be repaired properly.

Systems that are aged where planned replacement can avoid significant disruption to the school that a failure could bring.

Priority 3 *"A need for improvement"*

Code requirements that may be "grandfathered."

Systems that perform a basic level of service but are inefficient or could provide a higher level of comfort or safety if replaced.

Systems that are aged where planned replacement can avoid interruption of service or programs.

Priority 4 *"Improvements may be deferred"*

Items that were considered desired but not essential to safety or system performance.

Items that could be done thru the ongoing maintenance program.

Items that were considered essentially aesthetic.

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

COMMUNITY BUILDING

Year 1

Category	Priority	Item Description	Cost
SC	1	Direct rainwater away from the southwest section of the building envelope to prevent boiler room flooding.	\$7,600
BE	1	Repair roof on the northwest corner of the building in or near to the cupola to prevent water damage to the interior spaces.	\$3,600
BE	2	Air seal the roof and attic penetrations to reduce infiltration.	\$17,300
HSWP	2	Perform asbestos abatement in the portions of the basement insulation that contain it.	\$20,200
EC	3	Persue NYSEDA energy conservation incentives for lighting retrofits.	\$2,200
MS	2	Provide or upgrade air conditioning.	\$59,600
MS	2	Renovate Meeting Room HVAC.	\$9,500
Item Subtotal			\$120,000

Year 2

Category	Priority	Item Description	Cost
SC	1	Repair stone walls near the southwest section of the building.	\$24,000
SC	1	Repair stone walls around the east façade portico.	\$56,000
BE	1	Repair the roof of the east façade portico.	\$3,400
EC	2	Caulk windows and doors to reduce infiltration.	\$4,900
Item Subtotal			\$88,300

Year 3

Category	Priority	Item Description	Cost
SC	2	Upper main entrance stairs need to be repointed and, in some instances, reset to prevent frost action from lifting and moving stone steps.	\$20,700
SC	2	Lower main entrance stairs need to be repointed and, in some instances, reset to prevent frost action from lifting and moving stone steps.	\$13,100
Item Subtotal			\$33,800

Year 4

Category	Priority	Item Description	Cost
BE	2	Reinstall west façade entry door for better closure.	\$1,700
Item Subtotal			\$1,700

Year 5

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 6 - 10

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0
Facility Total			\$243,800

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

NEW YORK STATE ARMORY

Year 1

Category	Priority	Item Description	Cost
HSWP	2	Pipe Insulation appears to contain asbestos and, when verified, needs to be removed and replaced safely.	\$20,200
HSWP	1	Fire and smoke alarms need to be inspected and verified they meet Building Codes given occupancy uses.	\$2,200
CH	1	Handicap access needs to be improved given occupancy uses.	\$7,300
MS	2	Improved heating plant controls.	\$115,200
BE	2	Repair and repoint brick work and stone window sills	\$62,000
Item Subtotal			\$206,900

Year 2

Category	Priority	Item Description	Cost
BE	2	Selected windows need to be scraped, caulked and repainted.	\$8,000
BE	2	Windows need to be repaired and repainted especially in the gymnasium.	\$21,600
EC	2	Caulk windows and doors.	\$14,200
Item Subtotal			\$43,800

Year 3

Category	Priority	Item Description	Cost
SC	3	Trim trees away from the building.	\$7,200
SC	2	Improve stormwater runoff and management.	\$20,000
BE	2	Repair or replace chimney cap.	\$2,300
SC	2	Improve grade conditions to protect building envelope	\$20,000
Item Subtotal			\$49,500

Year 4

Category	Priority	Item Description	Cost
SC	1	Replace underground storage tank.	\$148,400
EC	2	Insulate ceiling/ attic space with high density spray foam	\$23,800
Item Subtotal			\$172,200

Year 5

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 6 - 10

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0
Facility Total			\$472,400

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

HIGHWAY DEPARTMENT BUILDING

Year 1

Category	Priority	Item Description	Cost
BE	1	Provide temporary facilities for offices, equipment storage	\$100,000
BE	1	Reinforce structural connections between wall systems and foundation.	\$100,000
MS	1	Install adequate ventilation system.	\$40,000
HSWP	1	Provide additional storage to keep potentially harmful materials out of the working environment.	\$9,000
BE	1	Replace wall and roof systems to keep them from leaking water and air.	\$300,000
MS	1	Install adequate heating systems.	\$65,000
MS	1	Replace Plumbing systems.	\$30,000
MS	1	Replace lighting	\$60,000
BE	2	Reinstall and upgrade wall and roof insulation	\$60,000
HSWP	1	Provide adequate office and working spaces.	\$180,000
BE	1	Replace overhead doors	\$50,000
Item Subtotal			\$994,000

Year 2

Category	Priority	Item Description	Cost
BE	1	Provide 6,000 square feet of additional space to existing building.	\$420,000
Item Subtotal			\$420,000

Year 3

Category	Priority	Item Description	Cost
Item Subtotal			\$0

Year 4

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 5

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 6 - 10

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0
Facility Total			\$1,414,000

Note:

This document assumes that the rigid frame of the Highway Department can be repaired.

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

HERITAGE MUSEUM

Year 1

Category	Priority	Item Description	Cost
SC	2	Foundation drains on the parking lot side of the building and landscaping to direct water way from the building.	\$9,200
BE	2	Waterproof stone and mortar foundation wall.	\$1,200
HSWP	1	Install Building Code defined fire and smoke detection.	\$18,800
BE	2	Caulk windows and doors	\$8,500
Item Subtotal			\$37,700

Year 2

Category	Priority	Item Description	Cost
HSWP	3	Lead paint abatement where necessary.	\$20,200
HSWP	3	Asbestos pipe insulation and ceiling tile abatement where necessary.	\$7,200
Item Subtotal			\$27,400

Year 3

Category	Priority	Item Description	Cost
HSWP	1	Mold abatement should be undertaken in the basement and second floor and where necessary.	\$7,200
Item Subtotal			\$7,200

Year 4

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 5

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 6-10

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Facility Total \$72,300

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

BLACK WATCH MEMORIAL LIBRARY

Year 1

Category	Priority	Item Description	Cost
BE	2	Repoint mortar joints, where necessary, on brick façade on the older section of the Library building.	\$10,100
BE	2	Scrape, repair, caulk and repaint peeling soffit areas.	\$7,100
BE	2	Add gutters, where necessary, to the new section of the Library.	\$1,500
Item Subtotal			\$18,700

Year 2

Category	Priority	Item Description	Cost
BE	3	Scrape, caulk and repaint peeling window areas.	\$7,100
BE	3	Replace cap stones and flashings on brick façade.	\$10,800
Item Subtotal			\$17,900

Year 3

Category	Priority	Item Description	Cost
BE	2	Replace slate roofing on one section of the old part of the Library.	\$5,800
Item Subtotal			\$5,800

Year 4

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 5

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0

Year 6 - 10

Category	Priority	Item Description	Cost
			\$0
Item Subtotal			\$0
Facility Total			\$42,400

CAPITAL IMPROVEMENT PLAN

Town of Ticonderoga

ESTIMATED EXPENSES SUMMARY FORM

Year 1		Costs
	Community Building (Town Hall)	\$120,000
	New York State Armory	\$206,900
	Highway Department Building	\$295,500
	Heritage Museum	\$37,700
	Black Watch Memorial Library	\$18,700
Year Total		\$678,800
Year 2		Costs
	Community Building (Town Hall)	\$88,300
	New York State Armory	\$43,800
	Highway Department Building	\$65,000
	Heritage Museum	\$27,400
	Black Watch Memorial Library	\$17,900
Year Total		\$242,400
Year 3		Costs
	Community Building (Town Hall)	\$33,800
	New York State Armory	\$49,500
	Highway Department Building	\$155,000
	Heritage Museum	\$7,200
	Black Watch Memorial Library	\$5,800
Year Total		\$251,300
Year 4		Costs
	Community Building (Town Hall)	\$1,700
	New York State Armory	\$172,200
	Highway Department Building	\$0
	Heritage Museum	\$0
	Black Watch Memorial Library	\$0
Year Total		\$173,900
Year 5		Costs
	Community Building (Town Hall)	\$0
	New York State Armory	\$0
	Highway Department Building	\$0
	Heritage Museum	\$0
	Black Watch Memorial Library	\$0
Year Total		\$0
Year 6 - 10		Costs
	Community Building (Town Hall)	\$0
	New York State Armory	\$0
	Highway Department Building	\$0
	Heritage Museum	\$0
	Black Watch Memorial Library	\$0
Year Total		\$0
		\$1,346,400

ALTERNATIVES ANALYSIS FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga



Prepared by

ALFANDRE ARCHITECTURE, PC
Creating spaces and places of lasting beauty

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

INTRODUCTION AND APPROACH TO ANALYSIS

It is the general consensus among Town of Ticonderoga officials and staff that the existing physical plant housing the Police Department offices and operations is inadequate.

