

# Littleton Town Hall Building & Space Needs Assessment

## Volume I: Executive Summary

Littleton Town Hall Complex  
37 Shattuck Street  
Littleton, MA 01609

March 5, 2021



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Shattuck Street Complex

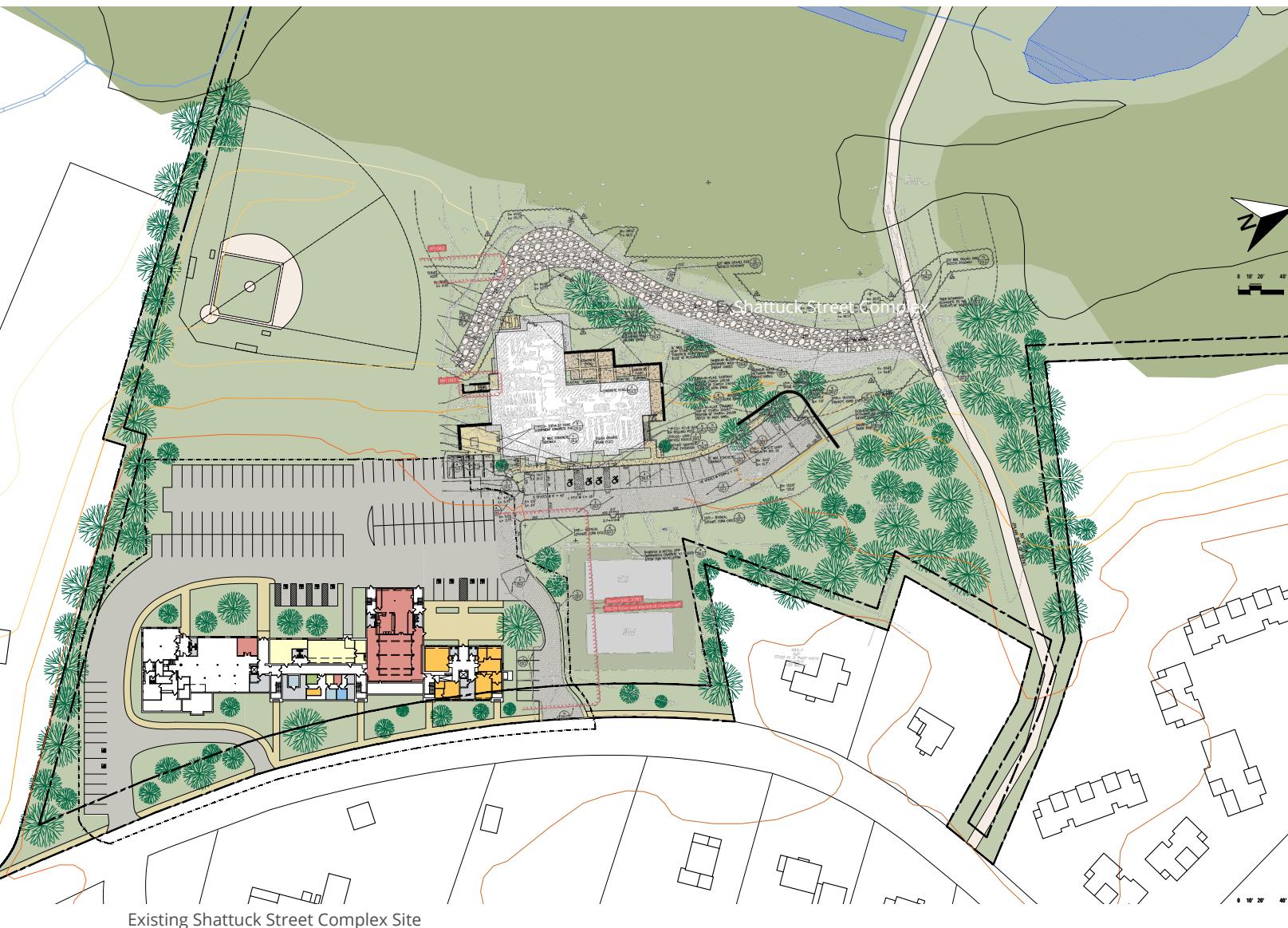


King Street Property



Great Road Property

## I . Executive Summary



## Building & Space Needs Assessment Methodology

In the Fall of 2019 LLB Architects, with our team of Mechanical, Electrical, Plumbing, Fire Protection, Civil, and Environmental consultants, began this Building and Space Needs Assessment for the Town of Littleton, Massachusetts. The goal of this project was to determine the viability of developing different structures and sites to meet the needs of the Municipal departments within the scope.

The process included assessment of the existing conditions of the Town owned Shattuck Street Municipal Complex and site and the privately owned King Street (Indian Hill Music School) and 255 Great Road properties. A high level programming exercise was completed with representatives of each department to identify space needs. The Town departments in the project scope include: Finance, Administration, Department of Building, Elder & Human Services, Parks & Recreation, School Department, LC TV and supporting spaces. Last, conceptual plans were developed to test fit these department programs into the existing and new structures.

This Executive Summary volume of the report includes the high level presentations made throughout the course of this study. The content summarizes the assessment findings for the Shattuck Street property, King Street property, and 255 Great Road property. A full assessment of each of these properties is included in separate volumes of this report.

This Executive Summary volume also includes floor plans of each building test fitting department programs for consideration. Each municipal department is uniquely color-coded throughout this report. The conceptual floor plans illustrate how the program area required for each department might fit into each of these buildings. In some cases, the program area exceeds the space available within the structure. Here, a block of area representing the remaining program area is shown outside of the floor plan. The intent is to visually represent the potential of each building to accommodate each department.

The program goals for each department are described and summarized in a separate volume of this report. In most cases, these department program area goals are not hard and fast numbers. Each department program includes a range of needs and wants with multipliers for unassigned space and for future growth. LLB Architects targeted program goals, with guidance from the Needs Assessment Project Committee. These goals are intended to represent the space required to reasonably accommodate department needs, they generally exclude future growth and those wants determined to be financially infeasible. Future design projects for each department will need to revisit program goals in greater detail with end-users.

As these high level program goals evolved over the course of the project, the Elder and Human Services Department was determined to be the Town's greatest need. Each structure and site was evaluated particularly for its ability to meet the needs of the EHS program.

The suitability of each structure or site location to accommodate department needs was evaluated in the context of building assessments and the concept floor plans. Feedback and discussion with the Needs Assessment Project Committee was essential to inform the opinions and recommendations documented in this report.

LLB Architects would like to thank the members of the Needs Assessment Project Committee and each municipal staff person whose time and knowledge contributed to this project and our understanding of and appreciation for the Littleton Town community.



## PROGRAM ANALYSIS

EXISTING | PROPOSED | FUTURE GROWTH

*Town Administration*

3,494 GSF | 5,772 GSF | 6,926 GSF

*Financial Department*

2,832 GSF | 5,703 GSF | 6,844 GSF

*Building Department*

3,340 GSF | 4,454 GSF | 5,345 GSF

*School Department*

3,050 GSF | 3,730 GSF | 4,476 GSF

*Parks & Recreation*

2,633 GSF | 13,823 GSF | 23,447 GSF

*Elder & Human Services*

6,808 GSF | 18,179 GSF | 21,815 GSF

*LCTV Studio*

3,048 GSF | 3,388 GSF | 4,065 GSF

*Support Spaces*

3,676 GSF (Includes Restrooms) | 2,110 GSF (Restrooms included in Program Areas) | 2,532 GSF

Shattuck Street Program Analyses

## Recommendations

Town of Littleton municipal departments are currently housed in the Shattuck Street building complex. This former school building was renovated in 1988 for use by Town Offices. Over time the needs of departments have evolved. The construction of a new library presents the opportunity to re-imagine how the space in the Shattuck Street complex, formerly occupied by the library, and the complex as a whole, might be used in the future.

Through a high level programming exercise, evaluation of existing conditions at the Shattuck Street complex, and discussion with the Needs Assessment Project Committee, it has been determined that each municipal department's needs are currently met to highly variable degrees. It emerged that the greatest and most immediate need is to find a new home for the Elder & Human Services department.

The Elder & Human Services department currently has the biggest discrepancy in identified program requirements and their current space allocation. The space they now occupy is, generally, not suitable for their use and is due for renovation. After much consideration of the building and site options, LLB Architects recommends that the best location for the Elder & Human Services Department would be in a new structure on the existing Shattuck Street municipal site.

LLB architects does not recommend use of the 255 Great Road property by municipal departments. In general, this is due to its location and the investment that would be required for the building to accommodate program needs.

The King Street property, adjacent to the Littleton High School, is potentially well situated to meet the needs of certain Town Departments. It does not, however, appear to be well-suited for use by the Elder & Human services program due to its multiple levels, restricted options for the location of large program spaces, size, and need for upgrades to meet program needs.

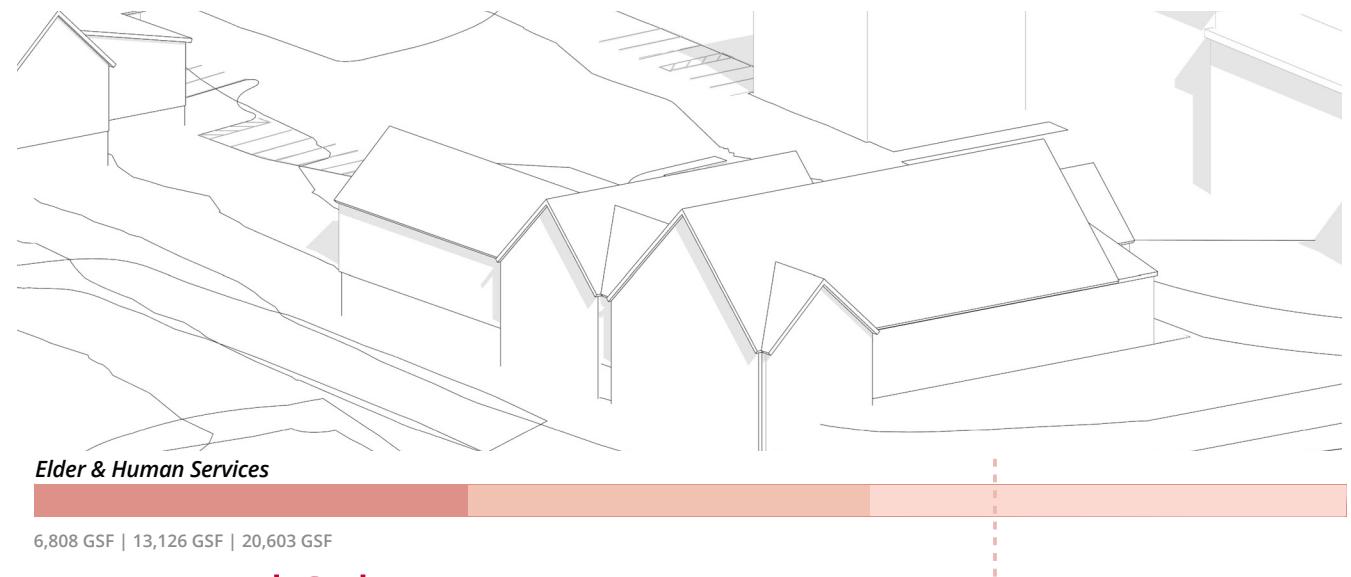
Renovation of the existing Shattuck Street property for use by the Elder & Human Services department does not seem to be the best use of that space. The linear layout, lack of efficiency of the existing building, and multiple stories are not conducive to EHS program needs.

The other municipal departments including Finance, Administration, Department of Building, Parks & Recreation, School Department, LC TV and supporting spaces are recognized to be in need of varying levels of renovation and/or expansion.

The needs of EHS are seconded by those of the Parks & Recreation (P&R) department. P&R is now housed in the lower level of the 1922 Office building, the oldest complex structure. Their current space is far smaller than the needs identified in programming and is due for renovation. Parks & Recreation is extraordinarily active in the Littleton Community. Operation of their after school program, summer camp, and extensive athletic programs relies on the use of space in other Town buildings and the cooperation of other departments. P&R currently borrows spaces in the Shattuck street complex under the jurisdiction of Town Administration, the Library, and EHS. The Shattuck street grounds, Littleton public schools, and the Long Lake facilities are also regularly used for P&R programming. It is recognized that the scheduling of Parks & Recreation programs and those of Elder & Human Services have a potential synergy that might allow them to share some certain spaces. It is recommended that the Town evaluate and clarify the level of investment they want to make in devoted Parks & Recreation building infrastructure. In its absence, private entities may have an interest in addressing this need.

The Town Administration and Finance departments have both been found to be short on space. Ideally, each of these programs would nearly double in size. The Department of Building and School Department would also benefit from expansion. The existing LC TV studio generally meets the needs of this department and the infrastructure serving this function may be costly to relocate. The location of all of these departments may be reconsidered to meet their space needs, improve their adjacencies to better serve the staff and public.

Renovation of the existing Shattuck Street complex structures, for any use, will require considerable investment in building upgrades to meet current regulatory requirements, depending on the level of renovation proposed. Deferred maintenance will also need to be addressed. It is recommended that the Town examine their goals for the future use of the Shattuck Street Complex and develop a Master Plan for the buildings and site. Decisions regarding the renovation and relocation options for each department should be made in the context of that Master Plan.



## Proposed Scheme

LLB Architects recommends that the best location for the Elder & Human Services department would be in a new structure on the existing Shattuck Street municipal site. This location is favored because of the potential to develop this portion of the Town property as a true Town campus.

A new structure, designed specifically for the Elder & Human Services program, would meet the unique needs of this department in a way that the existing structures, considered in this study, would not. The EHS department serves the entire community through outreach, counseling, and with engaging programming, primarily, for seniors. A variety of flexible use, universally accessible, spaces and private offices are needed to support these uses with oversight and security.

The existing municipal complex, new library, recreational facilities, and extensive grounds, are envisioned to be developed as a modern, attractive, convenient, and active Town center. This might be done as part of the Elder & Human Services project or as a separate future project. Locating a proposed new Elder & Human Services structure in the heart of this campus recognizes the value the Town places on this program.

A Town campus location for the EHS department would be convenient for public or private vehicular transportation. Adjacency to the library and town offices, and a nearby proposed private senior development would add to its interest as a compelling destination. The potential to connect points of interest and develop the grounds with walking trails would vitally extend and integrate the EHS program with the larger community.

Parking is recognized as a challenge at the Shattuck Street campus as is the preferred hillside building site. The Town's is aware of the challenges and opportunities of locating a new structure on a change of grade due to its recent experience with the design and construction of the new library.

At this point in time the current concept plan proposes that the entire program be located on a single level to facilitate oversight, minimize staffing, and simplify accessibility, as requested by the Needs Assessment Project Committee. The new structure is proposed to be located within the property setbacks to the southwest of the new library and sited on the hill in a similar fashion. The two structures would be linked by a connecting sidewalk.

It is proposed that the design of the new building's scale, forms, and materials be designed be in context with the newly constructed library. Entry to the complex from Shattuck Street would have a clear view of both structures side by side, complementary designs would bring a cohesion to the campus.

The proposed new EHS building plan locates the entrance on the parking lot side, in line with that for the library. A porch-like front entry is proposed to welcome visitors. A portico is recommended for convenient vehicular drop-off in all weather. A receptionist would be centrally located to oversee the entrance and a large lobby serving as both a common room and waiting area. Offices would be conveniently located close to parking. EHS Program rooms, designed for flexible use, are proposed on the northwest side of the building to take advantage of the valley view.

The kitchen, delivery and back of house areas are proposed to be on the southeast/parking lot side, to facilitate access for large vehicles and to keep these functions from crossing the paths of patrons. A large, dividable multipurpose space is proposed for dining, program and event use. This space would have northwest and southwest windows and access to grade on the southwest side. This outdoor area might be used for small outdoor programs or patio seating.

The proposed plan is "L" shaped with the long leg parallel with the hill to mitigate the change in grade. The shorter bar extends in to the parking lot to maximize the southern exposure of the multi-purpose space and allow for on-grade egress from that assembly area.

The change of grade is expected to result in the need for a full height, lower level with the potential to walk out on grade. Further consideration of the use and costs associated with the lower level is recommended. It may prove to make sense to locate program space for EHS or another department here, to justify this expense.

The program for EHS requires refinement with all stakeholders. Better understanding of the site conditions is required to inform development. It is recommended that this potential EHS project be further developed with a full architectural and consultant team and the input of all stakeholders.



# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

37 SHATTUCK STREET, LITTLETON MA 01460



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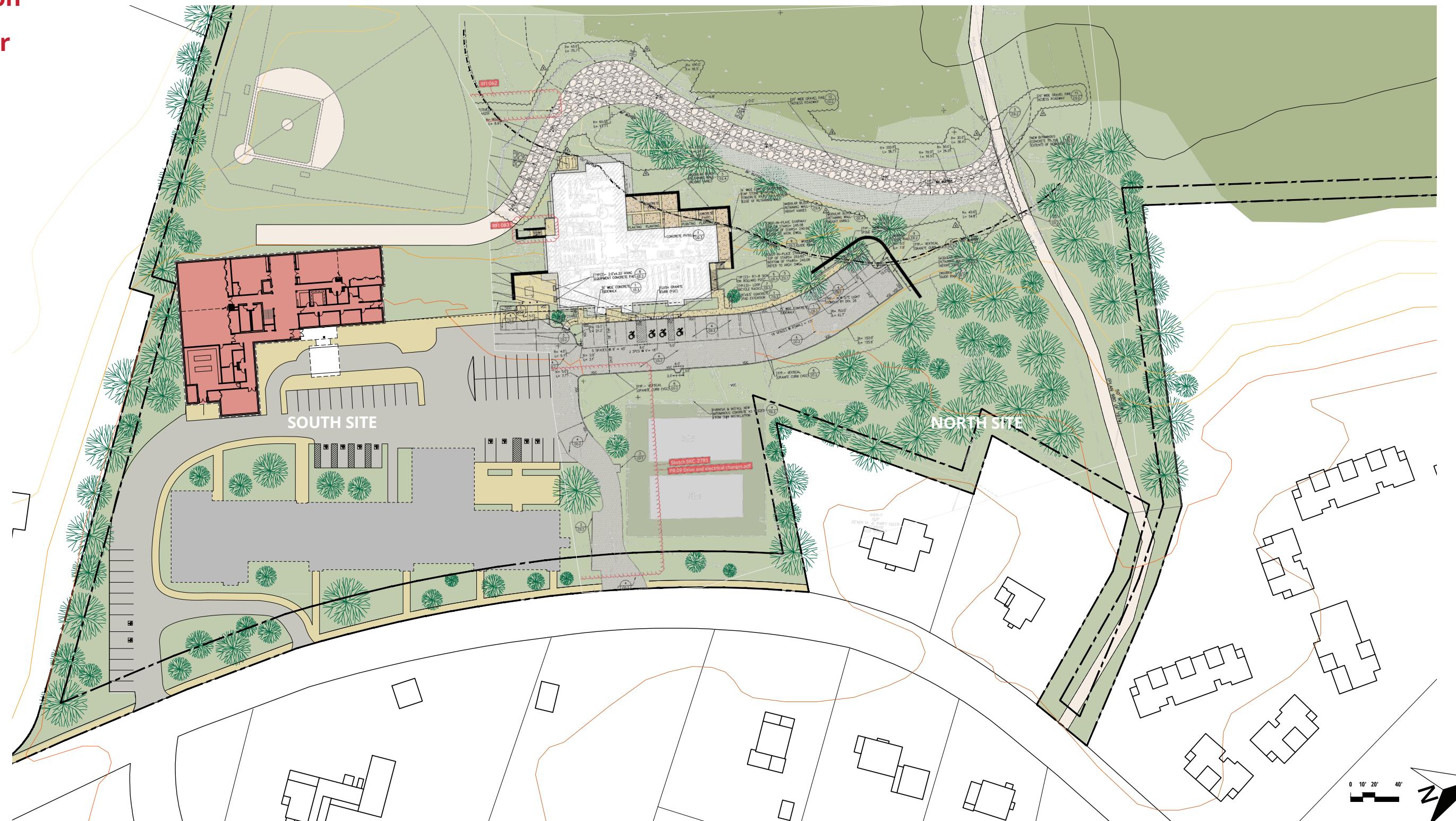
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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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## SHATTUCK STREET

### Proposed Littleton EHS / COA Center Site Plan



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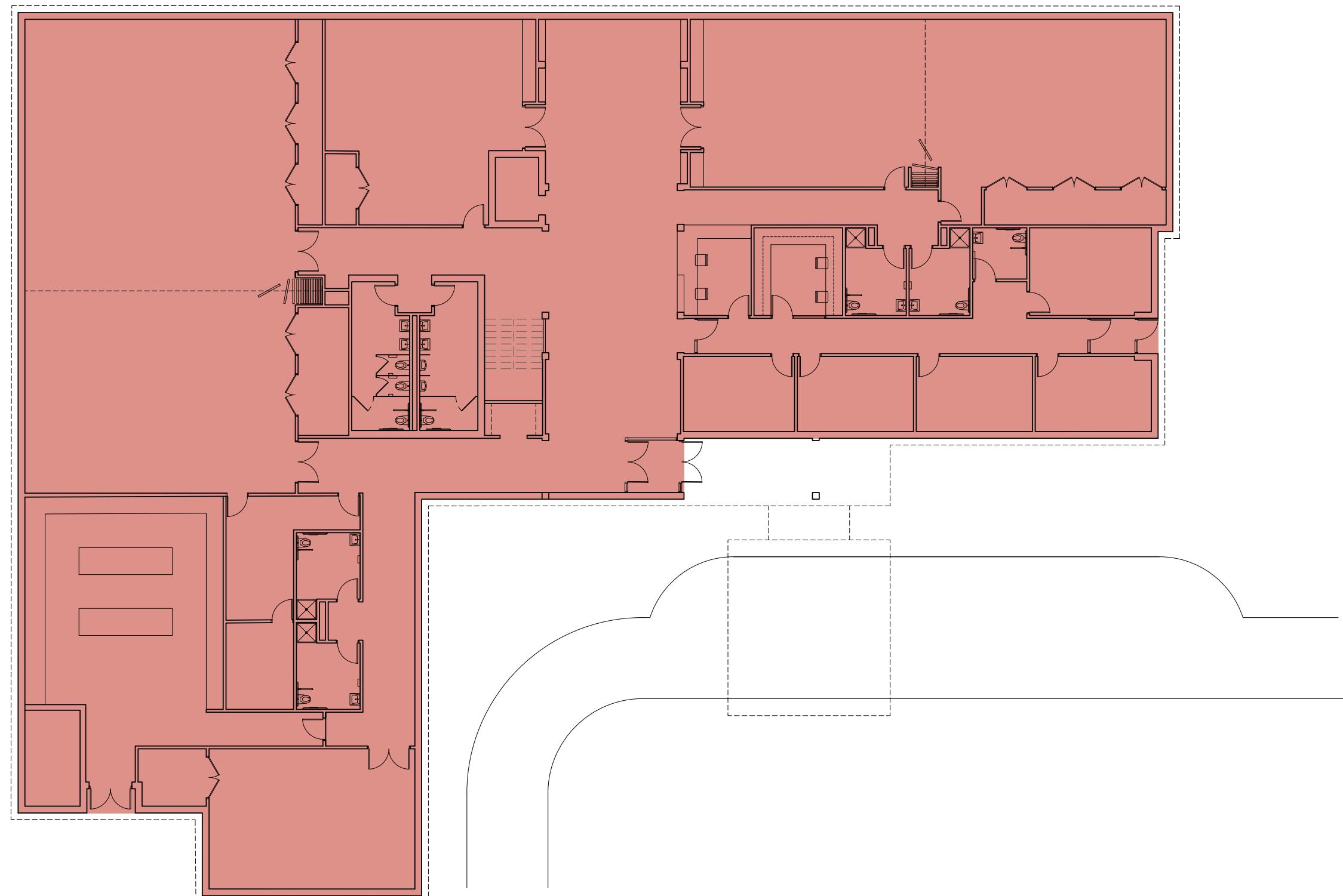
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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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## SHATTUCK STREET

