



Engineering Division

JAMES W. SEWALL COMPANY

ESTABLISHED 1880

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November 9, 2006

Mr. Kenneth Minier
Town Manager
P.O. Box 745
Southwest Harbor, ME 04679

Subject: Facility Assessment of the Town Office Building

Dear Ken;

Attached are ten copies of the Facility Assessment Report we have prepared for the Town Office Building. I will be happy to come down and meet with you and or your Selectmen to discuss the report after you have had a chance to review it.

I would like to thank you and your staff for all your assistance during the preparation of this report.

Please let me know if there are any questions.

Sincerely,

James W. Sewall Company

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56420E, Minier, 11-09-06 w/attachments: (10) Facility Assessment Reports

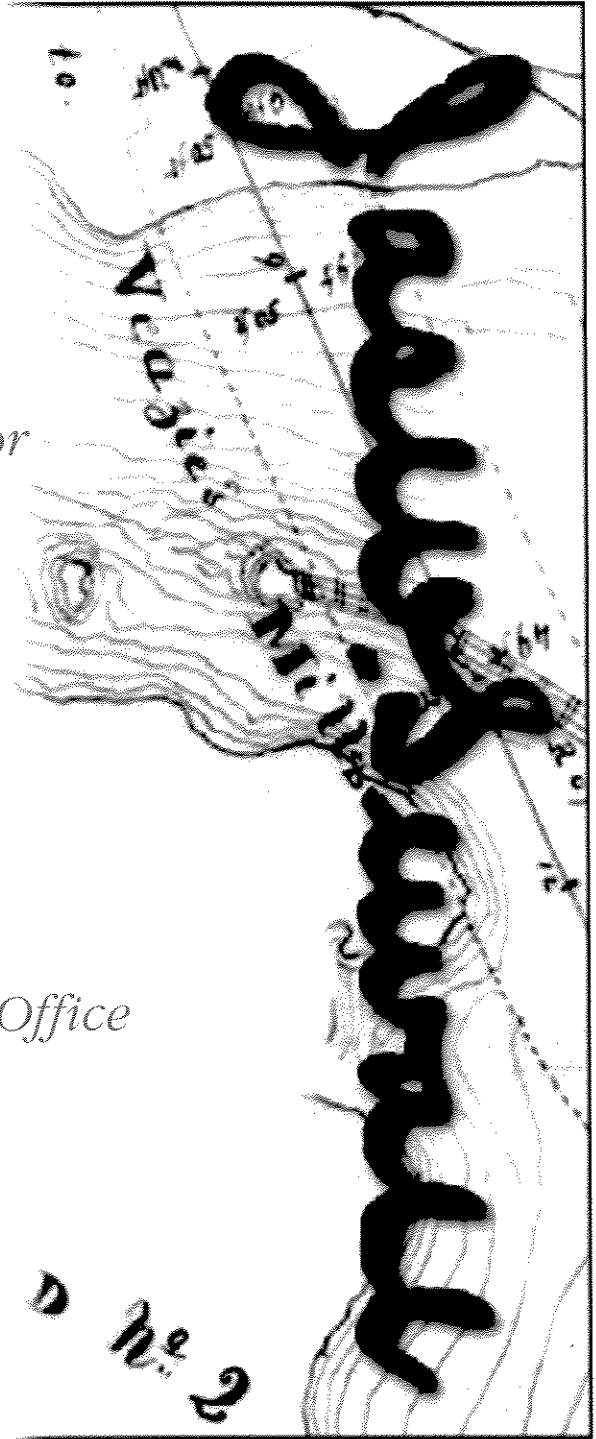
November 9, 2006

Prepared for:

Town of Southwest Harbor

Facility Assessment of the

*Southwest Harbor Town Office
Building*



56420E



JAMES W. SEWALL COMPANY
ESTABLISHED 1880

Facility Assessment of the Southwest Harbor Town Office Building

Town of Southwest Harbor, Maine

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1.0 Executive Summary

This report reviews the physical condition of the building and the immediate grounds and provides recommendations for addressing found inefficiencies and deficiencies. The intent of the recommendations is to restore the building for utilization as a town office facility that will comply with current codes and regulations.

Each recommendation is given a priority number based on its importance. Life Safety and code issues should be addressed according to their assigned priority.

Repair or replacement decisions are generally based on considerations other than the costs identified in this report. Generally, a repair cost of up to one half of the replacement cost of the building is considered reasonable. If the repair cost exceeds this, then further study is recommended.

The Southwest Harbor Town Office building is approximately 104 years old and was originally constructed as a school house. The building was relocated to its current location in 1947. An addition was constructed in 1979.

