Vermont Historic Preservation Grants
2025 Application

Due Monday, October 7, 2024

IMPORTANT INSTRUCTIONS:
Before beginning this application, please read the *2025 Vermont Historic Preservation Grant Program Application Manual.* It contains more directions to help you respond to each section below. The Manual is available online.

When using this fillable PDF, please do NOT alter the formatting of the application form in any way. Answers must fit within the spaces provided and use the existing format.

Do NOT leave any sections of this application blank. Incomplete applications will not be considered for funding.

Submit completed application forms through our new digital DropOff portal at: https://gs.anr.vermont.gov/dropoff. See additional submittal instructions on page 11-12 of this application.

Questions? Email Caitlin Corkins at caitlin.corkins@vermont.gov.

Applications are due by midnight on October 7, 2024.

1A. APPLICANT

Organization/Municipality Name: Town of Putney

Address: PO Box 233

City: Putney State: VT Zip Code: 05346

Daytime phone: 802-387-5862 Email address: Manager@putneyvt.gov

1B. PROJECT CONTACT/ADMINISTRATOR (if different from above)

Name/Title: Karen Astley, Town Manager

Daytime phone: 802-387-5862 Email address: manager@putneyvt.gov

1C. PERSON AUTHORIZED TO EXECUTE CONTRACTS FOR PROJECT

Name/Title: Karen Astley, Town Manager

Daytime phone: 802-387-5862 Email address: Manager@putneyvt.gov

1D. PROPERTY OWNER (if different from applicant)

Organization/Municipality Name: Same as above

Address:

City: State: Zip Code:

1E. HISTORIC NAME AND LOCATION

Historic Name: Putney Town Hall

Physical Address: 127 Main Street, Putney

Vermont County: Windham

2. GRANTEE EXPERIENCE

2A. In the last five years, has rehabilitation work on this building been funded with a State Historic Preservation Grant? If yes, please list the year and grant project.

☐ Yes ■ No

2B. Does your organization have experience with the last five years with similar federal or state grant programs? If yes, please list the year and grant project.

■ Yes ☐ No

2024 FEMA-4532-22R Box Culvert; 2021-2023 FEMA 4621-DR-VT 97-036 Storm Damaged Roads; 2022 FRCF 21-027 Wetlands Resiliency; 2023 VTrans TAP TA22 (14) 21-205 Sidewalk Planning; 2022 Grants in Aid GA0396 Storm water mitigation of roads; 2014-2022 TAP TA14(1) & STP BP18 (5) CA388 Major Village Sidewalk project.

2C. Does your organization use a manual or automated accounting system?

☐ Manual ■ Automated

3. BUILDING INFORMATION

3A. Date(s) of original construction and major additions: 1871

3B. Original Building Type:

☐ Church ☐ House ☐ Library ☐ School ■ Town Hall

☐ Other

3C. Is the building listed in the State Register of Historic Places?

☒ Yes ☐ No, but determined eligible ☐ No

3D. Is the building listed in the National Register of Historic Places?

☒ Yes ☐ No, but determined eligible ☐ No

4. HISTORY

Briefly describe the building/structure and give a short summary of its history. What is the ownership history and what are the original/historic use(s) of the building?

The Putney Town Hall is on the National Register of Historic Places as a key contributing resource in the Putney Village Historic District. The 1871 town hall is a 55' x 35' two-story clapboard, Italianate style building with a centered 2-story entry pavilion, corner quoins, bracketed cornice, and monumental upper floor windows with label lintels. Built as a town hall with 2nd floor auditorium & stage, it has always been owned by the town. It was the location of Town Meeting and voting, school plays & other entertainment until c.1990. The 1st floor has served many functions over time including Selectboard and other offices, Baptist church (1880 – 1884), US Post Office (1942 – 1967), middle and high school classrooms (1895 – 1906), town library (1896-1967), historical soc. (1959 – 2000s) and since 1967 with the addition of the vault, houses all town offices and meetings. The 2nd floor remains vacant.

5. PRESERVATION OF HISTORIC FEATURES

For each subsection below use the drop-down menu to rate the condition of building elements using the following scale: Excellent, Good, Fair, Poor. Then write a short summary of the work needed to repair/restore this element. If no work is needed in any subsection, say so. ***Do not leave any section blank***. Indicate how any planned or necessary repairs listed in this section meet the Secretary of the Interior's *Standards for Rehabilitation*, including the methods and materials to be used.

5A. Roof

Condition: Good

Repairs Needed (including methods and materials):

The slate roof was restored in 2005. The entire roof was stripped off, sheathing repaired, a waterproof membrane underlayment was added, flashings and chimney were repaired, and both new slate and existing slate determined to have adequate service life was installed. In the spring of 2023, the roof was inspected. Repair or replace in kind the few broken, loose or missing slates and any deteriorating flashing. Annual inspection for persistent leaks and roof damage.

5B. Frames & Structure

Condition: Good

Repairs Needed (including methods and materials):

Floor settlement resulting in a noticeable tilt in the lobby and stairs should be evaluated by a structural engineer as part of the design services for the Town Hall renovation (now being procured). There has been conflicting advice about the advisability of leveling the first floor through jacking. First floor framing has been reinforced by concrete piers and added posts in the basement but all floor framing should be inspected.

5C. Exterior (siding, trim, etc.)

Condition: Good

Repairs Needed (including methods and materials):

Though the town maintains the painted finish on Town Hall with regular attention, closer inspection will be needed to reveal spots of rot and damage to clapboards and wooden trim elements. An example is rot on the south side door frame getting splash back from the stoop. These should be repaired by cutting out the rotted sections and replacement with matching wood elements or with wood dutchmen repairs as may be indicated by the extent of deterioration. Continue regular maintenance and inspection of the painted finish.

5D. Interior (plaster, stenciling, decorative trim, tilework etc.)

Condition: Good

Repairs Needed (including methods and materials):

Historic materials (trim, plaster, flooring) will be preserved and refinished (paint or varnish) as part of the current renovation plans. Although no significant repairs appear to be needed, if closer inspection indicates, in-kind repair and patching will be done. Renovations are being designed to avoid unnecessary damage to historic finishes and partitions. As part of the planned renovation, the acoustic tile second floor ceiling may be replaced with a gypsum board ceiling that more closely resembles the lost original plaster.

5E. Windows & Doors

Condition: Fair

Repairs Needed (including methods and materials):

Based on an initial assessment, all 17 of the 2nd floor windows and 2 first floor windows appear to need full restoration. The rest of the first floor windows (11) appear to need basic repair and refurbishment but not full restoration. Air-sealing is also needed.

The current non-historic front double leaf door is in poor condition and needs to be replaced. The doors can be replaced with doors that are more compatible to the historic doors. No work is proposed for the other 3 exterior doors, at this time.

5F. Foundation and Site (drainage, etc.; conditions impact the building)

Condition: Good

Repairs Needed (including methods and materials):

Past moisture problems from a spring in the basement have largely been addressed. A stepped slab has been installed over the entire basement floor. A new sump pump has been installed near the furnace with a plastic pipe to the exterior. The basement floor should be regularly monitored for wetness, especially at the northwest corner where some seepage has been observed. Monitor granite foundation stones for signs of movement.

5G. Special Features (steeples, cupolas, porches, etc. if applicable)

Condition:

Repairs Needed (including methods and materials):

Not applicable

6. PUBLIC BENEFIT AND LONG-TERM USE

6A. Is the property protected through a preservation or conservation easement through VHCB, the Preservation Trust of Vermont, or another non-profit entity?
☐ Yes ■ No If yes, briefly describe.

An anticipated Bruhn grant to assist with window restoration will require an easement.

6B. What is the current use of the building(s) and property?

The first floor houses the town offices (Town Manager, Administrative Assistant, Town Treasurer, Town Clerk, Assistant Town Clerk, and the three-person Listers office) as well as a small public meeting room for the Selectboard and many other town boards and committees. The second floor has been vacant for decades and has no heating, plumbing, sprinkler system, or ADA access.

6C. What is the planned use of the building following this project? If the building is rehabilitated, will it have a new or expanded use? Describe any changes that will be made to the building to accommodate a new use and whether these changes will impact any historic features.

Proposed window restoration is part of and larger rehabilitation that will restore the outdated, energy inefficient, a under-utilized town hall to be a functional, accessible, inviting, climate resilient, and inspiring facility for Town offices and community activities, and as the long-term home of the Putney Historical Society (PHS), which has a 25-year lease for use of the second floor once the needed renovations are completed. PHS and the town will share a public meeting/event space in the former auditorium that will be ADA accessible and technologically equipped for a range of events. The elevator can be contained within the footprint without impact to the double front stair. The project will be comply with SOI standards.

6D. Describe the public benefit of this project. Who will benefit? Is the building visible from public places? Is it important to the history of the community or an important local landmark? Does the community support the project? Are other organizations involved?

The iconic Town Hall is a prominent landmark on Main Street at the center of Putney Village. It is very visible and is surrounded by public parking used heavily every day. As the seat to town government and the venue for many committee and organization meetings, it already serves a significant portion of Putney's population. Historically the building has been central in public life as a town meeting venue, library post office and theater. The renovation of Town Hall has been identified as an important goal since 2005 and is included in the 2023 Town Plan. In addition to the Selectboard and PHS, the project has been supported by the new downtown organization, Discover Putney, as well as the regional Brattleboro Development Credit Corporation, Southern Vermont Economic Development Zone, and the Preservation Trust of VT.

7. ARCHITECTURAL OR HISTORICAL SIGNIFICANCE

Briefly describe the architectural and/or historical significance of the building and its site. Is it vulnerable or a rare survivor? Does it have an unusual history or unique features that will be preserved as part of this project? Reference or summarize professional documentation to support your evaluation.

The Putney Town Hall is listed in the Putney Village Historic District as a “major village landmark” and one of the most significant resources in the district. It is an outstanding example of the Italianate style with its centered two-story pavilion capped by a broken pediment, its bold quoins, label moldings and bracketed cornice. Its grand auditorium is reflected in the monumental windows of the 2nd floor. Its remarkable level of preservation both interior and especially exterior is makes it a wonderful example of a village town hall of the latter half of the 19th century. Its many historic features including its original windows will be restored and protected through the proposed project and larger rehabilitation.

8. LONG-TERM PRESERVATION PLANNING AND BUDGET

8A. Describe any substantial rehabilitation, restoration or improvement projects completed on this building in the last five years. Then provide a prioritized list of additional work that needs to be done following completion of this project. How will these projects be funded? What is the plan for routine maintenance and long-term preservation of the building?

A comprehensive rehabilitation is now being developed based on the findings/plans of 2023 conditions, feasibility and HVAC studies. Architects are being hired for project design. Materials, structural, mechanical and site assessment are part of this planning phase. The goals are to make the 2nd floor ADA accessible and usable as a welcoming public meeting space and home for the PHS; arrange the town offices on the 1st floor to be inviting and accessible; improve the building's energy performance; a new HVAC system that is efficient and fossil fuel-free; EV charging stations added outside; windows and exterior restored. The town will continue to own and maintain the building with the help of PHS as the tenant.

8B. Briefly summarize the proposed grant project. If estimate(s) included with the application suggest multiple options for completing a project or propose work that is not appropriate, indicate which method is preferred and why and/or how the project will be modified to meet the Secretary *Standards for Rehabilitation*.

This project will restore the 30 windows in Town Hall. Based on an initial assessment, all 17 of the 2nd floor windows and 2 first floor windows appear to need full restoration. The rest of the 1st floor windows (11) appear to only need basic refurbishment (re-glaze, air-seal, ensure operability). Full restoration would remove the sashes, completely strip and remove glazing; inspect the wood for rot and broken/missing pieces which would be replaced in-kind or with dutchmen repair; condition and prime the wood, reinstall panes with new glazing; painting; re-installation with air-sealing and restored weight/pulley system.

8C. Briefly list work items for your project in priority order. **Only include those items for which you are seeking grant funding.** If estimates obtained for the project provide a lump sum cost or a “time and materials” cost, include each work item and then enter the total project cost at the bottom of this section. Separate costs for each work item are not required.

