

# Feasibility Study

for the Relocation of Parks and Recreation and Community Education – Littleton, MA



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## Objective

The primary objective of the feasibility study is to recommend to the Littleton Board of Selectmen a practicable location for the Parks and Recreation and Community Education (PRCE) departments in order that the Council on Aging (COA) may expand its program space.

## Executive Summary

Each of six options was weighed against relevant evaluation criteria, resulting in the following preferred solutions:

- The PRCE program space within Town Hall is consolidated via the provision of off-site storage at the Long Lake and/or 300 King Street site(s). Conservation Commission is relocated within Town Hall. COA expands into existing conservation space and half of the existing P & R space on first floor. Sheds approximately \$50,000 and Town Hall reconfiguration \$75,000 = \$125,000
- Town Hall reconfigured and a modest new building is constructed for the PRCE at 300 King Street. Approximately \$350,000 cost. Town Hall reconfiguration \$75,000. Total estimated cost of \$425,000.

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## Process

- Review past studies
- Interview COA, PRCE and Cable Department heads
- Establish the space needs of the Parks and Recreation and Community Education (PRCE) departments and of the Council on Aging (COA)\*;
- Explore the various options for the locations of the PRCE departments and the COA;
- Evaluate these options based on set parameters; and
- Determine the preferred solutions.

\*Note: COA needs a reception area on the first level and better access to the first floor kitchen and multi purpose room. PRCE needs office space and storage space.

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## Evaluation Parameters

1. Convenience to residents and patrons of the Parks and Recreation and Community Education (PRCE) departments and the Council on Aging (COA)
2. Quality of work environment for Town staff
3. Level of disruption to Town Hall activities and services
4. Engineering feasibility
5. Schedule of completion
6. Costs
7. Short-term benefits
8. Long-term benefits
9. Location

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## Summary List of Options Studied

1. No change
2. Reconfiguration of Town Hall – relocation of PRCE and other departments to “find” additional space for COA
- 2A. Relocation of PRCE storage only
3. New floor constructed in the auditorium – creates space on the 3<sup>rd</sup> level congruent with the auditorium
4. New construction at 300 King Street to house PRCE
5. New construction at Long Lake to house PRCE
6. New construction at the Middle School to house PRCE

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## Option 1 – No Change

- In this option: the Parks and Recreation and Community Recreation (PRCE) departments and the Council on Aging (COA) maintain their current locations.
- Pluses: no cost; no disruption of service
- Minus: COA's need for increased space is not met, no improvement in services
- Conclusion: Because this option does not meet the objective of increasing COA's program space, it isn't viable.

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## Option 2 – Reconfiguration of Town Hall

- In this option: COA gains Conservation Commission space
- Pluses: cost; feasibility; short-term benefits; space gained by COA is contiguous to the existing COA program space; Conservation Commission is relocated in proximity to the offices of the Building Inspector and the Planning Board, which offer complementary services; no impact on PRCE
- Minuses: COA does not have a reception area on the first level; expansion too limited to 500 SF.
- Conclusion: Because this option does not fully meet the COA's program needs, it is only marginally viable.

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## Option 2A – Reconfiguration of Town Hall

- In this option: As in Option 2, COA gains Conservation Commission space. In addition, it gains half of the first floor PRCE space. PRCE is consolidated at Town Hall and given off-site storage space at the Long Lake site and adjacent to the Shattuck Street tennis courts.
- Pluses: In addition to those noted for Option 2, COA gains a reception area on the first level and improved access to the kitchen and multi-purpose room.
- Minus: PRCE is impacted; however, this is mitigated by the provision of off-site storage at the locus of its activities
- Conclusion: Because this option meets many of the objectives of the evaluation parameters, it is one of the preferred solutions.

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## Option 2B - Reconfiguration of Town Hall

- In this option: As in Option 2, COA gains Conservation Commission space. In addition, it gains Cable studio and office space on the second level. The Cable studio/office is relocated off-site.
- Pluses: Significant space is gained by COA that is contiguous to the existing COA program space; Conservation Commission is located in proximity to the offices of the Building Inspector and the Planning Board, which offer complementary services
- Minuses: Cost for relocation of the Cable studio/office is prohibitive and it would be difficult to find an appropriate space available for the Cable studio
- Conclusion: Due to cost and engineering feasibility issues related to relocating the Cable studio/office, this option is not viable.