<u>Building Component</u>	<u>Date of Construction</u>	<u>Gross Size (Square Feet)</u>
Upper Level	Approx. 1902	2,730
Lower Level	Approx. 1902	2,730
Total Existing Area		5,460 sf

Cost for all Renovations noted in the Report: (includes construction, design fees and contingency)	\$791,000
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The estimated cost for a new 5,500 square foot Town Office / Police Station located adjacent to the new Fire Station utilizing a design build process is as follows:

Building Cost (includes contingency)	\$660,000
Access, Utilities and Site Development	\$75,000
<u>Design Build Fees</u>	<u>\$65,000</u>
Total	\$800,000

2.0 General

This report is broken down into basic building components and subject areas. Summaries by Section and Priority are included in the Appendix at the end of this report. Data was collected through on site review of the building, available plans, and discussions with Town of Southwest Harbor employees. Access was unavailable to the ambulatory section of the building, therefore this portion is assumed to have no outstanding issues.

Estimates are in dollar values of the report date and include design and contingency budgets. Budgets are based on all items being addressed at the same time.

Priority numbers represent the years after this report that the item should be scheduled to be addressed with Priority 5 also including all future years.

3.0 Regulatory Review

3.1 STATE AND LOCAL CODES

The 2003 NFPA 101 Life Safety Code was used as a basis of review for the building. Code review is based on the entire building as Business occupancy.

3.1.1 Sprinkler System

There is a dry sprinkler system throughout the building that meets current code requirements. See Photographs 065 and 066.

3.1.2 Emergency Lights and Exit Signs

Lighted exit signs are present. Existing interior emergency lights are also present in limited quantity. Current code requires exterior emergency lighting at all exits. This item also includes Braille Exit Signs as noted in Section 3.2.3.

Cost \$3,600

Priority 5

3.1.3 Fire Alarm System

There does not appear to be a fire alarm system. This is acceptable per code for Business occupancies.

3.1.4 Conference Room Egress

The Conference Room egress is currently blocked by chairs and other obstructions. The exit also has a screen door that opens in the opposite direction of egress, which does not meet code. The exterior landing at the egress has a drop at the doorsill and is too small to accommodate the required landing. See Photographs 056. Remove obstructions from egress and rebuild the exterior landing to accommodate egress.

Cost \$3,000

Priority 1

3.1.5 Office Area Egress

The Office Area egress is too narrow to meet current code requirements. There is also a screen door that opens in the opposite direction of egress, which does not meet code,

along with a small drop at the doorsill to the exterior. See Photographs 062 and 063. Replace and enlarge the existing egress and install a level insulated exterior landing.

Cost \$5,400

Priority 1

3.1.6 Lower Level Egress

The Lower Level only has one man door egress, at the Police Station. This does not meet current code requirements. The construction of additional egresses is addressed in the Building Envelope section of this report as part of the Lower Level Renovations.

3.1.7 Exterior Stairs

The Side Exterior Stairs have handrails on only one side and the Front Exterior Stairs do not have handrails at all, both of which do not meet code standards. See Photographs 050, 055, and 059. Install code-compliant handrails at both locations.

Cost \$5,400

Priority 1

3.1.8 Boiler Room Doors

The Boiler Room has three non-rated doors. Replace with three 1-hour rated doors.

Cost: \$7,200

Priority 1

3.1.9 Boiler Room Ceiling

The Boiler Room has a non-rated and damaged ceiling. See Photograph 085. Sheath with 5/8" fire rated gypsum wallboard.

Cost \$1,800

Priority 1

3.1.10 Boiler Room Staircase

There is a narrow spiral staircase leading from the Upper Level to the Boiler Room. This does not meet code requirements regarding vertical fire separation. Remove the staircase and seal the vertical opening with fire-rated construction.

Cost \$2,200

Priority 1

3.1.11 Attic Stairs

The stairs to the attic have risers that are too high to meet code requirements for staircases in existing buildings. See Picture 079. Also, the stairs are missing one handrail. Replace the stairs with a code-compliant staircase including handrails on both sides.

Cost \$2,800

Priority 5

3.2 HANDICAP ACCESSIBILITY**3.2.1 General**

Handicap accessibility is an evolving issue that is based on the needs of the individual and not fixed regulations. The estimates for renovations recommended in this report are based on providing physical accessibility in the building in accordance with ANSI A117.1-1986, Uniform Federal Accessibility Standards (UFAS), the State of Maine Human Rights Commission and related Life Safety Code (NFPA 101) issues.

Work Program issues such as transportation, special working tools and aids will require individual case by case solutions.

3.2.2 Exterior Entrances and General Building Access

There are five (5) exterior building doors for the building. The following doors have accessibility issues.

Main Town Office Entrance

The threshold is too high for handicap access. See Photograph 061. Lower the threshold to provide adequate access.

Cost \$500

Priority 5

Conference Room Exit

The existing ramp does not meet current codes. See Photograph 056. Rebuild the ramp and enlarge the landing, install railings on both sides of new ramp and steps.

Cost \$3,500

Priority 5

Police Station Entrance

The Police Station entrance, and Lower Level access in general, is included in the Building Envelope section of this report as part of the renovation of the Police Station and Lower Level in general. Neither the entrance nor the interior layout meets ADA requirements.

3.2.3 Signage

Braille exit signs are required at all locations where exit signs are required by the life safety code. This item is included with Section 3.1.2.

