Staff Recommendations
Fire, Police And Public Works Facilities.

The following are the recommendations that the Town Manager, Fire Chief, Police Chief and Public Works Director made to the Capital Facilities Planning and Budgeting Committee. We have been reviewing and evaluating the options for the last few weeks and these are our recommendations and the rational for the recommendations. See the attached site plans for more information on the options.

The proposed phased option makes maximum use of the existing fire and Public Works buildings and is consistent with a long-term plan that allows future improvements in the fire and Public Works facilities. The annual tax rate impact of Phase 1 of the upgrades is $0.0125 per $100 of assessed valuation which is $12.50 per $100,000 of assessed valuation and $50.00 for $400,000 of assessed valuation. Based on the current Town tax rate this would be an increase of 2.4%.

A. CRITERIA APPLIED:

When we reviewed the current facilities options, we evaluated them based on certain criteria that focused on key objectives. The options we recommend:

1. Meet the current and future needs of the Departments or accommodate future modification to meet anticipated future needs.
2. Accommodate implementation in phases recognizing community concerns about the tax impact of a single-phase project.
3. Provide facilities for fire apparatus during construction.
4. Address the two facilities that have the most critical need for improvements: the Police Station and the Public Works garage.
5. Reduce the three facilities' energy use.
6. Are cost effective.

B. RECOMMENDATIONS:

We have reviewed all of the options developed to date and recommend the following based on the above criteria. Copies of the relevant site plans are attached. **We recommend the Church Street (ABC Dairy) site, both for its operational and economic benefits** (details follow). However, we also present both phased and full-program options for both the Church Street site and, in the event the Church Street site is unavailable or not supported by the Capital Facilities Committee or Selectboard, the Village site.

Phased Program: This would build all three facilities as part of a phased construction program over time.

- *Church Street Site* **–** If the ABC Dairy site is available at a reasonable price, has septic capacity and has no serious environmental issues:
  - Police – Phased Option 1 at the ABC Dairy location which includes the Police Station and adding a one vehicle secure garage.
  - Fire – Modest upgrades to the existing Fire Station, including adding an office for the Fire Chief.
  - Public Works – Phasing Option 2 at the current location by expanding the existing building as proposed and adding heat.
- *Village Site – If the ABC Dairy location is not available:*

- Police and fire – Phased Option 5 and adding a one vehicle secure garage for police.
- Fire – Modest upgrades to the existing Fire Station.
- Public Works – Phased Option 2 at the current location by expanding the existing building as proposed and adding heat.

Full Program: This would build all three facilities as part of one construction program.

- *Church Street Site* – If the ABC Dairy property is available at a reasonable price, has septic capacity and has no serious environmental issues:
  - Fire and police – Option 1 at the ABC Dairy location and adding a one-vehicle secure garage for police and a bunkroom for fire.
  - Public Works – Option 2 at the current location.

- *Village Site* – If the ABC Dairy location is not available:
  - Fire and police – Option 5 at the current location and adding a one-vehicle secure garage for police and a bunkroom for fire.
  - Public Works – Option 2 at the current location.

C. ADVANTAGES OF RECOMMENDED OPTIONS:

The overall advantages of these recommendations are that they:

- Adopt a long-range plan that is easily phased.
- The phased option gives immediate attention to the two facilities that have the most critical needs for improvements, the Police Station and the Public Works garage.

These recommendations offer advantages for each site:

Church Street Site (ABC Dairy) Option 1 for Fire and Police:

- Probable rental income to offset costs.
- Large site for possible future other uses.
- One story structures, no elevator, no stairways (less costly).
- Does not need temporary facilities for fire or police.
- Space for solar array coupled with heat pump to reduce heating and cooling costs and carbon footprint.
- On the public water system for fire sprinkler systems.
- Adequate space for parking.
- Ease of access to Church Street with good sight lines.
- If not phased, the Village Site could be sold or used for housing.
- If phased:
  - Part of a long-term plan.
  - Easily phased.

Village Site Option 5 for Fire and Police:

- Site already owned.
- Does not need temporary facilities for fire.
- On the public water system for fire sprinklers.

