



**Town of New Milford**  
*Town Facilities Utilization Sub-Committee*  
*Final Report*

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## REVISION HISTORY

Rev.	Description	Prepared	Date
0	Initial Issue	GAH	13 Aug 2018

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## 1 Executive Summary

On February 26, 2018 the New Milford Town Council took action to create the Town Facilities Utilization Sub-Committee. Mayor Bass provided the charge to the committee to review all structural assets owned by the town and to assess their utilization.

The team developed a list of all the structural assets, gathered data on them and toured each one gathering information on its use and features. All the information was assembled, analyzed and discussed. The committee has generated recommendations included in this document based on this work and discussion regarding the facilities utilization within the town of New Milford.

The town of New Milford has a large number of structural assets with some crowded and others grossly underutilized. Factoring in the vacant land also owned, some assets should be divested after consolidation. There is some disorganization likely due to the historical way the properties were acquired. Effort should be made to get departments and like functions closer together rather than spread across the town. Finally, improvements should be made in the areas where offices and facilities are inadequate.

This Final Report is the product of the committee's work and a presentation was made at the New Milford Town Council meeting on August 13, 2018. This is included in this report as Appendix E.

## 2 Major Recommendations

1. Records storage is an issue within a number of departments in terms of space, climate control, fire and security. A centrally funded project should be undertaken to review the records storage policy and greater use should be made of electronic records. In the cases where long term records must be kept in their current form, the storage location should be reconsidered.
  2. Consolidate maintenance shops to reduce duplicative facilities.
  3. A long-term strategic plan should be developed outlining the use and direction of town facilities.
  4. The town financial system should be changed so that utility costs are broken down by department and or building.
  5. All of the sub-committees that are currently charged with examining town assets should collaborate and share information. (Rec Fields, Community Center, Library)
  6. Create town wide system to manage usage for all community and shared space throughout all town buildings. The BoE, Parks & Rec, and Mayor's Office are
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each doing this for their area. The need will increase with the new spaces being created under the library project.

7. In comparison to other buildings, Pettibone stands alone as underutilized due to its size and office space use is generally inefficient.
8. The Parks and Rec condominium storage should be consolidated into other facilities. See list of underutilized facilities.
9. Police Department female locker room is not adequate for staff.
10. Expense and logistics of providing the additional requirements needed to adequately address DPW needs is problematic at this location. And expansion capacity is limited. As part of the overall riverfront revitalization, consideration should be given to moving DPW while keeping its facilities intact. Where possible capture synergies with Parks and Rec.
11. East Street School needs to be more fully used. And if it is going to be used then the cupola and roof issues should be addressed as soon as possible.
12. Town should retain 25 Church Street property but find a good use for it. This is in a prime location downtown. Possible uses could be as an annex to town hall, parking or a tie in to the library project.
13. Connect Sullivan Farm to water supply. The existing situation costs money and makes the work more difficult.
14. Flammable storage particularly in the town hall barns should be examined.
15. The town's iconic symbol, the village green bandstand should be rehabilitated. It needs repair and the lighting is very poor.
16. There is a lot of empty space and effort should be made to consolidate to increase efficiency.
  - a. Pump Station #4 -- 6,000 square feet
  - b. Pettibone – 25,000 plus kitchen, library, cafeteria, gymnasium
  - c. 25 Church Street – 2,000 out of ~4,000 total
  - d. Bridge Street – 1,300
  - e. Town Hall – 1,000
  - f. Richmond Center – 5,300
  - g. East Street – 5,000 plus gymnasium
  - h. Lynn Deming – 2,000

### 3 Methodology

The initial work of the committee was to develop a complete list of the facilities to be considered. During initial discussions with Mayor Bass, all Board of Education facilities were eliminated from consideration and the library would only be given limited consideration with the modernization committee's work in progress. All facets affecting utilization of all the other buildings would be considered.

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During the work of the committee there was one significant public comment and this is included in this report as Appendix D.

### 3.1 Facilities Reviewed

Below is a list of the facilities reviewed by the committee. A more detailed list of these facilities and other pertinent information about them is included in Appendix A.

<u>Facility Name</u>	<u>Address</u>
Pump Station #4	533 Danbury Road
Parks & Rec Condo	5 Berkshire Road
Pettibone	2 Picket District Road
Young's Field Road	6 Young's Field Road
Facilities Maintenance	20 Young's Field Road
Church St.	25 Church Street
Bridge St.	47 Bridge Street
Town Hall	10 Main Street
Library	24 Main Street
Richmond Center	40 Main Street
East Street	50 East Street
Police Dept.	49 Poplar Street
Ambulance Facility	1 Scovill Street
Lynn Deming Park	134 Candlewood Lake Road North
Animal Control	86 Erickson Road
Lanesville Fire Station	16 Lanesville Road
Railroad Station	11 Railroad Street
The Maxx	94 Railroad Street
Sullivan Farm	140 Park Lane Road
Northville School	126 Buckingham Road
Parks & Rec Barn	20 Church Street
Red Barn	20 Church Street

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<u>Facility Name</u>	<u>Address</u>
Gaylord's School	Gaylord Road
Clatter Valley PD Shooting Range	158 Town Farm Road
Geiger Radio Building	Geiger Road
Salt Barn	20 Young's Field Road
Bandstand	Main Street

### 3.2 Departmental Survey

Department heads were given a survey asking about staffing, space types occupied, the satisfaction with the facility amenities and needs and desires for space they occupy.

<u>Department</u>	<u>Respondent</u>
Building	Tom Hackett
Department of Public Works	Michael Zarba
Finance	Greg Osipow
Fire Marshall	Brian Ohmen
Health	Michael Crespan
Information Technology	Kendrick Protzmann
Parks & Recreation	Daniel Calhoun
Personnel	Greg Bollaro
Planning	Kathy Castagnetta
Police	Shawn Boyne
Probate	Marla Scribner
Public Library	Sally Tornow
Senior Services	Carolyn Haglund
Social Services	Peg Molina
Tax Assessor	Kathleen Conway
Tax Collector	Nancy McGavic
Wetlands	James Ferlow
Youth Agency	Brian Hembrook
Zoning	Laura Regan

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Appendix B contains the complete responses received to the survey. Below are key points taken from the survey information.

- More parking is needed at the parks.
- Some additional Parks & Recreation vehicle parking and/or rework of this is needed
- DPW/Facilities Maintenance needs more storage and Young's Field Road buildings are showing their age
- Occupants in basement of Town Hall generally not satisfied with HVAC and complained of water leaks
- Better HVAC needed for IT facilities

A tabulation of office space and occupancy is included as Appendix C.

### 3.3 Facilities Inspection Reports

Below is a detailed facility inspection report for each facility. This was compiled from site visits and other available information.

#### 3.3.1 Pump Station #4

##### 3.3.1.1 Description

Pump Station #4 located at 533 Danbury Road is a very large 9,100 square foot, steel-framed, tin-roof storage facility relatively recently acquired from the adjacent metal working facility. It was built in 1981. It houses one of the Route 7 pump stations for the sewage treatment plant in one small corner of the building. The town Maintenance Department does not have a key to the pump house, but town departments have keyed access to the rest of the facility. The building has a massive bay door at its front, and a slightly smaller bay door in the rear and on the south side of the building, with several keyed-door entries. The building is located at the extreme south end of town, and is almost entirely used for long-term storage due to its inconvenient location. The building is insulated but has no heat or water.

##### 3.3.1.2 Utilization

The building is shared-use, lending its storage to Maintenance, DPW, Parks & Rec, and the Police Department. Even with all these occupants, the space is absolutely vacuous, and, despite an impressive number of large, commercial, steel storage racks, the building is largely empty. It appears the building's design was a single structure with a second section added. The rear section is slightly larger than the front. As currently designed, every stored item could easily fit into the front section, leaving the rear section otherwise completely empty. There is some damage to some of the overhead insulation which

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would indicate a small amount of roof-water penetration. A manlift is stored outside, and there are backup generators on the south side of the facility used for the pump station.

#### 3.3.1.3 *Recommended Changes*

- Make greater use of this storage space which is very minimally used. There is about 6,000 square feet available for use. Consolidate some out-of-season items from other locations.

#### 3.3.2 Parks & Rec Condo

##### 3.3.2.1 *Description*

This is a 3,900 square foot condominium unit owned by the town originally built in 1985. Its contract is a wholly-owned “condominium” contract; as such, all exterior and structural maintenance is performed by the property owners. It is home to the Parks & Rec. maintenance staff of 5. It consists of two garage bays and a small office. There is a small office air conditioning unit which vents out into the bays and is rarely used. The bays themselves are not air conditioned but are heated with natural gas heat.

##### 3.3.2.2 *Utilization*

This is used solely by the Parks & Rec department but is not particularly close to most of the facilities they maintain. It is used for their maintenance vehicle storage and due to lack of space, some vehicles are stored outside the unit. There is a third “bay” without a bay door. All of the Parks & Rec. seasonal storage is located at this facility, as are its snow and ice removal equipment and supplies.

Since equipment needs are extremely seasonal, equipment is stored on a rotating basis such that immediate-need equipment is stored in easily accessible areas and out-of-season equipment is stored in the rear. All trailers (3) are stored outside, and it appears 3 of the 5 vehicles are stored outside as well.

All repairs are done through the respective equipment dealers, although some very basic service and maintenance is generally performed on-site; very little is sent to DPW for repairs except for vehicles.

##### 3.3.2.3 *Recommended Changes*

- Consolidate this space into others such as Pump Station #4 and Lynn Deming.
- Seek more efficiency from the DPW and Parks & Rec groups with identical equipment and roles. (Vehicle maintenance, lawn care, snow removal)
- Eliminate clutter.

#### 3.3.3 Pettibone

##### 3.3.3.1 *Description*

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The former Pettibone school has been partially converted to town offices. The total building has more than 74,000 square feet with only 44,853 square feet currently approved for use. 22,500 square feet of this is designated as “Community Space” and includes one classroom, a gymnasium, a cafeteria, a library, a lobby, bathrooms and hallways. The library is completely empty and the cafeteria is used for some meetings.

The issues with the buildings HVAC and roof have been previously studied documenting some needed upgrades if the building is continued to be used.

### 3.3.3.2 Utilization

The building has more than 25,000 square feet not being used and additional space which is either lightly used or inefficiently used. For comparison, the vacant space is equal to Town Hall plus the Railroad station. And to visualize the over all size of the building, Pettibone is equal to the total space available in the Richmond Center, the East Street school, 25 Church Street, the Railroad Station and Town Hall combined.

In addition, some of the existing uses are not particularly efficient and the gymnasium is duplicative with many other available facilities in town.

There were security issues known when it was a school with the building having easily accessible windows all the way around the building. This has not changed with the current uses.

The three departments that were moved here (Parks and Recreation, Social Services and Youth Agency) all got significantly more space than they had at their previous locations. This has helped them especially with expanded program space.

### 3.3.3.3 Recommended Changes

- Office space should be reworked to make use more efficient.
- If the building will continue to be used, improve use of community space. The existing spaces do not have the facilities (furniture, signage, flooring) to make them fully usable.

## 3.3.4 DPW Complex

### 3.3.4.1 Description

DPW is a massive complex of 5 permanent, fully-enclosed and insulated structures (here, Buildings 1 – 5) built between 1940 and 1975. The buildings total 25,600 square feet and include a strictly cold storage facility (the “Braden Building”), an open-air “Salt Barn”, and two metal railway-containers of which one is used strictly for hay storage and the other for storage of plausibly valuable items from Town-foreclosed properties. The facility is located immediately north of Young’s Field, immediately south of the recycling center, and between Young’s Field Road and the Housatonic railway, and

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includes some parts of Patriot’s Way. 32 Teamster employees operate out of this facility and these buildings, and there are several non-union employees, most of whom are management.

DPW is the home of all non-parks and non-building maintenance, and is the home of the Town Engineering department. Parks & Rec performs snow removal of sidewalks, otherwise all maintenance is handled either by the nearby maintenance department or in-house. It should be noted that there is a manifest and direct symbiotic relationship between DPW and Facilities Maintenance which benefits greatly from physical locality, and that managerial staff and engineering staff have a similar relationship with numerous offices within the Town Hall that benefit from physical locality.

It should be noted that, although all trucks are stored inside in the summer, the overwhelming majority of plows are stored outside on Patriot’s way and virtually all heavy equipment is stored outside, and many of the bays are too narrow to fit mounted plow blades, meaning some trucks are stored outside in the winter, which can prove problematic as almost all of their engines are diesel engines which require special heating equipment to store outside during the winter in order to run properly.

There is staff parking across Young’s Field Road, and there are roughly 5 parking spaces for visitors. DPW does an adequate job of maintaining vehicle clearance in their main yard, around which all of their buildings are centered, and which serves as momentary parking for visitors, delivery vehicles, and some equipment. Building 5 is the main, street-facing building, home of the administrative offices, and home to the mechanic’s shop, and the four other numbered buildings align and are numbered clockwise around the main paved yard, all oriented inward.

3.3.4.1.1 DPW – BUILDING 1

Building 1 is a wood-over-block timber-framed, oil-heated, commercial bay building, which primarily serves to store tri-axle vehicles; it should be noted that none of the bays are wide enough to fit the trucks with plows attached. It also houses the primary staff break- and bathrooms, over which lies the Foreman’s Office. The Foreman’s Office – built clearly as an afterthought – has some cold storage in an access hatch that leads to an area above the original roof structure, which is enclosed by where the Foreman’s Office roof joins the main roof. This office also has its own small break room area, and a very small meeting area, which has shared use between numerous DPW departments. Water appears to be penetrating into the lower levels from a grade-level window in the lower bathroom.