3.2.4 Building Access

Elevator

Per Maine State law, public buildings covered by Title II of the Americans with Disabilities Act with more than one story are required to have elevators. This cost includes an addition housing a two-stop elevator and machine room.

Cost \$165,000

Priority 5

Conference Room Access

The Conference Room interior access includes a non-compliant carpeted ramp. See Photograph 068. The ramp must be rebuilt to meet code requirements.

Cost \$1,800

Priority 5

3.2.5 Interior Doors

Public Room Doors

The interior doors of the two public rooms are too narrow to meet accessibility requirements. See Photograph 072. Replace and enlarge the narrow doors and install applicable hardware.

Cost \$4,000

Priority 1

Office Doors

The interior doors leading to the offices are all too narrow to meet accessibility requirements. See Picture 067. Replace and enlarge the narrow doors and install applicable hardware.

Cost \$16,000

Priority 5

3.2.6 Fire Alarm System

Fire/strobe alarms will be required if a building fire alarm system is ever installed.

3.2.6 Toilets

There are two toilet facilities in the building.

Office Area Toilet

The existing men's and women's toilets do not meet handicap requirements. Also, the hallway access to the room is narrow. Combine the two restrooms to form one unisex restroom facility, replace the lavatory and fixtures, replace the toilet, install grab bars, install visual alarm, and replace the door and door hardware. Along with these renovations, enlarge the width of the access hallway. See Photographs 071 and 072.

Cost \$7,500

Priority 5

Police Station Area Toilet

The existing toilet does not meet handicap requirements. See Photograph 092. Renovations are included in the Building Envelope section of this report as part of the Lower Level Renovations.

4.0 Site

4.1 DRAINAGE

The site is reported to have no significant drainage issues.

4.2 TREES

Prune and trim as required. There is a cedar that is growing closely to the side of the building. The presence of vegetation close to the building creates an area where moisture may become trapped and roots and water may damage the structure. Relocate the cedar. See Photograph 054.

Cost \$500

Priority 3

4.3 PAVING

There are paved parking areas surrounding the building. Paved areas appear to be in good condition. Periodic sealing and maintenance is recommended.

4.4 GRASS

Grass is in fair to good condition. Periodic soil aeration and fertilization is recommended. Areas subject to high use can be controlled with low maintenance shrub barriers.

4.5 GARBAGE RECEPTACLE

The existing garbage receptacle structure is in poor condition. See Picture 095. Replace and relocate.

Cost \$500

Priority 4

4.6 EXTERIOR STAIRS

The exterior stairs at the side of the building are uneven and in fair condition. See Picture 055. It is recommended that the exterior stairs be replaced with new.

Cost \$5,000

Priority 4

4.7 WATER

The local water district provides the building's water supply. Water service to the building is reported to be 4" diameter. No problems were noted with the water system.

4.8 SEWER

The local sewer district provides the building's sewer service. Sewer service to the building is reported to be 4" diameter. No problems were noted with the sewer system.

4.9 FUEL TANKS**4.9.1 Fuel Oil Storage**

Primary fuel storage is a 1000-gallon underground storage tank with a leak detection system. The fuel filling entrance does not have a spill containment sump or an impervious layer beneath it, which could prevent the adequate clean-up of potential spills. See Photograph 060. Install a spill containment sump and concrete apron around the fuel fill entrance.

Cost \$1,500

Priority 1

4.9.2 Propane Storage

The liquid propane gas tank located adjacent to the emergency generator shed has no collision protection. See Photograph 049. Install two bollards to prevent accidental collision.

Cost \$1,000

Priority 1

4.10 ASBESTOS

There is reported to be no asbestos in the building.

5.0 Building Envelope

5.1 FOUNDATION

The foundation is a concrete frost wall with concrete slab in good condition.

5.2 EXTERIOR WALLS

Exterior walls are wood framed with cedar shingle siding in fair to good condition. There is some damaged paint finish at the lower level side entrance. See Photograph 051. Scrape and repaint trim.

Cost \$500

Priority 3

5.3 INTERIOR WALLS

The interior walls are mostly wood framed with gypsum wallboard and/or plaster finish. There are some walls in the office areas that have finished plywood paneling. The partitions in the Lower Level are in fair to poor condition and are addressed in the Lower Level Renovations.

5.4 DOORS

5.4.1 Exterior Egress Doors

Exterior Door Life Safety and Handicap Accessibility issues are covered in Sections 3. The exterior doors are in fair condition.

5.4.2 Overhead Doors

The existing overhead doors in the former Fire Station are addressed in the Lower Level renovations.

5.5 WINDOWS

The double hung windows in the office are in fair to good condition.

5.6 ROOF

The asphalt shingles were replaced earlier this year, however the roof structure is in fair to poor condition. There is evidence of rot on the roof decking that can be seen in the attic. Based on the visual inspection, it was noted that the roof structure is light and will need

structural upgrades in order to maintain the integrity of the building. Remove the existing roof system and decking, install rafter bracing and other structural modifications as needed to bring the roof structure to code. Install new roof deck, ice and water shield along the entire roof, flashing, drip edge, and new asphalt shingle roof system. An in-depth structural review is recommended to determine the existing capacity of the roof and determine extent of structural upgrades.