Public Works Site Option 2:

- Consistent with program.
- Meets long-term needs of Public Works.
- If phased:
  - Part of a longer-term plan.
  - Easily phased.
  - Rehabs and expands existing garage.
    - Updates facility.
    - Replaces leaking roof.
    - Adds insulation. For the roof it will require a structural analysis and may require structural improvements.
    - Adds a vehicle exhaust system to protect employees.
  - Allows more equipment to be stored under cover in a heated facility making winter deployment easier.
    - Newer plow trucks use Urea as a Diesel Exhaust Fluid (DEF) to meet Clean Burn standards. DEF starts to crystallize and freeze at 12º F and it takes about 15 minutes for the internal tank heating system to thaw the liquid. Keeping the vehicles in a heated garage keeps the DEF from freezing.
  - Additional cost over Option 2 is adding radiant heaters for new portion of garage and possible roof and wall insulation to meet Vermont Energy Code.
  - Would use proposed Public Works storage room and equipment storage room for employees' locker room and lunch room and the director's office.

D. ECONOMIC ANALYSIS:

The following tables demonstrate that, thanks to the rental income available from the ABC Dairy site, **the Church Street Site is a less expensive option than the Village Site,** even at the most recently offered asking price of $950,000.

The tables show the estimated costs for the recommended phased and full options. To demonstrate a worst-case example, they illustrate a price of $950,000 to acquire the ABC Dairy property, the last price for which the owner offered to sell it to the Town. Since the current assessed value is $361,200, one would expect the fair market value to be less than the asking price. The Phased Option table uses estimated costs for the improvements to the existing Fire Station for the phased approach and the expansion and improvements to the existing Public Works building.

The projected tax rate shown for each option is a fixed value over the life of the project for the option chosen. This is based on a bond table provided by the Vermont Municipal Bond Bank for a thirty-year bond by wrapping the bond payments around the existing debt payments[1] as they reach term and with smoothing provided by using funds from the Undesignated Fund (UDF) balance while keeping it within the Selectboard's policy. For the phased option, there would be an eleven-year delay in repaying the UDF; for the full option, there would be no delay but a higher tax rate.

[1] Tracy Hall (2015), Grader (2016) and Communications System Tower (2024)

Phased Option

Town of Norwich Police, Fire and Public Works Facilities					
Order of Magnitude Estimate					
Site Location	PD Only ABC dairy Option 1 Phase 1	ABC Dairy Existing Fire Station Improvements	PD & Fire Administration Existing Site Option 5 Phase 1	Existing Site Existing Fire Station Improvements	Public Works Option 2 Phase 1
Site	$ 603,527		$ 473,478		$ 20,000
Buildings	$ 925,177	$ 200,000	$ 1,362,553	$ 100,000	$ 550,000
Total	$ 1,528,704	$ 200,000	$ 1,836,031	$ 100,000	$ 570,000
SF	5,805		7,220		8,855
Total Construction Cost	$ 1,528,704	$ 200,000	$ 1,836,031	$ 100,000	$ 570,000
SF Cost	$ 263		$ 252		$ 64
8% A/E Fees	$ 122,000	$ 16,000	$ 147,000	$ 8,000	$ 35,000
Owner Costs	$ 248,000	$ 25,000	$ 378,000	$ 25,000	$ 68,000
Land Acquisition Cost	*$ 950,000*				
Rental Offset	(600,000)				
Total Project Budget	$ 2,248,704	$ 241,000	$ 2,361,031	$ 133,000	$ 673,000

Summary	**Total**	**Tax Rate Increase**	**Year UDF Repaid**
Phase 1 ABC	$ 3,162,704	$ 0.0125	2024
Phase 1 ABC W/O Lease	$ 3,662,704	$ 0.0125	2035
Phase 1 Existing	$ 3,167,031	$ 0.0125	2025

Full Option

Town of Norwich Police, Fire and Public Works Facilities			
Order of Magnitude Estimate			
Site Location	PD & FD ABC dairy Option 1	PD & FD Existing Site Option 5	Public Works Option 2
Site	$ 735,000	$ 556,000	$ 354,000
Buildings	$ 1,817,000	$ 2,238,000	$ 1,797,000
Total	$ 2,552,000	$ 2,794,000	$ 2,151,000
SF	11,165	12,250	15,950
Total Construction Cost	$ 2,552,000	$ 2,794,000	$ 2,151,000
SF Cost	$ 229	$ 228	$ 135
8% A/E Fees	$ 204,160	$ 223,520	$ 172,080
Owner Costs	$ 440,000	$ 440,000	$ 440,000
Land Acquisition Cost	*$ 950,000*		
Rental Offset	$ (600,000)		
Land Sale	$ (250,000)		
Total Project Budget	$ 3,296,160	$ 3,457,520	$ 2,763,080

