

**Meriden Library/US Post Office Project
01/25/16 S. Halleran**

Project Summary to date:

GOAL: To gain ADA compliance with the Meriden Library, along with some additional space and to insure that Meriden Village continues to have access to a US Post Office facility. The current post office will be off the KUA campus some time in the next three years

Given that these two otherwise independent projects are occurring at the same time, the idea of combining them into a single effort is being considered. To this end the following article is proposed for the 2016 town warrant.

ARTICLE 6. To see if the town will vote to raise and appropriate the sum of **\$10,000** to hire a consultant to study the feasibility of relocating the United States Post Office in Meriden Village to the Meriden Library located at #22 Bean Road. As part of this project, the Meriden Library facility would be made compliant with the Americans with Disability Act. The Selectboard recommends this appropriation.

Factoids:

The Meriden Library is 2,500 sq ft building on a one acre lot in the VR zone. It has access to both public water and sewer. The new lot coverage regulation will allow for up to 40% lot coverage (up from 20%) or 17,000 sq ft. The existing condition is about 15% lot coverage or 6,000 sq ft. The new zoning change helps this project a lot. The building is not ADA compliant. A suitable ramp on the front of the building will cost \$25,000 to \$35,000 and does not address the interior space at all.

We expect that the US Post office will want a facility of at least 1,100 sq feet. The current post office is 262 sq ft and is not compliant with post office regulations for size or amenities. Further the current lease holder (KUA) wants to be out of the post office business in the next three years.

An online commercial building calculator suggests to build a 1,100 sq ft post office in Boston Ma (closest cost data) is \$168,000 without land. We do have to build an ell with a lift to connect the two structures, but we think KUA is going to deliver at their cost the building to the site. If we think those two might offset each we are looking at a project with a cost of \$150,000 to \$200,000.

Cash in hand is:

ADA Fund	\$38,000
Meriden Building Fund	\$127,000

So, it is possible that we could purchase the project for cash or lend ourselves the money.

Post Office rental rates:

Meriden	262 sq ft	\$23,000/year	\$87.71/sq ft
Plainfield	1,258 sq ft	\$18,800/year	\$15.00/sq ft
Cornish	1,519 sq ft	\$24,000/year	\$15.85/sq ft

If we assume our new 1,100 sq ft facility at a rent of \$15.50/sq ft it's an income stream of about \$17,000 per year.

I met with Hunter Ulf, KUA head of operations this morning and have asked him to confirm that the KUA offer is to move the building to the site. He concurs with that position but want to talk to Head of School Mike Schafer. I hope we can get a commitment letter by town meeting.

Hunter encourages us to look to UK Architects (his old firm) to be the consultant. He feels that he can work very well with them and that while a small budget, between them and himself we can be ready for a 2017 build, assuming no fatal flaw is discovered.

It occurs to me that we have not thought much about how the neighborhood feels about the project. We have focused on whether it is technically possible to do the project and we believe that it is possible.

Please review and give all this some thought. We don't need all the answers for town meeting, but we do need enough information to make a creditable argument for continuing to the next step.

Steve



POST OFFICE RELOCATE TO BEAN ROAD

	Howard Construction	Rogers Brothers Const	Energy Star Modular from SEagle Design on Ira's Lot
New Site/Building			
Building Move	\$ 63,000.00	\$ 87,000.00	
Modular House - Delivered and set on foundation			\$ 83,500.00
ICF Concrete Foundation with R-15 under slab			\$ 17,000.00
Permit fees	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Site work (Estimate)	\$ 40,000.00	incl	\$ 25,000.00
Heating	\$ 35,000.00	\$ 15,000.00	\$ 13,500.00
Electrical	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00
Water and Sewer Hookup	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00
Paved driveway with 10 spaces	\$ 12,000.00	\$10,000	\$ 10,000.00
Landscaping Allowance (at new location)	\$ 10,000.00	incl	\$ 10,000.00
General carpentry	\$ 8,000.00	incl	\$ 15,000.00
General painting allowance	\$ 5,000.00	incl	\$ 8,000.00
Flooring Allowance	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
NFPA Required Sprinkler and Fire Alarm System (Estimate)	\$ 30,000.00	\$ 30,000.00	\$ 15,000.00
Power line drop/move/ and reinstallation fees	\$ 36,000.00	\$ 36,000.00	
Cable TV line drop and reinstallation fees	\$ 7,500.00	\$ 7,500.00	
Telephone line drop/move and reinstallation fees	\$ 100,000.00	\$ 100,000.00	
New Site Total	\$ 384,000.00	\$ 318,000.00	\$ 222,000.00
Contingency 6%	\$ 23,040.00	\$ 19,080.00	\$ 13,320.00
TOTAL	\$ 407,040.00	\$ 337,080.00	\$ 235,320.00

