**Town of Scotland**

**5 year Facilities Improvement Plan**

**2021**

**Objective:**

To identify and prioritize the needs associated with the maintenance and improvement of Town buildings for the five year period 2021 through 2026.

**Methodology:**

Fact finding was performed through touring the buildings and grounds as well as conversation with the operational personnel of the buildings.

Costs are based on prior projects and/or rough estimates from supply houses and contractors.

Priority was placed upon health and safety, emergency preparedness, operational and energy efficiency, and general maintenance and aesthetics in that order. Though many of these projects are due or overdue, costs are spread over the five year period.

This document and the associated schedule of costs should be viewed as a living document. Some projects may not get funded in the year scheduled or other more pressing needs may arise. Ideally funds will come from a general facility fund that can be used for any necessary facility project rather than being earmarked for a particular project. This practice will allow the Town flexibility in adjusting priorities from year to year or to fund an unexpected, unplanned facilities need.

**Town-wide Facilities:**

**Fuel tanks:** There are diesel and fuel oil tanks outdoors at almost all of the building sites. These tanks have not been tested or maintained. There are two tanks at DPW, two tanks at the school, one tank at the Fire Department, and one tank at Town Hall. All six tanks should be screened for potential contaminates and cleaned/treated as recommended. The usual issues are water accumulation and/or algae buildup. In the schedule of costs funds are earmarked to cover the estimated cost of testing and at least two cleanings. If, after testing, additional cleaning is necessary it should be budgeted for future years. Tanks should be routinely tested/maintained in a 4 -5 year interval.

**Septic Tanks:** The Town is fortunate to have a DPW foreman who oversees and takes care of septic tank maintenance; a log of pump-outs should be saved on a town computer that can serve as a permanent record to assist in future maintenance.

**HVAC:** In the past I have recommended replacement of HVAC equipment as it reaches industry standard end of serviceable life. Given the budget constraints of all towns in our area I am recommending the “if it ain’t broke don’t fix it” philosophy. With that in mind my recommendation is to create a fund from which any HVAC replacement or major repair can be expensed from as it becomes necessary. This fund would not be designated to one building or one project but rather to cover all Town needs. As a unit fails the funding would be available 1) repair, if the cost is relatively low, or 2) replace. Too often HVAC components are repaired at a cost that equates to one third to one half the cost of replacement because the budget was not set aside for full replacement. By setting aside a fund, the decision to replace when necessary will be more readily available to Town leadership due to the availability of funds previously saved for this purpose.

The DPW, Town Hall and the School have aging equipment. The Fire Department and Library have well maintained and relatively new equipment, but there are times when newer equipment fails and warrants expensive repairs. Some HVAC projects for the school have been outlined here and in the section pertaining to the school.

**Outdoors:** Concrete walks and paving should be inspected annually; all cracks should be sealed annually. This practice will extend the serviceable life of the concrete and pavement. Wooden signs and guardrails should be painted/sealed yearly to prevent decay that will result in full replacement. This was especially needed and noticeable at the Library.

**Town Hall:**

The Town Hall needs extensive improvement which has been detailed and outlined in a separate report. The report is comprehensive, it includes improvements related to structural, operational, and aesthetic characteristics of the building. While the report is complete and all encompassing the estimated costs associated with the recommendations may not be up to date. The grange hall is also in need of extensive repair both structurally and aesthetically, it is advised that this building’s use be better defined or disposed of unless costs associated with its refurbishment can be recouped through outside sources. Costs associated with this work may qualify for historical restoration grants; active pursuit of grant money is advised.

**Fire Department:**

The Fire Department building is one of the finest facilities I have seen. With the exception of potential HVAC repairs/replacements, noted above, there are no apparent 5 year needs.

**Department of Public Works:**

The bathroom, office, and break space in the current facility need minor renovations and upgrades for the health and comfort of the public works staff. They do not have an appropriate space to rest during long duration storms even though they are essential members of the emergency response necessary for public safety.

The current facility cannot contain all of the equipment used during emergency response indoors. Some equipment is stored in a facility down the road that is beyond its serviceable life. Through construction of an additional four-bay garage, all equipment will be stored out of the elements on one site and will realize extended years of service as well as being available and immediately capable of operating during emergency response. These four bays are estimated to allow for current capacity and fleet growth of an additional vehicle. Therefore, this project should meet the facility needs of the department for decades to come.

A facility where salt and sand/salt mix can be stored so that it is immediately available during a storm and minimizes environmental contamination of neighboring land is also needed. With construction of a storage facility and the additional garage bays, the facility down the road may be disposed of.

**Library:**

For the most part the library is another example of a very well maintained and functional building. The flat roof is in need of replacement to prevent water infiltration on that side of the building. The contract for this project should include warranty language of at least 15 years. The concrete walks and paving should be inspected annually; all cracks should be sealed prior to winter. This practice will extend the serviceable life of the concrete and pavement.

There is one water fountain that should be replaced with a touchfree bottle filler/water fountain. This expense may be recuperated through state or federal COVID funds.

