

December 2005 - January 2008

# Feasibility Study

EAST HAMPTON, CT

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# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## TABLE OF CONTENTS

### **Introduction**

Introduction	1.1.1
Key Personnel	1.2.1
Architect's Contact List	1.3.1
List of Buildings	1.4.1
Site Location Plan	1.5.1

<b>Executive Summary</b>	<b>2.1</b>
--------------------------	------------

### **Existing Facility / Site / MEP Conditions - Municipal**

Town Hall	3.1.1
Police Department	3.2.1
Community Center	3.3.1
Board of Education	3.4.1

### **Existing Facility / Site / MEP Conditions - Educational**

Memorial Elementary School	3.5.1
Center Elementary School	3.6.1
East Hampton Middle School	3.7.1
East Hampton High School	3.8.1

### **Proposed Schemes**

Overview	4.1
Proposed Sites	

<b>Programming and Space Utilization</b>	<b>5.1</b>
--	------------

<b>Cost Estimates and Timelines</b>	<b>6.1</b>
-------------------------------------	------------

<b>Additional Schemes</b>	<b>7.1</b>
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### **Appendix**

NESDEC Report	
Meeting Minutes	

### **References\***

<i>Indoor Air Quality Assessment (Community Center)</i>	
<i>Roof Asset Management Program Report (Memorial Elementary School)</i>	
<i>Records Retention/Disposition Schedules</i>	

*\*available at East Hampton Town Hall*

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS – INTRODUCTION

The mission of the East Hampton Economic Development Commission:

*"To successfully attract new business, retain established business and improve the quality of life of East Hampton residents, visitors and tourists."*

This facilities study addresses the existing conditions of the Town of East Hampton's municipal and educational buildings. The purpose of this analysis is to describe current conditions of the architectural, mechanical and site components. This report evaluates program usage along with code compliance and provides recommendations based on appropriate program requirements.

East Hampton, Connecticut, is a small industrial town, with a population of approximately 12,000. The Town covers 36.8 square miles and, during recent years, has developed significantly. In the past five years the student population of East Hampton's schools alone has increased by 9 percent. In the next four to five years, it is projected to increase another 4 percent. This growth is not limited to school-aged residents, and as a result East Hampton has outgrown its municipal and educational facilities.

Unfortunately, the small town ambiance has begun to depreciate due to East Hampton's location along Route 66, just seven miles from both Route 2 and Route 9. Major corporations have established a position along Route 66, which has become a major thoroughfare. The goal of the Town is to reestablish the original East Hampton Village Center along Main Street to help restore the small town character and lure small businesses into the center.

## Introduction

The introduction contains a site location plan and a corresponding list of the buildings included in this study. Also provided is a list of the key personnel interviewed to gain valuable input into the facilities' operations and limitations.

## Executive Summary

This section outlines the items needed to address the facility, site and MEP requirements discovered during this facilities study. Summary cost information and timeline information is also provided.

## Existing Conditions (by building)

Evaluations of the buildings, describing the conditions of the architectural, mechanical and site components, are provided. Photographs and floor plans are included to represent key facility deficiencies and areas of concern with regard to building code and handicap accessibility.

## Proposed Schemes

Recommendations to meet the program requirements based on the space utilization information gathered during site visits and meetings with key personnel are presented in this section of the report.

## Programming and Space Utilization

The Programming section provides tables describing the current program use and the program needed for the next 10-15 years.



### Cost Estimates and Timelines

This section provides estimates of probable costs with corresponding timelines for the work required for each of the proposed schemes.

### Appendix

The Appendix provides minutes of the meetings held with key personnel throughout this study.

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# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## KEY PERSONNEL

NAME/EMAIL	TITLE/DEPARTMENT	PHONE
<b>MUNICIPAL CONTACTS</b>		
Alan Bergren <a href="mailto:townmanager@easthamptonct.org">townmanager@easthamptonct.org</a>	Town Manager	267-4468
Sandi Weileba <a href="mailto:townclerk@easthamptonct.org">townclerk@easthamptonct.org</a>	Town Clerk	267-2519
Maria Durkin <a href="mailto:taxcollector@easthamptonct.org">taxcollector@easthamptonct.org</a>	Tax Collector	267-2300
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Robert Drewry	Public Works	267-4747
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Wendy Regan <a href="mailto:youthservices@easthamptonct.org">youthservices@easthamptonct.org</a>	Youth and Family Services	267-9982
JoAnn Ewing	Senior Center	267-4426

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## KEY PERSONNEL

NAME/EMAIL	TITLE/DEPARTMENT	PHONE
Jane Leary <a href="mailto:pdclerk@easthamptonct.org">pdclerk@easthamptonct.org</a>	Social Services	267-6124
Barbara Shepard	Food Bank	267-6720
Vincent Susco <a href="mailto:vsusco@sbcglobal.net">vsusco@sbcglobal.net</a>	Water Pollution Control Authority	267-2530
Judy Bobbi	Housing Authority	267-8498
Frank Grzyb <a href="mailto:facman@easthamptonct.org">facman@easthamptonct.org</a>	Town Facilities Manager	267-7450

## EDUCATIONAL CONTACTS

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Karen Fitzsimmons <a href="mailto:principalmemorial@easthamptonct.org">principalmemorial@easthamptonct.org</a>	Memorial Elementary School	365-4020

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## ARCHITECT'S CONTACT LIST



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Graduate Architect

Gregory Longo, PE  
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Engineer

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## LIST OF BUILDINGS

- (1) **Town Hall** (4500 sf)  
20 East High Street, East Hampton, CT

*Offices Include:*

Town Manager  
Town Clerk  
Tax Collector  
Tax Assessor  
Finance & Accounting  
Human Resources  
Planning, Zoning & Building  
Fire Marshal  
Health Department

- (2) **Town Hall Annex**  
20 East High Street, East Hampton, CT

*Offices Include:*

Probate Court  
Social Services  
Food Bank  
Youth & Family Services  
Parks & Recreation  
Town Facilities

- (3) **Police Station** (2500 sf)  
20 East High Street, East Hampton, CT

- (4) **Public Library** (13,700 sf)  
105 Main Street, East Hampton, CT

- (5) **Senior Center** (4000 sf)  
105 Main Street, East Hampton, CT

- (6) **BOE Admin Offices** (3,400 sf)  
94 Main Street, East Hampton, CT

- (7) **Center Elementary School** (43,400 sf)  
7 Summit Street, East Hampton, CT

- (8) **East Hampton High School** (125,200 sf)  
15 North Maple Street, East Hampton, CT

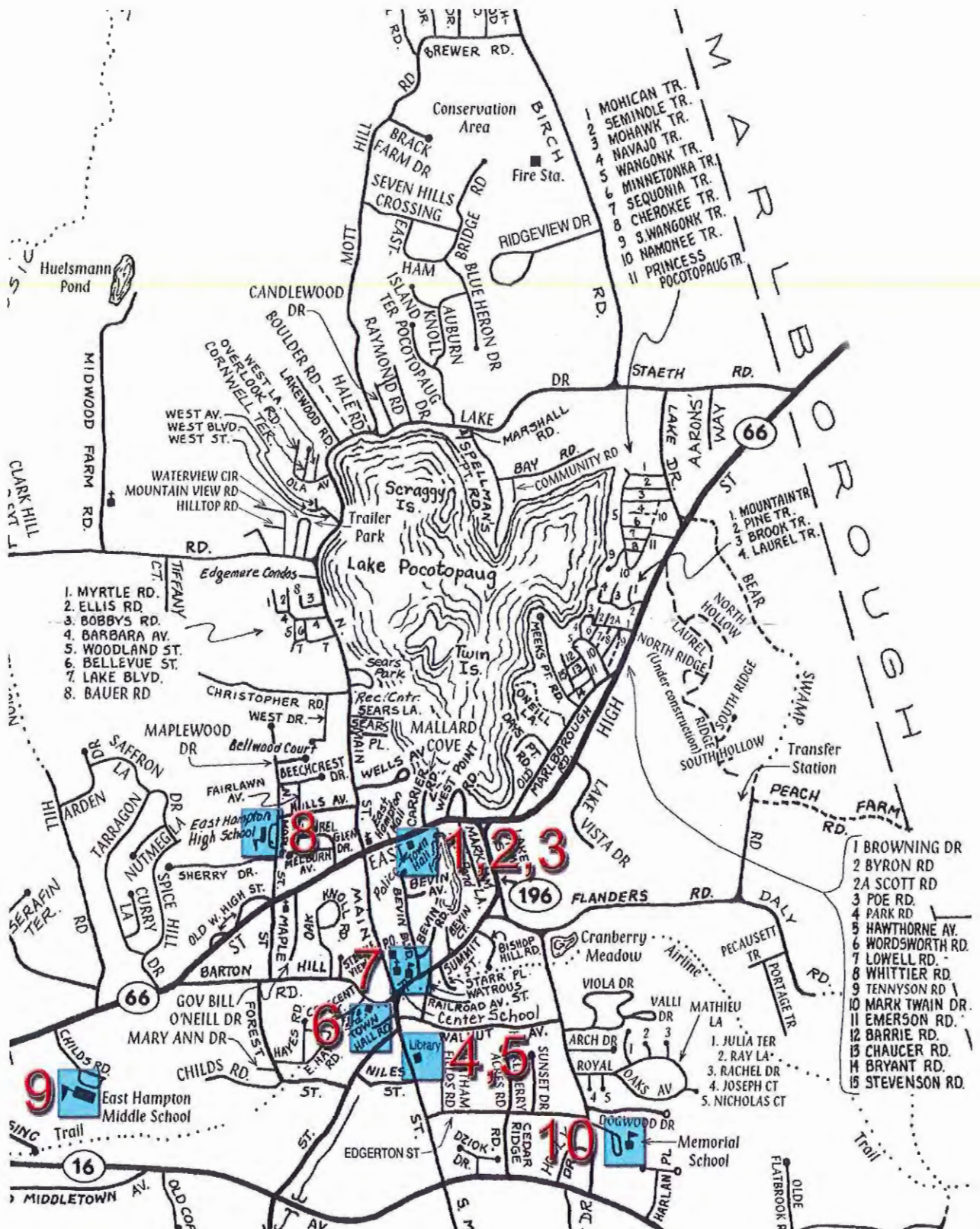
- (9) **East Hampton Middle School** (74,900 sf)  
19 Childs Road, East Hampton, CT

- (10) **East Hampton Memorial Elementary School** (80,700 sf)  
20 Smith Street, East Hampton, CT



# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## SITE LOCATION PLAN



# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS – EXECUTIVE SUMMARY

### OVERVIEW

As a result of numerous housing developments being constructed throughout the Town, the population of East Hampton is growing significantly. The Town's municipal facilities are affected by this population increase. The Town Hall, Police Department, Community Center, and Board of Education all provide vital services to the residents and must be able to respond to the community's growth.

In order to maintain the overall welfare of the community, the Town must respond to its space shortage through major renovations or reconstruction of its municipal facilities, including the schools.

### FACILITY NEEDS:

Historically, renovations have been made to the existing facilities in an attempt to keep up with the Town's needs. However, the following concerns remain:

- The Town Hall has been divided into three separate buildings, which is less than ideal.
- The Police Department is afflicted with an inadequate facility, putting its officers as well as the public in a potentially hazardous state.
- The growing number of seniors is placing an enormous strain on the Senior Center, despite its endeavors to negotiate additional space.
- The Library is also impacted by this population growth.
- The Board of Education's historic facility does not lend itself to efficient operations.

In spite of attempts made in the past, further expansion is required in order to maintain and enhance the quality of community services these facilities provide.

From the results of the evaluation, it is evident that the Town of East Hampton requires a New Town Hall facility. The educational facilities in the Town are in good condition and were recently renovated with regards to building code and handicap accessibility, although they require expansion to meet modern program requirements and space needs. In the Programming Section of this report, four different approaches to building a New Town Hall and expanding the schools are presented along with associated costs and timelines.

#### **COST ESTIMATES AND TIMELINES:**

The estimates of probable costs for the four schemes presented in this report are summarized below. It is important to note that not all of the items under each scheme need to be completed in full or according to the timelines shown. The Town may opt to package some of the work separately so as to be able to gain voter approval on the most critical work first.

Scheme 1 = \$82,092,467

- New Town Hall
- Renovated High School
- Alterations to Memorial Elementary School
- Addition to Center School
- Addition to Middle School

Cost to Town Estimated at : **\$41,845,719**

Scheme 2 = \$81,159,283

- New Town Hall
- Renovated/Addition to Existing Town Hall
- Alterations to Memorial Elementary School
- Addition to Center School
- Addition to Middle School

Cost to Town Estimated at : **\$40,788,180**



Scheme 3 = \$86,564,600

- New Elementary School
- Renovated Center School
- Renovated High School
- Alterations to Memorial Elementary School
- No work at Middle School

Cost to Town Estimated at: **\$39,432,052**

Scheme 4 = \$107,880,220

- New High School
- Renovated Existing High School
- Alterations to Middle School
- Renovated Center School
- Alterations to Memorial Elementary School

Cost to Town Estimated at : **\$47,636,702**

Note: Estimates do not take into account any revenue realized from the sale of the existing Town facilities proposed under some of the schemes.

Under Scheme 1, the new Town Hall would be completed by September of 2008, the renovated High School by June of 2009 and an addition to the Middle School by June of 2012, along with alterations to Memorial Elementary School and an addition to Center School. Scheme 2 results in completion of the new Town Hall by September 2008 and renovated/expanded existing Town Hall by June of 2009. The alterations to Memorial Elementary School, addition to Center School and Middle School addition would again be completed by June of 2012.

The new Elementary School and renovated High School, under Scheme 3, would be completed by June 2009, while the alterations to Memorial Elementary School and work at the Town Hall would be completed in 2010 (January and September respectively). Conversion of the Police Station/Probable Court and reorganization of the Library would be completed by September 2011, unless the Town opts to sell the existing Town Hall.

Lastly, Scheme 4 would result in sequential completion dates for the new High School (2009), converted existing High School (2012) and renovated Center School for Town Hall use (2014). Minor alterations at Memorial Elementary School will be able to be completed during 2009 under this Scheme.

### RECOMMENDATIONS:

Should the town forego new construction, the following are recommendations to improve the buildings, sites and MEP conditions at the existing facilities, in order to maintain services.

#### *General*

##### *Municipal Facilities:*

- Due to existing overcrowded conditions, building expansion is required in most cases. There is also general need for additional space for storage.
- Handicap accessibility into and within the buildings requires updating.
- Handicap parking spaces should be striped according to State and Federal ADA regulations, with proper accessible routes to accessible entrances.
- Pavement cracks and depressions should be filled and repaved as necessary to prevent further deterioration and safety hazards to pedestrians and vehicles.
- Existing tree, shrub and lawn areas should be fertilized and pruned to encourage maximum growth.
- A building management system should be considered for each building. This type of system would conserve energy by allowing heating systems to be programmed for the occupancy schedule of the building. In addition this would allow the Town Facility Manager to monitor each building remotely.
- A new double-wall fuel oil tank with leak detection should be considered for any tank greater than 20 years old.
- Complete building sprinkler systems in accordance with NFPA-13 should be considered for all buildings.



#### *Educational Facilities:*

- Due to existing overcrowded conditions, building expansion is required in most cases. There is also general need for additional space for storage.
- Additional classroom space to accommodate future enrollment projections is needed. Again, due to existing overcrowded conditions, building expansion is required.
- Updated technological equipment should be installed at the schools.
- Handicap accessibility into and within the buildings requires updating.
- Passenger loading zone signage and striping should be installed to properly designate the accessible entry points.
- Pavement cracks and depressions should be filled and repaved as necessary to prevent further deterioration and safety hazards to pedestrians and vehicles.
- Existing tree, shrub and lawn areas should be fertilized and pruned to encourage maximum growth.
- A building management system should be considered for each building. This type of system would conserve energy by allowing heating systems to be programmed for the occupancy schedule of the building. In addition this would allow the Town Facility Manager to monitor each building remotely.
- A new double-wall fuel oil tank with leak detection should be considered for any tank greater than 20 years old.
- Complete building sprinkler systems in accordance with NFPA-13 should be considered for all buildings except for Memorial Elementary School, which is currently sprinklered.

#### *Town Hall (main building)*

- The offices within the Town Hall require handicap accessible workstations for the employees, as well as handicap accessible reception desks and transaction counters.
- The toilet rooms of the Town Hall need to be updated to be code compliant.
- Additional storage space is required for all offices within the Town Hall.
- The existing vault requires more shelving, cabinets for storing files as well as an organized layout.
- Additional conference spaces are required.

- Handicap ramps and accessible entry points should be brought up to current code standards.
- Sidewalks should be constructed on site to provide safe access for pedestrians.
- Additional deciduous and ornamental trees and shrubs should be planted to complement the building façade and create a more inviting atmosphere.
- A detailed site study is recommended to determine the feasibility of expanding the on-site parking to accommodate the users of the complex. If unavailable, a new Town Hall location, with adequate acreage for building expansion and parking should be considered.
- A new HVAC system should be considered for the building. The system would include introducing code compliant amounts of ventilation air to the space and would provide comfort cooling.

#### *Police Department*

- Ample room should be provided for prisoner transport within the Sally Port, with no obstructions and a locked closet for vehicle parts storage.
- An emergency shower and eyewash sink/station should be provided to care for detainees who may be soiled or have been exposed to pepper spray.
- The floor slab should be recessed to prevent the flow of water, oils and/or greases from migrating into the building.
- The Police Department requires handicap-accessible workstations for the employees, as well as handicap-accessible reception desks and transaction counters.
- Additional offices are required to provide appropriate workspace.
- Lobby space for public interaction is required.
- Appropriate lab equipment for evidence and fingerprinting capabilities should be installed.
- Appropriate storage for evidence, weapons and ammunition is needed.
- Updated holding cells are required, with separate cells for women and juveniles. The cell corridor, as well as the cells themselves, should be made of secure, abuse-resistant materials.
- The department needs additional cells with sight and sound separation for female detainees.

- A secure isolation cell should also be provided for unruly or violent detainees.
- The detention area is also required by code to have a shower facility and its own janitorial provisions.
- The corridors should be a minimum of six feet wide to prevent detainees from pinning an officer against a wall while bracing themselves against the opposite wall.
- Locker facilities for female officers are needed.
- Additional conference spaces for seminars should be provided.
- A security system is required to monitor all spaces within the department.
- In order to provide a safer, more secure and efficient environment for the public and the police officers themselves, a new facility with the proper layout to meet program requirements is essential.
- More formal and visible signage should be provided at the main roadway and entry point to emphasize the location of the Police Station and create a more inviting entrance.
- Additional parking should be provided for police vehicles and visitors.
- Additional exterior lighting should be provided for safety issues.
- A new HVAC system should be considered for the building. The system would include introducing code compliant amounts of ventilation air to the space and would provide comfort cooling.

#### *Community Center*

- Water-damaged ceiling tiles and insulation, as well as the fungal growth within the air handling units, should be addressed immediately as a first defense against a severe problem.
- Updated assist hardware is needed on entry doors.
- Additional space for movable book stacks is required.
- Additional space for public seating and computing areas should be provided.
- Additional space is needed for small and large meetings and conferences.
- Additional evergreen and ornamental trees and shrubs should be planted to add interest throughout the seasons.
- A detailed site study is recommended to determine the feasibility of expanding the on-site parking to accommodate the users of the complex. If unavailable, a

new location, with adequate acreage for expansion and parking should be considered.

- The Community Center is generally in good shape except for temperature control. A new control system would greatly increase occupant comfort.

#### *Board of Education*

- An elevator to provide handicap accessibility to the second floor should be installed.
- Additional conference spaces and offices are needed.
- A public lobby space should be added.
- Accessible entrances should be provided and exterior ramps installed as necessary.
- Upgrades to the electrical service are required.
- A central air conditioning system for comfort cooling and heating plus code-required ventilation rates is needed.
- A new fire alarm system should be provided.

#### *Memorial Elementary School*

- Additional classroom space for future-mandated kindergarten classes is needed.
- Additional classroom space and storage for special education should be provided.
- A teacher planning room with computers and printing capabilities is required.
- Handicap accessible bathrooms for wheelchair-bound students are needed.
- A wireless computer lab should be established.
- Building security is required.
- The play structures should be inspected by a Certified Playground Safety Inspector to ensure the components and surfacing comply with State and Federal ADA and safety standards.
- The basketball court pavement should be recoated with the appropriate color treatment system.
- The playing field should be fertilized and treated as necessary to provide a continuous stand of grass. Any depressions should be filled and reseeded to correct unsafe conditions.

- Additional evergreen and ornamental trees and shrubs should be planted to add interest throughout the seasons.
- This school was renovated recently and the mechanical, electrical and plumbing systems are generally in good condition.

#### *Center Elementary School*

- Updated computer technology, teaching equipment, and storage is needed within the classrooms.
- Additional space for learning centers and support staff, i.e. social worker, school psychologist, etc., are required.
- Additional cafeteria space is needed.
- Auditorium space and a stage to accommodate entire school population should be provided.
- A larger music room with sound isolation is needed.
- A larger art room with adequate storage should be made available.
- Teacher workrooms are required.
- The kitchen facilities should be updated.
- Additional student lockers need to be installed.
- Computer lab space is needed.
- The phone system should be updated with integrated clocks and video.
- Display spaces in corridors are needed.
- The nurse's office needs to be renovated with adequate storage and space for screenings.
- Conference spaces should be provided.
- On-site parking is inadequate for the needs of the school (for both staff and visitors). An in-depth study is recommended to determine if additional parking can be constructed on-site.
- Circulation routes are congested, creating an unsafe situation. An in-depth study is recommended to determine if the various uses can be physically separated to create a safer environment for both pedestrian and vehicular traffic.
- The play structure should be inspected by a Certified Playground Safety Inspector to ensure the components and surfacing comply with State and Federal ADA and safety standards.



- The playing field should be fertilized and treated as necessary to provide a continuous stand of grass. Any depressions should be filled and reseeded to correct unsafe conditions.
- The boilers and associated mechanical equipment have exceeded their useful life and need to be replaced.
- Classroom ventilation does not exist for the majority of the school. A new ventilation system needs to be considered.

#### *East Hampton Middle School*

- Larger student lockers should be provided in corridors and locker rooms.
- Additional computers within classroom spaces are needed.
- Science labs, with appropriate safety equipment and storage, should be updated.
- The main office space should be renovated and include better visibility to the main school entrance.
- Building security requires upgrading.
- The nurse's office should be expanded and provided with handicap accessible spaces and rooms for testing.
- A Special Education office suite is needed.
- The cafeteria's serving area requires updating.
- Additional classroom space is needed.
- Additional conference spaces are required.
- Walks leading to the fields and play areas must be surveyed to confirm that they have a slope of 5 percent or less to ensure handicap accessibility to those areas.
- This school has recently been renovated and the mechanical, electrical and plumbing systems are generally in good condition.

#### *East Hampton High School*

- New windows should be installed throughout the school
- Additional Science Labs and Demonstration Rooms with up-to-date technology and equipment are required.
- Additional/Larger Classroom space is needed.
- Additional Cafeteria space should be provided.
- Food Distribution areas need improvements.

- Additional Computer Labs are required.
- Classroom technology, including Smart boards, monitors, projectors and video equipment, is needed
- A Conference Room for parent meetings should be added.
- Discipline space is needed.
- A larger/improved Main Office area should be provided.
- Departmental office space throughout the school is required.
- New code-compliant gymnasium bleachers are needed.
- Larger Boys'/Girls' Locker Rooms with additional lockers should be provided.
- Larger student lockers are needed.
- The building needs an up-to-date security system.
- The playing fields should be fertilized, aerated and treated as necessary to provide a continuous stand of grass. Any depressions should be filled and reseeded to correct unsafe conditions.
- Yard drain manholes located in walkways that have settled over time should be raised as necessary to remove potential tripping hazards.
- The boilers are beyond their useful life and should be replaced.
- The unit ventilators throughout the building should be replaced with equipment designed to meet the latest noise requirements for classrooms.

## EAST HAMPTON FEASIBILITY STUDY

### EXISTING FACILITY / SITE / MEP CONDITIONS – TOWN HALL

#### FACILITY:



East Hampton Town Hall is located at 20 East High Street (Route 66) and consists of three buildings. The main building, which faces Route 66, accommodates the offices of the Town Manager, Town Clerk, Tax Collector, Tax Assessor and the Finance & Accounting Department. The offices of the Fire Marshal, the Health Department

and the Building Department are located in a small out-building, of approximately 1,000 square feet, adjacent to the main building. The Town of East Hampton also leases approximately 4,000 square feet of Connecticut Light & Power's (CL&P) engineering building, referred to as the Town Hall Annex, to house the offices of Probate, Social Services, the Food Bank, Youth & Family Services, Parks & Recreation and the Town Facilities Manager. This space is located directly behind the main Town Hall building.

#### *Town Hall*

The main Town Hall was constructed in 1946 and was purchased from CL&P in 1970/1971. Renovated in 1975, this main building has a total area of about 7,000 square feet. Aside from the vault, which is constructed of masonry, the building is wood framed on a concrete foundation with an asphalt shingle roof. The exterior shell of the building is generally in good to fair condition, although site access is poor as is the public access to the adjacent out-building. The interior of the main Town Hall reveals its age.

Meetings were held with Town Hall personnel as a first step in determining the inadequacies of each department. A repeated criticism from all departments was the lack of storage. All the spaces originally designed as storage are full to capacity, and boxes of files are now taking over much-needed office space. Files and records are also stored in some of the schools throughout town, occupying spaces that the

schools could use for educational purposes or their own storage. All of the offices within the Town Hall are required by law to keep various files in a vault for different periods of time; some records must be kept forever. The existing vault does not have an ideal layout for proper storage. Ideally, each department would have a designated storage area. Although attempts have been made to clean out expired files, boxes remain stacked up in corners, creating a disorganized and inefficient storage area. Furthermore, the number of records kept in the vault is projected to double or triple within the next 10 years.

Many of these records are pulled daily for public review. The vault also lacks a research area suitable for laying out large format records.



Aside from storage, the working environments within the different offices of the Town Hall are inadequate. Most departments require private offices for the department supervisors, but space is extremely limited. In many cases, workstations cannot accommodate visitors due to their proximity to each other. In some spaces, large work surfaces are required to review oversized maps, both for Town Hall staff and the public. In addition, general office supplies are stored within each office rather than in a common storage room. Offices also contain many pieces of equipment ranging from printers and fax machines to check printers and large format map copiers. A common workroom shared by the different offices would provide a more economical and efficient means of operation.

The Building and Health Departments and the Fire Marshal's office have even more limited space. They are located in a building that was meant to be a temporary facility; it has since become permanent. Only one private office is provided within this space, even though three departments share it. There is a very small reception counter, and an even smaller public space. Beyond the reception space there are open workstations for the administrative staff, but file cabinets consume the majority of this space. As with the main building, access to this structure is limited.



## *Annex*

The Town Hall Annex houses the offices of Social Services, Youth & Family Services, Parks & Recreation, Probate Court and the Town Facilities Manager. Since the Town of East Hampton leases this space, it does not have the option to expand within it. Similar to the adjacent Town Hall buildings, this space is overcrowded and provides less than ideal working conditions for its staff. The Department of Parks & Recreation requires the most storage space of all the departments housed in this building. Most of this storage is presently offsite, at various schools and parks within the Town. The Town Facilities Manager, required to keep building plans for the Town's facilities, has no storage. Plans and records are currently kept in the Town Hall vault.

The Social Services Department also serves as the Town's food bank. Storage for food and clothing is minimal, and they currently use the basement and kitchen of the CL&P building for food drives and large dinner functions. Hundreds of people are involved with the food bank and spaces must be provided to serve them. The Social Services Department's counseling services as well as the Probate Court require spaces that maintain confidentiality to serve its patrons properly.

Security is also an issue within this facility. The hours of operation differ from the main Town Hall, and often clients are serviced during the evening hours. The counseling services and Probate Court often handle hostile clients. Although the Police Department is nearby, the facility is equipped only with an intercom to monitor access to the building. In addition, most of the building's exterior is glass, which at night allows outsiders to see into the building yet limits the buildings occupants ability to see outside, thus creating a potentially dangerous working environment.

## *Code Compliance*

In addition to the shortcomings described above, all three facilities fail to meet various building code requirements, regulated by the IBC, NFPA, OSHA and ADA. Foremost of these deficiencies is handicap accessibility. The main building does not have an elevator, making it difficult if not impossible for some members of the public



to access the offices on the lower level (presently the Finance & Accounting Department). Although there is handicap access to Building Department, it is less than ideal.

### *Current Space*

Within the three buildings, the East Hampton Town Hall does not provide a cohesive facility essential to municipal operations. Consolidating to a single facility and relocating the Town Hall would allow its departments to accommodate anticipated growth and respond to the town's desire to maintain its small-town setting.

### *Facilities Assessment*

The following pages provide an evaluation of various components of the Town Hall facilities. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Town Hall (main building)**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>56</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	<b>83 - 56</b>	55-28	27 - 0

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Town Hall - Building Department**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Interior Items

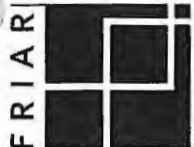
Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>51</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	55-28	27 - 0





ARCHITECTURE  
INTERIOR DESIGN  
M/E/P ENGINEERING  
LANDSCAPE ARCHITECTURE

ASSOCIATES | 281 FARMINGTON AVENUE | FARMINGTON, CT 06032

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Town Hall Annex**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>54</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	<b>55-28</b>	27 - 0

## SITE:

This complex is located about a quarter of a mile from the East High Street and Main Street intersection. The Town Hall is on a Town-owned parcel just less than an acre in size, while the Annex office space is leased from CL&P on an adjacent parcel of land. The steep slope of East Main Street creates a variety of grade changes throughout this complex. Stairs are necessary to access the main parking area and Building and Planning & Zoning Departments from the upper parking area. The Annex is set back from the main roadway, on the CL&P parcel, yet accessed through the same drive aisles.

### *Town Hall*

Parking for the Town Hall is scattered around the building. Visitor parking is located just off East High Street. Of the 14 parking spaces, 2 are designated handicapped. While the spaces are signed properly, there is no striping designating the accessible aisle per State and Federal ADA standards. In addition, the spaces are directly adjacent to the stairs leading to the main entry. In order for people with disabilities to access the handicap ramp at the entry, they must travel along the sidewalk on East High Street and cross another drive aisle. There are six spaces reserved for staff between the street and the building, adjacent to the wooden stairs leading to the Planning Department. Ten additional spaces are scattered to the rear of the building, with one additional handicap space located by the ramp leading to the Planning & Zoning, Building, Health and Conservation Departments in the lower level. Neither the parking space nor the ramp are code compliant as the space lacks the proper striping and there is only one handrail on the ramp. There are a total of 31 parking spaces available for the Town Hall services.

The general condition of the pavement is good, with only minor cracks and pieces of missing bituminous curbing. There are no sidewalks on the site for pedestrian use, only along East High Street as previously noted. Site lighting is restricted to wall-mounted lighting on the building and one town roadway light that overhangs the property. The landscaping is minimal with a small area of grass growing along the

main road, adjacent to large planters filled with Chrysanthemums and only one Rhododendron shrub planted outside the main entrance.

### *Annex*

The Town Hall Annex, located directly behind the main Town Hall building, has 64 parking spaces, 3 of which are designated for the handicapped. Two of the handicap spaces are located at the bottom of the exterior stairs leading to the main entrance. While there is a flush area to access the sidewalk, there is no accessible route to the entrance from this location. The handicap ramp on the property is located to the side of the building, adjacent to one designated handicap parking space. None of the handicap spaces have proper signage. These parking spaces serve not only those working at and visiting the annex, but also the other offices housed in this building.

The pavement by the Annex is in poor condition. A large crack traverses the main drive aisle, and there are sporadic depressions 1 ½ to 2 inches in depth. The concrete sidewalk adjacent to the main parking spaces is in good condition. Numerous pole-mounted fixtures, scattered throughout the parking areas, provide exterior lighting. The landscaping is comprised of a mixture of deciduous, evergreen and ornamental trees and shrubs, all in good condition.



## HVAC

The Town Hall is heated by perimeter radiation, unit ventilators and hot water coils in the air handlers. Heating water is provided by a Peerless oil fired boiler. Hot water is distributed throughout the building by in-line hydronic circulators.

Cooling is provided by three indoor air handlers with DX coils. The condensing units serving the air handlers are located on grade at the front of the building. The office area is served by a 1.5 ton split DX air conditioner, while the vault is served by a dedicated rooftop air handling unit that heats and cools the vault.



Split DX air conditioner serving the office area.



Condensing units serving the air handlers at front of building.

The building is heated by a Peerless boiler with an output of 415 MBH. Hot water is distributed throughout the building by in-line hydronic circulators.

Adjacent to the Town Hall a portable building houses the Building Department. This building is heated by electric baseboard and is cooled by window air conditioners.



Boiler and in-line hydronic circulators.



Window air conditioners used to cool the Building Department.

### *Plumbing System*

The building is served by a central water service. Domestic hot water is provided by several electric hot water heaters.

### *Fire Protection System*

The building is not protected by a sprinkler system.

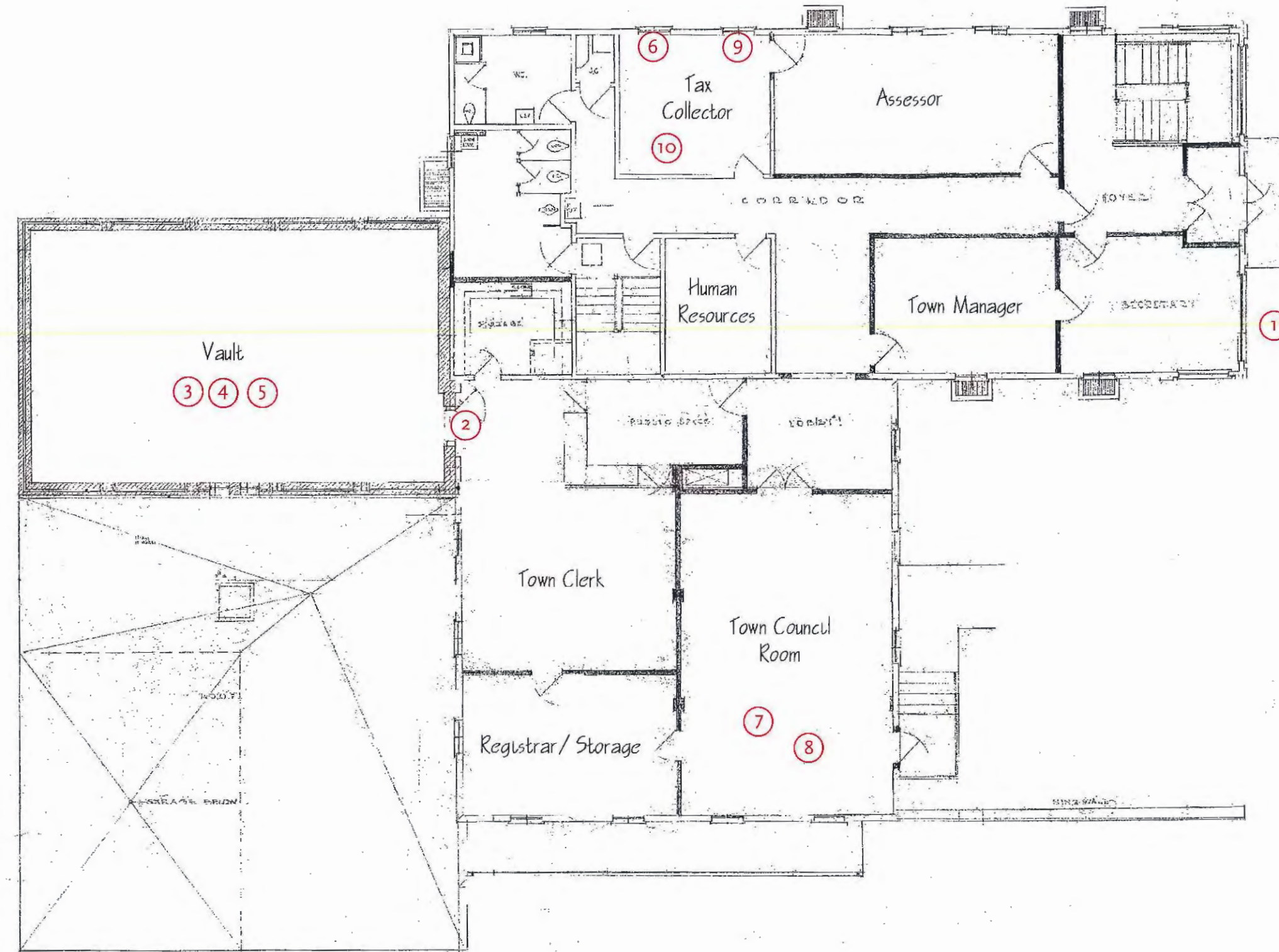
### *Electrical System*

The electrical service to the building is 230 volt, 400 amp.

### *Lighting System*

The lighting generally consists of recessed fluorescent fixtures throughout the building. The light levels appear to be adequate.





\* numbers correspond with photographs

4,579 SF







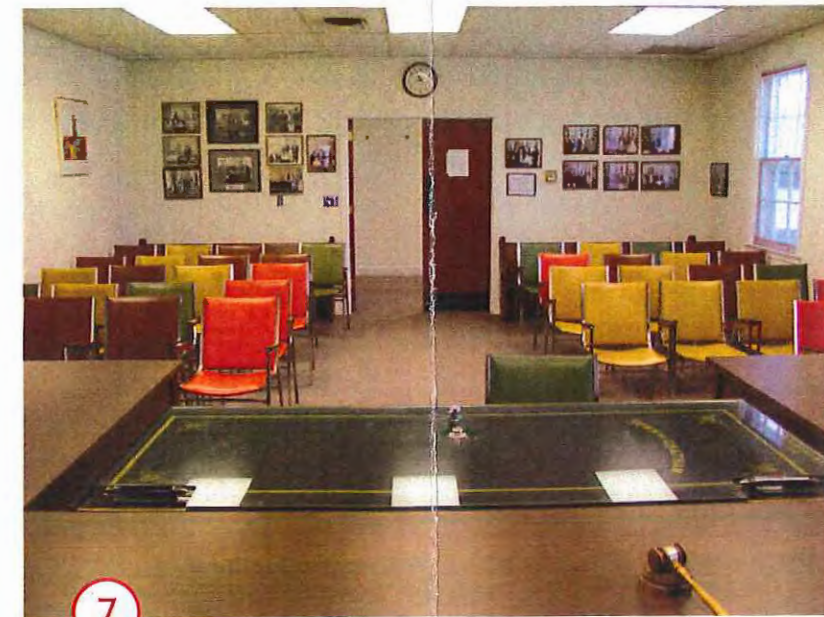
2

TOWN HALL VAULT



3

TOWN HALL VAULT



7

TOWN COUNCIL ROOM



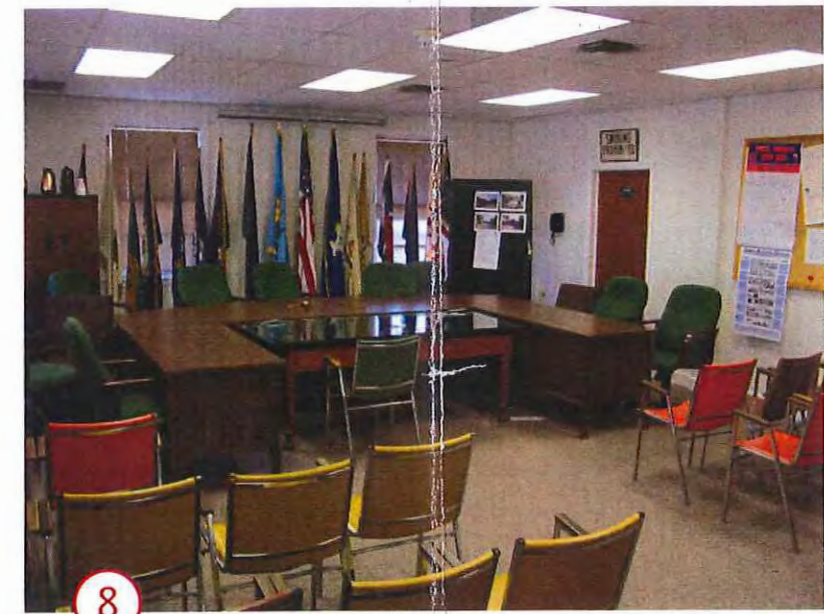
6

TAX COLLECTOR OFFICE



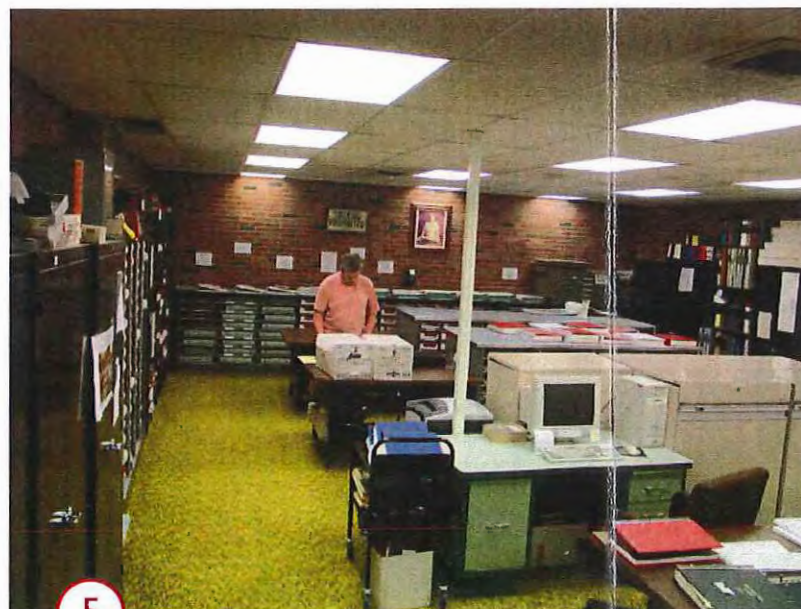
4

TOWN HALL VAULT



8

TOWN COUNCIL ROOM



5

TOWN HALL VAULT



9

TAX COLLECTOR'S OFFICE

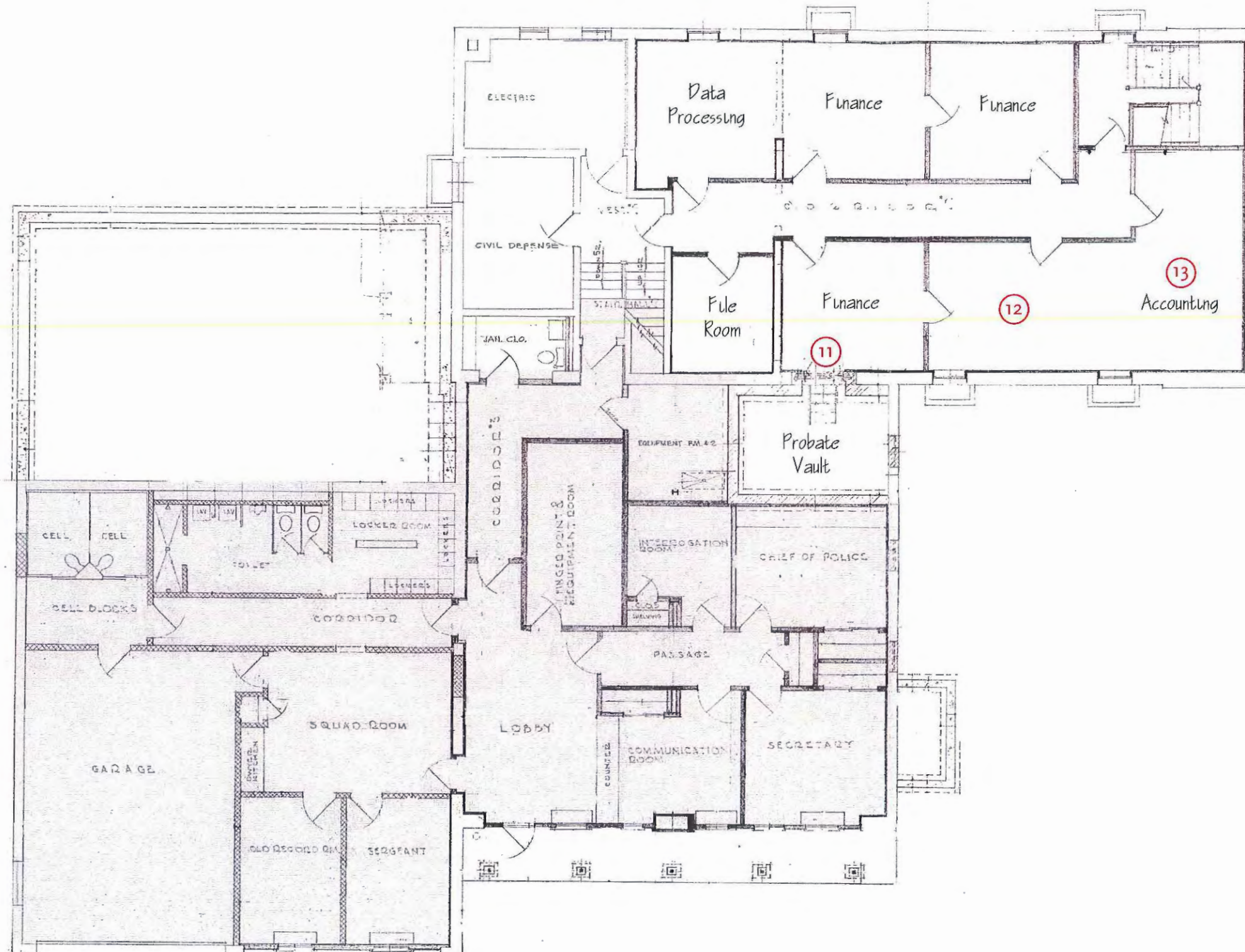




10

TAX COLLECTOR'S OFFICE





\* numbers correspond with photographs



11

PROBATE VAULT



12

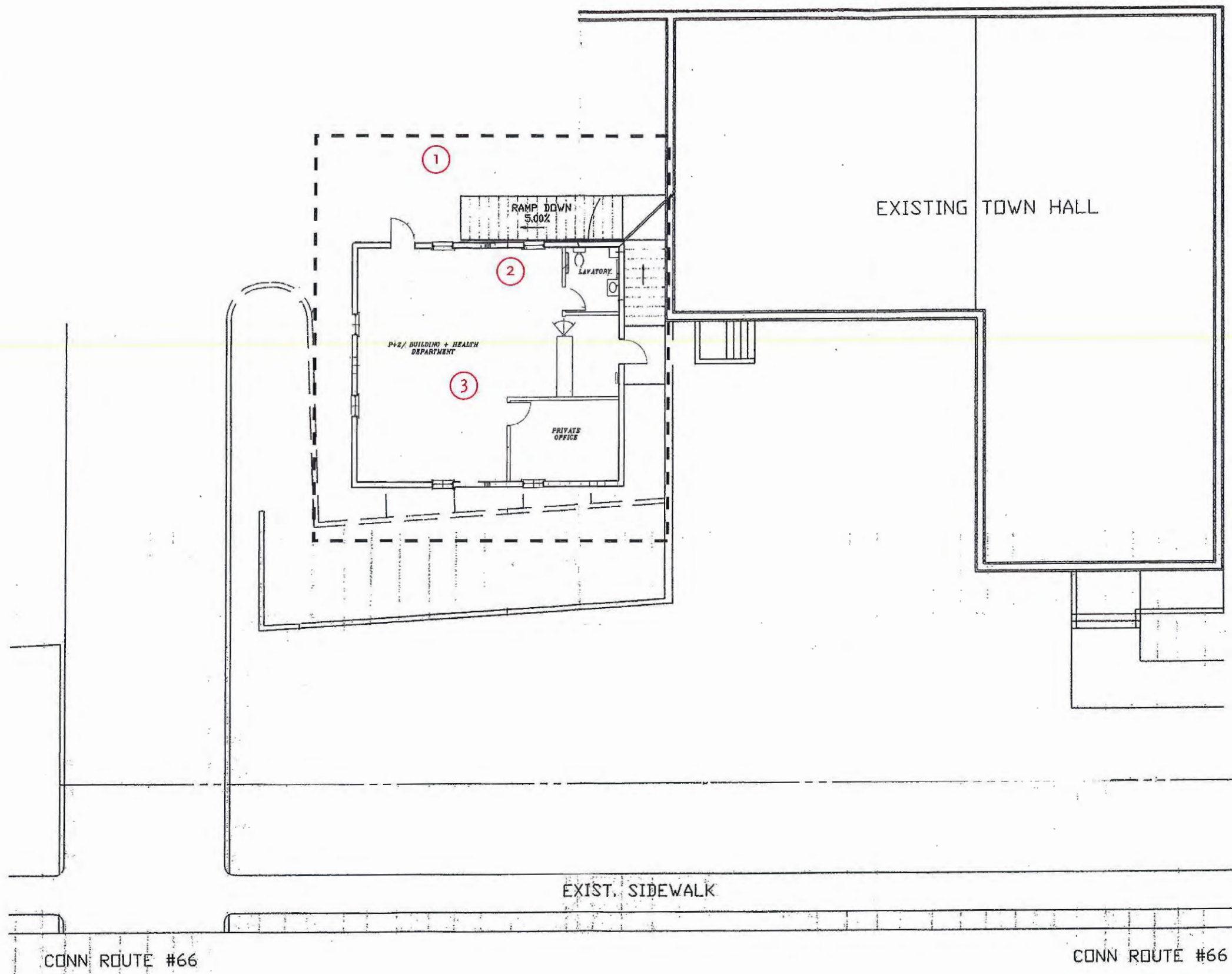
ACCOUNTING



13

ACCOUNTING





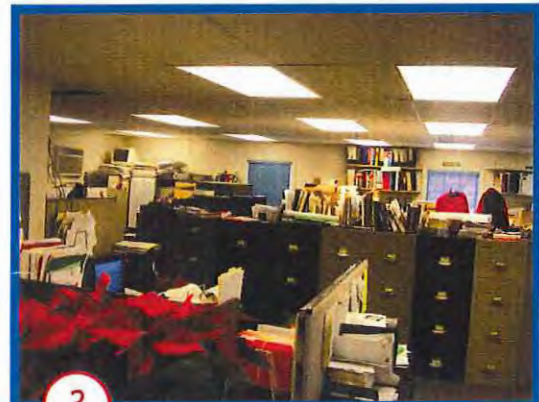
\* numbers correspond with photographs



BUILDING DEPARTMENT



BUILDING DEPARTMENT



BUILDING DEPARTMENT



# EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS – POLICE DEPARTMENT

### FACILITY:

The East Hampton Police Department is also located at 20 East High Street, below the Town Hall. The department's only entrance is located at the basement level behind Town Hall. While the existing building was previously modified to accommodate the department, there are several safety and programmatic needs of a police facility that have not been met. In short, while space restrictions and outdated building systems are problematic, security is a critical issue within the Police Department.

The investigation and evaluation of the existing building uncovered a considerable number of significant deficiencies. More than a few program requirements, standard in a typical Police facility, either do not exist in the East Hampton facility or are substandard. Current conditions in the existing building include:

- cramped office areas
- improper prisoner transport areas
- booking and holding areas that are unsafe for the officers and detainees and present severe liability issues
- lack of storage areas
- no proper or dedicated spaces for interviews or interrogations
- no area to adequately hold meetings or conduct training sessions
- mechanical and electrical systems which are in need of upgrades.



