Town of Enfield

Conceptual Study for the Re-Use of Enrico Fermi High School

124 North Maple Street
Enfield, Connecticut

S/P+A Project No. 12.280

Draft Report: December 3, 2013
Final Report:

Prepared by:

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Executive Summary

This report is the result of a study commissioned by the Town of Enfield to evaluate Enrico Fermi High School for its potential for adaptive reuse into a town leisure, community and activity center. Per directive of town management, the following town departments and organizations were examined for potential relocation into the high school, following the planned high school consolidation effective in the fall of 2016;

Enfield Public Library and E-TV
Town Recreation Department
EMS (Emergency Medical Services) Headquarters
Enfield CERT (Community Emergency Response Team)

This report was prepared by Silver Petrucelli & Associates, Inc. (S/P+A) of Hamden, Connecticut, an architecture, engineering and interior design firm specializing in municipal town planning, historic restoration, master planning and design.

Report Process

The information contained in this report was gathered by S/P+A through visual observations of the existing Enrico Fermi High School (EFHS), analysis of existing EFHS construction drawings, interviews with the directors of the organizations under consideration for relocation and meetings with town management. This data was organized and appears in sections of this report in the form of meeting minutes, conceptual plans, cost estimates and narratives.

Per Town directive, S/P+A met with each of the user groups under consideration for relocation. Each facility was toured in order to document existing program and to view first hand the deficiencies of each department. After touring, each of the department directors were interviewed to help determine the programmatic needs required to operate more efficiently and to better serve the public. These needs were documented and used as the basis of conceptual planning for the adaptive reuse of EFHS. Additional Town needs were documented and implemented into the plans, including a large community room and conference center.

Conclusions and Recommendations

It has been determined that the existing 215,000 square foot high school is more than capable of housing all of the departments under consideration, while maintaining its large assembly spaces (i.e. gymnasium, pool, auditorium and cafeteria) for public and community use. Significant renovations will be required to construct the new community room and to accommodate the unique needs of the library, E-TV and EMS/CERT. Less significant renovations will be needed to accommodate the recreation department and upgrade the existing assembly spaces since most of these are areas are move in ready and in need of only moderate upgrades and repairs.

Because this building will be considered a change of use from educational to assembly/business (per the International Building Code), all spaces must be upgraded to meet current codes and accessibility standards. In some instances, code modifications may be sought to permit existing conditions to remain. However, all areas planned for reuse within the building must be made accessible per the ADA (Americans with Disabilities Act). This will likely include the addition of a larger elevator (which is also desired by the Town for convenience purposes), the modification of the auditorium stage to include a lift or ramp, and various alterations throughout the building.

Other recommendations to consider as part of this project are the implementation of a new BMS (building management system), installation of a new fire alarm system, upgrading of the existing generator, and modifications to the HVAC/dehumidification system in the pool.

Construction costs, including all of the adaptive reuse, ADA upgrades, and building upgrade recommendations, are estimated at roughly $21.3 million. Additional soft costs associated with project are estimated at roughly $4.55 million, bringing the total estimated project cost to roughly **$25.85 million.**

Section I - Introduction

Report Overview and Purpose

Silver/Petrucelli + Associates, Inc. Architects / Engineers / Interior Designers (S/P+A) was retained by the Town of Enfield to perform a conceptual study for the adaptive reuse of Enrico Fermi High School, which will be vacated as part of the 2016 Enfield High School consolidation efforts. With guidance and oversight from Town management, particular emphasis was placed on examining the building's potential for reuse as a leisure activity center, housing programmatic functions dedicated to community use and recreation. Included in this report are a space program, floor plans, site plans, building system narratives and cost estimates, developed to address Town's needs and assist in future planning for this adaptive reuse.

This report provides limited analysis of the existing high school and grounds with emphasis placed on existing building condition, building systems and potential for reuse. Analysis and recommendations have been included in this report to address significant life safety, accessibility and building system deficiencies; however, reviews of these items were cursory in nature and more in-depth analyses will be required in the future stages of this project.

Report Services

The following services were provided by S/P+A as part of this study to evaluate Enrico Fermi High School's potential for adaptive reuse into a town leisure activity center.

1. Attended a project kickoff meeting with Town management to discuss the overall directive and goals of the study including Town departments under consideration for relocation to Enrico Fermi HS (EFHS)

2. Met and interviewed each of the Town departments under consideration for relocation; documenting current space amenities and future space needs.

3. Visited and reviewed existing documentation of EHFS, including architectural, mechanical, electrical, plumbing and fire protection construction drawings.

4. Developed preliminary plans (Options 01 and 02) documenting conceptual, spatial arrangements for the adaptive reuse of EFHS that met the needs of all potentially relocated Town departments.

5. Reviewed the preliminary plan options with Town management, making modifications as required to develop a final, preferred plan (Option 02 Revised)

6. Presented the preferred plan to each of the Town departments/organizations involved in the study.

7. Compiled a draft report of all information developed to date, including program, plans, building condition and system narratives, and estimates. Submitted the findings and recommendations of the draft report to Town management.

NOTE: All items following Item #7 have not been completed at this time, but are anticipated following the submission of this draft report.

8. Edited and revised the draft report based upon Town feedback.

9. Prepared and submitted a final report incorporating all information, recommendations and comments to date.

Code Standards

The following is a list of the current building codes which are applicable for the State of Connecticut. Please note that these codes have not been thoroughly reviewed for this conceptual study, but a cursory code review was completed for major codes with significant cost and life safety implications – results of which can be found in the body of this report. Further, in depth code reviews will be necessary during the following phases of this project.

Current Building Codes
State of Connecticut
Effective December 31, 2005

2005 State of Connecticut Building Code
2009 Connecticut Building Code Supplements
2005 Connecticut Fire Safety Supplement
2003 International Building Code (IBC)
2003 International Fire Code
2005 National Electrical Code
2003 Life Safety Code (NFPA 101)
2003 International Mechanical Code
2003 International Plumbing Code
2009 International Energy Conservation Code
2003 ICC/ANSI A117.1 Handicapped Accessibility Code
1973 Uniform Federal Accessibility Standards (UFAS)
Section 504, Rehabilitation Act of 1973
2009 Connecticut Public Health Code
1999 Connecticut O.S.H.A. Regulations - Title 29 Dept of Labor
1996 U.S. Consumer Product Safety Commission – Playground Safety
2010 Americans with Disabilities Act (ADA) Standards for Accessible Design
- Title II State and Local Government Facilities, Services and Activities
- Title III Public Accommodations and Commercial Facilities

As the codes are updated, they will affect the pertinence of the information contained in this report, and applicable changes may result in the need for revising this report and the associated cost estimates. Most importantly, the codes that are in effect at the time the building permit is applied for by the Contractor are the ultimate determinant codes, so changes in the codes and their adoption dates should be closely monitored and planned for.

Section II – Programming

The programming portion of this study was conducted through a series of meetings and interviews with each of the Town departments under consideration for relocation to EFHS. Chris Nardi (SP+A) met with the directors, toured each existing facility, documented the current space allocation of each department and helped determine future department needs if given the opportunity to move to EFHS. The following minutes are a culmination of those meetings and outline the programmatic needs for each of the following departments;

Meeting Minutes #1: **Enfield Public Library**
E-TV

Meeting Minutes #2: **Recreation**
CERT (Community Emergency Response Team)

Meeting Minutes #3: **EMS**

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Meeting Minutes #1

PROJECT: **Feasibility Study for the Re-Use of Enrico Fermi High School**

CLIENT: **Town of Enfield**

MEETING PLACE: **Enfield Public Library – 104 Middle Road**

DATE AND TIME: **Friday, December 21st at 9:00 a.m.**

ATTENDEES:	**Henry Dutcher**	**Library Director**
	Christopher Nardi	**S/P+A**

Purpose: **To tour the existing Enfield Public Library and discuss the library's needs for the potential relocation to Enrico Fermi High School.**

A. Existing Facility

The Enfield Public Library (circa 1968) is a 20,000 +/- square foot facility containing over 140,000 items and serving all age groups of Enfield. Some of the existing facility programs and amenities are listed below.

- **Books, Periodicals, DVDs, Audio Books**
- **Reference and Historical Collections**
- **Computer terminals**
- **Study carrels**
- **Various seating and reading areas**
- **Young Adult section**
- **Main desk (Circulation)**

- **Entry vestibule w/ display & information area**
- **Community room**
- **Public restrooms**
- **Staff break room w/ small kitchenette, locker area, toilets and table with chairs**
- **Staff offices and work areas serving the 22-23 full time and 18 +/- part time staff**
- **Basement storage and mechanicals**
- **Children's section**
- **Enfield TV equipment**

B. <u>Library Needs:</u>

The following notes are a synopsis of the discussion between C. Nardi and H. Dutcher, and summarize the needs and desires of the Enfield Public Library based on the current population that it serves and programs that it wishes to continue to offer to the citizens of Enfield;

- **Previously completed space planning exercises, completed using the American Library Association (ALA) standards, indicated that the Enfield Public Library (EPL) should be sized around 55,000 – 60,000 sf, containing roughly 260 seating spaces. The EPL currently consists of roughly 20,000 sf with 82 seating spaces, about 1/3 of the ALA recommended amounts.**

- **More adequate storage space will be needed throughout the library; storage currently exists in undesignated storage areas including the director's office, stair landings, basement and staff room.**

- **Main Library Space Area (Adult Section)**
  - **Community information and display areas (both wall and floor display)**
  - **Main desk (reader's advisory)**
  - **New materials section**
  - **Quiet rooms/areas of various sizes**
  - **4-5 computer terminals for card catalogs (15 minute terminals)**
  - **Self-publishing / 'maker' area – Future potential for 3D printers**
  - **Main book stack area, 50% more than currently exists - Currently, overflow books are being stored in basement with books regularly being purged and/or not included in collection due to lack of stack space**
  - **Young adult area w/ acoustical privacy while maintaining visual connection from main desk. Young adult section should include the following;**
    - **Young adult book collection**
    - **4-6 computer terminals**
    - **Tables and chairs**
    - **Teen area for projects**

        - **Study carrels and student/tutor area**
    - **Private periodical room to accommodate the following;**
        - **Quiet reading area (combination of tables/chairs and lounge furniture)**
        - **Periodical collection (currently 240 subscriptions)**
        - **Computer stations directly outside of periodical room**
    - **Historical material room w/ keyed lock. Both historical and periodical should be located adjacent to Reference area**
    - **Reference desk with provisions for more confidentiality and privacy**
    - **Computer terminals near reference section**
    - **Computer lab/teaching area to accommodate 24 (this space could be shared with other recreation or community function to be housed at Enrico Fermi High School (EFHS)**
    - **Public toilet facilities**

- **Library Staff Area**
    - **Reference staff offices for (3) adjacent to reference desk, including;**
        - **Shared office for (2)**
        - **Private office for (1)**
    - **Children's staff offices for (3) adjacent to children's area, including;**
        - **Shared office for (2)**
        - **Private office for (1)**
    - **General staff offices including the following;**
        - **(2) Private offices for director and assistant director with shared administrative assistant**
        - **Open office with (7) work stations for current (3) full time and (7) part time staff, including adequate area for technical process area. Additional staff needs cannot be fully anticipated at this time, but the Enfield Public Library Long Range Planning Committee, completed in 2005 and submitted to The Enfield Town Council, had outlined the need for (4) additional library staff members.**
        - **Private office for circulation manager, adjacent to open office**
        - **Staff break room w/ seating for 10, lockers for all staff, small kitchenette and staff toilets**
    - **Staff meeting/conference room to accommodate 15-20; this space should be shared with recreation department and other community functions**
    - **Enfield TV open office (1 full time and 7 part time) and equipment storage area – ETV manager is also the library director, but it is likely that those positions will require (2) separate staff members at some point in future due to required skill set – Main broadcast is out of Town Hall, but may change to EFHS in future if all ETV personnel and equipment are to be stored at high school or portable equipment**

allowing for broadcasting at any location in town
  - **Enfield TV news/broadcast room**
  - **IT closet**

- **Children's Area**
  - **Main book and reading area for children – size and amenities to be consistent with current children's area**
  - **Story time room for 20 children (larger events such as night time reading can be accommodated in shared community room)**
  - **Craft room with 4-6 tables and sink area**
  - **Children's toilet rooms**

- **Miscellaneous Spaces**
  - **Book donation room to receive and store donations**
  - **Electrical and mechanical rooms**
  - **Janitor's closet with mop sink**
  - **Space for book sale (potentially in EFHS gym)**

- **Community Room**

  Note: The Community Room should be a shared space, available for use by the library and other town functions.
  - **Square footage to accommodate 300+ residents**
  - **Table and chair storage**
  - **A/V closet**
  -

C. **<u>Miscellaneous Notes:</u>**

- **Outdoor programming is crucial to library and should include a large lawn area for special functions. Contamination at EFHS site is of concern due to use of outdoor area by children (i.e. treasure hunt where children are digging in soil)**
- **The Pearl Street Branch Library will remain open**
- **New furnishings are anticipated at library, likely privately funded through library donations and fund-raiser(s)**
- **Acoustics are vital to library functions and are the most common complaint by residents at current library. Acoustical design for the future library space shall be a priority**
- **The library must have access to a loading dock, within a reasonable distance to accommodate deliveries.**
- **Library functions on multiple levels are not an issue and will likely be required due to the existing layout of EFHS. However, an elevator internal to library for access to all levels is a high priority for library staff and public.**
- **Library should be laid out to allow for optimal natural day lighting into all spaces.**

D. **<u>Attachments:</u>**

'Embracing the Future' – ***A plan for the future of the Enfield Public Library submitted to The Enfield Town Council by The Enfield Public Library Long Range Planning Committee***

Existing Enfield Public Library Floor Plan

Any corrections, additions or comments should be made to Silver Petrucelli & Associates within 14 days of the date of this meeting.

