TOWN OF BOLTON

Comprehensive Facility Assessment & Enrollment Study

Table of Contents • Prepared by STV & MP Planning • 2026

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TOWN OF BOLTON

Comprehensive Facility Assessment & Enrollment Study

Section 01 Introduction • Prepared by STV • 2026

INTRODUCTION

The Town of Bolton engaged **STV** and **MP Planning** to conduct a comprehensive assessment of the Town's municipal and educational facilities and to prepare an enrollment study to inform long-range capital planning. This engagement was initiated in response to the Town's recognized need for an up-to-date, integrated understanding of the condition, capacity, and future requirements of its building portfolio — across both town-owned civic facilities and the Bolton Public School District's educational facilities — in order to support informed decision-making by the Board of Selectmen, Board of Education, and Finance Committee.

This report documents the findings of that engagement. The work involved collaboration with town administration, school district leadership, and facility management staff. The consultant team's approach combined a review of existing documentation and prior assessments, direct engagement with key stakeholders through program meetings, physical site visits to each facility, and a comprehensive analysis of current and projected student enrollment data. The resulting findings and recommendations are intended to serve as a foundational resource for the Town's multi-year capital improvement planning process.

SCOPE OF WORK

The consultant team was charged with the following scope of services on behalf of the Town of Bolton:

- **Review of Existing Facility Assessments:** The team reviewed all available prior facility condition assessments, maintenance records, capital improvement plans, engineering reports, and relevant town planning documents for each property in the portfolio.
- **Program Meetings:** The team conducted a series of structured program meetings with town administrators, school district leadership, department heads, and facility managers to understand current operational needs, known deficiencies, programmatic priorities, and long-range space requirements.
- **Physical Site Visits:** Consultant team members conducted on-site visits to each of the facilities identified in the scope of review, performing visual assessments of building envelope, structural systems, mechanical and electrical infrastructure, life safety systems, site conditions, and interior spaces. Observations were documented and cross-referenced with available record drawings and prior assessment reports.
- **Comprehensive Enrollment Study:** MP Planning conducted a detailed analysis of current and historical student enrollment data for the Bolton Public School District, including demographic trends, residential development patterns, and cohort survival modeling, to develop near- and long-range enrollment projections. These projections were used to evaluate the adequacy of existing educational facilities and to identify capacity needs over a 10-year planning horizon.
- **Compilation of Information:** Findings from all work streams — documentary review, stakeholder meetings, physical site assessments, and enrollment analysis — were compiled and synthesized into a unified body of information organized by facility and by building system category.
- **Draft Recommendations:** Based on the compiled findings, the consultant team prepared draft recommendations for consideration by Town and school district leadership. Recommendations address immediate corrective action items, near-term capital priorities, and longer-range facility investment and consolidation strategies, and are intended to inform the development of a multi-year capital improvement plan.

FACILITIES REVIEWED

The following Town of Bolton municipal and educational facilities were included in the scope of this assessment. All properties are located in Bolton, Connecticut.

Property	Address	Year Built	Last Major Renovation	Gross Area
Bolton Town Hall	222 Bolton Center Road	1914–1915	2014	9,459 SF
Bentley Memorial Library	206 Bolton Center Road	1975	2008–2010	5,524 SF
Bolton Senior Center	104 Notch Road	1959	2008	4,430 SF
Meeting Rooms A & B	104 Notch Road	1959	2025	2,500 SF
Bolton Center School	108 Notch Road	1960	2011	96,542 SF
Bolton High School	72 Notch Road	1971	2006–2011	84,384 SF
Resident Trooper Office	220 Bolton Center Road	c. 1828	N/A	2,000 SF
Community Voice (CVC)	105 Notch Road	1938	2012	4,000 SF
Bolton Fire Station	168 Bolton Center Road	1987	2016	10,000 SF

CONSULTANT TEAM

The following firms comprised the consultant team retained by the Town of Bolton for this engagement:

Firm	Role	Key Personnel
STV	Lead Consultant — Facility Condition Assessment, Building Systems Evaluation, Capital Planning	Angela Cahill & Kyle Rongey
MP Planning	Enrollment Study, Educational Program Planning, Space Needs Analysis	Mike Zuba & Patrick Gallagher

TOWN & SCHOOL REPRESENTATIVES

The following Town of Bolton municipal and school district representatives were engaged through program meetings, site visits, and document review sessions conducted as part of this study:

Name	Title / Role	Organization
Jim Rupert	Town Administrator	Town of Bolton — Municipal Administration
John Butrymovich	Director of Public Works / Buildings & Grounds	Town of Bolton — Municipal Administration
Elizabeth Thornton	Public Library Director	Town of Bolton, Bentley Memorial Library
Joseph Maselli	Bolton High School Principal	Bolton Public Schools
Darryl Giard	Bolton Center School Principal	Bolton Public Schools
Carrie Concatelli, MSW	Senior Center Director	Town of Bolton, Senior Center

Note: *Fields highlighted in yellow throughout this document are placeholders to be completed prior to final report publication. This includes individual names of key personnel, town and school representatives, and the specific engagement time period.*

TOWN OF BOLTON

Facility Assessment & Enrollment Study | Executive Summary

Section 02 Executive Summary • Prepared by STV • 2026

Municipal Buildings Assessed	Acres of Town-Owned Land	Total Gross Floor Area	Proposed Consolidation Options
9	110+	218,843 SF	3

EXECUTIVE OVERVIEW

STV and MP Planning were retained by the Town of Bolton to conduct a comprehensive assessment of all municipally owned facilities and to prepare a district-wide enrollment study for the Bolton Public Schools. This executive summary presents the consultant team's overarching findings and three options for the consolidation and improvement of the Town's facility portfolio — options that reflect the Town's identified programmatic needs, its land assets, its enrollment outlook, and the practical constraints of its existing building stock. The goal is not simply to repair what exists, but to position Bolton's facilities for the next generation of community and civic life.

KEY FINDINGS

1

School Enrollment Is Declining — But Classroom Reduction Has Limits

Bolton Public Schools enrollment has fallen 29% from its 2006–07 peak of 908 students to 647 students in 2025–26, and all three projection models anticipate continued decline over the next decade. However, reducing the number of classrooms in active use is only feasible if selective curriculum is reduced — a decision that must be made at the Board of Education level, as it directly affects teaching and learning. In terms of stabilizing or even increasing enrollment, a pro-active approach to recruitment from neighboring towns could be undertaken as a campaign. Both school buildings carry significant deferred maintenance obligations that will most likely be funded through the Town's capital improvement plan. State reimbursement through the Connecticut Office of Grants Administration (OGA) may partially offset eligible maintenance and capital projects. Notably, neither school facility contains a large-format performance or assembly space adequate for community-wide use: the gymnatorium at Bolton Center School does not meet the needs of the broader community or the High School's program. In reviewing the schools' space utilization, the only underutilized space identified is the former BOE suite located in Bolton Center School, which could be used to house a relevant town department.

2

Non-School Town Properties Have an Overage of Land — Consolidation Is the Opportunity

Across the non-school municipal properties — Town Hall, Senior Center, Meeting Rooms A & B, Community Voice, Resident Trooper Office, Library, and Fire Station — there is a significant surplus of land area relative to what is functionally needed to support town and community services. The program spaces needed for Town Hall operations, senior services, community functions, and public safety can be consolidated on whichever land area best serves the Town's near- and long-term goals. Three options for this consolidation are presented below. All three options assume the Library and Fire Station remain in their current locations with targeted additions. In the near term, the portables located at Notch Road could be removed and relocations of finance and board of selectman considered.

3

Library and Fire Station: Addition Is More Economical Than Relocation

Both the Bentley Memorial Library and the Bolton Fire Station are well-located, operationally functional, and too costly to relocate or replace in-kind. The most economical path for each is to add the identified program spaces to the existing buildings. Connecticut State Library grants, Economic Development grants, and Department of Emergency Services and Public Protection (DESPP) grants offer potential

state assistance in financing these addition projects, reducing the local capital burden. The Library addition should address program rooms, Children's Library separation, Young Adult space, a business center, and staff support areas. The Fire Station addition should address apparatus bay capacity, airlocks, a decontamination room, a bunk room, and member support facilities. For the library addition, evaluation of the septic system is needed.

4

A True Community Center — With a Multipurpose Gymnasium and Performance Space — Is a Shared Need

All three consolidation options described below include a large multipurpose gymnasium with a stage at one end, designed to serve the full community: seniors, town government, school programs, performing arts, and community events. This facility — which Bolton currently lacks entirely — would function as a true community center and address the performance and assembly space gap identified in both the school and municipal assessments. State and federal grant programs supporting community center and recreational facility development should be explored to offset capital costs.

SCHOOL BUILDINGS — PRIORITY DEFERRED MAINTENANCE

Bolton Center School	Bolton High School
• Roof replacement (30+ year system; active leaks) • Stucco remediation on original building sections • Full-building air conditioning extension • Skylight system replacement • Playscape fencing and age-appropriate equipment • Window flashing replacement • Hazardous materials O&M plan update (ceramic tile grout at 3 BOE Bathrooms, boiler room fire doors) • Student furniture — flexible learning styles	• Begin systematic replacement of all 9 ERUs beginning with #1 and #2. • Heat pump fleet condition assessment and phased replacement (if needed) • Natural gas storage tank compliance review • Student furniture — flexible learning styles • Interior finishes — paint and beam refinishing • Roof, HVAC, and electrical — planned replacement schedule

PROPOSED CONSOLIDATION OPTIONS

The following three options address the consolidation of Town Hall administration, senior services, community programming, and the Resident Trooper function. Each option redistributes these uses across the Town's land assets differently, with different implications for capital investment, land disposition, and long-term operational efficiency. All three options include the following shared elements:

- A multipurpose gymnasium with a stage at one end, usable by town, community, seniors, and school programs — functioning as a true Bolton community center.
- Full ADA accessibility throughout all new and renovated spaces.
- A combined building program serving Town Hall administration, senior services, community meeting functions, and the Resident State Trooper.
- Disposition or reuse of surplus properties to reduce the Town's ongoing maintenance and operating obligations.
- Consider the longevity of the CVC program and it's lease agreement with the town.
- Consider the STEAP grant being used for work at Meeting Rooms A&B which will offer more flexibility for those spaces.

OPTION 1

Notch Road Town Hall & Community Center

Consolidate all municipal and community functions at the Notch Road campus.

- Place all combined functions — Town Hall, Senior Center, Community Voice, and Trooper — at the Notch Road campus (104–108 Notch Road).
- Study the reuse of the existing Senior Center and Meeting Rooms A & B buildings or demolish and replace with a new purpose-built facility on the same campus.
- New building program to include all programmatic spaces for the five use groups (Town Hall, Seniors, Community, Trooper, and Community Voice) plus a multipurpose gymnasium with stage.
- The complex is rebranded as the "Notch Road Town Hall and Community Center."
- The Town Hall (222 Bolton Center Road) and Trooper Office (220 Bolton Center Road) are removed from Town assets and considered for disposition, sale, or adaptive reuse.
- Community Voice Channel building (105 Notch Road) is absorbed into the new complex or removed from the asset inventory. Being across the street, sale of that property appears the best plan of action.
- Allows the historic Town Hall and Trooper Office to be returned to private ownership or preserved through conservation, given their location within the Bolton Green Historic District.