Also, current space restrictions prevent future growth for offices, separate locker and washroom facilities for female officers, and the ability to provide a dispatch and communications room compliant with NFPA 1221.

At present, there is only one point of entry into the department, while at least three separate points of entry are standard and desired: one for the public, one for the police and one for police-escorted prisoners. This not only separates the different user groups for security measures, but also organizes traffic patterns around like functions, increasing the efficiency within the spaces.

The existing public reception area is a short passageway, with a single, old church pew for waiting. There is no measure of privacy between visitors speaking with staff at the information window, and people waiting to be seen. Also, there is no security barrier between the public and secure portions of the facility; the wall separating the reception area from the offices does not even reach the ceiling.

Ample room should be provided for the waiting area, so that potentially confidential conversations between citizens and desk staff are not overheard. Also, an interview room, public toilets and a water fountain are also typically provided and placed in a location directly accessible from the lobby or reception area. This prevents having to allow an undue number of people through the barrier to secure portions of the building. In addition, a ballistic-resistant barrier between the public lobby and police department staff areas, as well as bollards at the exterior of the building to protect the communications area from any possible vehicular threats, should be provided.

Due to limited space within the building, staff members are not only required to share offices, but also must share desks. These same cramped offices are also used at times to conduct interviews to serve the public, as well as to store files and equipment. The storage spaces that are provided, for files and patrol equipment, are undersized and overused.

The ammunition/weapons storage and cleaning area also doubles as office space. This space currently lacks adequate chemical storage and ventilation. The evidence processing and fingerprinting functions, consisting of an unventilated aquarium used in conjunction with high-strength glue, are accommodated in the remaining spaces, secured only with lock and key.



Prisoner transport and booking is another area causing safety and liability concerns. Currently, a potential detainee enters the building via the Sally Port. This space also serves as a vehicle parts storage area and a home for the gymnasium equipment, in the absence of a proper physical training area. An uncooperative person would have ample opportunity and resources to harm an officer in this environment.

From this space, detainees enter the booking area, where they are fingerprinted and photographed. At present, there is no divider between the officer and the prisoner and no adequate means to secure the prisoner. The small size of the room gives detainees the opportunity to entrap or pin an officer against a wall or cabinet, while bracing themselves against the opposite wall or



desk. Ample space should be provided within these areas to prevent such a possibility as well as to prevent incidents in which multiple detainees are passing through the space at one time. Separate areas within the room should be provided for fingerprinting, photographing, and the cataloging of personal property. A group holding room should also be provided to detain a small number of people prior to booking and being placed in an individual holding cell.

The existing detention area is another area creating serious safety and liability concerns. Presently, there are two holding cells with bars at the front. These, along with the many cracks and reveals within the ceilings, the open ventilation grill in the wall, and fixture surrounds afford multiple opportunities for a prisoner to harm himself or herself. The acoustical tile ceiling lends itself to maltreatment as much as the single-layer gypsum wall, which has a large hole in it from a previous prisoner. Also, the corridor is being used for storage. While this may seem to be a necessary stopgap measure, it provides the means by which a violent prisoner could cause damage to officers transporting him or her, similar to the condition in the booking area.

The department also lacks adequate facilities to accommodate juvenile detainees. Specific guidelines dictate the handling and custody of youthful offenders, as well as the rooms in which they are kept. Softer interview rooms and family conference rooms may also be desired to serve underage victims and their families.

In summary, the existing building is not properly planned to adequately serve the day-to-day operational needs of the East Hampton Police Department. In addition, the facility fails to meet accepted design guidelines, such as Standards for Small Jail Facilities as recommended by the American Correctional Association, as well as various building code requirements, regulated by the IBC, NFPA, OSHA and ADA.

#### *Facilities Assessment*

The following page provides an evaluation of various components of the Police Station. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.





## FACILITIES ASSESSMENT

Name of Building: **East Hampton Police Department**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>45</b>	Very Good	Good	Fair	Poor	Very Bad
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### SITE:

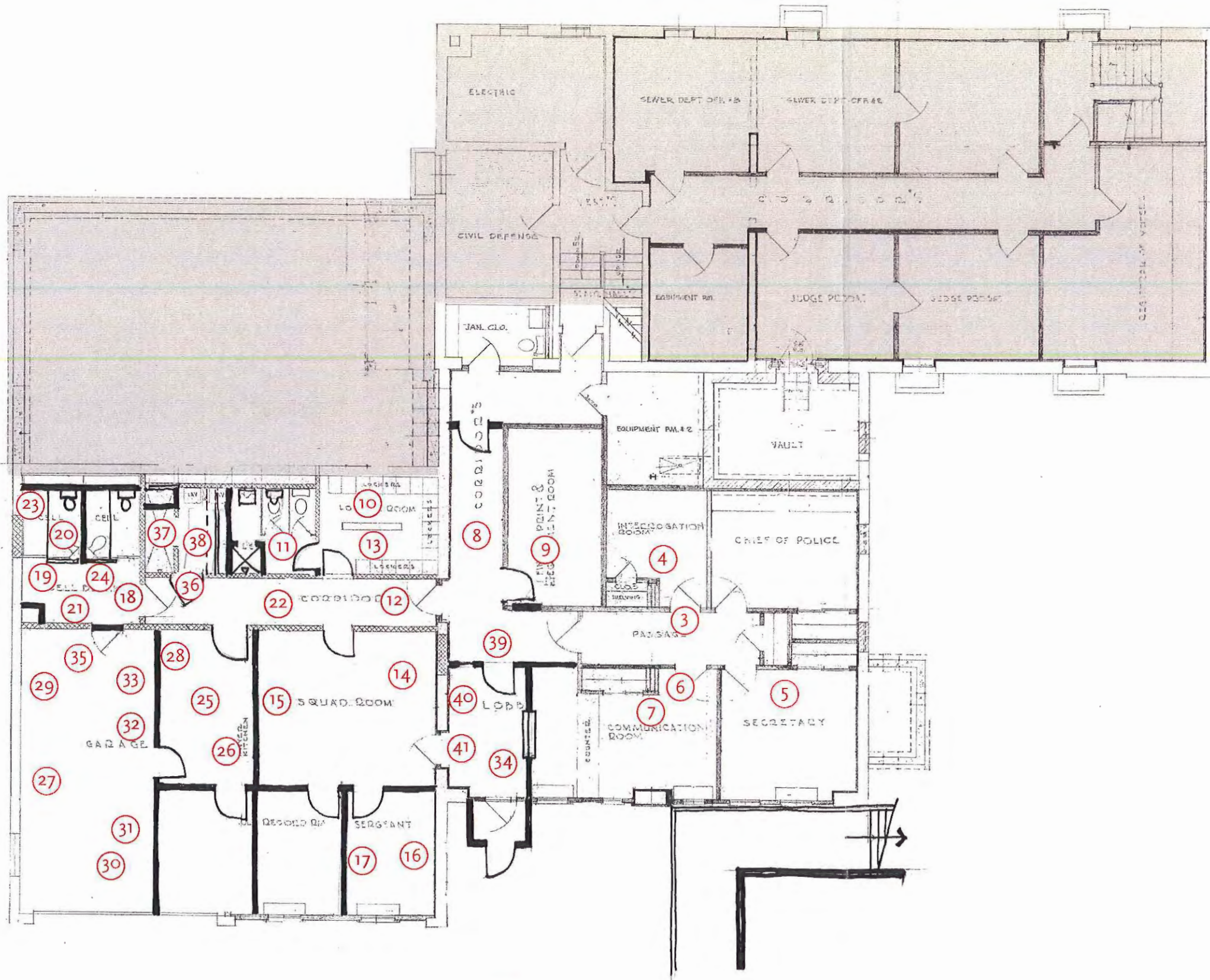
The Police Station is accessed via a secondary drive entrance farther down East High Street from Main Street, and is located in the lower level of the building. There are only three parking spaces designated for the Police Station, with one handicap space being shared with the Planning Department building. Signage in general for the Police Department is minimal. The main signage appears on the roadway, but only a small sign exists at the actual entrance area. The main door is an accessible entry and adjacent to the handicap parking space. Additional parking for the Police Station is located in a lot on the CL&P property. This area is used primarily for parking squad cars when not in use.

Lighting is limited to one wall-mounted fixture by the overhead door leading to the garage / make shift sally port. The pavement in this area contains some cracks and minor potholes that are tripping hazards. Landscaping is non-existent as the entire area is paved.

### MEP:

The MEP conditions for the Police Department are included in the report for the Town Hall facility.





\* numbers correspond with photographs







3  
FILE STORAGE



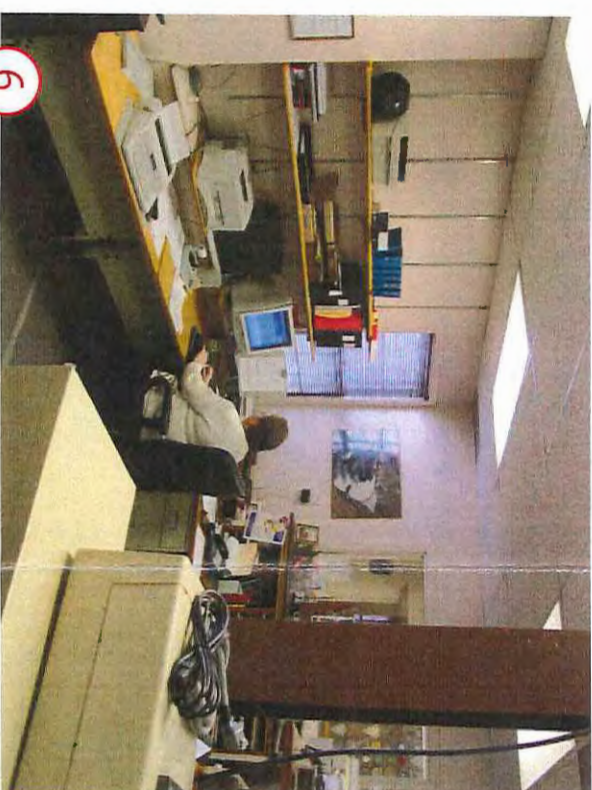
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OFFICE



7  
DISPATCH



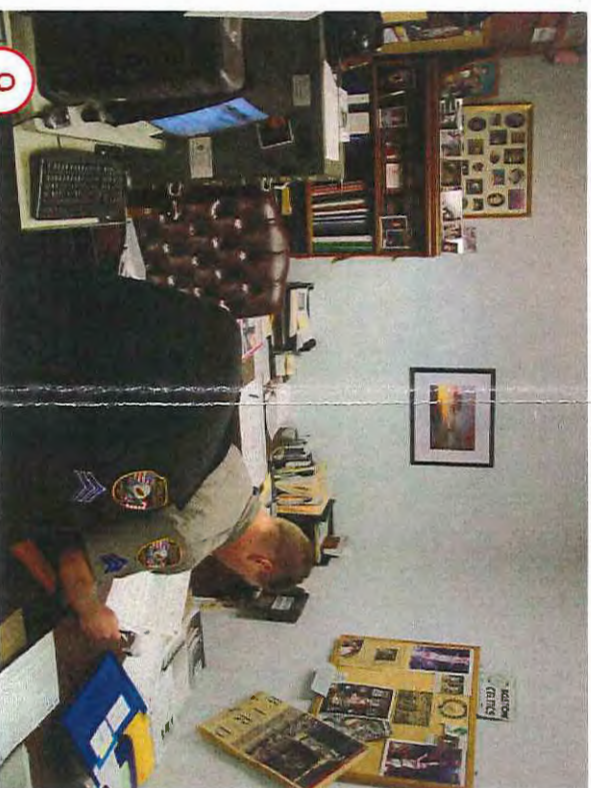
8  
FILE STORAGE



6  
DISPATCH



4  
FILE STORAGE



9  
OFFICE





10

LOCKER ROOM



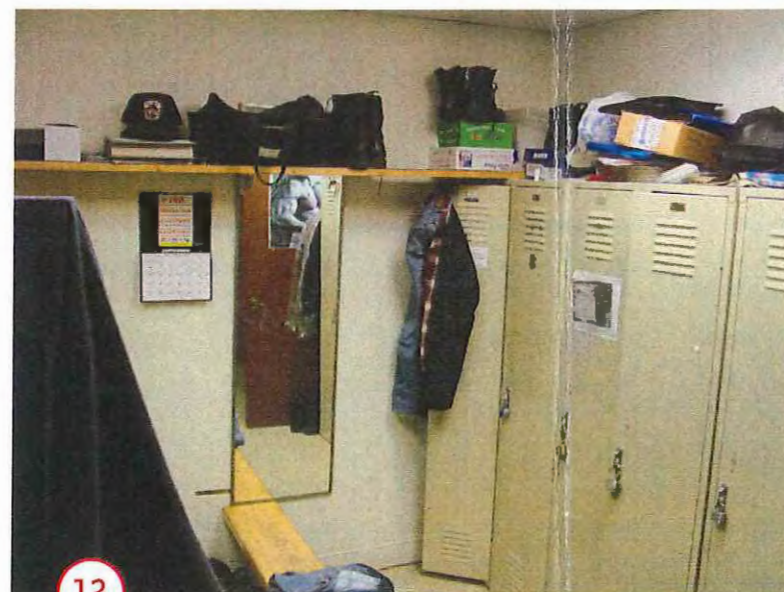
11

TOILET ROOM



12

CORRIDOR



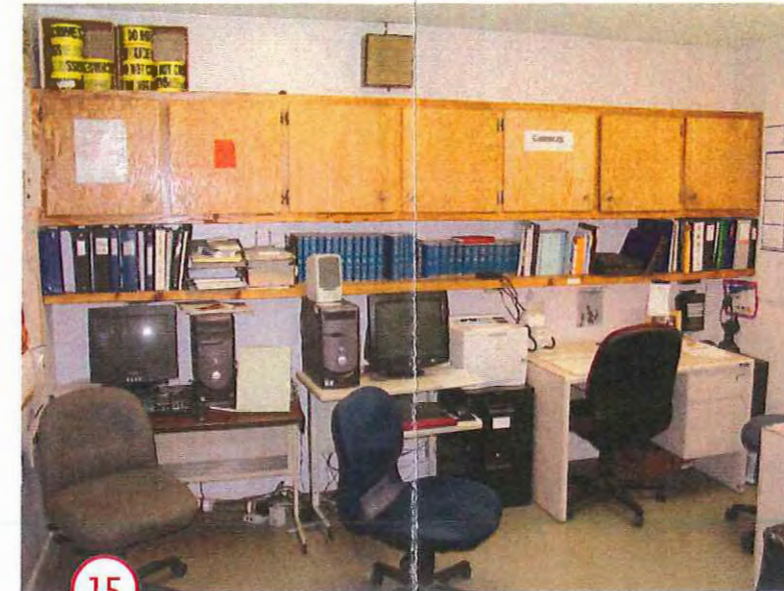
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LOCKER ROOM



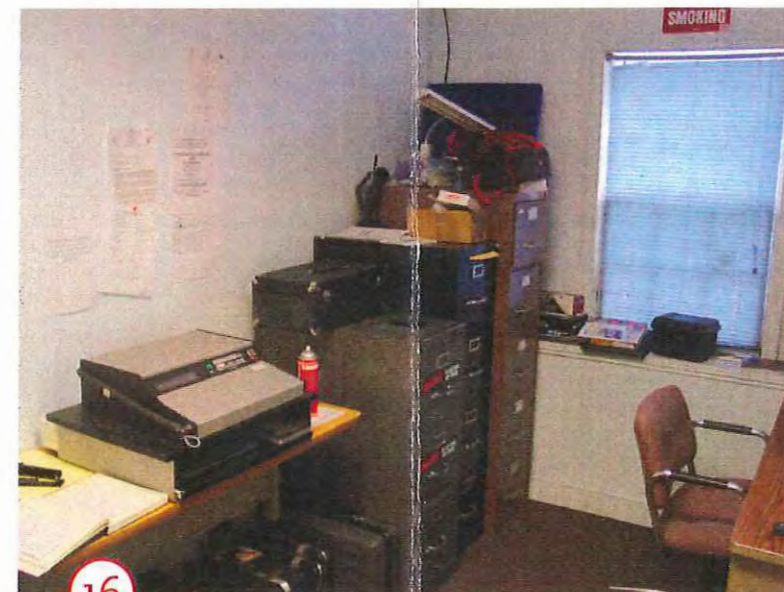
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WORKSPACE



15

WORKSPACE



16

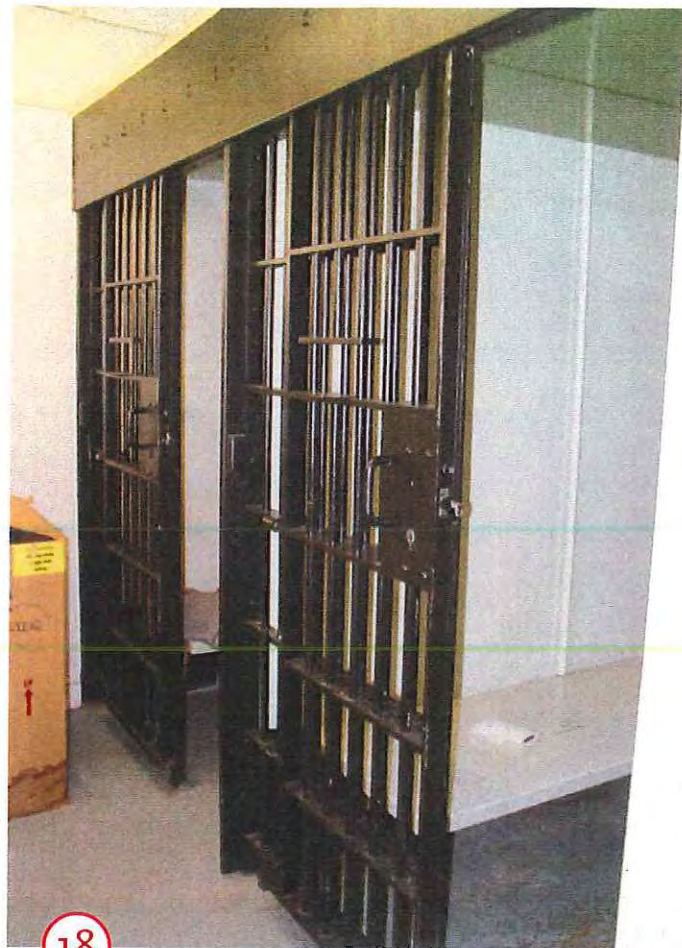
EVIDENCE LAB



17

EVIDENCE LAB





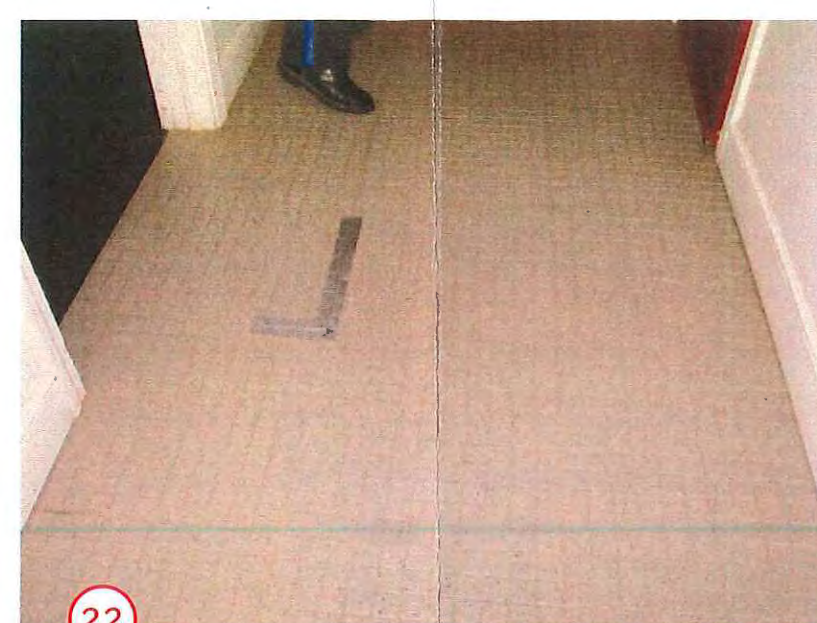
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HOLDING CELL



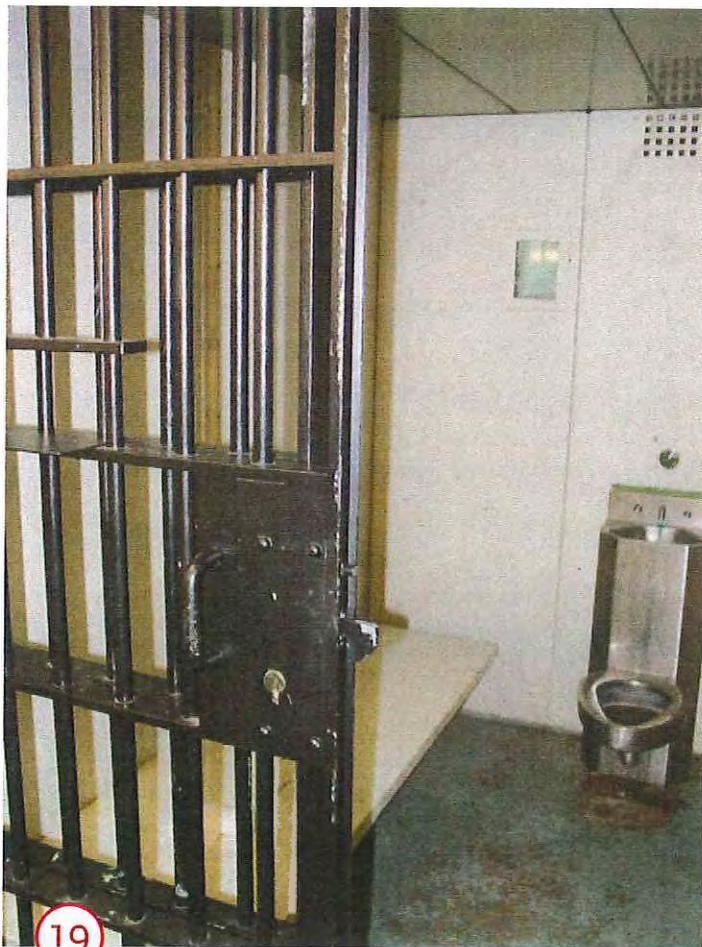
20

CELL TOILET



22

FLOOR



19

HOLDING CELL



21

CONDITION OF WALL AT CELLS



23

VIDEO MONITOR FOR CELLS



24

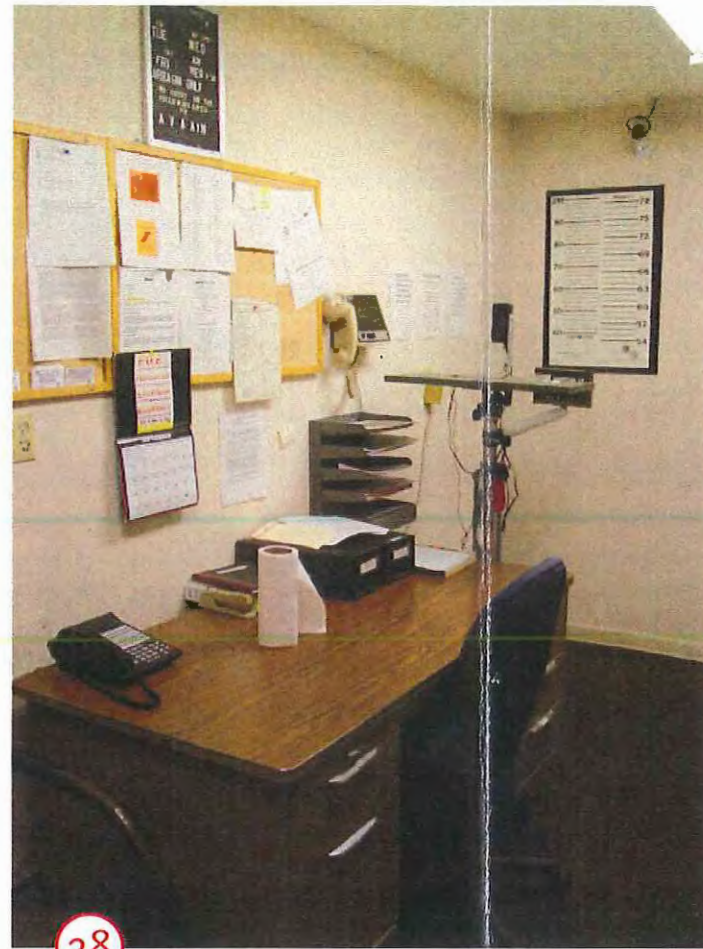
LIGHTING AT CELLS





25

FINGER-PRINTING AREA



28

BOOKING ROOM



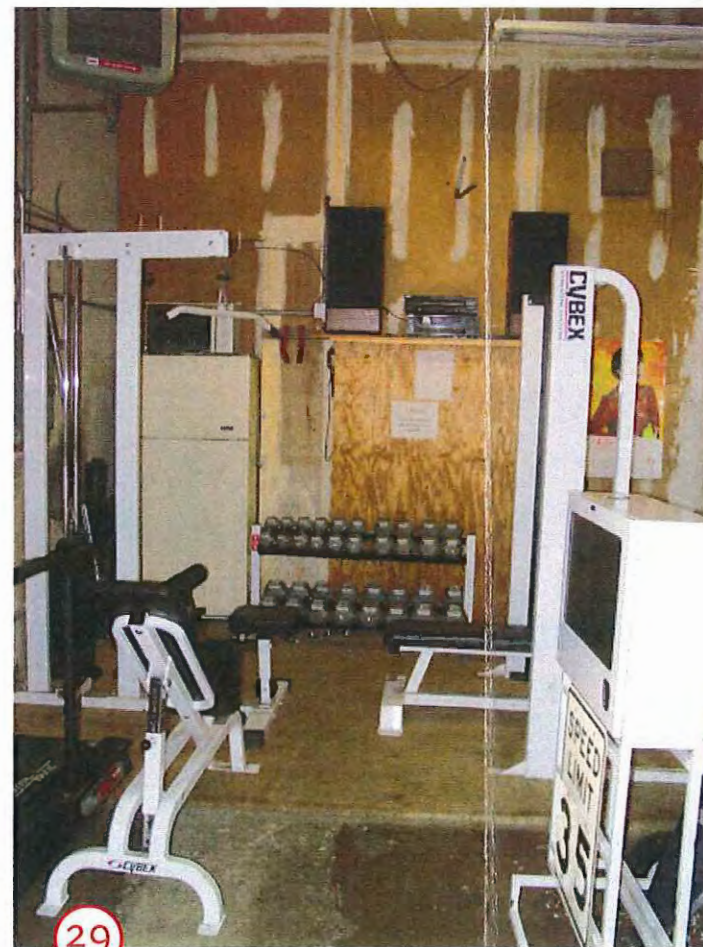
30

SALLY PORT



26

FINGER-PRINTING AREA



29

SALLY PORT



31

STORAGE ABOVE SALLY PORT



27

SALLY PORT





32 SALLY PORT



33 STORAGE



34 LOBBY



35 SALLY PORT



36 STORAGE



37 EVIDENCE



38 STORAGE





39

DOOR TO LOBBY



40

LOBBY



41

LOBBY



# EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS – COMMUNITY CENTER

### FACILITY:

East Hampton Community Center was constructed in 1986 as a multi-purpose facility at 105 Main Street. Both the Senior Center and the Public Library are housed within this building. The facility provides quality services for the community of East Hampton, and the Senior Center is especially active and growing. The Town of East Hampton has roughly 1,300 seniors, aged 65 and older; and, the percentage of residents aged 55 and older is projected to increase significantly in the next 10 years.



The total area of the building is approximately 12,700 square feet. Presently, the Senior Center occupies 4,000 square feet of the building, the Library and Community Room filling the remaining area. The Senior Center, however, is the main user of the space and requires a lot of space, including tables and storage for crafts and puzzles, open floor space for dance and exercise, classroom space for educational seminars, and a cafeteria and kitchen for meal services. The current Senior Center layout is divided into two, semi-defined spaces. Both spaces are used for multiple programs. This space restriction results in the Senior Center holding many of its functions in the Community Room, limiting the availability of this space for the public.

The Library provides an abundance of services to groups of all ages. It serves three major functions: lending materials, allowing access to services and providing public activity space. Since these functions are provided simultaneously, success relies on the flexibility of the space. There are several architectural features that limit the flexibility of the Library:

- Fixed stacks limit the growth of lending materials.
- In order for the Library's collection to grow, movable stacks must be added to public spaces.
- The computing area is also fixed, as is some of the public seating.
- The Library opted to provide wireless service in place of added computer stations.
- The public seating area cannot expand, as there is a limit on the space available for this function.
- The Library maintains its public spaces by compromising the lending and access spaces.

Both the Library and Senior Center have been forced to negotiate the programs they offer. They work in conjunction to provide the maximum number of services to the public without completely compromising their basic functions. In short, the limits on this space are restricting the number and quality of programs the Community Center can make available to the Town of East Hampton.

Beyond space needs the Library's indoor air quality is questionable. There are obvious odors throughout the children's spaces as well as within the community room. The facility was recently tested for molds and water-damaged ceiling tiles indicate that there may be roof leaks. Evidence of mold growth was found above the ceiling tiles as well as within the air-handling units. It was also found that the relative humidity in the building is higher than recommended, which may promote fungal growth. While some of these results are within the safe range, they indicate the potential for health risks.

#### *Facilities Assessment*

The following pages provide an evaluation of various components of the Community Center. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Public Library / Senior Center**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

## Building Structure

Floors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

## Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> <b>Very Bad</b>
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> <b>Fair</b>	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> <b>Very Bad</b>
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> <b>Poor</b>	<input type="checkbox"/> Very Bad

## Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

## Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> <b>Good</b>	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>77</b>	Very Good	Good	<b>Fair</b>	Poor	Very Bad
	140 - 112	111 - 84	<b>83 - 56</b>	55-28	27 - 0

#### SITE:

This complex is conveniently located on Main Street, in the center of downtown East Hampton, on approximately three acres of land. The building housing the different uses is located adjacent to Main Street, with parking to the side and rear of the building. There is a small, designated drop off area on Main Street, so vehicles do not have to enter the congested parking area. Video and book return receptacles are located adjacent to the main drive aisle, but vehicles are forced to block traffic flow when accessing these items.

Handicap accessibility at the main entry and adjacent to the designated parking spaces is generally adequate, but there is no accessible curb cut at the drop off location. Of the 60 parking spaces, 3 are designated handicapped. While the spaces are signed properly and handicap symbols are painted on the pavement, there are no striped access aisles as required by State and Federal ADA standards. In addition, although the pavement is flush where the spaces adjoin the main sidewalk area, where the materials change type heaving has occurred, creating uneven and hazardous conditions.

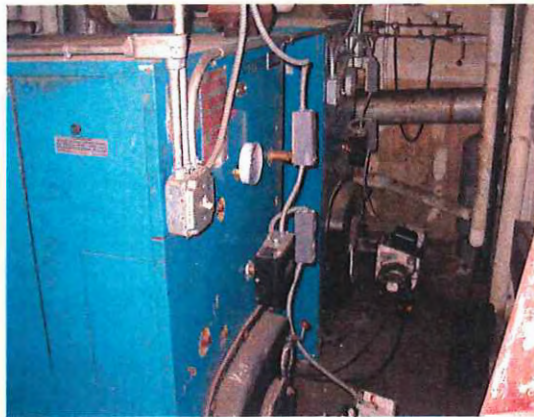
Overall, while there is a municipal parking lot farther down Main Street, the on-site parking for all three uses is inadequate, and the layout is inappropriate for the primary users (elderly and mothers with small children). Exterior lighting is provided by pole-mounted light fixtures throughout the site and appears to be adequate. Concrete sidewalks provide access from the building to the parking spaces directly off Main Street, but there are no other walks throughout the parking areas. As previously mentioned, the pavement at the main entry has some obvious cracking and heaving in areas and settling around drains located within walkways. The paved parking lot areas have noticeable cracking, but no major depressions were observed. The landscaping throughout the site is minimal with shade trees located around the entry and parking areas.



## HVAC

The building is heated and cooled by indoor air handlers. There are a total of five air handlers serving the adult library, children's library, multi-purpose room, day care and senior citizen center. The air handlers, with hot water and chilled water coils, provide the required amounts of ventilation to the spaces.

The boilers are located in a penthouse above the senior center. The boilers are oil fired and provide heating water for the air handlers, which is distributed to the air handlers by two pumps.



Boilers are located in a penthouse above center.



An air cooled chiller is located on the senior graded.

An air-cooled chiller is located on grade. The chiller has approximately a 50-ton capacity and provides chilled water to the associated air handlers located throughout the facility. The chilled water is distributed to the air handlers by two pumps.

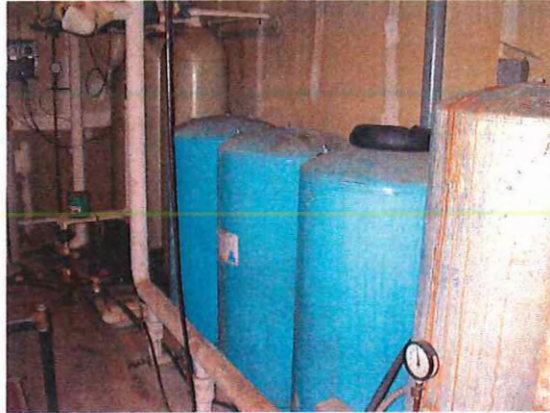
## Plumbing System

Plumbing systems for this facility appear to be original to the building and appear to be in fair condition.

The domestic water for this facility is provided by an on-site well, which is controlled by a pressure switch. Water, pumped from the well is stored in three hydro

pneumatic storage tanks, is filtered by a duplex multimedia filter prior to distribution throughout the building.

Domestic hot water is provided by an oil-fired hot water heater.



Storage tanks and filter.

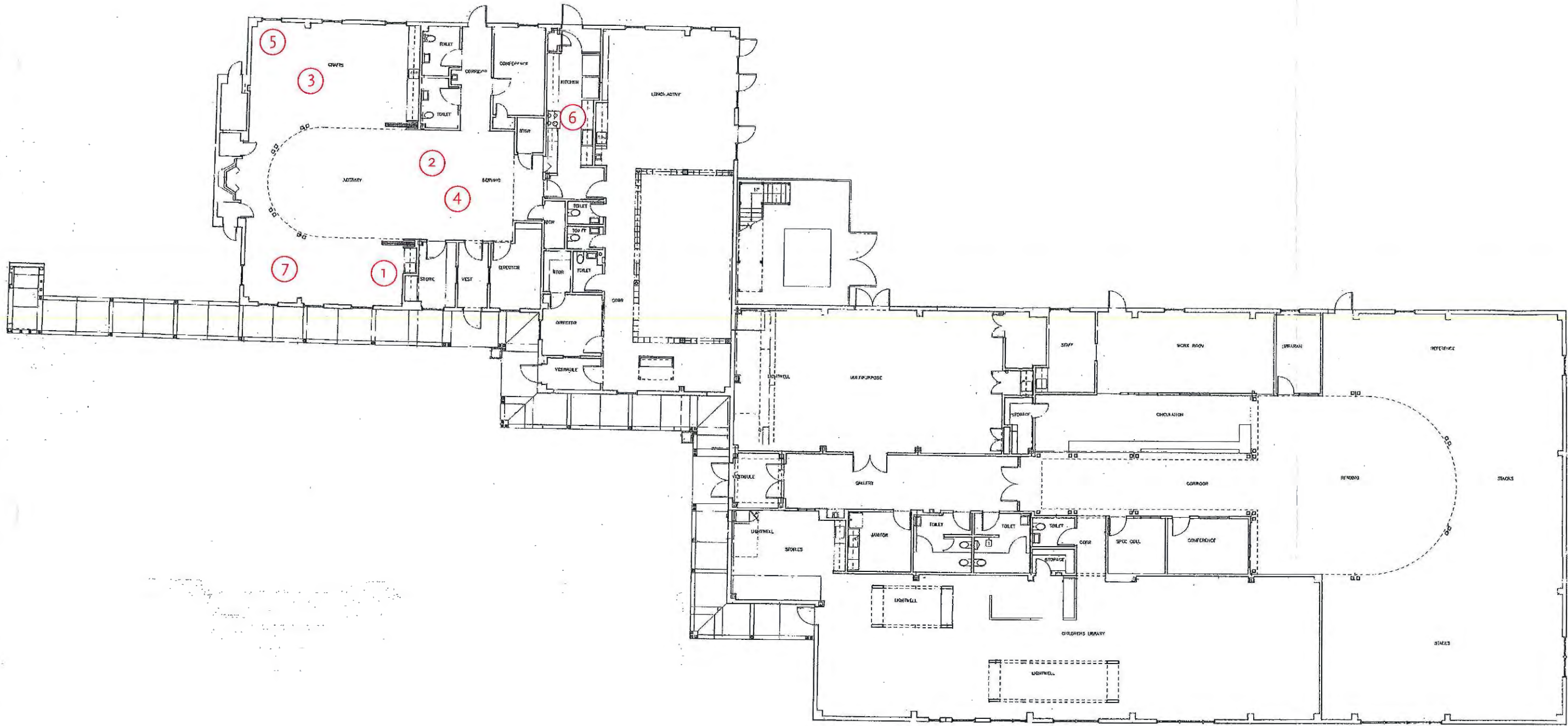
#### *Fire Protection System*

The building is not protected by a sprinkler system.

#### *Electrical System*

The electrical service to the building is 208/120 volt, 600 amp.





\* numbers correspond  
with photographs



14,700 SF





1 MUSIC AREA



2 CRAFTS / DINING



3 CRAFT AREA



4 CRAFTS



5 PUZZLE AREA



6 KITCHEN



7 CRAFTS



# EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS – BOARD OF EDUCATION

### FACILITY:

East Hampton's Board of Education is situated at 94 Main Street, in the heart of the village center. Historically, the building was the original Center School circa 1850; later the building also served as the Town Hall. The building, which is approximately 3,200 square feet in area, is divided between the Superintendent, the Director of Curriculum, the Director of Special Education, the Board of Education's Department of Finance and administrative staff. The vault consumes a portion of the building as well.

Adapting historic buildings to accommodate present-day facilities presents numerous challenges. Programmatic needs are often compromised in order to maintain the architectural integrity and provisions for future growth are rarely provided. In the case of East Hampton's Board of Education, interior partitions have been modified to furnish office spaces, but other requirements cannot be met without significant rebuilding.

Discussions with the Superintendent, the Director of Curriculum and the Director of Special Education generated a list of needs for the Board of Education facility. The present layout of the department lacks the cordial atmosphere desired by the Board. The reception area is positioned on the second floor rather than at the entrance of the building and the sense of direction upon entering is unclear. The facility does not have an elevator; the second floor is accessed by one of two excessively steep staircases. Special accommodations must be made for patrons who have walking difficulties.

Aside from limited office and conference space for staff, storage space is also inadequate. The vault storage currently used by the Board is not adequate even for the records presently retained. Part of the reason for this is that the Town Hall also keeps some of their files in this vault; however, even if the vault



was used solely by the Board of Education, the number of files kept by the Board today is projected to triple within the next 10 years. Apart from its size, the vault also has problems with moisture content and air quality, which have already taken their toll on records presently stored there.

In summary, the building can no longer serve as a municipal space without major renovations. Due to its age, the building fails to meet current building code requirements, regulated by the IBC, NFPA, OSHA and ADA. On the other hand, in order to maintain its historical presence in the village center, the building should remain uncompromised.

### *Facilities Assessment*

The following pages provide an evaluation of various components of the Board of Education. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.



ARCHITECTURE  
INTERIOR DESIGN  
M/E/P ENGINEERING  
LANDSCAPE ARCHITECTURE

ASSOCIATES | 281 FARMINGTON AVENUE | FARMINGTON, CT 06032

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Board of Education**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>52</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	55-28	27 - 0



### SITE:

This complex is conveniently located on Main Street in the center of downtown East Hampton, on approximately one acre of land. The building, formerly the Town Hall, sits high atop the street. None of the 16 parking spaces are designated as handicapped. Also, the only accessible entrance is around the rear of the building, where the slope appears to exceed the maximum allowable 5 percent. There are no sidewalks in this area.

Ornamental lights mounted at the entrance doorways provide exterior lighting, but there are no lights in the parking lot. The pavement is in average to poor condition with a cracked and uneven surface. The landscaping throughout the site is minimal with minor areas of lawn and ornamental grasses planted against the building façade.

## HVAC

The building is heated by an oil-fired boiler located in the basement. Two 275-gallon No. 2 fuel oil storage tanks are installed to provide fuel to the boiler. Heat is distributed throughout the building by circulation pumps to finned tube radiation. Space temperature is controlled by wall-mounted thermostats. The system appears to be in fair condition.



Oil fired boiler located in basement.



Two 275 gallon fuel oil storage tanks.

A central air conditioning system is not provided. Offices are cooled by window-mounted air conditioners.



Window mounted air conditioners.



### *Plumbing*

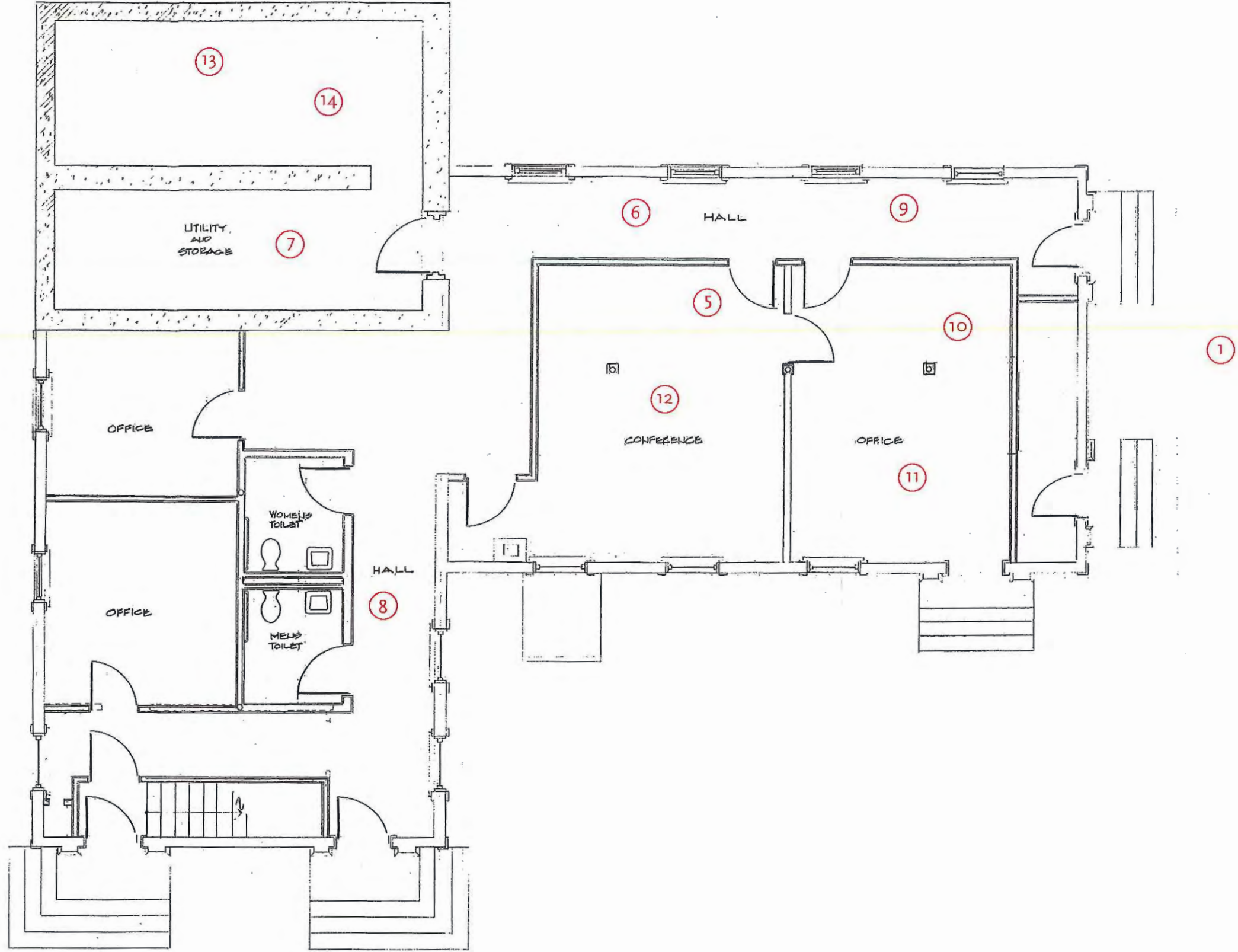
Potable water is supplied to the building from a centralized water system.

### *Fire Protection*

A sprinkler system is not installed.

### *Electrical*

The electrical service is 230/120 volt, single phase.

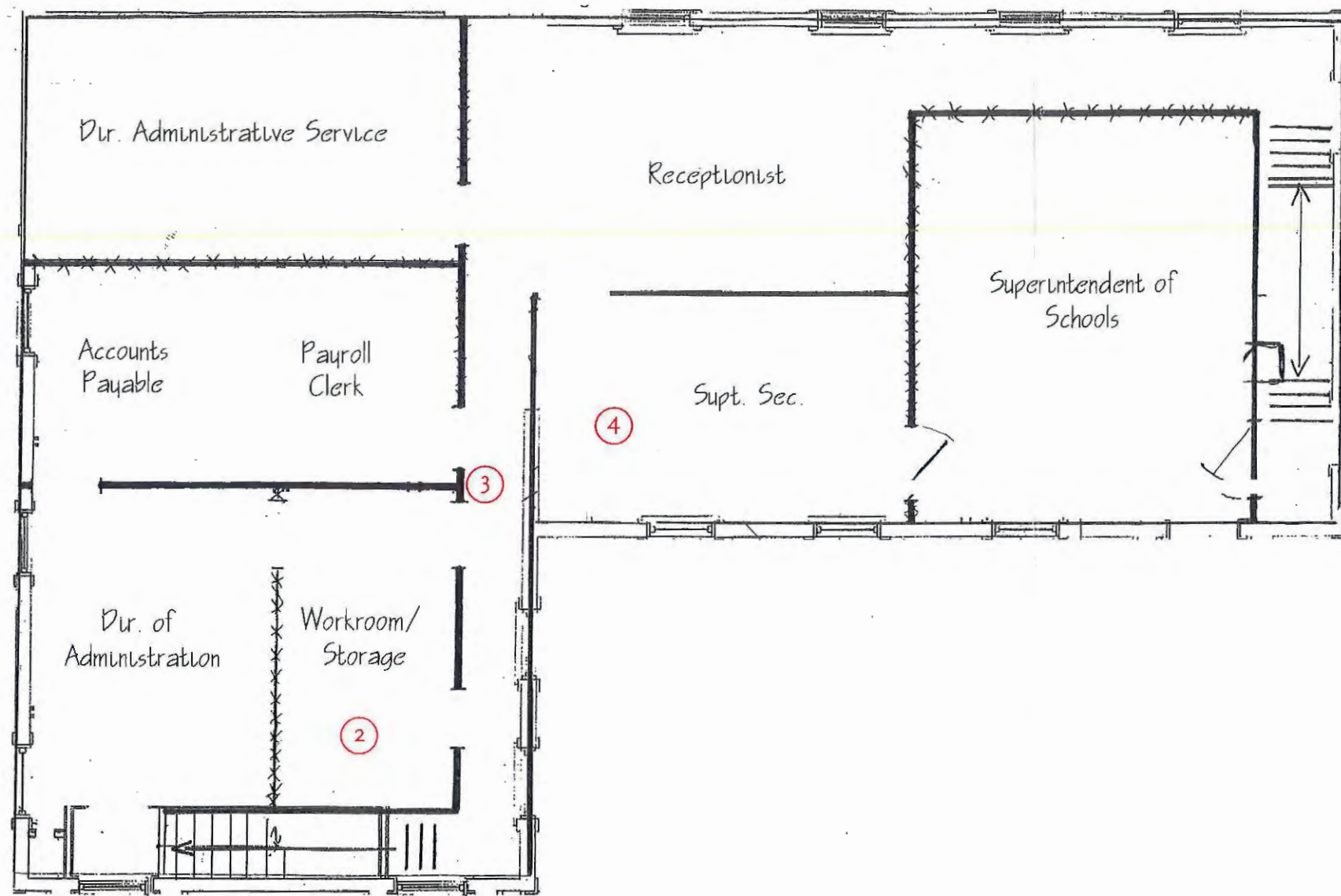


\* numbers correspond with photographs



3,400 SF





\* numbers correspond with photographs





2

WORKROOM



4

OFFICE



6

CORRIDOR



3

CORRIDOR



5

WORKSPACE



7

BOE VAULT





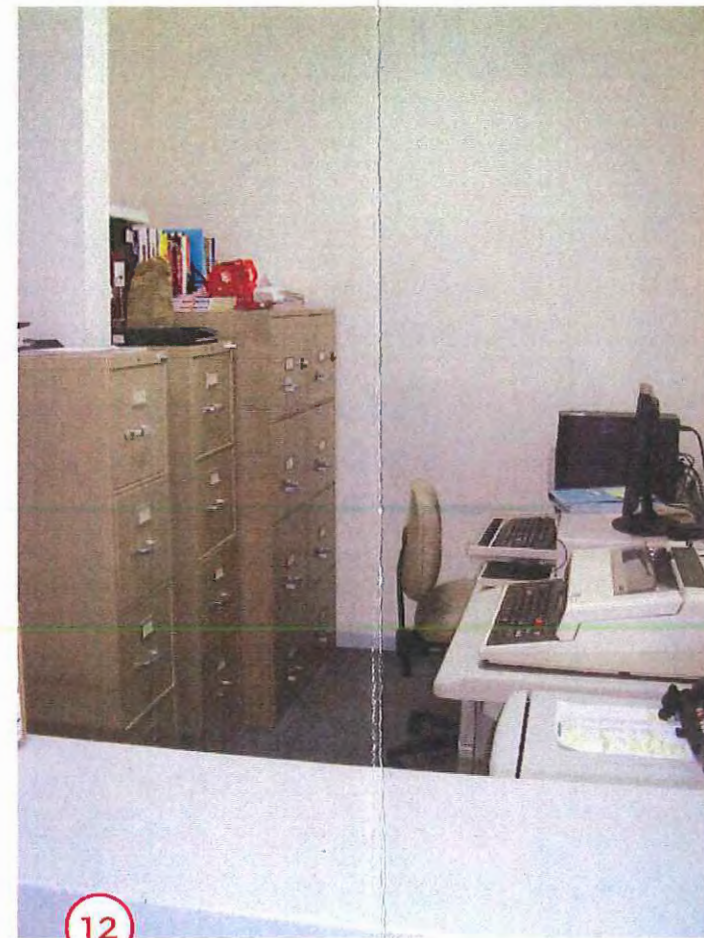
8

CORRIDOR



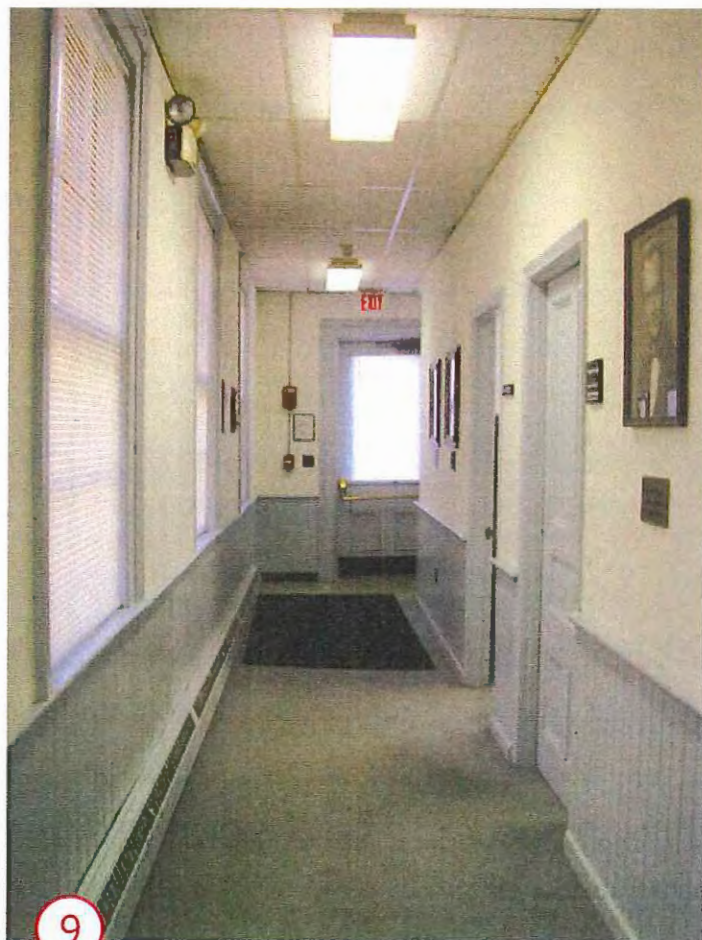
10

OFFICE



12

WORKSPACE



9

CORRIDOR



11

OFFICE



13

BOE VAULT





14 VAULT



# **EAST HAMPTON FEASIBILITY STUDY**

## **EXISTING FACILITY / SITE / MEP CONDITIONS**

### **– MEMORIAL ELEMENTARY SCHOOL**

#### **FACILITY:**

Memorial Elementary School is a child's entrance to the Town's educational system. The school services pre-school through third-grade students. Located at 20 Smith Street, the building is approximately 80,700 square feet and was originally built in 1950. In 1955 the building was expanded, and in 1991 most of the school was demolished and rebuilt.