Distribution: All attendees, M. Coppler, D. Petrucelli, W. Silver, File

Embracing the Future

ENFIELD
P·U·B·L·I·C
LIBRARY
THE SOURCE SINCE 1874

A plan for the future of the Enfield Public Library
submitted to
The Enfield Town Council
by
The Enfield Public Library Long Range Planning Committee

October 3, 2005

Planning Team:

Cory Andersen
Gus Bell (Vice Chairman)
Allen Decker
Kathy Doten
Alice Egan
Betsy Ellery
Peter Falk (Chairman)
Deborah Fiore
Robert Gibson
Amalita Grimes
Karen Jarmoc (Secretary)
Jane Kozlowski
Marie O'Hara
Suzette Reading
Bill Vayda

Staff Liaisons:

Henry Dutcher (Library Director)
Mary Palomba (Assistant Library Director)

The Planning Context:

Over the past 5 years a number of initiatives have been undertaken at the Enfield Public Library. The initiatives have included all aspects of the library's operation. They have produced many positive results. Circulation is up over 50%, program attendance is up over 60%, attendance up by 20%, the Pearl Street Branch alone seeing over a 300% increase in attendance. In addition, the facility has been rearranged to maximize existing space and improvements to the physical plant were undertaken, new programs and services have been created and the library was recognized with a state award in 2003.

At the same time, the library has been working with staffing levels hardly changed since 1968, a central library facility approaching 40 years old with inadequate space for modern library services and a purchased services portion of the budget that has increased by only $6,350 in the last 5 years.

As such, the Enfield Public Library is at an impasse. As a result, a long range service plan has been developed as a way to provide a road map on how to break that impasse.

The Planning Process:

After obtaining monies through an LSTA Grant to cover costs for a Long Range Planning Study, the Enfield Public Library created a Long Range Planning Committee of active community members. The members selected the consulting firm of Chris Casey Concepts to facilitate all activities, and under the consultants direction viewed current services and goals, reviewed community feedback, and set forth goals and objectives that describe future trends for the Enfield Public Library. The committee reviewed mounds of historical information, surveyed townspeople, and visited other libraries to formulate a plan for future development and service.

The historical review gave the Committee a true picture of the library as it currently exists. The surveys and focus groups offered information about the library that the community envisions, and the final goals and service responses are an integration of both which delineate and interpret all of the information into a plan of action for the future. This plan of action developed into a long range plan of specific responses to general goals and objectives. A new model for library service that would enable Enfield residents to obtain service through the existing structure of a central library facility and the Pearl Street Branch, reinforced the best that each has to offer.

During the last nine months, they:

- Visited both branches of the Enfield Public Library.

- Researched the demographics of Enfield and surrounding communities.
- Visited other libraries with town demographics comparable to Enfield.
- Compared the services and facilities of the Enfield Public Library with libraries in other towns.
- Conducted focus groups with community residents to learn how libraries currently meet or don't meet their needs.
- Met with library staff members to determine areas where library service could improve.

Community Needs:

The committee conducted public forums to ascertain ideas for improved service from town residents.

Among their suggestions were the following:

- Provide more space for quiet study areas, group meeting rooms and popular children's programs.
- Increase the use of information technology and provide additional user opportunities for training in information access and retrieval.
- Expand hours of service to include Sunday hours.
- Increase collections including materials for young adults, periodical subscriptions, bestseller copies and audio books.
- Expand services and programs offered to children, young adults and their parents as well as the growing senior population.

A Touch Screen Survey zeroed in on the services that the community members value most.

- 78% of residents feel right at home and/or find the library warm and welcoming.
- 81% use the library to borrow books, 62% to do research and 61% to borrow movies and music.

- 93% feel they have benefited by using the library.
- 81% consider the library family oriented and 21% think of it as a "cool place to hang out", only 5% felt it was out of step with what they need.
- Overwhelming majorities found library services very good or excellent in all categories.
- New services most desired are a café, quiet areas, study rooms and delivery to the homebound.

Planning Outcomes:

The Long Range Planning Committee met weekly, biweekly, and through email to exchange information in consultation with Chris Casey Concepts. These meetings:

- Incorporated ideas from *The New Planning for Results* by Sandra Nelson to identify the strengths, weaknesses, opportunities and threats to future library service in Enfield.
- Examined various stakeholders, future technologies, community diversity and current trends in Enfield.
- Produced goals and objectives with measurable service responses to those objectives to guide the library for the next five years.

Goals Summary:

The Enfield Public Library's mission is to provide multiple resources to meet the educational, cultural, recreational and technological needs of the community. Through excellent customer service, they offer equitable access to all and create a friendly and safe atmosphere of learning.

The Enfield Public Library's goals for the next five years are as follows:

1. Residents will have access to materials and resources needed to achieve literacy regardless of individual limitations including underprivileged/homebound and disabled individuals.

2. All library users will have a more available and comfortable place to read and learn.

3. In-depth collections of materials will be available for library users that provide information on the cultural heritage of the community, as well as, other cultures.

4. The library will provide resources in many formats including programs and special displays that encourage cultural learning.

5. Residents will have access to resources and services that reflect the cultural heritage of populations in the library service area.

6. Residents will have materials, programs, and services to support their personal growth and self-education.

7. Children will enjoy a welcoming atmosphere in the Children's Room and have access to materials and programming to encourage and nurture the love of reading and life-long learning.

8. Young adults will have the resources and services to develop as readers, and the supplemental materials needed for school assignments.

9. Patrons and staff will receive training to feel comfortable and competent in their ability to use and evaluate electronic resources.

10. Patrons will have available to them electronic resources needed to prepare for lifelong learning.

11. The library will promote its value to the business community.

12. Adults will have materials and services available to meet the residents' desire for information on current, high-interest topics and to provide satisfying recreational experiences; these materials and services will reflect openness to all segments of the community.

13. Children and teens will have high-interest materials and services to stimulate their imaginations and to encourage them to read for pleasure; these materials and services will reflect openness to all segments of the community.

14. The library will provide public space for meeting and gathering that is recognized as inviting, neutral and safe by all individuals and groups in the community.

15. The library will provide electronic means of assembling, including video technology.

Goals & Objectives

Service Response – Basic Literacy

A library that offers Basic Literacy service addresses the need to read and to perform other essential daily tasks.

Goal# 1 *Residents will have access to materials and resources needed to achieve literacy regardless of individual limitations including underprivileged/homebound and disabled individuals*

Objectives: **Additional English-as-a-second language materials will be purchased.**

1. Each year, $1,000 will be allocated to purchase materials in all formats, beginning in year two.

The library will participate fully in Connecticut's early literacy initiative.

1. The head of Children/Teen services will serve on the school readiness committee beginning year one.
2. One additional rhyme time program will be established by year three.
3. Additional early literacy programs will be added as staffing becomes available.

Partnerships and collaborations will be formed with outside organizations.

1. Head of Children/Teen Services will serve on the town committee for early literacy planning beginning year one.
2. In year four, examine literacy partnering opportunities with area literacy organizations.
3. In year five, expand any developed programming to Pearl Street Library Branch.

The exam preparation collection will be expanded in all types of media.

1. We will allocate $500.00 to exam prep materials beginning with the 2005-06 budget.
2. Online exam preparation materials will be purchased by year three.

A collection of high interest/low reading level books will be started.

1. A core Literacy Collection will be developed taking books from our existing collection and earmarking them for recataloging and adding new materials specially designed for literacy support. $2,500 will be allocated in year one for this purpose.
2. Each year, thereafter, the collection will be updated and maintained.
3. As the collection grows, space will be sought to house the information. This will be reviewed by a space planning committee that will be established in year one.

A homebound delivery system will be developed.

1. Year one a plan for outreach and homebound services will be developed.
2. Funding will be sought in year two to allocate the necessary resources and staffing, either through LSTA or Hartford Foundation for Public Giving.
3. By year three, begin the process of visiting targeted organizations and delivering materials via prescribed method.

The adaptive technology needed to service the community will be purchased.

1. Write an LSTA Grant in year one to accommodate the purchase of adaptive technology.
2. Introduce matching funds into budget for year two.
3. Purchase the Adaptive Technology Equipment with grant funds and town budget during 2007-08 fiscal year.

Reference service will be available 24/7.

1. Investigate various 24/7 reference products during 2005-06 budget year.
2. Subscribe to free trials of various systems on the market in year one.
3. Purchase a 24/7 subscription product for reference service after hours in year two.
4. Based upon usage, feedback and requests evaluate the effectiveness of the service and redistribute materials budget as necessary beginning year three.

Materials, in all media types, needed by the underprivileged/homebound/disabled, will be purchased.

1. Budget materials according to need indicated through requests for service, suggestions and questionnaire responses solicited during year two.

Increase the number of databases available to the public.

1. Study yearly statistical report of current database subscriptions to evaluate unmet subject needs beginning year one.
2. Each year budget increases will be requested for one additional on-line database subscription beginning year two.

Increase ways patrons can ask reference questions; such as IM and Chat rooms.

1. Survey other libraries beginning year one.
2. Expand reference services beyond current boundaries beginning year three.

Increase the number of public access workstations to fulfill demand.

1. Coordinate with Information Technology Department for budget increases necessary to add additional workstations in year four.
2. Set up a Library Space Planning Committee during year one.
3. Present space needs to Council during year two.
4. Hire an architect to help design space needs during year three.
5. Request a referendum question for year three or four.

Reference Staff will be increased and reorganized.

1. Request will be made for an additional fulltime reference staff person to alleviate the impact on increase in reference activity by year three.

Goal #2 *All library users will have a more available and comfortable place to read and learn.*

Objectives: **Quiet study rooms will be created.**

1. Set-up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Comfortable reading/study areas will be available.

1. Set-up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Audio/video devices, with appropriate usage space, will be provided.

1. Set-up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

The library will be open seven days a week.

1. Starting year one investigate the question of opening on Sunday.
    a. Year one survey other libraries.
    b. Year one review the literature.
    c. Year two negotiate with unions as necessary.
    d. Year three allocate budget for Sunday opening.

Expand library services beyond current boundaries.

1. Explore the need for additional branches, bookmobile, deposit collections and 24/7 online collections as a way to make library services available to more town residents by year three.
2. Set up a Library Space Planning Committee during year one.
3. Present space needs to Council during year two.
4. Hire an architect to help design space needs during year three.
5. Request a referendum question by year three or four.

Service Response - Cultural Awareness

A library that offers Cultural Awareness service encourages community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Goal #1 *In-depth collections of materials will be available for library users that provide information on the cultural heritage of the community, as well as, other cultures.*

Objectives: **Library collections will be made available in languages other than English.**

1. Concentrate efforts to improve the language collection during year one.
2. Year two, study circulation statistics for language materials to verify usage.
3. Purchase and update multilingual materials collection as indicated by study in year four.

Local history resources will be enhanced.

1. Increase materials budget to allow for increased purchases in year three.
2. Analyze space necessary to house collection in year three.
3. Set up Library Space Planning Committee during year one.
4. Present space needs to Council during year two.
5. Hire an architect to help design space needs during year three.
6. Request a referendum question by year three or four.

Library will collect materials on cultures and countries around the world.

1. Study circulation statistics to verify usage of current cultural materials by year four.
2. Increase materials budget to allow for increased purchases in year five.

Goal #2 *The library will provide resources in many formats including programs and special displays that encourage cultural learning.*

Objectives: **Cultural performances and exhibits will be held.**

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

New partnerships will be established with outside cultural organizations and existing partnerships will be strengthened.

1. Strengthen partnerships with Cultural Arts Committee beginning year one.
2. The World of Words programming through the Center for the Book at the Library of Congress will continue.
3. Ethnic organizations will be approached to establish collaborations in cultural programming by year five.

Goal #3 *Residents will have access to resources and services that reflect the cultural heritage of populations in the library service area.*

Objectives: **There will be an initiative established to attract an ethnically diverse staff based upon town needs.**

1. Library will work with Human Resources to promote a more diverse workforce beginning year one.

The library will be a gateway to cultural awareness.

1. The library will hire culturally diverse performers for all programs beginning year one.

Service Response – Lifelong Learning

A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

Goal #1 *Residents will have materials, programs, and services to support their personal growth and self-education.*

Objectives: **Library collections, in all departments, will be evaluated and made relevant and current.**

1. A collection development team will be formed in year one.
2. Entire collection will be analyzed and weeded as necessary.
3. Year two budget will be reallocated as analysis dictates.

