

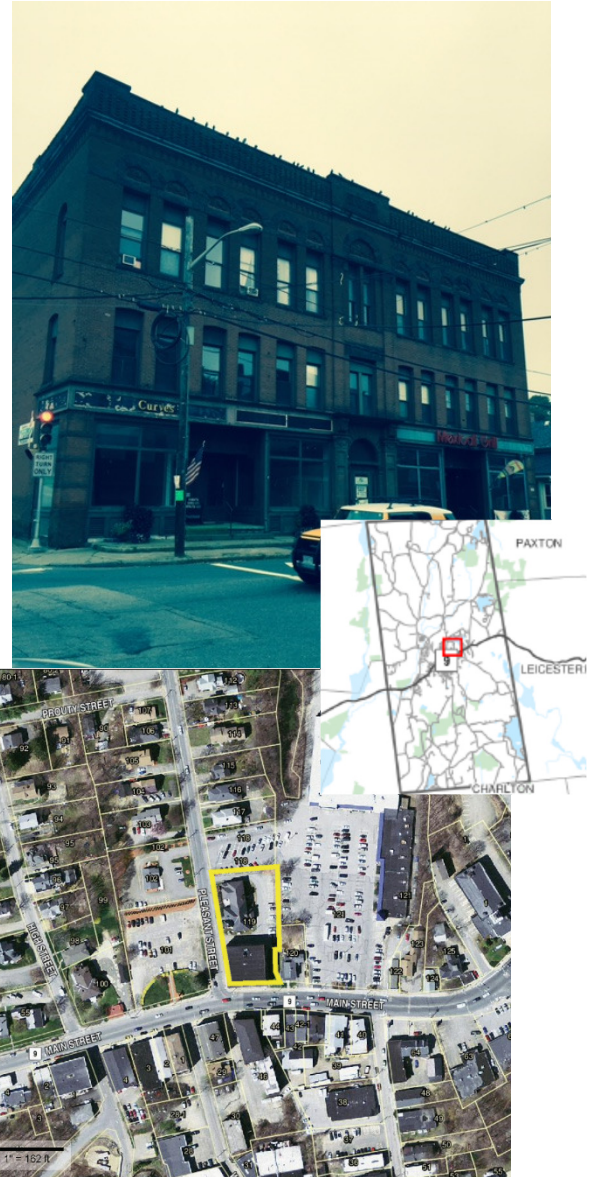
20 December 2016

Building Analysis for existing structure: **Sugden Building Block, Spencer Massachusetts**

Intent of Report and brief Building Summary:

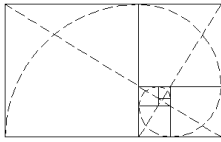
This report is an existing building analysis for the Sugden Block located at 117 Main Street in Spencer Massachusetts. The intent of the report is to evaluate current conditions and provide an analysis as to potential future needs and recommendations for of the structure including estimated construction costs for required code compliancy or renovation improvements. Also, considered will be complete demolition costs if warranted.

The building first constructed in the 1880s, is a brick and stone veneer with wood framing for interior systems and a field stone foundation. The building has an approximate footprint of approximately 17,000 square feet and an average of 30,000 gross square feet of effective area. A mixed use building, currently, the Sugden Building is used as a retail block with 16 tenant spaces but is only partially occupied. On the first floor, there is the potential for 4 spaces, 3 are vacant and a restaurant occupies the fourth (and a portion of the basement). The second floor has 8 tenant spaces with only half of them being utilized. The third floor has two large suites that are both occupied, one as a martial arts training studio. The basement level is storage for each of the first floor tenants, utilities and a portion is occupied by the restaurant space above. While an elevator and other site improvements in the rear of the building were made in approximately 2001 to improve accessibility, not all spaces on the first floor are accessible. The building block shares the same site as the Richard Sugden Library and as a result, there is seemingly no dedicated parking spaces for the building exclusively and only 18 spaces total at the rear of the library. There is no on street parking or Town owned lot that is available to the building for off street parking.



Existing Building Evaluation Overview:

Repairs and/or renovations to the building over the years have been minimal apart from the addition of the aforementioned elevator project which did include creating accessible bathrooms (at the time) on the second and third floors. Records indicate that there has been sporadic work within the building seemingly based on new tenant arrivals. There is no available information of the latest work on any portions of the envelope



including roofing, repointing or window replacement or when they may have occurred and these elements are exhibiting signs of deterioration. The interior environment has been renovated in certain areas over the years, but a good deal of original wood flooring, paneling and other finishes remain, some of which is buckling. Building systems, for the most part but with minor exceptions, are beyond or are nearing the end of the intended life span and in many cases do not conform to current code requirements.

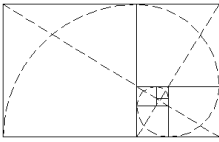
Building Envelope (Existing Conditions Overview):

The existing façade of brick and stone veneer needs complete repointing and selective repair. Loose brick appears to be present on most elevations and there seems to be an issue at the cornerstone (refer to photos this sheet). All existing wood elements require restoration including repair / scraping and painting. Existing windows are either original or very old replacements. The storefront windows in the front of two of the first floor units are deteriorated to the point of almost falling out on their own. None of the windows meets current energy code requirements for overall performance. While no access was available to the roof, there were no known records of any replacement. Visual inspections of the roof edge appear to demonstrate that there is failure beginning at the roof edge condition. A report dated 2008 indicates areas of improper drainage and recommended a roof replacement at that time, there is no record this was ever performed.

Building Interior (Existing Conditions Overview):

The interior of the block for the most part is existing wood floors on the upper floors with lathe and plaster walls and ceilings. There are areas of other flooring materials on the first floor and basement primarily such as tile and sheet flooring, at times several layers of materials. The wood flooring in the upper levels is beginning to buckle or otherwise fall into disrepair in many areas. In addition to tile in the restaurant, the basement is exposed concrete most of it original with patches evident from many years of alterations. There is an area that is beginning to exhibit what appears to be bacterial growth (mold) – see picture this page. Similar to the flooring, there are various types of ceiling materials throughout the building with plaster being predominate on the upper floors and the first floor retail spaces and the elevator lobbies created during the retrofit having areas of suspended acoustical ceiling tiles. A wood ceiling can be found in the basement of the restaurant. There is evidence of leaks on many ceiling tiles from various failures over the years. Wood doors with glass vision panels are found at the exterior with some exceptions of aluminum storefront entry doors along some of the entries to spaces on the first floor. Wood doors also adorn most of the suite entries on the upper floors with some exceptions. The existing windows on the upper floors are original and some do not function properly, though they are relied upon for natural ventilation and again, are not energy efficient and fail to meet current codes requirements.

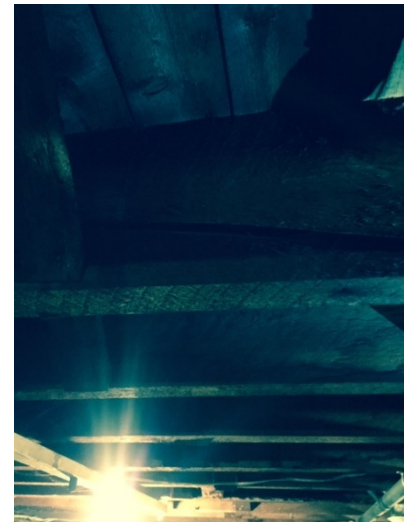
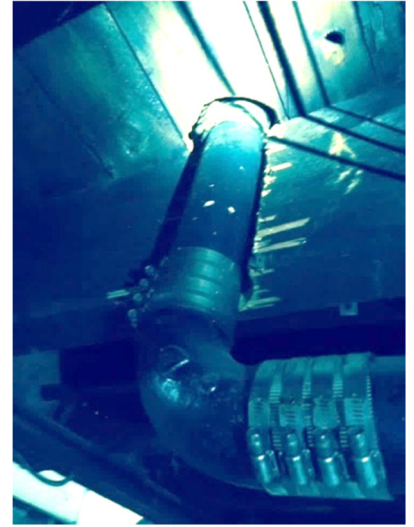




Structure (Existing Conditions Overview):

The building has begun to show its age in terms of structure. The exterior façade of brick has witnessed some settling and dislodged units due to its lack of effective remaining pointing material and overall time length of placement. The foundation is of fieldstone with interior bearing walls and piers made from brick masonry units. While the fieldstone foundation appears in fair condition with minor exceptions, the brick bearing elements require re-pointing and in some cases repair or replacement.

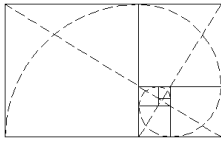
While no investigation into hidden voids or non-accessible spaces such as the underside of the roof, were performed during this visit, all framing is assumed to be heavy timber as is the floor framing which is visible from the basement below. The first floor framing, in the basement area does contain joists that have cracked, deflected or have been improperly cut to run piping or other items over the years and there are many joists that will require replacement or repair. Additionally, there is insufficient support at most joists.



Splitting, cracking and improperly supported joists (first floor framing)

Air Quality and Interior Environment Including Hazardous Materials (Existing Conditions Overview):

While no formal report has been commissioned on the interior environment, the building has some obvious weak points in terms of air quality due to improper venting of natural air throughout the building and restrooms. Additionally, some equipment is not vented properly and with reports of flooding in the basement, sewerage back-ups and obvious signs of bacterial growth, it is clear that steps need be taken to mitigate potential air quality concerns.



It is beyond the scope of the report to identify hazardous materials, though some may be present in the original hidden flooring, plaster and glazing. The building should be thoroughly investigated for hazardous materials prior to commencement of any significant work or demolition.