Currently Memorial Elementary School serves one full-day kindergarten class and three half-day classes. Full-time classes will soon be mandated by the State, and the school cannot accommodate additional full day programs in its present configuration. The current student enrollment, of 670, is projected to increase by almost 10 percent in the next five years. The school has already begun to exceed its limits. The staff has utilized every available space for instruction and, consequently, the school is in need of storage space. Current teaching methods require more space for small group and special instruction. In Memorial Elementary School's case, small groups are pulled from classrooms to be taught at tables set up in the corridors.

Most of the existing classrooms have storage space designed for elementary students. Cubbies are provided at the lower level for jackets and book bags with teacher storage incorporated above. Special education and therapy programs require much more storage than traditional classroom teaching. Since storage for larger equipment is not provided within the building, this equipment must be kept within the current undersized teaching spaces, or within the school's circulation space. The traditional instructional spaces are of adequate size, but there are not enough spaces to accommodate an increase in student population.

The gymnasium at Memorial Elementary School is of sufficient size. Due to a mandated physical fitness program the gymnasium storage has been converted into a small fitness center and the equipment for the gymnasium is now stored within the

gymnasium space. Although Memorial Elementary School's fitness program has expanded, its art program has been split between a full art classroom and a portable art program. The school has a second gymnasium with a stage, which is used primarily as the cafeteria and performance area.

In general, Memorial Elementary School is a well-kept facility. The corridors are lined with beautiful tile wainscoting that remains in excellent condition. The building's primary physical issue is the roof. Installed about fifteen years ago, the roof has begun to leak. The Town has recognized this problem and faces replacing the entire roof within the next five years.

### *Facilities Assessment*

The following pages provide an evaluation of various components of Memorial Elementary School. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.



## FACILITIES ASSESSMENT

Name of Building: **Memorial Elementary School**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Walls	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>97</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	55-28	27 - 0

## SITE:

Memorial Elementary School is located approximately half a mile from Main Street on 15 acres of land within a residential neighborhood. There is a designated bus drop-off area on the site, while parents park their cars in the adjacent lot and are required to pick up their children at the main entrance. While flush areas are present along the main drop off aisle, there is no formal passenger loading zone or signage.

Handicap accessibility throughout the site is generally adequate. Of the 132 parking spaces, there are 4 handicapped spaces in the main parking area and 2 in the side lot, all with the proper striping and signage.

Adequate lighting is provided throughout the parking areas and site by pole-mounted light fixtures. Concrete and bituminous sidewalks provide access to the play areas and fields at the rear of the school. These walks are in good condition with only minor cracking and small amounts of bituminous curb missing.

Two play structures are installed side by side at the rear of the school, while the third is directly adjacent to the bituminous play area. Two of the structures are older, one constructed of wood and the other with aluminum slides. Between the play structures, a large grassed area provides the opportunity for field sports and general play. While mostly level, the grass is patchy with large areas worn and exposing dirt. The bituminous play area allows for multipurpose play as well as basketball. The color application to the pavement has worn away over time, but the basketball poles and hoops are in good condition.

Finally, semi-mature ornamental and shade trees as well as areas of lawn have been planted around the building and the parking lots providing greenspace.



## HVAC

Indoor make-up air handlers for the classrooms are located in the attic. Make-up air handlers provide the required amounts of supply and exhaust air ventilation to the spaces. A secondary source of heating is provided by perimeter hot water baseboard.



Typical finned tube radiation.



Typical supply and return grilles.

Indoor air handlers for the office, guidance, and library provide both heating and cooling. The air handlers provide the required amounts of ventilation to the spaces, and have hot water and direct expansion coils. The associated condensing units for the air handlers are mounted on the roof. A secondary source of heating is provided by perimeter hot water baseboard.



Typical condensing unit.

The boilers are oil fired and provide heating water for the air handlers and perimeter finned tube radiation. The heating water is distributed to the air handlers and perimeter finned tube radiation by two base-mounted hydronic pumps.

### *Plumbing System*

Plumbing systems for this facility appear to have been replaced during renovation to the building and appear to be in good condition.

Domestic hot water is provided by a heat exchanger and storage tank system. The water is heated by the heating system boilers and stored in the associated storage tank. Electric hot water heaters are also installed and are utilized when the boilers are not in operation.



Domestic hot water storage tank.



Electric domestic hot water heaters.

Two 125-gallon propane storage tanks are located on grade outside the kitchen, and are used to operate the kitchen equipment. A grease trap is installed within the kitchen, downstream from the pot sink.

### *Fire Protection*

Sprinklers were observed throughout the building. There is a 20,000-gallon buried storage tank on site that provides the required storage. A fire-pump is installed at the south end of building.



## *Electrical*

The electrical service is 208/120 volt, 3 phase, 4-wire power, 1600 amp. with emergency generator and manual transfer switch.

80,700 SF



\* numbers correspond with photographs



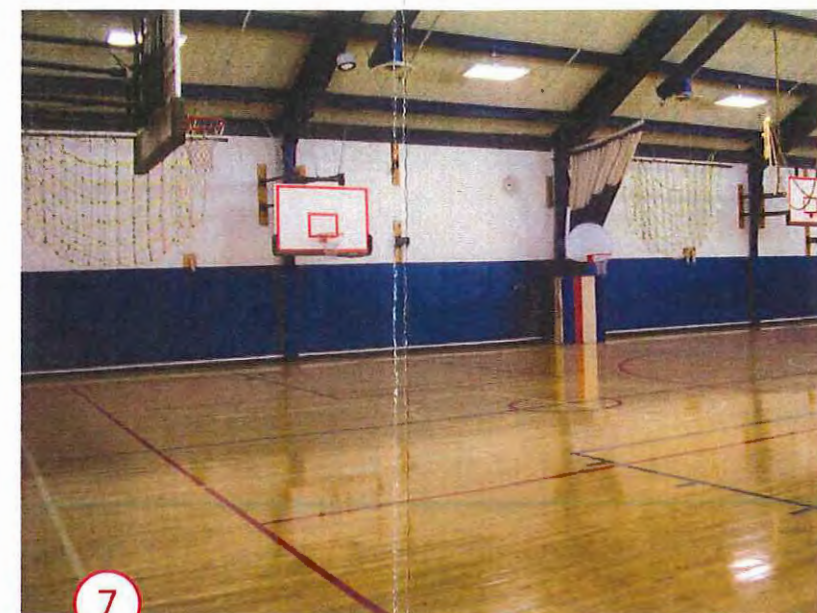




1 PRESCHOOL/SPECIAL EDUCATION



4 SPECIAL EDUCATION



7 GYMNASIUM



2 PRESCHOOL/SPECIAL EDUCATION



5 EQUIPMENT STORAGE IN CORRIDOR



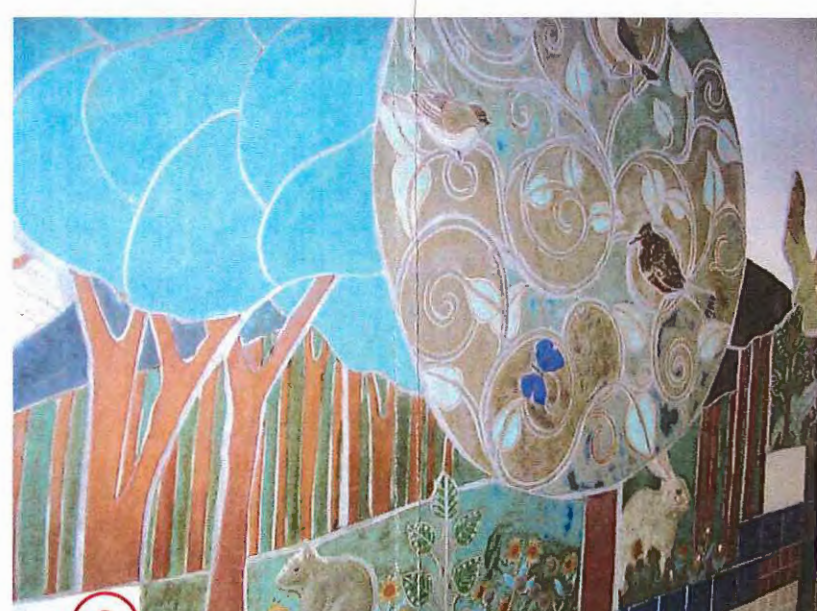
8 STORAGE



3 SPECIAL EDUCATION



6 GYMNASIUM



9 TILES IN CORRIDOR





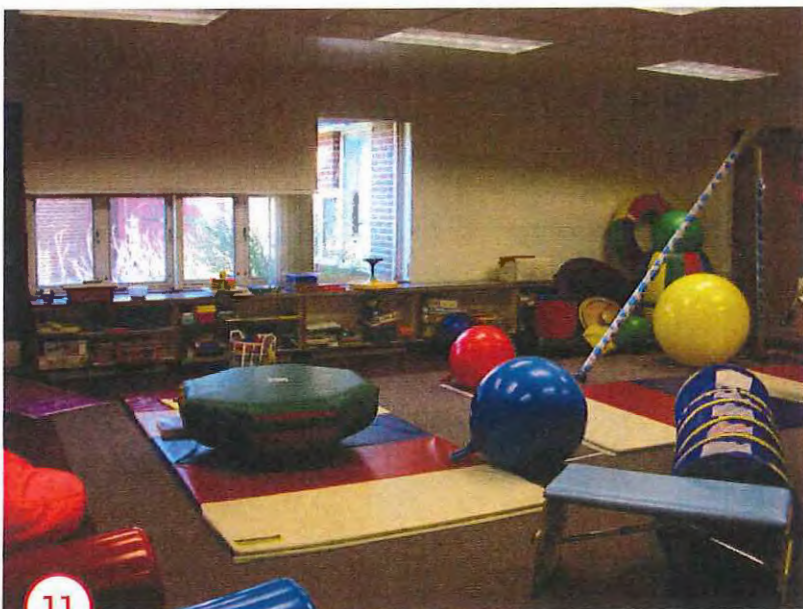
10

TILE AT ART ROOM



14

CAFETORIUM



11

OT/PT ROOM



15

STAGE



12

OT/PT STORAGE



13

CAFETORIUM



16

MEDIA CENTER



# EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS

### – CENTER ELEMENTARY SCHOOL

#### FACILITY:

Center Elementary School is located on Summit Street in the old village center of East Hampton. The original, three-story Center School was built in 1914. A two-story addition was constructed in 1939 and in 1995 the media center and main office addition was built, bringing the school to approximately 43,400 square feet.

Center Elementary School is a solid concrete and masonry building that is in good condition. Many of the original interior finishes remain and are maintained well. The elevator is located in the original portion of the building. The building is not sprinklered, and air-conditioning is supplied to the administrative offices only. The original, outdated heating system, which still provides the heat to the school, is difficult to regulate and excessive heat often creates unsuitable teaching environments. Replacement parts and general maintenance are especially expensive due to its age.

The gymnasium serves as an adequate space for the physical education program, but the entire student body of Center Elementary School does not fit into the gymnasium at one time. The gymnasium has a small stage that is rarely used, and larger performances are held at the Middle School. The school has a full-service kitchen serving three lunch waves. Unlike many schools in the state, the art, music and physical education programs are all intact. The school does not have a computer lab, although some classrooms do have computers.

The small and limited instructional spaces lack furnishings essential to elementary education. The students keep their belongings in lockers that line the corridors rather than within the classrooms. This creates a situation where staff have to monitor the corridors as well as the classrooms. Current teaching methods also require more space for small group instruction. In Center Elementary School's case, conference rooms and administrative spaces are used to teach small groups as the school has already begun to exceed its limits. The staff has utilized every available

space for instruction and, consequently, the school is in need of storage space and staff offices.

Center Elementary School is an old facility. Although it is in good condition, it lacks some of the essential elements of today's educational buildings. Serving 305 students, the school houses Grades 4-5 within 14 classrooms. This number is lower than usual, but there are still 26-29 students per classroom. Projected enrollments show an increase of almost 9 percent in the next five years. Currently specialized spaces for art and music are located in the basement. While natural light is provided to all spaces at this level, it is not the best environment. The music room is small for the number of students it serves, as is the art room. Both programs require a lot of storage. Instruments and art supplies are presently kept within the rooms, taking up space needed for student instruction.

#### *Facilities Assessment*

The following pages provide an evaluation of various components of Center Elementary School. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.





ARCHITECTURE  
INTERIOR DESIGN  
M/E/P ENGINEERING  
LANDSCAPE ARCHITECTURE

ASSOCIATES | 281 FARMINGTON AVENUE | FARMINGTON, CT 06032

## FACILITIES ASSESSMENT

Name of Building: **Center Elementary School**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>73</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	55-28	27 - 0

## SITE:

Center Elementary School is located just off Main Street in the center of East Hampton, on 6.76 acres of land. The school sits adjacent to a busy intersection and bordered by parcels utilized for a church and day care to the west and a residential neighborhood to the east.

There is a small, designated bus drop-off area on the site, while parents must park their cars in the adjacent lot and walk their children to the main entrance. With minimal room to maneuver, vehicular and bus traffic must cross paths creating an unsafe situation. While flush areas are present along the main drop off aisle, there is no formal passenger loading zone or signage.

Handicap accessibility throughout the site is generally adequate. Of the 44 parking spaces, there are 3 handicapped spaces, all with the proper striping and signage. Available parking for the school is minimal. While an agreement exists with the adjacent church allowing those parking spaces to be utilized when the church is not in session, conflicts do occur.

Exterior lighting is provided by pole-mounted floodlights on the perimeter of the field area and wall packs mounted on the school building. Concrete and bituminous sidewalks provide access from the building to the play area and fields located on the side of the school. These walks are in generally good condition and, based upon visual inspection, provide access to those areas for persons with disabilities.

Exterior amenities include a bituminous play area with basketball hoops, an adjacent playscape and a large multi-purpose field utilized for soccer and baseball. While generally level, the grass is patchy in some areas with exposed dirt and the landscaping throughout the site is minimal. Other than areas of grass for play and in the island located by the main entry, the only additional vegetation is the tree line along the perimeter of the fields.



## HVAC

The school is heated by perimeter finned tube radiation. In the original portion of the building, the finned tube radiation is supplied with steam and the newer portion of the building is heated by hot water.

Indoor air handlers for the office, nurse's station, and library provide both heating and cooling. The air handlers provide the required amounts of ventilation to the spaces and have hot water and direct expansion coils. The associated condensing units for the air handlers are mounted on the roof.



Roof mounted condensing units.



Steam to hot water heat exchanger.

The boilers are oil-fired and provide heating water for the air handlers and perimeter finned tube radiation. The heating water is distributed to the air handlers and perimeter finned tube radiation by two hydronic pumps. The boilers are Smith 450, 17 section boilers with an output of 3300 MBH each. The boilers appear to be original to the building.



Typical boiler.



Domestic hot water heater.

### *Plumbing System*

Plumbing systems for this facility appear to be original to the building and are in fair condition.

The domestic water for this facility is provided by a centralized town water system.

Domestic hot water is provided by an oil-fired hot water heater located in the mechanical room.

### *Fire Protection System*

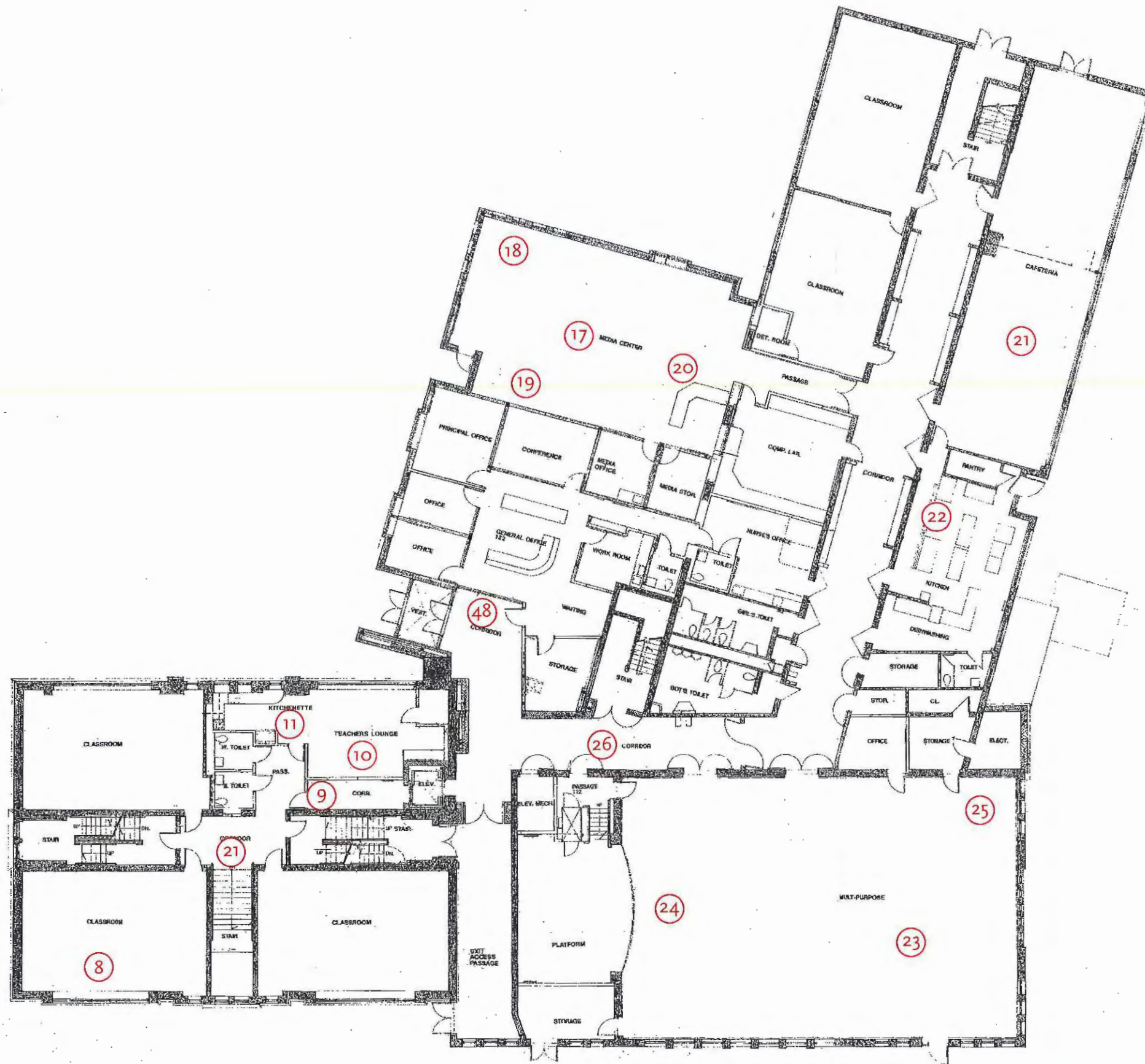
A sprinkler and standpipe system is installed on the stage. Sprinklers in the remaining portions the building were not observed. On site there is a 20,000-gallon buried storage tank that provides the required storage and an electric fire pump. An emergency generator is provided for backup power to the fire pump.

### *Electrical System*

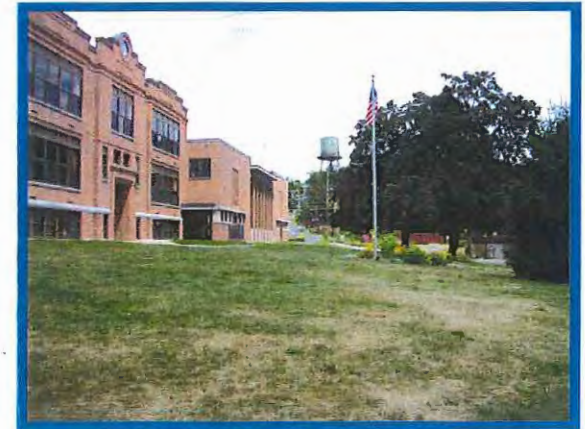
The electrical service to the building is 208/120 volt, 600 amp, 3 phase.



43,400 SF

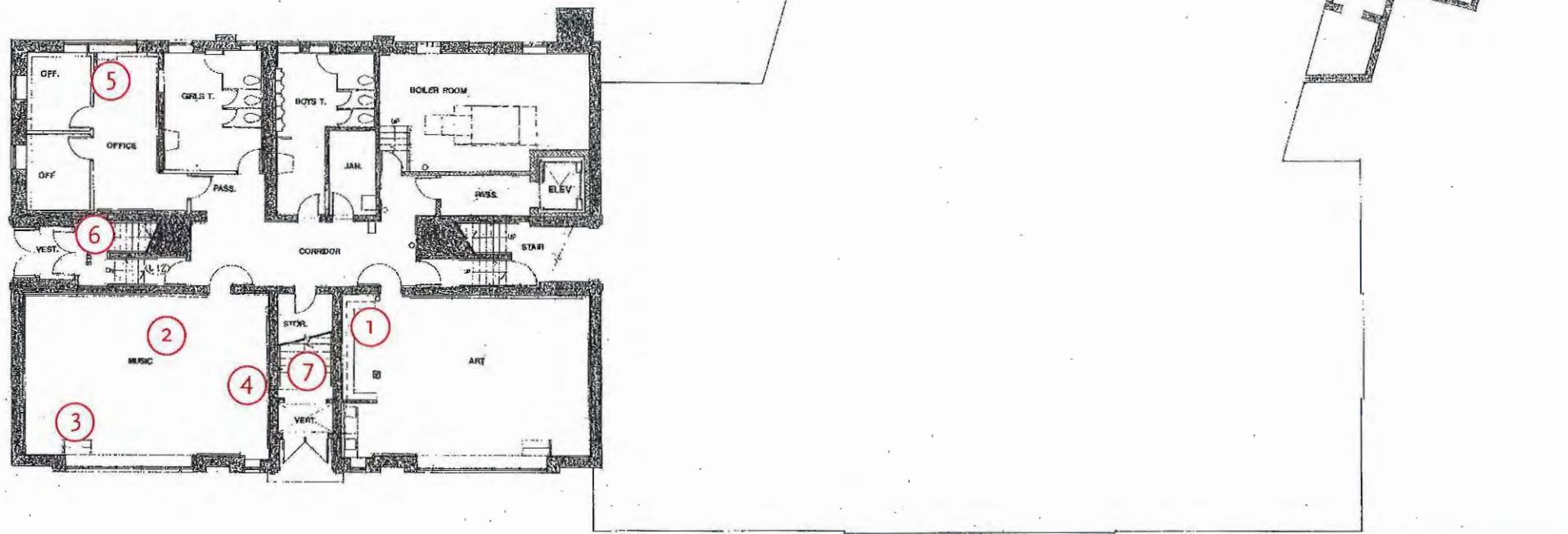


\* numbers correspond with photographs





43,400 SF



\* numbers correspond  
with photographs



43,400 SF



\* numbers correspond with photographs

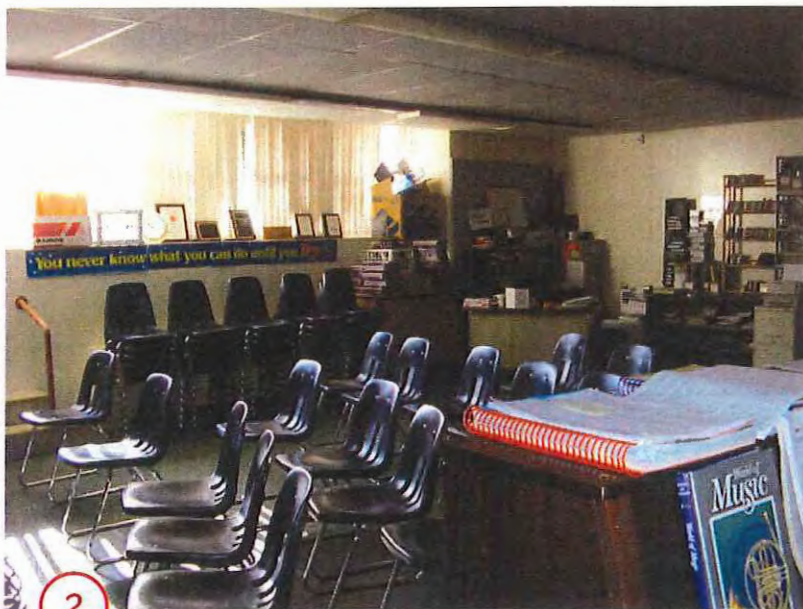




ART ROOM STORAGE



MUSIC ROOM STORAGE



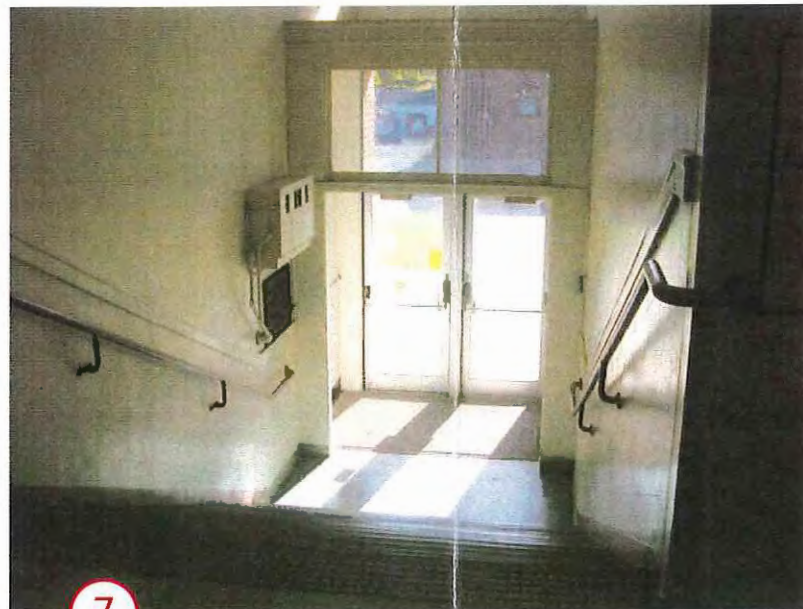
MUSIC ROOM



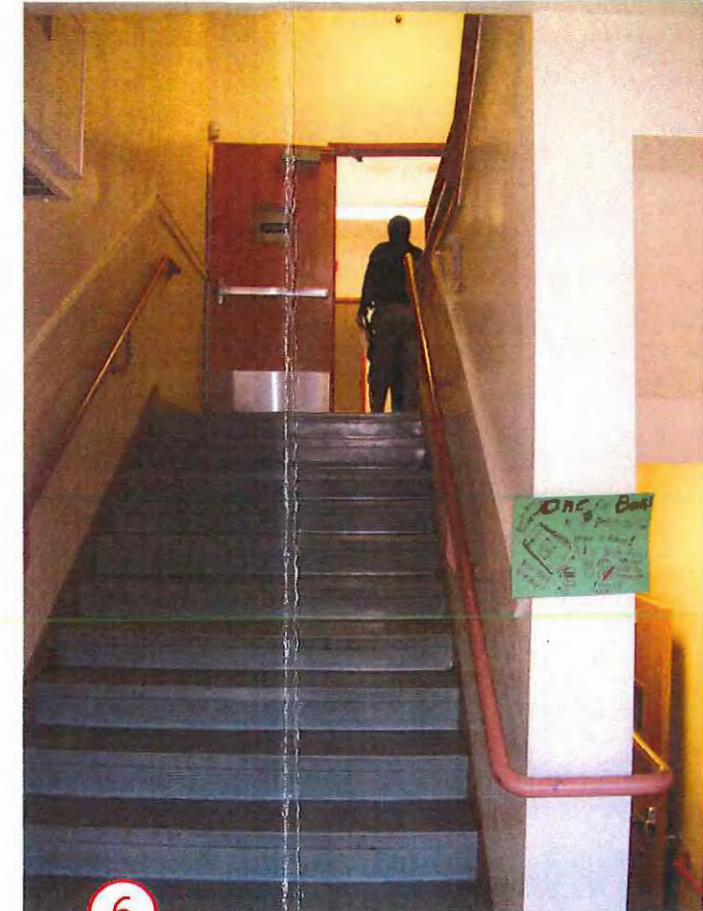
OFFICE SPACE



MUSIC ROOM



STAIR TO SUMMIT STREET ENTRANCE



STAIR TO MAIN LEVEL



CLASSROOM





9

ENTRY TO ELEVATOR



11

KITCHENETTE



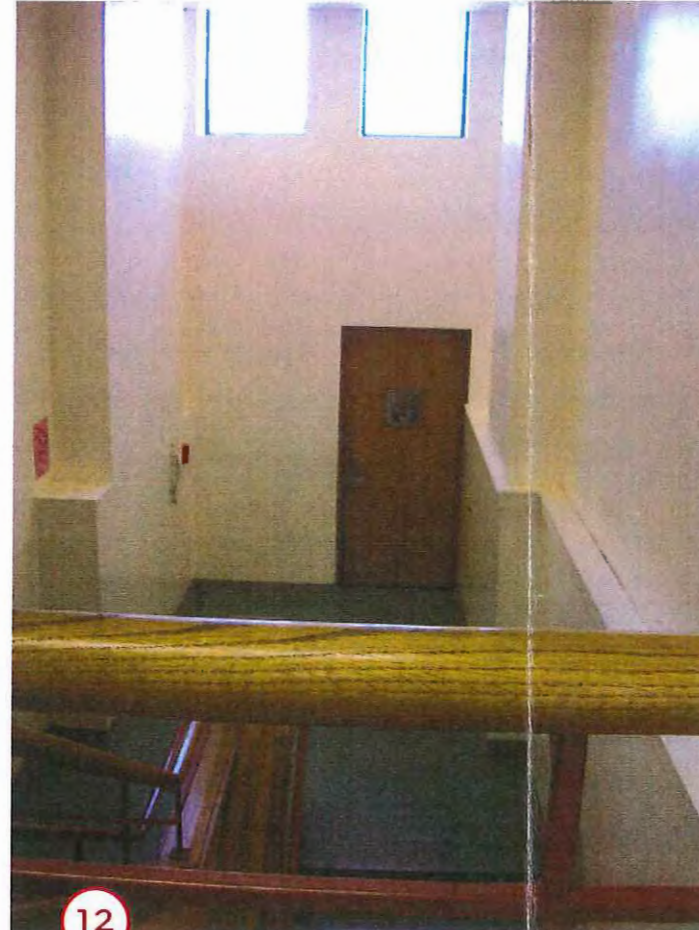
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RESOURCE ROOM



10

TEACHER'S LOUNGE



12

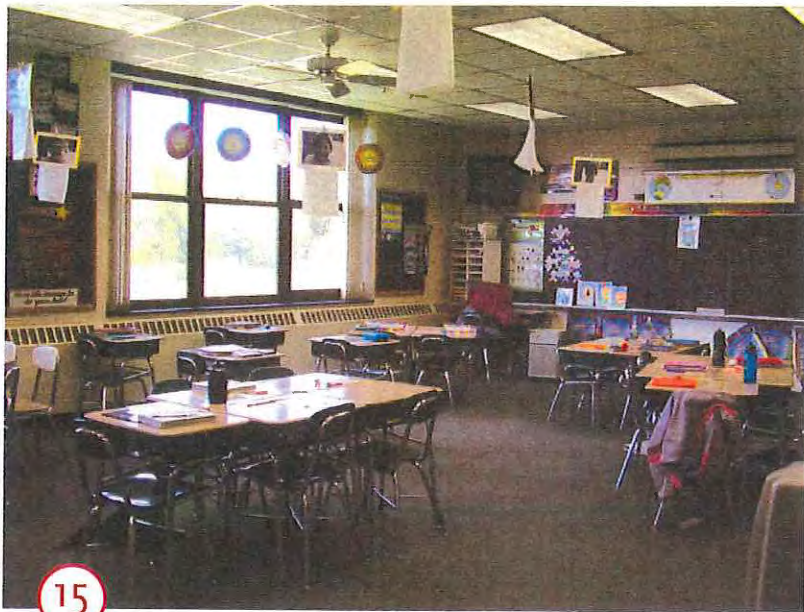
STAIR



14

CORRIDOR





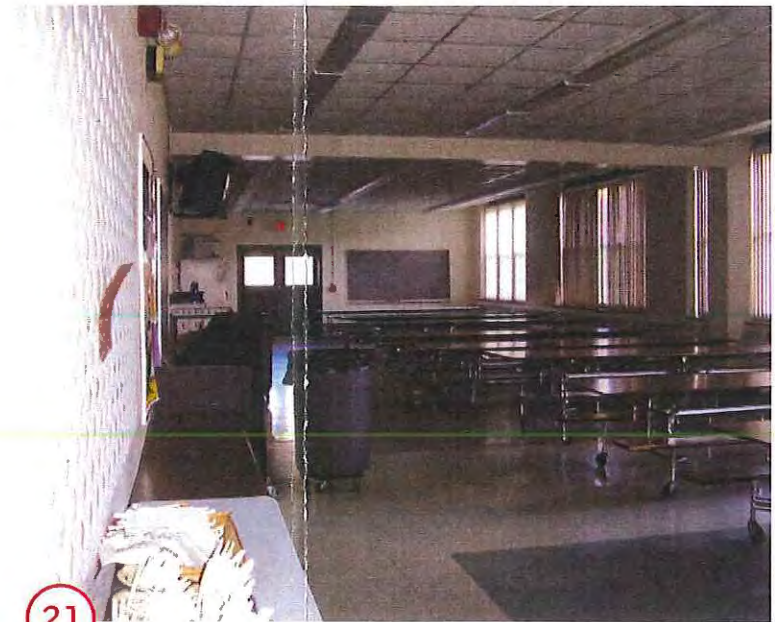
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CLASSROOM



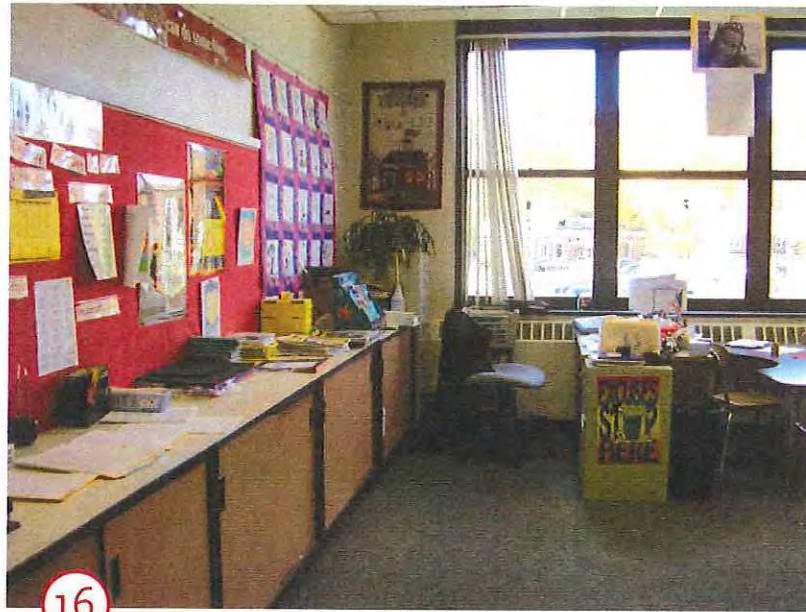
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MEDIA READING AREA



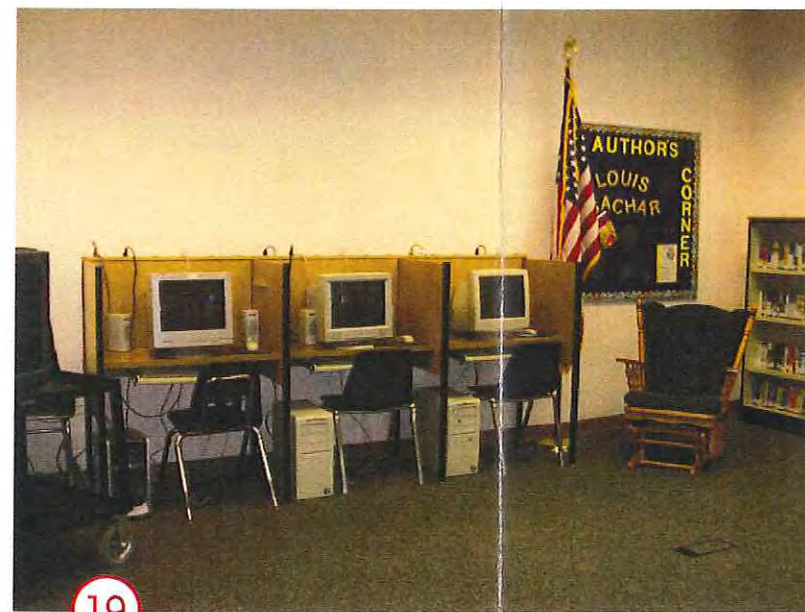
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CAFETERIA



16

CLASSROOM



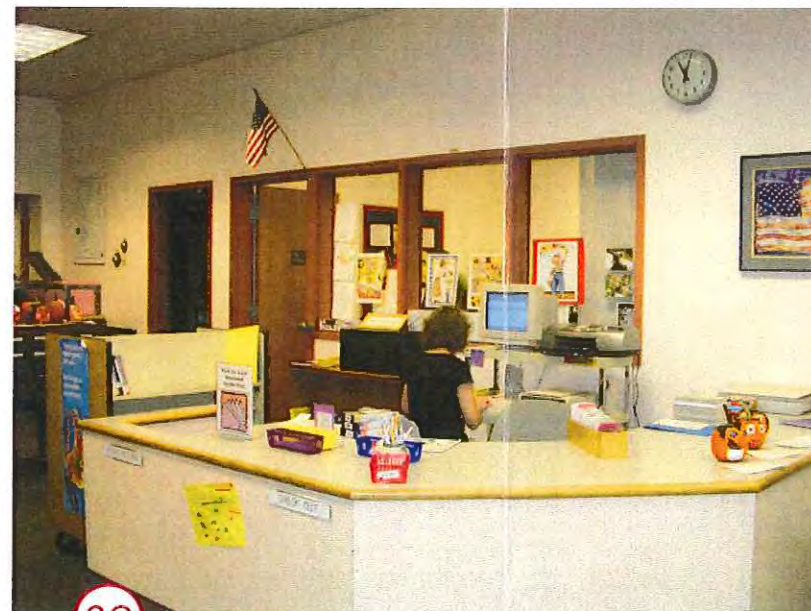
19

MEDIA COMPUTING AREA



17

MEDIA STACKS



20

MEDIA CIRC. DESK



22

LUNCH LINE





23

GYMNASIUM



24

GYMNASIUM



25

GYMNASIUM



PHOTOGRAPHS  
Center Elementary School

December 2005  
Feasibility Study  
EAST HAMPTON, CT

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## EXISTING FACILITY / SITE / MEP CONDITIONS

### – EAST HAMPTON MIDDLE SCHOOL

#### FACILITY:

East Hampton Middle School is located at 19 Childs Road. Originally constructed in 1970, the building was expanded and renovated in 1993. The facility has been maintained well throughout the years and remains in good condition. The Middle School serves sixth, seventh and eighth grade students.

The main office provides limited visibility to the main entrance, making it difficult to monitor who enters the building. The sizes of the offices within the main administration area are adequate, although other staff spaces throughout the building are insufficient. Many of the staff offices are carved out of instructional spaces or are situated in spaces that were once closets.

The gymnasium is of adequate size; however, a mandated physical fitness program has taken over the most of the gymnasium storage room. The locker rooms are very cramped and handicapped accessibility is limited. The lockers themselves are very old, and there are not enough lockers for all of the students so that students without lockers have to use metal bins to store their belongings.

The commons area serves as both the cafeteria and the auditorium. The space is bright, flooded with natural light, and functions well as a multi-purpose room. The media center on the hand is located at the center of the building with windows only to the corridors. In addition, accessibility is also limited as part of the media center is three steps down with no ramp.

Another space with limited handicapped accessibility is the nurse's suite. The nurse's suite, located in an undersized space behind the main office, has a little room for two beds and even less space for exams or testing. The nurse's toilet room does not have a sink, and the door is too small for a student in a wheelchair to enter. The only natural light provided to this space is through a single window behind the nurse's desk. Storage space is also inadequate.



Classrooms throughout the building are exceeding their space limits. Storage in most rooms is inadequate, and the ability to rearrange furniture for different teaching methods is limited by the both the room's size and the number of desks required. Teaching methods are also limited by the minimal technology provided to classrooms. Some of the classroom doors are not code compliant. The furniture and equipment provided in the science laboratories is inadequate. Lab stations do not have sinks, fume hoods are currently used as storage space and safety equipment is either not provided or not code compliant. These spaces do not provide the resources for proper science instruction.

### *Facilities Assessment*

The following pages provide an evaluation of various components of East Hampton Middle School. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.

## FACILITIES ASSESSMENT

Name of Building: **East Hampton Middle School**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input checked="" type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>95</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	83 - 56	55-28	27 - 0



## SITE:

East Hampton Middle School is located off Route 66 on Childs Road, in a rural setting of approximately 24.5 acres of land. There are two designated drop-off areas on the site, one for parents and one for buses. This separates the traffic circulation during peak times and creates a safe and efficient environment for both the students and vehicles.

Handicap accessibility throughout the site is generally adequate. Of the 128 parking spaces, there are 4 handicapped spaces in the main parking area and 2 in the rear lot, all with the proper striping and signage. Passenger loading zones are located at each of the entry points, but lack the proper signage designating them as such.

Adequate lighting is provided throughout the parking areas and site by pole-mounted light fixtures. A paved path allows access to the baseball and soccer fields, as well as the volleyball court. Upon visual inspection, it appears that the pathway is an accessible route (5 percent slope or less). The bituminous pavement and concrete walks throughout the site are in average condition with some cracking evident. Finally, semi-mature ornamental and shade trees as well as areas of lawn have been planted around the building and the parking lots, providing greenspace and relief from the expanse of impervious materials.

## HVAC

Rooftop make-up air handlers provide the required amounts of supply and exhaust air to ventilate the classrooms. The make-up air handlers are equipped with hot water coils to temper the air being introduced. A secondary source of heating is provided by perimeter hot water baseboard.



Typical finned tube.



Typical rooftop make-up air handler.

Packaged rooftop air handlers for the office, computer classrooms, and media center provide cooling. The air handlers provide the required amounts of ventilation to the spaces and include direct expansion coils for comfort cooling. Heating is provided by associated duct mounted coils with a secondary source of heating provided by perimeter hot water baseboard.



Typical packaged rooftop a/c unit.



Domestic hot water heater.



Two Weil-McLain oil-fired boilers provide heating water for the air handlers, duct mounted coils and perimeter finned tube radiation. The heating water is distributed to the terminal equipment via hydronic pumps. A hot water to glycol heat exchanger is provided in the mechanical room. This arrangement sends propylene glycol to the rooftop equipment for heating, eliminating the possibility of coil freeze up.

### *Plumbing System*

Plumbing systems for this facility appear to have been replaced during renovation to the building and appear to be in good condition.

Domestic hot water is provided by a heat exchanger and storage tank system. The water is heated by the heating system boilers and stored in the associated storage tank.

A grease trap is installed within the kitchen, downstream from the pot sink.

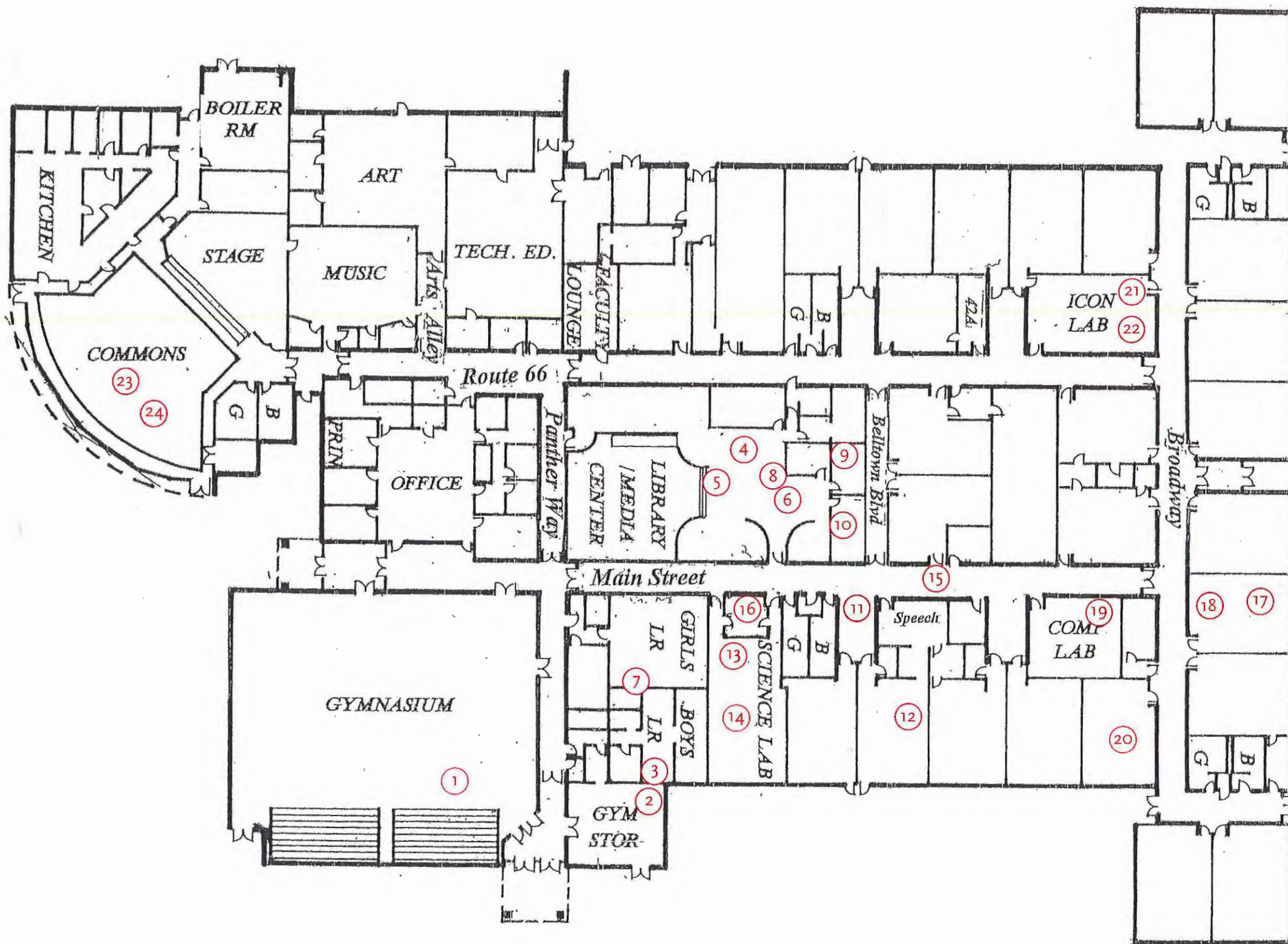
### *Fire Protection System*

Sprinklers and a standpipe were observed at the stage. Sprinklers were also observed in the boiler room, custodial rooms and storage rooms. There is a 20,000-gallon buried storage tank on site that provides the required storage.

### *Electrical System*

The electrical service to the building is 480/277 volt, 1600 amp, 3 phase.