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## Option 3 – New Floor Constructed in the Auditorium

- In this option: A new floor is constructed within the 2-storey auditorium, creating a space on the third level congruent to the 2<sup>nd</sup> level auditorium, which becomes single-storey
- Pluses: Significant new square footage is created, which could be used for either the COA or the PRCE
- Minuses: The new space is not contiguous to either COA's or PRCE's existing programs; the Cable studio, which is currently housed within the auditorium, requires ceiling heights in excess of what this option can provide.
- Conclusion: Due to construction cost estimated to be \$500,000+ and costs of cable relocation and functional issues related to relocating the Cable studio (ceiling height requirements), this option is not viable.

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## Option 4 – New Construction at 300 King Street to House PRCE

- In this option: COA gains all of current PRCE space; Town Hall Reconfiguration; PRCE is relocated to a building constructed at 300 King Street designed to meet its program needs (e.g. includes a kitchen)
- Pluses: COA gains significant space on first level; appropriate space provided for PRCE adjacent to activity areas (basketball and tennis courts); short-term and long-term benefits to PRCE and Town (e.g. in future, space can expand to meet other Town program needs)
- Minus: cost – Approximately \$425,000
- Conclusion: If funding is available this option best meets the objective and evaluation parameters, and is therefore one of the preferred options.

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## Option 5 – New Construction at Long Lake to House PRCE

- In this option: COA gains all of current PRCE space; PRCE is relocated to a building constructed at Long Lake designed to meet its program needs (e.g. includes a kitchen)
- Pluses: COA gains significant space on first level; appropriate space provided for PRCE adjacent to activity areas (lake); long-term benefits to PRCE and Town
- Minus: cost; engineering feasibility: no septic system possible at site – requires “tight tank” with regular pumping; remote from Town Center; little room for parking.
- Conclusion: The cost of construction in conjunction with the remote location and parking deficiency make this option not viable.

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## Option 6 – New Construction at Russell Street Middle School to House PRCE

- In this option: COA gains all of current PRCE space; PRCE is relocated to a building constructed at Russell Street Middle School designed to meet its program needs (e.g. includes a kitchen)
- Pluses: COA gains significant space on first level; appropriate space provided for PRCE; long-term benefits to PRCE and Town
- Minuses: cost to match school building aesthetic; lack of proximity to town center; potential disruption of school programs
- Conclusion: The cost (estimated at \$525,000), location, and potential disruption to school programs makes this option not viable.

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## Summary of Preferred Options

Two options met the objective and scored most favorably when weighed against the evaluation parameters:

- Option 2A: COA gains Conservation Commission space. In addition, it gains half of the PRCE space. PRCE is consolidated at Town Hall and given off-site storage space at Shattuck Street and at the Long Lake and/or 300 King Street site.
- Option 4: COA gains all of current PRCE space; PRCE is relocated to a building constructed at 300 King Street designed to meet its program needs and future town needs (teen center)