Relocating the Police Department to more efficient premises entails an analysis of alternative sites and existing or new buildings where this can be accomplished.

The relocation alternatives to be analyzed include the following:

- The existing Armory located at 315 Champlain Street.
- The existing Rite Aid building located off of Montcalm Street.
- A newly constructed public safety complex that includes the Fire and Police Departments located on Montcalm Street.
- A newly constructed Town complex that includes the Highway, Police, Water and Beautification Departments located at Race Track Road.
- A renovated Community Building / Town Hall where the Police Department could be located in the bottom floors near to the Court facilities.

The alternatives analysis will proceed in two major steps:

First, a **Preliminary Analysis** will be undertaken to identify the two relocation alternatives that will then be given a more in-depth analysis under **Comparing the Highly Ranked Alternatives**.

PRELIMINARY ANALYSIS

The first major step is to narrow the range of candidates down to two with those two candidates given a more in-depth analysis.

This step will include the preparation of a decision matrix (sometimes referred to as a Pugh Matrix named after its creator). In many engineering and planning circles, the decision matrix is a valuable tool where the goal is to choose between a list of alternatives where the optimal alternative is required and you are deciding on the basis of multiple criteria. For example, a company has five alternative processes to the one it's using, and it wants to know if any of the five is better or not.

It accomplishes this by first identifying the important criteria by which the various alternatives are going to be analyzed. For the purposes of this step, the criteria are:

- Relocation and Construction Costs
- Site Control
- Site Location
- Space Availability
- Design Flexibility (in meeting Police Department space needs)

The criteria are then assessed, quantifiably, against the existing Police Department facilities (the baseline condition) using the following five-point scale:

- +2 = much better than
- +1 = better than
- 0 = equal to
- -1 = worse than
- -2 = much worse than

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

To further refine the analysis, the criteria are weighted to reflect their importance in comparison to each other. For example, overall costs could be seen as being more important than site location.

Adding up the scores of each alternative helps identify the most viable alternatives.

The second step is to discuss the results of the decision matrix in a "pros" and "cons" narrative form that can add characteristics to analyzing the various alternatives that could be missed from the more quantitative approach of the decision matrix.

THE DECISION MATRIX

Assumptions for Preparing the Decision Matrix

Criteria

- Relocation and Construction Costs: As a general rule of thumb, new construction is less costly than extensive renovations on a per square foot basis.
- Site Control: For a municipality, owning the building and/or site where the expansion of public facilities is to be located is preferable to negotiating the price and sale of a building / site and raising the money to pay for it.
- Site Location: Locating on a main thoroughfare in the downtown area is preferable to being outside of it.
- Space Availability: Space availability is greater for new construction compared to existing buildings.
- Design Flexibility: Overall design flexibility is greater for new construction compared to existing buildings.

Weighting in Order of Importance

- Relocation and Construction Costs: 40% - Costs are weighted most heavily because they are the primary concern.
- Site Control: 20% - Site control impacts on overall costs and construction coordination.
- Site Location: 15% - Location becomes important because the Town prefers a Police Department presence in the downtown area.
- Design Flexibility: 15% - Design flexibility impacts cost, productivity and efficiency, health and safety and aesthetics.
- Space Availability: 10% - Particularly important to the use of existing buildings, this is less of a factor for new construction.

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

Decision Matrix for Relocating Town of Ticonderoga Police Department

		Criteria					Total
		Costs	Site Control	Site Location	Space Availability	Design Flexibility	
Alternatives	Weight	40%	20%	15%	10%	15%	100%
Armory	Raw	1	0	1	1	1	4
	Weighted	0.4	0	0.15	0.1	0.15	0.8
2. Rite Aid Building	Raw	1	-2	2	1	1	3
	Weighted	0.4	-0.4	0.3	0.1	0.15	0.55
3. Public safety complex that includes the Fire and Police Departments	Raw	1	-2	2	1	1	3
	Weighted	0.4	-0.4	0.3	0.1	0.15	0.55
4. Town complex that includes the Highway and Police Departments	Raw	2	0	0	2	2	6
	Weighted	0.8	0	0	0.2	0.3	1.3
5. Renovated Town Hall	Raw	1	0	2	1	1	5
	Weighted	0.4	0	0.3	0.1	0.15	0.95

NARRATIVE DISCUSSION

Pros and Cons of the individual alternatives.

- The Armory. The Armory was first identified as the building having the greatest potential as the new home for the Police Department. This initial view had merit in that the Town owned it and the Armory had a variety of spaces that could be renovated for Police Department uses. However, as the alternative analysis and the dialogue with the Town proceeded, important questions arose as to its viability as the location of the Police Department. The most prominent was the cost of renovating the Armory given its layout of spaces, mechanical and heating systems and overall masonry structure. Another critical factor in evaluating the Armory is whether non-recreation activities would be allowed there. While there is precedent for this, it is not assured. Another important consideration is its current use, to almost full capacity, by community groups who would be displaced by the relocation of the Police Department to this building.
- The Rite Aid building. The major advantage to this alternative is its location in the downtown area. Otherwise it is weak in all the other criteria.
- A public safety complex that includes the Fire and Police Departments. This alternative has merit across all criteria except site control. Given the immediacy of the need to begin the planning and construction process to relocate the Police Department, this is a major drawback. The negotiations to secure this site and then define the relationship with the Fire Department in cooperative terms that allows both Departments to perform well could prove lengthy.
- A Town complex that includes the Highway, Police, Water and Beautification Departments. This alternative is rated the highest because its only major constraint is its location outside the downtown area. Site control of a land parcel that can accommodate, with well executed planning and design, the needs of the Town's departments is key to a cost effective approach. This is especially relevant to the Town's need to upgrade the Highway Department's building with the needs of the Police Department in a coordinated and economical manner.

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

- The renovated Town Hall to accommodate the Police Department ranks second primarily because of its location on Montcalm Street and the Town's ownership of the building. As previously noted, renovation costs are usually higher than those associated with new construction especially with buildings on the Historical Register as the Community Building / Town Hall is.

COMPARING THE HIGHLY RANKED ALTERNATIVES

A more detailed analysis will compare the two most highly ranked alternatives:

- A Police Department located at a newly constructed Town Facilities Complex at the Highway Department site on Race Track Road that would also include the Highway, the Water / Sewer and Beautification Departments.
- Renovate the Community Building / Town Hall so the Police Department can have a long term home there. This alternative assumes the relocation of some Town offices to the Armory.