**Proposed Littleton  
EHS / COA Center  
Floor Plan**



*First Floor*

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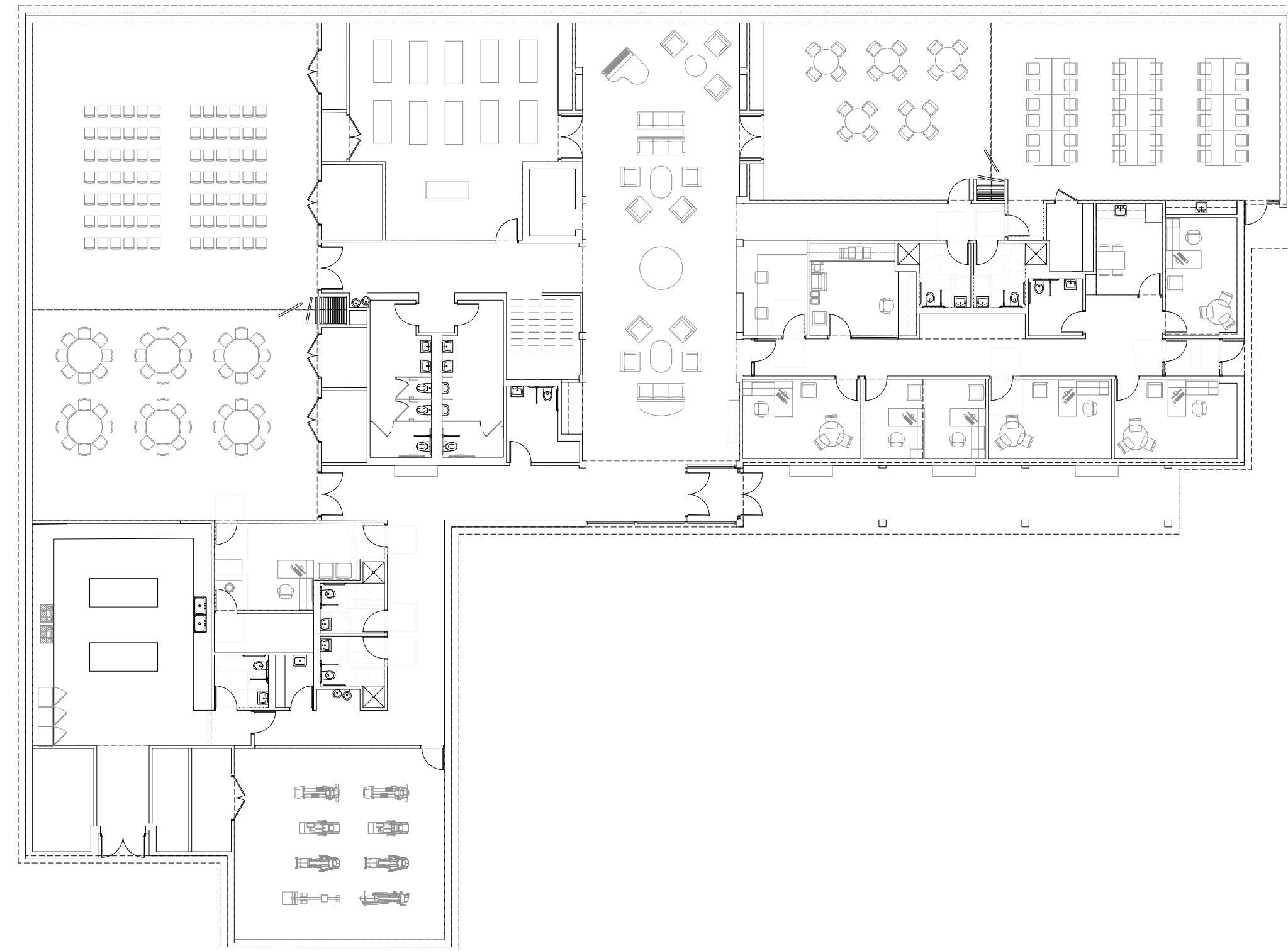
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Not to Scale  
0' 2' 4' 8'



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# Refined Elder & Human Services Concept Plan, Option B



Not to Scale

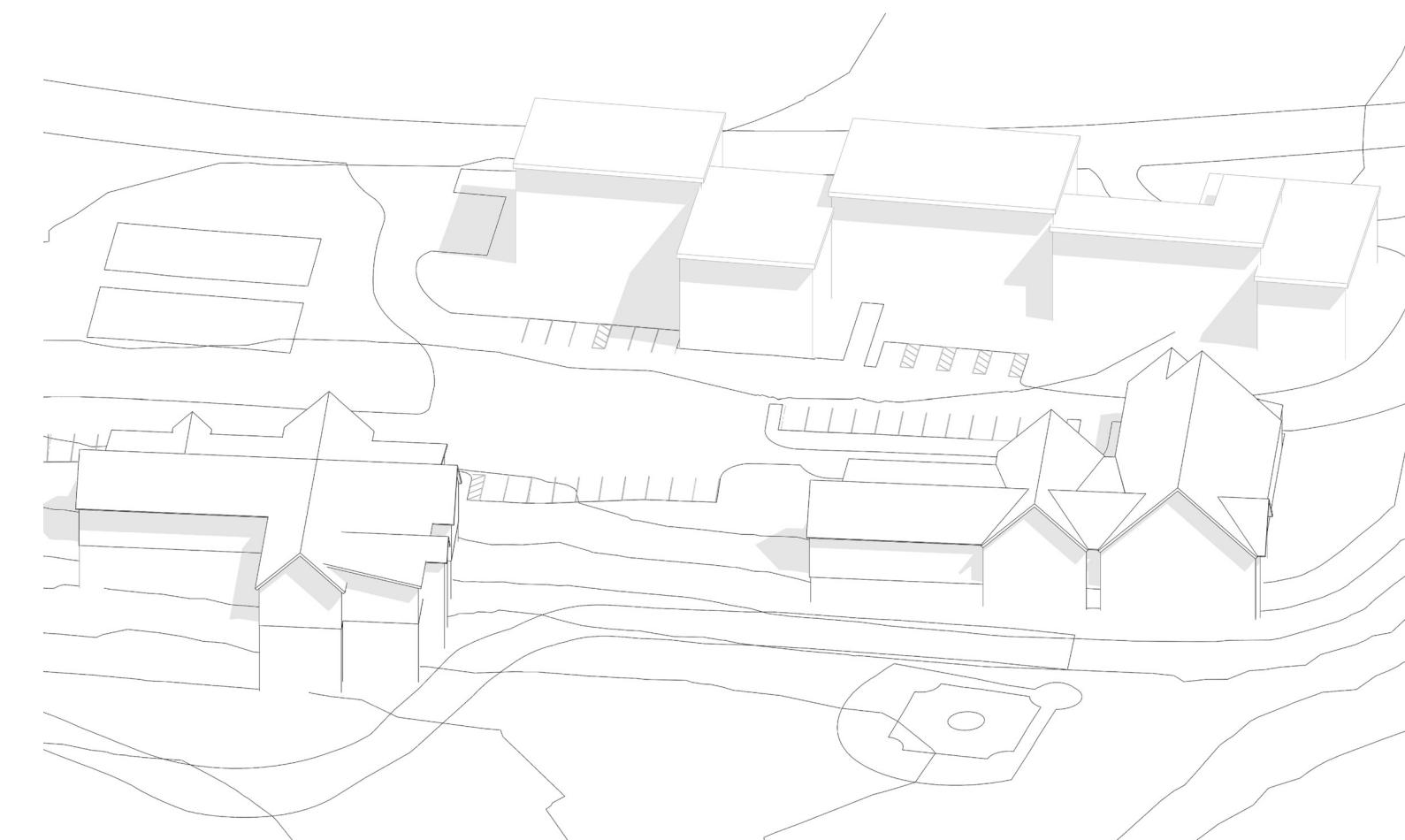
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## SHATTUCK STREET

### Proposed Littleton EHS / COA Center

#### 3D View - Hill Slope



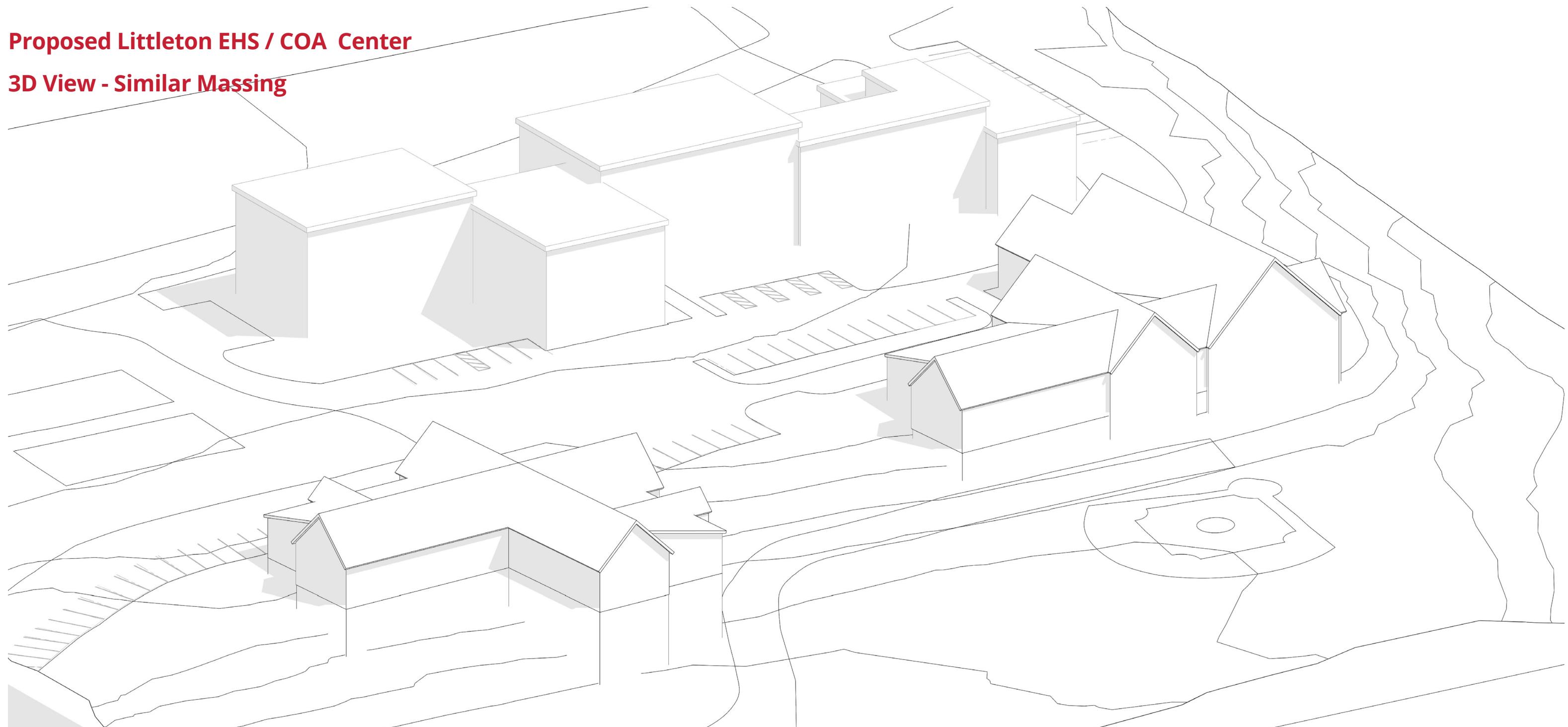
# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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## SHATTUCK STREET

Proposed Littleton EHS / COA Center

3D View - Similar Massing



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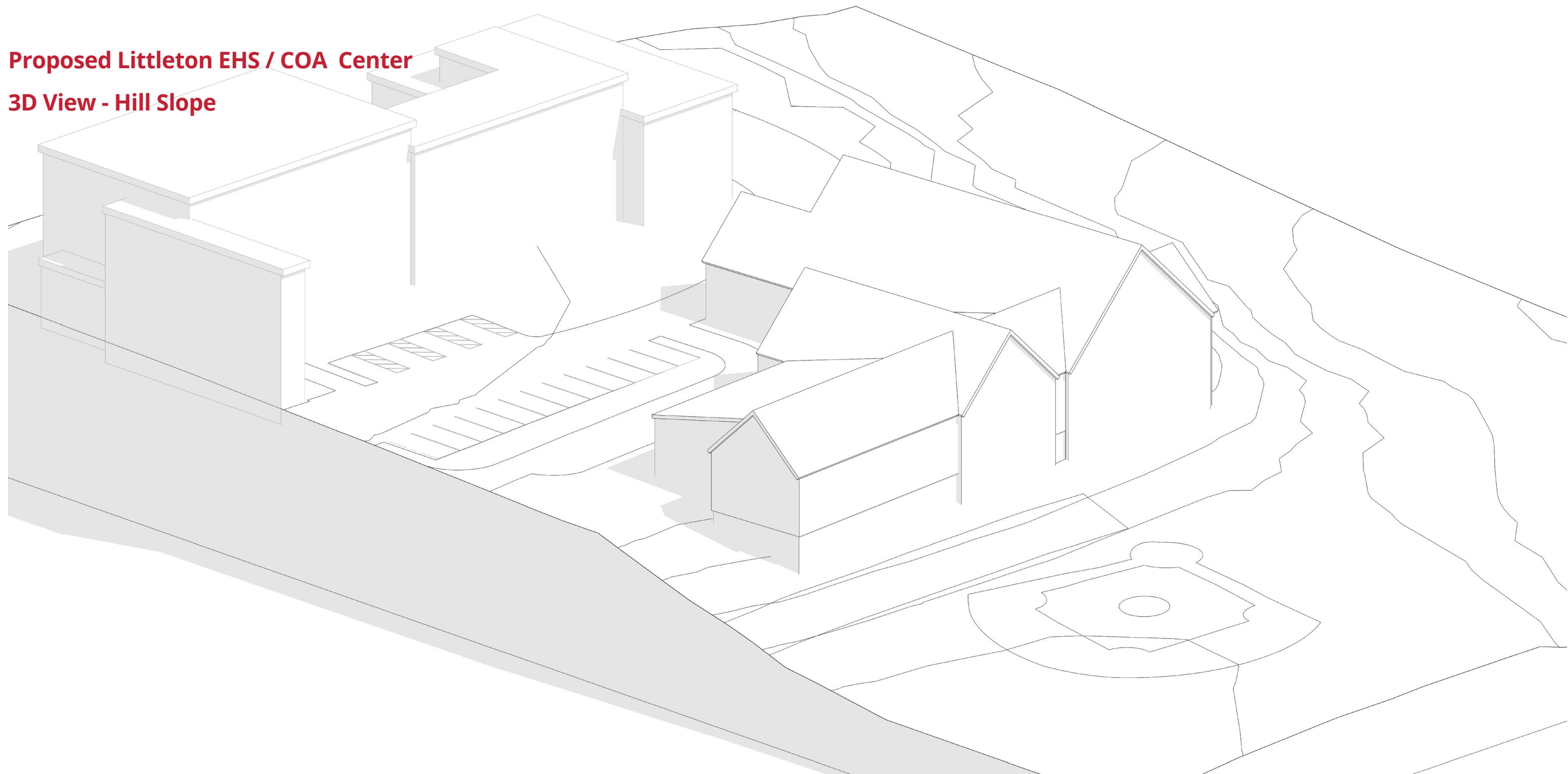
# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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## SHATTUCK STREET

Proposed Littleton EHS / COA Center

3D View - Hill Slope



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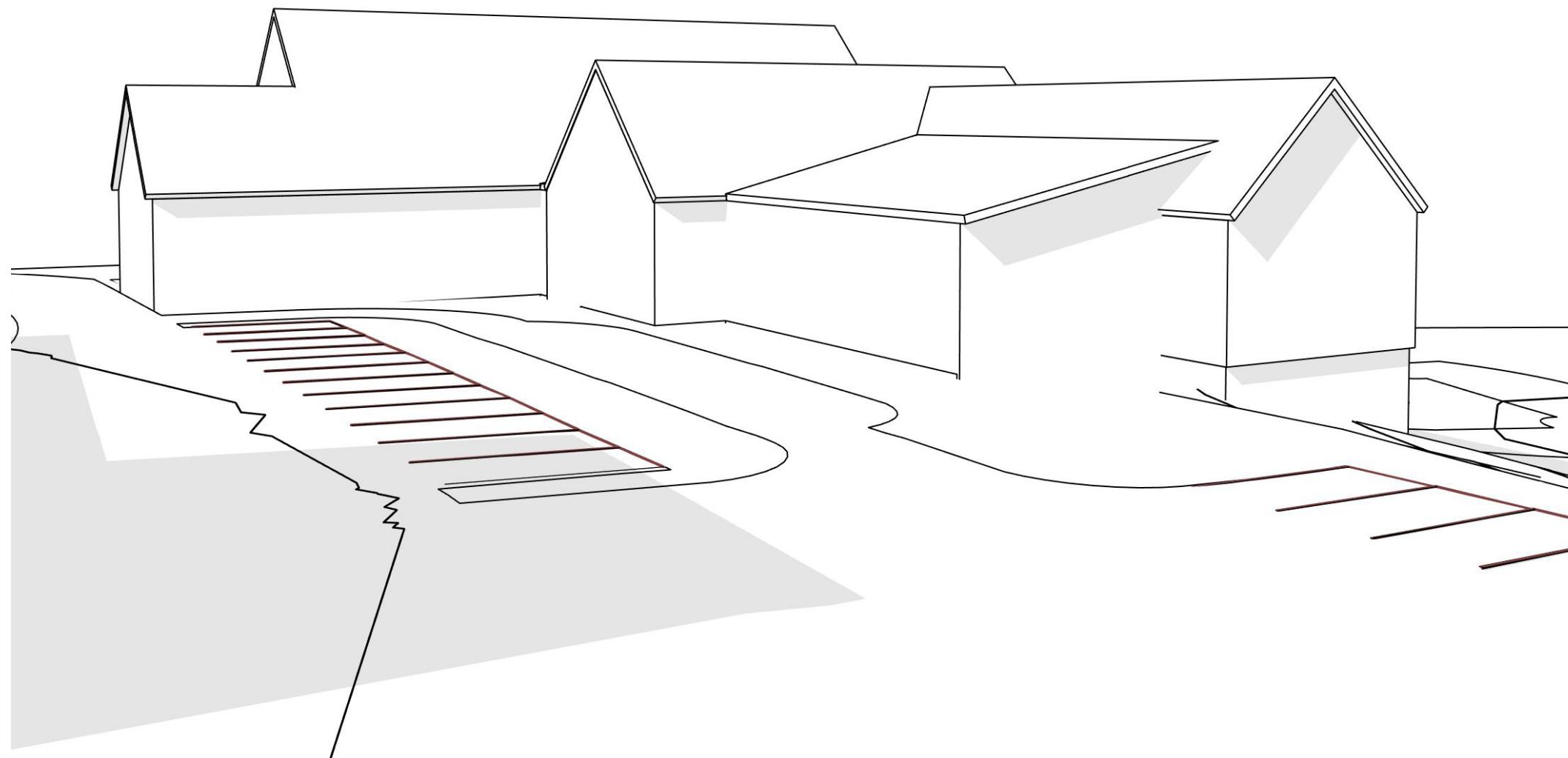
# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Proposed Littleton EHS / COA Center

#### 3D View - Approach



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## II .Explored Options

## King Street Property

The King Street property, adjacent to the Littleton High School, is potentially well situated to meet the needs of certain Town Departments.

This three story building was originally constructed for use as a music school. The main level includes a large, central lobby area, offices, classroom, studios, and an auditorium. The upper level largely includes studios for private music instruction with a central common space. The lower level includes additional studios and a large program room.

At first glance the space types appear to be a good match for the Elder and Human Services program, however, further investigation reveals the program to be a poor fit with this space. This property is not well-suited for use by the Elder & Human Services program due to it's size, three levels, restricted options for the location of large program spaces, lack of windows at occupant height, and need for upgrades to meet program needs.

At the time of this study the program goals for EHS were 15,000 SF of area. The King Street property is over 26,000 SF. It would be inefficient to use the entire building for only EHS. Shared use of the building with another municipal department was explored as part of this study, however, sharing the space proved to be difficult. The distribution of King Street property space types is not well organized for an EHS program. It would be difficult to oversee and would not allow for the adjacencies recommended without extensive renovation. The program would also need to be distributed over two levels, ideally, the EHS program would be located on a single level.

Last while the auditorium could potential be used by the EHS program as a multipurpose space, the minimal eye level windows would not make for an appealing space for senior lunches and other programming. Additionally, the lower level program room is windowless and the upper level studios have very high windows which would not be appealing to most office occupants. Natural light and views have been established to be an important part of mental health and conducive to healing. We cannot recommend a space for primarily, day time use, by valued community members without this asset.

The King Street property has other attributes that may recommend it for use by another program.

# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

37 SHATTUCK STREET, LITTLETON MA 01460

## PROGRAM ANALYSIS

EXISTING | NEEDS | WANTS

### *Elder & Human Services*



6,808 GSF | 13,126 GSF | 20,603 GSF

# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460



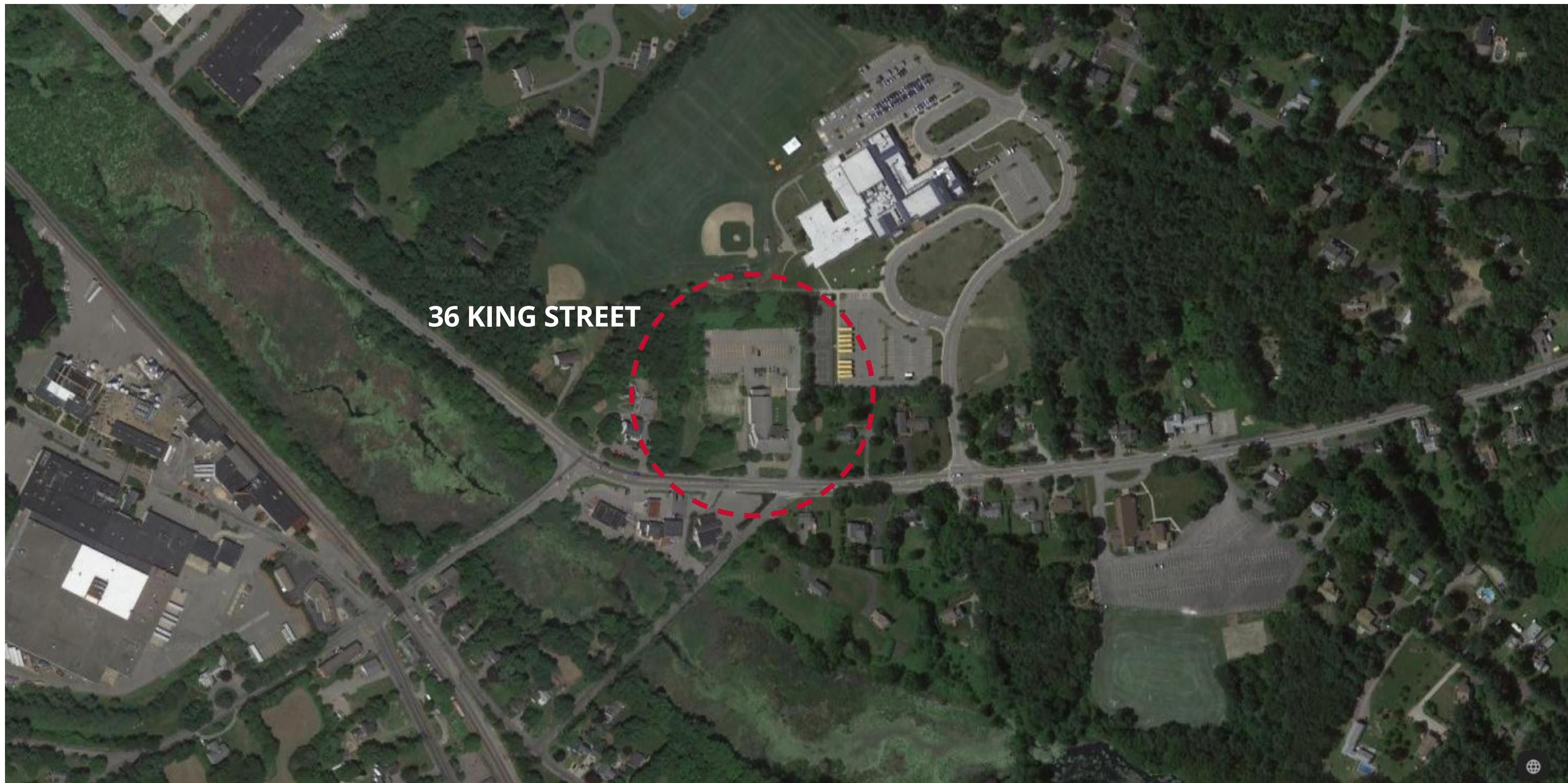
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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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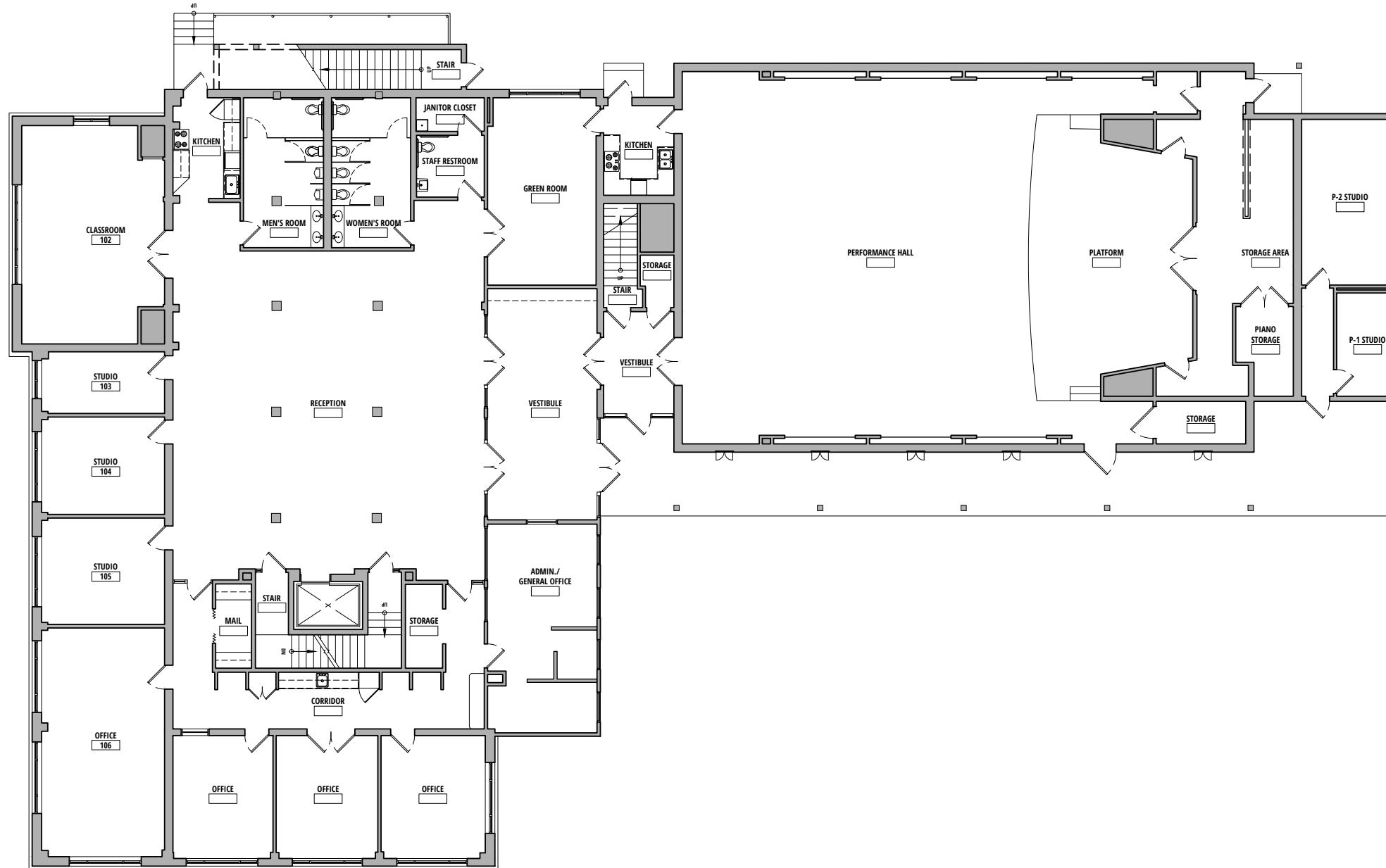
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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## EXISTING CONDITIONS



*First Floor*

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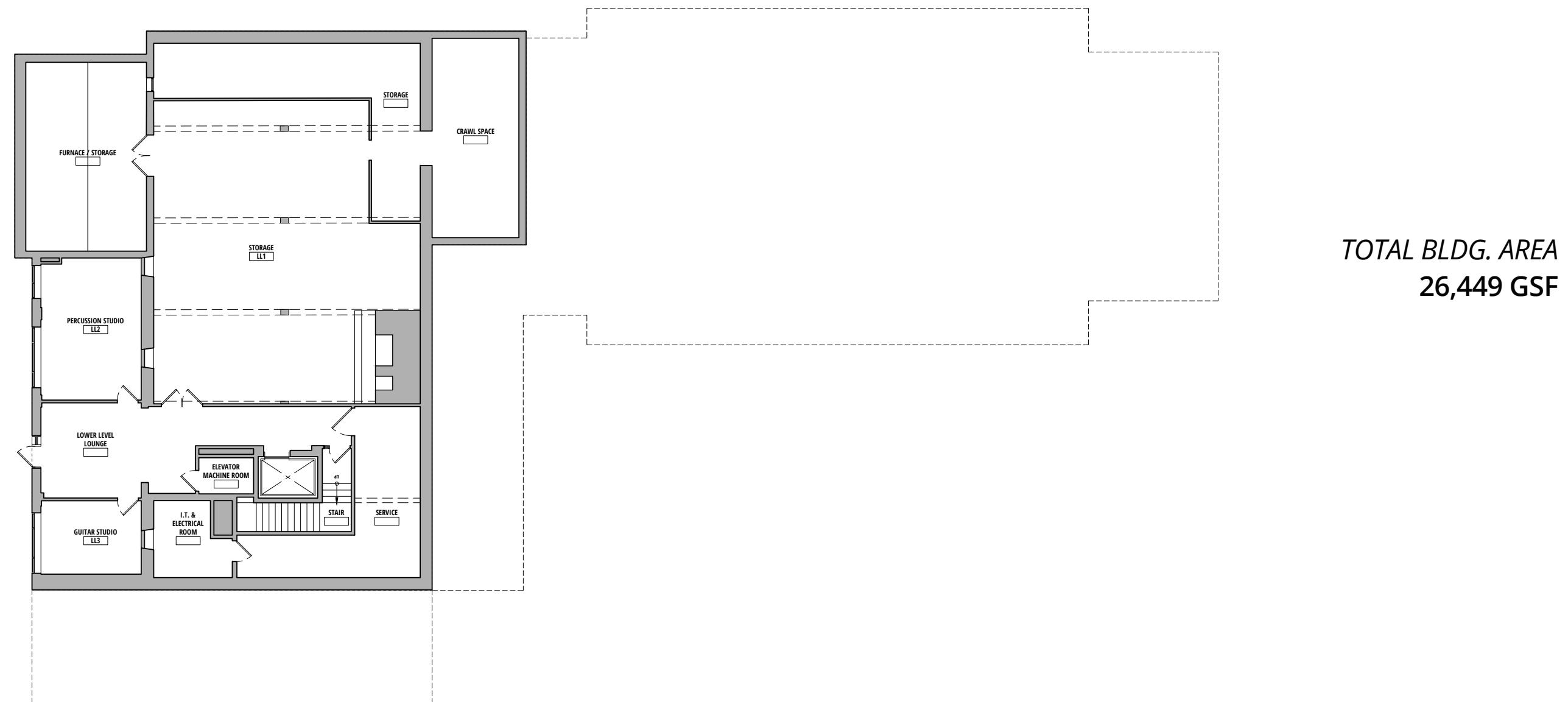
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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

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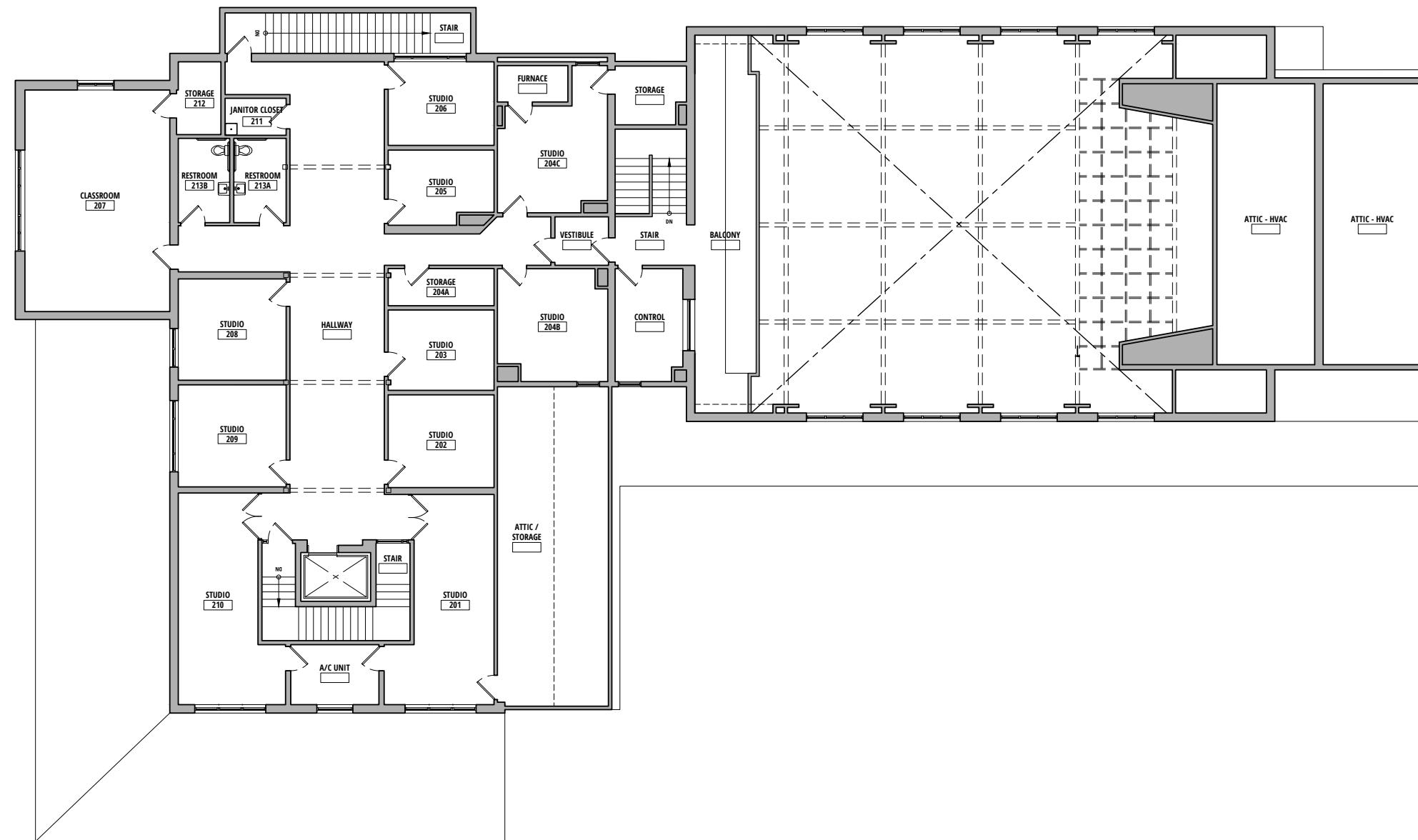
## EXISTING CONDITIONS



# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## EXISTING CONDITIONS



**TOTAL BLDG. AREA  
26,449 GSF**

*Second Floor*

# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## EXISTING CONDITIONS



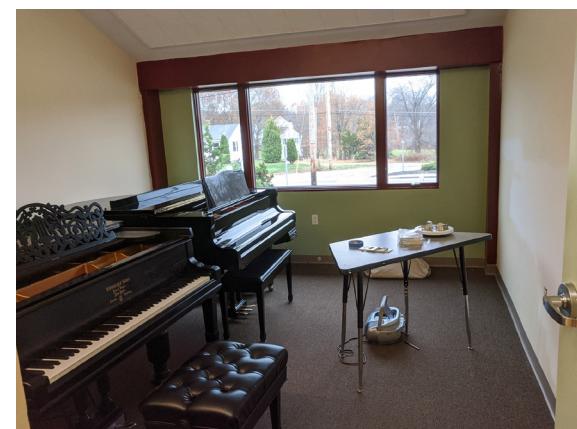
FIRST FLOOR ENTRY VESTIBULE



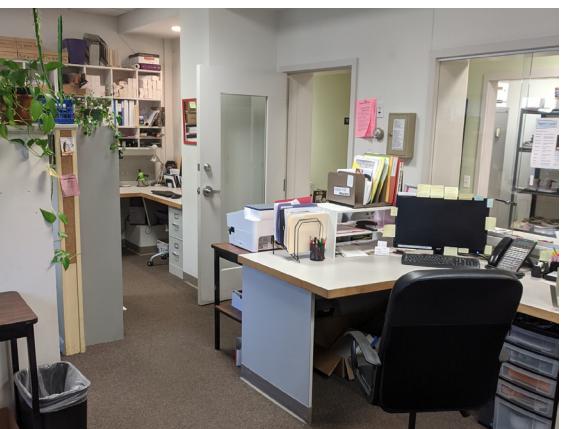
FIRST FLOOR RECEPTION



FIRST FLOOR CLASSROOM



FIRST FLOOR STUDIO



FIRST FLOOR ADMIN. / GENERAL OFFICE



FIRST FLOOR OFFICE



FIRST FLOOR RESTROOM



FIRST FLOOR PERFORMANCE HALL



FIRST FLOOR PERFORMANCE HALL



LOWER LEVEL WAITING AREA



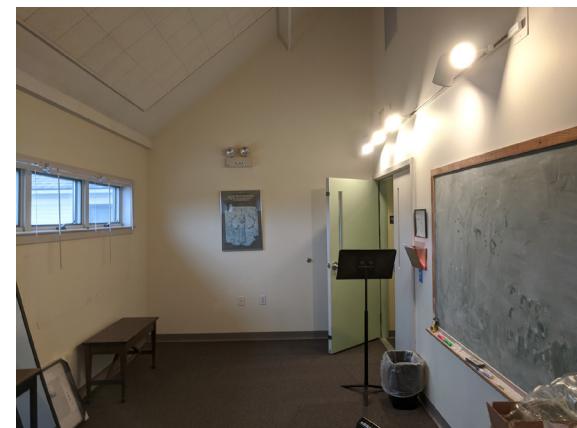
LOWER LEVEL STUDIO



LOWER LEVEL STORAGE



SECOND FLOOR HALLWAY



SECOND FLOOR STUDIO

# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## CODE ANALYSIS

### ORIGINAL BUILDING

BUILDING TYPE - IV

OCCUPANCY USE - A-3 (EXISTING)

### PERFORMANCE HALL ADDITION

BUILDING TYPE - VB

OCCUPANCY USE - A-3 (COMMUNITY HALL)

### OCCUPANCY COUNT

PROPOSED - 200 PERSONS\*

### PLUMBING FIXTURE COUNT

EXISTING - 11 (4 M, 4 F, 3 U)

REQUIRED FOR PROPOSED - 15

### SPRINKLER SYSTEM

EXISTING THROUGHOUT

## INEFFICIENCIES

- INFRASTRUCTURE ITEMS NOT SUITED FOR EHS USE GROUP, MAJOR UPGRADES REQUIRED.
- EXISTING SF LARGER THAN EHS REQUIRES.
- THREE LEVELS DIFFICULT FOR OPERATIONS/ STAFFING.
- WINDOWS ARE NOT IDEAL FOR AN OFFICE SETTING DUE TO 48" SILL HEIGHT AND SOME OFFICES LACK WINDOWS OR ONLY HAVE SKYLIGHTS



# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## PROPOSED

### Program Study -

#### EHS / COA

**TOTAL FIRST FLOOR  
NET SF**

EHS (NEEDS) - 7,646 SF

EHS (WANTS) - 665 SF

SUPPORT - 474 SF

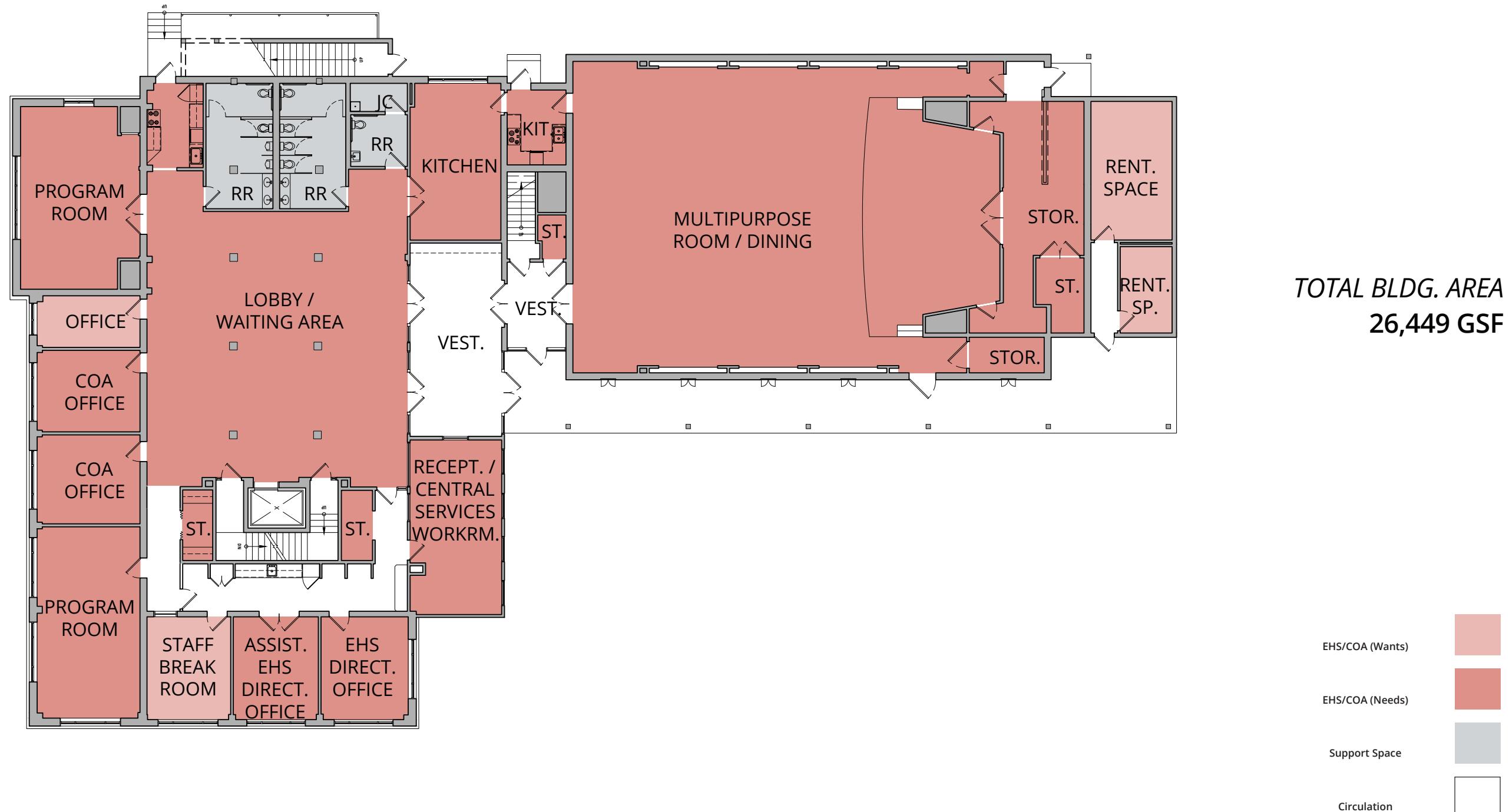
**TOTAL BLDG. NET SF**

EHS (NEEDS) - 9,519 SF

EHS (WANTS) - 3,859 SF

SUPPORT - 2,192 SF

**TOTAL - 15,570 SF**



*First Floor*

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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## PROPOSED

