



PITTSBORO COMMUNITY HOUSE

2012 SCHEMATIC FEASIBILITY REPORT



HOBBS ARCHITECTS, PA



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- I. Reference Materials: 2008 Heery International, P.C. Report
- II. North Carolina State Historic Preservation Office letter to the Town of Pittsboro, re. Community House (April 19, 2006)

I. Executive Summary, Findings, and Recommendations

I. Executive Summary:

The findings presented in this schematic feasibility study follow a report prepared for the Town of Pittsboro by Heery International, P.C. in 2008. As such, the Heery report was used as the foundation for investigations and proposed work to the building and site. After thorough field work performed by the architect (Hobbs Architects, PA, Pittsboro, NC), the landscape architect (United Biospheres, Siler City, NC), and the systems engineer (Wilson & Lysiak, Inc., Greensboro, NC), building and site plans were produced in conjunction with the owner's input that upgrade the historic structure for its intended new uses.

Although numerous building modifications and improvements are recommended, the drainage of storm water in and around the building is the most critical issue that is in need of immediate action. Most, if not all, of the issues with masonry settlement can be attributed to water infiltration issues. The site has an overall gradual slope from south to north, but the building itself is positioned in a bowl on the site. The downspouts and run off direct water toward the building and into the crawl space, and as a result there has recently been at least 12" of water in the basement area. The site needs significant grading improvements and the storm water piping and surrounding ditches need to be improved.

As a whole, the building is in good condition considering its age and frequency of use. The proposed interior renovations are primarily aimed at bringing the building into code compliance, updating finishes, and providing order to an inefficient floor plan on the north side of the building. The proposed site work includes new stone walls, concrete walks, extensive regrading, and the addition of a covered porch on the north side of the building. With the proposed changes, improvements, and additions, The Community House will be much better equipped to accommodate its frequent use well into the future.

II. General Building and Site Description (from 2008 Heery report)

The Pittsboro Community House is a one-story, load bearing stone masonry structure of approximately 2,000 square feet with a lower level basement and crawl space. The building was originally constructed in 1936. County records indicate renovations were completed in 1940 and 1965. The basic structure measures 50 feet plus six feet for the covered porch in the North-South direction and 40 feet in the East-West. The basement/crawl space is an unfinished area used for mechanical equipment serving the building. The first floor is primarily one large room in the front section of the house. The rear of the house is subdivided into smaller rooms including two toilet rooms, an electrical room, a kitchen, and two storage rooms.

III. 2012 Design Team Evaluation:

A. Site:

Grade issues related to surface drainage:

- General conditions around existing building run storm water toward the building on all sides. This appears to be the source of the water in the basement.
- The only storm drain appears to be located at the NE corner. The inlet is poorly located and does not provide a surface inlet. The outlet was not located due to dense brush but it appears to run into a ditch that is parallel to the east property line.
- The existing downspouts drop water adjacent to the foundation walls and the existing grade holds water around the building.

Site Recommendations:

- At least one new handicap accessible parking space will be required to meet the requirements for public use of the building. It should be located as close to the new handicap ramp as possible. (See plans included with this report).
- The site will need to be re-graded so all water flows away from the building. Due to the slope problems it is assumed that the existing sidewalks must be removed and the ground re-graded and shaped to direct water around the building. Waterproofing of some existing foundation walls may be required to prevent infiltration into crawl space areas at some locations.
- The basement door should be improved with a raised threshold to prevent water from entering the basement. A drip cover over the door will also help prevent rain water from reaching the door and frame.
- A site topographic and boundary survey should be conducted to locate storm water inlets, outlets, and elevations. The proposed underground cistern tank for irrigation may also benefit from a topographic survey. The survey should extend into storm water ditches adjacent to the site to identify problems and confirm adequate drainage.
- Gutters and downspouts with cleanout locations should be connected to adequately sized PVC piping and directed to existing low points. A maintenance schedule should be implemented to prevent clogging.
- The ground erosion can be solved by constructing an “L” shaped retaining wall on the southeast corner of the building and sloping the ground toward the front area. This wall will also screen the AC units and trash cans from view.
- A new parking area in front of the building adjacent to Thompson Street may be constructed. This location will accommodate 2 to 3 vehicles and provide additional parking. It could also be used for special VIP parking for special occasions. Also adjacent to the street at the right of way line a wall is recommended to separate the street from the building thereby enclosing the building and providing enclosure, safety and a better sense of an outdoor room.
- The overhead power line should be buried so that another large tree can be planted symmetrically in front of the building thereby framing the front façade. Landscape plantings should be in keeping with period of the building as much as possible.
- Hardscape materials should be in keeping with the historic local materials of the building. New elements should not draw attention away from the simple character of the building. Therefore stone work is suggested for the internal walkways and walls.
- Due to various events which may take place at the building outdoor structures should be minimized. Well maintained grass areas with well defined landscape edges will provide an attractive area around the building while allowing activity specific temporary elements to be used within the lawn areas for events.
- Due to the prominence and visibility from the proposed covered porch the rain garden within the project area should be improved so that it will remain attractive and easier to maintain throughout the seasons.

B. Building Exterior / Envelope:

- A structural engineer inspected the structure and evaluated the cracks in the masonry walls. While unsightly and in need of repair, it is believed that the cracks are primarily cosmetic and represent no structural instability. Recommended repairs to the masonry walls include limited tuck pointing of mortar joints, installation of flexible sealant in cracks that move due to expansion and contraction, and repairs to concrete sills. All materials used to restore the exterior masonry would match the original.
- The existing wood windows are in relatively good condition considering their age and repairs are preferred over replacement. Where limited replacement is required the windows should be replaced with wood windows to match. The installation of interior storm windows would benefit the energy usage of the building. Replacement of the windows, if determined to be desirable, may include the utilization of an aluminum clad exterior face with wood interior similar to the new windows at the historic Chatham County Courthouse.
- The replacement of the exterior doors is recommended. New doors can be made to match the originals.
- At our request a concrete finisher examined the front porch related to the false stone mortar joints that are present. Solutions that have been mentioned include demolishing the porch slab and pouring another concrete slab. Grinding the existing concrete surface to obtain a smooth finish (similar to terrazzo) is also an option.

C. Building Interior:

- The new floor plan included with this report incorporates the necessary modifications for an ADA compliant facility. The space north of the fireplace wall has been completely redesigned.
- Repairs and refinishing the existing wood floor are recommended.
- A new subfloor and ceramic tile are proposed in the spaces on the north side of the fireplace.
- The two large HVAC returns on either side of the fireplace are proposed to be relocated to the corners of the large room.
- A new ceiling in the main room is proposed. A gypsum board surround with a dropped ceiling interior is proposed for flexibility of use, improved lighting, and improved acoustic performance. An alternate would be an entirely new gypsum ceiling with new lighting, although this option would do little in terms of improving the acoustics of the space.
- A masonry repair to the interior walls is recommended similar to what is proposed for the exterior walls.

D. Plumbing:

- A sprinkler system is not proposed for the building. A fire alarm can be added as part of a new security system for the building.
- New HC accessible toilet rooms and kitchen spaces are proposed. A new water HC cooler is to be installed. See the plan included with this report.
- All of the piping located in the basement and/or crawl space should be modified or replaced to accommodate the new construction.
- The existing sump pump and sump pit is proposed to be reconfigured and replaced with new to solve any water conditions that might remain after site work is completed. Two sump pumps are recommended to provide a back up in the event one fails.

E. Mechanical:

- The existing split air handling unit in the crawl space has some age but is currently meeting the needs of the building. The only modification at this time to the existing unit is the location of the return grills in the floor.
- The existing condenser will be relocated to the opposite side (east) of the building. This will require the liquid suction lines to be relocated to the new condenser location. It is our recommendation that the existing unit be utilized as long as possible with periodic maintenance as needed. If this system were to be replaced it would be located in the exact same place with a similar unit meeting the same criteria.
- The new toilet room configuration will require new 75 cfm exhaust fans to be installed. The existing supply registers in the toilet/kitchen renovated area will be relocated per the new room layout.