This comparison will be based on rudimentary Concept Plans that have been prepared for both buildings and will account for the space needs of the Police Department as shown in the separate document "Space Needs Assessment". In addition to the space needs, the following building design concerns have been considered in the preparation of the Concept Plans:

- Handicap Accessibility
- Required Entrances and Exits
- Energy, Maintenance and Operational Costs
- Parking
- Health and Safety

The main features of the two buildings as shown on the Concept Plans (please see Appendix 1) are:

- A Police Department as part of a Town Facilities Complex: A long rectangular pre-engineered steel building would be erected on site with the Police Department facing the street and the Highway Department at the rear of the building to allow for greater equipment access. The existing building would be renovated to serve as cold storage for equipment.
- The Community Building / Town Hall: The basement floor is entirely dedicated to the Police Department as well as the offices on the first floor now occupied by the Department of Motor Vehicles. The Department of Motor Vehicles would be relocated to the Armory.

The Concept Plans provide the square footage needed to estimate the construction costs for the two alternatives on a square foot basis for either new or existing buildings. These cost estimates are expressed as a range of costs given that detailed construction documents have not been prepared from which an estimate can be drawn from:

Police Department as part of the Town Facilities Complex: 4,500 square feet x \$75 per square foot to \$110 per square foot = \$337,500 to \$495,000

Renovate the Community Building / Town Hall: 4,300 square feet x \$90 per square foot to \$135 per square foot = \$387,000 to \$580,500.

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

These cost estimates reflect the rule of thumb that renovation costs are generally higher than those associated with new construction. This is especially so in regards to the \$135 per square foot cost where the operational and security needs of the Police Department will require structural, mechanical, and lighting changes to a building on the Historical Register. While it is possible that a unique set of circumstances could make the cost of renovating the Community Building / Town Hall less than constructing a new building at the Highway Department site, it is unlikely.

With the Concept Plans and cost estimates as essential reference points, we weight the “pros and cons” of the two alternatives.

The underlying rationale for locating the Police Department in the Community Building / Town Hall is its location. There is a strong need expressed by community officials for a police presence on Montcalm Street. However, there are important limitations to the Community Building / Town Hall as the future home to the Police Department which includes the following (many of which would increase design and construction costs):

- The operational and, especially, the security requirements of the Police Department could very well translate into significant modifications to the Community Building / Town Hall.
- The Community Building / Town Hall is on the Historical Register making façade adjustments (especially signage), adding secure entrances and exits and site changes more complicated from design and regulatory perspectives.
- Existing parking in the rear of the building is limited and would have to be substantially increased to accommodate the Police Department and its associated activities.
- Required entrances and exits would to be added to the building to accommodate the Police Department and its associated activities.
- In all likelihood, handicap access would have to be increased and improved.

The major disadvantage to locating the Police Department at the Highway Department site is its distance from Montcalm Street. The advantages to this alternative are those come with an adequately sized site and new construction versus extensive renovations and include:

- Design flexibility to minimize energy, maintenance and operational costs.
- Important site planning considerations, for example parking and vehicle turning radiuses, can be more adequately addressed without expensive remedies.

ANALYSIS OF ALTERNATIVES FOR RELOCATING THE POLICE DEPARTMENT

Town of Ticonderoga

CONCLUSIONS AND RECOMMENDATIONS

From the vantage points of construction, energy, operational and maintenance costs and design flexibility, a new building at the Highway Department is the better of the two alternatives. However, this does not address the community's desire to have a Police Department presence on or near to Montcalm Street, the Town's main street, and a primary reason for considering the Community Building / Town Hall, to begin with, as the future home of the Police Department.

To address this need of a police presence on Montcalm Street, we recommend a Police Department satellite office in the Community Building / Town Hall in the offices now occupied by the Department of Motor Vehicles.

Rather than move the Department of Motor Vehicles to the Armory (where it does not complement the recreational and educational uses presently there), we recommend that the Department of Motor Vehicles be moved to the basement of the Community Building / Town Hall, probably in the spaces now occupied by the Library Annex.

Please see Appendix 1 for these Concept Plans.

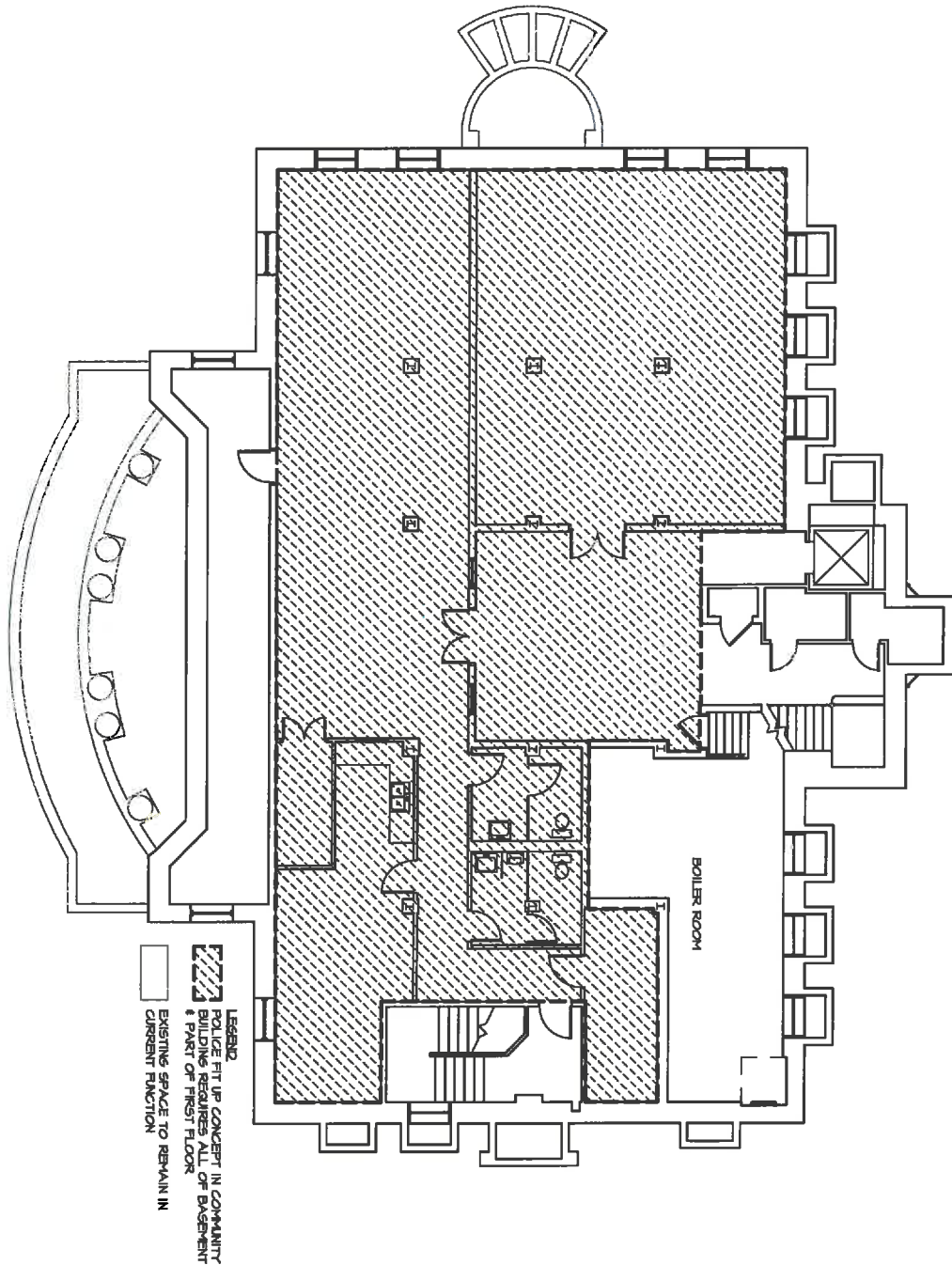
Next Steps

Moving forward, we propose preparing a development plan that includes a new building at the Highway Department site and a Police Department satellite office in the Community Building / Town Hall. This development plan would be described with:

