

TOWN OF TOPSHAM
MUNICIPAL FACILITIES REPORT
2000

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Some information taken from Richmond's "Inventory & Analysis, Municipal Buildings and Property" and "Planning Reports" by Ester G. Lacognata.

MUNICIPAL FACILITY NEEDS OF TOPSHAM OVER THE NEXT YEAR

INTRODUCTION

In January 1999, the Topsham Board of Selectmen formed a Municipal Facilities Committee to determine future needs of the Town. This Committee is composed of nine members (two Selectmen, one Finance Committee member, six citizens at large) with technical assistance provided by the Planning Director (primary contact), Planning Administrative Assistant and the Executive Director of Topsham Development, Inc. (TDI) or a member of the TDI Board of Directors. The Committee considered work completed in the past, including the Municipal Facilities Planning Committee Findings and Recommendations: January 1988, Main Street Vision: A plan for reclaiming Topsham village: April 1996, and Main Street Revitalization Facilities Study: April 1997.

The reports considered municipal facilities and made recommendations. Review of these reports indicated that some recommendations to improve facilities have been implemented. For example, the 1988 study suggested building a new police/rescue building, and creating additional space for both the planning and recreation departments. The 1988 report also recommended a new library, fire department, additional conference space, and more storage space for the Public Works Department. The Main Street Vision plan recommended moving the Public Works Department out of the downtown and using the site for public parking. The plan also recommended moving the Fire Department. The Facilities study recommended relocated the Public Works garage, relocated the library to the public works site, relocating the Fire Station, and reusing 6 Summer Street, a property in front of the Public Works site that is currently owned by Topsham Development Inc. The study did not include the town hall or police station nor the investigation of alternative sites for a new library or fire station.

The Main Street Vision, in conjunction with the Community Development block Grant for Main Street, recommended an engineered study to determine an adequate site for the Public Works Garage. The study is still in draft form, but the consultant has offered comments on his work to date. Three sites were reviewed – US Naval Annex by the Commissary, the Coastal Connector, and the Bob Williams property (adjacent to I-95 on Route 196). The Williams property currently has no utilities, and crossing I-95 would be very expensive. There are many wetlands on the site which could make development difficult. The location could also be difficult because it is so close to the I-95 entrance. The Coastal Connector site also has many wetlands, and though there are two sizeable areas, which could be developed, this site could be difficult due to natural constraints. The site would have access via a new road when the TIF is implemented within the next two to three years. The US Naval Annex site has utilities, space, parking and access. The timeframe for acquiring the property is uncertain. The Town may consider meeting with MSAD 75 to learn how they acquired their property. The consultant's recommendation for a public works site is 1) US Naval Annex, 2) Coastal Connector, and 3) Williams' property.

TOPSHAM'S IDENTITY

The past studies have provided a background for municipal facility needs for a community with a smaller population than currently exists in Topsham. The Town has grown faster than any other community in Sagadahoc County, and is expected to be the largest community as of the 2000 census. Therefore, it is important to consider the large population growth that Topsham has experienced.

Topsham was the fastest growing town in the region between 1980 and 1990 as reflected in the following chart.

Brunswick	20% increase
Lisbon	7.8% increase
Bowdoin	3.5% increase
Bowdoinham	1.9% increase
Bath	4% decrease
TOPSHAM	36% INCREASE

Due to the large increase in population and residential/retail/commercial growth, the town character has changed. Between 1990 and the year 2010, Topsham is projected to increase from 8,700 persons to up to 12,000 persons, or a gain of 3,500 persons. This growth will result in a mix of age groups, with an emphasis on the elderly population and school age group. An average of 40 to 100 homes are likely to be constructed per year. The Bath-Brunswick region expected to lose jobs between 1992 to 2005, with Topsham expected to gain 300 to 400 jobs. Finally, over 80% Topsham residents commute outside of Topsham to work.