F. Electrical:

- The existing electrical service is an overhead service to an existing weather head mounted on the building. The existing service size 100 amp 120/240v 1 phase is adequate for the current and intended uses of this building.
- It is anticipated that the electrical service will be requested to be placed underground with the ordinary underground service fees from the local power company. The service would terminate in a 100 amp nema 3R disconnect mounted on the exterior of the building. The existing electrical panel will need to be demolished as the closet it is located in is being removed.
- A new electrical distribution panel will be located in the new storage room and new branch circuitry wiring will be pulled to new junction boxes installed at existing circuit termination points. The new range, electric water cooler, and exhaust fans will be feed from the new panel.

G. Historic Considerations:

- Paul Fomberg of the State Historic Preservation Office was consulted with regards to the proposed changes to the interior and exterior of the building. All such changes were met with approval of the N.C. Historic Preservation Office.
- The proposed new elements to the building include a rear covered porch made of wood and site walls and an ADA compliant handicapped ramp. Construction using stone and other materials with details similar to the existing building is proposed. The goal is to make the new additions compliment the original construction to the fullest extent possible in terms of scale and materials.
- The main room will be left intact with regards to its scale and primary building elements as noted above. The primary changes will be the relocation of the 2 HVAC returns on both sides of the fireplace, as well as the construction of a new ceiling with better acoustic properties and lighting.

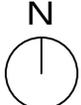
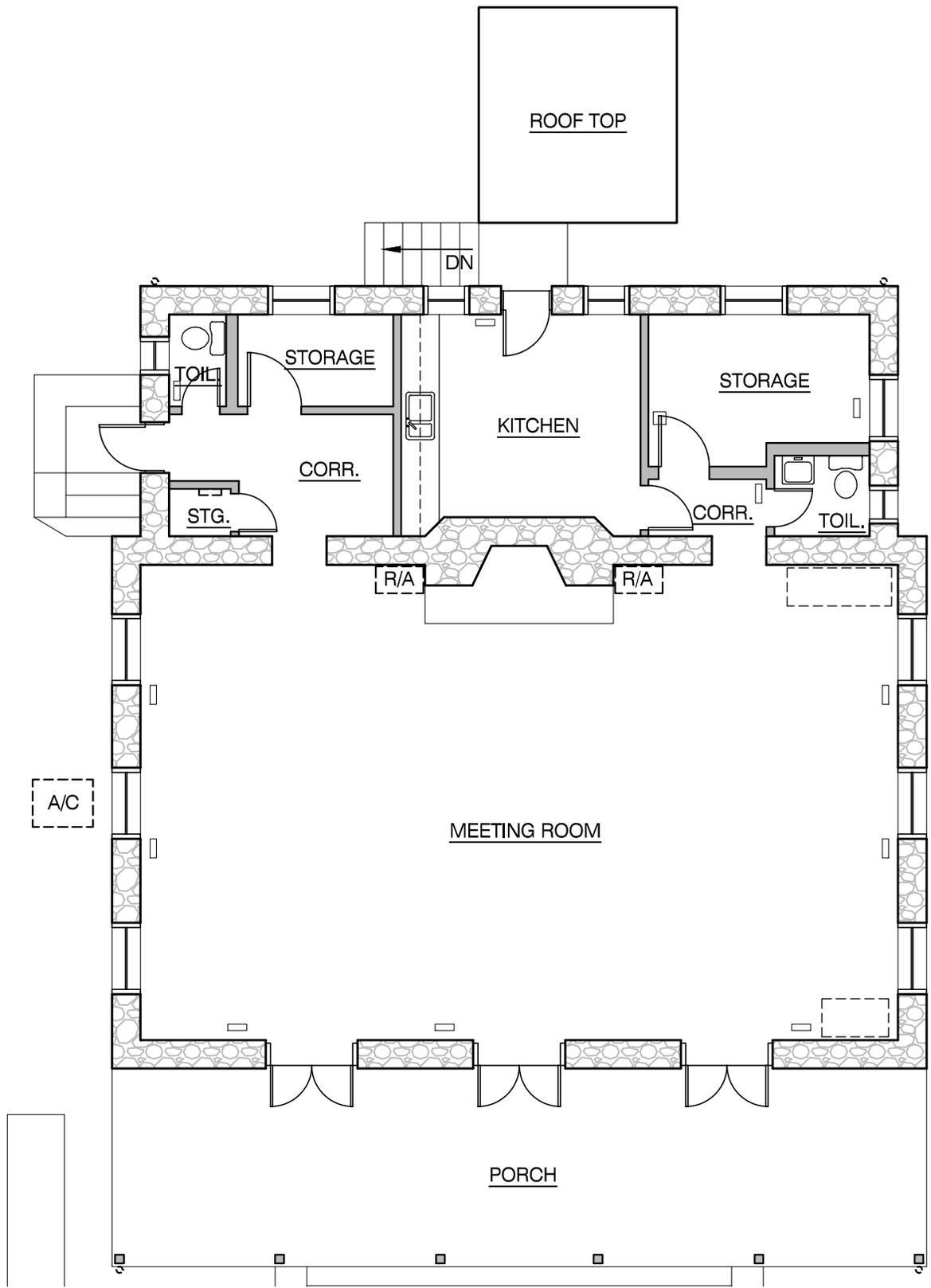
IV. Conclusions and Action Plan Recommendations:

Construction market costs are currently at historic lows and moving ahead with the maximum amount of work feasible is recommended. If necessary, it would be feasible to break the project into two phases:

- Phase 1: Site
 - Focus on regrading the site and diverting water away from the building.
 - Build retaining and other landscape walls as necessary.
 - Include landscaping plants and other features as available funds permit.
 - Bid the site and landscape work as a package with bid alternates and unit prices. .
- Phase 2: Building
 - The interior work does not lend itself to phasing. However, the design of the renovation and restoration work can be broken down with some bid alternates that will allow flexibility in tailoring the work to fit the funds available.

In terms of design and bidding, it would be advantageous to combine these phases into one bid package with the phases as listed above broken out as bid alternates. In this construct the design would proceed more efficiently and the end result would be more unified.

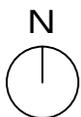
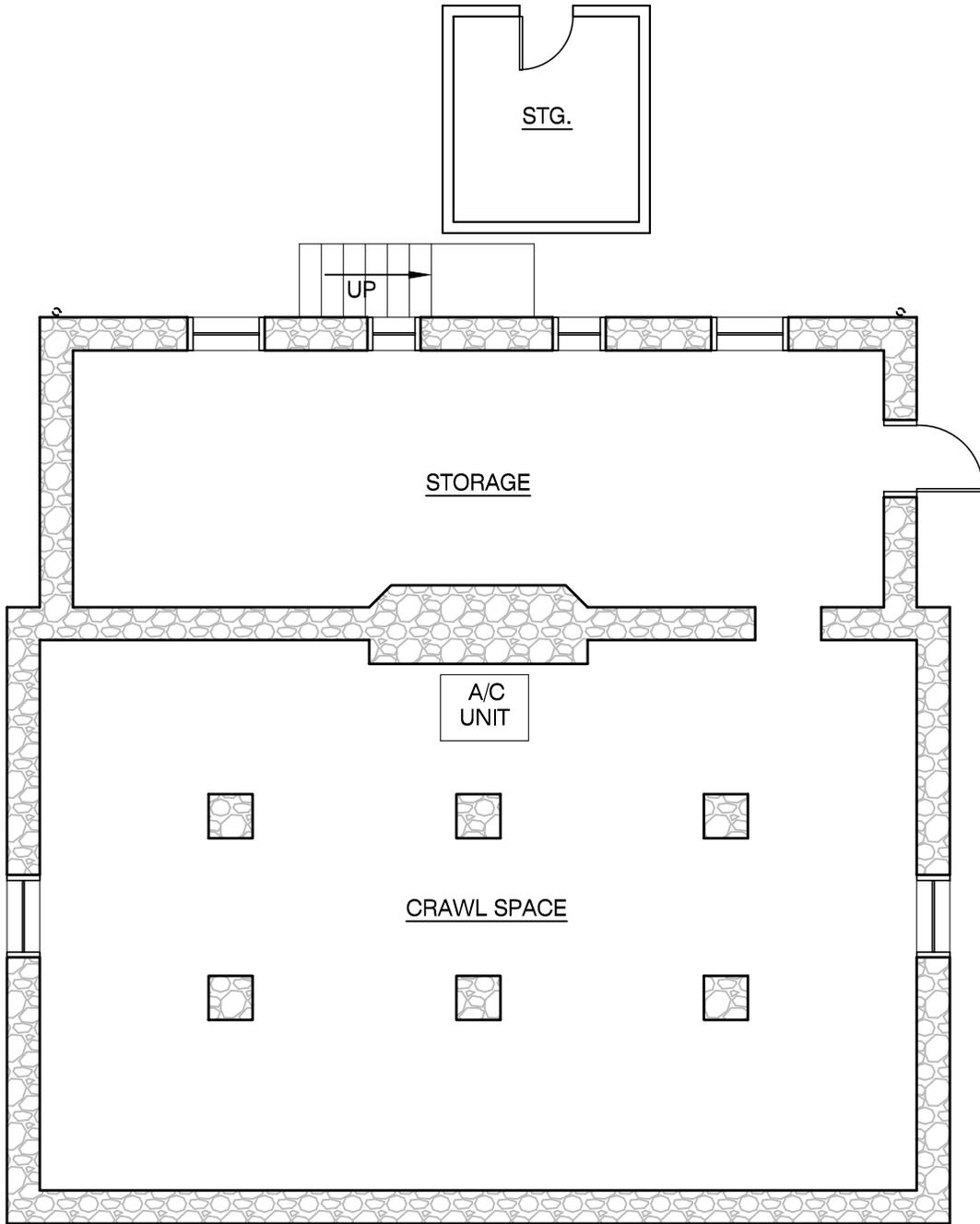
II. Existing Floor Plans