WORK ITEMS IN PRIORITY ORDER

1. Window Restoration and Refurbishment	**Estimated Cost: $** 75,000.00
2. Contingency 15%	**Estimated Cost: $** 12,000.00
3. Project Mgt. (specs, bidding, review)	**Estimated Cost: $** 9,500.00
4.	**Estimated Cost: $**
5.	**Estimated Cost: $**
6.	**Estimated Cost: $**
7.	**Estimated Cost: $**
8.	**Estimated Cost: $**
9.	**Estimated Cost: $**
10.	**Estimated Cost: $**
	TOTAL COST: $ 96,500.00

8D. GRANT REQUEST
The ***maximum*** grant amount you may request is ***$20,000.00***. The Grant Request cannot exceed 50% of the total estimated project cost.

GRANT AMOUNT REQUESTED: $ 20,000.00

8E. MATCHING AMOUNT SUMMARY
List sources of matching funding below. Matching funds that equal the grant request ***must*** be in-hand at the time of application and the total amount of matching funds should match, but not exceed the grant amount requested.

SOURCE: Bruhn Grant (promised) AMOUNT: $ 20,000.00

SOURCE: Secondary: Town ARPA in hand AMOUNT: $ 20,000.00

SOURCE: AMOUNT: $

SOURCE: AMOUNT: $

TOTAL AMOUNT OF MATCHING FUNDING: $ 20,000.00

8F. SOURCES OF ADDITIONAL FUNDS
List additional sources of funds over and above your grant request that will be used to pay for the project work prior to reimbursement. Indicate whether these funds are in hand or must still be raised.

$75,000 total in earmarked Bruhn grant funding,
$1500 in kind match for HP regulatory review from L . Papazian HP consultant

8G. PARTIAL AWARD
Could your organization accept a partial award to successfully complete a phase of this project? ■ Yes ☐ No

If yes, describe what funds are necessary to support each discrete portion of the project. Be specific about how much funding is required to complete each phase.

If the entire window project cannot be funded, the project could, if necessary be phased by floor.

9. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

9A. Is the building **fully** compliant with the Americans with Disabilities Act (ADA)?

☐ Yes ☒ No

9B. If the building is not ADA compliant, describe plans to make it accessible.

The first floor of the Town Hall is accessible via an exterior concrete ramp system that needs to be reviewed for conformance with current ADA standards. The building entrance is now accessible as is the first-floor bathroom and most, but not all interior doors. There is no second accessible exit or designated place of refuge. The second floor is not currently accessible.

The proposed renovations to both floors of the building seek to make the entire building barrier-free, especially the installation of a two stop-elevator or, if allowed by variance, a LULA (Limited Use Limited Application) as well as new bathrooms. All doors, other than those used solely for building maintenance, will be made ADA compliant. Other needed ADA accessibility alterations will be included in the project after review by architect.

10. REQUIRED ATTACHMENTS

1. Contractor Estimate(s). See the *2025 Vermont Historic Preservation Grant Application Manual* for additional instructions.

2. Photographs. See the *2025 Vermont Historic Preservation Grant Application Manual* for additional instructions.

3. Non-profit Applicants: Proof of non-profit status – IRS 501 (c)(3) certification is preferred. Municipal applicants are not required to submit proof of non-profit status.

4. ***OPTIONAL** Preservation plans, reports, evaluations, or maintenance plans completed within the last five years that are applicable to your grant request.

5. ***OPTIONAL** If your building is currently vacant or underutilized, you may provide 1-2 letters of support with your application. These letters should provide evidence of a commitment for future use/expanded use of the building. This could be from your municipality, an organizational partner, or a future renter/user of the space. Do **NOT** provide more than two letters of support. Do **NOT** provide letters of support if the use of your building will not change/expand because of this project.

CERTIFICATION:

Please complete section A or section B below as applicable. If you are unable to submit your application digitally you may submit a paper copy to the address listed in the *2025 Grants Application Manual.* Mailed applications must be typed. We no longer accept handwritten applications.

A. Before submitting your application via our DropOff portal, check the box below to certify your application. If submitting digitally, you do NOT need to complete section B.

☒ *I am submitting this Application digitally. I am applying for a 2025 Vermont Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing the Vermont Division for Historic Preservation to accept the submittal for review and potential award. I understand that upon submission to the State, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the State upon receipt by the State.*

B. If you are unable to submit your application digitally and are submitting a paper copy of the application, you MUST sign and enter the date in the box below. Mailed applications must be postmarked by October 7, 2024.

By signing this application, I certify I am applying for a 2025 Vermont Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing the Vermont Division for Historic Preservation to accept the submittal for review and potential award. I understand that upon submission to the State, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the State upon receipt by the State.

APPLICANT NAME: Karen Astley, Mgr. Town of Putney	
SIGNATURE: Karen M. Astley Digitally signed by Karen M. Astley Date: 2024.10.07 09:12:04 -04'00'	DATE: 10/7/24

Submit Complete Applications at https://gs.anr.vermont.gov/dropoff by midnight on October 7, 2024.

Direct any questions about this application to Caitlin Corkins at caitlin.corkins@vermont.gov or at 802-828-3047.

Thank you for applying for a State Historic Preservation Grant!

Gmail Lyssa Papazian <lyssapapazian12@gmail.com>

Putney Town Hall

Sally Fishburn Susannah Morlock <safishburn@gmail.com> Thu, Oct 3, 2024 at 10:50 PM
To: Lyssa Papazian <lyssapapazian12@gmail.com>

Lyssa,

Based on your condition assessment of the windows at the Putney Town Hall the estimated cost for window restoration would be $75,000.

Restoration to include complete strip and restoration of the windows indicated in your assessment requiring full restoration. All units would be refit with the inclusion of weather stripping, the windows would be restored to operable using the existing weight and pulleys, any broken or missing trim (parting beads, interior stops) would be repaired or reproduced..

Sally

[Quoted text hidden]

--
Sally Fishburn
S. A. Fishburn, Inc.
http://safishburn.net/

Putney Town Hall

Sally Fishburn Susannah Morlock <safishburn@gmail.com> Fri, Oct 4, 2024 at 6:55 AM
To: Lyssa Papazian <lyssapapazian12@gmail.com>

I hope that is enough. I did run my numbers through the window sizes and conditions and agree with your costs.

Good luck with the grant.

Sally
[Quoted text hidden]

LYSSA PAPAZIAN

HISTORIC PRESERVATION CONSULTANT

13 DUSTY RIDGE ROAD, PUTNEY, VT 05346

www.lyssapapazian.com ~ lyssa@lyssapapazian.com

(802)536-5262/(802)579-3698 CELL

Brief Window Survey of Putney Town Hall, December 18, 2023

I went to the Putney Town Hall on Saturday 12/16/23 and did a quick window condition survey of those I could access (none in the locked town office areas) I used a small probe to test accessible wood for soundness and tested operation. . All window sashes appear to be original (1871).

See pictures below for my window numbering

2nd floor: There are 13 …9'-3"x3'-5" 6/6 double hung wood windows.
1sr floor: There are 14 … roughly 7' x3'-5" 6/6 double hung wood windows
Stage area: there are 2 …2'x2' 2-light casement wood windows and 1 small - maybe 4'x2' 2/2 double hung wood window

Total of 27 original double hung 6/6 windows; (13 monumental & 14 large)
Plus 3 small windows on rear elevation (stage area)

Front (left) and Rear (right)

South

Noth

First Floor:

I inspected:

- 1.2 & 1.8 in bathroom – both in good condition and operating smoothly;
- 1.10 in meeting room – sound condition, cord disconnected, some chipped paint
- Exterior exam of windows blocked by vault and by false fireplace – both appear sound but dry with some deteriorated paint

In general, except for the 2 windows now blocked (vault and meeting room) the windows protected by triple track storms are in good condition and need minor tweaking, scraping, re-glazing, maybe some parting beads replaced)

I would estimate that on 1st floor,

- **2 windows need full restoration**
- **11 need minor repair, refurbishing**

<u>Typical First floor window views</u>
Top left: Window 1.8, Top right: windows 1.10, 1.11, & 1.12; Bottom left: window 1.8 interior; Bottom center: interior window detail 1.10,; Bottom right: Interior window detail 1.2

Second Floor

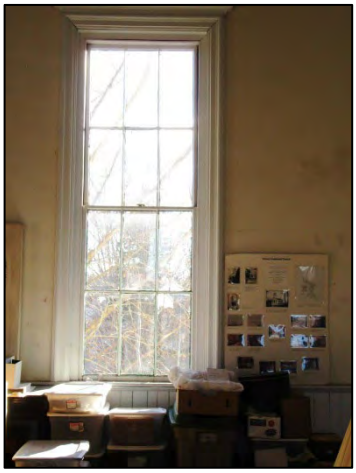
I inspected:

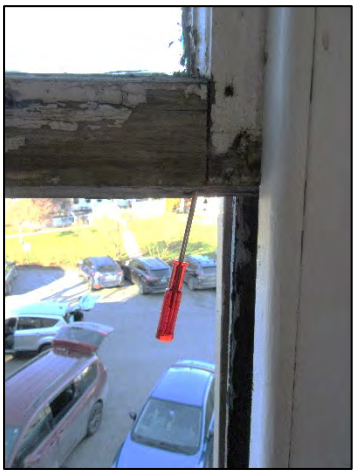
- 2.1 in small south front room – Dry and a bit rough, wobbly, cord there but did not open
- 2.2 in hall – Ok shape, works well but parting bead slightly broken, jams and parting bead need replacing
- 2.4 on stage - Very rough condition, dry, needs several parts replaced
- 2.5 in big room - Very rough condition, dry, needs several parts replaced
- 2.6 & 2.7 in big room – Ok condition, dry, do not open though cords in place
- 2.8 in small south front room – Rough condition, dry, doesn't open
- 2.11 in big room – Dry, and some rot on underside of bottom sash near joint with a ½" gap, operates well
- 2.12 in big room - Ok condition, dry, does not open though cords in place
- 2.13 on stage – Very dry, wobbly does not open
- 2.14 & 2.16 (2'x2', casements) in north & south stage rooms – in rough condition, dry, don't close properly

In general, the monumental (9x3) windows on the second floor, which have not been protected by exterior storms, are in fair to poor condition. They are dry, many do not operate, the majority of the jambs and parting beads need repair or replacement. While the wood of the stiles and rails are generally in fair condition there are spots of rot, there are a few broken panes, and at least two are in very rough condition.

I would estimate that on 2nd floor

- **13 monumental windows need full restoration**
- **3 smaller (stage) windows need full restoration**




Typical views of second floor windows
Top left: Window 2.9; Top center: interior window 2.11; Top right: interior window 2.4; Bottom left: Interior detail of rot on 2.11; Bottom right: interior detail of dry, deteriorated condition, 2.11

Window Project Budget Assumptions:
- $2300 for 11 on first floor in good condition ($25,300)
- $3000 for 2 on first floor in poor condition ($6000)
- $3200 for 13 large on second floor (41,600)
- $700 for 3 small ones ($2100)

Budget

Window restoration	$75,000
Contingency	$ 12,000
Total	**$87,000**

Putney Historical Society

Karen Astley, Town Manager
Town of Putney
PO Box 233
Putney, Vermont 05346

October 4, 2024

Dear Karen,

We are writing in support of the town's request for a Historic Preservation grant to support the restoration of the windows –an important part of the long-overdue renovation of Putney's Historic Town Hall. The historic windows are wonderful original historic fabric that would be restored to full use and condition through this grant project. The larger renovation project will restore and update the building to fully serve as Putney's Municipal Center and our new home – accessible to all serving the town into the 21st century. The Putney Historical Society (PHS) enthusiastically endorses the project and expects to contribute to its successful completion. We have been working hand in hand with the town in planning the project to date.