- A Preliminary Site Plan
- Concept Plans
- Cost Estimates
- Development Sequencing

APPENDIX 1

1 BASEMENT PLAN
2 SCALE: 3/32" = 1'-0"



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CONCEPT 1
SHEET 1 OF 5

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TOWN OF TICONDEROGA COMMUNITY BUILDING

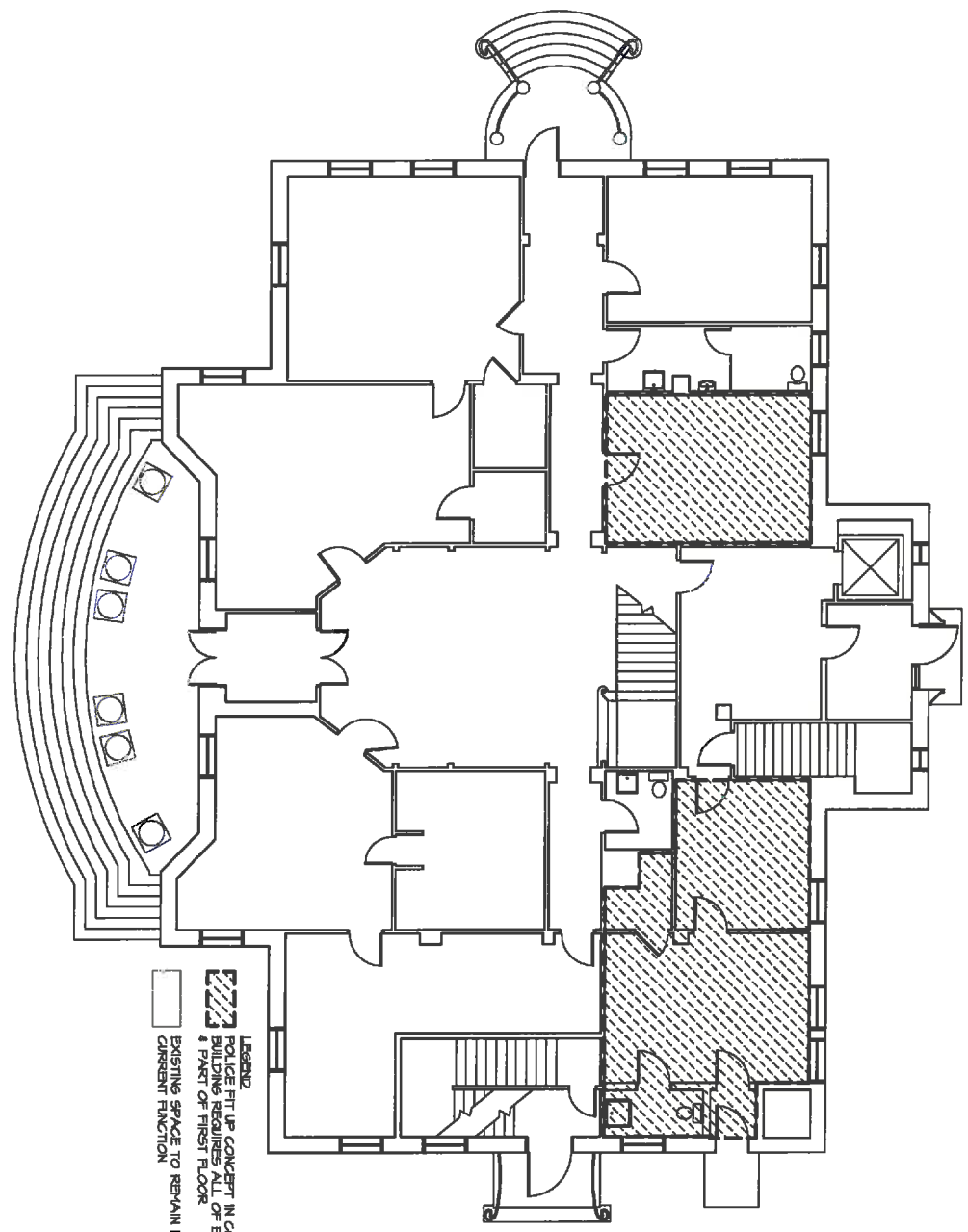
MONTGOMERY ST.

TICONDEROGA, NY

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PHONE (845)255-4714 E-MAIL: RALFANDRE@ALFANDRE.COM

2 FIRST FLOOR PLAN
 SCALE 1/8" = 1'



LEGEND
 POLICE FIT UP CONCEPT IN COMMUNITY BUILDING REQUIRES ALL OF BASEMENT & PART OF FIRST FLOOR
 EXISTING SPACE TO REMAIN IN CURRENT FUNCTION