Cost \$45,000

Priority 2

5.7 FLOORS

5.7.1 Upper Level/Town Office Floor

The Upper Level/Town Office area floor finish is carpeting that is in fair condition. Poor carpeting may become a source of potential air quality issues. It is recommended that the carpeting be replaced with new VCT flooring.

Cost \$22,500

Priority 4

5.7.2 Lower Level/Police Station Floor

The Lower Level/Police Station has finished concrete flooring that is in fair to good condition. There is a problem with rainwater drainage into the building from the overhead doors since the flooring is set lower than the surrounding grades. This is addressed in the Lower Level Renovations.

5.8 CEILINGS

5.8.1 Upper Level/Town Office Ceiling

The Upper Level/Town Office Area has finished ceilings in good condition.

5.8.2 Lower Level/Police Station Ceiling

The Lower Level ceiling finishes are in poor condition and are addressed in the Lower Level Renovations.

5.9 UPPER LEVEL RENOVATIONS

5.9.1 Server Room Renovations

The server and telecom equipment is sitting in the corner of an office. See Photograph 076. There is no climate control or security, making it susceptible to damage. Renovate a section of the office to provide an enclosed server room complete with climate control. Coordinate with related ventilation and renovation requirements.

Cost \$6,000

Priority 3

5.9.2 Attic Renovations

The Attic currently houses paper storage. See Photographs 080 to 084. The floor structure consists of two floors installed at right angles to each other. The second floor structure may have been installed in an attempt to upgrade the floor structurally. Even with this attempt, the floor structure does not have the capacity needed for the type of storage that it is being used for. Additionally, the presence of combustible storage presents a potential fire hazard.

Structural Upgrades

Without the load transfer benefits of the second floor structure, the existing Attic floor structure has a capacity of approximately 20 psf. This is well below what is needed for paper storage.

There are several possibilities to structurally upgrade the Attic floor. The most straightforward upgrade involves removing the existing second floor structure and installing additional structural members to the original floor structure to increase load capacity.

Install GluLam Joists

Install 2 x 12 glued-laminated (glulam) joists to the existing floor joists. This will increase the floor capacity to approximately 80 psf. This is the equivalent of approximately 3 filled paper storage boxes stacked on top of each other.

Cost \$26,000

Priority 1

Remove Storage

The most economical solution may be to remove the paper storage from the Attic and relocate it to a new storage area. The construction of a new vault area is addressed in the Lower Level renovations.

5.10 LOWER LEVEL RENOVATIONS

5.10.1 Former Fire Station Beams

The area that formerly housed the fire station contains three ceiling beams that are in poor condition. See Photograph 088 and 089. Replace the beams. Coordinate with related Police Station renovation.

Cost \$5,500

Priority 1

5.10.2 Police Station

The Police Station is too small and ill-designed for its current use. The Station needs to be renovated and enlarged in order to meet the needs of the department. In order to maintain daily operations without interruption, it is recommended that the rest of the

Lower Level (formerly the housing the Fire Department) be renovated into a new Police Station, thus allowing for the current station to be in use until the completion of the new station renovation.

The renovation will adhere to all current codes and requirements including accessibility issues. Current room needs and facility requirements will be incorporated into the new station floor plan. All wall, ceiling and floor finishes will be renovated, as well as any other building service or feature listed in any other part of this report. The floor in particular will be raised and the existing overhead doors removed in order to address drainage and leak issues.

Cost \$280,000

Priority 1

5.10.3 New Vault

There is inadequate paper storage in the building for town records and other miscellaneous storage. Refer to the Upper Level Renovations section of this report. A fire-proof storage vault would resolve much of the storage issues and is a standard feature of municipal buildings. After the renovation and relocation of the Police Station, it is recommended that a portion of the existing Police Station be renovated to provide an approximately 20' x 12' storage vault. Install fire-rated concrete masonry unit partitions with a fire-rated concrete ceiling and 3-hour rated door.

Cost \$12,000

Priority 2

5.10.4 New Public Restrooms

The current public restroom facilities consist of a small outbuilding near the town office. It has long been a desire to incorporate public restrooms into the Lower Level of the building and remove the existing facilities. After the renovation and relocation of the Police Station, it is recommended that a portion of the existing Police Station be renovated to provide men's and women's restroom facilities. Each restroom shall contain multiple stalls, one of which shall be handicap accessible, and will be accessible from the exterior of the building at the lower level.

Cost \$25,000

Priority 3

6.0 Mechanical

6.1 HEATING SYSTEM

The heating plant consists of a single Weil-McLain boiler that was installed in 1956 and is currently being replaced. There are 6 circulators present in the heating system.

6.2 CHIMNEY

The chimney is lined and is reported to be in good condition.

6.3 VENTILATION

There is no ventilation system in the building. Lack of ventilation will result in air quality issues. A full ventilation system for the building should be installed.

Cost *\$82,000*

Priority 1

7.0 Electrical

7.1 SERVICE

There is a 200 amp electrical service into the building with an automatic transfer switch to a propane fired emergency generator. The power panel is the original Pushmatic brand. It is difficult to get parts for it and the panel has no expansion capacity. Replace the panel.