Summary	**Total**	**Tax Rate Increase**	**Year UDF Repaid**
PD, FD & PW - ABC Dairy	$ 6,059,240	$ 0.0265	2031
PD, FD, PW ABC Diary W/O Lease	$ 6,659,240	$ 0.0365	2031
PD, FD & PW - Existing Site	$ 6,220,600	$ 0.0325	2032

NORTH

0 20' 40' 80'

SCALE: 1" = 40'-0"

FIRE & POLICE - ABC DAIRY SITE OPTION #1 PHASED - SITE PLAN

TOWN OF NORWICH, VERMONT

05.05.2014

BreadLoaf Architects Planners Builders

NORTH

0 20' 40' 80'

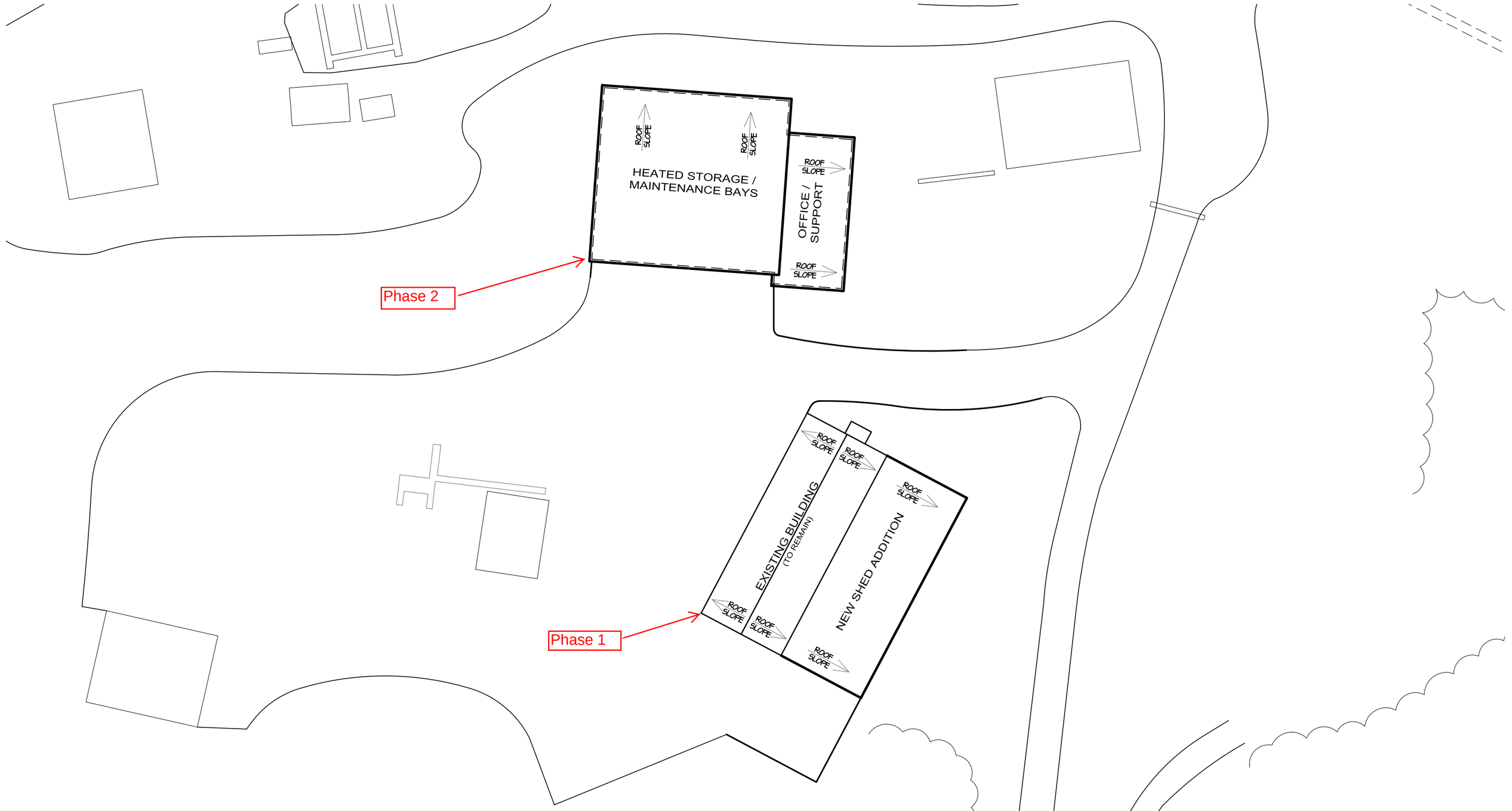
SCALE: 1" = 40'-0"