Properties Disposed / Released:

Town Hall (222 Bolton Center Rd), Trooper Office (220 Bolton Center Rd), Community Voice building (105 Notch Rd)

Properties Retained:

Notch Road campus (104–108 Notch Rd), Bolton Center School (108 Notch Rd), Bolton High School (72 Notch Rd), Library (206 Bolton Center Rd), Fire Station (168 Bolton Center Rd)

CHALLENGES and OPPORTUNITES: While consolidation of properties in an efficient solution, removing the historic Bolton Town Hall property from town ownership and control will have a lasting effect on the town center. Consider how those historic buildings would be reused once sold. The Notch Road site is more conducive to development from a grading and utilities perspective.

OPTION 2

Bolton Town Hall & Community Center

Consolidate all municipal and community functions at the Town Hall campus in Bolton Center.

- Place all combined functions at the Town Hall campus on Bolton Center Road, either within the existing footprint or through a new or expanded building on the site.
- Reuse the existing Bolton Town Hall (222 Bolton Center Rd) and Trooper Office (220 Bolton Center Rd) as much as possible given their historic value and National Register contributing status.
- New or expanded building program to include all programmatic spaces for the five use groups plus a multipurpose gymnasium with stage, sited on the Pistritto parcel and/or adjacent land.
- The complex is rebranded as the "Bolton Town Hall and Community Center."
- The Senior Center and Meeting Rooms A & B (104 Notch Rd) are removed from Town assets and considered for disposition or alternative community use.
- Community Voice Channel building (105 Notch Rd) is removed from Town assets.
- The Notch Road campus land is freed for other municipal, recreational, or development purposes consistent with the Town's Plan of Conservation and Development.
- In the near term, the Resident Trooper Building's porch should be removed as it does not retain historic value.

Properties Disposed / Released:

Senior Center & Meeting Rooms A & B (104 Notch Rd), Community Voice building (105 Notch Rd)

Properties Retained:

Town Hall campus (220–222 Bolton Center Rd / Pistritto parcel), Bolton Center School, Bolton High School, Library, Fire Station

CHALLENGES and OPPORTUNITES: The Bolton Town Center site, including the Bolton Town Hall and the historic building being used to house the Resident Troopers office, is central to the community and has great historic value. The site itself is challenging from a grading standpoint, and that the Army Corps of Engineers and State Historic Preservation Office would need to be consulted regrading the proposed solutions. The historic building containing the Resident Trooper would be a difficult conversation to municipal use. Consideration for how the Notch Road buildings and / or site would be reused once sold, taking into account the proximity to Bolton Center School and it's playgrounds.

OPTION 3

Dual-Site Strategy: Bolton Community Center + Expanded Town Hall

Retain both land areas as active civic assets; divide functions between Notch Road and the Town Hall campus.

- At the Notch Road campus: add to or replace the Senior Center and Meeting Rooms A & B to create a dedicated "Bolton Community Center" including senior services, community programming, Community Voice operations, and a multipurpose gymnasium with stage.
- At the Town Hall campus: add to or replace the Town Hall building to create an "Expanded Bolton Town Hall" incorporating the full Town Hall administrative program and Resident Trooper space.
- The Community Voice Channel (CVC) function is incorporated into the new Bolton Community Center at Notch Road; the standalone CVC building at 105 Notch Rd is removed from Town assets.
- The Trooper Office building (220 Bolton Center Rd) is removed from Town assets; trooper function is incorporated into the expanded Town Hall.
- Both the Notch Road and Town Hall sites remain as Town assets, preserving long-term flexibility for future campus development.
- This option requires capital investment at two sites simultaneously and does not consolidate land holdings, but avoids the political and logistical complexity of a full campus relocation.

Properties Disposed / Released:

Community Voice building (105 Notch Rd), Trooper Office (220 Bolton Center Rd)

Properties Retained:

Both sites retained: Notch Road campus (104–108 Notch Rd) as Bolton Community Center; Town Hall campus (222 Bolton Center Rd / Pistritto parcel) as Expanded Town Hall

CHALLENGES and OPPORTUNITES: Retaining both the Notch Road and Bolton Center sites does not contribute to the idea of consolidation. Retaining the land and properties is a positive step in maintaining control and assets for future use should the town expand or offer additional services to residents.

RECOMMENDED NEXT STEPS

Regardless of which option the Town selects, the following immediate next steps are recommended:

- **Option Selection:** The Board of Selectmen, Board of Finance, and Board of Education should convene to review this report, discuss the three options, and select a preferred direction for further study and community engagement.
- **Community Engagement:** Present the preferred option to the public for input before proceeding to schematic design. Community buy-in is essential for any capital project of this scale.
- **Grant Funding Research:** Engage the Town's grants administrator to identify and pursue available state and federal funding for the Library addition, Fire Station addition, and the preferred consolidation option —

including CT State Library, DESPP, OGA, STEAP, DECD, and community development grant programs. This step is integral to budgeting for CIP projects.

- **BOE Curriculum & Space Discussion:** The Board of Education should initiate a formal discussion regarding curriculum scope relative to enrollment projections, and whether any school spaces could be made available for shared municipal or community use in the near term.
- **Level II Assessments:** Commission full Level II facility assessments for the Fire Station (fire station design specialist) and the Resident Trooper Office / Brick Tavern (historic preservation consultant) to support capital planning for those buildings regardless of which consolidation option is pursued.

Note: *This executive summary reflects the findings and preliminary recommendations of STV and MP Planning based on site assessments, program meetings, enrollment analysis, and document review conducted as part of this engagement. All capital cost estimates, grant funding opportunities, and option feasibility should be further evaluated during the schematic design and community engagement phase. Individual building assessment reports with detailed findings are included in the full Facility Condition Assessment report.*

BOLTON PUBLIC SCHOOLS

Section 03 Enrollment Study & Projections | February 2026

Prepared by MP Planning • Bolton, Connecticut

Current PK–12 Enrollment	Peak Enrollment (2006–07)	Enrollment Decline (Peak)	Medium 10-Yr Projection
647	908	−29%	~599

OVERVIEW

MP Planning was engaged by the Town of Bolton to conduct a comprehensive enrollment study for Bolton Public Schools as part of the Town's broader facility assessment process. The study analyzed historic enrollment trends from 2006–07 through 2025–26, examined the demographic and housing market conditions driving enrollment change, and developed three projection models Low, Medium, and High using the Cohort Survival Methodology, the standard approach accepted by the Connecticut Office of Grants Administration (OGA) for school construction projects. Projections extend through the 2035–36 school year.

The overarching finding of the study is that Bolton Public Schools are experiencing a sustained, structurally driven enrollment decline. PK–12 enrollment peaked at 908 students in 2006–07 and has fallen to 647 students in 2025–26 a reduction of 261 students, or 29%, over approximately two decades. The decline is driven by an aging population, contracting birth rates, a stagnant residential housing market with minimal new construction, and declining student in-migration. All three projection models project continued enrollment decline through the near term, with the Medium model identified by the consultant as the most likely scenario given current conditions projecting a further decline of approximately 8% to approximately 599 students by 2035–36.

ENROLLMENT DRIVERS

The following key demographic and housing market conditions were identified as the primary drivers of Bolton's enrollment trajectory:

Driver	Finding	Trend
Population	Bolton population declined 2.4% between 2010–2020; estimated at 4,895 residents in 2024. Median age of 45.2. Growth concentrated in 65+ and retiree cohorts; school-age population (under 20) declining.	↓ **Declining**
Births	Births peaked at 52 in 2000, declined through 2010 ('Great Recession'), rebounded modestly to a recent high of 46 in 2020. Over the last 5 years, births have averaged 35 annually.	→ **Stable/Low**
Women of Childbearing Age	Total FOCBA declined 12.1% from 2010–2020. Modest growth in the 25–34 age cohort partially offsets losses in older cohorts.	↓ **Declining**
Home Sales & In-Migration	Home sales spiked to ~80 in 2020 (pandemic migration) but have since averaged just 54 annually. New-to-district students fell to just 19 in 2025–26 — the lowest in five years. Net out-migration recorded in 2025–26.	↓ **Declining**
Housing Prices	Median single-family sale price increased 63% from $261K (2019) to $425K (2025). Elevated prices and interest rates suppressing housing turnover and limiting in-migration.	↑ **Rising**
New Construction	Single-family permits averaged just 3 units/year since 2015, down from 14/year pre-recession. No significant residential projects approved by P&Z. Sanitary sewer extension to Route 44 corridor was remediation-driven, not growth-oriented.	↓ **Very Low**

DISTRICTWIDE PROJECTION MODELS PK–12

Three projection models were prepared representing a range of possible enrollment outcomes. The Medium model is identified by the consultant as best aligned with current housing market conditions, demographic trends, and recent in-migration patterns, and is used as the basis for facility planning recommendations in this report. (★ = Recommended planning basis)

Model	2025–26 (Current)	2026–27	2030–31	2035–36	10-Yr Change
Low	647	627	591	554	**−14%**
Medium ★	647	629	601	599	**−8%**
High	647	631	617	649	**+0%**

Note: All three models project a near-term enrollment decline in 2026–27 driven by a large graduating 12th grade cohort (66 students in 2025–26) exiting the system. The band between models is approximately 30 students at the 5-year mark and widens to approximately 95 students at the 10-year mark.

BOLTON CENTER SCHOOL — MEDIUM MODEL PROJECTIONS (PK–8)

Under the Medium model, PK–8 enrollment at Bolton Center School is projected to decline from 454 students in 2025–26 to approximately 429 students by 2030–31 a decrease of approximately 5.5% over five years. The average K–8 cohort size is projected at approximately 47 students per grade. Pre-K enrollment is held constant at 16 students per year. A brief enrollment uptick is projected for 2026–27 (442 students) before the declining trend resumes. The table below shows the medium model six-year projection for Bolton Center School; full 10-year projections are included in the appendix.

Year	PK	K	1	2	3	4	5	6	7	8	PK–8 Total
2025–26	16	45	44	38	59	48	53	49	53	49	**454**
2026–27	16	32	48	45	40	61	49	53	47	51	**442**
2027–28	16	48	34	49	47	41	62	49	51	45	**442**
2028–29	16	33	51	35	51	49	42	62	47	49	**435**
2029–30	16	40	35	52	37	53	50	42	60	45	**430**
2030–31	16	34	43	36	55	39	55	51	41	59	**429**

New-to-district student volumes at Bolton Center School have trended below the recent 5-year average of 25 students annually for each of the last three years, with 2025–26 recording just 13 new students. Net out-migration of −12 students was recorded for Bolton Center School in 2025–26, the highest out-migration figure in recent memory.

BOLTON HIGH SCHOOL — MEDIUM MODEL PROJECTIONS (9–12)

High school enrollment is projected to decline more sharply than the elementary school, reflecting the passage of larger historical cohorts through the system and recent net out-migration trends at the secondary level. Under the Medium model, 9-12 enrollment is projected to fall from 209 students in 2025-26 to approximately 172 students by 2030-31 a decrease of approximately 18% over five years. The average cohort size at the High School is projected at approximately 43-48 students per grade over this period.