01

EXISTING 1ST FLOOR PLAN

1/8"=1'-0"

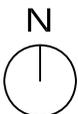
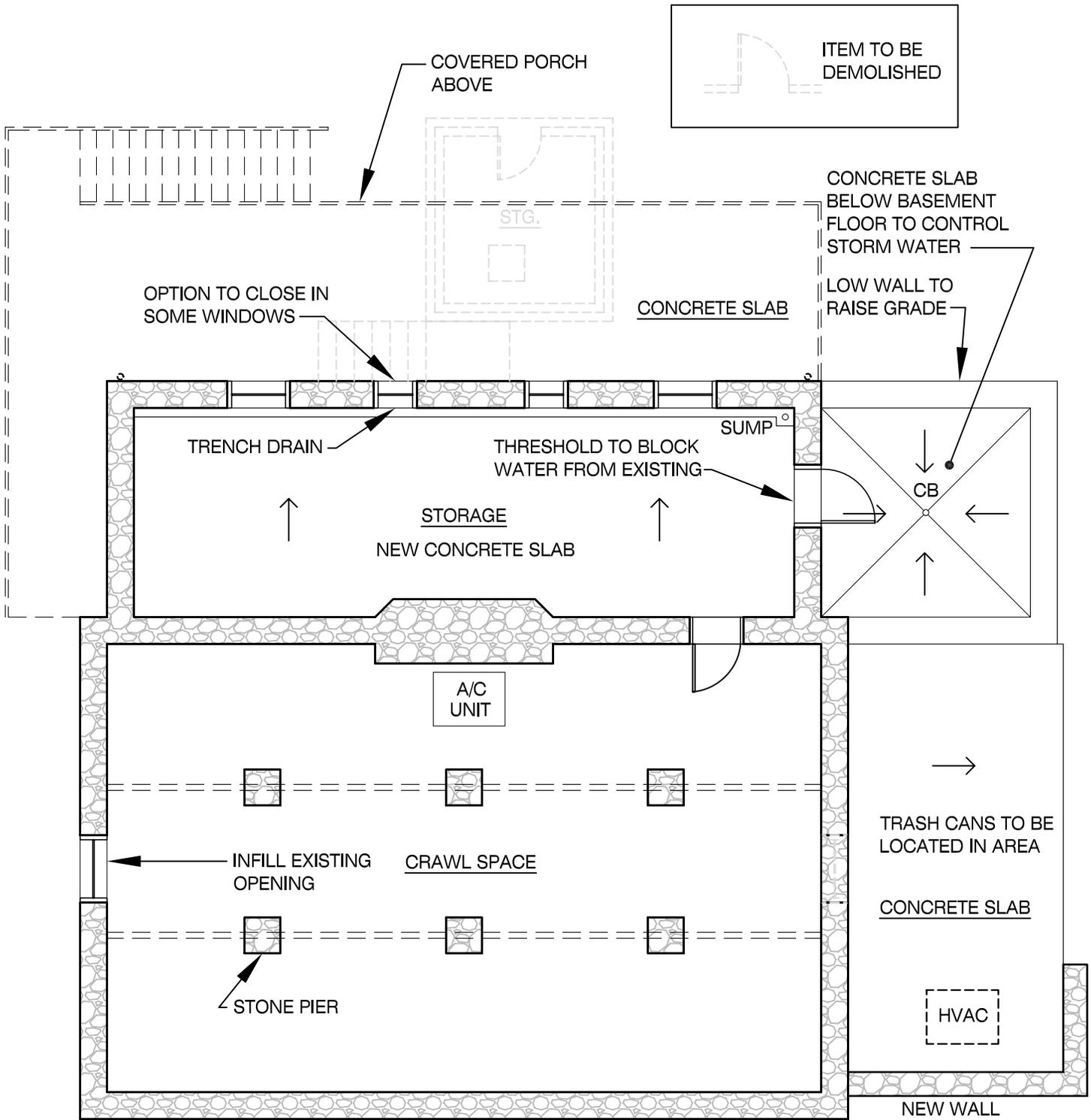


02

EXISTING BASEMENT FLOOR PLAN

1/8" = 1'-0"

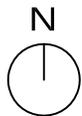
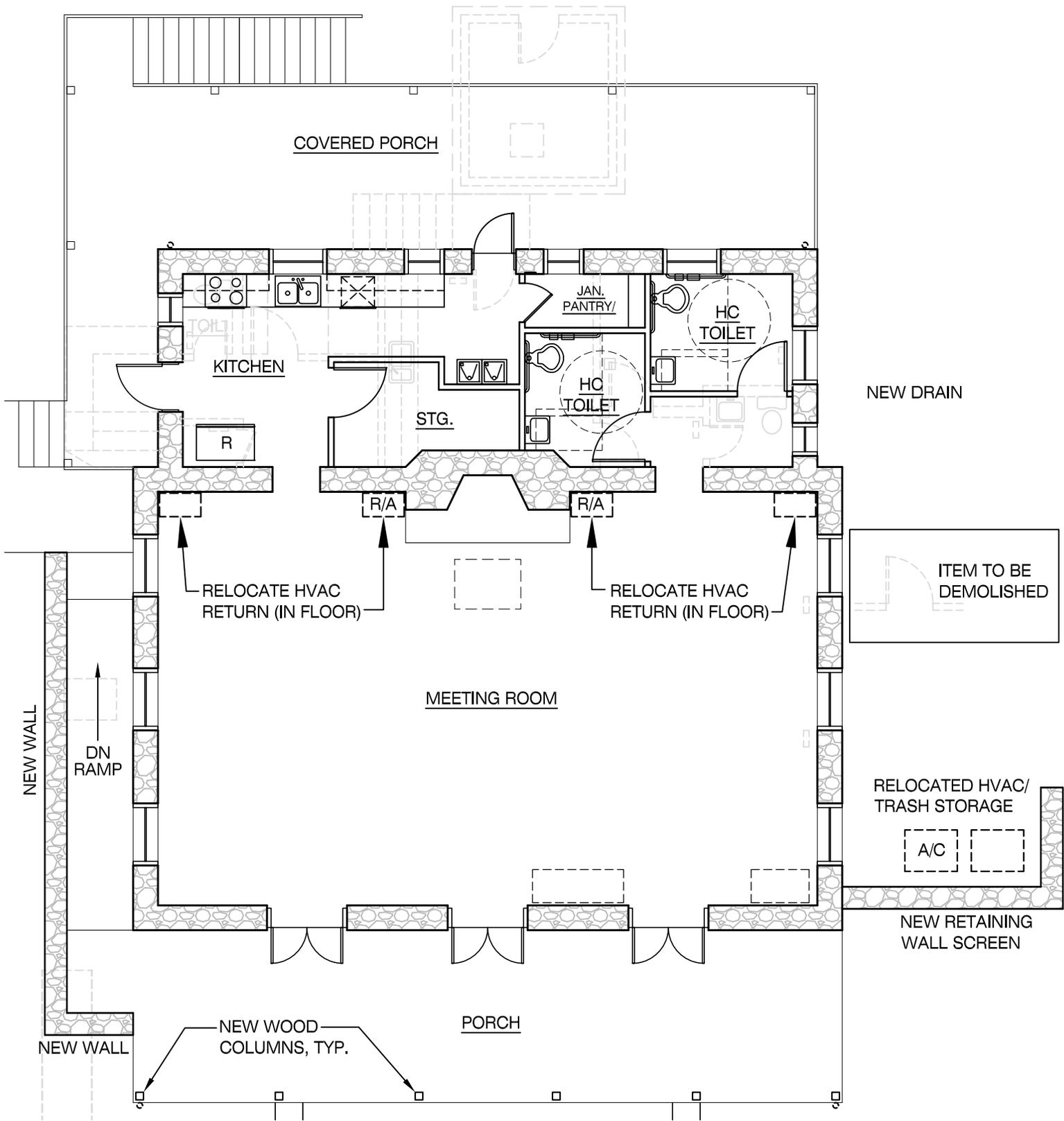
III. Proposed Floor Plans