The PHS was founded in 1959 to serve the town as a vital source of historical information for the residents of the town and other interested individuals. We have long sought a permanent base of operations. PHS has entered into a long-term (25 year) lease agreement with the town for use of the second floor of the Town Hall as a local history museum, office and storage area as well as space for public events. While a magnificent building, the current state of Town Hall limits use of the second floor due to lack of heating, electricity, plumbing and ADA accessibility. The lease, executed in 2022, states the mutual goal of the PHS and the Town to make improvements to the building as well as PHS's commitment of time and resources to help the town to make it happen. Working closely with you in 2023, PHS secured grant funding to update the 2005 feasibility study and building assessment. PHS has joined the town in providing matching funds for those grants as well as supporting the Bruhn Grant application submitted in 2023 for the restoration of the building's historic windows. The PHS brings our experience developing large renovation/restoration projects in town with multiple funding sources, including significant local fundraising, to our continued collaboration to achieve the full renovation of our Town Hall.

The past efforts of the PHS to help rebuild the Putney General Store and rehabilitate the former United Church as Next Stage Arts have proved tremendously successful in maintaining the village center as a vital core of the Putney community. The Town Hall project is supported by the 2023 Putney Town Plan and will further contribute to revitalizing Putney village at a time when it needs to further boost the economic and civic activity in the town.

Thomas R. Jamison, President
Putney Historical Society

GREENBERG ASSOCIATES ARCHITECTS
168 WESTMINSTER RD. PUTNEY, VT 05346 inspiration@greenarch.org 802 387 2457

Putney Town Hall

Architect's Report – July 21, 2023

On the Condition of the Existing Building, & Recommendations for Improvements:

Summarizing the Architect's findings on the safety and code compliance of the existing building, and our recommendations for fulfilling those requirements with the proposed renovations.

PRESENTED TO THE TOWN OF PUTNEY, THE PUTNEY HISTORICAL SOCIETY, AND THE PRESERVATION TRUST OF VERMONT

Photo: C. Greenberg, 2022

FINDINGS

The findings of this Report address three distinct but overlapping requirements of the sponsors of this Study: First, to update 2003 *General Conditions Assessment* of the Putney Town Hall; Second, to develop a plan for renovations that would upgrade the Town Offices on the first floor, and provide space on the now unoccupied second floor as a home for the Putney Historical Society – including an office, display space for historic artifacts, and a meeting hall suitable for public events; Third, we will show how the proposed newly configured space can be brought into compliance with life safety, environmental, and access code, while maintaining the historic integrity of this 1871 building – part of the *Putney Historic District*, on the *National Register of Historic Places*.

UPDATED 2003 *GENERAL CONDITIONS ASSESSMENT*

An inspection of the Town Hall was made on December 4, 2003 by this Office, and described in a *Preliminary Report* included in this document, broken out into each section. The Report described nine categories of concern, and provided recommendations for remediation for each. Many of these issues were addressed over the next two years, and the improvements documented in the Architect's *Final Report* of December, 2005, called *Putney Town Hall – Building/Site Evaluation Project*. That Report is available for viewing at the Town Hall.

Following is a summary, by category, of the 2003 Assessment, including recommendations; descriptions of remediation as documented in the 2005 Report; and our own observations and recommendations made this year. I will note here that some issues addressed in the 2005 design have fallen into non-compliance due to code changes over the intervening 18 years. For clarity, the *Current Assessments* and *Recommendations* are presented in a distinct typeface.

SUMMARY BY CATEGORY

ROOF

2003 Report: The most significant problem is the poor condition of the slate roof, which is assumed to have been installed in 1917 following a fire. Roof leaks have been repaired over the years. The metal flashings and metal ridge cap are in very poor condition, as are a number of the slates. From the attic, the underside of the board roof sheathing appears in generally acceptable condition, but not all the sheathing is visible and portions are likely water damaged and in need of replacement. There are indications of possible moisture damage to underlying wood. Engineer Robert Leet inspected the building and recommended structural upgrades to the roof framing.

2005 Report: In the fall of 2005, *Brattleboro Roofing* was selected to make the repairs. As specified, they stripped off the entire roof, repaired sheathing, added waterproof membrane underlayment, repaired flashings and chimney and installed both new slate and existing slate determined to have adequate service life. The completed roof was deemed in good shape.

Current Assessment: In the spring of 2023, The roof was inspected from multiple vantage points and the slate shingles were found to be in good repair with few visible exceptions: On the south side of the roof, two shingles had come loose and need to be replaced – one still on the roof. No damage was seen on the north side. No signs of new moisture were seen in attic areas that we were able to access.

Current Recommendations: Undertake annual inspection for persistent leaks and roof damage. Repair or replace any broken or missing slates and deteriorating flashing.

FIRST FLOOR WOOD FRAMING

2003 Report: Floor settlement has been significant in the entry hall. This has resulted in a very visible (and disconcerting) tilt to the treads of the stairs to the second floor and some damage to the plaster walls of the stairwell. Some joints at door casings have opened, and door bottoms have been trimmed in the hall. The settlement does not appear to be recent.

In the front part of the building wood columns support the beams. In other areas concrete columns have been installed (they may have been poured at the same time as the concrete vault, which is not original to the building). There is no basement ceiling finish and all the framing is exposed. Though the basement is damp no significant water damage or fungus damage was observed. The wood columns had some minor damage at their bases but appeared to be structurally sound. The columns bear on footings of undetermined size and depth. Overall, the basement framing appears to be in acceptable condition, and no specific reason for the settlement was observed. Some joists near the new furnace had been trimmed years ago, and are now supported by a makeshift beam and column. Though they should be replaced, they do not appear to account for the settlement.

2005 Report: [There are no changes in this section from the earlier report.] Recommendations were: The floor framing should be inspected for any hidden damage and then leveled. The wood columns could be trimmed and placed on new concrete pads. Some plaster damage may occur during construction, and should be patched as required. The floor framing should be inspected for any hidden damage and leveled via jacking.

Current Assessment: Conditions appear to be much the same now as observed in the earlier assessment, though some new posts may have been added near the basement stairs to stabilize the structure at the front of the building. The floor at the Entry Hall does need refinishing, and the floor in the proposed Elevator Lobby will need to be leveled.

Current Recommendations: Contrary to the suggestion at the end of the 2005 Report, above, we are hesitant to recommend jacking up the settled (but stable) area of the building due to the risk of damage to the existing structure and finishes, along with significant cost of those repairs. We would, however, advise that a structural engineer be engaged to take a second look at that condition.

BASEMENT FOUNDATION AND MOISTURE CONTROL

2003 Report: The building has a stone foundation (minimally mortared) supporting a single course of large dressed granite blocks. The basement floor is dirt, with a small concrete slab that is no longer in use. Engineer Robert Leet noted that the basement floor had been lowered in the front part of the building, "which may have caused some instability to the stone foundations". He recommends further examination. I observed that a granite corner stone is tipping in the northeast corner, but this does not appear to be related to lowering the floor level. This movement has opened the joints of the exterior wood trim above the granite.

Water is periodically found in the basement. This has been attributed to the presence of a spring in the basement. Additionally, water (snow melt, rain, roof discharge, etc) appears to enter the basement through the open stone foundation. A sump pump is installed, draining to the storm sewer. There is no insulation in the first floor joist framing (basement ceiling) or the basement walls. This allows some ventilation of the basement, which is not energy efficient, but may contribute to the apparent good condition of the wooden framing.

The lower portion of the north brick chimney (unused) is in poor condition, with cracked and spalling bricks. Some pointing was loose on the south chimney. The roof portions of the chimneys were not inspected.

2005 Report & Recommendations: [The 2005 Assessment was essentially carried forward from 2003. The recommendations provided in that report include three alternate approaches, as follows:]

[1] Reset granite corner stone and repair exterior wood trim. An exterior perimeter drainage system connected to the storm drain could reduce water entry through the foundation, but with no guarantee to intercept or reduce flow from a spring.

[2] Given the significant expense to excavate and install such a system, a more modest approach is recommended: grade the basement floor to direct all water to the sump area, and install a durable vapor barrier over the basement floor with a protective gravel topping.

[3] Optionally, a concrete slab could be installed over the membrane for maximum vapor barrier protection, cleanliness, and rodent and pest control. The sump pump should also replaced with a suitable unit able to sustain uninterrupted operation. Once the water infiltration and moisture are significantly reduced insulation options to increase energy efficiency and comfort of the building users can be evaluated.

Current Assessment: Refer to drawing Ex0, Existing Basement Plan. Significant improvements have been made since the 2005 assessment, and it appears that all the recommendations in Option 3 of that report were carried out. To wit, the following improvements can be noted:

- A stepped slab has been installed over the entire basement floor. There is a small area of mud residue at the NW corner of the basement, indicating minor seepage from the exterior, through the stonework.
- Large concrete columns have been installed at six critical beam intersections, stabilizing the first-floor structural grid. A few wood columns have been added to increase the support under long-spanning beams. In all, the structure looks good and well-maintained.
- The basement walls have been sprayed with a 4”-thick layer of polyurethane foam insulation with what we assume to be an intumescent fire-protective coating.
- There appears to be new, neatly-suspended insulated ductwork delivering hot air to first-floor spaces.
- A new sump pump has been installed near the furnace with a plastic pipe to the exterior.
- Wastewater piping is PVC and looks new. Copper water piping appears in good condition and is mostly insulated but needs some repair.
- Basement stairs are in poor condition.
- North chimney foundation is in poor condition.

Current Recommendations:

- Regularly monitor the basement floor for wetness, especial in the area noted, at the northwest corner.
- Insulate water and heating pipes where not already insulated.
- Rebuild basement stairs and handrails.
- North chimney is not in use but will be kept as an historic element through the roof. Assess loads on the chimney base, and replace brickwork at base of chimney with CMU to support structural load above (if any).

HAZARDOUS MATERIALS

2003 Report: Discontinued heating pipes in the basement have asbestos pipe wrapping that is in poor condition. The extent of lead paint is not known.

Recommendations: If not already done, a certified inspector should perform an evaluation of the building to determine the presences of hazardous materials, including asbestos and lead paint. The asbestos pipe covering should be removed prior to any work in the basement area. Copies of hazardous material information should be provided to all contractors so appropriate safety measures can be taken during construction activity and disposal of construction debris. Contract documents for future construction work should contain appropriate language to clarify contractor's responsibilities

2005 Report: [Not included in the 2005 Report].

Current Assessment: The 2003 recommendations are still valid. In our assessment, the basement looked to be clear of hazardous materials. Walls throughout have been patched and painted, but our assessment did not include testing for lead paint or asbestos. All floors are strip hardwood and do not present hazmat issues.

Current Recommendations: Current recommendations are consistent with those of 2003, above.

WINDOWS

2003 Report: Triple track aluminum storm windows have been installed on some of the first floor double-hung windows. While these storm windows are energy efficient and protect the historic sash from exposure to the weather, they significantly alter the exterior appearance of the building.

Recommendations**:** Interior storm panels replacing the triple track units are an option to improve window efficiency while retaining historic appearance. Metal frames can be attached to the inside of the window openings to support the panels. These units can be designed to operate like the existing exterior storm windows, with movable glazing panels and screen inserts for ventilation. They offer energy efficiency while retaining the historic appearance of the building. The sash, however, are exposed to the elements. A periodic maintenance plan should be established for all exterior building elements, including the window sash.

Some of the existing cord and weight sash balances are not operating well. The balances can be repaired or replaced with spring balances. New balances may reduce window infiltration and allow the sash weight cavity to be insulated. The cost/benefit of this modification should be evaluated against the loss of the historic sash weight balance system

2005 Report: [No new Assessment]

Current Assessment: The triple-track storm windows are doing their job both for energy conservation and, importantly, for protection of the painted wood sashes from the elements. Substituting new interior storm panels, will restore the historic look of the exterior, but it is questionable whether it is worth the loss of protection of both the wood finish and the glazing, both of which deteriorate rapidly and are expensive to restore – not to mention the initial cost of the substitution.

Current Recommendations:

[1] The big question is whether to keep the triple tracks which have the advantage of protecting the historic windows from the elements; or to eliminate them in favor of reasonably-priced interior storm panels, which would restore the look of the original fenestration from the exterior, but would require substantial initial cost, and prevent occupants from opening the windows. The Owner will have to make this choice – it is not an easy one.

