

Town of Windham Opportunities



Smith Cemetery	Marijuana Ordinance
21 Century Plan	Growth Management/Zoning
Space Needs Utilization	Council Rules Reviewed
Traffic Improvement NW	Open Space
North Windham Waste Water	Budget Development & CIP
Smart Traffic Lights	Communications
LED Street Lights	

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Town of Windham



History of Building & Space Assessments

Property Condition Assessment 2013

Space needs analysis 1999,2012,2015

Municipal facilities master plan 2015

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Town Departments

involved with Property Condition Assessment and Space Utilization Analysis

- Public Works
- Police Department
- Public Library
- Town Offices
 - Front Office
 - Code, Assessing, Planning
 - Engineering, WEDC
 - Finance, HR, TM
- Parks and Recreation
- Fire Department
 - Central Fire Station
 - So. Windham Fire Station
 - No. Windham Fire Station
 - East Windham Fire Station

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Current Buildings

involved Condition & Space analysis

- Public Works New building 2018
- Public Safety Building (Central Station)
 - Police and Fire Departments
 - Constructed 1989
- Fire Stations
 - So. Windham Fire Station (2017) New building 2017
 - No. Windham Fire Station (1973)
 - East Windham Fire Station (1993,2018) Renovated building 2016
- Town Hall and Community Center
 - Circa 1910, 1931, 1963, 1977, 1987, 1995, 2007
- Public Library Renovated building 2017
 - Constructed 1971, 1992, 2000
- Windham Family Resource (Ga) Building
 - Constructed 1926
- Health Council Loan Closet
 - Constructed 1931
- New Community Center not identified in study

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Proposed Buildings and Space Improvement Timeline

	Proposed Timeline
• Town Hall	20/21
• Public Safety Building (Central Windham)	20/21
• Police and Fire Departments	
• No. Windham Fire Station	23/24
• Windham Resource (Ga) Building	23/24
• Health Council Loan Closet Building	23/24
• New Community Center	TBD

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What the Studies/Analysis involved

- Property Condition Assessment;
structural, code compliance, identified immediate issues to resolve
- Current/Deficiencies/Future Space Utilization Analysis;
reviewed by department (office space, storage, circulation patterns, HVAC, ADA, building limitations and exterior areas)
- Interviews of Department Heads, Staff, and Senior Management;
space utilization, efficiency, manpower growth
- Proposed Space Utilization by department over the next 20 years: Based on the manpower growth, deficiencies office/space the future projected needs were determined
- * Additionally studies on space and functionality were conducted in the late 90's and early 2000's

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Some of the current facility issues/challenges

- Current space inadequate for optimum team efficiency
- Lack of work space for employees
- Inadequate conference meeting space
- Certain employees need private office area to consultant with residents
- Storage for files and equipment
- Staff & volunteer training space
- Office area to open creates a noisy environment
- Poor signage directing customers
- Drafty & poor air circulation
- Cold in winter and hot in summer poor HVAC
- Lack of proper restrooms for staff and public
- Elevator & access points do not meet ADA
- Locker rooms overcrowded showers inadequate
- Inadequate kitchen facilities
- Poor sleeping quarters for Fire & EMS staff
- Lack of dining space
- Not enough office staff, overcrowding
- Exterior deterioration exterior building
- Poor or non-existent insulation in sections of buildings

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Necessary Repairs

Town Hall and Police/Fire Station (short term)

- Roofing
- Duct work repair
- LED lighting change over
- Flooring
- Painting Interior
- Replacing Boiler and RTU units
- Window replacements
- Exterior repairs
- ADA Compliant changes
- Rest room remodel
- Office wall relocations
- Copula leaking repair
- Change all non-fire rated doors
- Hot water capacity increase
- New restrooms
- New wires security
- Replace cement stairs
- Rekey doors
- Sound proof walls
- Repair drains
- Correct wet basement
- New elevator replacement
- Insulation
- Etc.

