

Final

CPA Project Application Form

[CPC Use Only: Date Received 2/20/24 By: Katie Bemy
Assigned CPC #2025- 05]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

- a.) Applicant Name and Organization: Last Haddad First Mark
Organization(s) (if appropriate) Town of Groton Town Manager/Select Board/CPAC
- b.) Regional Project: Yes ? or No? ? If Yes, Town/Organization: _____

- Submission Date: 02/22/2024
- Applicant Address: St. 173 Main Street
City/ State: Groton, MA ZIP: 01450
- Ph. #978-448-1111 Email: mhaddad@grotonma.gov
- CPA Purpose. Check all that apply:
Community Housing (Affordable Housing: Historic Preservation*: X Open Space:
Recreation

** As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.*
- Town Committee or boards participating: Capital Planning Advisory Committee
- Project Location/Address: 145 Main Street, Groton, MA 01450
- Project Name: Prescott School Building Assessment
- Additional Responsible Parties (If applicable):

Role (specify)	Name	Address	Ph. (w) (cell)	Email
Property/Site Owner	Town of Groton	173 Main Street, Groton, MA 01450	978-448-1111	selectboard@grotonma.gov
Project Manager	Mark Haddad	173 Main Street, Groton, MA 01450	978-448-1111	mhaddad@grotonma.gov
Lead Architect	TBD			
Project Contractor	TBD			
Project Consultants	TBD			
Other:				
Other				

- As appropriate, indicate if proposal requires P&S agreement Deed
Option agreement Other-describe: _____
- a.) Assessor info. (map/ block/ lot id.(s)): 113/43 b.) Tax classification type: RA
- Permits required: Zoning: Historic Preservation: Other:
- Historic Commission Approval signoff (when required): _____ Date: _____
- a.) Project cost \$100,000 : Estimate X Professional quote b.) Requested from CPC:
\$100,000 c.) Committed from other source: \$ If applicable: annual anticipated total income: \$ Annual anticipated total expense: \$ Anticipated net income (loss): \$ Name of Estimator name/company: Public Bid/RFP

15. CCP Objectives - use codes from **Section 5 of Community Preservation Plan** to indicate all that apply: 5.1.1

16. Project Timelines: Proposed Start Date:7/1/2024 Projected Complete Date:12/31/2024

17. Estimated Delivery Date of Completion Report to CPC: 1/1/2025

18. Project description and explanation (attach additional sheets as needed): _____

See attached explanation

19. Feasibility: Town of Acton – 4/6/2010 – Comprehensive Professional Assessment of building’s structural integrity – Theater III Preservation Needs Assessment - \$27,000; Town of Amherst 03/21/2021 – Engineering and Structural Assessment of the Simeon Strong House - \$18,800

20. List of attachments: 1 – Project Explanation; 2 – Request for Proposals; 3 – Letters of Support

21. Additional Information: _____

22. Management Plan: The Town Manager, as Chief Procurement Officer for the Town of Groton will oversee the project. The RFP for the project as been advertised and proposals were received on February 12, 2024. At this time, there has been a bid protest that will be heard on February 29, 2024. The Town did received 7 bids, so the project is highly competitive. Once resolved, the Town Manager will award the project to the most qualified firm. Work will commence on July 1, 2024, with a final report to the CPC in January, 2025.

23. Applicant Signature: *Mally Woodcock* Date: 2-21-24

Co Applicant Signature: _____ Date: _____

Co Applicant Signature: _____ Date: _____

2023-2024 CPA Application Summary

Prescott Building Assessment Summary

The Town of Groton Town Manager, in conjunction with the Capital Planning Advisory Committee and the Friends of Prescott, is proposing to perform a building condition assessment report for the Prescott School, located at 145 Main Street, Groton, Massachusetts, to determine the functional adequacy of the primary facilities in the short and long term future to preserve the Historic Structure. The Groton Select Board requested that the Capital Planning Advisory Committee conduct this assessment so the Town can plan for improvements in future Capital Plans.