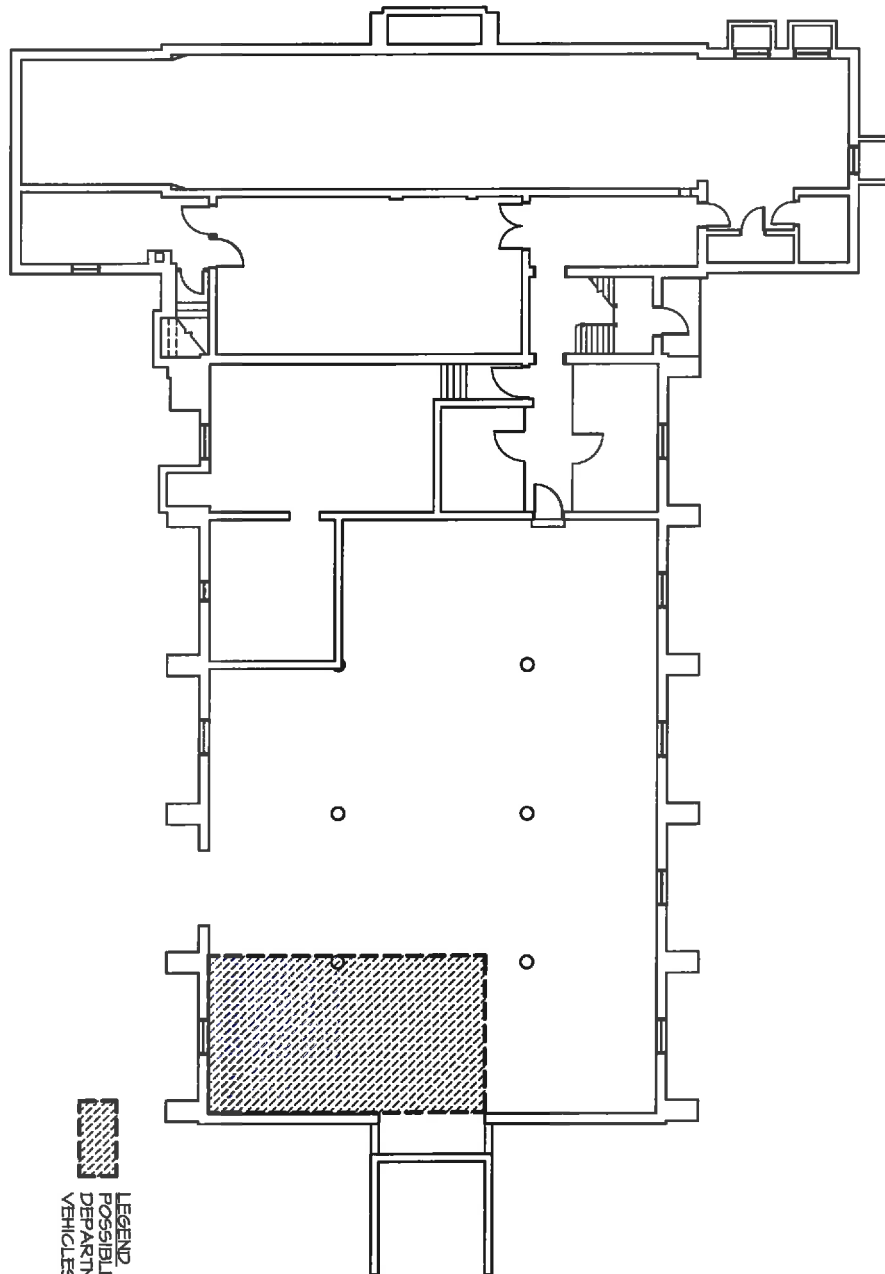
1. TOWN OF TICONDEROGA
 COMMUNITY BUILDING
 SHEET 2 OF 3

C-2
 CONCEPT 1
 SHEET 2 OF 3

DATE: 06/11/13
 DRAWN BY: J-112
 CHECKED BY: SHC

TOWN OF TICONDEROGA
 COMMUNITY BUILDING
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 TICONDEROGA, NY

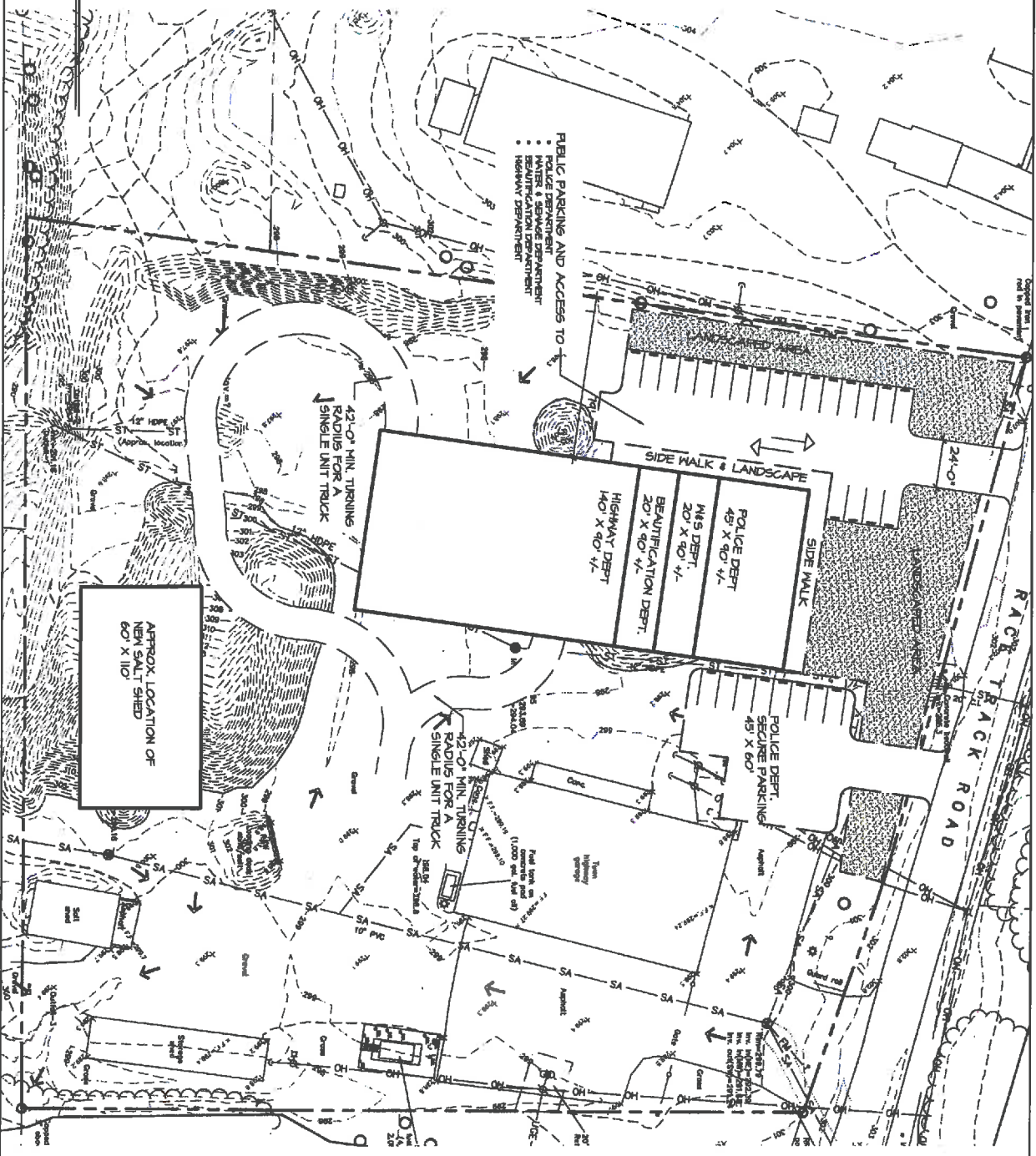
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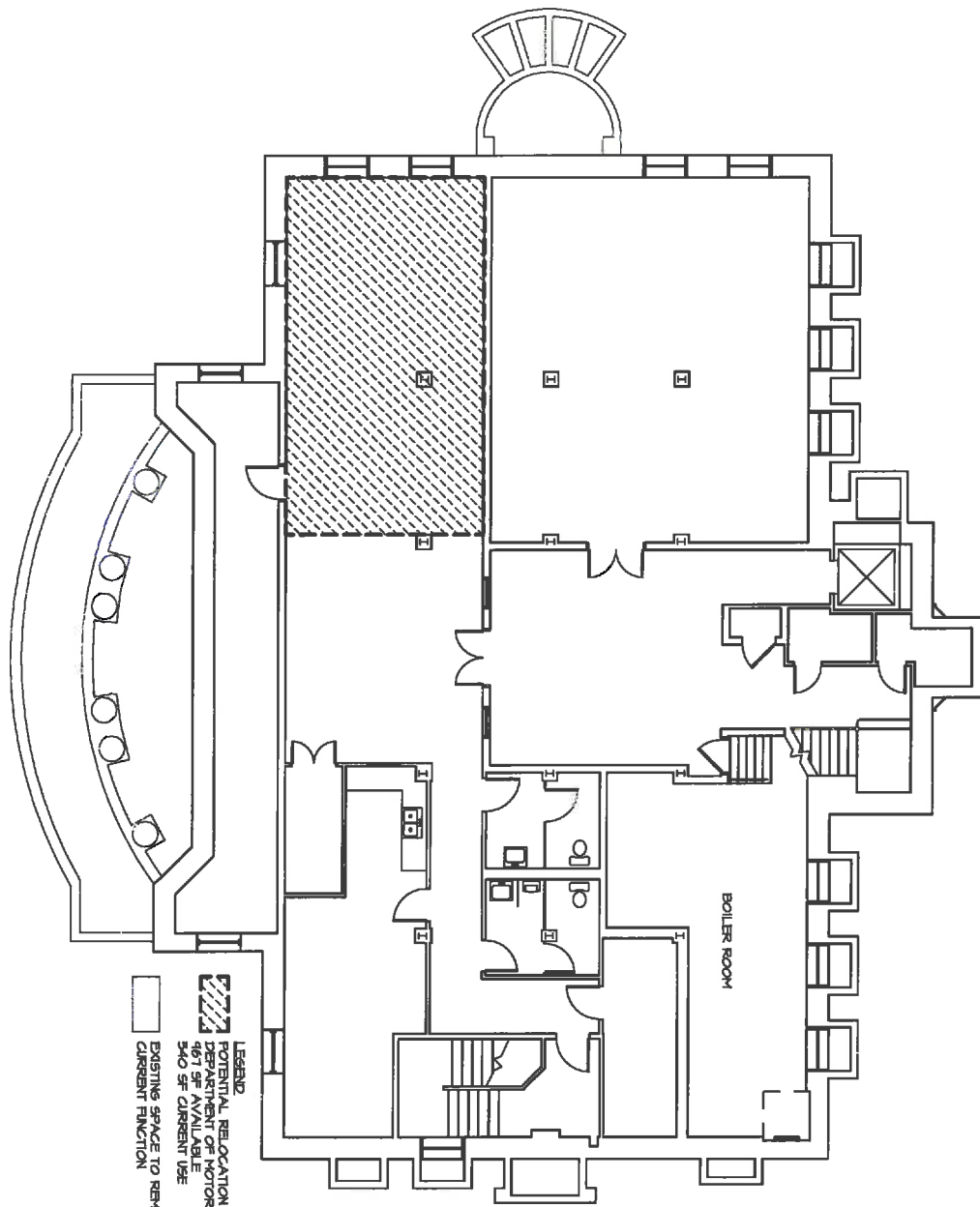


