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Cumberland County Community Development Program
2015 CDBG General Program Application
Community Cover Page

Project Title Renovation of ADA Compliant Entrance to Mallett Hall

Lead Community POWNAL

Additional Communities _____

Contact Information Name James Boyles, Chair, Mallett Hall Committee

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Email Jboyles1@maine.rr.com Tel 688-4780

Program Category

Public Infrastructure/Facility X Downtown Revitalization ____

Housing ____ Economic Development ____

CDBG "National Objective"

Low/Moderate Income: Area-Wide ____ Limited Clientele ____

Direct Benefit: Presumed Group Disabled/Elderly (Identify Group)

Slum/Blight: Area-Wide ____ Spot Basis ____

Amount of CDBG Funds Requested $32,025

Total Estimated Project Cost $53,369

Name of Authorized Official Timothy Giddinge, Chair, Board of Selectmen

Signature of Authorized Official _____

QUESTION 1

The ADA compliant entrance to the new addition of Mallett Hall (Pownal's Town Hall) received the *Maine Preservation 2000 Statewide Historic Preservation Honor Award.* Today it is in need of significant structural renovation despite periodic town-funded repairs since its completion in 1999. Extensive wood rot and metal rust have reached a point where continued safe use of the entrance is in question. Root causes of the problems have been traced to a few overlooked design flaws and to critical original construction mistakes. The original architect, Nancy Barba of BARBA + WHEELOCK, has explored the site with municipal officials and agrees that ineffective handling of water and misuse of non-pressure-treated wood are primarily responsible. She has developed (pro bono) a detailed renovation plan addressing these and related issues. This project will serve all residents, particularly those disabled, regardless of income level. Major points of the renovation plan and project are:

- Rebuild, as necessary, the inner support structure using pressure treated (PT) wood in a beam/joist design.
- Remove, down to the concrete foundation, any walls with rotted wood. Rebuild these walls, where appropriate, with PT wood. Cap all walls with either PT wood or composite material.
- Reuse metal railings where possible after shot-blasting and galvanizing.
- Lower the inner wall and incorporate a stainless steel cable/rail system as its upper half.
- Reconstruct eaves to add gutters and downspouts, moving roof runoff away from entrance area.
- Remove all decking and replace with Azek or Trex, or similar composite, observing proper spacing between boards.
- Install stainless steel grating in front of entrance doors and as stair treads for disposal of water and increased interior ventilation.
- Install venting screens at the top and bottom of the outside wall.
- Replace existing brick apron with properly drained granite pavers.
- Repaint entire renovated structure.

The active management of this project will be the responsibility of Pownal's Administrative Assistant, Scott Seaver, who has extensive experience managing similar projects. The town's Board of Selectmen, Timothy Giddinge Chair, will exercise oversight of the entire project aided by the Mallett Hall Building and Grounds Committee, James Boyles Chair.

It should be noted that Mallett Hall is in the National Register of Historic Places. The original ADA compliant entrance was approved by the Maine Preservation Commission, and the current renovation plan (complete with diagrams) has been reviewed and approved by them.

QUESTION 2

a.

The ADA Compliant Entrance to Mallett Hall (Pownal's Town Hall) is becoming structurally unsafe for all - the disabled of all ages, the elderly, and all who use the building regardless of income level. The problems are not just surficial, but extend deep into the supporting structure. The cost of completely renovating the entrance is the issue facing Pownal today. This entrance provides access to all municipal offices as well as three large rooms used for meetings, voting, performances, presentations, and social events.

b.

Virtually all Pownal residents, regardless of age, ability or economic status, use the building. The U. S. Census Bureau's American FactFinder 2009-2013 American Community Survey records Pownal's total town population as 1,471 persons with 158 persons disabled or 10.7% of Pownal's total population. It is important to note that all age groups, including those 65 and older, must be considered in providing for the disabled to enter and use Mallett Hall - the town's government and social center. The survey separated the groups as follows: of the 338 persons under 18 years, 16 have a disability; of the 875 persons aged between 18 to 64 years, 69 have a disability; and of the 258 persons 65 years and over, 73 have a disability. An unsafe ADA compliant entrance to Pownal's town hall where government and business services are provided and where public events and meetings take place simply must be renovated.

c.

