



**Town of Hanover
Community Preservation Committee
2021 Application for Funding**

Submission Requirements

Proposals for Community Preservation funding must be submitted using the attached application form. All information requested on the application form must be included with the proposal.

Applications must be typewritten and **twelve (12) copies** (including one unbound and reproducible copy) of the application and all supporting documentation must be submitted to the Community Preservation Committee, c/o Community Preservation Coordinator, Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339.

The application deadline is Friday, October 30, 2020 at 12 noon.

Applications will be accepted only until this time, unless an applicant can demonstrate that a significant opportunity would be lost if not considered outside the normal funding schedule.

Review by the Community Preservation Committee

Each application will be acknowledged as it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Incomplete applications may not be eligible for the current funding round, at the discretion of the Committee.

All applicants submitting complete applications will be given an opportunity at a public hearing to present the scope and details of the project and respond to questions from the CPC, and the public (additional public hearings may be warranted, depending on the amount of applications received). To expedite the proposal review process CPC strongly recommends that all proposals be reviewed prior to submission by the appropriate Committee, Commission or Board including the Housing Authority, the Planning Board, the Historic Commission, the Open Space Committee, the Conservation Commission or the Park and Recreation Committee.

Funding Decisions and Process

The CPC will prepare and submit Town Warrant Articles for funding recommendations to the Town Meeting in May for a final decision.

Projects on Town-owned land will be administered by the Town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B, and 149).

Projects on private land will require a funding agreement between the Town and the applicant. All projects will require a Memorandum of Understanding between the Town and the applicant before funds can be released. In addition, the CPC will require that all projects submit a project timeline and quarterly status reports to the CPC until project completion.

Please keep in mind there are legal limitations on what CPA funds can be used for. A CPA Allowable Uses Chart can be found on the Community Preservation Committee's home page. Further information concerning the Community Preservation Act in Hanover can be found at the Town of Hanover Community Preservation home page at <http://www.hanover-ma.gov> by clicking on the Community Preservation Committee Link.

**Town of Hanover
Community Preservation Committee
Application for Funding**

Submit to Community Preservation Committee
c/o Community Preservation Coordinator
Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339
Tel: 781-826-5000 Ext 1059 Fax: 781-826-5950
Ann.Lee@hanover-ma.gov

Name of Applicant: Community Preservation Committee

Name of Co-Applicant, if Applicable: _____

Contact Name: Steve Louko

Mailing Address: 43 King Hill Road

City: Hanover State: MA Zip: 02339

Daytime Phone: 508-331-1400 Email: stevlouko@yahoo.com

Name of Proposal: Sylvester Learning Center

Address of Proposal (or assessor's parcel ID): 495 Hanover Street, Hanover MA

CPA Category (circle all that apply):

Open space Historic preservation Affordable Housing Recreation

CPA Funding Requested: \$200,000.

Total Cost of Proposed Project: TBD

Expected Completion Date: TBD

If project is expected to continue over more than one year or if bonding the project is anticipated detail the cost of project on the following chart (explanation may be attached on a separate sheet.)

Fiscal Year	CPC Funds Requested	Total Cost	Other Funding Sources
2022	\$200,000	\$200,000	
2023			
2024	TBD		Sale of Salmond
Total	TBD	+/- \$4 million	

¹ If the proposal is on Town-owned land, either the applicant or the co-applicant must be the Town Board, Commission, or Department in control of the land.

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?

The goal of this project is to develop a plan to rehabilitate the Edmund Q. Sylvester High School building for municipal use in the town of Hanover, including concept, architectural drawings, and engineering to provide the working documents for a successful project.

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans? (Note: Hanover Master Plan)

This project is needed to produce a shovel-ready plan to update the historic Sylvester High School building with needed improvements. The Sylvester High School building qualifies for Community Preservation funding for the rehabilitation of a historic resource. The Community Preservation Act of Massachusetts defines a historic resource as a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town. The Sylvester building is significant in the history, architecture, and culture of the Town of Hanover. The Community Preservation Act allows for improvements to be funded that bring the historic structure into compliance with the Americans with Disabilities Act and other building and access codes. The improvements must also comply with the United States Secretary of Interior Standards for the Treatment of Historic Properties. This project intends to meet all of these standards while also addressing needs identified in existing Town Plans.

The 2018 Hanover Master Plan has a section titled 'Public Services and Facilities' and Goal 1 is to "Ensure facilities meet community and department needs." To achieve Goal 1 it is recommended that Hanover "develop new department facilities and infrastructure capable of meeting current service needs and projected future demand." An updated Sylvester with improvements like handicap accessibility, fire suppression systems, and some modern amenities will make the historic structure able to meet current service needs as well as projected future demand. Sylvester's size, location, and heritage make it an ideal municipal building to provide a suitable headquarters for Hanover's School Administration offices and other community uses as to be determined in this project. It is anticipated that other community uses could include needed additional literacy services, special education services, adult education, office space for community groups, function space, an arts venue, the school store, and functional space for everything that is currently operating out of Salmond including the FACE program which would benefit from having access to the athletic complex at B. Everett Hall Field.

This project will contribute to the successful rehabilitation of the Sylvester building for community and educational purposes and also preserve the building as an original part of our National Historic District and Hanover Center school campus which was developed in 1927, on the 200th Anniversary of the Town's incorporation, for Hanover's first high school building. This project is needed to preserve the cohesive civic town commons that exists in Hanover Center. This project will create plans that align with the 2018 Hanover Master Plan's Economic Development Goal 4 to "consider strategies to create a more cohesive town center beyond Town Hall and the Library, including placemaking, design guidelines, and reduce auto dependency." This project accomplishes this by reinforcing the cohesiveness of our town center by producing a facility that consolidates municipal operations onto our central and historic school campus, and provides contiguous public space with walking connectivity.

This project will also aim to protect the historic aspects of the building. The building was built in 1927 and named for its benefactor Edmund Q. Sylvester, the architect of the Curtis Free Library. The school's design was intended to complement the library's style and appearance. J. Williams Beal, the architectural firm responsible for designing Sylvester High School also designed the Town Hall's 1893 addition, providing an additional connection among the Hanover Center civic buildings.

A concern with the building is its lack of handicap accessibility. The Department of Interior in their Standards for the Treatment of Historic Properties recommends "complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible." They say that when it is not possible to modify an existing entrance for accessibility, it may be possible to develop a new entrance by creating an entirely new opening in an appropriate location. The Standards say that many new additions in historic buildings are constructed specifically to incorporate modern amenities such as elevators, restrooms, fire stairs, and new mechanical equipment. While this project is intended to create a plan for handicap accessibility that satisfies Master Plan Public Service and Facilities Goal 1 to "ensure facilities meet community and department needs" by following the Master Plan recommendation to continue "renovations to increase facility accessibility" it will also aim to achieve a cohesiveness of design elements between any new accessible entrance at Sylvester and what has been accomplished at other public buildings in the District, including the Library, to create accessibility. This project will keep the design of any alterations needed to create accessibility consistent with those of the District.

This project will also assist in implementing the Master Plan's 'Public Services & Facilities' Goal 3 to "ensure all Town-owned buildings are efficiently used" by planning the needed upgrades to Sylvester for the purpose of consolidating municipal operations. This consolidation will create both operating efficiencies for town departments and maintenance efficiencies for the DPW. The consolidation of services will both add to the collaborative environment of municipal government and create cost savings in annual and long term maintenance. In creating these efficiencies by realigning operations the Master Plan 'Public Services & Facilities' Goal 3 provides guidance that "when undertaking major facility constructions or expansions, consideration of the Department's facilities portfolio holistically" is important. The Community Preservation Committee has taken this into consideration and discussed this with the School Committee. On 10/14/2020 the School Committee unanimously agreed that if the needed capital improvements could be made to Sylvester they would want to move their administrative offices to Sylvester in exchange for Salmond. This would allow the Town to then consider best available options for the Salmond building and associated land.