Year	Grade 9	Grade 10	Grade 11	Grade 12	9–12 Total
2025–26	48	49	46	66	**209**
2026–27	44	48	48	47	**187**
2027–28	46	44	47	49	**186**
2028–29	41	46	43	48	**178**
2029–30	44	41	45	44	**174**
2030–31	41	44	40	47	**172**

The immediate-year projected decline from 209 to 187 students (2026-27) reflects the graduation of the current unusually large 12th grade cohort of 66 students. Bolton High School has averaged 13 new-to-district students annually over the last five years; however, 2024-25 and 2025–26 have both trailed this average at 10 and 6 students respectively.

KEY TAKEAWAYS & FACILITY PLANNING IMPLICATIONS

- **Sustained Decline Is the Most Likely Scenario:** All three projection models show declining enrollment over the next decade. The Medium model — projecting an 8% decline from 647 to approximately 599 PK–12

students by 2035–36 - represents the most probable outcome given current conditions. Even the High model, which assumes favorable birth and in-migration assumptions, projects only a marginal recovery by 2035–36.

- **Near-Term Decline at the High School Is Significant:** The projected 18% decline in 9–12 enrollment over five years (209 → 172 students) is the most acute near-term shift in the district. At an average cohort size of 43–48 students per grade, utilization of the 84,384 SF High School facility should be evaluated against these projections to assess long-term space adequacy and operational cost-effectiveness.
- **Elementary Enrollment Is Relatively Stable:** Bolton Center School is projected to experience a more gradual decline of approximately 5.5% over five years (454 → 429 students). At an average K–8 cohort size of approximately 47 students, the school's 96,542 SF facility should be assessed for space utilization efficiency given a student body that is significantly smaller than the building's original design capacity.
- **In-Migration Is Not a Near-Term Recovery Factor:** New-to-district student volumes have declined in each of the last three years and hit a five-year low in 2025–26 (19 students districtwide). The consultant's medium model assumes continued stagnant in-migration for approximately four years before a gradual return toward historic averages. Capital planning should not assume near-term enrollment recovery driven by in-migration.
- **No Significant Residential Development Is Anticipated:** Bolton's Plan of Conservation and Development and recent zoning activity do not anticipate significant new residential development. Single-family permit activity has averaged just 3 units per year since 2015. The sanitary sewer extension to the Route 44 corridor was remediation-driven rather than growth-oriented, and no major residential projects have been approved by the Planning & Zoning Commission.

Source: *Bolton Public Schools Enrollment Projections Report, MP Planning, February 2026. Enrollment data sourced from CT State Department of Education (EdSight), 2006–07 through 2024–25; Bolton Public Schools 2025–26. Demographic data from U.S. Census Bureau, CT Department of Public Health, and CT Department of Labor. Projections prepared using Cohort Survival Methodology consistent with OGA requirements for school construction planning. Full Low, Medium, and High districtwide projection tables are included in the report appendix.*

BOLTON TOWN HALL

Section 04 - Bolton Town Hall - Building Summary Report

222 Bolton Center Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Deeded to Town
9,459 SF	4 Acres	1914–1915	1951

BUILDING OVERVIEW

Bolton Town Hall is one of the most historically significant civic structures in the Town's portfolio and a contributing resource within the Bolton Green Historic District, which was listed on the National Register of Historic Places in 2001. The building was not originally constructed as a town hall. According to the Bolton Historical Society, the structure originated from a community-driven effort beginning in 1912, when the Bolton Hall and Library Association was formed to build a community gathering place. Funded entirely through local fundraising — dances, suppers, and card parties — with no public debt incurred, the hall was completed in 1915 on land donated by the Sumner family. The building was designed in an architectural style intended to complement the adjacent Greek Revival Congregational Church, built in 1818. The structure was formally deeded to the Town of Bolton on November 28, 1951, by quit-claim deed from the Association, and has served as the seat of municipal government since that time. A building addition was constructed in 1959, and the facility has been incrementally updated with the installation of electricity in 1923, indoor plumbing and running water in 1955, and periodic code and systems improvements in subsequent decades.

The Town Hall currently houses the primary municipal administrative functions for Bolton, including the Board of Selectmen, Town Clerk, Tax Collector, Assessor and Town Administrator. The building also contains two full room-sized safes used for the long-term storage of municipal records. From a facility condition standpoint, the building's age, original configuration, and historic constraints present substantial challenges to its continued use as a modern municipal office facility. ADA accessibility deficiencies are pervasive throughout the building, the layout is poorly suited to contemporary public service workflows, and the roof — replaced approximately 20 years ago — is approaching the end of its useful service life. Significantly, the Town issued a Request for Qualifications in 2025 for the schematic design of a new town office building on the Notch Road municipal campus, signaling a long-range planning direction that may ultimately result in the transition of administrative functions away from the current Town Hall building.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1912–1915	Community hall constructed by the Bolton Hall and Library Association; funded entirely through local fundraising; no public funds or debt
1923	Electrical service installed
1951	Deeded to the Town of Bolton by quit-claim deed; formally designated Town Hall (November 28, 1951)
1955	Indoor bathrooms and running water added
1959	Building addition constructed
1967	Interior municipal modernization — town office restructuring
1996	Accessibility, systems, and code compliance upgrades
2014	Energy, interior renovation, and office reconfiguration updates

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
Roofing System	Roof replaced approximately 20 years ago; no active leaks reported with regular maintenance including routine roof raking following storm events. Approaching end of standard useful life for low-slope and flat roof assemblies. Inspection and condition verification recommended to establish remaining service life and inform capital planning.	**Moderate**
ADA Accessibility	Pervasive ADA deficiencies throughout the building. Both restrooms are located on the upper floor; narrow passthrough corridors limit accessible circulation. The building's historic layout and original construction present significant barriers to full compliance. A formal ADA transition plan and cost estimate should be developed.	**High**
Building Layout / Functionality	The original 1915 community hall configuration, augmented by a 1959 addition, results in an inefficient floor plan for contemporary municipal office use. Narrow corridors, separated departmental functions, and constrained public service areas limit operational effectiveness and public access.	**High**
Record Storage — Safes	Two full room-sized safes are used for municipal record storage. Condition and fire rating of these safes should be documented. Digitization of records held within is recommended as part of any long-term space planning or facility transition strategy.	**Moderate**
Mechanical / HVAC	Heating and mechanical systems assumed fair based on prior upgrade phases; no major deficiencies reported at time of assessment. Age and condition of specific equipment should be confirmed through a mechanical inventory, particularly in advance of any renovation or transition planning.	**Moderate**
Electrical	Electrical service updated as part of prior improvement phases (1923 original installation; subsequent upgrades in 1967, 1996, and 2014 improvement cycles). Condition assumed fair. Panel capacity and adequacy relative to current loads should be verified.	**Low**
Plumbing	Indoor plumbing and running water installed 1955; system updated through subsequent renovation phases. Condition assumed fair. Fixture accessibility and code compliance in the upper-floor restrooms should be evaluated as part of any ADA remediation effort.	**Low**
Historic Character / SHPO	The building is a contributing resource within the Bolton Green Historic District, listed on the National Register of Historic Places in 2001. Any significant exterior or structural alterations will require coordination with the Connecticut State Historic Preservation Office (SHPO) prior to undertaking work.	**Moderate**
Life Safety / Fire Alarm	Fire alarm and suppression systems assumed fair; no deficiencies noted at time of assessment. Compliance with current CT State Fire Safety Code should be verified, particularly given the age of the original structure and the presence of historic construction materials.	**Low**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings and a review of available town records and historical documentation, the following items are identified as priority action areas:

- ADA Accessibility — Comprehensive Remediation Plan (High Priority): ADA deficiencies are pervasive throughout the building. Both restrooms are located on the upper floor, narrow passthrough corridors restrict accessible circulation, and the building's historic layout presents fundamental barriers to compliance. A formal ADA transition plan with a phased cost estimate should be developed in coordination with the Town's ADA coordinator. Any remediation scope must also be evaluated against the building's status as a National Register contributing resource and will require SHPO consultation.
- Long-Range Facility Planning — Transition Assessment (High Priority): The Town issued an RFQ in 2025 for schematic design of a new municipal office building at 104 Notch Road, reflecting a recognized need to replace the current Town Hall as the primary administrative facility. This assessment should be coordinated with that planning process. The current building's future role — whether adaptive reuse, disposition, or preservation in place — should be defined as part of the broader municipal facilities strategy, particularly given its historic significance and location within the Bolton Green Historic District.
- Roofing System — Condition Verification and Replacement Planning (Moderate Priority): The roof was replaced approximately 20 years ago and is approaching the end of its typical useful service life. While no active leaks have been reported with regular maintenance, a formal roof inspection by a qualified roofing consultant is recommended to assess current membrane condition, flashing integrity, and drainage performance, and to establish a capital replacement timeline.
- Municipal Record Storage — Digitization and Safe Evaluation (Moderate Priority): Two room-sized safes are used for municipal record storage. The fire rating, structural condition, and long-term adequacy of these safes should be formally documented. A records digitization initiative is recommended to reduce dependency on physical storage and to support continuity of operations in the event of a future facility transition.
- SHPO Coordination Protocol: Given the building's contributing status within the Bolton Green Historic District (National Register, 2001) and its proximity to the Washington-Rochambeau Revolutionary Route National Historic Trail, any exterior alterations, structural modifications, or significant interior changes must be reviewed in advance with the Connecticut State Historic Preservation Office. This requirement applies to routine capital improvements as well as any future adaptive reuse or renovation project.

PROGRAM NEEDS & RECOMMENDATIONS — (GREATEST NEED)

> ⚠ **PROPERTY / SITE NOTE**
>
> The Town Hall parcel and adjacent Trooper Office building are identified as candidate sites for a replacement Town Hall and community/senior center facility. High visibility in the center of town is a key asset. Land availability enables a potential combined municipal and community services building.

Program meetings and stakeholder engagement identified the following needs for the Bolton Town Hall. This building has been identified as the highest-priority facility need in the Town's portfolio. The existing structure cannot adequately address ADA accessibility, contemporary office configurations, or the space demands of boards and commissions without significant investment or full replacement.

- **ADA Accessibility Throughout:** Full ADA compliance is required throughout the building, including accessible entry, routes, restrooms, and public service counters. Current deficiencies are pervasive and cannot be fully remediated within the existing historic structure without a comprehensive renovation.
- **Vault / Secure Record Storage:** A code-compliant vault is needed for secure municipal record storage, replacing the two existing room-sized safes. Any vault design should incorporate fire and flood protection ratings appropriate for permanent municipal records.
- **Meeting Room / Auditorium:** A multi-purpose meeting room or auditorium is needed to accommodate boards and commissions, public hearings, voting, and community events. The existing building lacks adequate dedicated assembly space for these functions.
- **Meeting Room Support:** Storage, a kitchenette, and audio-visual infrastructure to support the meeting room / auditorium function.

