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FINAL REPORT

June 24, 2022

TOWN OF
Holliston
MASSACHUSETTS

DPW Facility Feasibility Study



Town of Holliston
DPW Facility Feasibility Study
Update Package
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Town of Holliston
DPW Facility Feasibility Study

SECTION 1

EXECUTIVE SUMMARY

I. Introduction

The Town of Holliston retained the services of Weston & Sampson to study existing operations and prepare long-term planning solutions for their Department of Public Works (DPW), which consists of two primary departments: Highway and Water. DPW operations are currently located at 63 Arch Street (Highway Department), and 269 Central Street (Water Department). The goal of the study was to develop an objective program of building and site features which are needed to cost effectively and efficiently support the services offered by the DPW to the community. One important purpose of the study was to review potential sites and conceptual layout options for a new consolidated facility to accommodate both DPW Highway and Water departments at a single location. The study included inspecting the existing facilities, identifying deficiencies, interviewing staff, identifying current and future needs, developing conceptual alternatives, evaluating the preferred conceptual alternatives with the DPW, and preparing a budget cost estimate for the preferred alternative.

II. Space Needs Assessment

The Project Team prepared a space needs assessment to identify the current and future needs of the Department of Public Works. The assessment included analyzing current deficiencies in the facilities which need to be corrected with the construction of a new facility. The assessment also included interviewing key staff to learn first-hand the operational issues with the existing buildings and sites. The staff interviews were supplemented with support by the project team's knowledge of industry practices and familiarity with solutions which have been successfully implemented on recently constructed public works facilities.

Operational Analysis

The operational analysis was based on inspection of the existing facilities which are used to

support the Department of Public Works' operations, and a determination of the functional inadequacies and space limitations of the existing buildings and sites. The following is a summary of some of the deficiencies and/or inefficiencies associated with the existing facilities:

- The Vehicle Storage facilities are undersized and are unable to efficiently support current operations, resulting in a large portion of the multi-million-dollar fleet being stored outdoors. This impacts DPW response times during cold and inclement weather conditions. It also contributes to the rapid deterioration of high value Town owned equipment and increases vehicle maintenance costs.
- The employee facilities are undersized and lack adequate supervisor office space, conference room, storage areas, and code compliant Men's and Women's toilet/locker facilities.
- The facilities do not have a vehicle wash facility to properly care for vehicles which are exposed to corrosive chemicals. This decreases vehicle life expectancy and increases vehicle maintenance costs.
- Inadequate working environment, including:
 - Poor ventilation
 - Inadequate lighting
 - Confined workshop areas
 - Inadequate facilities for state mandated training
 - Non-ADA compliant facilities

These deficiencies directly impact operations and the efficiency of service that the DPW is able to provide to the town.

Preliminary Programming Interviews

The staff interviews conducted by the Project Team focused on identifying all DPW functions, identifying current deficiencies, and identifying current and future space requirements. In

addition, the project team evaluated operational efficiencies and space-saving measures that can be incorporated into a new facility that combines departmental operations at one consolidated facility. The information obtained during these interviews included detailed accounts of space deficiencies in the existing facilities which affect day-to-day operations. A summary of the DPW organization and equipment inventory, as well as including a planned-for future Town Engineering Department, is as follows:

DPW Staffing Summary

DIVISION	FULL TIME	PART TIME	FUTURE	TOTAL
1. DPW Administration	2			2
2. Highway	9		2	11
Parks & Grounds	1		3	4
Tree	3			3
Fleet Maintenance	1		1	2
3. Water	9	1	1	11
4. Engineering			3	3
Total	25	1	10	36

Fleet Inventory Summary	
Large Vehicles	14
Small Vehicles	14
Large Equipment	20
Small Equipment / Attachments	35
TOTAL	83

Note: This listing does not include small support equipment such as pumps, hand tools, etc.

However, provisions for storage of these types of items have been included in the final program.

