

Feasibility Study

SANDOWN TOWN HALL, NEW HAMPSHIRE
OCTOBER 14TH, 2022



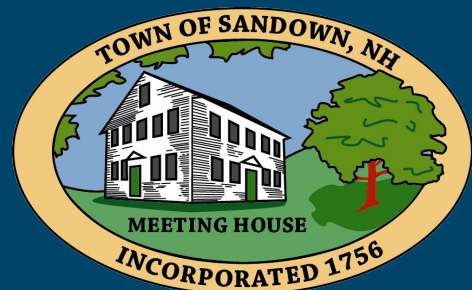
Information

PREPARED FOR:

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Sandown, NH 03873

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The Town of Sandown, NH tasked Wunderlich-Malec to complete a Feasibility Study for renovation of the historic Sandown Town Hall, located at 320 Main Street, Sandown, NH 03873. This facility serves all residents of the town and is the primary meeting place for various organizations.

The population of Sandown has been steadily increasing over the past several decades, resulting in expanded need for services and staffing. This growth has stretched the outdated capabilities of the Town Hall facility to effectively support residents, and the Town management team has recognized that updates (and possibly expanded space) are required to meet the immediate needs of the Town. This study focuses primarily on the administrative functions, rather than needs for additional public meeting space. Supplementing these considerations is a federal COVID-19 relief grant that has been awarded to the Town. This grant recognizes the needs to enhance municipal facilities to promote safe and healthy environments.

The three major concerns identified by the Town are circulation, safety, and staff operations. These comprise the driving force influencing the reconfiguration of the existing interior space of the Town Hall. The current layout lacks efficient circulation, with the entrance flowing into a singular corridor that does not provide sufficient space for public queuing or safe egress. Safety can be increased with modern transaction windows meeting DOT standards. Staff Operations can be improved by identifying and segregating office functions which require confidentiality, and can be further enhanced with more efficient furniture layout and storage locations.

Through discussions with the Town, it was determined that the second floor meeting hall is currently sufficient for the needs of the Town, and any alterations would not be beneficial when weighed against the costs to renovate other, more immediate needs of the administrative facilities. Therefore, the options considered in this study do not include any significant improvements to the existing second floor.

The Town has also indicated that the large room currently used as a meeting space for various community groups- located at the north end of the first floor- would be better utilized as expanded administrative and storage space, and that public meeting functions can be moved to the Town Recreation Building.

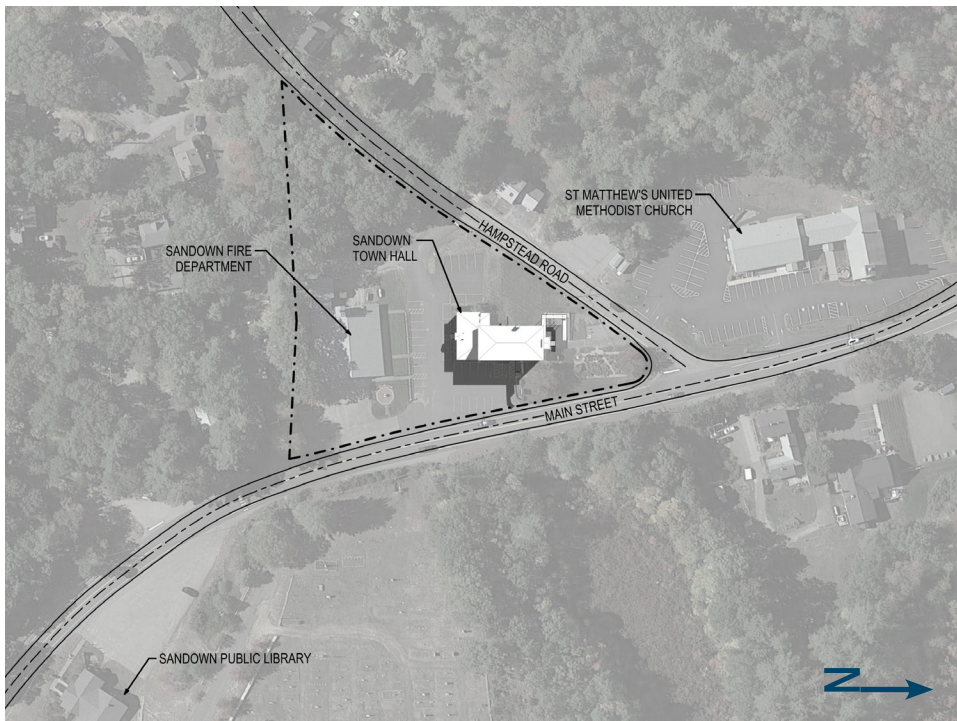
The options that Wunderlich-Malec has proposed to explore consist of:

- Building re-circulation/re-use plan
- Building addition
- Second floor expansion

1. Executive Summary



Aerial View from Google Maps



Existing Site Plan

TOWN GROWTH

The town of Sandown, New Hampshire has been seeing an upward population trend for the past 50 years. According to the New Hampshire Employment Security (NHES), the populations has increased "...from 741 in 1970 to 6,547 in 2019." (www.nhes.nh.gov). The steady increase in resultant burden on municipal administrative support infrastructure will require increasing adaptability of town facilities.

FEDERAL FUNDS VIA AMERICAN RESCUE PLAN ACT (ARPA)

The American Rescue Plan Act of 2021 has launched the Coronavirus State and Local Fiscal Recovery Funds which will provide emergency funding to all eligible state, local, territorial, and Tribal governments. The funding is used in order to meet pandemic response needs and to rebuild the economy. These funds can be used directly for town infrastructure upgrades/repairs and to support public health expenditures. Refer to Appendix for the American Rescue Plan Act (ARPA) - Supporting Information.

OPTION 1 - RE-USE

Limiting the alterations to within the building footprint on the first floor, Option 1 will provide immediate upgrades to the administrative functionality of the facility while minimizing financial burdens associated with costly site construction. Enhancements include expanded public queuing space where it is needed most and will streamline workplace efficiency by improving office layouts and storage configurations. The under-utilized kitchen will be converted into a smaller staff kitchen and combined with a generous meeting room.

OPTION 2 - SINGLE LEVEL ADDITION

Including the same renovations proposed within the first option, Option 2 provides additional, single-story space off the second floor meeting room at the north-west corner, housing additional offices, public toilets, and storage space. This location was chosen for the addition based on two significant factors. The inefficiencies due to vertical circulation considerations to expand the second floor over the existing administrative offices (addition of stairs and/or elevator) led the study team to explore expanding the footprint of the building. The north-west corner is most suitable based on available town property not already encumbered by parking or other permanent site features.

OPTION 3 - TWO STORY ADDITION

Option 3 combines the renovated first floor (Option 1) and the footprint of the Option 2 addition into a two story addition. Features of this layout include a new fire-rated stair enclosure and accessible elevator. The selection of this design will provide code-compliant connection between the first and second floors within the building, addressing the current inadequate necessity for exiting the building and traversing along the major roadway for access to the second floor from accessible parking outside the administrative spaces in the lower parking lot.

SITE WORK

The town has identified accessible parking as a significant deficiency at the second floor, which is exacerbated during well attended Town meetings. WME has explored and provided rough layouts for consideration that will address this need. The options are compatible across different building renovation options and are therefore presented independently. Refer to Site Work Options A and B in the Findings section of this report.



INTERNATIONAL BUILDING CODE CONCERNS REGARDING EGRESS

While Wunderlich-Malec was not scoped to perform a comprehensive Building Code Analysis, proper due-diligence required basic investigations regarding feasibility for explored options. Factors considered include allowable height and area, Use Groups and occupancy. This preliminary investigation has resulted in the determination that the existing Public Meeting Room does not meet current International Building Code (IBC) egress requirements as adopted by the State of New Hampshire on July 1, 2022. Specifically, the Meeting Room occupant load as defined within 2018 IBC exceeds that allowable for a single exit. While the room has three means of communicating with adjoining spaces, the existing stair and doorway into the kitchen do not qualify as means of egress. Refer to supplemental preliminary code analysis information in Section 4 Additional Recommendations on Page 28. The options explored within this report remedy this violation.

EXISTING CONDITIONS EGRESS ANALYSIS

This information is in accordance with 2018 International Building Code as adopted by the State of New Hampshire:

OCCUPANCY CLASSIFICATION & OCCUPANT LOAD:

Occupancy (sections 303.4, 304.1)	Occupant Load Factor (Table 1004.5)	Existing Area	Total Occupants
Assembly (A-3) (Meeting Room)	15 sf / occupant	964 sf	65
Business (B) (Administrative)	15 sf / occupant	3,235 sf	22

NUMBER OF EXITS REQUIRED FROM MEETING ROOM:

Table 1006.2.1, Spaces with only one exit or exit access doorway

Occupancy:	Maximum Occupant Load of Space	Existing Occupant Load
A, B	49	65 (exceeds allowable, minimum two exits required)*

*The existing doorway into the kitchen and existing stairway to the second floor do not meet dimensional requirements for exit pathways:

- Refer to 2018 IBC Chapter 10, Section 1011 for stairway requirements.
- 1016.2.5 Egress shall not pass through kitchens, storage rooms, closets or spaces used for similar purposes.

CONCLUSION

This feasibility study is intended to provide the Town of Sandown with informed analysis opportunities to increase the efficiency of municipal operations in serving current and future residents. The Options explored represent stages of modifications ranging from interior renovation to an addition of 1,870 square feet. This report does not address a new Green Site facility, which the Town has indicated may be needed within the next 10-15 years. With this study, the Town is provided information necessary to weigh various options against the short / mid-term needs of Sandown.

STUDY PROCESS

The overall approach to the feasibility study encompasses upgrades to the existing Town Hall to accommodate for future growth of both the town and employees. Wunderlich-Malec met with the Town Administrator to identify key factors to be addressed:

- American Rescue Plan Act (ARPA) funding
- Staffing needs
- Program/Space requirements
- Parking needs
- Building accessibility
- Mechanical needs
- Electrical needs
- Sandown long-term plans for Town Hall

Drawings and/ or documentation of the Town Hall facility is not available. Wunderlich Malec utilized a LiDAR scanner in order to document the existing conditions and develop floor plans and BIM model. The scanner also creates an image model which aids in analysis of the existing conditions of the Town Hall.

Wunderlich Malec analyzed the existing conditions in combination with the facility requirements and 3 Options emerged. Each Option builds on the previous to provide tiered strategies Sandown can consider as a transition for their short-term needs and long-term plans.

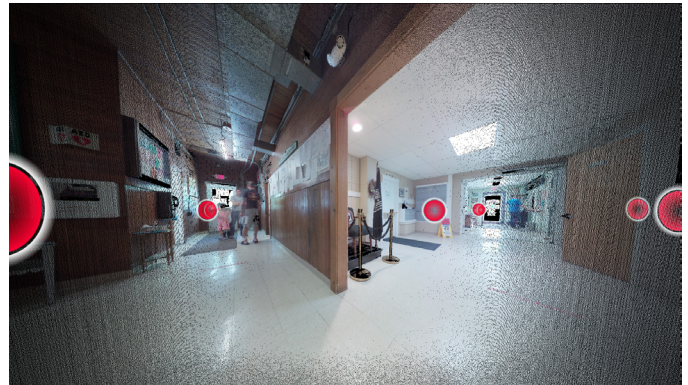
This study does not include a comprehensive Code Analysis, Life Safety Analysis, Site Survey, Geotechnical Report, or Facility Assessment.



LIDAR LASER SCAN

Provides accurate existing-conditions model of the entire town hall including interior and exterior. The LiDAR scanner creates a model using point cloud technology and 360 degree panoramic photos. Point clouds consist of millions of “points” combined together to create individual surfaces, which are then combined to create a full model of the item in question. This can be used for measurements and coordination throughout the study and through design documentation and into construction. This technology helps cut cost and time by reducing the need for multiple site visits. The floor plans created by the scanner will be utilized for a high-level building analysis. LiDAR scanners can also be used as a multi-discipline collaborative instrument. Examples of information that other disciplines such as mechanical and electrical engineers can use from the scanner include:

- Building layout
- Ceiling height
- Wall thickness
- Floor thickness
- Duct/pipe size
- IT/AV receptacles
- Lighting locations



BUILDING HISTORY

The current Town Hall was originally constructed in 1921 as a community hall and theater. After 8 years it officially became the Sandown Town Hall when it hosted the first Town Meeting. In 1990, the single story addition housing the administrative offices was constructed on the south end of the building. Further upgrades occurred over the years, including HVAC upgrades in 2010, a new stand-by generator in 2018, and a newly paved parking lot in 2020.