- **Staff Conference Rooms:** Both small and medium-sized staff conference rooms are needed to support internal meetings and departmental collaboration separate from public meeting functions.
- **Restrooms and Showers:** ADA-compliant restrooms are required at grade level. Single men's and women's shower facilities are identified as a program need, potentially in support of emergency operations or extended-hours staff use.
- **Suite-Style Office Configurations:** Contemporary suite-style office configurations are needed to support departmental co-location, shared reception, and flexible workstation arrangements in place of the existing compartmentalized layout.
- **Mechanical, Electrical & Plumbing Replacement:** Full MEP system replacement is needed. Existing systems are aged and insufficient for a modernized municipal facility.
- **Roof Replacement:** The roof is approaching end of service life and requires replacement as part of any comprehensive renovation or replacement project.
- **Server Room:** A dedicated, climate-controlled server room is needed to support IT infrastructure for municipal operations, including network, telephony, and security systems.

Note: *This summary incorporates publicly available town records, Bolton Historical Society documentation, National Register of Historic Places records, and the Town's 2025 RFQ for Town Hall schematic design, in addition to on-site assessment observations. Conditions noted are preliminary. A full Level II assessment, including a mechanical inventory, roof inspection, and formal ADA evaluation, is recommended prior to capital planning or any renovation scope development.*

BENTLEY MEMORIAL LIBRARY

Section 05 – Bentley Memorial Library - | Building Summary Report

206 Bolton Center Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Last Major Renovation
5,524 SF	1.5 Acres	1975	2008–2010

BUILDING OVERVIEW

The Bentley Memorial Library at 206 Bolton Center Road is Bolton's primary public library facility, serving the community from its current location since 1975. The current building was designed by Bolton resident and architect Alan Wiedie and was dedicated to Elinor Hees Bentley, a longtime Bolton head librarian whose family endowed the facility. The history of public library services in Bolton extends back to 1881, when the Bolton Library Association was formed and housed in the general store at 219 Bolton Center Road. The library operated from a succession of borrowed and temporary locations — including a private home, a former Roman Catholic chapel, and a wing of the Community Hall — before the purpose-built 1975 building was constructed on what was formerly a town football field. In November 2025, the library celebrated the 50th anniversary of its current building, with architect Alan Wiedie and town historian John Toomey in attendance. The library is governed by the Library Board of Trustees and is supported by a dedicated endowment fund, the Bentley Memorial Library Fund, established by Town ordinance.

The library is also located within the Bolton Green Historic District, listed on the National Register of Historic Places in 2001, placing it in a context of heightened community and historic significance. The facility is generally in good condition relative to its post-renovation status, with the most pressing deficiency being an active minor leak originating from a roof drain pan above the library area. This condition warrants near-term corrective action to prevent the risk of interior damage and potential harm to the library's collections. Additionally, the 1975 original building section is now 50 years old.

The library has significant shortages in space to deliver programming at all ages. There is a single program space, which is open to the library and shared by all library use groups. There is no dedicated young adult area, and the childrens library section is undersized. There are heating and cooling issues related to the attic area design. A significant addition will greatly improve services to the Bolton town and neighboring community,

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1881	Bolton Library Association established; library housed in Bolton Center general store (219 Bolton Center Road)
1915	Library opens in wing of the Community Hall (now Town Hall) with 900-volume collection
1957	Library relocates to former Roman Catholic chapel on Notch Road
1975	Purpose-built Bentley Memorial Library opens at 206 Bolton Center Road; designed by architect Alan Wiedie; dedicated to former head librarian Elinor Hees Bentley
1978	Expansion and interior reconfiguration (library modernization phase)
2005	Major renovation and modernization — accessibility improvements, systems upgrades, interior redesign

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
Roofing System	Condition assumed fair.	**Moderate**
Building Envelope — Original Section	The original 1975 building section is now 50 years old. Window seals, perimeter flashing, and cladding transitions between the original structure. The junction of old and new construction is a common location for envelope failures.	**Moderate**
HVAC / Mechanical	Condition assumed fair. A mechanical inventory covering HVAC equipment age, filter maintenance program, and controls integration is recommended to document remaining useful life and support capital planning. Furnace replaced in 2017 with addition of gas line.	**Moderate**
Electrical	Condition assumed fair. No significant deficiencies noted at time of assessment. Panel capacity relative to current technology and public computing loads should be verified.	**Moderate**
Plumbing	Plumbing systems assumed fair based on renovation vintage. No major deficiencies reported at time of assessment. Fixture condition and water heater age should be confirmed through routine survey.	**Low**
Life Safety / Fire Alarm	Fire alarm and suppression systems assumed fair based on renovation vintage. Compliance with current NFPA 72 and CT State Fire Safety Code requirements should be verified. Particular attention should be given to detection coverage in the original 1975 section and at the addition interface. Note: the town is currently updating all FA systems to be universal.	**Moderate**
Accessibility (ADA)	Standards for Accessible Design should be confirmed, including parking, accessible routes, restrooms, and public service counters. As a public library, full accessibility is both a legal requirement and a core service equity obligation.	**Low**
Site — Parking & Circulation	Parking is noted as limited in available documentation, with a one-way circulation pattern. Adequacy of accessible parking spaces and drop-off provisions relative to ADA requirements and library visitation patterns should be evaluated as part of any future site improvement planning.	**Low**
Future Expansion Potential	The library needs program space for children and adults, a young adult section, a business / technology area, along with much needed reading and working space.	**Moderate**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings and available documentation, the following items are identified as priority action areas:

- Full Roof Inspection and Condition Assessment (Moderate Priority): Review membrane, all penetrations and equipment curbs, perimeter flashing, and drainage system performance. The inspection findings should be used to establish a capital replacement timeline and inform the next maintenance cycle.
- Building Envelope — Original Section and Addition Interface (Moderate Priority): The original 1975 building section is now 50 years old. The transition zones between original and new construction are common locations for envelope failures, including flashing separation, sealant deterioration, and differential movement cracking. A targeted envelope inspection of the 1975 section — including window seals, exterior cladding, and all connection points to the 2010 addition — is recommended as part of the broader building condition review.

- HVAC System Review and Remaining Life Assessment (Low/Ongoing): A mechanical inventory should be completed to document equipment age, condition, and estimated remaining useful life. This data should be incorporated into the Town's capital improvement planning cycle to anticipate replacement needs before equipment failure disrupts library operations.

PROGRAM NEEDS & RECOMMENDATIONS

Program meetings with library staff and the Library Board of Trustees identified a broad range of program space needs reflecting the library's current space deficiencies and evolving community service mission. The existing 5,524 SF facility is significantly undersized relative to the programs and services the library seeks to provide.

- **Separate Staff Work and Break Areas:** Dedicated staff workspace and break room separated from public areas are needed to support library operations and staff privacy.
- **Conference Room:** A bookable conference room for staff meetings, community group use, and small program gatherings.
- **Program Room:** A dedicated multi-purpose program room for community events, author talks, lectures, and library programming for adults and families.
- **Tutoring Room(s):** One or more small, acoustically private tutoring or study rooms for individual and small-group use.
- **Children's Library — Acoustically Separate:** A dedicated Children's Library area with acoustic separation from the adult collection, including an integrated program room and stroller parking area at the entrance.
- **Friends Room and Book Sale Area:** A dedicated space for the Friends of the Library to conduct book sales and organizational activities.
- **Business Center:** A public-access business center with computers, printing, copying, and scanning resources.
- **Young Adult Room:** A dedicated Young Adult space with age-appropriate seating, materials, and programming resources separate from both the children's and adult areas.
- **Technology Workroom:** A technology workroom for maker-space type activities, equipment lending, and technology programming.
- **Temperature-Controlled Storage:** Climate-controlled storage for sensitive collection materials, archival items, and library equipment.

Note: *The Assessor record year for this property is listed as 1930; based on Bolton Historical Society records and town documentation, the current purpose-built library building was constructed in 1975. The 1930 date may reflect a predecessor structure or assessor record discrepancy and should be clarified with the Bolton Assessor's Office. This summary is based on visual assessment observations and publicly available records. A full Level II assessment including roof inspection, mechanical inventory, and envelope survey is recommended prior to capital planning.*

BOLTON SENIOR CENTER

Section 06 - Bolton Senior Center - Building Summary Report

104 Notch Road, Bolton, Connecticut 06043

Note: Meeting Rooms A & B are covered under a separate facility assessment report.

Gross Floor Area	Site Area	Year Built	Last Major Renovation
4,430 SF	3 Acres	1982	2000 / 2008

BUILDING OVERVIEW

The Bolton Senior Center is located at 104 Notch Road within the Notch Road Municipal Center campus, which also includes the adjacent Meeting Rooms A & B. The Senior Center portion of the building encompasses approximately 4,430 square feet on a 3-acre site and was originally constructed in 1982. The facility was converted into dedicated senior services use in 1992 and subsequently underwent a significant renovation in 2000 that included the installation of a new baseboard heating system and rooftop air conditioning units. A further interior modernization and accessibility upgrade was completed in 2008. The facility is operated by the Town's Senior and Social Services department and serves Bolton residents aged 55 and older, providing programs including social activities, health and wellness programming, transportation services, food pantry operations, and community outreach. The center is open Monday through Thursday 9:00 a.m. to 4:00 p.m. and Friday 9:00 a.m. to 3:00 p.m.

The facility is in generally fair condition relative to its age and renovation history, with no major structural or envelope deficiencies identified at the time of this assessment. The most notable conditions of concern involve the aging HVAC equipment installed during the 2000 renovation — now approximately 25 years in service — and the absence of independent temperature controls between the Senior Center and the adjacent Meeting Rooms A & B, which creates operational constraints when both spaces are in simultaneous use. The Notch Road campus is also subject to active long-range planning by the Town: the FY2023–24 capital improvement plan included funding for a modular office to facilitate the eventual demolition of the Meeting Rooms A & B portion of the structure, and the Town's 2025 RFQ for a new municipal office building identifies the Notch Road site as the preferred location. The future role of the Senior Center building within this evolving campus plan is a key consideration for near-term capital investment decisions.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1960	Original construction (Assessor record); building constructed as part of Notch Road municipal campus
2000	Conversion into dedicated senior services use
2000	Major renovation — new baseboard heating system, rooftop AC units installed, roof work completed; electrical updated. Converted to Senior Center.
2008	Interior modernization and accessibility upgrades; PA system upgraded
2017	New furnace/boiler
Recent	Fire alarm panel upgraded approximately 3 years prior to assessment; rooftop equipment addressed at time of prior replacement, Rooftop Unit

