

Building Rehabilitation Feasibility Study

Jaffrey Civic Center

40 Main Street Jaffrey, New Hampshire

Revision #2. As of December 18, 2020 following meeting at the Civic Center

For over 50 years the Jaffrey Civic Center has stood as a community and regional cultural center for artistic and educational activities.

Marion Mack Johnson, a native of Jaffrey, established the Jaffrey-Gilmore Foundation as the underpinning of the Civic Center reflecting her vision.

Designed by architect John Bradford Abbott, the Jaffrey Civic Center was constructed in 1966 as a public venue where citizens, residents of and visitors to the Monadnock Region could pursue artistic educational and cultural activities.

Although the mission, the need and the desire to enrich the lives of those in the region may not have changed since 1966, the space and environment required to host and deliver cultural programming have certainly changed over time.

The Jaffrey Historical Society was established in 1958 by a group of citizens concerned about the loss of some of the town's historic buildings and the lack of an appropriate depository for documents and artifacts associated with the founding and development of Jaffrey. The new society's first order of business was salvaging and restoring Schoolhouse No. 11, now the Little Red Schoolhouse. Meetings of the society were held in Clay Library until in 1965 the Civic Center was opened next door. The Society's display rooms, archives and storage are on the lower (basement) level of the Civic Center.

Both the Jaffrey Civic Center and the Jaffrey Historical Society have concluded that the Civic Center building while in satisfactory condition overall, is often not friendly for hosting programs and activities desired by the community in the 21st century.

The building while maintained in a reasonably good state of repair, with the exception of the recent addition of the lift connecting the first and second floors, has not been periodically updated to remain current in areas such as life safety, ADA accessibility as well as in its ability to host programming and activities. Aesthetically, the building appears dated and non-historically relevant. While the core architecture of Federal Colonial Revival-Style is timeless, some aesthetic exterior and interior detailing is in need of updating to maintain its appeal to the public as an inviting facility housing two community cultural organizations.

Recognizing the need to update the facility the Jaffrey Civic Center and the Jaffrey Historical Society jointly retained Michael Petrovick Architects to prepare a Feasibility Study of the facility and how it serves the two organizations.

We met jointly with both organizations to understand their current use of the building and how the building might better serve them and the community in the future.

This draft report is the overview of the process and the information gathered along with recommendations for improvements to the Civic Center to allow it to remain the cultural and educational hub envisioned by its founder.

PROCESS

The Jaffrey Civic Center jointly with the Jaffrey Historical Society retained Michael Petrovick Architects, PLLC (formerly Catlin + Petrovick Architects, PC) to develop the feasibility study. The study is an effort to identify opportunities available to improve the Civic Center and a strategy for revitalization that the Center may continue to serve the community as a hub of culture and education. The goal is to create a plan which will guide both organizations to consider their futures and how improvements to the building and grounds might help bring new cultural and educational programming options to reality.

Kick-off Meeting and Assessment

The architects spent several hours on site on several occasions examining the property with Mr. Stephenson, past President and member of the Jaffrey Historical Society with input from Ms. Vorce, Executive Director of the Jaffrey Civic Center. Each shared their insight and experience from years of working in the building as well as their knowledge of its history. They also expressed their ideas for how the Civic Center building might better serve their respective organizations and, in turn, the community and the region.

The architect was provided with the original construction documents for the building for reference when preparing accurate measured computer drawings of the building for use in preparing this feasibility study.

The architects verified the accuracy of the original documents then prepared a three-dimensional computer building information model which has been used to prepare the graphics for this study.

Following the discovery phase of studying the existing building, two joint meetings of representatives of the Boards of Directors of both organizations at which Mr. Petrovick facilitated discussions to understand:

- How the building is currently used
- Its shortcomings
- How the building may serve the future needs & goals of the two organizations
- Its potential shortcomings

Joint Committee Meetings

The first meeting (October 18, 2019) focused on the history of the building, how the two organizations came to share the building, and how the building currently meets their needs.

The common message among the group was that the building is somewhat outdated in its aesthetics and in its plan layout, providing challenges to both organizations in their ability to remain relevant resources to the community.

The second meeting (November 5, 2019) focused on the future needs of the two organizations and, again, how the building might function.

The combined notes from both meetings follow.