### Program Study -

#### EHS / COA

**TOTAL LOWER LEVEL  
NET SF**

EHS (NEEDS) - 1,873 SF

EHS (WANTS) - 452 SF

SUPPORT - 972 SF

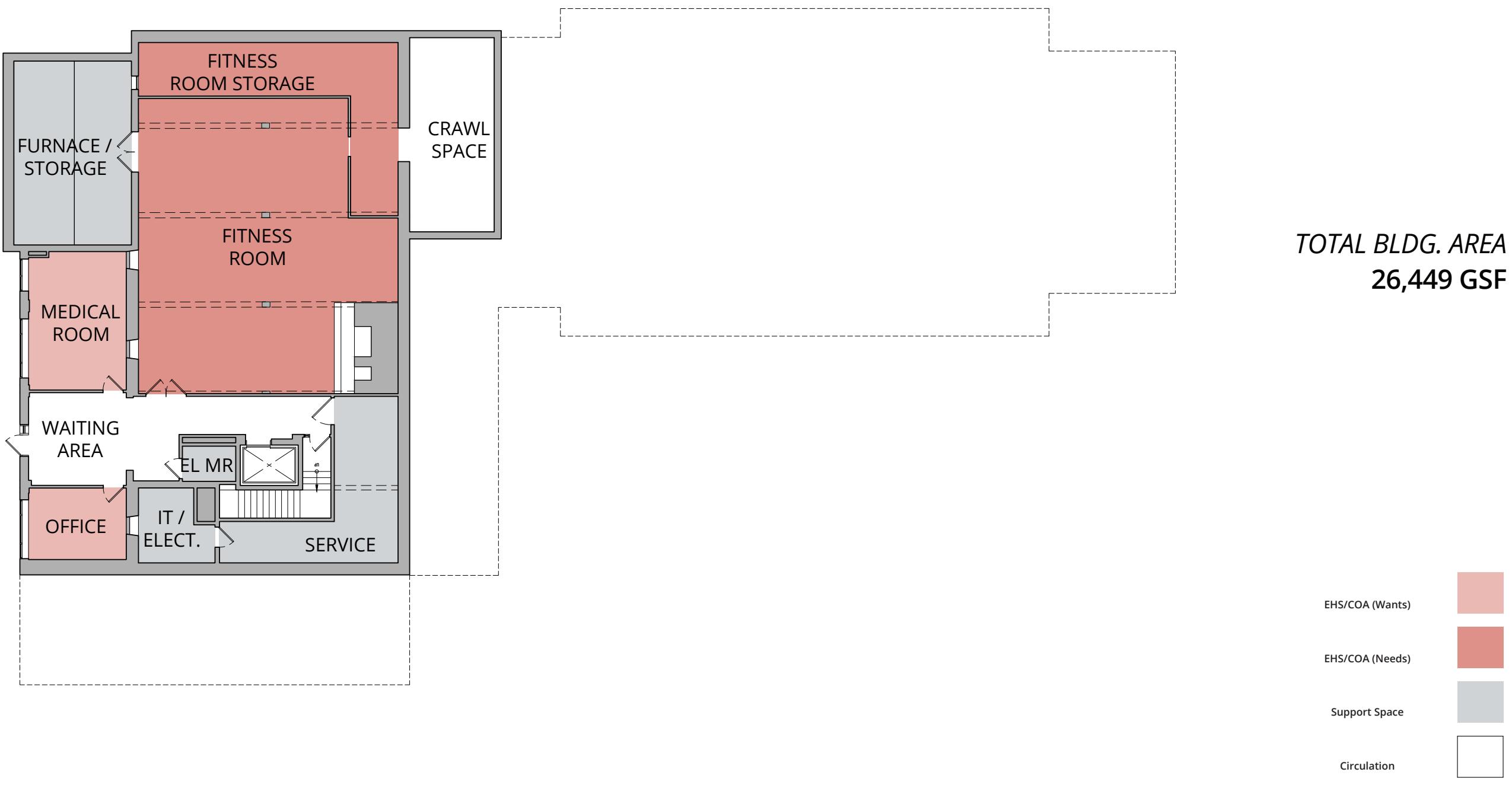
**TOTAL BLDG. NET SF**

EHS (NEEDS) - 9,519 SF

EHS (WANTS) - 3,859 SF

SUPPORT - 2,192 SF

**TOTAL - 15,570 SF**



*Lower Level*

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# LITTLETON TOWN BUILDING AND SPACE NEEDS STUDY

36 KING STREET, LITTLETON MA 01460

## PROPOSED

### Program Study -

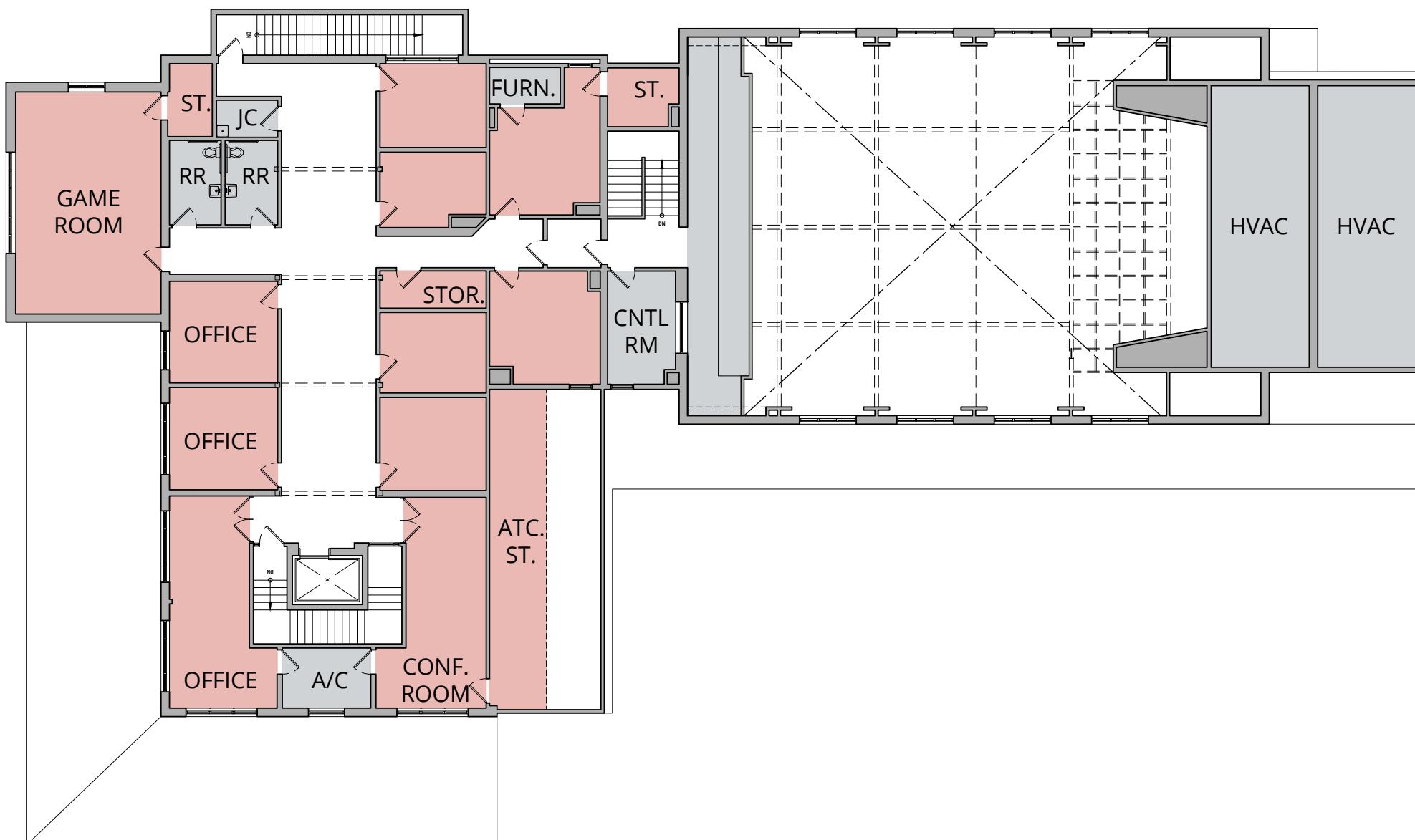
#### EHS / COA

**TOTAL SECOND FLOOR  
NET SF**

EHS (NEEDS) - 0 SF

EHS (WANTS) - 2,742 SF

SUPPORT - 746 SF



**TOTAL BLDG. NET SF**

EHS (NEEDS) - 9,519 SF

EHS (WANTS) - 3,859 SF

SUPPORT - 2,192 SF

**TOTAL - 15,570 SF**

**TOTAL BLDG. AREA  
26,449 GSF**

EHS/COA (Wants)



EHS/COA (Needs)



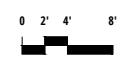
Support Space



Circulation



*Second Floor*



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## 255 Great Road Property

The 255 Great Road property assessment findings can be found in full in that Report Volume.

LLB architects does not recommend use of the 255 Great Road property by municipal departments. In general, this is due to its location and the investment that would be required for the building to accommodate program needs.

The approximately 20,000 SF subject property was test fit for use by the Elder & Human Services program. It would be inefficient to use this large building for the 15,000 SF EHS program alone. Extensive renovation would also be required to customize the building for EHS use. The property does have good on-grade parking and proximity to public transportation, however, locating the seniors in this location was considered to be isolating. It is recommended that the EHS center be in proximity to other interesting community destinations.

The building was also test fit for use by town hall programs. These programs proved to require more space than available in the structure. It was determined to be preferable not to distribute town hall offices in multiple locations throughout town.

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## PROGRAM ANALYSIS

EXISTING | PROPOSED | FUTURE GROWTH

### *Town Administration*



3,494 GSF | 5,772 GSF | 6,926 GSF

### *Financial Department*



2,832 GSF | 5,703 GSF | 6,844 GSF

### *Building Department*



3,340 GSF | 4,454 GSF | 5,345 GSF

### *School Department*



3,050 GSF | 3,730 GSF | 4,476 GSF

### *Parks & Recreation*



2,633 GSF | 13,823 GSF | 23,447 GSF

6,860 GSF GYMNASIUM

### *Elder & Human Services*



6,808 GSF | 18,179 GSF | 21,815 GSF

### *LCTV Studio*



3,048 GSF | 3,388 GSF | 4,065 GSF

### *Support Spaces*



3,676 GSF (Includes Restrooms) | 2,110 GSF (Restrooms included in Program Areas) | 2,532 GSF

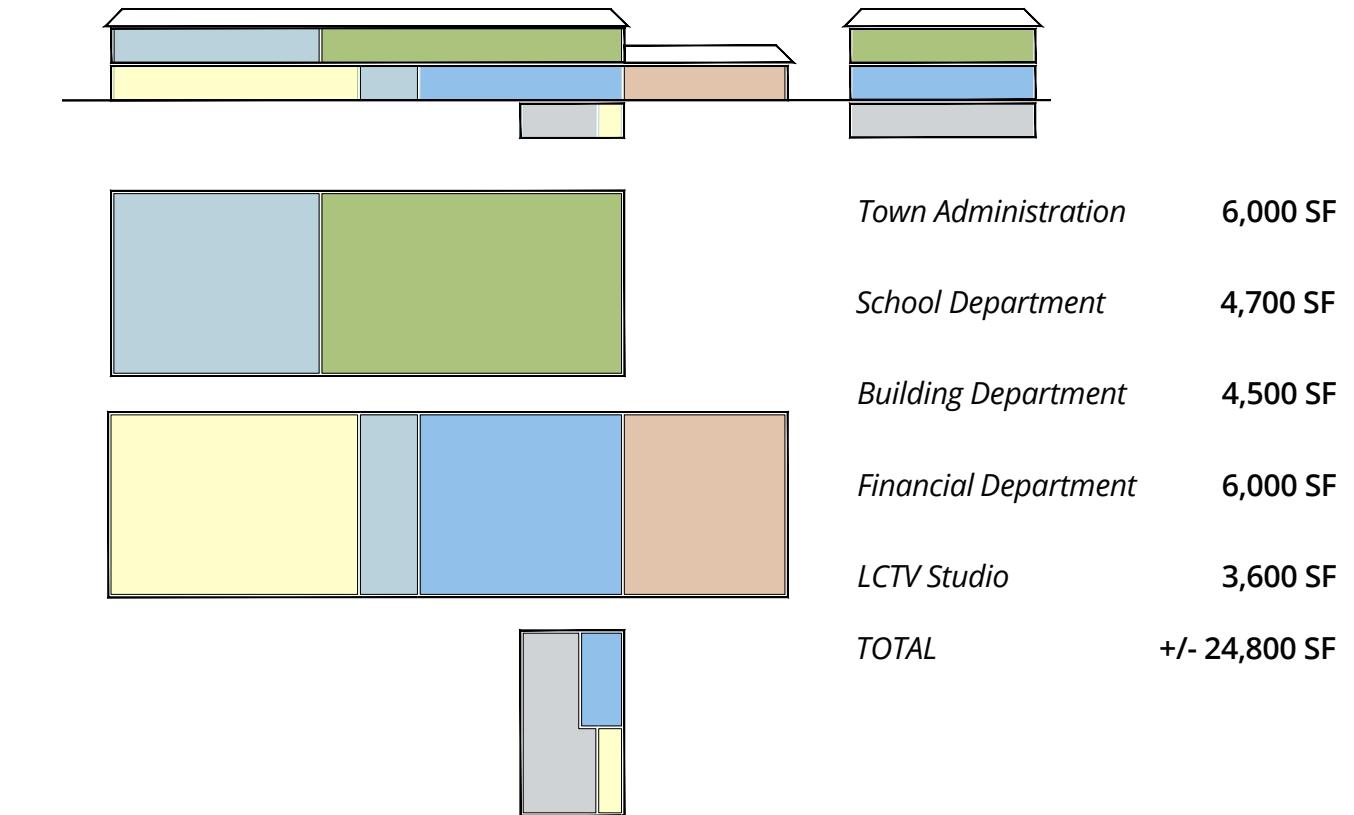
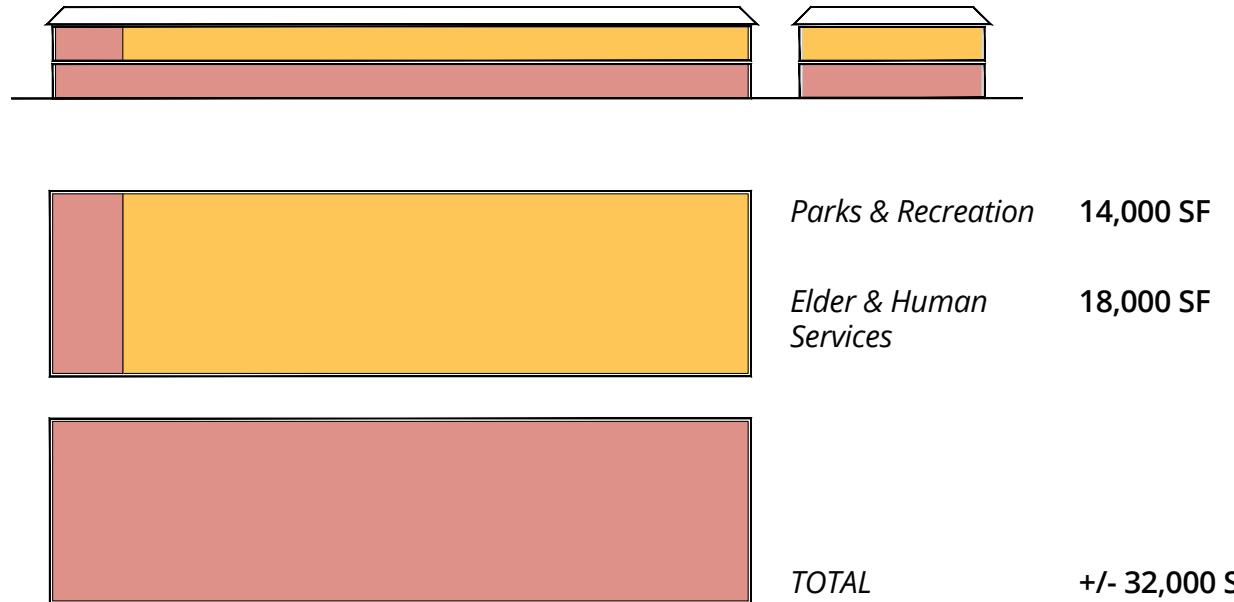


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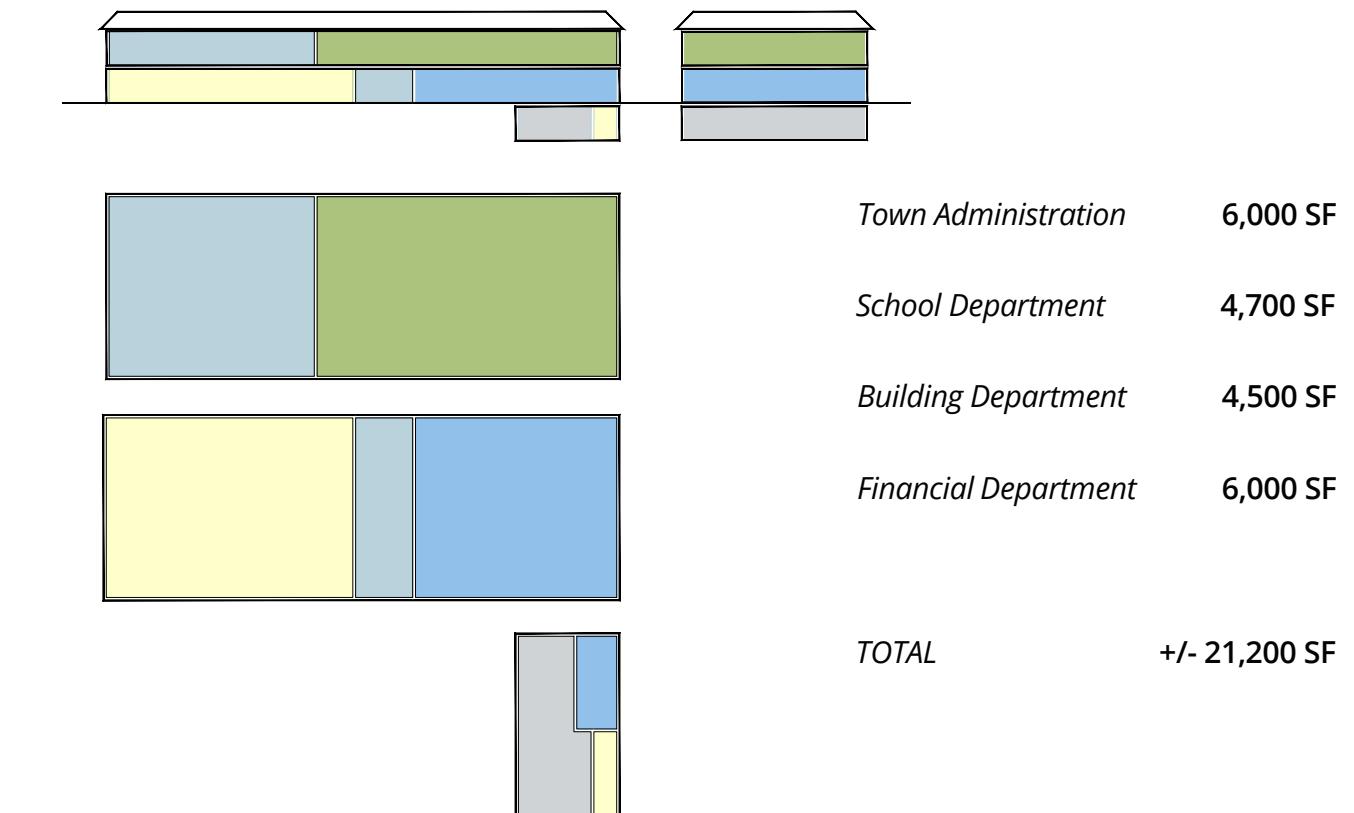
# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## NEW PROGRAM DIAGRAM



- █ Elder & Human Services
- █ Parks & Recreation
- █ Town Administration
- █ School Department
- █ Building Department
- █ Financial Department
- █ LCTV Studio
- █ Support



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460



# LITTLETON TOWN HALL NEEDS ASSESSMENT

255 GREAT ROAD, LITTLETON MA 01460

**255 GREAT ROAD**



**LLB**

ARCHITECTS  
Lerner Leibis Bartels

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## DCU BANK

### Poor Execution of Exterior Details



Evidence of deteriorated RTUs in need of replacement.



Closeup at damaged painted foam quions from woodpeckers at northeast corner.



Evidence of missing mortar and lack of sealant, this is a source of potential water infiltration.



Poorly toothed mortar, separation can be seen at head joint.



Visible horizontal crack in clapboard siding and trim at pipe penetration.



Evidence of missing and damaged clapboard sections, and wood trim.



Evidence of sealant failure at sash head.



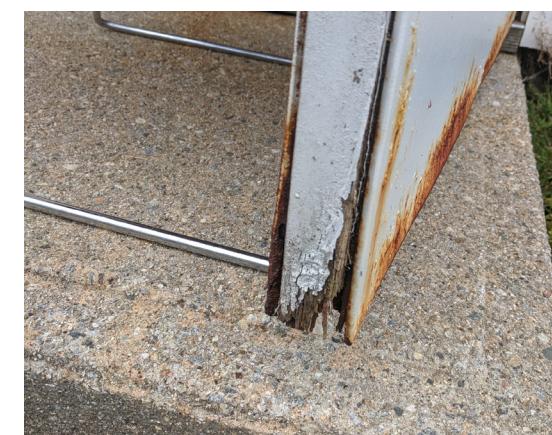
IGU at lower sash broken, should be replaced.



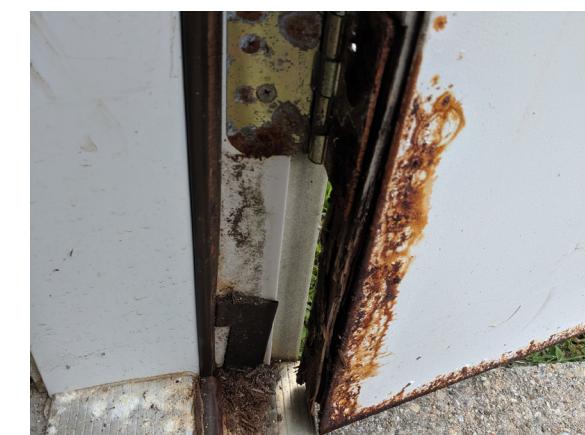
Closeup at vertical trim board separation, exposing wall back up. We can note that there is no evidence of a sealant joint.



Closeup at horizontal trim board separation, exposing wall back up.



Evidence of damaged & deteriorated paint finish, and rotting (loss) of core material.



Evidence of damaged & deteriorated paint finish, and rotting core material.

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## DCU BANK

### Poor Execution of Interior Details



Observed crack at exterior wall below window, first floor east.



Visible evidence of pest activity at East window sill, first floor.



Observed crack above window head, second floor east wall.



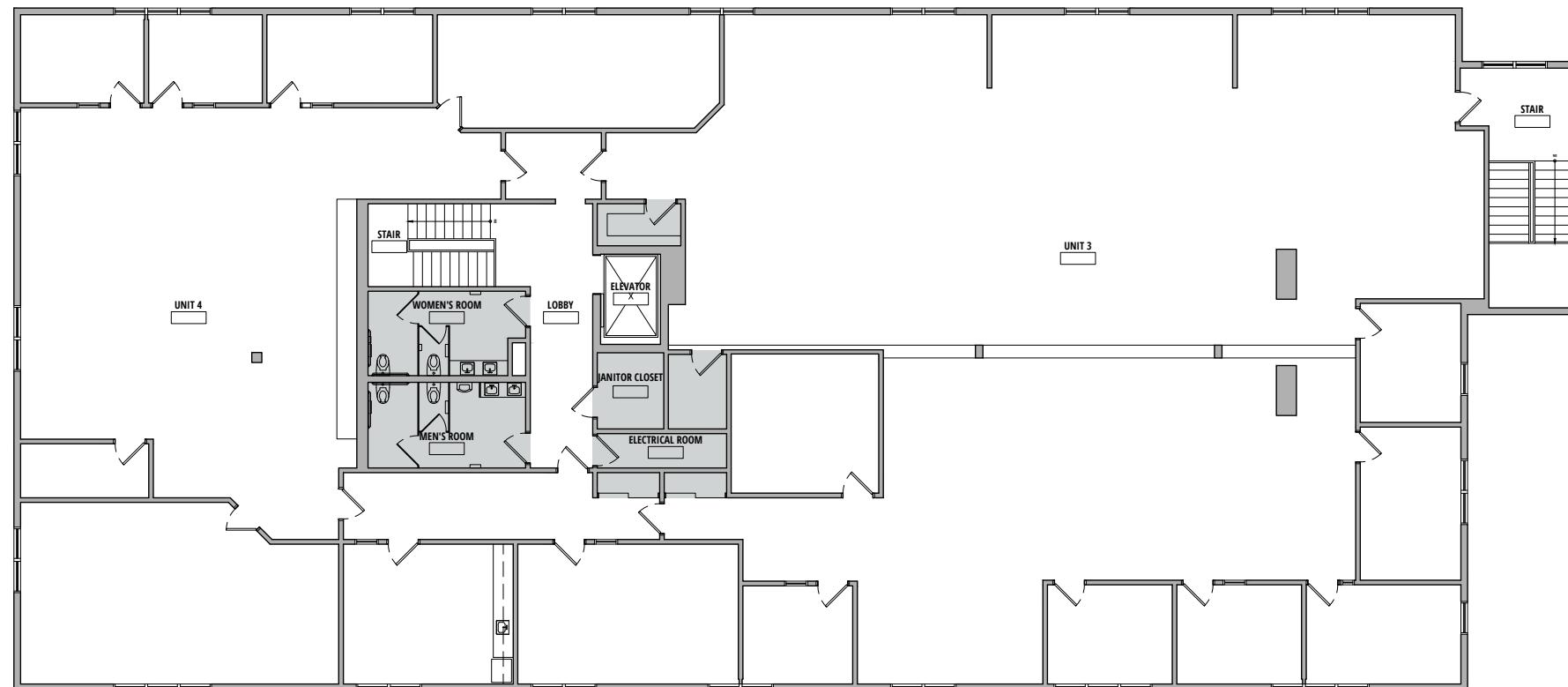
Evidence of what appears to be frass, first floor East corner at wall base corner.