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
HVAC — Heating System	Baseboard heating system installed as part of the 2010 renovation. Now approximately 25 years in service; approaching end of typical useful life for this equipment type. Condition assumed fair; a full mechanical inventory and operational review is recommended to document remaining service life and plan for phased replacement.	**Moderate**
HVAC — Rooftop AC Units	Rooftop Unit was replaced in 2010	**Low**
HVAC — Zoning / Temperature Control	No independent temperature controls exist between the Senior Center and the adjacent Meeting Rooms A & B. This shared HVAC zone limits the ability to manage comfort conditions independently when the spaces are used simultaneously for different programs, a common operational scenario.	**Moderate**
Roofing System	Roof replaced around 2010 reportedly reworked at time of rooftop equipment replacement. Roof permit history to be verified. Condition assumed fair based on available information, but age of approximately 25 years warrants a formal inspection to assess membrane integrity and flashing condition.	**Low**
Building Envelope	No significant envelope deficiencies reported at time of assessment. Building is of 1960 construction with 2000-era renovation modifications. Periodic review of window seals, exterior cladding, and threshold conditions is recommended as part of routine maintenance.	**Low**
Electrical	Electrical infrastructure updated as part of the 2000 renovation. Condition assumed fair. Panel capacity, grounding, and circuit adequacy relative to current program loads should be confirmed as part of any future renovation or equipment upgrade planning.	**Low**
Plumbing	Plumbing systems assumed fair based on 2000 renovation vintage. No major deficiencies reported. Fixture condition, backflow prevention, and water heater age should be confirmed through a routine plumbing survey.	**Low**
Life Safety / Fire Alarm	Fire alarm and suppression systems assumed fair; no deficiencies noted at time of assessment. Compliance with current NFPA 72 and CT State Fire Safety Code requirements should be verified. PA system was upgraded during the 2008 interior modernization phase.	**Low**
Accessibility (ADA)	Building was modernized in 2008 with accessibility upgrades included in scope. Current compliance status relative to the 2010 ADA Standards for Accessible Design should be confirmed, particularly for restrooms, accessible routes, and public program spaces.	**Low**
Long-Range Facility Planning	The Town's 2025 RFQ for a new municipal office building identifies the Notch Road campus (104 Notch Road) as the proposed site. The Senior Center building's future role under that scenario — continued senior services use, co-location with municipal offices, or other adaptive use — should be defined as part of the broader Notch Road campus planning process.	**Moderate**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings and available planning documentation, the following items are identified as priority action areas:

- HVAC System Evaluation and Replacement Planning (Moderate Priority): The baseboard heating system and rooftop air conditioning units installed during the 2000 renovation are approximately 25 years old and approaching the end of their expected service lives. A dedicated mechanical assessment should be commissioned to confirm current equipment condition, document remaining useful life, and develop a phased replacement plan. Planning should account for the absence of independent temperature zoning between the Senior Center and Meeting Rooms A & B, and should consider whether a future separation of HVAC zones is feasible and desirable given the long-range campus planning context.
- HVAC Zoning — Independent Temperature Controls (Moderate Priority): The shared HVAC zone between the Senior Center and Meeting Rooms A & B creates operational limitations when spaces are used concurrently. The feasibility of installing independent thermostatic controls or separating the HVAC supply zones should be evaluated as part of any mechanical system upgrade. This improvement would meaningfully enhance the comfort and operational flexibility of both spaces.
- Roofing Condition Inspection (Moderate Priority): The roof was replaced as part of the 2010 renovation with rooftop units. While no active leaks have been reported, a formal inspection by a qualified roofing consultant is recommended to assess membrane condition, flashing integrity at rooftop equipment penetrations, and drainage performance. Roof permit history should be obtained and verified as part of this review.
- Campus Long-Range Planning Coordination (Moderate Priority): The Town's FY2023–24 capital plan included $43,000 for a modular office to facilitate demolition of the Meeting Rooms A & B wing, and the 2025 RFQ for a new municipal office building identifies the Notch Road campus as the preferred development site. Capital investment decisions for the Senior Center building should be evaluated in the context of this campus master planning process to avoid expenditures on systems that may be significantly altered or taken out of service as part of a broader campus redevelopment. The Town should define the Senior Center's long-term programmatic role — continued senior services operations, co-location with municipal offices, or other use — prior to committing to major systems replacements.
- ADA Compliance Verification (Low/Ongoing): Accessibility upgrades were included in the 2008 improvement phase. Current compliance with the 2010 ADA Standards for Accessible Design should be formally confirmed, particularly for restroom configurations, accessible routes between the Senior Center and Meeting Rooms A & B, and public program and assembly spaces. Given the population served, accessible design is of heightened importance at this facility.

PROGRAM NEEDS & RECOMMENDATIONS

> ⚠ **PROPERTY / SITE NOTE**
>
> The Notch Road campus is identified as a candidate site for a new multi-story or single-story community center, Town Hall, or library — but not both a Town Hall and a library simultaneously. Single-story construction is preferred. The available land on the campus could support additional building footprint. Any development should be coordinated with the active Town Hall replacement planning process.

Program meetings with Senior and Social Services staff identified the following program space needs for the Senior Center. The current facility lacks the acoustic separation, kitchen capacity, and dedicated storage needed to support the breadth of programming served by the department.

- **Two Acoustically Divided Program Spaces:** The facility requires two program spaces that can be acoustically separated for simultaneous programming — for example, exercise classes and card groups occurring at the same time without interference.
- **Commercial Kitchen:** A commercial-grade kitchen is needed to support meal preparation, the food pantry program, and community cooking activities. The current kitchen capacity is insufficient for program demands.

- **Computer Lab:** A dedicated computer lab with sufficient workstations and internet access to support technology training programs and resident computer access.
- **Storage:** Dedicated storage areas for tables and chairs, exercise equipment, and program supplies to reduce clutter in program spaces and support efficient room turnovers.
- **Food Pantry — Separate and Private:** The food pantry operation requires a dedicated, separate, and private space to ensure dignity for program participants and efficient inventory management independent of other senior center functions.
- **Independent Temperature Controls:** Independent HVAC zoning and thermostatic controls for the Senior Center, separate from the adjacent Meeting Rooms A & B, are needed to allow comfort conditions to be managed independently for simultaneous uses.

Note: *This summary is based on a visual assessment, document review, and publicly available town planning records including the FY2023–24 Capital Improvement Plan and the 2025 RFQ for Schematic Design of a Town Office Building. Conditions noted are preliminary. The adjacent Meeting Rooms A & B are assessed under a separate report. A full Level II assessment including mechanical inventory and roof inspection is recommended prior to any capital commitment.*

BOLTON FIRE STATION

Section 07 - Bolton Fire Station - Building Summary Report

168 Bolton Center Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Last Major Renovation
10,000 SF	2.5 Acres	1987	2017

BUILDING OVERVIEW

The Bolton Fire Station at 168 Bolton Center Road is the sole fire and emergency services facility serving the Town of Bolton, housing the Bolton Volunteer Fire Department. The station serves a community of approximately 4,965 residents across 14.7 square miles, dispatched through the Tolland County Mutual Aid Fire Service. The current building was originally constructed in 1938 and has been expanded and updated through a 1993 apparatus bay addition and interior modernization, and a 2012 systems upgrade phase. The station is the Town's only fire and emergency response facility, making it a critical piece of public safety infrastructure with no redundancy in the event of a significant building deficiency or failure.

The station currently houses seven active apparatus: a 2023 Pierce engine-tanker (ET134), a 2008 Pierce 100-foot aerial ladder truck (Tr134), a 2013 Pierce walk-around rescue (R134), a 2017 Kenworth tanker (T234), a 2022 Ford forestry unit, and two service vehicles. The original 1938 building was designed and built decades before the advent of modern heavy apparatus — including aerial ladder trucks and large tankers — and the adequacy of the existing apparatus bay clearances, door heights, and site geometry relative to the current fleet warrants formal evaluation. Additionally, evolving occupational health and safety standards under NFPA 1500 and NFPA 1581 have established requirements for diesel exhaust extraction and contamination separation that may not be fully addressed in the existing facility. A dedicated Level II fire station assessment is recommended to comprehensively evaluate both physical condition and functional adequacy relative to current NFPA standards and department operational needs.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1960	Building Constructed
2007	Added Central Air
2017	Systems upgrades and facility improvements, Gas line brought in, new boilers.

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
Apparatus Bay — Capacity & Clearances	The station currently houses seven active apparatus including a 2008 100' aerial ladder truck, a 2023 engine-tanker, a 2017 tanker, a 2013 rescue, two service vehicles, and a forestry unit. The 1938 original structure predates modern apparatus sizing standards; bay door heights, bay depths, and turning radii should be evaluated for compliance with current NFPA 1 and apparatus manufacturer clearance requirements, particularly for the aerial ladder.	**High**
Apparatus Bay — Exhaust Extraction	Diesel exhaust extraction systems are a critical health and safety requirement under NFPA 1500 for fire stations housing internal combustion apparatus. The presence, condition, and adequacy of a source-capture vehicle exhaust system should be confirmed.	**High**

	Absence or inadequacy of this system represents a significant occupational health risk to department members.	
Apparatus Bay — Doors & Hardware	Door operators, weather seals, insulated panels, and electric eye safety devices should be inspected and tested. Door height adequacy relative to current aerial ladder and tanker vehicle profiles should be verified.	**Moderate**
Roofing System	Roof last redone in 1996 and redone in 2000 due to warranty issue. No active leaks reported at time of assessment, but inspection is recommended given the roof age. Roof slated to be replaced this summer.	**High**
Building Envelope	Exterior condition assumed fair based on maintenance history. Mortar joint condition, window and door perimeter seals, and transitions between the original structure and addition should be inspected for deterioration and water infiltration.	**Moderate**
HVAC — Apparatus Bay Heating	Heated apparatus bays are required to maintain a minimum of 55°F per standard fire station design guidelines to protect apparatus from freeze damage. Condition and adequacy of the bay heating system should be confirmed as part of a full mechanical assessment. Age and fuel type of heating equipment should be documented.	**Moderate**
HVAC — Decontamination / Airlock	Current NFPA 1500 and NFPA 1581 standards recommend physical separation between the apparatus bay environment and living/administrative spaces to limit firefighter cancer risk from carcinogen exposure. The station's configuration relative to these standards should be evaluated and any deficiencies identified.	**Moderate**
Electrical	Panel still has challenger breakers, capacity for current apparatus charging, lighting, and equipment loads should be verified. Generator backup power for critical systems should be confirmed.	**High**
Plumbing & Drainage	Bay floor trench drains should be connected to an oil/water separator prior to discharge per standard requirements. Condition and adequacy of drainage infrastructure, including any hose bibb provisions in each bay, should be confirmed.	**Moderate**
Life Safety / Fire Alarm	Fire alarm systems should be reviewed. Compliance with current CT State Fire Safety Code and NFPA 72 should be verified. Given the public safety function of the facility, any life safety deficiencies should be treated as high priority upon identification.	**Moderate**
Functional Adequacy — Support Spaces	The 10,000 SF building must accommodate apparatus storage, member support functions (turnout gear storage, decontamination, toilets, meeting/training space, and administrative office) for a 38-member volunteer department. Adequacy of support spaces relative to current NFPA 1500 and department operational needs should be assessed, including gear storage separation from living areas and training room capacity.	**Moderate**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings and publicly available department and apparatus information, the following items are identified as priority action areas:

- Apparatus Bay Clearance & Capacity Evaluation (High Priority): The original 1938 building and 1993 addition predate the current generation of heavy fire apparatus. The department's active fleet includes a 100-foot aerial ladder truck and a large tanker, both of which impose significant bay height, depth, and width requirements. A formal dimensional survey of all apparatus bays should be conducted and compared against

current apparatus manufacturer clearance specifications and NFPA 1 requirements to identify any deficiencies in door height, bay depth, turning radius, or weight-bearing capacity of the bay floor.

