

1. Agenda

Documents:

[FSN AGENDA 03.14.2022.PDF](#)

2. Meeting Materials

Documents:

[CONTEXT PRESENTATION SUMMARY 03.14.2022.PDF](#)



**Facilities and Space Needs Committee
Meeting Agenda
Monday, March 14, 2022
10:00 am
This is a Hybrid meeting.**

You are invited to a Zoom meeting.
Topic: Facilities and Space Needs Committee

Register in advance for this webinar:
https://ogunquitpd-org.zoom.us/webinar/register/WN_jliklZDwSyaAgEI4iEFi_A

After registering, you will receive a confirmation email containing information about joining the webinar.

1. Call to Order
2. Roll Call
3. Review and Approve the Minutes - March 7th minutes if available
4. Old Business
Discussion -Second Draft of Space Needs Assessment
5. New Business
Summary of Assessment Reports on Dunaway and OVS
6. Public Comments*
7. Next Meeting - Suggested items for Agenda
8. Adjourn

** We ask that people keep comments brief and to the point, that comments be respectful and that you begin by stating your name and your affiliation with Ogunquit (i.e., resident, taxpayer, voter, business owner, etc.).*

*The "Raise Hand" function in Zoom will be used to recognize those who wish to participate. Chat messages or Facebook Live Comments will not be acknowledged * We ask that people keep comments brief and to the point, that comments be respectful and that you begin by stating your name and your affiliation with Ogunquit (i.e., resident, taxpayer, voter, business owner, etc.).*

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OGUNQUIT – CAMPUS FEASIBILITY ASSESSMENT
SUMMARY OF BUILDING & SITE ASSESSMENTS
14 MARCH 2022

Ogunquit Village School - Summary of Assessment

Plumbing – existing conditions:

1. All fixtures are in poor condition and are not recommended for re-use.
2. None of the fixtures comply with accessibility requirements.
3. Piping for domestic water and hot water is not insulated and not easily accessed. Existing system does not have a mixing valve or an expansion tank.
4. Drainage system is composed of cast iron and PVC.

Recommendations:

1. Replace plumbing fixtures with new high-efficiency fixtures. (install accessible fixtures where required including drinking fountains)
2. Replace domestic water piping with piping that is code compliant.
3. Provide new high efficiency LP gas fired domestic hot water heater including mixing valve.

Fire Protection – existing conditions:

1. Single zone dry system throughout the building. System is no longer active.
2. Air compressor is no longer functioning.

Recommendations:

1. Replace system in its entirety with a wet system in all heated areas.
2. Install a dry system in the attic.
3. Install a backflow preventer and new compressor

HVAC – existing conditions:

1. Existing heating system has been disconnected and is disabled.
2. 2020 – installation of a Buderus boiler that connects to large unit heaters via exposed PEX tubing.
3. No AC or mechanical ventilation in the building.
4. No combustion air system in the main boiler room.

Recommendations:

1. Buderus boiler can be re-used.
2. New heating terminal units shall replace existing unit heaters.
3. New mechanical ventilation needs to be installed. Outdoor air needs to be filtered with demand control by occupancy.
4. Replace all non-code compliant wiring.

Electrical Systems – existing conditions:

1. Some vintage and some upgrades with code.
2. Upgrade have been marginally sized and are not suitable for an expansion / renovation project.
3. Fire Alarm System is not addressable
4. No emergency power

Recommendations:

1. Replace electrical panels with new service rate for 600 A.
2. Provide an emergency generator
3. Provide adequate and code required interior & exterior lighting.
4. Provide new addressable, code compliant, Fire Alarm System.
5. Replace all non-compliant wiring.

Structural – existing conditions:

1. Existing foundations, where visible, are in good condition.
2. Exterior wall framing is light-framed wood studs with diagonal board sheathing. Bulges in the exterior wall were observed and corrections have been made that appear to be sufficient.
3. Floor framing consists of steel beams with wood joist framing.
4. Roof framing consists of wood framing with wood trusses and bracing.

Recommendations:

1. Existing floor framing is not adequate for current office loading and will need to be reinforced with the addition of new wood joists sistered to existing joists as well as steel plates welded to the existing steel beam bottom flanges. (70-80% of floor area would need to be reinforced.)
2. The existing roof framing is not adequate for current code required snow loading. Based on calculations of the existing framing, 65-75% of the existing framing will need to be reinforced.
3. The existing framing is not adequate to provide the required lateral load and seismic resistance. The following upgrades would be required: sheathing of interior and exterior faces of exterior walls to create rigid shear walls to resist lateral forces.