Some historical background may highlight the important and widely varied role that Mallett Hall has played and continues to play in the economic and social health of the Pownal Community. The original two-story structure, built in 1886, was designed by leading architects Francis Faucett and Frederic Tompson, and was largely financed by Edwin B. Mallet, Jr. - then a resident of Pownal. In 1986, a town-wide celebration was held honoring the halls one hundred years as the government and social center of Pownal. Mallett Hall was then the home of the Granite Grange #14 (1874-2007), the Improved Order of Redmen (1888-today), and the Pownal Scenic & Historical Society (1970-today). Yearly events over those one hundred years included: attendance, voting, and supper at the Annual Town Meeting in March; voting at all elections; Grammar School Graduations; Old Home Days celebrations; 4 H Club meetings and programs; Boy & Girl Scouts events; entertainment programs; and monthly meetings of the Grange and Redmen. In 1991, the hall was entered into the National Register of Historic Places as a "part of the Historical and Cultural Heritage of our nation and should be preserved as a part of our community life..." The original structure served for over one hundred years without modern facilities such as indoor plumbing and central heating, and it was not ADA compliant.

In 1990, knowing that town government could not move into the twenty-first century without modern updates to Mallett Hall, a town hall study committee was formed. After twelve years of labor and with town-wide support, it was decided to preserve the original building and add a modern two-story addition - to make Mallett Hall fully

accessible to the disabled and elderly and in compliance with the Americans with Disabilities Act. An architect, Nancy Barba was engaged; $70,115 was raised from private sources; contractors were hired; 3,368 citizen volunteer working hours were donated; a State CDBG Block Grant for $138,000 covering total building ADA compliance (written by volunteers) was awarded; and $170,000 was appropriated by the town. The assessed value of the completed project was one and one half million dollars, and without the support of so many, and the successful funding of the State CDBG grant this would never have happened. On a beautiful day in October 1999, over two hundred town folk, friends, and staff from CDBG celebrated as the new ADA compliant addition with entrance was dedicated. For the town's amazing efforts, Governor Angus King presented the town with a plaque, declaring October 9, 1999 as "Pownal Day."

By December 2001, with help of an unprecedented number of volunteer hours, the interior first floor was completed, and the addition opened for municipal business. Pownal had made its way into the twenty-first century. With the completion of the addition's exterior and first floor municipal office rooms in 2002, the original Town Hall Committee disbanded after twelve years of hard work. A new Mallett Hall Buildings and Grounds Committee [MHB&G Com] was formed with James Boyles as Chair, to oversee completion of the second floor social and meeting space; to continue much-needed restoration of the original hall's two floors; and to oversee any changes or needed repairs to the interior, exterior, and grounds of Mallett Hall. With financial help from the Pownal Scenic and Historical Society and Bradbury Mountain Arts (and many hours of volunteer labor) the second floor addition room was completed and dedicated as the William DeWitt Room in 2004. Restoration of interior rooms of the original hall was completed in time for the town's 2008 Bicentennial Celebration.

Thanks to the existence of the new ADA compliant entrance, all municipal offices were able to be centralized in the modern addition. Moreover, most of the events and activities mentioned above continue to flourish in the renovated rooms, albeit now with disabled and motion-challenged participants. Newer organizations have begun using these openly accessible facilities: Bradbury Mountain Arts has held art shows and sales and has organized Community Arts Weekend Entertainments; a folk dance group organized by a Pownal resident holds monthly dance entertainments followed by a pot-luck supper; and the Historical Society creates programs of interest digitally projected and narrated. All have area-wide attendance. Wedding receptions, birthday celebrations, and memorial services now take place in Mallett Hall.

d.

By 2008, town officials and the [MHB&G Com] had noticed early signs of structural damage to the wood walls and decking of the entrance structure, as well as significant rusting of railings. The town's Capital Projects Planning Committee included some monies in its projections in 2010 to cover obviously needed repairs. However, it soon became clear that the underlying structural damage would have to be addressed at considerable cost. With large capital projects looming on the horizon (several new trucks, a new fire/rescue station, road reconstruction, an automatic emergency generator, elevator software replacement, and eventually a new elevator), the town

authorized a modest fund to be used in exploring the cost of full renovation, and as matching money for a possible grant. If a grant is not procured, the need for this project to get underway as soon as possible will necessitate that an article be placed in the town's next warrant requesting the balance of funds required. This would come before the voters at the June 2015 Annual Town Meeting and would most probably result in an increase in property taxes. As one of the smallest towns in Cumberland County with a population of 1,471 and 588 households, Pownal must rely on property real estate taxes. It has no industries and few significant taxed businesses.