NOTE:

1. The modular building is for a 950 square foot building; If we reduce to 820 square feet may be able to reduce by \$25,000.



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Commercial Cost Estimate

Type of Building:

Project Location:

Type of Work:

Cost Index:

Square Feet:

Subtotal		132,673.68
Overhead	10.00%	13,257.37
Profit	5.00%	6,628.68
Bonding	1.00%	1,325.74

Total Budget	163,785.47
Per Square Foot	139.80

Estimate Project

By using this calculator you agree to our terms and conditions

March 2016
 ADA Fund \$38,000
 Meriden Reg Fund \$127,000

Project cost
 + \$10,000 ^{10%}

 \$168,000

Income 15,500/net

ARTICLE 6. To see if the town will vote to raise and appropriate the sum of \$10,000 to hire a consultant to study the feasibility of relocating the United States Post Office in Meriden Village to the Meriden Library located at #22 Bean Road. As part of this project, the Meriden Library facility would be made compliant with the Americans with Disability Act. The Selectboard recommends this appropriation.

	<u>59 F</u>		<u>ANNUAL LEASE</u>
Cornish =	1519	\$15.85	\$24,064.-
Plainfield =	1258	\$15.-	\$18,800
Meriden =	262	\$87.71	\$22,980

\$15.50 * 11

36' x 40' P.O. / STORE Bldg owned by KVA.

11,000 SQ FT * \$15.50 = \$170,500 INCOME stream

Steve Halleran

From: Steve Halleran [plainfield.ta@plainfieldnh.org]
Sent: Tuesday, September 01, 2015 3:37 PM
To: 'Robert Blake'; 'Michael J. Schafer'; 'Hunter Ulf'
Cc: 'Meriden Library'
Subject: RE: US Post Office Extension
KUA Team

Random thoughts on the Post Office Project

As we ponder our ADA and space options for the Meriden Library, given the information presented earlier this month from Bob (see below) has KUA developed an action plan for the Post Office? Do you have any plans to exercise the right to cancel the contract between now and 2020? Once you pull the trigger that will force the town to either get in the game or not. If you thought we were in the game, notifying the post office in January of any year and giving them one year to move out would be best for us. We need a town meeting vote to make the commitment and then we need enough time to build the new facility assuming we got the bid.

We hope to have a part time building facility manager in place by spring to help us with some of existing buildings and capital planning for them. This person, someone like Bill Knight or Mike O'Leary would be key to driving this project home.

At best, I would say we are a 50/50 bet for getting into the Post Office business in a competitive bid situation. Our chances were much better if we could transition to a new post office with the assistance of KUA. That not being possible really hurts our chances of pulling this together. We have a wide variety of public opinions to reconcile, a Library Board of Trustees who is necessarily focused on existing management challenges in the library system. At best its like herding cats, and making any major decisions take months if not years. As you know the public arena works much slower than the private one.

So, we have a little time, we likely will not pursue the Meriden Library ramp this building season and we do have an upcoming town meeting in March where we could pursue authorization to hire a consultant to shepard us through the feasibility process of the post office project and some more refined benefit cost estimates. That would still put us coming back in 2017 for a vote to appropriate the money for the project, if the study deemed it feasible.

So, if KUA is on that sort of a time table (slow), perhaps having you folks come into an upcoming Selectboard meeting (1st and 3rd Wed of each month) might be a good next step. This would allow us to better understand the school's plans for the PO and for us all to define a time table for the various steps.

Let me know what you think and how you feel we should proceed.