The economic development potential in Topsham is great, including the intersection of two major highways (I-95 and Route 196), the newly built Coastal Connector, the implementation of the Main Street Revitalization Plan, a proposed 200-unit golf course retirement community, redevelopment of the Bowdoin Mill, expansion of the Topsham Fair Mall, and the Business Park. The US Navy is currently working with the community to realize the reuse potential of the Topsham Annex. There is anywhere from 58,400 to 141,600 square feet of industrial/commercial and 32,712 square feet of retail developed within next five years. Four million square feet could result if the commercial districts are built out. See the attached draft of "Topsham Annex Conceptual Master Plan."

The Municipal Facilities Committee considered three scenarios to determine what is the town character. The scenarios included: 1) a bedroom community, 2) a regional center, or 3) a bedroom/regional center. Facts used to choose the appropriate description included population, housing starts, employment gains, commuter patterns, economic opportunities, and available land and infrastructure. Each scenario is briefly described below.

BEDROOM COMMUNITY

The community would cease to promote economic development and encourage residential growth. The rural areas of the town would most likely develop in a scattered pattern along the major roads such as the Middlesex Road, Cathance Road, and Foreside Road. Services would most likely become more expensive as they become less consolidated. Whether the town grew at a slow

(10,850) or fast (12,000) rate by the year 2010, the development is most likely to occur in a scattered manner without stronger town policies to consolidate residential development.

REGIONAL RETAIL/COMMERCIAL COMMUNITY

The community would continue to aggressively promote retail, commercial and other economic development opportunities. The growth center for the town would be in the southern section of Topsham, surrounded by the transportation hub of Route 196, Route 201 and Interstate 95.

BEDROOM COMMUNITY AND REGIONAL RETAIL/COMMERCIAL COMMUNITY

This would be a combination of both scenarios, with scattered residential development throughout the community, and concentrated economic development in the southern section of town. The town could redirect the policies for residential development to areas closer to the transportation hub and the downtown, promoting costs savings to the community.

Considering all of these factors, the most suitable scenario to describe Topsham would be a bedroom community and regional retail community, similar to Lisbon, Falmouth, Freeport and other communities similar to Topsham. We are a bedroom community if one considers the large amount of commuters out of Topsham. But, we are fast becoming a regional retail center through active economic development activities. When the economic development efforts continue to materialize, reducing our tax base, we will soon become a regional retail center. The majority of the economic development activities are centered in the lower southern part of Topsham. The major transportation systems are also centered here. It appears that we are no longer a small bedroom community, but rather a fast growing mixed community of residences and regional retail potential.

COMMUNITIES SIMILAR TO TOPSHAM

Several communities were interviewed in order to determine how Topsham compares in terms of size, number and value of municipal facilities. Communities were chosen which had a similar land pattern to Topsham (a commercial strip, a village, a large rural area still to be developed), water and sewer facilities, valuation and population. The following chart describes these communities and their municipal facilities.

TOWN NAME	1997 POPULATION	TOTAL ACREAGE	VALUATION
Falmouth	9,000	29.6	708,000,000
Freeport	7,300	34.7	692,000,000
Gorham	12,000	50.6	512,000,000
Gray	6,700	43.3	306,000,000
Lisbon	9,457	23.6	317,000,000
TOPSHAM	10,000	32.0	377,000,000
Standish	8,931	60.4	392,000,000

	TOPSHAM	FALMOUTH	FREEPORT	GORHAM	GRAY	LISBON	STANDISH
MUNICIPAL BUILDING							
Sq. Footage	7,000	6,000	10,000	4,050	3,200	9,000	1,596
Year Built	1880	1,900		1972		1901	1900
Location	Village	Middle		Main Street	Downtown		Rte. 25
\$ Value	N/A		839,000.00		N/A	N/A	
PUBLIC SAFETY		SHARE					
Sq. Footage		With	16,300		7,200	3,996/4,122	
Year Built		Municipal	1994		1991	1963/1968	
Location	Village	Building	Village	Main Street		Village/Fall	
\$ Value	200,000.00		1,700,000.00		500,000.00	N/A	
Sleeping Quarters	No		Yes	Yes	Yes	No	No
Kitchens	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fire Stations	1	4 Subs		5*	3	2	4 Subs
PUBLIC WORKS FACILITY							
Sq. Footage	4,200		16,800	8,390		6,672	
Year Built	1978		1993	1969		1965	
Location	Village						
\$ Value	134,000.00		1,039,000.00				

* Two fire stations are shared with neighboring communities

Falmouth – Public works located outside of the town center, but is geographically located to the center. Public safety, fire/police/rescue all connected to town hall. Falmouth has three remote fire stations. General government no located in town center, as well as public safety, fire/police/ rescue. Library is also not located in the town center, near Route 1. You can not ride a bicycle or walk to this library. The planner has a problem with the locations of all their public facilities.