74,900 SF



\* numbers correspond with photographs

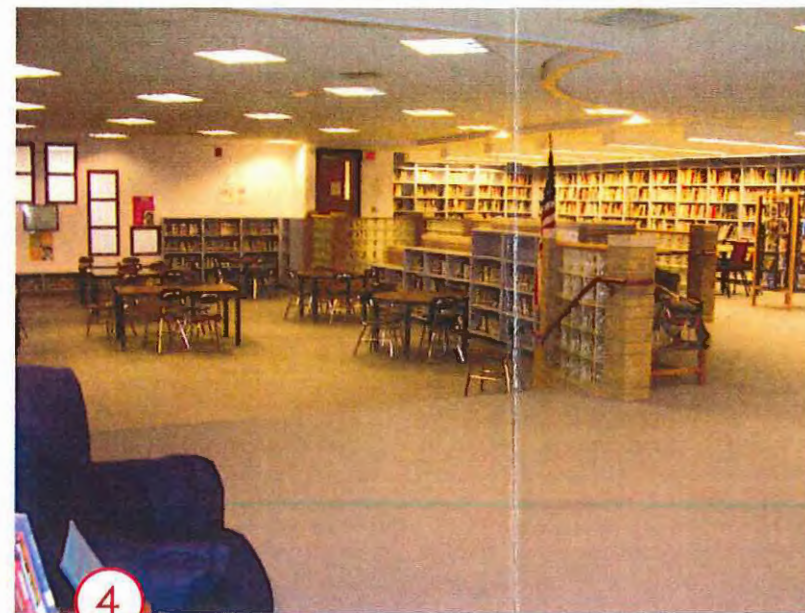






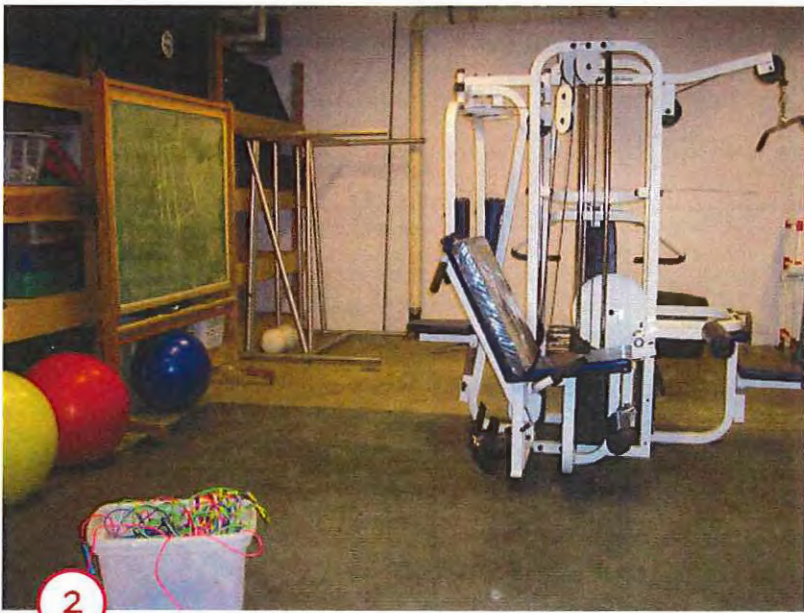
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GYMNASIUM



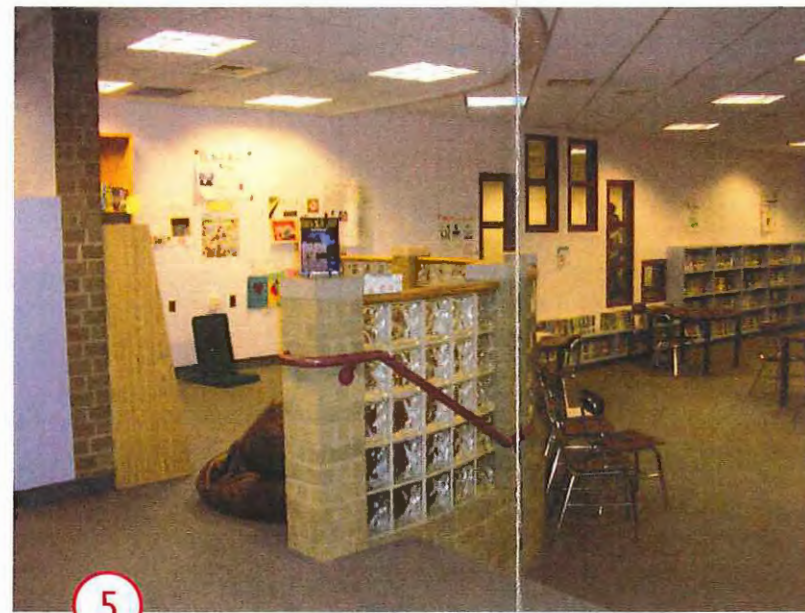
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MEDIA CENTER



2

GYM STORAGE/PHYSICAL FITNESS



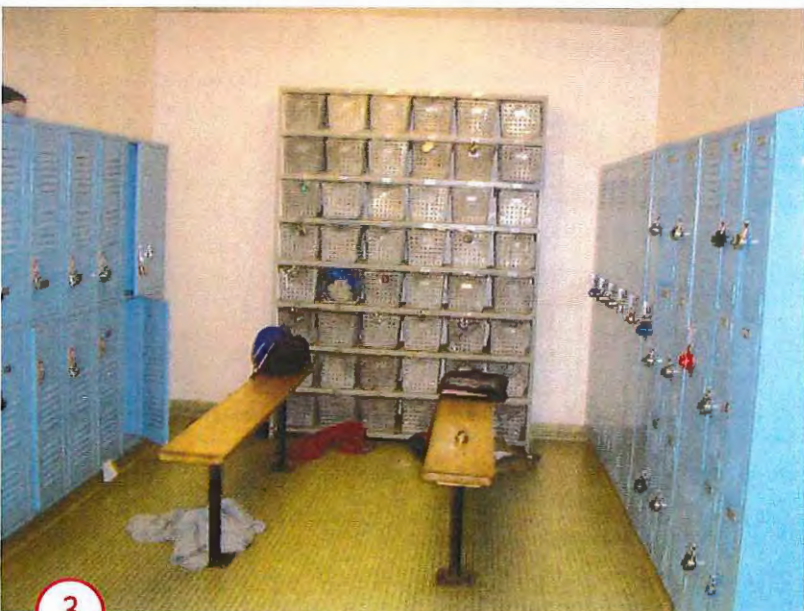
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MEDIA CENTER



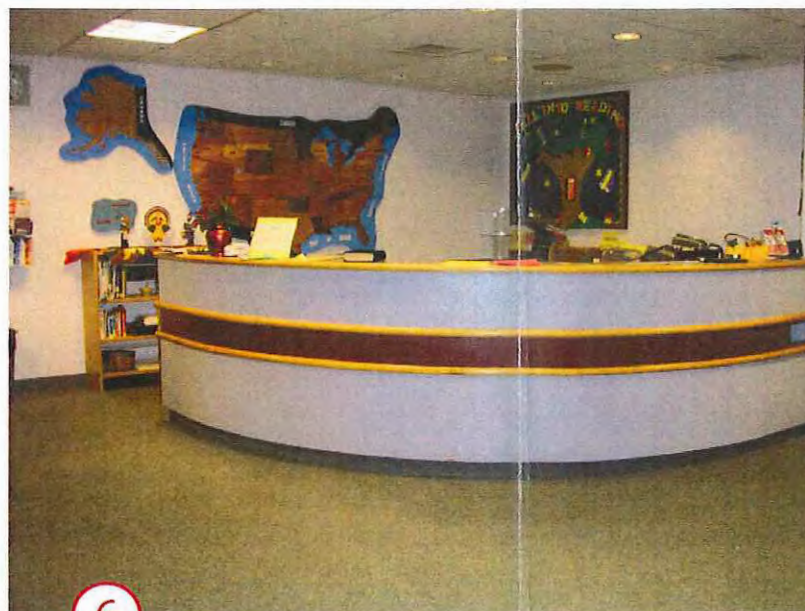
7

LOCKER ROOM



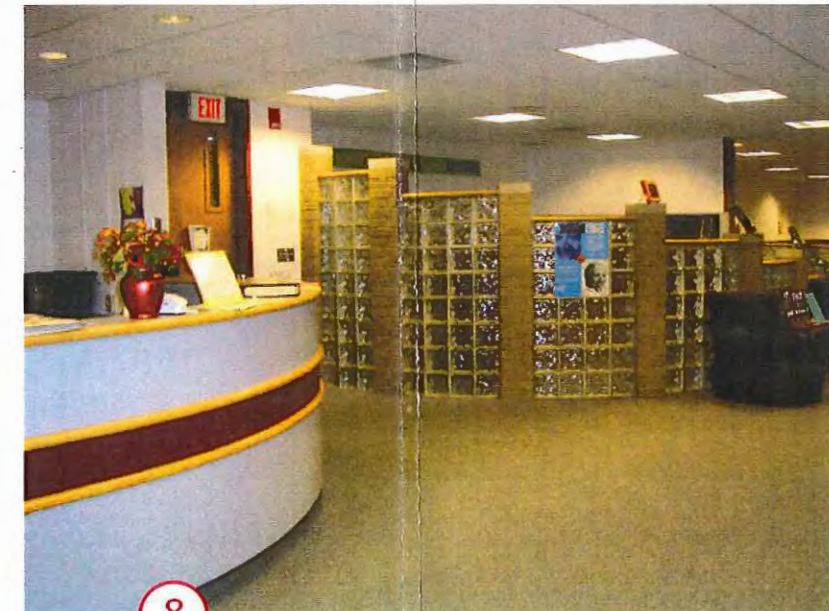
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LOCKER ROOM



6

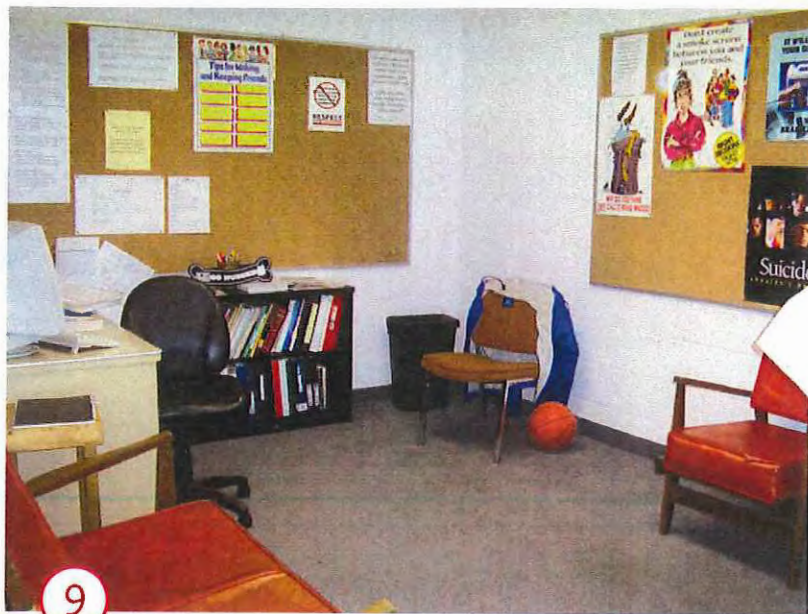
CIRCULATION DESK



8

MEDIA CENTER





GUIDANCE ROOM



SCIENCE LAB



CLASSROOM DOOR



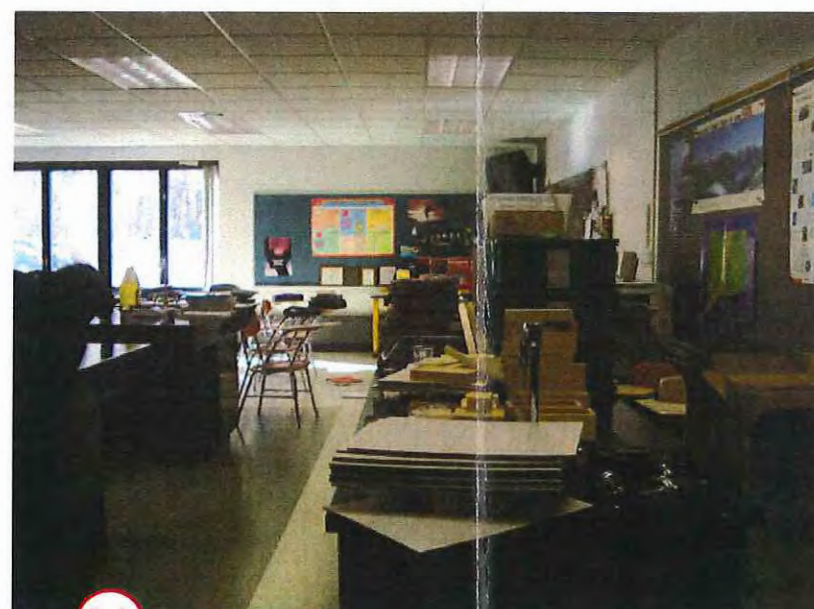
GUIDANCE ROOM



FUME HOOD



LOCKER ROOM

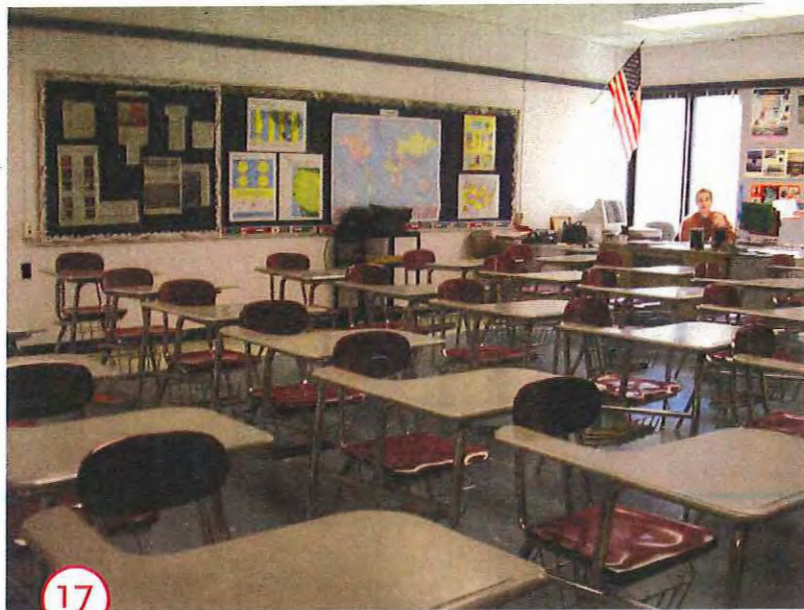


SCIENCE CLASSROOM



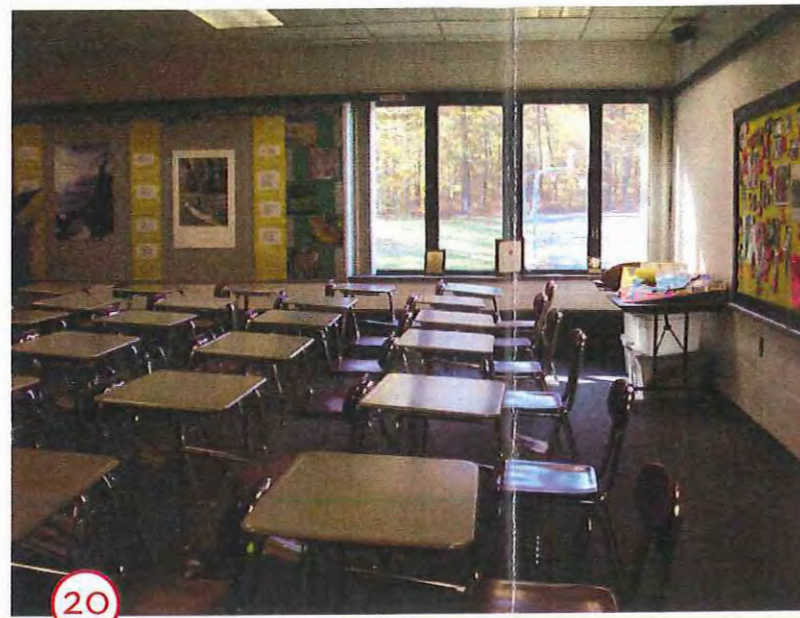
SCIENCE PREP ROOM





17

CLASSROOM



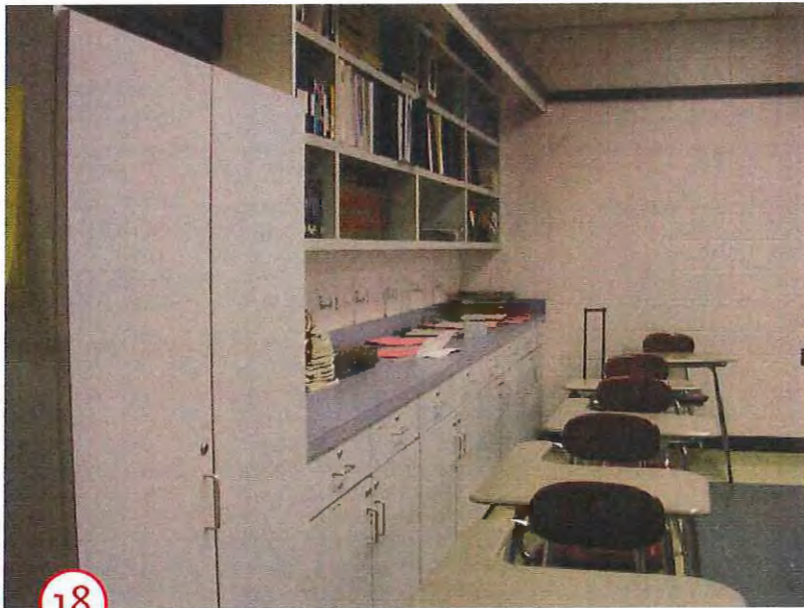
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CLASSROOM



23

CAFETERIA/COMMONS



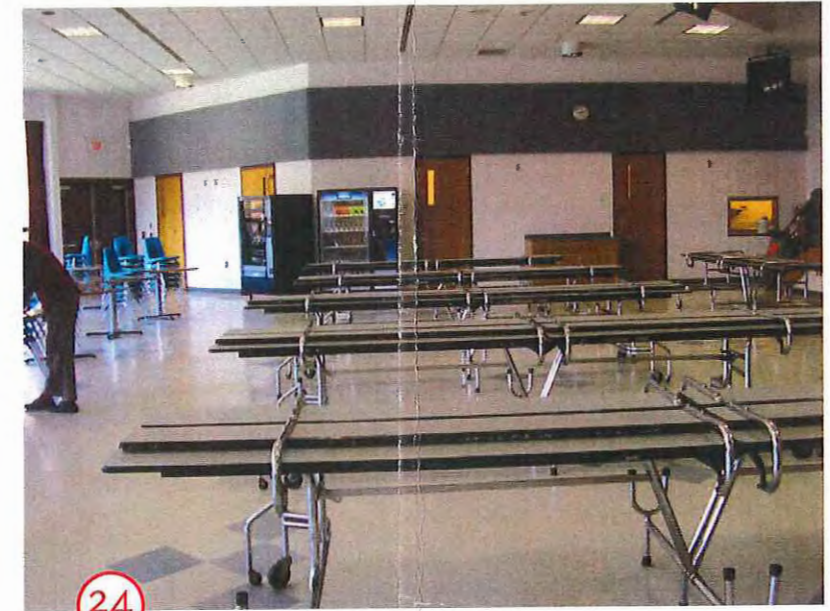
18

CLASSROOM



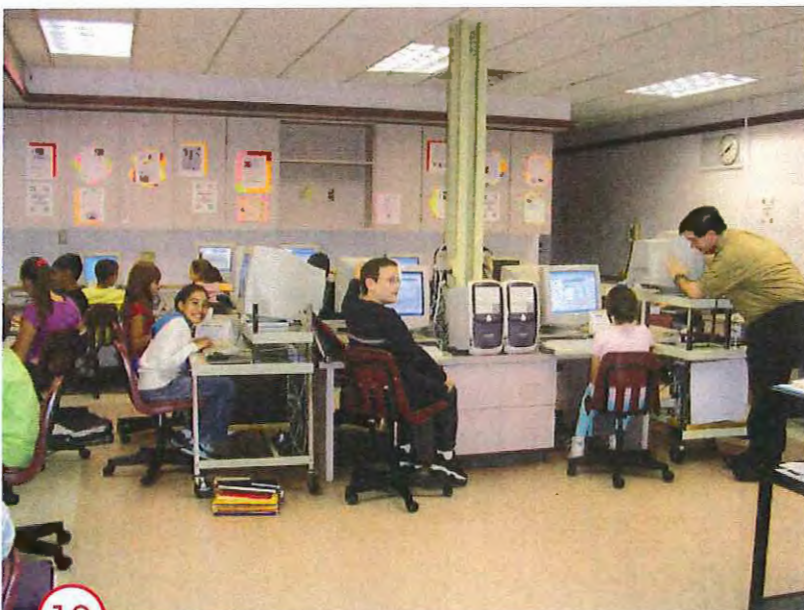
21

COMPUTER LAB



24

CAFETERIA/COMMONS



19

COMPUTER CLASSROOM



22

COMPUTER LAB



# **EAST HAMPTON FEASIBILITY STUDY**

## **EXISTING FACILITY / SITE / MEP CONDITIONS**

### **– EAST HAMPTON HIGH SCHOOL**

#### **FACILITY:**

East Hampton High School, located at 15 North Maple Street, is approximately 125,200 square feet. The school was built in 1961 and underwent general renovations in 1994 and ADA upgrades in 2004. Besides serving Grades 9-12, the building acts as the Town's emergency shelter. Current student enrollment is 571. In the past five years, the high school population has experienced an increase of 21 percent; enrollment at the school is projected to increase another 19 percent in the next five years.

Safety within the building is a concern. The original, single-pane windows have been deemed inoperable, prohibiting emergency egress from many areas. The building is not sprinklered, and the majority of the floor tile appears to contain asbestos.

Aside from failing to meet various building code requirements, regulated by the IBC, NFPA and ADA, the school also fails to meet its programmatic requirements. To ensure the educational functionality of this school as its population expands, several space needs must be addressed. Instructional advances require updated and additional science labs with code-compliant services. Additional classroom and cafeteria spaces are also needed in response to the growing student enrollment.

The main office does not have a welcoming atmosphere, private offices are provided for the Principal and Vice Principal only. In an ideal layout, additional office space would be provided for auxiliary administrative services. Office space for each department is also desired to provide teachers with a private space for lesson planning, grading and student tutoring.

Due to limited conference spaces within the building, parent meetings and other conferences are often held in classroom spaces. Also the cafeteria is limited by an allowable occupancy of 250 students, so lunches are handled in three waves.



East Hampton High School is one of the only schools in the district without up-to-date classroom technology. Smart boards, projectors and video capabilities are all essential elements of today's teaching process.

As is the case with other facilities included in this study, storage is an issue. Not only is storage minimal, but also the student lockers are miniature in contrast with the size and number of books students are required to keep throughout the year. The lockers were installed in 1961 and their condition worsens each year. Lockers are also an issue within the boys' and girls' locker rooms with fewer than 100 lockers available for the sports teams. The bleachers in the gymnasium also need repair. Once more, these are original to the building; over 40 years of operation has left portions of them inoperable and unsafe for spectator use.

#### *Facilities Assessment*

The following pages provide an evaluation of various components of East Hampton High School. Points are given based on condition and totaled to provide an overall condition rating. A rating of fair or worse indicates that moderate to major renovations and/or alterations may be required to return the buildings to a suitable condition.

## FACILITIES ASSESSMENT

Name of Building: **East Hampton High School**

Site	Very Good = 4	Good = 3	Fair = 2	Poor = 1	Very Bad = 0
Landscaping	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Parking (available vs. need)	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Pavement Conditions	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Site Lighting	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicap Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Circulation	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Building Structure

Floors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Roof	<input type="checkbox"/> Very Good	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceilings	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Windows	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Heating system	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Electrical System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Fire Alarm System	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Handicapped Access	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Program

Work Space	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Storage	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Very Bad
Furniture	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Classrooms	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Public Areas	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Office Spaces	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Interior Items

Floor Material	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ceiling	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Walls	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Cabinets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

### Toilet Room Items

Stall Doors	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Toilets	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Sinks	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Ventilation	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Lighting	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Showers	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad
Accessibility	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Bad

Building Score: <b>65</b>	Very Good	Good	Fair	Poor	Very Bad
	140 - 112	111 - 84	<b>83 - 56</b>	55-28	27 - 0



SITE:

East Hampton High School is located one quarter of a mile off Route 66 in the center of East Hampton, on 46.7 acres of land. The school is located in a rural neighborhood.

There is a designated bus drop off area at the main entry point to the school, with no specified parent drop off area. Most parents park in the main lot by the school entrance and wait for students to walk out to the cars. General traffic is not allowed in the main access aisle while buses are queuing. While flush areas are present along the main drop off aisle, there is no formal passenger loading zone or signage.

Handicap accessibility throughout the site is generally adequate. Of 225 parking spaces, there are 4 handicapped spaces in the main parking lot and 5 in the western lot. While all the spaces appear to be striped properly, there is no signage at the spaces adjacent to the main entry, only handicap symbols painted in the parking space.

Exterior lighting is provided by pole-mounted light fixtures throughout the site and appears to be adequate. Concrete and bituminous sidewalks provide access from the building to the various site elements. These walks are in generally good condition, but there is some obvious cracking in areas and settling around drains located within walkways.

Exterior amenities include a bituminous play area with basketball hoops, tennis courts, soccer fields, a baseball field and a track with adjacent bleachers. The fields appear to be in good condition, with many having been renovated recently. The landscaping throughout the site is in good condition.

## HVAC

The school is heated and ventilated by various methods. In the oldest portion of the building the classrooms are heated by perimeter hot water baseboard. These rooms have a general exhaust system that works in conjunction with operable windows. The newer portion of the building utilizes unit ventilators and a general exhaust system. The unit ventilators are designed to allow the required amounts of outside air to be introduced to the classroom.



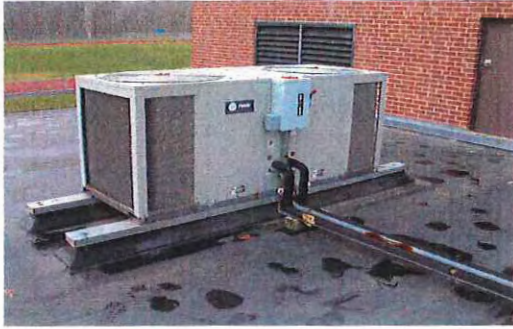
Unit ventilators in newer portion of the school allows outside air into classroom.

Air handlers for the music room, locker room and the smaller gymnasium are located in penthouses and are accessible from the roof. The air handlers provide the required amounts of ventilation to these spaces. In addition, they have hot water coils to provide heating with a secondary source of heating provided by perimeter hot water baseboard.

Indoor air handlers for the office, guidance area, and library provide both heating and cooling. The air handlers provide the required amounts of ventilation to these spaces and have hot water and direct expansion coils. The associated condensing units for the air handlers are mounted on the roof. A secondary source of heating is provided by perimeter hot water baseboard.

Two Smith 640 20 section boilers provide heating for the building. The boilers have an output of 5,279 MBH each. The boilers appear to be original to the building.





Condensing units for air handlers mounted on roof.



Two Smith section boilers provide heating for the building.

### *Plumbing System*

The plumbing systems for this facility appear to be original to the building and appear to be in fair condition.

Domestic water is provided by an on-site well with 9000-gallon exterior storage tanks. The tanks have been replaced within the last five years.

Domestic hot water is provided by a heat exchanger and storage tank system. The water is heated by the heating system boilers and stored in the associated storage tank.

### *Fire Protection System*

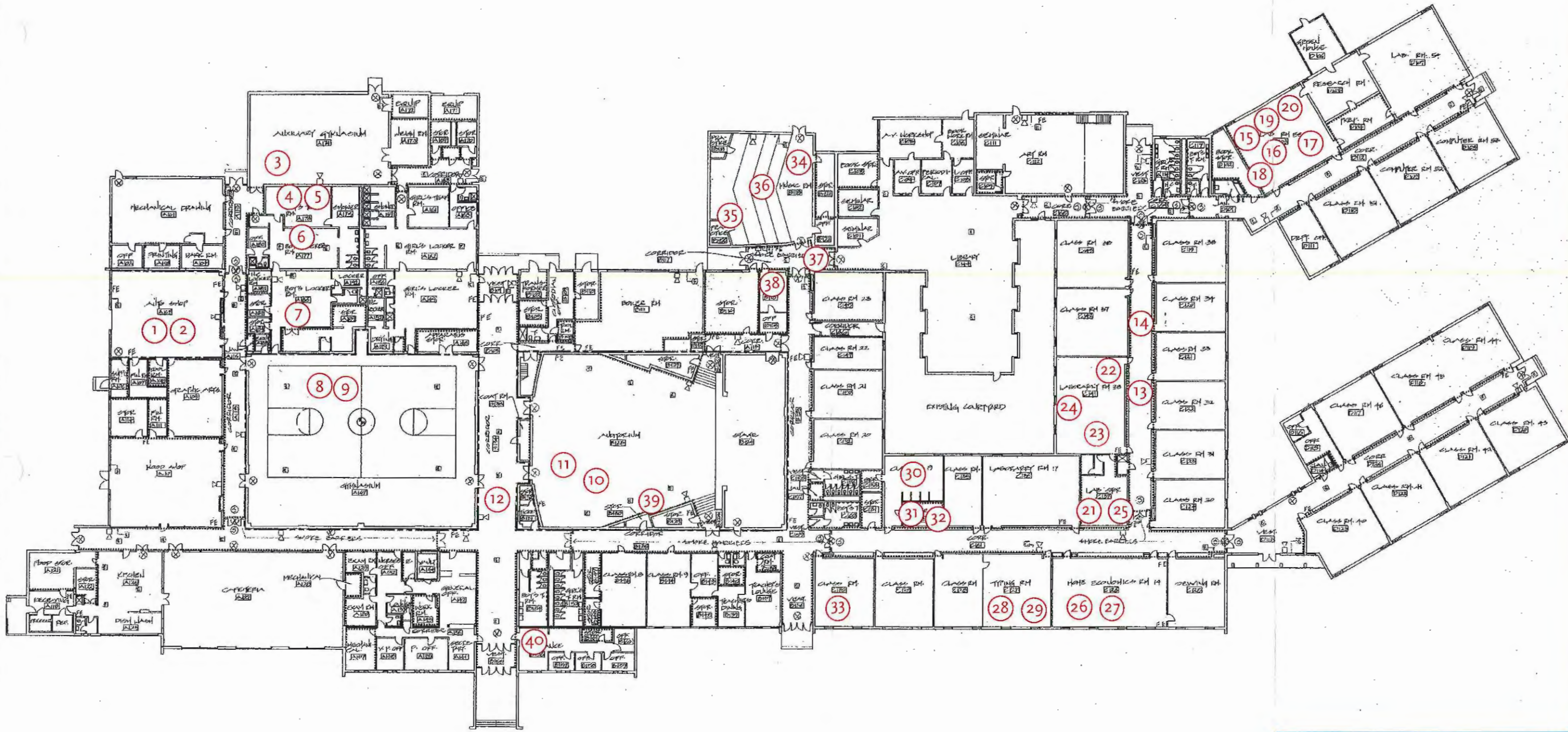
A sprinkler and standpipe system is installed on the stage. Sprinklers in the remaining portions the building were not observed. On site there are two, 20,000-gallon buried storage tanks that provide the required storage.

### *Electrical System*

The electrical service is 208/120 volt, 3 phase, 4-wire power, 1600 amp with emergency generator and manual transfer switch.



125,200 SF



\* numbers correspond with photographs

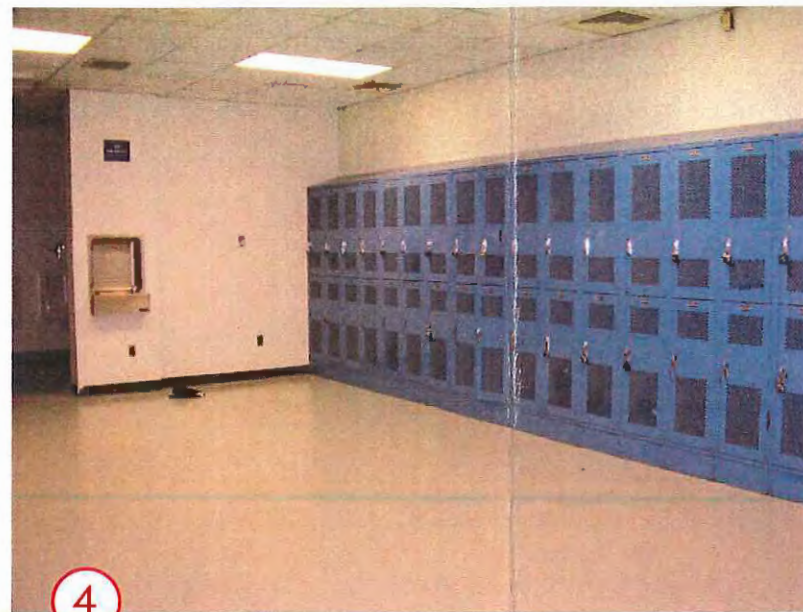






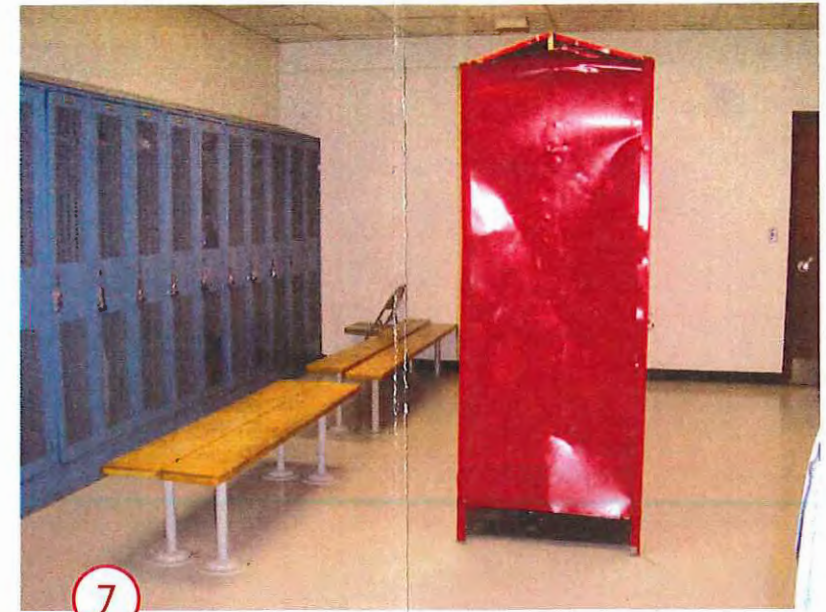
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INDUSTRIAL ARTS ROOM



4

BOYS TEAM ROOM



7

BOYS LOCKER ROOM



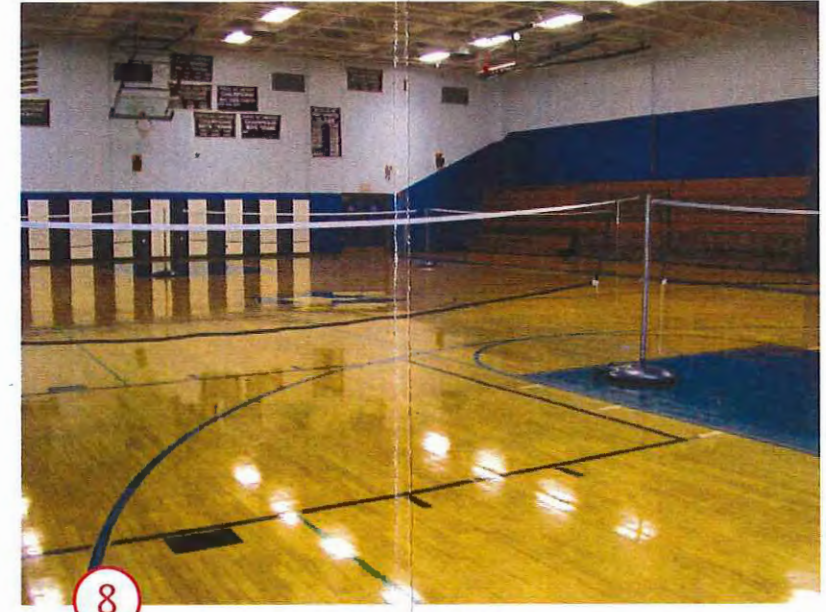
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INDUSTRIAL ARTS ROOM



5

BOYS TEAM ROOM



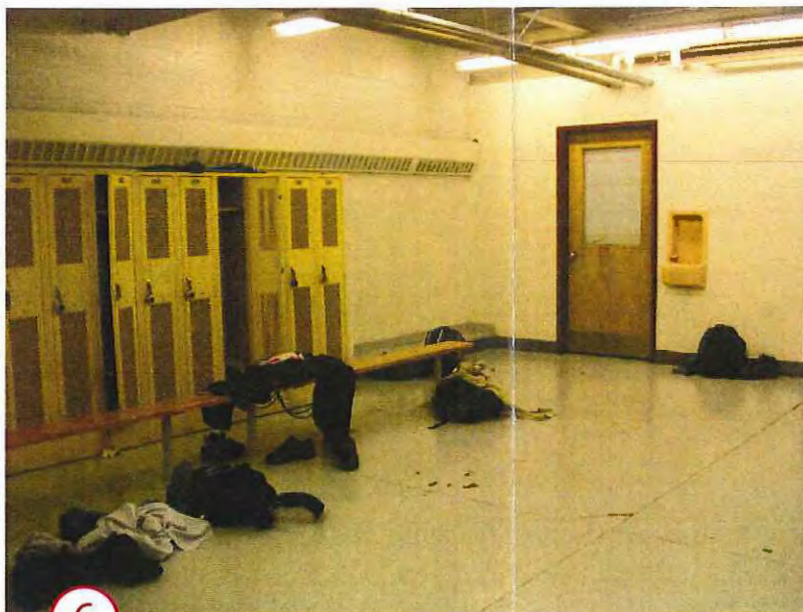
8

GYMNASIUM



3

PHYSICAL FITNESS ROOM



6

BOYS LOCKER ROOM



9

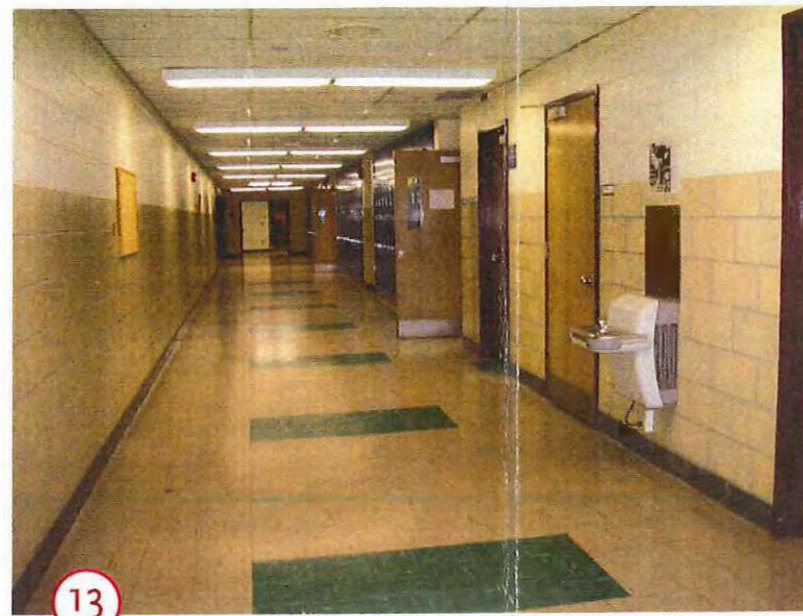
GYMNASIUM





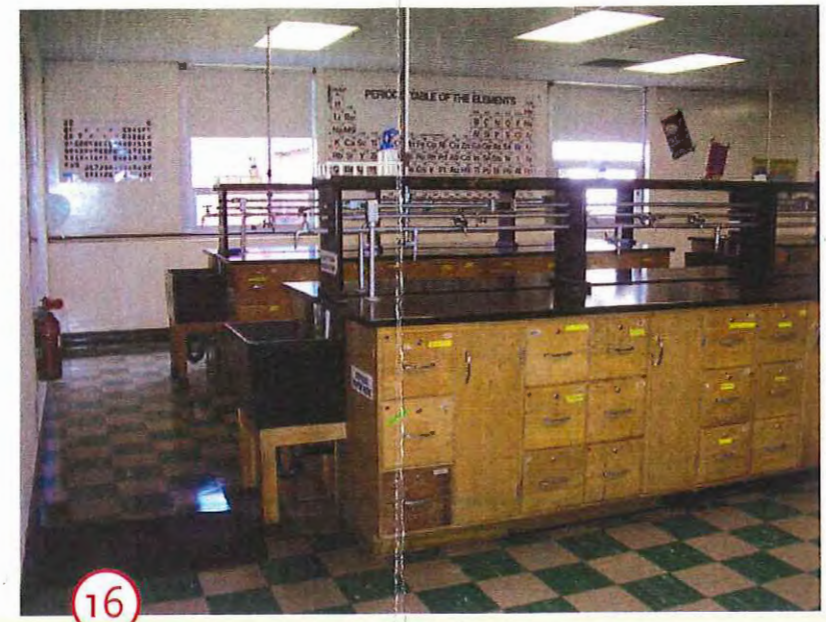
10

AUDITORIUM



13

CORRIDOR



16

SCIENCE LAB



11

AUDITORIUM



14

LOCKERS



17

SCIENCE LAB



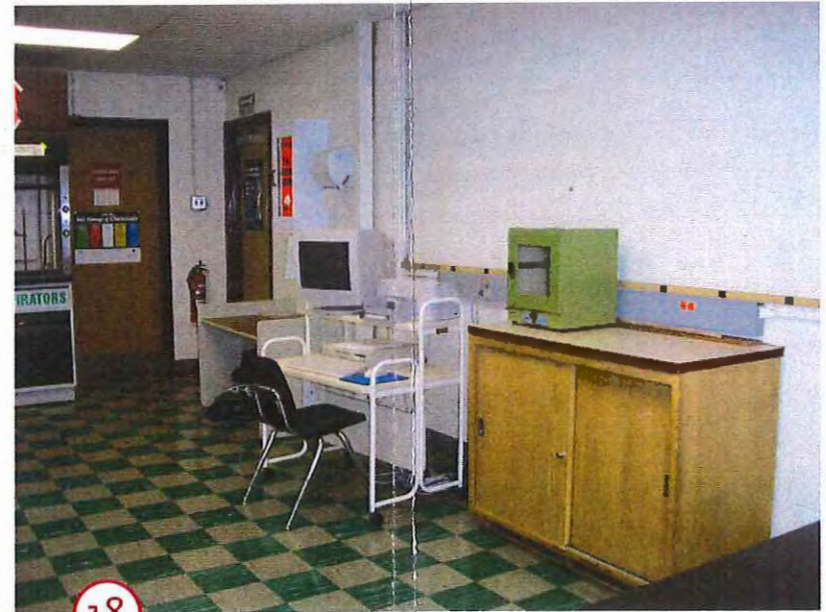
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CORRIDOR



15

SCIENCE LAB



18

SCIENCE LAB





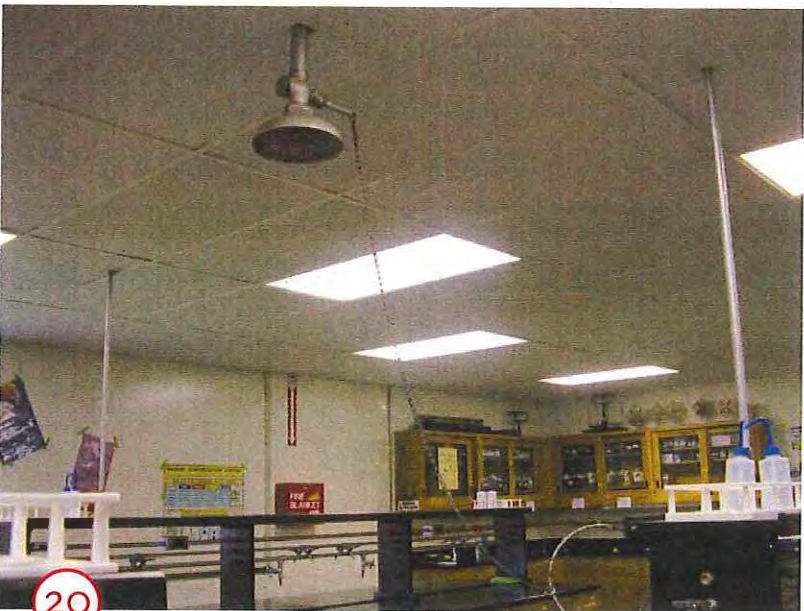
19

ORIGINAL WINDOWS (1961)



22

SCIENCE LAB



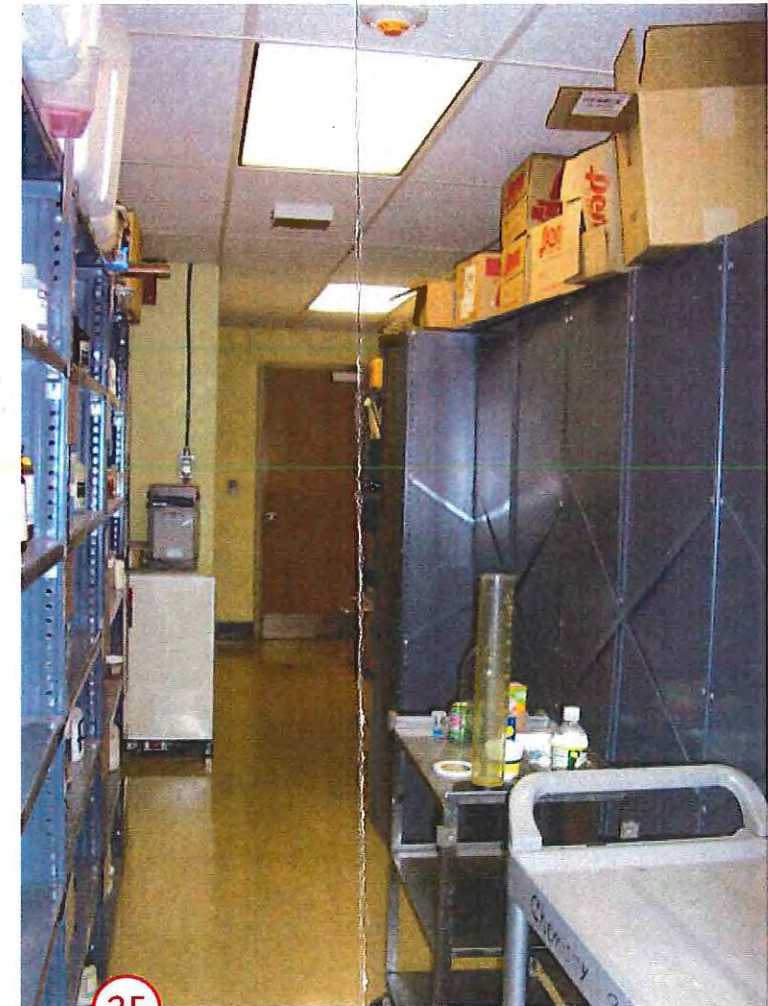
20

EMERGENCY SHOWER



23

SCIENCE TEACHER STATION



25

SCIENCE PREP ROOM



21

SCIENCE PREP ROOM



24

SCIENCE STORAGE



26

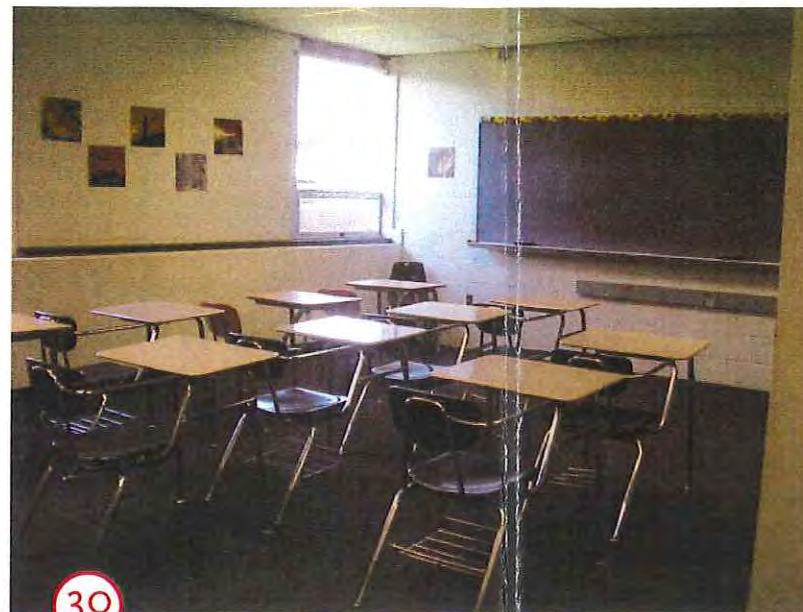
HOME ECONOMICS





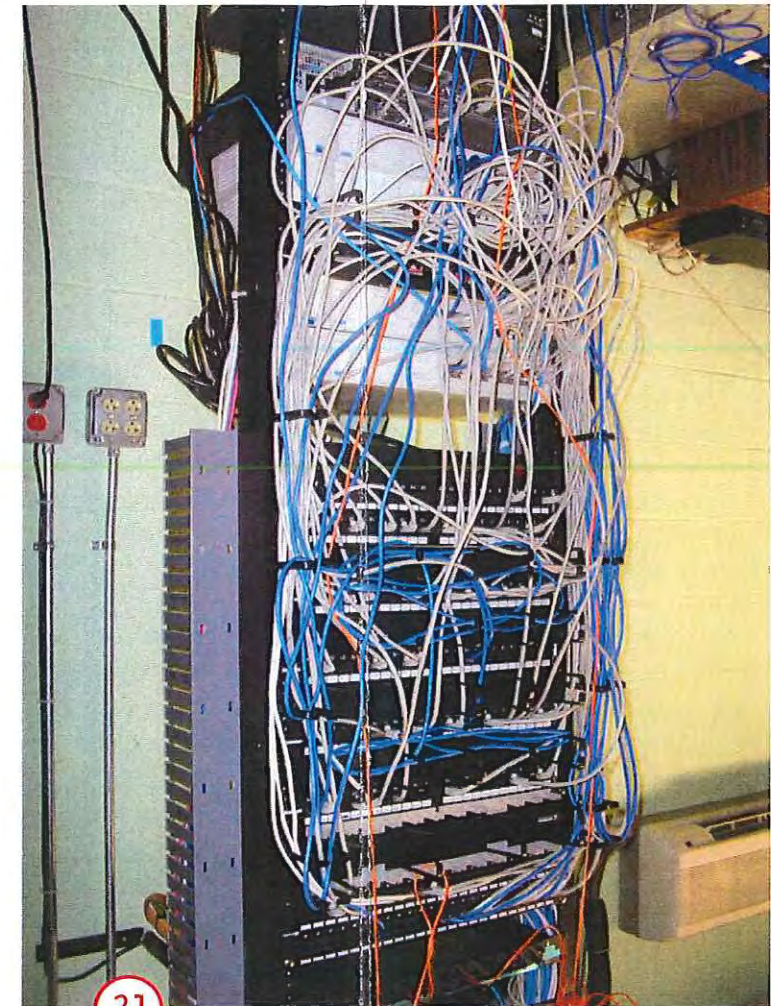
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HOME ECONOMICS



30

SMALL CLASSROOM



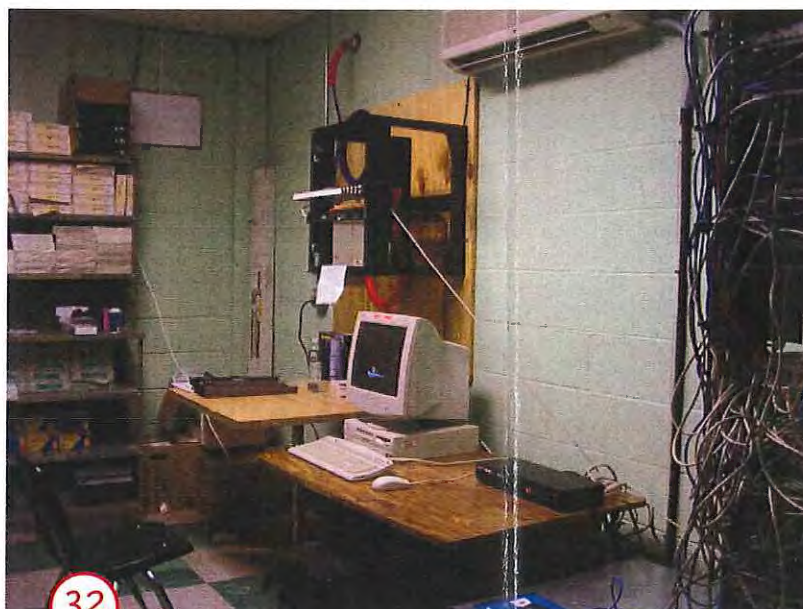
31

SERRVER ROOM



28

COMPUTER LAB



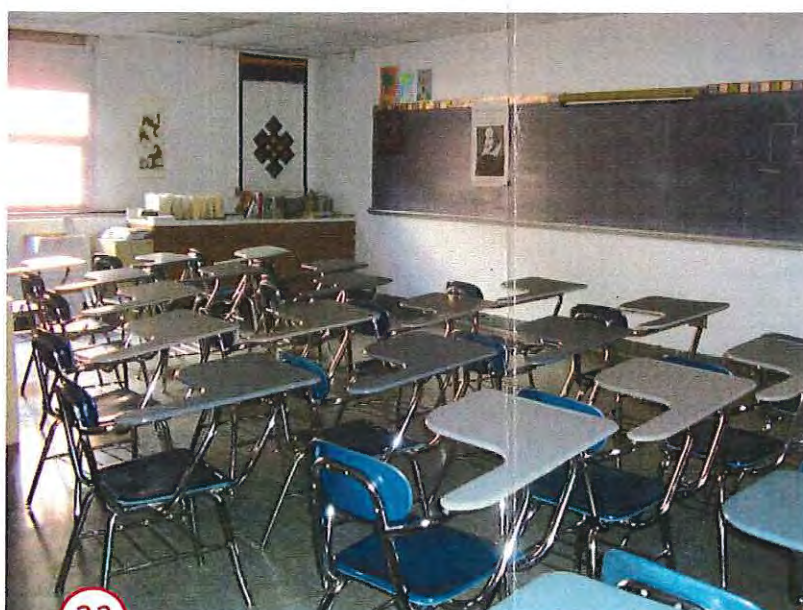
32

SERVER ROOM



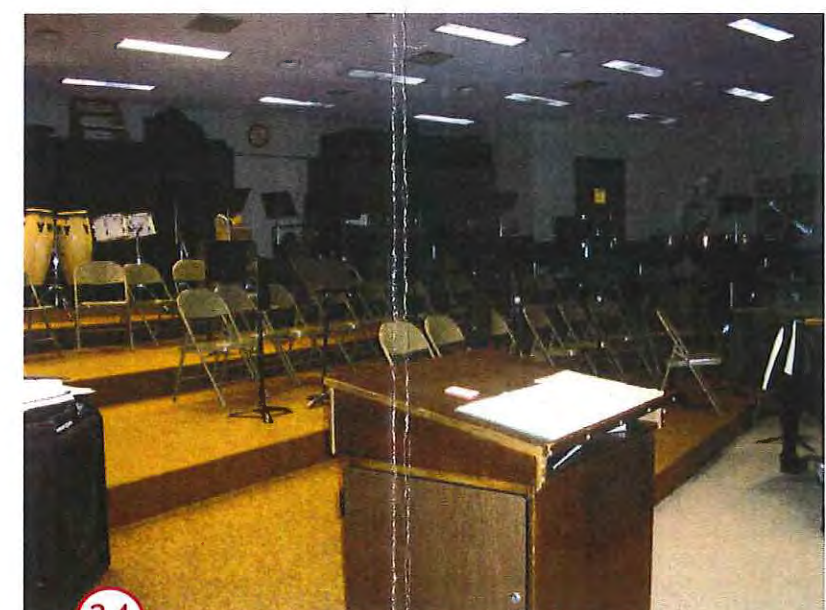
29

COMPUTER LAB



33

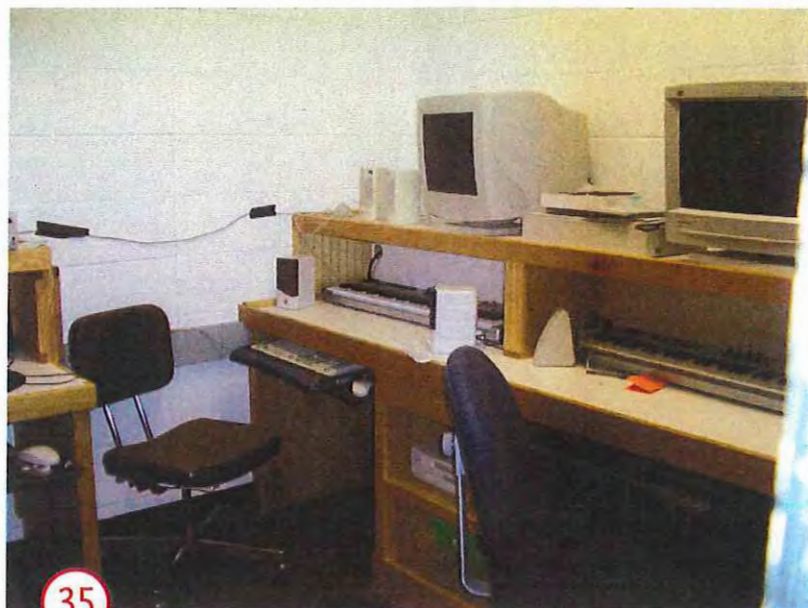
CLASSROOM



34

MUSIC CLASSROOM





35

ELECTRONIC MUSIC ROOM



38

STAFF LOUNGE



36

MUSIC CLASSROOM



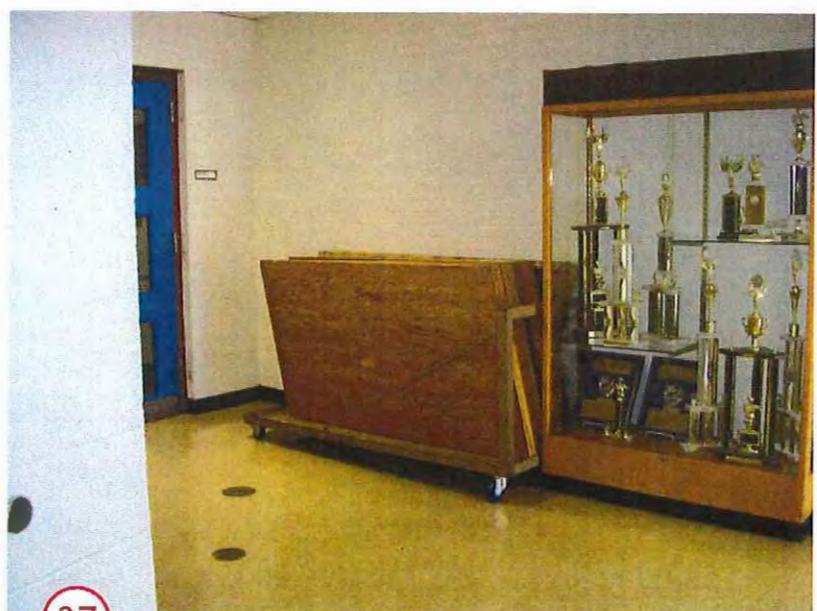
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GUIDANCE



39

RECORD STORAGE (TOWN HALL)



37

PORTABLE RISERS



# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## OVERVIEW OF PROPOSED SCHEMES

Based on the information gathered from interviews with key personnel representing the Town of East Hampton and investigations conducted by Friar Associates inc., four possible schemes have been outlined for discussion and appear in projected order of construction below.