Through this effort of trying meet the community need for efficient operations, and cohesiveness in our town center these capital improvements will have a cost. CPC has the resources and mission of funding desired historic rehabilitation projects in the town but may need supplemental funds depending on the scope of the plan developed. The 2018 Master Plan 'Public Services and Facilities' Goal 2 to "Ensure adequate resources for Hanover's Public Services" recommends that "capital projects do not negatively impact departmental operating budgets" and to "use the proceeds from the disposal of property made extraneous or obsolete by new construction to directly offset construction expenses." Based on the Hanover School Committee's 10/14/2020 commitment to relocate Administrative offices to Sylvester as part of this project, the Salmond School building and land would be made extraneous. The Community Preservation Committee would anticipate sale proceeds of Salmond be used to offset construction costs at Sylvester if so needed.

This results of this current funding request will meet community needs and assist in implementing many goals of the 2018 Hanover Master plan. This project falls within the

mission of the Community Preservation Committee as outlined in the Community preservation Act to designate funds for the rehabilitation and restoration of historic resources of which the Sylvester High School building is a significant one. In addition to the goals met directly by this project at Sylvester the town will have also be presented with the opportunity to meet another goal of the Master Plan. If this project is to proceed and Salmond is determined to be an extraneous property the Town would have the opportunity to satisfy the Master Plan's 'Historic and Cultural Resources' Goal 1 to "Preserve and protect the critical and cultural resources of Hanover" and its recommendation to "explore potential for developing additional housing in Four Corners area to support local business activity." As part of the concept to centralize school services to Sylvester the Salmond building and property could be made available for housing on the edge of historic Four Corners Village, which would support local business activity in the village and along our commercial corridor.

The benefits of this project for the community are far reaching and will be felt at the community level. Not only does this project allow the Town to meet goals of the 2018 Master Plan it will also align with the vision for the Sylvester Learning Center as presented on 1/22/2020 at Hanover High School to representatives from various Boards and Committees. The vision statement for the Sylvester Learning Center provides a basis for CPC's desire to fund the renovations at Sylvester. This vision statement, and site visits to the building, allowed us to see the beauty of the historic structure, understand its connection to the history of Hanover, and see that it is an important part of the educational, recreational, and civic space that still exists in Hanover Center today.

3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

This project is proposed by the Community Preservation Committee. It has the support of the Hanover School Committee, School Administration, and is seeking the support of the Hanover Historical Commission and Board of Selectmen.

4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

The project will begin upon release of funds when the designated committee will convene a meeting to discuss scope and planning milestones. The committee will then meet monthly to develop and monitor plans. It is anticipated that this planning process will be complete in FY2023.

5. **Credentials:** How will the experience of the applicant contribute to the success of this project?

The Community Preservation Committee has experience successfully managing historic preservation projects in Hanover. This project will also have additional oversight to ensure its success by a committee to be formed of one (1) Selectmen, the Town Manager, one (1) School Committee Member, School Superintendent, one (1) Historic Commission Member, and three (3) CPC Members.

6. **Success Factors:** How will the success of this project be measured?

The short term success of this project will be measured by the level of practical use the planning, design, and engineering work completed in this project will contribute to the successful use of this special municipal building.

The long term success of the project will be measured by the quality and quantity of community services that can be offered at the Sylvester Learning Center.

7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)

The budget for this project is up to the \$200,000 being requested. These funds will be used to develop the concept and planning needed to facilitate a successful rehabilitation of Sylvester for municipal use.

While this funding will be able to move this project forward significantly it is anticipated that this funding request will lead to a larger CPA request to complete the rehabilitation work to be planned. A Feasibility Design Estimate produced on 11/1/2019 by PM&C, a construction cost estimator, estimated the cost of needed improvements to be \$3,960,789. This estimate includes a new handicap accessible entrance and elevator to provide access to all levels of the building, new unisex bathrooms, lighting and electrical improvements, fire protection, and office space reconfiguration. It is anticipated that the committee will use this estimate as a guide and any plans developed in this project will stay within a \$4 million budget that can be accomplished without raising taxes.

8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

There is no other funding being considered for this part of the project.

Other funding being considered for the project being planned will include any proceeds from the sale of the Salmond property (land appraised at \$1.8 million).

9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

Ongoing maintenance will be funded by the existing maintenance budget for school administrative offices and supplemented with operating revenues of the Learning Center.

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

10. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.

The property is town owned.

11. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.

This application and funding request is intended to develop the plan, concept, and design of the project. This planning phased in intended to include an existing and proposed site plan, floor plans, elevations, and other drawings as necessary to visually

describe the desired project, and used as working documents to complete the successful re-use of this historic structure.

12. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the town for zoning review.

This project is to develop a plan, produce a design and engineering specifications, and begin work to bring this building into compliance with Architectural Access Board regulations. No zoning relief is required.

13. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Committee)

On 10/14/2020 the Hanover School Committee voted unanimously to support the proposal of the Community Preservation Committee to assist in furthering their plan for creating the Sylvester Learning Center. School Committee Minutes are attached.

The endorsement of the Historical Commission is being sought as is approval of the proposed project by the Board of Selectmen.

14. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

Asbestos tiles have previously been removed with Community Preservation Act funds. All remaining asbestos in the building will be evaluated as part of this planning process to ensure it is or will be encapsulated properly or scheduled for remediation.

15. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. All historic resources rehabilitation projects must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.

Department of Interior Standards for the Treatment of Historic Properties will be followed in this rehabilitation.

16. Information indicating how this project can be used to achieve additional community benefits.

This project can achieve additional community benefits by preserving Hanover's central and historic school campus and adding functionality to structure that will serve Hanover as a community center for education, recreation, and civic engagement. Moving this project forward will also create economic development opportunities in our commercial district along Route 53 and adjacent to many local businesses by adding housing in an area recommended in the 2018 Master Plan.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund. No funding decisions will be made without an independent appraisal.

Document List:

Sylvester Learning Center - Vision Presentation

PM&C - Feasibility Design Estimate

US Department of Interior – Standards for Rehabilitation

US Department of Interior – Preservation Brief: Making Historic Properties Accessible

Appraisal – Salmond Land

H Sylvester Learning Center
Hanover, Massachusetts

Vision:

Strengthen Hanover's commitment to life long learning through programming and resources made available by repurposing the historic Sylvester School into a contemporary educational center and headquarters for the Hanover Public School System

Preserve the historical, cultural, and educational value that this property brings to our community.

H Sylvester Learning Center
Hanover, Massachusetts

Opportunities:

- **Headquarters for HPS Administration**
- **Headquarters for Town Wide Technology**
- **Headquarters for Town Wide Payroll/Benefits**
- **Headquarters for Office of Family and Community Engagement (FACE)**
- **Classrooms and Training Center for Adult Learning and Higher Educational Courses**
- **Classrooms for Specialized Education Services and programs**

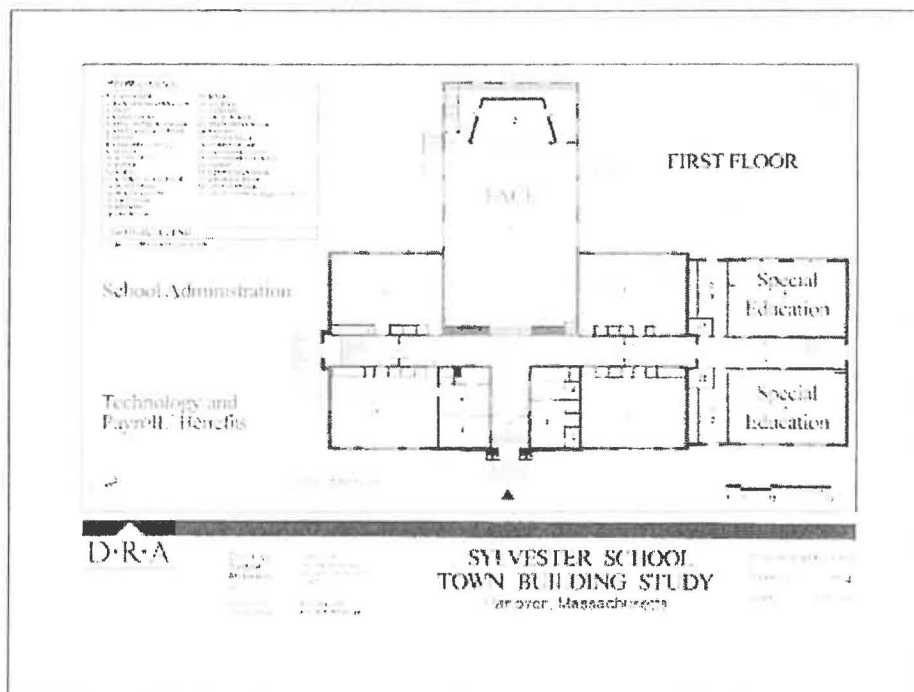


Sylvester Learning Center

Hanover, Massachusetts

Headquarters for HPS Administration, Technology Department, and Payroll Benefits Office:

- Professional and sufficient office space to meet and sustain the needs of HPS Central Administration and Town Wide Service teams.
- Central location in Hanover for better access for technology staff to town and school buildings.
- More convenient location for all school/municipal employees to access Payroll/Benefits Office.

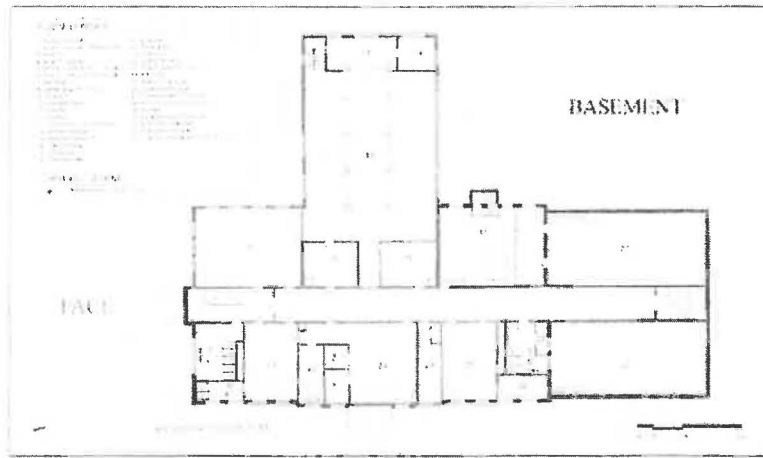


H Sylvester Learning Center

Hanover, Massachusetts

Headquarters for Office of Family and Community Engagement:

- Professional and sufficient office space for FACE Administration and staff.
- Classroom and recreation space for programs and community events.
- Professional space and central location for retail School Store and back-room store operations.



D·R·A

SYLVESTER SCHOOL
TOWN BUILDING STUDY
Hanover, Massachusetts

DATE: 1/22/20
SCALE: 1/8" = 1'-0"

H Sylvester Learning Center

Hanover, Massachusetts

Classrooms and Training Center for Adult Learning and Higher Educational Courses:

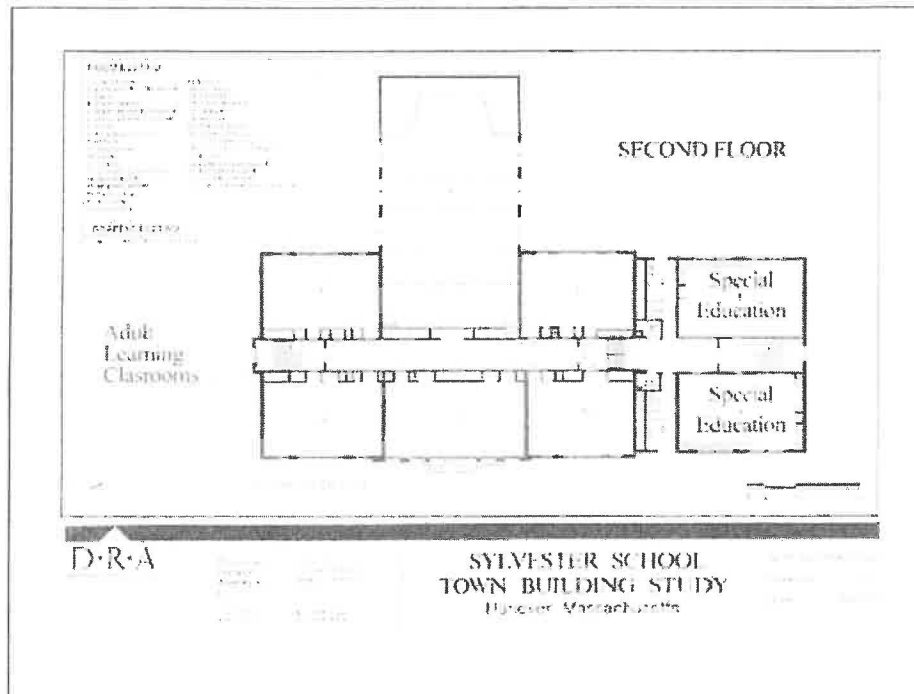
- Contemporary classroom space in a historic schoolhouse setting.
- Classrooms available for local colleges, universities, and training programs for adult learners.
- Classroom and meeting space for local civic and non-profit organizations.
- Classrooms to support future HPS needs for specialized spaces: virtual learning labs, transitional support environment for students, and testing center.

H Sylvester Learning Center

Hanover, Massachusetts

Classrooms and resources for Special Education Services and programs:

- Proximity to Center School is an asset for local Special Education Collaboratives to rent space for their specialized programs.
- Creates opportunities to build specialized programs with local school districts to support specific needs that we currently outsource.
- Creates opportunities for partnerships with established private schools servicing our students outside of Hanover.



H Sylvester Learning Center

Hanover, Massachusetts

Next Steps:

- Establish a timeline and project benchmarks.
- Evaluate costs for Sylvester upgrades and build out to meet ADA compliance and building code requirements.
- Determine financing options and revenue sources.
- Design space to meet the needs of the HPS Administration to support the vision of a comprehensive learning center.
- Develop a business plan intended to create a sustainable/cost neutral learning center.

*Hanover School Committee Meeting Minutes
October 14, 2020
Virtual Meeting*

Present: Mrs. Leah Miller, Mrs. Ruth Lynch, Mr. John Geary, Mrs. Libby Corbo and Mr. Pete Miraglia

Also, Present: Matthew Ferron, Thomas Raab, Debbie St. Ives, Keith Guyette, Matthew Paquette, Daniel Birolini, Jane DeGrenier, Michael Oates, Matthew Plummer, Patricia Smith, Andrea Sheehan, Kate Sullivan, Diane King, Bill Scarpelli, and Caroline Jackson

Call to Order: Meeting was called to order at 4:01 pm by Mrs. Miller

Public Comment: None

Approval of Minutes:

September 14, 2020: Motion was entertained by Mrs. Miller to approve the September 14, 2020 School Committee Executive Session minutes as written. The motion was moved by Mrs. Lynch and seconded by Mr. Geary. The motion carried unanimously.

September 30, 2020: Mrs. Miller requested the minutes be postponed until the next meeting.

Report of the Superintendent presented by Mr. Ferron:

Introduction of new SEPAC Leadership

Mr. Guyette: Welcome to the two new co-chairs of SEPAC: Diane King and Kate Sullivan.

Mrs. Miller: Welcome! We have a great relationship with SEPAC and we are happy that you have stepped up. We look forward to working with you.

Introduction of new HPTA Leadership

Dr Raab: Welcome to the new President Andrea Sheehan. We met and spoke briefly last week and I am confident it will be a seamless transition. The previous President-Mrs. McCormick is going to stay on as parliamentarian to help out with the transition.

Mrs. Sheehan: Introduced Meaghan Hohl-Vice President, Kate Dauphinais-Vice President, Nicole Fly-Secretary, and Kerry Benjamin-Treasurer. We are very enthusiastic and ready to start.