FIRE & POLICE - EXISTING SITE OPTION #5 PHASED- SITE PLAN

TOWN OF NORWICH, VERMONT

05.05.2014

BreadLoaf Architects Planners Builders

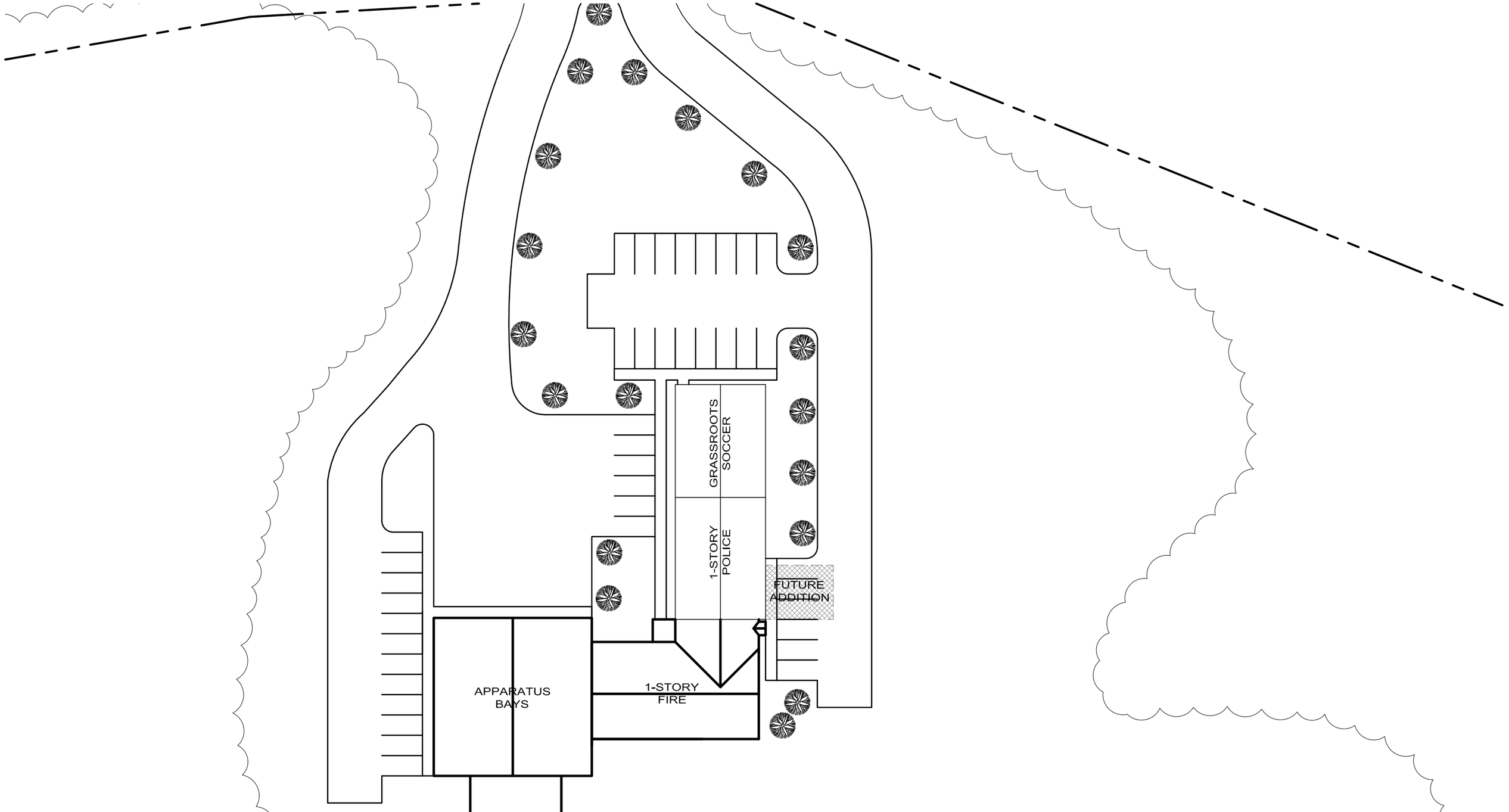


DEPT OF PUBLIC WORKS - EXISTING SITE OPTION #2 - SITE PLAN

TOWN OF NORWICH, VERMONT

03.25.2014

BreadLoaf Architects Planners Builders



NORTH

0 20' 40' 80'