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#### 3.3.4.1.2 DPW – BUILDING 2

Building 1 is another commercial garage building. It has 4 bay doors which can house 4 DPW tri-axle trucks *with* plows. It contains the well pump for the DPW facility, houses the sign shop (a very small area for signage made in-house), and a very small, very rough cot area for when drivers need a quick nap during plowing runs to prevent falling asleep at the wheel during their long work shifts. The building has oil heat.

#### 3.3.4.1.3 DPW – BUILDING 3

Building 3 is further truck storage and can fit trucks *with* plows. There are cots on the wall that imply the building is sometimes used as quarters during plowing runs in the same manner that Building 2 is. It should be noted that the building is insulated with 2” thick blue sheet foam insulation, which is a non-standard installation at best. DPW’s grader is stored outside behind this building.

#### 3.3.4.1.4 DPW – BRADEN BUILDING

The Braden Building is a very large, strict cold-storage shed that is used to house the “small” trucks (all the trucks that are not tri-axel; roughly six trucks). It appears as though this is the facility in which hand tools were intended to be stored, although it should be noted roughly half the hand tools at DPW are scattered throughout the buildings. Although the building has minimal electricity, it has no heat or water or insulation, and it should be noted that the building has numerous holes in the siding and holes in the ceiling, including a quite large hole in the ceiling. It should also be noted that this building is overflowing with items that will probably never be used, including hundreds of used truck tires and damaged rims that take up an enormous amount of space within the building.

#### 3.3.4.1.5 DPW – BUILDING 4

Building 4 is further truck storage, with nearly the same number of bays as Building 1. It appears as though the bay doors are narrower than those from Buildings 2 and 3, so it is unclear if plows will fit. Building 4 is also home to the metal/welding shop, which houses strict arc-welding units, which DPW considers adequate, as their metal work is limited to thick plate steel and occasional thick plate aluminum. It appeared that the metal/welding shop had not been cleaned or organized in a very long time.

#### 3.3.4.1.6 DPW – BUILDING 5

Building 5 is the mechanic’s shop and the attached administrative offices. The mechanic’s shop is a three-bay facility with a storage loft atop and a small office for the head mechanic. Two of the bays are usable for truck repair. The administrative offices are the only air-conditioned structures at DPW, and have running hot and cold water along with oil heat. The 2-story administrative offices are home to the Town Engineering department, the offices of the Director of Public Works, and DPW’s secretarial staff, and

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house all of the physical and digital project maps and designs. There is a small break room on the second floor and a very small meeting area, and a bathroom on the first floor.

#### 3.3.4.2 Utilization

The building appears to have some deferred maintenance and the department seems in need of additional truck and garage space.

The storage of prints and drawings at this location does not seem ideal either in terms of security and use of space. If these are needed by other groups/departments then a better location and storage facility should be found and more use of electronic records should be considered.

#### 3.3.4.3 Recommended Changes

- Reorganize Braden to eliminate storage of items which should be disposed.
- Examine alternative uses for this property.
- Expense and logistics of providing the additional requirements is problematic at this location. And expansion capacity is limited. As part of the overall riverfront revitalization should consider moving DPW.
- Truck Parking
- Repair water leak in break room

### 3.3.5 Facilities Maintenance

#### 3.3.5.1 Description

The DPW Facilities Maintenance building, located at 6 Young's Field Road (former ambulance facility), is the headquarters of the maintenance department and consists of a main building, a lean-to, a rear tool shed and enclosed vehicle cleaning barn located just north of the Recycling Center. Recently substantially updated shortly after the New Milford Ambulance Company moved out in 2010, this facility is, by a noticeable margin, the best designed, up-to-date, and well-maintained facility wholly owned and maintained by the Town of New Milford. It is home to the impressive two-bay wood and metal shop (including a MIG welding station).

With natural gas heat, air conditioning, modern insulation and ventilation, the HVAC is the most impressive of any wholly Town-owned and maintained facility. Two of the Maintenance Department's trucks can fit inside the two-bay garage, however, that is usually reserved for snow emergencies only, as the vehicles tend to occupy large amounts of active-use space.

It should also be noted, largely due to this being the only 24-hour department, all entries are key fob access.

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### 3.3.5.2 Utilization

It should be noted that, as the custodial staff is headquartered at this facility, all custodial supplies and an appreciable percentage of the Maintenance Department's general supplies are stored in the barns behind Town Hall rather than at this location due to lack of space. Space could become available if additional paper records are digitized.

Due to the lack of a large enough conference room, the Engineering Department has their weekly meetings at this facility, in its conference room, which does also partly double as paper records storage.

### 3.3.5.3 Recommended Changes

- Nice meeting room available and could get some more use.
- Synergy of location with DPW needs to be maintained.
- Address records storage.

## 3.3.6 Church Street

### 3.3.6.1 Description

25 Church Street, located in the core of the downtown, is a two-story meeting house of 3,900 square feet and contains a wooden barn at the rear of the property. The second floor is made up of two former residential apartments that are in utter disrepair and unused at this time. The first floor is a largely open floor plan and contains multiple floor levels which would require extensive renovation to be used as a large single space. The attic is accessed via a pull-down stairway. The first floor has a single bathroom and houses a relatively recently-installed oil boiler (2007) designed for conversion to central air. The building currently has window-unit A/C throughout.

A two-story barn is located along the site's northern property line and was examined from the exterior only. It does not appear to be used for any purpose and is in very poor condition with limited potential for adaptive reuse. Further review by qualified engineers or architects is needed in order to assess the extent of repairs needed to salvage and/or restore it. It may be possible to salvage the timbers and lumber from the barn for reuse elsewhere by restoration companies.

### 3.3.6.2 Utilization

These buildings are at a prime location in the town center and is adjacent to town hall and the library.

The building's first floor is used by a number of groups for meetings. The building appears to be historic and would require extensive renovations in order to adapt the building to modern uses, however, the building's location -- especially its proximity to

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Town Hall and the Library -- make it a prime candidate for a town hall annex or municipal use.

3.3.6.3 *Recommended Changes*

- Retain this property but find a good use for it. This is in a prime location. Possible uses could be either to look at it in light of the library project or parking or as an annex to Town Hall.
- If the building is to be reused, there will need to be a structural study and roof inspection.

3.3.7 Bridge Street

3.3.7.1 *Description*

This 4,100 square foot building was built in 1935 as a post office. It currently houses the Housatonic Probate Court which serves the towns of Bridgewater, Brookfield, New Fairfield, New Milford, and Sherman and the town of New Milford IT department.

3.3.7.2 *Utilization*

As the bulk of the building is rented to an outside organization no real changes in utilization of the rented space can be made. But there is a lot of good quality empty space in the basement which should be used.

3.3.7.3 *Recommended Changes*

- Offices which are currently empty in basement should be used.
- Upgrade the landscaping around the building.

3.3.8 Town Hall

3.3.8.1 *Description*

Located in the heart of the historic district at center of Main Street, The Roger Sherman Building serves as the Town Hall: the headquarters of all of the municipal government offices. It is located at 10 Main Street and has 22,100 square feet of floor space and was built in 1875.

There are 5 vaults, 4 of which were installed in approximately 1955 and have 6-hour fire ratings. One is located in the town clerk's office and contains all their historical records.

Parking is located in the rear over two connected lots. On-street parking can also be found adjacent. The building has a very old boiler which is slated for replacement in the coming fiscal year. The building has heat, window-unit air conditioning, hot water, and cable and phone lines, and is only partially covered by sprinklers.

3.3.8.2 *Utilization*

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Rebuilt after the fire of 1902, the building is both a municipal headquarters and national historic landmark, being the colonial home of Founding Father Roger E. Sherman. Among a great many others, this facility is the department home for the Town Clerk, and houses the offices of The Mayor, Personnel, Finance, Inland Wetlands, Registrar, Tax Collector, Zoning, and Planning offices and departments. It is also home to the two most oft-used public meeting rooms: the Loretta Brickley room and the E. Paul Martin room; the Housatonic Probate Court recently moved out, leaving a vacancy of 2 rooms and a vault.

#### 3.3.8.3 *Recommended Changes*

- Address records storage issues
- Reorganize office space to address cramped departments and vacant space.
- Improve signage within building.
- Replace HVAC systems.
- Fix water ingress issues in basement.

#### 3.3.9 Library

The Public Library was not included in the work of this Sub-Committee as there is a current project for a redesign and modernization of this facility. The community space that is being included in these plans should be considered during the reallocation of other spaces in the town facilities.

#### 3.3.10 Richmond Center

##### 3.3.10.1 *Description*

The recently expanded Senior Center is located in an architecturally significant building in the core of the downtown and contributes to the historic quality of the town green. It contains offices, meeting space, dining areas, private meeting space, lounges, computer labs and two kitchens. One kitchen is a certified commercial kitchen currently used by the Loaves and Fishes organization. Loaves and Fishes is currently breaking ground on a new off-site facility, which would allow expansion of the Senior Center into the spaces they currently occupy.

The other kitchen is not a certified kitchen and is used to plate food but not prepare it.

The building's top floor is accessed via a stairway and is largely vacant. It contains a stage, a large open room and a smaller room. This floor served as the gymnasium and auditorium when the building operated as a school. Renovation of this floor would increase the available space in the building significantly and requires an extension of elevator service to this level.

##### 3.3.10.2 *Utilization*

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The top floor is unused and has potential but an elevator is needed to get to this space. There is potentially even more space available if Loaves and Fishes leaves. The building has two kitchen facilities but the upper one is not a commercial kitchen.

3,400 seniors being currently being served and there is an expected increase in need as the population ages.

*3.3.10.3 Recommended Changes*

- Make greater use of this building but need to consider the mix of the users.
- Top floor is completely empty. ~5,000 square feet
- Basement with a commercial kitchen will be empty when Loaves and Fishes moves to their new location.

3.3.11 East Street School

*3.3.11.1 Description*

Officially called the “Catherine E. Lillis Building”, the East Street School – located in the Historic District at 50 East Street – is a primarily 3-story purpose-built former school of 23,600 square feet which was built in 1920 with a major renovation in 1962 and is of a mostly cement-block design. More recently, all the exterior doors and windows were replaced along with an electrical service upgrade to the main switchgear and lighting. The electrical panels and breakers within the building are mostly from the 1962 renovation and some of which are Stablok brand, which are known for their high failure rate. The building has state recognition for historic places. Window-unit A/C throughout, with running hot and cold water and oil heat. No sprinkler system.

*3.3.11.2 Utilization*

This building is underutilized, historically significant, and in a prime downtown location.

The building contains a commercial kitchen which would need major repairs to meet current commercial kitchen code, a gymnasium, some very old locker rooms that are being used as storage on the first floor; the headquarters for the Board of Education occupies the second floor, and the third floor is almost entirely vacant. The first floor has some shared use with the Youth Agency and the gymnasium is used for voting. The BOE’s IT department is headquartered in this facility, though they admit staff tends to travel to facilities where they are needed rather than spend much time at the East Street School. One meeting room for the BOE is handicap accessible; otherwise the 2<sup>nd</sup> and 3<sup>rd</sup> floors are not handicap accessible. It should be noted that this building houses a large stained-glass window and painted murals that are of historical significance and the facility has at least two known easements.

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The overall condition of the building and its ADA accessibility has been recently studied and the report by KG+D Architects contains a complete review of the building. Any significant work done to this building would require that it be brought up to the current standards.

#### *3.3.11.3 Recommended Changes*

- Greater use of the building should be made. The 3<sup>rd</sup> floor is completely empty and has 7,440 square feet of space.
- Some previously documented upgrades should be considered depending on the planned uses.
- Replace substandard electrical panels.
- HVAC upgrades needed.
- Repair cupola.
- Continue to provide adequate maintenance to the slate roof.
- Replace portions of roofing that are in very poor condition.
- Consider whether the remaining school features (Gymnasium, Kitchen, abandoned Bathrooms) are needed or should be converted for better use.

#### 3.3.12 Police Department

##### *3.3.12.1 Description*

The police department building located at 49 Poplar St. (Route 202) was built in 1989. It was a purpose-built structure specifically built for the department. It contains the dispatch center, offices, locker rooms, and other department specific facilities. The total building square footage is 12,900.

##### *3.3.12.2 Utilization*

In most respects, the building meets the needs of the department with the exception of the items listed below. From a space perspective, long-term records storage is the biggest issue. In many cases these records must be kept indefinitely and cannot co-mingled with other town records.

##### *3.3.12.3 Recommended Changes*

- Female locker room is not adequate for staff. This is a critical need.
- Long-term storage area is over flowing.
- Detective squad needs more office space.
- One dispatch station needs 911 access.
- Armory is a little cramped.
- No sprinkler system in building
- Building is not ADA compliant
- Break room is small

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- Access from Poplar Street is dangerous
- Traffic flow and signage needs to be addressed
- Male locker room is crowded

### 3.3.13 Ambulance Facility

#### 3.3.13.1 Description

Built entirely new in 2009, the New Milford Ambulance barn located at 1 Scovill Street is the town-owned home of the privately-run New Milford Ambulance service. Owing to its recent build date, this building of 7,900 square feet is the gold-standard of facilities in the Town of New Milford.