Life Safety

The building currently contains some life safety concerns that will need to be remedied if substantial renovations are planned for this building and some are recommended regardless of future renovations.

The building does not contain a sprinkler system and it is strongly recommended to add one preemptively due to the structure's age, size and uses. While there is a fire detection and signaling system, there are areas that are missing horn/strobes devices and there is not a matching labeling system on doors to suites to the fire alarm panel. Both sets of egress stairs are not enclosed though they exceed the number of stories allowed if new construction allowing for the possibility of occupants being trapped in a catastrophic event without properly protected egress routes. There were no signs of portable fire extinguishers in common areas and only a few found in the basement level.

Accessibility

As mentioned previously, access to the structure by persons with disabilities is limited. Beginning with a lack of parking and a poorly designed curb cut / sidewalk system at the rear of the building where the elevator core was retrofitted years ago, once in the building, a mobility impaired patron may encounter uneven floors or protruding objects. Access to other first floor retail spaces not attached to elevator lobby is not achievable. The interior of the elevator cab itself is not within today's codes and its operation along with its emergency notification system (telephone) should be inspected. Accessible toilet rooms were installed as part of the elevator renovation years ago, though not every portion of them meet today's standards or accessibility codes.

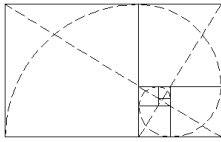
Building Systems / Energy Conservation: Please refer to Attached reports by Garcia Galuska DeSousa Consulting Engineers (Attachment C) for specific detailed reports.

Located in Climate Zone 5A and constructed many years ago, the building does not meet today's standards for energy efficiency in terms of overall thermal performance, insufficient U-values at fenestrations, and excessive air leakage is evident. While no access was available to the attic during this visit, it has been reported previously that the roof contains insufficient or no insulation. The solid masonry veneer façade and interior walls are not assumed to be insulated or to contain a proper vapor barrier and/or other methods of construction to aid in air leakage mitigation.

Additionally, the building has most of its original systems including heating, ventilation, plumbing, and electrical which are not consistent with today's codes and are not energy efficient, prone to failure and difficult to repair and/or obtain parts for as needed. ***Please refer to detailed mechanical, plumbing and electrical information contained within this report (Appendix C - attached).***

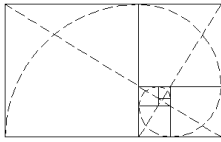
Summary

The building is representative of the construction techniques of the late 1800s. The majority of the building has held up well over the years but has reached or exceeded the end of serviceable system life expectancies for

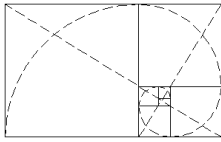


most of the building's infrastructure. Additionally, the cost to operate the building is not easily dividable between the tenants and there are not enough tenants to sustain the building by its own income generation. Systems found to be insufficient or in need of replacement include, but are not limited to the following;

- **Parking:** One of the most glaring deficiencies upon arrival is the lack of parking, both off street and on.
- **Building Envelope:** The existing building envelope is in need of repair and major components have reached or exceeded their life expectancy or are inefficient in terms of energy savings and should be replaced or updated to meet today's energy standards including, but not limited to the following;
 - **Masonry repairs:** All dislodged, missing or otherwise damaged masonry units should be repaired / replaced.
 - **Mortar pointing / sealants:** All masonry mortar joints and exterior sealants should be raked and re-installed with appropriate materials.
 - **Windows, doors and other fenestration:** The windows should be replaced in the entirety due to the energy inefficiency and the possibility of hazardous materials being present in the glazing of the older single pane units. All storefront windows should be replaced. Additionally, all entry doors should be reviewed and replaced individually for accessibility, condition and energy compliance.
 - **Roof System:** The existing roof is at or nearing its effective usefulness as a weather protectorate and will need to be replaced. The existing system should be removed and a completely new system with proper insulation should be installed
 - **Energy Efficiency (Insulation) Systems:** The entire roof plane should be insulated. Additionally, exterior walls should receive new insulation and air leakage prevention methods.
- **Building Interior:** The existing building interior is in need of repair and possible replacement of components including, but not limited to the following;
 - **Flooring:** All uneven or damaged floors should be replaced; other floors should be repaired as required.
 - **Basement mold issues:** The bacterial growth at the basement should be mitigated and the slab repaired as required. Additionally, older materials such as abandoned suspended ceiling tiles, furnishings and other items should be removed.
 - **Bathroom Interiors:** The existing bathroom fixtures and interior finishes should be replacement with new fixtures and materials suitable for the environment.
 - **Doors and Hardware:** The existing doors and hardware should be repaired or replaced to meet current codes.
 - **Ceilings:** Ceilings should be repaired or replaced due to age of materials or staining due to leak issues over the years.



- **Building Structure:** The existing building structure is in need of repair and possible replacement of components including, but not limited to the following;
 - **Foundation wall:** The fieldstone foundation wall should be reviewed and repointed as required. There does existing small areas (at cornerstone to name one) that require minor repair.
 - **Brick masonry bearing walls and piers:** All brick masonry bearing walls and piers should be repointed / repaired as required.
 - **Cracked, split or improperly cut joists:** All joists that have failed or have been improperly cut should be replaced or repaired with an approved method.
 - **Hidden conditions:** Spaces not accessible during this visit should be further reviewed for failed components similar to what was found at the basement. These areas include the roof framing, finished walls and floors with ceilings below them.
- **Hazardous Materials:** All hazardous materials should be identified and mitigated in an appropriate manner.
- **Life Safety Components** (sprinklers, addressable fire alarm system & detection devices):
 - **Sprinklers (fire suppression system) should be added.**
 - Existing detection and signaling system should be reviewed for completeness and devices added where appropriate.
 - Emergency lighting back up battery packs should be inspected to determine longevity and should be replaced as required. Emergency lighting should be added as required in some common areas.
 - Vertical egress circulation cores (stairs) should be enclosed or rated as required.
 - Exit discharge doors should receive emergency lighting at exterior.
 - Provide matching suite identification signs at doors to alarm device addresses.
- **Accessibility:** Accessibility upgrades required include but are not limited to;
 - Provide access to all first floor spaces with accessible routes including parking/ drop off areas, entry sequences including ramps and doorways and complete horizontal circulation to all spaces.
 - Interior environments including signage and controls should be brought into compliancy.
 - Upgrade size of elevator cab and controls (replace entire elevator system).
- **Building Systems:** The existing building contains original items and many more that were replaced several years ago, that now have in turn reached their respective lifespans and require repair or replacement including, but not limited to the following;



Mechanical Systems (HVAC): please refer to attachment C for detailed information

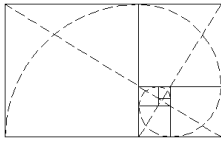
- **Hot Water Plant:** The existing hot water plant including boilers, pumps, controls and accessories should be replaced.
- **Ventilation:** Mechanical ventilation system should be added for entire building. Most spaces rely on operable windows currently with the exception of two spaces on first floor which have none.
- **Hot Water Piping System:** The entire system should be pressure tested and insulated at the least. System modification is recommended if use remains the same but replacement is preferred when considering future work.
- **Exhaust Fans:** All exhaust fans should be replaced and a new system provided for storage rooms.
- **Air conditioning:** In addition to aforementioned ventilation system, a central cooling plant should be provided for those spaces requiring cooling.
- **Kitchen Make-up Air:** A new dedicated gas fired kitchen make up air system should be provided.
- **Energy Management:** A new digital energy management system should be added.

Electrical Systems: please refer to attachment C for detailed information

- **Meter Center:** The main meter center should be replaced (main breaker and service may remain).
- **Existing lighting and panels fed with knob and tube wiring:** Remove all existing lighting and panels fed via knob and tube wiring.
- **Emergency Lighting:** Provide additional emergency lighting in common areas and stairwells.
- **Improperly Installed Receptacles:** Replace improperly installed receptacles.
- **Existing Tenant Panels, Feeders, and Romex Branch Wiring:** As each tenant space is renovated, replace all existing panels, feeders and Romex wiring.
- **Energy Improvements:** Provide additional energy improvements such as occupancy sensors and replace all common and tenant lighting with energy efficient LED sources.

Plumbing Systems: please refer to attachment C for detailed information

- **Domestic Water Piping:** The existing domestic water piping system should be replaced in its entirety.
- **Water Heaters at Retail Spaces:** The existing electric hot water heaters in the retail spaces should be replaced.
- **Gas Fired Water Heater at Restaurant:** The existing gas fired water heater at the restaurant should be replaced.



- **Building Systems:** (continued)
 - **Drinking fountains / services sinks:** Code requires that a service sink and drinking fountain be provided at every floor level.
 - **Sump Pump:** Replace the existing abandoned sump pump.
 - **Abandoned Plumbing Fixtures:** Remove all abandoned plumbing fixtures and cap line at source.
 - **Sanitary Waste and Vent Line:** The existing sanitary, waste and vent lines should be investigated with the use of video recording equipment to determination if any blockages exist. Lines should be cleared accordingly.
 - **Insulate Storm Drainage Piping:** Provide insulation at all horizontal storm drain piping.
 - **Domestic Water Piping:** The existing domestic water piping system should be replaced in its entirety.