New materials in all formats will be promoted through lists and the library website.

1. Emphasis will be given to promotional materials designed to highlight the diverse library collections in year one.

The library will provide meeting space for discussion groups, book clubs and other programs.

1. Set-up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Goal #2 *Children will enjoy a welcoming atmosphere in the Children's Room and have access to materials and programming to encourage and nurture the love of reading and life-long learning.*

Objectives: **Children's programming will be made available to all interested children.**

1. Evaluate staffing needs in year three.

2. Request additional staff as dictated by needs study in year four.

Space will be made available to accommodate all children interested in attending programs.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Make story time an integral part of the library's early literacy program, expanding as demand dictates.

1. Add one additional rhyme time program by year three.
2. Evaluate present story time in year two.
3. Adjust and add story times based on findings, and availability of staff in year four.
4. Develop initiatives that highlight to the public the role the library plays in "No Child Left Behind" performance by year three.

Area will be made available to accommodate and promote creativity and craft skills.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Goal #3 *Young adults will have the resources and services to develop as readers, and the supplemental materials needed for school assignments.*

Objectives: **Collections of materials and programs will be developed to attract young adults as regular library users.**

1. The Head of Children and Teen Services will work closely with Teen Advisory Board to generate plan of action in year one.

A comfortable/welcoming area will be created to accommodate young adults.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to Council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Materials needed to help complete school assignments will be acquired.

1. Strengthen collaborative communication between Head of Children and Teen Services and schools in year one.
2. Materials budget will be increased by at least 5% to allow for acquisition of school related materials by year three.

Programs of interest that coincide with current school curriculum will be developed.

1. Work with Teen Advisory Board and schools, use acquired knowledge to determine program needs in year four.

Service Response – Information Literacy

A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively.

Goal #1 *Patrons and staff will receive training to feel comfortable and competent in their ability to use and evaluate electronic resources.*

Objectives: **Enhance the enrollment in current Techno Topics.**

1. Review statistical data on previous Techno Topic classes to see where to repeat topics, or expand on information already presented in year one.
2. Experiment with different times programs are being offered in year two.
3. Survey attendees to see what other classes are desired in year one.
4. Report findings of the review and survey, and implement ideas gleaned from the study during year two.

Develop various "how to" manuals for computer catalogs, reference resources, Internet, email and buying and selling on the Internet.

1. Produce paper manual from online published resources by year four.

Library staff will stay up-to-date with current trends in electronic resources as they relate to learning.

1. All staff members will be expected to attend at least two training sessions per year on current trends in technology beginning in year one.

Goal #2 *Patrons will have available the electronic resources needed to prepare them for lifelong learning.*

Objectives: **Electronic equipment will be increased and upgraded to eliminate lengthy waiting times currently being experienced.**

1. Formulate a plan with Information Technology Department to have library workstations maintained on a maximum four-year replacement cycle in year two.
2. Coordinate with the Information Technology Department for budget increases necessary for additional workstations in year four.
3. Set up Library Space Planning Committee during year one.
4. Present space needs to Council during year two.
5. Hire an architect to help design space needs during year three.
6. Request a referendum question by year three or four.

Wireless network will be installed.

1. Formulate a plan with Information Technology Department to implement a wireless access point for laptop users at the main library and at Pearl Street Branch in year one.
2. Implement the wireless plan in year one.
3. A hot spot will be made available to public in year one.

Goal #3 *The library will promote its value to the business community.*

Objectives: **A marketing campaign will be created to introduce Enfield businesses to the resources of the library.**

1. Published manuals will be reworked to appeal to local businesses by year four.
2. Chamber of Commerce programs will be initiated that include hosting programs at the library by year five.

Partnerships and programs will be designed specifically to meet the needs of businesses.

1. Survey businesses about what information they are looking for and include in Techno Topics by year four.
2. Staff person will represent the library in a business organization or town committee relating to business in year five.

Establish early childhood literacy programs in conjunction with Connecticut's initiative.

1. Head of Children/Teen Services will serve on School Readiness Committee beginning in year one.
2. Additional programs will be created to meet the demand of early literacy development beginning year two.
3. Beginning year four, early literacy programs will be expanded to Pearl Street Branch.

Periodicals will be evaluated and developed to meet the popular interests of children.

1. Periodical subscriptions will be increased by at least two per year to meet current patron demand beginning year one.

Offer additional Young Adult programs and market them to a larger community.

1. Work with Teen Advisory Board and local publications to market library programs and services to teens beginning year two.
2. Offer additional programs as attendance warrants beginning in year three.
3. Request for full-time teen librarian as teen library use increases by year five.

Service Response – Commons

A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

Goal #1 *The library will provide public space for meeting and gathering that is recognized as inviting, neutral and safe by all individuals and groups in the community.*

Objectives: **The library will become the crossroad for community interaction.**

1. Library will be open 70 hours per week by year three.
2. Additional resources will be available 24/7 by year three.
3. Community affairs programming will be enhanced each year beginning year four.

Meeting rooms will be created.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Study the feasibility of establishing a café.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Staff will develop and maintain a good working knowledge of the community and keep abreast of current developments.

1. Staff will keep current on town developments through council minutes and published reports beginning year one.
2. Staff will be encouraged to seek volunteer opportunities in the community and participate in town events beginning year four.

A space planning committee will be established.

1. Set up a Library Space Planning Committee during year one.
2. Present space needs to council during year two.
3. Hire an architect to help design space needs during year three.
4. Request a referendum question by year three or four.

Goal #2 *The library will provide electronic means of assembling, including video technology.*

Objectives: **A video facility will be created to enhance library communications to the community.**

1. Grants will be written to provide a budget for video equipment
2. Set up a Library Space Planning Committee during year one.
3. Present space needs to council during year two.
4. Hire an architect to help design space needs during year three.
5. Request a referendum question by year three or four.

Automated room scheduling will be available.

1. Collaborative effort with Information Technology Department will be formed to establish services by year three.

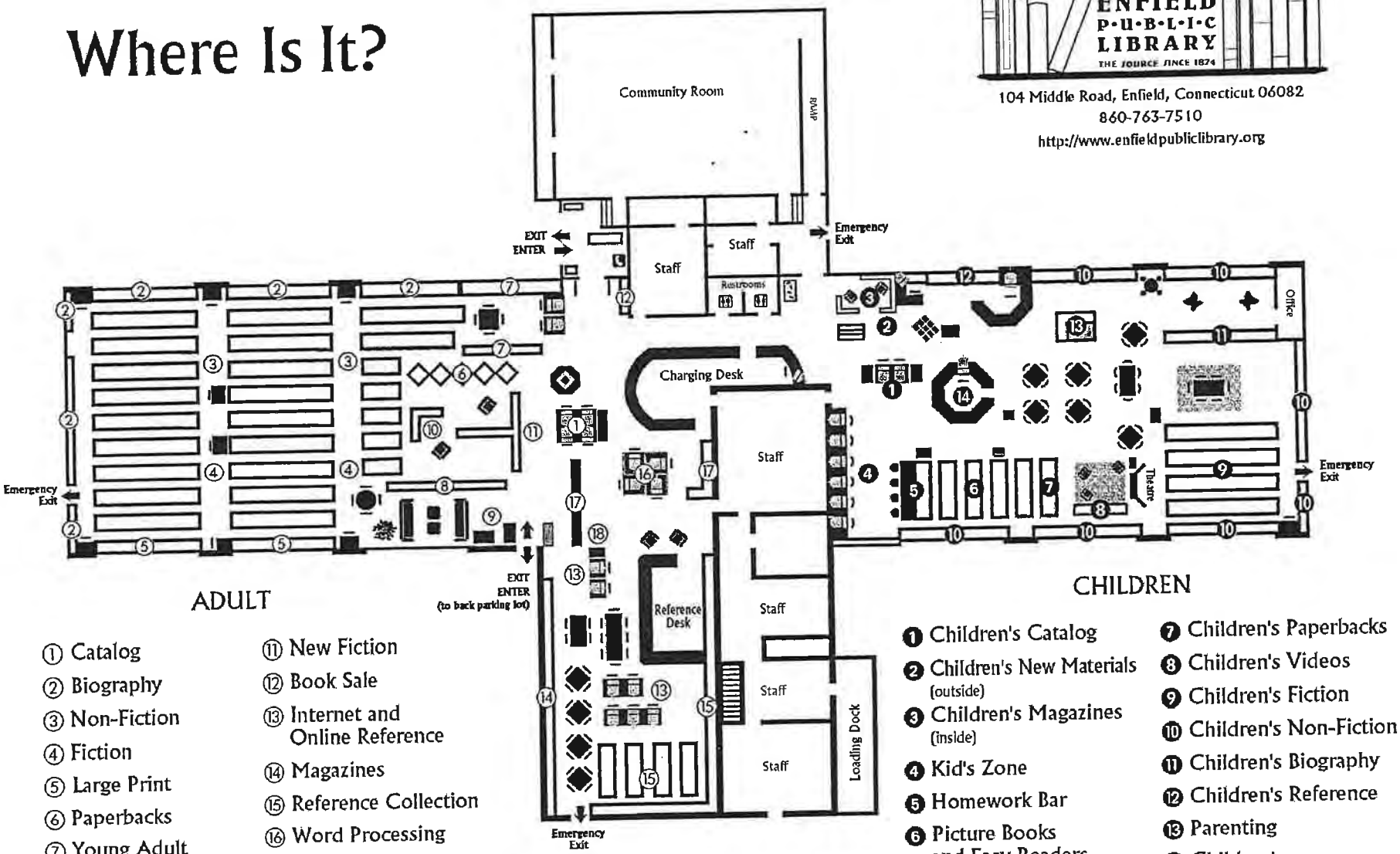
Staff will have expert knowledge of audiovisual equipment.

1. Training programs will be established by year two.
2. Each staff member will be expected to keep current with technology by year two.

Where Is It?

ENFIELD P·U·B·L·I·C LIBRARY
THE SOURCE SINCE 1874

104 Middle Road, Enfield, Connecticut 06082
860-763-7510
http://www.enfieldpubliclibrary.org



ADULT

① Catalog
② Biography
③ Non-Fiction
④ Fiction
⑤ Large Print
⑥ Paperbacks
⑦ Young Adult
⑧ Videos
⑨ Copiers
⑩ New Non-Fiction
⑪ New Fiction
⑫ Book Sale
⑬ Internet and Online Reference
⑭ Magazines
⑮ Reference Collection
⑯ Word Processing
⑰ Audio Books
⑱ Newspapers

CHILDREN

❶ Children's Catalog
❷ Children's New Materials (outside)
❸ Children's Magazines (inside)
❹ Kid's Zone
❺ Homework Bar
❻ Picture Books and Easy Readers
❼ Children's Paperbacks
❽ Children's Videos
❾ Children's Fiction
❿ Children's Non-Fiction
⓫ Children's Biography
⓬ Children's Reference
⓭ Parenting
⓮ Children's Reference Desk

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Meeting Minutes #2

PROJECT: **Feasibility Study for the Re-Use of Enrico Fermi High School**

CLIENT: **Town of Enfield**

MEETING PLACE: **Angelo Lamagna Activity Center – 19 N. Main Street**

DATE AND TIME: **Friday, December 21st at 11:15 a.m.**

ATTENDEES:	**Mary M. Keller**	**Recreation Supervisor**
	Alison Alberghini-Durler	**Asst. Rec. Supervisor**
	Daniel T. Vindigni	**Asst. Town Manager**
	Christopher Nardi	**S/P+A**

Purpose: **To tour the existing Enfield Recreation Dept. and discuss the needs for the potential relocation to Enrico Fermi High School.**

A. Existing Facility

The Enfield Recreation Department is located on the 1st floor of the Angelo Lamagna Activity Center, which also houses Youth Services in Enfield. The building is shared by multiple users, with the recreation department utilizing the following amenities;

- **Office Suite**
- **(2) Classrooms**
- **Gymnasium**
- **Outdoor swimming pool**

In addition to these amenities, the Enfield Recreation Department also utilizes other facilities in town, including the Enrico Fermi High School (EFHS) swimming pool.