Freeport – General government: all in one building, renovated building, 1988, is on Main Street. One floor, all new. Public safety building with fire, police and rescue, built in 1992 on Main Street. Public works garage built in 1993 in a rural area, in a geographically central location. Library built in 1988 located on the edge of village.

Gorham – Has a library in the village, looking into building a new library. Also exploring building a new public works garage.

Gray – All general government located in municipal building, is located downtown in a 3200 square foot building, two floors, (the size of Topsham). ELEVATOR? Public safety: fire/rescue located in a public safety building on Route 26, two miles from downtown, centrally located geographically. They have two remote fire stations. No police department, they use the state police which is located there with the state dispatch and barracks. The community is considering a police department in the future. Public works located near fire/rescue. DO THEY SHARE DISPATCH AND SECRETARY? Public library is downtown, half mile from municipal building.

Lisbon – No additional comments.

Topsham – Currently, Topsham houses all general government under one roof. The building is approximately 6,912 square feet, is over one hundred years old, and is located in the town center. The second floor of the building is not handicapped accessible. The fire station was built in 1960,

and needs to be replaced. The library and public works garage also need to be replaced. A new police/rescue building was built in 1997.

Standish – New town hall under construction, located outside the village, at a centrally geographic location, the county sheriff is located in the town hall and serves as the community police department. There are three fire stations located in three separate remote areas. When town hall is built, they will consolidate to one station at the town hall, including rescue. Public works built in 1994, geographic location. There are two private libraries located in village centers.

An examination of this data indicates that communities similar to Topsham are all growing and building additional and/or new facilities. Most of the communities have satellite fire stations in addition to their main station. Most facilities are built in or near a village center. Non of these communities have done a municipal facilities study, and only one, Freeport, has a capital investment plan.

NEEDS AS EXPRESSED BY TOPSHAM EMPLOYEES

Summary of Space Needs:

Below is a summary of comments from department managers regarding the adequacy of municipal facilities. They were asked to comment about their current office set up and what their future needs might be.

A. General Government Administration

1. Existing Facility: Most employees feel that their current office space in the Municipal building is too small, and most had very specific needs that are not currently being met in the existing facility. Most offices, with a couple of exceptions, are having difficulty storing existing files and documents.

General Assistance

- a. The General Assistance Office shares the first floor closet in her office with the janitor because the office has no long-term storage areas and room for only a few filing cabinets.
- b. It is very difficult to interview clients if they have children with them. There is no place for them to wait or occupy themselves while the parent(s) are being interviewed. This often leads to disruption and cuts down on efficiency.

Clerk's Office

- c. The Town Clerk's Office probably has the most urgent need for file storage. The office is small and very cramped with very little room for filing cabinets and other temporary storage space. The Clerk staff is continually "reinventing the wheel" in order to stay organized and as efficient as possible, given the cramped conditions.

- d. The archival storage room is very small and space is becoming increasingly limited. This room will need to be expanded in the near future.
- e. Currently, the Registrar must work in a cramped space that also serves as a break area and some document storage. The registrar files are kept unsecured in boxes on nearby shelves. The area is not private and the registrar should have separate office away from the regular activity of the Clerk's Office. The Clerk should also have a separate office that is private.

Tax Office

- f. The Tax Office indicated that it had inadequate counter space, queuing area, filing and storage space. The current office space is small but the main problem is that it is inefficient and lacks storage and could use better security.

Planning and Codes Enforcement

- g. The Planning and Codes Enforcement Office is small and does not meet the storage needs of either department. There is a complete lack of storage for maps, development plans and blue prints. There is no room for additional filing cabinets, which are needed to accommodate the growing map and lot files and Planning Board files. The office is crowded with files, equipment and documents.
- h. There is a notable lack of space to hold public meetings. The Planning Office holds all of its public meetings in the first floor conference room, which is often inadequate for this purpose. The room is in poor condition and must be rearranged for each meeting. Occasionally the room does not have enough seating capacity for Planning Board and Board of Appeals meetings.