1 BASEMENT PLAN
SCALE: 1/8" = 1'-0"

LEGEND
POSSIBLE LOCATION OF
DEPARTMENT OF MOTOR
VEHICLES IN ARMORY BASEMENT

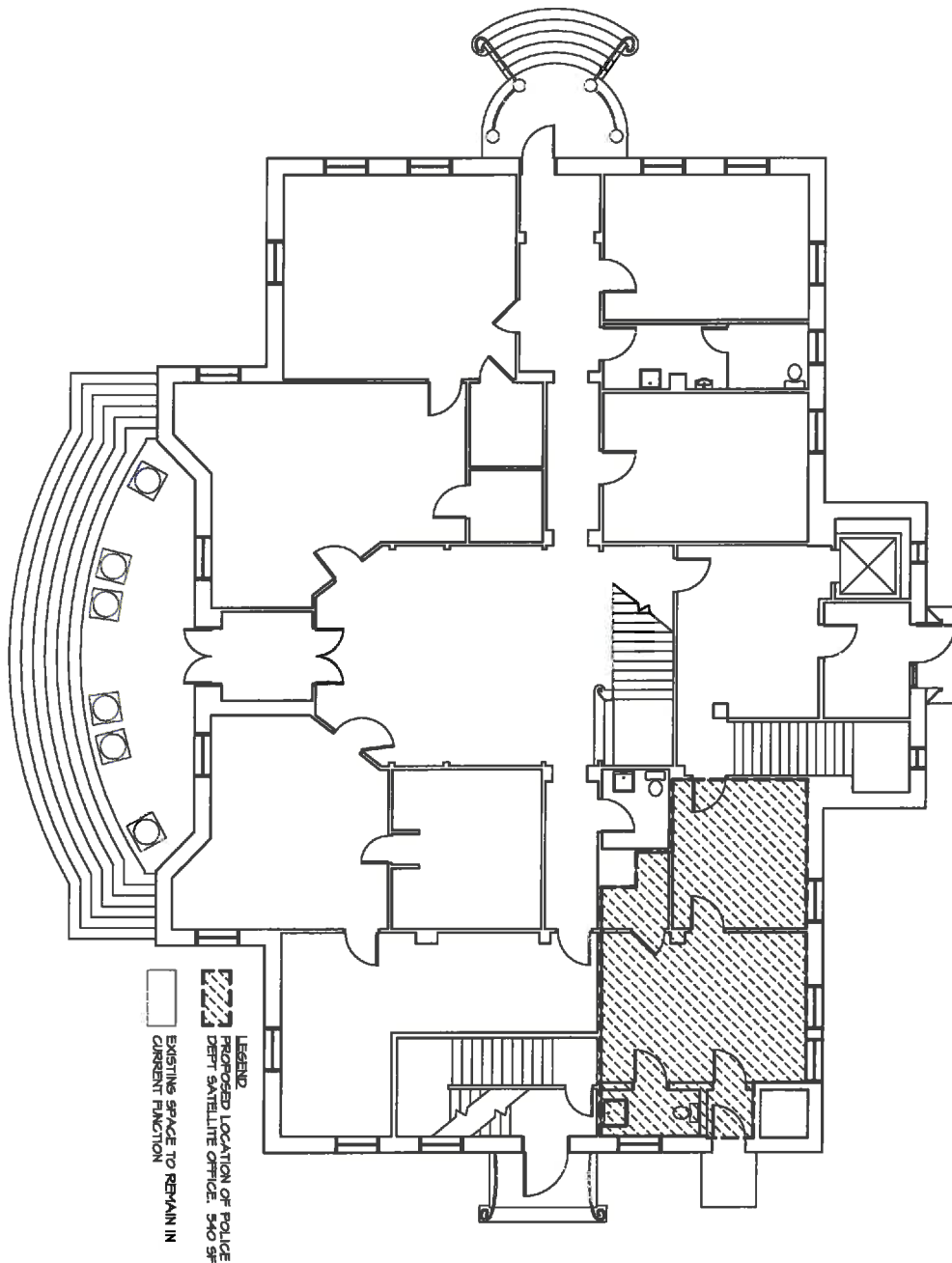
SITE PLAN
SCALE: 1" = 50'-0"





1
C3
BASEMENT PLAN
SCALE: 3/32" = 1'

1 FIRST FLOOR PLAN
 29 SCALE 3/32" = 1'-0"



TOWN OF TICONDEROGA
 COMMUNITY BUILDING
 12/12/13

CONCEPT 3
 SHEET 2 OF 2

DATE: 12/12/13
 DRAWN BY: SHC

TOWN OF TICONDEROGA
 COMMUNITY BUILDING
 MONTCALM ST.
 TICONDEROGA, NY

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Community Facilities Development Plan

As documented in the "Alternative Analysis for Relocating the Police Department" and the "Existing Conditions Reports", the Community Facilities Development Plan, in summary, is based on upon the need to:

- Relocate the Police Department to larger and safer quarters and, given that the Water and Beautification Departments occupy the same site, find a better home for these important Town functions (allowing the possible future sale of this site to help finance needed Town facilities).
- To replace the primary building where the Highway Department conducts its business given the deteriorated and unhealthy condition of the present Highway Department building.
- Establish a Police department presence near to or on Main Street.

The Highway Department site has been identified as the location where these needs can be best addressed in that owning the site where the expansion of public facilities is to be located is preferable to negotiating the price and sale of a building / site and raising the money to pay for it.

The Community Facilities Development Plan can be understood as a newly constructed Town Facilities Complex at the Highway Department site (which includes the Police, Highway, Water / Sewer and Beautification Departments) with a Police Department satellite office at the Community Building / Town Hall located in the offices now occupied by the Department of Motor Vehicles (the recommended alternative stemming from the "Alternative Analysis for Relocating the Police Department").

This Plan for a Town Facilities Complex and Police Department satellite office is organized into four parts.

The first part includes a preliminary site plan of the Highway Department site showing a newly constructed building that houses the Police, Highway, Water / Sewer and Beautification Departments, parking areas and other important site features. A square footage summary is presented on the site plan to aid the reader in understanding how the space requirements of the different Town departments have been satisfied. Also included under this first part is a floor plan of the Community Building / Town Hall showing the location of the Police Department satellite office. Both the preliminary site plan and floor plan can be found under Appendix 1.

Next, we present concept plans and renderings of the Town Facilities Complex at the Highway Department site. The intent is to illustrate how the proposed building can be well integrated into the Highway Department site as well as presenting important design and construction information on the proposed building. The concept plans and renderings can be found under Appendix 2.

The third part of the Community Facilities Development Plan lays out a development schedule of how the overall design, planning and construction process for the construction of the new Town Facilities building can unfold. By presenting the individual steps to the overall process and their general time frames, we hope to educate the reader to the considerations and realities of undertaking this important and ambitious building project. The development schedule can be found under Appendix 3.

Finally, we present general cost estimates for the construction of the Town Facilities building and the renovation of the Community Building / Town Hall. These estimates, showing a low to high range of costs, should be understood as reference points for community discussion on how to best allocate valuable financial resources and are based on historical costs (It is important to emphasize that these fiscal reference points should not be confused, especially in terms of accuracy, with cost estimates based on approved construction documents).