# LITTLETON TOWN HALL NEEDS ASSESSMENT

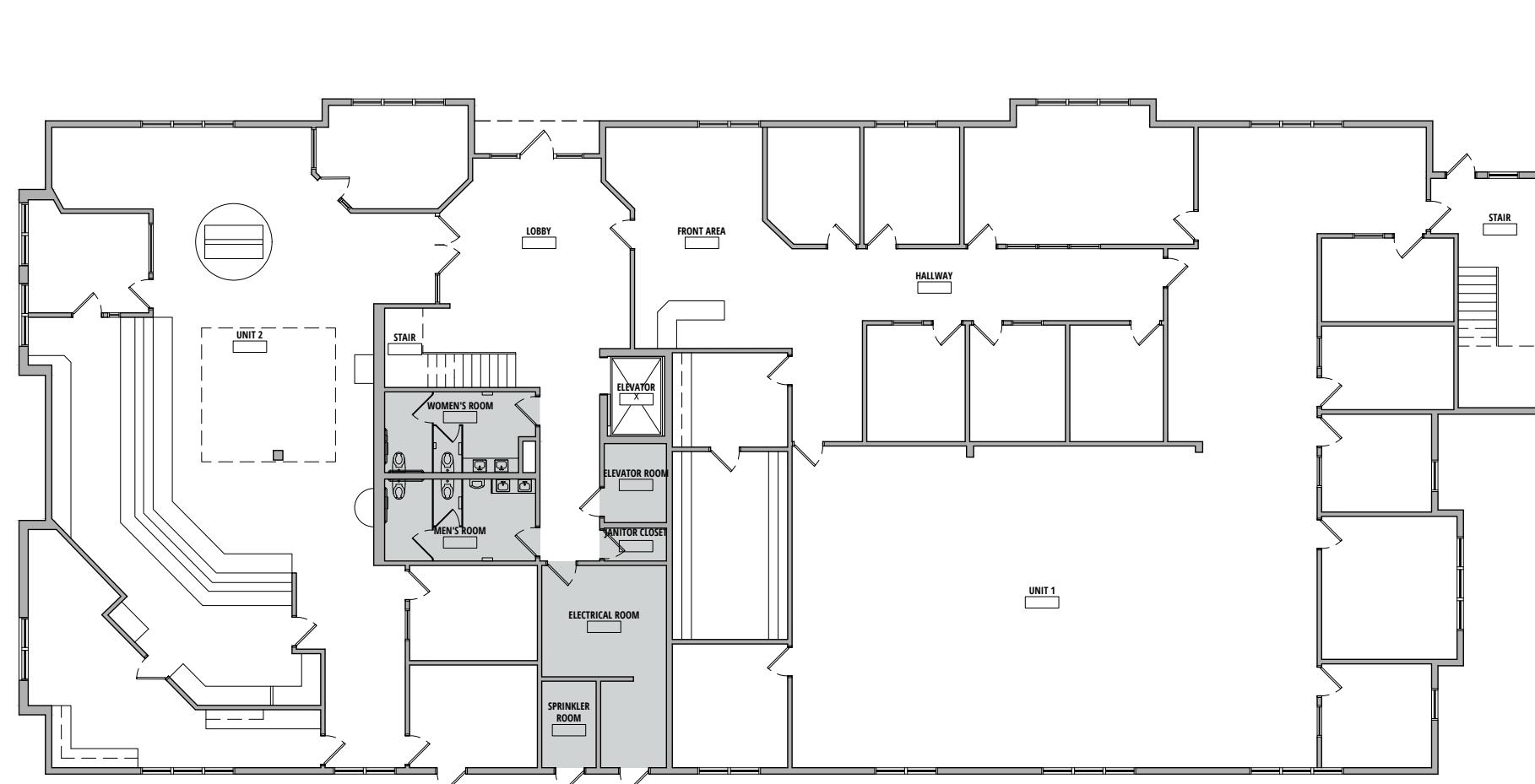
255 GREAT ROAD, LITTLETON MA 01460

## 255 GREAT ROAD

### Existing Conditions



### Second Floor



**LLB**

ARCHITECTS  
Lerner Ladds Bartels

10 February 2020

# LITTLETON TOWN HALL NEEDS ASSESSMENT

255 GREAT ROAD, LITTLETON MA 01460

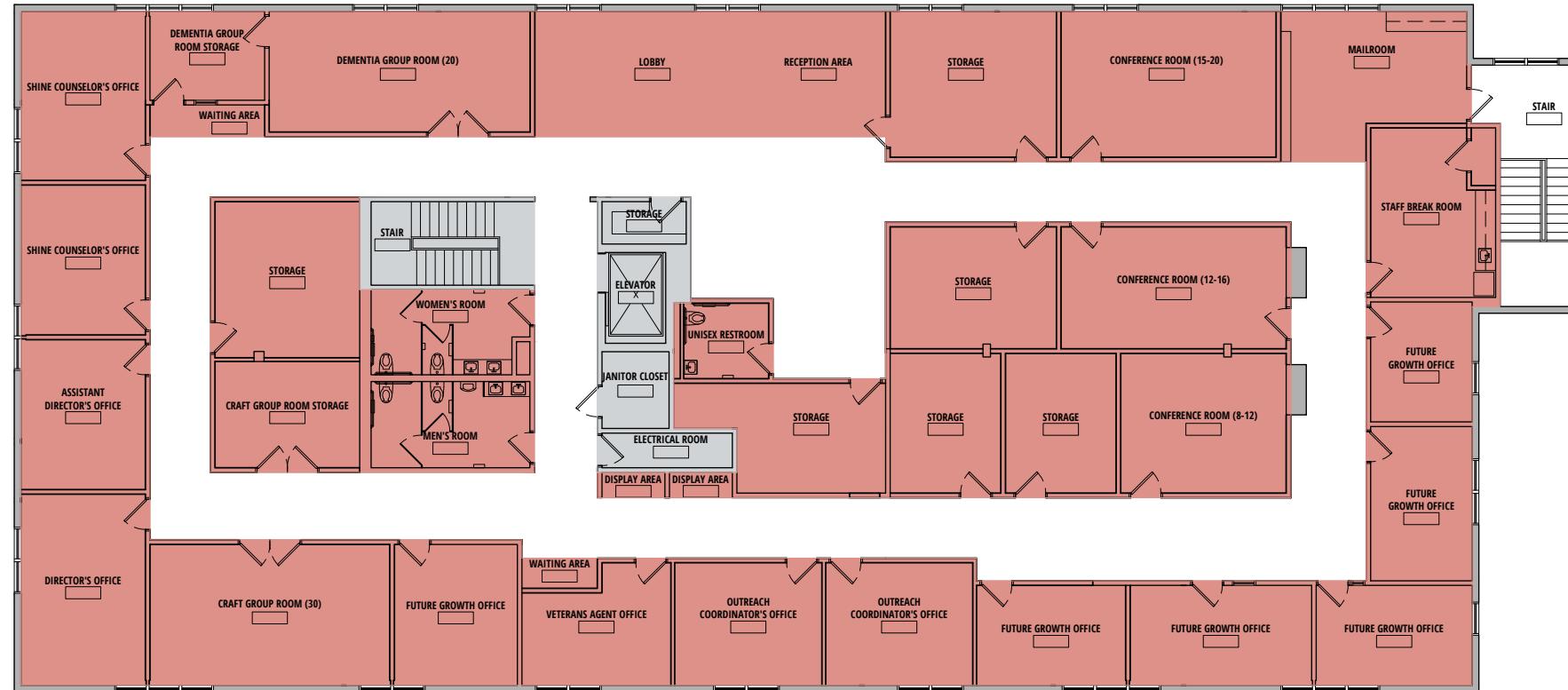
## 255 GREAT ROAD

### Program Study -

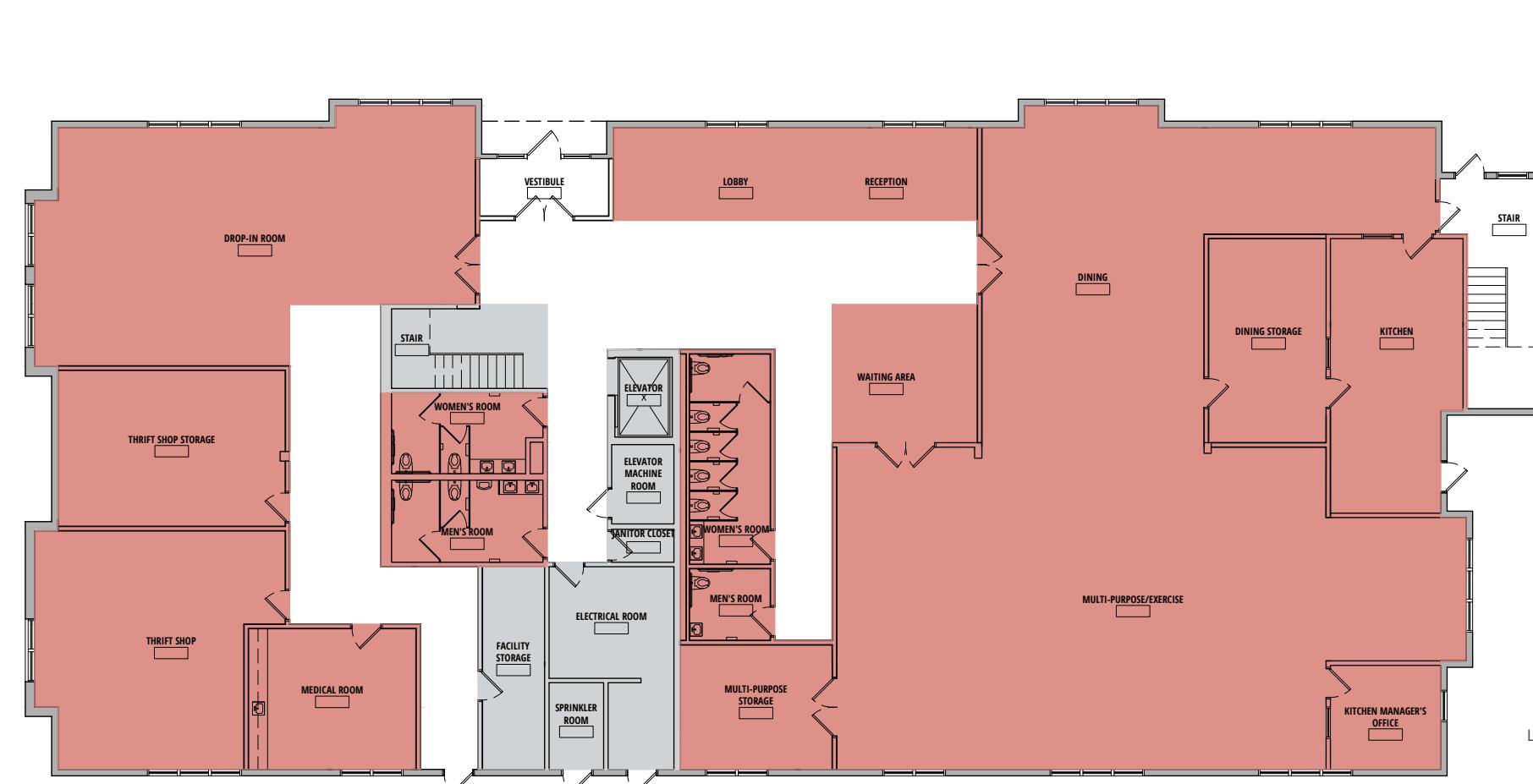
### EHS / COA

Gut renovate/improve  
Shattuck Complex

Gut Renovate 255 Great  
Road for EHS.



### Second Floor



# LITTLETON TOWN HALL NEEDS ASSESSMENT

255 GREAT ROAD, LITTLETON MA 01460

## 255 GREAT ROAD

### Program Study -

### Town Hall & School

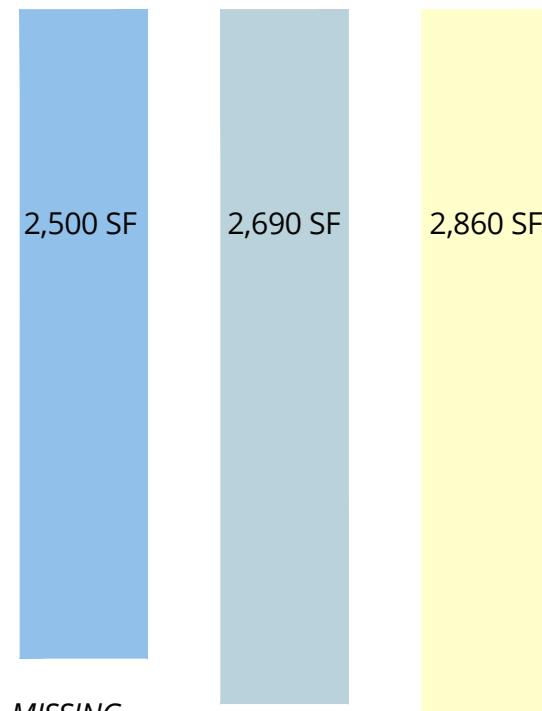
### Department

Gut renovate/improve  
Shattuck Complex

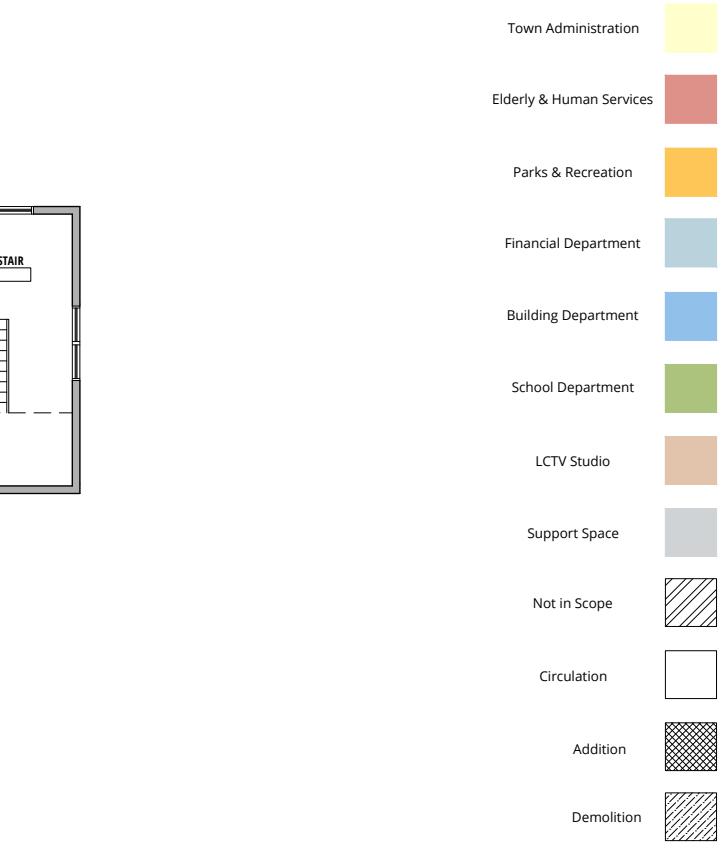
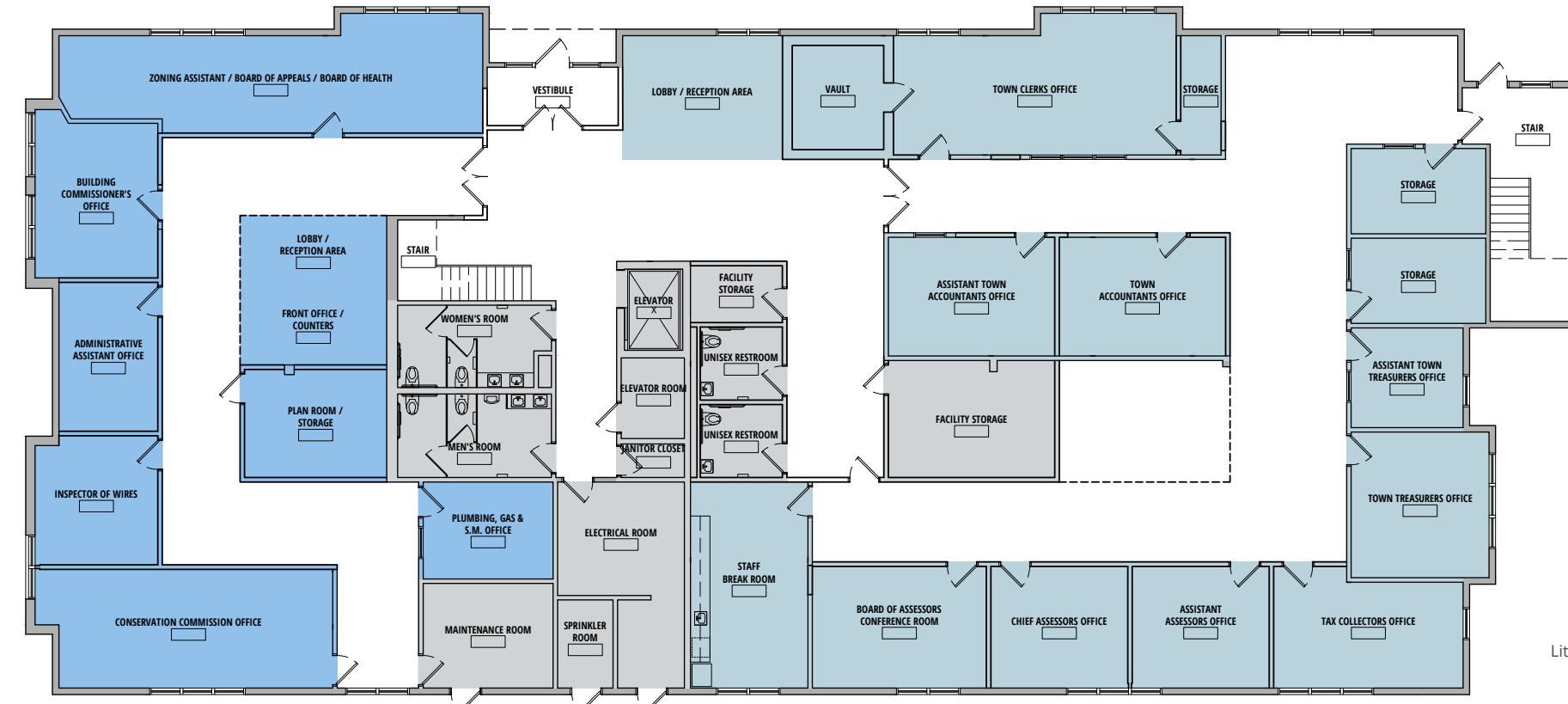
Gut Renovate 255 Great  
Road for Town Hall and  
School Department.



**TOTAL BLDG. AREA  
20,077 GSF**



*Second Floor*



Littleton Town Hall Needs Assessment, Volume I: Executive Summary

## Shattuck Street Complex & Campus

Renovation of the existing Shattuck Street property for use by the Elder & Human Services department does not seem to be the best use of that space. The linear layout, lack of efficiency of the existing building, multiple stories, and need for extensive renovation to meet program needs, are not conducive to EHS program needs.

The EHS program is now located on the 2nd level of the 1922 Office Wing and the first level of the Multi-Use wing. The program goals for EHS have evolved since the test fits, included in this report, were completed.

The first test fit of the EHS program in the existing Shattuck Street Complex explored the idea of locating the entire program on the lowest level. This would require the displacement of Town Meeting Rooms and Parks & Recreation department, relocation of the elevator, and renovation of the vacated library. There is adequate space on this level to accommodate the current 15,000 SF program, however, this test fit was not considered to be successful because the lowest level of the Shattuck street complex is partially below grade. It fails to address the existing issue of large program spaces with deficient natural light. The width of the building also limits layout options making for a less social and vibrant center and difficult oversight. The double loaded masonry corridor walls and cross walls also make for an inefficient use of space.

The EHS program was also test fit on the second level of the Shattuck Street complex. This eliminated daylight issues and allowed for use of the original gymnasium by EHS. This would require displacement of the LCTV program which is anticipated to be very costly and would result in a space still not ideal for EHS use. Alternately, EHS was test fit on multiple levels of an EHS buildings within the complex. This resulted in many of the same issues as previous test fits and was not considered desirable.

Alternate Shattuck Street campus sites were considered for a new Town Hall, Parks & Rec, and/or EHS structure. In each of these schemes conceptual structures sized to accommodate program needs were considered at different site locations. These test fits explored siting the structures on the hill adjacent to the new library, the wooded area north of the tennis courts, the tennis courts themselves, and the parking lot. Each scheme took all department programs into consideration and calculated high level costs for the areas for demolition, renovation, and new construction.

The wooded area was determined not to be realistic due to the limitations on parking, lack of visibility from Shattuck Street, and the particularly challenging change in grade. Locating the program at the tennis courts would require that it be split between two levels. The program would also lack on grade parking adjacent to the structure at this location. It is noted that the first site location proposed for a new structure, on the hill south of the new Library, was determined to be the most viable at the conclusion of this assessment.