- Diesel Exhaust Extraction System (High Priority): NFPA 1500 (Standard on Fire Department Occupational Safety, Health, and Wellness Program) requires source-capture vehicle exhaust extraction systems in apparatus bays to protect firefighters from carcinogen exposure, which is the leading cause of occupational illness in the fire service. The presence, operational status, and coverage adequacy of a vehicle exhaust extraction system at this station must be confirmed. If no system is present or if coverage is inadequate, installation should be treated as an immediate capital priority.
- Contamination Separation — Living / Administrative Spaces (Moderate Priority): Current NFPA 1500 and NFPA 1581 standards recommend physical separation between apparatus bay environments and areas where personnel eat, sleep, or conduct administrative functions, to limit carcinogen exposure through surface and airborne contamination. The station's floor plan configuration relative to these standards should be evaluated, and modifications to improve contamination control — including airlocks, positive-pressure zones, or dedicated decontamination areas — should be included in any renovation scope.
- Doors, operators, weather seals, insulated panels, and safety devices should be formally inspected. Door height clearances should be verified against the current aerial ladder truck profile (2008 Pierce 100' rear-mount), which typically requires minimum door heights of 14 to 16 feet depending on travel height.
- Dedicated Level II Fire Station Assessment (Recommended): Given the building's age, the critical public safety function of the facility, and the evolving NFPA standards applicable to fire station design, a dedicated Level II assessment by a consultant with fire station design experience is strongly recommended. This assessment should evaluate building condition, apparatus bay functional adequacy, NFPA 1500/1581 compliance, support space sufficiency, site geometry, and long-range facility needs relative to the department's current and projected apparatus fleet and membership.

PROGRAM NEEDS & RECOMMENDATIONS

> ⚠ **PROPERTY / SITE NOTE**
> The Fire Station occupies a central and highly visible location in Bolton Center with a 2.5-acre site. The site is identified as having sufficient land area to support additional fire department facilities, including apparatus bay expansion and accessory structures, without relocation.

Program meetings with Bolton Volunteer Fire Department leadership identified a comprehensive set of facility needs reflecting both the operational demands of a modern volunteer fire department and the significant deficiencies of the existing 1938 structure. Many of these needs are directly related to NFPA 1500 occupational health and safety requirements. Work being proposed to this facility needs to be coordinated with the ongoing fire services study.

- **Additional Apparatus Bay:** An additional apparatus bay is needed to accommodate the current fleet and provide capacity for future apparatus without overcrowding existing bays. Bay dimensions must meet current NFPA 1 clearance standards for the existing aerial ladder and tanker vehicles.
- **Additional Garage / Shed Space:** Accessory garage or shed space is needed for storage of equipment, tools, and materials currently occupying apparatus bay floor area.
- **Airlocks Between Bays and Personnel Areas:** Physical airlock separation between apparatus bays and all personnel areas (offices, meeting rooms, bunks, kitchen) is required per NFPA 1500 and NFPA 1581 to reduce firefighter carcinogen exposure from diesel exhaust and post-fire contamination.
- **Decontamination Room:** A dedicated decontamination room with appropriate drainage, cleaning facilities, and separation from living areas is required per NFPA 1581 to support post-incident gear decontamination and protect member health.
- **Server Room:** A dedicated, climate-controlled server room is needed to support the department's dispatch, communications, records management, and IT infrastructure.
- **Additional Supply Storage:** Expanded storage for EMS supplies, firefighting equipment, tools, and consumables is needed to reduce clutter in operational areas and support efficient inventory management.
- **Lockers:** Individual lockers for all active department members to support turnout gear storage in compliance with NFPA 1500 requirements for gear separation from living spaces.

- **Exercise Room:** A dedicated exercise room to support the physical fitness requirements of active firefighters per NFPA 1500 wellness and fitness program standards.
- **Bunk Room:** A bunk room to support overnight stays during extended emergency operations, severe weather events, or mutual aid activations.

Note: *This summary is based on a visual assessment, document review, and publicly available department and apparatus information. Detailed condition data specific to the Fire Station was limited at the time of this assessment. Given the facility's critical public safety role, a full Level II assessment by a fire station design specialist is recommended prior to capital planning. Apparatus information sourced from publicly available fire department records current as of 2024–2025.*

RESIDENT TROOPER OFFICE

The Brick Tavern | c. 1828 Federal-Style Brick Structure

Section 08 – Resident Trooper Office - Building Summary Report

220 Bolton Center Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Town Acquired
~2,000 SF	~20+ Acres*	c. 1828	2007

**Site area reflects the full Pistritto parcel acquired by the Town in 2007; the building footprint occupies a small portion of this acreage.*

⚠ HISTORIC RESOURCE NOTICE

220 Bolton Center Road (the "Brick Tavern") is a contributing resource within the Bolton Green Historic District, listed on the National Register of Historic Places in 2001. The building is also identified as one of the oldest existing structures surrounding the Bolton Green. Any exterior alterations, structural modifications, or significant interior changes to this building require advance coordination with the Connecticut State Historic Preservation Office (SHPO) under Section 106 of the National Historic Preservation Act. This requirement applies to routine capital improvements, adaptive reuse, and any demolition or relocation.

BUILDING OVERVIEW

The building at 220 Bolton Center Road, known historically as the Brick Tavern, is one of the oldest structures in the Town of Bolton's municipal portfolio and among the most historically significant. The property sits on land first settled around 1767 and passed through a succession of Bolton families before the current Federal-style brick building was constructed circa 1828 by Samuel Williams. The structure served as a tavern and stagecoach station on the Hartford-Norwich stage line, functioning as a commercial and social hub at Bolton Center during the early nineteenth century. An earlier wooden structure on the property, built around 1770 by Ebenezer Carver, originally formed an ell attached to the rear of the brick building; this ell was later removed, though historical accounts note that its roofline outline may still be visible on the rear masonry wall. The building and surrounding Pistritto parcel — totaling more than 20 acres in the heart of Bolton Center — were purchased by the Town of Bolton in 2007 for $735,000, consistent with its appraised value, in order to preserve open space and historic resources at the center of town.

The building is a contributing resource within the Bolton Green Historic District, listed on the National Register of Historic Places in 2001, and is identified by historians as one of the oldest existing buildings surrounding the Bolton Green. Since the Town's acquisition, the building has been adapted for use as the office of the Connecticut Resident State Trooper assigned to Bolton, providing a local public safety presence adjacent to Town Hall. The building currently presents significant facility challenges: its modest footprint of approximately 2,000 square feet, historic construction type, narrow interior layout, and lack of documentation regarding mechanical and electrical system conditions combine to limit its functional adequacy for contemporary police office use. ADA accessibility deficiencies are a particular concern given the building's public safety function and original construction. Town planning documents have also identified the Pistritto parcel as a potential future library expansion site, making the long-term use of this building an active strategic question for the Town.

Note: the porch was a subsequent addition and does not contribute to the historic value of the property and can be removed.

PROPERTY & OWNERSHIP HISTORY

c. 1767–70	Land first settled; initial structure built by Ebenezer Carver, later forming an ell to the brick building
c. 1828	Current Federal-style brick building constructed by Samuel Williams; used as tavern and Hartford-Norwich stagecoach station
1833–1935	Property passes through multiple Bolton family ownerships including White, Gilbert, and Bliss families (per Alvord inventory, c. 1920)

1935	Harold and Mable Griswold acquire the property; Gaetano Pistritto, their chauffeur, later purchases it for $2,000
Post-1935	Property held by Pistritto family; listed on the American Guide Series (Federal Writers' Project, 1939) as "Built about 1800, owned by Pistritto"
2001	Bolton Green Historic District listed on the National Register of Historic Places; building designated a contributing resource
2007	Town of Bolton purchases the Pistritto parcel (20+ acres including this building) for $735,000. New electrical panel installed.
Post-2007	Building adaptively reused as Resident State Trooper's office. New HVAC was installed in 2025.

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
Building Envelope — Masonry	The primary structure is a Federal-style brick building constructed c. 1828 using solid masonry construction typical of the period. Brick and mortar joint condition, pointing integrity, and evidence of water infiltration or efflorescence should be formally evaluated. Original masonry of this age is susceptible to moisture-driven deterioration, particularly at sill courses, lintels, and the base of the wall assembly.	**High**
Building Envelope — Roof	Roof condition, framing system, flashing, and drainage are unknown based on available assessment documentation. Given the building's age and the limited maintenance history available to the Town post-acquisition, a full roof inspection is recommended. Any repairs must use materials compatible with the building's historic character per SHPO guidance.	**High**
Building Envelope — Windows & Doors	Original or period-appropriate fenestration is presumed given the building's historic character and NR contributing status. Window and door condition, glazing integrity, and weathertightness should be assessed. Replacement of historic windows requires SHPO review and must use compatible materials and profiles to maintain contributing status.	**Moderate**
Structural System	The building is of solid brick masonry load-bearing wall construction, a system common to Federal-period structures. Structural integrity of the masonry bearing walls, floor framing, and roof structure should be evaluated by a structural engineer with experience in historic masonry construction. Settlement, wall separation, or floor deflection conditions should be documented.	**High**
Mechanical / HVAC	Boiler was replaced in 2025, window units used for AC.	**Low**
Electrical	Electrical panel was updated as part of renovation post purchase by town 2007.	**Low**
Plumbing	Plumbing condition is unknown. Adequacy of domestic water supply, sanitary waste, and fixture condition for current use should be confirmed. Connection to the recently installed Bolton Center community septic system should be documented and verified.	**Moderate**
Accessibility (ADA)	The building's historic layout, narrow passthrough spaces, and the constraints of the original 1828 construction present significant barriers to full ADA compliance. As a publicly accessible police services facility, a formal accessibility evaluation is required. Any remediation must be developed in coordination with SHPO to avoid adverse effects on historic character-defining features.	**High**

Life Safety / Fire Alarm	Life safety system condition is unknown. Fire detection and alarm systems must meet the requirements of the CT State Fire Safety Code for the current occupancy classification. Any systems installation or upgrade must be carefully coordinated with historic fabric to minimize impact on original materials.	**Moderate**
Porch	Existing porch was added within the last thirty years and is not part of the historic structure. Recommend removal of porch for safety/building preservation.	**Moderate**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings, historical documentation, and available town planning records, the following items are identified as priority action areas:

- Masonry & Structural Condition Assessment (High Priority): The building's original 1828 solid brick masonry construction requires evaluation by a structural engineer and historic masonry specialist. Mortar joint condition, brick face spalling, wall tie integrity, floor framing deflection, and roof structure should all be assessed. Any repair work must use lime-based mortars and compatible historic masonry materials per SHPO technical guidance for National Register properties, as the use of modern Portland cement-based mortars in historic masonry is a known and damaging error.
- Comprehensive Building Systems Assessment (High Priority): Mechanical, electrical, and plumbing system condition is largely undocumented for this building. A full systems assessment covering HVAC adequacy for current occupancy, electrical panel condition and code compliance, plumbing fixture and drainage condition, and connection status to the Bolton Center community septic system is required before capital investment decisions can be made. Systems upgrades must be carefully designed to minimize impact on historic fabric.
- ADA Accessibility Evaluation and Remediation Planning (High Priority): As a publicly accessible government facility, the building must provide accessible entry, circulation, and services. The original 1828 construction, narrow interior layout, and historic character-defining features present fundamental barriers to standard ADA remediation approaches. A formal accessibility evaluation should be completed, and a remediation strategy developed in consultation with SHPO that identifies compliant solutions while avoiding adverse effects on historic character. This is a requirement under both the ADA and Title II of the Americans with Disabilities Act as applied to state and local government facilities.
- SHPO Coordination Protocol (Ongoing): Confirm if the property is on the historic listing. All capital improvement, systems upgrade, accessibility remediation, and adaptive reuse work at this property requires advance Section 106 consultation with the Connecticut State Historic Preservation Office. The Town should establish a standing protocol for routing any proposed work at 220 Bolton Center Road through a SHPO review process prior to design or permitting. This requirement applies to exterior and interior work alike, given the building's contributing status.
- Existing porch was added within the last thirty years and is not part of the historic structure. Recommend removal of porch for safety/building preservation.
- Coordinate recommendations with ongoing maintenance projects such as painting, stair repairs and landscaping.