04

PROPOSED BASEMENT FLOOR PLAN

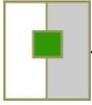
1/8"=1'-0"



03 PROPOSED 1ST FLOOR PLAN
 1/8"=1'-0"

IV. Proposed Site Plan

V. Preliminary Code Review



Preliminary Building Code Review:

- Building Code Edition: 2009 NC Rehabilitation Code - Primary Code Reference
2009/2012 IBC with NC amendments is referenced as well
- Primary Occupancy: A-3 (Assembly)
- Construction Type: IIIB
- Required Fire Ratings: Table 601 - Building Elements:
Type IIIB - no fire ratings required for primary structural frame, non bearing walls and interior partitions, floor construction and secondary members, or roof construction and secondary members. 2 hour exterior walls are required.
- Square Footage Allowed: Table 503: Type IIIBU construction: 9,500 sf allowed for B Occupancy with a maximum of 2 floors. The building is 2,700 SF (footprint including the existing front porch and the proposed new north side covered porch).
- Sprinklers: 903.2.1.3 - Not required in a Group A-3
 - Fire Area does not exceed 12,000 sf
 - The Occupant Load is not greater than 300
 - The Level of Exit Discharge is the main level of the building
- HC Accessibility: Required for primary floor, not in basement.
- Plumbing Fixtures: 2902.1
 - Male: 1 per 125 occupants (ADA compliant)*
 - Female: 1 per 65 occupants (ADA compliant)*
 - Drinking Fountain: 1 per 500 occupants

*The ADA requirement was confirmed with The Chatham County Central Permitting Office.

VI. Preliminary Budget Estimates

**PRELIMINARY COST ESTIMATE:
Pittsboro Community House**

DIVISION	CLASSIFICATION	QUANTITY	UNIT	MATERIAL	LABOR	TOTALS	notes
01	General Requirements					\$ 35,500.00	
02	Existing Conditions					\$ 15,000.00	
03	Concrete work					\$ 2,991.00	
04	Masonry					\$ 11,000.00	
05	Metals					\$ 1,200.00	
06	Wood, Plastics & Composites					\$ 21,250.00	
07	Thermal/Moisture					\$ 35,280.00	
08	Openings					\$ 12,115.00	
09	Finishes					\$ 55,785.00	
10	Specialties					\$ 978.00	
11	Equipment					\$ -	owner provided
22	Plumbing					\$ 10,000.00	
23	Mechanical					\$ 7,000.00	
26	Electrical					\$ 7,000.00	
28	Electrical Security					\$ 4,000.00	
31	Earthwork					\$ 1,250.00	
32	Exterior Improvements					\$ -	
33	Utilities					\$ 1,500.00	
	Division Totals					\$ 221,849.00	
	Sales Tax	7.00 %		\$ 61,122.75		\$ 4,278.59	
	Labor Burden	35.00 %			\$ 58,548.40	\$ 20,491.94	
	Adjustments					\$ -	
	Builder's Risk	4 mths		\$ 375.00		\$ 1,500.00	
	Hard Cost					\$ 248,119.53	
	Gen. & Admin.	4.50 %				\$ 11,097.88	
	Profit	5.00 %				\$ 12,405.98	
	Bonds	bond table				\$ 6,000.00	
	TOTAL BASE BID:					\$ 277,623.39	
	Bid Alt. G-1 (add)		security alarm			\$ 4,000.00	
	Bid Alt. G-1 (add)		rear covered porch construction			\$ 20,000.00	
	Bid Alt. G-2 (add)		landscaping package			\$ 106,240.00	
				GRAND TOTAL WITH ALL BID ALTERNATES:		\$ 407,863.39	

Pittsboro Community House Phase 1 Site Work

8/8/2012

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>LABOR & MATL</u>	<u>PLANTS</u>	<u>PLANTS</u>	<u>TOTAL</u>
<u>DEMOLITION</u>						
REMOVE CONCRETE	443	SF	1,329.00			1,329.00
1,329.00						
<u>EARTHWORK</u>						
SUBGRADE AND FILL	1	LS	25,000.00			25,000.00
TOPSOIL	1	LS	10,000.00			10,000.00
35,000.00						
<u>FLAT CONCRETE</u>						
NEW CONCRETE BASE (STONE)	445	SF	1,780.00			1,780.00
1,780.00						
<u>STONE WORK</u>						
CMU WALL WITH STONE VENEER	920	SF	23,000.00			23,000.00
23,000.00						
<u>DRAINAGE</u>						
PVC PIPE, CLEANOUTS & INLETS	180	LF	9,000.00			9,000.00
9,000.00						
<u>NEW LAWNS</u>						
SEEDED LAWNS	1	LS	2,500.00			2,500.00
2,500.00						
SUBTOTAL						72,609.00
TAX						5,082.63
PROJECT TOTAL						77,691.63

Appendix I
2008 Heery International, P.C. Report

FACILITY CONDITION ASSESSMENT

Pittsboro Community House

65 Thompson Street

Pittsboro, North Carolina

Report of Findings and Recommendations



**For
Town of Pittsboro
April 2008**

HEERY

Heery International, P.C.

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I. EXECUTIVE SUMMARY

Heery International completed a Facility Condition Assessment (FCA) of the Pittsboro Community House located at 65 Thompson Street in Pittsboro, North Carolina, on 04 APR 08. The Pittsboro Community House is a former residence currently used for community events. This report is based on an assessment that was conducted to identify potential code violations, significant deficiencies in design or physical deterioration, and functional obsolescence or deficiency in capacity of building components or systems. The objective is to identify facility components and assets that will require major capital outlay within the next five years, to delineate as-built conditions that may be functionally obsolete, and to identify long-term facility component renewal and replacement costs.

Approach

The typical FCA is a physical assessment of the condition and life cycle of building components and systems. The component review looks at the site, exterior/interior finish conditions (appearance), structure, interior environmental conditions, fire protection and life safety components, lifecycle expectations, repair costs and potential maintenance issues. The A/E team typically completes a drawing review, facility personnel interviews, and physical inspection of each facility. The practices and standards of this assessment process are built on the condition assessment guidelines of ASTM E2018-01 and have been utilized to perform this assessment.

General Building and Site Description

The Pittsboro Community House is a one-story, load bearing stone masonry structure of approximately 2,000 square feet with a lower level basement and crawl space. The building was originally constructed in the early 1900's. County records indicate renovations were completed in 1940 and 1965. The basic structure measures 50 feet plus six feet for the covered porch in the North-South direction and 40 feet in the East-West.

The basement/crawl space is an unfinished area used for mechanical equipment serving the building. The first floor is primarily one large room in the front section of the house. The rear of the house is subdivided into smaller rooms including two toilet rooms, an electrical room, a kitchen, and two storage rooms.

The building is of special interest to the community; it is not on the National Register for Historic Places. The house is located near the town center of Pittsboro. The site slopes from front to rear with several mature trees and grass; several areas of erosion were noted; some storm water management systems are in place under a gravel drive. A new BMP has been installed behind the building for run-off from the adjacent property parking lot.