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

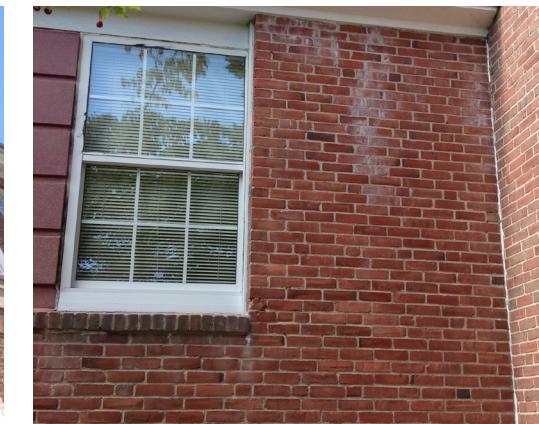
## SHATTUCK STREET

### Exterior Envelope Concerns

#### EXTERIOR VERTICAL ENCLOSURE



Evidence of staining/soiling at window sills. (Office Wing - Shattuck Street Side)



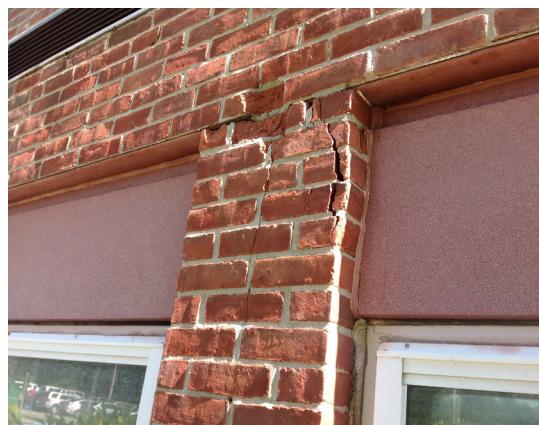
Evidence of efflorescence near window opening. (Library Wing - Shattuck Street Side)



Damage from nesting birds that has been reactively filled with spray foam that does not match finish of Dryvit. (Library Wing - Shattuck Street Side)



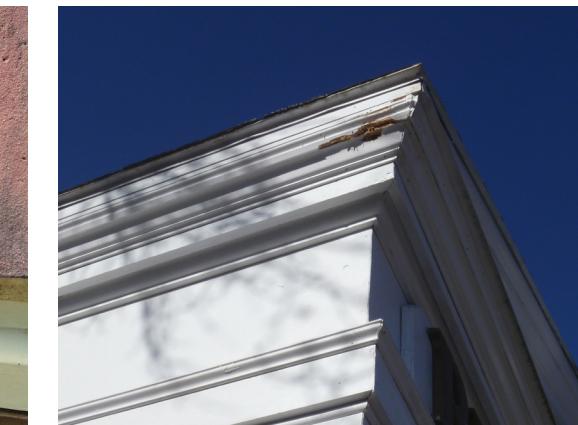
Evidence of cracking/missing wood on column trim. (Library Wing - Parking Lot Side)



Evidence of brick spalling, most likely from uneven compression and/or water damage. (Library Wing - Parking Lot Side)



Evidence of eroded mortar joint near window opening. (Office Wing - Shattuck Street Side)



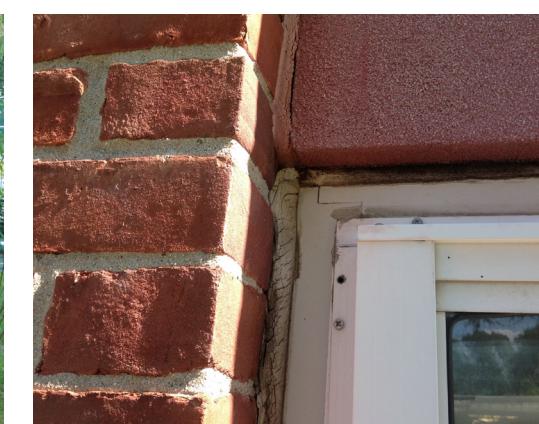
Evidence of damage to trim, most likely from an animal. (Library Wing - Shattuck Street Side)



Observed peeled paint on trim board. (Library Wing - Shattuck Street Side)



Evidence of attempted patch of corner with mortar and areas of missing mortar. (Office Wing - Shattuck Street Side)



Evidence of cracked caulking at window opening. (Library Wing - Parking Lot Side)



Evidence of damaged & deteriorated paint finish, and rotting (loss) of core material. (Library Wing - Parking Lot Side)



Closeup at of aluminum sidelight sill at library main entrance. (Library Wing - Shattuck Street Side)

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Exterior Envelope Concerns

#### ROOF & RAINWATER MANAGEMENT



Evidence of rippling at roof membrane seams. (Library Wing - Roof 1)



Evidence of ponding of water and debris near roof drain. (Library Wing - Roof 2)



Overall discoloration of roof. (Classroom Wing - Roof 5)



Separation of an already repaired joint (via applied darker coating) occurring in mansard wall. (Classroom Wing - Roof 5)



Evidence of water ponding, signs of aged flashings can be seen where membranes separate, or "pull back". (Multi-Use Wing - Roof 6)



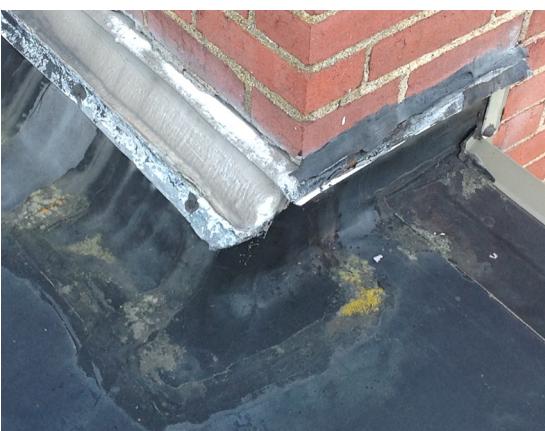
Wrinkled membrane poses a tripping hazard. (Classroom Wing - Roof 5)



Evidence of water ponding, signs of aged flashings can be seen where membranes separate, or "pull back". (Classroom Wing - Roof 5)



Evidence of water ponding, signs of aged flashings can be seen where membranes separate, or "pull back". (Classroom Wing - Roof 5)



Organic growth around base flashing and gap in flashing near Classroom Wing. (Multi-Use Wing - Roof 6)



Evidence of ponding of water near mechanical unit. Gap in base flashing. (Office Wing - Roof 8)



Ponding on roofing at roof drain. (Office Wing - Roof 8)



Evidence of cracked roofing membrane, due to moisture damage / ponding of water. (Office Wing - Roof 8)

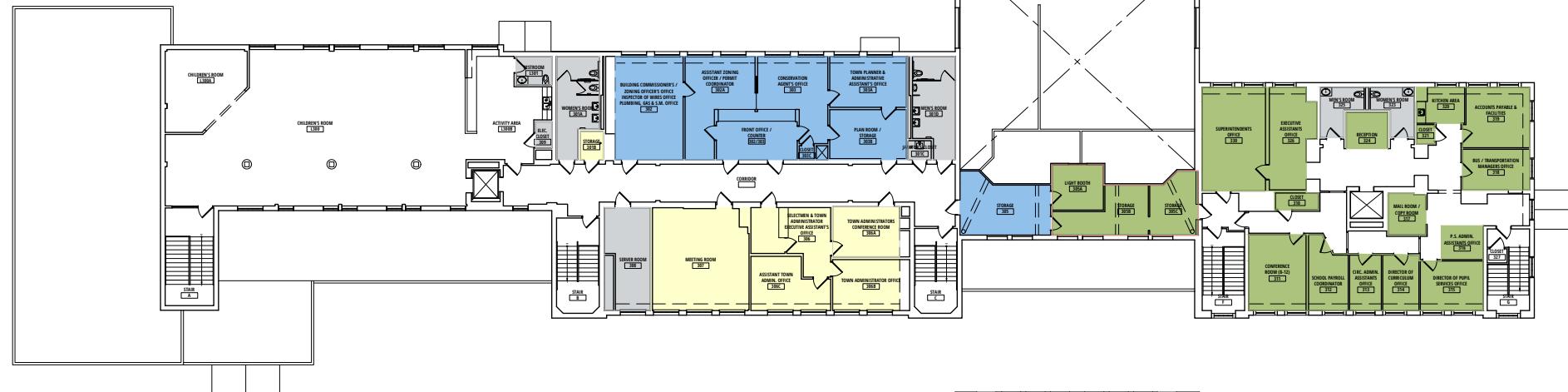
# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

# SHATTUCK STREET

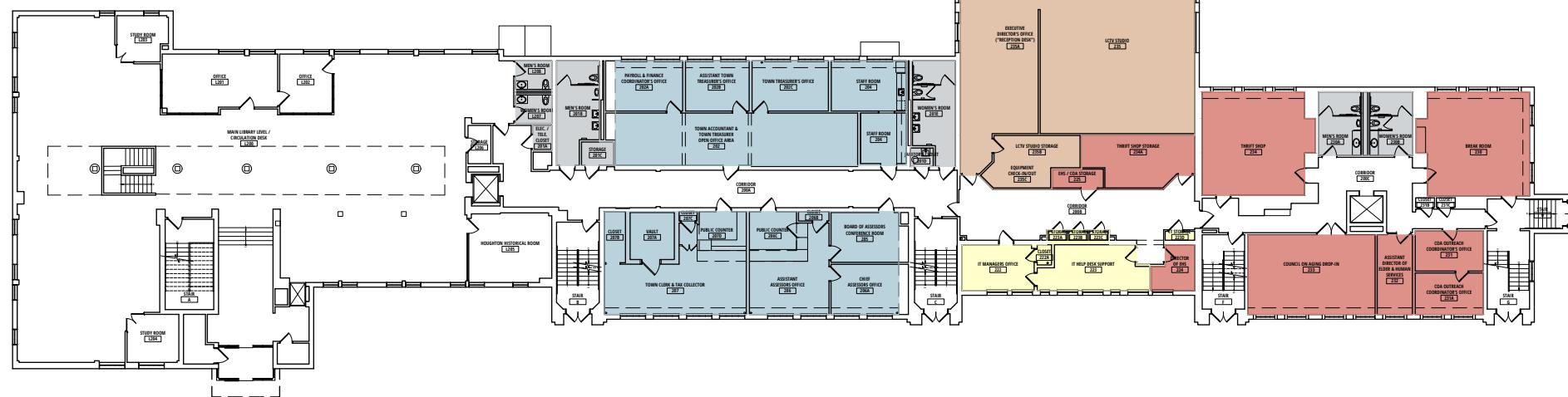
## Existing Conditions

+/- 12,600 SF



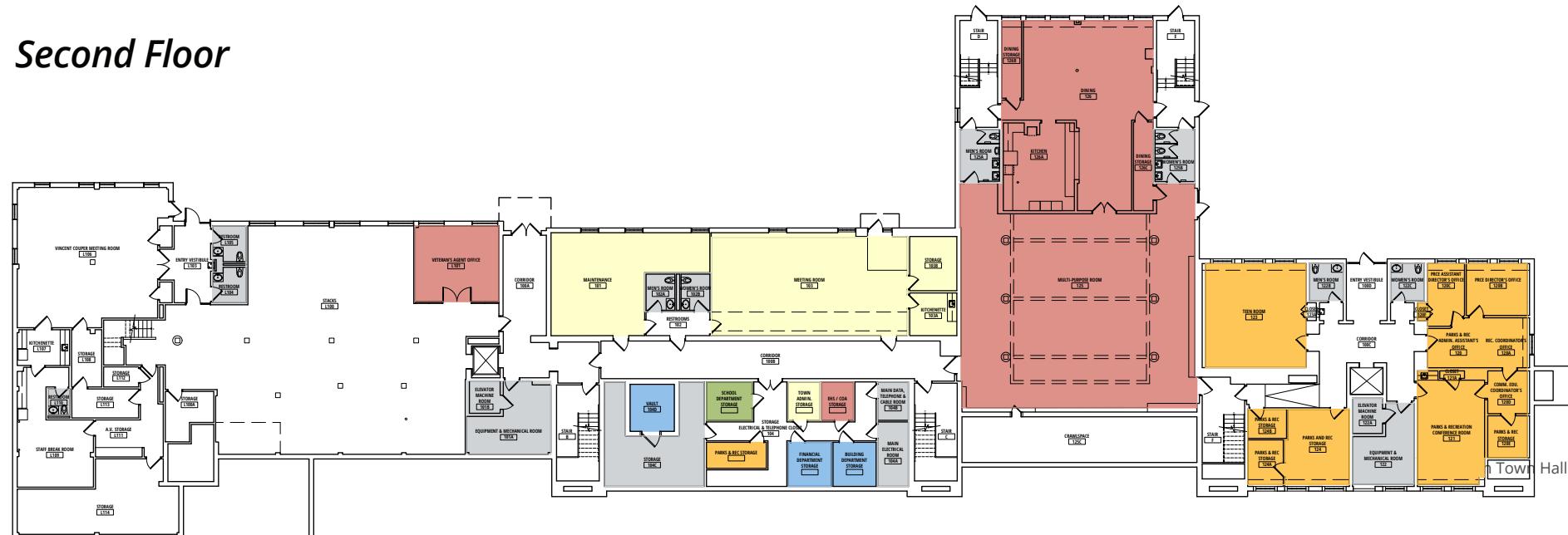
## *Third Floor*

**+/- 19,400 SF**



## *Second Floor*

**+/- 18,220 SF**



*TOTAL BLDG. AREA*  
**50,594 GSF**

50,594 GSF

## Town Administration

Elderly & Human Services

Parks & Recreation

## Financial Department

Building Department

School Department

LCTV Studio

## Support Space

Not in Scope

## Circulation

## Addition

Demolition Executive Summary

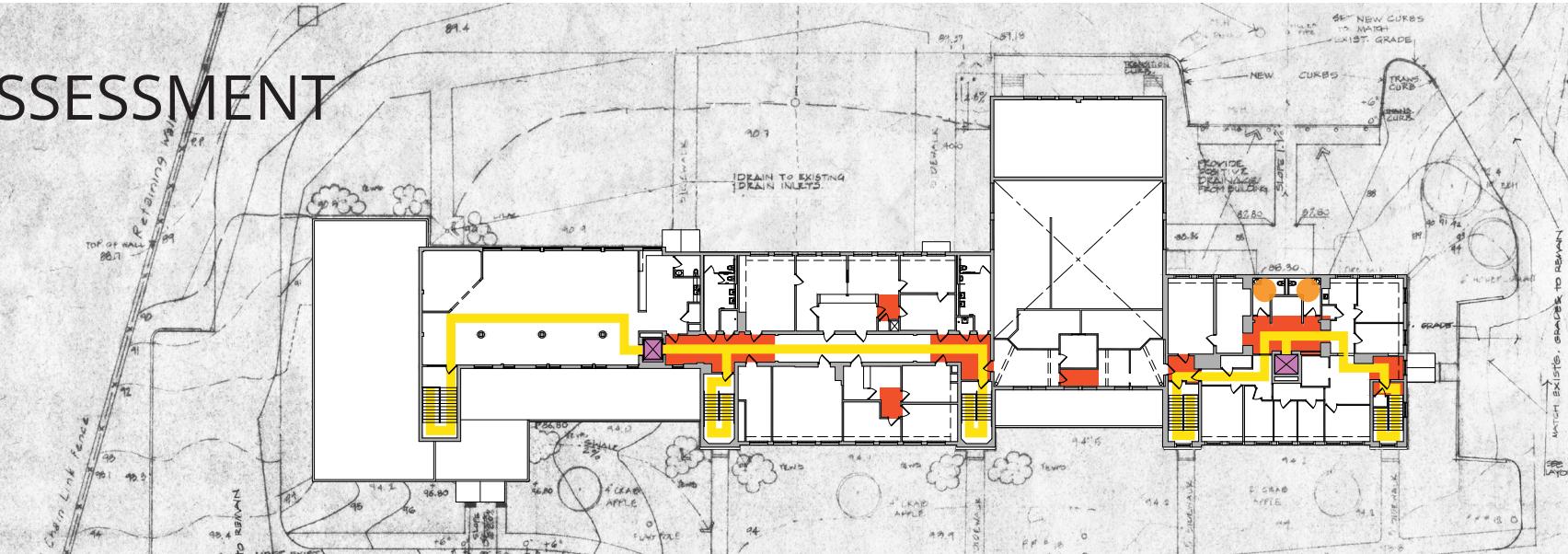
# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

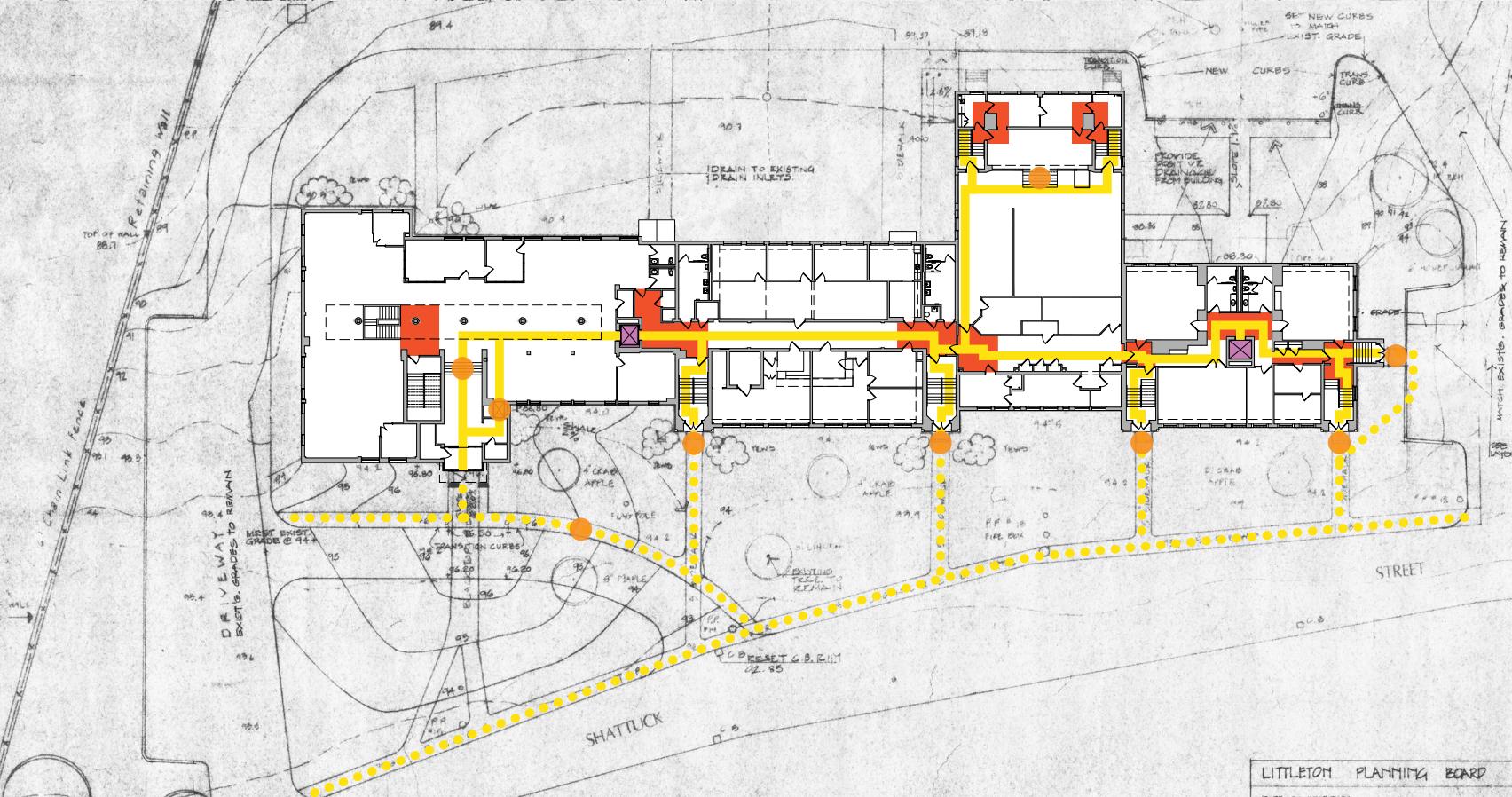
## SHATTUCK STREET

### Access Diagrams

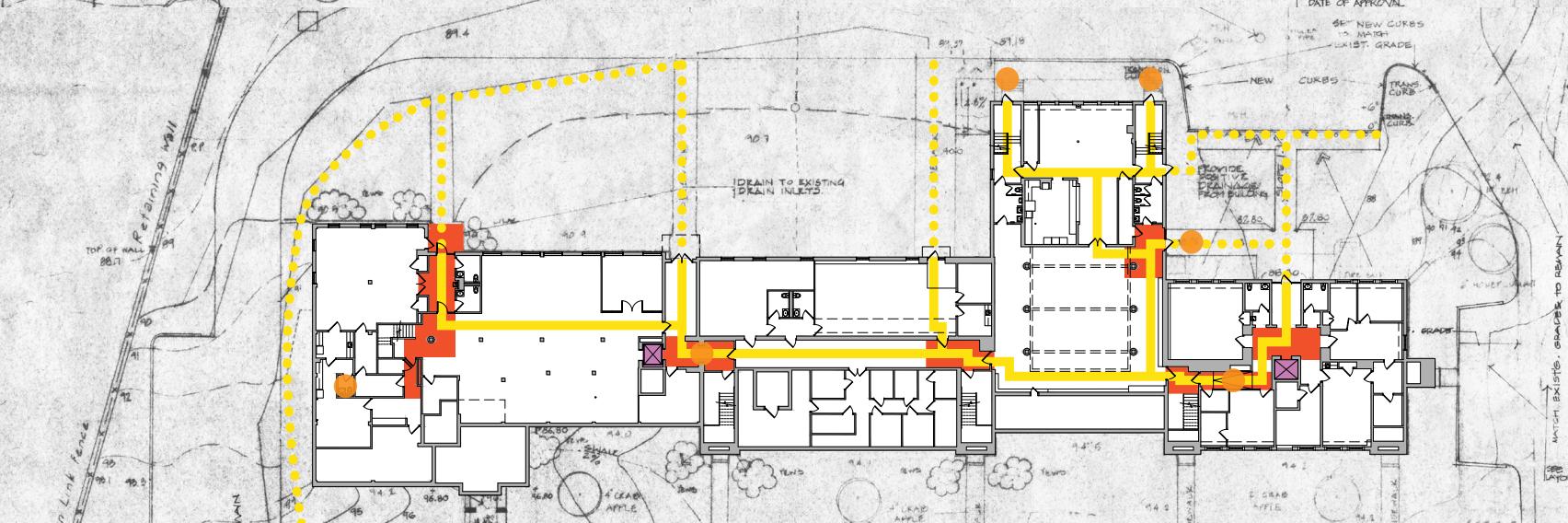
*Third Floor*



*Second Floor*



*First Floor*



Notes: 1.) The contractor shall verify all proposed spot elevations in the field so that positive drainage away from the building is maintained throughout.