The Prescott School was built in 1927 and has served as a high school, middle school and elementary school. For the past several years, the Building has been leased to the Friends of Prescott, a non-profit organization, and converted to a Community Center/Rental Property. The property is prominently located in the Groton Center Historic District, and, in 2009, was added to the National Register of Historic Places. The building has three levels, contains 27,330 square feet of gross floor area. The purpose of the assessment is to assess the Prescott School based on the scope described below, provide collected data for input by the Town into the Capital Improvement Plan and provide narratives that summarize assessment observations and comments.

The assessment will provide a consistent and comprehensive survey of the Prescott School by a highly qualified firm that identifies the current status of the building and components, provides information on the lifecycle and useful remaining life of the buildings, building elements and systems, identifies and prioritizes major maintenance deficiencies, and provides cost estimates to repair or replace deficiencies.

The objectives of the assessment are to:

- A. Identify major defects or deficiencies in the Prescott School.
- B. Provide a basis for forecasting funding requirements for capital improvement facility planning for the Prescott School over the next 10 years.
- C. Provide a baseline for setting priorities for the maintenance, repair, enhancement or replacement of the Prescott School and its component systems.

The Town Manager has advertised the Request for Proposal for this work. A copy of the RFP is attached to this document. The RFP outlines the exact work to be completed. Proposals are due on Monday, February 12, 2024. The results of the RFP will be submitted to the Community Preservation Committee so that the Committee has the exact cost of the work should it agree to bring this Project forward to Town Meeting.



GROTON TOWN MANAGER

REQUEST FOR PROPOSALS

FOR

BUILDING ASSESSMENT

OF THE

PRESCOTT SCHOOL IN GROTON, MA

Proposals Due: **Monday, February 12, 2024**

I. Introduction

The Town of Groton, Massachusetts, acting through its Town Manager (hereafter referred to as “Town”) seeks proposals from qualified architectural, engineering and/or building maintenance/inspection firms (hereafter referred to as “Vendors”) to provide a building condition assessment report (hereafter referred to “Assessment”) for the Prescott School, located at 145 Main Street, Groton, Massachusetts, to determine the functional adequacy of the primary facilities in the short and long term future.

The Prescott School was built in 1927 and has served as a high school, middle school and elementary school. For the past several years, the Building has been leased to the Friends of Prescott, a non-profit organization, and converted to a Community Center/Rental Property. The property is prominently located in the Groton Center Historic District, and, in 2009, was added to the National Register of Historic Places. The building has three levels, contains 27,330 square feet of gross floor area. The purpose of the assessment is to assess the Prescott School based on the scope described below, provide collected data for input by the Town into the Capital Improvement Plan and provide narratives that summarize assessment observations and comments.

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- B. Provide a basis for forecasting funding requirements for capital improvement facility planning for the Prescott School over the next 10 years.
- C. Provide a baseline for setting priorities for the maintenance, repair, enhancement or replacement of the Prescott School and its component systems.

II. Proposal Submission Requirements

Submit one (1) printed copies to the Town of Groton, Town Hall, 173 Main Street, Groton, MA and one (1) electronic copy of the complete proposal to Mark W. Haddad – Town Manager (mhaddad@grotonma.gov) with the subject *Buildings Assessment of the Prescott School* by 11:00 a.m. on Monday, February 12, 2024.

Each proposal clearly marked as follows:

"Prescott Building Assessment - Technical Proposal" and
"Prescott Building Assessment - Cost Proposal"

Technical Proposal

The Technical Proposal shall include all items outlined in this RFP.

Cost Proposal

Project Fee Proposal (see Attachment A) is to be submitted in a separate sealed envelope.

FAXED Copies not acceptable

All submitted proposals will be reviewed by the Town Manager and the Capital Planning Advisory Committee, with a recommendation to the Town Manager to award a contract. Vendors shall provide company information and project experience and references. Proposals that do not include required information may be considered non-responsive and may be eliminated from consideration.

The Town is not under obligation to select the lowest bid. The Town reserves the right to accept or reject any proposal or part of any proposal for any reason, or no reason, without recourse by any bidder and to award a contract to any bidder on any basis which the Town, in its sole and absolute discretion, determines to be in the best interest of the Town.