The facility features extremely modern security and video surveillance, bunk room, locker rooms, a state-of-the-art training/lecture hall, commercial kitchen, private dispatch room, briefing room, two-stage wash rooms, and a large break room unrivaled in its amenities among its numerous features. It has a 2-deep, 3-bay pull-through garage with heat (room for 6 vehicles), and no equipment is stored outside. The rest of the building runs on state-of-the-art forced-air/steam heat and air conditioning run off of a centrally-controlled, natural gas-fired control unit, and carries running hot and cold water.

The entire facility runs on key fob-entry. According to the director of facilities with the Town of New Milford, the only association the town DPW maintenance organization has is in changing exterior light bulbs that members of the Ambulance crews cannot reach. It is rare that there are more than a handful of people within the facility, though its use seems to be sometimes shared with other local ambulance crews who may be working in the area at times. The lecture hall is used exclusively for EMT and EMS classes.

There is a small 10' x 10' tool shed we were not able to get into; it is probably home to the snow removal equipment and some hand tools used by the outside-contracted landscaping company that maintains the flower beds and grass areas. It is clear that the beds and grass areas are irrigated and treated, as they stand out among all other facilities as being far more aesthetically impressive. There is lighted parking on-site for visitors totaling roughly 60 spaces.

There is Wi-Fi access throughout the building. It also has an emergency generator.

#### 3.3.13.2 Utilization

The facility has 24/7 station coverage by both volunteers and a paid crew from 6AM to 6 PM and covers area towns too, as other towns assist New Milford when needed. It typically houses 3 ambulances, a fly car, and a Campion vehicle, with one bay left open. The training room is rarely used; it is unknown whether this can be used for public functions.

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### 3.3.13.3 Recommended Changes

- Investigate use of meeting space by outside groups.

### 3.3.14 Lynn Deming Park

#### 3.3.14.1 Description

Lynn Deming Park is a 22-acre public park located at 134 Candlewood lake Road North designed for use by New Milford residents as an aquatic recreation area; there is a beach designated for swimming and a boat dock. The buildings on site total 2,800 square feet. Very recently updated, there are three permanent structures, an open-air pavilion, two storage sheds, and a lifeguard hut. The newly-redesigned and renovated park includes several rows of parking whose number of spaces was increased greatly during the renovation process. New Milford Park and Recreation department oversees, runs, and maintains the totality of the facility, which includes proper electricity and running hot and cold water in a number of structures.

#### 3.3.14.1.1 Storage Building

An older vintage wood-frame storage shed is located near the intersection of the site driveway and Candlewood Lake Road North and is used for bulk storage. The interior of this building was not inspected. It appears to be a somewhat redundant building if the materials inside can be stored elsewhere.

#### 3.3.14.1.2 Guard Booth

A small T-111 shed is located at the site entrance and is used as a gate house for the park. Build in the 1960s, the building is in good condition. This building has a singular use and is considered essential to park operations.

#### 3.3.14.1.3 Garage/Workshop

A steel-frame, metal roof maintenance building was constructed in 2017. This modern facility serves as a workshop and storage area for vehicles and grounds maintenance equipment. It is the only building on the site that is heated and has 200-amp electrical service. This building has limited potential for expanded or alternative uses.

#### 3.3.14.1.4 Waterfront Equipment Shed

A small (60 sf +/-) wooden shed, circa 1997, is located at the waterfront and is used for equipment storage. The building is well maintained and was recently painted. There are no utilities serving this building and it has the sole use of storage of incidental materials needed on a daily basis for the beach area. This building serves an essential role in waterfront operations.

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#### 3.3.14.1.5 Lifeguard Shed

A larger 8’x16’ shed, circa 1999, is also located on the waterfront and is used as a lifeguard area. The unheated building houses is in good condition and houses first aid supplies and equipment. It is supplied with both telephone and electric utilities. This building serves an essential role in waterfront operations.

#### 3.3.14.1.6 Bathhouse

This circa 1997 building is the sole facility in the park with bathrooms and running water. It contains an open-sided ‘porch’ used for food vendors during the summer season, a lifeguard office, a garage bay/storage area, closet, and both male/female bathrooms with changing areas. Outdoor showers are located outside of each bathroom. The bathrooms are both dated with antiquated fixtures in poor condition and need updating or replacement. This building serves essential roles in waterfront operations, however, the recent construction of the garage/workshop building may allow adaptive reuse of the garage bay, if material storage can be shifted to the newer building.

#### 3.3.14.1.7 Open Sided Pavilion

This circa 1970s wooden building is in good condition. It is available for rental by town residents and is heavily used. The pavilion is supplied with electricity but no other utilities. This building’s serves an essential role in park operations and can be used by many different groups for seasonal use as a covered outdoor recreational space.

#### 3.3.14.2 Utilization

The park’s hours of operation are highly seasonal, as is their employment. Park and Rec uses the newly-built main storage building for the majority of their site-specific equipment, however much of the equipment that occupies the building’s vacuous space is shared-purpose with other Park and Rec equipment for the sake of convenience of locality.

Resident usage of the facility is also extremely seasonal, although park usage is conducted on a revenue-drawing basis: vehicular access is by paid parking only, as is boat docking. Additional revenue is drawn from rental of the open-air pavilion and a covered pad suited for parking a food truck or for outside vending. There is a security shed at the entrance, as well as ample exterior lighting for security. Running water is fed by well.

#### 3.3.14.3 Recommended Changes

- When it reaches the end of its useful like, the building by road should not be replaced and its use consolidated.
- Existing storage space is underutilized.
- The shower facility needs to be upgraded.

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- Examine alternative use of garage bay attached to bath house with the addition of the new garage / workshop.

### 3.3.15 Animal Control

#### 3.3.15.1 Description

This is a 1,200 square foot building built in 1970 which houses animal control. The building is in rough condition including some damage from the recent storm.

#### 3.3.15.2 Utilization

The building is very close to the river and flood zone and does not have a good water supply. Additionally, there have been some complaints about the animal noise. This property is part of the New Milford River Trail being considered.

#### 3.3.15.3 Recommended Changes

- Consider relocation of this facility with all the issues.

### 3.3.16 Laneville Fire Station

#### 3.3.16.1 Description

The Laneville Fire Station is a 5,500 square foot building built in 1980. It has 7 garage bays and is co-owned with the fire company.

#### 3.3.16.2 Utilization

It is currently inadequate and there are plans by the Water Witch Hose Company #2 to expand to solve a number of issues. The desire would be to add 2 large bays for equipment which as no place to be stored currently, add an exhaust system, and add sprinklers.

#### 3.3.16.3 Recommended Changes

- None. This is the purview of Water Witch Hose Company #2.

### 3.3.17 Railroad Station

#### 3.3.17.1 Description

The Railroad Station is a historic 2,100 square foot building built in 1800. It is located in a highly visible location within the core downtown area and anchors the intersection of Railroad Street and Bridge Street. The building is in very good condition with steam heat and wall mounted air conditioners. Some siding repair is needed on the south facade.

#### 3.3.17.2 Utilization

The main portions of the building are used by the Chamber of Commerce, and an art gallery. The Police Department and the Housatonic Railroad share a small office in the northern end of the building.

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3.3.17.3 *Recommended Changes*

- Address deferred maintenance.
- Consider upgraded uses of this building in a prime in-town location.

3.3.18 The Maxx

3.3.18.1 *Description*

The Maxx is a town-owned building built in 1925 and had been used as a bus department. It is restricted by deed to youth services and if not used in this way would need to returned to the state. If the property is rented it must be used for teen functions; other functions not teen based must employ a teen to keep watch after the facility, clean and make coffee for example, which then qualifies it as for the benefit of teens.

The Maxx is run by the town of New Milford Youth Agency, and serves as the largest public or private banquet hall in New Milford. Located at 94 Railroad Street within New Milford’s historic district, the building of 8,500 square feet serves as a part-time disaster relief shelter, and is revenue generating through rentals.

Maintenance is performed on a split-basis by the Youth Agency and the DPW Facilities department. The building features propane on-demand hot water, oil heat, central air conditioning, and building-wide wireless. It has a backup generator, which is being replaced which is being paid for by the Department of Homeland Security. The building is getting a new water softener, as the old one no longer works.

3.3.18.2 *Utilization*

Each day between 8 and 3 the building is occupied by the town of New Milford Board of Education for special needs education. The building serves as the only active service commercial kitchen operated by the Town of New Milford (excluding Board of Education facilities). Its two halls can hold up to a total 430 people and can handle 120 seated in banquet room.

3.3.18.3 *Recommended Changes*

- The building’s roof is near the end of its life and should be inspected.
- The building should get additional use where possible to adhere to the deed restrictions.

3.3.19 Sullivan Farm

3.3.19.1 *Description*

Sullivan Farm is a 104+ acre working farm with 7,770 square feet of building space. It is used by the youth agency as a working farm with a farm stand and there is a commercial haying operation.

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#### 3.3.19.1.1 Brown Barn

A free standing, two story, circa 1820 barn is located to the north of the main barn. It is reported that this building was moved on multiple occasions and was placed at its current location in the 1930s. It has no utilities and is in poor condition. The second floor is considered unsafe. The east wall is nonexistent and is covered with a plastic tarp. The roof is failing. This building has a dirt floor and is used for storage of farm machinery. Despite its poor condition the barn's highly visible location contributes significantly to the agricultural aesthetic of the site and town.

#### 3.3.19.1.2 Pole Barn

A one-story barn with a dirt floor is used for storage of farm machinery and lumber. The roof and siding were recently renovated. It has no utilities and appears to be constructed and renovated over a period of time as is typical for many farm buildings.

#### 3.3.19.1.3 Sugarhouse

The frame for this building was salvaged from a former barn at the high school and reconstructed at this site. The building is used exclusively for maple syrup production as part of the Youth Agency's program. Heat is from a wood stove, The building has electricity but no potable water supply. Potable water is trucked to the site from the Lillis Building on East Street.

#### 3.3.19.1.4 Main Barn

The main building on the site is a former dairy barn constructed in phases. The main barn was built in 1868 and it was reassembled, circa 1958. The main level and loft contains the Youth Agency's sales room, a walk-in cooler for vegetable storage, a workshop, hay storage, equipment storage and vegetable preparation area. The lower level, which was formerly the cow barn, is used for miscellaneous storage of equipment. A blacksmith shop is located in one wing. It appears that the lower level could be reorganized and better used for expanded indoor storage. The Youth Agency director indicated a goal of insulating and heating the workshop so it can be used year-round.

#### 3.3.19.1.5 High Tunnel

This unheated, 30x72 tubular steel plastic sheet greenhouse is used for vegetable crop production. It has temporary electric supply via extension cords. There is a non-potable water supply for irrigation use

#### 3.3.19.2 Utilization

The youth agency makes good use of the farm for its programs even though there is no potable water needed for some of its operations. Also, there is storage space filled with junk.

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### 3.3.19.3 *Recommended Changes*

- Connect to water supply.
- Extension cord supplying green house should be properly replaced.
- The basement level of the barn should be cleaned out.

### 3.3.20 Northville School

#### 3.3.20.1 *Description*

This historic building is a single room former schoolhouse. It has two non-functioning bathrooms and is largely unoccupied except for two horse-drawn sulkies which are stored inside, as well as a scale model of the Gaylordsville Schoolhouse. The building is unfurnished. The floor of the building is buckled in places, some repairs to siding are needed, and extensive moss was observed growing on the roof. The chimney needs restoration. The building is one of several historic schoolhouses in town and could be part of an interpretive program. The unfurnished room lends itself to group meetings or activities, however, an ADA complaint ramp, an outdoor walkway, and sanitary facilities may be needed.

#### 3.3.20.2 *Utilization*

This building is mostly un-used.

#### 3.3.20.3 *Recommended Changes*

- Address deferred maintenance.
- Historical building but needs a use.

### 3.3.21 Town Hall Barns

#### 3.3.21.1 *Description*

Two wooden barns are located on the Town Hall site. The buildings are connected by a small vestibule but are considered separately in this evaluation.

##### 3.3.21.1.1 North Barn

The northern barn facing Church Street is an uninsulated, unheated, two-story, wood sided structure with no water supply. It is used by multiple town departments and groups such as the Garden Club for storage. Storage of custodial supplies appears to be the largest use. A forklift is housed on the ground floor to pallets of supplies to the second story. A loft accessed via a ladder is located in the top of the second floor.

##### 3.3.21.1.2 South Barn

The second barn on this site is a two-story wood frame barn used for storage. This barn has oil heat with an above ground oil tank. It is used for storage of air conditioners from other town buildings, paints, chemicals, and cleaning supplies. A workshop is also

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located on the ground floor. A crawl space used for storage is located below the main room.

The metal roof is in fair condition.

#### *3.3.21.2 Utilization*

These barns are used for storage including custodial supplies. Although the custodial supplies are on an upper mezzanine which requires use of a forklift to retrieve materials.

#### *3.3.21.3 Recommended Changes*

- Move custodial storage to eliminate the need for forklift.
- Examine materials stored and more flammable storage to appropriate location.

### 3.3.22 Gaylordsville School

#### *3.3.22.1 Description*

Constructed in 1740, the Gaylordsville School is a historic, purpose-built one-room schoolhouse of 760 square feet located on Gaylord Rd. that currently serves as a museum, and has not been used otherwise since 1967, when it last functioned as an elementary school. The clapboard building contains an entry vestibule, two small bathrooms, and utility space for its oil tank and furnace. The attic and crawl space were not accessible at the time of our visit and were not viewed. The building's cedar roof and wood clapboard siding are showing signs of age. The two functioning, cold-water-only bathrooms were being used for storage.