PROGRAM NEEDS & RECOMMENDATIONS

Program meetings identified the following needs for the Resident Trooper Office at 220 Bolton Center Road (the Brick Tavern). Given the building's historic character and contributing status within the Bolton Green Historic District, all improvements must be designed to minimize impact on historic fabric and will require SHPO coordination.

The use of this historic building is not the proper facility for the resident trooper function. The programmatic needs of a resident trooper should be located in a more secure property with proper storage and securement of equipment and monitoring.

- **ADA Accessibility Throughout:** Full ADA accessibility is required for this publicly accessible government facility, including accessible entry, circulation, and restroom facilities. Remediation must be developed in coordination with SHPO to avoid adverse effects on historic character-defining features.
- **Updated Kitchenette and Bathroom:** The existing kitchenette and bathroom facilities require updating to meet current code requirements and provide adequate amenities for building occupants.
- **Secure and Fireproof Storage:** Dedicated secure and fireproof storage is needed for evidence, sensitive records, and law enforcement equipment appropriate to a police services facility.
- **Carport / Garage:** A covered carport or attached garage is needed for secure, weather-protected parking of the resident trooper's assigned vehicle. Any accessory structure must be designed to be compatible with the historic character of the Bolton Green setting.

Note: *This summary incorporates Bolton Historical Society records, National Register of Historic Places documentation, and Town of Bolton grant and planning documents. Building systems condition data is substantially undocumented; conditions noted are preliminary and based on building age, construction type, and known use history. A full Level II assessment by a consultant with historic preservation experience is strongly recommended prior to any capital investment or use change decision. The assessor record year for this property is listed as 1828, consistent with historical sources.*

COMMUNITY VOICE CHANNEL

Section 09 – Community Voice Channel - Building Summary Report

105 Notch Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Last Major Renovation
4,000 SF	1.1 Acres	1938	2016

BUILDING OVERVIEW

The Community Voice Channel (CVC) at 105 Notch Road is Bolton's public access cable television studio, providing community media programming and broadcasting services to Bolton residents. The building encompasses approximately 4,000 square feet on a 1.1-acre parcel within the Notch Road municipal campus, adjacent to the Bolton Senior Center and the Bolton Center School complex. The building is wood framed with a stone veneer on the front, with the remaining sides a combination of vinyl and aluminum siding.

The Community Voice Channel operates as a community resource providing public access programming, government channel broadcasting (including Board of Education and Board of Selectmen meetings), and media production support for community organizations. The station's role in broadcasting municipal meetings makes it an important element of local government transparency and civic communication infrastructure. From a facility condition standpoint, the building presents no major structural or acute physical deficiencies, but carries significant ADA accessibility concerns and functional layout limitations. Critically, the building's long-term role is actively under review as part of the Town's broader facility consolidation planning: all three options presented in the Executive Summary identify the standalone Community Voice building as a candidate for removal from the Town's active asset portfolio, with CVC operations to be incorporated into a new or renovated community facility. Capital investment decisions at this location should be weighed against the likelihood of a near-term programmatic transition.

The CVC leases the space inside the town's building and therefore the town is reasonable for the exterior envelope while the tenant is responsible for the interior maintenance. The lease term and the long-term viability of the CVC program should be considered when developing a plan for it's continuing location in Bolton.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1938	Original construction
1998	Studio modernization — digital transition era upgrades to production and broadcast equipment
2005	Roof Replaced
2016	Equipment and interior upgrades — broadcast technology refresh and facility improvements

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
HVAC — Mechanical	Systems updated during 1998 studio modernization phase and 2016 equipment upgrade; now approximately 9 years in service for the most recent components. Overall condition assumed fair but approaching mid-life for HVAC equipment. A mechanical inventory is recommended to document remaining useful life and plan for capital replacement.	**Moderate**

Electrical / Broadcast Infrastructure	Electrical infrastructure and broadcast equipment updated as part of the 2016 upgrade phase. Studio and transmission equipment have a shorter useful life cycle than building systems; condition and adequacy of current broadcast infrastructure for continued digital operations should be evaluated by a broadcast engineer.	**Moderate**
Roofing System	Roof replaced in 2005. No active leaks reported at time of assessment; roof appears to be in acceptable condition. A formal inspection is recommended to assess membrane condition, flashing integrity, and drainage performance and to determine remaining useful life.	**Low**
Building Envelope	No significant envelope deficiencies reported at time of assessment. The stone veneer and vinyl should be inspected for window seal deterioration and any water infiltration at the perimeter. Condition assumed fair.	**Low**
Accessibility (ADA)	ADA compliance deficiencies have been identified throughout the building. Narrow passthrough spaces restrict accessible circulation. A formal ADA evaluation is recommended to identify specific deficiencies and develop a remediation plan consistent with the Town's obligations under Title II.	**High**
Layout — Functional Adequacy	The building's layout features narrow passthrough corridors that limit operational flexibility and accessible circulation. The current studio configuration was designed for analog-era production; evaluation of whether the layout adequately supports current and future digital broadcasting workflows is recommended.	**Moderate**
Long-Range Use Planning	Under all three consolidation options proposed in this report, the Community Voice Channel function is incorporated into a new or renovated facility. Options 1 and 3 integrate CVC into a Notch Road community center; Option 2 relocates CVC to the Town Hall campus. Under all options, the standalone Community Voice building at 105 Notch Road is identified for removal from Town assets. Capital investment in the standalone building should be deferred pending option selection.	**High**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings and available planning documentation, the following items are identified as priority action areas:

- **ADA Accessibility Evaluation (High Priority):** Pervasive ADA deficiencies have been identified throughout the building, including narrow passthrough corridors that restrict accessible circulation. A formal ADA assessment should be completed to document specific deficiencies and develop a remediation plan. Given the building's likely short remaining tenure as a standalone Town asset, the cost-effectiveness of full ADA remediation should be evaluated against the timeline of the broader consolidation planning process.
- **Broadcast Infrastructure Assessment (Moderate Priority):** Broadcast equipment, studio wiring, and transmission systems updated in 2016 are now approaching 9 years in service — a significant age for technology-dependent infrastructure. An assessment by a qualified broadcast engineer is recommended to evaluate the condition and adequacy of current equipment for continued operations, and to identify what systems would be transferable to a new facility as part of any relocation.
- **Capital Investment Deferral Pending Option Selection (High Priority — Planning):** Under all three consolidation options in this report, the standalone Community Voice building at 105 Notch Road is identified for removal from Town assets. The Town should defer discretionary capital investment in this building — other than critical life-safety or ADA compliance items — until a consolidation option is selected and a

transition timeline is established. This will avoid expenditures on a building that is expected to be vacated in the near to medium term.

- **Transition Planning for CVC Operations:** The Community Voice Channel's broadcasting function, equipment, and operational continuity should be central to any facility consolidation plan. Early engagement with the CVC operator regarding space needs, broadcast infrastructure requirements, and preferred relocation sequencing is recommended to ensure uninterrupted service delivery during any transition.

PROGRAM NEEDS & RECOMMENDATIONS

Program meetings with Community Voice Channel staff identified the following space and operational needs for the CVC function, applicable to both the current building and any future facility:

- **Control Room and Studio Space:** A dedicated control room and studio with appropriate acoustic isolation, broadcast-quality lighting, and camera infrastructure for live and recorded production.
- **Edit Suite:** A dedicated video editing suite with professional-grade editing workstations for post-production of community programming.
- **Storage for Equipment:** Secure, climate-controlled storage for broadcast equipment, cameras, cables, and production accessories.
- **Public Access Area:** A public-accessible area where residents can receive assistance with community programming submissions, access public access scheduling, and engage with CVC staff.
- **Server / Equipment Room:** A dedicated, climate-controlled server and equipment room for broadcast transmission infrastructure, network systems, and archival storage.

Note: *This summary is based on a visual assessment and document review. Detailed broadcast infrastructure and equipment condition data was not available at the time of assessment and should be evaluated by a qualified broadcast engineer as part of any consolidation planning process. A full Level II building assessment is recommended prior to any capital investment decision.*

BOLTON CENTER SCHOOL

Section 10 - Bolton Center School - Building Summary Report

108 Notch Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Last Major Renovation
96,542 SF	25.7 Acres	1959	2011

BUILDING OVERVIEW

Bolton Center School is the largest municipally owned facility in the Town of Bolton's portfolio, encompassing approximately 96,542 square feet on a 25.7-acre site at 108 Notch Road. The building was originally constructed in 1959 and has been expanded and renovated through several phased capital improvement projects, including classroom wing additions in 1974, a major modernization of HVAC systems and interior spaces in 1998, and infrastructure upgrades addressing roofing, building systems, and accessibility compliance completed approximately 2011. The facility serves as the primary elementary and middle school educational facility for the Bolton Public School District.

Despite prior investment, the building's age and the deferred nature of certain systems replacements have resulted in a range of deficiencies that collectively represent a significant and growing capital obligation for the Town. The most pressing concerns involve the building envelope — specifically the roof and window flashing systems — as well as the aging mechanical infrastructure, a partially non-functional septic system, and several hazardous material conditions requiring ongoing management.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1959	Original construction (Assessor record)
1974	Classroom wing additions (district enrollment expansion capital project)
1993	Major modernization — HVAC, interior reconfiguration, facility upgrades
2011	Infrastructure upgrades — partial roofing, systems, accessibility compliance work

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
Roofing System	Estimated age 30+ years; active roof drain pan leak above library; roof replacement project initiated by Building Commission. Permit history to be verified.	**High**
Building Envelope	Window leaks attributed to failed flashing at multiple locations; brick repointed 1991; stucco deterioration on original sections with material loss; current scope limited to stucco remediation only.	**High**
HVAC / Mechanical	Air conditioning limited to front office wing and library only; remainder of building relies on heating system assumed to be in fair condition; full system evaluation recommended.	**Moderate**
Electrical	Upgraded as part of 1998 and 2011 renovation phases; condition assumed fair; no significant deficiencies noted at time of assessment.	**Low**
Life Safety / Fire Alarm	Fire alarm and suppression systems assumed fair based on renovation vintage; no deficiencies noted at time of assessment.	**Low**

Hazardous Materials	Asbestos confirmed in fire door assembly and original grout in small staff bathroom; floor tiles previously abated. Ongoing management program in place; monitoring recommended.	**Moderate**
Skylights	Blind system obsolete and irreparable; only one skylight remains operable; remaining units present potential envelope and operational concerns.	**Moderate**
Generator / Utilities	RPA-funded generator replacement completed; generator supports water systems serving Notch Road buildings; critical resilience asset.	**Low**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings, the following items are identified as priority action areas requiring further investigation, capital planning, or immediate corrective action:

- Roofing System Replacement: The roof is estimated at 30+ years of age and has been identified by the Building Commission as a priority capital project. An active leak above the library from a failed drain pan warrants near-term remediation to prevent interior damage. A full roof replacement project should be advanced through the design and permitting process without delay.
- Building Envelope Remediation: Window flashing failures are contributing to water infiltration at multiple locations. Stucco deterioration on original building sections presents both aesthetic and structural concerns. Remediation scope should be expanded as conditions are further evaluated to include flashing replacement alongside stucco repair.
- HVAC Assessment & Upgrade Planning: Air conditioning is limited to the front office wing and library. A comprehensive mechanical assessment of the heating distribution system is recommended to confirm current condition, document remaining useful life, and develop a phased upgrade plan aligned with the district's educational program needs.
- Hazardous Materials Management: Asbestos-containing materials remain in place in the fire door assembly and original bathroom grout. An updated Operations & Maintenance (O&M) Plan consistent with AHERA requirements is up to date. Any future renovation work in affected areas will require a licensed abatement contractor.
- Skylight System: The blind system serving the skylights is obsolete and beyond repair, with only one unit remaining operable. Evaluation of replacement or permanent remediation options is recommended as part of any broader envelope improvement project.