Mrs. Miller and Mrs. Lynch met with Mrs. Sheehan and Mrs. Benjamin last week and are very excited to work with the new team.

CPC Project: Sylvester School

Mr. Scarpelli (Chair): CPC is the funding potential mechanism for a renovation project at the Sylvester School. The two-step preliminary plan is to use CPA funds which will be significant. This will be the biggest project ever for the CPA. Step one is to renovate the Sylvester School, so it is useful for the school department by potentially moving the administrative department out of the Salmond School into the Sylvester School. Step two is the Salmond School will be the location for affordable housing. Two separate projects. Once the Salmond School is sold, the proceeds would go to the redevelopment of the Sylvester School. There have been no applications of funding presented. The School Committee must decide if they are willing to move the staff currently at Salmond School to an appropriately renovated Sylvester building and to then turn over the Salmond building to the Selectmen so they can proceed with the sale of the property. The Board of Selectmen will also need to commit to move forward. The CPA funds will then be used to hire consultants who would work with the school department to find out what the space, technology and ADA needs would be. Once we an estimated figure, it will determine if it is financially feasible. It may not be. The ADA access alone will be an expensive

figure. There is a strong sense that the citizens of Hanover would like the building to be used and not be dismantled. Looking for a commitment from the Committee that states it is ok to move forward.

Questions:

Mr. Ferron: Last year at this time, one of our goals for the year was to develop a plan to consider what it would take to move our operation over to Sylvester School. We looked into space for the School Administration, Adult Education, Learning Center, and programs from our Family and Community Engagement Office. I am completely behind it. A lot of the leg work necessary has been done to move from a conceptual to a specific conversation. We would be happy to work with the CPC Committee and a consultant, as necessary.

Mrs. Lynch: Will this property be strictly a school department building or would it be available to other organizations in the community if they wanted to hold a function or use the facilities?

Mrs. Miller: The reason it is being brought up now is because it is the CPC funding cycle so we need to get the request in for the consultant by the end of October or we are looking at an additional year.

Mr. Scarpelli: We are trying not to lose a year and move this forward. The CPC would not be making that decision, but it is envisioned that the principle tenant would be the school department. There would be opportunities by other town committees, boards, and citizens to use the space as necessary when the school department is not.

Mr. Ferron: Agree that that is a fair statement. When the project was considered last year, we were walking through options and we were envisioning that there would be plenty of opportunities for a community and meeting space. Specifically, we were thinking of rooms being used for trainings and meetings.

Mrs. Corbo: Does the CPC Committee intend on funding the whole bill or does this need some type of community financial investment by tax-payer dollars? Also, when we previously met, there were a couple of different plans that we looked at that were staged, as far as financial impact, and was wondering the scope of the project as you envisioned it right now.

Mr. Scarpelli: Unfortunately, I cannot answer that. It is going to depend on the total cost. Ideally it would be a 3 to \$5-million-dollar project and that is something the CPC could handle, if it was agreed too. If it is a significant cost or much larger investment than that, it could be a problem for funding. There may be other resources that would have to be tapped into. I do not see the town floating a separate bond for the renovation. The principle purpose of the consultant is to figure out at a minimum what the school department needs and what those needs will cost and whether those costs are something that the CPC could handle.

Mrs. Corbo: Don't we already have that? In the stages that Victor had done, wasn't the first floor only being used and it was about \$5 million?

Mr. Ferron: There was a great deal of discrepancy between the numbers of the initial project scope. I think it is too early for us to try and guess what the number may be. We do want to take a fresh look and get an idea of what the cost will be and scale the project accordingly. Mrs. Corbo's number is close to the last estimate. I think we move forward with an open mind and the support of the School Committee to go with someone from the outside for guidance.

Mrs. Miller: All we are committing to is that if it works out for our Town (finances), we would be willing to move the administration building over to the Sylvester School. This summer we would potentially work with a consultant to map out our needs for the move to happen.

Mr. Miraglia: Sounds like this commitment the CPC is requesting tonight is pushing us in one direction. It seems like the property is not in the school departments jurisdiction. How is the public involved in this movement? Does it require a Selectmen or Town vote? What are the steps if we choose to move in this direction?

Mr. Scarpelli: The next step after the School Committee approval is to get the same commitment from the Board of Selectmen. The Board of Selectmen legally has control of the property and it is under their jurisdiction. They can decide if they want a vote to say go ahead. That is all we need at this time. The only point in which the town citizens get involved is when we present our funding application for a consultant and then, if it gets that far, when we present a much larger funding application for the work to begin.

Mrs. Miller: I feel good about making the commitment and willing to work with a consultant if everything worked out for the Town. Does anyone disagree?

Mrs. Lynch: Does not disagree and sees the need for it.

No one disagrees

Mrs. Miller: Public statement that the Committee has committed that the school department will be willing to work with a consultant funded by the CPA funds this summer, for the purpose of estimating costs to renovate for potential use of Sylvester by the school administration.

Health Services Update

Mrs. Smith discussed COVID-19 Update as of October 14, 2020. Her presentation can be found on the Hanover Public Schools website by clicking [here](#).

Mrs. Smith highlighted key data for the Town of Hanover COVID-19

- Total of Number of Cases Town-wide: 120
- Number of Cases Over last 2 Weeks: 22
- Number of School Related Positive: 5
- Number of School Related Quarantine: 19 + 44 = 63
- All students no staff
- 63 under quarantine
- 44 hockey related

September 27 through October 10, 2020- # of Positive Cases over 2 Weeks

14-day positive 22
Daily Average 1.5
Population 14,325
14-day average cases per 100,000. 10.5 (puts Hanover over 8 and into the RED zone)

Mrs. Miller: How do you calculate the big number?

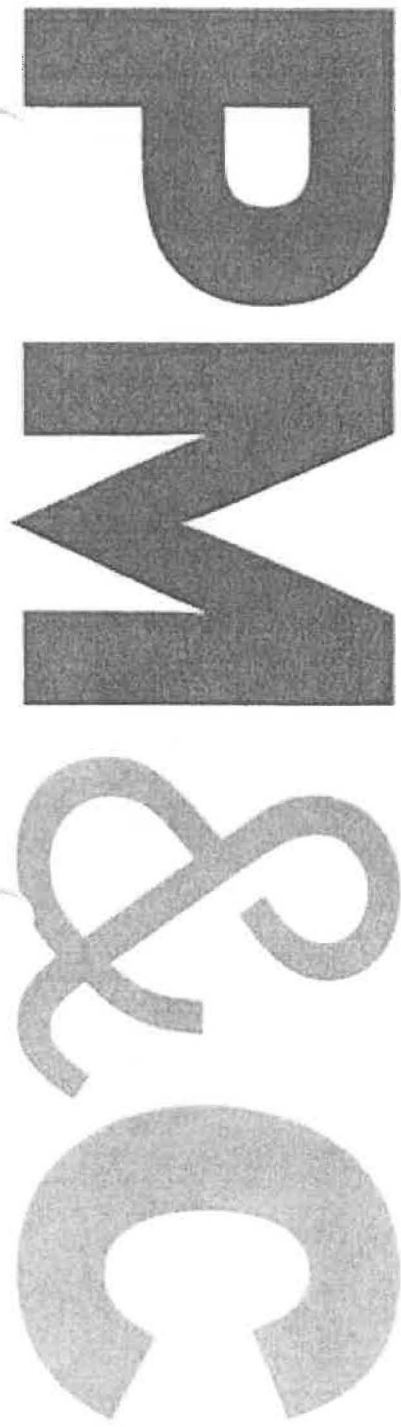
Mrs. Smith: You take the daily average divided by population x 100,000.