During the Spring and early Summer of 1998, the interior of the schoolhouse had a minor renovation. The walls and ceiling were re-plastered and painted and the 1960 era floor tiles removed to expose a narrow width wooden floor from the late 1800's - early 1900's.

There is, ostensibly oil heat, electricity, and overhead lighting, albeit running off of glass-bulb fuse service. There is no air conditioning. There appears to be no outside lighting nor designated parking area. There is a relatively flat rear area that is mowed relatively regularly.

#### *3.3.22.2 Utilization*

Gaylordsville Historical Society currently uses the building as a museum and it is open generally Sundays in the summer. Because it is historic and needs to be preserved the building cannot be used for many other purposes. At roughly ½ acre, the outside area may serve well for an annual historical society meeting,

#### *3.3.22.3 Recommended Changes*

The cedar shake roof needs to be repaired or appropriately repaired.

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3.3.22.4 *Photo*



3.3.23 Clatter Valley PD Shooting Range

3.3.23.1 *Description*

The police department maintains a shooting range at the Clatter Valley park.

3.3.23.2 *Utilization*

This building for the shooting range is small and used only by police.

3.3.23.3 *Recommended Changes*

- None.

3.3.24 Geiger Radio Building

3.3.24.1 *Description*

This is a relatively small new radio building for emergency services.

3.3.24.2 *Utilization*

The small building only houses radio equipment.

3.3.24.3 *Recommended Changes*

- None.

3.3.25 Salt Barn

3.3.25.1 *Description*

This single-use facility is a fabric tarp with open sides and is in good condition. There are no utilities at this building and it has no potential for expanded or alternative uses.

3.3.25.2 *Utilization*

Synergy with other DPW facilities says that this should be kept with the other DPW stuff.

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*3.3.25.3 Recommended Changes*

- None

*3.3.26 Bandstand*

*3.3.26.1 Description*

The bandstand on the lower green on Main Street is the iconic symbol of the town of New Milford.

*3.3.26.2 Utilization*

The bandstand is used for various ceremonial events and entertainment during the summer.

*3.3.26.3 Recommended Changes*

- Address deferred maintenance.
  - Improve lighting.
  - Upgrade/modernize electrical.
- 
-

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**Appendix A**  
**Town Facilities Detailed List**

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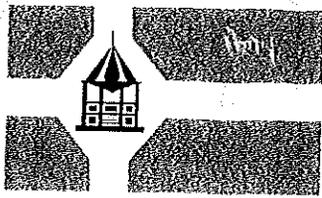
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Facility Name	Address	Appraisal Land Use Description	Department(s) Using	Type(s) of Space	Year Constructed	Zone	Land Area (Acre)	Appraised Value Improvements	Appraised Value Land	Sq. Ft. Building	Maintenance and Repair Cost (DPW)	Link	Note
Pump Station #4	533 Danbury Road	State DOT Bldg	DPW Police	Industrial/ Storage	1981	I-C	1.70	346,100	234,000	9,100	\$ 2,453	<a href="#">VGSI Link PID=895</a>	WPCA paying utilities
Condo	5 Berkshire Road	Municipal MDL-06	Parks	Industrial	1985	I	0.00	311,000	-	3,910	\$ 500	<a href="#">VGSI Link PID=3014</a>	
Pettibone	2 Picket District Road	Pub School MDL-94	Various	School	1955	R40	16.70	5,752,700	4,125,900	74,896	\$ 75,939	<a href="#">VGSI Link PID=3739</a>	Sq footage does not include garage
Young's Field Road	6 Young's Field Road	Mun Garage	DPW	Garage/Office	1940/1942/1960/1975	B1	14.00	949,900	2,572,000	23,664	\$ 35,718	<a href="#">VGSI Link PID=4807</a>	Sq footage does not include 4 minor outbuildings.
Facilities Maintenance	20 Young's Field Road	Mun Bldg Com	DPW	Garage/Office	1960	R40	4.24	169,200	748,200	2,880	\$ 6,918	<a href="#">VGSI Link PID=6129</a>	Sq footage does not include 4 minor outbuildings.
Church St.	25 Church Street	Mun Bldg Com	~~~	~~~	1920	VC	0.37	212,900	160,700	3,932	\$ 3,244	<a href="#">VGSI Link PID=6333</a>	Sq footage does not include outbuildings.
Bridge St.	47 Bridge St	Mun Bldg Com	Probate and others	Office/Mtg	1935	VC	0.37	305,700	241,100	4,087	\$ 21,525	<a href="#">VGSI Link PID=4845</a>	Lease to regional court
Town Hall	10 Main St.	Town Hall	Various	Office/Mtg	1875	VC	1.43	1,982,000	443,700	22,161	\$ 75,338	<a href="#">VGSI Link PID=4854</a>	Appraisal includes barns listed separately
Library	24 Main St.	Mun Library	Library	Library/Mtg	1896	VC	0.79	2,149,900	277,900	15,398	\$ 64,458	<a href="#">VGSI Link PID=6328</a>	
Richmond Center	40 Main St.	Mun Bldg Com	Various	Office/Mtg	1906	VC	1.37	1,115,800	425,000	19,073	\$ 81,677	<a href="#">VGSI Link PID=6351</a>	
East St.	50 East St.	Pub School	Various	Office/Mtg	1920	R20	4.63	1,545,400	1,077,700	23,604		<a href="#">VGSI Link PID=6309</a>	BOE paying utilities
Police Dept.	49 Poplar St.	Police Dept	Police	Office/Mtg	1989	R40	2.58	1,464,100	272,000	12,904	\$ 70,783	<a href="#">VGSI Link PID=6812</a>	
Ambulance	1 Scovill St.	Mun Bldg Com	Ambulance	Fire Station	2010	I	3.03	1,359,000	263,700	7,899	\$ 1,220	<a href="#">VGSI Link PID=106531</a>	
Lynn Deming	134 Candlewood Lake Road North	Mun Park Lnd	Parks	Park	2017	R80	22.25	286,200	681,500	4,256	\$ 500	<a href="#">VGSI Link PID=4329</a>	Sq footage does not include sheds and open porch
Animal Control	86 Erickson Rd	Mun Bldg Com	Animal Control	Kennel	1970	R80	2.50	75,900	119,200	1,218		<a href="#">VGSI Link PID=1171</a>	Co-owner
Lanesville Fire Station	16 Lanesville Rd	Fire Dept	Fire	Fire Station	1980	B1	2.31	405,300	268,000	5,500	\$ 1,077	<a href="#">VGSI Link PID=2049</a>	Co-owner
Railroad Station	11 Railroad St.	Mun Bldg Com	~~~	Meeting	1800	B1	5.10	497,500	1,898,700	2,104	\$ 18,755	<a href="#">VGSI Link PID=4812</a>	
The Maxx	94 Railroad St.	Mun Bldg Com	Youth Agency	Meeting	1925	VC	0.52	526,200	188,300	8,520	\$ 20,726	<a href="#">VGSI Link PID=6385</a>	
Sullivan Farm	140 Park Lane Rd	Mun Land w/OB	Youth Agency	Barn	not listed	R40	104.72	81,600	985,700	7,770	\$ 1,530	<a href="#">VGSI Link PID=8836</a>	Sq footage does not include greenhouse
Northville School	126 Buckingham Rd	Town MDL-94	Historical	Museum	1800	R40	0.11	33,500	69,900	600	\$ 500	<a href="#">VGSI Link PID=10407</a>	
P&R Barn	20 Church St.	Town Hall	Parks	Barn	not listed	VC				920	\$ 1,000	~~~	See Town Hall for link
Red Barn	20 Church St.	Town Hall	Empty	Barn	not listed	VC				936	\$ 500	~~~	See Town Hall for link
Gaylord's School	Gaylord Rd.	Pub School	Historical	Museum	1900	B2	0.65	61,200	105,100	764	\$ 500	<a href="#">VGSI Link PID=10675</a>	
Clatter Valley PD Shooting Range	158 Town Farm Rd	Mun Park Lnd	Parks/Police	Park/Range	not listed	R60	21.66	23,500	429,800	432		<a href="#">VGSI Link PID=3163</a>	No information available solely for shooting range
Geiger Radio Building	Geiger Road	~~~	Police	Radio	not listed	~~~	~~~	~~~	~~~	150			Sq footage is estimate No separate property listing
Salt Barn	20 Young's Field Road	Mun Bldg Com	DPW	Storage	not listed	B1	~~~	~~~	~~~	1,000		See above	Sq footage is estimate
Bandstand	Main Street	Mun Park Lnd	~~~	Entertainment	not listed	VC	0.56	4,300	92,200	237		<a href="#">VGSI Link PID=4849</a>	
							211.59	19,658,900	15,680,300	257,915			

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**Appendix B**  
**Facilities Survey Responses**

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# New Milford Facilities Utilization Survey

Department Name Parks & Recreation

Person completing survey Daniel Calhoun, Director

Building(s) occupied Carlson's Grove Pavilion

No. of people in department Full Time 9 Part Time 130

List approximate amount of space (ft<sup>2</sup>) your department occupies Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage \_\_\_\_\_

Meeting/Conference \_\_\_\_\_ Pavilion: 960 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC						X
Lighting				X		
Phone						X
IT						X
Parking		X				

Future department needs (3-5 years)

Additional parking is needed if possible due to use by Soccer, pavilion & picnic area

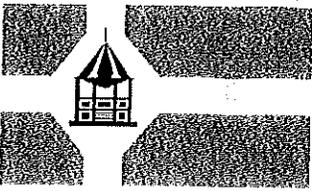
Is there space or building features you currently have but don't need?

Is there space or building features you need but don't have today?

Other comments/suggestions

Pavilion has electricity.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation

Person completing survey Daniel Calhoun, Director

Building(s) occupied Clatter Valley Barn & Pavilion

No. of people in department Full Time 9 Part Time 130

List approximate amount of space (ft<sup>2</sup>) your department occupies Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage 792 Sq. ft.

Meeting/Conference \_\_\_\_\_ Pavilion: 2,320 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC						X
Lighting		X				
Phone						X
IT						X
Parking		X				

Future department needs (3-5 years)

Carpentry & painting will be needed in 3-5 years.

Is there space or building features you currently have but don't need?

This space is used by Boy/Girl Scouts & Cricket Club

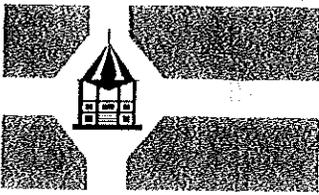
Is there space or building features you need but don't have today?

All of the space in this building is used by Boy Scouts, Girls Scouts & New Milford Cricket Club

Other comments/suggestions

Upgraded lighting and a designated parking lot is needed in the future. Pavilion and barn have electricity.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Emmanuel Williamson Pavilion  
 No. of people in department Full Time 9 Part Time 130  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage \_\_\_\_\_  
 Meeting/Conference \_\_\_\_\_ Pavilion: 612 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	N/A
	1	2	3	4	5	
HVAC						X
Lighting						X
Phone						X
IT						X
Parking					X	

Future department needs (3-5 years)

The pavilion will need to be re-painted in 3-5 years.

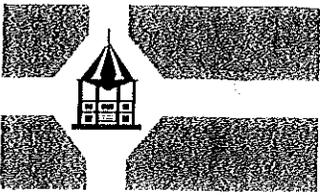
Is there space or building features you currently have but don't need?

Is there space or building features you need but don't have today?

Other comments/suggestions

No utilities.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied John Pettibone Community Center  
 No. of people in department Full Time 9 Part Time 130  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 1105 sqft. Confidential 200 sq. ft. Storage 870 sq. ft.  
 Gym: 5,959 sq. ft. Fitness Room: 690 sq. ft.  
 Meeting/Conference 162 sq. ft. Program Rooms: 3,450 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC		X				
Lighting					X	
Phone					X	
IT					X	
Parking					X	

Future department needs (3-5 years)

Gymnasium floor needs to be refinished & HVAC needs to be upgraded.

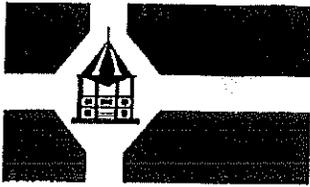
Is there space or building features you currently have but don't need?

Is there space or building features you need but don't have today?

Other comments/suggestions

Will work with Mayor regrding room rentals and fee fee structure.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Lynn Deming Park  
 No. of people in department Full Time 9 Part Time 130  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 285 sq. ft. Confidential \_\_\_\_\_ Storage 3,232 sq. f  
 Meeting/Conference \_\_\_\_\_ \*Please see below:

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting				X		
Phone					X	
IT						X
Parking					X	

Future department needs (3-5 years)

2 sheds roofs will be re-shingled in the next year.

Is there space or building features you currently have but don't need?

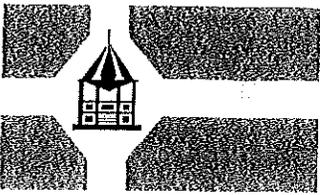
Is there space or building features you need but don't have today?

The bathrooms & showers need to be upgraded.