A full itemization of the Town's fleet is included in Section 3

Space Needs Assessment

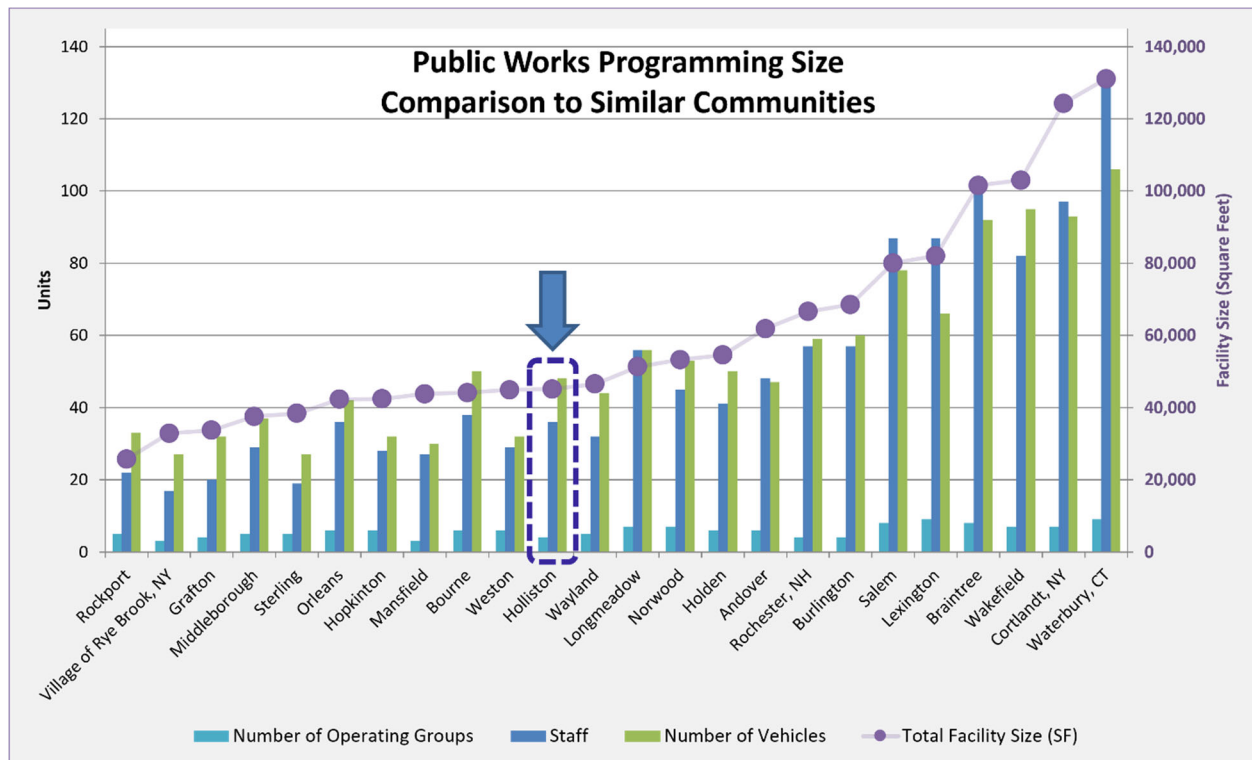
The data obtained from the operations analysis and interviews were compiled and analyzed by Weston & Sampson. The analysis consisted of individually identifying the space needs for the operations of each function, including offices, support areas, employee facilities, utility spaces, workshops, material storage areas, fleet maintenance, vehicle & equipment wash area, and fleet storage. The analysis also included presumed requirements for a Town Engineering Department, based on familiarity of similarly-sized Towns' needs. The spaces were assembled into a space needs matrix identifying each space and providing a recommended program size. The space needs assessment identified an initial program requirement of approximately 56,000 square feet. This initial program assumed that all vehicles and equipment would be stored in an enclosed and minimally heated vehicle storage garage.

Recognizing that the overall size of the building has a significant impact on the cost, the results of the initial space needs were reviewed in detail by the Project Team and DPW staff to determine if the spaces could be reduced without negatively impacting operations. Based on input from DPW, the team was able to go through several iterations to reduce, and in some cases combine, spaces in an effort to control the size and cost of the building program. The most significant reduction was achieved by modifying a portion of the fleet storage from enclosed space to open canopy storage. These reductions resulted in a modified space needs projection of approximately 45,000 square feet. Refer to Section 6 for the space needs

matrix and associated programming sketches.

Program:	Area (sf)
Administration & Engineering	4,130
Employee Facilities	3,870
Workshops	5,435
Fleet Maintenance	5,710
Wash Bay	1,750
Equipment & Vehicle Storage	24,255
Total Building Area	45,150

With input from the DPW, the Project Team was able to develop a reduced program building total from the initial assessment. Review meetings with the DPW helped to distinguish an understanding of the departments' space needs in a new facility and all potential user groups who may utilize site services (town-wide fueling, fleet maintenance, storm event salt operations). This information is used as a guideline for developing conceptual design alternatives. Below is a chart of collected data from various communities that shows the relationship between their programmatic characteristics and total facility size. The chart shows that the proposed facility size for Holliston is in line with other communities based on its program needs.



Note:

III. Conceptual Design Alternatives

Utilizing the results of the final space needs assessment, the Project Team prepared conceptual alternatives for review of the feasibility of locating a consolidated DPW facility at one of five (5) sites reviewed, located in Town:

1. Arch Street Site (Current location of the DPW Highway Department)
2. Central Street Site (Current location of the DPW Water Department)
3. Prentice Street Site
4. Cross Street Site
5. Lowland Street Site

The alternatives were prepared with the following operational considerations in mind:

- Arrange interior space to provide efficient circulation patterns.
- Allow for Town-wide Fueling Facility to be accessible 24/7, outside yard gates.
- Provide visual screening of DPW Yard operations from surrounding abutters.
- Attempt to segregate small/public vehicle traffic from heavy truck traffic.
- Providing adequate parking for public and employees.
- Provide full access and safe vehicle movement around the perimeter of the facility.
- Provide bulk material storage area with adequate yard area for large vehicle maneuvering.
- Maintain safe and functional access to/from the salt/sand operations area.
- Maintain a counterclockwise circulation pattern to promote safe turning movements for large vehicles.
- The DPW purchases brine, which is stored in large tanks on site.

