

Hello Wayne:

It was a pleasure speaking with you yesterday. Thank you for the opportunity to come to Chatham and conduct a brief facility audit of the Chatham Town House. I fully appreciate the situation the Town finds itself in with regard to addressing the needs of a growing community. Chatham is not unlike many NH communities struggling to find cost effective ways to provide services. Any project of this type should always begin with employee and public safety in mind. With regard to whether or not the Chatham Town House should be renovated with the purpose of creating a town office, I offer the following:

1. The Chatham Town House was built in 1767 and is clearly an important part of Chatham's history. Its age and condition are a major consideration in deciding whether to renovate or build new.
2. Making significant structural changes to Chatham Town House will drastically change the historic character/value of this building and likely be met with resistance from a number of residents.
3. Like any public building, it will need to comply with NH Department of Labor Administrative Rules for Safety and Health (LAB 1400, pursuant to RSA: 281-A & RSA: 277), National Fire Protection Association (NFPA) codes and standards, and NH building codes. Some of the more obvious changes to be addressed include:
  - a. A second point of egress
  - b. Electrical service upgrades
  - c. Smoke/CO2 detectors
  - d. Security
  - e. Installing Indoor plumbing & artisan well
  - f. HVAC
  - g. Insulation
  - h. Condition of the roof and windows
  - i. Americans with Disabilities Act (ADA) compliance
  - j. Overall structural integrity of the building
4. It is generally agreed upon that older buildings are more expensive to operate and new buildings feature the latest energy efficient equipment and design strategies.
5. At this point in time, I would begin by conducting a needs assessment and determine what services would be housed here.
6. Consider records keeping requirements and storage needs.
7. Consider the long term viability of the building (15-20 years, ability to expand, etc.)
8. Request cost estimates from contractors (renovation v. building new) and develop an operating budget for this project.

Please contact me with any questions you may have. Good luck moving forward!

Regards,

Carl

**Carl J. Wagner, MHS**  
Risk Management Advisor  
Property-Liability Trust, Inc.