Existing Conditions – General

1. The 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 restroom 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. The building is sited approximately 75' back from Main Street.
3. On-site parking, which is generally adequate in capacity, is located behind the building and is accessed via a driveway along the east property line. The exit from parking 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 the site:
 - a. Single-width driveway off Main Street along east property line to parking at north end of the site.
7. Parking:
 - a. Approximately 15-20 cars on site.
 - b. Handicapped parking adjacent to ADA accessible ramp at northwest entrance (actually fire egress).

Existing Conditions – First Floor

1. Primary entrance (facing Main Street):
 - a. 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.
2. Secondary entrance (northeast corner of building):
 - b. Those parking in the parking lot most often enter the facility through this entrance.
3. The ADA accessible entrance uses a ramp constructed to the northwest fire egress door.
 - a. This entrance is located away from the primary and secondary entrances.
4. Newly installed lift provides access to second floor.
5. ADA accessible restroom:
 - a. Newly created from space taken from a storage room. The reduced storage room is

- now accessed through the restroom.
6. Civic Center Office:
 - a. The office is ample size for occupancy by one person.
 7. Library:
 - a. Houses a large collection of books.
 8. Conference/Meeting Room.
 - a. Table, chairs and storage cupboards.
 9. Storage:
 - a. Accessed through ADA accessible restroom. Storage of auditorium chairs, lectern, etc.
 10. Kitchenette:
 - a. Very small and contains cabinets with countertops, a range, a sink and a refrigerator.
 11. Display Cabinets:
 - a. Rotating displays.
 12. Multi-purpose Auditorium/Gallery Space:
 - a. The primary public space on the main floor.
 - b. Seats approximately 75 people in movable, stackable chairs.
 - c. Air-conditioned by window units in season.
 - d. Marginal acoustics.
 - e. Newly installed ceiling-mounted projection system.
 - f. Track lighting.
 - g. Two storage cupboards for tables.
 - h. Egress to parking lot.
 13. Outdoor terrace:
 - a. South facing across front façade of Civic Center.
 - b. Needs repairs.
 - c. Non-accessible.
 - d. Unprotected from sun.
 - e. Bees nests in between bricks.

Existing Conditions – Second Floor

1. Gallery:
 - a. Large space which occupies most of the second floor.
 - b. Accessible via two sets of stairs and a lift.
 - c. Non-air conditioned.
 - d. Lighting.
2. Classroom:
 - a. 4” step-up into room.
 - b. Classroom-style movable seating and tables for approximately 20 occupants with an instructor.
 - c. Adjacent storage for supplies.
 - d. Small, non-accessible restroom.
 - e. Lighting.

Existing Conditions – Lower Level

1. Historical Society Exhibit:
 - a. Existing exhibit has not changed since JHS occupied the space.
 - b. Non-ADA accessible.
 - c. Not user/visitor friendly.
 - d. Lockable but non-secure space.
 - e. Outdated with built-in “stage-set” room.
 - f. Non-climate controlled.
 - g. Lighting.

2. Historical Society workroom/archives:
 - a. Lockable but no security.
 - b. Non-climate controlled.
 - c. Non-ADA accessible.
 - d. Lighting.

3. Historical Society storage room:
 - a. Lockable but no security.
 - b. Non-climate controlled.
 - c. Lighting.

4. Multi-user restrooms:
 - a. Non-accessible (located on non-accessible level and dimensionally).
 - Narrow entry doors.
 - Narrow stalls and access.

Existing Conditions – General

1. Building is not served by an automatic sprinkler system.
2. Building is not served by an up-to-date, compliant fire/smoke detection and alarm system.
3. The overall condition of the building exterior is good:
 - a. The masonry exterior appears to be in good condition.
 - b. The exterior trim appears to be in good condition with no visible deterioration.
 - c. The original windows are in good working condition and are equipped with aluminum storm windows with screens.
 - d. The roof appears not to be original and is in need of replacement.
4. The overall condition of the building interior is good:
 - a. The interior finishes are outdated in most areas.
 - b. There may be older materials which are now considered hazardous materials (flooring, flooring adhesives).
 - c. The new ADA restroom is compliant.
 - d. The original lower level and second floor restrooms are outdated and non-ADA accessible or compliant.
 - e. The lower level multi-user women’s restroom is currently in need of repairs and not