14 Day Average

8/15	8/29	9/12	9/26	10/10
0.2	0.2	.05	0.4	1.5
1.3	1.3	3.49	2.79	10.47

Mobile Integrated Health (MIH) Testing

HMS	Cedar	Center	HHS	Total	Positive
49	33	27	80	189	3



**Feasibility Design
Estimate**

**Sylvester Elementary School
Design Priority Options**

Hanover, MA

PM&C LLC
20 Downer Ave, Suite 5
Hingham, MA 02043
(T) 781-740-8007
(F) 781-740-1012

Prepared for:

CBI Consulting LLC

November 1, 2019



Sylvester Elementary School
 Design Priority Options
 Hanover, MA

01-Nov-19

Feasibility Design

MAIN CONSTRUCTION COST SUMMARY

	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
Sylvester ES Renovation				
PRIORITY 1	May-22	35,960	\$72.05	\$2,591,021
Hazmat Allowance				NIC
SUBTOTAL TRADE COSTS BUILDING		35,960	\$72.05	\$2,591,021
Design and Estimating Contingency	15.0%			\$388,653
Escalation Allowance	10.3%			\$266,875
SUBTOTAL INCLUDING CONTINGENCIES				\$3,246,549
Subcontractor Bonds				In rates
General Conditions	10.00%			10.0%
Insurances - GLI/(Builders Risk not included)	3.00%			\$97,396
Bond	1.00%			\$32,465
OVERHEAD + PROFIT	8.0%			\$259,724
Building Permit				By Owner
CONSTRUCTION Contingency	10.0%			\$324,655
TOTAL ESTIMATED CONSTRUCTION COST - PRIORITY 1		35,960	\$110	\$3,960,789



Sylvester Elementary School
Design Priority Options
Hanover, MA

01-Nov-19

Feasibility Design

This Feasibility Design cost estimate was produced from drawings and specifications prepared by CBI Consulting LLC and their design team dated August 30, 2019. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, General Contractor's overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufacturers.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT CONSIDERED IN THIS ESTIMATE

Items not included in this estimate are:

- All professional fees and insurance
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)
- Construction or occupancy phasing or off hours' work, (except as noted in this estimate)

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



[Home](#) > [How to Preserve](#) > [Preservation Briefs](#) > 32 Accessibility

Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color; Captions are simplified and some complex charts are omitted. To order hard copies of the Briefs, see [Printed Publications](#).

PRESERVATION BRIEFS

32

Making Historic Properties Accessible

Thomas C. Jester and Sharon C. Park, AIA

[Planning Accessibility Modifications](#)

[Accessibility Solutions](#)

[Consider an Addition for Accessibility](#)

[Making Historic Landscapes Accessible](#)

[Federal Accessibility Laws](#)

[Summary and References](#)

[Reading List](#)

[Download the PDF](#)



Accessible historic building.
Photo: NPS files.

Historically, most buildings and landscapes were not designed to be readily accessible for people with disabilities. In recent years, however, emphasis has been placed on preserving historically significant properties, and on making these properties—and the activities within them—more accessible to people with disabilities. With the passage of the Americans with Disabilities Act in 1990, access to properties open to the public is now a civil right.



A significant entrance may be difficult to modify. Although a special challenge, sensitive changes can almost always be made to provide access while preserving the unique historic character. Photo: NPS files.

This Preservation Brief introduces the complex issue of providing accessibility at historic properties, and underscores the need to balance accessibility and historic preservation. It provides guidance on making historic properties accessible while preserving their historic character; the Brief also provides examples to show that independent physical accessibility at historic properties can be achieved with careful planning, consultation, and sensitive design. While the Brief focuses primarily on making buildings and their sites accessible, it also includes a section on historic landscapes. The Brief will assist historic property owners, design professionals, and administrators in evaluating their historic properties so that the highest level of accessibility can be provided while minimizing changes to historic materials and features. Because many projects encompassing accessibility work are complex, it is advisable to consult with experts in the fields of historic preservation and accessibility before proceeding with permanent physical changes to historic properties.

Modifications to historic properties to increase accessibility may be as simple as a small, inexpensive ramp to overcome one entrance step, or may involve changes to exterior and interior features. The Brief does not provide a detailed explanation of local or State accessibility laws as they vary from jurisdiction to jurisdiction. A concise explanation of several federal accessibility laws is included below.

Planning Accessibility Modifications

Historic properties are distinguished by features, materials, spaces, and spatial relationships that contribute to their historic character. Often these elements, such as steep terrain, monumental steps, narrow or heavy doors, decorative ornamental hardware, and narrow pathways and corridors, pose barriers to persons with disabilities, particularly to wheelchair users.

A three-step approach is recommended to identify and implement accessibility modifications that will protect the integrity and historic character of historic properties:

1. Review the historical significance of the property and identify character-defining features;
2. Assess the property's existing and required level of accessibility; and
3. Evaluate accessibility options within a preservation context.

1. Review the Historical Significance

If the property has been designated as historic (properties that are listed in, or eligible for listing in the National Register of Historic Places, or designated under State or local law), the property's nomination file should be reviewed to learn about its significance. Local preservation commissions and State Historic Preservation Offices can usually provide copies of the nomination file and are also resources for additional information and assistance. Review of the written documentation should always be supplemented with a physical investigation to identify which character defining features and spaces must be protected whenever any changes are anticipated. If the level of documentation for a property's significance is limited, it may be necessary to have a preservation professional identify specific historic features, materials, and spaces that should be protected.

For most historic properties, the construction materials, the form and style of the property, the principal elevations, the major architectural or landscape features, and the principal public spaces constitute some of the elements that should be preserved. Every effort should be made to minimize damage to the materials and features that convey a property's historical significance when making modifications for accessibility. Very small or highly significant properties that have never been altered may be extremely difficult to modify.

Secondary spaces and finishes and features that may be less important to the historic character should also be identified; these may generally be altered without jeopardizing the historical significance of a property. Nonsignificant spaces, secondary pathways, later additions, previously altered areas, utilitarian spaces, and service areas can usually be modified without threatening or destroying a property's historical significance.

2. Assess the Property's Existing and Required Level of Accessibility

A building survey or assessment will provide a thorough evaluation of a property's accessibility. Most surveys identify accessibility barriers in the following areas: building and site entrances; surface textures, widths and slopes of walkways; parking; grade changes; size, weight and configuration of doorways; interior corridors and path of travel restrictions; elevators; and public toilets and amenities. Simple audits can be completed by property owners using readily available checklists (See Further Reading). Accessibility specialists can be hired to assess barriers in more complex properties, especially those with multiple buildings, steep terrain, or interpretive programs. Persons with disabilities can be particularly helpful in assessing specific barriers.

All applicable accessibility requirements—local codes, State codes and federal laws—should be reviewed carefully before undertaking any accessibility modification. Since many States and localities have their own accessibility regulations and codes (each with their own requirements for dimensions and technical requirements), owners should use the most stringent accessibility requirements when implementing modifications. The Americans with Disability Act Accessibility Guidelines (ADAAG) is the document that should be consulted when complying with the Americans with Disabilities Act (ADA) requirements.

3. Identify and Evaluate Accessibility Options within a Preservation Context

Once a property's significant materials and features have been identified, and existing and required levels of accessibility have been established, solutions can be developed. Solutions should provide the greatest amount of accessibility without threatening or destroying those materials and features that make a property significant. Modifications may usually be phased over time as funds are available, and interim solutions can be considered until more permanent solutions are implemented. A team comprised of persons with disabilities, accessibility and historic preservation professionals, and building inspectors should be consulted as accessibility solutions are developed.

Modifications to improve accessibility should generally be based on the following priorities:

1. Making the main or a prominent public entrance and primary public spaces accessible, including a path to the entrance;
2. Providing access to goods, services, and programs;
3. Providing accessible restroom facilities; and,
4. Creating access to amenities and secondary spaces.

All proposed changes should be evaluated for conformance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties," which were created for property owners to guide preservation work. These Standards stress the importance of retaining and protecting the materials and features that convey a property's historical significance. Thus, when new features are incorporated for accessibility, historic materials and features should be retained whenever possible.



This accessibility ramp is compatible with the historic building in scale and materials. Photo: William Smith.