Award of this Bid is subject to approval by the Community Preservation Committee to bring funding for this Project to the 2024 Spring Town Meeting and approval for Funding at the 2024 Spring Town Meeting expected to take place on either April 27, 2024 or April 29, 2024. Bids will remain in effect until May 8, 2024. Work for this project will begin after July 1, 2024.

A. Company Information

Provide general information including:

1. Name of company as registered with the MA Secretary of State or other state of incorporation.
2. Description of company.
3. Name(s) of company owner(s).
4. Number of years in business.

B. Project Experience and References

Provide a description of 3 completed projects or projects similar in scope. Include the following information:

1. Company and Owner information.
2. Company Contact information and title.
3. Original contract value.
4. Final contract value including change order amounts.
5. Time for completion (weeks).

III. Questions/Responses and Changes to RFP

All questions from Vendors regarding this RFP should be submitted by email to Mark Haddad, Town Manager at mhaddad@grotonma.gov. Comments will be documented and responded to by the Town via email to all Prospective Vendors. Please do not call the Town with questions.

IV. Process and Timeline

Date	Event
January 3, 2024	RFP Released
February 12, 2024	Submissions due by 11:00 a.m. EST
February 13 – 16, 2024	Evaluation & Clarification Period of Vendors
February 19 – 23, 2024	Vendor Interviews (If necessary)
April 27 th or 29 th 2024	2024 Spring Town Meeting
May 8, 2024	Town Manager Awards Contract
July 1, 2024	Work to Commence

V. Site Walk

Any vendor wishing to tour the Prescott School prior to submitting a proposal can schedule a tour by contacting the Town Manager at mhaddad@grotonma.gov.

VI. Scope of Work

The Vendor will complete field data collection and condition assessment meant to capture information of all major building systems to the individual component level, including all components considered capital repair items (as opposed to maintenance level items). This includes site paving, HVAC, roofing, electrical, plumbing, vertical transportation systems, building envelope and structural systems.

Vendor will interview identified staff to understand what improvements have been made in the last three years and known problems. Vendor will collect, document, and analyze the Prescott School to achieve the following:

- Inventory all major building equipment including quantity, manufacturer and model.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- Provide individual cost tables and digital photographs to document the deficient conditions.

Vendor will conduct onsite inspections of the Prescott School to provide interior and exterior assessment of conditions. This must be done using a standardized, documentable inspection process that provides accurate, consistent and repeatable results. Inspections shall be conducted using applicable codes and accepted industry standards. It is the Town's desire to have this information presented in written format.

The Report Section will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be submitted as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item.

In addition to the detailed description of the deficiencies, Vendor to provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Vendor will visually inspect facilities and properties. Specifically, the assessment will focus on the following components:

1. **Heating System;** identify boiler and major labeled equipment.
2. **Ventilation System;** identify the ventilation system and assess overall condition.
3. **Roofing System;** identify the material roof system, reported age, slope, drainage, or any unusual roofing conditions. Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks.
4. **Electrical System;** identify the electrical service provided and distribution system. Observation and evaluation will include switchgear, transformers, and main distribution panels.
5. **Plumbing;** identify the material plumbing system, including domestic water supply, domestic hot water production over 80 gallons, sanitary sewer, primary backflow preventer or any special or unusual plumbing systems.

6. **Building Envelope;** identify the material elements of the building exterior, to include walls, doors, windows, and fire escapes. This will also include the façade, curtain-wall systems, glazing, exterior sealant, and stairways.
7. **Structural Components;** evaluate the footings, foundations, slabs, columns, floor framing system, and roof framing system as part of the structural inspection for soundness. Observations will be subject to grade and visibility of components. This is to be a visual inspection only and no structural testing of components or materials will be undertaken.
8. **Site Paving;** observe and evaluate the site paving components including paving, curbs, drains and sidewalks.

A. Evaluation and Reporting

Vendor will provide one (1) copy of the written reports, with one (1) electronic copy, at the conclusion of the assessment as described above that include:

- A general description of the Prescott School and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for “immediate” and “capital repair” costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A ten-year capital plan (Evaluation Term) with an Executive Summary with graphic presentation of results to provide a quick, “user-friendly” summary of the Prescott School’s property’s observed condition and estimated costs assigned by category.