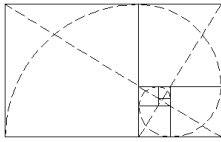
Fire Protection: (refer to Life Safety section please refer to attachment C for detailed information)

Conclusion

This building, although formerly a fine example of the architecture of its time has surpassed its useful lifespan and would be difficult to remedy without exorbitant costs. As the building is an existing structure still operating under the same use groups it has for years, it is allowed to continue to exist unless the local building authorities or fire department deem it unsafe. However, there are concerns inherent to its very age and time of construction that do not meet current code standards in terms of life safety (sprinklers), egress, fire /smoke management, accessibility, energy performance, building system efficiency and performance as well as other more practical considerations such as parking and access in general that render this building difficult to renovate. Once a significant renovation is begun, triggers are set in motion that would require the entire building to be renovated and made fully compliant based on cost of work and value of building. The Town will have to evaluate if the annual costs of maintaining the building combined with future anticipated costs of replacing antiquated infrastructure is feasible or if the structure should be razed.

Estimated Budgetary Costs

In an effort to provide some basic costs associated with possible future work, we have performed a budgetary design estimate that assumes an attempt will be made to maintain and update the existing building envelope while removing all items indicated in our report as deficient. The end result of the demolition work and envelope restorations would result in a “white box” – a completely refurbished shell including repointed masonry, new windows and new roof. As there is no current plan for future work, design cost estimations are schematic in nature. The estimated cost of the minimum required work noted above would be in the range of an excess of five million dollars. ***Please refer to detailed design estimate information contained within this report (Attachment D).***



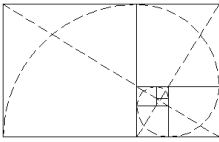
Historical Restrictions

The building is located within an historic district entitled the “Spencer Town Center Historic District” which stretches on Main Street from High and North streets. The area was listed on the National Register of Historic Places through its nomination form in 1986. It is also listed on the State’s historical commission’s register. While this specific building is not on any register itself, it is listed as part of the inventory for this historic designation area. It should be noted that at the time of its nomination, the report generated by the local historical effort indicates that the façade had already been altered from its original design. Being on a registry enables a building or area to be eligible for possible grants or other funding for projects and it may afford some protection to that building or area from adverse effects of state or federal projects in the area. National Register designation does not require property owners to obtain permission or review of proposals to manage, maintain, or dispose of historic buildings, as long as federal funding or permits are not involved in the projects. The Massachusetts Historical Commission may have more involvement than the national register, again, depending on whether or not the project is being funded by federal or state authorities. If a project is planned to address the deficiencies is considered and it includes a plan to return the building to its original façade as best as possible, there may be funds available from federal or state sources to aid in a larger project. It is recommended that a historic preservation specialist be retained if a project is undertaken to possibly renovate and seek funds.

Preservation Restrictions (MGL c. 184, ss. 31-33) may also affect any decision regarding a specific building. If any restrictions are placed on a property, those procedures stipulated in the deed restrictions must be followed. A copy of a deed entitled “Legacy under will of Richard Sugden...” and dated February 5, 1895 (included as Attachment E) was on record at the Richard Sugden Library and it appears that the only stipulations on that property are that the trustees of the Sugden Library and Reading Room shall have full charge of the real estate and that any sale will require a two-thirds vote by the Town. Any sale will have to honor the restrictions set forth in the original deed. Proceeds resulting from the sale of the property appear to remain the discretion of the Trustees of the Library for the “care, preservation and maintenance of said Library building and lot, and the appurtenances thereto belonging....”.

If the decision of the Town is to remove the building as it may not be feasible to retain, maintain and renovate the building’s deficiencies to a proper level, the process for removing a structure that is on a register can be lengthy if certain conditions are present such a federal or state funding. The first step to be undertaken will always be coordination with the local historical commission for a determination by them. If the direction to remove the structure is aligned with the local historical authority, it can proceed to the next level. If federal or state funding is received for the project, the project must go through the Massachusetts Historical Commission (MHC) for approval. If there is no funding provided by state or federal sources, the MHC need only be notified and they should issue a determination of no “adverse effect”. The Massachusetts Environmental Protection Act (MEPA) may also play a part and the Secretary of Energy and Environmental Affairs must be notified unless there is found not to be an adverse effect by the MHC. Once a building is razed, only notification to amend a historic district need be sent to the national registry.

End of Report



CONTEXT STUDIOS^{LLC}

3 Lanes End Framingham, Ma.
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ph. 508_400_3284

Attachment A: Images



View to Front (south)



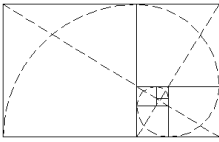
View to Side (east)



View to Rear (north)



View to Side (west)



Attachment A: Images (continued)



Repeat sewerage issues at basement



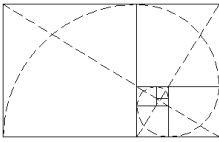
Leak issues at basement electric panel



Gas meter blocking stair run at basement



Deteriorating brick pier in basement



Attachment A: Images (continued)



Basement – overall view of storage



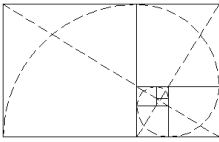
Basement kitchen



Restaurant at basement



Basement restroom



Attachment A: Images (continued)



First floor tenant space



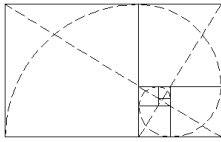
First floor tenant space



First floor restaurant



First floor restaurant



Attachment A: Images (continued)



First floor – storefront windows



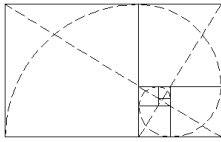
First floor – deteriorated floors



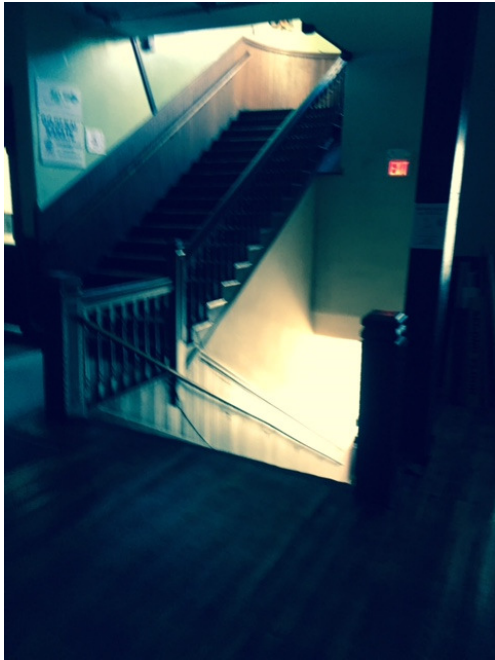
First floor – uneven floor surfaces



First floor – leak issues



Attachment A: Images (continued)



