

# ACTON MUNICIPAL PROPERTIES DEPARTMENT

## INTERDEPARTMENTAL COMMUNICATION

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**To:** Steve Ledoux, Town Manager **Date:** 5/15/15  
**From:** Dean A. Charter, Municipal Properties Director  
**Subject:** Morrison Farm upgrade cost estimate

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As requested, I have reviewed the document submitted by ACHC on December 5, 2013, and have visited the Morrison House to evaluate conditions and possible costs for upgrade of the building for rental residential use. I was assisted in this by Dana Green, a contractor with extensive experience with public construction. Recently he has installed the HP lift and new back porch at 468 Main Street, and just completed the exterior carpentry repairs at Town Hall. As you may be aware, I am presently expanding and renovating my own home so I have some very recent pricing experience in the private sector.

I would emphasize that these estimates would qualify as "educated guesses" based on past experience and a one hour walk through of the building. I have almost certainly missed something. This building is on the inventory to be evaluated in the Long Term Capital Plan process, but the criteria for items to include would be major systems costing more than \$25,000 and lasting more than 5 years, so many of these items would not be picked up in that list.

The ACHC document identifies 4 major needed repairs and suggests a budget of \$25,000:

1. Electric service upgrade (\$5,000 - \$7,000)
- ✓ 2. Bathroom upgrade (\$10,000)
- ✓ 3. Kitchen appliances (\$2,000)
4. Misc. repairs (\$5,000)

My walk through showed the following items, and suggested costs:

- ✓ 1. Electric service upgrade (\$15,000) based on complete rewiring of building and adding outlets to code
- ✓ 2. Total gut and renovation of bathroom (\$15,000)
3. Insulate attic to go from R-15 to R-30 (\$5,000)
- ✓ 4. Vent attic eaves and ridge (\$3,000)
- ✓ 5. Hardwire smoke and CO detectors to code (\$2,500)
6. Strip & paint calcimine ceilings (\$3,000)
7. Add transition strips to existing vinyl floors (\$1,000)
8. Add backsplash to kitchen (\$1,000)
9. Strip and repaint exterior trim (\$3,000)
10. Replace collapse bulkhead with new unit (\$3,500)
11. Build new back stairs & small landing (\$2,500)
12. Reline chimney (\$6,000)
- TOTAL: \$60,500
- 15% contingency: \$9,075
  
- GRAND TOTAL: \$69,075

On the positive side, the lead has been tested for and abated, and the building appears structurally sound. If there is interest to move forward, I suggest a more in depth look by building, electrical, mechanical, and plumbing code officials and consultants. This should be followed up with actual quotes from contractors.

**ELEMENTS OF MORRISON FARM HOUSE RFP**

- A. Three year lease with option to renew for up to two years. Farm House and Paddock area only. Barn is not to be made available**
- B. Town will complete the following improvements:**
  - 1. Electric service upgrade**
  - 2. Renovation of bathroom**
  - 3. Hardwire smoke and carbon dioxide detectors**
  - 4. Replace collapsed bulkhead**
  - 5. Strip and repaint exterior trim.**
  - 6. Vent attic ridge and eaves**
  - 7. Reline chimney**
  - 8. Build back stairs and new landing**
  - 9. Insulate attic**
  - 10. New kitchen appliances**
- C. Proposals shall include work plan for cosmetic improvements to the interior.**
- D. If proposer wishes to house livestock in the paddock area, please provide a detailed livestock management plan which shall include:**
  - 1. Details on steps respondent will take to protect the Community Garden from the animals.**
  - 2. Details on how respondent will manage livestock given the significant amount of dog walkers on the Morrison Property.**
  - 3. Details on how livestock can be integrated into a meadow management plan for the Morrison property.**
  
- E. Respondent shall provide proof of insurance with the following coverage:**
  - 1. General Liability: Naming the Town as an Additional Insured with limits of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate**
  
  - 2. Umbrella Liability: Naming the Town as an Additional Insured with limits of at least \$2,000,000 Occurrence/\$2,000,000 Aggregate.**

**F. Given the above elements, respondent shall provide a proposal for rental of the property in a separate, sealed envelope marked "Rental proposal, Morrison Farm House" .**