The vendor will report any immediate life and/or property safety issues to the Town upon discovery separately from the overall building report.

B. Scope Components

The Property Condition Assessments (PCA) shall include, at a minimum, data collection and reporting in the following areas:

- Site structure – Provide a description of the building structure such as materials used in construction including the foundation, floors, walls, windows, and roof, etc.

- General building systems – Provide a description of building systems noting any visible deficiencies.
- Mechanical/electrical systems/HVAC - Provide detailed records of the electrical service going into the building (i.e. overhead or underground). This should also include total amperage and other notable features. The type of wiring, location of primary transformer should also be included. The HVAC system should be described and include data on the equipment’s specific location, age and life expectancy, and condition. It should be noted if the system is adequate for heating/cooling air distribution. The assessment must include information regarding ventilation.
- Plumbing - Assessment should detail the condition, and note any deficiencies in the plumbing systems for the building.
- Lifecycle - Provide lifecycle data on components listed above including stage in life, estimated life remaining, and cost to repair or replace at conclusion of life.
- Americans with Disabilities (ADA) – Review building for compliance with the most recent ADA standards noting only areas of obvious non-compliance. If areas of obvious non-compliance are noted, include costs to create compliance. The intent is not to conduct a comprehensive ADA assessment at this time.

In the specific areas noted above, provide the following:

- Cost estimates– Employ a standardized, nationally recognized, cost estimating system, such as CSI Masterformat, Uniformat, or similar, to determine repair and replacement costs for all noted deficiencies. This data shall be presented in a user-friendly reporting format that prioritize current and anticipated maintenance and repair requirements to maximize the utilization of resources and return on investment and minimizes the cost of irreversible loss of service life and total cost. Costs must be broken out by deferred asset maintenance cost by asset component or system, calculate a facility condition index by system, and have the ability to separate rehabilitation and improvement costs from deficiency costs. Costs shall be inclusive of contractor overhead/burden.

C. Summary

This assessment must identify deficiencies in order to take timely, cost-effective corrective actions. This assessment must provide a comprehensive evaluation on the Prescott School, so it can be used to make informed facility management decisions.

VII. Work Requirements

A. Work Schedule

All work shall be completed during normal working hours (Monday to Friday, 8 am to 4 pm unless approved otherwise by the Town. The Selected Vendor shall request approval from the Town to work outside of the prescribed work hours (including weekends and holidays) at least 24-hours

in advance. To the extent practical, the selected Vendor shall schedule work such that it least interferes with the building operations and occupants.

B. Care of Work Site

Selected Vendor shall take care to prevent damage to the existing building systems, equipment, and finishes. Any damage to such shall be repaired by the Selected Vendor to the approval of the Town Manager. Work site shall be kept clean and free of all debris, waste materials and trash. Tools, equipment, and materials shall be kept clear of all points of egress and access (doors, windows, sidewalks, driveways). Materials shall only be stored in locations approved by the Town. All driveways used for emergency vehicle access shall be kept clear of vehicles and equipment.

VIII. Submission Requirements

All proposals must include the following materials:

1. Transmittal Letter of Interest, signed by the principal(s) of the Operator who are authorized to submit its RFP response
2. Price Proposal Form (attached as Exhibit H), setting forth the cost to conduct the requested Prescott School Building Assessment.
3. Description of Management Team:
 - Description of individual principals who will be responsible for the Project
 - Name, address and telephone number of the contact person that is authorized to negotiate on behalf of the management team
 - The names, addresses, telephone numbers, and resumes of the management team,
 - Description of the organizational structure of the Operator and a plan for effective communications between the Town Manager/Capital Planning Advisory Committee and the management team during all phases of the Project
 - Applicants are encouraged to submit letters of reference.