S. Judson Dunaway Community Center - Summary of Assessment

Plumbing – existing conditions:

1. The plumbing systems have been updated as part of building renovations and upgrade projects. The lower-level bathrooms appear to meet accessibility requirements. Single user bathrooms in the building do not appear to meet accessibility requirements.
2. Water, drainage and sanitary piping appear to be in good condition. The drainage system, sanitary and venting, are PVC and can be reused if a renovation is planned.
3. Admin water heater (50-gallon tank) was replaced in 2021 and is in good condition. There is no mixing valve on the system to prevent scalding.
4. The Police Dept has an electric tank type water heater with 6-gallon capacity. The heater was manufactured in 2015 and is in fair condition.

Recommendations:

1. Replace plumbing fixtures with new high-efficiency fixtures. (Accessible fixtures where required including drinking fountain on the lower level)
2. Add mixing valves to Admin water heater system to prevent scalding.
3. Police water heater requires a drip pane below it if reused and not mounted on the floor.

Fire Protection – existing conditions:

1. The Dunaway Center does not have an automatic sprinkler system.

Recommendations:

1. A hydrant flow test is required to determine Municipal Water Supply capacity. If the water pressure is not adequate, a fire pump will be needed.
2. Installation of an automatic sprinkler system.

HVAC – existing conditions:

1. Town Hall admin and Police Department have independent systems
2. Town Hal HVAC is in fair working condition and is nearing its usable life.
3. Town Hall / Auditorium AC system is nearing its usable life and does cool the spaces sufficiently. (Also, it uses R-22 refrigerant which is being phased out)
4. Mechanical ventilation in the building is minimal at best.
5. Combustion air system in the boiler room of Town Hall has an inoperable damper.

Recommendations:

1. New Systems for Town Hall and Police Dept.
2. New mechanical ventilation to be installed.



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3. Fully operational combustion air is required in all boiler rooms.
4. Zoning and control systems for heating and cooling.

Electrical Systems – existing conditions:

1. Some vintage and some upgrades based on code requirements
2. Upgrades have been marginally sized and are not suitable for an expansion / renovation project.
3. Fire Alarm System is not addressable

Recommendations:

1. Replace electrical panels with new service rate for 400 A.
2. Provide a new emergency generator
3. Provide occupancy sensors
4. Provide adequate, and code base, interior & exterior lighting and energy efficient fixtures.
5. Provide new addressable, code compliant, Fire Alarm System.
6. Replace all non-compliant wiring.

Structural – existing conditions:

1. Existing foundation walls are cast-in-place concrete.
2. Lower-level floor is a concrete slab on grade.
3. Exterior wall framing is light-framed wood studs with plywood sheathing and a brick veneer face.
4. Floor framing consists of wood framing, 2x12's at 16" O.C. with plywood floor sheathing at the Admin Offices and concrete slab on metal deck with metal bar joists at 2'-0" O.C. below the auditorium. The wood framing is supported by wood bearing walls or wood beams.
5. Roof framing consists of prefabricated wood trusses at 2'-0" O.C. with plywood sheathing. Cross gable Admin roof has gable-shaped wood trusses with sheathing.

Recommendations:

1. Roof trusses will likely require reinforcement if attic insulation is upgraded, or the building is upgraded to an essential facility. Reinforcement would consist of sistering LVLs to the truss chords and sistering the web members or adding horizontal bracing. Diagonal bracing would need to be added for stability of the roof trusses as well as the gable end trusses.
2. It is unlikely the existing building meets today's requirements for an essential facility. Since the building has served the Police Department adequately with the police for some time, the Town has the authority to "grandfather" the structure and waive the upgrade requirements for an essential facility. Roof reinforcement associated with upgrades to attic insulation, as described in item 1 above, would be required regardless of the essential facility classification.



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3. If the building is required to be upgraded to an essential facility, our opinion is that it could be achieved with minor structural upgrades. These would include, but not be limited to, installation of hurricane ties for the roof trusses, installation of blocking and fastening between wall studs at the perimeter of the building, and additional anchorage of the walls to the foundations.