PROGRAM NEEDS & RECOMMENDATIONS

Program meetings with school district administration and building staff identified the following facility and program needs for Bolton Center School. Several items reflect ongoing deferred maintenance priorities as well as safety and educational environment improvements.

- **Playscape Fencing and Age-Appropriate Equipment:** Security fencing around the playscape areas is needed to improve student safety and define play zones. Playscape equipment should be evaluated and replaced with age-appropriate structures consistent with current safety standards and the school's PK–8 program.
- **Former Board of Education Office Space — Reprogramming:** The space previously occupied by the Board of Education requires evaluation and reprogramming for current and future school or district use. The appropriate use of this space should be determined through a space utilization study.
- **Roof Replacement:** The roof has been identified as a priority capital project by the Building Commission. Replacement should be advanced through design and permitting without further delay given the estimated 30+ year age of the existing system and the presence of active leaks.

- **Stucco Remediation:** Stucco deterioration on the original building sections requires ongoing maintenance and targeted remediation. The current assessment scope is limited to stucco; a broader envelope review is recommended as conditions are further evaluated.
- **Air Conditioning — Full Building:** Air conditioning is currently limited to the front office wing and library. Extension of air conditioning to all instructional and support spaces is needed to support a comfortable and productive learning environment throughout the school year.
- **Skylight Replacement:** The existing skylight blind system is obsolete and beyond repair, with only one skylight remaining operable. Replacement of the skylight system or permanent remediation of non-operable units is needed to address envelope integrity and thermal comfort.
- **Updated Student Furniture:** Student furniture throughout the building should be updated to contemporary flexible-learning styles that support collaborative and project-based instructional models.

Note: *This summary is based on a visual assessment and document review only. Conditions noted are preliminary and subject to revision upon receipt of available maintenance records, asbestos survey reports, septic engineering documents, and roof permit history. A full Level II assessment is recommended prior to final capital planning.*

BOLTON HIGH SCHOOL

Section 11 - Bolton High School - Building Summary Report

72 Notch Road, Bolton, Connecticut 06043

Gross Floor Area	Site Area	Year Built	Last Major Renovation
84,384 SF	54.9 Acres	1971	2006–2011

BUILDING OVERVIEW

Bolton High School is the second-largest municipally owned facility in the Town of Bolton's portfolio, encompassing approximately 84,384 square feet on a 54.9-acre site. The facility was originally constructed in 1971 and underwent a comprehensive assessment and renovation project initiated in 2006, with a substantially renovated and expanded building completed circa 2011. The project modernized academic and support spaces, replaced building systems, and expanded the physical footprint of the campus. Electrical, plumbing, roofing, and life safety systems were addressed as part of this effort and are generally assumed to reflect the renovation vintage. The facility also incorporates a culinary laboratory served by natural gas via a 1,000-gallon on-site storage tank.

While the 2006–2011 renovation represented a substantial capital investment, the HVAC infrastructure has been a persistent area of concern since occupancy. Two energy recovery units (ERUs) are currently non-functional, and a documented reverse valve deficiency in one of the primary heating loops has remained unresolved since the first year of post-renovation operation. All ERU's should be replaced. These systemic issues, combined with the advancing age of 53 heat pump units and associated air handling equipment, represent the most significant near-term capital obligations for the facility. The remaining building systems are assumed to be in fair condition, consistent with their renovation-era vintage, and do not present immediate deficiencies at the time of this assessment.

RENOVATION & CAPITAL IMPROVEMENT HISTORY

1971	Original construction (Assessor record)
2001	Significant renovation and addition phase — science and academic space expansion
2006	Comprehensive assessment and renovation project initiated
2011	Renovated and expanded facility completed — HVAC, electrical, plumbing, roofing, life safety
2015	Athletic, field, and infrastructure upgrades — roofing, HVAC, energy systems improvements

SYSTEMS CONDITION SUMMARY

System / Component	Condition Notes	Priority
HVAC — Heat Pumps	53 heat pump units installed as part of the 2006–2011 renovation; units are now 13–19 years in service and approaching mid-life. Overall condition assumed fair; individual unit performance should be verified through a mechanical inventory and operational review.	**Moderate**
HVAC — Air Handling Units	Two air handling units serving primary ventilation loads; renovation-era vintage. Condition assumed fair pending further evaluation. Remaining useful life and maintenance history should be documented.	**Moderate**

HVAC — Energy Recovery Units (ERUs)	Two ERUs (ERU #1 and ERU #2) are non-functional. Loss of energy recovery ventilation reduces indoor air quality performance and increases heating/cooling loads. Repair or replacement required.	**High**
HVAC — Split Systems	Two above-ceiling split systems serving supplemental cooling zones; condition assumed fair based on renovation vintage. Verification of refrigerant charge, coil condition, and controls integration recommended.	**Low**
Roofing System	Roof replaced as part of the 2006–2011 renovation project. Estimated age 13–19 years; condition assumed fair. No active leaks reported at time of assessment. Periodic inspection recommended to confirm membrane integrity.	**Low**
Electrical	Renovation-era electrical infrastructure installed 2006–2011; condition assumed fair. No significant deficiencies noted at time of assessment. Panel schedules and load data should be verified for any future expansion or equipment upgrade projects.	**Low**
Plumbing	Domestic water supply and sanitary waste systems assumed fair based on renovation vintage. No major deficiencies noted. Backflow prevention devices and fixture conditions should be confirmed through a routine plumbing survey.	**Low**
Life Safety / Fire Protection	Fire protection and alarm systems assumed fair based on renovation vintage. No deficiencies identified at time of assessment. Compliance with current NFPA 72 and CT State Fire Marshal requirements should be verified.	**Low**
Utilities — Natural Gas / Culinary	Propane gas service supports the culinary laboratory via a 1,000-gallon on-site storage tank. Tank age, inspection history, and compliance with applicable fire and environmental regulations should be confirmed.	**Moderate**

KEY FINDINGS & RECOMMENDATIONS

Based on the assessment findings, the following items are identified as priority action areas requiring further investigation, capital planning, or corrective action:

- ERU Repair or Replacement (High Priority): Both energy recovery units (ERU #1 and ERU #2) are currently non-operational. Loss of mechanical ventilation heat recovery negatively impacts indoor air quality and increases energy costs. A mechanical engineering evaluation should be commissioned to determine the feasibility of repair versus full unit replacement, with action prioritized in the near term.
- Heating Loop Reverse Valve Deficiency (High Priority): A reverse valve fault in one of the primary heating loops has been documented as a persistent deficiency since the first year of post-renovation occupancy. This represents an unresolved installation or commissioning deficiency. A focused mechanical investigation should be conducted to diagnose the root cause and implement a permanent corrective measure.
- Heat Pump Fleet Assessment: The 53-unit heat pump system is 13–19 years in service and approaching the midpoint of typical useful life for this equipment type. A comprehensive inventory and condition assessment of all heat pump units is recommended to identify units requiring replacement, document performance trends, and establish a proactive replacement schedule aligned with the district's capital planning cycle.
- Air Handling Unit Evaluation: The two primary air handling units should be included in the broader HVAC assessment to confirm operational status, remaining useful life, and maintenance history. Particular attention should be paid to coil condition, drain pan integrity, controls integration, and filter rack configuration relative to current indoor air quality standards.
- Propane Gas Tank Compliance Review: The 1,000-gallon on-site propane gas storage tank serving the culinary laboratory should be reviewed for compliance with current Connecticut DEEP regulations, applicable NFPA standards, and local fire marshal requirements. Tank age, last inspection date, and permit history should be confirmed and documented.

- Life Safety & Code Compliance Verification: While fire protection and alarm systems are assumed to be in fair condition based on renovation vintage, a formal verification of compliance with current NFPA 72, NFPA 13, and Connecticut State Fire Safety Code requirements is recommended, particularly in light of the time elapsed since the 2011 renovation completion.

PROGRAM NEEDS & RECOMMENDATIONS

> ⚠ **PROPERTY / SITE NOTE**
> Additional land adjacent to the High School campus has been identified as potentially available for future high school use. Any expansion or site development should be evaluated in the context of the enrollment study's projected decline in high school enrollment over the next decade.

Program meetings with school district administration and high school staff identified the following facility and program needs for Bolton High School. Needs reflect both deferred capital items and longer-term program space deficiencies relative to the school's educational program.

- **Updated Student Furniture:** Student furniture throughout the building should be updated to contemporary flexible-learning styles that support collaborative and project-based instructional models.
- **Second Gymnasium:** A second gymnasium is identified as a program need to support physical education scheduling, interscholastic athletics, and community use without conflicts arising from sharing a single gym.
- **Auditorium:** A dedicated auditorium for performing arts, assemblies, and community events is identified as a significant program deficiency. The current facility lacks a purpose-built performance space.
- **Ball Field Upgrades:** Athletic field improvements are needed to support interscholastic and recreational sports programs. Specific improvements to be determined through a site assessment and athletic program review.
- **Full Blackout for Commons:** Full blackout capability for the commons area is needed to support media presentations, assemblies, and flexible program uses.
- **Lock-Off Doors for After-Hours Use:** Lockable door partitions to allow portions of the school to be used for community or athletic activities after hours without providing access to the full building.
- **Storage:** Additional storage throughout the building for athletic equipment, custodial supplies, instructional materials, and departmental use.
- **Interior Finishes — Paint and Beam Refinishing:** Interior painting and beam refinishing are needed in key common areas to address deferred maintenance and improve the aesthetic environment.
- **Roof, HVAC, and Electrical — Planned Replacement:** Roof, HVAC, and electrical systems should be replaced as they reach end of service life. A capital replacement schedule should be established based on the mechanical inventory recommended in the facility assessment.

Note: *This summary is based on a visual assessment and document review only. Conditions noted are preliminary and subject to revision upon receipt of available maintenance records, commissioning reports, mechanical equipment inventories, and utility data. A full Level II assessment, including a dedicated mechanical systems survey, is recommended prior to final capital planning.*