EXISTING CONDITIONS

Sandown Town Hall, located between Hampstead Road and Main Street, is a 2-story building with a vintage community theater located on the second floor. Throughout the original portion of the building, original stained wood paneling, ceilings, and molding provide turn-of-the-century character that is prevalent in small town halls across New England. While the structure is eligible for inclusion on the State of New Hampshire historic register, the steps for placement have not been pursued. In part for this reason, Wunderlich-Malec does not recommend significant renovations to the second floor theater or entryway.

The first floor houses the Town administrative offices, including Tax Collector, Assessing, Finance, Building Department. A full kitchen serves the adjoining meeting room, and two recently renovated ADA-compliant toilet rooms are provided for use by the general public. Two existing archive vaults of fire rated construction are recommended to remain as currently utilized. The single mechanical room houses two oil-burning furnaces, one serving each floor. The electrical service enters the building on the first floor adjacent to the east entrance, and a Telecom closet is on the first floor adjacent to the mechanical room. The public corridors of the first floor also serve as queuing space for residents conducting business with the Town administrators.



The second floor consists of a vestibule and large public meeting space with elevated stage area, ADA compliant single-use toilet room, and an AV office supporting recording and broadcasting of meetings for local access television. Two storage rooms flank the stage at the south end of the room. Entry for the second floor is at the north end of the building, served by an accessible ramp connecting to the original covered stair landing. Field investigations indicate that this ramp is considerably longer than what is required by ADA; modifications to shorten



the ramp would provide additional accessible parking spaces.

Two stairways connect the first and second floor, however one (adjacent to the current Town Administrator's office) is in disrepair and unused. It is recommended that this stair be removed and the second floor opening be infilled to provide additional storage space adjacent to the stage on the second floor. The second stair- located in the north east corner of the building- is not code compliant and therefore cannot be considered as an egress or accessible path of travel. However, this stair is not required as an accessible means of egress due to existing construction type, allowable area and occupancy per the NH State Building Code (IBC 2018). It is strongly recommended that a complete Life Safety Code analysis be performed prior to commencing final design documents.

PROGRAM REQUIREMENTS

Wunderlich Malec met with the Town Administrator to identify the existing program, inefficiencies within each space, and projections of future staffing needs.

TOWN CLERK OFFICE

The Town Clerk office is expected to remain in the current location. Interacting with multiple residents on a daily basis, well planned and organized storage will contribute to more efficient processes and overall improved experiences between town employees and residents. The current two-window configuration will be expanded to three, including an ADA access height counter. The transaction windows are required to meet NH DOT standards for safety requirements, including fixed transparent shielding. Total staff accommodations will include three service counters as well as three workstations, providing the Town with flexibility for alternate work schedules for staff of varying functions.

Existing:

Square footage: 635 sf

Flooring: Carpet

Ceiling Height: 8'-2"

Ceiling Type: Painted Gypsum Wallboard

Wall Finish: Painted Gypsum Wallboard

Proposed:

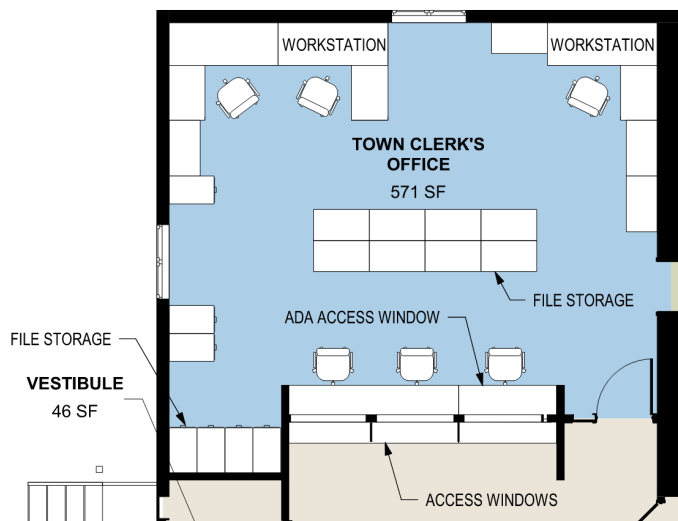
Square footage: 571 sf

Flooring: Carpet Tile

Ceiling Height: 9'-0"

Ceiling Type: Acoustical Ceiling Tile

Wall Finish: Gypsum Wallboard



PLANNING/BUILDING OFFICE

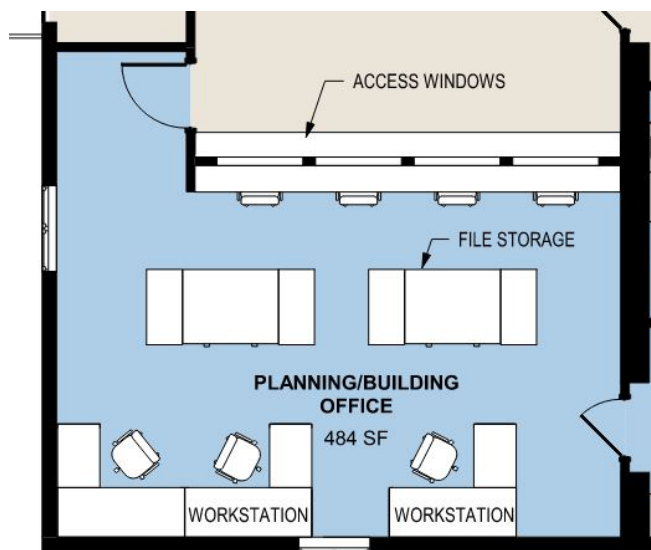
This open office houses three part-time employees with rotating schedules. The Zoning Board of Appeals (ZBA), the Assessor, and the Conservator. Three workstations are required to accommodate everyone being present on the same day. The staff members interact with the public and require transaction windows and file storage.

Existing:

Square footage: 591 sf
 Flooring: Carpet
 Ceiling Height: 8'-2"
 Ceiling Type: Painted Gypsum Wallboard
 Wall Finish: Painted Gypsum Wallboard

Proposed:

Square footage: 484 sf
 Flooring: Carpet Tile
 Ceiling Height: 9'-0"
 Ceiling Type: Acoustical Ceiling Tile
 Wall Finish: Painted Gypsum Wallboard



SELECTMEN'S OFFICE

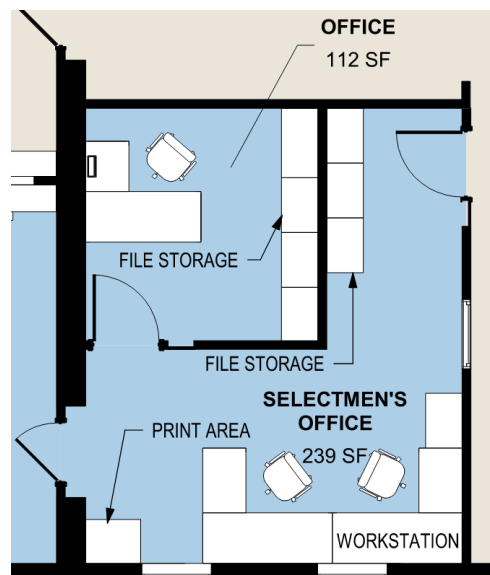
Providing accommodation for three staff members, the Selectmen's Office is accessible from the public corridor and is connected to the Building/ZBA/Assessor office area. The entry from the public corridor will include a transaction window allowing staff to maintain awareness of public interactions. The Town Administrator office is a private office within this space. Accommodations for storage filing cabinets are required.

Existing:

Square footage: 316 sf
 Flooring: Carpet
 Ceiling Height: 8'-2"
 Ceiling Type: Painted Gypsum Wallboard
 Wall Finish: Painted Gypsum Wallboard

Proposed:

Square footage: 239 sf
 Flooring: Carpet Tile
 Ceiling Height: 9'-0"
 Ceiling Type: Acoustical Ceiling Tile
 Wall Finish: Painted Gypsum Wallboard



FINANCE OFFICE

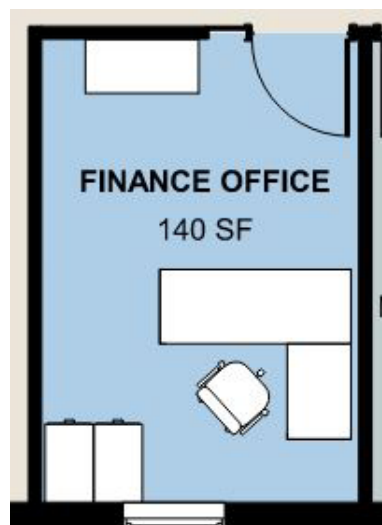
The Finance Office, currently located within the Building/ZBA/Assessor office area, has been identified as a function requiring separation from publicly accessible areas due to the sensitive nature of the activities and related documentation. A private office is to be provided, including accommodations for related file storage.

Existing:

- Square footage: N/A
- Flooring: N/A
- Ceiling Height: N/A
- Ceiling Type: N/A
- Wall Finish: N/A
- Notes: Finance Office is currently sharing space with Planning/Building Office.

Proposed:

- Square footage: 140 sf
- Flooring: Carpet Tile
- Ceiling Height: 9'-0"
- Ceiling Type: Acoustical Ceiling Tile
- Wall Finish: Painted Gypsum Wallboard



BREAK ROOM

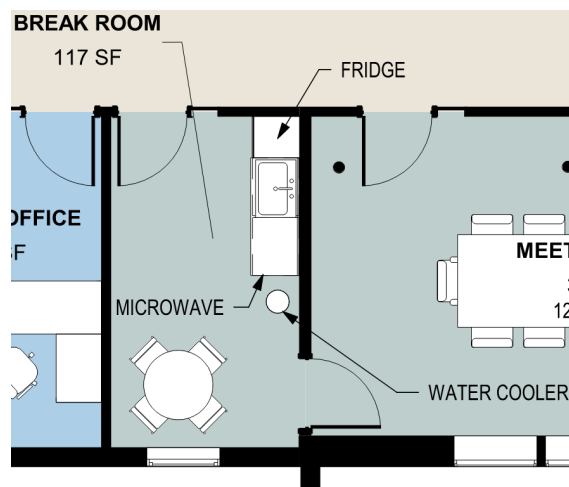
The current kitchen is oversized in relation to the intended staffing levels. For the short- and mid-term staff planning, the daily staff level of the building is expected to be approximately 10 people, given the alternating, part-time staff assignments. The proposed Break Room will include a short counter with sink and cabinets and space for a refrigerator and microwave oven.

Existing:

- Square footage: 260 sf
- Flooring: Carpet
- Ceiling Height: 10'-4"
- Ceiling Type: Painted Wood Laminate Panel
- Wall Finish: Painted Wood Laminate Panel
- Notes: Currently a kitchen.

Proposed:

- Square footage: 117 sf
- Flooring: Luxury Vinyl Tile
- Ceiling Height: 9'-0"
- Ceiling Type: Acoustical Ceiling Tile
- Wall Finish: Painted Gypsum Wallboard
- Notes: Converted to Break Room due to low need for kitchen.