Other comments/suggestions

1. Bathroom: 2,800 sq. ft. 2018  
 2. IT: 285 sq. ft. 2018  
 3. Storage: 3,232 sq. ft. 2018  
 4. 2.0 Guard House: 575 sq. ft. 2018  
 5. Maint. Building: 2,800 sq. ft. 2018 + P. for 2019

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Maintenance Condominium on Sunny Valley Road  
 No. of people in department Full Time 9 Part Time 130  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 225 Confidential \_\_\_\_\_ Storage 2880 sqft  
 Meeting/Conference Break Room 161 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting					X	
Phone					X	
IT					X	
Parking						X

Future department needs (3-5 years)

Front door needs to be replaced.

Is there space or building features you currently have but don't need?

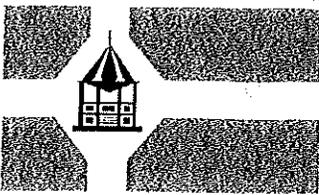
Is there space or building features you need but don't have today?

3 of 5 vehicles cannot be stored inside otherwise this is 100% utilized

Other comments/suggestions

Building has electricity, heat, phone, internet, water.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Bandstand on Town Green  
 No. of people in department Full Time 48 Part Time 9  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage \_\_\_\_\_  
 Meeting/Conference \_\_\_\_\_ Other: 256 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC						X
Lighting			X			
Phone						X
IT						X
Parking						X

Future department needs (3-5 years)

The Bandstand will need carpentry repairs and painting which is in the 2018-2019 budget. It will also need upgraded lighting in the future.

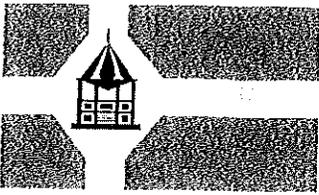
Is there space or building features you currently have but don't need?

Is there space or building features you need but don't have today?

Other comments/suggestions

Bandstand has electricity and water.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Town Hall Red Barn - shared with DPW & Garden Club  
 No. of people in department Full Time 48 Part Time 9  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage 760 sq. ft.  
 Meeting/Conference \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC						X
Lighting				X		
Phone						X
IT						X
Parking				X		

Future department needs (3-5 years)

This building will need maintenance such as carpentry repairs and painting in the near future.

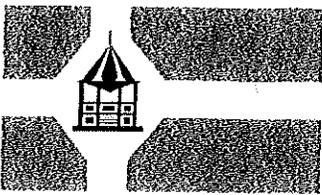
Is there space or building features you currently have but don't need?

Is there space or building features you need but don't have today?

Other comments/suggestions

P&R section has electricity.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Parks & Recreation  
 Person completing survey Daniel Calhoun, Director  
 Building(s) occupied Young's Field storage building & pavilion  
 No. of people in department Full Time 9 Part Time 148  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage 400 sq. ft.  
 Meeting/Conference \_\_\_\_\_ Pavilion: 900 sq. ft.

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC						X
Lighting		X				
Phone						X
IT						X
Parking		X				

Future department needs (3-5 years)

Updated lighting for athletic fields, tennis/basketball courts and additional parking is necessary. Possible restrooms.

Is there space or building features you currently have but don't need?

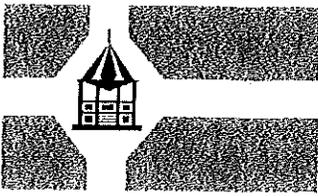
No

Is there space or building features you need but don't have today?

Other comments/suggestions

Building has electricity & the pavilion has no utilities.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Public Works-Highway  
 Person completing survey Michael Zarba/LAB  
 Building(s) occupied 6 Young's Field Buildings 1-4  
533 Danbury Road  
 No. of people in department Full Time 48 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 600 Confidential \_\_\_\_\_ Storage 15,600  
 Meeting/Conference 100

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting			X			
Phone			X			
IT			X			
Parking			X			

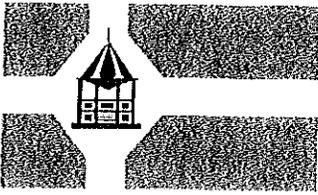
Future department needs (3-5 years) 
 Larger storage Yard, also would need to get the storage off of Patriot's Way and indoors to prolong life of equipment.

Is there space or building features you currently have but don't need? 
 NO

Is there space or building features you need but don't have today? 
 Ability to store a loaded winter truck inside with sander and plow. Also ability to store all our expensive large equipment inside. Many run on diesel and need to be kept warm in the winter to start. Appropriate parts storage for vehicle

Other comments/suggestions 
 Need approximately 40,000 ft<sup>2</sup> for truck/equipment storage and maintenance which includes: 24,000 truck and equip indoor parking, 6000 cold atorage, 10,000 veh maint repair shop

Please return survey by 5/31/2018 to mayor@newmilford.org



## New Milford Facilities Utilization Survey

Department Name Public Works-Highway  
 Person completing survey Michael Zarba/LAB  
 Building(s) occupied 6 Young's Field Building 5 Administration  
 No. of people in department Full Time 7 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 1800 Confidential \_\_\_\_\_ Storage 200  
 Meeting/Conference None

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting				X		
Phone				X		
IT				X		
Parking				X		

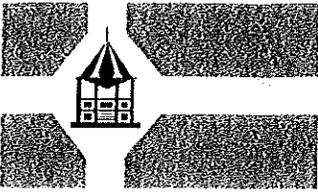
Future department needs (3-5 years) Administration & engineering plan & file storage, small equipment storage, conference room

Is there space or building features you currently have but don't need? NO

Is there space or building features you need but don't have today? A conference room. Plan storage or a large scanner to accommodate scanning plans.

Other comments/suggestions Need approximately 3500 ft<sup>2</sup> office area to meet our needs

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Public Works-Highway  
 Person completing survey Michael Zarba/LAB  
 Building(s) occupied 18 Young's Field Recycling  
 No. of people in department Full Time 3 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 300 Confidential \_\_\_\_\_ Storage 100  
 Meeting/Conference None

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC	X					
Lighting			X			
Phone			X			
IT			X			
Parking		X				

Future department needs (3-5 years)

As recycling grows, the center will need more room.

Is there space or building features you currently have but don't need?

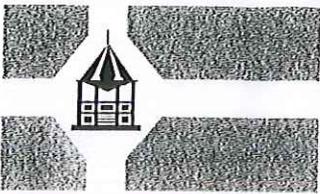
NO

Is there space or building features you need but don't have today?

Other comments/suggestions

Traffic flow and ability to get larger vehicles in/out is problematic

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Public Works-FM  
 Person completing survey Michael Zarba/LAB  
 Building(s) occupied 20 Young's Field, Red Barns at TH  
 No. of people in department Full Time 10 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 500 Confidential \_\_\_\_\_ Storage 4800  
 Meeting/Conference 500

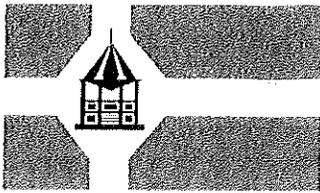
Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC		X				
Lighting				X		
Phone				X		
IT				X		
Parking			X			

Future department needs (3-5 years) Eviction Storage. If eliminating the trailers at Patriots Way will need space at another facility for storage (JPCC)

Is there space or building features you currently have but don't need? 25 Church Street

Is there space or building features you need but don't have today? Ability to park all FM vehicles inside. Storage space-paper goods, custodial supplies. Could get a better price if we could order larger

Other comments/suggestions



## New Milford Facilities Utilization Survey

Department Name Senior Services  
 Person completing survey Carolyn M Haglund  
 Building(s) occupied 40 Main Street (Richmond)  
 No. of people in department Full Time 7 Part Time 2  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 7 - 120 sq' Confidential 6 - 250 sq' Storage \_\_\_\_\_  
 Meeting/Conference/ 2 - 2500sq'/3 - 600sq'/3- 200sq'

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting				X		
Phone			X ONLY 2			
IT		X COPIER			X KENDRICK AND PETE	
Parking		X PUBLIC-BUSINESS PARKING/LIMITED SPACES FOR SENIORS				

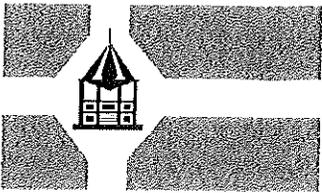
Future department needs (3-5 years) 
 Lower level space for clients/families need for Alzheimers Respite and Support Services. Gym. Efficient Air Conditioning for other rooms.

Is there space or building features you currently have but don't need? 
 No

Is there space or building features you need but don't have today? 
 Loaves and Fishes Area

Other comments/suggestions 
 Front walkway and steps need repair

Please return survey by 5/31/2018 to mayor@newmilford.org



## New Milford Facilities Utilization Survey

Department Name Tax Collector  
 Person completing survey Nancy McGavic  
 Building(s) occupied 1  
 No. of people in department 2 Full Time 2 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 1230? Confidential \_\_\_\_\_ Vault? \_\_\_\_\_ Storage 2 areas in basement  
 Meeting/Conference \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC			x			
Lighting				x		
Phone					x	
IT					x	
Parking					x	

Future department needs (3-5 years)

Is there space or building features you currently have but don't need?

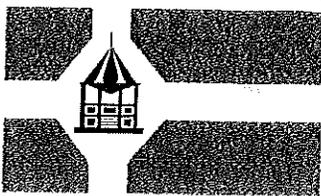
With the staff reduction ~ have extra desk/computer etc

Is there space or building features you need but don't have today?

Meeting/Conference area and more storage/shelving within office to eliminate 2 areas in basement

Other comments/suggestions

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Fire Marshal Office  
 Person completing survey Brian Ohmen  
 Building(s) occupied Town Hall  
 No. of people in department Full Time 2 Part Time 1  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 361 Confidential \_\_\_\_\_ Storage 304  
 Meeting/Conference 304

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC	X					
Lighting				X		
Phone				X		
IT				X		
Parking			X			

Future department needs (3-5 years)

Additional desk for additional employee/ interns. Running out of space for records.

Is there space or building features you currently have but don't need?

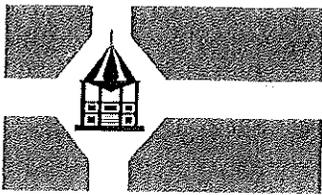
No

Is there space or building features you need but don't have today?

Radio antenna drop into office from attic of town hall.

Other comments/suggestions

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name New Milford Public Library  
 Person completing survey Sally Tornow, Director  
 Building(s) occupied Library  
 No. of people in department Full Time 9 Part Time 18  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 1826 Confidential 0 Storage 1625  
 Meeting/Conference 1719 Public 7590

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC		X				
Lighting			X			
Phone				X		
IT						X
Parking	X					

Future department needs (3-5 years)

If Modernization doesn't happen: new carpeting, new ceiling, new HVAC

Is there space or building features you currently have but don't need?

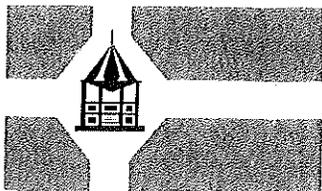
No.

Is there space or building features you need but don't have today?

Yes, small study/meeting rooms for the public.

Other comments/suggestions

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



# New Milford Facilities Utilization Survey

Department Name ASSESSOR

Person completing survey KATHLEEN CONWAY, ASSESSOR

Building(s) occupied ANNEX FIRST FLOOR

No. of people in department Full Time \_\_\_\_\_ 3 Part Time \_\_\_\_\_

List approximate amount of space (ft<sup>2</sup>) your department occupies Office 1230 Confidential \_\_\_\_\_ VAULT \_\_\_\_\_ Storage \_\_\_\_\_ VAULT \_\_\_\_\_

Meeting/Conference USE A PORTION OF THE OFFICE  
OTHER THEN ASSESSOR'S OFFICE(TOO SMALL)

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC				X		
Lighting					X	
Phone				X		
IT					X	
Parking					X	

Future department needs (3-5 years)

More storage, new file cabinets

Is there space or building features you currently have but don't need?

No

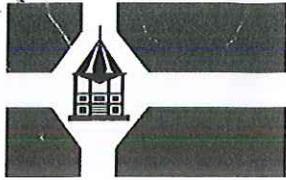
Is there space or building features you need but don't have today?

No

Other comments/suggestions

The Assessor's office needs some kind of security for handling irate people at the counter  
we should at least have an emergency button under the counter.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name New Milford Police Department  
 Person completing survey Chief Shawn M Boyne  
 Building(s) occupied 49 Poplar Street  
 No. of people in department Full Time 58 Part Time 1  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 1865 Confidential 2984 Storage 4097  
 Meeting/Conference 7682

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting				X		
Phone					X	
IT					X	
Parking	X					

Future department needs (3-5 years)

Additional storage, parking and office space

Is there space or building features you currently have but don't need?

None

Is there space or building features you need but don't have today?