"Best Guess-estimate costs all repairs. \$852,000. Basically a Band-Aid

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Current Town Hall and Community Center



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Second floor addition to Town Hall



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Police and Fire Central Station



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Proposed Fire and Police Renovation



Proposed Fire Station & Police Renovation

- 5 Bays-wider doors for easy access
- Second Floor over new bays for office/housing/training
- Old bays converted-joint training, fitness room, locker rooms, kitchen facilities, restrooms
- Brick faced, whole bldg metal roof
- Additional storage over old bays
- Police station remodel with appropriate office facilities, training rooms, public intake areas, lockers, employee kitchen, storage areas, etc.

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Current and Projected square foot details

Building	Current Space	Projected Needs based on 20 yr.	% Incr. to meet actual/projected need	Deficiency (short fall)
Town Hall	23,155	30,000	30%	6,845
Police Station	7,220	14,185	96%	6,965
Fire Station	7,475	12,431	67%	7,261
		includes apparatus bays		Admin and Support space

Town Hall Space availability over front section (TM, Fin, Clerks, Tax/Regis.) area is 6,494 sf. meets deficiency including downstairs adjustments. Results in 30,000 sf. office/functional space for the next 25 years.

Police Station currently uses 7220 sf., needs increase of 8,499 sf. to meet next 25 years. Police would use the existing building and share the remodeled old fire bays, this the meets deficiency. Results in 14,185 sf space for police with 2,916 in shared space.

Central Fire Station uses 7475 sf. plus bays of 2,916 sf., needs 12,431 New addition of 5,460 sf. bays below, office above of 5,460 sf. plus conversion of existing bays 2,916 sf. meets deficiencies. Results in 5,460 sf. bay space (5 doors double stacking of rolling equipment) 5,460 sf. office/support space and 2,916 sf. in shared space with Police. This reconfiguration will meet the next 20 to 25 years.

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Similar new municipal facilities

Municipality	Type of Building	Year	Square Footage	Cost	Est. Cost per Sq. Ft.
Arundel	Town Hall	2019	7000	\$2,400,000	\$342
Scarborough	Police and Fire	2019	53,000	\$19,500,000	\$367
Brunswick	Police	2013	20,000	\$5,500,000	\$275
South Portland	Fire (Cash Corner)	2019	17,000	\$7,500,000	\$441

Windham municipal facility options

Building	Current Space	Additional Space Needed	Projected Cost of Improvements	New Facility Projections
Town Hall (addition & remodeling)	23,155	6,494	1,785,850	\$10,260,000
Police Station (remodeling)	7,220	6,965	1,215,375	\$6,255,585
Fire Station Central (addition & remodeling)	7,475	7,872**	3,866,500	\$6,162,975
*including contingency, financing costs, etc.			\$8,249,150 *	\$22,678,560
**including shared space old bays				

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Funding Options

for Town Hall, Police and Fire Central Station

- Debt Retirement (road bond, existing L/P equipment)
 - New Revenues Permit Fees
 - Capital Improvement Program (finance restructuring)
 - Police and Fire Impact Fees
 - Existing Budget
- *Based on preliminary analysis of above options there would be minimal impact to the mil rate*

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Selection Process for Construction Management Approach

- Develop Criteria for RFQ application process
 - Some examples include; financials/credentials, prior municipal experience, safety records, on-time completions, under or on budget projects, no arbitration or lawsuits, recommendations, project manager and staffing qualifications, insurer coverage, material qualities, energy standards, etc.
 - Details of pricing for development, maximum guaranteed pricing
 - Will include pre-bid mandatory site walk
- Advertise two weeks for construction management companies
- Establish interview/review team, (two Councilors, Facilities Director, Town Engineer, Town Manager)
- Candidates submit RFQ, (qualifications, pricing for projects)
- Selection process based on application submissions these are graded to determine top three candidates to be interviewed
- Interviews and follow-up as necessary
- Candidate selected, Candidate develops final confirming costs

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Timeline March thru June

- February, early March – determine RFQ, selection criteria, broad plans, advertised RFQ
- March - review RFQ's, select interviewees, determine top candidate
- Late March, early-mid April - select candidate determine final pricing
- Late April/Early May - Council final determination on project inclusion in 20/21 budget
- June - Seek Town meeting approval for funding 20/21 budget
- July – begin implementing design build solutions
- July 2020 thru June 2021 implementation/renovating of facilities

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Thank You

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