MEETING ROOM

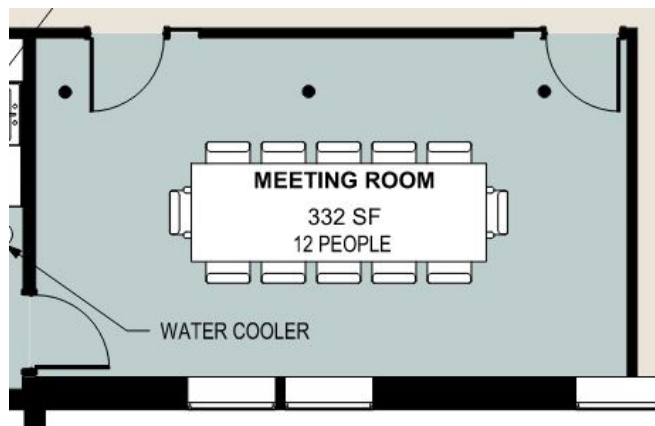
The Town has identified a need for additional meeting space, noting privacy as a primary concern. Currently the only locations for meetings are either in the public area adjacent to the kitchen or on the second floor within the large meeting hall. Option 1 includes conversion of a portion of the first floor public meeting area into a large conference room accommodating up to 12 people. Options 2 and 3 provide the opportunity for additional smaller and more private meeting rooms.

Existing:

Square footage: N/A
 Flooring: N/A
 Ceiling Height: N/A
 Ceiling Type: N/A
 Wall Finish: N/A
 Notes: Shared with a storage space.

Proposed:

Square footage: 332 sf
 Flooring: Carpet
 Ceiling Height: 8'-2"
 Ceiling Type: Painted Gypsum Wallboard
 Wall Finish: Painted Gypsum Wallboard
 Notes:



STORAGE ROOM

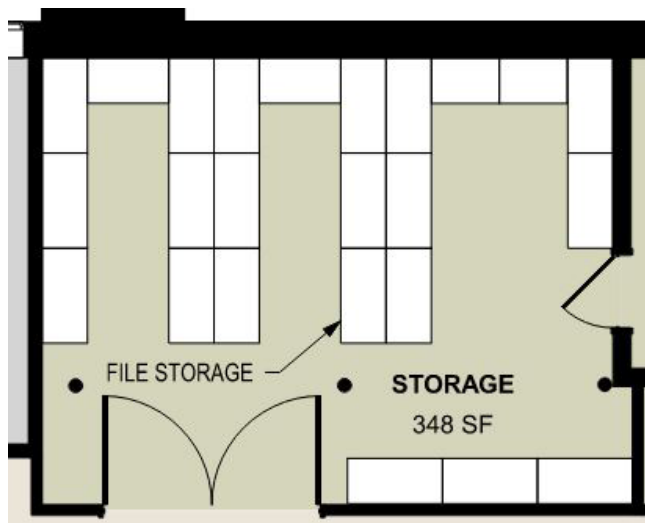
Considerations for storage include proximity to administrative functions and the need to maintain longer-term documentation. Frequently used and current documents will be stored within the administrative offices; new file cabinets will need to be closely coordinated with daily functions. Less frequently utilized documents can be stored in the new storage room located at the northwest corner of the building. The two fire-rated archive vaults will remain as existing.

Existing:

Square footage: N/A
 Flooring: Tile
 Ceiling Height: 10'-4"
 Ceiling Type: Wood Laminate Panel
 Wall Finish: Wood Laminate Panel
 Notes: Part of the existing Meeting Space

Proposed:

Square footage: 348 sf
 Flooring: Carpet Tile
 Ceiling Height: 9'-0"
 Ceiling Type: Acoustical Ceiling Tile
 Wall Finish: Painted Gypsum Wallboard



CORRIDOR

The first floor corridor is intended to be increased in width at the south end of the building to provide public queuing space at the Town Clerk and Building/ZBA/Assessor offices. At the north end of the building, the existing central corridor will be extended, providing access past the new conference and storage rooms to the existing stair in the northeast corner.

Existing:

Square footage: 711 sf

Flooring: Tile (may contain hazardous materials)

Ceiling Height: 10'-4", 8'-2"

Ceiling Type: Wood Laminate Panel, ACT

Wall Finish: Wood Laminate Panel, Painted Gypsum Wallboard

Proposed:

Square footage: 1076 sf

Flooring: Carpet Tile

Ceiling Height: 9'-0"

Ceiling Type: Acoustical Ceiling Tile

Wall Finish: Painted Gypsum Wallboard

TOILET ROOMS

The Town Hall has 3 toilet rooms with one ADA accessible toilet room located on the second floor. The developed Options 2 & 3 show gendered toilet rooms which can be replaced with unisex toilet room freeing up some square footage for storage, meeting rooms, or offices. The existing accessible toilet room could be re-purposed into storage or demolish to expand the stair to be code compliant. The re-purposing of the existing ADA toilet room is not incorporated in proposed Options.

Existing:

Square footage: 67 sf ea.

Flooring: Porcelain Tile

Ceiling Height: 7'-6"

Ceiling Type: ACT

Wall Finish: Painted Wood, Painted Gypsum Wallboard

Notes: The female toilet room has a baby changing station

Proposed:

Square footage: 65 sf

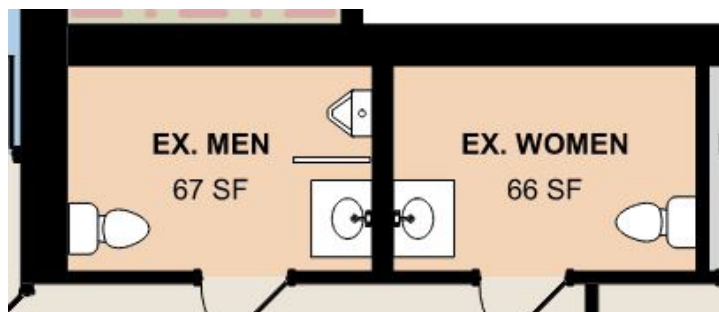
Flooring: Porcelain Tile

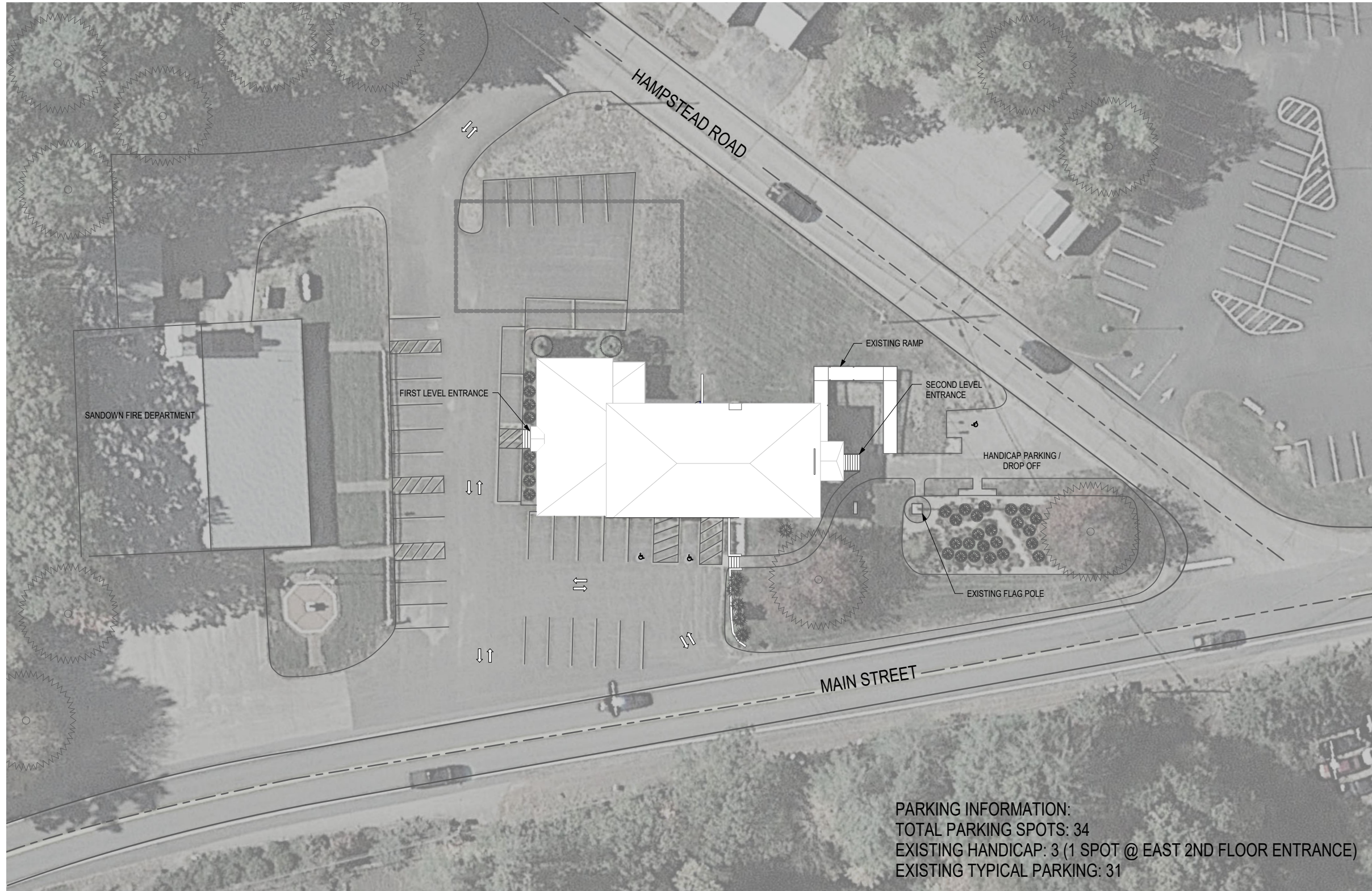
Ceiling Height: 9'-0"