### *Scheme 1*

- Build a new 50,000-square foot Town Hall to house all of the municipal facilities evaluated in this report. Site acquisition is required for this option.
- Sell the existing Town Hall on Route 66 to assist in funding the new facility.
- Expand the public Library into space currently utilized by the Senior Center.
- "Renovate as New" the existing 125,000-square foot High School.
- Provide alterations/additions to Middle, Memorial and Center Schools to accommodate the projected space needs.

In order to adequately accommodate all of the users of the proposed municipal facility (both employees and visitors), approximately 3 acres of land would be required. Such a parcel would provide a suitable area for not only the proposed building, but also the associated parking, vehicular and pedestrian circulation routes and greenspace. While the size of the parcel is an important factor in selecting a site, other items should be considered, such as the location of the site within the Town, available utilities and possible land restrictions (topography, wetlands, floodplains, zoning, etc.). While many sites were considered initially, three in particular were investigated further as part of this study. These sites are presented in this section following the outlines of the proposed schemes.

In order to address the spatial requirements at the schools, the available facilities were reviewed for grade clusters and enrollment projections. The following chart identifies current and projected enrollments. The schools under the 2014 column with an asterisk are proposed for a reallocation of grades served.



<b>School Organization – Scheme 1</b>					
<i>Current Enrollment - 2005</i>			<i>Projected Enrollment - 2014</i>		
<i>School</i>	<i>Grades</i>	<i>Total</i>	<i>School</i>	<i>Grades</i>	<i>Total</i>
High	9 – 12	524	High	9 – 12	600
Middle	6 – 8	548	Middle	6 – 8	550
Center	4 – 5	354	*Center	3 - 5	550
Memorial	Pre K – 3	670	*Memorial	Pre K - 2	600
<b>Total Enrollment - 2005</b>		<b>2107</b>	<b>Total Enrollment - 2014</b>		<b>2300</b>



## SCHEME 2

- Build a new, 36,900-square foot Town Hall to house all of the municipal facilities evaluated in this report, with the exception of the Police Department and Probate Court. Site acquisition is required for this section.
- Maintain the Police Department and Probate Court at the existing Town Hall site. This can be accomplished via new construction or through renovation of the existing facility.
- Expand the public Library into space currently utilized by the Senior Center.
- "Renovate as New the existing 125,000-square foot High School.
- Provide alterations/additions to Middle, Memorial and Center Schools to accommodate the projected space needs.

Due to the reduced size of the proposed building in this scheme versus Scheme 1, a parcel of approximately 2 acres would be sufficient to accommodate all of the services. All of the factors discussed under Scheme 1 relative to the site apply to Scheme 2 also.

In order to address the spatial requirements at the schools, the available facilities were reviewed for grade clusters and enrollment projections. The following chart identifies current and projected enrollments. The schools under the 2014 column with an asterisk are proposed for a reallocation of grades served.

<b>School Organization</b>					
<i>Current Enrollment - 2005</i>			<i>Projected Enrollment - 2014</i>		
<i>School</i>	<i>Grades</i>	<i>Total</i>	<i>School</i>	<i>Grades</i>	<i>Total</i>
High	9 – 12	524	High	9 – 12	600
Middle	6 – 8	548	Middle	6 – 8	550
Center	4 – 5	354	*Center	3 - 5	550
Memorial	Pre K – 3	670	*Memorial	Pre K - 2	600
<b>Total Enrollment - 2005</b>		<b>2107</b>	<b>Total Enrollment - 2014</b>		<b>2300</b>



### SCHEME 3

- Build a new, 81,600-square foot, Elementary School to replace Center School. This facility would serve Grades 3-6 and house 600 students, making room for Pre-K and full day Kindergarten classes at Memorial School. Sites will need to be determined for this facility.
- Move Center School students and faculty to the proposed new Elementary School and move Grade 3 out of Memorial School. Move Grade 6 out of Middle School.
- Renovate Center School to become the new Town Hall (with or without the Police Station/Probate Court – see Schemes 1 & 2)
- Expand the public Library into space currently utilized by the Senior Center.
- “Renovate as New the existing 125,000 square-foot High School

Site acquisition for a school differs from that of a municipal building as there are restrictions and recommendations from the State that must be taken into consideration. As with all site selections, size and shape of the land, accessibility, environment and available services must be assessed. In addition, there is a maximum area of land that will be reimbursed by the State. For a 600-student elementary school, the maximum that would be reimbursable under State guidelines is 16 acres (10 acres plus 1 acre for every 100 students).

In order to address the spatial requirements at the schools, the available facilities were reviewed for grade clusters and enrollment projections. The following chart identifies current and projected enrollments. The schools under the 2014 column with an asterisk are proposed for a reallocation of grades served.



<b>School Organization</b>					
<i>Current Enrollment - 2005</i>			<i>Projected Enrollment - 2014</i>		
<i>School</i>	<i>Grades</i>	<i>Total</i>	<i>School</i>	<i>Grades</i>	<i>Total</i>
High	9 – 12	524	High	9 – 12	600
Middle	6 – 8	548	*Middle	7 – 8	500
Center	4 – 5	354	*New School	3 - 6	600
Memorial	Pre K – 3	670	*Memorial	Pre K - 2	600
<b>Total Enrollment - 2005</b>		<b>2107</b>	<b>Total Enrollment - 2014</b>		<b>2300</b>



#### SCHEME 4

- Build a new 111,900-square foot, 600-student High School. Sites will need to be determined for this facility.
- Renovate the existing High School to become a new, 550-student Middle School serving Grades 6 through 8.
- Undertake an alterations project at the existing Middle School to house Grades 3 through 5.
- Undertake alterations project at Memorial School to house full-day Pre-K through Grade 2.
- Renovate Center School to become the new Town Hall (with or without the Police Station/Probate Court – see Schemes 1 & 2)
- Expand the public Library into space currently utilized by the Senior Center.
- Sell the Town Hall facility to assist in funding the proposed construction work.

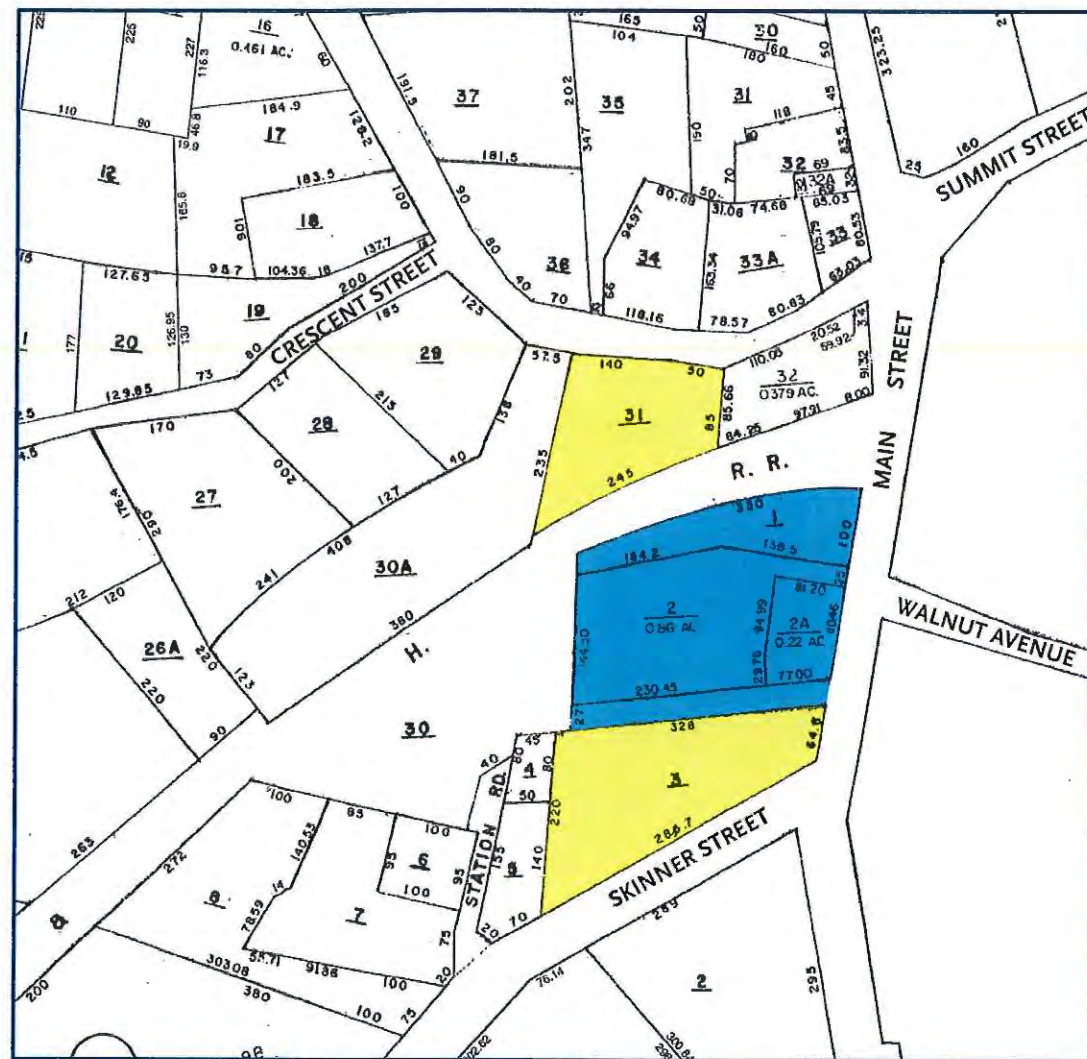
The same guidelines exist when selecting sites for a high school as presented under Scheme 3, with the exception of the maximum size of the parcel that is considered reimbursable. Due to additional programs and needs at the high school level (such as sports, parking etc.), the State allows a standard of 20 acres plus 1 acre for every 100 students. Therefore, under this scheme, a site of approximately 26 acres would be reimbursable.

In order to address the spatial requirements at the schools, the available facilities were reviewed for grade clusters and enrollment projections. The following chart identifies current and projected enrollments. The schools under the 2014 column with an asterisk are proposed for a reallocation of grades served.



<b>School Organization</b>					
<i>Current Enrollment - 2005</i>			<i>Projected Enrollment - 2014</i>		
<i>School</i>	<i>Grades</i>	<i>Total</i>	<i>School</i>	<i>Grades</i>	<i>Total</i>
High	9 – 12	524	High	9 – 12	600
Middle	6 – 8	548	Middle	6 – 8	550
Center	4 – 5	354	*Center	3 - 5	550
Memorial	Pre K – 3	670	*Memorial	Pre K - 2	600
<b>Total Enrollment - 2005</b>		<b>2107</b>	<b>Total Enrollment - 2014</b>		<b>2300</b>

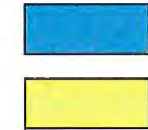
# A - Main Street Property



## SITE ASSETS & LIABILITIES

Acreage:  $\pm 3.04$  acres total

- 1.35 acres privately owned
- 1.69 acres town owned
  - (1.00 acres - existing board of ed.)
  - (.69 acres - fire station)



### Pros:

- Potential Site For Future Municipal Services Complex
- Existing Town Water
- Existing Town Sanitary Sewer
- Located In The Village Center
- Easily Accessible From Both Skinner & Main St.
- Historic Town Building On Property (Old Town Hall)
- Fire Station Property Could Be Used For Overflow Parking

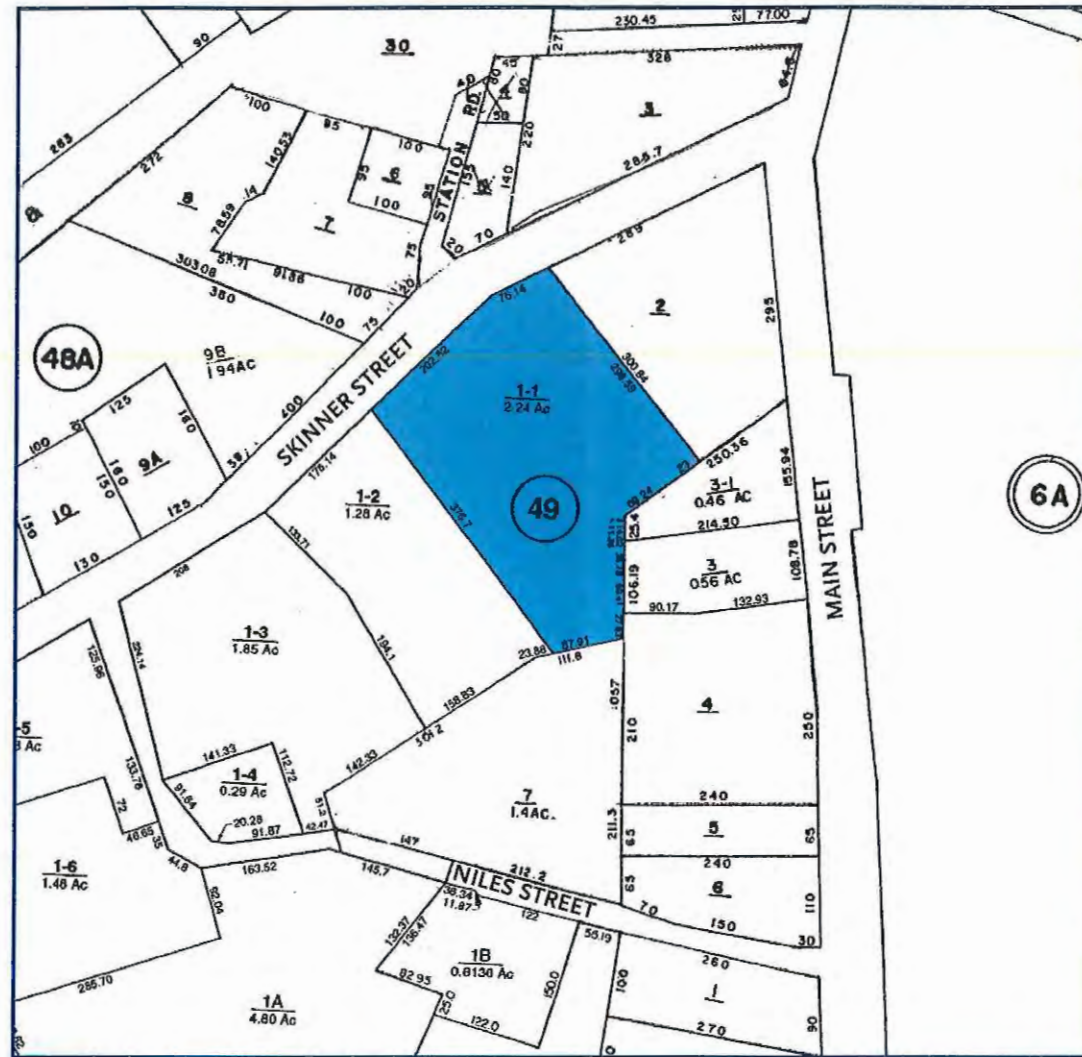
### Cons:

- Would Require Fire Station To Be Moved for a 50,000 s.f. Facility
- Potential Ledge Outcrops
- Steeply Sloped Site
- May Require Easement Through State Property
- Requires Purchase Of Private Property





## B - Skinner Street Property



### SITE ASSETS & LIABILITIES

Acreage:  $\pm 2.24$  acres  
privately owned



#### Pros:

- Would Accommodate a 36,000 s.f. Municipal Services Facility
- Existing Town Water
- Existing Town Sanitary Sewer
- Consistent Topography
- Adjacent to Main Street

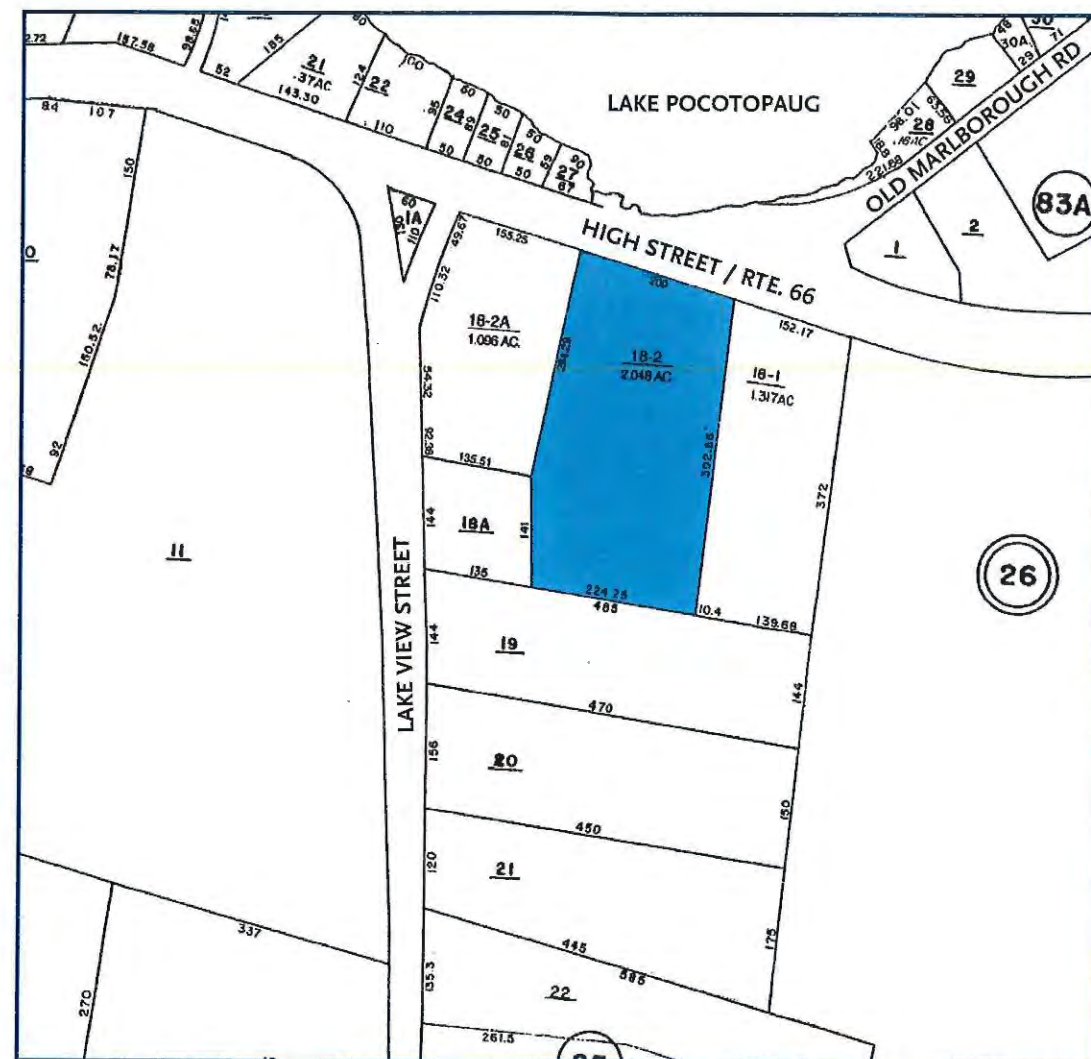
#### Cons:

- Requires Purchase Of Private Property
- Parcel Is Not Located On Main St.
- A Portion Of The Parcel Is Located In The 100 Year Flood Plain
- Would Not Accommodate A 50,000 s.f. Municipal Services Facility





# C - High Street Property



## SITE ASSETS & LIABILITIES

Acreage:  $\pm 2.05$  acres  
privately owned

### Pros:

- Existing Town Sanitary Sewer
- Easily Accessible
- Presence On Route 66
- Additional Land Creates More Efficient Circulation
- Would Accommodate a Relocated Fire Station
- Would Accommodate a 36,000 s.f. Municipal Service Facility

### Cons:

- Requires Purchase Of Private Property
- Traffic Study Would Be Required Due To Adjacency To Rte. 66
- Requires Well For Water Service
- Would Not Accommodate A 50,000 s.f. Municipal Services Facility





EAST HAMPTON FEASIBILITY STUDY

EXISTING FACILITY / SITE / MEP CONDITIONS – PROGRAMMING AND SPACE UTILIZATION

This section provides detailed information regarding existing spaces, square footages and conditions for the municipal buildings. It further identifies the required number of rooms, areas and program comments / recommendations. A table is also provided for the new, 50,000 square-foot Town Hall option. Information regarding the number of rooms and program comments / recommendations only is provided for the schools.

Following the programming / space utilization tables for the existing Town Hall and Police Department, adjacency and blocking diagrams are presented. A blocking diagram, which shows the general layout and areas, is also included for the Community Center and Board of Education.

This section also includes Space Standards Worksheets for the school facilities. The information identifies the allowable square footages per student based on grade level and student enrollment figures. Calculations for each facility have been completed and lead to a percentage by which the eligible costs will be reduced if the square footage exceeds the maximum allowable for reimbursement by the State. If no percentage is shown, the square footage is equal to or less than the maximum permitted area.





# East Hampton Town Hall

SPACE		EXISTING			REQUIRED			Program / Staff Requirements Comments / Recommendations
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		
		# s.f.	total s.f.				# s.f.	total s.f.
<b>TOWN MANAGER</b>								
Town Manager's Office	1	218	218		1	200	200	lateral file storage
Conference Room			0		1	200	200	private conference area for 10-12 people
Secretary's Office	1	218	218		1	150	150	workstation with computer, phone, fire safe, 12 file cabinets
Work Room			0		1	150	150	copier, fax machine, folding machine, mail boxes
Waiting/Reception Area			0				0	
Town Manager Subtotal			436		Town Manager Subtotal			700
<b>TOWN COUNCIL</b>								
Town Council Room	1	603	603		1	800	800	
Town Council Subtotal			603		Town Council Subtotal			800
<b>FINANCE &amp; ACCOUNTING</b>								
Director's Office	2	132	264		1	150	150	
Assistant's Workstation	1	132	132		1	80	80	Workstations with computer, phone
Accounts Payable Workstations	1	380	380		4	80	320	Workstations with computer, phone
Data Processing	1	143	143					
Conference Room			0		1	250	250	Able to accommodate up to 10 people for staff meeting, audits
General Storage	1	90	90		1	100	100	Office supplies, paper storage
Finance & Accounting Subtotal			1009		Finance & Accounting Subtotal			900
<b>HUMAN RESOURCES (presently located within Finance &amp; Accounting Department)</b>								
Office			0		1	120	120	Private, quiet office, 6 - 4 high file cabinets
Workstations			0		2	100	200	Workstations with computer, phone
Reception Area			0		1	60	60	Area for visitors to check in, wait
General Storage			0		1	100	100	Office supplies, paper storage
Vault Storage			0				0	6 file cabinets
Human Resources Subtotal			0		Human Resources Subtotal			480
<b>TOWN CLERK</b>								
Town Clerk's Office			0		1	150	150	
Assistant's Workstations	1	454	454	The existing Town Clerk space is an open room with 4 workstations. The Town Clerk does not have a private office.	2	110	220	Workstations to accommodate a telephone, computer and printer, label printer, adding machine, optical scanner and typewriter, plus 2 visitors per station
Reception Counter	1	148	148	The exiting reception counter does not accommodate more than 1 person. Public waiting area is also included in this space, as well as public notice area.	1	60	60	Counter to accommodate up to 3 people, computer station, cash drawer
Public Notice Area, Waiting Area			0		1	100	100	Bulletin/counter area for public event postings and area for public to wait
Small Conference Room			0		1	120	120	Space for small staff meetings, private conferences
Research Area			0		1	120	120	Space to accommodate a research/work table for large format maps and files
General Storage	1	260	260	Town clerk storage is limited; paper supplies are kept under tables and in available spaces>	1	100	100	Office supplies, paper storage
Vault Storage			0				0	22 cabinets - 6'H x 3'W; 10 - map flat files; 8 cabinets - 8'H x 4'W
Town Clerk Subtotal			862		Town Clerk Subtotal			870
<b>ASSESSOR</b>								
Assessor's Office			0		1	150	150	Property account file cabinets, fire safe, mini vault
Assistant's Workstation	1	218	218	The existing assessor space is an open room with three workstations. The assessor does not have a private office.	4	110	440	Space for computer workstation, phone



# East Hampton Town Hall

December, 2005  
Feasibility Study  
EAST HAMPTON, CT

12  
05

SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Field/Data Entry Office			0		1	120	120	Quiet, private space for data entry
Reception Counter	1	125	125	The existing reception counter serves also as the public research area. It does not accommodate more than 2-3 people. File storage is kept below the reception area.	1	60	60	Must accommodate large scale maps plus computer station with printer for public use
Work Room			0		1	150	150	Must accommodate fax machine, copy machine, large format copier, ample counter/work space
Small Conference Room			0		1	150	150	Space for private meetings, benefit applications
Public Research Room			0		1	150	150	Space for 5-6 people to do research, appraisals, large table
General Storage			0		1	100	100	Storage of office supplies, stationary, paper goods
Vault Storage			0				0	6 file cabinets - reevaluation cards, exemption files, motor vehicle records
Assessor Subtotal			343		Assessor Subtotal		1320	

## TAX COLLECTOR

Tax Collector's Office			0		1	150	150	
Assistant's Workstation	1	186	186	The existing tax collector's area is a small room with three workstations. Supplies are kept within the room. Files are kept in boxes piled under counters and on the floor.	2	110	220	Workstations to accommodate a computer station
Transaction Counter			0	The existing transaction counter serves also as a workspace. It is not handicap accessible from either side.	1	60	60	Handicap-accessible station able to accommodate at least 3 people, lockable cash drawer
Paper Storage			0		1	100	100	Paper supplies, stationary, envelopes
Vault Storage			0				0	6 file cabinets, research area/workstations
Tax Collector Subtotal			186		Tax Collector Subtotal		530	

## BUILDING DEPARTMENT

Building Inspector's Office	1	140	140	The existing office within the building department is shared by several departments.	1	150	150	Large drafting/map workstation, private
Assistant's Workstation	2	90	180		2	110	220	Workstations with computer, phone
Admin/Reception Counter	1	80	80	The existing reception area is small and inadequate. There is no public space in this department.	1	100	100	Counter large enough for large scale building plans, maps, computer station, space for posting public notices, area for public to wait
File Storage	1	450	450	The majority of the existing building department is devoted to file storage.	1	200	200	18 - 5 high file cabinets, fire proof, 4 flat files - building records kept forever
General Storage	1	56	56		1	100	100	General office supplies, paper supplies
Toilet Room	1	90	90					
Building Department Subtotal			996		Building Department Subtotal		770	

## FIRE MARSHAL (presently located within Building Department space)

Fire Marshal's Office			0	The fire marshal does not have a private office. A workstation with book/file storage is supplied within the building department.	1	150	150	Space for large desk with computer station
Reception Area			0		1	60	60	Area for visitors to check in, wait, public notices
Storage			0		1	100	100	Requires minimum of 4 file cabinets, 2 bookshelves, general paper storage
Fire Marshal Subtotal			0		Fire Marshal Subtotal		310	





# East Hampton Town Hall

December, 2005  
Feasibility Study  
EAST HAMPTON, CT

SPACE		EXISTING			REQUIRED			Program / Staff Requirements Comments / Recommendations
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		
		# s.f.	total s.f.				# s.f.	total s.f.
<b>HOMELAND SECURITY (currently no designated Homeland Security space)</b>								
Office			0	There is currently no designated homeland security space.	1	150	150	
Communication Room			0		1	150	150	
Emergency Supply Room			0		1	200	200	
Triage Room			0				0	See **Community Space
Homeland Security Subtotal			0		Homeland Security Subtotal		500	
<b>HEALTH DEPARTMENT (presently located within the Building Department)</b>								
Health Director's Office			0		1	150	150	Large desk, computer workstation, file cabinets
Office Manager's Office			0		1	150	150	Large desk, computer workstation, file cabinets
Staff Workstations			0		5	80	400	Workstations with computer, phone
Conference Room			0		1	150	150	Meeting room for up to 12 people
File Storage			0		1	200	200	10 file cabinets, office supply storage
Storage			0		1	225	225	Refrigerated specimen holding area, medical supply storage, emergency response supplies
Public Shelter Area			0				0	See **Community Space
Health Department Subtotal			0		Health Department Subtotal		1275	
<b>TOWN FACILITIES MANAGER</b>								
Office	1	200	200		1	150	150	Desk with computer workstation, file cabinets
Custodial/Maintenance Storage			0		1	150	150	
Vault Storage			0				0	Flat file storage for building plans, town maps
Town Facilities Manager Subtotal			200		Town Facilities Manager Subtotal		300	
<b>VAULT</b>								
Vault Storage	1	898	898	The existing vault is cramped and disorganized. The space is shared between many offices in the town hall.	1	800	800	Space required/shared by Town Clerk, Tax Assessor, Tax Collector, Finance Dept. and Human Resources, Facilities Manager
Research Area			0		4	60	240	Space for laying out large format maps and files
Computer Workstations			0		2	60	120	Space for computer research
Vault Subtotal			898		Vault Subtotal		1160	
<b>COMMUNITY SPACE</b>								
Community Space			0				0	Space to be used by health dept., food bank, parks & rec. and homeland security, police dept.
Community Space Subtotal			0		Community Space Subtotal		0	
<b>PROBATE COURT</b>								
Judge's Office			0		1	150	150	Secured space to accommodate a desk, computer workstation, file cabinets
Clerk's Office			0		1	120	120	Secured space to accommodate a desk, computer workstation, file cabinets with visibility to waiting/conference areas
Hearing Room			0		1	500	500	Space for large conference table, 25 people, hearing assistance
Reception Area			0		1	120	120	Area visible to the clerk with chairs for visitors
Waiting/Conference Areas			0		2	120	240	Private areas for legal conferences
Probate Vault	1	117	117		1	250	250	Secure space for Probate files, accessible to the public, separate from Town Hall vault
Probate Court Subtotal			117		Probate Court Subtotal		1380	



# East Hampton Town Hall

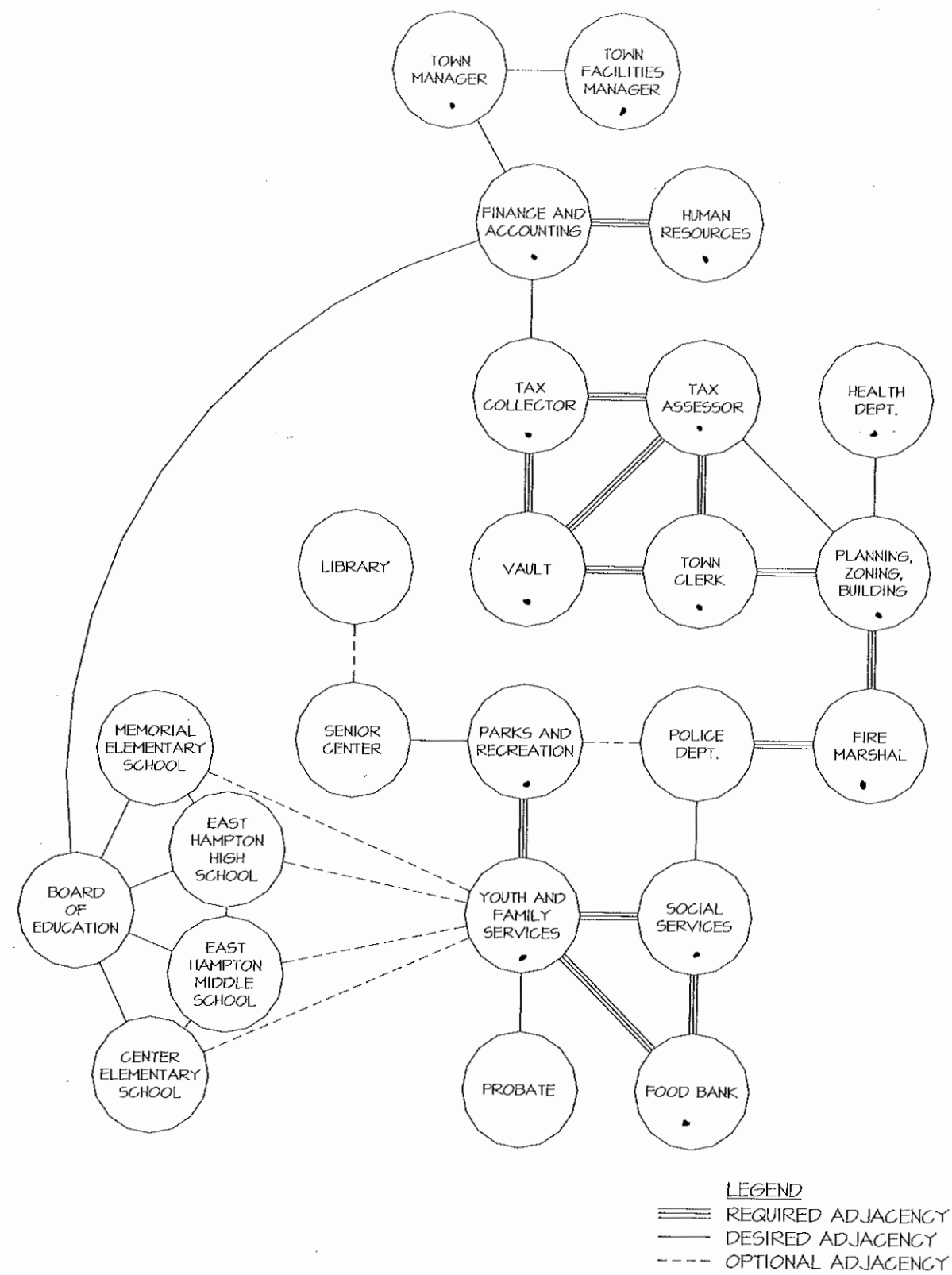
December, 2005  
Feasibility Study  
EAST HAMPTON, CT

SPACE		EXISTING			REQUIRED				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	
		# s.f.	total s.f.			# s.f.	total s.f.		
SOCIAL SERVICES									
Director's Office/Counseling Area			0		1	200	200	Provide separate entrance from Town Hall so that clients maintain confidentiality, include space for interviewing couples, families, secure file storage	
Volunteer Office			0		1	150	150	space for volunteer workstations, computer, phone	
Public Notice Area			0		1	30	30	bulletin area for public event postings	
General Storage			0		1	150	150	general office supplies, paper supplies	
Social Services Subtotal			0		Social Services Subtotal			530	
FOOD BANK									
Office			0		1	150	150	space for volunteer workstations, computer, phone	
Food Storage			0		1	200	200	dry goods storage	
Clothing Storage			0		1	200	200	storage for clothing, shoes, jackets	
Transaction Counter			0		1	60	60	area for clients to come in to receive supplies but not able to enter storage areas	
Walk-in Fridge/Freezer			0		1	150	150	perishable storage, large quantity storage for holiday dinners, large functions	
Community Space			0				0	space to hold large functions, holiday dinners, food drives	
Food Bank Subtotal			0		Food Bank Subtotal			760	
YOUTH & FAMILY SERVICES									
Large CounselingRoom			0		1	200	200	Soft seating, layout conducive to speaking, space for large group counseling, 5-6 people	
Small Counseling Room			0		1	150	150	Soft seating, layout conducive to speaking, space for couples counseling	
Director's Office			0		1	120	120	Space to accommodate desk, computer and 1 file cabinet	
Intern Office			0		1	150	150	Space to accommodate 1 or 2 workstations with computers and 1 file cabinet	
Storage			0		1	150	150	Board games, arts/crafts supplies, office supplies	
Youth & Family Services Subtotal			0		Youth & Family Services Subtotal			770	
PARKS & RECREATION DEPARTMENT									
Director's Office			0		1	120	120	6 file cabinets, safe	
Program Coordinator's Office			0		1	120	120		
Volunteer Office			0		2	150	300		
Reception Area			0		1	100	100		
Conference Room			0		1	200	200		
General Storage			0		1	200	200		
Print Room			0		1	150	150	Used to produce flyers, brochures	
Parks & Rec. Storage			0		1	200	200	Garage door access	
Gymnasium Space			0				0	See **Community Space	
Parks & Recreation Dept Subtotal			0		Parks & Recreation Dept Subtotal			1390	
SUPPORT SPACES									
Lunch Room	1	130	130		1	200	200	Lunch room, tables, kitchenette	
Toilet Rooms	2	115	230		6	60	360		
General Storage	1	100	100						
Support Spaces Subtotal			460		Support Spaces Subtotal			560	
(Town Hall) Total Program Space S.F.				6,110	(Town Hall) Total Program Space S.F.				15,305
					Net to Gross Ratio - 35%				5,357
					Total Gross Building Area				20,662



TOWN OF EAST HAMPTON FEASIBILITY STUDY

TOWN HALL ADJACENCY DIAGRAM





# East Hampton Police Department

Feasibility Study  
EAST HAMPTON, CT  
December, 2005

SPACE		EXISTING			REQUIRED			Program / Staff Requirements Comments / Recommendations
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		
		# s.f.	total s.f.				# s.f.	total s.f.
<b>PUBLIC LOBBY</b>								
Vestibule					1	75	75	Pay phone
Lobby	1	62	62		1	300	300	Drinking fountain, waiting area, display cases, brochure/form pick-up area, bulletin board, help desk (secure, ballistic resistant)
Community Room/Training Room			0		1	500	500	Room for 30 chairs, podium, projection screen, overhead projector, white board, bulletin boards
Public Interview Room			0		1	80	80	Table and chairs for two, counter w/sink for fingerprinting
Public Toilets			0		2	60	120	
Public Lobby Subtotal			62	Public Lobby Subtotal			1075	
<b>P.D. ADMINISTRATION</b>								
Chief of Police	1	177	177		1	275	275	Desk, credenza, book case, file cabinets, small conference table , 2 chairs, TV/VCR
Private Toilet			0		1	100	100	Shower, sink, toilet
Lieutenant's Office			0		1	175	175	Desk, book case, file cabinets, 2 visitor chairs
Sergeants' Office	1	162	162		3	100	300	Desks, book case, file cabinets, 3 visitor chairs
Conference Room			0		1	350	350	Table and 8-10 chairs, projection screen, white board
Copy Room/Supplies			0		1	60	60	
Waiting Area			0		1	60	60	4 chairs
Coat Closet			0		1	15	15	
Coffee Area			0		1	40	40	
Unisex Toilet			0		1	50	50	
General Storage	1	110	110		1	30	30	
P.D. Administration Subtotal			449	P.D. Administration Subtotal			1455	
<b>P.D. SUPPORT SERVICES</b>								
Records Office	1	126	126		1	145	145	Desk, book case, file cabinets
File Room			0		1	250	250	File cabinets
Communications Room	1	290	290		1	300	300	Room and infrastructure to accommodate 2 future dispatch workstations (2 Hr. rating)
Comm. Equipment Room	1	153	153		1	100	100	Room to accommodate equipment for 2 future dispatch workstations (2 Hr. rating)
Main Desk			0		1	50	50	Public transaction window and counter (secure, ballistic resistant)
Server Room			0		1	80	80	Provide A/C as needed
Toilet			0		1	60	60	
Break Area			0		1	60	60	
Work Area			0		1	40	40	
P.D. Support Services Subtotal			569	P.D. Support Services Subtotal			1085	
<b>P.D. PATROL DIVISION</b>								
Detectives/Juvenile Officer	1	221	221		2	100	200	Desks, book case, file cabinets, 4 visitor chairs
Juvenile Holding Room			0		1	60	60	Unlocked room with window and fixed furniture
Interview Room	1	126	126		1	80	80	Small table and 3 chairs
Soft Interview Room			0		1	80	80	Sofa, area for toy storage
Video Monitoring Room			0		1	60	60	Desk, video equipment
Work Area			0		1	40	40	Counter, room for copier, printer, fax, etc.
Storage			0		1	30	30	Closet for equipment
Evidence Storage	1	126	126		1	300	300	Secure room, open shelving
Drug Storage			0		1	30	30	Secure closet with separate ventilation
Weapons Storage			0		1	30	30	Secure closet
Evidence Processing Area			0		1	120	120	Evidence lockers, fume hood for fingerprinting, counters and storage





East Hampton Police Department

December, 2005  
Feasibility Study  
EAST HAMPTON, CT

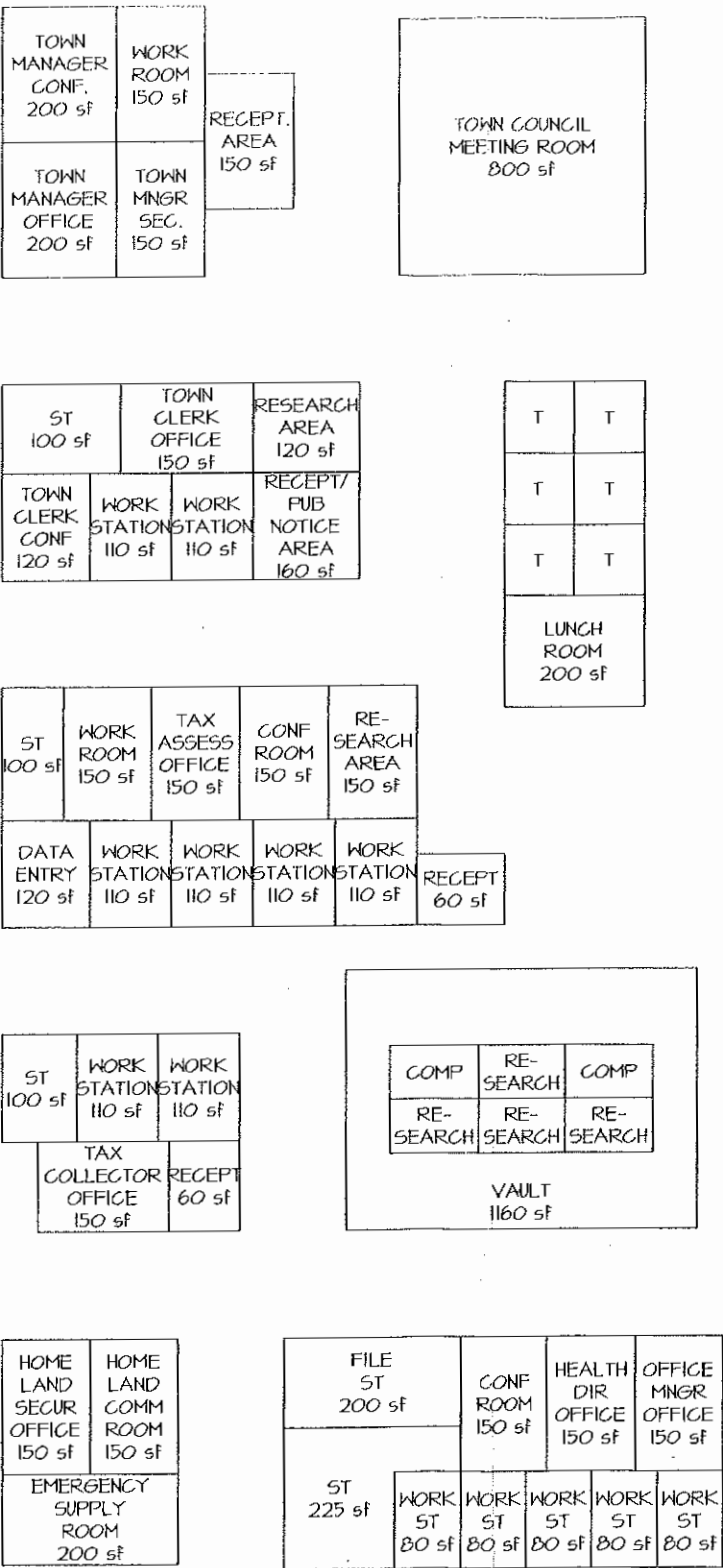
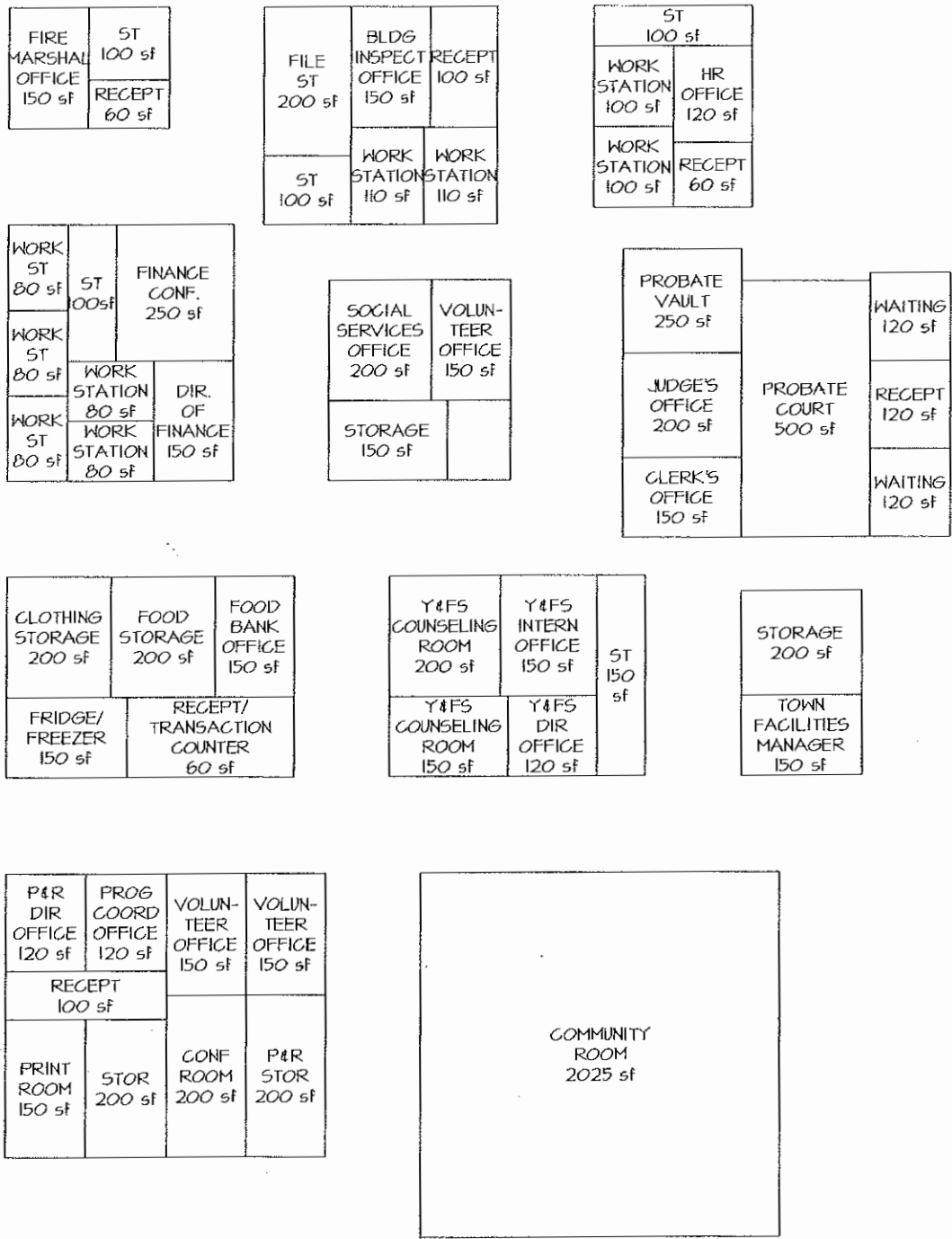
SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Drying Room			0		1	30	30	Wet gear rack
Found Property			0		1	200	200	Directly accesible to exterior for civilian claims
Table and Chair Storage			0		1	80	80	
Report Preparation			0		1	120	120	Built-in computer workstations, room for 3 computers, copier, printer
Patrol Supplies and Equipment			0		1	100	100	Shelving, coat rack for uniform storage
Armory			0		1	50	50	Weapons racks
Weapons Cleaning			0		1	50	50	Canopy fume hood, flammable storage cabinet
Fitness			0		1	240	240	
Men's Locker Room	1	105	105		1	350	350	Lockers for 24, wet gear rack, shoe shine bench
Toilet	1	130	130		1	200	200	2 sinks, 2 toilets, 1 urinal, 1 accessible shower
Women's Locker Room			0		1	100	100	Lockers for 8, wet gear rack, shoe shine bench
Toilet			0		1	100	100	1 sink, 1 toilet, 1 accessible shower
Kitchenette/Break Room			0		1	150	150	Refrigerator, microwave, coffee machine, water cooler, table and 4 chairs, vending machine(s)
P.D. Patrol Division Subtotal			708		P.D. Patrol Division Subtotal		2800	