[2] Assuming that all windows will be restored to operating condition, then each active window must be inspected and tested for smooth operation, condition of sash cords and weights, locking mechanism and broken glass. Most of the windows are in good condition but there are some that don't open and a few broken panes. Windows that are never to be opened (e.g. in stairways, lobby, or storage areas) can be sealed shut and the sash-cords ignored. If the decision were made to air-condition all spaces throughout the year, windows could be sealed – but we don't recommend this – power *does* go out from time to time and rooms would be left unventilated.

[3] All windows should be reglazed as needed.

INSULATION AND HEATING

2003 Report: Blown-in foam insulation was observed in the exterior walls. The full extent and type of this insulation is not known at this time, and will be investigated further. Fiberglass insulation has been installed in the second floor ceiling (attic floor) over the stairs and main room. The extent of roof insulation above the stage area is not known.

The town office portion of the first floor has a suspended acoustic panel ceiling supporting fiberglass batt insulation. Basement walls and the first floor are uninsulated.

An oil-fired hot air furnace, installed within the last few years, is ducted to the first floor of the building. Some parts of the first floor are not adequately heated (meeting area and entry, for example). The entry to the building is through a pair of doors that are not well sealed, and the adjacent Town Manager's office is drafty.

The second floor of the building is not currently heated. A single pipe radiator system (steam?) that used to serve both floors has been discontinued, though much of the piping and some of the radiators remain.

Recommendations: The hot-air distribution duct layout should be improved to provide adequate heat to all currently used spaces. Installation of an airlock vestibule with another pair of doors should be investigated. Required ADA clearances and the preservation of historic finishes should be taken into consideration in the airlock design. Additional insulation, such as blown-in cellulose, can be added to the second floor ceiling, including over the stage area as required.

Any future use of the second floor would require a new heating system. Among the options are extending the current hot air ducting through the first floor to the second; installing a radiation system, perhaps reusing the existing radiators; installing a hot air system fed by hydronic coils piped from a new basement boiler. In the event that the second floor becomes a meeting or performance space, mechanical ventilation may be needed, and energy recovery ventilators should be considered. A new heating system should be evaluated on the basis of energy efficiency, cost of operations, and minimizing the impact to historic finishes and room appearances.

Current Assessment – Insulation: No significant changes, either deterioration or improvements are currently observed in the building's insulation. While extensive insulation improvements were recommended in the 2005 Report (not included in this document), they are not essential and, for the most part would be expensive and not in the scope of the work or budget contemplated for the current renovations. However, one area that would not be to difficult to improve would be to add insulation to the attic floor – particularly in light of the plan to occupy and condition the currently unoccupied and unheated second floor.

Current Recommendations – Insulation: If a hard ceiling is provided above the Auditorium (see drawing A2, Option 2), add blown-in cellulose to the attic floor to bring insulation level to R-60. However, exterior air-flow *must* be ensured to maintain a cool attic in winter.

Current Assessment – Heating & Cooling: It appears that new ductwork has been installed in the basement since the 2003 assessment, but we have not ascertained whether recommendations for better distribution of heat has been accomplished.

Current Recommendations – Heating & Cooling: As part of the proposed renovations we have recommended that on the First Floor, the current heating system remain essentially as is with heating balanced as needed equalize conditions in each working space. Cooling needs should be evaluated by a Mechanical Engineer and an appropriate system installed.

On the Second Floor – we have tentatively proposed a system consisting of a new oil-fired boiler located in the basement. Fresh air is supplied through new louvered opening in gable end. Insulate all attic ductwork. Heated, cooled, or fresh air to be supplied thru attic ductwork and ceiling-mounted diffusers as shown, or an exposed spiral duct system under the ceiling. See plan and notes on sheet A2. All aspects of this system should be evaluated by an HVAC Consultant.

ACCESSIBILITY

2003 Report: The first floor of the Town Hall is intended to be accessible via an exterior concrete ramp system. The ramp conforms to slope requirements (max. pitch ±1:16) but the landing at the start of the ramp is undersized, the second intermediate landing is not flat (1:48 slope in the direction of travel), and there are no handrails.

An accessible path exists from the entry doors to the reception office of the first floor, with some minor variation in floor height. The offices on either side of reception have paired 2′6″ wide doors, which do not meet access requirements. The Town Manager's office is accessible directly from the entry area via a door with conforming clearances, but it has a non-conforming doorknob. The only bathroom on the floor is a unisex single-user facility. It is accessible directly from the entry via a door with lever handle lockset and adequate clearances, though the door closer resistance (9 lbs.) exceeds requirements (5 lbs. opening force). Bathroom fixture type and clearances appear adequate (the sink is about 1/2″ too low). The room is much larger than required, but stored furniture is intruding into the required spaces for turning and opening the door. Signage does not conform to requirements. There is no a second accessible exit or designated place of refuge.

The second floor is not currently accessible.

Recommendations: Install a conforming ramp railing of a style compatible with the building and the existing wrought iron exterior stair handrails. A variance should be sought from the Department of Labor and Industry and/or the Vermont Access Board for the non-conforming slope and size of the ramp's landings. Code authorities should be consulted to review requirements for a second accessible exit or place of refuge

The bathroom door opening force should be reduced, and the items stored in the bathroom relocated to meet turning clearance requirements. Accessible locksets should be installed on the reception and Town Manager's doors. The ±3/4″ step in the floor at the reception doorway should be reduced to conforming dimensions with a 1:2 beveled transition strip.

ADA conforming signs should be installed.

Current Assessment: The building entrance is now accessible as is the first floor bathroom and most, but not all interior doors.

Current Recommendations: The proposed renovations to both floors of the building require major accessibility installations and renovations, especially the installation of a two stop-elevator and relocation of the first floor bathroom. Therefore, accessibility installations will be addressed in the new design rather than as commentary on the existing.

HISTORIC FINISHES

2003 Report: Typical of buildings with over a century of continuous use, many of the original finishes have been repaired and/or replaced, but are generally in acceptable condition. Floors are a mix of naturally finished strip maple and birch, painted wood (stair treads), carpet and vinyl. Plaster remains on many walls and ceilings, and has been patched over the years. New partitions and some wall repairs are done in drywall, as is the replacement ceiling in the entry area. Much of the original wood casings, wainscot and other trim are intact and are typically painted.

Second floor finishes are generally painted wood and plaster and are in acceptable condition. The stage area has plaster and wood bead board finishes. Some of the bead board in the backstage ceiling area shows evidence of water damage. The original ceiling of the second floor meeting area has been removed and replaced with a suspended acoustic panel system.

The exterior is in generally good condition, though some trim and windows need to be painted or reglazed.

Recommendations: The preservation of the Town Hall's historic materials and features should become a Town policy. All future interior and exterior changes should be consistent with this policy to the maximum extent feasible. Renovations should be designed to avoid unnecessary damage to historic finishes and partitions. Damaged plaster should be properly conserved and repaired wherever possible, etc.

Preservation specialists should be consulted prior to any construction activity that may impact historical finishes. Consultants are available both locally and through state organizations and can assist the Town in developing a plan for the thoughtful use of the building that is consistent with historic preservation goals and the changing needs of the Town.

2005 Report: The Town Hall has a number of exterior wooden trim details typical of Italianate style buildings of the 1860's and 1870's. The painted bracketed cornices, hooded window trim and corner quoins are generally in good condition. There is some minor damage that could be addressed as part of a renovation project, but nothing significant. There are also remnants of abandoned electrical conduit, lighting, and miscellaneous brackets and fasteners attached to the building in various spots that could be removed.

As in most buildings with over a century of continuous use, some of the original finishes have been repaired or replaced. However, the original beaded wood wainscot and cap, wide articulated door casings and base trim are found in many areas of the building (and are all painted).

Portions of the first floor that have finishes that appear to be original include the bathroom, former Historical Society storage room, and much of the entry hall (except the ceilings). Plaster remains on many walls and ceilings, and has been patched over the years. In general, the plaster appears sufficiently attached to the lath to be repairable.

Flooring on the first floor appears to be a mix of strip maple and birch (with several types of clear finishes), painted wood (stair treads), carpet and vinyl. A small area of strip wood flooring has been replaced at the entry doors. In the remainder of the entry hall and part of the meeting area the wood strip flooring has been sanded to the point that that stains are visible.

New partitions and some wall repairs are done in gypsum board, as is the replacement ceiling in the entry area. An acoustic panel ceiling has been installed below the plaster ceiling in the first floor office area. The meeting area was created by removing partitions, and has resulted in ceiling irregularity and flooring that is at different levels (including some pine boards added in the 1960's in the historical display area that was formerly a bathroom).

On the second floor, almost all finishes appear to be original, especially in the south storage room under the balcony. The painted door head casings over the doors into the main room are nicely detailed. The stage area is mostly wood bead-board wall and ceiling covering. Some bead-board in the backstage ceiling area shows evidence of water damage. The original plaster ceiling of the second floor meeting area has been removed and replaced with a suspended acoustic panel system. The plaster ceiling was described a having a decorative cove detail at its perimeter, evidence of which remains on the wall, but no exact details about (or examples of) its shape have been found. As on the first floor, remaining plaster is cracked but generally appears suitable for patching and repainting.

2005 Recommendations: The preservation of the Town Hall's historic materials and features should become a Town policy. Historic materials should be retained and conserved or restored whenever possible, within the constraints of budget and the need to accommodate the current program. Renovations should be designed to avoid unnecessary damage to historic finishes and partitions. Following typical historic restoration guidelines, new work can be designed to appear quite similar to historic materials, but should be different enough to allow it to be distinguished from original.

Preservation specialists should be consulted prior to any construction activity that may impact historical finishes. Consultants are available both lo0cally and through state organizations and can assist the Town in developing a plan for the thoughtful use of the building that is consistent with historic preservation goals and the changing needs of the Town.

Current Assessment: The foregoing thorough assessment of historical finishes in the 2005 report, written by Pip Bannister, leaves little to be said. We have tried, in our proposed design to retain historical elements where possible, in some cases exposing some that have been hidden and restoring others that have been lost or damaged over time.

FUTURE USES

2003 Report: The second floor is currently not accessible, and has been used recently only for a summer art display. Returning it to use as a meeting or performance space could enliven the Town Hall, but would require the installation of an elevator or alternative vertical lift. Also a number of life-safety and building code requirements would have to be met. A municipal water system is expected within a few years. This could provide adequate water for a fire suppression sprinkler system, which would probably reduce the extent of life-safety driven modifications to the building, perhaps making the second floor use more affordable.

Recommendations: A feasibility study could be done to explore and evaluate options for the future uses for the building, and to develop comparative costs for consideration by the Town.

Current Assessment: We have now, it seems, entered into that Future: A major Town Hall renovation is contemplated by the Town and the Putney Historical Society to upgrade and reconfigure the first floor Town Offices, and to reactivate the second floor for use by the PHS for display of local history artifacts, storage and archives, an office, work space, and restoration of the 2,000 s.f., high-ceilinged Auditorium, which has been unused and unheated for decades.

The first steps of the current design process began in July, 2019 and took shape in January 2022 with a set of Schematic Design drawings that continued to evolve through the year. The following description of the proposed project, sent to Karen Astley, Putney Town Manager, and Lyssa Papazian of the Putney Historical Society in November, 2022, outlines our approach to the design and important features included in it. I have attached this letter, below, in part to give some perspective to the project, and in part because it addresses many of the issues raised in this Report: the condition of the building; interior environment; building envelope; accessibility; and historical integrity.

Note that some items in the letter were changed by *Addendum 1*, attached below the letter.

Notes on the Estimating Drawings for Renovations

Date: Nov. 11, 2022
To: Karen Astley, Town Manager; Lyssa Papazian, Putney Historical Society
From: Chip Greenberg
Ref: Drawings: A0, A1, A2, Ex1 & Ex2

Based on our conversations, meetings, and review of previous designs, along with input from Joe Fortier of GPI, Otis Elevator representatives, Jenna Lapachinski of Preservation Trust of Vt., and review of the 2003 and 2005 *Report on the Town Hall* prepared by Pip Bannister, we have developed the attached *Schematic Design drawings*, for consideration by the Owner and as a basis for the preliminary cost estimate for the project.