Records Storage

Other comments/suggestions

Future consideration of new Public Safety Building

**Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)**

# 49 POPLAR ST

**Location** 49 POPLAR ST

**Mblu** 35/4 / 80/ /

**Acct#**

**Owner** NEW MILFORD TOWN OF

**Assessment** \$1,215,270

**Appraisal** \$1,736,100

**PID** 6812

**Building Count** 1

## Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2015	\$1,464,100	\$272,000	\$1,736,100
Assessment			
Valuation Year	Improvements	Land	Total
2015	\$1,024,870	\$190,400	\$1,215,270

## Owner of Record

**Owner** NEW MILFORD TOWN OF  
**Co-Owner**  
**Address** 10 MAIN ST  
 NEW MILFORD, CT 06776

**Sale Price** \$0  
**Certificate**  
**Book & Page** 356/ 19  
**Sale Date** 09/30/1986

## Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
NEW MILFORD TOWN OF	\$0		356/ 19	09/30/1986

## Building Information

### Building 1 : Section 1

**Year Built:** 1989  
**Living Area:** 12,904  
**Replacement Cost:** \$1,628,401  
**Building Percent** 81  
**Good:**  
**Replacement Cost**  
**Less Depreciation:** \$1,319,000

Building Attributes	
Field	Description

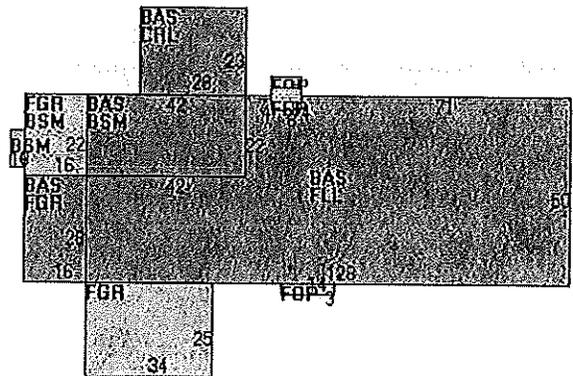
STYLE	Police Station
MODÉL	Comm/Ind
Grade	C
Stories:	1
Occupancy	1
Exterior Wall 1	Brick/Masonry
Exterior Wall 2	
Roof Structure	Gable
Roof Cover	Asphalt Shngl
Interior Wall 1	Drywall/Sheet
Interior Wall 2	Minim/Masonry
Interior Floor 1	Carpet
Interior Floor 2	Vinyl/Asphalt
Heating Fuel	Oil
Heating Type	Hot Water
AC Type	Central
Bldg Use	Police Dept
Total Rooms	
Total Bedrms	00
Total Baths	0
1st Floor Use:	903L
Heat/AC	HEAT/AC SPLIT
Frame Type	MASONRY
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	10
% Comn Wall	0

### Building Photo



(<http://images.vgsi.com/photos/NewMilfordCTPhotos//\00\01\67>,

### Building Layout



(<http://images.vgsi.com/photos/NewMilfordCTPhotos//Sketches/>

Building Sub-Areas (sq ft)			Legend	
Code	Description	Gross Area	Living Area	
BAS	First Floor	7,460	7,460	
FLL	Finished Lower Level	5,444	5,444	
BSM	Basement	1,316	0	
CRL	Crawl Area	644	0	
FEP	Enclosed Porch	48	0	
FGR	Garage	1,650	0	
FOP	Open Porch	66	0	
		16,628	12,904	

### Extra Features

Extra Features				Legend
Code	Description	Size	Value	Bldg #
SPR	Sprinklers	13100 S.F.	\$18,000	1

**Land**

**Land Use**

Use Code 929  
 Description Police Dept  
 Zone R40  
 Neighborhood C200  
 Alt Land Appr No  
 Category

**Land Line Valuation**

Size (Acres) 2.58  
 Frontage 0  
 Depth 0  
 Assessed Value \$190,400  
 Appraised Value \$272,000

**Outbuildings**

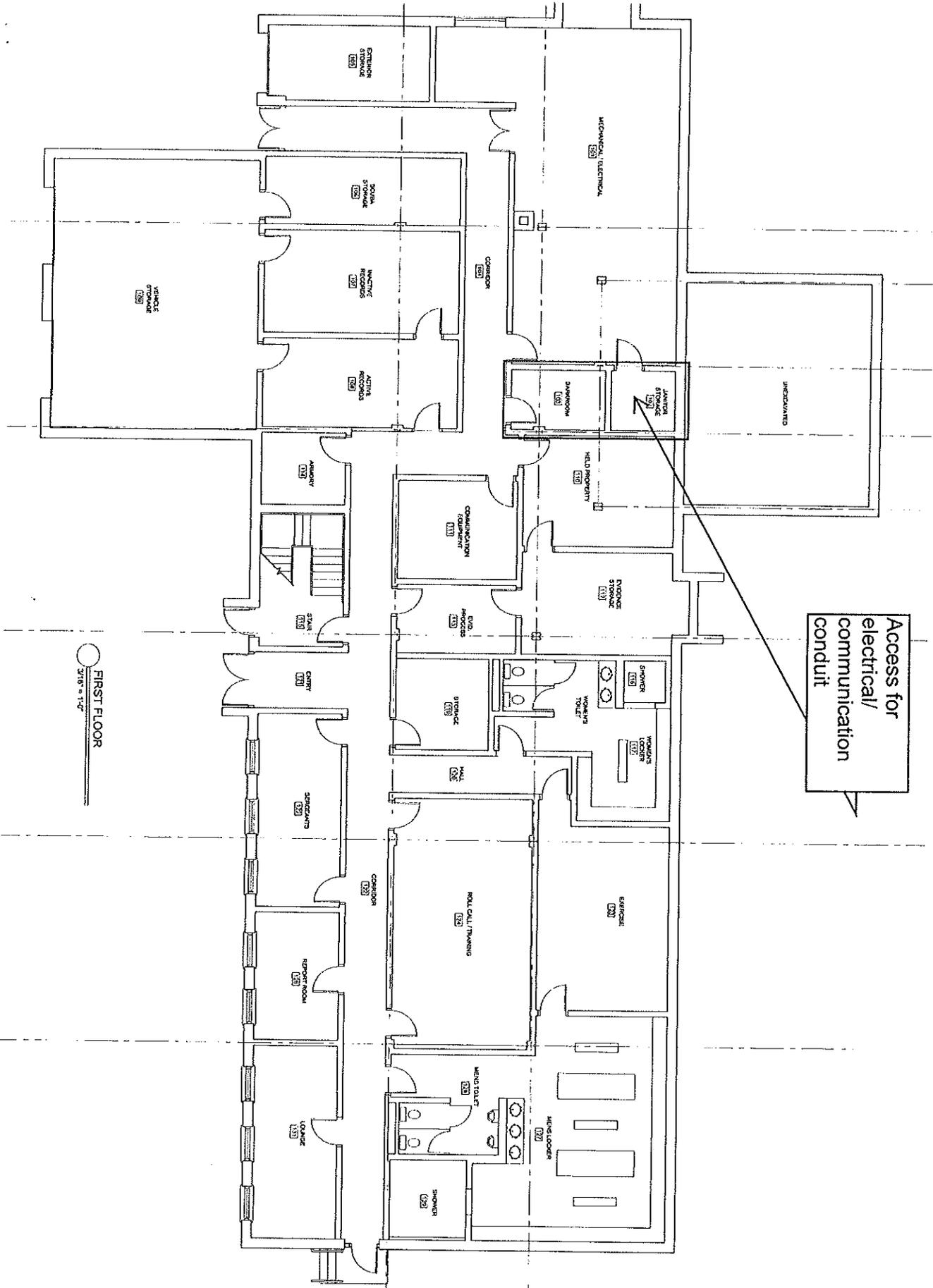
Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
PAV1	Paving Asph.			22000 S.F.	\$26,400	1
LT1	Light (1)			8 Units	\$7,500	1
FN4	Fence 8'			260 L.F.	\$3,200	1
CT1	Cell Tower			1 Units	\$90,000	1

**Valuation History**

Appraisal			
Valuation Year	Improvements	Land	Total
2014	\$1,611,700	\$272,000	\$1,883,700
2009	\$1,214,700	\$205,900	\$1,420,600
2009	\$1,214,700	\$205,900	\$1,420,600

Assessment			
Valuation Year	Improvements	Land	Total
2014	\$1,128,190	\$190,400	\$1,318,590
2009	\$850,290	\$144,130	\$994,420
2009	\$850,290	\$144,130	\$994,420

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Access for electrical/communication conduit

FIRST FLOOR  
3/16" = 1'-0"

NOTE:  
This plan is a digit of the document #A by CE MAQUIRE, dated 6/30/87, and represent "As Built"

CE MAQUIRE  
Architects, Engineer  
One Court  
New Britain,

NEW MILFORD  
POLICE FACULTY  
NEW MILFORD,

THE TOWN OF  
NEW MILFORD

FIRST FLOOR PL

February 13, 2002

3/16" = 1'-0"

A

NOTE:

This plan is a digitiz  
of the document #A  
by CE MAQUIRE, .  
dated 6/30/87, and d  
represent "As Built"

CE MAGUIRE,  
Architects, Engineer  
One Court S  
New Britain,

NEW MILFORD  
POLICE FACILTY  
NEW MILFORD,

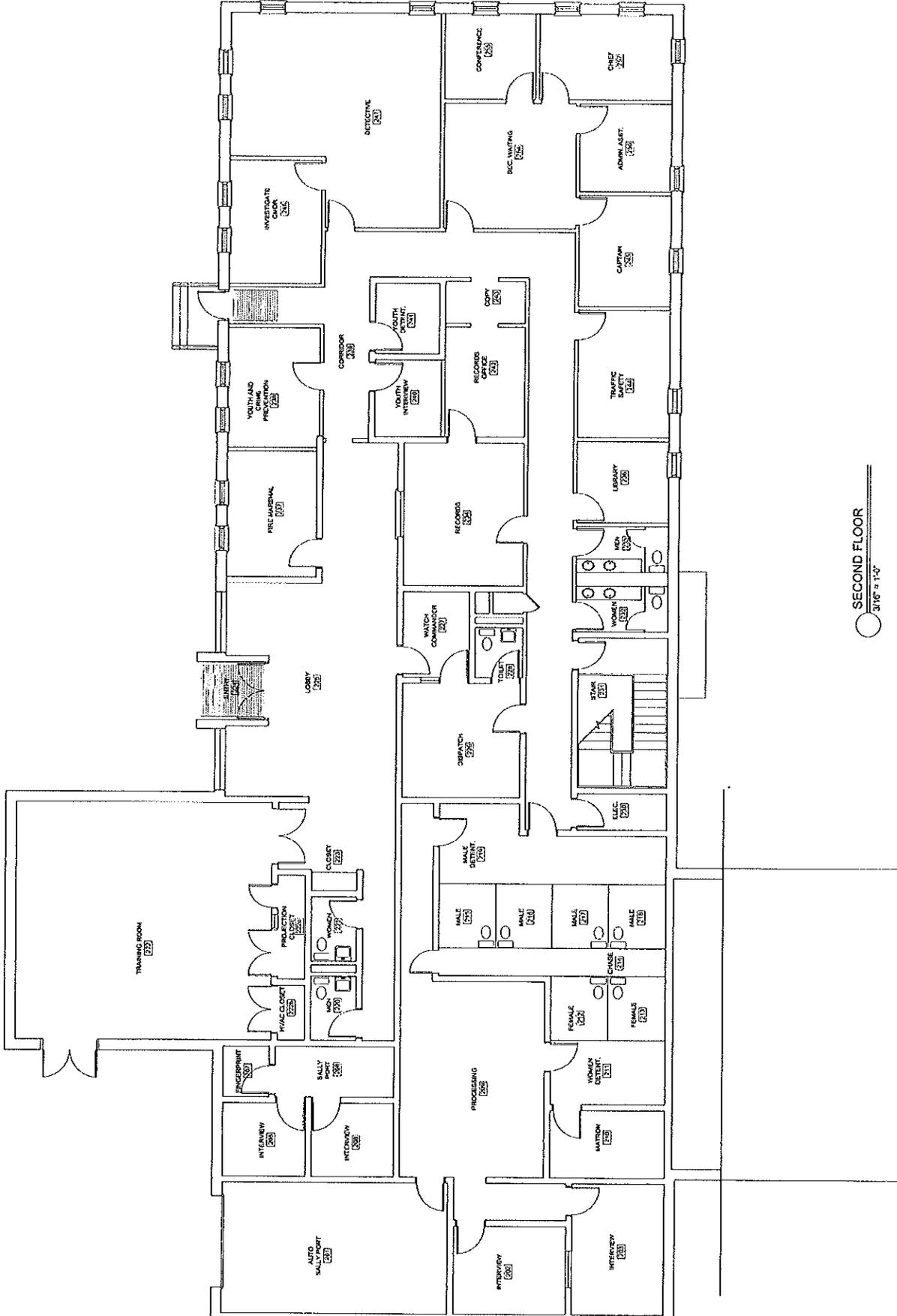
THE TOWN OF  
NEW MILFORD

SECOND FLOOR

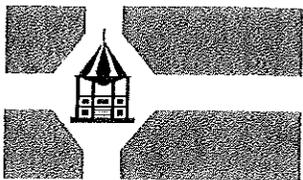
DATE: February 13, 2002

SCALE: 3/16" = 1'-0"

A



SECOND FLOOR  
3/16" = 1'-0"



## New Milford Facilities Utilization Survey

Department Name Zoning

Person completing survey Laura Regan, Zoning Enforcement Officer

Building(s) occupied 1 office/room (L04) and part of a hallway in Town Hall

\*The 2 part time staff are shared with the Wetlands, Planning, ZBA, and Aquifer Departments, so although they are only part time for Zoning, they are full time Town employees and in the Zoning Office 40 hrs/wk

No. of people in department Full Time 1 Part Time 2\*

List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 409.5 SF (136.5 SF per employee) Storage, filing cabinets etc. located within and around this office space. Confidential 0 Storage 80 SF

Meeting/Conference 50 SF (Staff meets with customers at tables setup in the hallway outside the office. When needed and available, Department Staff can also utilize the Lorretta Brickley Room for meetings.)