Town Manager's Office

- i. The Town Manager's Office has adequate office space, but may need additional file storage in the future. A larger supply closet would allow the Town to stock larger amounts of office supplies and buy in bulk.

Assessor's Office

- j. The Assessor's Office indicated that they have enough storage space, as long as there remains adequate archival storage through the Clerk's Office. The Treasurer's office has similar storage needs. Problems with the Assessor's Office included inadequate counter space, poor layout, and poor heating and ventilation.

Recreation Department

- k. The recreation department has adequate office space and storage space. If they added more staff, they would need additional space. The department has determined that there are an inadequate amount of fields and facilities for a community of this size. A gym, pool, and meeting rooms have all been determined to be necessary to serve Topsham residents.

Summary

Most offices in the Municipal Building have small or barely adequate office space, but the most urgent need is for storage space. This was the most common refrain about the existing facility. Most offices, though barely large enough in terms of square footage, also have a floor layout that hinders efficiency and are inadequate for customer service. Offices must continually improvise and “reinvent the wheel” as the Town grows and serves more people and stores more documentation important to town government. Another important aspect of the current building is the lack of conference room space, which was mentioned by several department heads. The public conference room is in poor condition and is often too small for large groups of people. The room capacity is approximately ±43 people, normally adequate for most public meetings although it often becomes crowded.

2. Future Needs: Department heads were asked to assess the future needs of their offices in terms of equipment, personnel, and storage. They were also asked to indicate what type of office arrangement would best suit their departments operations.

Summary

- a. Equipment: All of the departments declared that their current equipment needs are being met. Most of the departments indicated that they would need normal software and computer hardware upgrades to keep pace with technology and expanding workload. Some notable equipment purchases will be needed for the Tax Office and the Town Clerk. These offices are under State mandate to do most licensing, record keeping and other work on optical disk. This will require new equipment and software. But, the positive side of this would be less need for document storage and increased efficiency.

Other equipment purchases that will be needed as the Town grows include an additional photocopier, more computer terminals for customer service, fax machines for individual offices (most offices share the fax machine in the Town Manager’s Office), and possibly more filing cabinets. Another need is expanded mapping capabilities for the Planning Office. With more advanced equipment and better data or (map layers), the Planning Department could assist all other departments with more advanced GIS technology. Assessing, Public Works, Sewer District, and the Police Department could all benefit from this technology.

- b. Personnel: Most departments indicated that some increases in staffing levels would be needed in the near future. This of course will depend largely on the growth of the Town and the level of services demanded by residents. As the existing facility barely meets the office space needs of most departments, adding more staff would create even more cramped conditions.

Town Clerk

2 full-time and 1 part-time, plus a deputy registrar (part-time).

An increase of 1 part-time staff member, within the next 3 years, which could also be combined with the deputy registrar duties.

Tax Collector

3 full-time will be needed. This would increase the staffing level from the current 1 full-time and 1 part-time, plus having the Tax Collector cease splitting hours between this office and the Treasurer's Office.

General Assistance

No increase is needed for the foreseeable future. This will of course depend on the needs of local residents.

Planning Department and Codes Enforcement

1 full-time Planning Director, 1 full-time Planning Assistant, 1 full-time Administrative Assistant or Secretary 1 full-time Codes Offices and 1 full-time inspector. This would represent an overall increase of 1.5 full-time positions. Both departments could still share the administrative position.

Treasurer's Office

No additional personnel are needed for the foreseeable future. This may need to be reviewed with regard to comments stated in the piece on the Tax Office.

Town Manager's Office

No additional personnel are needed in the foreseeable future.

Assessor's Office

The part-time assistant position should be upgraded to full-time as increasing demands are placed on the office.

Recreation Office

The part-time maintenance should be full-time. The department also is in need of a full-time secretary/bookkeeper.