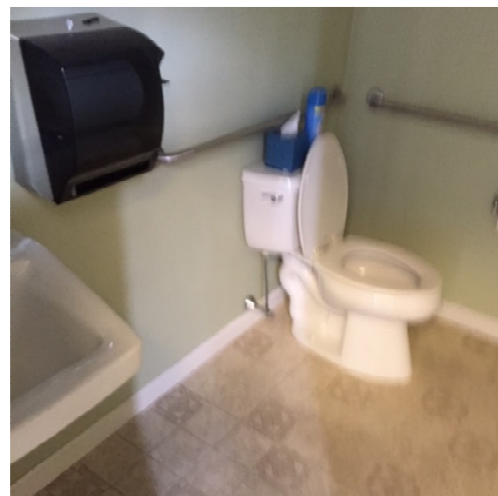
Open main stair



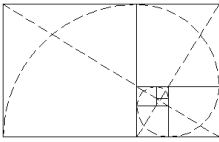
Open rear stair



Elevator lobby

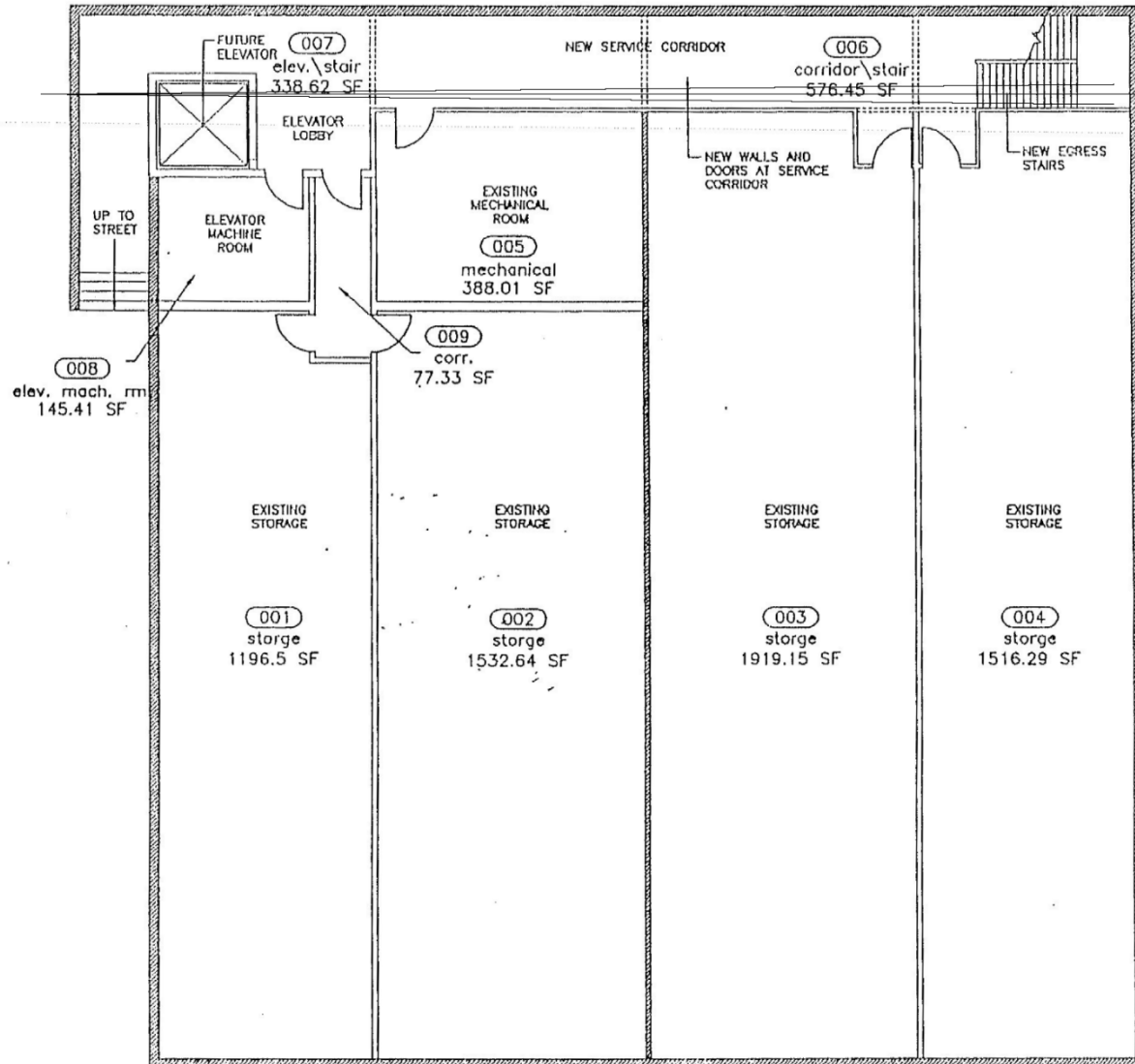


Typical accessible bath



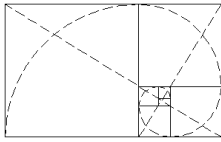
Attachment B: Floor Plans

Please note that the following plans provided by the owner were part of an early study and are not representative of existing conditions in that the elevator core was placed in a slightly different location. Plans should be used for general reference only.



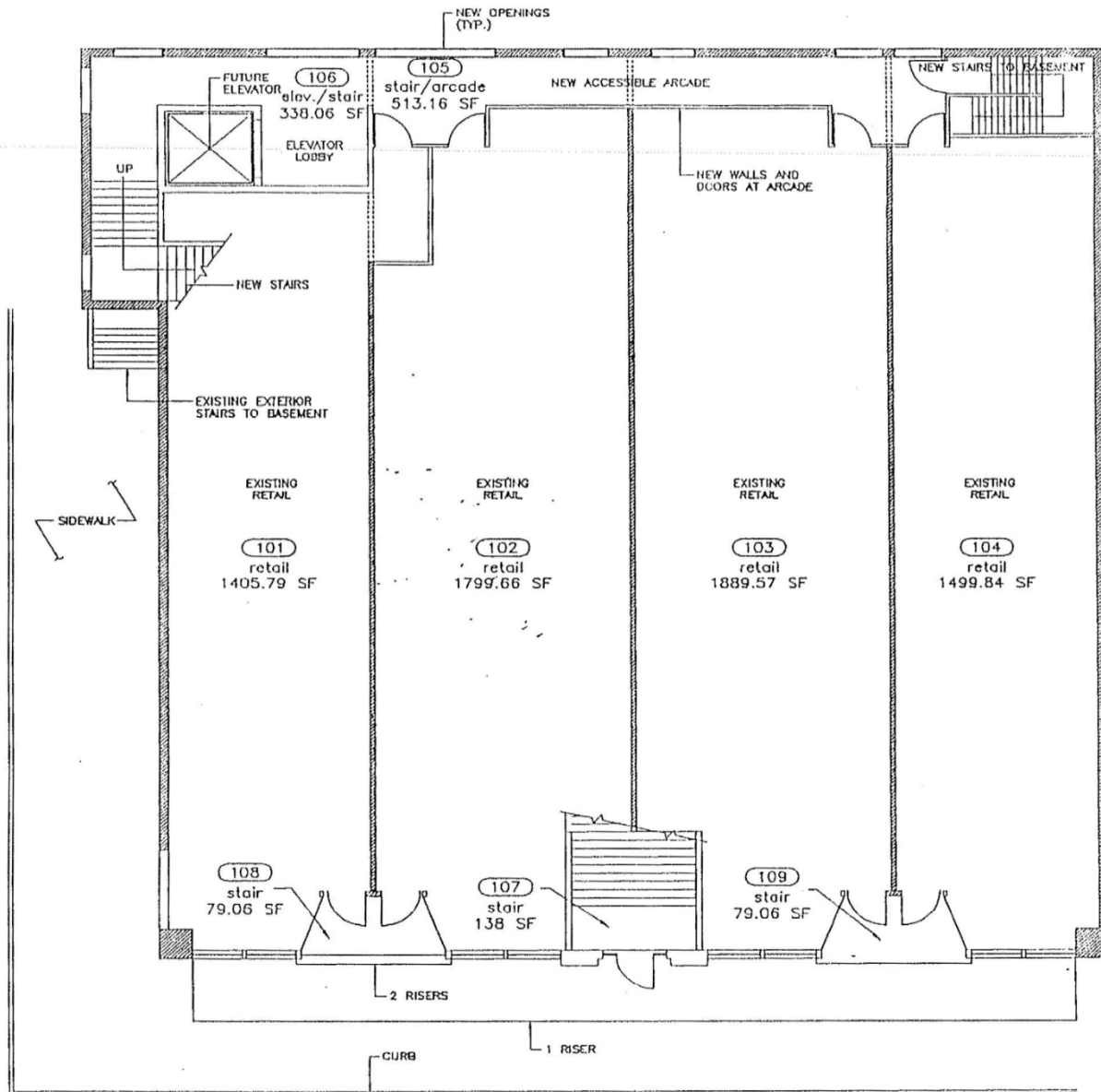
gross area
8291.11 SF

Basement Level - Not to scale

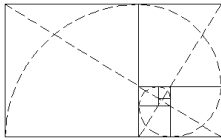


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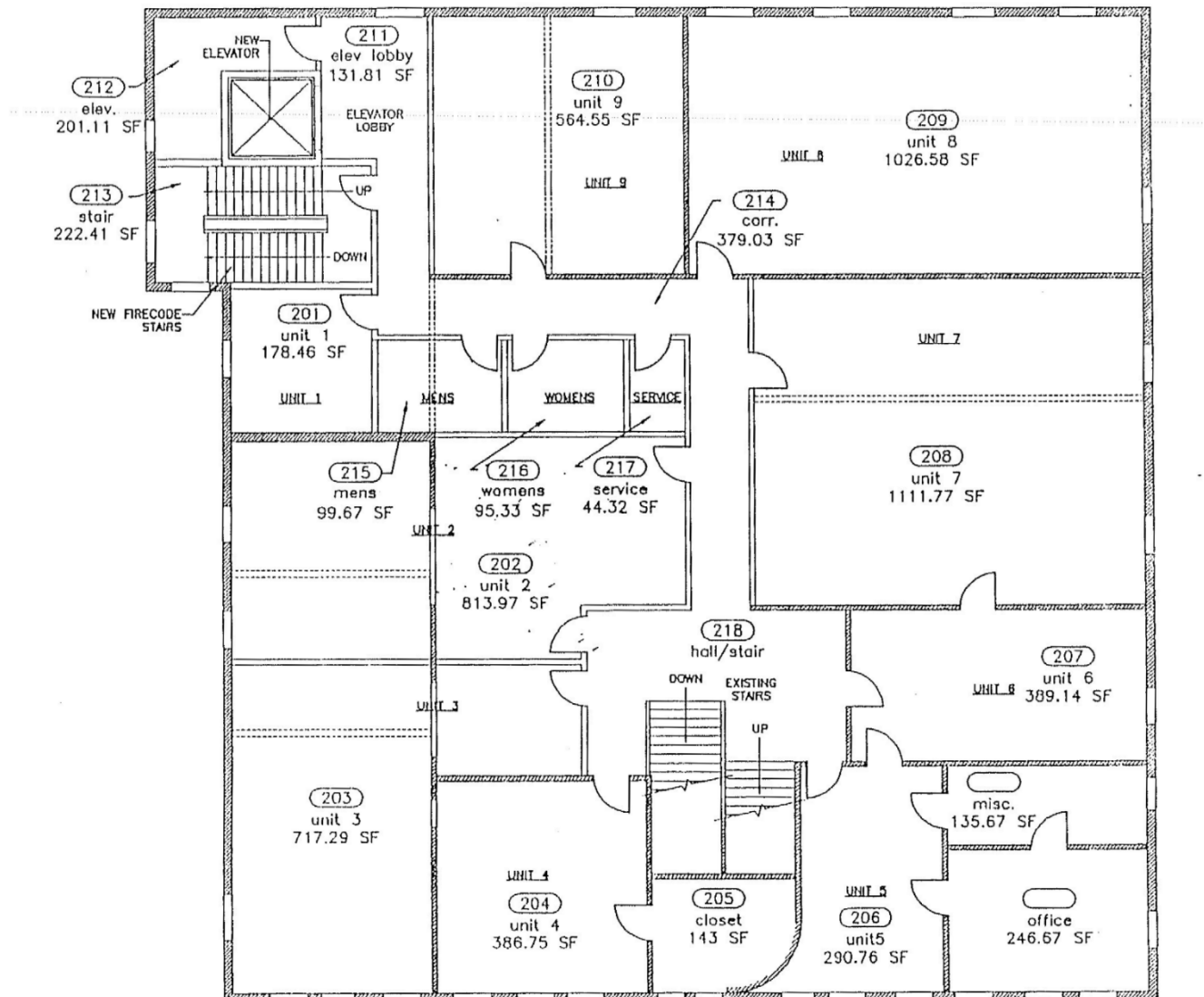