Stephen Halleran
Town Administrator
(603)469-3201

From: Robert Blake [mailto:rblake@kua.org]
Sent: Monday, August 10, 2015 11:30 AM
To: Steve Halleran; Michael J. Schafer; Hunter Ulf
Subject: US Post Office Extension

Hi Steve, Mike and Hunter:

This morning I spoke with Chris Madden from the US Postal Service regarding the lease extension and process for developing an new post office. The conversation was cordial and I learned the USPO issued the attached 5 year extension back in March. I don't recall receiving this but now have a copy. The lease extension runs

9/1/2015

Steve Halleran

From: Robert Blake [rblake@kua.org]
Sent: Monday, August 10, 2015 11:30 AM
To: Steve Halleran; Michael J. Schafer; Hunter Ulf
Subject: US Post Office Extension
Attachments: 2015 Five Year USPO Extension.pdf

Hi Steve, Mike and Hunter:

This morning I spoke with Chris Madden from the US Postal Service regarding the lease extension and process for developing a new post office. The conversation was cordial and I learned the USPO issued the attached 5 year extension back in March. I don't recall receiving this but now have a copy. The lease extension runs through 8/31/2020; however, during the extension period either party can terminate the lease with six months notice to the other party.

I also asked Chris about the process to relocate the post office and he explained it typically works as follows:

- KUA would notify the USPO that we would like them to vacate the space currently occupied (we could enforce the six month notice per the lease or agree to a longer period).
- The Town Selectmen would typically be involved in discussing alternative sites. Then the USPO conducts one or more public meetings to solicit input from the community regarding location, etc. Chris said the new site typically would be relatively close to the current site (< 1 mile).
- Once geographic parameters are established (i.e. not a specific lot but rather a quadrant of the town) the USPO initiates a publically advertised RFP process. Chris said the USPO won't do any "back office" deals with KUA or the town and that anyone could bid to build the new post office, including the town and KUA. He told me that towns often seek to place a post office in the same building as a new police office, town hall, etc. but said these arrangements almost never happen.
- The new post office would need to have minimum space of approximately 900 sq. feet and it would need to be built to meet or exceed all current requirements.

My take-away is the town could develop a plan to locate a new post office near or adjoining the library but clearly there is no guarantee the town's proposal would be accepted if competing proposals were submitted by other parties. Additionally, there would be no carryover of the current lease terms with KUA so there would be uncertainty regarding the level of rent that could be negotiated for a new post office facility. A better benchmark for rent would likely be what the USPO pays for similar newly built facilities.

Best regards,

Bob

Robert Blake
Chief Financial Officer
Kimball Union Academy
PO Box 188
Meriden, NH 03770-0188

Phone: 603 469-2162

10/23/2015



Lease

EXECUTED BY LANDLORD this 18 day of AUGUST, 2010
CORPORATION

By executing this Lease, Landlord certifies that Landlord is not a USPS employee or contract employee (or an immediate

Name of Corporation: Kimball Union Academy

James E. Gray

Name & Title: James E. Gray, CFO/COO

Name & Title:

Name & Title:

Name & Title:

Landlord's Address: PO BOX 188

MERIDEN, NH 03770-0316 0188

Telephone No.: (603) 469 - 2161

Fax No.: (603) 469 - 2042

Tax ID: XX-XXX2147

E-mail Address: ^{J. Gray} jgray@kua.org

Debrah Van Sijk
Witness

Kelly M George
Witness

- a. Where the Landlord is a corporation, leases and lease agreements entered into must have the corporate seal affixed, or in place thereof, the statement that the corporation has no seal.
- b. Where the Landlord is a corporation, municipal corporation, non-profit organization, or fraternal order or society, the Lease must be accompanied by documentary evidence affirming the authority of the agent, or agents, to execute the Lease to bind the corporation, municipal corporation, non-profit organization, or fraternal order or society for which he (or they) purports to act. The usual evidence required to establish such authority is in the form of extracts from the articles of incorporation, or bylaws, or the minutes of the board of directors duly certified by the custodian of such records, under the corporate seal. Such resolutions, when required, must contain the essential stipulations embodied in the Lease. The names and official titles of the officers who are authorized to sign the Lease must appear in the document.
- c. Any notice to Landlord provided under this Lease or under any law or regulation must be in writing and submitted to Landlord at the address specified above, or at an address that Landlord has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