QUESTION 3

a. Scott Seaver, Pownal's Administrative Assistant, will be the active manager of the project. He will manage all aspects (accounting, scheduling, contracting, payments, meetings with architect, etc). His office is located in Mallett Hall and he will be on site four day per week. Scott has been Administrative Assistant to towns for thirty four years. He was project manager for the renovation of North Yarmouth's town office and has been a certified MDOT Local Project Administrator, managing projects such as Cousins Island Bus Turnaround and numerous FEMA remediation projects. The Pownal Board of Selectmen, Timothy Giddinge Chair, will exercise oversight of the entire project aided by the Mallett Hall Building and Grounds Committee, James Boyles Chair, established in 2002 to oversee any changes to the interior, exterior and grounds of the building.

b. Pownal has received and successfully administered several grants for projects of similar or greater complexity over the years. The largest (monetarily) was a State CDBG Grant for $138,000 used in a project which rendered Mallett Hall completely ADA compliant inside and out (compliant entrance, three-floor elevator, compliant restrooms, brail information plaques, extra wide doorways, etc.). In 2001, a $10,000 New Century Preservation Grant from the Maine Historic Preservation Commission was received which partially funded a project to restore all of the double-hung windows in the original building. Another example is a MDOT Gateway Grant in 2004 for $5,000 used in a project which resulted in granite steps and a granite platform for Mallett Hall's old front entrance, wrought iron railings, an entrance light and building sign.

c. The object of this current project is the ADA compliant entrance to Mallett Hall. This is the main entrance to the hall and as such must be maintained for safe use. As described herein, structural problems with this entrance were observed as early as 2008 and remedial maintenance measures were taken. Ultimately, those problems were found to be beyond the scope of maintenance and the current project was formulated. The Mallett Hall Building and Grounds Committee,

which meets routinely, also carefully inspects the building and grounds and submits an annual Maintenance Recommendations Report to the town Selectmen. It was the report in 2008 which triggered the initial maintenance measures on the entrance, and the committee has continued its observations since. These annual reports will continue. The town is committed to maintaining all its buildings and other assets in good condition, and maintenance of this entrance will continue as high priority after its fundamental flaws are remedied.

QUESTION 4

Completed:

- Architect Nancy Barba has completed (pro bono) a detailed ADA compliant renovation plan with diagrams and stands ready to be the "Overseeing Architect" for the entire project. <see attached document>
- An engineering study has been completed.
- A cost estimate for the entire project has been completed by Lowell Specifications, Inc.
- All required local approvals and permits have been procured.
- The Maine Historic Preservation Commission has approved the projected renovations (this approval was required since Mallett Hall is in the National Register of Historic Places). <see attached letter>

Must be completed:

- Advertising for construction bids.
- Selection of winning bid and contracting with bidder.
- Arranging for access (including disabled) to the building during entrance construction work.

There are no other known existing or potential impediments to project initiation.

QUESTION 7(A)

a. At this time, the safety of all those who use the ADA compliant entrance to Mallett Hall is a serious concern for town officials. That, and liability issues Pownal might face, means that the town must renovate the entrance in 2015-2016.

b. The first Cumberland County CDBG Grant applied for in 2014 was turned down, and no other grant funds were sought. We found through the Maine Historic Preservation Commission in Augusta that there is no state funding this year for New Century Preservation Grants, and that there are no Federal Historic

Preservation Grants posted for 2015 at this time. Maine Preservation (a separate non-profit group) does not give out grants.

c. Without CDBG funding, the entire costs would be carried by the town's residential property tax base – mil rate is 34.7. Pownal's 588 households would bear this additional expense for a problem caused by unusual circumstances for which the town had sought financial help to correct. The town of 1,471 persons (one of the smallest in Cumberland County) depends greatly on the entire community for government committee assignments, volunteer labor, and community fund raising. It has no industrial development and no significant business tax base.