Summary

Overall, the Town may need to hire for two new full-time positions and one part-time and upgrade several other positions. Four Part-time positions could justifiably be upgraded to full-time, one each in the tax office, Assessor's office and the Planning/Codes Office. One position in the Planning Office could be upgraded to a Planner level position.

1. One two full-time position
2. Upgrade four part-time positions
3. Upgrade one full-time position

c. Storage

Most offices seriously lack storage space. This is most acute in the Clerk's Office, Planning/Codes Office, Tax Office and the General Assistance office. In each of these offices storage space is either completely non-existent, or minimal at best, and must be improvised. Storage needs, particularly for archives, needs to be addressed in the near future.

d. Office Arrangement

All of the departments provide some level of customer service requiring an adequate and welcoming atmosphere. Those offices that have the most frequent contact with residents preferred to have an open office with ample counter space for general customer service areas. Overall, individual private offices are desired (or required) for department heads. Some private or confidential offices for meetings are needed for the Town Manager, Town Clerk, Town Planner, Tax Assessor, Tax Collector and Treasurer. Other private offices would be needed for the Registrar in the Clerk's Office and a meeting room to discuss confidential human resource issues in the Town Manager's office, which could also be used by Selectmen.

A suggestion was made to set up a public research area where the general public can research tax records and other town records. A room with one or more PCs and tax maps would be needed for this.

Assessing, Planning and Codes would have very similar needs with regard to general office arrangement. These departments need an open area where property files (map and lot); development records, tax records and an assortment of maps, plans and other public documents can be easily accessed by the general public. The area should have ample clean storage for large documents and plans and an area for easy and comfortable research. Proper lighting would also be essential.

Municipal Building



Description – The Topsham Town Hall located at 22 Elm Street was built in 1880. The building, containing 7,000 square feet, houses offices for General Assistance, Town Clerk, Tax Collector, Town Manger, Assessor, Recreation and Office of Planning & Codes Enforcement.

Factors Regarding the Existing Municipal Building

Positive Factors: Most department heads felt that the existing facility is in a very good location and is somewhat large enough in terms of square footage. The building is in a central location; easily accessible for town residents and has ample parking. Many thought that the current building has an open friendly atmosphere.

- a. Central location
- b. Ample parking
- c. Easy to find
- d. Friendly/open atmosphere

Negative Factors: The most notable negative factors about the current building are poor office layout, which cuts down on efficiency and comfort (for employees and the general public alike), and it has a terrible entrance. Several feel that the main entrance – facing Elm Street should be the primary entrance for the general public, and should incorporate a handicap entrance.

- a. Poor office layout
- b. Terrible entrances
- c. The building is not very functional to today's standards
- d. Poor handicap entrance

Organizational Factors: The current organizational arrangement of the Municipal Building seems to be satisfactory. Most departments are situated with or adjacent to those departments that they are most associated with and with whose operations they are closely tied. For instance, the recreation and the planning departments work together often, and should be near each other. Everyone seemed to agree with this assessment. The office most frequented by the general public: e.g. Assessor's office, Tax Office, General Assistance and the Clerk's Office are located on the first floor. All the other departments are located on the second floor. This seems to be a logical arrangement.

Factors that should determine geographic location of the Town Offices according to town employees:

- a. Central location
- b. Easy access
- c. Ample parking
- d. Accessible to pedestrian traffic
- e. An area that is not too busy

Possible locations to consider: the current location (22 Elm Street) < Base Annex, Downtown, Upper Main Street), village Center concept (possibly 6 Summer Street). Of these locations, the BNAS Annex was mentioned most frequently.

Special Requirements: There were a few special requirements for the operation of the municipal building, which should be taken into account when considering municipal facility needs. Apart from normal administrative office needs, these included:

- a. Archival storage of at least 1,500 sq. ft.
- b. Vault for secure storage of money and confidential documents
- c. Direct emergency line to the Police Department
- d. Map and document storage with easy public access
- e. Good internet connections
- f. Public research area
- g. Private waiting area for general assistance clients (Welfare Office)
- h. Secondary means of egress for General Assistance/Welfare Office (a back door)
- i. An office for confidential meetings
- j. Better conference room and public meeting accommodations

Besides these specific needs for a good municipal facility, many indicated that a more modern facility is needed and should have:

- a. Better ventilation
- b. Proper central air conditioning
- c. Adequate lighting
- d. Better windows
- e. Emergency exits
- f. Better main entrance
- g. Better handicap entrances
- h. More functional with room for expansion

Police Department & EMS



Description – The Topsham Police Department and EMS located behind the Town hall was built in 1997. The building houses offices for the Police Department and Emergency Rescue.