<b>P.D. DETENTION AREA</b>								
Prisoner Processing/Booking			0		1	300	300	Booking station, fingerprinting station, property storage lockers, Intoxylizer
Bio-Hazard Room/Shower			0		1	60	60	Room for prisoner clean-up: toilet and shower with controls on exterior of room, door with 1 s.f. sliding lite
Interview Room			0		1	80	80	
Prisoner/Visitor Rooms			0		2	50	100	Private rooms for visitation with secure transaction window
Holding Area	1	158	158		1	100	100	Capacity: 4
Male Holding Cell			0		4	86	344	Concrete bunk, combination toilet/sink/ fountain
Female Holding Cell			0		1	86	86	Concrete bunk, combination toilet/sink/ fountain
Isolation Cell			0		1	86	86	Concrete bunk, combination toilet/sink/ fountain
Prisoner Release Vestibule			0		1	75	75	Direct access to exterior, secure
Sally Port	1	543	543		2	500	1000	Slab recessed 4", ramp, room for 2 vehicles, emergency eye wash/shower
Vehicle Supply Storage			0		1	30	30	Shelving
P.D. Detention Area Subtotal			701		P.D. Detention Area Subtotal		2261	

Police Department Total Program Space S.F.		2,489	Police Department Total Program Space S.F.		8,676
			Net to Gross Ratio - 35%		3,037
			Total Gross Building Area		11,713

TOWN OF EAST HAMPTON FEASIBILITY STUDY

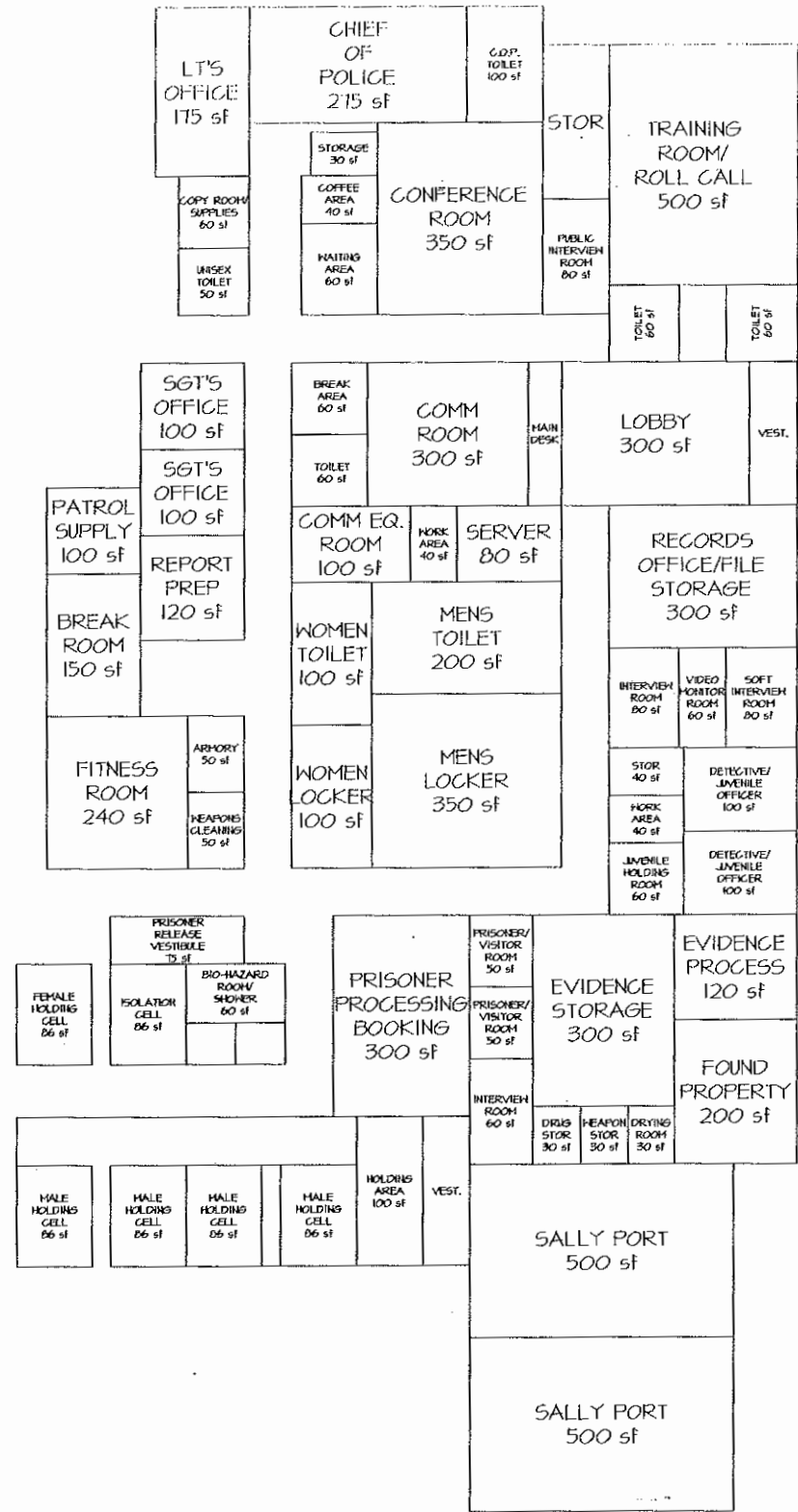
TOWN HALL BLOCKING DIAGRAMS





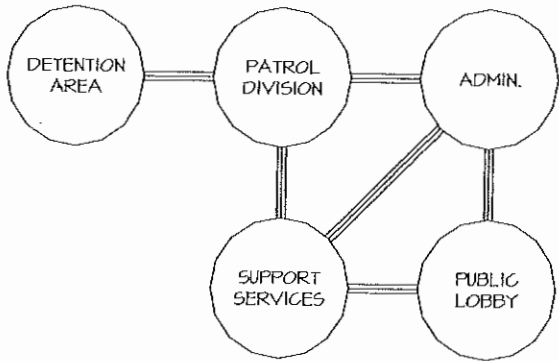
TOWN OF EAST HAMPTON FEASIBILITY STUDY

POLICE DEPARTMENT BLOCKING DIAGRAMS



TOWN OF EAST HAMPTON FEASIBILITY STUDY

POLICE DEPARTMENT ADJACENCY DIAGRAM



LEGEND  
== REQUIRED ADJACENCY  
— DESIRED ADJACENCY  
--- OPTIONAL ADJACENCY





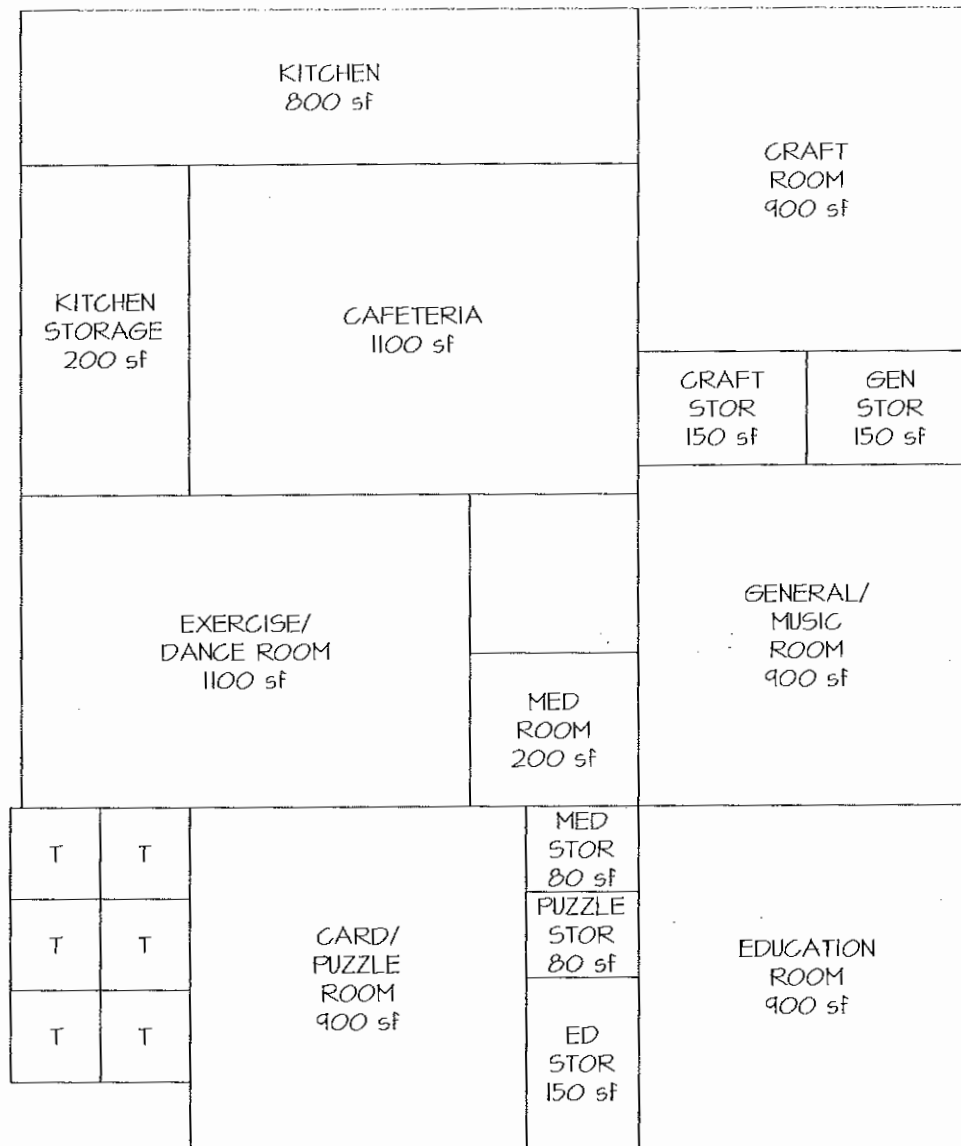
East Hampton Community Center

SPACE		EXISTING			REQUIRED			
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
SENIOR CENTER								
Craft Room			0		1	900	900	
Craft Storage			0		1	150	150	
Exercise/Dance Room	1	1375	1375	Existing space once used for childcare now serves as both a dance space and an exercise area. Equipment must be moved to accommodate both functions.	1	1,100	1100	
General/Music Room	1	1686	1686	The existing large open area is used for all large group activities. There are no walls to divide the space for separate functions.	1	900	900	
Cafeteria			0	The existing kitchen is small and has very little storage.	1	1,100	1100	
Kitchen	1	189	189		1	800	800	
Kitchen Storage			0		1	200	200	
Educational Room			0		1	900	900	
Educational Room Storage			0		1	150	150	
Medical Room			0		1	200	200	
Medical Storage			0		1	80	80	
Card/Puzzle Room			0		1	900	900	
Card/Puzzle Storage			0		1	80	80	
General Storage	4	495	1980	The existing office and conference areas are used for storage.	1	150	150	
Toilet Rooms	5	189	945				0	
Senior Center Subtotal			6175		Senior Center Subtotal		7610	

Senior Center Total Program Space S.F.	7,610
Net to Gross Ratio - 35%	2,664
Total Gross Building Area	10,274

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## SENIOR CENTER BLOCKING DIAGRAMS



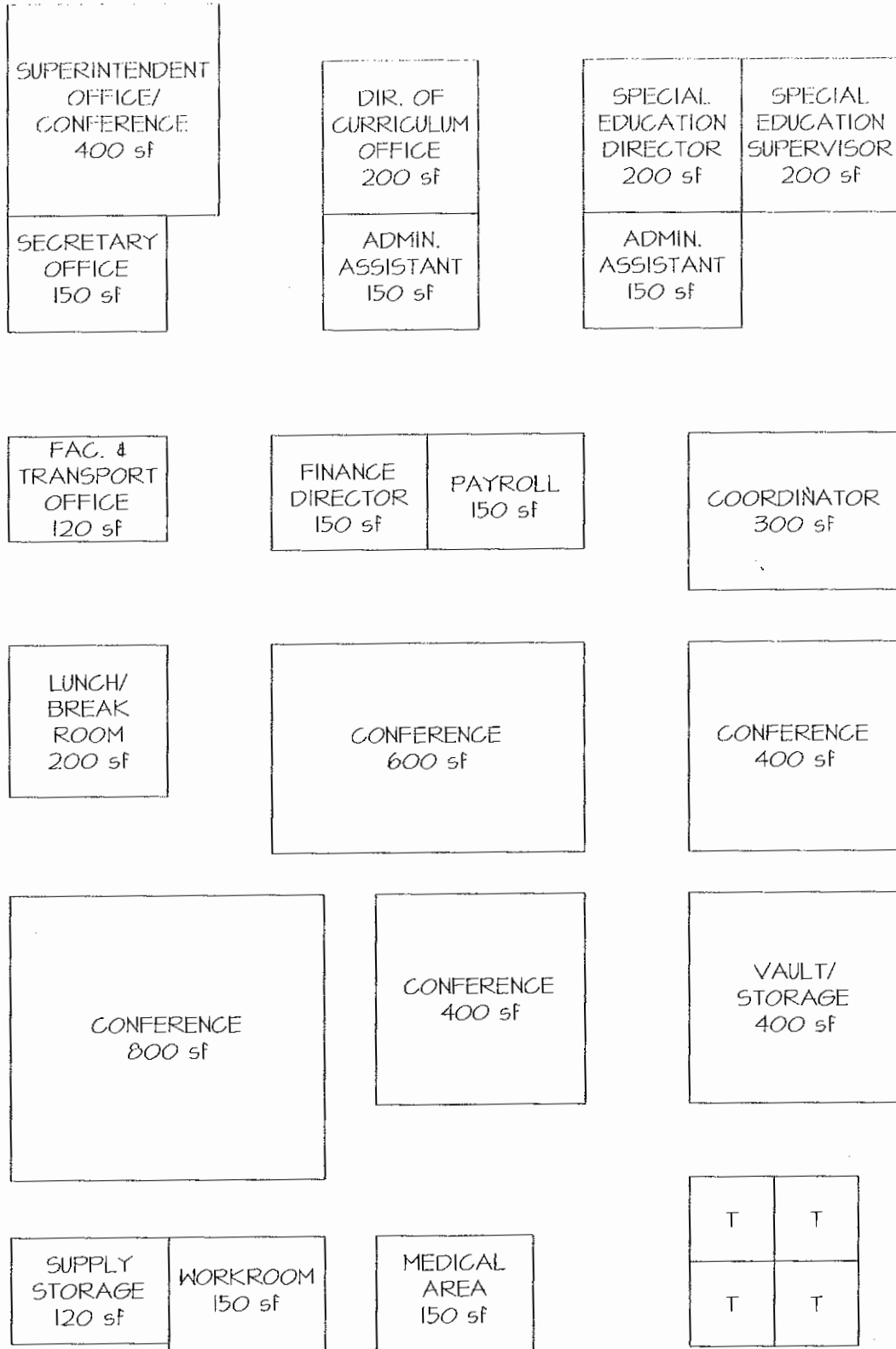


SPACE		EXISTING			REQUIRED			
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations
SUPERINTENDENT								
Office / Conference	1		0		1	400	400	Large office with space for large conference table, natural lighting, file storage, sound isolation
Secretary	1		0		1	150	150	Office space to accommodate workstation, computer, file storage
Superintendent Subtotal			0		Superintendent Subtotal			550
DIRECTOR OF CURRICULUM								
Office			0		1	200	200	Private space with sound isolation
Administrative Assistant			0		1	150	150	
Director Of Curriculum Subtotal			0		Director Of Curriculum Subtotal			350
SPECIAL EDUCATION								
Director's Office			0		1	200	200	Private space with sound isolation
Supervisor's Office			0		1	200	200	
Secretary			0		1	150	150	
Special Education Subtotal			0		Special Education Subtotal			350
FINANCE DEPARTMENT								
Director's Office			0		1	150	150	Private space with sound isolation
Payroll / Bookkeeping			0		1	150	150	
Finance Department Subtotal			0		Finance Department Subtotal			300
FACILITIES & TRANSPORTATION DEPARTMENT								
Office / Workspace			0		1	120	120	
Facilities & Transportation Department Subtotal			0		Facilities & Transportation Department Subtotal			120
COORDINATOR								
Office / Workspace			0		1	300	300	Provide office space to accommodate 3-4 workstations
Coordinator Subtotal			0		Coordinator Subtotal			300
SUPPORT								
Lunch / Break Room			0		1	200	200	Provide refrigerator, stove, comfortable seating, tables
Conference Rooms - large			0		1	800	800	Provide conference rooms of varying sizes: large conference space for Board meetings (Board plus 50 people), appropriate lighting, acoustics
Conference Rooms - medium					1	600	600	30 adults, appropriate lighting, acoustics
Conference Rooms - small					2	400	800	15-20 adults, appropriate lighting, acoustics
Storage Space			0		1	400	400	Ample vaulted storage for personnel, special education, payroll records
Work Room			0		1	150	150	Provide workspace with copiers, fax machine, postage machine
Supply Storage			0		1	120	120	Storage for paper, office supplies
Toilet Rooms			0		4	70	280	Handicapped accessible
Medical Area			0		1	150	150	Area for medical supplies, cots, separate toilet room
Support Subtotal			0		Support Subtotal			3500

Board of Education Total Program Space S.F.	5,470
Net to Gross Ratio - 35%	1,915
Total Gross Building Area	7,385

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## BOARD OF EDUCATION BLOCKING DIAGRAMS





SPACE		EXISTING			REQUIRED			Program / Staff Requirements Comments / Recommendations
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		
		# s.f.	total s.f.			# s.f.	total s.f.	
TOWN HALL OFFICES								
					(Town Hall) Total Program Space S.F.		15,305	
					Net to Gross Ratio - 35%		5,357	
					Total Gross Building Area		20,662	
POLICE DEPARTMENT								
					Police Department Total Program Space S.F.		8,676	
					Net to Gross Ratio - 35%		3,037	
					Total Gross Building Area		11,713	
SENIOR CENTER								
					Senior Center Total Program Space S.F.		7,610	
					Net to Gross Ratio - 35%		2,664	
					Total Gross Building Area		10,274	
BOARD OF EDUCATION								
					Board of Education Total Program Space S.F.		5,470	
					Net to Gross Ratio - 35%		1,915	
					Total Gross Building Area		7,385	
TOTAL NEW MUNICIPAL CENTER								
					Total Gross Building Area		50,032	



OVERALL REQUIRED PROGRAM  
New Municipal Center

December 2005  
Feasibility Study  
EAST HAMPTON, CT

# EAST HAMPTON FEASIBILITY STUDY

## SPACE STANDARDS WORKSHEET

### MEMORIAL ELEMENTARY SCHOOL:

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

Projected Enrollment	Pre-K and K	State Standard Space Specifications											
		Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage Per Pupil													
0 – 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 – 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 – 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	124	6
K	124	7
1	124	8
2	124	9
3	124	10
4		11
5		12

(a) Total (grades Pre-K through 12)	620
(b) Number of grades housed	5
(c) Average [(a)/(b)]	124
(d) Highest Projected 8-year Enrollment	600
(e) Maximum Square Footage [(c)x(d)]	74,400

- Total square footage at completion of project:

(a) Existing areas constructed pre-1950	-
(b) Multiply (a) by 80%	-
(c) Area (at completion of project) constructed 1950 or later	80,700
(d) Square footage for space standards computation [(b)+(c)]	80,700
If line 2(e) is greater than line 3(d), there is no grant reduction.	
If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d).	
	92.2%*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.



SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Kindergarten Classrooms					4			Memorial school currently services 1 full day and 3 half-day kindergarten classes. State will soon mandate full day classes
Preschool Classrooms					2			Classrooms large enough to accommodate young students as well as the equipment necessary for preschool education
OT / PT Classrooms					1			Large room for occupational and physical therapy equipment
Crisis Intervention Room					1			Medium sized room for handling behaviour challenges
Computer Lab					1			Lab with wireless capabilities, smartboards, monitors, projectors and video
Storage					3			Large storage areas to keep preschool equipment, gymnasium equipment and other general storage items
Toilet Rooms					1			Accommodated with lift mechanism for wheelchair-bound students
Art					1			Art program is currently split between one room and one art-on-a-cart



# Memorial Elementary School

# EAST HAMPTON FEASIBILITY STUDY

## SPACE STANDARDS WORKSHEET

### CENTER ELEMENTARY SCHOOL:

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

Projected Enrollment	Pre-K and K	State Standard Space Specifications											
		Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage Per Pupil													
0 – 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 – 750	120	120	120	120	<b>120</b>	<b>152</b>	152	176	176	176	190	190	190
751 – 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6
K	7
1	8
2	9
3	10
4	120 11
5	152 12

(a) Total (grades Pre-K through 12)	272
(b) Number of grades housed	2
(c) Average [(a)/(b)]	136
(d) Highest Projected 8-year Enrollment	550
(e) Maximum Square Footage [(c)x(d)]	74,800

- Total square footage at completion of project:

(a) Existing areas constructed pre-1950	38,690
(b) Multiply (a) by 80%	30,952
(c) Area (at completion of project) constructed 1950 or later	4,710
(d) Square footage for space standards computation [(b)+(c)]	35,662

If line 2(e) is greater than line 3(d), there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d).

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.





Center Elementary School

SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Classrooms	14							Existing classrooms - upgrade blackboards to whiteboards, replace existing carpeted classrooms with tile flooring, book storage, general storage, sinks, accommodating furniture, incorporated sound systems and video technology, large operable windows and plenty of bulletin space
Speech & Language Therapy Room					1			Space for small group instruction, testing
Social Work Room					1			Space for small group instruction
Psychology Room					1			Space for small group instruction, student assessment, testing
OT / PT Room					1			Large space for occupational and physical therapy, include large storage area for equipment
Auditorium					1			Large space with stage and fixed seating, appropriate for full school assemblies, concerts, choral rehearsals and large group instruction
Computer Lab					1			Computer lab with latest wireless technologies, projectors, smartboards, video and electronic music instruction
Music Room					1			Large sound isolated room with ample room for instrument storage; accommodate 75-90 students and music stands
Art Room					1			Large, well lit space with ample storage space, sinks and a kiln
Teacher Workrooms								Rooms dedicated to teacher preparation with copiers, laminators and plenty of table workspace
Kitchen								Renovate existing kitchen with modern equipment and large storage areas and larger spaces for food preparation

# EAST HAMPTON FEASIBILITY STUDY

## SPACE STANDARDS WORKSHEET

### EAST HAMPTON MIDDLE SCHOOL:

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

Projected Enrollment	Pre-K and K	State Standard Space Specifications											
		Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage Per Pupil													
0 – 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 – 750	120	120	120	120	120	152	<b>152</b>	<b>176</b>	<b>176</b>	176	190	190	190
751 – 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6	152
K	7	176
1	8	176
2	9	
3	10	
4	11	
5	12	

(a) Total (grades Pre-K through 12)	504
(b) Number of grades housed	3
(c) Average [(a)/(b)]	168
(d) Highest Projected 8-year Enrollment	550
(e) Maximum Square Footage [(c)x(d)]	92,400

- Total square footage at completion of project:

(a) Existing areas constructed pre-1950	-
(b) Multiply (a) by 80%	-
(c) Area (at completion of project) constructed 1950 or later	74,900
(d) Square footage for space standards computation [(b)+(c)]	74,900

If line 2(e) is greater than line 3(d), there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). \*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.





East Hampton Middle School

SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Media Center								Existing media center - new carpeting, updated furniture, windows to exterior
Science Labs								Existing science labs require sinks and water hook ups at workstations as well as replaced tile floors, updated technology, required safety equipment, provide portable lab tables to allow flexibility of space
Classrooms								Classrooms require properly operating windows, dynamic work areas for different learning styles and projects, classroom/lab layouts for multi teaching environments, computers, video/digital projectors, smartboards, TVs
Special Education Offices / Meeting Rooms								Existing space requires updated furnishings, offices for team leader and secretary, file storage
Main Office								Renovate existing main office space to provide better security and visibility of main entrance, security system
Storage								Provide large storage areas for theatrical scenery and props, physical education equipment, lab materials, testing materials
Nurses Office								Nurse requires a renovated space with beds, handicapped accessibility, private counseling room, and office for nurse
Testing Rooms								Smaller rooms for small group instruction and testing
Guidance Office								
Social Work Office								
Psychologist Office								
Speech Office								
OT / PT Room								
Cafeteria / Kitchen								Existing kitchen requires renovations to accommodate a more efficient serving line
Classrooms								Provide larger classrooms that can accommodate large project work (lab work) and small group teaching
Conference Rooms								Provide more areas for private meetings
In-School Suspension								Provide room for in house discipline
Large Common Areas								Large spaces outside the classrooms for hands-on instruction

# EAST HAMPTON FEASIBILITY STUDY

## SPACE STANDARDS WORKSHEET

### EAST HAMPTON HIGH SCHOOL:

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

Projected Enrollment	Pre-K and K	State Standard Space Specifications											
		Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage Per Pupil													
0 – 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 – 750	120	120	120	120	120	152	152	176	176	<b>176</b>	<b>190</b>	<b>190</b>	<b>190</b>
751 – 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6	
K	7	
1	8	
2	9	176
3	10	190
4	11	190
5	12	190

(a) Total (grades Pre-K through 12)	746
(b) Number of grades housed	4
(c) Average [(a)/(b)]	186.5
(d) Highest Projected 8-year Enrollment	600
(e) Maximum Square Footage [(c)x(d)]	111,900

- Total square footage at completion of project:

(a) Existing areas constructed pre-1950	-
(b) Multiply (a) by 80%	-
(c) Area (at completion of project) constructed 1950 or later	125,200
(d) Square footage for space standards computation [(b)+(c)]	125,200

If line 2(e) is greater than line 3(d), there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). 89.3%\*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.



SPACE Function / Location	Number of Rooms	EXISTING Square Footage		Existing Condition / Location	Number of Rooms	REQUIRED Square Footage		Program / Staff Requirements Comments / Recommendations
		# s.f.	total s.f.			# s.f.	total s.f.	
Science Labs					2			Provide additional spaces for physics and chemistry instruction, include teaching areas and lab areas
Classrooms					5			Larger classroom spaces are required with updated technology, smartboards, video, monitors, projectors
Cafeteria								Existing cafeteria space requires lunch in three waves, (cannot go to four), provide larger space to accommodate enrollment increase
Computer Labs								Provide space dedicated to computer instruction with appropriate server area
Conference Rooms								Provide conference spaces for parent/teacher meetings
In-School Suspension								Provide space for in house discipline
Main Office								Existing office requires renovations to provide private offices and workspace
Departmental Offices								Provide office spaces throughout the school for teacher preparation, meetings
Gymnasium								Existing gymnasium requires updated, code- compliant bleachers
Locker Rooms / Team Rooms								Existing locker rooms require new functional lockers to accommodate teams, physical education
Lockers								Existing hallway lockers require replacement with new larger lockers to accommodate more books, student storage



East Hampton High School

# EAST HAMPTON FEASIBILITY STUDY

## SPACE STANDARDS WORKSHEET

### NEW ELEMENTARY SCHOOL – GRADES 3 – 6:

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

Projected Enrollment	Pre-K and K	State Standard Space Specifications											
		Grades											
		1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage Per Pupil													
0 – 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 – 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 – 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6	152
K	7	
1	8	
2	9	
3	120	10
4	120	11
5	152	12

- |   |        |
|---|--------|
| (a) Total (grades Pre-K through 12)     | 544    |
| (b) Number of grades housed             | 4      |
| (c) Average [(a)/(b)]                   | 136    |
| (d) Highest Projected 8-year Enrollment | 600    |
| (e) Maximum Square Footage [(c)x(d)]    | 81,600 |

- Total square footage at completion of project:

- |   |        |
|---|--------|
| (a) Existing areas constructed pre-1950                       |        |
| (b) Multiply (a) by 80%                                       |        |
| (c) Area (at completion of project) constructed 1950 or later | 81,600 |



# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## COST ESTIMATES AND TIMELINES

This section provides estimates of probable costs and timelines that correspond with the proposed general schemes. It is understood that the Town of East Hampton may elect to pursue only some of the proposed work based on its plans for the municipal and educational facilities as well as the Town's financial needs and long-term goals.

The figure of 2300 students is used for this report and is considered a reliable number. Since an 8-year projected enrollment report is not yet available from NESDEC, the current report, attached as a reference at the end of this study, projects 2,185 students to the school year 2010. This projection does not include Pre-Kindergarten or full-day Kindergarten, which were not mandated at the time of the NESDEC report.



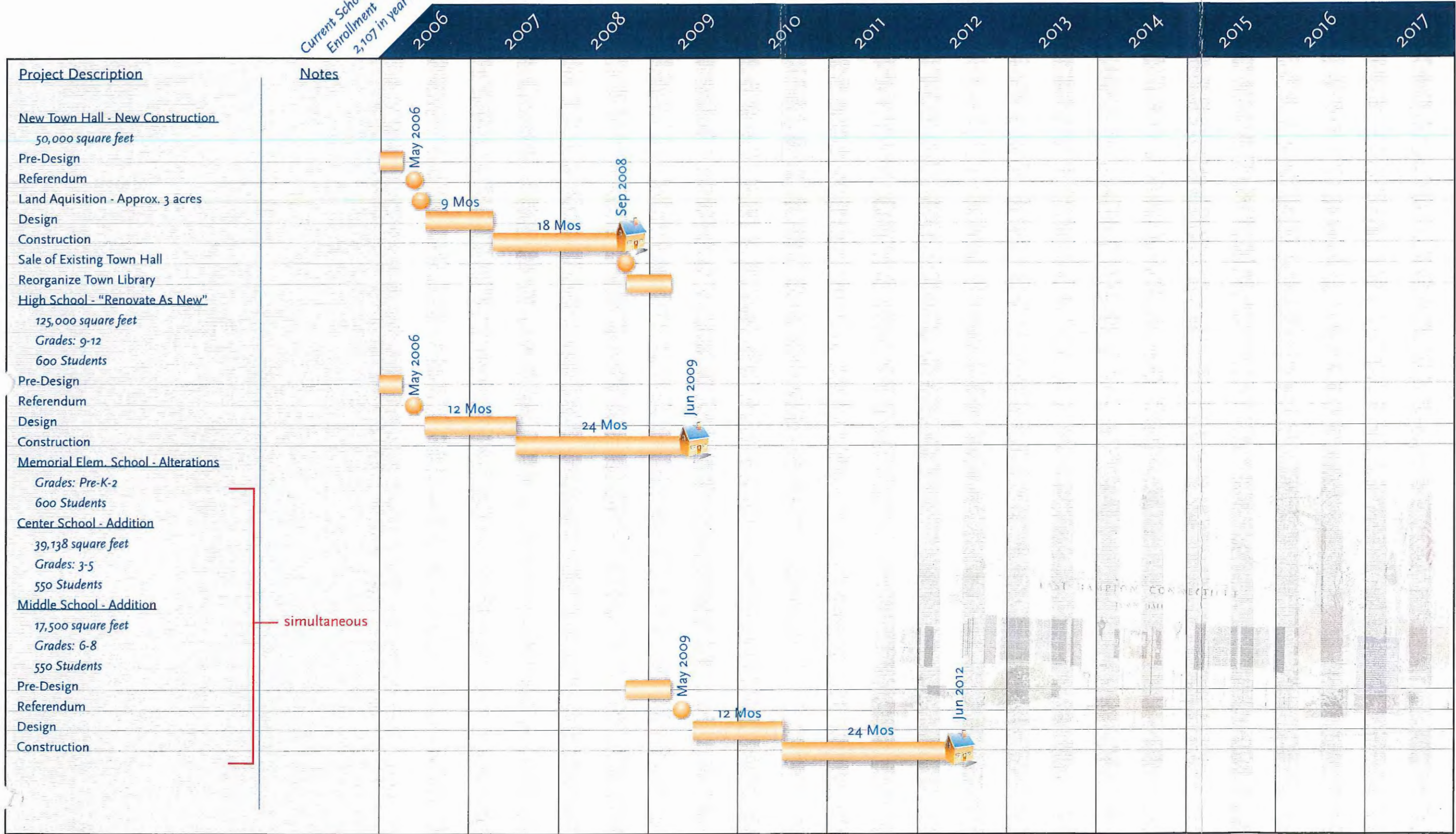
# Time Line Scheme 1

Escalation 4% Annually

Reimbursement Rate, East Hampton  
Cost x 64.6% for School Construction.

Projected School Enrollment  
2,300+ in year 2014

Current School  
Enrollment  
2,107 in year 2005



Projects may be constructed simultaneously.

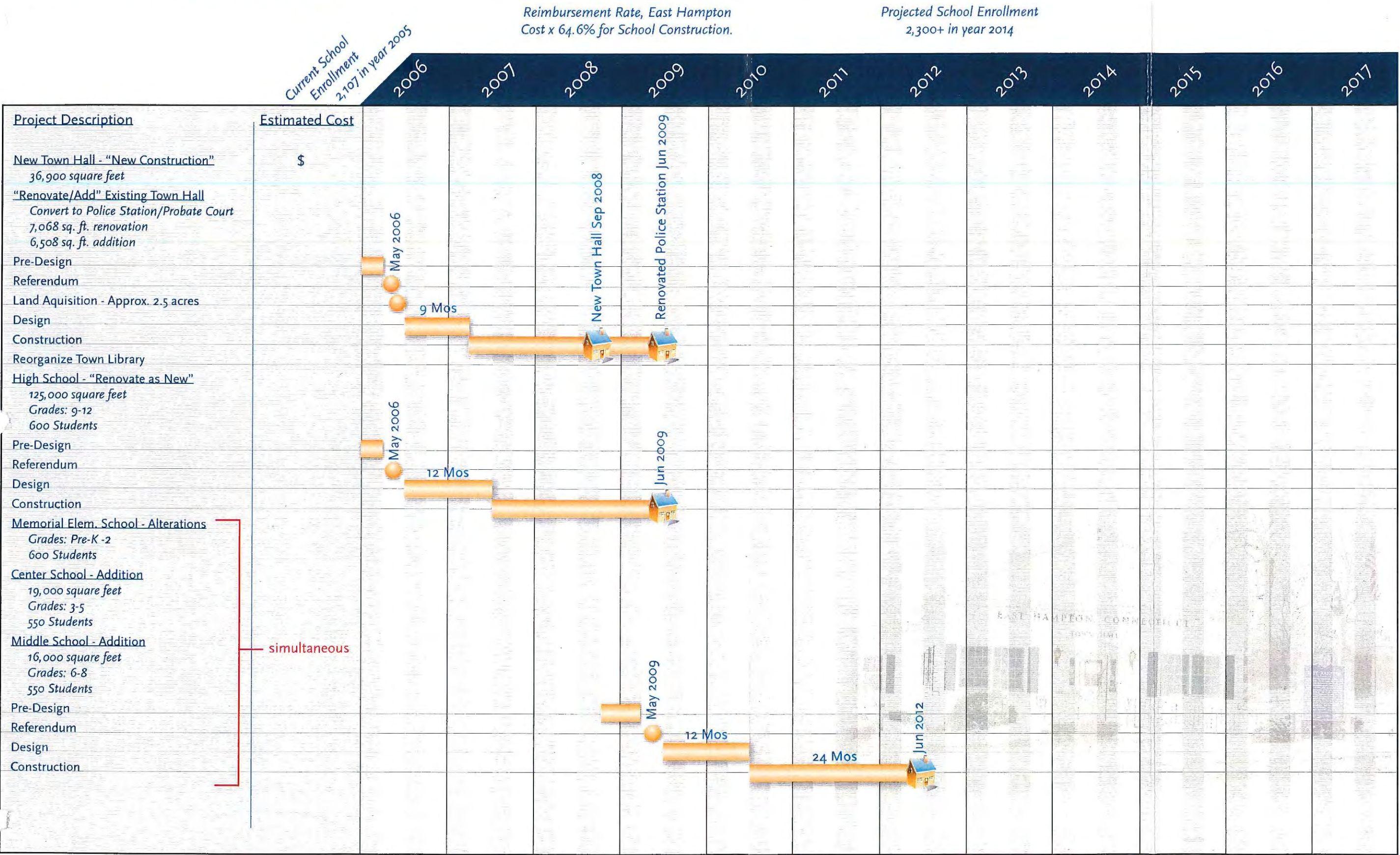


# Time Line Scheme 2

Escalation 4% Annually



TIMELINE  
Timeline - Scheme 2





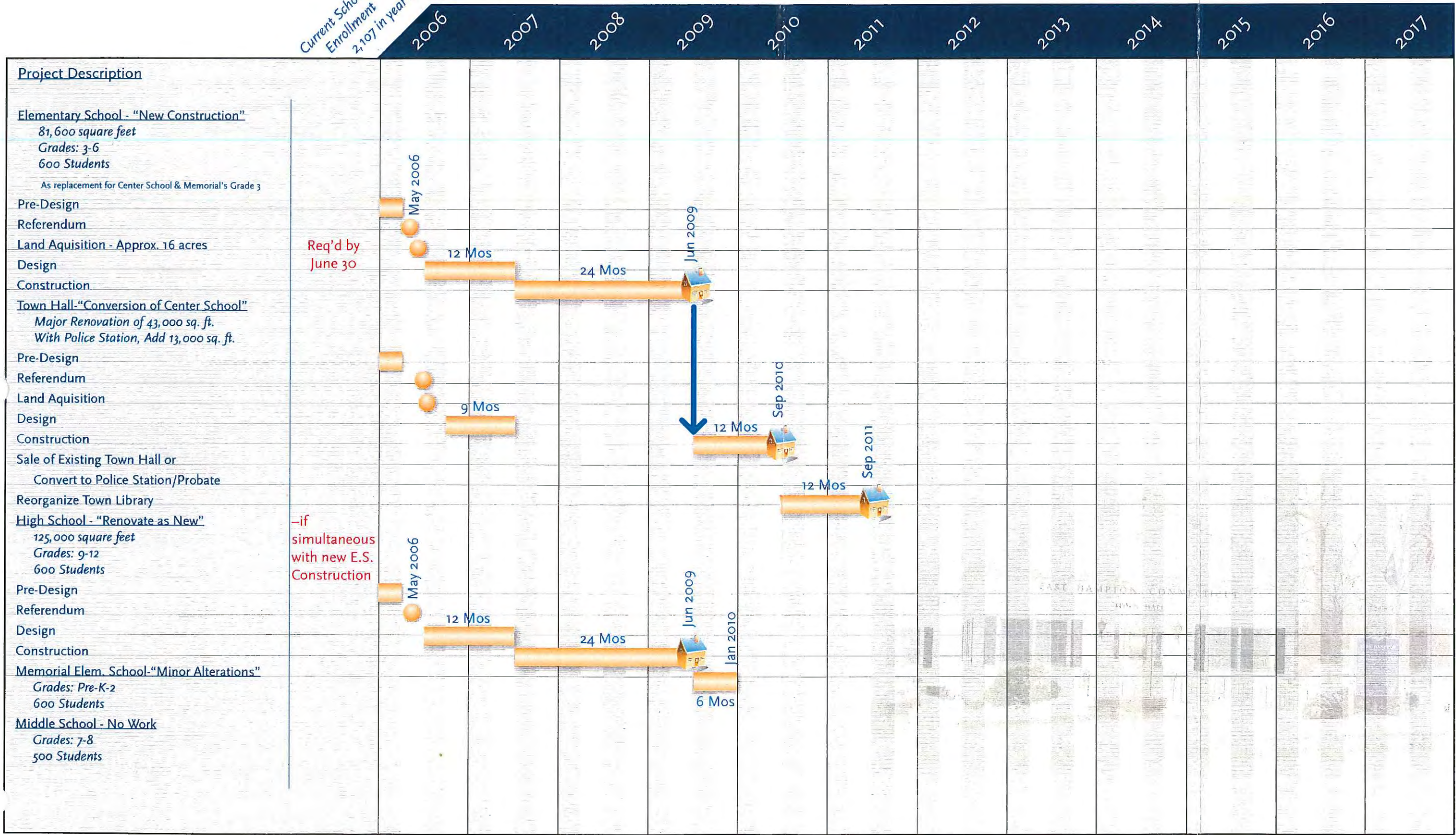
# Time Line Scheme 3

Escalation 4% Annually

Reimbursement Rate, East Hampton  
Cost x 64.6% for School Construction.

Projected School Enrollment  
2,300+ in year 2014

Current School  
Enrollment  
2,107 in year 2005



New elementary school and town hall conversion are sequential.  
High School and misc. construction may be simultaneous.



EAST HAMPTON FEASIBILITY STUDY

ESTIMATE OF PROBABLE COSTS

SCHEME	NOTES:	S.F. COST	PROPOSED S.F.	CONSTRUCTION COST	SOFT COST	REQUIRED SITE ACQUISITION or DEVELOPMENT	SITE ACQUISITION COST @ \$125k/per Acre	SITE DEVELOPMENT @ \$175K/per Acre	FF&E \$1500/student Educational \$25/S.F. Municipal	SUBTOTAL - Construction, Site, FF&E	ADD 4% ANNUAL ESCALATION TO MID-PROJECT	PAID BY STATE GRANT @ 64.6%	TOTAL COST TO TOWN OF EAST HAMPTON	TOTAL COST
SCHEME 1														
NEW Town Hall	Program & Building Code	\$325/S.F.	50,000	\$16,250,000	Incl. in S.F. cost	3 Acres	\$ 375,000	\$ 450,000	\$ 1,250,000	\$ 18,325,000	\$ 19,791,000		\$ 19,791,000	
Sell existing Town Hall	Appraisal - \$933K													
Sell existing Old Town Hall (BOE)	Appraisal - \$273K													
RENOVATION - E.H. High School	Reqd. Program & Code Upgrades	\$275/S.F.	125,000	\$34,375,000	Incl. in S.F. cost	N/A			\$ 900,000	\$ 35,275,000	\$ 38,802,500	\$ 25,066,415	\$ 13,736,085	
ALTERATIONS - Memorial E.S.	Lavs for PreK & Full Day K			\$60,000					\$ 60,000	\$ 66,000	\$ 66,000	\$ 42,636	\$ 23,364	
ADDITION - Center School	Add Grade 3 to ease overcrowding	\$325/S.F.	39,138	\$12,719,850	Incl. in S.F. cost	1 Acre		\$ 175,000	\$ 225,000	\$ 13,119,850	\$ 16,006,217	\$ 10,340,016	\$ 5,666,201	
ADDITION - Middle School	Ease overcrowding	\$325/S.F.	17,500	\$5,687,500	Incl. in S.F. cost	1Acre		\$ 175,000	\$ 225,000	\$ 6,087,500	\$ 7,426,750	\$ 4,797,681	\$ 2,629,070	
Total				\$69,092,350						\$ 72,867,350		\$ 40,246,748	\$ 41,845,719	\$ 82,092,467
SCHEME 2														
NEW Town Hall		\$325/S.F.	36,900	\$11,992,500	Incl. in S.F. cost	3 Acres	\$ 375,000	\$ 450,000	\$ 922,500	\$ 13,740,000	\$ 14,839,200		\$ 14,839,200	
RENO/ADD Existing Town Hall	Police Station/Probate Court	\$200/S.F. - Renovation	7,068	\$1,413,600	Incl. in S.F. cost				\$ 176,700	\$ 1,590,300	\$ 1,717,524		\$ 1,717,524	
		\$275/S.F. - Addition	6,508	\$1,789,700	Incl. in S.F. cost				\$ 162,700	\$ 1,952,400	\$ 2,108,592		\$ 2,108,592	
Sell existing Old Town Hall (BOE)	Appraisal - \$273K													
RENOVATION - E.H. High School	Reqd. Program & Code Upgrades	\$275/S.F.	125,000	\$34,375,000	Incl. in S.F. cost	1 Acre		\$ 175,000	\$ 900,000	\$ 35,450,000	\$ 38,995,000	\$ 25,190,770	\$ 13,804,230	
ALTERATIONS - Memorial E.S.	Lavs for PreK & Full Day K		Add 4 "Child" Lavs	\$60,000	Incl. in S.F. cost				\$ 60,000	\$ 66,000	\$ 66,000	\$ 42,636	\$ 23,364	
ADDITION - Center School	Add Grade 3 to ease overcrowding	\$325/S.F.	39,138	\$12,719,850	Incl. in S.F. cost	1 Acre		\$ 175,000	\$ 225,000	\$ 13,119,850	\$ 16,006,217	\$ 10,340,016	\$ 5,666,201	
ADDITION - Middle School	Ease overcrowding	\$325/S.F.	17,500	\$5,687,500	Incl. in S.F. cost	1 Acre		\$ 175,000	\$ 225,000	\$ 6,087,500	\$ 7,426,750	\$ 4,797,681	\$ 2,629,070	
Total				\$68,038,150						\$ 72,000,050		\$ 40,371,103	\$ 40,788,180	\$ 81,159,283
SCHEME 3														
NEW Elementary School	Grades 3 through 6	\$325/S.F.	81,600	\$26,520,000	Incl. in S.F. cost	16 Acres	\$ 2,000,000	\$ 2,800,000	\$ 900,000	\$ 32,220,000	\$ 34,797,600	\$ 22,479,250	\$ 12,318,350	
RENOVATION Center School	Becomes NEW Town Hall	\$150/S.F. - Renovation	43,000	\$6,450,000	Incl. in S.F. cost	3 Acres		\$ 450,000	\$ 1,075,000	\$ 7,975,000	\$ 8,613,000		\$ 8,613,000	
		\$275/S.F. - Addition	13,000	\$3,575,000	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 325,000	\$ 4,025,000	\$ 4,991,000		\$ 4,991,000	
Sell existing Old Town Hall (BOE)	Appraisal - \$273K													
RENOVATION - E.H. High School	Reqd. Program & Code Upgrades	\$275/S.F.	125,000	\$34,375,000	Incl. in S.F. cost				\$ 900,000	\$ 35,275,000	\$ 38,097,000	\$ 24,610,662	\$ 13,486,338	
ALTERATIONS - Memorial E.S.	Lavs for PreK & Full Day K		Add 4 "Child" Lavs	\$60,000	Incl. in S.F. cost					\$ 60,000	\$ 66,000	\$ 42,636	\$ 23,364	
Middle School - No Work	Grade 6 moved to New E. S.													
Total				\$70,980,000						\$ 79,555,000		\$ 47,132,548	\$ 39,432,052	\$ 86,564,600
SCHEME 4														
NEW High School	Replaces Existing HS	\$325/S.F.	111,900	\$36,367,500	Incl. in S.F. cost	26 Acres	\$ 3,250,000	\$ 4,550,000	\$ 900,000	\$ 45,067,500	\$ 48,672,900	\$ 31,442,693	\$ 17,230,207	
RENO Existing HS	Replaces Existing Middle Sc.	\$275/S.F.	125,000	\$34,375,000	Incl. in S.F. cost				\$ 825,000	\$ 35,200,000	\$ 38,016,000	\$ 24,558,336	\$ 13,457,664	
ALTERATIONS - Middle School	Replaces Center School	\$70/S.F.	74,900	\$5,243,000	Incl. in S.F. cost					\$ 5,243,000	\$ 6,501,320	\$ 4,199,853	\$ 2,301,467	
RENOVATION Center School	Becomes NEW Town Hall	\$150/S.F. - Renovation	43,000	\$6,450,000	Incl. in S.F. cost				\$ 1,075,000	\$ 7,525,000	\$ 9,632,000		\$ 9,632,000	
		\$275/S.F. - Addition	13,000	\$3,575,000	Incl. in S.F. cost				\$ 325,000	\$ 3,900,000	\$ 4,992,000		\$ 4,992,000	
Sell existing Old Town Hall (BOE)	Appraisal - \$273K													
ALTERATIONS - Memorial E.S.	Lavs for PreK & Full Day K		Add 4 "Child" Lavs	\$60,000	Incl. in S.F. cost					\$ 60,000	\$ 66,000	\$ 42,636	\$ 23,364	
Total				\$86,070,500						\$ 96,995,500		\$ 60,243,518	\$ 47,636,702	\$ 107,880,220

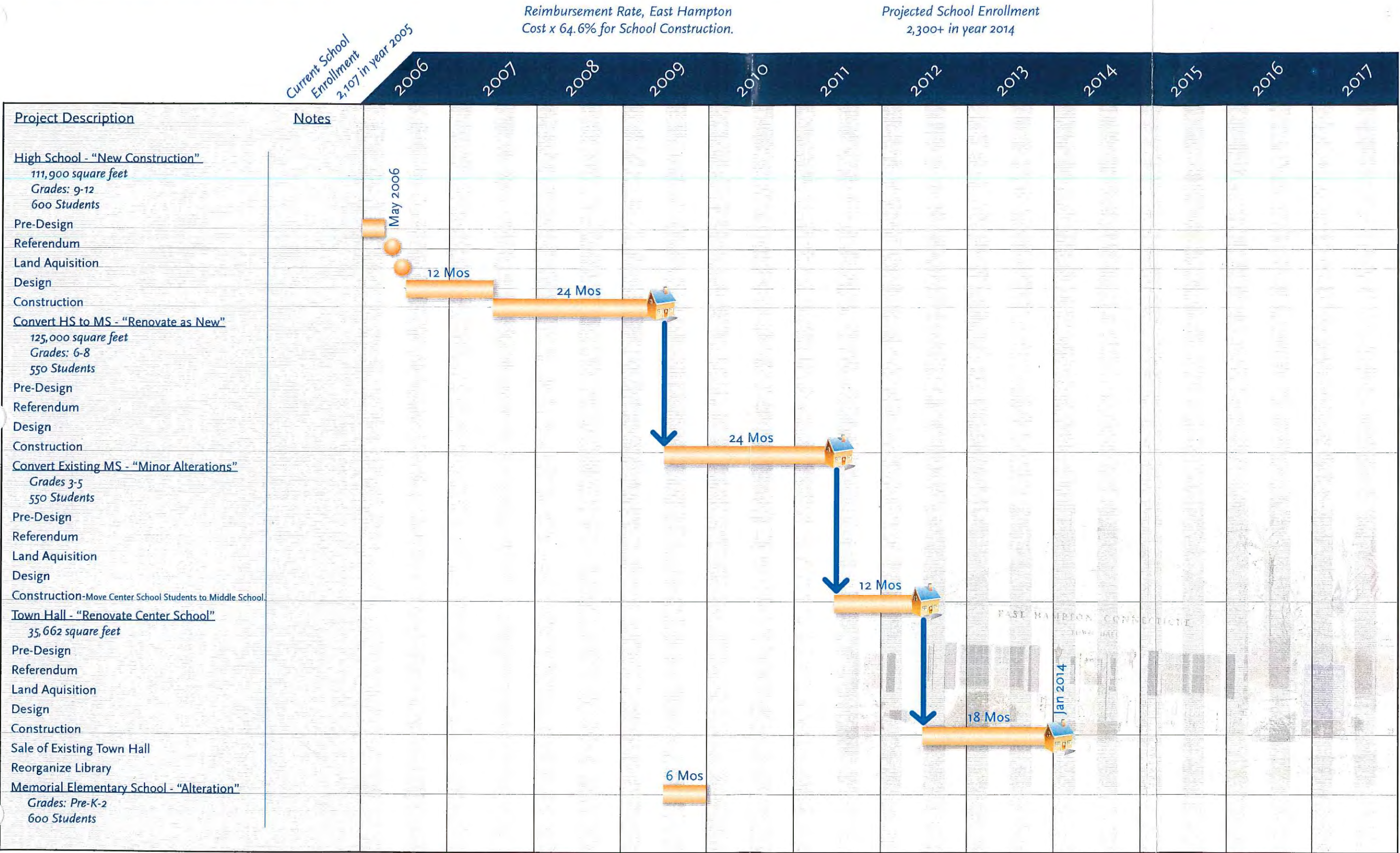


# Time Line Scheme 4

Escalation 4% Annually



TIMELINE  
Timeline - Scheme 4



Projects are scheduled to occur in sequential order.