B. Recreation (and Community Center) Needs:

The global picture of relocating the Enfield Recreation Department to EFHS was discussed, including the concept of establishing the new facility as a combination library, recreation and community center to serve all residents of Enfield. The following notes are a synopsis of this discussion between the meeting's attendees, and summarize the needs and desires of the Enfield Recreation Department based on the current population served and programs/amenities that it intends to offer the citizens of Enfield;

- **All of the large, assembly spaces within EFHS will be heavily utilized by the recreation department and community center, including the following;**
  - **Indoor pool – will continue to be shared by recreation department and new, consolidated high school. Potential use by town for parties, free swim or rentals. Pool to be examined for any potential renovation requirements including lighting, dehumidification and safety measures**
  - **Gymnasium – will be used primarily for recreation basketball and volleyball, as well as other large community, library and town events, including wrestling, sports tournaments and the library book drive. Gymnasium will be examined for A/C, which will be necessary to allow for recreation activities and shelter during the summer months**
  - **Cafeteria – will be used as an alternative gathering space. Discussions included the installation of a snack bar/coffee area/sitting area that will provide a place of leisure for residents. – D. Vindigni referenced Bryant Park in NYC as an environment worthy of visiting and replicating for its 'community' feel**
  - **Auditorium – will primarily house non-sports and cultural events, including but not limited to theatre groups, community band, lectures, movies and other presentation type events**
- **Storage, locker, shower and toilet facilities will be required for recreational use, though it is anticipated that the existing EFHS amenities will be more than adequate to meet the recreational needs.**
- **An unknown quantity of classrooms (10+) will be utilized for various recreation and community activities. The majority of the classrooms will be generic, with the exception of rooms for family and consumer sciences, photography, home improvement and art. These existing EFHS spaces will be evaluated for re-use by S/P+A.**
- **The current recreation department consists of (3) full time staff members with additional seasonal staff brought on as necessary. It is anticipated that the full time staff could double to (6) members, should the recreation department move to EFHS and expand the number of activities and programs**

it can offer.

- **Single versus multi-point access into the future recreation/library/ community center was discussed, with security being the main point of discussion. This will be a topic of future discussion for the Town of Enfield, although it was determined that single point access is preferred for security reasons. However, independent library access is desirable from a programmatic standpoint.**
- **The need for a hall of fame area for plaques and awards was discussed, which are currently being housed in the senior center but are quickly outgrowing the space provided.**
- **Outdoor activities were discussed and include the following;**
  - **Summer camps to be held on existing fields and open areas**
  - **Existing track to be utilized for walking**
  - **Additional need for shaded picnic area**
  - **Outdoor basketball courts will need to be added**
  - **Tennis courts to remain**
  - **Handball courts are not often used and can be removed or repurposed for basketball courts or green space**

C. <u>EMS / Emergency Management Needs:</u>

In addition to the recreation, library and community center, the need to reuse EFHS as an EMS and emergency management center for the Enfield Community Emergency Response Team (CERT) was discussed. The EMS staff will be interviewed at a following time, but D. Vindigni and M. Keller were able to speak for the CERT and overall emergency management needs.

- **(1) classroom will be needed for CPR / First Aid courses and training, capable of holding 25 participants**
- **The building is intended to be used as a primary town shelter, and will therefore need to comply will all applicable codes for emergency shelters.**
- **At least a portion of the building will need to be backed up by an emergency generator, including the gymnasium, nurse station, classrooms and toilet/shower facilities that will be utilized as part of the emergency shelter provisions.**
- **CERT utilizes (3) vehicles including (2) trailers that will be parked outside and (1) ambulance that will need a dedicated indoor parking bay.**
- **Storage pods will be utilized to house the cots for emergency shelter provisions. These pods will be offsite, but will need to be located within a close proximity to the building.**
- **A space for the town's backup emergency operations center will be investigated, with the primary EOR being maintained within the town's police station**
- **The public address system should be maintained and/or upgraded**

as needed to meet the needs of the emergency management operations.

- **(1) office may be required for CERT in the future**

D. <u>Attachments:</u>

None

Any corrections, additions or comments should be made to Silver Petrucelli & Associates within 14 days of the date of this meeting.

Distribution: All attendees, M. Coppler, D. Petrucelli, W. Silver, file

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Meeting Minutes #3

PROJECT: **Feasibility Study for the Re-Use of Enrico Fermi High School**

CLIENT: **Town of Enfield**

MEETING PLACE: **Enfield EMS – 1296 Enfield Street**

DATE AND TIME: **Wednesday, January 16th at 1:30 p.m.**

ATTENDEES:	**Gary Wiemokly**	**EMS Director**
	Erin Maloney	**Lieutenant**
	Christopher Nardi	**S/P+A**

Purpose: **To tour the existing Emergency Medical Services (EMS) Department. and discuss the needs for the potential relocation to Enrico Fermi High School.**

A. Existing Facility

The EMS Headquarters is located directly off of Enfield Street in a one story structure with small upper level/mezzanine used for storage. The building contains (4) apparatus bays and a variety of other spaces as outlined below;

- **(4) Apparatus bays housing the department's (4) front line ambulances. Other department vehicles are stored outside and include (2) reserve ambulances and (3) staff vehicles (SUV type)**

- **Small decon area in rear apparatus bay**
- **Oxygen storage in front apparatus bay**
- **Small exercise areas in apparatus bays, consisting of (1) universal weight machine and pull up bar**
- **Small workroom/office adjacent to apparatus bays**
- **(2) private offices for Director and Lieutenant**
- **Lockable cabinets/refrigerator for paramedics.**
- **Day room w/ furniture, table, computer stations, television, cabinet storage, etc.**
- **Kitchenette (residential)**
- **Single restroom facility with water closet, lavatory and shower stall**
- **Laundry room with washer/dryer**
- **Various storage rooms**

B. <u>EMS Needs for Relocation to Enrico Fermi High School (EFHS):</u>

The long term plan for the Enfield EMS department consists of splitting the department into two locations; with one unit relocated to EFHS and the other unit remaining at the current EMS facility. This solution, in addition to providing extra space desperately needed by the department, will provide better coverage and therefore faster response times throughout the Town of Enfield. The current amenities at 1296 Enfield Street will remain (with potential upgrades to the toilet area). The EMS Headquarters will be located at EFHS and will function as a stand-alone facility; secured and independent from the programmatic spaces of the library, recreation and CERT functions that may also reside within the high school. Certain amenities such as the emergency generator will be shared, while others such as the elevator may be shared depending on the final layout of the re-purposed high school. Other required spaces and amenities of the relocated EMS Headquarters are as follows;

- **(4) Apparatus bays to store (2) Front line ambulances and (2) staff vehicles. An additional staff vehicle will be stored outside. The remaining front line and reserve ambulances will be stored in the existing bays at 1296 Enfield Street. Additional EFHS apparatus bay needs are as follows;**
  - **Washing facility with hose bibs and trench or floor drains**
  - **Unit heaters**
  - **Small decontamination area**
  - **Work benches**
  - **Supply storage (all oxygen supplies will remain at 1296 Enfield Street)**

- **The following space programs should be located adjacent to or in the direct vicinity of the apparatus bays;**
  - **Laundry area with washer/dryer and storage**
  - **Supply storage**
  - **Toilet rooms (men and women) – No showers**
  - **Office for (2) with work area and computers**

- **The following space programs shall be located adjacent to each other, but can be separated (on a different level) than the apparatus functions listed above;**
  - **Training room for 20-30 occupants (40 would be an ideal/maximum capacity)**
  - **(3) Private offices for;**
    - **Chief**
    - **Captain**
    - **Lieutenant**

  NOTE: The Lt. is a supervisory position and will therefore have an additional office at the 1296 Enfield St. facility as well.
  - **Paramedics storage w/ lockable cabinets and refrigerator**
  - **Conference room for 10-12**
  - **Day room including typical amenities for 8-10 occupants including (3) computer workstations**
  - **Small kitchenette**
  - **Men's and women's toilet, locker and shower facilities**

- **Additional space and amenity needs, including site, are listed as follows;**
  - **Secured gate with keypad, intercom/camera and/or card swipe at all entry or exit points serving apparatus apron**
  - **Adequate apron for maneuvering and backing in of ambulances into apparatus bays**
  - **(10) dedicated staff parking spaces within secure area; overflow parking for training events can be located in general parking lot**
  - **Emergency generator serving the facility**
  - **Elevator or dumbwaiter access (if HQ is split on two levels)**
  - **Electrical/Mechanical/Plumbing/Fire protection modifications to meet facility and code requirements**

D. **<u>Attachments:</u>**

None

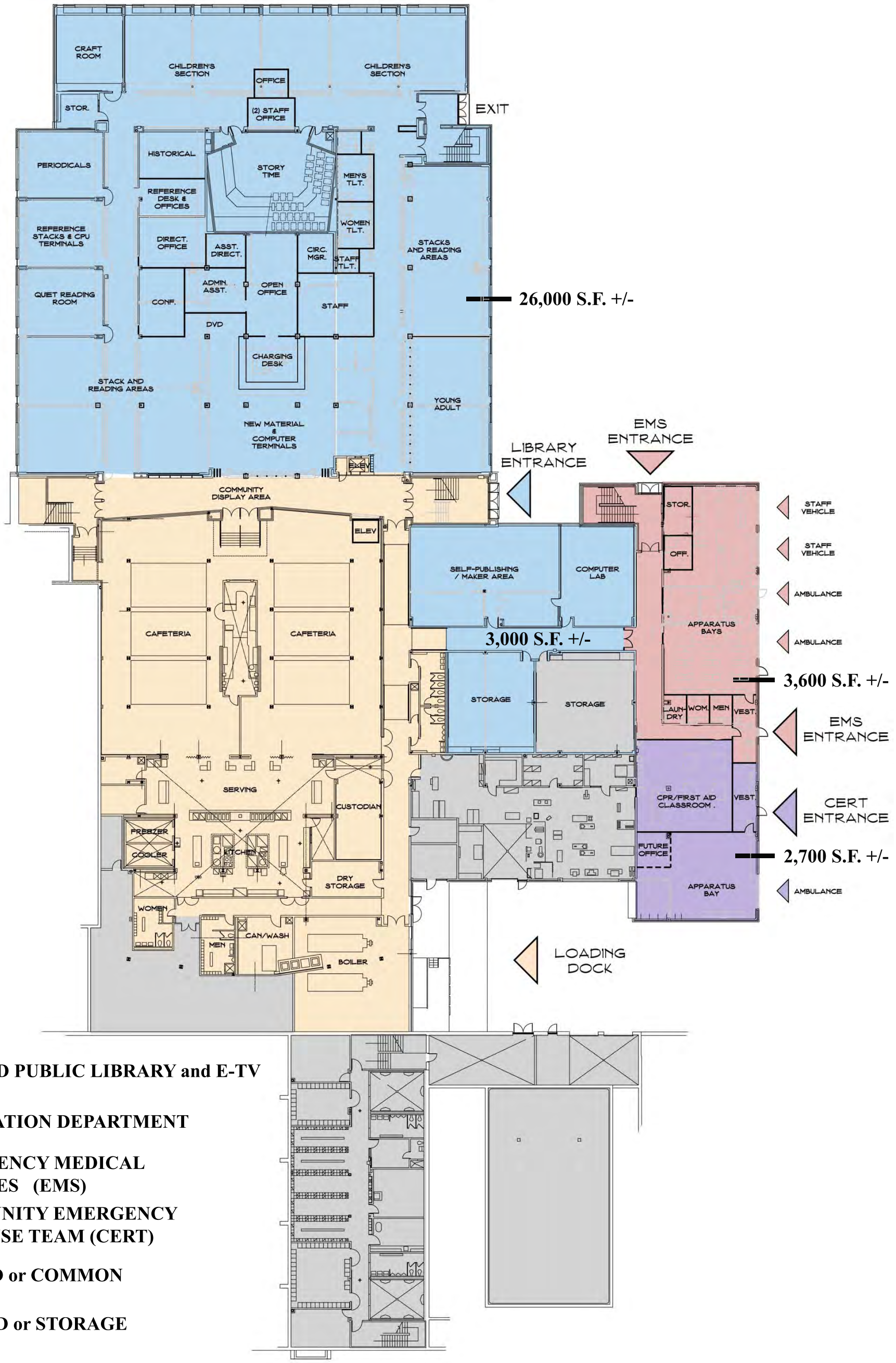
Any corrections, additions or comments should be made to Silver Petrucelli & Associates within 14 days of the date of this meeting.

Distribution: All attendees, M. Coppler, D. Petrucelli, W. Silver, file

Section III – Preferred Conceptual Plans & Renderings

The following plans represent a conceptual organization (within EFHS) of each department's preferred program as outlined in the previous section of this report. These preferred plans are a combination of plan options 01 and 02 (see Appendix A), and result from the programming meetings with each of the department directors, as well as review meetings with Town management. These plans are conceptual in nature, and although spaces are shown organized with room names labeled, these plans do not illustrate the level of detail found in typical schematic design drawings. It is anticipated that these plans will serve as the foundation for design moving forward, but that the layout, adjacencies and details will be further developed and challenged.

For further description and narratives of the scope of work being proposed for these renovations, see Section IV of this report.



ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE

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PROPOSED LOWER LEVEL PLAN - OPTION 02 (REVISED)

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 12.03.13

ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE

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PROPOSED MAIN LEVEL PLAN - OPTION 02 (REVISED)

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 12.03.13

ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

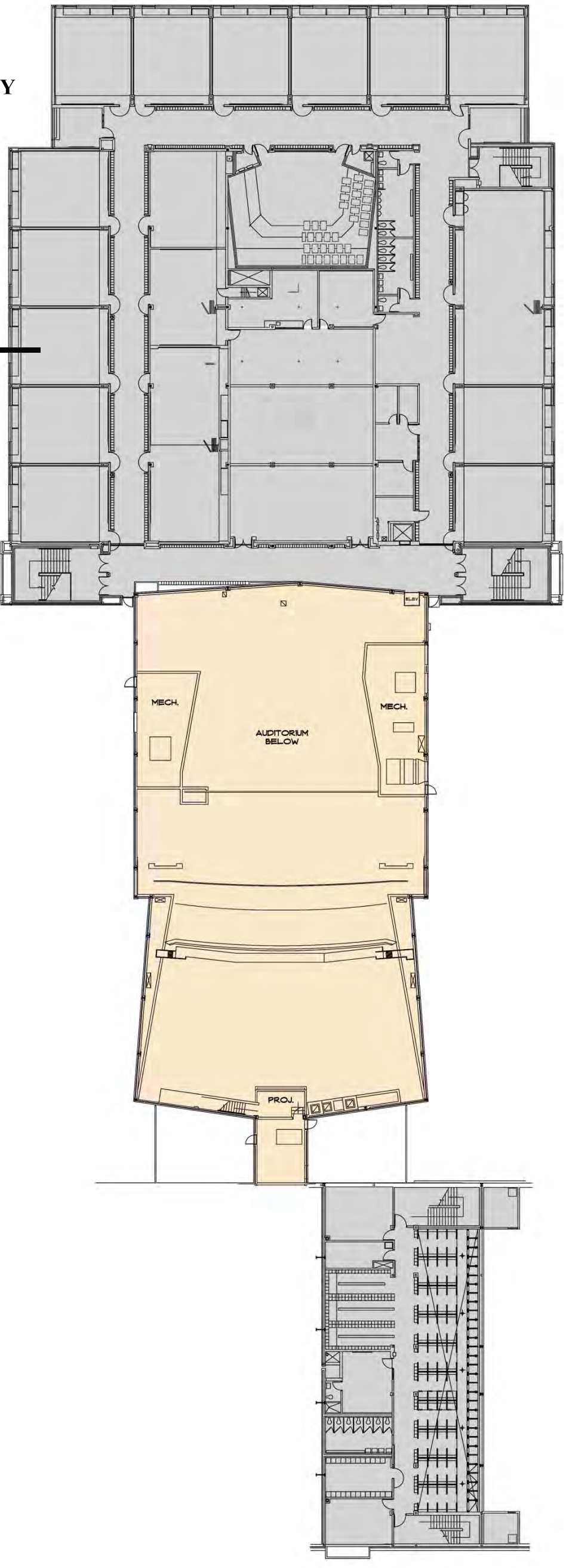
EMERGENCY MEDICAL SERVICES (EMS)

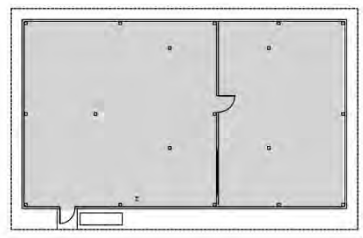
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE

26,000 S.F. +/-





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PROPOSED MAIN UPPER PLAN - OPTION 02 (REVISED)

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 12.02.13

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PROPOSED SITE PLAN - OVERALL

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 12.03.13

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PROPOSED SITE PLAN - ENLARGED PLAN OF NORTH LOTS

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 12.03.13

Section IV – Site, Building & Systems Narratives

Site

GENERAL

The existing EFHS site is fully developed, containing multiple parking lots, a network of entrance drives and roads, and a sports complex comparable to other high schools of this size in

Connecticut. The EFHS site has multiple access points off of two roads, North Maple Road (Connecticut Route 192) to the west and Moody Road to the north. The main entrance and majority of parking are located off of the N. Maple Road entrance, with the Moody Road entrance serving as access to secondary parking lots and the lower level loading dock.

The grading of the site is moderately sloped, with elevations on the south side of the building roughly one story (11-15 feet) higher than those on the north side. The main entrance on the south side of the building is currently ADA accessible.

Due to the existing development of this site, it is anticipated that the adaptive reuse of this high school into a leisure activity center will not require significant site improvements or upgrades. The plans found in Section III of this report and the narratives below describe the limited improvements that are anticipated as part of this project.

ON-SITE TRAFFIC CIRCULATION & PARKING

The only significant parking and circulation improvements required as part of this adaptive reuse will be for the relocation of EMS/CERT. In order to establish a secure area for EMS personnel, a section of the existing loop drive off of Moody Road will need to be gated off to prevent access by unauthorized visitors. This secure EMS area will be positioned strategically to maintain access to all on-site parking areas and loading docks. Additional parking will need to be added within the newly created secure area for EMS first responders, staff and visitors. Other improvements in this area include demolition and paving of new surfaces for the EMS/CERT apparatus aprons.

Aside from the EMS improvements noted above, the existing traffic network and parking counts are sufficient for the adaptive reuse of this site. Having multiple parking lots served by various access points will be beneficial in segregating parking for the different building uses, while providing parking in close proximity to all building entrances. Additionally, future parking counts are anticipated to be lower than the current parking demand at the high school, meaning additional parking areas will not be required. However, it is recommended that portions of the existing lots be restriped to provide additional handicapped parking stalls serving each of the building uses. These handicapped stalls should be located as close as possible to each building entrance.

SIDEWALKS, ACCESSIBILTY & CURBING

The existing EFHS site contains a combination of concrete and bituminous asphalt sidewalks. Where feasible, these sidewalks will be maintained in their current location with minimal repairs. One area that will require some significant repairs and modifications is the new library entrance on the north side of the building. The existing entrance at this location is a split level, which not an accessible condition. In order to make this entry fully compliant, the elevation of the entrance must be raised to the height of the lower level finished floor. This will require infilling a portion of the exterior site and adding a new retaining wall to support this raised platform.

An alternative to avoid this expense, would be to utilize the existing on-level entrance at the northwest corner of the library (currently shown entering into the children's area). This would provide an additionally benefit in providing an accessible entrance closer to the handicapped parking stalls. The downside to using this entrance is that in the current proposed library layout, this entrance is not in direct view of the circulation desk and cannot be as easily monitored by staff.

LANDSCAPING, LIGHTING & ATHLETIC FIELDS

Landscaping and lighting will remain as is on the entire site, except for those areas directly affected by the renovations. It is anticipated that the high school athletic fields will remain operational for town use. The fields are in good condition and improvements are not recommended at this time.

UTILITIES, STORM DRAINAGE AND WASTEWATER

Existing utility and wastewater systems serving EFHS are sufficient for the planned reuse and will not require upgrades or improvements. Storm drainage systems will also remain in place without improvements, with exception of the EMS/CERT area. In this area, new storm draining will be provided to coordinate with the new site layout, but all drainage will be tied back into the existing underground system.

OTHER SITE IMPROVEMENTS

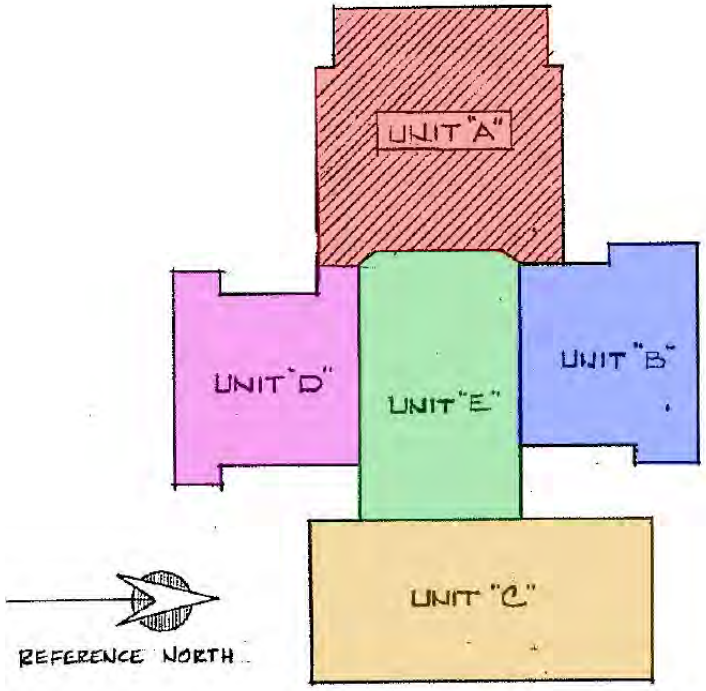
Other site improvements that may be required as part of this renovation involve the EMS/CERT apparatus bays and aprons, and hinge on whether or not there is adequate head room within the existing structure to accommodate the EMS vehicles and overhead doors. If adequate headroom is not available, it will require lowering the finish floor elevation in the apparatus bays which will mean introducing exterior trench drains and retaining walls into the new design. For more information on this issue, refer to the architectural and structural narratives beginning on Page 11.

Architectural and Structural

EXISTING EFHS LAYOUT

The existing high school is divided into building units, referenced by letters A, B, C, D and E.

Unit "A" is a three story structure that serves as the main academic wing for EFHS. The three floor plates are nearly identical, each containing classrooms around the exterior perimeter with a lecture hall, offices, support space, and media center at the core. The media center is a three story space, connected by an open, internal stair. There is also an existing, non-code conforming elevator located in the core of Unit "A", directly adjacent to the connection with Unit "E".



Unit "B" is a two story classroom structure located on the north end of the site. The lower level is dedicated to technology education and art with the main level containing all of the science labs and a planetarium.

Unit "C" is a three story structure dedicated to the physical education department. The main level of this unit houses the gymnasium, swimming pool, locker rooms and storage/support space. The lower and upper levels of Unit "C" contain additional locker rooms, however, these spaces are not accessible due to absence of an elevator in this portion of the building.

Unit "D" is a one story building with perimeter classrooms and an administrative core. The perimeter classrooms are used primarily for business and family and consumer sciences. The administrative space includes the main office, guidance office and nurse's suite.

Unit "E" is a two story structure serving as the core of the high school. The lower level is dedicated to the cafeteria, kitchen and support space including the boiler room. The lower level also contains the building's only loading dock, which is located off the north end of the building, between Units "B" and "C". The main level of Unit "E" is comprised of the auditorium and music department, including a band room, choral room, practice rooms, instrument storage and offices. The stage and auditorium are two story spaces.

PROPOSED ADAPTIVE REUSE LAYOUT

GENERAL

The preferred conceptual plan (Option 02 REVISED), focuses on overall space allocations and adjacencies. Structural analysis of the existing building and structural implications of the renovations cannot be fully understood at this time, however, where possible, accommodations have been made in the plans to maintain major existing structural columns and beams. It is anticipated that the plans provided in this report will continue to evolve and develop as more information is gathered from the end users and more details of the existing building are confirmed. For the purpose of this report, a description of each of the planned renovations is listed below;

ENFIELD PUBLIC LIBRARY and E-TV

In the preferred plan, the Enfield Public Library is shown located on the lower level of Unit "A", with the library occupying all 26,000 +/- square feet (sf) of this level. The renovations required to repurpose this space will be significant, with one of the more significant repairs being the demolition and infill of the existing three story media center stair. The decision to remove this stair has multiple factors, including code implications that would be faced by maintaining the open, three story atrium space. Furthermore, by removing the stair, more usable square footage can be returned to the library on the lower level and to the town on the two levels above.

Placing the library on the lower level has many advantages, some being its adjacency to the existing cafeteria and kitchen, its proximity to the lower level loading dock, and the ability to provide a dedicated parking lot and lower level entrance that need not be shared with other functions in the building. The adjacency to the cafeteria is particularly intriguing, due to concept of this facility being used as a leisure activity center. The cafeteria can be viewed as a coffee bar type area where a patron could enjoy a drink or snack while reading material checked out from the adjacent library. The combination of these two functions also provides parents or families an area for respite while waiting for family members that may be participating in other activities in this facility. The loading dock proximity was requested due to the library's need for loading and unloading large quantities of books, especially during the annual book sale.

The main entrance to the library is shown on the northeast end of Unit "A". The internal library layout consists of a combination of public and private stack and reading areas, staff offices and support space, dedicated historical and periodical rooms, a reference area, and dedicated zones for young adults and children. The children's section contains an open area for books, videos, computers and a reference desk. The existing amphitheater style lecture hall is proposed for reuse as the children's story room, and one of the existing high school classrooms is shown renovated for use as the children's new craft room.

Dedicated toilets are provided for staff members, male and female customers, and children. A community display area is planned for the corridor between the library and cafeteria. Additional library program that could not be located within Unit "A" due to square footage constraints, have been located adjacent to the library in the lower level of Unit "B". These programs include the self publishing/maker area, a computer lab and storage rooms.

The E-TV portion of this program is proposed to be located on the main level, within Unit "A" of the existing high school. The E-TV program is comprised of open and private offices, a broadcast room, and a storage room, all located within renovated classrooms along the perimeter of the building. This location is ideal due to its adjacency to the proposed 4,440 square foot community room, which will serve as a multi-purpose room for various town functions.