Exterior signage and wood guard rails should be maintained on an annual basis to prevent decay and the need for full replacement.

Beyond the five year plan, but soon thereafter, interior painting and new flooring will be required.

**Elementary School:**

The overall maintenance of the school building is quite good. The interior paint and other aesthetics are cared for meticulously and the mechanicals are maintained, though not new.

In light of recent events relating to public health I recommend replacing at least 8 water fountains through the school with bottle-filler/ water fountain units. These units allow for touch free filling of bottles/cups and no need for putting your mouth right near or on a spot where someone else has just done so. Even prior to the current public health crisis, popularity of these was on the rise and the health and productivity benefits of staying well hydrated for students and employees has been demonstrated by many studies. This expense may be recuperated through state or federal COVID funds.

A current ductless split heat pump compressor is in need of immediate replacement. Furthermore the music room is in need of climate control. I recommend these projects should receive immediate attention. Maintaining current systems is good practice so as not to fall behind on maintenance and improvement costs. Providing climate control for the music room should lengthen the service life of musical instruments which can cost far more than the cost of a heat pump system.

In the area of the Gymnasium there are apparent leaks due to rain water. At this time I would recommend extending the gutter leaders from the upper roof down to the lower roof to prevent splash back under the flashing. This is a relatively low cost project. If it is determined that the splash back is not the cause, the flashing will need to be replaced and will be a more involved and costly project.

At the front of the school there are 3 trees that pose a hazard to the sidewalk, driving surfaces, roof and façade of the building. New trees that have a maximum height of 15 to 25 feet should be identified and planted directly after removal of these trees.

There are four sheds in various states of repair situated on the property. Investing in a single 2 bay maintenance garage at this time should negate the need to attempt to maintain at least three of them. Employing a garage with metal siding and a metal roof should provide decades of service with little to no maintenance.

I found at least three areas of soffit at the school that appear to be deteriorating. Repairing these areas is not included in the schedule of costs as it is routine and inexpensive. I would advise investigating the underlying cause of the degradation in order to prevent further damage.

It is also apparent that some paint is experiencing premature failure in the gymnasium on the ductwork. This work is in a location that is very high and hard to maintain regularly by in-house staff. I do not see an immediate need as this appears to be aesthetic only and the project is placed further down the list, at which time I expect more of the paint in that area will need to be replaced.

There are approximately 12 windows that were not replaced at the time of the last renovation that are borderline inoperable and certainly not energy efficient. This project is on the list but due to expense and prioritization it is placed after other needs.

There are four classrooms currently utilizing window AC units cut into the windows of the building. These units are not energy efficient, are not as versatile in their function, and unattractive. The project is placed after other needs due to prioritization. If funding can be garnered from other sources, this project as well as the window project should be completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Town of Scotland** | | | | | |
| **5 Year Facilities Improvement Plan** | | | | | |
|  |  |  |  |  |  |
|  | **2021/2022** | **2022/2023** | **2023/2024** | **2024/2025** | **2025/2026** |
| **Townwide** |  |  |  |  |  |
| Fuel Tank testing/cleaning | $7,000.00 | $5,000.00 |  |  | $6,000.00 |
| HVAC Fund | $20,000.00 | $10,000.00 | $10,000.00 | $15,000.00 | $15,000.00 |
| Concrete and pavement sealing | $2,000.00 | $5,000.00 | $5,000.00 | $5,000.00 | $5,000.00 |
| **Town Hall** |  |  |  |  |  |
| Seek grant Funding |  |  |  |  |  |
| **Grange** |  |  |  |  |  |
| Seek grant funding or dispose of |  |  |  |  |  |
| **DPW** |  |  |  |  |  |
| Site Design/ Design | $5,000.00 | $5,000.00 |  |  |  |
| 4 Bay garage/ Cold Storage for now |  | $75,000.00 |  |  |  |
| Salt Shed |  |  | $50,000.00 |  |  |
| Site Pavement and improvement |  |  |  | $40,000.00 |  |
| Interior Renovation |  |  |  |  | $35,000.00 |
| **Library** |  |  |  |  |  |
| Flat Roof Replacement | $15,000.00 |  |  |  |  |
| Water Fountain Replacement | $1,400.00 |  |  |  |  |
| **Elementary School** |  |  |  |  |  |
| Water Fountain Replacement (8) | $10,400.00 |  |  |  |  |
| Heat pump replacement and new for Music Room | $5,000.00 | $8,500.00 |  |  |  |
| Tree work |  | $3,000.00 |  |  |  |
| 2 bay garage |  |  | $35,000.00 |  |  |
| Duct painting in Gymnasium |  |  |  |  | $8,000.00 |
| 12 replacement windows |  |  |  | $40,000.00 | $20,000.00 |
| 4 classrooms heat pump ac/heat units |  | $25,000.00 |  |  |  |
| **Total per year** | $65,800.00 | $136,500.00 | $100,000.00 | $100,000.00 | $89,000.00 |
| **Total per year without DPW improvements** | $60,800.00 | $56,500.00 | $50,000.00 | $60,000.00 | $54,000.00 |