Police Department: The current facility is large enough for police and EMS operations, with plenty of room for expansion. The facility currently houses all police, EMS and dispatch operations.

EMS: Their space in the public safety building is cramped but could be expanded. Storage of equipment is done in three separate locations in town.

POLICE DEPARTMENT

Positive Factors:

1. Central location
2. Easy accessibility
3. Good location with regard to the Coastal Connector

Negative Factors: None

EMS

Positive Factors:

1. Central location
2. Easy for responders to reach
3. Adequate office environment and good climate control
4. Functionally, the space is good but it is somewhat cramped (for EMT use)

Negative Factors:

1. Cramped quarters for the emergency rescue unit

Special Requirements: Besides normal administrative offices, the public safety building has very specific communications and power needs. The public safety building must be a command center. Communication needs, e.g. telecommunications, dispatch, etc. are being addressed for the existing facility. New telephone lines are being located to the public safety building so that disruption in communications and power will be minimized.

Police Department

Equipment: The current building has room for expansion and can accommodate the expected consolidation of the regional dispatch center for Sagadahoc County.

Personnel: Future needs depend on the number of service calls and the growth of the community. Staffing levels are expected to remain stable for now.

Storage Needs: Current space is adequate, but more may be needed in the future. The department uses the basement for training, storage, locker rooms and other related purposes.

Preferred Office Arrangement:

The current building and layout was designed “by officers for officers”. The building layout allows for efficient flow of work and tasks without interruption to other activities in the building.

A public safety building in combination with the Fire Department and EMS would be “o.k.” providing the new facility is as good and functions as well as the existing police and rescue facility.

EMS

Equipment: Second ambulance
Two-bay garage

Personnel: Three or four full-time EMTs will be needed to meet demands. The department could merge with the fire department in the future.

Storage needs: Current storage space is adequate, but it is in three separate locations. A single central storage area would be preferred, which could be combined with the fire department.

Preferred Office Arrangement: Individual office is preferred for the Director. EMT’s and other on-duty personnel need a sleeping area and day room. Central equipment storage and a two-bay garage should be a priority.

Recycling Facility



Description – Located off the Foreside Road

Recycling Facility: The current building is adequate for now. It can house the administrative offices, some storage and a place to dump trash. Long and short-term storage is a problem. The current practice of using temporary trailer storage for recycling material is not efficient and prevents the town from getting better prices on the open market.

Recycling Facility:

1. Equipment Needs: Horizontal bailer(larger and more)
2. Compost Turner and wood grinder
3. Measuring scales
4. Roll-off truck(to save contracting costs)
5. Automatic gate

Personnel:

1. Full-time and part-time, when needed
2. An assistant to handle day-to-day operations so the Director can manage the administration and more public administration NEW POSITION

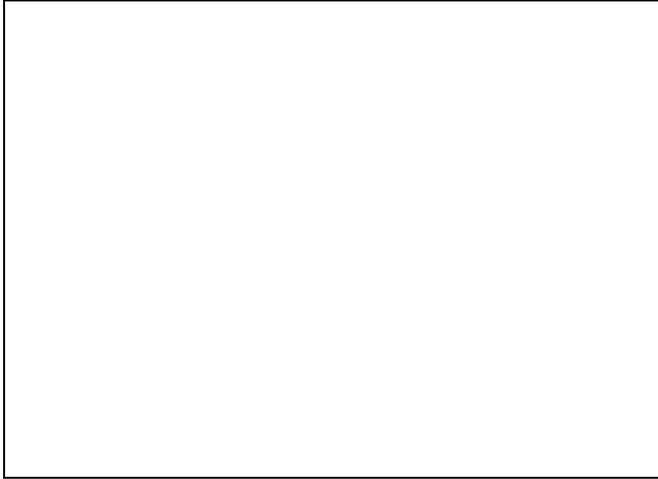
Storage Needs:

1. A new storage building is needed to store two or more truckloads of recycling material, which would allow the Town to hold the product for better market prices.