RECREATION DEPARTMENT

The recreation department is shown located within Unit "D" of the existing high school. Of all relocated departments, the renovations for recreation will be the simplest and least costly, as all of the existing walls and structure can be re-used. The recreation offices will be located within the current high school main office area and the recreation department programs will be offered in the (12) perimeter classrooms surrounding the main office. It is anticipated that the recreation department will be able to use the classrooms 'as-is' without significant modifications or upgrades. Additionally, since this area of the building is home to the family and consumer science program for EFHS, it is anticipated that recreation can re-use some or all of the food lab equipment currently located at the high school; saving significant costs that would otherwise be incurred if these were constructed as new spaces with new equipment.

The recreation department will be accessed by means of the school's main entrance, which is located on the south side of Unit "E", in the node between Units "C" and "D".

EMS/CERT

The EMS and CERT functions are planned to be located within Unit "B" of the existing high school. This location in the building is somewhat removed from the other planned programs, which is a benefit for EMS because it will provide a buffer from the public functions and an added level of security that is needed at a facility of this type.

The apparatus bays and adjacent support spaces will be located on the lower level, in the location of the existing high school technology education labs. One concern in placing the apparatus bays in this location is the available ceiling height within the bays, and the ability to accommodate the 12 foot high apparatus doors and EMS vehicles within that space.

After review of the existing construction documents, it appears that the floor to floor height in this area of the building is 14'-8". If the finished ceiling within these spaces were to be removed, thus exposing the structure above, the 14'-8" floor to floor height (14'-3" clear) may be sufficient in accommodating the 12 foot high doors. The unknown at this time, is the location and depth of the other steel structural members that are supporting the floor structure above and may impact the clearances necessary for the overhead doors. Since existing structural drawings were not available at the time of this study, it will be necessary to field verify these structural members in order to determine what modifications, if any, need to be made in the field.

S/P+A is optimistic that the existing steel will not impact the overhead clearance enough to warrant structural modifications, however, should it be determined that the existing steel is in conflict, there are options that can be considered. The preferred, and less costly option would be looking

at ways to reduce the depth of the conflicting steel, by replacing the existing members with shallower, heavier steel members. The second option, which would be far more invasive and costly, would be to lower the finish floor elevation of the apparatus bays by demolishing the existing concrete slab, excavating, and repouring the slab at a lower elevation. This option should only be considered as a last resort due to the cost implications associated with the demolition and concrete work.

EMS and CERT will each have their own dedicated entrance/vestibule on the lower level, to allow for deliveries and visitors while providing security against unwanted intruders. Additionally, each organization will also have their own apparatus bay(s), allowing them to function independently from each other.

EMS will also occupy a portion of the main level in Unit "B", located directly above the new apparatus bays. This section of the building will be dedicated for offices, a training room, an exercise room, toilet/shower/locker facilities, a small conference room and a day room for on duty staff. Heavy renovations will be required to provide these amenities in this location, however, water and waste lines are readily available in this area due to the existing science labs.

SHARED AND COMMON

The remaining large assembly areas of the school, including the cafeteria, auditorium, gymnasium and pool, are intended to remain and continue to be used on a regular basis for various town functions. These areas will all receive light renovations as necessary to bring the building up to code, repair damaged systems and materials, and modernize the spaces in an effort to prolong their usable life and improve energy efficiency. It is recommended that the main level locker rooms in the "C" wing be utilized for all athletic functions, and that the upper and lower level locker rooms be used only for overflow purposes (if allowed by code). Because the upper and lower level locker rooms are not accessible, a code modification would be required to allow for the continued used of these spaces.

In addition to these existing large assembly spaces, a new 4,400 sf community room is planned for this adaptive reuse of this high school. This community room is shown located on the main level, in the area of the existing media center in Unit "A". This community room would be capable of comfortably seating 300 - 400 occupants for assembly type purposes. The existing classrooms surrounding the new community room are intended to remain and to serve as a conference center, where local organizations, small businesses or private groups can reserve space to hold various functions.

It is also recommended that a new elevator be installed within the core of the existing building. As shown in the plans, this elevator can be located near the existing elevator, which is an ideal location due to its centrality to the building and all of the building functions.

It should be noted that even with all of the renovations and improvements listed above, the entire upper level of Unit "A' remains unoccupied and available for future use.

Mechanical

GENERAL BUILDING OVERVIEW

Building Controls:

The existing building controls are pneumatic and original to the building. The compressor and associated equipment is located in the boiler room. The facilities staff has stated that the system is in need of constant repair, that many of the dampers and valves do not function properly and there are many air leaks within the tubing running throughout the building. Due to the age of the system and the current operating condition the system should be replaced in its entirety.

Boiler Room:

The boiler room was renovated approximately 7 years ago. All equipment within the boiler room is new. The existing boilers are dual fuel, Bryan models, each with a capacity of 8000 mbh input.
For the past several years they have been running exclusively on gas, however there is an existing underground fuel oil storage tank located outside the boiler room. The existing fuel oil tank currently has no leak detection or level control monitoring system. We would recommend the addition of a fuel oil leak detection system and level control monitoring device for the fuel oil storage tank.
Currently there appears to be no provisions combustion air for the boilers. There appears to be a wall louver that has since been covered up. We would recommend the addition of providing a means of combustion air for the boiler room. This would be a supply fan which would activate when the boilers fire. This fan would be connected to a louver in the exterior wall of the boiler room.

General Building Air Handling Units/Unit Ventilators:

Several indoor air handling units provide heating and ventilation to the various spaces within the building. Most of the units appear to be original to the building and should be replaced. Given the faulty controls system and questionable condition of various dampers there is no way to ensure that the ventilation requirements as defined by the International Mechanical Code are being met. Additionally, it appears that there is no provision for economizer cooling with any of the units. Furthermore, there appears to be several units which serve more than one space however, there are no provisions for zone control. At least one unit serving multiple floors has a damper system however the facilities staff stated that there are many comfort related complaints within these areas. This would lead us to assume that many of the dampers and/or controls are not functioning.

Pool Systems

Two systems currently serve the pool area. One of the systems currently does not work at all. There have been concerns over high humidity levels. Given the age of the systems we would recommend installing new air handling units with cooling. An additional system providing dehumidification is recommended as well.

MECHANICAL SYSTEMS FOR PROPOSED RENOVATIONS

General Design Intent

All new equipment would be roof mounted air handling units with indoor, duct mounted hot water coils for heating, and unit mounted d/x coils for cooling. All new ductwork, diffusers, registers and grilles would be required to distribute the air to each space. Depending on the design direction of the controls system, individual unit controls would be utilized and either be tied into a building management system or be standalone.
The heating for the building is setup as a primary/secondary system with secondary zone pumps located in various closets throughout the building. The heating coils would be connected to the existing hot water piping system with in the building. Modifications to the existing piping system including addition of zones, pumps and piping would need to take place.
Cooling for individual spaces would be attained by refrigerant coils mounted within each piece of equipment and integral compressor systems. For a full building renovation a chiller plant could be considered.

Energy Savings Considerations

Each roof mounted piece of equipment would have enthalpy controlled economizer to provide free cooling when conditions permit. Each system would have an energy recovery wheel which transfers energy from the exhaust stream to outdoor air intake stream. Modulation of quantities of fresh air to the various systems would be accomplished using demand control ventilation. A carbon dioxide sensor would indirectly measure how many people are in a given space and adjust quantities of fresh air to the space based on that measurement.

Library

Currently a single air handling unit serves all three floors of the inner core of the library wing. This air handling unit serves the library, adjacent classrooms, lecture rooms and offices. The system appears to have zone dampers however the facilities staff noted that temperature control for this system is inconsistent at best.
In order to properly to heat, cool and provide ventilation to this area of the building we recommend removing all of the existing systems and install entirely new systems. Two options could be considered. One option would be to install individual packaged rooftop units for each space. The second option would be to use a single roof mounted air handling unit with individual zone control for each space provided using VAV boxed. The total cooling requirement for the space is approximately 75 tons.

Library – (3 systems)	7-1/2 tons
Classrooms – (12 systems)	3-1/2 tons
Lecture Rooms – (2 systems)	4 tons
Bathroom – (3 systems)	1-1/2 tons

Office Areas

The existing administrative offices will be converted to a set of offices for the Parks and Recreation department as well as a space dedicated to local TV access. The equipment currently serving the space appears to be original to the building and should be replaced. This is another area that the occupants have stated provides inconsistent temperature control. The office space should have its own dedicated roof mounted packaged equipment with individual zone control via VAV boxes. The local TV space should have its own dedicated rooftop unit due to the high heat load rejected from electronic equipment.

Office Space – (1 system)	15 tons
Television/Broadcast Space – (1 system)	4 tons

EMS Facility

The current location of what will be the new EMS facility is a series of classrooms heated by ceiling mounted unit ventilators. All existing equipment would need to be removed. The EMS facility would require either a single roof mounted air handling unit with a series of VAV boxes for proper air distribution and zone control or individual rooftop units for each space. The apparatus bay would require additional provisions for removal of CO and NO2 fumes from the ambulance vehicle exhaust. This could be accomplished using a tail pipe system or a combination of supply and exhaust fans, sized, per the International Mechanical Code requirements for garage spaces.

EMS Facility – (1 VAV system)	25 tons

Electrical

ELECTRICAL SERVICE

The existing electrical service is rated at 480 volt, 3-phase, 2000 amps. We anticipate that this service size is sufficient to serve the planned use of the facility and the equipment is in reasonably good condition. The main distribution panel only has room for one new breaker and as such we anticipate the need for an added distribution section or large sub-panel. The existing service is not designed for separate metering of the various building areas and we have not anticipated that such sub-metering will be required.

GENERATOR

There is an existing 100 kW generator located in the boiler room. This unit currently serves the fire pump plus building heating and refrigeration loads. We do not anticipate that this unit will be large enough to serve projected emergency shelter and EMS/CERT area loads. A separate line item cost has been carried to upgrade this generator and modify the electrical distribution as required.

ELECTRICAL DISTRIBUTION

There are multiple electrical panels located throughout the building. In general these are in good condition and suitable for reuse. Few are anticipated to be impacted by the projected renovation scope. It is very likely that several new panels will be required to accommodate the proposed renovations in order to meet the needs of the future uses, especially as it relates to new emergency power. The existing wiring infrastructure in the building is in good condition based on the limited sampling we were able to review and significant replacements are only anticipated in areas of major renovation.

LIGHTING

Most of the existing interior lighting is in marginal physical condition. Many areas had been retrofit with more efficient T8 fluorescent lamps but several areas still utilized older T12 lamps which are no longer produced. It is recommended that interior lighting be replaced in any areas undergoing major renovation. Exterior lighting is in fair to poor condition and should be updated in areas with revised lighting needs, particularly the EMS and CERT areas. Emergency lighting coverage is poor in many areas. This should be improved in all areas that will be "active" following the renovation. Use of the generator and/or new battery equipment are both options. Exit sign coverage and condition is currently good and only minor additions are anticipated where the architectural layout is revised.

FIRE ALARM

The existing fire alarm system is relatively old and is providing marginal coverage for the facility. Given the significant scope of this renovation in many areas and the need to bring some areas up to current code compliance, we recommend a completely new fire alarm system be provided.

COMMUNICATION SYSTEMS

We anticipate that the varied use of the future facility will dictate the need for a new telephone system. This system could also provide any public address function necessary for any given area. The attached cost is based on providing one new system which can be partitioned and serve the entire facility.

We assume that most of the proposed space users will require a computer network dedicated to their space. Provision of one central server with virtual local area networks (VLANs) set up for each space could also work but may not be acceptable to some users. The large physical area of the building will dictate the need for multiple IT closets regardless. The attached cost allows for one IT closet dedicated to each user with racks, patch panels, network switches and all new network cabling. This cost does not allow for any end-user desktop equipment.

The need for a specialized radio and/or dispatch system for EMS and CERT will need to be evaluated. These systems are typically designed and installed by an independent specialist and no cost for such systems has been carried in the estimate.

We are not aware of the exact needs for the E-TV program or of the availability of existing equipment to relocate to the space. The attached cost is intended to represent a completely new "midrange" level production and broadcasting system.

GENERAL ELECTRICAL

In addition to the detailed notes above, the attached costs are based on the following general approach to electrical systems. The Library and E-TV area is considered to be generally major renovation and costs are based on essentially all new electrical equipment. The Recreation Department area is considered to be light renovation and costs are based on only repairs/code updates for electrical equipment. The EMS and CERT areas are considered to be generally major renovation and costs are based on essentially all new electrical equipment. Most of the common use area is considered to be light renovation and costs are based on only repairs/code updates for electrical equipment. The exception would be the Community Room which is considered as major renovation. The unused areas include very little electrical work. A small allowance has been carried to allow for issues caused by renovation in other areas and minor code considerations.

Plumbing

The existing fixtures are in fair to poor condition, and it is recommended that toilet rooms that will remain in use after the adaptive reuse, be upgraded with new fixtures. Where possible, new toilet rooms will be located in areas that already have the plumbing infrastructure to support the supply and waste demands.

Fire Protection

According to existing documents, the existing high school is fully sprinklered. The building will remain fully sprinklered after the adaptive reuse of this school, requiring that piping and sprinkler head modifications be made as necessary to accommodate the renovated areas. A new service is not anticipated since the total load or square footage of the building is not being increased.