Summary of Findings

The Pittsboro Community House is designed in a vernacular farm house style. The exterior walls are stone; which are not clad on the interior. The exterior building envelope has evidence of settlement cracking. Most notably on the east elevation where there are ground erosion problems. The original windows are wood double-hung, single pane units. Some of the original glass panes have been replaced with new single pane glass or plexi-glass. The original building windows provide poor thermal comfort for building occupants.

The back of the house area is subdivided into smaller rooms which limit the functionality of the space. Heery found the interior of the facility to be fair condition and the building plumbing, electrical, and HVAC systems to be in poor condition. Additionally, Heery found significant ADA Compliance related deficiencies.

Major findings and recommendations include:

Site

- Adequate parking is a consideration for the future use of the building. Handicap parking will need to be provided.
- ADA Compliant access should be provided to the main entry of the building on the South Elevation by installation of appropriate ramp, stairs, and handrails.
- Sidewalks and porch concrete should be repaired/ replaced.
- Ground erosion needs to be stabilized to prevent further building cracking.

Building Envelope

- Building Façade: Cracking in masonry.
- Original Windows: Recommend repairing the windows and installing interior-mounted storm windows. Thermal comfort would be improved with interior-mounted storm windows or thermal replacement windows.
- Exterior Doors: Replacement of exterior doors and hardware is recommended.

Interior

- ADA Compliance issues with access to the back of the house area, kitchen, door hardware and toilet rooms.
- It is recommended for the back of the house to be gutted and reconfigured for the future building use.
- Flooring refinishing, repair and replacement is needed.
- Alternate options for the air system should be considered to maintain the historic appearance of the Main Room.
- The ceiling and other building finishes should be upgraded to meet the needs for the future usage.
- Gaps between exterior fenestrations (doors and windows) and stone masonry are visible in places. The mortar should be repointed as needed to prevent water infiltration and provide better thermal conditioning.

Plumbing and Fire Protection

- The building is not sprinklered for fire protection.
- The plumbing systems are in poor condition.
- Handicapped accessible restrooms were not provided; toilet room fixture counts do not meet code requirements for this type of facility.
- It is recommended that all plumbing systems and fixtures be replaced.

Mechanical Systems (HVAC)

- The HVAC systems were found in fair condition; systems could be modernized with toilet room improvements.

Electrical Systems

- The electrical systems were found in fair condition; system is nearing end of useful life; any renovations will require code update of panels, wiring, and devices.

Historic Considerations

- Due to the community interest in the house, special care should be taken in regards to all repair, maintenance, and alterations to the building. It is critical to maintain defining historic elements of exterior and interior of the building.
- Any elements added to the building should be easily identified as new items but in keeping with the original design intent of the building. Similar scale and design should be considered with any changes to the building.
- Maintaining the appearance of the main room is important to the historic character of the building. The primary defining elements are the open space, the fireplace, the wood flooring and the trim. The AC vents diminish the historic appearance of the main room. Alternate options for the air system should be considered.

Probable Costs

Project recommendations are outlined within each of the primary categories as identified in the condition assessment. These represent viable assumptions about quantity and quality based on information provided and requirements for repair or replacement of building components to function properly and to conform to normal standards of construction and quality.

This evaluation considered functional obsolescence and deficiency in capacity within the context of common design and maintenance standards for this type of building. The costs should be considered 'order-of-magnitude' based on 2008 construction costs using several construction market estimating resources. All probable costs include general conditions, contingencies (15%) and escalation.

▪ Improvements for Code Compliance	\$ 5,575
▪ Improvements to correct Deficiencies in Design or Physical Deterioration	\$39,580
▪ Functional Obsolescence and Deficiency in Capacity of Systems	\$18,500
▪ Total Estimated Reinvestment (\$31.82/SF)	\$63,655

II. APPROACH

Heery provided architectural and engineering component assessments of the facility located at 65 Thompson Street in Pittsboro, North Carolina using a standard format for comprehensive facility condition assessments (FCA) in accordance with guidelines established by ASTM E2018-01¹. The primary objective of this effort was to determine if the asset requires major capital expenditures and to identify functionally obsolete areas or components relative to its retail/commercial/residential use.

The FCA process documents facility attributes and asset conditions to identify facility renewal requirements and to create a capital projects plan. Heery documented the primary facility attributes that require replacement or renewal within the next five years. The A/E team completed an evaluation of the information obtained through the facility condition assessment and provides this high-level summary highlighting observed issues within the following key areas:

1. Apparent major code violations or those that may become code violations if the facility requires a building permit for improvements.
2. Deficiencies in design or physical deterioration of significance that will likely require a capital outlay within the next five (5) years and an estimate of probable cost for correcting these deficiencies. Also considered long-term maintenance and repair programs that should be implemented.
3. Functional obsolescence and deficiency in capacity of systems when compared with typical industry standards for retail, commercial, and multiple residential tenancy facilities.

¹ ASTM E2018-01:Standard Guide for Property Condition Assessments: Baseline Property Condition Assessments Process

III. FINDINGS AND RECOMMENDATIONS

A. OVERVIEW

The Pittsboro Community House consists of one occupied floor and a basement/crawl space. Conditioned space includes approximately 2,000 square feet; the structure is load-bearing stone masonry with cast stone lintels and sills, timber framed floors and roofing, all originally constructed in the early 1900's. The lower level is an unfinished area with mechanical equipment.

The exterior envelope has minor deterioration as observed during inspections. Specifically, ground erosion has occurred and the house has had some settling, evidenced through cracks in the masonry. The building's wooden double-hung single pane windows are no longer operable. It is evident that glass panes have been replaced with new glass or Plexiglas in a number of locations.

The fiberglass shingle roofing is in good condition as it appears to have been replaced within the last five years. Exterior doors are not equipped with panic hardware and modifications should be made to provide code-compliant means of egress from the building.

Heery found the exterior and interior of the facility are not ADA Compliant. The access to the building, the main entrance, and access to the toilet rooms, the toilet rooms, and the kitchen do not meet ADAAG Guidelines. Modifications to these areas need to be made to allow all of the community to utilize this facility. The building interior finishes, plumbing, electrical, and HVAC systems are in need of improvements.

B. SITE

Landscaping

The primary landscaping feature around the building consists of sloped grassy areas. Some erosion was noted on the east side adjacent to the stairs leading from the driveway to the front entrance. A new BMP was installed at the rear of the property with wetland grasses and other environmentally sustainable features as designed and installed by NC State. This Stormwater retention system receives run-off from an adjacent impervious parking lot.

Sidewalks and Building Access

The building is surrounded by a narrow pedestrian sidewalk that was found in poor condition. It is recommended that the sidewalk be removed; soil scrapped and re-compacted, then place new concrete over appropriate base. Handicapped access is not available at any of the entrances. A sidewalk ramp should be provided on the west side of the building from a pull-off area from the driveway leading to the front porch for entry through the main doors. The stairs at the main entry are not original nor ADA compliant. It is recommended that these be replaced with ADA compliant stairs and railings as part of the ramp project. The porch on the front of the building has significant deterioration and cracking. A project is currently in the planning stages to have this repaired.

Parking

The parking area is located in the rear of the building on the north side. It is a grass lot near a water shed area. There is parking for an adjacent building to the west of the building. Parking requirements will vary depending on proposed usage. Parking needs and availability should be considered when determining future use of building. There are currently no handicap parking spaces for the building.

B.1 SITE FINDINGS

Code Issues

- Access to the building, parking and the main entry are not ADA Compliant.

Deficiencies

- Recommend replacing sidewalks due to cracks and heaving.
- Parking should include marked handicap parking spaces.
- Ramp and stairs to access building should be installed to meet ADAAG Guidelines.
- Stabilize ground to correct ground erosion near house; replace RCP under driveway at northeast corner of building; a retaining wall should be added where the elevation changes on the east side adjacent to stairs leading to the front entrance.

Functional Obsolescence (N/A)

SITE PHOTOS



PIT001: South Elevation of Building - General Tree Landscaping and Sidewalk



PIT002: Stairs at Southeast corner of building
- ground erosion evident to north of stairs



PIT003: Typical Crack in Sidewalk view toward stairs
seen in photo Site 02



PIT004: Concrete deterioration on Porch

C. BUILDING ENVELOPE

Structure

The building structural system consists of stone masonry load bearing walls with limestone lintels and sills at all openings. The first floor includes approximately 2,000 square feet that spans four, 30" x 30" masonry piers with rough sawn (timber) floor joists.