ACCEPTANCE BY THE POSTAL SERVICE

9/10/10
Date

Michael Laverdiere
Contracting Officer

Michael Laverdiere
Signature of Contracting Officer

Northeast FSO 6 GRIFFIN ROAD NORTH, WINDSOR, CT 06006-0300
Address of Contracting Officer

Telephone 860-285-7121



Exercise of Renewal Option

Facility Name/Location:
MERIDEN- MAIN OFFICE (325100-001)
54 MAIN ST UNIT 1, MERIDEN, NH 03770-9998

County : Sullivan
Lease: B00000349166

To
KIMBALL UNION ACADEMY
PO BOX 188
MERIDEN, NH 03770-0188

Certified Mail #
70100290000010500719

Issuing Office

7029 ALBERT PICK ROAD
GREENSBORO, NC 27498-1103

Date of Existing Lease: 09/10/2010

The existing Lease has no amendments.

Pursuant to the Lease covering this facility, the Postal Service hereby exercises its option to renew said Lease as follows:

Term: 5 Years From (Date): 09/01/2015 To (Date): 08/31/2020 Annual Rate: \$22,980.00

In all other respects, the said Lease shall remain the same and is hereby confirmed.

Remarks

Date //
03/04/2015

Name of Contracting Officer
Esther Tinort

Signature

Steve Halleran

From: rodwendt@tds.net
Sent: Friday, May 15, 2015 7:26 PM
To: Suzanne Spencer
Cc: Steve Halleran
Subject: Post office, Meriden Library & expansion thinking

Suzanne,

Thanks for your call. I was aware of the KUA initiative to move the library off Main Street and onto the rear of the Meriden Library, as it came up in a conversation (on a totally different matter) that I had recently with Steve Halleran.

I will share with you what I shared with Steve: DARE TO THINK BIG. KUA clearly wants the Post Office off Main Street, the sooner the better. And Meriden Library wants more room and a solution to its ADA access problem. Both are totally valid. But if that is all this is, we will have missed a great opportunity to truly enrich many more Plainfield folks' lives -- and, perhaps most importantly, gather more support about town for what inevitably will require some town funding.

I heard of a similar project in suburban Boston a number of years ago. They wanted a senior center. That looked good to seniors. But then they added a library. That looked good to library users. Then they added daycare. That engaged young families. Then they added after-school programs. That looked even better to young families. And pretty soon they had everybody in town saying, "I can see myself in that place, I am voting for it." And they got it approved.

So KUA's drive to move the Post Office creates an opportunity to THINK BIG -- maybe at very little extra cost. Maybe not as big as that Boston suburb, but bigger than just library and Post Office. I know a meeting room is part of the early thinking. But what if that grew into a space that seniors would love to spend time in? Maybe with food available? And what if part of the space could become daycare that could be leased out to somebody? What is better than seniors and little ones together? Or seniors and little ones together in the presence of the library? I am not drawing plans, just dreaming...trying to THINK BIG!

I know KUA wants to move fast. And FAST and THINK BIG often conflict. But I would urge the Trustees, the Select Board, and the Town to seize on this opportunity to step back, engage a lot of stakeholders, dream a little, and then move forward. It may take longer, and some will resist that, but I think it will be well worth it.

Thanks for listening!

Rod
RodWendt@tds.net
603-469-3190

5/18/2015

Steve Halleran

From: Steve Halleran [plainfield.ta@plainfieldnh.org]
Sent: Thursday, April 02, 2015 2:07 PM
To: 'Hunter Ulf'
Cc: 'Meriden Library'
Subject: RE: Meriden Post Office

Hunter

It was a surprise to run into you on Sanibel. I hope you had a good rest of your trip. We did, but it was bittersweet as my aunt and uncle are moving off island soon.

I have run a thumbnail sensitivity analysis on whether a new post office would be permitted on the Meriden Library lot as constrained by our local zoning ordinance.

If we assume the existing building and drive stays, using the information you provided I come up with a lot coverage of 23%, where 20% coverage is allowed as a max.

If we use the parking spaces that are called out in ordinance for a post office the size of the one in Plainfield Village (1,500 sq ft) I calculate a need for five to six spaces and a total lot coverage on the .96 acres of some like 15%.

So it seems likely to me that it would be tight, but perhaps doable without stretching our own regulations too far.

I am wondering if a good next step might be for you and I to meet over at the library with director Mary King and sort of walk her through the concept you have developed and see what feedback she has to offer.