COMMUNITY FACILITIES DEVELOPMENT PLAN

Town of Ticonderoga

The cost estimates are based on the following assumptions:

- New construction of the Town Facilities building: \$75 per square foot to \$110 per square foot.
- Renovation of Community Building / Town Hall to house a satellite office of the Police Department: \$90 per square foot to \$135 per square foot.

The general estimated costs for the new Town Facilities building are broken out by Department in the table presented directly below:

COST ESTIMATES			
Department	Square Feet	Estimate at \$75 sf	Estimate at \$110 sf
Police Department			
Office / Secure Area	3,200	\$ 240,000	\$ 352,000
Public Space	850	\$ 63,750	\$ 93,500
Total	4,050	\$ 303,750	\$ 445,500
Water / Sewage Department			
Office / Secure Area	700	\$ 52,500	\$ 77,000
Public Space	200	\$ 15,000	\$ 22,000
Garage Space	900	\$ 67,500	\$ 99,000
Total	1,800	\$ 135,000	\$ 198,000
Beautification Department			
Office / Secure Area	700	\$ 52,500	\$ 77,000
Public Space	200	\$ 15,000	\$ 22,000
Garage Space	900	\$ 67,500	\$ 99,000
Total	1,800	\$ 135,000	\$ 198,000
Highway Department			
Office / Secure Area	3,300	\$ 247,500	\$ 363,000
Public Space	300	\$ 22,500	\$ 33,000
Garage Space	9,000	\$ 675,000	\$ 990,000
Total	12,600	\$ 945,000	\$ 1,386,000
Total	20,250	\$ 1,518,750	\$ 2,227,500
Total with 20% Contingency		\$ 1,822,500	\$ 2,673,000

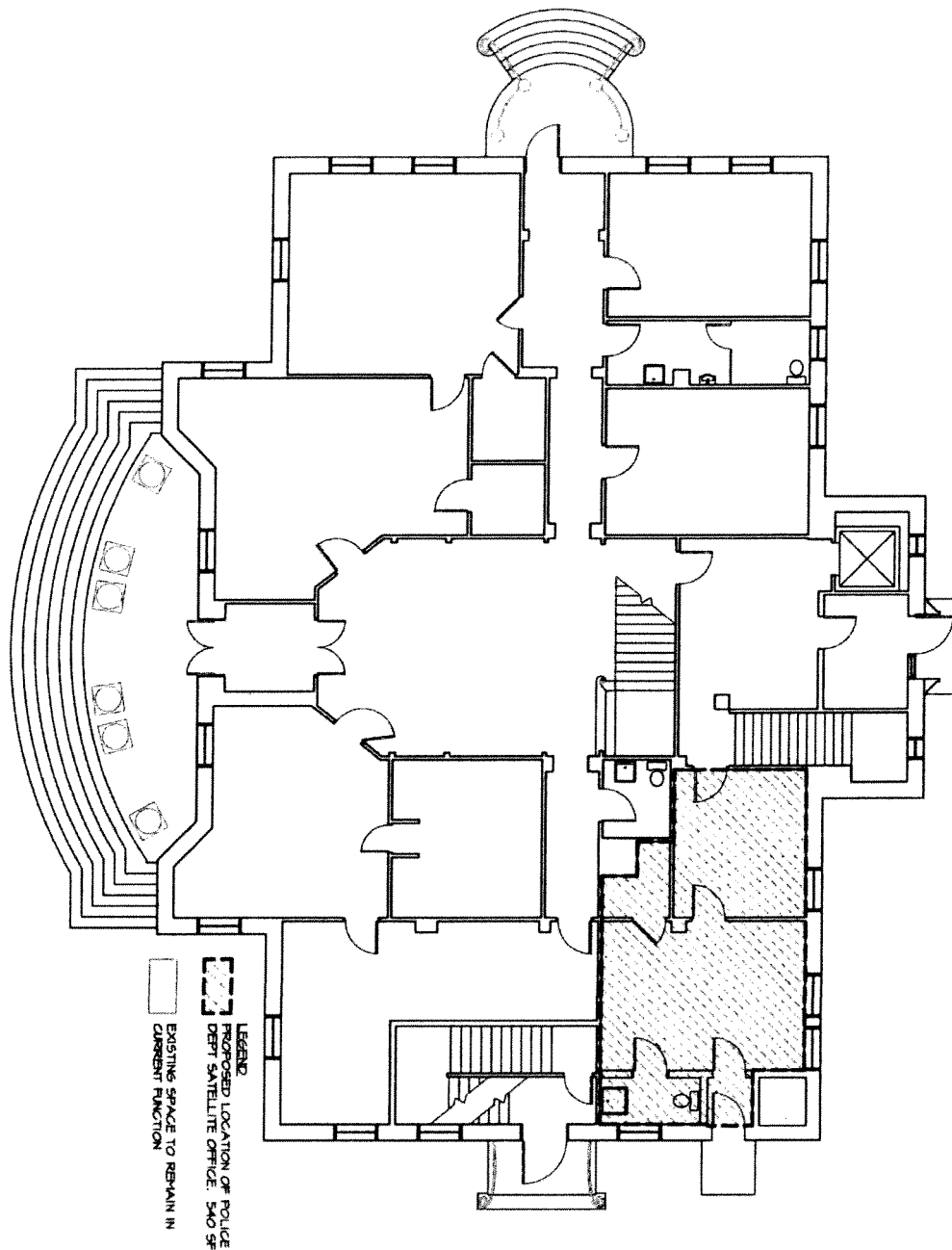
In regards to the estimated costs associated with putting into place a Police Department satellite office where the Department of Motor Vehicles is now housed at the Community Building / Town Hall, we can calculate the following: 540 square feet x \$90 per square foot to \$135 per square foot = \$48,600 to \$72,900.

Contingency - The total values shown in this document are estimates based on construction costs for the year 2013. Assume a 5 percent escalation in labor and materials per year.

*All costs and areas are estimates. All numerical values are generated for comparative project evaluations. These figures are based upon the square footage figures generated by the 'Needs Analysis and Programming Study' and do not reflect an actual design. As a result actual costs may vary significantly up or down. Only by obtaining bids from qualified bidders can the true and actual construction cost, at current market rates, be determined.

APPENDIX 1

1
FIRST FLOOR PLAN
SCALE 3/8" = 1'-0"



LEGEND
 [DASHED RECTANGLE] PROPOSED LOCATION OF POLICE
 DEPT SATELLITE OFFICE: 540 SF
 [SOLID RECTANGLE] EXISTING SPACE TO REMAIN IN
 CURRENT FUNCTION

TOWN OF TICONDEROGA
 COMMUNITY BUILDING
 FIRST FLOOR PLAN
 SHEET 2 OF 4

C2-2
 CONCEPT
 SHEET 2 OF 4

DATE: 10/17/18
 DRAWN BY: RALF ANDRE

CHECKED BY: RALF ANDRE

SCALE: 3/8" = 1'-0"

PROJECT NO: 18-001

TOWN OF TICONDEROGA
 COMMUNITY BUILDING

MONTGOMERY ST.