First Floor – not to scale

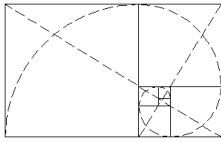


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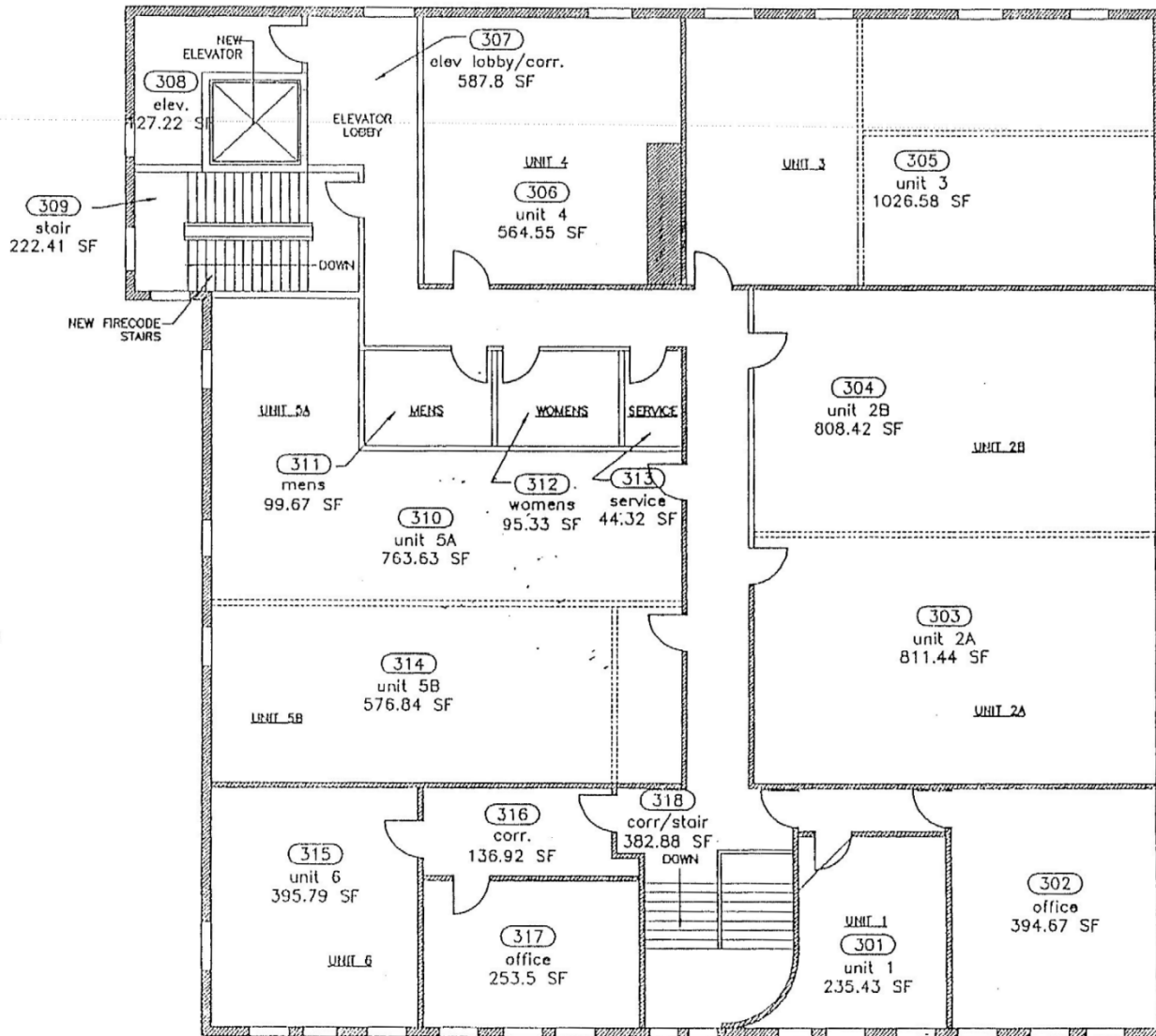


Second Floor – not to scale

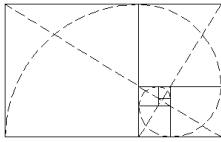


Attachment B: Floor Plans (continued)

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Third Floor – not to scale



Attachment C

Mechanical, Electrical, Plumbing and Fire Protection Reports – prepared by Garcia Galuska DeSousa

Richard Sugden Commercial Block Building
Spencer, MA
Plumbing Existing Conditions Systems Report
J#683 002 0000
L#53665/Page 1/September 22, 2016

HVAC

Executive Summary:

The Sugden commercial block building is currently occupied with several different businesses and has a total of fifteen suites, some of which are vacant. For the most part all the original HVAC equipment has been replaced, however, the current equipment is reaching the end of its serviceable life as most of it is older than twenty years. The piping system throughout the building is a combination of schedule 40 black steel and copper. All of which is not insulated which does not comply with today's codes and standards. The building mostly consists of fin tube radiation as its main heat source, the restaurant suite consists of three indoor air handling units and fin tube radiation. The indoor air handling units are associated with a duct distribution system for the supply and return air and utilizes a split cooling air cooled condenser for cooling purposes. There is no mechanical ventilation system for the individual tenants therefore operable windows are utilized as the main source for ventilation air. Exhaust air is provided within the bathroom areas only through the use of residential style exhaust fans, the restaurant is provided with a commercial grade kitchen hood and exhaust fan. The building's overall temperature control system is standalone programmable thermostats located in certain areas of the building, this system is considered to be a standalone system and has no web access or monitoring capabilities. It appears that the building has received less than average maintenance over the years and some components are beginning to show signs of possible future issues. Based on the current equipment within the building, its antiquated nature and today's code requirements, the building would require a complete upgrade whether it would remain as rental suites or be renovated for a different use.

Heating Plant:

The heating plant consists of (3) boiler plants, each floor of the building utilizes a boiler plant.

First floor is associated with (4) Peerless firetube boilers, model MMW-85 which were replaced approximately twenty years ago. Each boiler has a single galvanized breeching system from each boiler which combines into one and then exits into an existing masonry chimney. The system has a vertical non-insulated residential style expansion tank. The boiler or piping did not have any inline pumps associated with it, the facility personnel were unaware of any pumps in the system. The boiler plant provides heating for the two suites and the restaurant. There is a total of three programmable thermostats which appear to operate the boilers, zoning of the boilers was unknown however one would assume that the restaurant would utilize two boilers while the other two boilers are used for the two suites.



First Floor Boilers



Boiler Breeching

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Second floor is associated with (1) Peerless firetube boiler, model G-1361 which was replaced approximately twenty years ago. The boiler has two galvanized breeching flues which combine into one and then exits into an existing masonry chimney. The system has a vertical non-insulated residential style expansion tank. The hot water produced is circulated throughout the second floor through the use of four inline Taco pumps, each with a 1/8HP motor. The boiler plant provides heating for nine suites located on the second floor including the main lobby. There is a total of four programmable thermostats which appear to operate the boiler and the associated inline pumps. Each zone utilizes an inline pump which is activated through the thermostat. The location of the thermostats appears to be arbitrary and not consistent throughout the building.



Second Floor Boilers



Boiler Breeching



Boiler Control Relays



HW Expansion Tanks



Taco Inline Pumps



Typical Copper Piping

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Third floor is associated with (1) Peerless firetube boiler, model G-1361 which was replaced approximately twenty years ago. The boiler has two galvanized breeching flues which combine into one and then exits into an existing masonry chimney. The system has a vertical non-insulated residential style expansion tank. The hot water produced is circulated throughout the third floor through the use of four inline Taco pumps, each with a 1/8HP motor. The boiler plant provides heating for two large suites located on the third floor. There is a total of four programmable thermostats which appear to operate the boiler and the associated inline pumps. Each zone utilizes an inline pump which is activated through the thermostat. Each of the large suites have two segregated areas within them, each area is equipped with its own programmable thermostat.



Third Floor Boiler



Boiler Breeching



Boiler Control Relays



HW Expansion Tank



Taco Inline Pumps



Typical Copper & Steel Piping

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Combustion air for the power plant is through (1) individual combustion air duct which travels from a wall mounted louver and drops down to approximately 18" above the floor. The opening was equipped with an electronic motorized damper which is controlled via a wall mounted switch. This condition is not code compliant and should be connected to each of the boiler circuits so that it may open if any of the boilers are activated. Also the single wall opening is not code compliant with today's codes and standards. The piping throughout the boiler room is a combination of schedule 40 black steel and copper. The piping appeared to be in fair condition however before a determination can be made various sections of piping should be removed and examined internally for corrosion. The entire piping system is not insulated which does not meet today's codes and standards. Located within the basement there appears to be some old abandoned fuel oil lines which penetrate the exterior foundation wall, these pipes are not capped and are open ended, these should be removed or at a minimum capped. Overall the heating plant is functioning however it is approaching the end of its serviceable life and all the equipment is antiquated and beginning showing signs of corrosion and failure.