The ramp's scale and materials are inconsistent with the historic character of the building. Photo: NPS files.

Accessibility modifications should be in scale with the historic property, visually compatible, and, whenever possible, reversible. Reversible means that if the new feature were removed at a later date, the essential form and integrity of the property would be unimpaired. The design of new features should also be differentiated from the design of the historic property so that the evolution of the property is evident.

In general, when historic properties are altered, they should be made as accessible as possible. However, if an owner or a project team believes that certain modifications would threaten or destroy the significance of the property, the State Historic Preservation Officer should be consulted to determine whether or not any special accessibility provisions may be used. Special accessibility provisions for historic properties will vary depending on the applicable accessibility requirements.

In some cases, programmatic access may be the only option for extremely small or unaltered historic properties, such as a two-story house museum with no internal elevator. Programmatic access for historic properties refers to alternative methods of providing services, information, and experiences when physical access cannot be provided. It may

mean offering an audio-visual program showing an inaccessible upper floor of a historic house museum, providing interpretive panels from a vista at an inaccessible terraced garden, or creating a tactile model of a historic monument for people with visual impairments.

Accessibility Solutions

The goal in selecting appropriate solutions for specific historic properties is to provide a high level of accessibility without compromising significant features or the overall character of the property. The following sections describe accessibility solutions and offer guidance on specific historic property components, namely the building site, entrances, interiors, landscapes, amenities, and new additions. Several solutions are discussed in each section, referencing dimensions and technical requirements from the ADA's accessibility guidelines, ADAAG. State and local requirements, however, may differ from the ADA requirements. Before making any modification owners should be aware of all applicable accessibility requirements.

The Building Site

An accessible route from a parking lot, sidewalk, and public street to the entrance of a historic building or facility is essential. An accessible route, to the maximum extent possible, should be the circulation route used by the general public. Critical elements of accessible routes are their widths, slopes, cross slopes, and surface texture. Each of these route elements must be appropriately designed so that the route can be used by everyone, including people with disabilities.



The significant building site is now accessible to people with disabilities (note steps in front of ramp). Photo: NPS files.

The distance between the arrival and destination points should also be as short as possible. Sites containing designed landscapes should be carefully evaluated before making accessibility modifications. Historic landscapes are described in greater detail below.

Providing Convenient Parking

If parking is provided, it should be as convenient as possible for people with disabilities. Specially designated parking can often be created to improve accessibility. Modifications to parking configurations and pathways should not alter significant landscape features.

Creating an Accessible Route

The route or path through a site to a historic building's entrance should be wide enough, generally at least 3 feet (91 cm), to accommodate visitors with disabilities and must be appropriately graded with a stable, firm, and slip-resistant surface.

Existing paths should be modified to meet these requirements whenever possible as long as doing so would not threaten or destroy significant materials and features.

Existing surfaces can often be stabilized by providing a new base and resetting the paving materials, or by modifying the path surface. In some situations it may be appropriate to create a new path through an inaccessible area. At large properties, it may be possible to regrade a slope to less than 1:20 (5%), or to introduce one or more carefully planned ramps. Clear directional signs should mark the path from arrival to destination.

Entrances

Whenever possible, access to historic buildings should be through a primary public entrance. In historic buildings, if this cannot be achieved without permanent damage to character-defining features, at least one entrance used by the public should be made accessible. If the accessible entrance is not the primary public entrance, directional signs should direct visitors to the accessible entrance. A rear or service entrance should be avoided as the only mean of entering a building.



The historic threshold was made accessible with a 1/2" wood bevel. Photo: NPS files.

Creating an accessible entrance usually involves overcoming a change in elevation. Steps, landings, doors, and thresholds, all part of the entrance, often pose barriers for persons with disabilities. To preserve the integrity of these features, a number of solutions are available to increase accessibility. Typical solutions include regrading, incorporating ramps, installing wheelchair lifts, creating new entrances, and modifying doors, hardware, and thresholds.

Regrading an Entrance

In some cases, when the entrance steps and landscape features are not highly significant, it may be possible to regrade to provide a smooth entrance into a building. If the existing steps are historic masonry, they should be buried, whenever possible, and not removed.

Incorporating Ramps

Permanent ramps are perhaps the most common means to make an entrance accessible. As a new feature, ramps should be carefully designed and appropriately located to preserve a property's historic character.

Ramps should be located at public entrances used by everyone whenever possible, preferably where there is minimal change in grade. Ramps should also be located to minimize the loss of historic features at the connection points—porch railings, steps, and windows—and should preserve the overall historic setting and character of the property. Larger buildings may have below grade areas that can accommodate a ramp down to an entrance. Below grade entrances can be considered if the ramp leads to a publicly used interior, such as an auditorium, or if the building is serviced by a public elevator. Ramps can often be incorporated behind historic features, such as cheek-walls or railings, to minimize the visual effect.



A new elevator entrance was provided next to the stairs to provide universal access to the services inside. Photo: Courtesy, GSA.

The steepest allowable slope for a ramp is usually 1:12 (8%), but gentler slopes should be used whenever possible to accommodate people with limited strength. Greater changes in elevation require larger and longer ramps to meet accessibility scoping provisions and may require an intermediate landing. Most codes allow a slightly steeper ramp for historic buildings to overcome one step.

Ramps can be faced with a variety of materials, including wood, brick, and stone. Often the type and quality of the materials determines how compatible a ramp design will be with a historic property. Unpainted pressure-treated wood should not be used to construct ramps because it usually appears temporary and is not visually compatible with most historic properties.

Railings should be simple in design, distinguishable from other historic features, and should extend one foot beyond the sloped area.

Ramp landings must be large enough for wheelchair users, usually at least 5 feet by 5 feet (152.5 cm by 152.5 cm), and the top landing must be at the level of the door threshold. It may be possible to reset steps by creating a ramp to accommodate minor level changes and to meet the threshold without significantly altering a property's historic character. If a building's existing landing is not wide or deep enough to accommodate a ramp, it may be necessary to modify the entry to create a wider landing. Long ramps, such as switchbacks, require intermediate landings, and all ramps should be detailed with an appropriate edge and railing for wheelchair users and visually impaired individuals.

Temporary or portable ramps are usually constructed of light-weight materials and, thus, are rarely safe or visually compatible with historic properties. Moreover, portable ramps are often stored until needed and, therefore, do not meet accessibility requirements for independent access. Temporary and portable ramps, however, may be an acceptable interim solution to improve accessibility until a permanent solution can be implemented.

Installing Wheelchair Lifts

Platform lifts and inclined stair lifts, both of which accommodate only one person, can be used to overcome changes of elevation ranging from three to 10 feet (.9 m-3 m) in height. However, many States have restrictions on the use of wheelchair lifts, so all applicable codes should be reviewed carefully before installing one. Inclined stair lifts, which carry a wheelchair on a platform up a flight of stairs, may be employed selectively. They tend to be visually intrusive, although they are relatively reversible. Platform lifts can be used when there is inadequate space for a ramp. However, such lifts should be installed in unobtrusive locations and under cover to minimize maintenance if at all possible. A similar, but more expensive platform lift has a retracting railing that lowers into the ground, minimizing the visual effect to historic properties. Mechanical lifts have drawbacks at historic properties with high public visitation because their capacity is limited, they sometimes cannot be operated independently, and they require frequent maintenance.

Considering a New Entrance

When it is not possible to modify an existing entrance, it may be possible to develop a new entrance by creating an entirely new opening in an appropriate location, or by using a secondary window for an opening. This solution should only be considered after exhausting all possibilities for modifying existing entrances.

Retrofitting Doors

Historic doors generally should not be replaced, nor should door frames on the primary elevation be widened, as this may alter an important feature of a historic design. However, if a building's historic doors have been removed, there may be greater latitude in designing a compatible new entrance. Most accessibility standards require at least a 32" (82 cm) clear opening with manageable door opening pressures. The most desirable preservation solution to improve accessibility is retaining historic doors and upgrading the door pressure with one of several devices. Automatic door openers (operated by push buttons, mats, or electronic eyes) and power-assisted door openers can eliminate or reduce door pressures that are accessibility barriers, and make single or double-leaf doors fully operational.