TICONDEROGA, NY

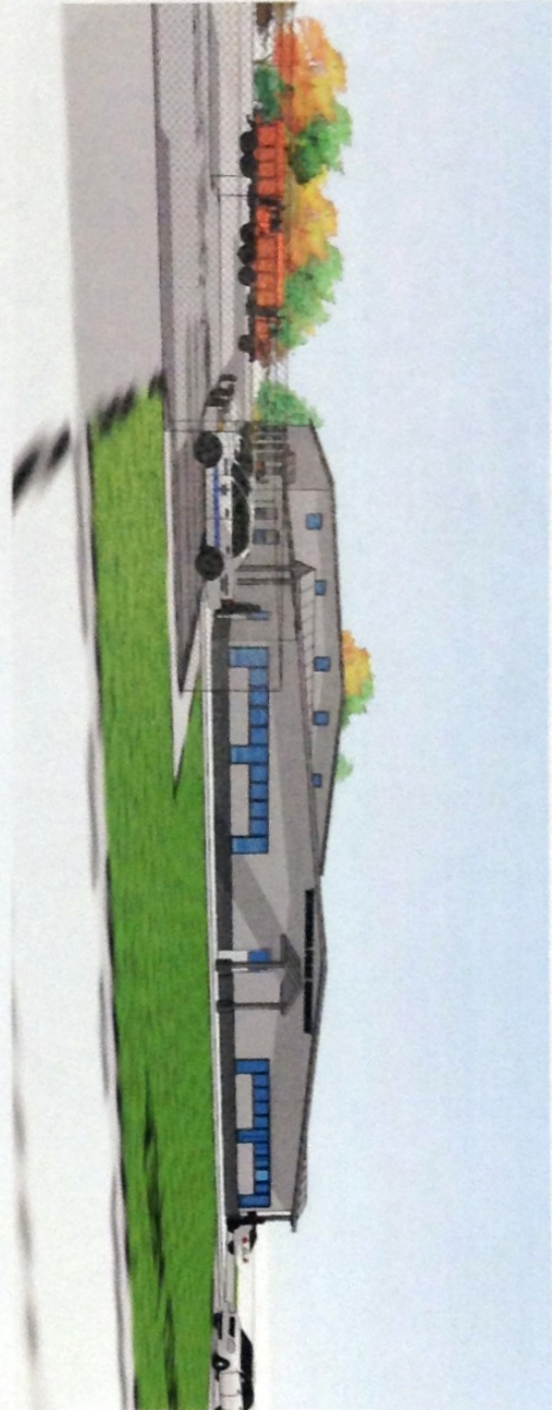
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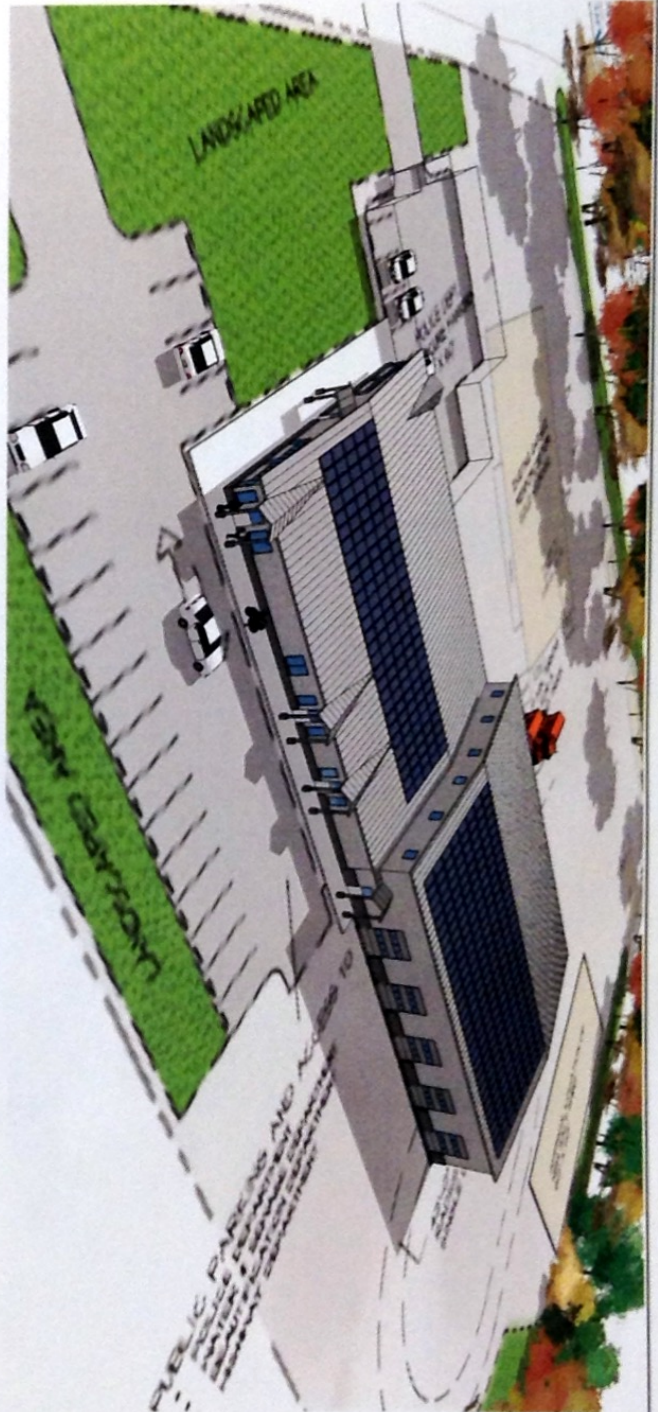
PHONE: (845) 255-4714

E-MAIL: RALFANDRE@ALFANDRE.COM

APPENDIX 2



TOWN OF TICONDEROGA HIGHWAY DEPARTMENT RACE TRACK ROAD TICONDEROGA, NY	SHEET NO. 08/15/13	DRAWN BY RAC	CHECKED BY RAC	PROJECT NO. 12-112	DATE 08/15/13	TOWN OF TICONDEROGA HIGHWAY DEPARTMENT WITH POLICE, WATER & SEWER, BEAUTIFICATION RACE TRACK ROAD TICONDEROGA, NY	ALFANDRE ARCHITECTURE PC <i>Creating spaces and places of lasting beauty</i> 22 N. FRONT STR. SUITE 201 NEW PALTZ NEW YORK 12561 PHONE (845) 255-4714 E-MAIL: RALFANDRE@ALFANDRE.COM
	CONCEPT 2 SHEET 3 OF 4 C2-4						



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TICONDEROGA HIGHWAY DEPARTMENT WITH POLICE, WATER & SEWER, BEAUTIFICATION RACE TRACK ROAD TICONDEROGA, NY</p>	<p>ALFANDRE ARCHITECTURE PC <i>Creating spaces and places of lasting beauty</i> 22 N. FRONT STR. SUITE 201 NEWMARKET, NJ 07654 PHONE (201) 255-4774 E-MAIL: RALFANDRE@ALFANDRE.COM</p>
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APPENDIX 3

Development Sequencing

I. Proposal/Contract for Architecture Services

- a. Correspondence with the Town
- b. Contract approval

I. Pre-Design Phase

- a. Data gathering
- b. Review site conditions
- c. Confirm program

I. Schematic Design Phase

- a. Site plan with building foot print
- b. Conceptual floor plan(s)
- c. Spatial layouts of Town departments
- d. Conceptual building elevations

I. Design Development Phase

- a. Floor plan
- b. Elevations
- c. Building sections
- d. Code Analysis

I. Construction Documents Phase

- a. Site plan
- b. Floor plan w/ notes and dimensions
- c. Elevations w/ notes and dimensions
- d. Building sections w/ notes and dimensions
- e. Construction details w/ notes and dimensions
- f. Structural documents
 - i. Foundation plan
 - ii. Structural steel layout
 - iii. Structural steel details
 - iv. Roof framing plan

II. Bidding Phase

- a. Bid document preparation
- b. Document distribution
- c. Issue addenda if necessary
- d. Obtain bids
- e. Assist in contractor selection process

I. Construction Phase

- a. Administer the contract for construction
- b. Shop drawings from building provider (+/-4 weeks)
- c. Building components delivered to site (+/-10 weeks)
- d. Building erection
- e. Project observation
- f. Evaluate completed work
- g. Report findings

Occupancy