I could do a site visit on Tuesday or Thursday of next week in the early afternoon. I will just need to confirm that Mary will be staffing the building. The following week, same days would work as well.

Stephen Halleran
Town Administrator
(603)469-3201

-----Original Message-----

From: Hunter Ulf [mailto:hulf@kua.org]
Sent: Friday, March 06, 2015 4:23 PM
To: Steve Halleran
Cc: Michael J. Schafer; Robert Blake
Subject: Meriden Post Office

Hi Steve -

I have done some preliminary research on the basic size requirements for a post office. It appears that the postal service bases recommended "standard building design" size on the number of "projected" carrier routes, and the number of "projected" post office boxes. "Projected" is the anticipated need over the next ten years. If we assume that Meriden will continue to have one carrier route, and approximately 325 post office boxes (306 currently), the guidelines recommend the following:

- * Net interior building size of approximately 2,065 square feet
- * Net platform size of approximately 275 square feet
- * 19 parking spaces

This seems a bit out of proportion, based on what currently exists:

- * Approximately 540 square feet (roughly gross square footage)

- * No platform
- * 5 parking spaces

I believe that its the number of post office boxes that's driving the larger square footage need. The current post office has primarily smaller post office boxes. The guidelines look at modules of 27 boxes made up of varying sizes. There may be one of these newer modules in the existing post office across from the service window. If these modules were to be used, there would be a much larger proportion of larger boxes to smaller boxes. If you were to reuse and stick with smaller boxes, you might be able to justify the smallest plan size:

- * Net interior building size of approximately 1,060 square feet
- * Net platform size of approximately 275 square feet
- * 15 parking spaces

Although the guidelines I am using refer to "standard building design", I believe there may be some exceptions for smaller rural communities. I don't think we will know for sure until we are ready to engage the postal service in this discussion.

The library building is approximately 1,100 square feet, so an addition to accommodate the post office would essentially double the size of the building. You would also want to add approximately 250 square feet for accessible restrooms and an entry lobby to serve both the post office and library. The existing library is approximately 40 feet wide, so if you put a 36 foot wide addition on the back, it would have to be approximately 40 feet long. Roughly the same size as the library building, but turned 90 degrees and connected to the back.

I don't think it would be unreasonable to use a unit construction cost of \$180/sf for this type of building. This would translate to roughly \$216,000 for the building. If you factor in some site work, you are probably in the \$300,000 range. I would assume that the furnishings and fixtures would be above and beyond this number.

