

Jaffrey Civic Center Building Assessment

A Collaboration of
Jaffrey Civic Center
And
The Jaffrey Historical Society

Report Outline
January 28, 2020

Existing Conditions - General

1. Existing building was constructed in 1966 as a hub for culture and history for the community
2. The building is largely unchanged from its original configuration except:
 - a. The addition of an exterior ramp to the northwest fire exit to provide an ADA accessible entrance.
 - b. A lift was added in 2019 to provide ADA accessibility to the second floor.
 - c. A first floor ADA accessible rest room was created from a portion of a storage room
3. There is no ADA accessibility to the lower level of the facility

Existing Conditions – Site

1. The Jaffrey Civic Center is located at 40 Main Street in the Center of Jaffrey.
2. Building is sited approximately 75' back from Main Street
3. On-site parking, which is minimal, is located behind the building and is access via a driveway along the east property line. The parking exit onto Bradley Court is at the west side of the property.
4. The building is surrounded by ample property to the south and west. There is lawn between the building and Main Street. To the west is shrubbery to the south and large evergreens to the north.
5. The adjacent property to the east is the Jaffrey Public Library
6. Entrance to site:
 - a. Single width, one-way driveway off Main Street along east property line to parking at north end of the site
7. Parking:
 - a. Approximately 30 cars on site
 - b. Handicapped parking adjacent to ADA accessible ramp at northwest entrance (actually fire egress)

Existing Conditions - First Floor

1. First Floor contains:
 - a. Primary entrance (facing Main Street):
 - i. The primary entrance to the facility is located on the south façade and faces Main Street. Parking is located to the rear (north side) of the building. This is not the entrance primarily used when parking on -site.
 - b. Secondary entrance (northeast corner of building):
 - i. Those parking in the parking lot most often enter the facility through this entrance

- c. The ADA Accessible entrance uses a ramp constructed to the northwest fire egress door
 - i. This entrance is located away from the primary and secondary entrances
- d. Newly installed lift provides access to second floor
- e. ADA Accessible rest room:
 - i. Newly created from space taken from a storage room. The reduced storage room is now access through the rest room.
- f. Civic Center Office:
 - i. The office is ample size for occupancy by one person.
- g. Library:
 - i. Houses a small collection of books
- h. Conference/Meeting Room
- i. Storage:
 - i. Accessed through ADA accessible rest room
- j. Kitchenette:
 - i. Very small and contains cabinets with countertops, a range, a sink and a refrigerator
- k. Display Cabinets:
 - i. Rotating displays
- l. Multi-purpose Auditorium/Gallery Space:
 - i. The primary public space on the main floor.
 - ii. Seats approximately 75 people
 - iii. Air-conditioned by window units in season
 - iv. Marginal acoustics
 - v. Newly installed ceiling-mounted projection system
- m. Outdoor terrace:
 - i. South facing across front façade of Civic Center
 - ii. Needs repairs
 - iii. Non-accessible
 - iv. Unprotected from sun
 - v. Bees nests in between bricks

Existing Conditions - Second Floor

- 1. Second Floor contains:
 - a. Gallery:
 - i. Large space which occupies most of the second floor
 - ii. Accessible via two stairs and lift
 - iii. Non-air conditioned
 - b. Classroom:
 - i. 4" step-up into room
 - ii. Classroom-style seating for approximately 20 occupants with an instructor
 - iii. Adjacent storage for supplies
 - iv. Small, non-accessible rest room

Existing Conditions – Lower Level

- 1. Lower Level contains:
 - a. Historical Society Exhibit:
 - i. Existing exhibit has not changed since JHS occupied the space
 - ii. Non-ADA accessible
 - iii. Not user/visitor friendly

- iv. Lockable but non-secure space
- v. Outdated with built-in “stage-set” room
- vi. Non-climate controlled
- b. Historical Society workroom/archives:
 - i. Lockable but no security
 - ii. Non-climate controlled
 - iii. Non-ADA accessible
- c. Historical Society storage room
 - i. Lockable but no security
 - ii. Non-climate controlled
- d. Multi-user rest rooms
 - i. Non-accessible (located on non-accessible level and dimensionally)
 - 1. Narrow entry doors
 - 2. Narrow stalls and access