Preferred Office Arrangement:

The director should have a private office. Other important features should include a water purification system so workers can drink the water at the facility, and shower and locker room facilities should be installed.

Sewer District



Description –

Sewer District: The Sewer District offices are located in very small quarters with no handicap access

Fire Department



Description – The Topsham Fire Department located at the intersection of Green Street and lower Main Street is a leased building built in 1960. The building, containing 7,000 square feet, houses offices for General Assistance, Town Clerk, Tax Collector, Town Manger, Assessor, Recreation and Office of Planning & Codes Enforcement.

Fire Department: see attached report

Public Works



Description – The Topsham Public Works Department located on Summer Street was built in 1978. The building, containing 4,200 square feet, houses offices garage bays for the Department

The Public Works Garage is a 43- x 98' single-story wood framed structure that has a small second floor area at the north end of the building that provides space for a lunch room and bathroom. The roof structure consists of pre-fabricated wood trusses, the exterior walls are covered with metal panels that are attached to horizontal strapping. The floor within the garage is a concrete slab on grade and likely has concrete frost walls at the perimeter although this was not confirmed. In general, the Garage appears to be in good condition. An analysis of the studs that are directly aligned with the roof trusses indicates that these studs are 51% overstressed when subjected to combined dead and snow load of 50 psf without any consideration of wind loads

If the building is to continue to be used at its current location, consideration should be given to adding two wall studs at each roof truss location to provide additional strength for roof loads and wind loads. See the attached report.

Public Library



Description – The Topsham Public Library located on Pleasant street was built in 1838. The building, containing 1,000 square feet of usable space is undersized by 600 to 700 percent.

Public Library: housed in a two-story, wood framed residential type structure with a two-story ell attached to the back of the house and a single-story shed attached to the back of the ell.

Based on the size of our community, the facility is greatly undersized by 600 to 700 percent. An adequate facility of 10,000 square feet would enable the Public Library to service our growing community with educational programs, homework centers, literacy programs, educational and parenting workshops, adequate reference facilities and quiet study areas.

see attached report

SUMMARY

A summary of the report completed by PDT Architects facilities Study has been added to this report. The study was done as part of the Main Street revitalization efforts by the Town, and focused on the relocation of Public Works, the Library and the Fire Station. This was a more formal survey and includes specifics on deficiencies and possible new locations for each facility.

TOPSHAM NEEDS AS EXPRESSED BY TOWN RESIDENTS

A simple survey by town residents should be completed to determine their community needs.

The Recreation Department completed a survey in November 1996. The survey results indicated that the need for facility development is high, including a community center and bike/pedestrian trails.

RECOMMENDATIONS

This report indicates that there are municipal facility needs in the Town of Topsham. These needs concern both human resources and physical resources. The following recommendations reflect the report and committee findings:

- Remove the public works garage, and build a new public works garage on land at the US Naval Annex or off the Coastal Connector.
- Remove the fire station, and build a new fire/police/rescue station on land near the Route 196/Route 201/I-95 intersection.
- Move the Sewer District, Planning and Recreation Departments into the Police/Rescue Building, leaving more room for storage space for municipal building.
- Move the library to the public works site and use the existing library building for a town museum.
- Hire a consultant to create a capital improvement plan that incorporates these recommendations, including staffing increases, equipment upgrades, and buildings.
- Hire a consultant to do a facility needs study to determine the exact needs of departments and incorporate this information into the capital improvement plan. Include assessment of the existing municipal building for future needs.
- Build a new storage building at the recycling center
- Town survey of citizens' needs
 - Gather other local town surveys (i.e., Richmond's by Esther Lacognata)
 - Conduct a survey to determine the needs of the citizens
- Visit other facilities recently built in area towns and look them in regard to the needs outlined from the citizen surveys
- Prepare a capital improvement plan
- Identify a location and establish funding for a new municipal building.