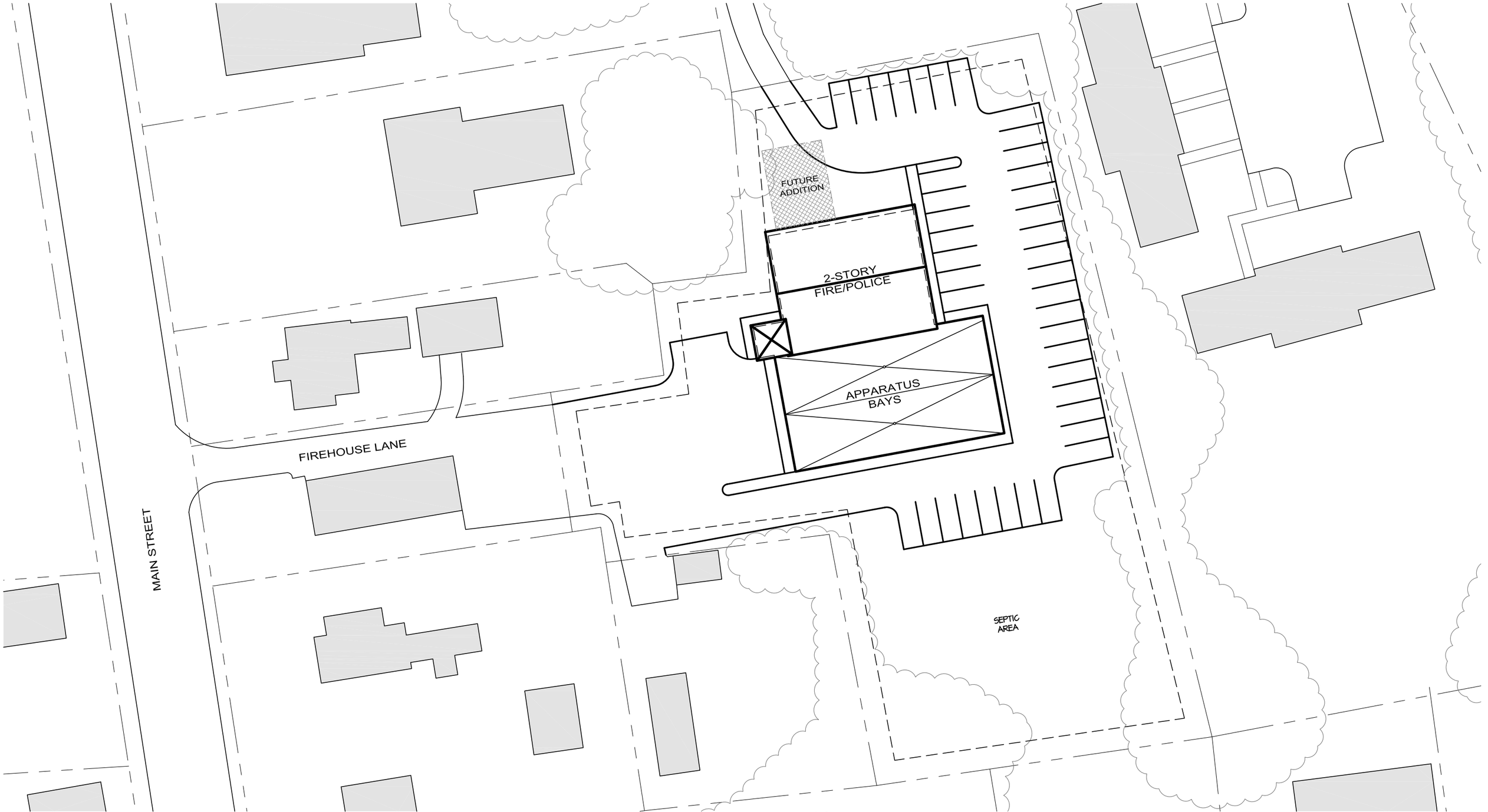
SCALE: 1" = 40'-0"