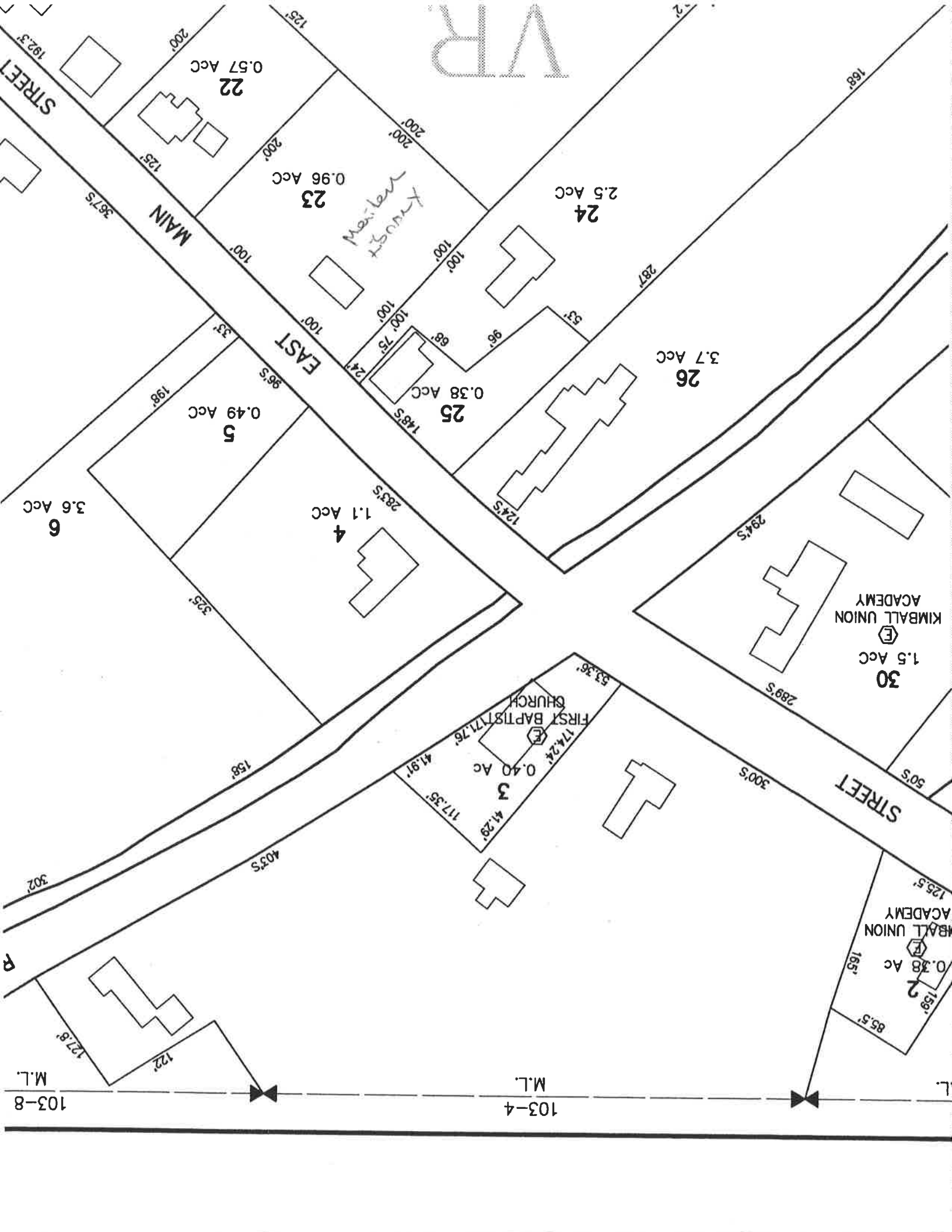
Is this helpful information to begin with? Let me know if you have any additional questions or concerns.