East Hampton Feasibility Study  
 Scheme 6  
 New Town Hall, Police Station and Fire Station

October 16, 2007

**Opinion of Probable Construction Cost:**

---

**New Town Hall (McKinney/Peterson Properties – 82 Main Street)**

21,000 S. F. Building (two stories) (includes construction, owner soft costs and FFE)	\$7,980,000
Site Acquisition	\$ 750,000
Site Development (2 acres)	\$ 600,000
Building Demolition	\$ 75,000
Sub Total	\$9,405,000

**New Police Station (Existing Fire Station Site – 3 Barton Hill Road)**

12,000 S. F. Building (two stories) (includes construction, owner soft costs and FFE)	\$4,560,000
Site Acquisition	\$ 0
Site Development (1 acre)	\$ 300,000
Building Demolition	\$ 100,000
Sub Total	\$4,960,000

**New Fire Department (Route 16)**

14,000 S. F. Building (one story) (includes construction, owner soft costs and FFE)	\$5,320,000
Site Acquisition (unknown property)	\$1,000,000
Site Development (2 acres)	\$ 600,000
Sub Total	\$6,920,000

***Sub Total Project Cost*** **\$21,285,000**

Escalation and Project Contingency 15% \$ 3,192,750

Sale of Existing Town Hall \$ -933,000

***Total Project Cost*** **\$23,544,750**



ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

281 FARMINGTON AVENUE | FARMINGTON, CT 06032 | P: 860.678.1291 F: 860.677.5265 | WWW.FRIAR.COM

East Hampton Feasibility Study  
Scheme 6A  
New Town Hall, Police Station and Fire Station

December 4, 2007

**Opinion of Probable Construction Cost:**

---

**New Town Hall (McKinney/Peterson Properties – 82 Main Street)**  
**Includes B.O.E. and Senior Center**

38500 S. F. Building (three stories) (includes construction, owner soft costs and FFE)	\$14,630,000
Site Acquisition	\$ 750,000
Site Development (2 acres)	\$ 600,000
Building Demolition	\$ 75,000
Sub Total	\$16,055,000

**New Police Station (S.Goff Enterprises Property, 100 Main Street)**

12,000 S. F. Building (two stories) (includes construction, owner soft costs and FFE)	\$4,560,000
Site Acquisition	\$ 350,000
Site Development (1.4 acres)	\$ 420,000
Building Demolition	\$ 100,000
Hazmat Remediation	\$ 680,000
Sub Total	\$6,110,000

**Fire Department (Existing to Remain/Renovate, 3 Barton Hill)**

14,000 S. F. Building (one story) (includes construction, owner soft costs and FFE)	\$2,100,000
Sub Total	\$2,100,000

***Sub Total Project Cost*** **\$24,265,000**

Escalation and Project Contingency 15%	\$ 3,639,750
Sale of Existing Town Hall	\$ -933,000

***Total Project Cost*** **\$26,971,750**



East Hampton Feasibility Study  
 Scheme 6B  
 New Town Hall, Police Station and Fire Station

December 4, 2007

**Opinion of Probable Construction Cost:**

**New Town Hall (McKinney/Peterson Properties – 82 Main Street)**  
**Includes B.O.E. and Senior Center**

38500 S. F. Building (three stories) \$14,630,000  
 (includes construction, owner soft costs and FFE)

Site Acquisition \$ 750,000

Site Development (2 acres) \$ 600,000

Building Demolition \$ 75,000

Sub Total \$16,055,000

**New Police Station (Existing Fire Station Site – 3 Barton Hill Rd)**

12,000 S. F. Building (two stories) \$4,560,000  
 (includes construction, owner soft costs and FFE)

Site Acquisition \$0

Site Development (1.4 acres) \$ 420,000

Building Demolition \$ 100,000

Sub Total \$5,080,000

**New Fire Department (S.Goff Enterprises Property – 100 Main Street)**

14,000 S. F. Building (one story) \$5,320,000  
 (includes construction, owner soft costs and FFE)

Site Acquisition \$ 350,000

Site Development (1.4 acres) \$ 420,000

Building Demolition \$ 75,000

Hazmat Remediation \$ 680,000

Sub Total \$6,845,000

**Sub Total Project Cost \$27,980,000**

Escalation and Project Contingency 15% \$ 4,197,000

Sale of Existing Town Hall \$ -933,000

**Total Project Cost \$31,244,000**

# TOWN OF EAST HAMPTON FEASIBILITY STUDY

## EXTENSION OF ORIGINAL SCHEMES – ADDITIONAL SCHEMES

At the conclusion of the presentation of the completed Feasibility Study, the Town of East Hampton asked Friar Associates inc. to further illustrate the options presented in Scheme 3. The following pages show possible building configurations and land development for a new Town Hall in the existing Center School facility, as proposed in Scheme 3 of the original report. Further research into this Scheme uncovered a document indenturing the land adjacent to Center School, known as Bevin Park, to forever be a park and community playground. Initial steps were taken by the Town to contact the remaining parties of this document to pursue acquisition of a portion of this parcel. Said remaining parties were found reluctant to compromise the original deed, thus eliminating Scheme 3 as a viable option for the Town of East Hampton.

Scheme 5 was developed as an initial response to the elimination of Scheme 3. This Scheme proposed, as in Scheme 3, renovating the existing Center School and converting it into the new Town Hall with a small addition. Also proposed was the acquisition of parcels on Summit Street, directly across from Center School for a New Police Station. As in Scheme 3, a new Elementary School adjacent to the existing Memorial Elementary School was also part of Scheme 5. This Scheme was abandoned in response to current on-going brownfield studies of the parcels along Summit Street as well as the limited parking space available at the Center School site.

Further meetings with the Town of East Hampton introduced Scheme 6. The focus of Scheme 6 is the Town's Municipal offices, and it allows a separation between the Town's Municipal and Educational facilities. Scheme 6 and its variations 6A and 6B are summarized as follows:

### *Scheme 6*

- Site acquisition of 82 Main Street for the new Town Hall – 2 stories, 21,000 s.f.
- New Town Hall to include all offices currently within the existing Town Hall located on Route 66.
- Existing Board of Education offices located on Skinner Street to remain.



- Existing Fire Station located at 3 Barton Hill to be relocated to an unknown site on Route 16.
- New Police Station to be developed on former site of Fire Station (3 Barton Hill).
- Sale of the existing Town Hall on Route 66 to assist in funding the new facilities.

#### *Scheme 6A*

- Site acquisition of 82 Main Street for the new Town Hall – 3 stories, 38,500 s.f.
- New Town Hall to include all offices currently within the existing Town Hall located on Route 66, as well as Board of Education offices and Senior Center functions.
- Existing Board of Education building located on Skinner Street to remain as Town-owned property for future development.
- Site acquisition of 100 Main Street, formerly a gas station, for a new Police Station.
- Renovate the existing Fire Station located at 3 Barton Hill.
- Sale of the existing Town Hall on Route 66 to assist in funding the new facilities.

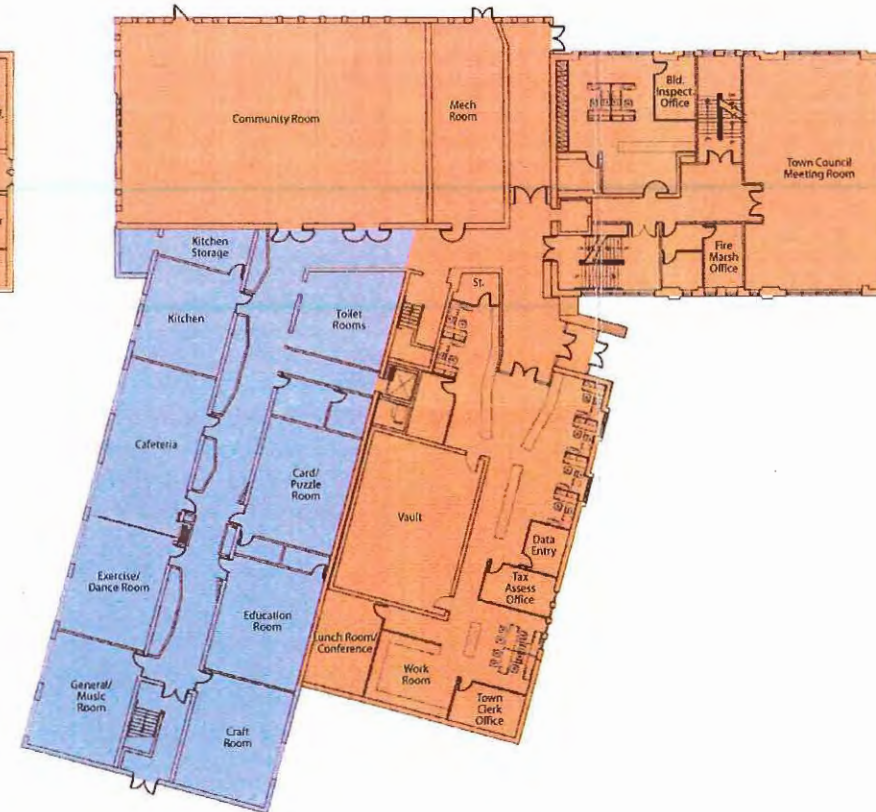
#### *Scheme 6B*

- Site acquisition of 82 Main Street for New Town Hall – 3 stories, 38,500 s.f.
- New Town Hall to include all offices currently within the existing Town Hall located on Route 66, as well as Board of Education offices and Senior Center functions.
- Existing Board of Education building located on Skinner Street to remain as Town-owned property for future development.
- Site acquisition of 100 Main Street, formerly a gas station, for a new Fire Station.
- New Police Station to be developed on the site of the former Fire Station (3 Barton Hill).
- Sale of the existing Town Hall on Route 66 to assist in funding the new facilities.

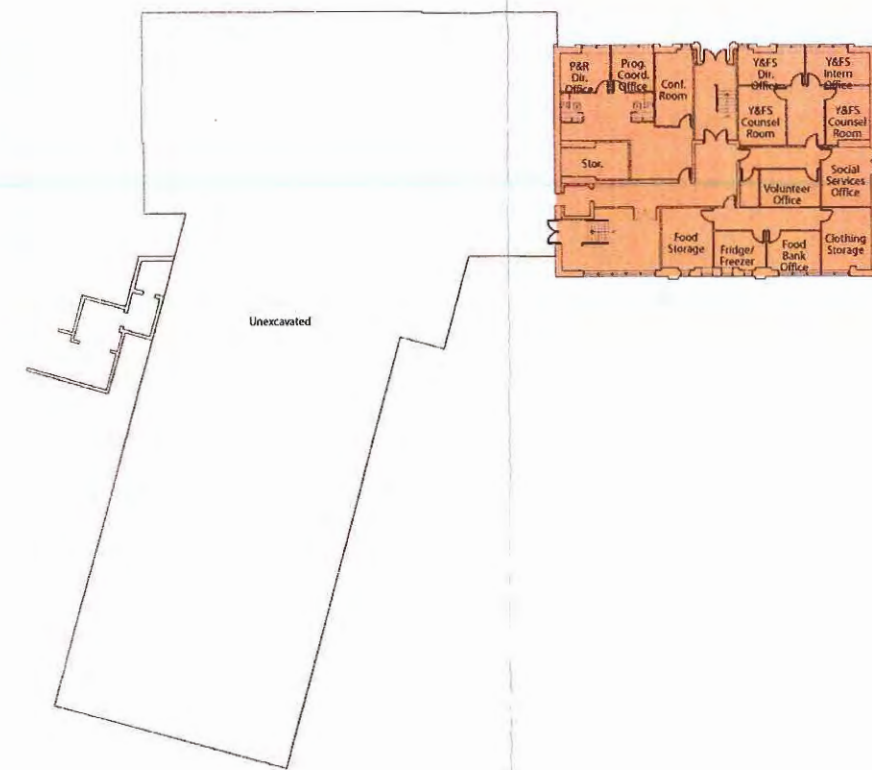
Probable construction costs for Schemes 6, 6A and 6B are shown on pages following Schemes 3 and 5.



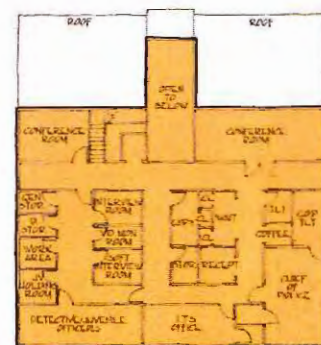
## TOWN HALL UPPER STORY



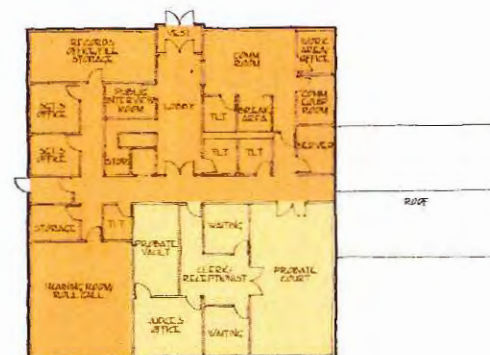
## TOWN HALL MAIN STORY



## TOWN HALL LOWER STORY



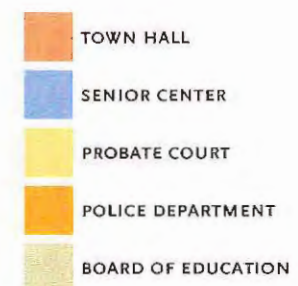
POLICE STATION UPPER STORY



POLICE STATION MAIN STORY



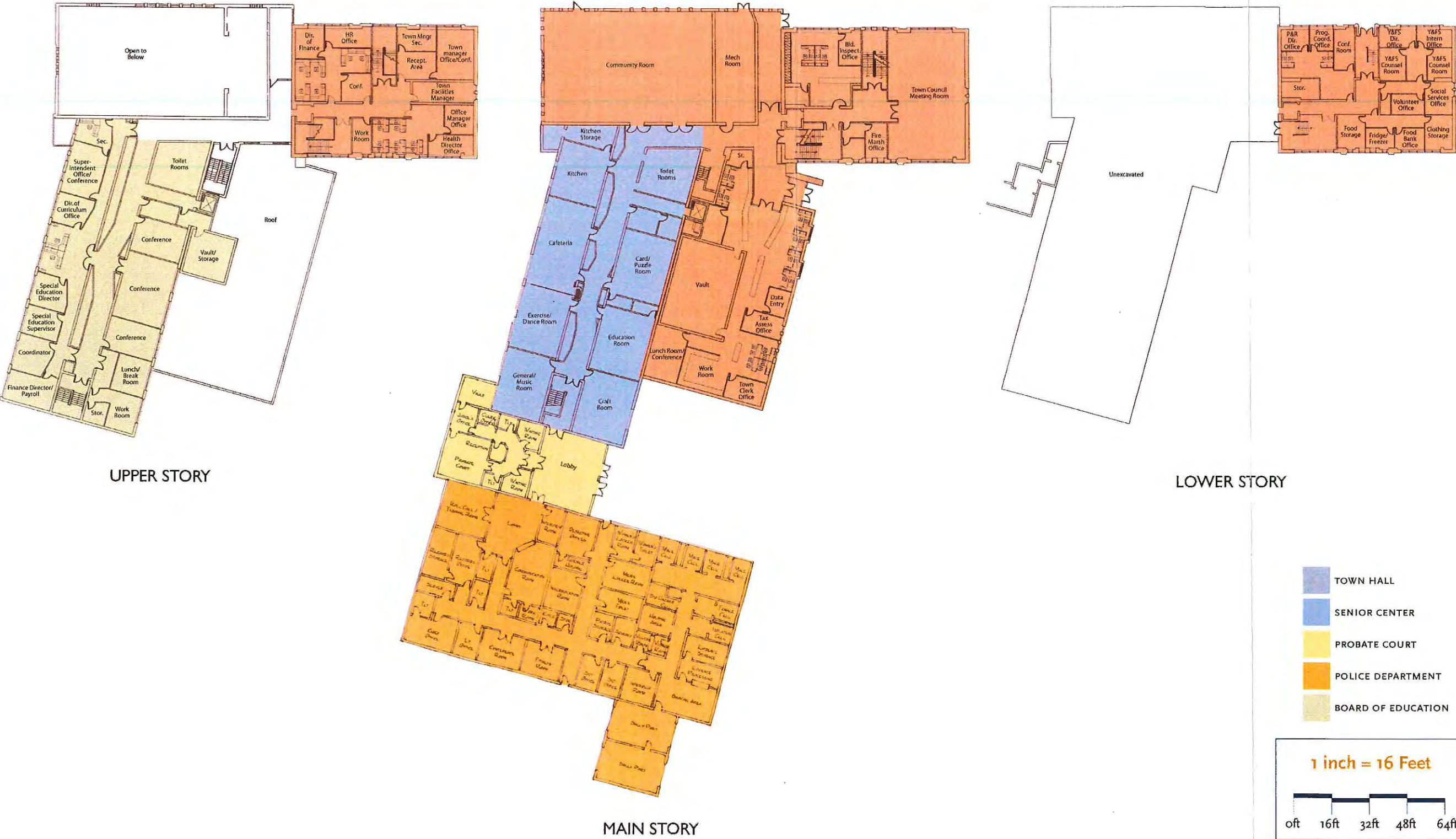
POLICE STATION LOWER STORY



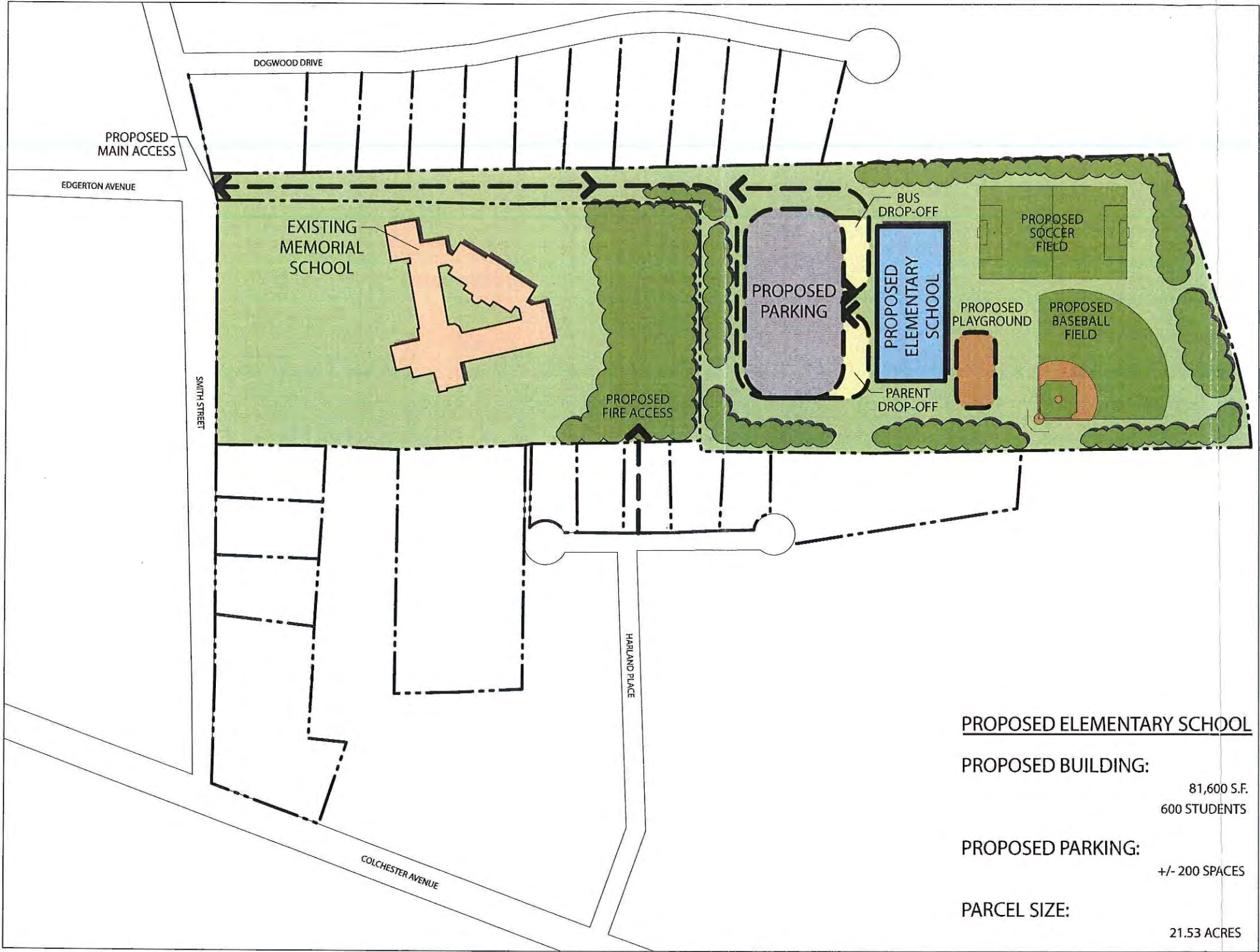
1 inch = 16 Feet







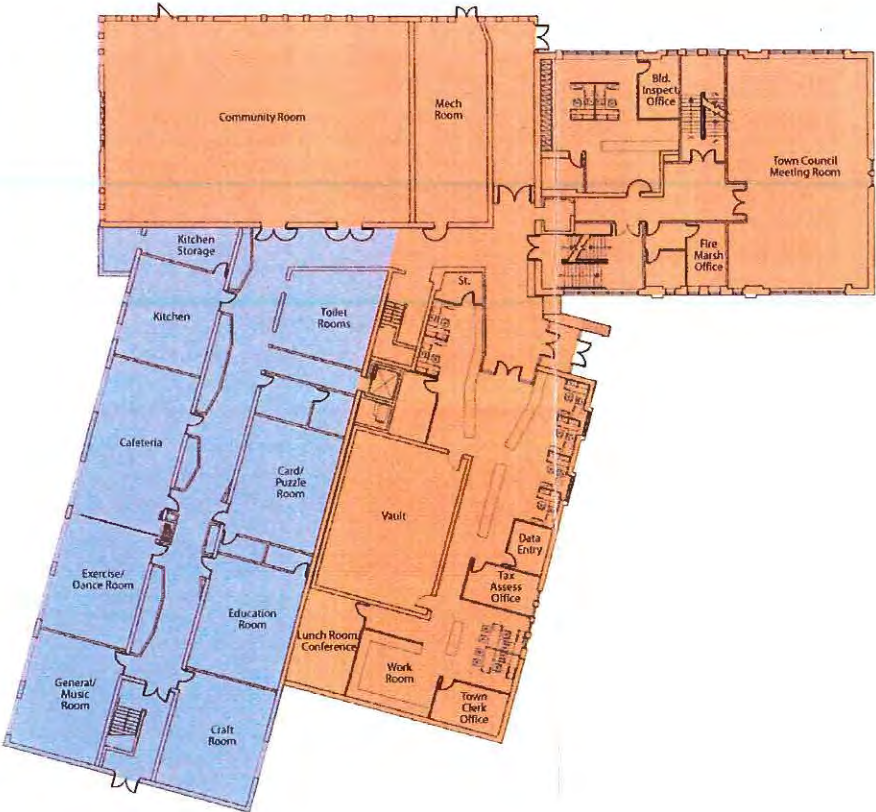




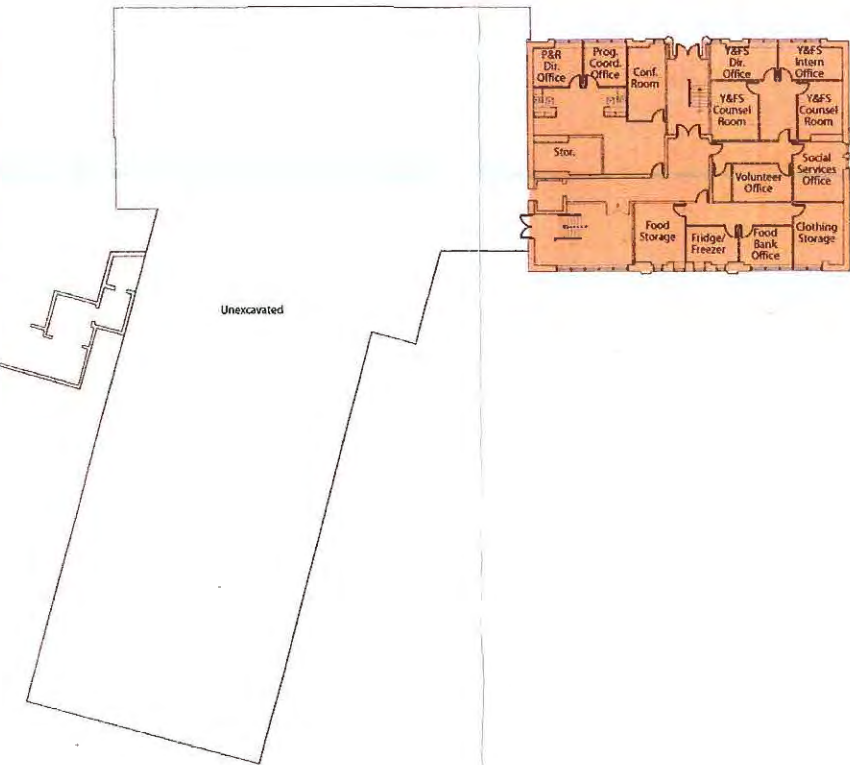




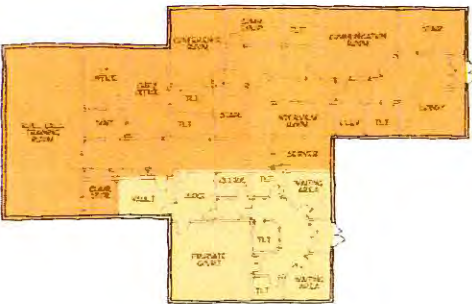
TOWN HALL UPPER STORY



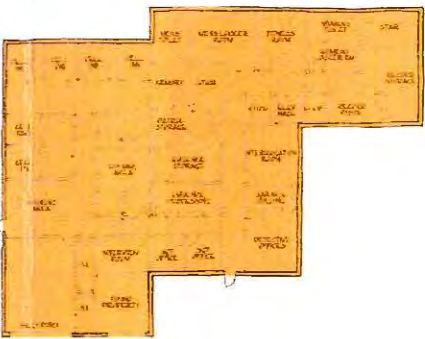
TOWN HALL MAIN STORY



TOWN HALL LOWER STORY

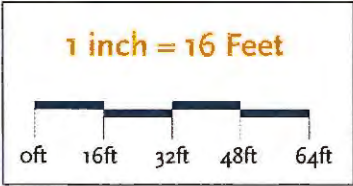


POLICE STATION MAIN STORY  
AT 20 EAST HIGH STREET

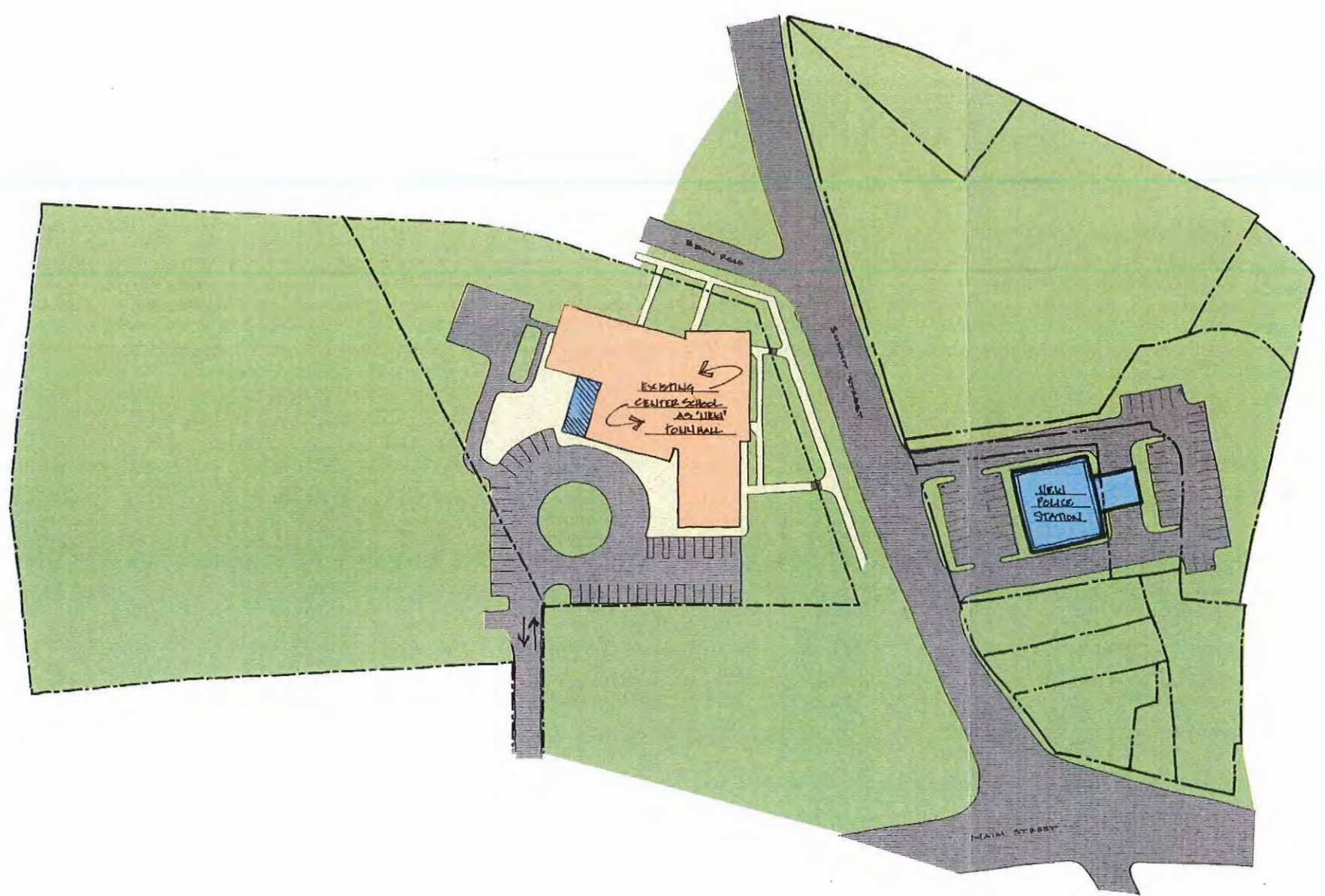


POLICE STATION LOWER STORY  
AT 20 EAST HIGH STREET

- TOWN HALL
- SENIOR CENTER
- PROBATE COURT
- POLICE DEPARTMENT
- BOARD OF EDUCATION







EAST HAMPTON FEASIBILITY STUDY  
ESTIMATE OF PROBABLE COSTS

SCHEME	NOTES:	S.F. COST	PROPOSED S.F.	CONSTRUCTION COST	SOFT COST	REQUIRED SITE ACQUISITION or DEVELOPMENT	SITE ACQUISITION COST @ \$125K/per Acre	SITE DEVELOPMENT @ \$175K/per Acre	FF&E \$1500/student Educational \$25/S.F. Municipal	SUBTOTAL - Construction, Site, FF&E	ADD 4% ANNUAL ESCALATION TO MID-PROJECT	PAID BY STATE GRANT @ 64.6%	TOTAL COST TO TOWN OF EAST HAMPTON	TOTAL COST
SCHEME 5														
NEW Elementary School	Grades 3 through 6	\$325/S.F.	81,600	\$26,520,000	Incl. in S.F. cost	16 Acres	\$ 2,000,000	\$ 2,800,000	\$ 900,000	\$ 32,220,000	\$ 34,797,600	\$ 22,479,250	\$ 12,318,350	
RENOVATION Center School	Becomes NEW Town Hall	\$150/S.F. - Renovation	43,000	\$6,450,000	Incl. in S.F. cost	3 Acres		\$ 450,000	\$ 1,075,000	\$ 7,975,000	\$ 8,613,000		\$ 8,613,000	
NEW Police Station	Police Station/Probate Court	\$275/S.F. - New Construction	14,500	\$3,987,500	Incl. in S.F. cost	1.21 Acres	\$ 853,132	\$ 151,250	\$ 325,000	\$ 5,316,882	\$ 5,592,934		\$ 5,592,934	
RENOVATION - E.H. High School	Regd. Program & Code Upgrades	\$275/S.F.	125,000	\$34,375,000	Incl. in S.F. cost				\$ 900,000	\$ 35,275,000	\$ 38,097,000	\$ 24,610,662	\$ 13,486,338	
ALTERATIONS - Memorial E.S.	Lavs for PreK & Full Day K-			\$60,000	Incl. in S.F. cost					\$ 60,000	\$ 66,000	\$ 42,636	\$ 23,364	
Middle School - No Work	Grade 6 moved to New E.S.													
Total				\$71,392,500						\$ 80,846,882		\$ 47,132,548	\$ 41,033,986	\$ 88,166,534

	1.21 Acres	Approx. \$853,132
?	.57 Acres.....	\$512,782
8 Summit	.21 Acres.....	\$188,920
10 Summit	.43 Acres.....	\$151,430















## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH **ALAN H. BERGREN, TOWN MANAGER** – 7/28/05

- TOWN HALL HOURS: Monday, Wednesday, Thursday: 8 am – 4 pm  
 Tuesday: 8 am – 7:30 pm  
 Friday: 8 am – 12:30 pm

### DISCUSSION POINTS:

- 
- Town's vision is to have all municipal and district offices under one roof
  - Existing Town Hall building was purchased from CL&P (1970/71); renovated in 1975
  - Town owns ~8000sf (Town Hall), ~1000sf (Building Dept. annex),
  - Town leases ~4000sf (Engineering), parking lot at rear of Police Station (CL&P property)
  - Existing Town Hall building – sell it - good commercial value
  - Town owns existing Board of Education building; it is the old Central School at 94 Main Street (built in 1866) ~4000sf
  - Possible to purchase land to the rear and to the right of this property
  - Historical society may be interested in this building
  - Village Center is on flood plain
  - Some thinking that the existing Center School is a good place for Town Hall, but a new school would have to be built
  - Town recently spent \$24 million updating schools (code issues) - 1989
  - Existing High School is in rough shape, suggested to demo the 1976 addition and build a new structure
  - Town owns 2 parcels of land, both brown fields – 103 Main Street & 13 Watrous Street
  - 103 Main and 13 Watrous are currently in Phase 2 of contaminant testing (done by Ty & Bond – Jim Olsen)
  - The Senior Center is currently located in the Community Library building
  - Ideally, the Senior Center needs to relocate allowing the library to expand
  - Town would like to combine a Senior Center with Senior Housing



- Town currently has two Senior Housing developments, one at Bellroad Center and one at Chatham Acres

**SCHEDULE:**

- 
- Meetings are set for Wednesday, August 3<sup>rd</sup>: 1pm – Jim Carrey – Building Inspector, 3pm – William Troy – Superintendent
  - FAI to contact Frank Gryzb upon his return from vacation – August 2
  - FAI to contact Police Chief upon his return from vacation – August 8
  - Town Manager to set meeting with Building Committee, upon everyone's return from vacation. Possibly the 2<sup>nd</sup> or 3<sup>rd</sup> week in August.



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **SANDI WIELEBA, TOWN CLERK – 8/29/05**

### DISCUSSION POINTS:

---

- Sandi has been Town Clerk for 11 months
- The current square footage of the Town Clerk's office is inadequate – current size 28'x20'
- The space is not secure due to adjacent rooms and door hardware
- The Town Clerk's office currently has 3 full-time positions - 2 assistants and the Town Clerk – 1 assistant position may change to part time
- The reception counter now has a cash register (not secure) and space for one person to use the work surface.
- A larger reception counter is needed with room for 3 people (9ft) and a computer, which will replace the cash register.
- The office space should be large enough for 3 full workstations, including a computer and printer for each station.
- Workstations should also be able to accommodate at least 2 visitors – currently there is no space for couples to come in to apply for marriage licenses
- A research/work table is required for viewing large books and maps
- A general information area with a counter for forms and brochures is required
- Currently there is only a bench for the public to wait – a waiting area is required.
- A public notice board is required and should be viewable from the outside
- Paper storage is also an issue; it is currently stored under the worktable in the office.
- The Town Clerk's office require the use of a large format scanner, but would like the equipment at the building department – the scanner is used by all offices
- The office does not have enough space for storage – book or file
- Future use of GIS mapping would require an intranet system to share information with the building assessor and the tax collector
- The current server is unstable



- All town hall offices should be connected via intranet
  - The Town Clerk's office does not have a conference or meeting space – the space currently allocated for this function is also the lunchroom, the registrar's office and storage – currently a 12'x20' space
  - The 12'x20' space would accommodate the registrar if the storage and other functions were removed
  - The registrar's office is not part of the Town Clerk's office but should be adjacent
  - The registrar is in the office only a few days a week
  - The civil preparedness equipment is currently also in the registrar's office
- 

#### **VAULT:**

- All town records are, or should be, stored in the vault – current size – 24'x40'
- There are specific storage requirements as well as construction requirements for the vaulted storage space.
- There is currently some storage at the high school that is full of mold
- Town Clerk is currently trying to clean out the vault to make space for files that are not kept there but should be
- Currently there are Land Records – Volumes 1-428 – expected to double in the next 10 years – plan for 1000 volumes – currently kept in 2 cabinets 4'x8' – plan for 4 cabinets
- Other record books stored in vault range in sizes from 11x14 to 11x17, 4-8" thick – these are currently stored on bookshelves
- Some records are being scanned for backup – others are on paper only
- Currently there are 6 books of military discharges
- Currently there are 2 cabinets – 6ft H x 3ft W – of vitals – 1 cabinet for marriages and deaths and 1 cabinet for births – in 10 years at least 3 cabinets will be required – 1 for marriages, 1 for deaths and 1 for births
- All vital records are currently kept in 4 – 6'x3' lockable cabinets – plan for 8 in next 10 years
- The assessor's books are also kept in the vault – they are taking up a lot of space and are spread out throughout the vault – but are required to be in a vaulted space – currently 5 cabinets 6'x3'
- Every office should have a vault or safe of their own or provide a vault large enough to accommodate each office's records

- The vault is a research space as well – large tables are required to open large books and maps
- An ideal vault layout would incorporate a central standing table for research, walls lined with storage files for each office and 2 computer work stations (currently there is 1 computer workstation)
- Rolling storage is not a preferred option for this area
- Building maps and other maps are also kept in the vault – some are in hanging map cases (5 – 3'x4'x2' currently – should plan for 10 in 10 years) others are just rolled up in piles on file cabinets
- The current vault is very humid



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **DONNA RALSTON, ASSESSOR - 8/29/05**

### DISCUSSION POINTS:

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- Assessor's office has 1 full-time assistant and 1 part-time field worker/data enterer – field worker works only 2 days a week
- Need 3 computers plus 1 for public use
- Can have at least 5 appraisers at the public counter at one time
- The reception area is much too small
- Seniors come in for benefit applications – need a private space for meetings
- No space to lay out maps for preparing/deed changes – have only the public counter for this function
- A lunch room for the town hall is required
- The part-time employee needs to be full time and also needs a private space for data entry
- Record storage is limited
- Some records are stored in the vault – different records are required to be kept for different periods of time
- In the future – assessor's office will require space for 3 full-time positions, a field worker, an appraiser station, and a private office for the assessor
- There are over 1000 property accounts (files)
- Re-evaluation cards - 1970 & 1980 cards are kept in the vault, 1990 – 2000 are in the assessor's office (3 file cabinets)
- Exemption files, motor vehicles – proofs of sale – volumes
- All storage in assessor's office is full
- 1 – 4-high lateral cabinet, 6 – 2-high fireproof file cabinets
- Could use a mini vault
- 6 upper cabinets full of office supplies, files, motor vehicle books, map filing
- Space is 20'x14' with 3 work stations, front counter with computer station

- In 10 years will require 5 workstations, fax machine, copy machine, map copier (used by all)
- Security is also an issue
- Ideal setup should include: an office for the assessor, an office for data entry, 2 workstations, reception counter with a workstation for the public and big enough for maps, vaulted storage for motor vehicle records, private property records and real estate records, locked and fireproof storage, room for at least 5 people at the public counter, a conference area, a copy/workroom, a mapping counter, a public research room and proximity to the building department, tax collector, town clerk





ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

ASSOCIATES INC.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH PHIL VISINTAINER, FIRE MARSHAL – 8/29/05

### DISCUSSION POINTS:

---

- Currently in an 8'x12' area with a desk, bookshelf and 2 file cabinets
- Requires double the space and double the storage with a desk for maps/plans
- Plays several roles: Zoning Enforcer, Inland Wetland Enforcer, Burning Officer, Deputy Civil Preparedness Officer and Fire Marshal
- Position will be occupied by more than one person in the future
- Requires office for Homeland Security supplies – establish functional emergency operations center
- Fire Marshal should be at Town Hall to allow him to do Marshal work as well as building department work
- Require facilities and equipment for Homeland Security – communication room (separate from police dispatch), emergency storage
- 32'x20' minimum space



ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

ASSOCIATES INC.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **LISA SEYMOUR, HUMAN RESOURCES - 8/29/05**  
**JOYCE**

### DISCUSSION POINTS:

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- Both Joyce and Lisa used to share Joyce's office
- Lisa now has own office which is a good size and the equipment is okay
- Lisa's office has 4 4-drawer fireproof cabinets
- In 10 years may employ 1 other person
- Lisa does payroll as well which is a security issue – her office is right off the main hall of the town hall with no privacy
- Takes care of 100-120 full-time employees, 50 seasonal
- Ideally office setup would have a front office reception area with a private office behind with windows
- Could use 6-7 fireproof file cabinets
- Also stores files in the vault – has 3-4 cabinets currently in the vault
- Needs to expand computer stations to 2
- Could use a conference area as well
- Joyce's office could use a waiting area – office is currently located just past main entrance of town hall
- The square footage is adequate for her needs
- The layout of the furniture could help the functionality of the space
- A main work room with copier, fax machine, folding machine and mail boxes is required
- Joyce currently handles the mail for the town hall although it is not her job
- Some files (easements, insurance, deeds) go in the vault, could use a fire safe in her space as well
- In 10 years will need 12 file cabinets



- The town manager's office needs a private conference room
- Conversations in town manager's current office can be heard through second door in hall
- The space is also full of lateral files and piles of "stuff"
- All the furniture in the town hall is hand-me-down
- The town council room is much too small and often the overflow spills into the hall



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **THAD KING, HEALTH DEPT – 8/29/05**

### DISCUSSION POINTS:

---

- Health Dept. is located in a corner in the P&Z building
- Contains a couple of desks, computer and about 10 file cabinets
- Planning & Zoning and Health Department occupy the building at 60/40%
- Health department is managed in satellite offices as well, theoretically under Thad's control as well
- East Hampton would like to maintain central office but East Haddam and Hebron would like to consolidate to their towns as well
- There are 6 full time employees – will double in 10 years and possibly cover 14 towns
- Require office space for health director plus 5 staff and the office manager
- A meeting room is also required
- In order to implement health clinics a gymnasium size space is also required – this space would also be used to conduct emergency operations, shelter
- Town has no public shelter – Red Cross will not help if there is not a designated space for shelter
- A separate community space would extract them from the use of the school spaces
- Would like to set up public health activities, medical treatment facilities, emergency preparation areas
- Deals more with bio-terrorism than homeland security
- East Hampton works with neighboring towns for fire, police, EMS – Hebron, Marlborough, East Haddam, Colchester
- Department currently has no filing space
- Requires space for private files, a secure and lockable filing area
- Requires a meeting space for at least 12 people
- Could run physical activities with Parks & Rec



- Requires some kitchen facilities, a specimen holding area (refrigerated), medical supply storage – currently renting a 3'x5' space in town – could easily use a 15'x15' storage space
- Town incurs \$5000 fee per town for satellite spaces
- It would be easier to manage centralized offices – more efficient
- Require additional space for emergency response supplies – mandated

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **RUTH PLUMMER, PARKS & REC. - 8/29/05**

### DISCUSSION POINTS:

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- Parks & Recreation currently located in the town hall annex behind the town hall
- There is no room for expansion
- There are 2 full-time employees – director and program coordinator
- There are several summer part-time assistants
- Part-time assistant had to bring in desk from home to share director's office space
- There is no reception area
- Parks & Rec. employs an average of 200 people – coaches, life guards, summer staff
- There is one meeting room shared by Social Services, Food Bank, Probate and Parks & Rec. – these offices surround the meeting room which also serves as a lunch room – there is no privacy or security of this space
- There is one storage closet shared by Family Services, Food Bank and Parks & Rec. – currently full of records going back to 1968 which should be kept in the town hall vault
- The director's office has a safe
- There is no other storage in the town hall annex building
- The director had 6 filing cabinets in her office, has since moved them to the storage closet
- There is a copy room/kitchen which contains a water cooler, microwave, copy machine, coffee maker, etc. – the space is not secure and things are stolen all of the time
- Things have also been stolen out of the director's office
- There is a pavilion at Sears park used in the summer by the lifeguard staff
- In the off-season the pavilion stores the police boat, buoys, life boards, etc.
- There is a small concession stand – it will be vended in the future



- The pavilion is rented every weekend
- The camp office is located within the pavilion – supplies are stored there as well
- The men's/women's rooms within the pavilion are used to keep paint, wheel barrows, grills and other supplies – heated space
- There is also a red cottage at Sears park – used as lifeguard hub – lifeguard training supplies are kept downstairs – concession equipment is stored upstairs
- The town is going to demolish the red cottage so the storage now there will be moved to the pavilion
- Parks & Rec has 2 full-time maintenance staff – they work out of the public works garage – they maintain all school grounds and athletic fields for 3 schools
- There is a garage at the high school that keeps mowers, paint machine, paint, basketballs, tractor, lime turface, tool boxes, portable backboards, tennis nets
- There is also a "white box" storage shed kept at the high school used for overflow storage from the high school garage – it is leaky and full of bees
- The Parks & Rec staff must trailer their equipment from site to site – they borrow a trailer
- There is a fence-in area at the high school that contains the irrigation controls, pads, soccer nets and a push mower
- There is a "floating building" at the middle school – sits on a swamp – contains buckets, turface, softballs – things that can get wet – this building is shared with the middle school
- Storage and security of storage is a huge issue
- Parks & Rec offered 40 programs a year 10 years ago, now offers 100 programs
- There is no gymnasium space, no facility to use during school hours
- Partner with schools, businesses in town for usable spaces
- No daytime facilities
- Cannot use senior center (community center)
- Pay the art center (\$25/hr) for space
- Not allowed to use classrooms at middle/elementary schools
- Can use gyms, cafeterias and some high school classrooms
- Ideally would like to have a community center with a main gathering area, reception area, locker rooms, workout rooms, senior spaces, pool, physical therapeutic space, weight room, track, gymnasiums, baseball fields and STORAGE.
- Soccer club uses middle and high school fields

- Parks & Rec is not in charge of the soccer club but maintains and provides fields for their use
- 700 kids play in the rec. league – lack of usable fields requires them to put two practice fields back to back with the playing field in the middle
- The ideal location for a community center would be at Center School
- The playscape at Sears park is badly in need of upgrading
- There is a playscape at Memorial School – was a public build project – adjacent to little league fields
- After school programs use these fields as well
- Parks & Rec pays custodians for Saturday programs - they're paid (overtime) in the winter also for basketball
- Youth & Family Services – embedded in Parks & Rec – also uses Park & Rec office and should be kept in close proximity to the community center
- There are no public pools in town – swimming lessons are given at Sears park
- Other facilities used for programs are the Churches, CL&P
- The skateboard park in town is in a poorly monitored location – on land donated by the town
- There is a need to keep the skateboard park
- Parks & Rec is responsible for 93 acres in town
- Requires a storage area with garage door access and office expansion
- They also require a cooking facility and storage
- Parks & Rec also produces a lot of flyers and brochures – could use a print room
- Would like a master key system for all storage facilities separate from town hall
- Currently staff shares director's desk, computer and phone
- Would like to communicate with staff via computer
- Requires 3 computers at central Park & Rec office and 4 phones – 4 full workstations
- 1 computer at Park office
- A receptionist position would be ideal
- Require also a larger safe
- Parks & Rec also uses GPS for marking buoys and rocks in the lake and mile markers on the Airline Trail





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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **JIM CAREY, BUILDING INSPECTOR** – 8/30/05

### DISCUSSION POINTS:

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- Head of dept. has no office
- Fire Marshal works in conjunction with building official
- Department maintains records of all building activities, all permits and plans to support
- No longer have to maintain 1 and 2 family home records
- All other building records are held forever
- Flat file storage – have 2 vertical flat files, 1 very old horizontal flat file and cardboard roll plan storage
- 18 – 5-high file cabinets – about 50% are fireproof
- Need counter space, admin and reception area
- Large drafting/map workstation – private
- Data processing – trying to integrate file share system with town hall – backup to town hall server
- Adjacencies to assessor – day to day, also with tax collector, planning & zoning and town clerk
- Require an electronic connection at minimum
- Health department also works in conjunction with building department



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LANDSCAPE ARCHITECTURE

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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **SUSAN BERESCIK, LIBRARIAN** – 8/30/05

### DISCUSSION POINTS:

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- Originally was planned to build new library, in order to fund the project, library was folded into a community center
- There was money for a senior center and a youth program
- 1990's - the child center was pushed out and taken over by senior center
- Small space is allocated to Friends of Library who run bookstore in town
- The building as a library is full of architectural impediments – fixed stacks, limited spaces, poor lighting, poor acoustics
- Space is not accommodating to spaces of different uses
- One big room – no quiet space – constant intrusion
- Children's area and community room are experiencing mold/mildew issues
- Senior center is impeding function of library and community space





## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **MATTHEW REIMONDO, POLICE CHIEF – 8/30/05**

### DISCUSSION POINTS:

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- Currently the Police station employs 17 people – 2 civilian
- In 10 years they will have 25 employees
- No dedicated divisions, all officers multi task – patrol function suffers
- Dispatch is regional – would like the capability to have own in future
- Public lobby needs more of a presence
- Record keeping – records kept for 10 years – no system, kept in boxes in closet
- 2 holding cells – expand to include juvenile room
- No interview room (offices are used), detaining room, tox room
- Garage door goes straight to booking room
- In house training – basement facility for physical training – would like to incorporate a training/community room
- Does not have supervision on every shift
- No role call (room)
- One point of entry for public/police/prisoner
- Center school gymnasium could function as training room and is in a good central location
- Vehicle maintenance is outsourced but supplies are kept in garage bay at station
- Patrol/police rescue boat is docked at the park during the on season and at the police parking lot during the off season
- Have a lot of interaction with state police
- No evidence lab, makeshift fingerprinting facility
- Require a detective office with juvenile holding room, second-in-command office, sergeant office, evidence office/storage, locker facilities, wet storage, bio-hazard station

- No decontamination area, no shower, no eyewash
- Cameras at holding and detention areas only
- Phone calls are not taped
- 2-3 officers per desk
- Ammo/weapons storage in an office, no proper chemical storage
- Require a holding pen, 4 cells, plus 1 female and 1 bio hazard



## **EAST HAMPTON TOWN FACILITIES STUDY**

**MINUTES OF MEETING WITH JANE LEARY, SOCIAL SERVICES – 10/6/05**

### **DISCUSSION POINTS:**

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- Jane currently has an office with Social Services but also serves in the Police Department
- Social Services requires that all files are kept confidential, more so than the Police Department records
- Social Services requires a private office with separate entrance from the Town Hall so that clients retain confidentiality
- Office should include space for interviewing couples, families as well as secure file storage – sound is an issue, as interviews are confidential – the current Social Services office has partitions that extend only to the drop-in ceiling allowing sound to carry to the next office
- Social Services Director is currently a part-time position although it was a full time position in the past
- Handicapped accessibility is an issue within the current facilities as many of the clients are handicapped
- Main priorities of the Social Services Department are: accessibility, privacy and storage
- Equipment required by the department includes: a paper shredder, computer/printer, file cabinets (fire safe), fax machine and copier
- A public bulletin board is shared by Social Services, Food Bank, Youth & Family Services
- Adjacency to the Food Bank is a requirement
- The Food Bank requires large storage space for food and clothing as well as an office
- Currently the Food Bank uses the CL&P basement for food drives, dinners, etc.