Notes specifying conditions, repairs or replacements, and other information are included on the drawings.

Approach to the design:

1. The purpose of the design is twofold: a) to provide a more efficient layout for the administrative and public use of the Town Offices, which will continue to occupy the first floor of the building; and b) to create a home for the Putney Historical Society on the now unoccupied second floor. The program for this space includes: an office and work-space; a gallery or display space for artifacts collected by the Historical Society, for public viewing; and storage space for historic objects and archives not on display, but available for research.

2. The entire building will be made barrier-free in compliance with ADA and Vermont Access Rules. Most significantly, this will require installation of a two-stop standard elevator. We note that by Vermont code, a *LULA* (Limited Use Limited Application) lift has not been accepted for commercial use, and while a variance may be applied for, they are often rejected. We will further investigate this option.

   With the installation of the elevator, the current Toilet Room on the first floor will be displaced, so new accessible toilet rooms have been designed for both the first and second floors. All doors, other than those used solely for building maintenance, must be ADA compliant. Handrails are specified for the south exit door steps.

3. All design decisions have been informed by the goal of respecting the original structural and architectural elements of this 1871 building, part of the *Putney Historic District* and placed on the *Register of Historic Places*. Any new construction will be *reversible*, to the extent possible.

Salient features of the design:

1. At meetings with Karen Astley, we discussed some specific needs for improved circulation for staff and public. To that end, the first-floor design brings the public entrance zone deeper into the building to enable conduct of business without encroaching on staff areas. Once in the enlarged entry area, the public, will have direct access to the fee-&-tax window, bathroom, elevator, and stairs to the Historical Society space. Furthermore, they will have access to the offices of Town Manager, Town Clerk and Assistant Town Clerk, and the large Meeting Room – each through a dedicated door.

2. Internal circulation would sometimes be available through the office of the Administrative Assistant Office, connecting the Town Manager directly to the rest of the Staff. A short corridor allows Staff to access the Break Room directly. The Break Room is also available directly to Zoning, and indirectly to Listers, and the Meeting Room.

3. The Listers' Office has been enlarged by moving the south wall up against the vault, and is directly connected through a new door to Zoning. This "double office" may be accessed directly from the

outside, or through the Break Room from the Entry Hall. The Break Room has also been expanded by moving its west wall against the Vault – gaining about 18" in width. This pan would allow for an additional employee in that the Town Manager's Office has space for another work station if so desired.

4. The data panel, reputed to be noisy, has been moved out of the TM Office into the Entry Hall – there may be a better place than now shown – TBD. A modem and phone panel might be located in the Storage niche at the NE corner of the Center Hall. And since the building will now have two distinct Users, the fire alarm panel has been placed in the Entry Hall, adjacent to the Janitor's Closet.

5. On the second floor, the elevator has displaced the upper half of the stairs to the Balcony, now designated the "Storage Loft" in line with its intended use. These stairs could be rebuilt to fit behind the elevator, but in discussion with Lyssa, we felt demolishing them in order to create a Storage Closet would make better use of the space. (If a LULA were installed instead of a standard elevator, the existing NE Stairs could probably remain). The SE Stairs to the Storage Loft will fit next to, and partitioned from, the new accessible bathroom T2, allowing for a separate door to each, as shown.

6. The "Auditorium" is intended for large gatherings, and as an Assembly space will require the entire building to be sprinklered. Two alternate ceiling renovations are suggested on the plan: the first would keep the acoustic ceiling grid and replace the rather dilapidated acoustic panels with new tegular (edge-rabbeted) panels. The second (and preferred) alternate would remove the ceiling grid in favor of a new blueboard-&-plaster ceiling on existing strapping. Code compliance of the second means of egress from the Auditorium, via the existing steel fire escape at the west end of the building, will need to be verified by the Building Inspector.

7. First Floor HVAC: Heating system to remain as is: oil-fired hot air supplied through a duct system in the basement and first-floor diffusers. A/C is not included in this scope. An Add-Alternate would provide an A/C design and estimate for first floor offices, that may be incorporated into a later phase of design and construction.

   Second floor HVAC: The system, as presented, consist of a new oil-fired boiler located in the basement, probably in the NW corner; Hot water to be fed through the first and second floors, as indicated, near the north wall of the vault, then travel under the stage and up to the fly loft to supply heating coils in air handler. Fresh air supplied through new louvered opening in gable end. Insulate all attic ductwork. Heated, cooled, or fresh air to be supplied thru attic ductwork and ceiling-mounted diffusers as shown. See plan and notes on sheet A2.

End of Letter

Please find on the following pages: Addendum 1 to the drawings included with this Report.

PUTNEY TOWN HALL RENOVATION

ADDENDUM NO. 1 – JAN. 18, 2023

Changes described in this Addendum supercede specifications on the original Estimating Drawings, dated January 4, 2023.

Changes to the Drawings

Ex1 1. Add note to the fire escape at the west end of the building: *Iron fire-escape supported on steel brackets. Installation must be reviewed by Fire Marshall prior to Occupancy*.

A1 1. Add the door schedule dated January 5, 2023, sent separately to the estimator. Add the following general note to the door schedule:
a) For new doors, use as a model for panel style, door thickness, and hardware style, the existing door No. x17 to the Lister's Office, shown on drawing ***Ex1***.
This note is not intended to affect the glazing stipulated in the schedule.

2. In the Meeting Room, at the eastern window in the north wall, add to the note that says "remove infill from window" the following: *Provide an exterior-mounted aluminum triple-track storm/screen unit, similar to those on adjacent windows. Caulk between unit frame and existing wood trim.*

3. At the Listers and Break Room, add the note: New walls located against the Vault walls must be separated from the concrete walls with pressure-treated furring

A2 1. The base design will eliminate the A/C components from the 2nd floor, although the installation of heating system and attic ductwork will remain as drawn. Revise the HVAC NOTES at the bottom of A1 to eliminate the word "cooled" from the second paragraph of the note.

2. The third paragraph of the HVAC NOTES will be Alternate 2.

3. The Add-Alternate for the Big-Ass Fan, in the center of the Auditorium will be Alternate 3.

4. Provide EnergySavr storm windows by WindowInserts or equal on all windows. (www.windowinserts.com). Windows are custom-fitted dual polyvinyl film on an aluminum frame, designed for a compression fit. There are 13 windows required, approx. 9′-3″ x 3′-5″. Installation (without fasteners) by the GC. Cost of all windows, including shipping by allowance: **Allow $2,975**.

5. Verify that all six windows in the Auditorium lock and operate smoothly, with sash-weights and cords in good condition. Allow for repair of sash-weights in 3 of the 6 windows. Three window panes (only!) are broken and should be replaced. All windows to be painted and reglazed (puttied) as needed. The other seven windows (of the 13) need not operate, and should be caulked shut.

List of Aternates

Alt 1 See HVAC NOTES at the bottom of A1. The **Add Alternate** at the bottom of that note is to be considered **Alt 1**. It states: *Provide A/C design and estimate for first floor offices, to be added in a later phase of construction.*

Alt 2 The **Add Alternate** at the bottom HVAC NOTES on A2 is to be considered **Alt 2.** It states: *Provide A/C in a later phase of construction.*

Alt 3 Provide the Big-Ass Fan, shown in the center of the Auditorium on Sheet A2

Alt 4 Instead of the HVAC Systems described in Alts 1-3 above, provide a system of mini-split heat pumps with the capacity to heat and cool the Auditorium on A2.

Alt 5 Provide the Balcony Wall shown on SK4. Include the new door No. 34. Delete the Optional Partition shown at the front of the balcony on Drawing 2/A2

Alt 6 Replace the Otis Elevator with the LULA supplied by Accessibility Systems, Inc. and described in the specifications supplied by them, accompanying this Addendum. These specifications also include guidance for construction of the LULA hoistway and Machine Room which would replace the Otis Elevator hoistway and Machine Room. SKs 1, 2 and 3 show the installation of the LULA along with notes and associated plan changes on the 1st and 2nd floors, and the Balcony, respectively.

Installed costs for both the Elevator and the LULA have been provided by the manufacturer or supplier, and those costs should be included by allowance in the Schematic estimate. Cost of hoistways, machine room, and changes to the electrical system and framing of the building for the LULA, are not included in the allowance and should be itemized in the Schematic estimate.

SK Drawings

Add the following SK Drawings to the Estimating Documents.

SK1 LULA instead of the Otis Elevator. Provide as indicated and according to attached specifications for the shaft wall foundation, 120v power at the required amperage and any other requirements indicated in the LULA specs. Add the new walls shown, relocating door No.12 and providing a new door No. 12a. Remove chimney (no longer in use) up to the ceiling level, and support existing chimney above on brackets as required.

SK2 Shows the LULA installation on the 2nd floor, with the stairway to the balcony remaining instead of demolished.

SK3 Shows the existing stairway with a slight modification to fit beside the hoistway below. The LULA should not require penetrating the balcony floor (but it's close).

SK4 Depicts the new wall between the Balcony and an enclosed storage space behind. The wall has a door in it to the Balcony. If Alt 6, the LULA option were selected, this drawing would be modified to allow the existing stair to remain, and a second exit from the Balcony would be provided.

Allowances

1.	Otis Elevator:	Allow $139.000
2.	LULA by Accessibility Systems:	Allow $62,980
3.	Sprinkler System:	Allow $74,215
4.	Storm windows by WindowInserts	Allow $2,973

End of Addendum No. 1

ESTIMATE SUMMARY: Compiled by the Architect from Data by All Seasons Construction

GREENBERG ASSOCIATES ARCHITECTS

168 WESTMINSTER RD., PUTNEY, VT 05346 jreal@greenarch.org 802.387.0457

Preliminary Construction Estimate **Putney Town Hall Renovations**

By Butch Stearns at All Seasons Construction, Feb. 10, 2023

General Area & Work	Included		Total
First Floor Renovations	Std. Otis Elevator & sprinkler for bldg. Heating, (no A/C)		$674,671
Second Floor Renovations	Heating, acoustic clg. Repair, (no A/C)		$346,446
	Sub-Total		**$1,021,117**
ALTERNATES			
Alternate 0 (Opton 2)	2nd Floor: Remove acoustic clg and provide blueboard & plaster as required.	$18,055 *	
Alternate 1	1st Floor: add Air Conditioning	$31,986 *	
Alternate 2	All 2nd Floor: add mini-split A/C	$25,224 *	
Alternate 3	2nd Floor: add 10-ft diam. clg fan.	$14,557	
Alternate 4	2nd Floor, only Auditor'm: Mini-Splits	$24,274	
Alternate 5	2nd Floor Balcony: Add wall, level floor	$21,850 *	
Alternate 6	Substitute LULA for Otis Elevator	($101,601) *	
Scenario 1 *	Provide Alts: 0,1,2,5,6		**$1,016,631**

Allowances Included

Otis Elevator, shaft by GC	$139,000
Savaria LULA , by Accessibility Systems, shaft by GC	$62,980
Sprinkler system by S. Vt. Sprinkler, incl installation	$74,215
2nd Flr Storm Panels by WindowInserts, instal'n by GC	$2,973

SUMMARY OF FINDINGS:

Having recently inspected the Putney Town Hall, paying particular attention to the condition of the structure, the building envelope, and historic architectural elements; as well as compliance with accessibility and life safety code requirements, we find the building is in very good condition and, with minor exceptions, in full compliance with Vermont code.

Given the scope of our investigation, we have relied on interviews with current Town Office staff to assess the comfort of the interior environment. Examination of the structure was made by our own inspection and did not include evaluation by a structural engineer. Likewise, inspection of the mechanical system did not include a report by a mechanical engineer.

Importantly, we compared the state of the building to that documented in the 2003 and 2005 reports, and photographs from that time, and we were able to clearly observe the significant improvements made in the interim 20 years. These observations indicated that the large majority of problems specified in those reports had been addressed.