Please list your current satisfaction with (X appropriate box):						Highest 5	N/A
	Lowest 1	2	3	4	5		
HVAC	X (window unit)						
Lighting		X					
Phone				X			
IT				X			
Parking				X			

Future department needs (3-5 years)

Additional storage space, better meeting space, and privacy.

Is there space or building features you currently have but don't need?

No, unless you consider close working conditions and occasional flooding a "building feature".

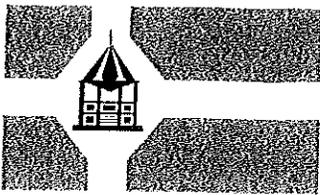
Is there space or building features you need but don't have today?

Privacy, more inviting space to meet with customers, storage, natural light, more consistent heating & cooling, and air circulation.

Other comments/suggestions

This past year, 2 employees from the Finance Department have been relocated to the lower level, which has added an additional challenge and taken much needed space.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name \_\_\_\_\_ Building Department \_\_\_\_\_  
 Person completing survey \_\_\_\_\_ Tom Hackett \_\_\_\_\_  
 Building(s) occupied \_\_\_\_\_ Town Hall \_\_\_\_\_  
 No. of people in department \_\_\_\_\_ Full Time \_\_\_\_\_ 4 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ 508 \_\_\_\_\_ Confidential \_\_\_\_\_ 0 \_\_\_\_\_ Storage \_\_\_\_\_ 0  
 Meeting/Conference \_\_\_\_\_ 0 \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC	X					
Lighting				X		
Phone		X				
IT			X			
Parking				X		

Future department needs (3-5 years)

More space.

Is there space or building features you currently have but don't need?

No.

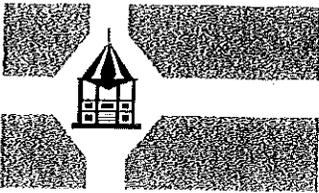
Is there space or building features you need but don't have today?

We need more space and a HVAC system where we don't have

Other comments/suggestions

Carpeting should be changed after 30 years.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Wetlands Department  
 Person completing survey James Ferlow  
 Building(s) occupied Basement of Town Hall

No. of people in department Full Time 1 in L06 Part Time 2 in L04 \*part time staff are shared with Wetlands, Planning, ZBA, and Aquifer, they are full time Town employees  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 56 sf Confidential none Storage 100sf  
 Meeting/Conference 8"x8' -in a hallway -right outside a bathroom door

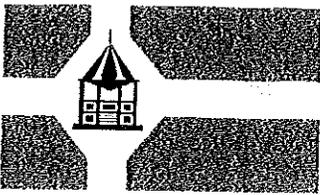
Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC	X					
Lighting			X			
Phone			X			
IT			X			
Parking			X			

Future department needs (3-5 years) Office area with privacy so as not to disturb other departments and hold private conversations. Additional storage space and workspace to lay out plans. Be able to meet with clients in private. An office and sotrage without the risk of flooding

Is there space or building features you currently have but don't need? We have no additional space or features we do not need. We are stuffed into the basement and must function with multiple agencies utilizing all of the same resources in this confined space.

Is there space or building features you need but don't have today? Natural light, better air quality and removing the flooding risk. Storage space, privacy for phone calls, a place to meet with clients without interruption. Work space to review plans

Other comments/suggestions Since Wetlands and Zoning were relocated to the basement, 3 full time staff have been added from 3 separate departments into the same area creating logistical and space problems. In addition other departments storage have been added in the same space.



## New Milford Facilities Utilization Survey

Department Name Social Services  
 Person completing survey Peg Molina  
 Building(s) occupied John Pettibone  
 No. of people in department Full Time 3 Part Time 1  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 800 Confidential 710 Storage 1000  
 Meeting/Conference 2232 also used for programs

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC			X			
Lighting				X		
Phone				X		
IT					X	
Parking				X		

Future department needs (3-5 years)

Current space meets our needs. Would like small shared space, i.e. room adjacent to old school library, for use as a computer lab.

Is there space or building features you currently have but don't need?

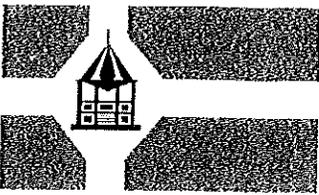
Is there space or building features you need but don't have today?

A/C needed in main office and in food bank storage and distribution rooms. (a plan for this is in the works)

Other comments/suggestions

Parking is maximized on Thursdays (food bank); could use some leniency from zoning so that people may park on grass if necessary. This need is rare and of short duration.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Information Technology  
 Person completing survey Kendrick Protzmann  
 Building(s) occupied 3 -- 47 Bridge, JPCC, Police  
 No. of people in department Full Time \_\_\_\_\_ 2 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 700 Confidential \_\_\_\_\_ 200 Storage \_\_\_\_\_ 350  
 Meeting/Conference \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC	X					
Lighting				X		
Phone					X	
IT					X	
Parking				X		

Future department needs (3-5 years)

Not that I see at this point in time.

Is there space or building features you currently have but don't need?

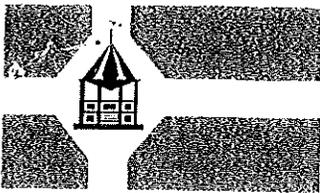
NO

Is there space or building features you need but don't have today?

The HVAC system for the Data Center/Radio/911 system is inadequate. It must be replaced in the near future. HVAC at 47 Bridge Street Data Center, it is in next years budget to upgrade it.

Other comments/suggestions

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Personnel Department  
 Person completing survey Greg Bollaro  
 Building(s) occupied Town Hall  
 No. of people in department Full Time 2 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 288 Confidential 0 Storage 200 In 47  
 Meeting/Conference 0 Bridge street basement

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC				X		
Lighting					X	
Phone				X		
IT				X		
Parking					X	

Future department needs (3-5 years)

The Personnel department, is in need now. We are completely out of space in our filing cabinets and are not able to properly secure our personnel files as we are stacking files on top of the cabinets. We need file cabinets and lack the space to put them. We also need book cases to hold binders. We also desperately need a place to have confidential conversations, we are unable to do this today without reserving the E. Paul Martin Room or the Loretta Brickley room. We do not have a place to meet vendors, hold employee meetings, or to conduct interviews, orientations or exit interviews. We need a space to conduct our business today and in 3 - 5 years.

Is there space or building features you currently have but don't need?

We have a door with access to the Finance Director, but that also contributes to our concerns about confidentiality. The door locks from the Finance side. If there front door is left open, there is access to the Personnel Department through this door.

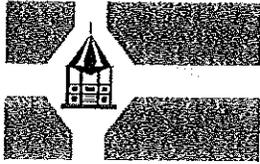
Is there space or building features you need but don't have today?

Yes. We need an office where we can have a table that will be conducive to holding non-confidential meetings. We also need a room where private meetings can be held. Our office space requires the ability to have multiple filing cabinets as we are required by Federal and State law to maintain and properly secure files on employees. Personnel files may not contain medical files, and Worker's Comp files must also be kept separately. Also, we are required to maintain personnel files for 30 years after the employee's last working day with the Town. Our filing cabinets are so full that we have begun to stack personnel files on top of the cabinets. This is exceptionally problematic as we can not secure the files and can not guarantee the office is locked in Finance. We do not have any space in the office to add another filing cabinet.

Other comments/suggestions

The Personnel Department has long thought of our what our ideal space would look like. We continually said and continue to say that the old Probate Court office would be the ideal space in this building for us. There is a safe in the room that can properly secure personnel files, we can have our two desks set up and maintain space for a table to have meetings. We also would have the judge's chamber for confidential meetings, we could also open that door up to the hallway that would give the Town another dedicated conference room. The Personnel office could secure the door to keep our space private. The change would meet all of our critical needs.

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name FINANCE

Person completing survey Greg Osipow

Building(s) occupied Town Hall

No. of people in department Full Time 6 Part Time \_\_\_\_\_

List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 900\* Confidential \_\_\_\_\_ 0 Storage 3

Meeting/Conference 0

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC	x					
Lighting			x			
Phone				x		
IT				x		
Parking				x		

\* 3 offices

Future department needs (3-5 years)

A/C is a window unit, old, not very efficient

Is there space or building features you currently have but don't need?

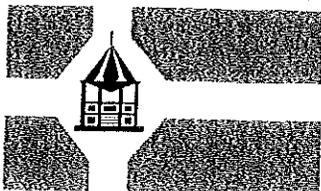
n/a

Is there space or building features you need but don't have today?

conference room

Other comments/suggestions

Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)



## New Milford Facilities Utilization Survey

Department Name Planning  
 Person completing survey Kathy Castagnetta  
 Building(s) occupied Town Hall  
 No. of people in department Full Time 1 Part Time \_\_\_\_\_  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 60sf Confidential \_\_\_\_\_ Storage 0 34sf  
 Meeting/Conference \_\_\_\_\_ Located in a shared hallway \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC	X					
Lighting			X			
Phone					X	
IT					X	
Parking			X			

Future department needs (3-5 years)

Need professional meeting space. Current meeting space is in "hallway" outside of bathroom door. Also share office in close quarters - often difficult to concentrate due to multiple conversations.

Is there space or building features you currently have but don't need?

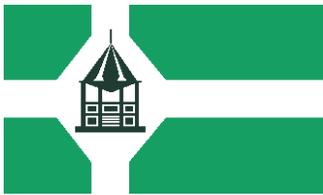
n/a

Is there space or building features you need but don't have today?

Professional and private meeting area. Professional office space. Functional office space to enhance productivity (too many people in a small office make concentration difficult).

Other comments/suggestions

As the land use offices are currently situated, the town is not presenting a professional first impression to potential new businesses or citizens. The offices are located in a damp, stuffy basement with meeting space adjacent to a bathroom that is not sound-proofed. Furniture in the meeting space is worn and chairs are unstable. Air quality is very poor.



## New Milford Facilities Utilization Survey

Department Name Health  
 Person completing survey Mike Crespan  
 Building(s) occupied Town Hall  
 No. of people in department Full Time 4 Part Time 1  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 400 + 130 Confidential \_\_\_\_\_ Storage 15  
                   2 offices  
 Meeting/Conference \_\_\_\_\_

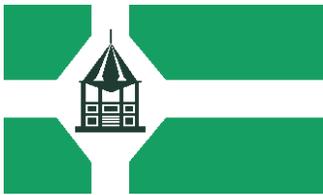
Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC			X portable			
Lighting				X		
Phone			X			
IT				X		
Parking				X		

Future department needs (3-5 years) 
 We should be OK for the next 3 to 5 years. Although our file cabinets are close to full, we are starting to digitize this information and can store paper records and condense this space.

Is there space or building features you currently have but don't need? 
 No.

Is there space or building features you need but don't have today? 
 I believe we have sufficient space and building features.

Other comments/suggestions



## ***New Milford Facilities Utilization Survey***

Department Name State of Connecticut Housatonic Probate Court  
 Person completing survey Marla Scribner, Clerk of the Court  
 Building(s) occupied 47 Bridge Street  
 No. of people in department Full Time 4 Part Time 3  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office unknown Confidential unknown Storage unknown  
 Meeting/Conference unknown

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC		X				
Lighting			X			
Phone			X			
IT			X			
Parking		X				

Future department needs (3-5 years)

Create better airflow among office space to allow for distribution of moderate temperature rather than one work area freezing while others sweat.

Is there space or building features you currently have but don't need?

None.

Is there space or building features you need but don't have today?

Secure front entry way with remote capability to allow access to lobby. Security cameras that monitor entryways and parking lot.

Other comments/suggestions

Higher visibility of patrol officers may be helpful, even if a marked unit passed through the parking lot every once in a while.

**Please return survey by 5/31/2018 to [mayor@newmilford.org](mailto:mayor@newmilford.org)**



## New Milford Facilities Utilization Survey

Department Name New Milford Youth Agency  
 Person completing survey Brian Hembrook  
 Building(s) occupied JFCC (John Pettibone Community Center)  
 No. of people in department Full Time 11 Part Time 51  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office 728 Confidential 2184 Storage 1017  
 Meeting/Conference 728 Program 2184

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC			X			
Lighting					X	
Phone					X	
IT		X				
Parking	X					

Future department needs (3-5 years)  
workable Heating system  
Better Security  
Better Signage  
Designated Drop off/Pickup Area  
- 1st w/f. in half of the Hallway.

Is there space or building features you currently have but don't need?  
NO

Is there space or building features you need but don't have today?  
NO

Other comments/suggestions

**Please return survey by 5/31/2018**



# New Milford Facilities Utilization Survey

Department Name The New Milford Youth Agency  
 Person completing survey Brian Hembrook  
 Building(s) occupied The Farm  
 No. of people in department Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ SEE FRONT PAGE  
 List approximate amount of space (ft<sup>2</sup>) your department occupies  
 Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage 4932  
 Meeting/Conference \_\_\_\_\_ Program 5640

Please list your current satisfaction with (X appropriate box):	Lowest				Highest	
	1	2	3	4	5	N/A
HVAC <u>N/A</u>					✓	✓
Lighting					✓	
Phone <u>N/A</u>						✓
IT <u>N/A</u>					✓	✓
Parking					✓	

Future department needs (3-5 years) Hookup to Street water.