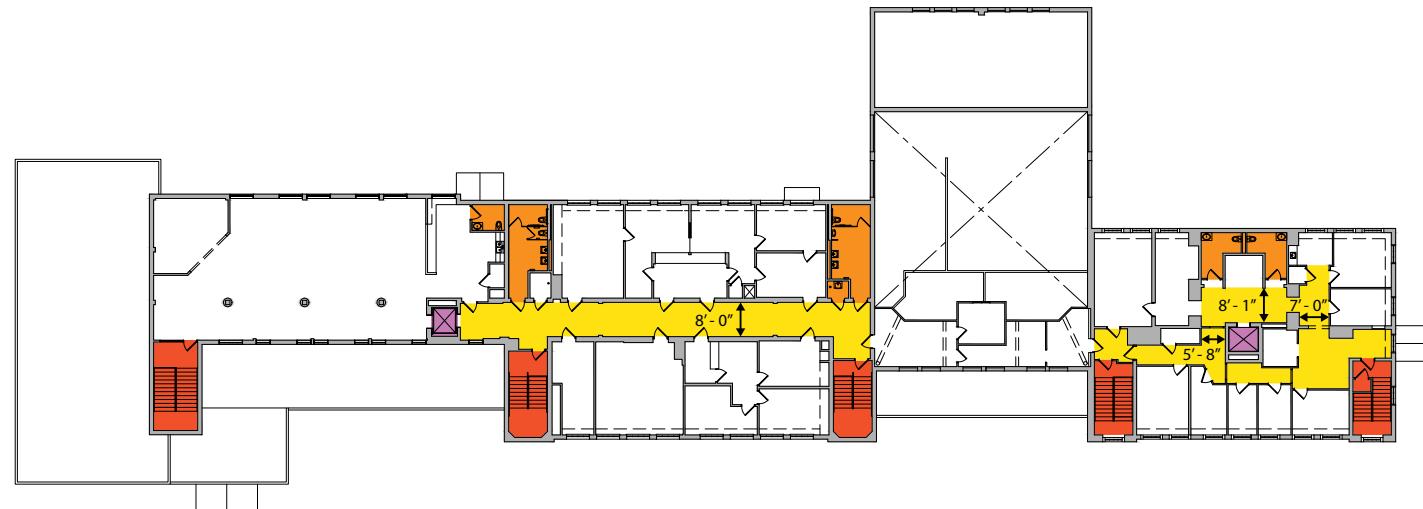
2.) Regarding the 'Building and Site Ratio': The odd parking and building areas represent an insignificant percentage increase in impervious surface with no impact to the stormwater system.

# LITTLETON TOWN HALL NEEDS ASSESSMENT

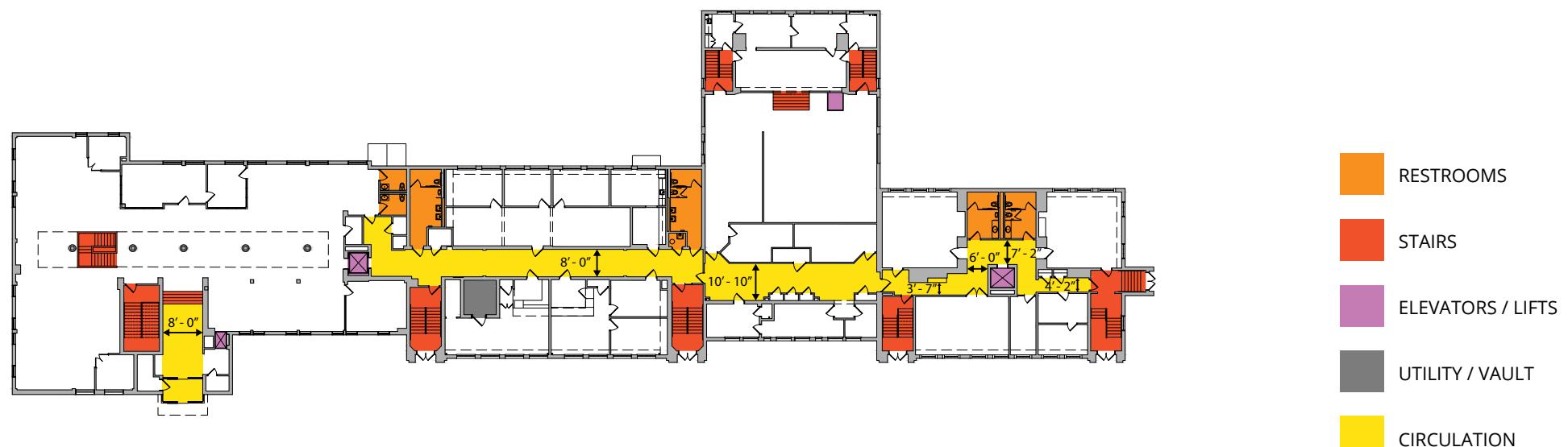
37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

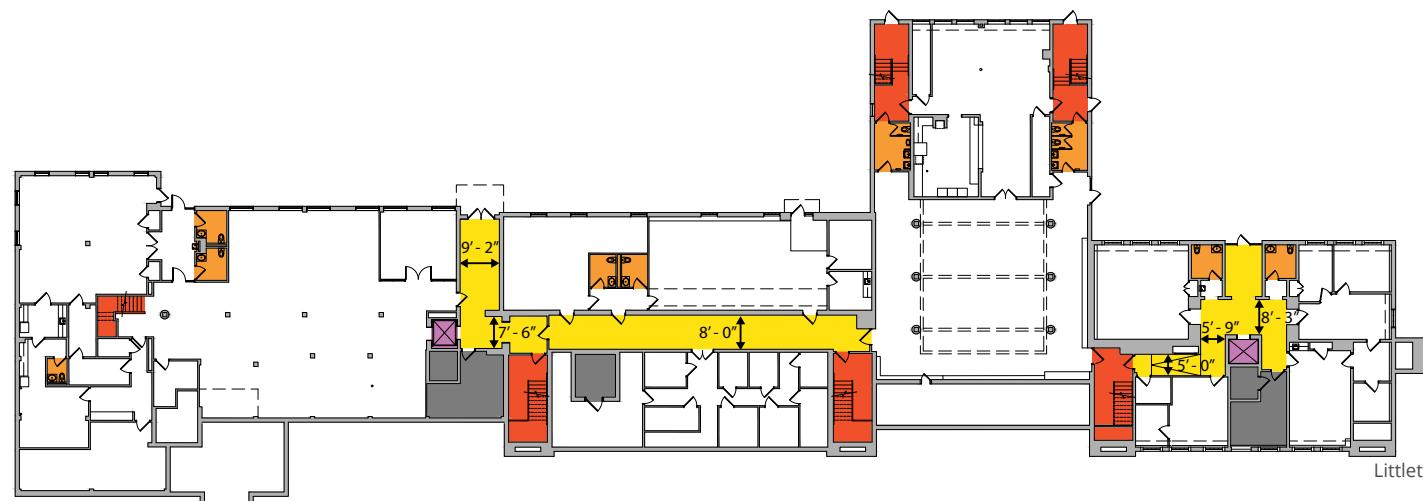
### Existing Inefficiency Diagrams



*Third Floor*



*Second Floor*



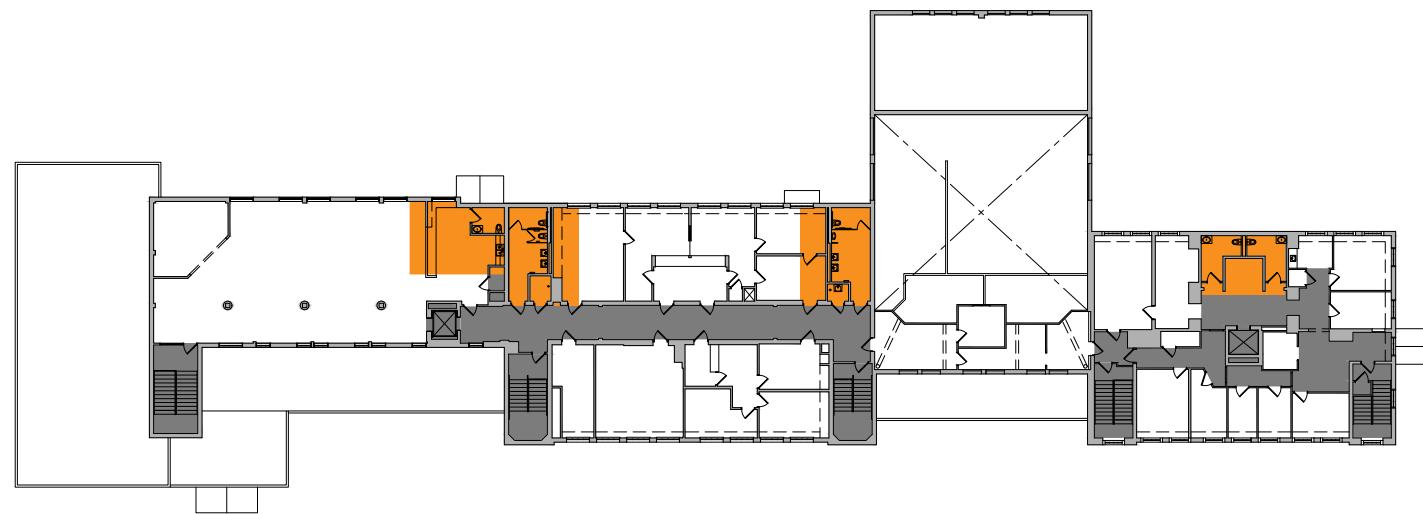
Littleton Town Hall Needs Assessment, Volume I: Executive Summary

# LITTLETON TOWN HALL NEEDS ASSESSMENT

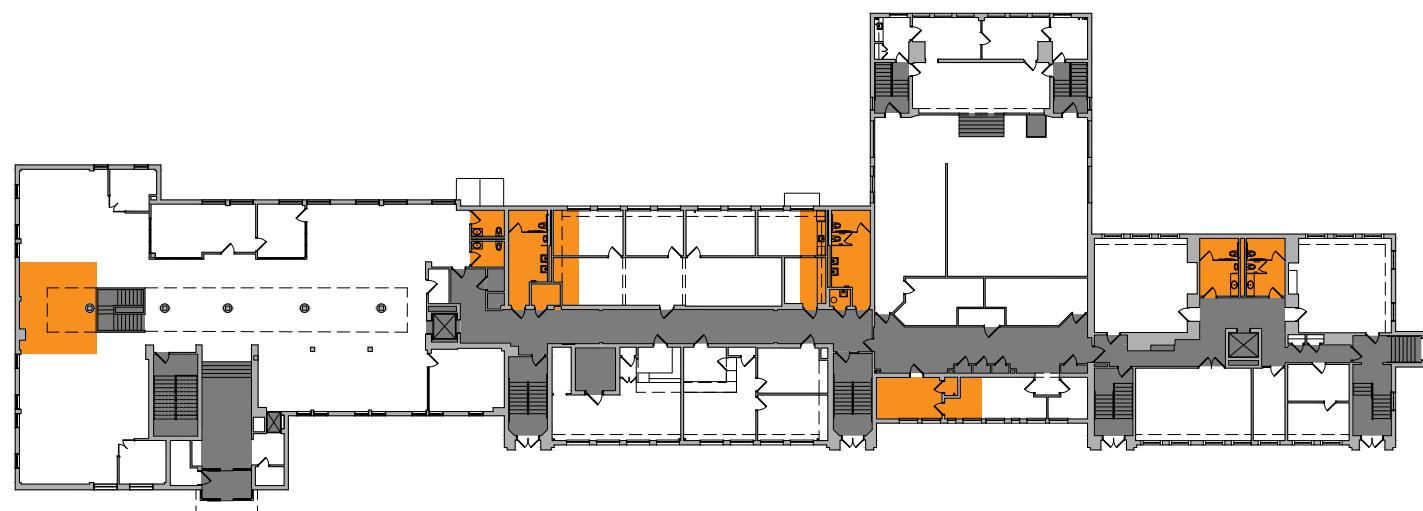
37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

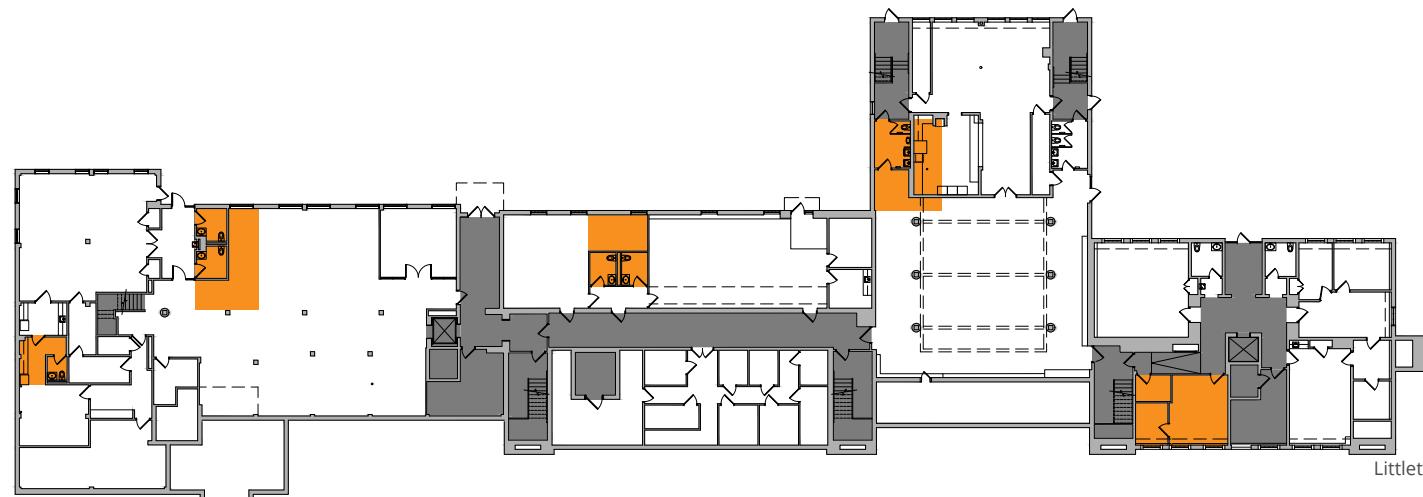
### Existing Inefficiency Diagrams



*Third Floor*



*Second Floor*



EXISTING CORE SPACES  
NEW REQUIRED RESTROOMS

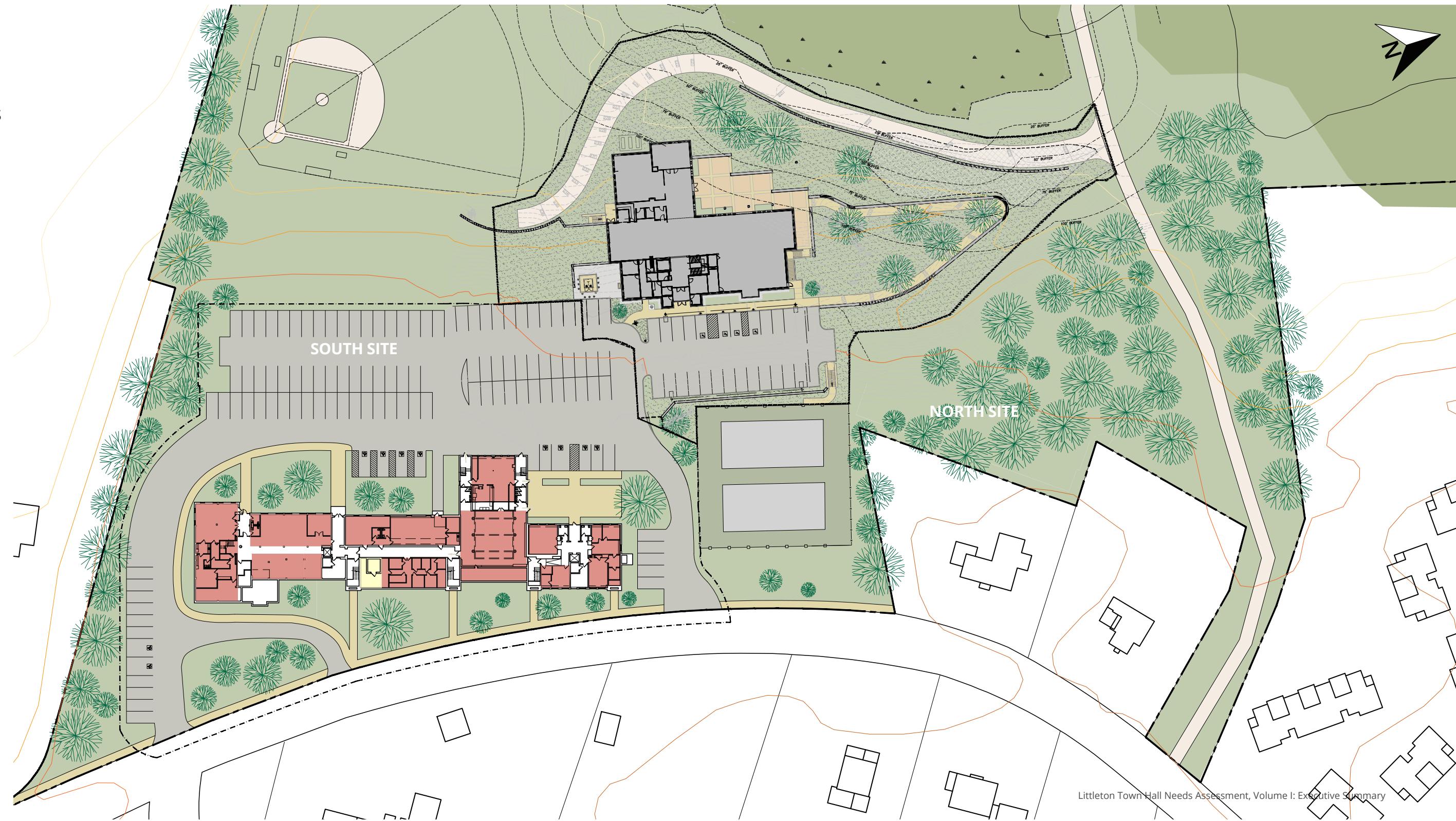
# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 1

Gut renovate/  
improve Shattuck  
Complex, make  
program sacrifices



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 1

3,712 SF

4,753 SF

1,848 SF

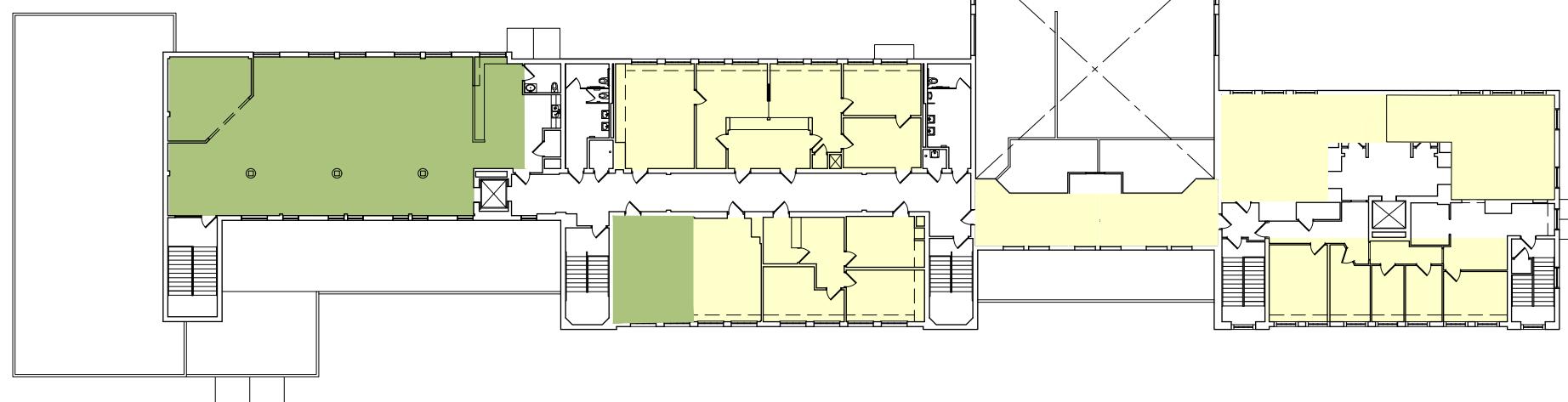
2,823 SF

2,823 SF

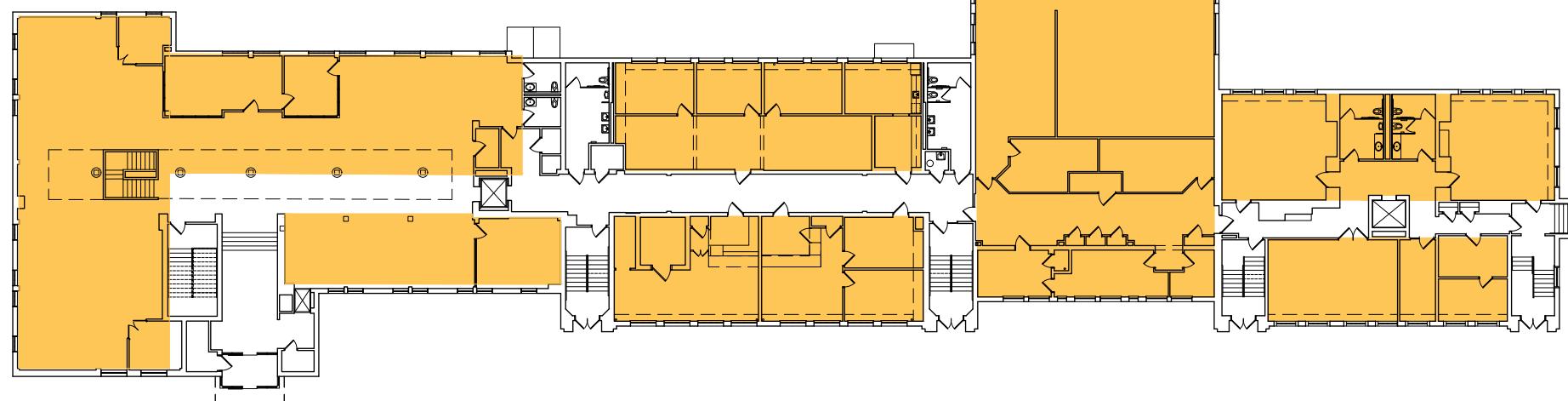
MISSING  
BLDG. AREA  
15,959 GSF

LLB

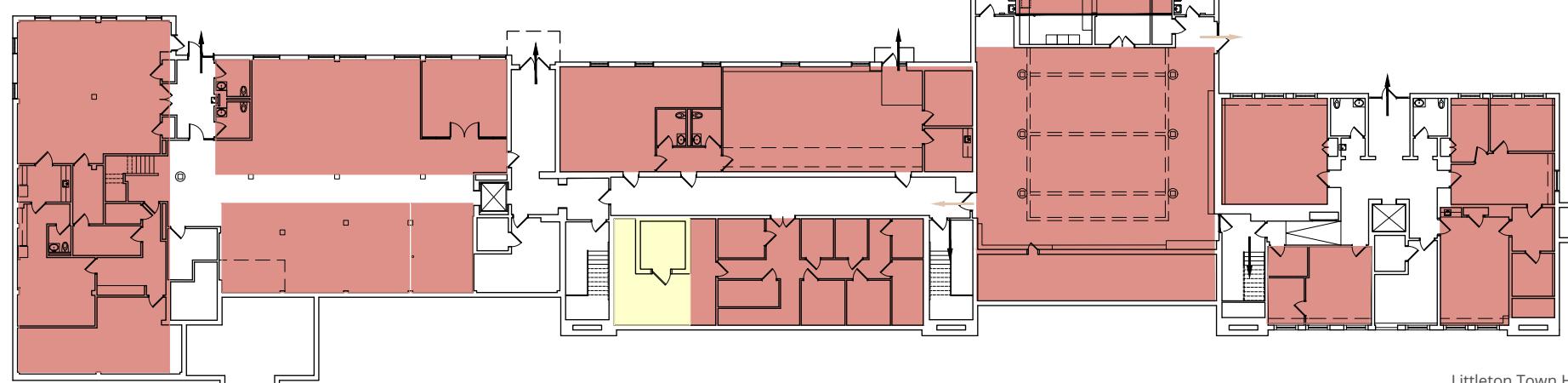
94 LLB Architects  
ARCHITECTS  
Lerner Ladds Bartels