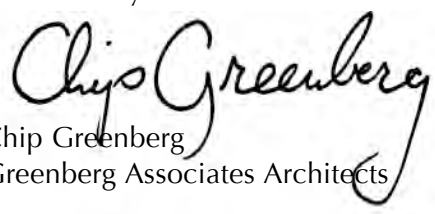
We can therefore state without hesitation that the building is currently in sound condition. However, we also considered our mandate to evaluate the impact of proposed renovations to the building for the same factors stated above. The reopening of the second floor to occupancy by the Historical Society and the public, will have major implications on both life safety and accessibility. The most significant of these being the installation of an elevator, a full-building sprinkler system, and an accessible toilet room on the second floor, as well as insuring code complying primary and emergency egress from that level. Hence the inclusion of a schematic design for the proposed renovations in this report. The design also provides a new layout for the Town Offices and addresses the remaining deficiencies in the existing building, such as the lack of a railing on the exterior steps to the parking lot, and a couple of out-of-compliance doors.

In addition, the renovations provide the opportunity to restore some historic elements to the building which have been compromised over time, to improve the insulation, fix broken and inoperable windows, and other elements of the building envelope; and to probe more deeply into the adequacy and efficiency of the mechanical systems and structural integrity of the building.

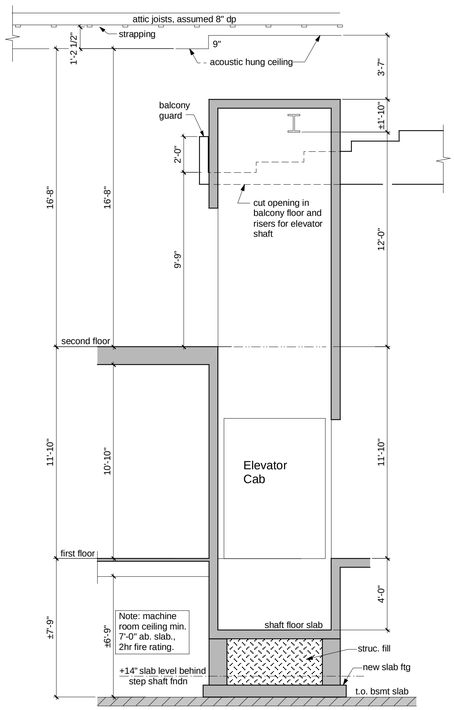
The preliminary Construction Cost for the renovations, including a number of alternates, was estimated by All Seasons Construction in February, 2023. Based on our assessment of the most likely alternates to be selected, the estimate comes to $1,016,631.

We thank you for the opportunity to prepare this report for the Town, Putney Historical Society, and Preservation Trust of Vermont.

Presented by:



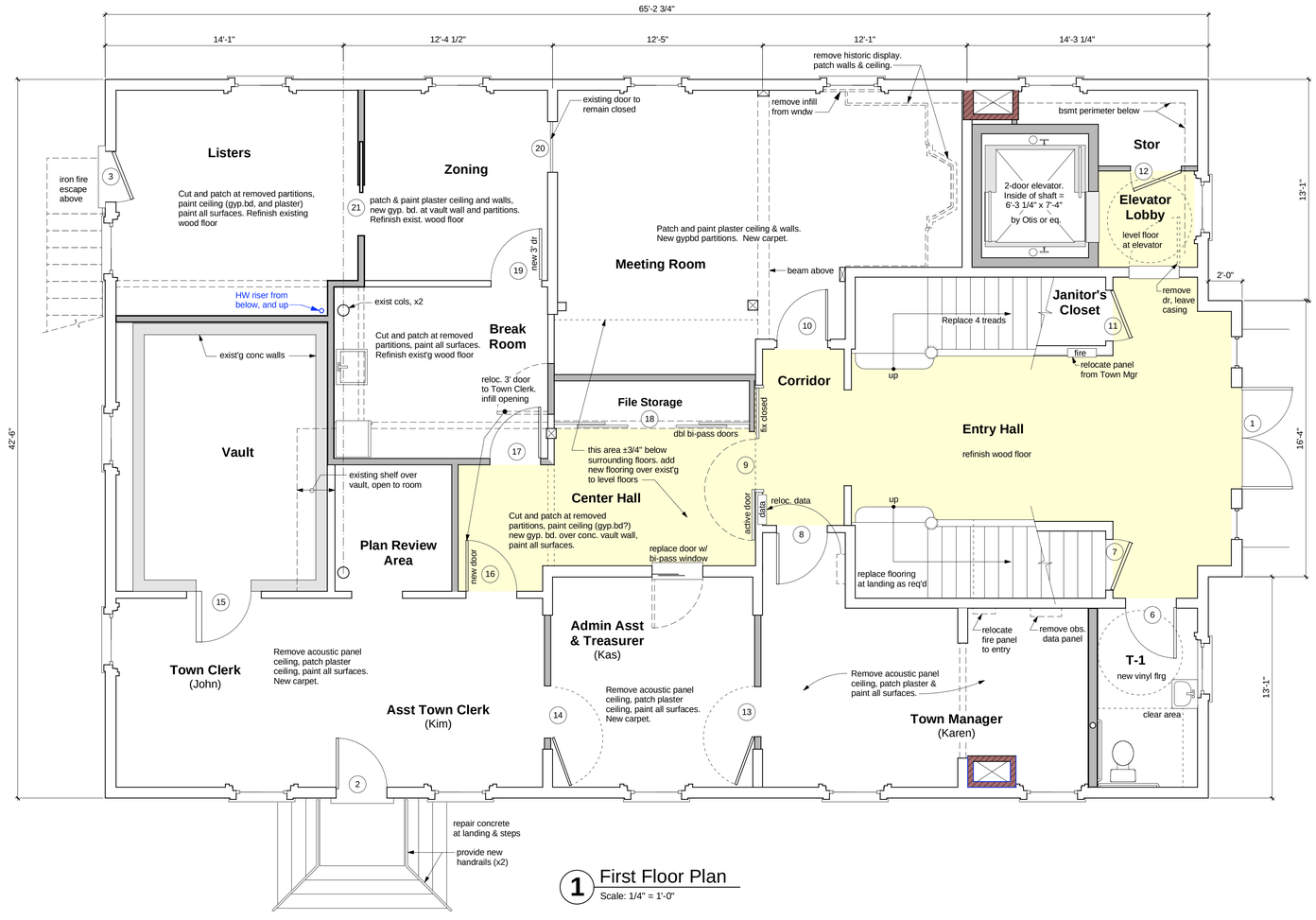
Chip Greenberg
Greenberg Associates Architects



2 Section thru Elevator Shaft

Scale: 1/4" = 1'-0"

PRELIMINARY



1 First Floor Plan

Scale: 1/4" = 1'-0"

GENERAL NOTES

Slate roof shingles are in good repair with few visible exceptions. From the ground it appears two shingles have fallen – one of them still on the roof – and need to be replaced. Allow for purchase and replacement of 4 slates, to match existing.

ELEVATOR NOTES

2-door hydaulic elevator by Otis or eq., Model: HydroFit 2110-R
2-stop; travel distance = 12'; **Allow $139,000** excluding shaft.
Provide 3-Phase, 208v electric service
See attached specifications from **Otis Elevator Co.**
For questions contact Phil Losito, sales rep: c. 413 530 6388, email: Felix.Losito@otis.com

Wall Key

- existing walls
- new walls
- demolished walls

HVAC NOTES

First Floor heating system to remain as is: oil-fired hot-air, supplied through duct system in basement and 1st-floor diffusers.

New boiler in basement to supply hot water to hydronic coils in new Air Handler located in Fly Loft. See plan and notes on sheet A2. Hot water to be fed thru the first and second floors, as indicated, near the north wall of vault. Insulate all pipes

Add-Alternate: Provide A/C design and estimate for first floor offices, to be added in a later phase of construction.

Door Schedule

Key	Location	Size	New / Existing	Type/ Notes	Glazing
1	Exterior, front entry	Pr 3-0	Existing to remain	0	0
2	Exterior South	3-0	Existing to remain	0	0
3	Exteroior West	3-0	Existing to remain	0	0
4	Exter 2nd Flr, West	3-0	Existing to remain	0	0
5	Not used	0	0	0	0
6	Toilet 1	3-0	Existing to remain	0	0
7	Stair to bsmt	3-0	Existing to remain	0	0
8	Entr Hall - Town Mgr	3-0	Existing to remain	0	0
9	Corridor - Center Hall	pr 3-0	Existing to remain	(only 1 dr. active)	0
10	Corridor - Meeting Rm	3-0	New dr in exist. opng	4-panel	half glaze
11	Entry - Janitor	3-0	Existing to remain	0	0
12	Elev. Lobby - Storage	3-0	Relocate door x11	0	0
13	Town Mgr - Treasr	3-0	New door	4-panel	half glaze
14	Treasr - Town Clerk	3-0	New door	4-panel	half glaze
15	Vault	3-0	Existing to remain	0	0
16	Cntr Hall - Town Clerk	3-0	New door	4-panel	half glaze
17	Cntr Hall - Break Rm	3-0	New door	4-panel	half glaze
18	Cntr Hall - Storage	(3) 4-0	New dbl bi-pass doors	(4) 4-panel drs, 2 tracks	No glaze
19	Zoning - Break Room	3-0	New door	4-panel	X glaze
20	Zoning - Meeting Rm	3-0	Existing to remain	0	0
21	Zoning - Lister	3-0	New pocket door	4-panel	half glaze
22	Upper Lobby - Auditrm	3-0	Existing to remain	0	0
23	Upper Stair - Storage	3-0	Reverse existing dr	0	0
24	Auditrm - Toilet 2	3-0	Existing to remain	0	0
25	Auditrm - Storage Loft	2-10	New door	4-panel	No glaze
26	Auditrm - S. Stage	2-8	Existing to remain	0	0
27	Auditrm - N. Stage	2-8	Existing to remain	0	0
28	Stage - N. Stage	2-6	New door	4-panel	No glaze
29	S. Flyloft	2-0	Existing to remain	0	0
30	N. Flyloft	2-0	Existing to remain	0	0
31	N.Flyloft - NW Stairs	2-8	New door	4-panel	half glaze
32	Flyloft - Attic	Custom	Existing to remain	0	0

Door Schedule added January 5,2023

Schematic Design – Not for Construction **January 4, 2023**

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org

Scale: As Noted
Drawn By: PB, BGS,CG
Date: As noted above

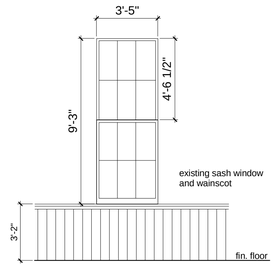
Based on drawing 9/28/05 by B&G Architects
Revisions:

Putney Town Hall
Proposed Renovations, 2022

Job North

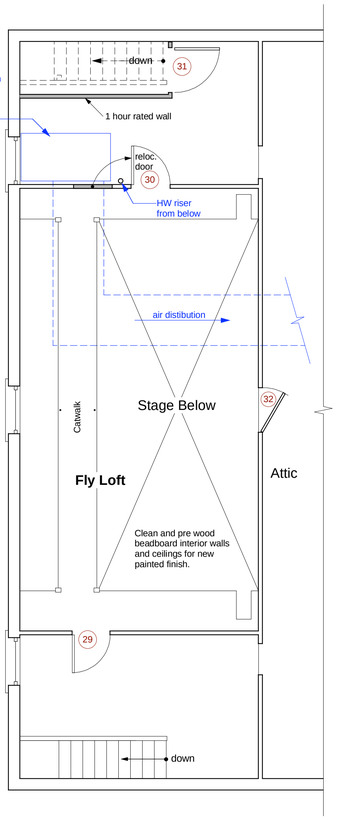
First Floor Plan & Elevator Section

A1



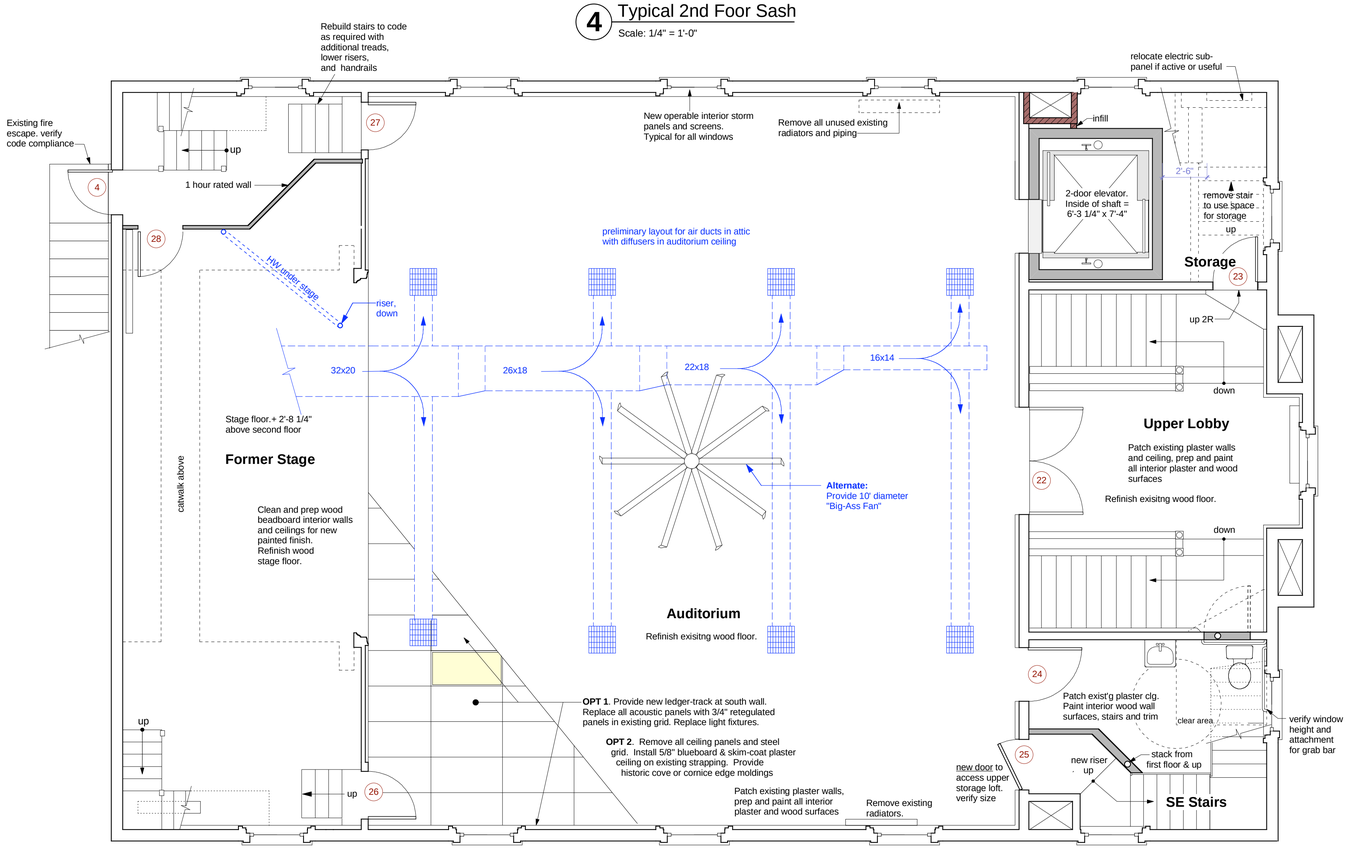
4 Typical 2nd Foor Sash

Scale: 1/4" = 1'-0"



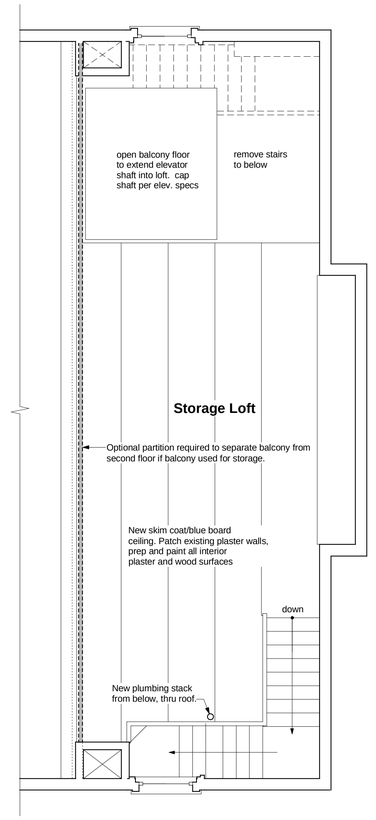
3 Fly Loft above Stage

Scale: 1/4" = 1'-0"



1 Second Floor Plan

Scale: 1/4" = 1'-0"



2 Second Floor Storage Loft

Scale: 1/4" = 1'-0"

HVAC NOTES

Second floor HVAC system to consist of an oil-fired boiler located in the basement, probably in the NW corner;
Hot water to be fed thru the first and second floors, as indicated, near the north wall of the vault, then travel under the stage and up to the fly loft to supply heating coils in air handler. Insulate all attic ductwork.

Heated, cooled, or fresh air to be supplied thru attic ductwork and ceiling-mounted diffusers as shown.

Provide A/C as an **Add-Alternate** for a later phase of construction.

Schematic Design – Not for Construction **January 4, 2022**

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org

Scale: As Noted
Drawn By: PB, BGS,CG
Date: As noted above

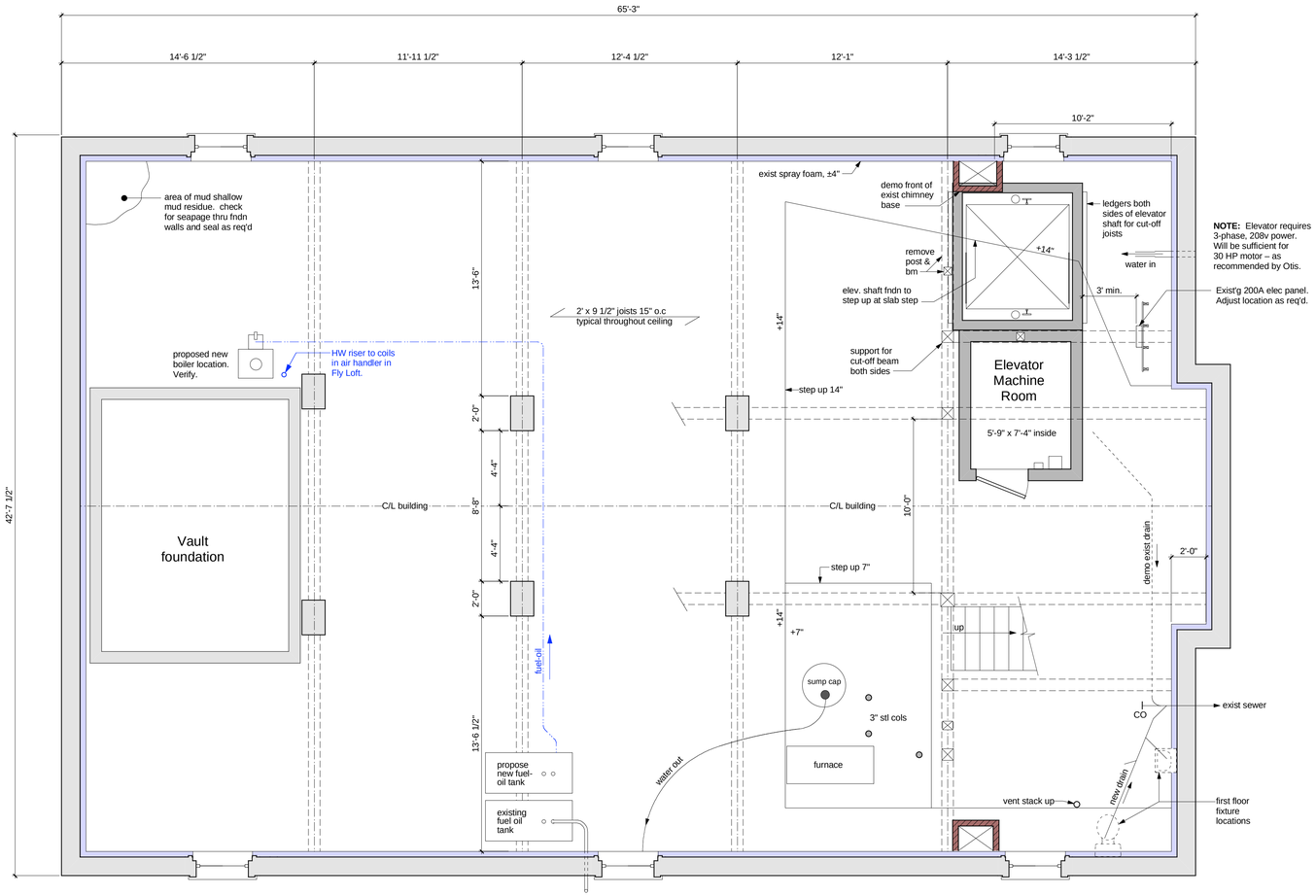
Based on drawing 9/28/05 by B&G Architects
Revisions:

Putney Town Hall
Proposed Renovations, 2022

Job North
W E
S

Second Floor Plan & Lofts

A2



1 Basement Plan

Scale: 1/4" = 1'-0"

Scheme 2 – Not for Construction **November 15, 2022**

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org

Scale: As Noted

Drawn By: PB, BGS,CG

Date: As noted above

Based on drawing 9/28/05 by B&G Architects

Revisions:

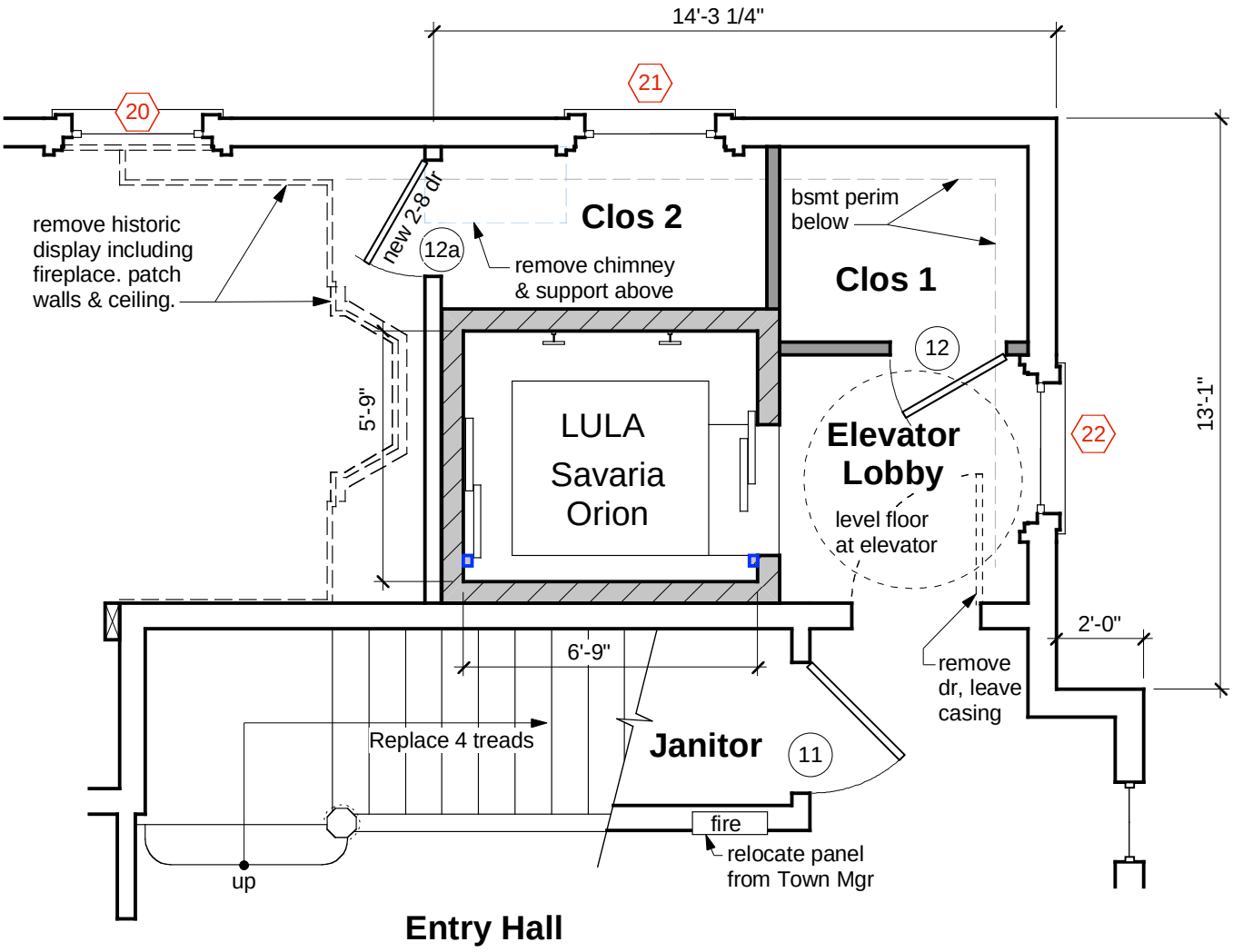
Putney Town Hall
Proposed Renovations, 2022