- Hundreds of people are involved with the Food Bank – people drop things off, people set things up and people come in to pick things up
- Christmas and Thanksgiving draw in almost 300 people – currently the Food Bank uses CL&P kitchen for these events
- Mondays & Thursdays people come in to get food – there should be a private entrance for this purpose
- A walk-in fridge/freezer would be ideal for the Food Bank, provided other groups do not have access to their supplies
- The Health Dept. does not have a relationship with the Food Bank – supplies are stored per the Red Cross guidelines
- A transaction counter at the food bank would help keep clients out of the storage area which is a health code violation





## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **MARIE DURKIN – TAX COLLECTOR – 10/6/05**

### DISCUSSION POINTS:

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- The tax collector's space has no storage – all files are kept in boxes on the floor, in piles and in the few cabinets they have
- A vaulted space is required to keep all records
- Vault should have a research area, workstations
- Office supply storage is also required, the tax department uses at least 40,000 envelopes a year
- 3 people work in the tax collector's department
- There are 3 workstations and 1 transaction counter (not accessible)
- During the peak tax season, at least two people must be working at the transaction counter
- Ideally, there should be a private office for the tax collector, 2 workstations with computers and a transaction counter for at least three people to work at, 1 station being handicapped accessible
- A secure space which can be locked is required, the current department does have a security alarm system
- Adjacency to the assessor's department is required as the two departments work hand-in-hand
- Adjacency to the finance department is also required although it does not exist currently
- Office equipment that is required includes: printer/copy machine/fax machine, phones, lockable cash drawer, computers



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## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH      **WENDY REAGAN – YOUTH & FAMILY – 10/6/05** **SERVICES**

#### **DISCUSSION POINTS:**

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- Youth & Family Services shares clients with Social Services, the Food Bank and Probate, to a degree
- Y&FS used to be located at the Board of Education building
- Current office has enough space
- Y&FS does not have a reception area or a supervised area for kids to wait for their parents
- Y&FS department has between 1 and 3 counseling interns at a time who use a smaller second office
- The larger office does not have enough privacy – the exterior wall is all glass allowing people to look in from outside
- Because people tend to have counseling after work hours, the Y&FS department has hours that range from 9am to 8pm
- There is no outdoor security and lighting in the parking lot is poor from a security standpoint
- An intercom system would allow the department to monitor who has access into the building after hours
- Private counseling is an issue for Y&FS, as with Social Services, the partitions between offices do not allow for private conversations
- The current adjacency to Social Services, Food Bank, and Probate is ideal for Youth & Family Services
- Files are kept to a minimum – there is no state mandate on maintaining files
- A counseling room with soft seating and low lighting to accommodate a family would be ideal – also a counseling room with similar seating and lighting for couples counseling – layouts conducive to speaking in groups
- Furnishings must be durable – spills and accidents are common



- Two smaller offices with enough space for a desk, chairs, computer and file storage would be adequate for director and interns
- A kitchenette space would be ideal for Y&FS, Social Services, Food Bank and Probate to share
- Shelving storage is also required to store materials used for summer programs as well as typical office supplies



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH      **JEFF JYLKKA – DIR. OF FINANCE – 10/6/05**

### DISCUSSION POINTS:

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- The Finance/Accounting department offices are currently located in the Town hall basement -- no natural light
- The department does not service the public so foot traffic is not a concern
- The department is in desperate need of space and has taken it upon themselves to do some remodeling
- There are three private offices currently, however, the director feels that his position, the assistant and the accounts payable position should all be in one room.
- Director of Finance also runs the finances for the Board of Education as well.
- Finance department has total of 9 employees:
  - Director of Finance
  - Assistant to Director
  - 4 – Accounts Payable
  - 3 – Human Resources (1 has office at Town Hall, 2 at BOE)
- Director of Finance would like to see the Tax Collector and Tax Assessor in one office, sees no reason to lease 2 pieces of office equipment for offices right next to each other
- FAI has received a copy of the Retention Schedule for Connecticut, currently the Finance uses BOE for storage and most of the files are covered in mold
- A meeting room to accommodate 10 people is required for audits, staff meetings
- Office of Tax Collector and Assessor are part of the Finance Department, although a direct connection is not required
- A lot of electronic information is used, with no back up system, a secure IT office needs to be developed in order to secure the finance/Town Hall files



- Workstations require computers with network connections, phones – office can share printers, copiers, fax machine, check printer
- There is no elevator in the Town Hall so the current office location is an accessibility issue
- Director of Finance envisions a setup similar to the West Hartford Town Hall for the tax department with one large transaction counter split into departments
- If the Board of Education was closer to the town hall, could lose one Human Resources position
- Water payments are becoming the responsibility of the tax collector as well, so that will add another office/position
- Director of Finance insists on consistency in office furnishings to alleviate tension between employees



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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH JOANN EWING – SENIOR CENTER – 10/6/05

### DISCUSSION POINTS:

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- 200-225 people come through the Senior Center
- The original Senior Center was a multi purpose room with a cafeteria space and a game room
- Daycare moved out, and the Senior Center took over their space as an exercise room/dance area
- There is a lack of privacy between functions of the space as a whole
- The Senior Center is very active and there are a lot of volunteers
- Meals on Wheels and Soldiers and Bears require a lot of storage space
- There are currently 4 closets and a couple of offices that are now used as storage spaces
- There is a large crafting program which requires a lot of storage as well as storage of seasonal items
- There is a need for storage of finished or in-progress craft items
- The exercise program brings in about 30 people – the senior center borrows the library community room for this function
- The senior center and library do a lot of shuffling of spaces for functions
- Parking is a huge issue, a lot of the seniors will leave if spaces at front of building are occupied – there is a large parking lot at the rear of the building but the seniors are not always able to walk the distance, and in the winter the ice makes it impossible
- The building has no “assist” hardware.
- The senior center would offer more physical fitness programs if they had the appropriate space
- The senior center does collaborate with the Parks & Rec. department
- The kitchen space must be able to accommodate 15 meals a week, is required to have an industrial dishwasher and requires a lot of storage as well



- Required spaces include: a craft area able to accommodate up to 20 people, a general room (used for music) able to accommodate up to 30 people, and exercise room able to accommodate up to 30 people, and eating area/kitchen, and educational area (with a few computer stations) able to accommodate up to 30 people, a medical room, a quiet space to accommodate tables for cards and puzzles and several large storage areas
- An office with a reception area is required for the senior center director and an office for the assistant as well, both with computer capabilities
- The senior center does not offer a lot of programs due to the lack of space
- The Senior Center director envisions a large common area with wings of private activity areas
- There are 1300 65+ seniors in East Hampton

## **EAST HAMPTON TOWN FACILITIES STUDY**

**MINUTES OF MEETING WITH      FRANK GRZYB – TOWN FACILITIES MANAGER**  
**11/2/05**

### **DISCUSSION POINTS:**

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- The Town Facilities Manager requires an office with space for a drafting table for reviewing drawings and a desk
- Fire safe file cabinets and storage are also required
- Storage for the custodial and maintenance facilities is also required for both the town and schools



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **ANNE MCKINNEY – PROBATE - 11/3/05**

### DISCUSSION POINTS:

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- The top priority of the Office of Probate is confidentiality
- There is currently a small vault in the Town Hall dedicated to the Probate files, but a fire safe in the Probate office would allow better access to hot files
- Access to the main Probate vault is required as the public has access to the probate records, the files are not within the Probate's premises now and the public must be escorted to view them
- The existing Hearing Room is of adequate size – 10'x24'
- A maximum group size of 25 people should be programmed for the Hearing room
- The Hearing table needs to have a private area at the end so that the judge has some confidentiality
- The existing office of the probate judge is 10'x15', speakerphone capabilities are a requirement
- This office needs to be locked down after hours for security of files kept within
- The current Probate judge does not keep a legal library in the office, as it is available online, but would bring in more volumes if the space/storage was provided
- A waiting area is required both for waiting as well as for private conference areas, legal discussions where privacy is required, but still within the clerk's visibility
- A transaction counter for the clerk would allow for a private waiting area while allowing the visibility required by this program
- Proximity to the Police Department is not required, but there is a relationship between the offices



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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **WILLIAM TROY – SUPERINTENDENT - 11/2/05**

### DISCUSSION POINTS:

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- The existing Board of Education space is approximately 3200 square feet
- The existing Vault at the B.O.E. is shared with the Town Hall and is damp and musty
- The Superintendent's office is an adequate size; it should accommodate a conference table and be adjacent to a secretary's office and a waiting/reception area
- A welcoming display of East Hampton history is desired at the entrance to the B.O.E. facility as well as a place to display the artwork of the town's students
- All the employees of the B.O.E made a request for as much natural light as possible.
- The Special Education department requires three offices, one for the director, one for the supervisor and one for a secretary
- Several conference rooms are required; group sizes vary from 15 to 10-30 to 50 people; some conference rooms may be shared but must be private
- The B.O.E. should have a welcoming atmosphere
- A centralized file room is required separate from the Town Hall vault; the existing secure file area is approximately 9'x18'; an ideal space would be at least 18'x18' with the potential to triple in the next 10 years; there is a separation of active and inactive files that does not require adjacency
- Offices are required for the Director of Curriculum (1) and the administrative assistant (1), the Manager of Facilities and Transportation (1), the Department of Finance (separate from the Town's Finance Department) (1), bookkeeping & payroll (1), the Special Education Director (1), secretary (1) and Supervisor (1), the coordinator's space (1 office for 3-4 people), the Superintendent with conference space (1), secretary (1)



- Also required as shared spaces are the reception/waiting area, a work room with individual copiers and printers and STORAGE
- A list of suggestions was provided by the Superintendent's Office:
  - Lunch/break room with refrigerator, microwave, sink
  - Adequate conference room space
  - Designated storage space for secure files (vault)
  - Enclosed office spaces – no open desk areas
  - Adequate desk/file space in each office
  - Copier/Work room with adequate work surfaces
  - Supply room
  - Walls should be soundproofed for confidentiality
- The following are notes provided by the Director of Special Education:
  - Work Room: Copy machines, fax machine, postage machine, AC/Heat ventilation, space for sorting/arranging, mail distribution, phone
  - Lunch/Break Room: Refrigerator, stove, comfortable chairs, table
  - Conference Room (multiple rooms needed): AC/Heat ventilation, Large conference room (auditorium size) for Board meetings, Board plus 50 people, Medium conference room (classroom size) for up to 30 adults, Small conference room (less than classroom size) for up to 15-20 adults (comfortable chairs for all); lighting should be bright (not dim), acoustics should be carefully designed, amplifications of speakers
  - Storage Space: paper, office supplies
  - Records Storage: personnel, special ed., payroll
  - Computer Network
  - Well lit parking lot
  - Windows for all with shades
  - Air conditioning
  - Carpeting
  - Phone intercom
  - Adequate parking for staff, visitors, large meetings
  - Office spaces to be: well lit, well ventilated (heat/AC), carpeted, sound proofed for confidentiality, wired for computers, fax and

telephone, adequate electrical outlets, records room off office, not in office, new furniture, solid, well constructed office chairs

- Adequate (plus extra) male and female bathrooms, separate handicapped accessible, medical room with cot, bathroom, supply area





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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **KAREN FITZSIMMONS – PRINCIPAL,**  
**MEMORIAL ELEMENTARY SCHOOL - 11/2/05**

### DISCUSSION POINTS:

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- Memorial Elementary School is a Pre-K – Grade 3 facility
- Pre school numbers are growing
- Currently one full-day kindergarten class and 3 half days, if becomes law there is no room for more full day
- Pre-K and Special Ed. numbers are really high and short on space
- Art is split between one classroom and one portable program
- Storage is lacking for O.T. and P.T.
- There is a shortage of Gym storage
- Current enrollment is 670 and growing significantly
- If third grade were to move to another facility, that would leave 7 classrooms needed for Special Ed. and Pre-K, but would still need one large room for Pre-K
- There are significant issues with roof leaks
- The school will be on the town's water line due to an adjacent project in town
- The Principal has been asked to provide further discussion on the shortages of the facility
- The following was provided to Friar Associates Inc by the principal of Memorial Elementary School:
  - The elementary school is the entrance to the Town's education
  - The cafetorium is used for preschool, gym and additional storage equipment
  - There is a federal mandate that all children in an environment that has no more that 50% of the students in special education.

- The preschool room isn't designated for the equipment and types of preschooler that are entering the program.
- There will be a mandate that all children attend full day kindergarten.
- Our kindergarten classes are coming in above the projected enrollment:
  - Year 2002 – Birth/K% = 114%
  - Year 2003 – Birth/K% = 115%, predicted 151 students, received 173 (by the end of the year, 187)
  - Year 2004 – Birth/K% = 125%, predicted 129 students, received 161
- Additional classrooms:
  - Four classrooms for Kindergarten
  - Two classrooms for preschool that are large enough to handle the types of students and equipment needed
  - One large OT/PT classroom
  - One room to allow for crisis intervention
  - Common planning room with computer and phone accessibility
- Full School air conditioning
- Handicapped accessible bathroom (to be able to use lift mechanism for wheelchair bound students)
- Additional space for storage of preschool, gym and other equipment
- Wireless computer lab with smart boards, monitors, projectors, video
- Building security (card key)



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **DONNA TURCHI – PRINCIPAL,**  
**CENTER ELEMENTARY SCHOOL - 11/2/05**

### DISCUSSION POINTS:

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- Center Elementary School is a Grade 4 & 5 facility
- Current enrollment is lower than usual this year at the Center Elementary School – 26-29 students per classroom
- The school is exceeding it's special limits, all spaces have been utilized
- Program shortages include small group instructional spaces, use conference rooms for small groups now
- There is no computer lab
- Full-service kitchen serves three lunch waves; three lunch waves is the maximum
- Art, music and physical education programs are all intact
- Gymnasium space is adequate, includes "auditorium" although not used for performances; entire school does not fit in gym; middle school auditorium is used for large performances
- Parking is inadequate, the school tries to share parking with the adjacent church
- Handicapped accessibility is okay, the building is equipped with an elevator
- Security is not an issue
- There were some general renovations in 1994
- There are 14 classrooms
- Total enrollment today is 305, has gone up to 370
- There is NO STORAGE, all spaces have been utilized for program
- There are no sinks in the classrooms, along with other things needed for elementary schooling
- Classroom sizes are adequate
- There are some computers in the classrooms
- There are very few areas of asbestos, checked yearly

- The heating system uses oil, it is a very old system that is hard to regulate/balance
- The administration area is air conditioned
- The fields are not in great shape, they are maintained by the parks & rec. department and shared with the town

The following was provided by Principal Donna Turchi:

#### Classrooms:

- White Boards (instead of blackboards)
- Either no carpeting or part carpeting & part tile flooring
- Built in book shelves
- Plenty of storage cabinets
- New blinds
- More electrical outlets
- Updated technology (computers; DVD players
- Air conditioning
- Consistent heating in all rooms
- Sinks
- Adjustable desks to fit all sizes
- Sound field systems in each room
- Windows that open/close easily
- Spacious rooms with large windows
- Bulletin boards

#### Special Areas:

- Adequate rooms for learning centers and support staff including speech & language, social work, psychology, occupational and physical therapy. Space needed for both small group work and testing /assessment. Safe areas for behavioral interventions.
- An auditorium and stage with contemporary sound system and fixed seating for assemblies, concerts, chorus rehearsal and grade level programs.
- A computer lab for 30 students that also accommodate piano keyboard digital interface for electronic music instruction.



- A large, sound proof music room with ample storage for instruments. The room should accommodate 75 – 90 band students with instruments and music stands.
- An art room equipped with storage cabinets and drawers a minimum of 20" deep. Art room sinks handicapped accessible. Ability to house and vent a kiln.
- Adequate teacher workrooms with copies, laminators, table space to work.
- Modern kitchen facilities with ample room for storage and food preparation.
- An age-appropriate, handicapped accessible playground.
- Adequate parking for faculty and school events.
- Lockers for student use.
- Modern telephone system and system to control school bells, clocks and video retrieval information
- Visual display surfaces in hallways
- Large nurse's office with adequate space for wheelchair to move around. Bathroom should be large enough to change a child on a cot. Adequate storage areas, as well as double locked medicine cabinet. A minimum of 20 feet of unobstructed space for vision screenings, and the ability to curtain off a private area for scoliosis screenings. Ability to house a larger freezer (or freezer drawer) for keeping an adequate supply of ice packs.
- Conference rooms.



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## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH

**CAROL WHEELER – PRINCIPAL,  
EAST HAMPTON MIDDLE SCHOOL - 11/3/05**

### DISCUSSION POINTS:

- The Principal has been asked to provide discussion on the shortages of the facility

The following was provided by Principal Carol Wheeler:

#### Furniture / Fixtures:

- Carpet in media center
- Comfortable and functional furniture in media center
- Water hookups and sinks in all science labs
- Tile floors in science labs
- Windows that open for better ventilation
- Shades / curtains that are working properly
- Study carrels / standing work areas for different learning styles and projects
- Paired classrooms where one would have traditional desks and the other might have tables for different types of learning exercises
- New furnishings for special education suite of offices and meetings rooms.

#### Technology / Equipment:

- More computers in all the classroom
- Updated technology in all lab settings
- Digital projectors with dedicated computers in classrooms and common Areas
- Smart boards in classrooms
- More A/V equipment to lend to classrooms from the media center



- Wireless Internet access
- Automated library book lending system
- DVD capability school-wide
- DVD with TV in all classrooms, offices, and common areas
- Additional outlet strips along the walls in science labs
- Larger monitors or TV screen to hook up computer for demonstration Purposes
- Safety equipment in all science labs (eyewash stations, fire blanket, chemical showers, goggles and case, fume hood, gas with shutoff, fire extinguishers, and ceiling sprinklers)
- Carts for displays, moving and storing equipment
- Audio visual workstations bridged to the traditional classroom
- New phone system
- More efficient HVAC system, more fresh air, air conditioning, filtering of dust particles, consistent heating and cooling
- Automated ticket system in cafeteria
- More speaker sound systems in the classrooms, normally for hearing impaired students, however, have been found to help focus all students
- Student filming and broadcast facilities

#### Space Considerations:

- Renovation of main office with better security and visibility of the front door
- Consideration of higher level security through cameras, etc. in the hallways and outside doors.
- Much more storage for play production scenery and props, physical education equipment, bleachers, risers, chairs, etc.
- Much larger nurses area with beds, handicapped accessibility to room and bathroom, and private consultation area for adolescent medical counseling needs
- Sound proof small rooms for testing purposes
- Creation of office suite for special education team: team leader office/secretarial office/file room/guidance/social work/school psychologist /speech services/OT/PT etc.
- More efficient cafeteria serving area to accommodate more students more quickly

- More classroom space – larger rooms allowing for project work and differentiated instruction
- More conference areas
- In-school suspension area
- Large common areas in each pod or team area for performances / displays/group work
- Wings or pods dedicated to separate teams or grade levels
- Windows/natural light in media center
- Small conference and meeting areas
- Classrooms currently utilized for science lab materials and testing materials.





ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

ASSOCIATES INC.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **LINDA BERRY – PRINCIPAL,**  
**EAST HAMPTON HIGH SCHOOL - 11/2/05**

### DISCUSSION POINTS:

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- The high school is the shelter for the town
- The auditorium is used for file storage/archives – no specific archival space
- The mechanical system is the original 1961 system, has been maintained
- The windows are original 1961 windows, provide no emergency egress
- There are currently two rooms with odor problems
- The piping system at the science labs is the original 1961 piping
- Some code updates were done in the '90s
- East Hampton High School – built in 1961
- The school is not sprinkled
- The following was provided to Friar Associates inc. by the principal of East Hampton High School:
  - 9-12 Enrollment – Last 5 Years – 21.2% increase
    - 2001 470 students
    - 2002 490 students
    - 2003 516 students
    - 2004 531 students
    - 2005 571 students
  - Projected enrollment based on current student population grades 5-8 (not new housing)
    - 2006 600 students
    - 2007 630 students
    - 2008 670 students
    - 2009 680 students

- Additional Science Labs and Demonstration Rooms (one physics and one chemistry, no more room for other classes)
- Additional/Larger Classroom Space (5 needed)
- Additional Cafeteria Space/Improved Food Distribution Areas (holds 250 now, 3 waves, full service kitchen)
- Additional Computer Labs (some computers in library, others in makeshift areas)
- Classroom Technology – Smart boards, Monitors, Projectors, Video Conferencing (only school in the district without video, no cable run to rooms)
- Conference Room for Parent Meetings (currently use classrooms for offices)
- Discipline Space (in school suspension – currently none)
- Larger/Improved Main Office Area (bookkeeper is currently out in the open, no privacy)
- Departmental Office Space (currently none)
- Additional Gym/Large Gym Bleacher Space
- Larger Boys'/Girls' Locker Room/Additional Lockers (fewer than 100 lockers, inadequate)
- Larger Hallway Lockers (current lockers are original 1960's lockers)
- Building Security (perhaps a card key system, at least re-key the school, no video security provided)





*New England School Development Council*  
*Celebrating over fifty years of service to education*

TO: John M. DeGennaro, Superintendent of Schools, East Hampton, CT  
FROM: Ellen W. Kelly, Ed.M., Donald Kennedy, Ed.D., Demographic Team  
DATE: November 22, 2004  
RE: Enrollment Projections

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We are pleased to send you the enclosed documents displaying the past, present, and projected enrollments for the East Hampton School District. We have used the figures given to us by the district and we assume that the method of collecting the enrollment data has been consistent from year to year.

Just a few notes:

- The percentage of students entering Kindergarten as compared to the number of births to residents five years earlier continues to be inconsistent. In the absence of a preschool census (which few towns utilize), Kindergarten students are projected according to the town's historic ratio of births-to-kindergarten enrollment (five years later). Displayed below are East Hampton's data:

School Year	Birth/K %
1998	95%
1999	97%
2000	134%
2001	104%
2002	114%
2003	115%
2004	125%

- The in-migration at the Kindergarten level over the past three years may indicate a trend. As you will see, figures for fall 2004 represent the second highest ratio of students entering Kindergarten as compared with births to residents five years earlier. If East Hampton wants a more accurate count, you can use either a town census or a count of 4-year-olds in the (many) preschools serving East Hampton.

Or, you might be diligent in tracking down all eligible students during the spring Kindergarten registration.

- At the high school level, we noted out-migration of 11 students at grade 11 and in-migration of 12 students at grade 12. This may represent the movement of students to and from the Catholic high school.
- There appears to be significant building in the town. Even though some of the building is for "over 55" this can impact school enrollments with young families moving into the vacated homes of "empty nesters."

If your district has need for further assistance in the area of long range facilities planning, we would urge you to call so that we might discuss our planning services which include our Demographic and Long-Range Enrollment Projection Studies.

We have enclosed suggestions for interpreting the printout and a brief description of the modified cohort survival methodology used in preparing the projections. As always, we would be delighted to hear from you regarding ways in which we might make the enrollment forecasts more useful to you. Please don't hesitate to call or email us at [ep@nesdec.org](mailto:ep@nesdec.org). Best wishes for the school year.



## SUGGESTIONS FOR ANALYZING YOUR ENROLLMENT REPORT

### Historical Public Enrollments

1. After the "YEAR" column can be found the "BIRTHS" column. The number of births to residents for each of eleven years is displayed. Note any trends, e.g., have births been decreasing? increasing? leveling off? Kindergarten and Grade 1 enrollments are normally quite responsive to these fluctuations.
2. Look down the K and 1 columns and note the direction of the trend. This affords a comparison of these classes over a ten-year period. Add the K and Grade 1 enrollments of the first school year recorded, and compare them with the sum of the current K and Grade 1 enrollments.
3. Take the first K class and follow it diagonally to trace its movement to Grade 1, 2, etc. up to its current 10th grade status. This comparison (which can be accomplished for other classes also) gives some measure of the effects of migration in your school district. If a sixth grade class today is larger than it was as a K class six years ago, then in-migration has probably occurred; if it is smaller, then out-migration has probably occurred.
4. Compare each K class with the previous year's graduating class. Note which is larger and by what amount one surpasses the other. Larger graduating classes generally reflect declining enrollments; larger K classes generally indicate increasing enrollments.
5. In the "Grade Combinations" section, note the trends of elementary, middle school/junior high, and high school enrollments. A significant and consistent trend in these summaries usually results in the corresponding trend for projected enrollments. If enrollments are leveling off in the elementary grades after a period of decline, then the secondary enrollments might be expected to continue to decline for several years until the leveling off experience has had time to take hold at the secondary grades.

### Enrollment Projections

1. Note the trends exhibited in the total K-12 (or 1-12) projection for the next five years as well as the projections for various grade combinations. The trends on this page should generally exhibit a continuation of the trends mentioned above for historical enrollments, although the rate of change may be quite different.
2. Look at the births in the most recent years and note whether the trend is up, down, or level..
3. Make similar comparisons as appropriate on this page as were suggested for the "Historical Public Enrollments" page.

## PROJECTION METHODOLOGY

The cohort survival technique is the most frequently used method of preparing enrollment forecasts. NESDEC uses that technique, but modifies it in order to move away from forecasts which are wholly computer or formula driven. Such modification permits the incorporation of important, current town-specific information into the generation of the enrollment forecasts. Basically, percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2001-02, increased to 104 students in Grade 2 in 2002-03, the percentage of survival would have been 104% or a ratio of 1.04. Such ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics for a pre-determined number of years.

The ratios used are the key factors in the reliability of the projections, given the validity of the data at the starting point. The strength of the ratios lies in the fact that each ratio encompasses collectively the variables that account for increases or decreases in the size of a grade enrollment as it moves on to the next grade. Each ratio represents the cumulative effect of the following factors:

1. Migration, in or out, of the schools;
2. Retention in the same grade;
3. Drop-outs, transfers, etc.;
4. Births and deaths;
5. New house construction.

## GENERAL COMMENT

Projections can serve as useful guides to school administrators for educational planning. In this regard, the projections are generally most reliable when they are closest in time to the current year. Projections six to ten years out may serve as a guide to future enrollments, and are useful for facility planning purposes. However, they should be viewed as subject to change given the possibility for change in the underlying assumptions. Annual updates allow for the identification of any recent changes in historical trends.

In light of this, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October. This service is available at no cost to affiliated school districts.



NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL-MARLBOROUGH, MA

DATE: 11/15/04

SCHOOL DISTRICT: East Hampton, CT

HISTORICAL ENROLLMENTS BY GRADE

BIRTH YEAR	BIRTHS	SCHOOL YEAR	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	SpEd	TOTAL
1989	156	1994-95		173	150	143	158	139	177	150	155	122	122	119	88	118	114	1928
1990	158	1995-96		170	159	139	147	153	137	163	148	147	119	111	98	79	151	1921
1991	170	1996-97		174	159	157	143	151	150	120	156	144	136	106	118	101	141	1956
1992	153	1997-98		148	179	153	153	148	153	145	119	150	130	140	106	114	122	1960
1993	143	1998-99		168	148	180	162	156	153	142	144	126	137	125	130	101	107	1979
1994	170	1999-00		161	172	142	180	168	151	151	140	142	103	134	126	127	97	1994
1995	143	2000-01		139	171	175	145	188	167	140	155	144	112	104	130	115	91	1976
1996	138	2001-02		144	143	176	174	161	184	174	156	163	125	119	108	131	43	2001
1997	138	2002-03		157	149	146	185	179	164	191	179	163	140	118	121	103	30	2025
1998	151	2003-04	7	173	160	152	144	196	178	170	188	180	130	140	113	124	27	2082
1999	129	2004-05	7	161	187	156	156	153	201	183	172	193	141	129	129	125	14	2107

HISTORICAL ENROLLMENTS IN GRADE COMBINATIONS

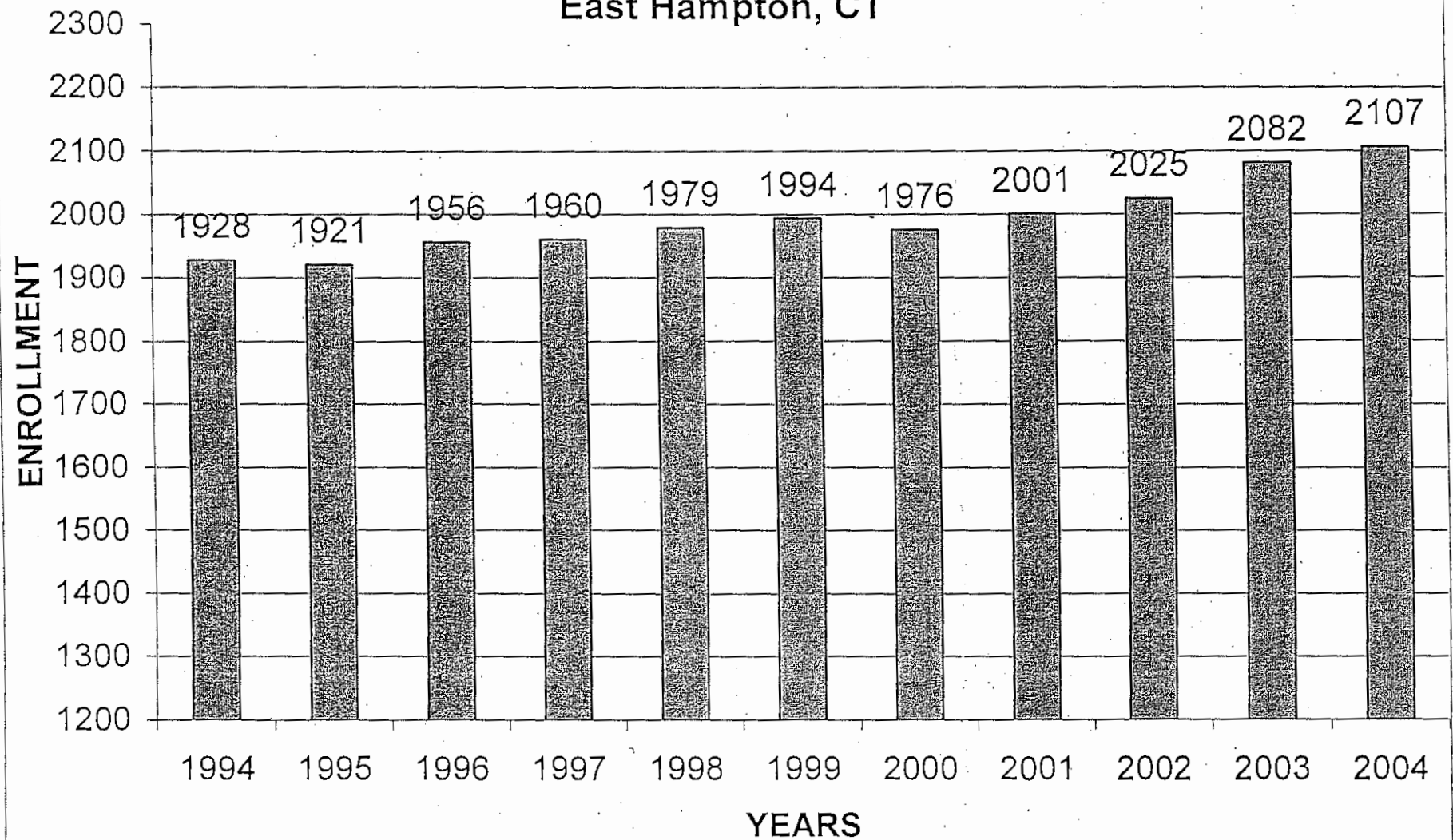
SCHOOL YEAR	K-3	4-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
1994-95	624	316	1090	1367	604	427	277	724	447
1995-96	468	290	1068	1363	595	458	295	702	407
1996-97	490	301	1054	1354	570	420	300	761	461
1997-98	480	301	1079	1348	567	414	269	759	490
1998-99	496	309	1109	1379	565	412	270	763	493
1999-00	475	319	1125	1407	584	433	282	772	490
2000-01	485	355	1125	1424	606	439	299	760	461
2001-02	463	345	1156	1475	677	493	319	802	483
2002-03	452	343	1171	1513	697	533	342	824	482
2003-04	485	374	1173	1541	716	538	368	875	507
2004-05	504	354	1197	1562	749	548	365	889	524

HISTORICAL ENROLLMENT DATA  
ANNUAL PERCENTAGE CHANGES

Year	Total	Diff.	%
1994-95	1928		
1995-96	1921	-7	-0.4%
1996-97	1956	35	1.8%
1997-98	1960	4	0.2%
1998-99	1979	19	1.0%
1999-00	1994	15	0.8%
2000-01	1976	-18	-0.9%
2001-02	2001	25	1.3%
2002-03	2025	24	1.2%
2003-04	2082	57	2.8%
2004-05	2107	25	1.2%

TOTAL  
CHANGE 1994-2004 179 9.3%

# HISTORICAL ENROLLMENT, 1994-2004 East Hampton, CT





NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL--MARLBOROUGH, MA  
 SCHOOL DISTRICT: East Hampton, CT  
 DATE: 11/15/04

ENROLLMENT PROJECTIONS BY GRADE\*

BIRTH YEAR	BIRTHS	SCHOOL YEAR	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	SpEd	TOTAL
1999	129	2004-05	7	161	187	156	156	153	201	183	172	193	141	129	129	125	14	2107
2000	105	2005-06	7	120	167	189	159	165	155	207	186	177	156	140	125	132	24	2109
2001	145	2006-07	7	165	124	169	193	168	167	160	210	191	143	154	136	128	24	2139
2002	147	2007-08	7	168	171	125	172	204	170	172	162	216	155	142	149	139	24	2176
2003	132 (est.)	2008-09	7	151	174	173	128	181	206	175	175	167	175	153	138	152	24	2179
2004	141 (est.)	2009-10	7	161	156	176	176	135	183	212	178	180	135	173	148	141	24	2185
2005		2010-11			167	158	180	186	136	188	215	183	146	134	168	151		
2006		2011-12				169	161	190	188	140	191	221	148	145	130	171		
2007		2012-13					172	170	192	194	142	196	179	147	141	133		
2008		2013-14						181	172	198	197	146	159	177	143	144		
2009		2014-15							183	177	201	203	118	157	172	146		

PROJECTED ENROLLMENTS IN GRADE COMBINATIONS\*

SCHOOL YEAR	K-3	4-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2004-05	660	354	1197	1562	749	548	365	889	524
2005-06	635	320	1162	1525	725	570	363	916	553
2006-07	651	335	1146	1547	728	561	401	962	561
2007-08	636	374	1182	1560	720	550	378	963	585
2008-09	626	387	1188	1530	723	517	342	960	618
2009-10	669	318	1199	1557	753	570	358	955	597
2010-11					722	586	398	997	599
2011-12					740	552	412	1006	594
2012-13					724	532	338	938	600
2013-14					713	541	343	966	623
2014-15					764	581	404	997	593

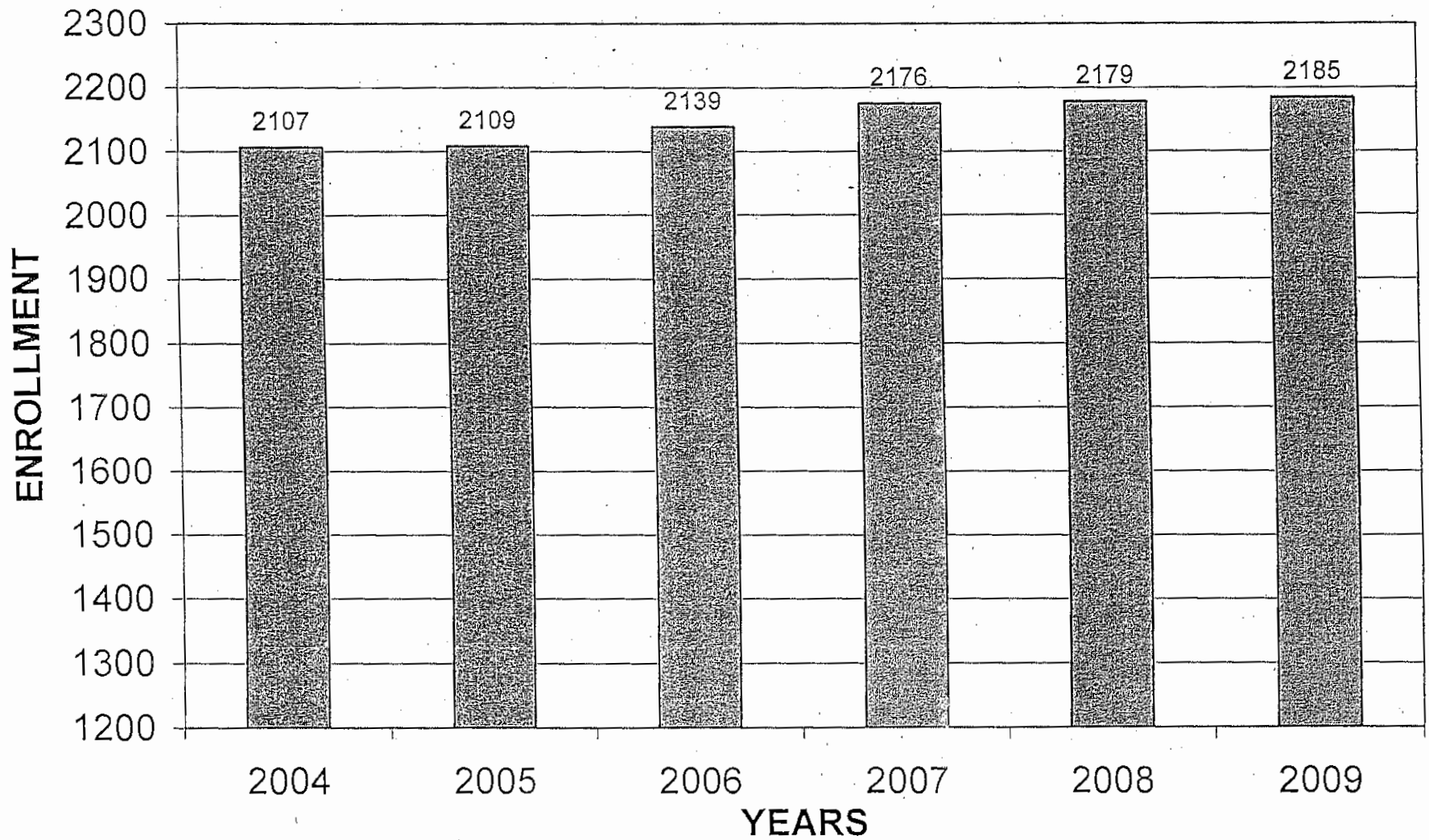
\*PROJECTIONS SHOULD BE UPDATED ON AN ANNUAL BASIS

PROJECTED ENROLLMENT DATA  
 ANNUAL PERCENTAGE CHANGES

Years	Total	Diff.	%
2004-05	2107		
2005-06	2109	2	0.1%
2006-07	2139	30	1.4%
2007-08	2176	37	1.7%
2008-09	2179	3	0.1%
2008-09	2185	6	0.3%

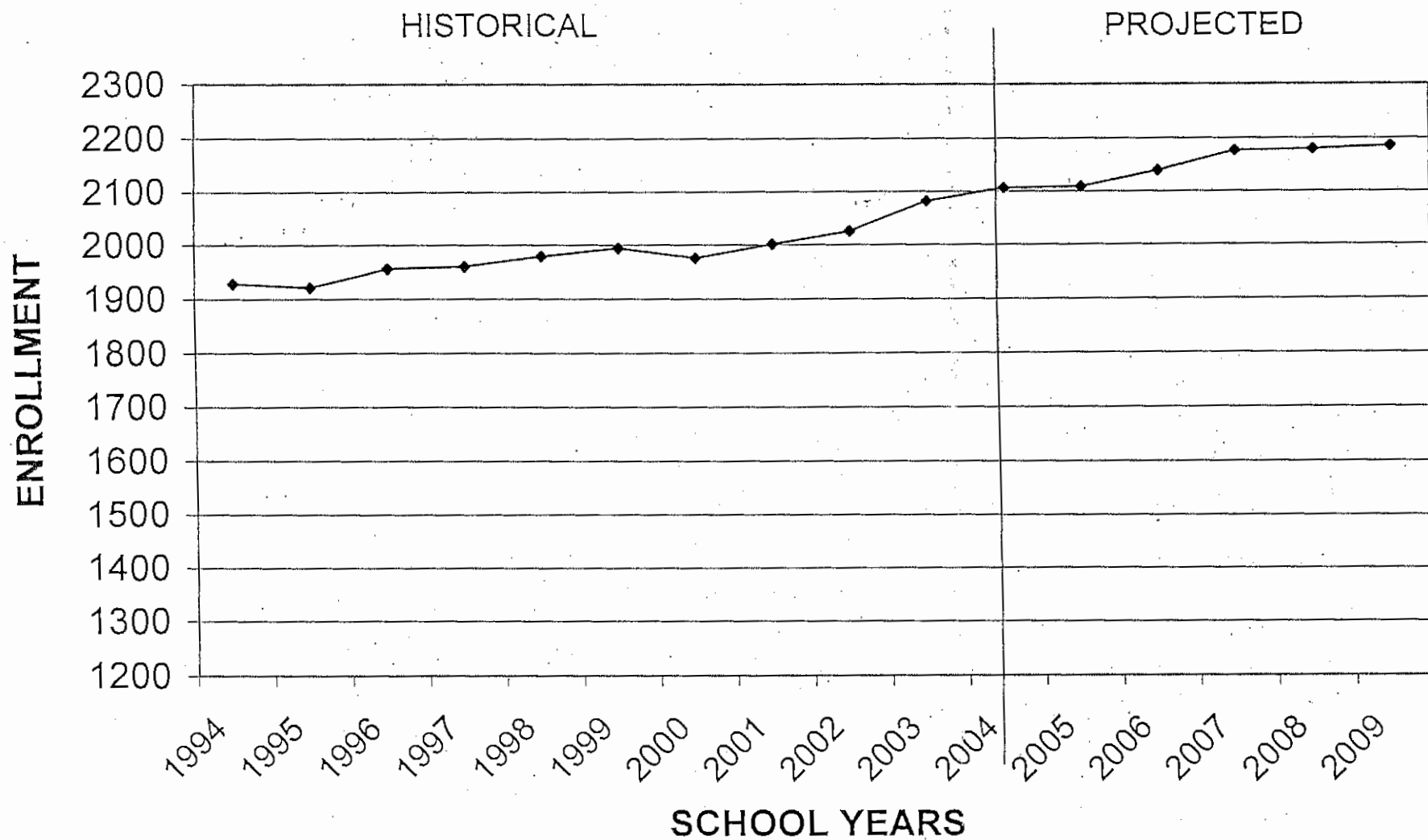
TOTAL  
 CHANGE 2004 - 2009 78 3.7%

**PROJECTED ENROLLMENT THROUGH 2009, BASED ON DATA FROM  
SCHOOL YEAR 2004-05 East Hampton, CT**





**HISTORICAL & PROJECTED ENROLLMENTS,  
1994 TO 2009 East Hampton, CT**



### ADDITIONAL HISTORICAL DATA: East Hampton, CT

	BUILDING PERMITS ISSUED	
	SFDU's*	MFDU's*
1994	27	
1995	29	
1996	32	
1997	25	
1998	34	
1999	62	
2000	63	
2001	58	
2002	89	
2003	144	
2004	124	

	ENROLLMENT HISTORY	
	VOC-TECH 9-12 TOTAL	NON-PUBLIC K-12 TOTAL
1994-95	7	109
1995-96	5	123
1996-97	5	130
1997-98	7	133
1998-99	5	138
1999-00	5	142
2000-01	5	144
2001-02	5	139
2002-03	4	134
2003-04	3	133
2004-05		

\* SFDU = Single Family Dwelling Unit  
MFDU = Multiple Family Dwelling Unit

The above data was used to assist in the preparation of the enrollment projections which follow. If additional demographic work is needed, please contact our office.



## NESDEC PROJECTIONS AS OF OCTOBER, 2004

	Actual Enrollment 2004-2005	Projected Enrollment 2005-2006	Projected Enrollment 2006-2007	Projected Enrollment 2007-2008	Projected Enrollment 2008-2009	Projected Enrollment 2009-2010
Pre-K	7	7	7	7	7	7
Kindergarten	161	120	165	168	151	161
Grade 1	187	167	124	171	174	156
Grade 2	156	189	169	125	173	176
Grade 3	156	159	193	172	128	176
Grade 4	153	165	168	204	181	135
Grade 5	201	155	167	170	206	183
Grade 6	183	207	160	172	175	212
Grade 7	172	186	210	162	175	178
Grade 8	193	177	191	216	167	180
Grade 9	141	156	143	155	175	135
Grade 10	129	140	154	142	153	173
Grade 11	129	125	136	149	138	148
Grade 12	125	132	128	139	152	141
K-12 Spec Ed*	14	24	24	24	24	24
<b>TOTAL</b>	<b>2,107</b>	<b>2,109</b>	<b>2,139</b>	<b>2,176</b>	<b>2,179</b>	<b>2,185</b>

\*Includes Special Education column which indicates the number of students who spend at least 50% of the school day in Special Education classes.

## ANTICIPATED ENROLLMENT/TEACHER REQUIREMENTS\*

	Actual Enrollment 2004-2005		Projected Enrollment 2005-2006		Projected Enrollment 2006-2007		Projected Enrollment 2007-2008		Projected Enrollment 2008-2009		Projected Enrollment 2009-2010	
	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers	Students	Teachers
<b>Kindergarten</b>	161	4	120	4	165	4	168	4	151	4	161	4
<b>Grade 1</b>	187	8	167	8	124	7	171	8	174	8	156	7
<b>Grade 2</b>	156	7	189	8	169	8	125	7	173	8	176	8
<b>Grade 3</b>	156	7	159	7	193	8	172	8	128	7	176	8
<b>Grade 4</b>	153	6	165	7	168	7	204	8	181	8	135	7
<b>Grade 5</b>	201	8	155	7	167	7	170	7	206	8	183	8
<b>Grade 6</b>	183	7	207	8	160	7	172	7	175	7	212	8
<b>Grade 7</b>	172	7	186	8	210	8	162	7	175	7	178	7
<b>Grade 8</b>	193	8	177	7	191	8	216	8	167	7	180	7
		62		64		64		64		64		64

\*Figures do not include Special Education students who are included within the regular classrooms, nor staff required to offer world language classes at the Middle School.