Existing Conditions – General

1. Building:
 - a. Building is not serviced by an automatic sprinkler system
 - b. Building is not serviced by an up-to-date, compliant fire/smoke detection and alarm system
 - c. The overall condition of the building exterior is good:
 - i. The masonry exterior appears to be in good condition
 - ii. The exterior trim appears to be in good condition with no visible deterioration
 - iii. The original windows are in good working condition and are equipped with aluminum storm windows with screens.
 - iv. The roof appears to be original and is in need of replacement
 - d. The overall condition of the building interior is good:
 - i. The interior finishes are outdated in most areas
 - ii. There may be older materials which are now considered hazardous materials (flooring, flooring adhesives)
 - iii. The new ADA rest room is compliant
 - iv. The original lower level and second floor rest rooms are outdated and non-ADA accessible or compliant.
 - v. The lower level multi-user women’s rest room is currently in need of repairs and not working
 - vi. The floor plan offers several large multi-purpose spaces, the remaining spaces are considered inflexible
 - vii. The building is not compliant according to the current applicable Building Codes (*International Building Code 2015, International Existing Building Code 2015, NFPA*). Building has not been kept in compliance with regulations requiring life safety upgrades and updates
 - viii. The building is inefficient and consumes large amounts of energy and lacks modern energy conservation measures or methods
 - e. The overall site is in good condition:
 - i. The entrance driveway and parking is in good condition though there is evidence of areas of standing water
 - ii. The parking spaces are not delineated with striping to designate parking direction or location
 - iii. The expansive lawn is kept mowed and trimmed

- iv. The gardens and shrubbery are reasonably kept though the garden areas could use some updating and some shrubs should be replaced with smaller sizes
- v. The brick terrace is in need of repairs
- vi. The primary entrance walkway is not accessible as there are steps along the approach to the entrance
- vii. The large evergreens along the west side of the property are overgrown and should be removed away from the building
- f. The building mechanical systems:
 - i. Furnaces are newer and in good working order
 - ii. Water heater is a remote tank-type
- g. The building electrical system:
 - i. Is thought to be inadequate when fully loaded during the summer months with window air-conditioning units
 - ii. Lighting is outdated, inefficient and ineffective
 - iii. Power distribution is original and outdated

Current Uses of the Facility

1. Art Exhibits
2. Annual Civic Center Meetings
3. Historical Society Artifacts Storage and Archives
4. Historical Society Artifacts Exhibit Space
5. Art Classes
6. Boy Scout Meetings
7. Historical Society Christmas Party
8. Bridge Group
9. Night of 100 Cupcakes
10. Meetings
11. Private events

Recommendations for Improvements

1. Newly designed welcoming accessible primary entrance with access to upper and lower levels
2. Additional handicap parking spaces adjacent to entrance approach
3. Update overall appearance of exterior to reflect a classic yet updated New England aesthetic
4. Remove intermediate walls in upper gallery and replace with movable gallery display walls to provide more flexible, multi-purpose space
5. Reconfigure second floor classroom entrance and adjacent rest room to provide single user ADA accessible rest room
6. Replace Library with Executive Director office with current ED office becoming administrative office
7. Update existing kitchen with simple line of new cabinets with sink and refrigerator, possibly under counter ice machine and/or dishwasher, undercabinet microwave and refrigerator. No range.
8. Replace all lighting with updated fixtures
9. Replace all flooring with updated materials
10. Paint interior, including trim for updated colonial revival appearance
11. Remove lower level men's restroom and replace with single user ADA accessible rest room.
12. Remove lower level women's room and replace with storage room
13. Open corridor wall to historic exhibit to provide more inviting aesthetic

14. Remove glass wall to historic exhibit area
15. Remove built-in reproduction exhibit set, rehabilitate space to have more of a gallery appearance as a display for historic collections
16. Replace wall to historic storage space with solid wall and new door.