Ray Hamlin and Gene McSweeney – Supervisors, Visitors Services

Present:

1. The current office is located on the lower level of the Dunaway Center off the central passage / community space. The office is used to manage the metered parking lots. The parking lots are located at:
 - Perkins Cove
 - Obed's Lot
 - Lower Lot off River Road
 - Main Beach Lot off Beach Street
 - Footbridge Lot off Ocean Street
 - North Beach Lot off Marshview LaneThere are 6 metered lots in total.
2. Capacity of all the lots is 1,150 spaces
3. Revenue from meters is \$2-2.5M per year. Payment is made at the meter with a credit card. Beginning in April 2022, payment can be made using a mobile phone app.
4. Metered parking is enforced from mid-April (Patriots Day) to end of October. Meters are turned off Nov. 1st through the Thursday before Patriot's Day. Meters hours are 8:00 AM – 9:00 PM daily except for the Footbridge and North Beach Lots hours which are 8:00 AM – 8:00 PM.
5. Visitor Services has Co-Supervisors and two part time Assistant Supervisors.
6. Visitor Services employs 21 – 24 seasonal staff. Attendants work 9:00 AM – 5:00 PM or 7:00 AM to 5:00 PM. Attendants work a 6 or 8 hour shift, Attendants report to the Visitor Services' office (Dunaway Center) in the morning and at the end of the day.
7. There are booths set up in each lot for attendants. Each booth houses the following equipment and furnishings:
 - Chair for Attendant
 - Portable signage
8. Attendants notify Police /Fire Department via an emergency channel on their repeater radios. Interdepartmental communication uses a separate channel on the repeater radios.



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9. **Dunaway Visitor Services Office** requires the following equipment and furnishings:
 - (2) desks
 - (2) task chairs and (2) side chairs
 - (2) computers
 - (1) desktop printer
 - (3) vertical file cabinets (2- 4 drawer and 1- 5 drawer)
 - Office should accommodate 3 people at all times (2 Supervisors and 1 Assistant Supervisor, or a guest)
 - Regular part-time staff is (2) Supervisors and (2) Seasonal part-time Assistant Supervisors
 - Door to current office has a glass panel – important to keep this in new office.
 - Office needs multiple power outlets and multiple USB charging stations.

10. **Dunaway Beach Permit Office** requires the following equipment and furnishing:
 - (1) desk
 - (1) task chair
 - (1) computers
 - (1) worktable with shelving over
 - (1) lateral file cabinet
 - Office is open from 8:00 AM – 4:00 PM daily
 - Office should accommodate 1 person at all times (1 Administrator – currently Ilene)
 - During off-season, the administrator provides assistance to other departments in Town Hall.

11. **Visitor Office Storage Requirements:**
 - Paper supplies
 - Spare parts for parking meters
 - Uniforms
 - Storage for all cell phones, printers, and equipment in booths (chairs, signage, etc.)
 - Records are stored in file cabinets
 - Currently VS office has two large closets with sliding doors.

12. **Equipment required by Visitor Services:**
 - (1) Gas powered scooter (Winter storage is required)
 - (4) “Future” Electric bikes (Winter storage is required for bicycles – Dunaway Center?)
 - (8) Cell phones for lot attendants – charging station needed to charge phones at night in VS office.
 - (8) Portable printers for attendants - charging station needed to charge printers at night in VS office
 - (8) Repeater radios - charging station required (shelf with power strips is used presently) in VS office
 - Office has a kitchen with a sink and REF. A kitchen is not needed in a future office.

13. **Operations:**
 - VS hosts all-staff meetings twice per year (in season)
 - VS hosts 1 – 2 training sessions in season
 - VS hosts half staff meetings +/- 6 times per year
 - All meetings and training sessions are housed in the open area on the lower level or in the auditorium when it is available.

14. **Daily Operation of Attendants:**
 - In AM, attendants come to Visitor Services Office and pick up bag. (Bag contains cell



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phone, portable printer, repeater radio, key for booth & parking lot, and key for VS office.)
In PM, attendants return bag to VS office and plug in cell phone, portable printer, and
repeater radio into charging station. Key is left in the bag and the door to VS office locks
when pulled shut.

15. Future:

Beach Permit Office: would like a workstation on a table outside of the office so permit
applications can be done on-line or remotely. Currently permit process is manual – car
license number is written on the pass manually.

Visitor Services could benefit from a **shared conference room**. Vendors provide
demonstrations of new equipment or programs applicable to VS' operations.

2120: 6.1, 5