Is there space or building features you currently have but don't need? NO

Is there space or building features you need but don't have today? A VENUE BUILDING/BARN

Other comments/suggestions

**Please return survey by 5/31/2018**



## New Milford Facilities Utilization Survey

Department Name The New Milford Youth Agency

Person completing survey Brian Hembrook

Building(s) occupied The MAXX

No. of people in department Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ SEE FRONT PAGE

List approximate amount of space (ft<sup>2</sup>) your department occupies  
Office 150 Confidential \_\_\_\_\_ Storage 350  
Meeting/Conference 2700 Program 2700

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC			✓			
Lighting				✓		
Phone				✓		
IT					✓	
Parking			✓			

Future department needs (3-5 years)

BETTER CONTROL OF HEAT/AC

Is there space or building features you currently have but don't need?

NO

Is there space or building features you need but don't have today?

MORE STORAGE/PARKING

Other comments/suggestions

Please return survey by 5/31/2018



## New Milford Facilities Utilization Survey

Department Name The New Milford Youth Agency  
Person completing survey BRAN Hembrook  
Building(s) occupied EAST STREET SCHOOL  
No. of people in department Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
List approximate amount of space (ft<sup>2</sup>) your department occupies Office \_\_\_\_\_ Confidential \_\_\_\_\_ Storage 774  
Meeting/Conference \_\_\_\_\_

Please list your current satisfaction with (X appropriate box):	Lowest 1	2	3	4	Highest 5	N/A
HVAC						N/A
Lighting						N/A
Phone						N/A
IT						N/A
Parking						N/A

Future department needs (3-5 years)

NO

Is there space or building features you currently have but don't need?

NO

Is there space or building features you need but don't have today?

NO

Other comments/suggestions

Please return survey by 5/31/2018

	<b>Town of New Milford</b> Town Facilities Utilization Sub-Committee Final Report	Page 32 of 34
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**Appendix C**  
**Office Space and Occupancy**

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Office Sizes in Various town Buildings

	Building	Room	Total Room Size	No. Employees/ room	SF/Employee	
	Animal Control	Animal Control staff	88	3	29	
	East St	20	713	4	178	
	East St	22	727	2	364	
	East St	23	763	2	382	
	East St	25	692	3	231	
	East St	28	695	4	174	
	East St	IT	593	3	198	
	Facilities Maintenance	Facilities Staff	160	2	80	
	Facilities Maintenance	Facilities Staff	62	2	31	
	JPS	Parks Director	280	1	280	
	JPS	Parks staff	400	2	200	
	JPS	Social Services	768	2	384	
	JPS	Social Services	744	2	372	
	JPS	Youth Agency Director	870	1	870	
	Police	Records Room	306	3	102	
	Probate Court	Judge's Chambers	365	1	365	
	Probate Court	Staff	467	4	117	
	Town Hall	Mayor	377.1264	1	377	
	Town Hall	Mayor's staff	437.6256	2	219	
	Town Hall	Personell	264.96	2	132	
	Town Hall	Planning / Wetland	372.6856	3	124	
	Town Hall	Town Attorney	264.96	1	265	
	Town Hall	Zoning office	436.4	3	145	
		Health Dept	366.0156	3	122	
<b>Note: Data obtained from available building plans and/or digitized from available mapping. Rooms without dimensions may not be included in this analysis</b>						

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Date: 13 Aug 2018		Revision: 0

**Appendix D**  
**Lucy Wildrick Public Comment**

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## JUNE 18, 2018 TOWN FACILITIES UTILIZATION COMMITTEE: PUBLIC COMMENT

- Lucy Wildrick, 6 South Main Street

I have read recently about the potential sale of the East Street School property for private residential development. I am not opposed to more residential downtown, in fact I am very supportive of that. I believe that downtown will become livelier as a result of having more residents within walking distance of all its amenities. I do have a concern, though, if the plan is to empty the building of its current municipal offices and services and move those employees – and those they serve – away from downtown.

In my work as a developer and consultant on mixed-used projects in downtown areas, I can tell you that we value towns that have municipal offices within the downtown district. One nearby example is Blue Back Square in West Hartford that I developed with my partners. One compelling reason we chose to go forward with that rather risky redevelopment of deteriorated sites near the town center was the presence of municipal services – the library, town hall and the police station – in the immediate vicinity. Why? They act as powerful anchors. They bring people – both employees and “customers” – to the downtown day in and day out, week in and week out, throughout the year. Even though those visiting the offices on a given day may not have the time or inclination to stop into the coffee shop, restaurants or shops, they see those assets and will remember them. It puts the downtown on their mental map of places they are familiar with and are comfortable returning to. Plus, municipal offices are not dependent on economic cycles – as many businesses are – and are reliably active centers in the community.

Last summer, the Riverfront Revitalization Committee, of which I am a member, was lucky enough to have a variety of speakers come to our sessions to educate us on a number of issues that pertain to the riverfront, downtown and its redevelopment. One in particular spoke to three types of assets that are highly desirable in a downtown because of their function as anchors: eds, meds and feds. That’s a cute and memorable shorthand for educational institutions, medical services and government offices. All three are reliable generators of foot traffic and visitors in addition to employing solid numbers of people. New Milford has the hospital, of course, and municipal offices. We are light on educational institutions. The key is keeping those uses in the downtown area. When separated out by the highway, the positive impact on the vitality of downtown is lost.

This is not just anecdotal information or conjecture on my part. A 2010 article by Professor Burayidi of Ball State University<sup>1</sup> says in part: “Retaining and expanding the location of civic and cultural buildings in the downtown should be the fourth prong in downtown revitalization.” He goes on, “Public buildings are a stronger and more significant presence in the downtowns of small ... communities than in large cities.” And, he concludes, “Communities that capitalize on and promote such civic activity in the downtown will remain healthy.”

There are also studies out there that document the value of government services in a downtown. A 2005 study in Wisconsin<sup>2</sup> revealed that towns with government offices downtown, when compared with those that did not, had 8.4% more businesses, 7.4% more retail and 25% more professional and technical businesses downtown.

When the plan to move some of the town offices out to Pettibone was formed several years ago, I was new to the community and not fully educated on the issues associated with that plan, so I did not weigh in publicly. In private conversations, however, I did voice my concern that moving town offices and services out of downtown was not a good idea because it would sap downtown of the reliable vitality associated with municipal offices. It turns out, I heard recently, that this is exactly what has happened. Business owners downtown have felt the loss of the town departments that have been moved.

This is all a really long way to say: if and when you sell the East Street School – or any other downtown municipal properties – for private development, do everything within your power to relocate those town services right here in downtown. The cash infusion of the sale of a building is a one time benefit that should be weighed very carefully against the long term loss of vitality and value in the downtown as a whole. New residents are great but they don’t come close to having the year in year out impact of town services in maintaining the vitality and viability of the downtown.

<sup>1</sup> Michael Burayidi, PhD, “A new four-point strategy for downtown renewal”, Downtown Idea Exchange, November 2010 (<http://www.downtowndevelopment.com/perspectives/dixperspectives110110.pdf>)

<sup>2</sup> Chuck McShane, “Towns fear loss of government offices will sap downtown vitality”, Plan Charlotte, September 10, 2014 (<http://plancharlotte.org//story/downtowns-losing-government-offices-lincolnton-waxhaw-salisbury-main-streets>)

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**Appendix E**  
**Town Council Presentation**

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# TOWN FACILITIES UTILIZATION

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Town Council Sub-Committee  
Presentation  
August 13, 2018

*Nick Pouder – Chair*

*Gary Hida – Vice-Chair*

*Wendy Faulenbach – Secretary*

*Stephen Confortini*

*Chris Cosgrove*

*Joseph Degregorio*

*Michael Sennello*



# Charter

- *Created at February 26, 2018 Town Council meeting.*
- *Charged with accessing the utilization of all structural assets owned by the town.*



# Work Performed

- *Created and reviewed the list of properties to be considered*
- *Surveyed departments on the state of their facilities*
- *Where possible, interviewed staff and gathered other information about the properties*
- *Toured all properties*
- *Compiled all information*
- *Discussed recommendations (Major and other)*
- *Wrote final report to be issued after final edits*



# Properties

- *28 distinct properties*
- *48 individual buildings*
- *\$17,800,000 assessed building value*
- *\$15,600,000 assessed land value*
- *252,500 square feet of space*
- *85 acres not counting Sullivan Farm or shooting range*
- *8 buildings date from the 1800s*
- *Since 1989 only 2 buildings have been built*



# Properties

Pump Station #4
20 Church St Red Barn 1
20 Church Street Red Barn 2
25 Church St east barn
25 Church St west barn
25 Church St. main building
Ambulance Headquarters
Animal Control
Bridge St. - former post office bldg
Clatter Valley PD Shooting Range
DPW 1
DPW 2
DPW 3
DPW 4
DPW 5
DPW Braden Building
DPW Truck wash building
DPW Salt Barn
Catherine Lillis Building
Facilities Maintenance Bldg
Gaylordsville School House
Geiger Radio Building
Lanesville Fire Station
Library

Lynn Deming Barn at Road
Lynn Deming beachfront shed
Lynn Deming Guard House
Lynn Deming Lifeguard Shack
Lynn Deming Workshop/Garage
Lynn Deming Open Pavilion
Lynn Deming Restrooms
Northville School House
Parks and Rec. Condo
Pettibone
Police Dept.
Railroad Station
Recycling center fabric canopy
Recycling Center office
Recycling Center plastic shed
Recycling center wooden shed
Richmond Center
Sullivan Farm Brown Barn
Sullivan Farm High Tunnel
Sullivan Farm Main Barn
Sullivan Farm Pole Barn/ garage
Sullivan Farm Sugarhouse
The Maxx
Town Hall



# Department Survey Summary

- Scale of 1 – 5 (including NA)
- A response of “3” is considered “acceptable”
- Overall least satisfied with HVAC
- Overall most satisfied with IT

	<b>HVAC</b>	<b>Parking</b>	<b>Lighting</b>	<b>Phone</b>	<b>IT</b>
Median	3	3.5	4	4	4
Average	2.52	3.33	3.74	4.00	4.04

- Town Hall HVAC appears to be an issue for many.



# Key Findings

- Approximately 45,600 sf (18% of total) is vacant:
  - Pump Station #4 -- 6,000 sf
  - Pettibone – 25,000 sf (54% of total) plus kitchen, library, cafeteria, gymnasium
  - 25 Church Street – 2,000 out of 4,000 sf total, plus downstairs lightly used
  - Bridge Street – 1,300 sf lower level
  - Town Hall – 1,000 sf former court offices and lower level space
  - Richmond Center – 5,300 sf top floor
  - East Street – 5,000 sf plus gymnasium
- The Police Department female locker room is inadequate for staff.
- Some offices in Town Hall are crowded
- DPW operations are hampered at its current location and renovations at that site are challenging, at best.



# Major Recommendations

- General
  - Change the town financial system so utility costs can be evaluated by department and/or building.
  - All sub-committees examining town assets should collaborate and share information. (Rec Fields, Community Center, Library, Riverfront Revitalization)
  - Create a centralized scheduling platform for shared spaces (gyms, meeting rooms, kitchens etc) across all town entities including BoE, Library, Youth Agency, Parks & Rec, and Mayor's office



# Major Recommendations

- General
  - Develop a centralized approach to managing and archiving records across all departments. Records and archive storage use significant space in multiple offices.
  - Consider consolidating maintenance areas and workshops to reduce duplicative facilities.
  - Consider the library's expansion plans when deciding if any additional meeting space is necessary elsewhere.
  - Develop a long-term strategic plan outlining the use and direction of town facilities. Avoid spur of the moment, piecemeal planning.
  - Continue to seek out synergies between DPW and Parks and Rec. for shared use of facilities and equipment.



# Major Recommendations

- Facility Specific
  - Consider reuse of vacant space at the historic East Street School. Address cupola and roof issues as soon as possible.
  - Determine what should be done with the extensive amount of vacant space at JPS. This building, by far, has the most unused space.
  - Consider retaining the 25 Church Street property due to its strategic downtown location but find a good use for it. Uses could be as an annex to town hall, parking or a tie-in to the library project.
  - Connect Sullivan Farm to the public water supply. The existing situation costs money and wastes time.
  - The Parks and Rec storage condominium could likely be consolidated into other facilities.
  - Reallocate the Town Hall office space formerly occupied by the Probate Court; Renovate small, vacant, lower-level rooms.



# Major Recommendations

- Facility Specific (continued)
  - Consider modernizing the storage area for paints and cleaning supplies at Church Street Barn #2.
  - Evaluate the feasibility of relocating DPW during the riverfront master planning and POCD processes.
  - Rehabilitate the town's iconic symbol, the village green bandstand. It needs repair and the lighting is very poor.



# Final Report



Town of New Milford  
*Town Facilities Utilization Sub-Committee*  
*Final Report*

*Nicholas Forder – Chair*  
*Gary Hite – Vice-Chair*  
*Wendy Faulenback – Secretary*  
*Stephen Confortini*  
*Chris Coogren*  
*Joseph Degregorio*  
*Michael Semello*

Report date: 13 Aug 2018  
 Document Revision: C

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# Committee Comments on Future

- The village center is one of our biggest assets. We should grow utilization in this area. Government services in the downtown add to the vitality of this area.
- Any movements should consider synergies between departments while driving for more space and operational efficiency and improving the public's interaction with the town.
- Time has allowed the town to spread into additional spaces without taking proper inventory (records, junk, clutter) and being efficient in space usage. Clean up.



# TOWN FACILITIES UTILIZATION

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Questions?