IX. Evaluation Criteria

1. **Minimum Criteria** - Proposals must meet the following minimum threshold criteria in order to be considered responsive:
 - a. Complete conformance with all submission requirements identified in this RFP,
 - b. Certification of compliance for all state and local taxes,
2. **Comparative Criteria** – Proposals meeting the minimum threshold criteria will also be judged on the following comparative evaluation criteria:

Final selection of the Proposer will be based upon the maximum total points scored as set forth below:

1.	<u>Project Engineer's Experience</u>	<u>Maximum 30 Points</u>
	A. 3 or more years' experience with similar programs	30 Points
	B. 2 years' experience	20 Points
	C. 1 year experience	10 Points
	D. Less than 1 year experience	5 Points
	E. No experience	0 Points

- | | | |
|----|---|--------------------------|
| 2. | <u>Firms Project Completion Background</u> | <u>Maximum 20 Points</u> |
| | A. Completion of 3 similar type projects within proposed time frame and budget | 20 Points |
| | B. Completion of 2 similar projects | 15 Points |
| | C. Completion of 1 similar project | 10 Points |
| | D. Work on 1 similar project | 5 Points |
| | E. No work on similar projects | 0 Points |
| 3. | <u>References from Similar Projects</u> | <u>Maximum 20 Points</u> |
| | A. Respondent lists 3 previous clients with similar projects and references give excellent response on quality of service | 20 Points |
| | B. Respondents list 2 previous clients | 15 Points |
| | C. Respondents list 1 previous client | 10 Points |
| | D. Respondent list no previous references | 0 Points |
| 4. | <u>Firm's Familiarity with Community's Needs</u> | <u>Maximum 20 Points</u> |
| | A. Firm is thoroughly familiar with communities of similar size and characteristics as Groton | 20 Points |
| | B. Firm is somewhat familiar with communities of similar size and characteristics as Groton | 10 Points |
| | C. Firm is un familiar with communities of similar size and characteristics as Groton | 0 Points |
| 5. | <u>Minority or Women Business Enterprise, Disadvantaged Business Enterprise*</u> | <u>Maximum 5 Points</u> |
| | A. Firm is MBE, WBE or DBE | 5 Points |
| | B. Firm is not MBE, WBE or DBE | 0 Points |
| 6. | <u>Small Business Firm</u> | <u>Maximum 5 Points</u> |
| | A. Firm is a small business | 5 Points |
| | B. Firm is not a small business | 0 Points |

MAXIMUM TOTAL POINTS 100

**ATTACHMENT A
PROJECT FEE PROPOSAL FORM**

Request for Proposal

*Building Assessment
Prescott School
Town of Groton, Massachusetts*

The undersigned hereby submits a price proposal to perform the services outlined in the Town of Groton's Request for Proposal – Prescott School Building Assessment

Designer:

Address:

The Proposer hereby pledges to deliver the complete scope of services required, for the price and charges shown below:

TOTAL PROJECT COST: _____

**ATTACHMENT B
TOWN OF GROTON
REQUEST FOR PROPOSAL**

**BUILDING ASSESSMENT
PRESCOTT SCHOOL
TOWN OF GROTON, MASSACHUSETTS**

**CERTIFICATE OF AUTHORITY
MEETING OF THE BOARD OF DIRECTORS**

At a meeting of the Directors of the _____
(Corporation)

duly called and held at _____ on the _____ day of _____,
in the year of _____, which a quorum was present and acting, it was voted, that
_____ the _____ of this
(Name) (Title/Position)

Corporation is hereby authorized and empowered to submit a proposal, make, enter into, sign, seal and deliver, on behalf of this Corporation a Contract for consulting services with the Groton Board of Selectmen/Town Manager, and to issue any proposal, performance, or payment bonds if required in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and in effect as of this date, and that

_____ is duly elected Clerk or Secretary of this Corporation.
(Name of Clerk or Secretary)

(Signature of Clerk or Secretary of the Corporation)

**TOWN OF GROTON
REQUEST FOR PROPOSAL**

**BUILDING ASSESSMENT
PRESCOTT SCHOOL
TOWN OF GROTON, MASSACHUSETTS**

ATTACHMENT C

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the pains and penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Name of Consultant)

By: _____
(Signature of authorized representative)

(Title)

(Date)

**TOWN OF GROTON
REQUEST FOR PROPOSAL**

**BUILDING ASSESSMENT
PRESCOTT SCHOOL
TOWN OF GROTON, MASSACHUSETTS**

ATTACHMENT D

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C, S.49A(b) of the Massachusetts General Laws, I,

_____ authorized signatory for
(Name)

_____, do hereby certify under the pains and
(Name of Consultant)

penalties of perjury that said consultant has complied with all laws of the Commonwealth
of Massachusetts relating to taxes.