Cost \$5,000

Priority 2

7.2 BRANCH WIRING

There are insufficient receptacles throughout the building, resulting in electrical wires being run along the floor to the nearest outlet. See Photograph 075. Install additional receptacles along with related electrical upgrades.

Cost \$12,000

Priority 3

The Lower Level wiring is poor and will require replacement. The cost is included in Section 5.10.2.

7.3 LIGHTING

Lighting is original and should be upgraded to energy efficient fixtures.

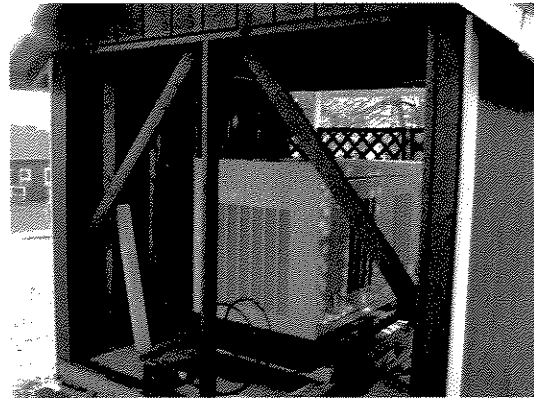
Cost \$32,000

Priority 3

8.0 Appendix



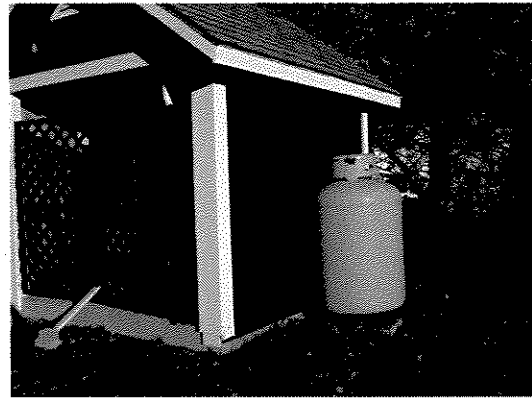
045 Parking Area



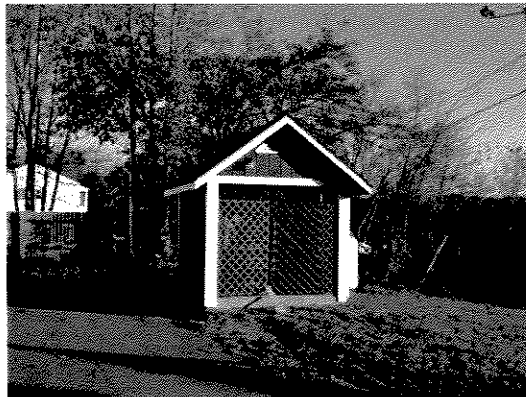
048 Propane Fired Emergency Generator