Combustion Air Duct



Time Clock & Combustion Air Damper Switch



Typical Steel Piping



Abandoned Fuel Oil Piping

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Automatic Temperature Controls:

The building is equipped with standalone electronic controls. Programmable thermostats are utilized to activate the boiler relays which in turn activate the boiler, depending on the thermostat the associated inline pump will also be activated. Overall the functionality of the existing control system is not adequate nor is it energy efficient. Complaints of spaces overheating or under heating is typical throughout the building which causes uncomfortable temperatures for the occupants. A complete upgrade of this system or a refined zoning approach should be provided. Ultimately a direct digital control system with web access should be considered, this would provide far better comfort and energy usage for each suite as well as providing off site monitoring and alarm notifications via text or email.



Typical Programmable Thermostat



Typical Standalone Thermostat

Individual Suites:

Each suite is provided with wall mounted residential style fin tube radiation for heating purposes only. There is no mechanical ventilation system within these spaces and the operable windows are utilized for their ventilation needs. However, there are several suites which do not have any operable windows such as the two suites on the first floor, these areas are store front spaces. This condition is not code compliant and a new ventilation system should be considered for these areas. The fin tube radiation in many areas are damaged and missing components such as covers and wall brackets. Window style air conditioners are utilized throughout the suites for cooling purposes.



Typical Fin Tube Radiation



Typical Fin Tube Radiation

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Typical Window AC



Typical Ceiling Fan

Within the restaurant space on the first floor there is a basement and upper restaurant area. Both areas utilize fin tube radiation for heating however they utilize split cooling systems for air conditioning. The basement of the restaurant is equipped with two one and half ton units which are in poor condition and in need of replacement. These units are antiquated in nature, missing covers, have broken vents and appear to have potential issues with condensate removal. The first floor part of the restaurant utilizes three ducted indoor air handling units which are connected to a duct distribution system, all of which is located above the ceiling. This ducted system terminates at ceiling mounted grilles throughout the restaurant. These units are associated with three outdoor air cooled condensers, insulated refrigerant piping connects the two components. Each of the three units are controlled via wall mounted programmable thermostats, all are manufactured by Honeywell. All of these units appear to be in good condition. The kitchen which is located on the first floor is provided with fin tube radiation for heating and is also equipped with a commercial grade kitchen hood. The hood is provided with an exhaust system which consists of an exterior wall mounted commercial grade exhaust fan with a grease trap. The exterior fan is connected to the hood through a stainless steel exhaust duct. The exhaust fan itself is controlled through a wall mounted push to start button, the fan is functioning and in fair condition. There does not appear to be a dedicated makeup air unit for the kitchen therefore when the kitchen hood exhaust fan is activated a negative pressure is created throughout the restaurant which in turns creates higher infiltration rates through the exterior walls, this relates to higher energy usage for heating and cooling.



Basement Fin Tube



Basement Cooling Unit

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Restaurant Fin Tube



Typical Supply Air Diffuser



Kitchen Hood



Typical Return Register



Kitchen Exhaust Fan



Air Cooled Condensers

Temperature controls for the suites are accomplished with wall mounted programmable thermostats. Some of the suites are not provided with any thermostats and rely on the suite/occupant with the thermostat to control the overall temperature. This condition provides over and under heating of spaces and new temperature controls should be considered. **Overall all, the heating elements within all of these suites are in poor condition and should be replaced.**

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AC Thermostat



Heating Thermostat

Depending on the future use of the building and if individual utilities will be subdivided according to the number of suites created, consideration should be given to providing individual high efficiency HVAC building systems for each suite. This would eliminate temperature control issues, eliminate excessive energy usage and provide individual metering of utilities for rental purposes. If this approach is not feasible then the building as a whole can be tempered through the use of one large boiler plant which would have as many zones as there are suites. The boiler plant could be a condensing type system which would offer higher energy savings during those swing months where high temperature water is not required. Zoning for each suite could easily be done with a direct digital control system or a specific zoning control package such as a Taco Zone Valve Control Panel. Either option would provide higher energy efficiencies than the current systems that are installed.

Common Areas:

The common areas such as corridors are provided with supplemental heat through the use of wall mounted fin tube radiation. Each component appears to be controlled by the adjacent spaces thermostat. The corridors do not have any mechanical ventilation air provided however they do have operable windows.

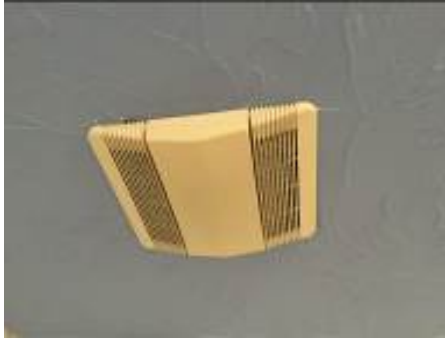


Typical Fin Tube Radiation

Exhaust Systems:

Throughout the bathrooms, general exhaust is provided through the use of residential style exhaust fans. It is unclear as to whether or not these fans discharge the exhaust air into the attic space or if they terminate outside, there were no hooded wall vents visible on the outside of the building. By today's standards and codes these exhaust ducts should terminate outdoors.

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Typical Ceiling Exhaust Fan



Typical Ceiling Exhaust Fan

Recommendations:

In general, the buildings HVAC system is in poor condition, many pieces of equipment were antiquated and damaged. Less than average maintenance appears to have been provided and due to the age of the equipment its serviceability and comfort capability is decreasing while the buildings energy usage is increasing.

We recommend the following HVAC system repairs and/or renovations:

- The existing hot water plant including hot water boilers, pumps, accessories and controls should be replaced with a new high efficiency gas fired boiler and packaged control system. Whether individual boilers for each suite or one large boiler plant is provided the overall energy efficiencies will increase along with temperature controllability. The hot water pumps should be replaced with premium efficiency motors with VFD drives for added energy saving during low load conditions.
- Depending on the buildings future use, operable windows may not be the best option considering outside air ventilation is limited. In a situation where higher ventilation needs would be required due to occupancy use group modifications then central roof top units or indoor air handling units should be utilized especially for the two suites located on the first floor which do not have any operable windows.
- The existing hot water piping system should be drained and pressure tested and faulty valves and pipe sections should be replaced and insulated. This would apply if the building use would remain the same, if major architectural upgrades modify the suite locations and footprint then new piping systems should be provided. Also new fiberglass insulation should be installed on all new and/or existing piping systems.
- At a minimum if the building use remains the same and the suites are not modified additional hot water heating zone controls and hot water distribution system modifications should be made to provide improved system balancing and zone control.
- All the exhaust air fans should be replaced and new systems provided for storage rooms. All exhaust vents should exit the building and terminate outdoors away from any intakes or operable windows.

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- A high efficiency air conditioning and ventilation system should be provided for areas that require air conditioning. This would provide a more efficient method to cooling spaces in lieu of residential style air conditioners.
- A new dedicated gas fired kitchen make up air system should be provided.
- A new Direct Digital Control system utilizing an energy management system should be provided. The system should be equipped with scheduling, web access, alarm notification via email or text, colored graphics representing all equipment throughout the building and trending capabilities for troubleshooting systems.

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Electrical Existing Conditions Systems Report
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ELECTRICAL

Executive Summary:

The electrical service was upgraded in 2001 during the installation of the elevator. Most of the electrical systems have been replaced over the years and although functioning, have outlived their intended useful life. The facility's electrical service is provided by National Grid and is multi-metered. Other incoming utilities include telephone and cable TV.

The electrical service and main breaker section were installed during 2001 and are in fair condition. The remaining power distribution equipment is in poor condition. Some of the lighting systems have been retrofitted with new T8 lamps and ballasts, but most light switches and wiring were reused. A lot of the lighting in common areas and tenant spaces still have T12 lamps. The fire alarm system has been upgraded in 2001 and is addressable. System coverage is generally adequate but not fully code compliant.

The emergency lighting system is with battery units. Most spaces have emergency lighting but coverage is not always code compliant.

We recommend replacement of all the electrical systems under a full renovation program.

Power Distribution System:

The three phase primary service runs overhead along Main Street. The secondary service into the building runs underground in (3) 4" conduits through the foundation wall into a 1200 Ampere, 120/208V 3Ø, 4W main breaker section. The secondary service and main breaker section was installed during 2001. The main breaker section was manufactured by Cutter-Hammer, Power-R-Line switchboard construction. The main breaker is unmetered and backfeeds a meter center consisting of (4) 800 Ampere, 3Ø, 4W meter center with a total of (16) meters. Each meter has (1) 100A/2P, 120/208V, 1Ø, 3W tenant breaker. (14) of the (16) meters are active. In addition to the Meter Center, two additional meters have been tapped to the main breaker section consisting of (1) 150A/3P breaker for the elevator and (1) 250A/3P breaker for the restaurant.

A pad mounted transformer is located at the adjacent Library and may also feed the Sugden building. This would need to be confirmed with the Utility Company.

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Overhead Primary Service



Pad Mounted Transformer at Library



Main Breaker & Meter Center

The tenant panels are located remotely at each tenant space and are typically rated at 100Amps, 120/208V, 1Ø, 3W main lug only. Each remote 100Amp panel is fed with 1" conduit from the meter center. Some of the panels are shared with more than one tenant in which case the Owner pays the electric bill. The meter center and remote panels were Manufactured by Sylvania GTE. Most panels are full.

The Switchgear is generally in fair to poor condition and has outlined it's intended useful life. One of the panels in the third floor consists of plug-in fuses and knob and tube wiring, it is not clear if it is still live.