Adapting Door Hardware

If a door opening is within an inch or two of meeting the 32" (81 cm) clear opening requirement, it may be possible to replace the standard hinges with off-set hinges to increase the size of the door opening as much as 1 1/2" (3.8 cm). Historic hardware can be retained in place, or adapted with the addition of an automatic opener, of which there are several types. Door hardware can also be retrofitted to reduce door pressures. For example, friction hinges can be retrofitted with ball-bearing inserts, and door closers can be rethreaded to reduce the door pressure.

Altering Door Thresholds

A door threshold that exceeds the allowable height, generally 1/2" (1.3 cm), can be altered or removed with one that meets applicable accessibility requirements. If the threshold is deemed to be significant, a bevel can be added on each side to reduce its height. Another solution is to replace the threshold with one that meets applicable accessibility requirements and is visually compatible with the historic entrance.

Readily Achievable Accessibility Options

Many accessibility solutions can be implemented easily and inexpensively without destroying the significance of historic properties. While it may not be possible to undertake all of the modifications listed below, each change will improve accessibility.

Sites and Entrances

- Creating a designated parking space.
- Installing ramps.
- Making curb cuts.

Interiors

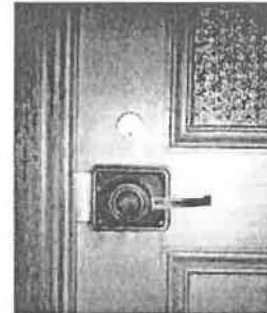
- Repositioning shelves.
- Rearranging tables, displays, and furniture.
- Repositioning telephones.
- Adding raised markings on elevator control buttons.
- Installing flashing alarm lights.
- Installing offset hinges to widen doorways.
- Installing or adding accessible door hardware.
- Adding an accessible water fountain, or providing a paper cup dispenser at an inaccessible water fountain.

Restrooms

- Installing grab bars in toilet stalls.
- Rearranging toilet partitions to increase maneuvering space.
- Insulating lavatory pipes under sinks to prevent burns.
- Installing a higher toilet seat.
- Installing a full-length bathroom mirror.
- Repositioning the paper towel dispenser.

Moving Through Historic Interiors

Persons with disabilities should have independent access to all public areas and facilities inside historic buildings. The extent to which a historic interior can be modified depends on the significance of its materials, plan, spaces, features, and finishes. Primary spaces are often more difficult to modify without changing their character. Secondary spaces may generally be changed without compromising a building's historic character. Signs should clearly mark the route to accessible restrooms, telephones, and other accessible areas.



This door handle has been retrofitted to meet ADA requirements. Photo: NPS files.



A retractable lift for this historic building foyer was created using "like" materials. Photo: NPS files.

Installing Ramps and Wheelchair Lifts

If space permits, ramps and wheelchair lifts can also be used to increase accessibility inside buildings. However, some States and localities restrict interior uses of wheelchair lifts for life-safety reasons. Care should be taken to install these new features where they can be readily accessed. Ramps and wheelchair lifts are described below.

Upgrading Elevators

Elevators are an efficient means of providing accessibility between floors. Some buildings have existing historic elevators that are not adequately accessible for persons with disabilities because of their size, location, or detailing, but they may also contribute to the historical significance of a building. Significant historic elevators can usually be upgraded to improve accessibility. Control panels can be modified with a "wand" on a cord to make the control panel accessible, and timing devices can usually be adjusted.

Retrofitting Door Knobs

Historic door knobs and other hardware may be difficult to grip and turn. In recent years, lever-handles have been developed to replace door knobs. Other lever-handle devices can be added to existing hardware. If it is not possible or appropriate to retrofit existing door knobs, doors can be left open during operating hours (unless doing so would violate life safety codes), and power-assisted door openers can be installed. It may only be necessary to retrofit specific doorknobs to create an accessible path of travel and accessible restrooms.

Modifying Interior Stairs

Stairs are the primary barriers for many people with disabilities. However, there are some ways to modify stairs to assist people who are able to navigate them. It may be appropriate to add hand railings if none exist. Railings should be 1 1/2" (3.8 cm) in diameter and return to the wall so straps and bags do not catch. Color-contrasting, slip-resistant strips will help people with visual impairments. Finally, beveled or closed risers are recommended unless the stairs are highly significant, because open risers catch feet.

Building Amenities

Some amenities in historic buildings, such as restrooms, seating, telephones, drinking fountains, counters, may contribute to a building's historic character. They will often require modification to improve their use by persons with disabilities. In many cases, supplementing existing amenities, rather than changing or removing them, will increase access and minimize changes to historic features and materials.

Upgrading Restrooms

Restrooms may have historic fixtures such as sinks, urinals, or marble partitions that can be retained in the process of making modifications. For example, larger restrooms can sometimes be reconfigured by relocating or combining partitions to create an accessible toilet stall. Other changes to consider are adding grab bars around toilets, covering hot water pipes under sinks with insulation to prevent burns, and providing a sink, mirror, and paper dispenser at a height suitable for wheelchair users. A unisex restroom may be created if it is technically infeasible to create two fully accessible restrooms, or if doing so would threaten or destroy the significance of the building. It is important to remember that restroom fixtures, such as sinks, urinals, and partitions, may be historic, and therefore, should be preserved whenever possible.

Modifying Other Amenities

Other amenities inside historic buildings may require modification. Seating in a theater, for example, can be made accessible by removing some seats in several areas. New seating that is accessible can also be added at the end of existing rows, either with or without a level floor surface. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users. Historic water fountains can be retained and new, two-tiered fountains installed if space permits. If public telephones are provided, it may be necessary to install at least a Text Telephone (TT), also known as a Telecommunication Device for the Deaf (TDD). Historic service counters commonly found in banks, theaters, and hotels generally should not be altered. It is preferable to add an accessible counter on the end of a historic counter if feasible. Modified or new counters should not exceed 36" (91.5 cm) in height.

Considering a New Addition as an Accessibility Solution

Many new additions are constructed specifically to incorporate modern amenities such as elevators, restrooms, fire stairs, and new mechanical equipment. These new additions often create opportunities to incorporate access for people with disabilities. It may be possible, for example, to create an accessible entrance, path to public levels via a ramp, lift, or elevator. However, a new addition has the potential to change a historic property's appearance and destroy significant building and landscape features. Thus, all new additions should be compatible with the size, scale, and proportions of historic features and materials that characterize a property.

New additions should be carefully located to minimize connection points with the historic building, such that if the addition were to be removed in the future, the essential form and integrity of the building would remain intact. On the other hand, new additions should also be conveniently located near parking that is connected to an accessible route for people with disabilities. As new additions are incorporated, care should be taken to protect significant landscape features and

archeological resources. Finally, the design for any new addition should be differentiated from the historic design so that the property's evolution over time is clear. New additions frequently make it possible to increase accessibility, while simultaneously reducing the level of change to historic features, materials, and spaces.

Making Historic Landscapes Accessible

To successfully incorporate access into historic landscapes, the planning process is similar to that of other historic properties. Careful research and inventory should be undertaken to determine which materials and features convey the landscape's historical significance. As part of this evaluation, those features that are character-defining (topographical variation, vegetation, circulation, structures, furnishings, objects) should be identified. Historic finishes, details, and materials that also contribute to a landscape's significance should also be documented and evaluated prior to determining an approach to landscape accessibility. For example, aspects of the pedestrian circulation system that need to be understood include walk width, aggregate size, pavement pattern, texture, relief, and joint details. The context of the walk should be understood including its edges and surrounding area. Modifications to surface textures or widths of pathways can often be made with minimal effect on significant landscape features.

Additionally, areas of secondary importance such as altered paths should be identified-especially those where the accessibility modifications will not destroy a landscape's significance. By identifying those features that are contributing or non-contributing, a sympathetic circulation experience can then be developed.