*Third Floor*



*Second Floor*



**TOTAL BLDG. AREA  
50,594 GSF**

- Town Administration
- Elderly & Human Services
- Parks & Recreation
- Financial Department
- Building Department
- School Department
- LCTV Studio
- Support Space
- Not in Scope
- Circulation
- Addition
- Demolition

# LITTLETON TOWN HALL NEEDS ASSESSMENT

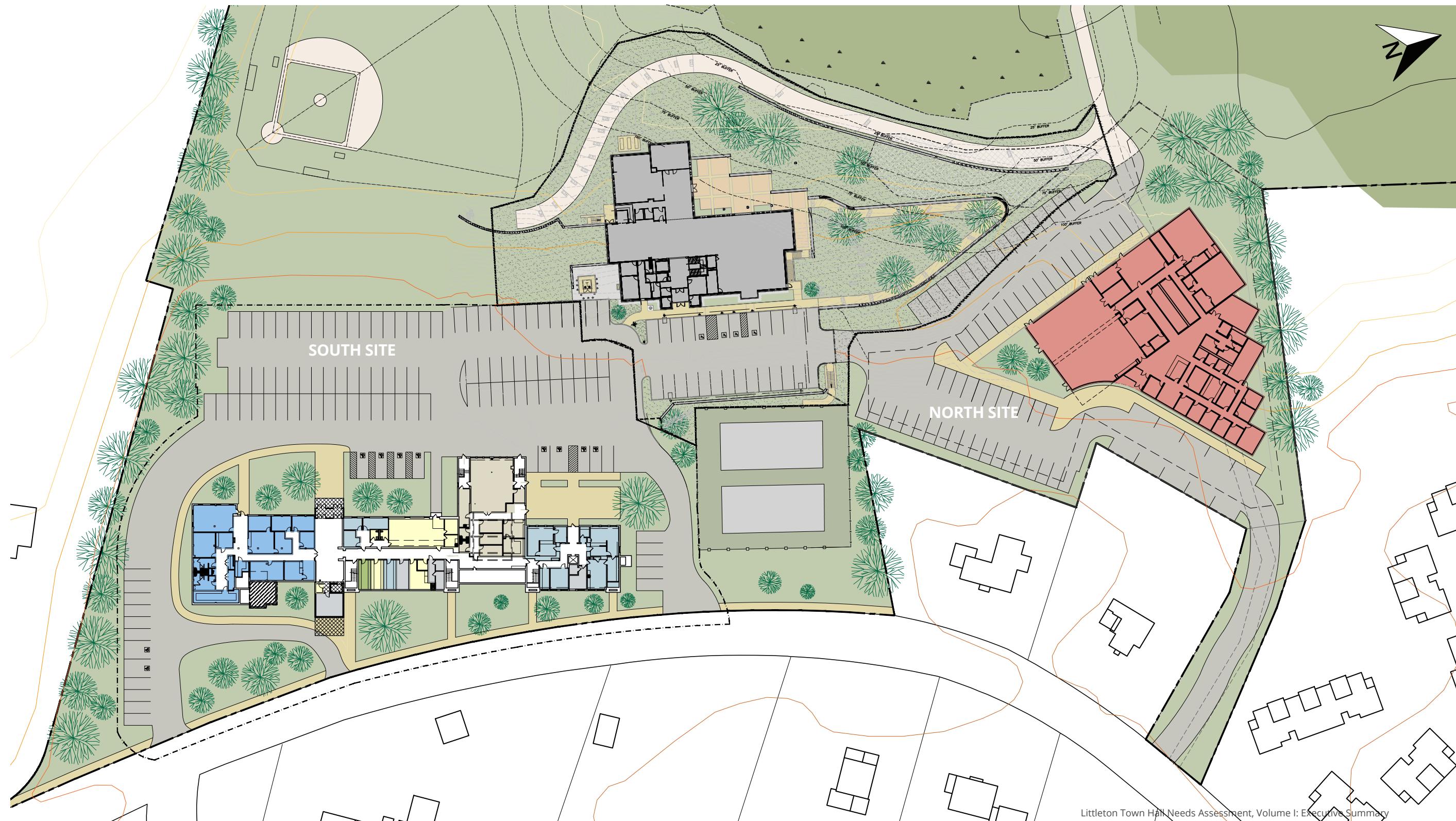
37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 2

Gut renovate/  
improve Shattuck  
Complex

Construct New  
EHS building on  
North Site



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 2



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 2



***First Floor (17,297 GSF)***

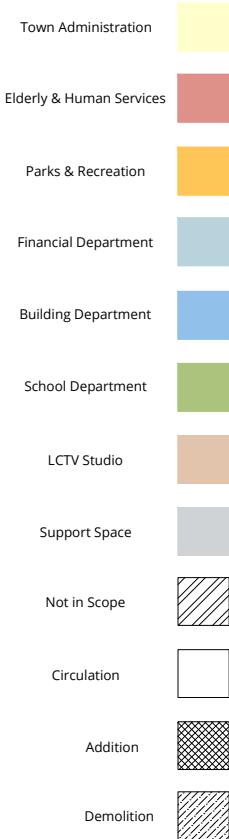
***Basement (+/- 2,000 GSF)***

***TOTAL BLDG. AREA  
19,297 GSF***

**LLB**

100 Lerner Ladd Architects  
Lerner Ladds Bartels

Littleton Town Hall Needs Assessment, Volume I: Executive Summary  
10 February 2020



# LITTLETON TOWN HALL NEEDS ASSESSMENT

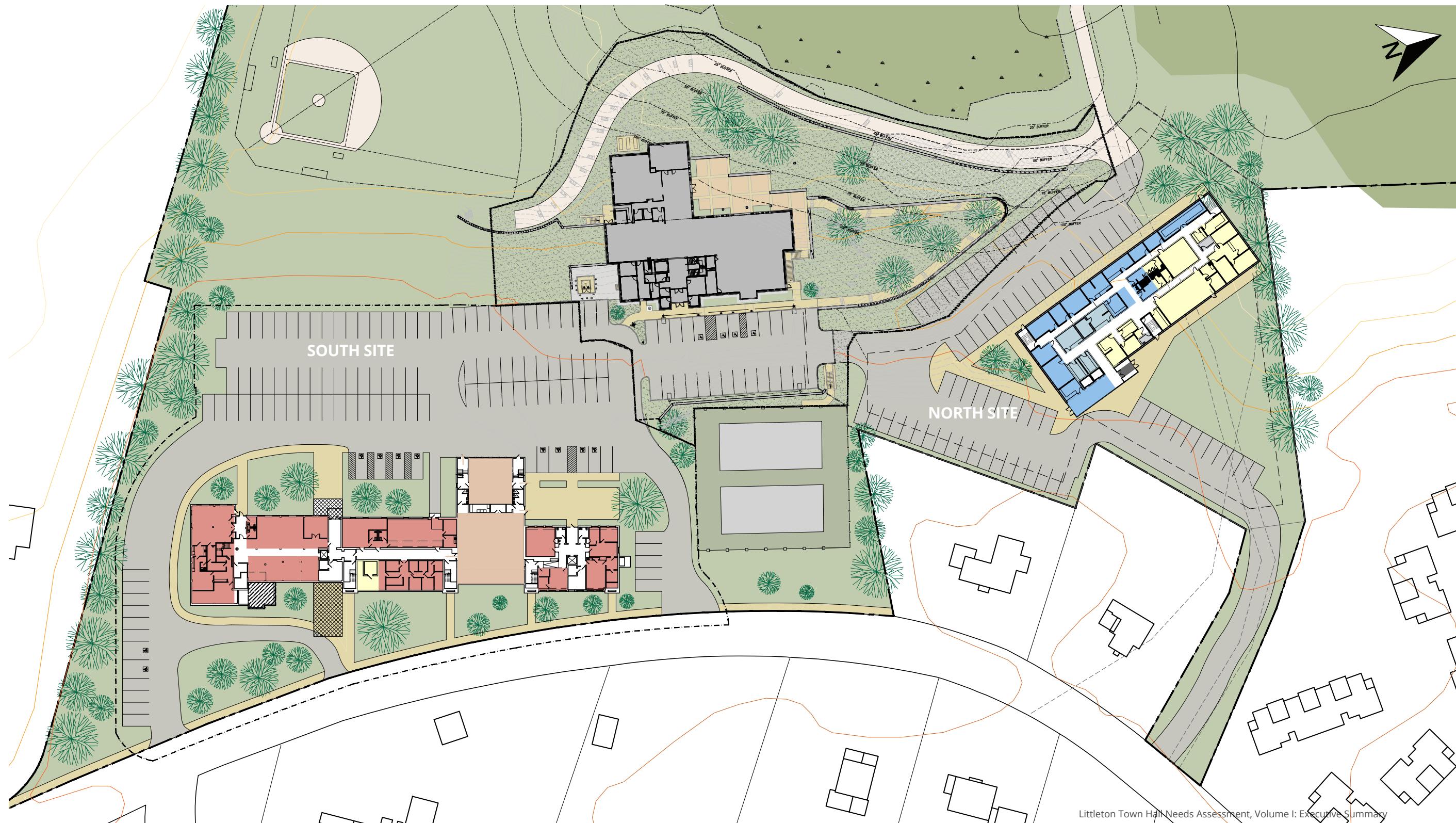
37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 3

Gut renovate/  
improve Shattuck  
Complex

Construct New  
Town Hall (w/o  
TV) on North Site

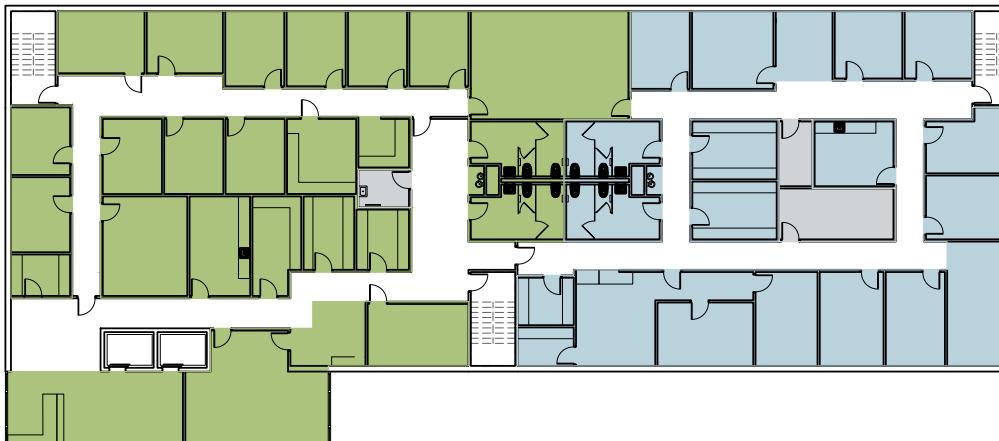


# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

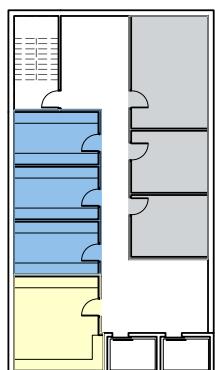
### Scheme 3



*Second Floor*



*First Floor*

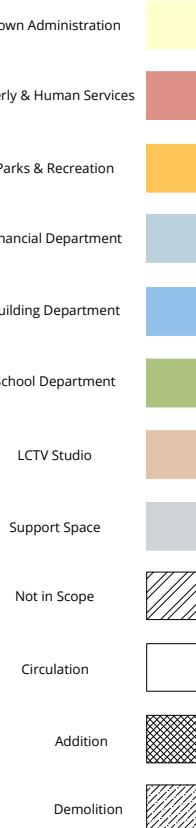


LLB

Architects  
Lerner Ladds Bartels

*Basement Floor*

**TOTAL BLDG. AREA  
26,319 GSF**



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 4

Gut renovate/  
improve/demo  
Shattuck Complex

Add New Town  
Hall on South Site

Construct New  
EHS on North Site



# LITTLETON TOWN HALL NEEDS ASSESSMENT

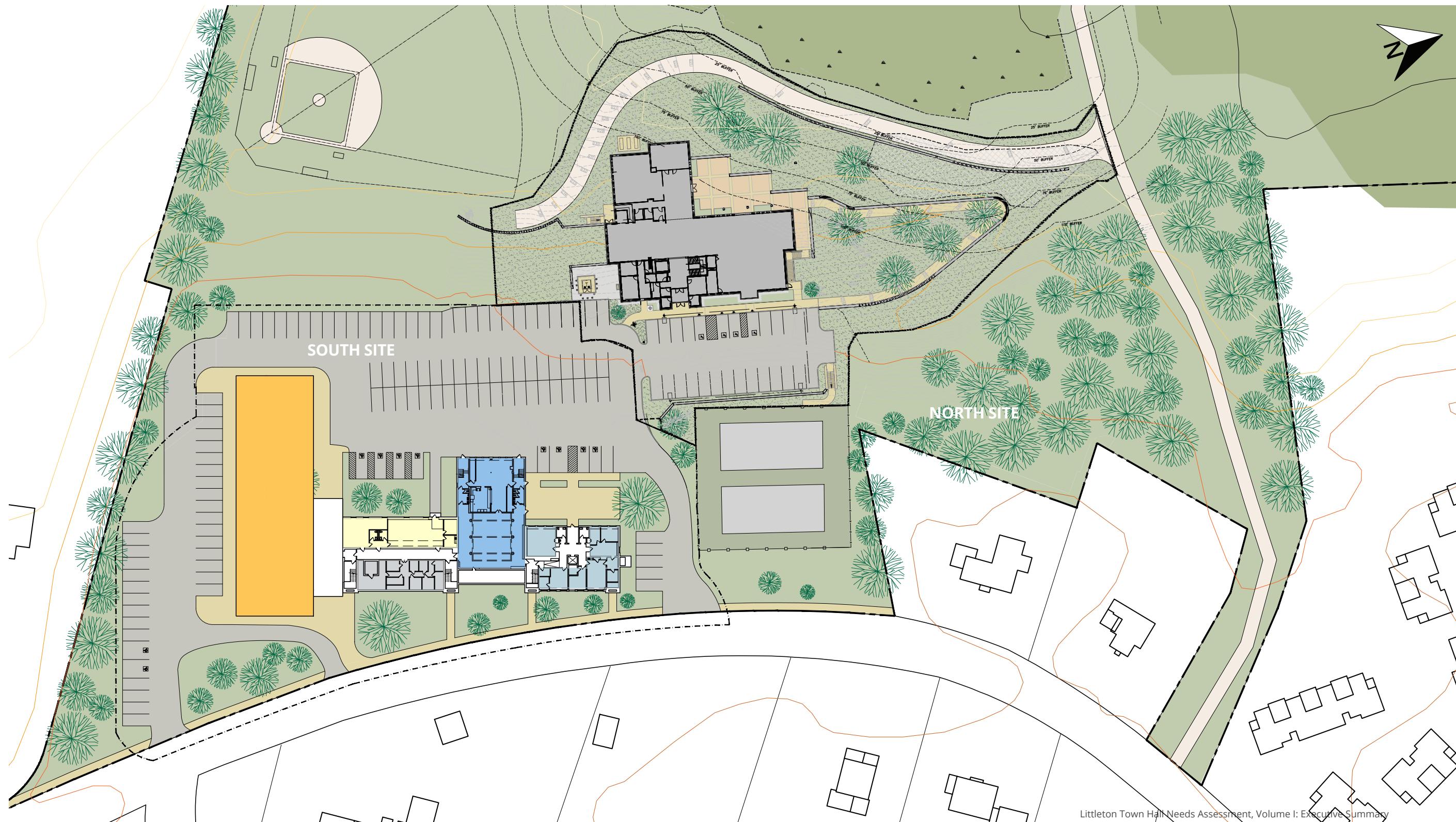
37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 5

Gut renovate/  
improve/demo  
Shattuck Complex

Add New  
Community  
Center



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 6

Demo Shattuck Complex

Construct New Community Center on South Site

Construct New Town Hall w/ TV on North Site.



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 6

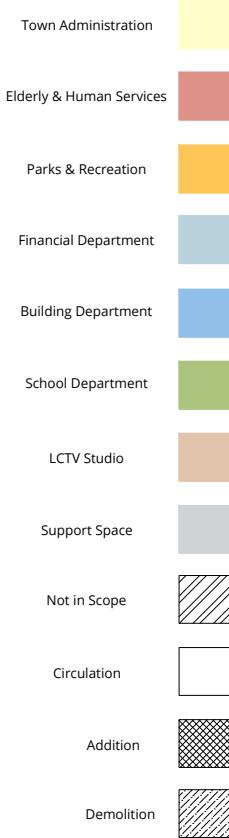
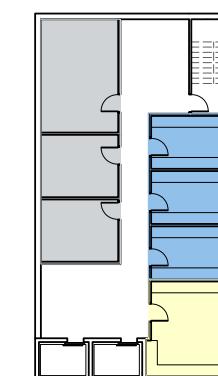


*Second Floor*

**TOTAL BLDG. AREA  
30,298 GSF**



*First Floor*



**LLB**

112 | LLB Architects  
ARCHITECTS  
Lerner Ladds Bartels

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### Scheme 6



**First Floor (19,736 GSF)**

**Second Floor (12,264 GSF)**

**TOTAL BLDG. AREA  
+/- 32,000 GSF**

Town Administration

Elderly & Human Services

Parks & Recreation

Financial Department

Building Department

School Department

LCTV Studio

Support Space

Not in Scope

Circulation

Addition

Demolition

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

# SHATTUCK STREET

## New Proposed Option 1

Town Administration		5,760 NSF
Elderly & Human Services		15,360 NSF
Parks & Recreation		15,360 NSF
Financial Department		5,280 NSF
Building Department		4,320 NSF
School Department		3,840 NSF
LCTV Studio		3,024 NSF

*GROSS SF*  
**56,000 GSF**



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

## SHATTUCK STREET

### New Proposed Option 2

Town Administration

5,760 NSF

Elderly & Human Services

15,360 NSF

Parks & Recreation

15,360 NSF

Financial Department

5,280 NSF

Building Department

4,320 NSF

School Department

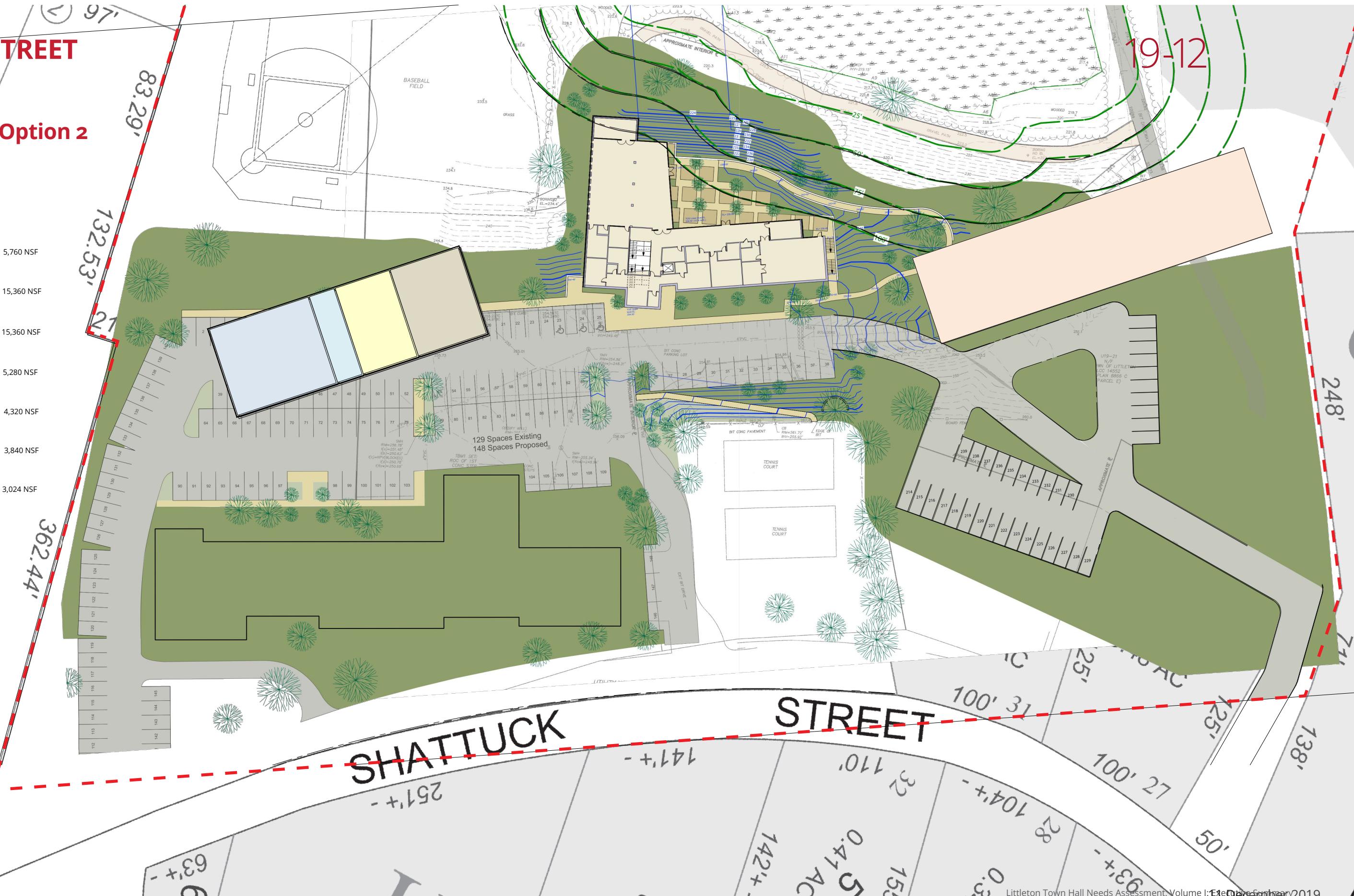
3,840 NSF

LCTV Studio

3,024 NSF

GROSS SF

56,000 GSF



LLB

ARCHITECTS  
118 LLB Architects  
Lerner Ladds Bartels

Littleton Town Hall Needs Assessment, Volume I: Feasibility Study  
1 December 2019

# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

# SHATTUCK STREET

## New Proposed Option 3

Town Administration		5,760 NSF
Elderly & Human Services		15,360 NSF
Parks & Recreation		15,360 NSF
Financial Department		5,280 NSF
Building Department		4,320 NSF
School Department		3,840 NSF
LCTV Studio		3,024 NSF

*GROSS SF*  
**56,000 GSF**



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

# SHATTUCK STREET

## New Proposed Option 4

Department	GROSS SF	NSF
Town Administration	5,760	NSF
Elderly & Human Services	15,360	NSF
Parks & Recreation	15,360	NSF
Financial Department	5,280	NSF
Building Department	4,320	NSF
School Department	3,840	NSF
LCTV Studio	3,024	NSF



# LITTLETON TOWN HALL NEEDS ASSESSMENT

37 SHATTUCK STREET, LITTLETON MA 01460

# SHATTUCK STREET

## New Proposed Option 4B

Department	Area	Gross SF
Town Administration	Yellow	5,760 NSF
Elderly & Human Services	Pink	15,360 NSF
Parks & Recreation	Orange	15,360 NSF
Financial Department	Light Blue	5,280 NSF
Building Department	Light Grey	4,320 NSF
School Department	Green	3,840 NSF
LCTV Studio	Brown	3,024 NSF





ARCHITECTS  
Lerner Ladds Bartels

Design. Live. Thrive.