Tenant Panels in Basement



Typical Tenant Panel



Flush Fusible Knob & Tube Panel

General Wiring:

The wiring method for branch circuits is generally Romex and some MC cable. Some of the Romex is improperly supported.

The fire alarm wiring is generally low energy cable.

Emergency Standby System:

The building does not have a generator.

Emergency egress lighting is via battery units.

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Exit signs exist in common areas and tenant spaces and generally have integral heads.

Emergency lighting is inadequate in some common areas.

Exit discharge doors do not have emergency lighting on exterior.



Battery Unit



Exit Sign Interior Space

Fire Alarm System:

The fire alarm system consists of a Fire Lite MS-9200UDLS addressable control panel located in the basement. The form of alarm transmission is via a digital dialer with telephone lines.

A remote LCD annunciator is located at the grade level in the side stairwell.

A knox box is located outside the side stairwell.

Smoke detectors generally exist in common areas and tenant spaces. Heat detectors exists in Kitchen. Elevator lobbies and Elevator Machine Room have smoke detectors.

Horn/strobes exist in common areas and most tenant spaces but not all.



Fire Alarm Panel



Remote LCD Annunciator



Horn/Strobe

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Pull stations exist at exit discharge doors.

The fire alarm system is in fair condition. It is recommended that the tenant suite doors have permanent labeling to match the fire alarm programming.

Interior Lighting:

The basement lighting consists of strip channels with T8 lamps and porcelain sockets, generally in poor condition.

Common area lighting ranges from circline fluorescent fixtures to 8' strips with T12 lamps generally in poor condition. Elevator lobbies have surface mounted circline fixtures generally in good condition.

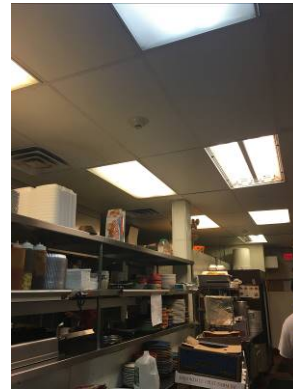
The kitchen has 2x4 recessed troffers in poor condition., some missing lens.



Common Area Strips



Elevator Lobby Lights



Kitchen Lights

The restaurant generally has recessed incandescent down lights and track mounted fixtures.

Tenant spaces typically range from open strips with T12 lamps to recessed 2x4 troffers with T12 lamps generally in poor condition.



Tenant with Strips



Tenant with Recessed Troffers

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The lighting system is generally in poor condition. Common area lighting is locally switched. The facility does not have an automated lighting control system or occupancy sensors.

Exterior Lighting:

The exterior lighting consists of building mounted mini-floods with LED sources. There are no parking areas.



Exterior Mounted Lights

Miscellaneous:

The communication wiring enters the building overhead into the demarcation area in the basement.



Telephone Demarcation in Basement

Receptacle density in most tenant spaces is minimal. Some receptacles have been improperly installed.

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Tenant Receptacles



Tenant Receptacles

The building does not have a two-way communications system between the elevator lobbies and the fire panel.

The building does not have a lightning protection system.

Recommendations:

We recommend the following Electrical system repairs and/or renovations:

- Replace meter center with new, due to its age and condition. The main breaker and service may remain.
- Replace tenant panels, feeders and all Romex branch wiring as spaces undergo renovations.
- Remove all lights and panels fed with knob and tube wiring.
- Replace common area and tenant lights with energy efficient LED sources.
- Provide occupancy sensors to conserve energy.
- Test emergency lighting to confirm that battery systems maintain lighting for 90 minutes. Replace all non-LED exit signs with LED exits.
- Provide additional emergency lights in common areas and stairwells. Provide emergency lights at exterior egress doors.
- Confirm that fire alarm device addresses match the numbering in tenant spaces.
- Replace improperly installed receptacles.
- Install a lightning protection system.
- Test elevator to confirm that battery back-up (Rescuvator) is intact and functioning properly Test elevator fire alarm recall system.

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Plumbing Existing Conditions Systems Report
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PLUMBING

Executive Summary:

Presently, the Plumbing Systems serving the building are cold water, hot water, sanitary, waste and vent system, Kitchen waste and vent system, storm drain piping, and natural gas. Municipal sewer and municipal water service the Building.

The Building consists of 4 (four) tenant spaces on the First Floor, 8 (eight) tenant spaces on the Second Floor, and 2 (two) tenant spaces on the Third Floor. Each of the First Floor tenants have a Storage Area in the Basement. The First Floor consists of (2) two Retail Spaces with the remaining (2) two spaces being occupied by a Restaurant. Each of the First Floor tenants has a dedicated domestic water heater located in the Basement. On each of the Second and Third Floors respectively, a Toilet Room per sex is utilized for the multi-tenant and public use.

The majority of the plumbing distribution piping systems, such as domestic cold water, hot water, sanitary, waste, vent and Kitchen waste, vent and storm piping are original to the building and its additions. Portions of the system, such as water heating equipment and plumbing fixtures, have been updated as part of building renovation and upgrade projects. The plumbing distribution piping systems, while continuing to function, have served their useful life. The building plumbing piping systems could continue to be used with maintenance and replacement of failed components; however other non-dependent decisions will likely force the plumbing upgrade. **Due to its age, the piping has exceeded its life expectancy and complete new domestic water piping and drainage piping systems are recommended.**

The plumbing fixtures are in good condition. Attempts have been made to make bathroom fixtures accessible, however, some fixtures may not meet current accessibility codes. Current Access Code requires accessible fixtures wherever plumbing is provided. In terms of the water conservation fixtures, their use is governed by the provisions of the Plumbing and Building Code. Essentially, the Code does not require these fixtures to be upgraded, but where new fixtures are installed, as may be required by other codes or concerns, the new fixtures need to be water conserving type fixtures.

Cast iron is used for sanitary, waste, vent, Kitchen waste, vent and storm drainage. Rainwater from roof areas is collected by interior rain leaders which appear to discharge to a below grade site drainage system. Where visible, the cast iron pipe appears to be in fair condition. Smaller pipe sizes appear to be copper. In general, the drainage piping can be reused where adequately sized for the intended new use.

Fixtures:

The water closets are predominately floor mounted, vitreous china, flush tank type fixtures.

The one Urinal is wall hung, vitreous china with manually operated flush valve.

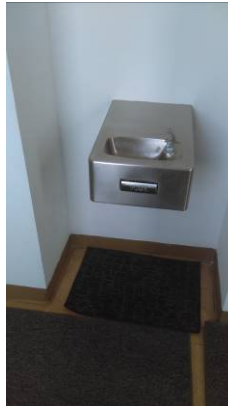
Lavatories are counter mounted, oval, vitreous china. The majority of lavatories include hot and cold water dual handle faucets. Accessible lavatories are fitted with single lever metering faucets.

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Typical Bathroom Fixtures

Drinking fountains consist of wall hung stainless steel fixtures.



Drinking Fountain

There are no Code required service sinks in the Building.

At the First Floor Restaurant, the Kitchen area fixtures are in fair condition. The pot washing sink is fitted with an on the floor grease interceptor. The dishwasher is currently not directed to a grease interceptor and the entire Kitchen drainage system is not directed to an exterior grease trap, which is inconsistent with current Plumbing and Sewer Code requirements.



Stainless Sink



Hand Sink

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There are multiple original abandoned plumbing fixtures scattered throughout building which are not functioning and have been disconnected from the piping systems.



Abandoned Plumbing Fixture

Water Systems:

The main domestic water service is located in the Basement. The service is 2" in size and includes a 1-1/2" Building water meter and pressure reducing valve. The main domestic cold-water distribution is 2" in size. There are no tenant sub meters included in the building.

The domestic water is aggressive leading to severe corrosion and early failure of piping, fittings, valves, and insulation.



Main Water Service

Piping, where exposed, appears to be copper with sweat joints. The majority of the piping is not insulated. Due to the lack of accessibility, a major renovation should include all new domestic water piping.

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Domestic hot water in the 2 (two) Retail spaces are each generated through electric tank type water heaters. The hot water systems are not recirculated. There are no thermostatic mixing valves on the systems to prevent scalding. There are no expansion tanks on the water heater make up water lines. The electric water heater for one tenant space is 40 gallons with 3.8 kW electrical input. The other tenant space includes a 30-gallon tank with an electrical input of 4.5 kW. Both electric water heaters may be nearing their life expectancy.



Tenant Electric Water Heater



Tenant Electric Water Heater



Gas-Fired Water Heater

Domestic hot water for the Restaurant Kitchen area and the Core Toilet Rooms on the Second and Third Floors are generated through a gas fired tank type water heater located in the Basement. The gas-fired water heater has a natural gas input of 200,000 BTUH and 80-gallon storage capacity. The gas-fired water heater appears to be in good condition.

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Gas:

An elevated pressure natural gas service is supplied to the building. A pressure regulator reduces the elevated pressure to serve the Building equipment. Interior gas sub meters are located in the Basement. There is a total of (6) six sub meters. Each of the (4) four First Floor tenants has a small gas meter rated for 250,000 BTU's to serve a gas fired heating Boiler serving the respective Tenant. The gas fired water heater for the Restaurant is served from the meter dedicated to its space. The (2) two remaining sub meters are each serving a gas fired Boiler dedicated to the heating a floor, either Second or Third Floor.



Building Gas Meter



Building Gas Regulator

Gas piping is black steel with a combination of screwed and welded joints and fittings depending on the time of installation.

Natural gas is provided for kitchen cooking equipment. Kitchen supply is equipped with an automatic shutoff valve.