FIRE & POLICE - ABC DAIRY SITE OPTION #1 - SITE PLAN

TOWN OF NORWICH, VERMONT

03.25.2014

BreadLoaf Architects Planners Builders

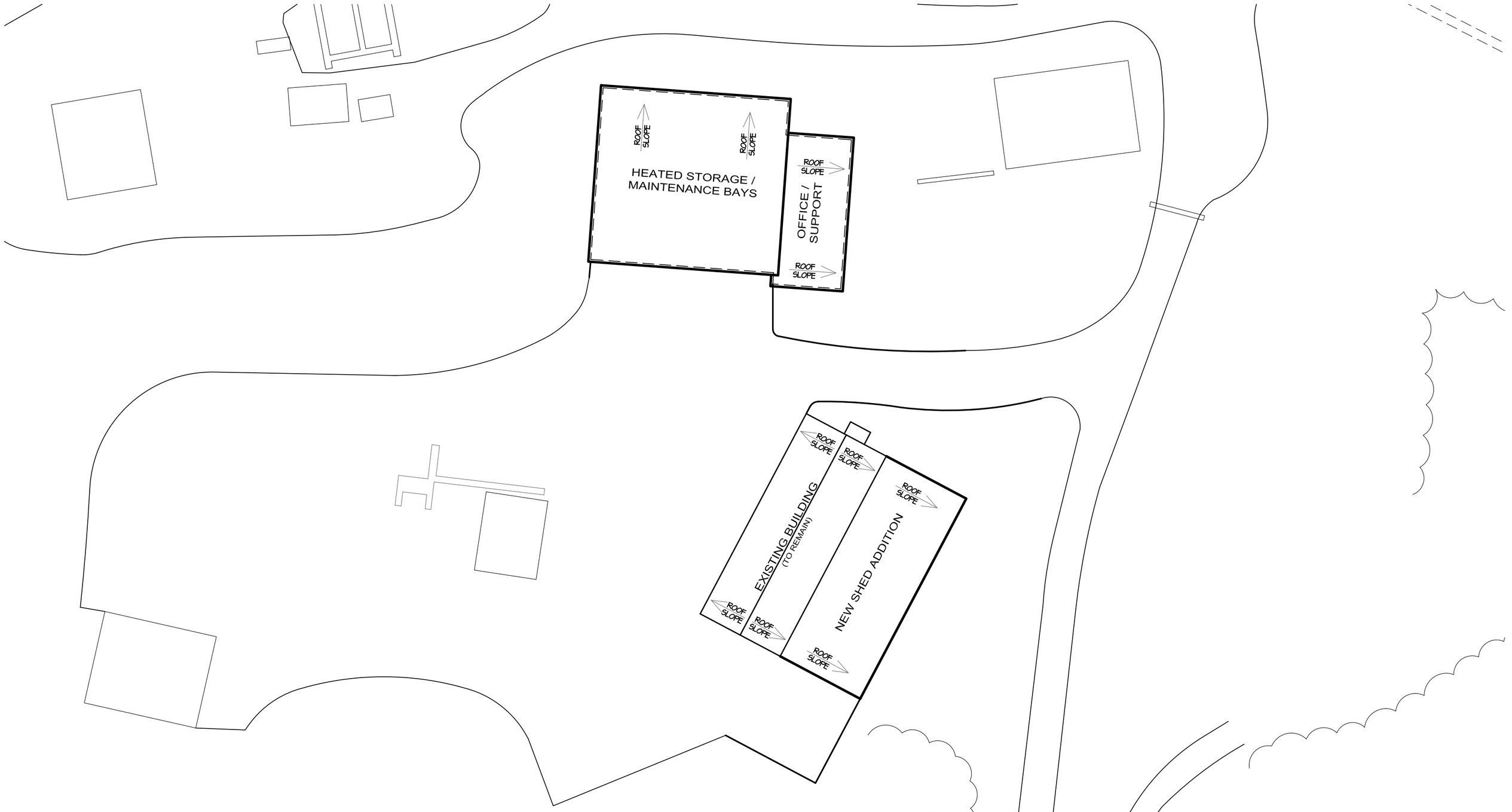


FIRE & POLICE - EXISTING SITE OPTION #5 - SITE PLAN

TOWN OF NORWICH, VERMONT

03.25.2014

BreadLoaf Architects Planners Builders



DEPT OF PUBLIC WORKS - EXISTING SITE OPTION #2 - SITE PLAN

TOWN OF NORWICH, VERMONT

03.25.2014

BreadLoaf Architects Planners Builders