Ceiling Type: Gypsum Board

Wall Finish: Paint & Ceramic Tile

Notes: Provide in Option 2 & 3





- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE



OPTION 1 RE-USE - PROPOSED FIRST LEVEL

- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



OPTION 2 SINGLE LEVEL ADDITION - PROPOSED SECOND LEVEL

- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



OPTION 3 TWO STORY ADDITION - PROPOSED FIRST LEVEL

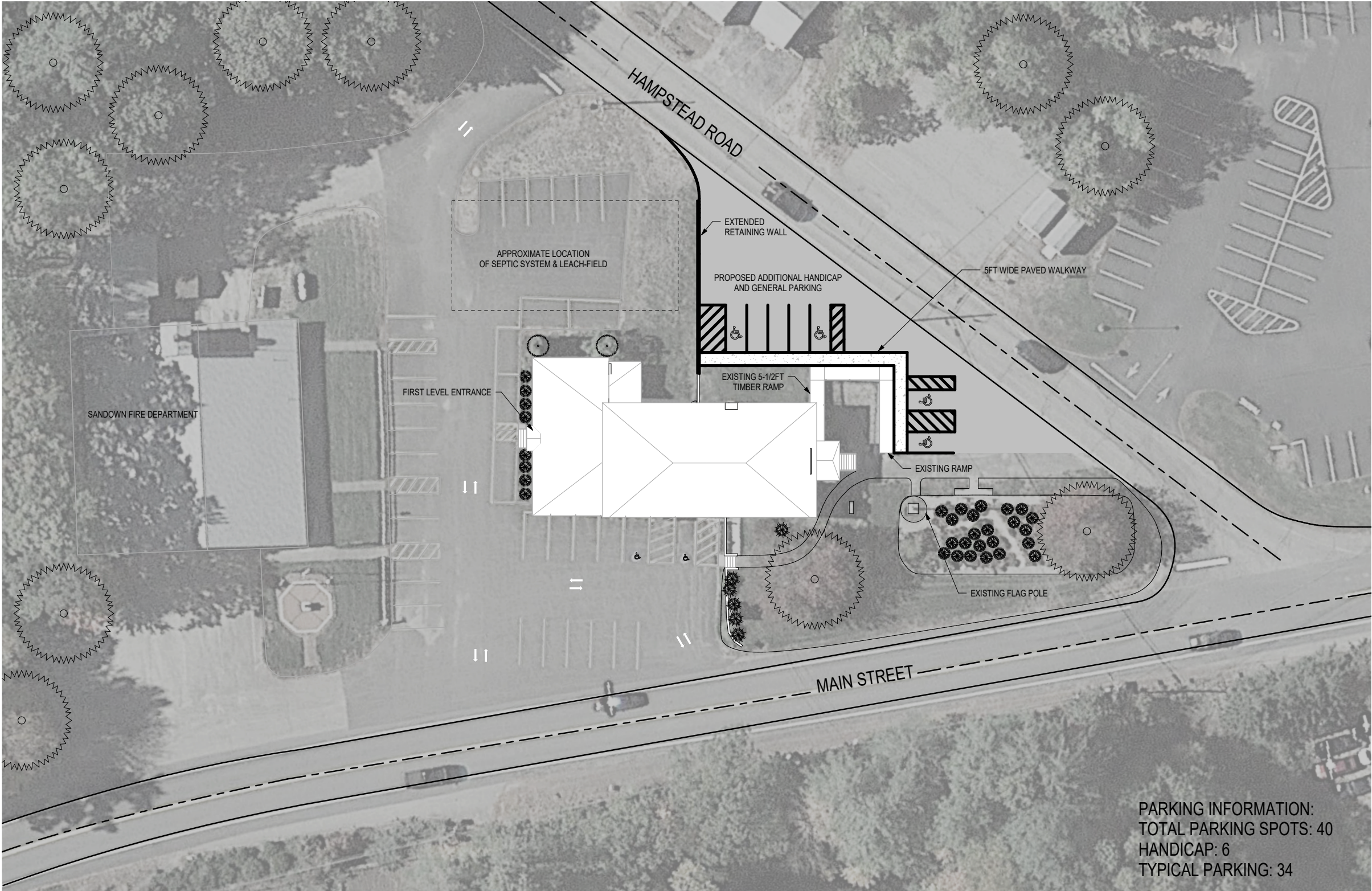


OPTION 3 TWO STORY ADDITION - PROPOSED SECOND LEVEL

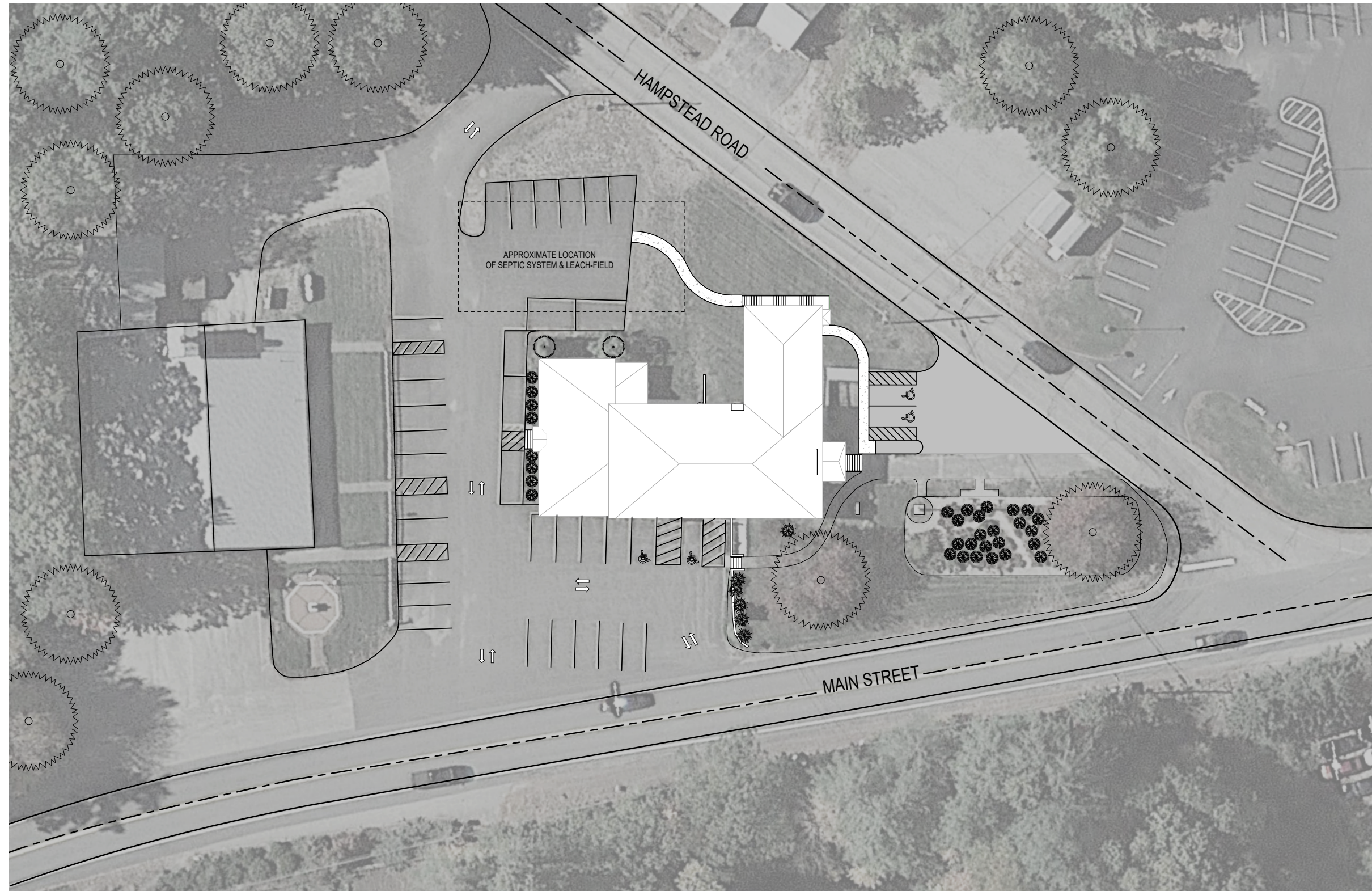
- CIRCULATION
- MEETING
- RESTROOMS
- STORAGE
- UTILITIES



OPTION A - PROPOSED SITE PLAN



OPTION B - PROPOSED SITE PLAN



4. Recommendations

Wunderlich-Malec recommends that all options included within this study are thoroughly reviewed comparing the immediate needs of the town against longer range future projections. The options included within this study are intended to address the needs projected in the 5-10 year range as stated by the Town. It is possible that funding new greenfield site in the present may be fiscally preferable to funding a short term solution and then a long-term solution within ten years. Refer to the Cost Estimate in Section 5 for cost comparisons.

With the steadily increasing Town population and evolution of how municipalities interact with residents and taxpayers, alterations to the existing Town Hall are an immediate necessity. Each option included has distinct benefits, and range from the lower cost of Option 1 interior renovations to a full 2-story addition complete with upgraded enclosed stairs and accessible elevator within Option 3. It is anticipated that all three options satisfy the requirements for ARPA funding.

- Option 1 is the most cost effective
- Option 2 is a more cost effective alternative to option 3
- Option 3 will give the building the most longevity before the next upgrade.

OPTION 1 - RE-USE

Option 1 focuses within the existing building envelope to maximize the use of the current spaces with the efficiency of lower costs. Overall, the layout of the existing administrative offices in relation to one another serves the Town well. The general consensus is that staff functions should be concentrated as much as possible while less-used functions, such as the Break Room, Conference Room and Storage can be consolidated in a separate area. The study team explored ways in which the interaction between staff and residents could be enhanced while concentrating on keeping the existing functions largely intact.

The current full-service kitchen is under-utilized and is proposed to be converted into a smaller break room. The remainder of the current kitchen area will be converted to house the Finance Office. The large open room adjacent to the kitchen is divided into storage and conference room functions with central circulation connecting the existing stair with the main corridor system serving the administrative areas. Given that the existing toilet rooms have been recently renovated and are ADA-compliant, no work is recommended for these rooms.

This option proposes only interior work which keeps costs to a minimum. The other two options, require an expansion to the building footprint, which will be much more costly. The first option is the most cost effective and can leave some budget left for new parking or for future endeavors. This is a good option as a stop gap before an expansion is required or moving to a new facility.

MECHANICAL

For the Re-Use option Wunderlich-Malec recommends that the first-floor furnace and ducting be removed, rerouted, and replaced. Existing through-window air conditioner units should be removed and whole-building air conditioning added to the first level for occupant comfort. This will allow for an energy efficient mechanical system which meets the new program and loads of the facility. This will also allow for a more thoughtfully routed and aesthetically pleasing system and ceiling design.



4. Recommendations

Recommended Demolition Scope of Work:

- The removal of the existing furnace serving the first floor; cap existing fuel oil supply and return piping for new unit and remove house keeping pad/ support. The second floor furnace is to remain.
- Remove existing ductwork (with terminal units), including but not limited to: Supply, Return, Outside Air, and Exhaust.

Recommended New Scope of Work:

- Installing new HVAC Unit, to serve the remodeled first floor, unit will consist of the following components:
 - Fuel Oil heating Component – 250,000 BTUH
 - Dx Cooling Coil with remote condenser – 10 Tons
 - Supply Fan – 4,600 cfm / Return Fan 3,900 cfm / Outside Air 700 cfm
 - Stand-alone control module
 - Reconnect existing Fuel Oil Piping (Supply and Return) to new unit,
 - Provide Dx piping (liquid and vapor) to remote, exterior mounted condensing unit, provide house keeping pad for condensing unit
 - Install new house keeping unit / pad in mechanical room
 - Provide condensate drain trap (off cooling coil) and run to floor drain
- Provide new exhaust fans:
 - Toilet Room w/ IT Closet and Vault – 400 cfm
 - Kitchen w/ Archives – 300 cfm
- Provide new electric cabinet unit heater for Vestibule
- Provide supply air distribution ductwork with return air.
 - Vestibule – 100 cfm
 - Town Clerk's Office - 750 cfm
 - Service Area – 560 cfm
 - Planning / Building Office – 630 cfm
 - Men's toilet – Exhaust
 - Women's toilet – Exhaust
 - IT Closet & Vault – Exhaust
 - Office – 150 cfm
 - Selectmen's office – 240 cfm
 - Corridor – 1,140 cfm
 - Finance office – 180 cfm
 - Kitchen – Exhaust
 - Mechanical Room – Exhaust
 - Meeting Room – 600 cfm
 - Storage – 350 cfm
- Provide Electric Reheat Coils for the following areas
 - Town Clerk Office, Service Area and Planning Office – 20 kw
 - Meeting Room – 6 kw
 - Provide T-stat controller

Note 1: Provide Outside Air Louver in exterior Wall

Note 2: Provide insulation for Supply Air, Return Air and Outside Air



ELECTRICAL

The Re-Use option allows for the upgrade to LED lighting and provides additional power to the new mechanical system. This also allows for the expansion of power to the existing electrical panel for future growth.

Recommended Demolition Scope of Work:

- Disconnect Power to existing Furnace, serving the First Floor for removal by Mechanical.
- Disconnect and remove lighting, lighting controls, general-purpose receptacles and furniture power in the following rooms on the first floor: Vestibule, Corridor, Both Open Offices, selectmen's Office, kitchen, meeting room.

Recommended New Scope of Work:

- Provide New 120/240V Panelboard in existing Mechanical Room.
- Provide New Disconnect Switch and Power for new HVAC Unit and remote condenser unit, to serve the remodeled first Floor.
- Provide Power to New Electric Cabinet Unit Heater for Vestibule
- Provide Power to New Electric Reheat Coils for the following areas:
 - Town Clerk Office, Service Area and Planning Office – 20 kw
 - Meeting Room – 6 kw
- Provide New LED lighting, lighting controls, general-purpose receptacles and furniture power in the following rooms on the first floor: Vestibule, Corridors, Town Clerk's Office, Planning/Building Office, Selectmen's Offices, Finance Office, Break Room, Meeting Room, File Storage Room.

Pros:

- Budget-friendly
- Optimized floor plan
- Improved circulation
- New break room
- New meeting room
- Upgraded storage

Cons:

- No improvements to accessible egress
- No improvements to accessible access to second floor

OPTION 2 - SINGLE LEVEL ADDITION

Option 2 builds upon the proposed renovations within Option 1 and provides additional floor space within a single-story addition at the northwest corner of the second floor. This expansion includes two ADA-compliant toilet rooms serving the meeting hall, a meeting room, office, and ADA-compliant egress to the upper level parking area on Hampstead Road. A small utility room will be required to house mechanical and electrical equipment serving the addition.