Gas Fired Boilers

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Drainage Systems:

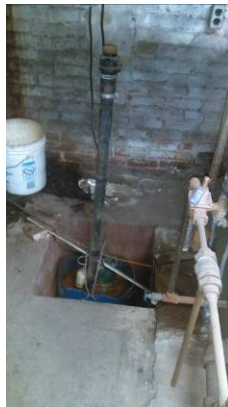
Cast iron is used for sanitary and storm drainage. Where visible, the cast iron pipe appears to be in fair condition. Smaller pipe sizes appear to be copper. It was reported by the staff that there are partial blockages in the drainage lines.

In general, the cast iron drainage piping can be reused even in a major renovation where adequately sized for the intended new use.



Typical drainage

A sump pump exists in a pit of the Basement floor. The pump has been disconnected and abandoned.



Sump Pump

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Plumbing Existing Conditions Systems Report
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Recommendations:

- Domestic Water piping should be replaced in its entirety, including all piping, fittings, valves, hangers, and insulation. All valves shall be full port ball valves and include valve tags.
- Electric water heaters for Retail spaces should be replaced. Heaters shall be sized to store hot water at 140 degrees and include a thermostatic mixing valve to blend the water to distribute 120-degree hot water. The hot water should be recirculated by means of a small inline recirculation pump. An expansion tank shall be installed on the cold water make-up line to the heater.
- The gas fired water heater for Restaurant should be replaced with a high efficiency, condensing, gas fired water heater. Heater shall be sized to store hot water at 140 degrees and include a thermostatic mixing valve to blend the water to distribute 120-degree hot water. The hot water should be recirculated by means of a small inline recirculation pump. An expansion tank shall be installed on the cold water make-up line to the heater.
- The original sanitary, waste, vent, Kitchen waste, vent and storm drainage piping should be video recorded by a Plumbing Contractor to determine the condition. Any leaks or blockages should be repaired. All horizontal storm drainage piping should be insulated to prevent condensation.
- A drinking fountain and service sink is required on each floor.
- All abandoned plumbing fixtures should be removed and associated piping cut back to live mains.
- Provide new sump pump in pit of Basement floor.
- Add grease trap at dishwasher and exterior grease trap as required per the Plumbing Code and Sewer Authority requirements.

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Spencer, MA
Fire Protection Existing Conditions Systems Report
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FIRE PROTECTION

Executive Summary

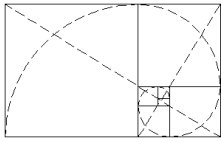
The Building does not contain an automatic sprinkler system.

In general, Massachusetts General Law M.G.L. c.148, s.26G requires that any new building or existing building over 7,500 square feet that undergoes major alterations or building addition must be sprinklered.

As the site is supplied by municipal water. A recent flow test has been performed by the local Water Department in 2016, which indicated an adequate water supply from the Pleasant Street Water main. A fire pump is not required. A new flow test will be required at the time of planned construction to verify any water flow or pressure changes or building use changes occur.

Recommendations

- Provide automatic sprinkler/standpipe system throughout the existing building and/or any additions.
- Each Floor should be separately zoned for Fire Protection.
- A dedicated fire service from the municipal water supply is required.
- A hydrant flow test will be required to determine adequate municipal water supply at the time of construction.



CONTEXT STUDIOS^{LLC}

3 Lanes End Framingham, Ma.
www.CONTEXT-STUDIOS.com
ph. 508_400_3284

Attachment D

Cost Estimations - Prepared by Boston Estimating

FEASIBILITY ESTIMATE

Sugden Building Block - 117 Main Street

Spencer, Massachusetts

ARCHITECT; Context LLC

ITEM DESCRIPTION

DIVISION SUMMARY

Date: 22 November 2016

GROSS SF : 33,200

DIVISION	AMOUNT	COST/SF
1 - FOUNDATIONS	16,600	\$0.50
2 - SUBSTRUCTURES	47,725	\$1.44
3 - SUPERSTRUCTURES	66,400	\$2.00
4 - EXTERIOR CLOSURE	726,000	\$21.87
5 - ROOFING	20,335	\$0.61
6 - INTERIOR CONSTRUCTION	1,200,000	\$36.14
7 - ELEVATOR	800,000	\$24.10
8 - MECHANICAL	913,000	\$27.50
9 - ELECTRICAL	481,400	\$14.50
10 - GENERAL CONDITIONS	870,000	\$26.20
11 - SPECIAL CONSTRUCTION	100,000	\$3.01
12 - SITEWORK / DEMOLITION	60,175	\$1.81
18 - FEE	636,204	\$19.16
TOTAL	<u>\$5,937,839</u>	\$178.85

Demolition budget

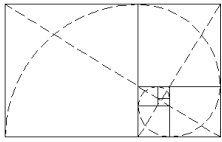
Sugden Building Block - 117 Main Street

Spencer, Massachusetts

ARCHITECT; Context LLC

ITEM DESCRIPTION

DIVISION	UNIT	QUANTITY	UNIT COST	TOTAL
01000 GENERAL CONDITIONS				
GENERAL CONDITIONS	%	15		28,485
TRADE CODE 01000 SUB TOTAL =				28,485
02500 DEMOLITION				
HAZMAT SURVEY	LS	1	10,000.00	10,000
CUT CAP AND MAKE SAFE	LS	1	1,500.00	1,500
ASBESTOS REMOVAL (ALLOWANCE)	LS	1	25,000.00	25,000
FOUNDATION WALL	SF	5,200	2.00	10,400
SLAB ON GRADE	SF	17,000	1.00	17,000
STRUCTURE	SF	38,000	1.00	38,000
INTERIOR PARTITIONS	LF	1,500	1.00	1,500
MEP's	SF	38,000	0.50	19,000
ROOFING	SF	38,000	1.00	38,000
FACADE	SF	16,000	1.00	16,000
DUMPSTER 40 CY	EA	45	300.00	13,500
TRADE CODE 02500 SUB TOTAL =				189,900
17000 CONTINGENCY				
CONTINGENCY	%	5		10,919
TRADE CODE 17000 SUB TOTAL =				10,919
17500 PERMITS				
PERMITS	%	2.5		5,460
TRADE CODE 17500 SUB TOTAL =				5,460
18000 CONSTRUCTION FEE				
CONSTRUCTION FEE	%	10.0		21,839
TRADE CODE 18000 SUB TOTAL =				21,839
19000 TOTAL				
TOTAL	%	10.0		256,602
TRADE CODE 19000 TOTAL =				256,602



CONTEXT STUDIOS^{LLC}

3 Lanes End Framingham, Ma.
www.CONTEXT-STUDIOS.com
ph. 508_400_3284

Attachment E

Deed: Legacy under will of Richard Sugden Feb. 5 1895



TOWN of SPENCER - MASSACHUSETTS

Office of the

Town Clerk

LEGACY UNDER WILL OF RICHARD SUGDEN ALLOTTED FEB. 5, 1895 OF
SUGDEN BLOCK AND TENEMENT ON PLEASANT STREET.

(Excepts Library lot already conveyed.)

"Ninth:- I give to the Inhabitants of the Town of Spencer all of that real estate owned by me and situated on the corner of Main and Pleasant Streets in said Spencer, bounded on the south by said Main Street, and land of H.W. Goddard, on the west by Pleasant Street, on the north by land formerly owned by Selby Richardson and on the east by land that I conveyed to Charles N. Prouty et al, and by land of said Goddard; excepting however so much thereof as I have heretofore conveyed to said town for a Public Library and Reading Room, being a part of the real estate that was conveyed to me by Horace Groot et al and on which is now standing a brick Block known as Sugdens Block and a tenement house.

~~It is my will~~ It is my will that the trustees chosen by said town to have the charge of the Richard Sugden Library and Reading Room shall also have the full charge of all of said real estate.

It is my will further that all of the net income derived from said real estate or any part thereof be expended by said Town under the direction and at the discretion of the aforesaid Trustees for the care, preservation and maintenance of said Library building and lot, and the appurtenances thereto belonging, and for the purchase of

such books, maps, charts, works of art, periodicals, papers and supplies as are generally to be found in Public Libraries and Reading Rooms.

Provided however that said trustees may at their discretion expend a sum not exceeding one fourth part of said net income for the procuring of free public lectures upon scientific industrial and educational subjects to be delivered in said Town at such times and by such lecturers as a majority of said Trustees determine.

I direct that in case of the destruction of or damage to the buildings or injury to said real estate by fire or other casualty it shall be optional with said Inhabitants whether they will rebuild or repair said property or any part thereof said option to be expressed by a two-thirds vote of said Inhabitants as hereinafter provided in case of a sale of said real estate.

It is my will further that said Inhabitants of the Town of Spencer may sell any part or all of said real estate or any interest therein at public or private sale, they first voting so to do at a legal meeting of the voters of said Town by a two-thirds vote of the legal voters voting thereon at such meeting, and in such case the Town shall by vote, authorize and direct who shall be the person or persons who in its name and behalf shall execute, acknowledge and ~~affix the seals,~~ instruments and papers usual and necessary to give title to said property and designate the conditions relating thereto to be observed and performed.

Any moneys received for insurance or otherwise for or on account of said damage and not expended for rebuilding or repairing said property or any part thereof as also the net proceeds of the sale of any part or all of said real estate or any interest therein, shall be held thereafter by the Town and judiciously invested as a fund which shall be known as "The Richard Sugden Public Library and

3.

Reading Room Fund", and the net income derived therefrom shall be expended by the Town in the same manner and for the same purposes as is herein provided for the expending of the net income derived from the real estate as aforesaid."

Attested Copy:

William A. Thibault
Town Clerk