Job North

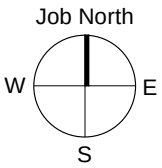
Basement Plan
with Proposed Elevator Foundation

A0

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org



1st Floor Plan Detail



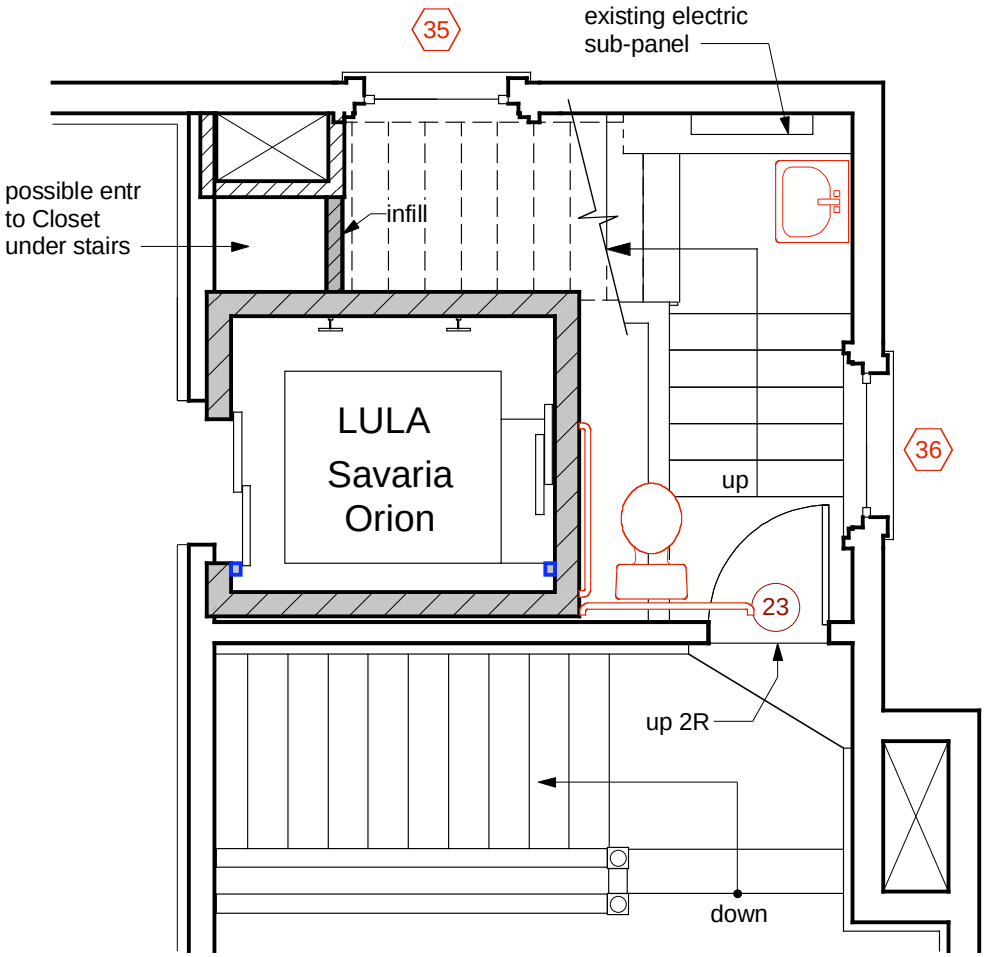
Alt 6: LULA instead of Elevator

1/4" = 1'-0" **January 17, 2023**

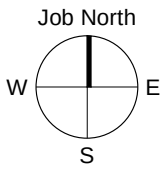
Town Hall Renovations
Putney, Vermont

SK1

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org



2nd Floor Plan Detail



Alt 6a LULA instead of Elevator

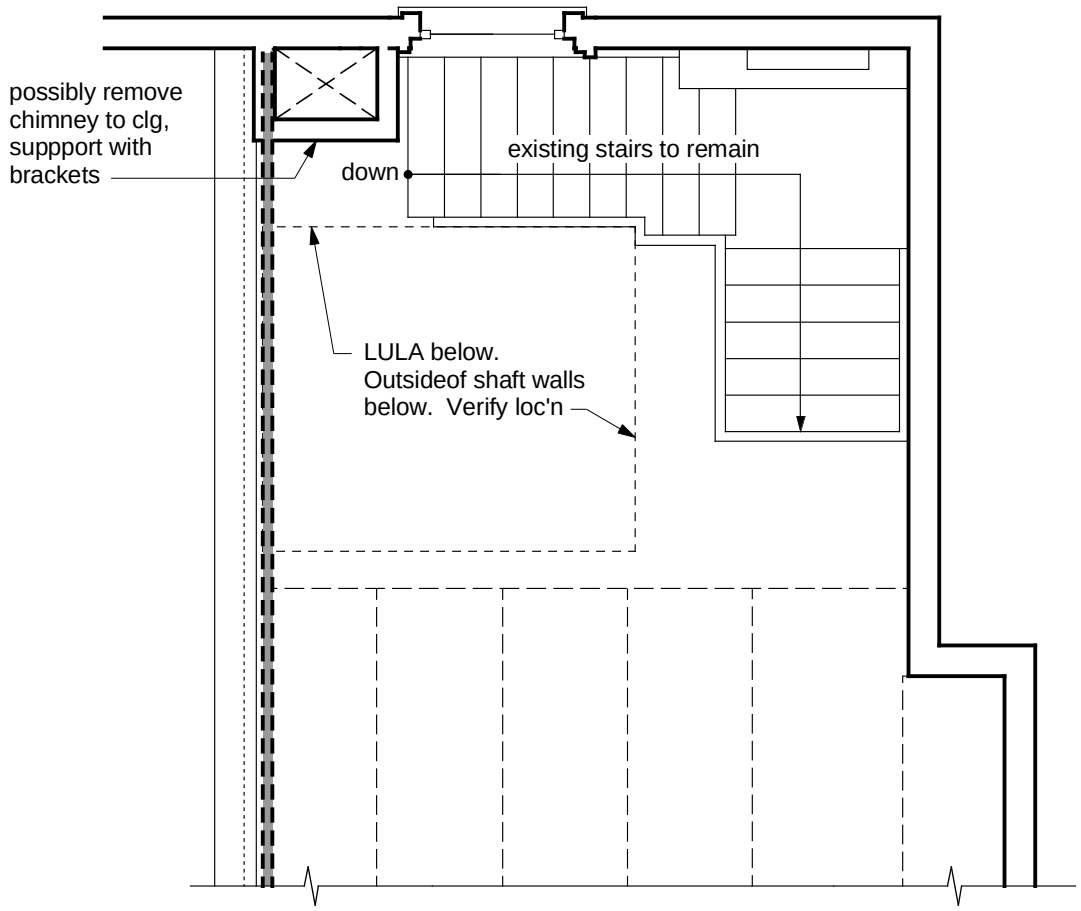
1/4" = 1'-0"

January 17, 2023

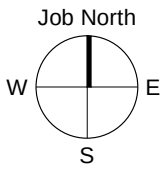
Town Hall Renovations
Putney, Vermont

SK2

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org



Balcony Plan Detail



Alt 6 LULA instead of Elevator

1/4" = 1'-0"

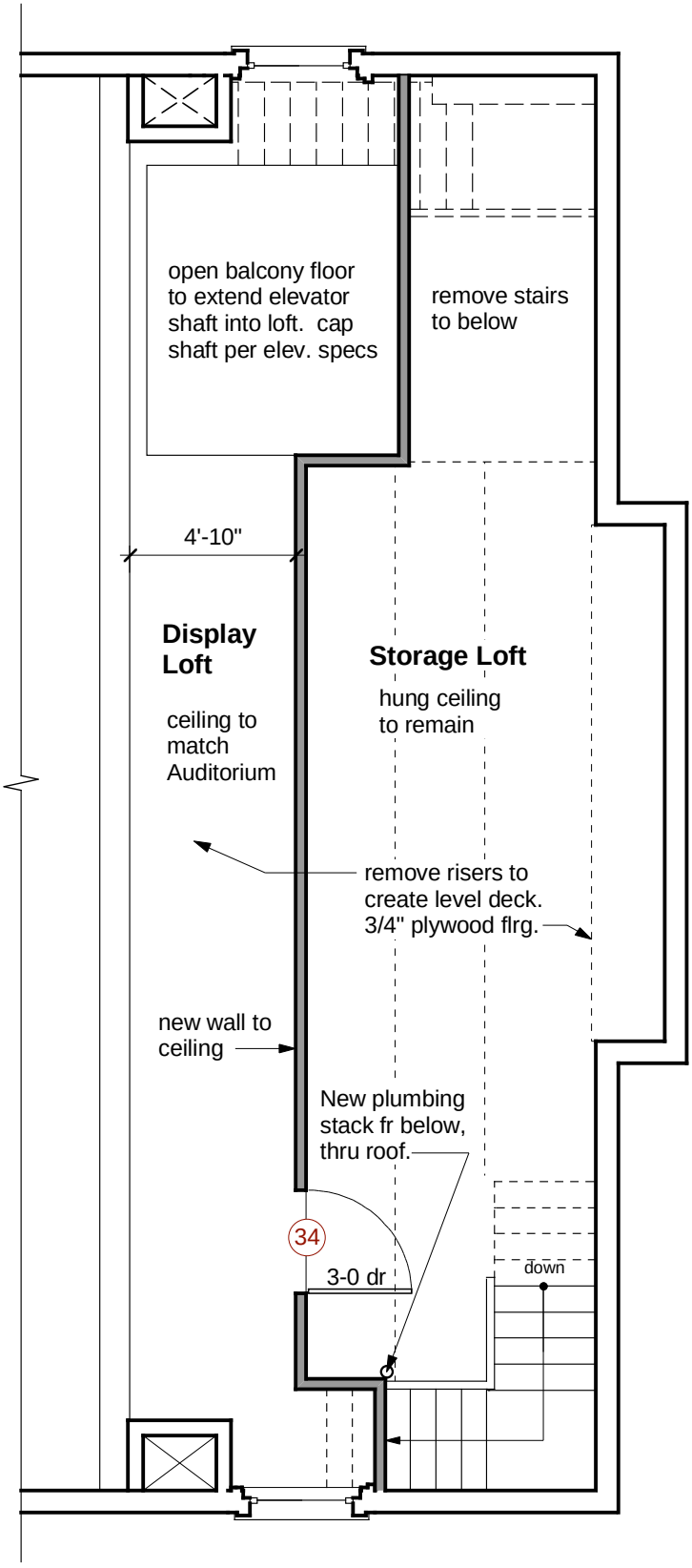
January 17, 2023

Town Hall Renovations

Putney, Vermont

SK3

GREENBERG ASSOCIATES ARCHITECTS
168 Westminster Rd, Putney, VT 05346 Ph: 802-387-2457 Fx: 802-387-4533 inspiration@greenarch.org



Town Hall Renovations

Putney, Vermont

Alt 5. Balcony Wall

3/16" = 1'-0" **January 17, 2023**

SK4