- working.
 - f. The floor plan offers several large multi-purpose spaces, the remaining spaces are considered inflexible.
 - g. 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.
 - h. The building is inefficient and consumes large amounts of energy and lacks modern energy conservation measures or methods.
5. The overall site is in good condition:
- a. The entrance driveway and parking are in reasonable condition though there is evidence of areas of standing water.
 - b. The parking spaces are not delineated with striping to designate parking direction or location.
 - c. The expansive lawn is kept mowed and trimmed.
 - d. The gardens and shrubbery are reasonably kept though the garden areas could use some updating and some shrubs should be replaced with smaller sizes or removed entirely.
 - e. The brick terrace is in need of repairs.
 - f. The primary entrance walkway is not accessible as there are steps along the approach to the entrance.
 - g. The large evergreens along the west side of the property are overgrown and should be removed away from the building.
6. The building mechanical systems:
- a. The two furnaces are newer and in good working order.
 - b. Water heater is a remote tank-type.
7. The building electrical system:
- a. Is thought to be inadequate when fully loaded during the summer months with window air-conditioning units.
 - b. Lighting is outdated, inefficient and ineffective.
 - c. 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. Re-configure second floor classroom entrance and adjacent restroom to provide single-user ADA accessible restroom.
6. Replace Library with Executive Director office with current Executive Director 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, under-cabinet 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 restroom.
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.

Building Assessment

The architects also performed an overall assessment of the existing building with regard to its condition and code compliance as a public space and report the following:

Building and Life Safety Code

The current version of the New Hampshire Building Code is the International Building Code 2015. Currently Life Safety Code is NFPA 101 (National Fire Protection Association). There are other sub-codes to these codes which govern existing and historic buildings. The 2010 ADA Standards for Accessible Design govern the building's accessibility compliance.

The building was constructed in 1966. While it is not required to meet all aspects of the current building codes, buildings are required to maintain compliance with regards to life safety and ADA accessibility. As a public building (categorized by the Code as an Assembly Occupancy) hosting more than 50 occupants, the building is required to be protected by a fire alarm and notification

system meeting the most current standards, including exit signs, emergency lighting, occupant notification (audible and visual), and emergency notification connection which meet the current requirements. These systems are required to be maintained and updated periodically as current and compliant state-of-the-art systems.

While vintage and historic buildings are not required to be ADA accessible unless they undergo substantial rehabilitation, as public buildings it is desirable and best practice to provide a well-functioning ADA approach and entrance to the facility. The preferred method is to comply with the current code requirement for the primary entrance to be made accessible.

The Civic Center has recently been equipped with a LULA (Limited Use, Limited Access) Lift providing access to the second floor. The primary entrances to the building are not accessible. The accessible entrance is via an unprotected wood ramp to an existing fire egress at the northwest corner of the building. The designated handicapped parking space is at the side of the exit drive from the rear parking area.

According to the applicable Codes, the building Life Safety elements (fire and smoke detectors; emergency lighting, etc.) shall be updated periodically as the Code requirements change to be in compliance. The Civic Center has not been maintained as compliant and current fire detection system and emergency lighting systems will be required.

Current Codes would also require the building be equipped with an automatic sprinkler system due to its Occupancy Group of Group A – Assembly in the applicable codes.

RECOMMENDATIONS:

As part of our work with the Civic Center and Historical Society our firm facilitated several joint meetings of the Boards of these organizations to discuss issues with the current structure and foreseeable issues should the needs for the building change.

The primary issues which resonated with the group were:

1. The building as it exists currently needs maintenance to freshen its appearance.
2. The building requires Life Safety updates to be code compliant.
3. The building's appearance is generally outdated and while historic by vintage, its appearance is no longer relevant to the mission and vision of either organization.
4. The building's lower level is no longer public space as it is not accessible.

As part of our work we have recommended potential upgrades to the building:

1. New landscaping and hardscaping (walkways and terrace).
2. Exterior painting.
3. Interior painting and aesthetic updates.
4. Systems upgrades (life safety, electrical, lighting, etc.).

5. Second floor accessible restroom.
6. Accessible ramp into second floor classroom.
7. Discontinue use of lower level as public space due to being inaccessible.