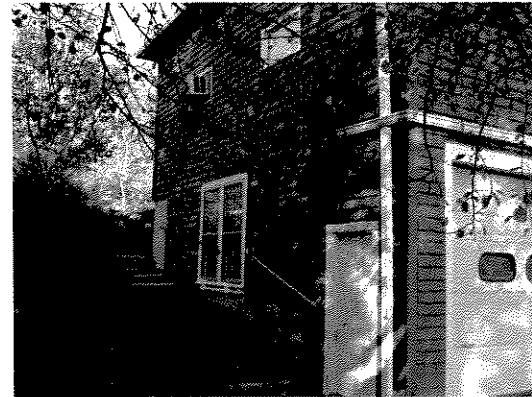
046 Parking Area



049 Propane Tank



047 Propane Fired Emergency Generator



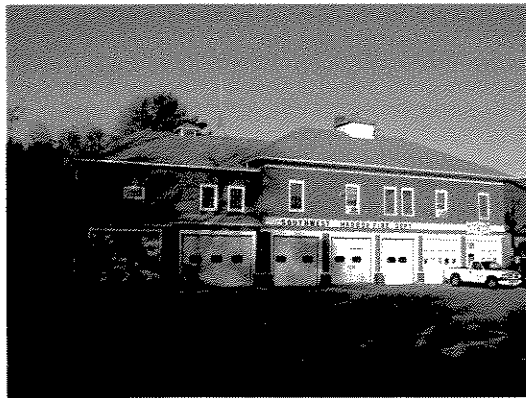
050 Side Exterior Stairs



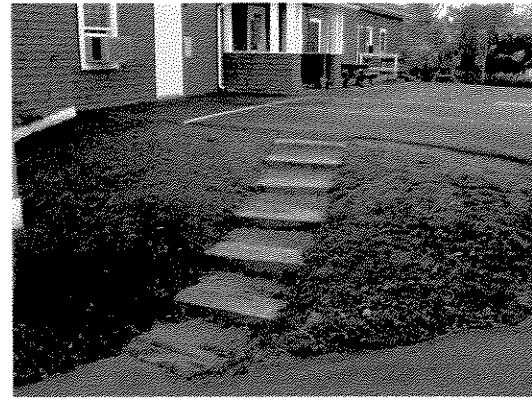
051 Peeling Wood Trim Finish



054 Cedar Near Building



052 Lower Level Front Elevation



055 Upper Level Front Exterior Stairs



053 Side Elevation



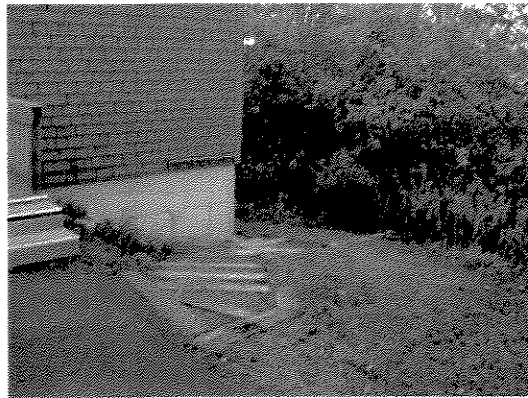
056 Conference Room Exit



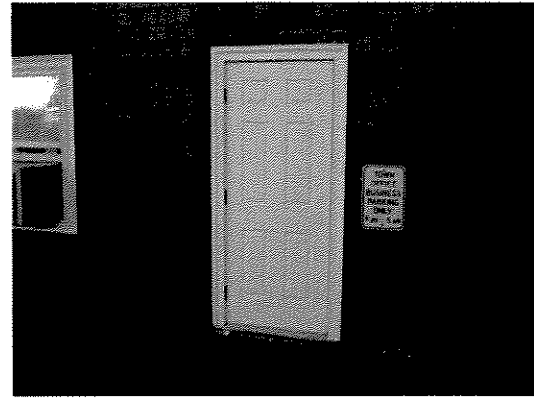
058 Rear Room Exit Landing



061 Office Entrance Threshold



059 Side Exterior Stairs (Upper Portion)



062 Office Area Exit



060 Fuel Oil Fill Entrance



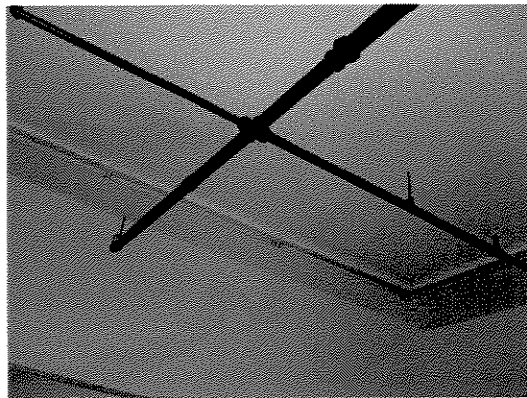
063 Office Area Exit (Interior)