A small former smokehouse or pantry is constructed behind the main house consisting of brick walls and a concrete roof. This is currently used for storage.

Roof

The roof is a wood-framed gable system with three dormer windows on the south elevation, and attic windows on the east and west sides. Fiberglass shingles appear to have been replaced within last five years; aluminum gutter and downspout system also appears new with downspouts piped to outflow on opposite side of driveway into a natural swale that runs along the east property line.

Exterior Walls

The exterior walls are stone; which are not clad on the interior. There is some cracking on the exterior of the building that is visible through to the interior. The exterior envelope has minor deterioration as observed during inspections. Specifically, ground erosion has occurred and the house has had some settling, evidenced through cracks in the masonry. It appears that the exterior walls are generally in good condition. A routine maintenance program is essential to annually clean the stone face, re-point grout, and inspect the condition of stone.

Exterior Windows

The building's wooden double-hung single pane windows are no longer operable. The ropes have been removed from the majority of the windows and it is unknown if the weights remain in the windows. It is evident that glass panes have been replaced with new glass or Plexiglas in a number of locations. The replacement method is not consistent nor is the craftsmanship of good quality. The major support mullions appear to be in good condition.

It is recommended that the exterior windows be refurbished. Some of the windows are missing and the openings are boarded up. New windows in keeping with the original window design should be installed where needed. Thermal comfort would be improved with interior-mounted storm windows and should mitigate water infiltration into the occupied space.

Exterior Doors

Exterior doors are not equipped with panic hardware and modifications should be made to provide code-compliant means of egress from the house. There are three set of double doors accessing the porch on south elevation. All of the doors to door close properly. The door on the north elevation has been damaged and has broken glass. None of the exterior doors have ADA Compliant hardware.

General

The exterior stairs on the south elevation are brick while the stairs on the north and west elevations are concrete. None of the stairs or handrails are ADA Compliant. The stairs on the north and west elevations have significantly deteriorated. Rebar is exposed on the under side of the north stairs. It is recommended that all stairs be replaced with ADA Compliant stairs and handrails.

C.1 BUILDING ENVELOPE FINDINGS

Code Issues

- The exterior doors do not have panic hardware or ADA Compliant hardware.

Deficiencies

- Cracking in the exterior walls is evident primarily due to ground erosion. It is recommended that site erosion stabilization measures be performed which should prevent further cracking to the building. Exterior walls should be cleaned and grout repointed where cracks have occurred.
- The original building windows are single pane glass which provides poor thermal comfort for building occupants. Much of the existing glass has been replaced with glass or Plexiglas. The replacement method is not consistent nor is the craftsmanship of good quality. The major support mullions appear to be in good condition. It is recommended that the windows be repaired and interior-mounted storm windows be installed.
- It is recommended that new windows in keeping with the original windows design be installed where existing windows are missing.
- Porch floor should be removed and replaced with compacted stone fill and minimum 4" reinforced concrete slab. Rebar should be treated for exterior use.
- Interior thermal comfort could be enhanced by adding insulation on the underside of the first floor with a vapor barrier to control moisture migration from the basement/crawl space.

Functional Obsolescence

- The existing original windows, while historic in nature, do not provide adequate occupant comfort.
- Routine maintenance program to maintain the stone façade should be established.

C.2 BUILDING ENVELOPE PHOTOS



PIT011 – East Elevation – View of ground erosion, masonry cracks and blocked windows.



PIT017: North Stairs – View of underside of stairs with exposed rebar in concrete.



PIT012: East Elevation - Typical crack in masonry



PIT018: North Stairs– Non Compliant stairs & handrail



PIT016: North Elevation – View of brick addition and chimney



PIT021: West Elevation – Non Compliant entry



PIT024: West Elevation – Glass replacement; poor craftsmanship



PIT022: West Elevation – View of Main Entry Doors



PIT023: North Elevation – View of door from
Kitchen to North Stairs

D. INTERIOR

The interior layout of the building has a main room at the front entry which spans the entire width of the house. There is a fireplace in the main room which is not functional. There are two doorways from the front of the house to the back of the house. The back of the house contains two single occupancy toilet rooms, two storage rooms, an electrical closet, and a kitchen.

The walls in the main room are the exposed stone masonry structure and in the rear of the building the interior walls are painted wood paneling. The main room has wood flooring while the back of the house has vinyl flooring. The floor in the back of the house slopes and is not level. The hardware throughout the building is round knobs. The ceiling is a composite material and is significantly warped in the main room. One toilet room does have a grab bar but the fixtures, door, mirror and grab bars are not accessible. The kitchen casework is deteriorated and there is evidence of a possible animal infestation.

Maintaining the appearance of the main room is important to the historic character of the building. The primary defining elements are the open space, the fireplace, the wood flooring and the trim. The air conditioning system return vents/plenum diminishes the historic appearance of the main room. Heery found the interior of the facility to be fair condition with significant ADA-compliance deficiencies.

D.1 INTERIOR FINDINGS

Code Issues

- The doorways from the main room to the back of the house are not ADA Compliant. As part of a reconfiguration of the back of the house, it is recommended that these be kept as cased openings without doors and the openings should be modified slightly to allow for a 32" wide clearance.
- Neither of the two toilet rooms are ADA-compliant; a minimum of one should be provided.
- None of the door hardware is ADA-compliant; it is recommended that the door hardware be changed to lever.
- The kitchen is not ADA-compliant which should be provided.

Deficiencies

- The configuration of the back of the house is awkward and does not allow for ADA Compliant access, toilet rooms or use of the kitchen. It is recommended for the back of the house to be gutted and reconfigured for the future building use.
- The wood flooring in the main room has some deteriorated slats. Additionally, the finish is worn. It is recommended that the wood flooring be repaired and refinished.
- The vinyl flooring and subfloor should be replaced when the back of the house is renovated; floor supports should be leveled.
- Alternate options for the return air vents/ plenum system should be considered to maintain the historic appearance of the main room.

Functional Obsolescence

- The ceiling and other building finishes should be upgraded to meet the needs for the future usage.
- Gaps between exterior fenestrations (doors and windows) and stone masonry are visible in places. The mortar should be repointed as needed to prevent water infiltration and provide better thermal conditioning.

D.2 INTERIOR FINISHES PHOTOS



PIT025: Main Room – Interior View. AC components overwhelm historic nature of room.



PIT037: View of Kitchen – Casework in poor condition and kitchen is not ADA Compliant



PIT032: View of doorway from Main Room to back of house area – Not ADA Compliant



PIT033: Toilet Room – Not ADA Compliant



PIT030: Main Room – Gap between base and wood flooring



PIT029: Main Room – Damaged areas and finish worn on wood flooring



PIT028: Minor gaps between exterior fenestrations and stone masonry

E. BUILDING SYSTEMS

Mechanical Systems

The primary heating and air conditioning systems for the building consist of a 5 ton split system, Rheem Criterion II with gas heating. The chimney flue is used for venting gas. System is designed with a plenum supply under the main floor in the basement/crawl space with flexible ducts serving each floor mounted diffuser. Split system unit was installed in 1994; will likely need to be replaced within next five years.

The air quality in the back of the house was not as good as the Main Room. At the time of the Facility Condition Assessment the air was stale with a slight mildew odor. The air flow from the basement into the first floor of the house needs to be controlled; there is a significant amount of sediment the keeps the basement area wet at the rear of the building.

Main room is equipped with a large attic fan that is non-functional; ceiling fans have been added to this room.

Plumbing Systems

All of the existing plumbing systems appear original to the building. Sanitary is cast steel with lead/oakum joints. A sump pump in the basement is completely immersed in sediment and non-functional. This area should be cleaned, water source diverted, and sump pit and pump system maintained to reduce moisture migration from this area into the occupied spaces. Plumbing systems are inadequate and should be replaced with renovation of the interior spaces.

Electrical Service

The electrical service for the building is through a 100A Siemens distribution panel. There is no Transient Voltage Surge Suppressors (TVSS) on the distribution panel board or branch circuit panel board. Wiring in the building appears to be nearing its life expectancy.