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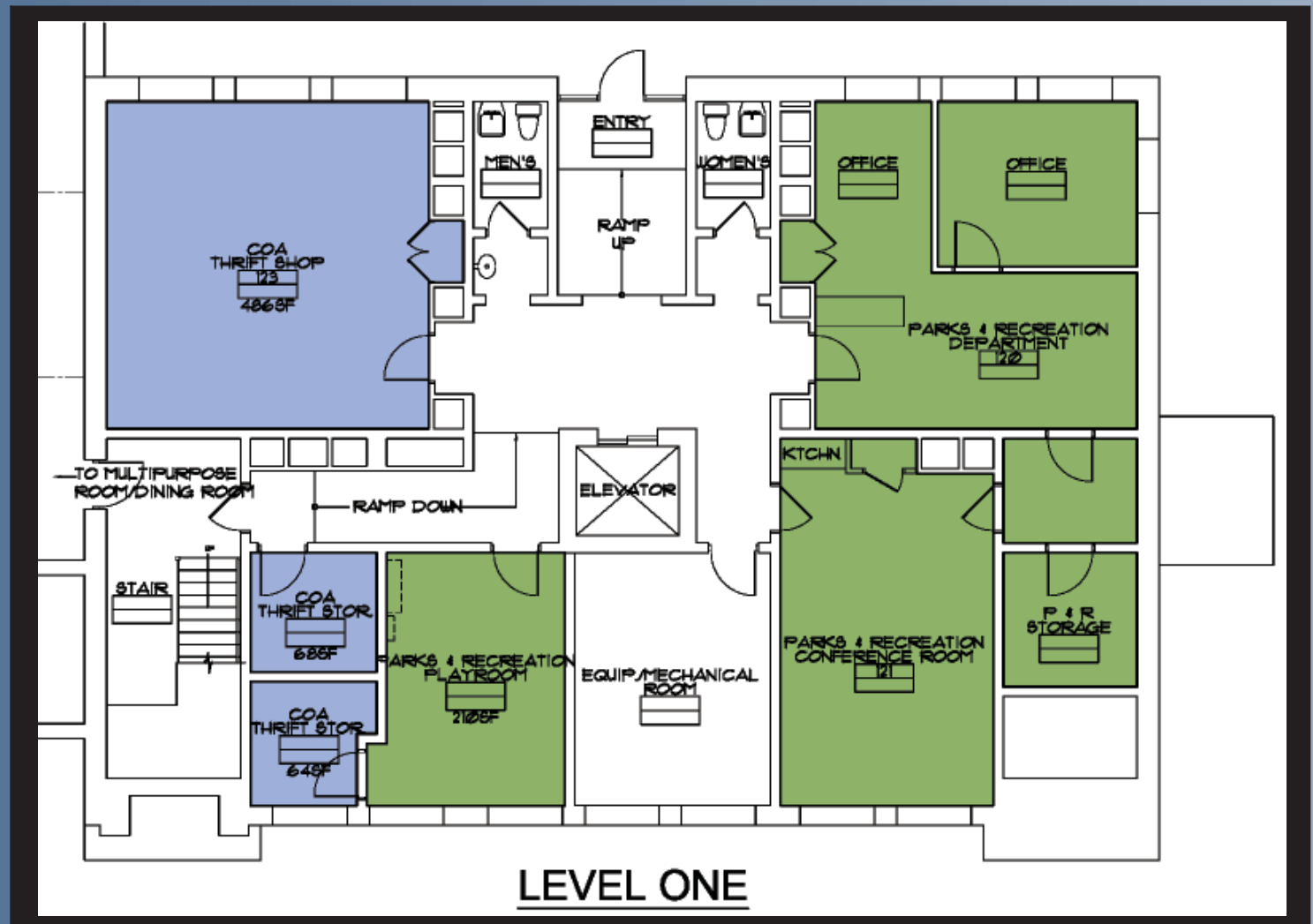
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## Summary of Preferred Options

•Option 2A: COA gains Conservation Commission space. In addition, it gains half of the PRCE space. PRCE is consolidated at Town Hall and given off-site storage space at Shattuck Street and at the Long Lake and/or 300 King Street site.

COA Square Footage:

Existing	1,333 SF
New	1,114 SF
Total	2,447 SF



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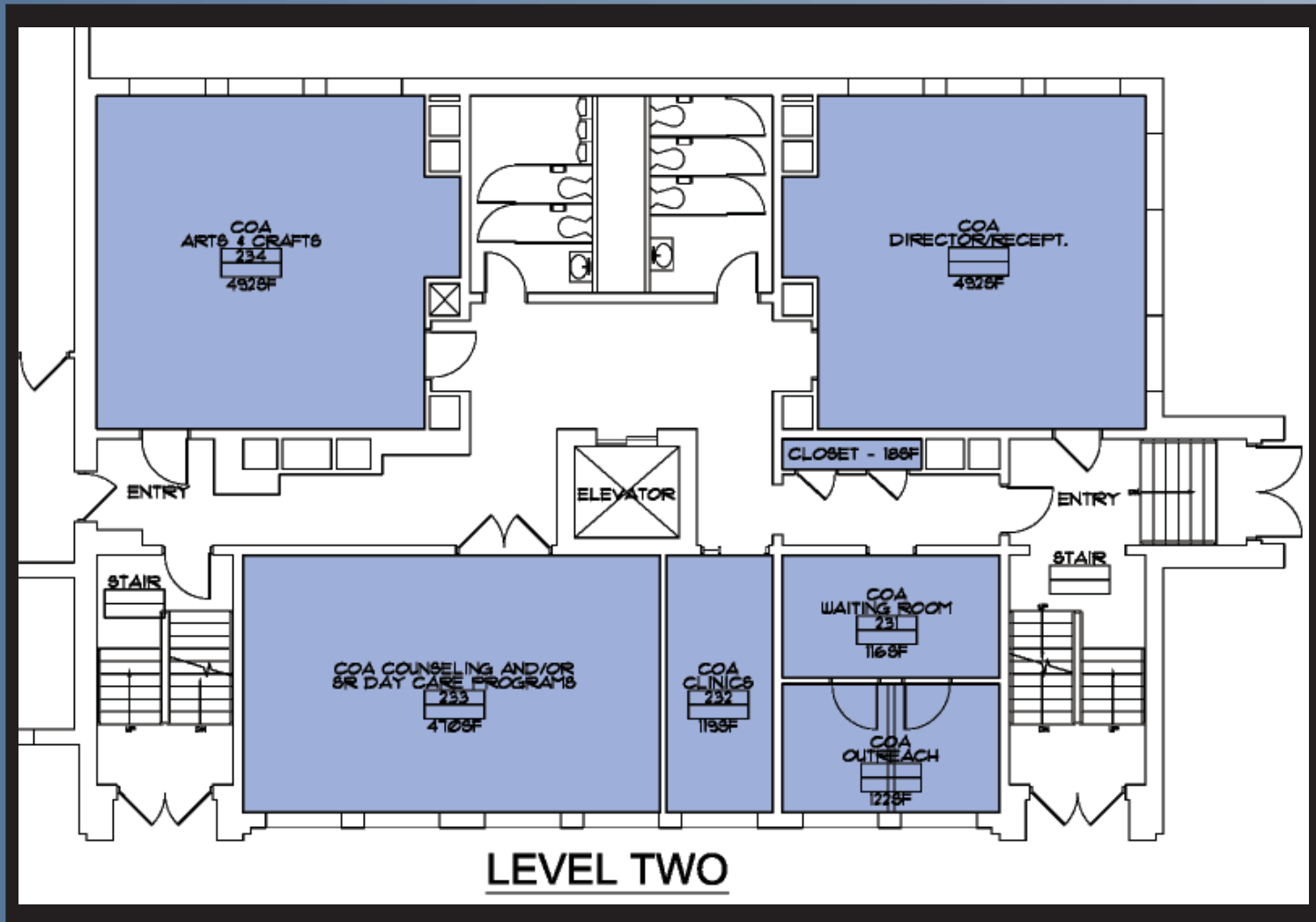
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## Summary of Preferred Options

•Option 2A: COA gains Conservation Commission space. In addition, it gains half of the PRCE space. PRCE is consolidated at Town Hall and given off-site storage space at Shattuck Street and at the Long Lake and/or 300 King Street site.