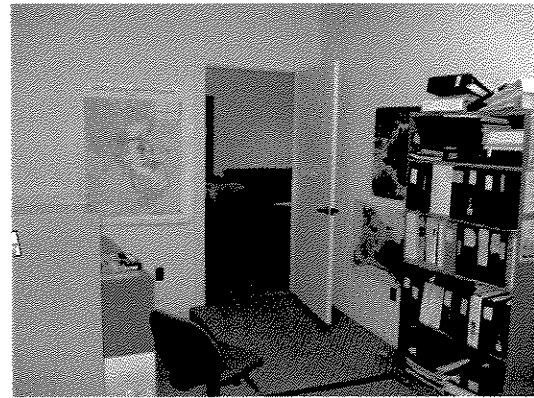
064 Office Area Carpet



067 Narrow Office Door (Typ)



065 Dry Sprinkler System



068 Conference Room Entrance



066 Dry Sprinkler System



069 Conference Room Exit
(Interior)



070 Conference Room Elevation



073 Photocopier Room



071 Office Restroom (Typ)



074 Interior Wood Panel Finish



072 Restroom Hallway Access



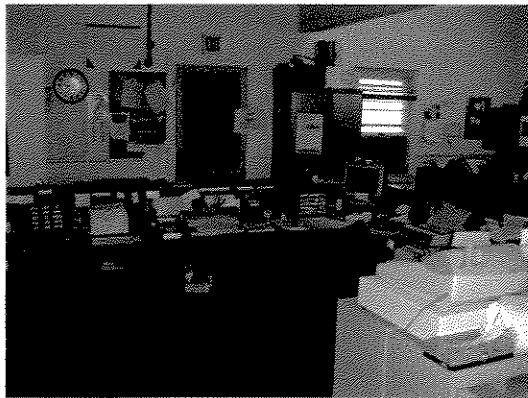
075 Electrical Wiring Along Floor



076 Server/Telecom Equipment



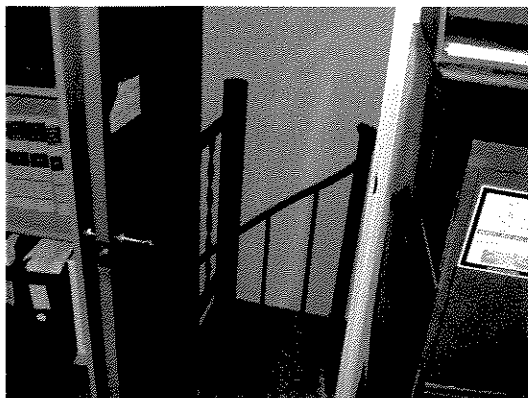
079 Attic Stairs



077 Office Elevation, Window ACs



080 Attic Storage



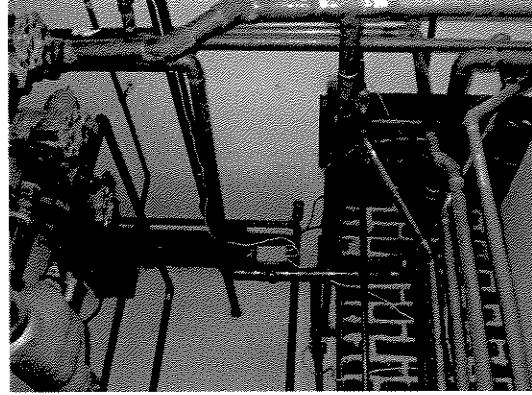
078 Boiler Room Spiral Staircase



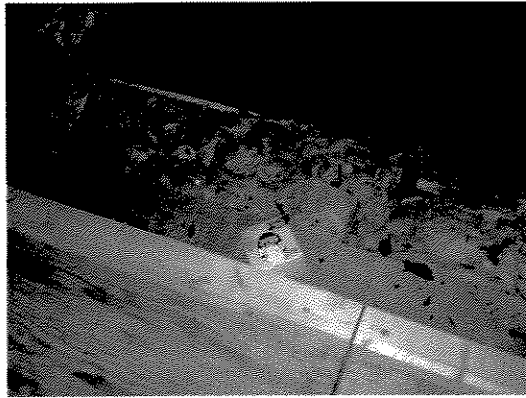
081 Attic Storage



082 Attic Floor Structure



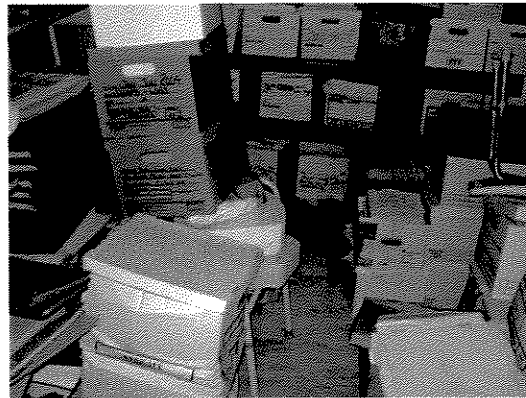
085 Boiler Room Ceiling



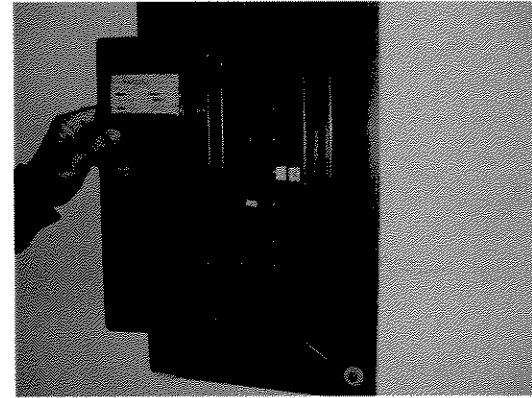
083 Attic Vector Issue



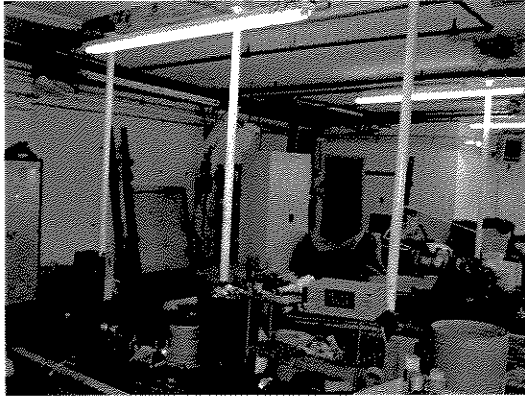
086 Former Fire Station Elevation



084 Attic Storage



087 Old Pushmatic Panelboard



088 Former Fire Station Beams



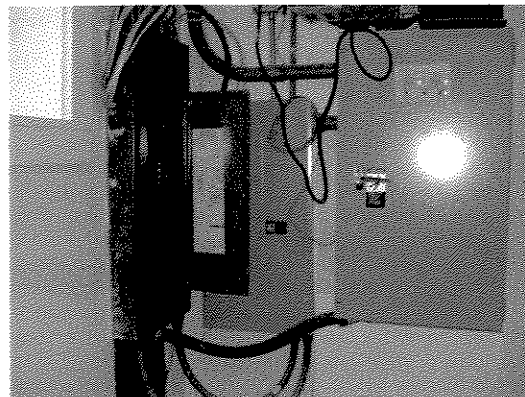
091 Lower Level Baseboard Heat



089 Former Fire Station Beams



092 Police Station Restroom



090 200-Amp Electrical Entrance



093 Old Janitor's Closet and Sink



094 Side Exterior Stairs



095 Garbage Receptacle

Facility Assessment of the Southwest Harbor Town Office Building

Summary by Section

11/8/2006

Section	Description of Work	Estimate	Priority
3.1	Life Safety		
3.1.2	Emergency Lights and Exit Signs	\$ 3,600	5
3.1.4	Conference Room Egress	\$ 3,000	1
3.1.5	Office Area Egress	\$ 5,400	1
3.1.7	Exterior Stairs	\$ 5,400	1
3.1.8	Boiler Room Doors	\$ 7,200	1
3.1.9	Boiler Room Ceiling	\$ 1,800	1
3.1.10	Boiler Room Staircase	\$ 2,200	1
3.1.11	Attic Stairs	\$ 2,800	5
	Section Total	\$ 31,400	
3.2	Handicap Accessibility		
3.2.2	Exterior Entrances and General Building Access	\$ 4,000	5
3.2.4	Building Access - Elevator	\$ 165,000	5
3.2.4	Building Access - Conference Room	\$ 1,800	5
3.2.5	Interior Doors	\$ 20,000	5
3.2.6	Toilets	\$ 7,500	5
	Section Total	\$ 198,300	
4	Site		
4.2	Trees	\$ 500	3
4.5	Garbage Receptacle	\$ 500	4
4.6	Exterior Stairs	\$ 5,000	4
4.9.1	Fuel Oil Storage	\$ 1,500	1