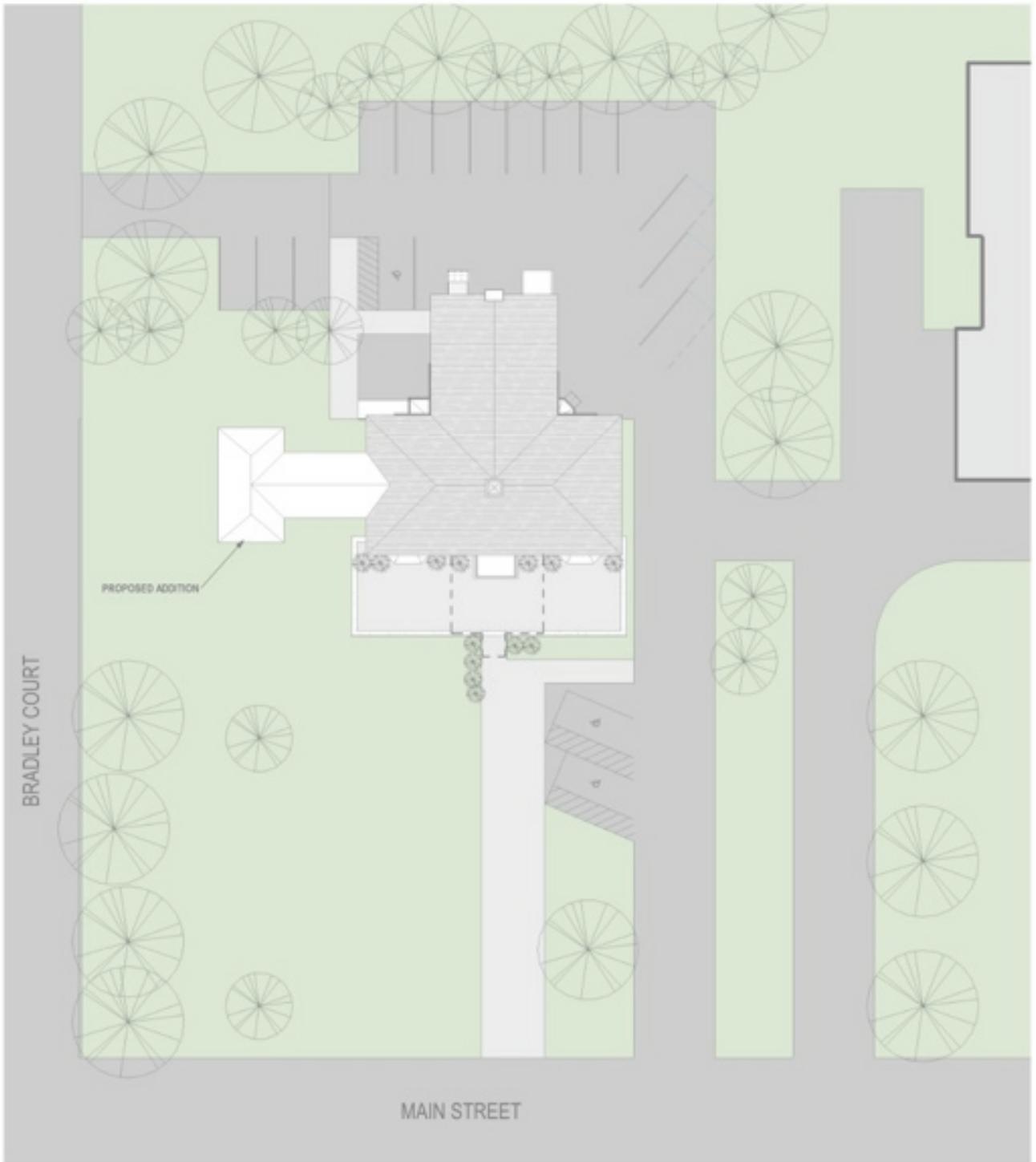
These upgrades are described graphically in the appendix of drawings.

We also investigated options to expand the building to provide a new and updated image for the facility, including new primary entrance point which is accessible and easily identified with primary access from parking areas yet visible and identifiable from the street.