MECHANICAL

The existing mechanical room is not located to efficiently supply heat or air conditioning to the addition without significant disruption and alteration to the existing vintage meeting hall. Therefore an separate mechanical/electrical room is included to support the new space.

Recommended Demolition Scope of Work – Same as Option 1

Recommended New Scope of Work - Provide Option 1 list plus below

- Install new HVAC Unit, to serve the new addition and existing first level, unit will consist of the following components:



4. Recommendations

Second Floor Addition

- Fuel Oil heating Component – 100,000 BTUH
- Dx Cooling Coil with remote condenser – 4 Tons
- Supply Fan – 1,200 cfm / Return Fan 700 cfm / Outside Air 500 cfm
- New Exhaust Fans
 - Toilet Room w/ Electrical Closet – 250 cfm
- Supply Air Distribution Ductwork with Return Air
- Second Floor Addition
 - Meeting Room – 300 cfm
 - Storage – 50 cfm
 - Men's Toilet – Exhaust
 - Women's Toilet - Exhaust
 - Electrical Closet – Exhaust
 - Corridor – 200 cfm
 - Vestibule – 50 cfm

Note 1: Provide Outside Air Louver in exterior Wall

Note 2: Provide insulation for Supply Air, Return Air and Outside Air

ELECTRICAL

Recommended Demolition Scope of Work – Same as Option 1

Recommended New Scope of Work - provide Option 1 list plus below

- Provide (2) New 120/240V Panelboards for new Building Addition served by (1) new pole mounted transformer. (New Panelboard for option 1 in existing first floor Mechanical Room for existing building modifications would be fed from the same pole mounted transformer.)
 - (1) New 120/240V Panelboards in new first floor Electrical Closet, is for lighting and general-purpose loads.
 - (1) New 120/240V Panelboard in new Second Floor Electrical Closet for lighting and general purpose loads.
- Provide New Disconnect Switch and Power for new HVAC Unit and remote condenser unit to serve the remodeled first floor and new addition.
- Provide New Motor Stater Switch and Power to (2) New Exhaust Fans for the following area:
 - Toilet Room w/ IT Closet and Vault
 - Kitchen w/ Archives
 - Toilet Room w/ Electrical Closet - 250 cfm
- Provide Power to new Electric Reheat Coils for the following areas
 - Office – 5 kw
 - Meeting Room – 5kw
- Provide LED outdoor/landscape lighting for new building addition.

Pros:

- New bathrooms
- New meeting room
- New storage
- New accessible egress to second floor
- New office

Cons:

- New foundation - cost increase
- New mechanical / electrical - cost increase
- New office far from existing offices
- Does not address accessible circulation between first and second floors.



OPTION 3 - TWO STORY ADDITION

This Option provides a two story addition to the east side of the buildings, which provides the most usable square footage for future growth and making the facility accessible. The addition includes (2) toilet rooms, elevator, (3) storage rooms, meeting room, (3) offices, electrical, and mechanical room. This option provides the most adaptable additional space/ program for the projected staffing and community requirements for Sandown. This option maintains a similar amount of earth and site work as Option 2 along with additional usable space.

The inclusion of an elevator accommodates the existing accessible parking at the main parking lot by providing an accessible path between the first and second level. The elevator solves one of the most problematic issues with the existing Town Hall. There are multiple elevator types which can be utilized in this facility, Wunderlich Malec recommends installing a Machine Room Less Elevator (MRL). A MRL elevators utilize a gear-less traction machine located in the hoistway, this type of elevator requires a smaller foot print and is more cost effective than a machine room type elevator. This is the most expensive component of this option which is reflected in the cost estimate.

MECHANICAL

This addition requires the existing MEP to be updated and expanded to support the addition. An added mechanical room can allow for any new MEP equipment to be installed to service the new addition. The addition of outfitting each room with MEP is a necessary but substantial cost increase to the option.

Demolition Scope of Work – Same as Option 1

New Scope of Work - Provide Option 1 & 2 list plus below

- New Exhaust Fans
 - Elevator Room w/ Electrical Closet – 250 cfm
- New Electric Cabinet Unit Heater for Stairway
- Supply Air Distribution Ductwork with Return Air
 - First Floor
 - Office – 100 cfm
 - Office – 100 cfm
 - Office – 100 cfm
 - Elevator Equipment Room – Exhaust
 - Electrical Closet – Exhaust
 - Mechanical Room – Exhaust
 - Corridor – 300 cfm
 - Provide Electric Reheat Coils for the following areas
 - Office's (3) – 5 kw
 - Meeting Room – 5kw
 - Provide T-stat controller
 - Provide Sump inside the Elevator Mechanical Room
 - Provide Floor Drain inside Mechanical Room

Note 1: Provide Outside Air Louver in exterior Wall

Note 2: Provide insulation for Supply Air, Return Air and Outside Air



ELECTRICAL

Demolition Scope of Work - Same as Option 1

New Scope of Work - Provide Option 1 & 2 list plus below

- Provide (1) New 120/240V Panelboards in new first floor Electrical Closet, one new panel for mechanical loads and elevator.
- Provide New Disconnect Switch and Power for new HVAC Unit and remote condenser unit to serve new addition, both First and Second Floors
- Provide New Motor Starter Switch and Power to (2) New Exhaust Fans for the following area:
 - Toilet Room w/ IT Closet and Vault
 - Kitchen w/ Archives
- Provide Power to New Electric Cabinet Unit Heater for Vestibule and Stairway
- Provide Power to new Electric Reheat Coils for the following areas
 - Office's (3) – 5 kw
 - Meeting Room – 5kw
- Provide Power to Elevator and Sump inside the Elevator Mechanical Room
- Provide New LED lighting, lighting controls, general-purpose receptacles and furniture power in the new building addition.
- Provide LED outdoor/landscape lighting for new building addition.

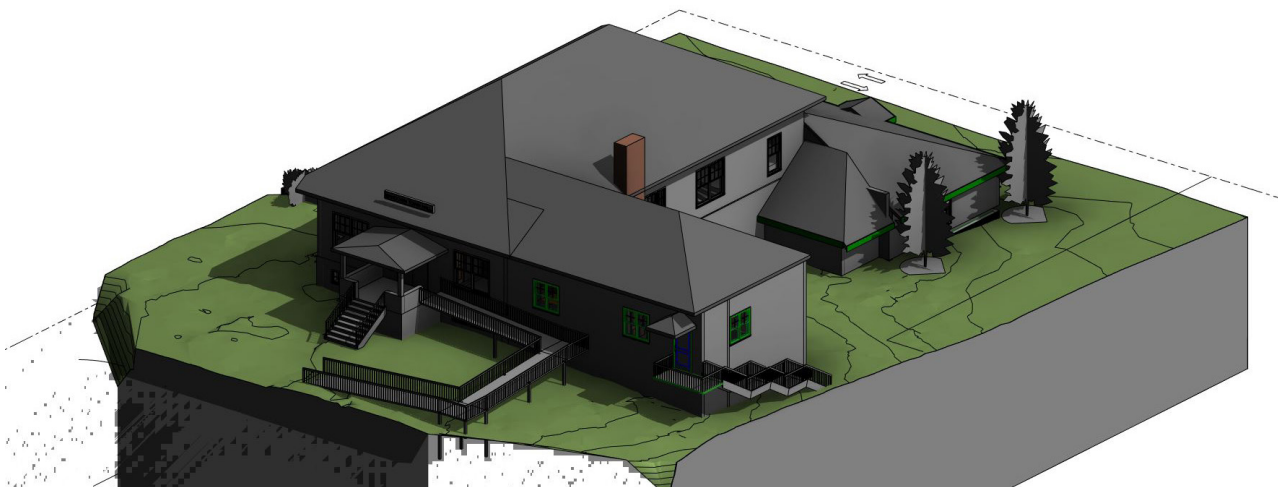
This option is recommended if the current budget can support the cost as there will be less of a need for future expansions past this study when compared to the other two options.

Pros:

- New bathrooms
- New meeting room
- New storage
- New mechanical/electrical room
- New accessible egress to second floor
- New office

Cons:

- New foundation - cost increase
- New mechanical / electrical - cost increase
- New office far from existing offices



ADDITIONAL RECOMMENDATIONS

CODE ANALYSIS & LIFE SAFETY PLANS

The code analysis and life safety plans identify any areas which require additional updates to meet building code requirements. This also identifies construction features which is required to be included in any renovation or addition such as fire ratings, egress, construction type, fire protection, buildable area limits, etc.

SITE SURVEY

A site survey is the examination of the building location which identifies the legal description of property, property lines, site utilities, easements & setbacks, overhead lines, other buildings & structures, contour lines, natural features, etc. This is required for any project which includes site work. A site survey is conducted by a professional Land Surveyor and is separate from the design fees.

GEOTECHNICAL REPORT

Geotechnical investigations obtains information on the physical properties of soil earthworks. The investigations include soil borings with soil analysis, which uncovers any good to poor soil existing conditions. The Geotechnical report provides recommendations of foundations for proposed structures and for repairs of distress to earthworks and structures caused by subsurface conditions. This is required for any project which includes site work. A geotechnical report is completed by a geotechnical engineer and is separate from the design fees.

FACILITY ASSESSMENT

A Facility Assessment provides a comprehensive picture of the physical conditions and the functional performance of the existing building and infrastructure. This is conducted by meeting with maintenance, IT, & staff, and performing site observations. Identifying building infrastructure which requires repair or upgrades. This assessment is part of the pre-design phase and is conducted by an Architect, Electrical Engineer, Mechanical Engineer, and Structural Engineer.

ASBESTOS INSPECTION & TESTING

A facility of this age should have the building inspected and tested for asbestos. Asbestos was commonly used as an adhesive for the style of flooring present. In order to confirm if asbestos is present an inspection and test needs to be conducted. With the removal and replacement of mechanical systems, the existing insulation surrounding duct work should be tested for asbestos.

These Engineer Opinions of Probable Cost (EOPC) for the three proposed options have been developed on a cost-per-square-foot basis using published examples of industry pricing per ENR Square Foot Costbook, 2023 Edition consistent with similar building uses. These EOPCs represent approximate costs and not formal line item estimates. They do, however, provide a starting point for comparing the different options and each individual options benefits to its costs. There is additional site work recommended for each option, for which EOPCs have been broken out separately. The site work EOPC should be considered in tandem with the interior work for a more complete picture of overall project costs. For Option A the work includes enlarging the north lot and allocating additional spaces for handicap parking. The site work for Options B include repainting the existing lot to allocate spaces for handicap parking and replacing the existing ramp to the second floor to provide expanded accessible parking access.

As this is a Cost Per Square Foot Opinion of Probable Cost, certain additional factors should be considered as additional "soft costs" such as:

- Design fees (ranging from 9 to 12% of construction cost)
- Permitting
- Hazardous materials testing and abatement
- Survey and Land costs
- Geotechnical Report
- Furniture, Fixtures and Equipment (FF&E)

The exploration of the feasibility of a new Town Hall facility is not included within Wunderlich-Malec's scope of work. However, as an aid for the Town to determine the best course of action, we have utilized the same industry cost information to develop an Opinion of Probable Cost of \$470 per square foot for a new Town Hall facility. This EOPC can be used to calculate the cost comparisons of a new facility (of varying size) to the options included within this report.

Design and engineering consulting fees are an additional cost beyond the construction costs estimated below. Consulting fees for standard services should be expected to be 10% of the construction cost. Additional consulting fees not considered standard can include advanced geotechnical analysis and septic system design modifications, however, it is not possible to determine these costs- if needed- until further in the design process.