(Name of Consultant)

By: _____
(Signature of authorized representative)

(Title)

(Date)

**TOWN OF GROTON
REQUEST FOR PROPOSAL**

**BUILDING ASSESSMENT
PRESCOTT SCHOOL
TOWN OF GROTON, MASSACHUSETTS**

ATTACHMENT E

CERTIFICATE OF NON-DISCRIMINATION

The undersigned hereby certifies that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religious creed, national origin, age, sex, or sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object, age, genetic information, ancestry or the handicap of a qualified handicapped person.

Name of Prospective Vendor

Signature of Authorized Representative

Print Name and Title of Authorized Representative

Date

**TOWN OF GROTON
REQUEST FOR PROPOSAL**

**BUILDING ASSESSMENT
PRESCOTT SCHOOL
TOWN OF GROTON, MASSACHUSETTS
ATTACHMENT F**

INSURANCE REQUIREMENTS

Each Consultant responding to the Request for Proposals shall submit a sample "Certificate of Insurance" for the items listed below. If insurance meeting these requirements is not currently in effect, the applicant must provide clear evidence that such coverage can be obtained. Arrangements shall be made with each insurance company to notify the LPC of any termination or material change in the aforementioned insurance at least ten (10) days prior to the date on which the termination or change takes place.

Evidence that the Consultant carries the following insurance:

<u>Type of Insurance</u>	<u>Minimum Coverage</u>
Professional Liability/Error & Omissions & Design	\$1,000,000 for one claim and in the annual aggregate
Comprehensive General Liability	\$1,000,000 with broad form Comprehensive Liability endorsement and auto (non-owned and hired)
Worker's Compensation and Employer's Liability	\$500,000
Automotive Liability (owned and non-owned used in conjunction with the job both on and off the highway) injury and property damage	\$1,000,000

The Town of Groton is to be named as an additional insured on all liability policies.

January 10, 2024

Mr. Mark Haddad
Town Manager
Town of Groton
174 Main Street
Groton, MA 01450

**Re: Recommendation of Capital Planning Advisory Committee
CPC Application 2025-5
Prescott Building Assessment**

Dear Mark,

The purpose of this letter is to summarize the work that the Capital Planning Advisory Committee (CPAC) did in 2023 to assess the state of the Prescott Building and reiterate its support for the proposed assessment.

On January 30, 2023 CPAC held a public hearing/ forum to discuss the future capital needs of the Prescott School. The Friends of Prescott presented information on its current and proposed uses, and residents expressed both concerns and support for the uses. CPAC asked questions regarding the condition of the building and future improvements.

The Committee met again on February 27, April 3, and April 24 to continue discussion of the building. A list of existing reports documenting its condition were compiled and are on the CPAC web page. Out of the discussion it became apparent that further study should be done to better assess both the condition of the building and costs for making long term capital investments for the programs proposed by the Friends of Prescott.

At its meeting on April 24 it was the consensus of the Committee that the Town Manager should prepare a CPA application in the fall of 2023 for consideration at spring 2024 town meeting. The Assessment will provide good information for determining future capital needs for the Building and creating a capital plan to complement its future use.

Sincerely,



David Manugian
2022-2023 Chair, Capital Planning Advisory Committee

CC: Mike Sulprizio, 2023-2024 Chair

January 31, 2024

Prescott

COMMUNITY CENTER

Community Preservation Committee
173 Main St.
Groton, MA 01450

Dear Ladies and Gentlemen,

Recently, the town of Groton has requested proposals to provide a comprehensive building condition assessment report for the Prescott School located at 145 Main St. in Groton focusing on eight major components.