After assessing a landscape's integrity, accessibility solutions can be considered. Full access throughout a historic landscape may not always be possible. Generally, it is easier to provide accessibility to larger, more open sites where there is a greater variety of public experiences. However, when a landscape is uniformly steep, it may only be possible to make discrete portions of a historic landscape accessible, and viewers may only be able to experience the landscape from selected vantage points along a prescribed pedestrian or vehicular access route. When defining such a route, the interpretive value of the user experience should be considered; in other words, does the route provide physical or visual access to those areas that are critical to understand the meaning of the landscape?

Federal Accessibility Laws



The automatic door to this museum building is a practical solution for universal entry. Photo: NPS files.

Today, few building owners are exempt from providing accessibility for people with disabilities. Before making any accessibility modification, it is imperative to determine which laws and codes are applicable. In addition to local and State accessibility codes, the following federal accessibility laws are currently in effect:

Architectural Barriers Act (1968)

The Architectural Barriers Act stipulates that all buildings designed, constructed, and altered by the Federal Government, or with federal assistance, must be accessible. Changes made to federal buildings must meet the Uniform Federal Accessibility Standards (UFAS). Special provisions are included in UFAS for historic buildings that would be threatened or destroyed by meeting full accessibility requirements.

Rehabilitation Act (1973)

The Rehabilitation Act requires recipients of federal financial assistance to make their programs and activities accessible to everyone. Recipients are allowed to make their properties accessible by altering their building, by moving programs and activities to accessible spaces, or by making other accommodations.

Americans with Disabilities Act (1990)

Historic properties are not exempt from the Americans with Disabilities Act (ADA) requirements. To the greatest extent possible, historic buildings must be as accessible as non-historic buildings. However, it may not be possible for some historic properties to meet the general accessibility requirements.

Under Title II of the ADA, State and local governments must remove accessibility barriers either by shifting services and programs to accessible buildings, or by making alterations to existing buildings. For instance, a licensing office may be moved from a second floor to an accessible first floor space, or if this is not feasible, a mail service might be provided. However, State and local government facilities that have historic preservation as their main purpose-State-owned historic museums, historic State capitols that offer tours-must give priority to physical accessibility.

Under Title III of the ADA, owners of "public accommodations" (theaters, restaurants, retail shops, private museums) must make "readily achievable" changes; that is, changes that can be easily accomplished without much expense. This might mean installing a ramp, creating accessible parking, adding grab bars in bathrooms, or modifying door hardware. The requirement to remove barriers when it is "readily achievable" is an ongoing responsibility. When alterations, including restoration and rehabilitation work, are made, specific accessibility requirements are triggered.

Recognizing the national interest in preserving historic properties, Congress established alternative requirements for properties that cannot be made accessible without "threatening or destroying" their significance. A consultation process is

outlined in the ADA's Accessibility Guidelines for owners of historic properties who believe that making specific accessibility modifications would "threaten or destroy" the significance of their property. In these situations, after consulting with persons with disabilities and disability organizations, building owners should contact the State Historic Preservation Officer (SHPO) to determine if the special accessibility provisions for historic properties may be used. Further, if it is determined in consultation with the SHPO that compliance with the minimum requirements would also "threaten or destroy" the significance of the property, alternative methods of access, such as home delivery and audio-visual programs, may be used.

Summary and References

Historic properties are irreplaceable and require special care to ensure their preservation for future generations. With the passage of the Americans with Disabilities Act, access to historic properties open to the public is a now civil right, and owners of historic properties must evaluate existing buildings and determine how they can be made more accessible. It is a challenge to evaluate properties thoroughly, to identify the applicable accessibility requirements, to explore alternatives and to implement solutions that provide independent access and are consistent with accepted historic preservation standards. Solutions for accessibility should not destroy a property's significant materials, features and spaces, but should increase accessibility as much as possible. Most historic buildings are not exempt from providing accessibility, and with careful planning, historic properties can be made more accessible, so that all citizens can enjoy our Nation's diverse heritage.

Acknowledgements

Thomas C. Jester is an Architectural Historian with the Preservation Assistance Division of the National Park Service.

Sharon C. Park, AIA, is the Senior Historical Architect with the Preservation Assistance Division, National Park Service.

The authors wish to thank Charles A. Birnbaum, ASLA, Historical Landscape Architect with the Preservation Assistance Division, National Park Service, for contributing the section on historic landscapes. The authors gratefully acknowledge the invaluable comments made by the following individuals who reviewed the draft manuscript: William Smith, Massachusetts Historical Commission; Kay Weeks, H. Ward Jandl, Michael Auer, and Charles A. Birnbaum, Preservation Assistance Division, National Park Service; Clare Adams, New York Department of Parks, Recreation and Historic Preservation; Lauren Bowlin, Maryland Historical Trust; Tom Mayes, National Trust for Historic Preservation; Elizabeth Igleheart, Maine Historic Preservation Commission; Milford Wayne Donaldson, FAIA; Paul Beatty, U.S. Architectural and Transportation Barriers Compliance Board; Mid-Atlantic Regional Office, National Park Service; Western Regional Office, National Park Service.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments for a broad public.

September 1993

Reading List

Ballantyne, Duncan S. and Harold Russell Associates, Inc. *Accommodation of Disabled Visitors at Historic Sites in the National Park System*. Washington, D.C.: Park Historic Architecture Division, National Park Service, U.S. Department of the Interior, 1983.

Goldman, Nancy. Ed. *Readily Achievable Checklist: A Survey for Accessibility*. Boston: Adaptive Environments Center, 1993.

Hayward, Judith L. and Thomas C. Jester, compilers. *Accessibility and Historic Preservation Resource Guide*. Windsor, Vermont: Historic Windsor, Inc., 1992, revised 1993.

Jester, Thomas C. *Preserving the Past and Making it Accessible for People with Disabilities*. Washington, D.C.: Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1992.

Parrott, Charles. *Access to Historic Buildings for the Disabled*. Washington, D.C.: U.S. Department of the Interior, 1980.

Secretary of the Interior's Standards for the Treatment of Historic Properties. Washington, D.C.: Preservation Assistance Division, National Park Service, U.S. Department of the Interior, 1993.

Smith, William D. and Tara Goodwin Frier. *Access to History: A Guide to Providing Access to Historic Buildings for People with Disabilities*. Boston: Massachusetts Historical Commission, 1989.

Standards for Accessible Design: ADA Accessibility Guidelines (ADAAG). Washington, D.C.: U.S. Department of Justice, 1991.

RECONCILEMENT OF OPINION

The subject property consists of a 8.38 acre parcel of developable land that is zoned for residential development in southern Hanover. This is an average to good location for local residential use given the proximity to local highways and commercial retailers along Columbia Road, which borders the southwestern side of the parcel. This valuation is based on the extraordinary assumption that the ownership of the subject property obtains all permits to redevelop the site with a 30-unit residential building containing all 2-bedroom units.

In estimating the market value of the property, only the Sales Comparison Approach was illustrated. The Cost and Income Approaches have not been illustrated because the subject is a vacant parcel of land available for immediate development. A summary of these approaches is as follows:

Valuation Technique	"As Is"
Sales Comparison Approach	\$1,800,000
Income Approach Valuation	Not Applicable
Cost Approach Valuation	Not Applicable

Therefore, based on the observations noted, it is our opinion the "as is" fee simple market value of the property, as of December 12, 2019 subject to the certification and limiting conditions noted, was...

\$1,800,000

EXTRAORDINARY ASSUMPTION

Our valuation analysis and conclusions are premised on the following extraordinary assumptions. Should any of the statements below be found to be inaccurate, then our value conclusion may require adjustment.

- **This valuation is based on the extraordinary assumption that the ownership of the subject property obtains all permits to redevelop the site with a 30-unit residential property containing all 2-bedroom units.**

The use of the above extraordinary assumption could affect appraisal results.