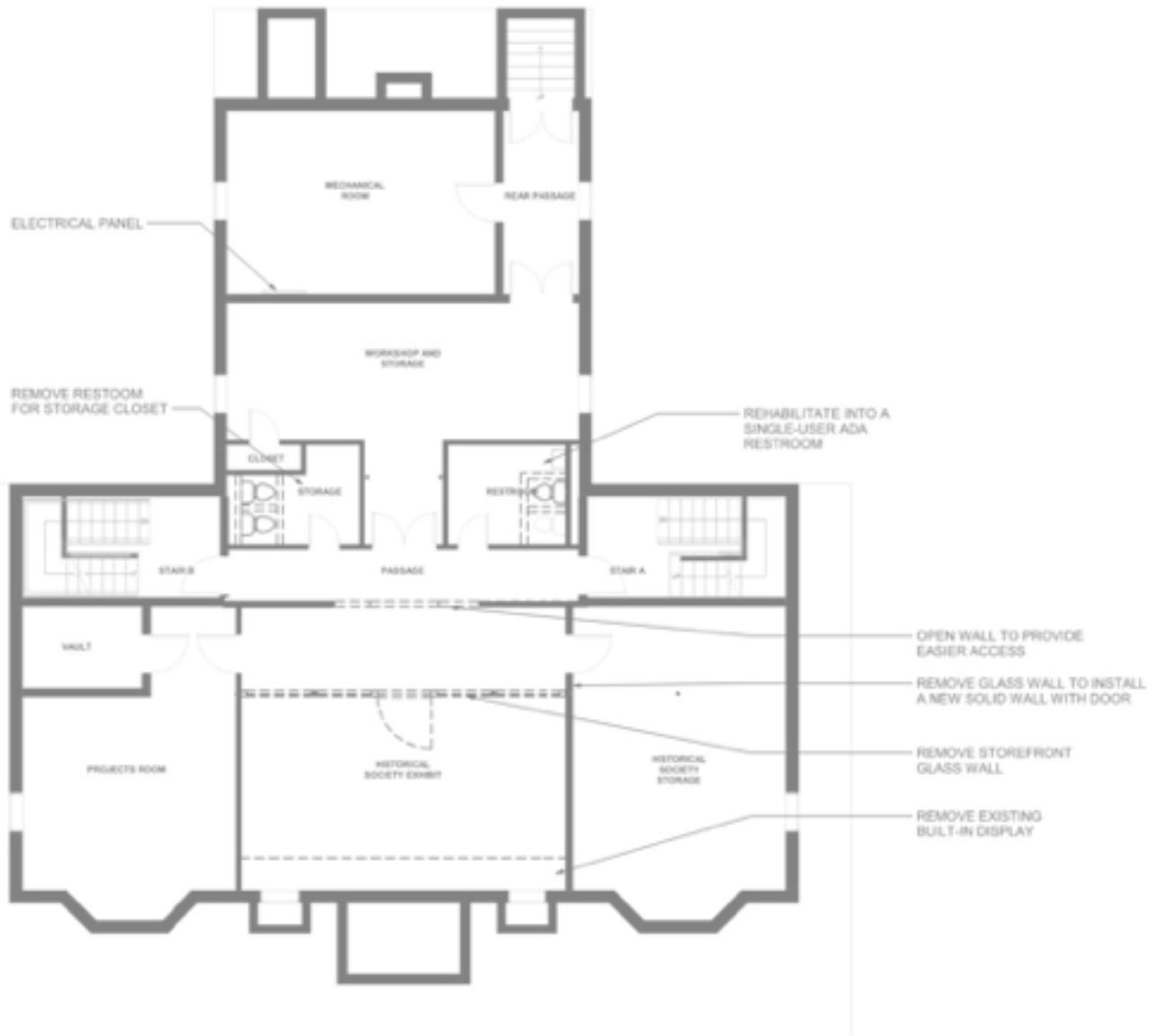
This expansion option proposes an addition to the west façade of the building with a connection to a future archives building. The shared entrance connects the two buildings and provides vertical circulation via an open stair as well as easy access to the lift just inside the Civic Center building. This option provides additional gallery space on the second floor with a two-story space which provides visibility into the building from Main Street.