Best,

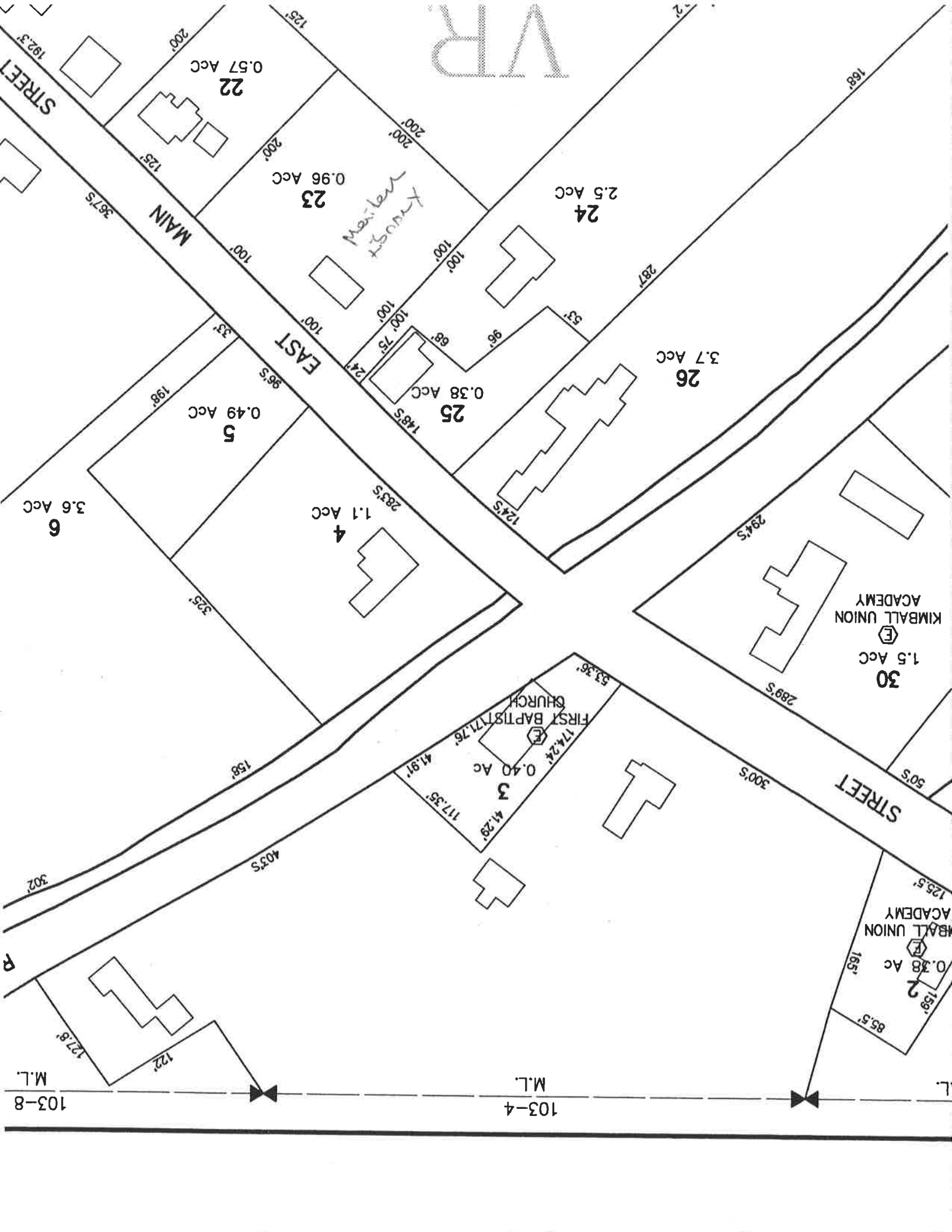
Hunter

M. Hunter Ulf, AIA
Chief Operating Officer
Kimball Union Academy
PO Box 188
Meriden, NH 03770-0188
603.469.2158
www.kua.org<<http://www.kua.org>>

[cid:F491B503-63CF-4121-B34B-EEA604E661C7@nh.kua.org]



VR



22
0.57 Ac

23
0.96 Ac

24
2.5 Ac

26
3.7 Ac

25
0.38 Ac

5
0.49 Ac

6
3.6 Ac

4
1.1 Ac

30
1.5 Ac
KIMBALL UNION
ACADEMY

3
0.40 Ac
FIRST BAPTIST
CHURCH

2
0.38 Ac
KIMBALL UNION
ACADEMY

Krust

103-8
M.L.

103-4
M.L.

L.

OWNER INFORMATION		SALES HISTORY		PICTURE
TOWN OF PLAINFIELD MERIDEN LIBRARY PO BOX 380 MERIDEN, NH 03770		Date	Book Page Type	Price Grantor
LISTING HISTORY 11/16/12 DMVM 07/08/02 KCRL		RED BRICK; MERIDEN LIBRARY; WAS 000013 008200 000000		

EXTRA FEATURES VALUATION				
Feature Type	Units	Length x Width	Size Adj	Rate
SHED-WOOD	192	12 x 16	143	10.00
				100
				2,746
				2,700

LAND VALUATION				
Zone: VRVILL-RES W OR S Minimum Acreage: 0.69 Minimum Frontage: 100 Site: AVERAGE Driveway: PAVED Road: PAVED				
Land Type	Units	Base Rate	NC	Adj
EXEMPT-MUNIC	0.690 ac	56,000 G	120	100
EXEMPT-MUNIC	0.270 ac	x 3,000 X	100	100
	0.960 ac			
Cond	Ad Valorem	SPI	R	Tax Value
150	100,800	0	N	100,800 USE
100	800	0	N	800
	101,600			101,600

MUNICIPAL SOFTWARE BY AVITAR			
PLAINFIELD ASSESSING OFFICE			
PARCEL TOTAL TAXABLE VALUE			
Year	Building	Features	Land
2013	\$ 181,200	\$ 2,700	\$ 101,600
	Parcel Total: \$ 285,500		
2014	\$ 181,200	\$ 2,700	\$ 101,600
	Parcel Total: \$ 285,500		
2015	\$ 181,200	\$ 2,700	\$ 101,600
	Parcel Total: \$ 285,500		