Duplex receptacles are standard 120V, 2-pole, 3-wire grounded type, 15A rated receptacles mounted in the baseboard. All HVAC and Plumbing equipment is served from the 100A panel.

Interior lighting consists of various types of fixtures, which vary from one room to the next providing poor to fair general lighting. The building appears to have telephone service; no CATV systems were observed; no security system; no fire alarm system.

E.1 BUILDING SYSTEMS FINDINGS

Code Issues (N/A)

Deficiencies:

- Repair or replace sump pump after pit is cleaned and restored.
- HVAC split system is nearing its expected lifecycle; replace unit within five years.
- Increased lighting levels should be provided with renovation.

Functional Obsolescence:

- Replace electrical panel and all feeders with major renovation.

E.2 BUILDING SYSTEMS PHOTOS



PIT026: Main Room – Light Fixtures & Ceiling Fans



PIT027: Main Room – Emergency Lighting and Building Fan



PIT035: Storage Room – Light Fixture

F. FUTURE USAGE RECOMMENDATIONS

The Pittsboro Community House is in need of an upgrade and renovation project. This undertaking should be in conjunction with the future use of the building. The large Main Room at the front of the building lends itself well for continued community program, assembly use. Once the rear of the building is reconfigured including adequate toilet rooms and access, the facility could be utilized as a museum, theatre, or office with open plan work areas in the main room.

The restricting factor for any use is the limited parking and the quantity of toilet facilities required. Regardless of the future intended use, the building should be modified for ADA-compliance and building systems modernized.

The community interest in the house is important therefore the community should be involved in the decision making process when determining the future use of the building.

IV. PROBABLE COSTS

The following costs are presented as a summary of each item recommended in the preceding narrative requiring repair or replacement to function properly and to conform to normal standards of construction and quality. The costs should be considered 'order-of-magnitude' based on 2008 construction costs using several construction market estimating resources. All probable costs include general conditions, contingencies (15%) and escalation.

A.1 IMPROVEMENT FOR CODE COMPLIANCE - \$5,575

Facility Component	Project Type	Probable Cost
Site	Allowance to provide ADA-compliant ramps and handrails to entrances and marked HC parking areas.	\$1,500
Building Envelope	Provide ADA-compliant panic hardware on 5 exterior doors.	\$3,225
Interior Finishes	Provide ADA-compliant interior door hardware (allowance).	\$850

A.2 IMPROVEMENTS TO CORRECT DEFICIENCIES IN DESIGN OR PHYSICAL DETERIORATION - \$39,580

Facility Component	Project Type	Probable Cost
General Site	Replace all existing sidewalks (500 SF)	\$1,765
	Provide retaining wall and correct soil erosion	\$500
Building Envelope	Stabilize building foundation system (allowance)	\$1,000
	Replace porch slab; new stone fill and reinforced concrete	\$1,500
	Clean stone masonry; epoxy grout shear cracks and re-point masonry (allowance)	\$1,000
	Rehabilitate windows to restore original systems; add interior storm windows for thermal comfort and moisture control	\$2,500
	Alternative: Replace windows with thermal pane double hung units (14 excl. dormers)	\$5,740
	Add insulation on underside of first floor.	\$2,200

Facility Component	Project Type	Probable Cost
Interior Finishes	Reconfigure the rear of the building to reconstruct floor, provide one ADA-compliant toilet room, and modernize kitchen (allowance @ \$60/SF).	\$6,000
	Refinish wood floor in main room	\$500
	Replace subfloor and floor finishes in rear of building (Alternate to reconfiguring rear of building)	\$2,000
Building Systems	Repair/replace sump pump and associated piping (allowance)	\$400
	Replace HVAC system (5 Ton heat pump)	\$3,475
	Provide improved interior lighting (\$3.50/SF)	\$7,000
	Add Fire Alarm system with interior renovation (\$2/SF)	\$4,000

A.3 FUNCTIONAL OBSOLESCENCE AND DEFICIENCY IN CAPACITY OF SYSTEMS - \$18,500

Facility Component	Project Type	Probable Cost
Building Envelope	Establish annual exterior cleaning and masonry re-pointing	N/A
Interior Finishes	Replace ceiling in main room (ACT)	\$2,500
Building Systems	Replace plumbing systems (including fixtures) with interior renovation	\$10,000
	Replace electrical panels and wiring with interior renovation	\$6,000

This evaluation considered functional obsolescence and deficiency in capacity within the context of common design and maintenance standards as practiced for single and multiple occupancy office buildings.

As shown above, the total estimated cost to address these requirements is approximately \$63,655 (\$31.82/SF).

Appendix II

**North Carolina State Historic Preservation Office letter to the
Town of Pittsboro, re. Community House (April 19, 2006)**



North Carolina Department of Cultural Resources
State Historic Preservation Office

Peter B. Sandbeck, Administrator

Michael F. Easley, Governor
Lisbeth C. Evans, Secretary
Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

Division of Historical Resources
David L. S. Brook, Director

April 19, 2006
April 19, 2006

Mr. Sam Misenheimer, Interim Town Manager
Post Office Box 759
635 East Street
Pittsboro, NC 27312

Dear Sam:

I enjoyed meeting you on April 7, and visiting the Pittsboro Community Building again. The following are my observations and recommendations regarding the building.

The first priority, of course, is the roof. The historic photograph clearly shows that the roof was originally an asphalt shingle roof. Although a metal roof will typically have a lifespan of 50-75 years, versus a fiberglass shingle roof, which typically have a 25 to 40-year warranty depending on the grade of shingles selected, I have concerns with the compatibility of a metal roof with the existing copper roofing on the three dormers. The existing sections of gutter and downspouts are also made of copper. Galvanic action can occur between copper and other metals, resulting in deterioration of the other metals, the exceptions being lead and stainless steel. My other concern is the visual compatibility between a modern enameled metal roof, and the simple classical architecture of the building. Therefore, my recommendation is that an architectural shingle with a 40-year warranty be selected for the roof, that the existing copper roofing on the dormers be retained (it appears to be in good condition), and that the gutters be replaced with new half-round copper gutters and downspouts to match the existing sections of gutter and downspouts on the rear of the building.

The second priority is the front porch, which has a concrete floor that has cracked and has begun to sink, as well as poor replacement columns that do not match the original columns. The historic photograph appears to have a shadow line along the edge of the porch floor. The porch floor may originally have been wood, and was later replaced with the existing concrete floor, which could explain why the original wide steps have been replaced. The porch foundation has vents on either end, which indicates that the foundation is "hollow" and may have contributed to the failure of the present concrete-slab floor. You may need to consult with an engineer regarding the floor, but I imagine that the concrete will have to be totally removed and re-poured, perhaps filling the foundation with crushed rock to support the concrete flooring.

I also recommend that the wide concrete steps be reconstructed, along with the stone cheek walls with concrete caps, based on the historic photograph and the physical evidence on the porch foundation. A simple concrete handicapped ramp could be easily added to the west (left) end of the porch without greatly altering the appearance of the building. As you will note from the historic photograph, the original porch columns were square Tuscan columns set on a tall plinth base. Also note that three columns sat at each corner, rather than one. In addition to the photograph, there is a nice “ghost mark” of paint on the face of the building where the pilasters or half-columns were placed against the stone. This will provide the proper dimensions for the replacement columns. Although the original columns would have been wood, consideration might be given to the installation of high-quality fiberglass columns, which when painted will be indistinguishable from a wood column, but will have much better longevity and will require little or no maintenance other than painting.

The porch ceiling appears to be in reasonably good condition, and will probably only require painting. There is, however, some damaged trim on the porch, which will require replacement. Note also that the existing light fixtures on the porch are later replacements dating from perhaps the 1960s or 1970s. It appears that the original light fixtures had a square base, as indicated by the paint line behind one of the existing round fixture bases. They may have been Craftsman or Arts & Crafts in style, similar to the light fixtures on the piano inside the building. Rejuvenation lighting company www.rejuvenation.com in Portland, Oregon has a good selection of reasonably priced exterior fixtures in their collection, such as the Hawthorne and Whitman fixtures, that might be appropriate to the building.