**Jaffrey Civic Center
Feasibility Study Draft Budget - Existing Building Rehabilitation**

Item	Budget Cost
1 New ADA parking adjacent to front entrance	\$15,000
2 Repair or re-build brick terrace and remove wall, create ramp walkway	\$25,000
3 Accessible hardware for existing entry door	\$5,000
4 Electrical service upgrades	\$15,000
5 Remove lower level storefront	\$5,000
6 Remove lower level restroom to create storage	\$3,000
7 Rehabilitate lower level restroom to create single ADA restroom	\$12,000
8 Remove existing built-in display	\$5,000
9 Repair and paint exterior trim	\$20,000
10 Rehabilitate kitchen as catering kitchen	\$20,000
11 Remove exterior ramp	\$2,000
12 Create ramped floor to second floor classroom	\$3,500
13 Create single-user ADA restroom	\$12,000
14 Remove exhibit walls and replace with moveable exhibit	\$15,000
15 New exterior storm windows and paint windows	\$35,000
16 Repair exterior windows if necessary	<u>\$20,000</u>
	Total \$212,500
17 Addition of new two-story entrance to west facade	\$250,000
18 Addition of Archives Building with second story additional gallery space	\$350,000



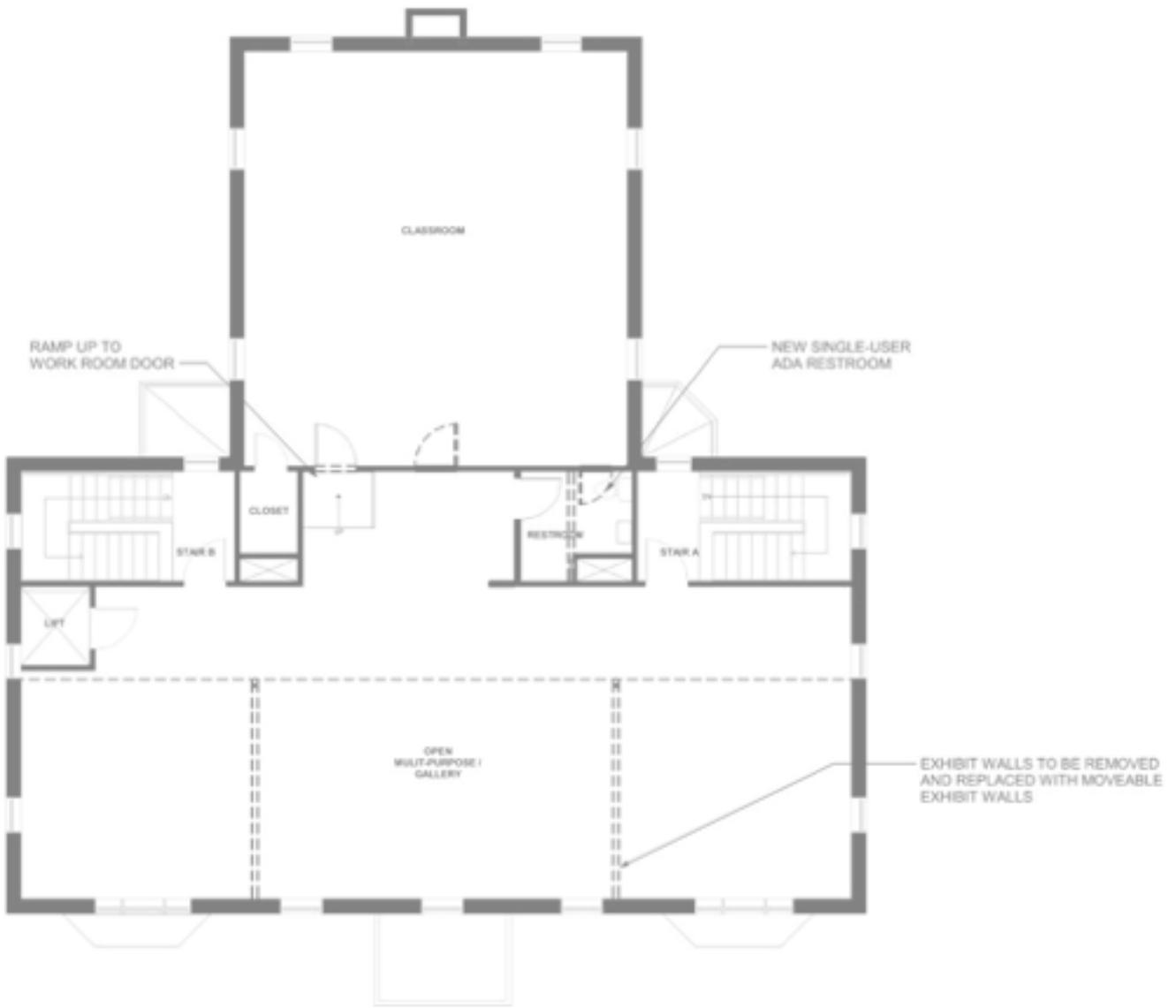
SITE PLAN



BASEMENT FLOOR PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN



NORTH ELEVATION



EAST ELEVATION



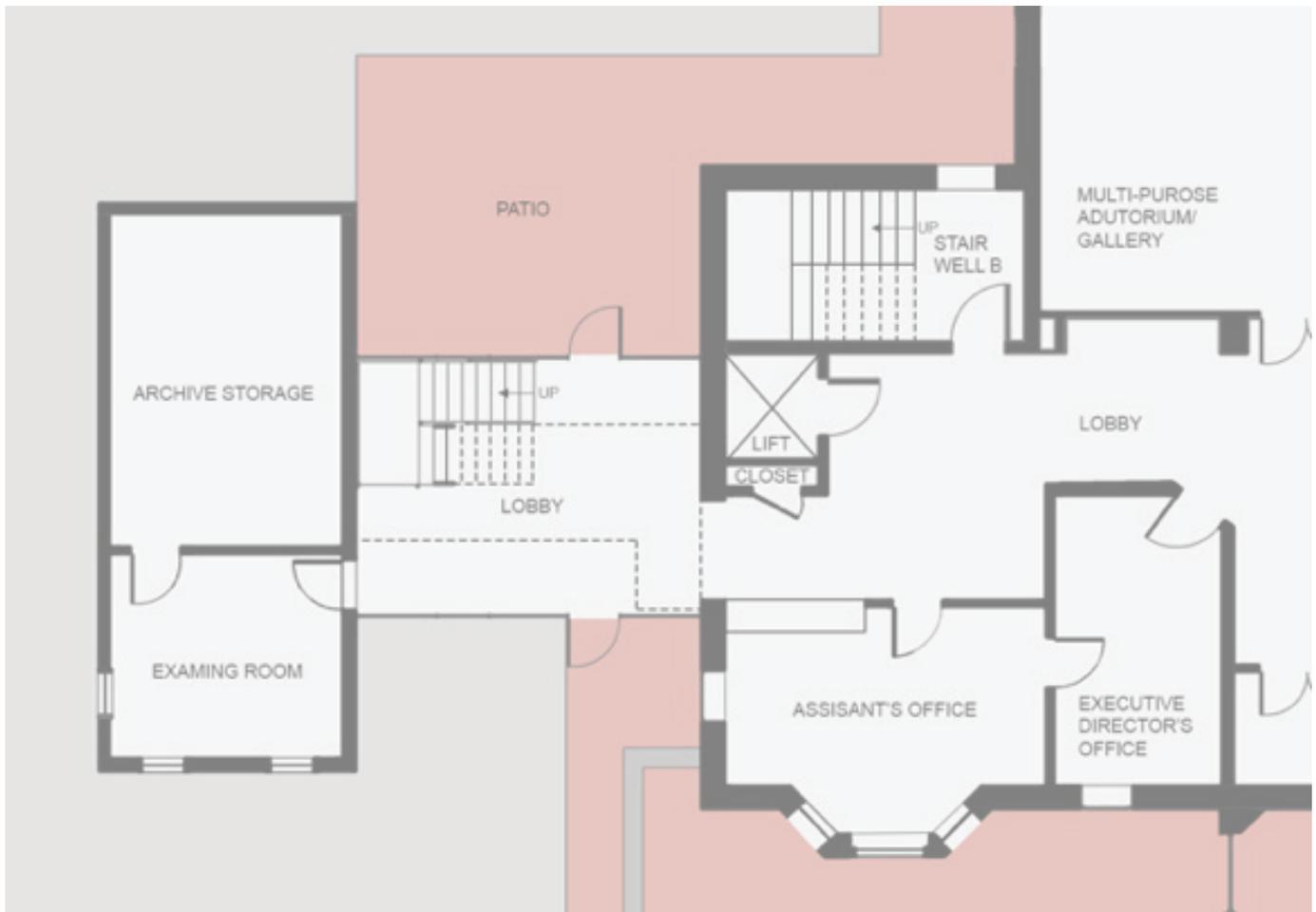
SOUTH ELEVATION



WEST ELEVATION



PROPOSED ADDITION - SECOND FLOOR PLAN



PROPOSED ADDITION - FIRST FLOOR PLAN



PROPOSED ADDITION - EXTERIOR VIEWS