BUILDING DETAILS	
Model:	1 STORY FRAME LIBRARY
Roof:	GABLE OR HIP/STANDING SEAM
Ext:	BRK VENEER
Int:	DRYWALL
Floor:	HARDWOOD
Heat:	OIL/FA DUCTED
Bedrooms:	Baths: 1.0
	Fixtures:
	Extra Kitchens:
	Fireplaces:
	Generators:
A/C:	Yes 100.00 %
Quality:	A2 GOOD-
Com. Wall:	
Size Adj:	1.2149
Base Rate:	EXA 85.00
Bldg. Rate:	1.4870
Sq. Foot Cost:	\$ 126.40

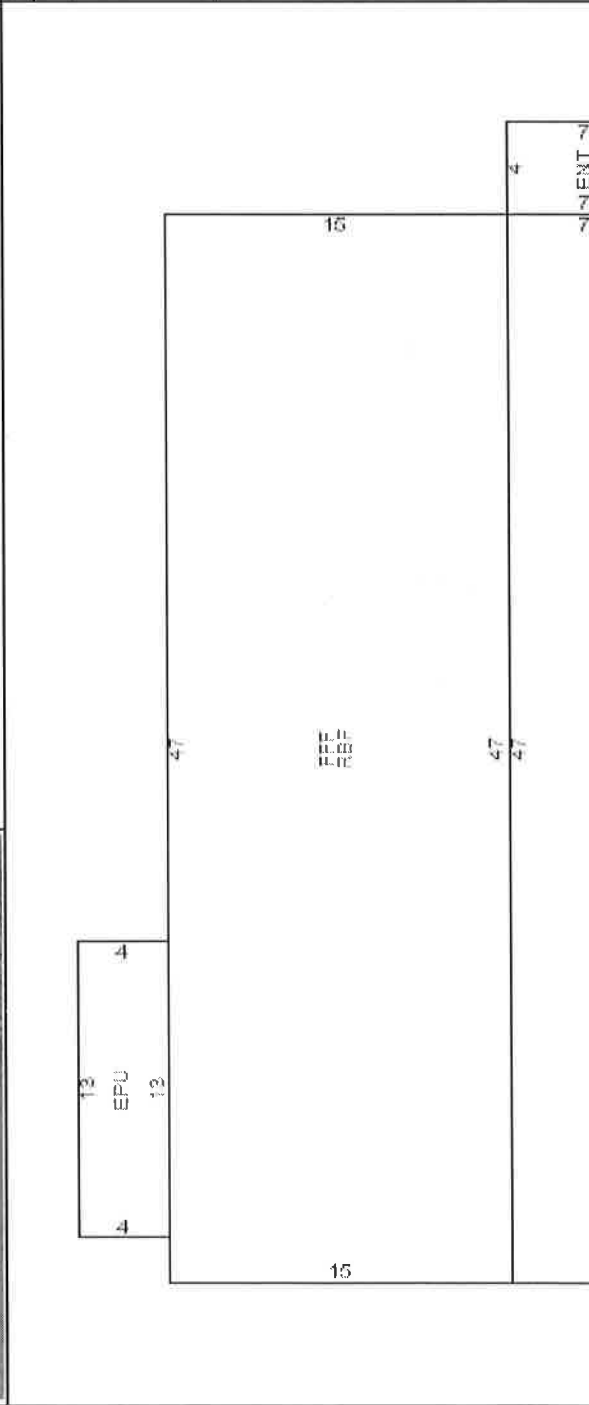
TAXABLE DISTRICTS	
District	Percentage
MWD	% 100

OWNER		
TOWN OF PLAINFIELD		
MERIDEN LIBRARY		
PO BOX 380		
MERIDEN, NH 03770		

PERMITS		
Date	Permit ID	Permit Type
		Notes



BUILDING SUB AREA DETAILS			
ID	Description	Area	Adj. Effect.
EPU	COVERED BSMNT	52	0.35 18
FFF	FST FLR FIN	1217	1.00 1217
BMF	BSMNT FINISHED	512	0.30 154
ENT	ENTRANCE	64	0.10 6
RBF	RAISED BSMNT	705	0.50 353
GLA:	1,217	2,550	1,748



2013 BASE YEAR BUILDING VALUATION	
Market Cost New:	\$ 220,947
Year Built:	1964
Condition For Age:	GOOD
Physical:	18 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	18 %
Building Value:	\$ 181,200