Repair of the windows and doors would probably be the next priorities. There are a number of broken and missing windowpanes all around the building on the main level, as well as the attic and basement levels. The room on the rear of the building, adjacent to the kitchen, has a blanket hung in front of a window that has several missing panes, and the window in the storage room on the rear of the building has all of the muntins on the lower sash missing, and a single sheet of glass or acrylic has been installed in the sash. The glazing compound on most, if not all, of the window sash is dry and cracked or missing, and needs to be replaced. After the old glazing compound has been removed, the wood glazing bars should be treated with a 1:1 mixture of boiled linseed oil and turpentine, in order to replenish the moisture in the wood, prior to applying new glazing compound. There are several contractors in the region that specialize in wood window repair, including David Hoggard with *Double Hung* in Greensboro 336-273-1229 and Gary Ritter with *Paint and Preservation Resources* in Charlotte 704-651-2400.

The three pairs of French doors across the front of the building appear to be original, and are in reasonably good condition, but only the center pair of doors appear to have their original hardware. Although not essential, it would be nice for the hardware to be consistent across the front of the building. The transoms over the doors may have originally had multi-paned lites, rather than the single sheet of glass. Further study of the historic photograph may provide some clues, as well as physical evidence on the transom frames. Both the side entrance and the kitchen entrance doors appear to be original, but due to their exposure to the weather, both need repairs.

Sam Misenheimer, April 19, 2006, Page 3.

Any cracked and deteriorated sections of the doors can probably be repaired with an epoxy, such as LiquidWood or WoodEpoxy, which are both manufactured by Abatron, Inc. www.abatron.com. After the repairs, the doors can then be sanded and repainted.

Other needed exterior repairs include some tuck pointing of the stonework where mortar is missing, as well as the repair of some significant cracks on the east side of the building. Care should be taken to match the color, texture, and tooling of the existing mortar. In addition, the steps at the side entrance, on the west side of the building, including the stone cheek walls, have separated from the building and have begun to sink on one side. It may be possible to stabilize the steps, or to correct the lean. Consideration should be given to consulting a structural engineer for both the side steps and the front porch floor. David Fischetti with DCF Engineering in Cary 919-467-3853 has worked with our office for many years, and he has a lot of experience working with historic buildings in North Carolina as well as nationally.

Overall, there are a number of repairs needed on the exterior woodwork. I noted missing and deteriorated moldings, as well as holes that appear to have been caused by squirrels chewing through the wood in order to gain access to the attic space. Missing and deteriorated molding should be replaced with new molding to match the original. A naturally decay-resistant species of wood, such as cedar, mahogany, red-heart Douglas fir, or redwood should be used for the moldings. A local millwork shop may be able to duplicate the moldings, or a large millwork operation such as Stephenson Millwork www.smcinc.com in Wilson, which does woodwork for many historic buildings across the eastern half of the state, might be able to match the moldings on the Community Building with knives that they already have.

The rear concrete steps are somewhat deteriorated, and appear to be a later replacement, perhaps constructed when the well house was built. There is evidence of metal anchors in the masonry on the rear of the building, perhaps indicating that there was a wide porch across the center section of the rear elevation. The well house itself is not in good repair, and was built very close to the rear of the community building. Consideration should be given to eventually removing the well house, if it is no longer used, and replacing the steps and platform with something more appropriate to the building. Perhaps a member of the community remembers what was there originally.

The door into the basement is a flush replacement door. The original door probably matched the side and rear door on the main level of the building. The well at the doorway is filled with debris and decayed material, and allows water to enter the basement. There may be a drain in the well, although I was not able to find one while probing with a stick. At any rate, the water problem at the basement entrance needs to be remedied either with a drain, or a small canopy or awning over the entrance, or perhaps both. If the basement area is to be renovated, a sidewalk should also be constructed to provide access to that area of the building..

In studying the interior of the building, I discovered that a few minor changes have been made to the original floor plan. Both openings from the main room had single double-swinging doors, like the swinging doors found in many early twentieth-century homes between the dining room and the kitchen. Although one of the doors is still extant, along with the hinging mechanism at the bottom, wooden stops have been added to the doorways to prevent the doors from swinging both directions. On the right side of the building, the hallway led into the kitchen and into what was probably a ladies lounge (the room with the sofa and television). In examining the tongue-and-groove wood walls, it became apparent that the door opening into the restroom was from the "lounge" with the sink located on the wall of the lounge, next to the door opening, with only a toilet located within the water closet itself. The entrance was later infilled and relocated to its present location.

On the left side of the building the swinging door opened into a single room, with a water closet located on one side of the exterior doorway and a storage or janitor's closet located on the other side. A sink for the water closet was originally located on the outside the wall of the water closet, within the single room, which may originally have been used as the men's lounge. The sink has been removed, and a later wall sheathed in pre-finished wood paneling has been installed to create an awkward L-shaped storage roof with a small loft space.

Also, after studying the building for a while, I finally determined that the dormers are just for looks, and do not light the attic. Some of the WPA-era community buildings had exposed roof trusses in the main room; however, the truss work in the Pittsboro community building does not appear to have ever been exposed. The ceilings throughout the interior of the building are beaver board, which is a pressed wood fiber board used during the 1930s and 1940s, with battens covering the seams. Although the ceilings appear to be original to the building, they are all damaged and warped, most likely due to moisture. If desired, the beaver board could be removed, carefully retaining the crown molding which has been coped to fit the irregular stone walls, and then the ceilings throughout the building could be properly insulated, and new gypsum board ceilings installed along with the original crown molding.

The removal of the existing ceilings would also be an opportunity to install a new HVAC system, with the ductwork located in the attic. The existing HVAC units flanking the fireplace detract from its appearance, and the system is probably not very efficient. This would also be an opportunity to relocate the outside condensing unit to a less conspicuous location. The outside condensing unit could be eliminated altogether if a geothermal-type system were installed instead. Although the cost to install a geothermal HVAC system is generally more expensive than a conventional system, there will be a significant savings in heating and cooling costs over the long term.

The massive stone fireplace is the focal point of the main room, and it should be cleaned and accentuated. Since the fireplace is no longer used, a cap could be installed on the chimney, which will prevent access by animals, as well as eliminating heating and cooling loss. Currently, there is some fiberglass insulation stuffed in the flue. The installation of un-vented gas logs, in a size

appropriate for the size of the fireplace, could provide some auxiliary heat, as well as some added ambiance. More appropriate lighting fixtures for the main room would also be a nice addition. Perhaps two or three ceiling fixtures the Arts & Crafts style would be appropriate, as well as some recessed spotlights to highlight the fireplace and other areas. The great old piano in the main room should also be restored. Perhaps a private individual could be identified to make a donation to strip the paint off of the piano, refinish it, restore the light fixtures, and re-tune the piano.

The floors in the main room, and perhaps throughout the building, appear to be maple. The floors are worn and dirty, and should be carefully refinished, taking care not to remove too much of the wood in the refinishing process. The restrooms both need updating, and they should probably be made handicapped accessible. I would also recommend removing or reconfiguring the added storage room. The kitchen also needs some updating to use it as a catering-type kitchen. It looks like it was last updated about 1960. Generally, caterers need lots of counter space and a sink, but not a lot of cabinet space. Usually a basic refrigerator with or without a freezer, an oven, and a microwave are necessary (but a cook top is not always necessary). A dishwasher and icemaker would also be nice amenities. Counters and flooring in the kitchen, as well as in the restrooms, should be easy to clean, and a conveniently located closet or cabinet for cleaning supplies, mops and brooms, would also be desirable.

There is a large room in the basement that could be repaired and finished, so that there is more useable space in the building. Apparently the basement was occupied in the past, and the local Business and Professional Women's Group met there, as well as being the location of the town library. Once the water problems have been addressed and eliminated, the basement area could be cleaned-up, the windows repaired, and the floor and ceiling could be finished. A separate HVAC system could be installed in the crawlspace, providing conditioning for the basement area.

Consideration should be given to retaining an architect to develop an overall master plan for the building and site. I can provide you with a list of architects with experience working on old and historic buildings. I hope this information is of assistance to you and the committee. If you have questions, please do not hesitate to contact me at 919-733-6547.

Sincerely,

Paul E. Fomberg
Senior Restoration Specialist
Restoration Branch
State Historic Preservation Office