COST ESTIMATE SUMMARY - OPTION 1 RE-USE

Cost (\$)/ SF: \$218.48 - First Floor Renovation

* Replacement of all windows on First Level is included in SF cost

** Bathrooms and Vault are not included in square footage

SF BY LEVEL OF CONSTRUCTION

First Level Renovation	3,929 SF
Cost per Square foot	\$218.48
<hr/>	
Construction Cost	\$858,500.00
Contingency (+30%)	\$257,500.00
<hr/>	
Total Construction Costs	\$1,116,000.00



COST ESTIMATE SUMMARY - OPTION 2 SINGLE LEVEL ADDITION

Cost (\$)/ SF: \$218.48 - First Floor Renovation
 Cost (\$)/ SF: \$348.76 - New Expansion
 Cost (\$)/ SF: \$1,538,160.00/ 4,860 SF = \$316.49 - Overall

SF BY LEVEL OF CONSTRUCTION

First Level Renovation	3,929 SF
Cost per Square foot	\$218.48
Renovation Construction Cost	\$858,500.00
New Expansion	931 SF
Cost per Square foot	\$348.76
New Expansion Construction Cost	\$324,700.00
Construction Cost	\$1,183,200.00
Contingency (+30%)	\$354,960.00
Total Construction Costs	\$1,538,160.00

COST ESTIMATE SUMMARY - OPTION 3 TWO STORY ADDITION

Cost (\$)/ SF: \$218.48 - First Floor Renovation
 Cost (\$)/ SF: \$464.28 - Addition
 Cost (\$)/ SF: \$2,239,900.00 / 5,791 SF = \$386.79 - Overall

SF BY LEVEL OF CONSTRUCTION

First Level Renovation	3,929 SF
Cost per Square foot	\$218.48
Renovation Construction Cost	\$858,500.00
Addition	1,862 SF
Cost per Square foot	\$464.28
New Expansion Construction Cost	\$864,500.00
Construction Cost	\$1,723,000.00
Contingency (+30%)	\$516,900.00
Total Construction Costs	\$2,239,900.00



COST ESTIMATE SUMMARY - SITE WORK OPTION A

Average Cost	\$85,100.00
Contingency (+30%)	\$25,530.00
Total Construction Costs	\$110,630.00

COST ESTIMATE SUMMARY - SITE WORK OPTION B

Average Cost	\$38,304.10
Contingency (+30%)	\$11,491.23
Total Construction Costs	\$49,795.33

DRAWINGS

SANDOWN TOWN HALL FEASIBILITY STUDY

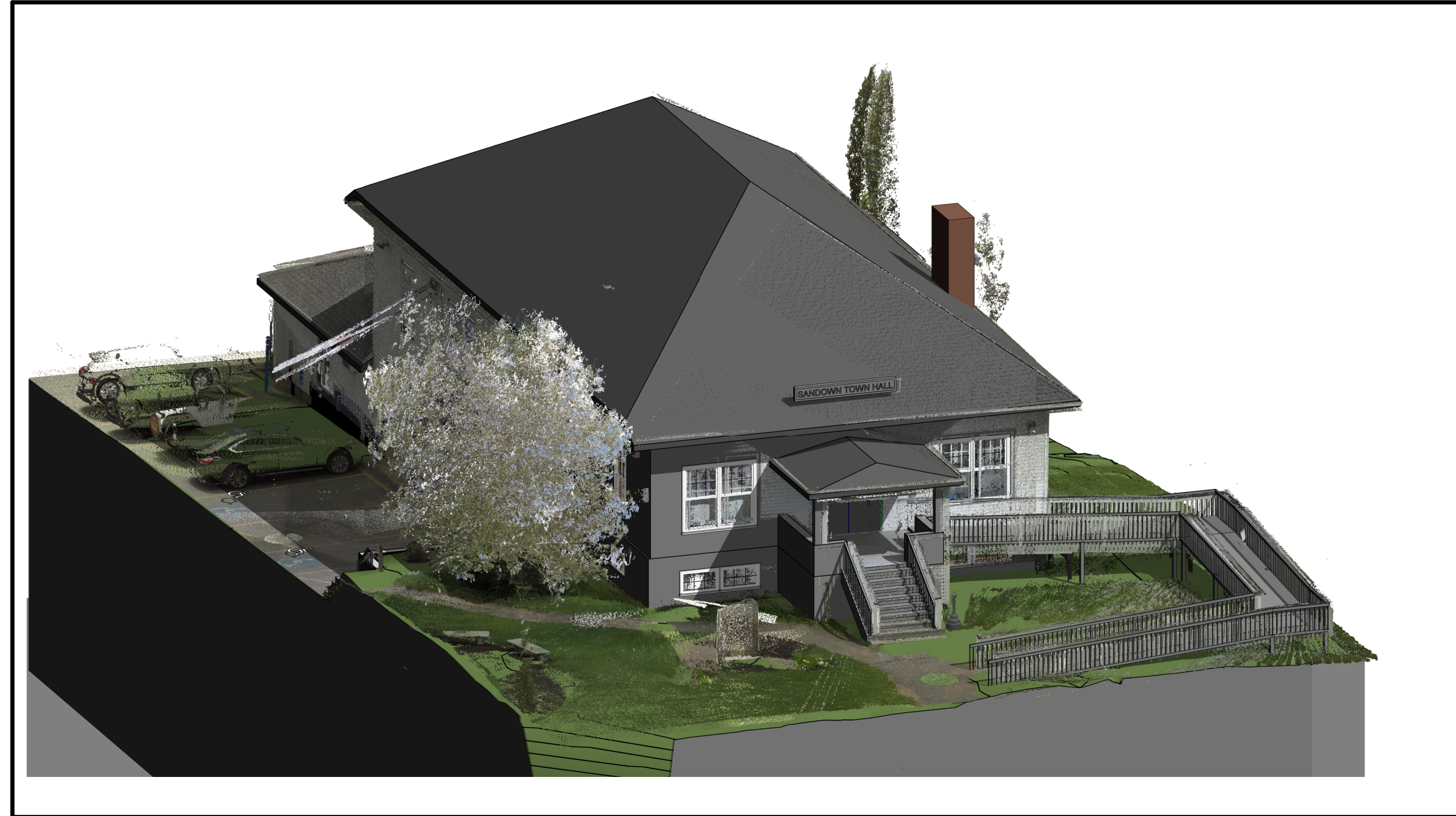
TOWN OF SANDOWN, NH 03873

FEASIBILITY

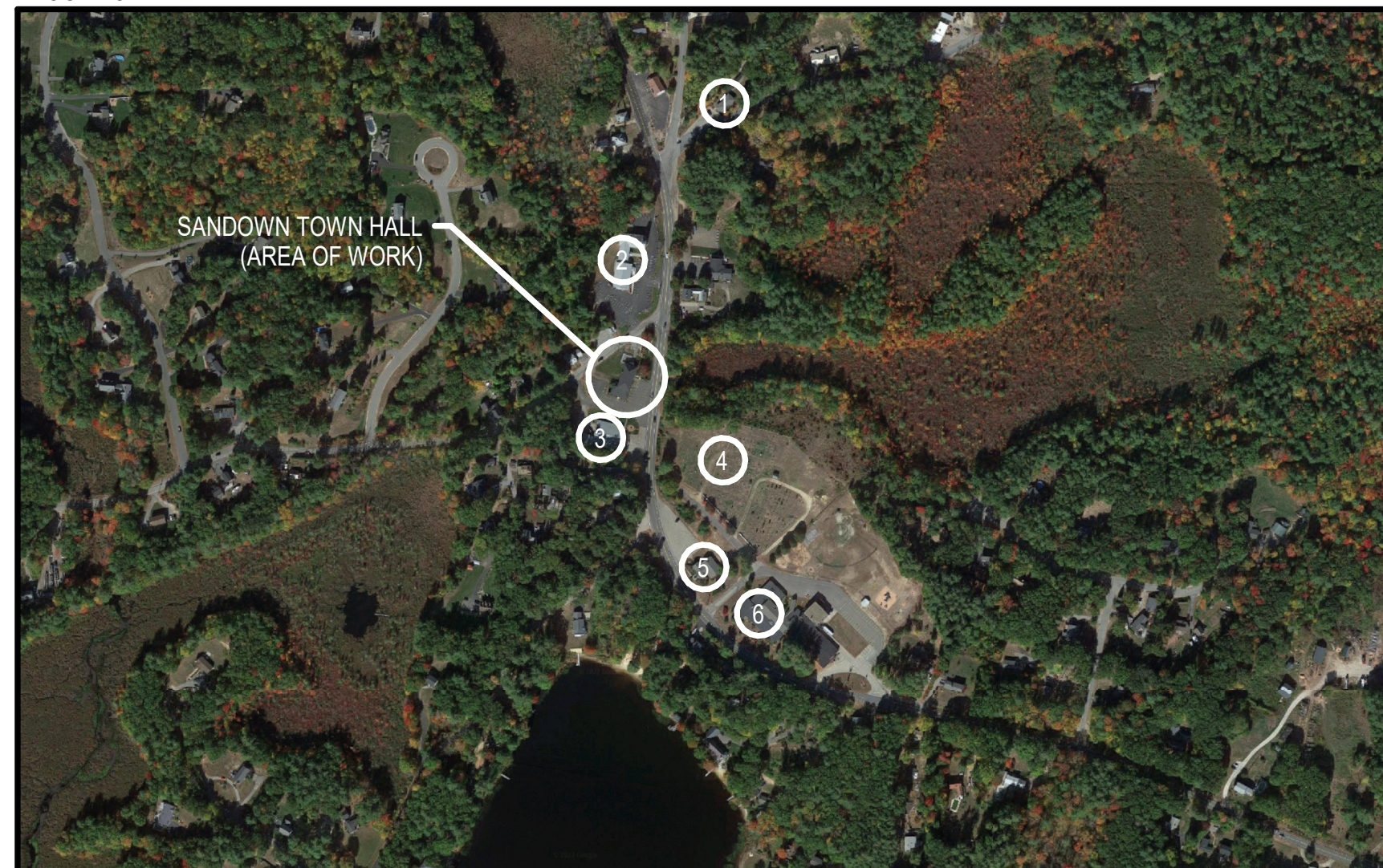
JULY 2022

SHEET LIST		
PAGE NUMBER	SHEET NUMBER	SHEET NAME
	<varies>	<varies>
1	G-001	COVER SHEET
2	C-101	WORK IDENTIFICATION PLAN
3	C-102	EXISTING CONDITION SITE PLAN
5	C-105	PROPOSED SITE PLAN - OPTION B
7	C-103	PROPOSED SITE PLAN - OPTION A
8	A-101	FIRST FLOOR EXISTING CONDITIONS
9	A-102	SECOND FLOOR PLAN EXISTING CONDITIONS
10	A-105	PROPOSED FIRST FLOOR PLAN - OPTION 3
12	A-106	PROPOSED SECOND FLOOR PLAN - OPTION 3
14	A-103	PROPOSED FIRST FLOOR PLAN - OPTION 1

RENDERING:



LOCATION PLAN:



1. SANDOWN HISTORICAL SOCIETY. 2. SANDOWN ROCK CHURCH. 3. SANDOWN FIRE DEPARTMENT.
 4. CEMETERY. 5. SANDOWN PUBLIC LIBRARY. 6. SANDOWN CENTRAL SCHOOL.