As the Lessee of the property, Friends of Prescott, Inc. welcomes this review and looks forward to working with the Town to preserve the Prescott building for the public.

In the last three years, Prescott Community Center has increased the volume of public participation in its programming and events to well over 4,000 individuals annually. This high volume of traffic increases the impact on parking, plumbing, and electricity usage.

As of 2023, Prescott is at full capacity for office rental space and we've seen a 35% increase in class participation from 2022 to 2023, with a wider diversity of participants from toddlers and families to members of our senior community. The demand for Prescott Community Center offerings continues to grow.

In 2024, this attractive fixture on Main Street turns 97 years old. To preserve Prescott so that it can continue to serve our community as a thriving hub to learn, create and play, will require a commitment to invest in its long-term health and in improving its infrastructure to maximize its capacity and longevity.

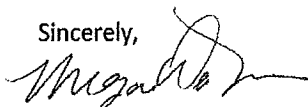
In 2023, roof leaks, boiler malfunctions and electrical issues negatively impacted our ability to hold classes and disrupted business for our tenants. Dated electrical systems require careful planning for what types of programs can or cannot be held in certain rooms. Classes in the summer are limited due to a lack of air conditioning and the winter months have a boiler generating inconsistent heat for an entire building with a single heat zone.

During the rainy 2023 summer, runoff from the roof was met by a blocked drain which resulted in multiple floods to the basement community room, canceling classes and closing shops on the ground floor.

We need a better understanding of Prescott's vulnerabilities and the cost associated with building repairs and updates. From there, a priority list can identify which components of the structure can be addressed first and the associated costs. Ultimately, improvements will allow Friends of Prescott to better fulfill its mission by meeting the increasing demand to provide learning opportunities for all. Friends of Prescott pays the town 5% of its earned income. Success for Friends of Prescott means additional revenue for the town.

On behalf of Friends of Prescott, we highly recommend advancing this assessment and are deeply appreciative to the Community Preservation Committee for its consideration.

Sincerely,



Megan Donovan
Executive Director



Stephen Lane
President

Megan Donovan
Executive Director

BOARD OF
DIRECTORS

Stephen Lane
President

Jeff Gordon
Vice President

Chris Davis
Treasurer

Julie Platt
Secretary

Deborah Cole

Robert Collins

Kirsta Davey

Andy George

Barbara Griffin

Mark Presti

Patricia Upton

145 Main St. 104
Groton, MA 01450

978-877-6933

prescottscc.org



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Peter S. Cunningham, *Chair*
John F. Reilly, *Vice Chair*
Alison S. Manugian, *Clerk*
Rebecca H. Pine, *Member*
Matthew F. Pisani, *Member*

Town Manager
Mark W. Haddad

February 5, 2023

Community Preservation Committee
Groton Town Hall
173 Main Street
Groton, MA 01450

RE: Groton Town Manager Application
CPC – Prescott Building Assessment.

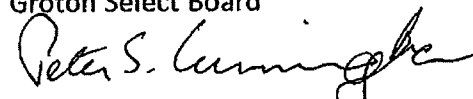
Dear Members of the Committee:

The Select Board respectfully requests your support for the Building Assessment Study for the Prescott School, which is currently being used as a Community Center and managed by the Friends of Prescott. The Select Board has asked the Capital Planning Advisory Committee to conduct this study to determine the long-term capital improvement costs associated with the building. Prescott School holds a special place in our community as a historic landmark and a place for the Community to gather for many activities. Under the management of the Friends of Prescott, it has become a vibrant center that brings people together, fosters connections, and promotes the well-being of our residents.

However, it is crucial to ensure that the building's infrastructure is in good condition. The Building Assessment Study will provide a comprehensive evaluation of the school's physical condition, identifying any areas that require immediate attention or long-term capital improvements. This study will help us make informed decisions about the necessary investments to maintain and enhance the building, ensuring its continued use as a safe and functional community center.

We respectfully request that the Committee approves this application and present it to the voters for funding at the 2024 Spring Town Meeting. Thank you for your time and consideration.

Sincerely,
Groton Select Board



Peter S. Cunningham, *Chair*

PSC/mwh