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering		287	5,200	5,487
Land Costs				
Materials/Supplies				
Construction Costs	25,094	12,249		37,343
Project Management	1,159	566		1,725
Other				
1. Contingency	4,015	1,960		5,975
2. Temp Entrance	1,757	857		2,614
3. Cost Estimate		225		225
4.				
Total Costs	32,025	16,144	5,200	53,369
Provide the basis for determination of budget amounts:				

Design/Engineering: Engineering work plus in-kind matching from architect.
Construction Costs: Total costs (including materials/supplies/labor/contractor) from 2013 professional cost estimate, increased 7% per year for 2 years.
Project Management: Predicted from 2013 professional cost estimate, increased 7% per year for 2 years.
Contingency: 16% of construction costs, as recommended by the cost estimator.
Temp Entrance: Providing temporary ADA compliant entrance during construction.

For involved categories, the split between CDBG & MUNICIPAL funding was consistently made such that:

TOTAL MUNICIPAL FUNDS + TOTAL OTHER FUNDS = 40% TOTAL MATCH

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation.[1]	If no, please outline and attach future steps to secure match.[2]
Cash	Municipal Cash	$ 16,144	Voted at Town Meeting	It + other in-kind equals 40% match	(Yes) / No	See note below	
	Other Cash	$			Yes / No		
	Other Cash	$			Yes / No		
	Other Cash	$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	$			Yes / No		
	Other In-Kind & Donation	$ 5,200	Architect Design work	by Architect	(Yes) / No	See note below & the attached	
	Other In-Kind & Donation	$			Yes / No		
	Other In-Kind & Donation	$			Yes / No		
TOTAL MATCH		$ 21,344					

Municipal Cash: Secured when the voters of the town passed Article 6 on the Warrant at the 18 June 2012 Annual Town Meeting. If necessary, written confirmation is available from the Clerk of The Town of Pownal.

Other In-Kind: See the document attached from the firm of BARBA+WHEELOCK confirming their in-kind donation of services.

Project Implementation Schedule

Activity	Q #1 J – S 2015	Q #2 O – D 2015	Q #3 J – M 2016	Q #4 A – J 2016	Q #5 J – S 2016	Q #6 O – D 2016	Q #7 J – M 2017	Q #8 A – J 2017
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Design/Engineering Completed								
Cost Estimation Completed								
Approvals & Permits Completed								
Matching Funds Completed								
Contract Bid	X							
Contract Award	X							
Construction	X							
Construction wrap-up		X						
Final Payment		X						
Project Completed:		X						

BARBĀ+WHEELOCK

31 December 2014

James and Donna Boyles
584 Poland Range Road
Pownal, ME 04069

Mallett Hall, Pownal, Maine, Entry documents for pricing

INVOICE

Terms: Net at time of service

For probono services in 2013-2014

ARCHITECTURE
PRESERVATION
DESIGN

Professional Services Billing Summary:

In Kind Services		Fee $5,200	
N. Barba, Principal	35 hours		
T. Morrison, Intern Architect	2 hours		
Amount due for Fees			$0

Reimbursables

Previously billed		
Travel	$ -	
Copies		
Postage and Deliveries	$ -	
Telecommunications	$ -	
Administrative markup (15%)	$ -	
Billing for Reimbursables:		$ -
Billing this Period		$0.00

500 CONGRESS STREET
PORTLAND, MAINE 04101
FAX 207.772.3667
TEL 207.772.2722

N Barba

Invoices are due and payable on day of service rendered.

MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

PAUL R. LEPAGE
GOVERNOR

EARLE G. SHETTLEWORTH, JR.
DIRECTOR

December 12, 2014

Ms. Nancy Barba
Barba & Wheelock
500 Congress Street
Portland, ME 04101

Project: MHPC# 1773-14 – Mallett Hall; building rehab
Town: Pownal, ME

Dear Ms. Barba:

In response to your recent request, I have reviewed the information received November 18, 2014 to initiate consultation on the above referenced project in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended (NHPA).

Based on the information submitted, I have concluded that the proposed undertaking will have no adverse effect upon historic properties, as defined by Section 106.

Please contact Robin Reed of our staff if we can be of further assistance in this matter.

Sincerely,

Kirk F. Mohney

Kirk F. Mohney
Deputy State Historic Preservation Officer

PHONE: (207) 287-2132

FAX: (207) 287-2335

The pictures above show the ADA compliant entrance to Mallett Hall and some of the visible structural damage. In 2013, some decking was removed, temporarily, to explore all underlying supporting structure. A significant portion of that was found to be seriously damaged.