A/E:



WUNDERLICH-MALEC / AECm ENGINEERING
 13 WATER STREET
 NEWMARKET, NH 03857
 (603) 200-0096

CLIENT:



TOWN OF SANDOWN
 320 MAIN STREET
 SANDOWN, NH 03873
 (603) 887-3646

DATE	DESCRIPTION	SYM	CS	APPR
09/22/2022	FEASIBILITY STUDY DRAWING PACKAGE	1		

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KEY PLAN

SHEET NAME
 COVER SHEET

PROJECT TITLE
SANDOWN TOWN HALL FEASIBILITY STUDY

ARCHITECT/ENGINEER FIRM
WUNDERLICH-MALEC ENGINEERING
 13 WATER STREET
 NEWMARKET, NH 03857
 WWW.WMENG.COM | 603-200-0096

CLIENT
TOWN OF SANDOWN
 LYANNE BLAISDELL
 320 MAIN STREET
 SANDOWN, NH 03873

SCALE	
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PROJECT PHASE	DATE ISSUED
FEASIBILITY	09/22/2022
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ND	CS
PROJECT NO.	DRAWING NO.
22002	G-001

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EXISTING CONDITIONS SITE PLAN

SCALE: 1" = 50'-0"

GRAPHIC SCALE(S)



1	FEASIBILITY STUDY DRAWING PACKAGE	09/22/2022	CS
	SYM	DATE	APPR

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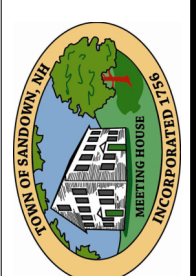
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WORK IDENTIFICATION PLAN

PROJECT TITLE
SANDOWN TOWN HALL FEASIBILITY STUDY

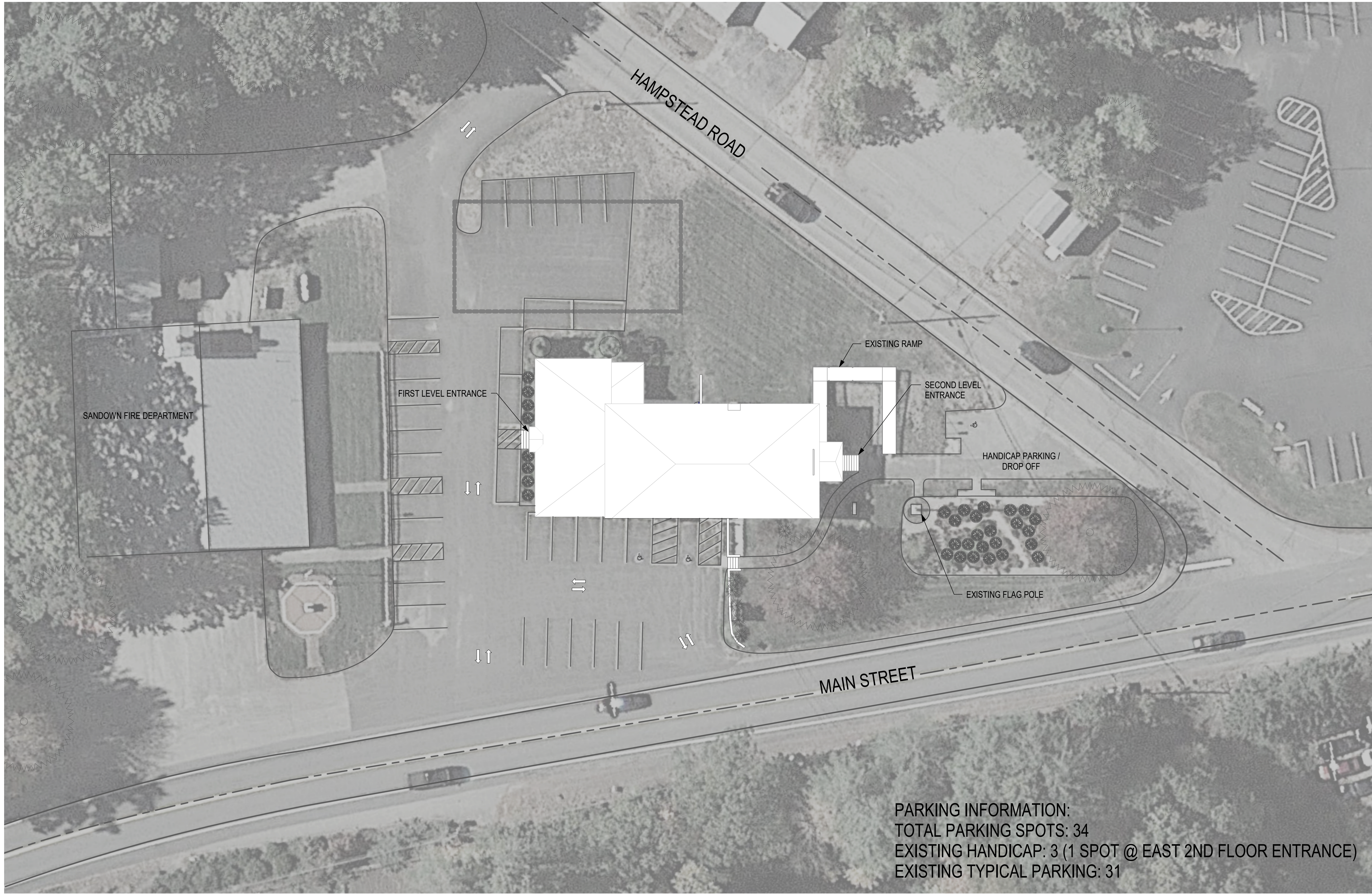
ARCHITECT/ENGINEER FIRM
WUNDERLICH-MALEC ENGINEERING
13 WATER STREET, NE
NEW MARKET, NH 03857
WWW.WMEENG.COM | 603-200-0096

CLIENT
TOWN OF SANDOWN
LYNNE BLAISDELL
320 MAIN STREET
SANDOWN, NH 03873

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PROJECT NO.: 22002	DRAWING NO.: C-101

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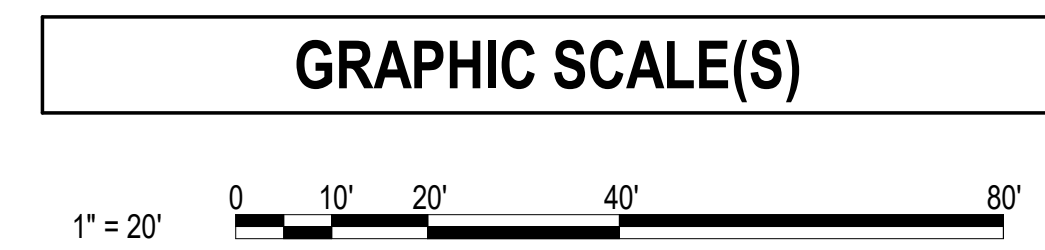


PARKING INFORMATION:
 TOTAL PARKING SPOTS: 34
 EXISTING HANDICAP: 3 (1 SPOT @ EAST 2ND FLOOR ENTRANCE)
 EXISTING TYPICAL PARKING: 31



ENLARGED EXISTING CONDITIONS SITE PLAN

SCALE: 1" = 20'-0"



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SHEET NAME									
EXISTING CONDITION SITE PLAN									
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ARCHITECT/ENGINEER FIRM		WUNDERLICH-MALEC ENGINEERING							
CLIENT		TOWN OF SANDOWN							
PROJECT NO.		22002							
DRAWING NO.		C-102							
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DATE ISSUED		09/22/2022							
DRAWN BY		TH							
REVIEWED BY		CS							

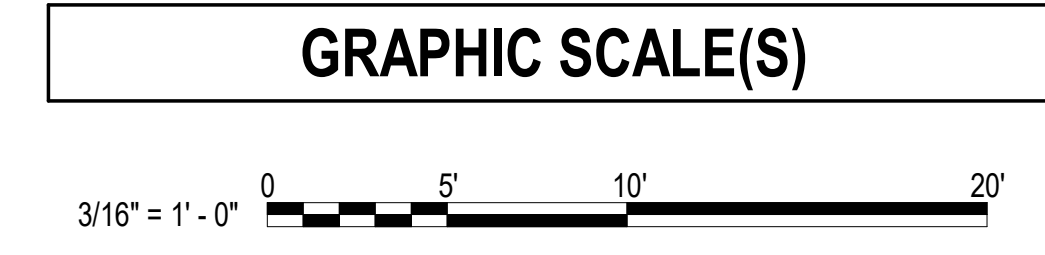
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- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



1 EXISTING FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"



SYM	DESCRIPTION	DATE	CS	APPR
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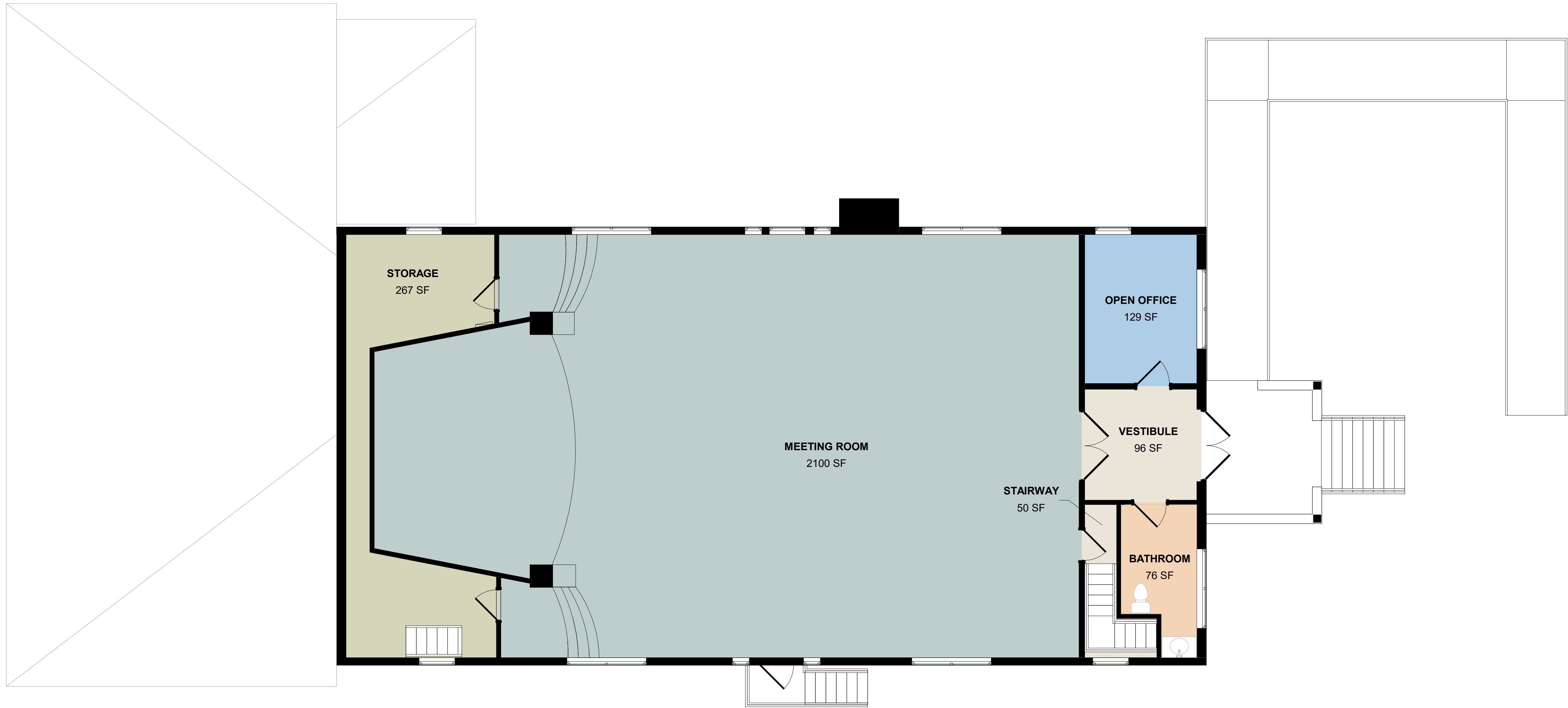
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FIRST FLOOR
EXISTING CONDITIONS

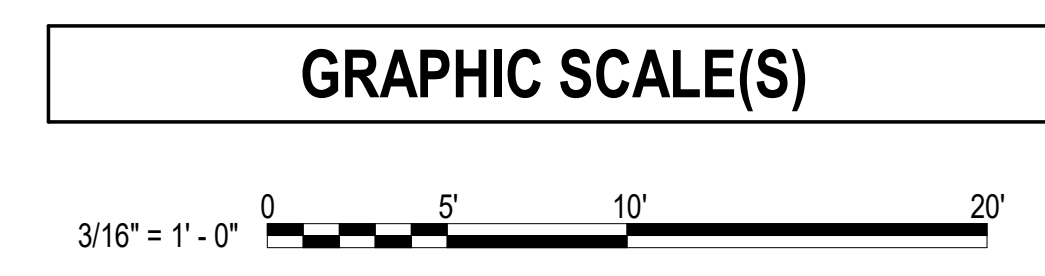
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<small>PROJECT PHASE</small> FEASIBILITY	<small>DATE ISSUED</small> 09/22/2022
<small>DRAWN BY</small> ND	<small>REVIEWED BY</small> CS
<small>PROJECT NO.</small> 22002	<small>DRAWING NO.</small> A-101

- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE



1 EXISTING SECOND FLOOR PLAN
SCALE: 3/16" = 1'-0"



1	FEASIBILITY STUDY DRAWING PACKAGE	09/22/2022	CS
		DATE	APPR

PRELIMINARY
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KEY PLAN

SECOND FLOOR PLAN
EXISTING CONDITIONS

PROJECT TITLE
SANDOWN TOWN HALL FEASIBILITY STUDY

ARCHITECT/ENGINEER FIRM
320 MAIN STREET
WUNDERLICH-MALEC ENGINEERING
13 WATER STREET, 3RD FLOOR
NEW MARKET, NH 03857
WWW.WMENG.COM | 603-200-0096

CLIENT
TOWN OF SANDOWN
LYNNE BLAISDELL
320 MAIN STREET
SANDOWN, NH 03873

SCALE AS SHOWN	
PROJECT PHASE FEASIBILITY	DATE ISSUED 09/22/2022
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PROJECT NO. 22002	DRAWING NO. A-102

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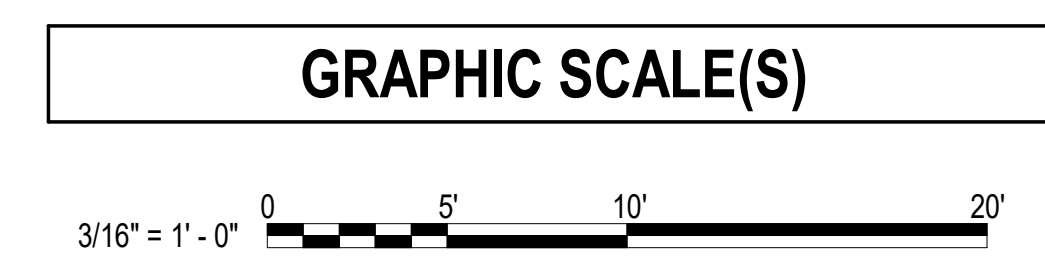
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- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



1 PROPOSED FIRST FLOOR PLAN - OPTION 1
 SCALE: 3/16" = 1'-0"



CS	APPR
09/22/2022	DATE
1	FEASIBILITY STUDY DRAWING PACKAGE
	DESCRIPTION
	SYM

PRELIMINARY
 NOT FOR CONSTRUCTION

KEY PLAN

SHEET NAME

PROPOSED FIRST FLOOR PLAN - OPTION 1

PROJECT TITLE
 SANDOWN TOWN HALL FEASIBILITY STUDY

ARCHITECT/ENGINEER FIRM
 WUNDERLICH-MALEC ENGINEERING
 13 WATER STREET, SUITE 103
 NEW MARKET NEIGHBORHOOD
 WWW.WMENG.COM | 603-200-0096

CLIENT
 TOWN OF SANDOWN
 LYNEE BLAISDELL
 320 MAIN STREET
 SANDOWN, NH 03873

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FEASIBILITY	09/22/2022	FEASIBILITY	09/22/2022
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ND	CS	ND	CS
PROJECT NO.	DRAWING NO.	PROJECT NO.	DRAWING NO.
22002	A-103	22002	A-103

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- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



1 PROPOSED SECOND FLOOR PLAN - OPTION 2
SCALE: 3/16" = 1'-0"

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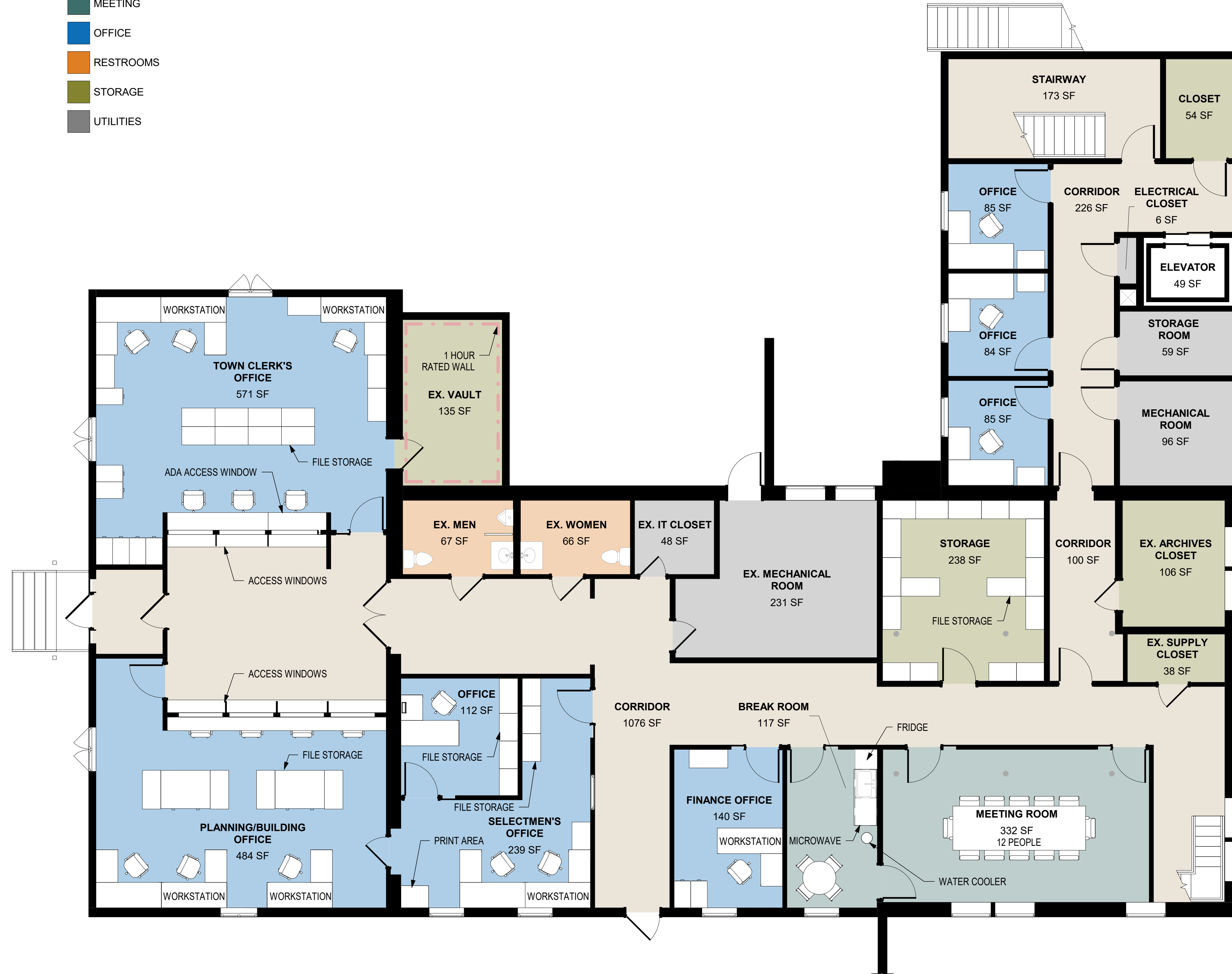
KEY PLAN

SHEET NAME
PROPOSED SECOND FLOOR PLAN - OPTION 2

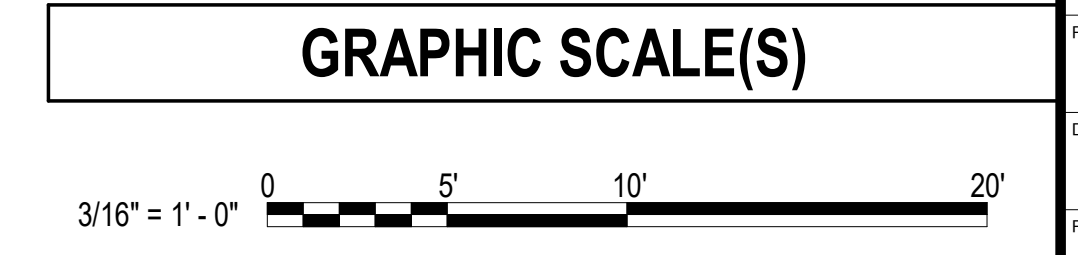
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AS SHOWN	
PROJECT PHASE	DATE ISSUED
FEASIBILITY	09/22/2022
DRAWN BY	REVIEWED BY
ND	CS
PROJECT NO.	DRAWING NO.
22002	A-104

- CIRCULATION
- MEETING
- OFFICE
- RESTROOMS
- STORAGE
- UTILITIES



1 PROPOSED FIRST FLOOR PLAN - OPTION 3
SCALE: 3/16" = 1'-0"



SYM	DESCRIPTION	DATE	
		DATE	APPR
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PRELIMINARY
NOT FOR CONSTRUCTION

KEY PLAN

PROPOSED FIRST FLOOR PLAN - OPTION 3

<p>PROJECT TITLE SANDOWN TOWN HALL FEASIBILITY STUDY</p> <p>ARCHITECT/ENGINEER FIRM WUNDERLICH-MALEC ENGINEERING</p> <p>13 WATER STREET, 3RD FLOOR NEW MARKET, NH 03857 WWW.WMENGM.COM 603-200-0096</p> <p>CLIENT TOWN OF SANDOWN LYNNE BLAISDELL 320 MAIN STREET SANDOWN, NH 03873</p>	 
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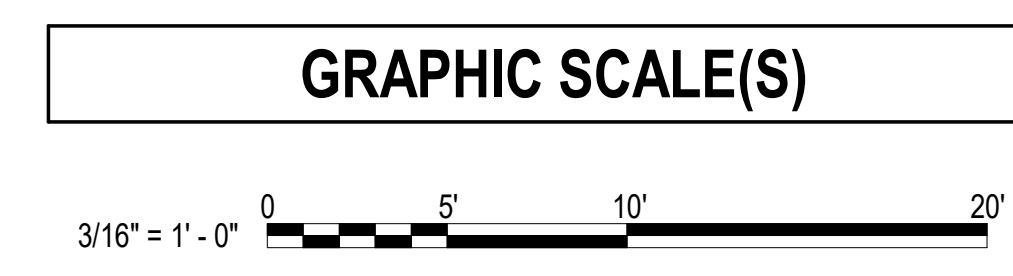
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PROJECT PHASE FEASIBILITY	DATE ISSUED 09/22/2022
DRAWN BY ND	REVIEWED BY CS
PROJECT NO. 22002	DRAWING NO. A-105

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- CIRCULATION
- MEETING
- RESTROOMS
- STORAGE
- UTILITIES



1 **PROPOSED SECOND FLOOR PLAN - OPTION 3**
SCALE: 3/16" = 1'-0"



SYM	DESCRIPTION	DATE	CS	APPR
1	FEASIBILITY STUDY DRAWING PACKAGE	09/22/2022		

PRELIMINARY
NOT FOR CONSTRUCTION

KEY PLAN

PROPOSED SECOND FLOOR PLAN - OPTION 3

PROJECT TITLE
SANDOWN TOWN HALL FEASIBILITY STUDY

ARCHITECT/ENGINEER FIRM
WUNDERLICH-MALEC ENGINEERING
13 WATER STREET, NEW
MARKET, NH 03857
WWW.WMENG.COM | 603-200-0096

CLIENT
TOWN OF SANDOWN
LYNNE BLAISDELL
320 MAIN STREET
SANDOWN, NH 03873

SCALE	
AS SHOWN	
PROJECT PHASE	DATE ISSUED
FEASIBILITY	09/22/2022
DRAWN BY	REVIEWED BY
ND	CS
PROJECT NO.	DRAWING NO.
22002	A-106

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AMERICAN RESCUE PLAN
ACT (ARPA) - SUPPORTING
INFORMATION



FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. **Supporting the public health response**

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ **Public communication efforts**
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ **Support for prevention, mitigation, or other services in congregate living facilities and schools**
 - ✓ Enhancement of public health data systems
 - ✓ **Capital investments in public facilities to meet pandemic operational needs**
 - ✓ **Ventilation improvements in key settings like healthcare facilities**

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.