COA Square Footage:

Existing	1,333 SF
<u>New</u>	<u>1,114 SF</u>
Total	2,447 SF



# Feasibility Study

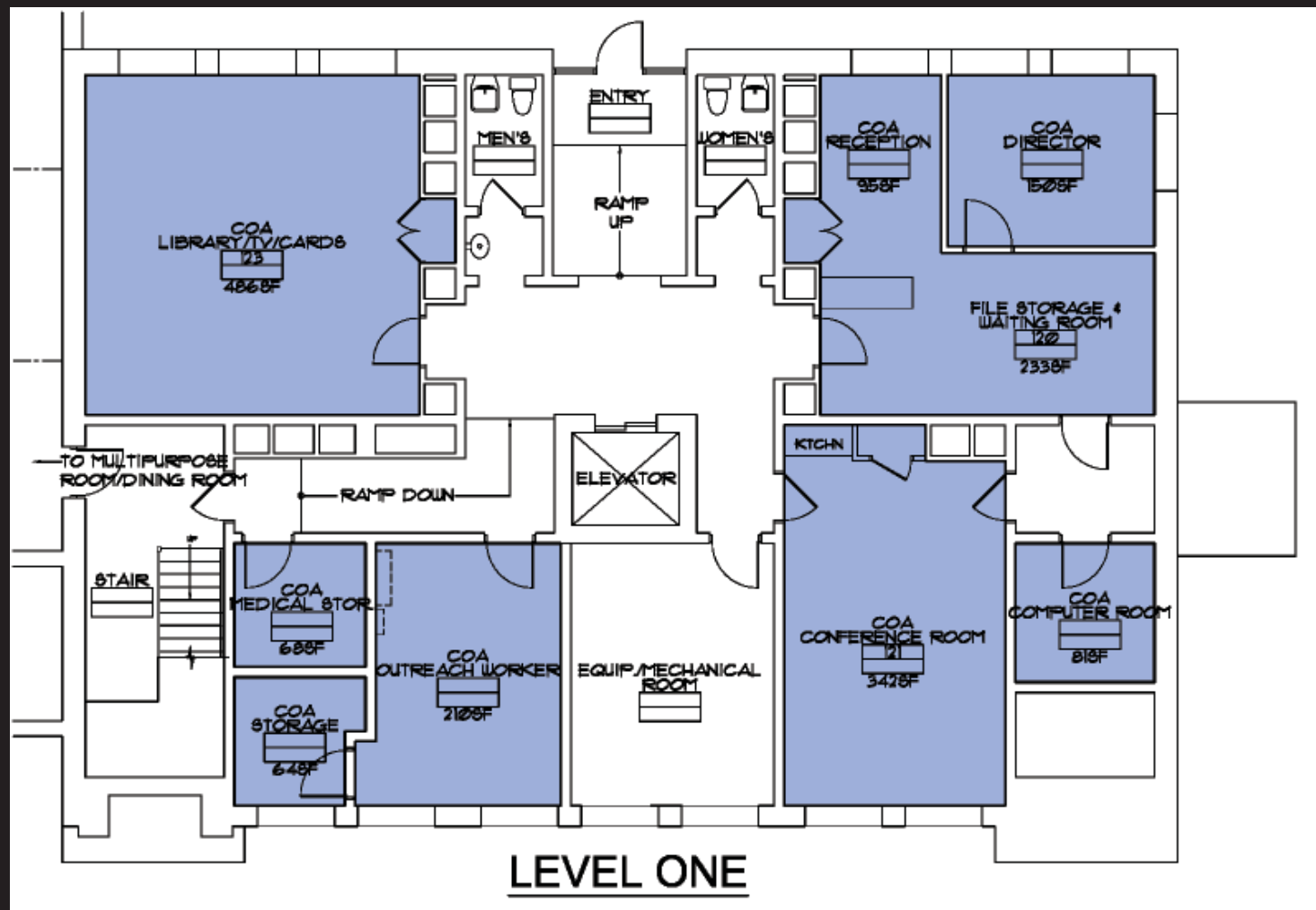
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## Summary of Preferred Options

•Option 4: COA gains all of current PRCE space; PRCE is relocated to a building constructed at 300 King Street designed to meet its program needs and future town needs (teen center)

COA Square Footage:

Existing	1,333 SF
<u>New</u>	<u>2,225 SF</u>
Total	3,558 SF



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## Summary of Preferred Options

- Option 4: COA gains all of current PRCE space; PRCE is relocated to a building constructed at 300 King Street designed to meet its program needs and future town needs (teen center)

COA Square Footage:

Existing	1,333 SF
New	<u>2,225 SF</u>
Total	3,558 SF