4.9.2	Propane Storage	\$ 1,000	1
	Section Total	\$ 8,500	
5	Building Envelope		
5.2	Exterior Walls	\$ 500	3
5.6	Roof	\$ 45,000	2
5.7.1	Upper Level/Town Office Floor	\$ 22,500	4
5.9.1	Server Room Renovations	\$ 6,000	3
5.9.2	Attic Renovations	\$ 26,000	1
5.10.1	Former Fire Station Beams	\$ 5,500	1
5.10.2	Police Station Renovation	\$ 280,000	1
5.10.3	New Vault	\$ 12,000	2
5.10.4	New Public Restrooms	\$ 25,000	3
	Section Total	\$ 422,500	

6	Mechanical		
6.3	Ventilation	\$ 82,000	1
	Section Total	\$ 82,000	

7	Electrical		
7.1	Electrical Service	\$ 5,000	2
7.2	Branch Wiring	\$ 12,000	3
7.3	Lighting	\$ 32,000	3
	Section Total	\$ 49,000	

	Project Total	\$ 791,700	
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Facility Assessment of the Southwest Harbor Town Office Building

Summary by Priority

11/8/2006

Section	Description of Work	Estimate	Priority
Priority 1			
3.1.4	Conference Room Egress	\$ 3,000	1
3.1.5	Office Area Egress	\$ 5,400	1
3.1.7	Exterior Stairs	\$ 5,400	1
3.1.8	Boiler Room Doors	\$ 7,200	1
3.1.9	Boiler Room Ceiling	\$ 1,800	1
3.1.10	Boiler Room Staircase	\$ 2,200	1
4.9.1	Fuel Oil Storage	\$ 1,500	1
4.9.2	Propane Storage	\$ 1,000	1
5.9.2	Attic Renovations	\$ 26,000	1
5.10.1	Former Fire Station Beams	\$ 5,500	1
5.10.2	Police Station Renovation	\$ 280,000	1
6.3	Ventilation	\$ 82,000	1
Priority 1 Total		\$ 421,000	
Priority 2			
5.6	Roof	\$ 45,000	2
5.10.3	New Vault	\$ 12,000	2
7.1	Electrical Service	\$ 5,000	2
Priority 2 Total		\$ 62,000	
Priority 3			
4.2	Trees	\$ 500	3
5.2	Exterior Walls	\$ 500	3
5.9.1	Server Room Renovations	\$ 6,000	3
5.10.4	New Public Restrooms	\$ 25,000	3
7.2	Branch Wiring	\$ 12,000	3
7.3	Lighting	\$ 32,000	3
Priority 3 Total		\$ 76,000	
Priority 4			
4.5	Garbage Receptacle	\$ 500	4
4.6	Exterior Stairs	\$ 5,000	4
5.7.1	Upper Level/Town Office Floor	\$ 22,500	4
Priority 4 Total		\$ 28,000	

	Priority 5		
3.1.2	Emergency Lights and Exit Signs	\$ 3,600	5
3.1.11	Attic Stairs	\$ 2,800	5
3.2.2	Exterior Entrances and General Building Access	\$ 4,000	5
3.2.4	Building Access - Elevator	\$ 165,000	5
3.2.4	Building Access - Conference Room	\$ 1,800	5
3.2.5	Interior Doors	\$ 20,000	5
3.2.6	Toilets	\$ 7,500	5
	Priority 5 Total	\$ 204,700	
	Project Total	\$ 791,700	