Section V – Opinion of Probable Costs

Opinion of Probable Construction Cost

The following opinion of probable construction cost outlines the anticipated costs associated with the preferred and recommended Option 02 REVISED floor plans. Like the plans, these costs are preliminary in nature and therefore have been generated using a cost per square foot analysis. This method of estimating is typical for projects at this stage of design, and the cost numbers generated should be used as budgetary numbers only.

These costs are based on comparative projects of similar scale and construction type, and they represent anticipated 2014 construction costs. These costs will need to be revisited, refined and updated throughout the course of the following design phases, with corrections made as necessary for inflation and changes in the construction market.

SUMMARY OF COSTS (Refer to attachment on following page for further breakdown of costs)

CONSTRUCTION COSTS	**$21,305,000**
SOFT COSTS	**$4,544,050**
TOTAL PROJECT COST	**$25,849,050**

Proposed Adaptive Reuse of Enrico Fermi High School

3-Dec-13

Opinion of Probable Construction Costs

AREA	TASK	LUMP SUM	COST/SF	SUBTOTAL
29,000	LIBRARY		300.00	$8,700,000.00
2,880	E-TV (Does not include equipment)		250.00	$720,000.00
16,500	RECREATION		50.00	$825,000.00
13,300	EMS/CERT		300.00	$3,990,000.00
4,400	COMMUNITY ROOM		300.00	$1,320,000.00
144,000	COMMON AREAS	2,500,000		$2,500,000.00
1	ELEVATOR	250000		$250,000.00
1	SITE WORK	500000		$500,000.00

OTHER COSTS	TASK	LUMP SUM	COST/SF	SUBTOTAL
1	BUILDING MANAGEMENT SYSTEMS	700000		$700,000.00
1	HVAC POOL SYSTEMS	200000		$200,000.00
1	GENERATOR	10000		$10,000.00
1	FIRE ALARM	290000		$290,000.00
1	ELECTRICAL SERVICE MODIFICATIONS	50000		$50,000.00
1	E-TV PRODUCTION/BROADCAST SYSTEM	250000		$250,000.00
1	ENVIRONMENTAL ABATEMENT	1000000		$1,000,000.00
CONSTRUCTION TOTAL				$21,305,000.00

A/E CONSTRUCTION DESIGN, BID & CA (6%)	$1,278,300
ENVIRONMENTAL TEST	$10,000.00
ENVIRONMENTAL DESIGN & CA FEES	$50,000.00
BID PRINTING & LEGAL NOTICES	$10,000.00
DESIGN / CONSTRUCTION CONTINGENCY	$3,195,750.00

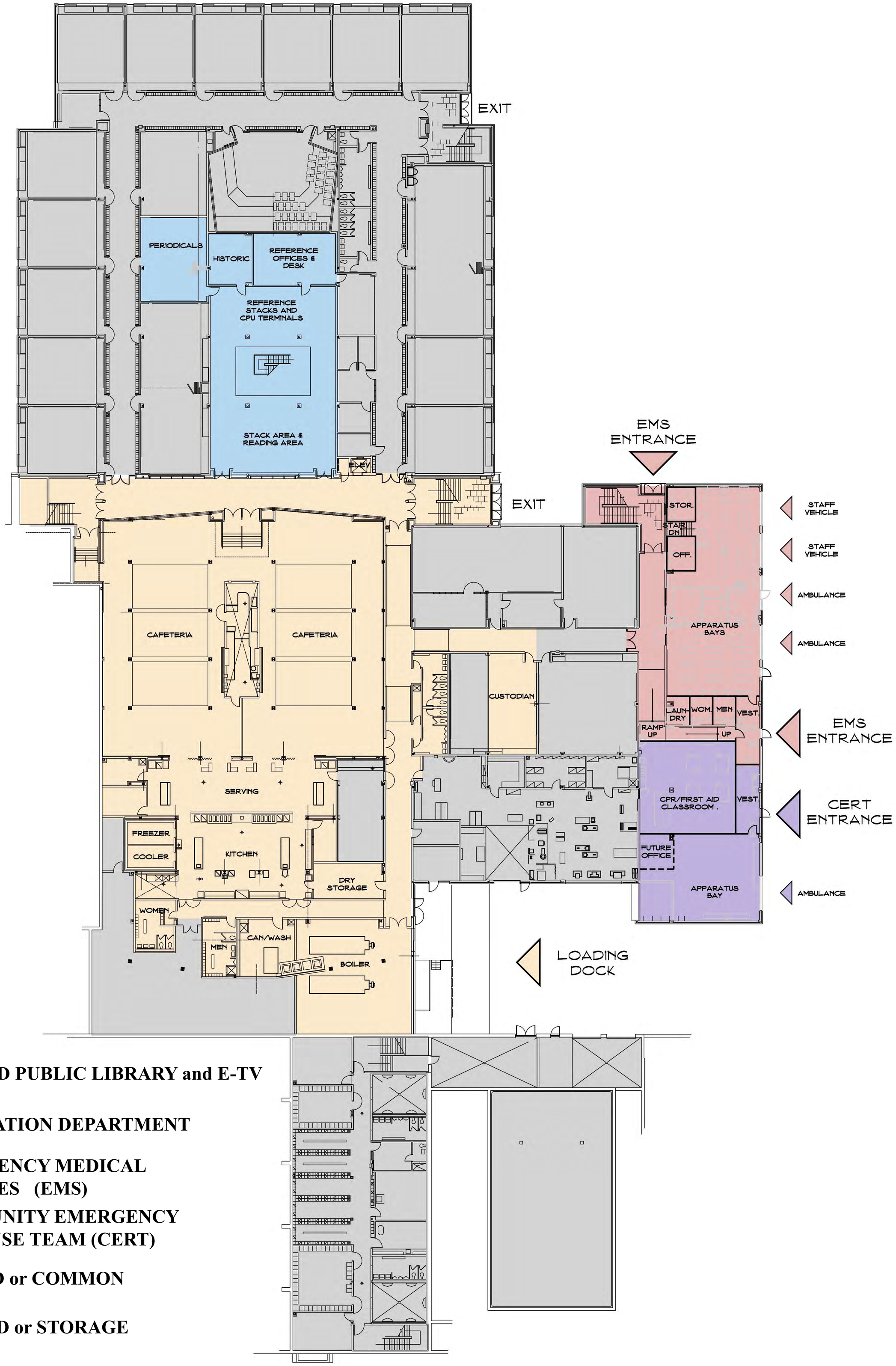
SOFT COST TOTAL	$4,544,050.00
FIXTURES, FURNITURE & EQUIP.	$0.00
TOTAL PROJECT COST	$25,849,050.00

EXCLUDES FINANCING COSTS

EXCLUDES ANY ENVIRONMENATL SITE HAZARDS OR ABATEMENT

Section VI – Appendix A

Plan Option 01
Plan Option 02



ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE

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PROPOSED LOWER LEVEL PLAN - OPTION 01

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13

ENFIELD PUBLIC LIBRARY and E-TV

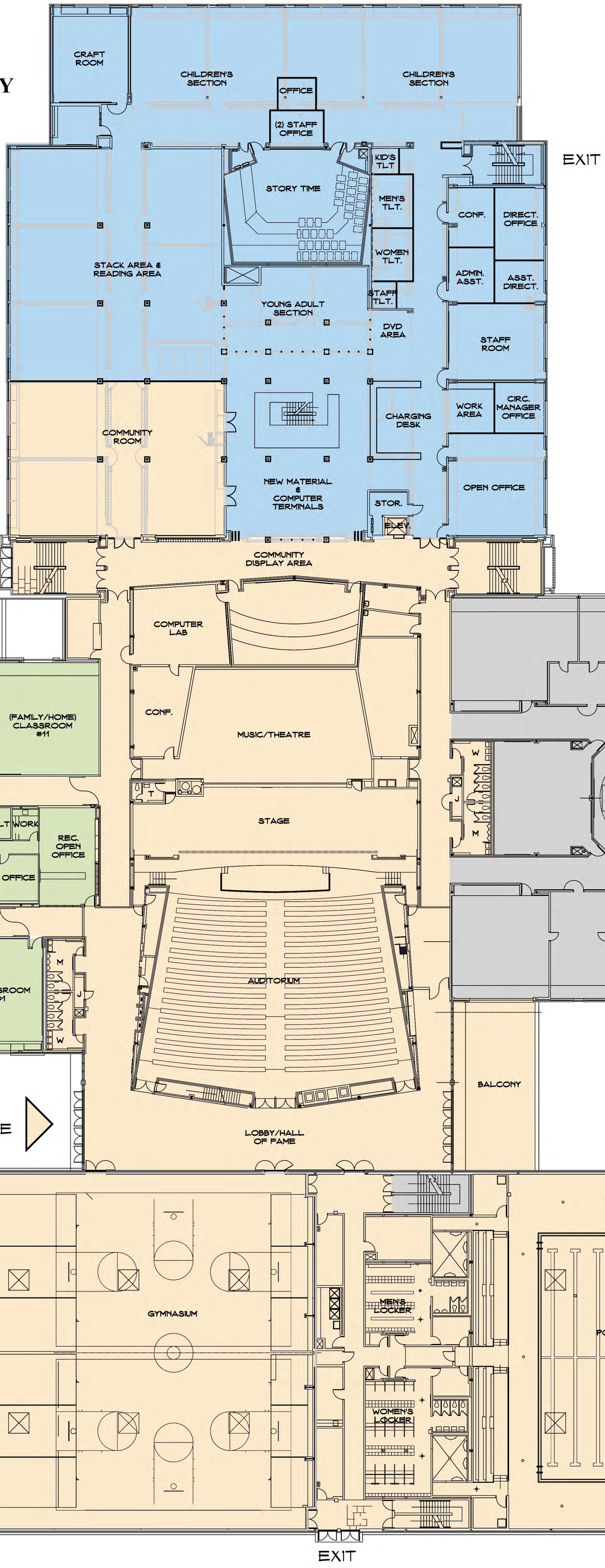
RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE



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PROPOSED LOWER MAIN PLAN - OPTION 01

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13

ENFIELD PUBLIC LIBRARY and E-TV

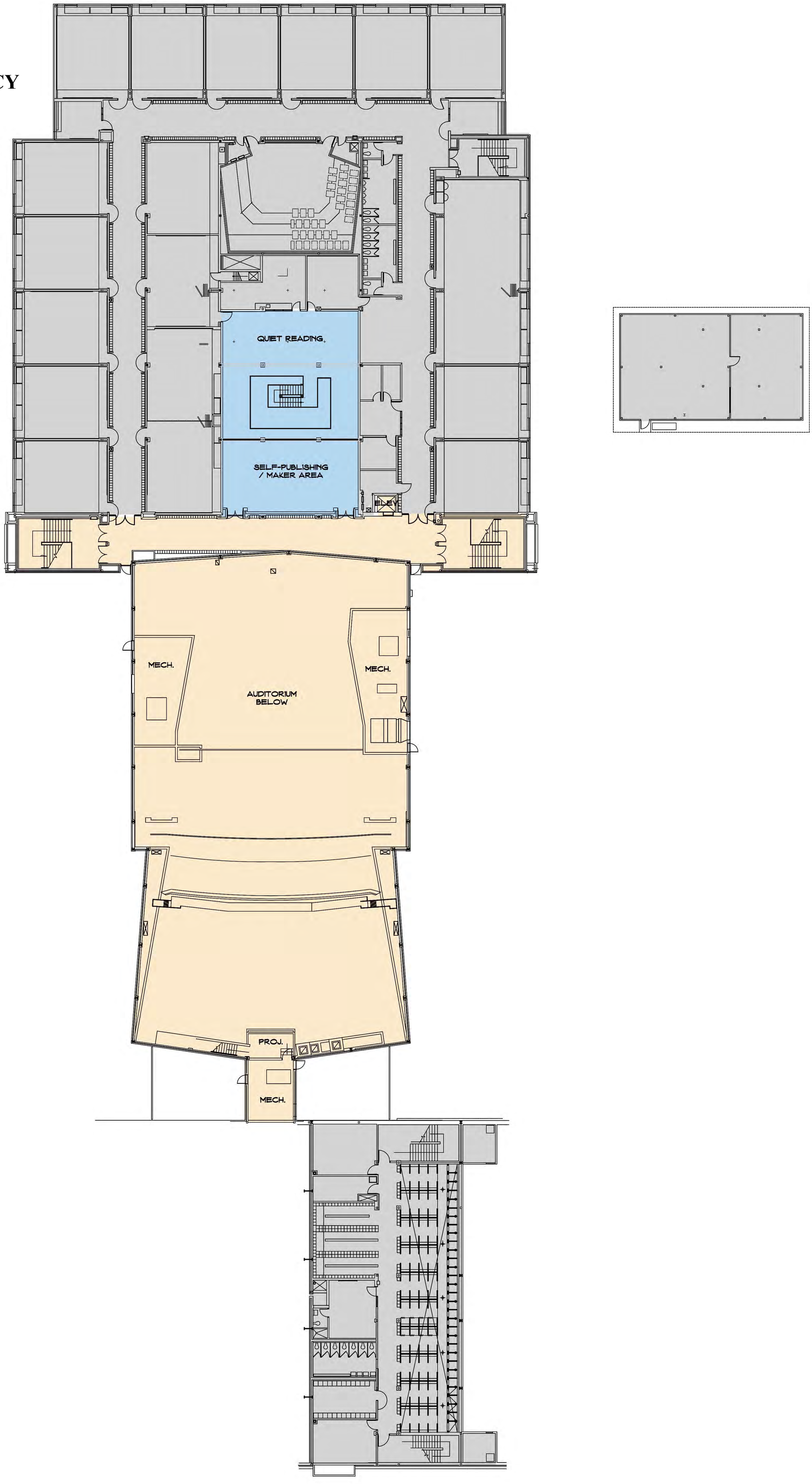
RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE



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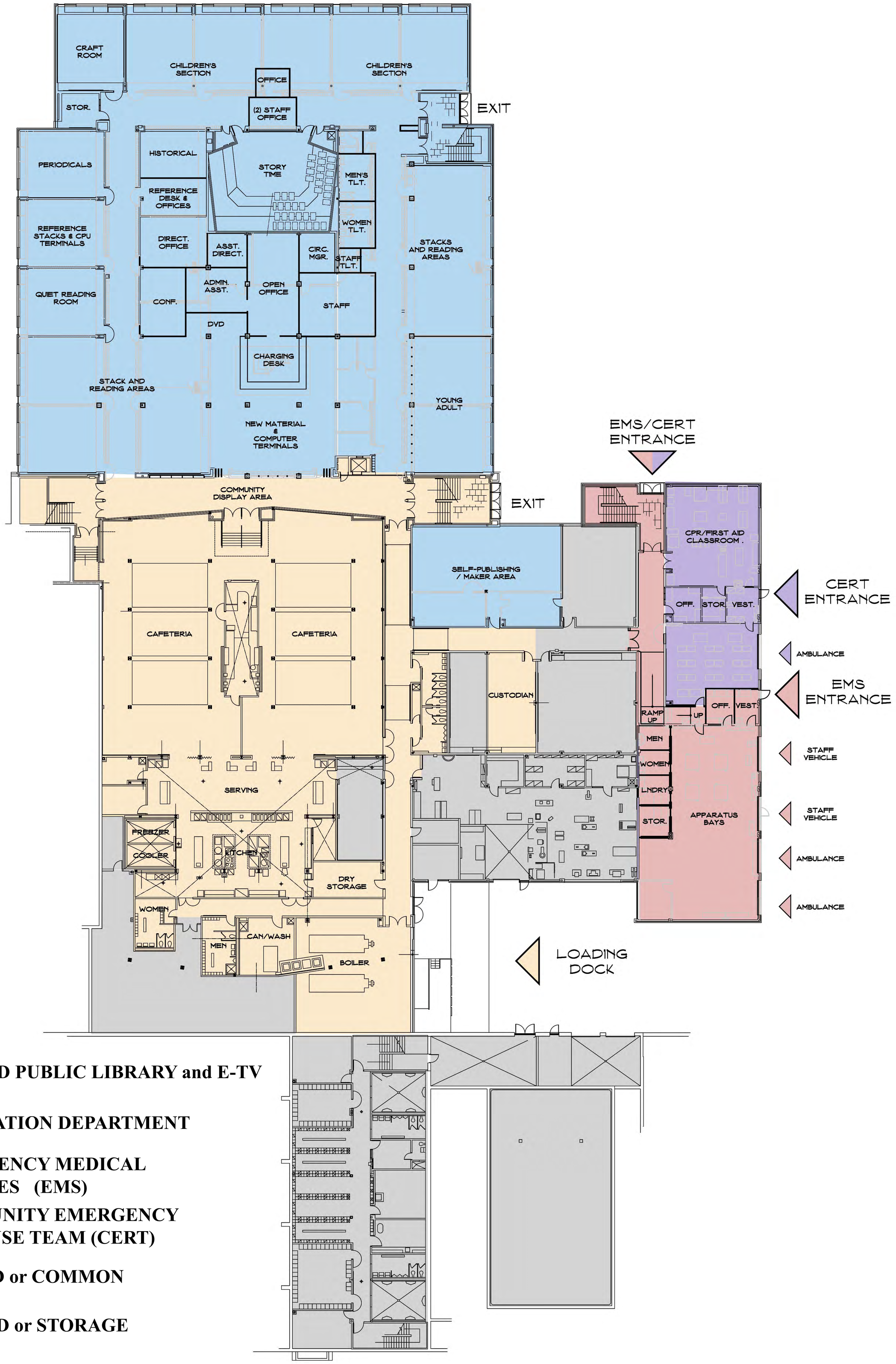
PROPOSED UPPER LEVEL PLAN - OPTION 01

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13



ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE

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PROPOSED LOWER LEVEL PLAN - OPTION 02

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13

ENFIELD PUBLIC LIBRARY and E-TV

RECREATION DEPARTMENT

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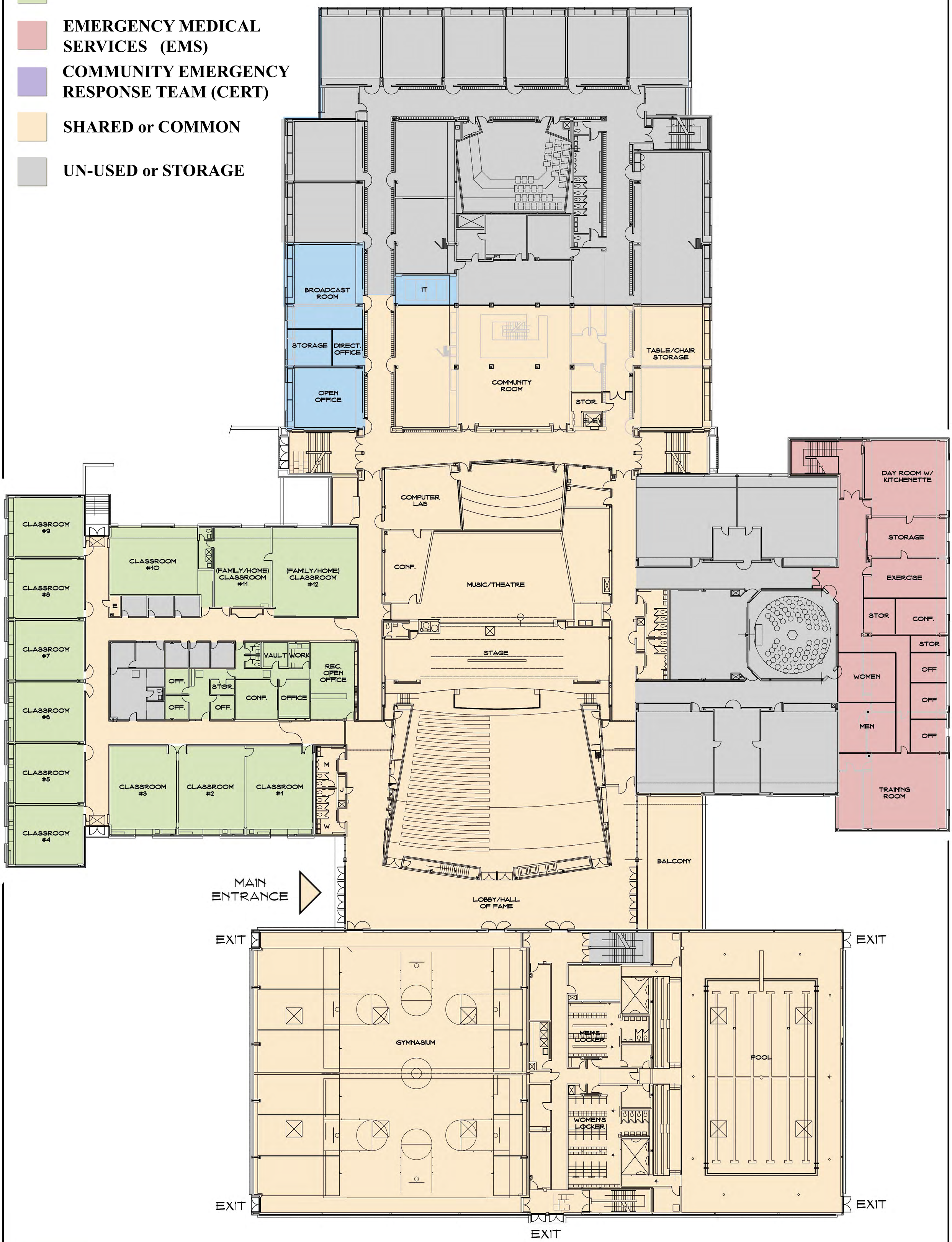
SHARED or COMMON

UN-USED or STORAGE



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PROPOSED MAIN LEVEL PLAN - OPTION 02

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13

ENFIELD PUBLIC LIBRARY and E-TV

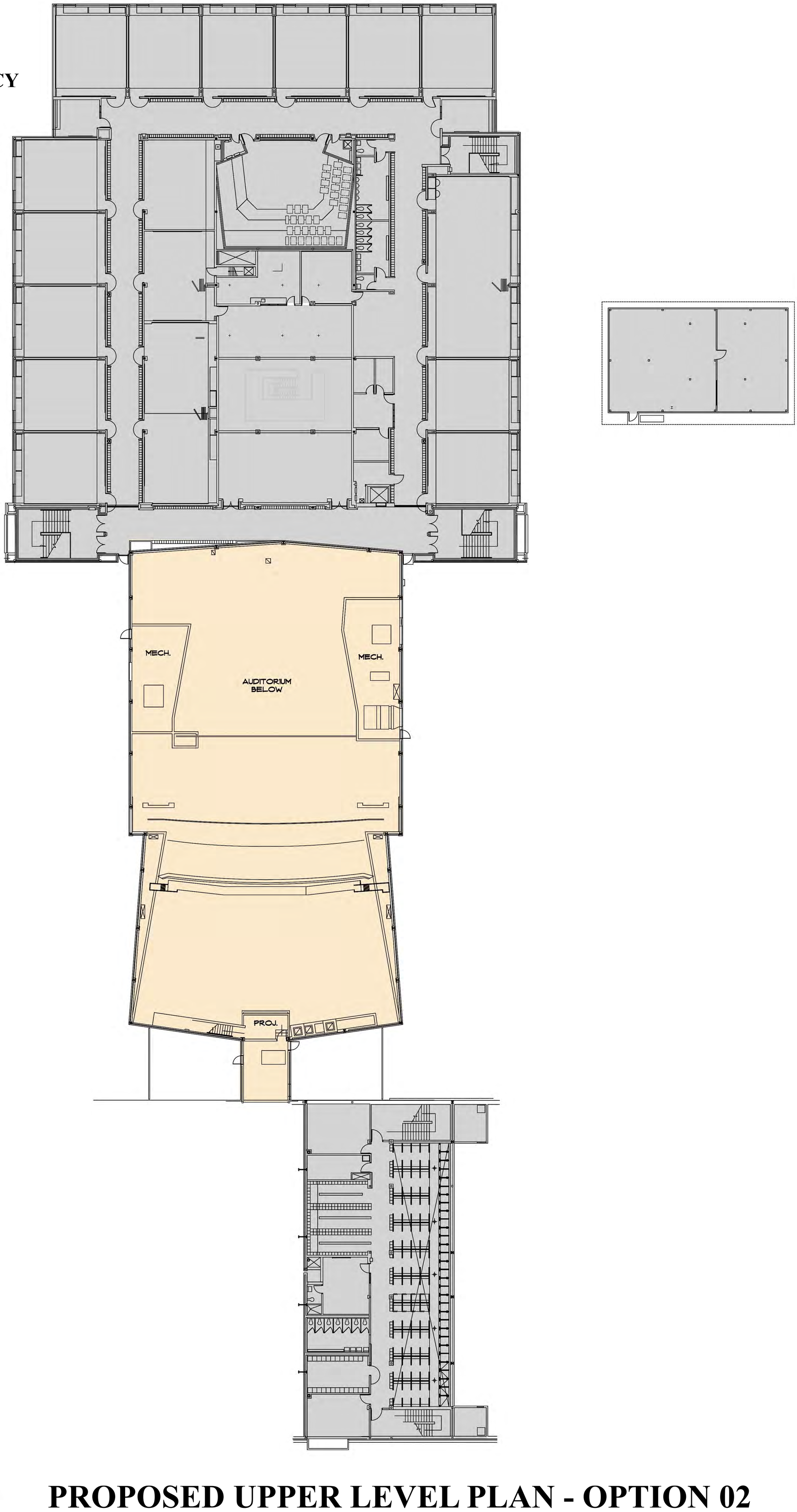
RECREATION DEPARTMENT

EMERGENCY MEDICAL SERVICES (EMS)

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

SHARED or COMMON

UN-USED or STORAGE



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PROPOSED UPPER LEVEL PLAN - OPTION 02

ENRICO FERMI HIGH SCHOOL RE-USE STUDY - 02.07.13