The conceptual alternatives were prepared by developing “Block Building Plans”. These Block Building Plans were developed for each of the major space categories for the new facility as follows:

- Administration & Engineering and Office support areas
- Employee Facilities
- Workshops
- Vehicle Maintenance
- Vehicle / Equipment Storage
- Wash Bay
- Canopy Storage

The configuration and size of the planning “blocks” were developed by assembling the

individual rooms identified during the space needs assessment and appropriate circulation and grossing factors. The initial concepts were developed utilizing the approved space needs program. Refer to Appendices A-through E for site information and conceptual facility plan for each respective site.

Each of the five sites were evaluated for size/ fit & efficiency for accommodating the facility's operational requirements. The summary of Site Assessments for meeting consolidated DPW needs are as follows:

1. Arch Street Site:

- a. Site is NOT FEASIBLE for accommodating consolidated facility
- b. Constricted site area
- c. Full facility program not able to fit on site
- d. Located in residential neighborhood, constricted roadway access

2. Central Street Site:

- a. Site is NOT FEASIBLE for accommodating consolidated facility
- b. Constricted site area
- c. Wetland areas adjacent to / bisect site
- d. Located in residential neighborhood

3. Prentice Street Site:

- a. Site is FEASIBLE for accommodating consolidated facility
- b. Considerations:
 - i. New site access road required, (proposed adjacent to Pinecrest Golf Course driving range)
 - ii. Site topography / grading requirements

4. Cross Street Site:

- a. Site is FEASIBLE for accommodating consolidated facility
- b. Considerations:
 - i. Nearby wetland areas

- ii. Located in FEMA Flood Zone
- iii. Regulatory/ permitting requirements (special permit)
- iv. Existing foundation structure located on site
- v. Site may be contaminated

5. Lowland Street Site:

- a. Site is FEASIBLE for accommodating consolidated facility
- b. Considerations:
 - i. Constricted site area (limiting future expansion potential)
 - ii. Limited parking areas and vehicle turning clearances

IV. Conceptual Cost Estimate

A conceptual cost estimate was prepared for the reduced facility program, using square foot costs based on historical data for similar DPW facilities. In general, the cost estimate assumes cost effective building systems, finishes, and equipment as described below:

- Construction of a new pre-engineered metal building with partial masonry wall finish and concrete protection wall for the vehicle storage area and shops areas
- Factory foam insulated architectural metal panel with improved exterior finish system
- Primary industrial support equipment for vehicle maintenance operations
- Site improvements, including storm water management, utilities, fencing, and paving upgrades
- New material storage bins
- Contingency allowance for unanticipated design and construction costs, pending final design
- Pricing contingencies to account for the early nature of the project

The estimated cost for new building construction and site improvements are based on costs of similar construction for which bid prices are available, supplemented by cost data obtained from published sources. The projected project costs are based on a cost per square foot range of \$531/ SF to \$581/ SF. It is assumed that the project will be publicly bid under Chapter 149 requirements, and prices are projected to 2024 using a standard escalation factor of 5% per year. Considering a need for a 45,150 SF facility, the total anticipated project cost range is \$29.9m – \$32.7m, with the following breakdown of facility construction cost and soft cost items provided, as follows:

<u>Facility Construction Cost range</u>	<u>\$23,900,000 – 26,200,000</u>
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Including:

- DPW Building
- Industrial Equipment
- Site Development
- Town-wide Fuel System
- Salt Shed
- Bulk Material Storage bins
- Construction Contingency

<u>Project Soft Cost range</u>	<u>\$6,000,000 – 6,500,000</u>
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Including:

- Architectural / Engineering Fees (State mandated)
- Owner's Project Manager (State mandated)
- Advertising / Printing costs for Bidding (State mandated)
- Commissioning of Building Systems (State mandated)
- Chapter 17 Independent Tests & Inspections during Construction (State mandated)
- Furnishings
- Communications / Low Voltage Systems
- Security / Card Access Control System

- Temporary Facilities during Construction
- Estimate Contingency

Due to the preliminary nature of the development of the design for this project, many budget items are based on general building costs per square foot, with site development costs per acre. Estimates include a design contingency to allow for scope adjustments identified during design development. In addition, the estimate includes a construction contingency to account for potential unforeseen conditions which may be discovered during construction. Using data from recently completed/bid DPW facilities, a comparison graph for total construction cost per square foot is also included in this report.

Town of Holliston
DPW Facility Feasibility Study

SECTION 2

STAFF INTERVIEW NOTES

MEMORANDUM

Town of Holliston, Department of Public Works Facility Needs Assessment

To: James Keast, Town of Holliston, Facilities Director

Cc: Meeting Attendees (for 2 Staff Interview meetings)

Meeting 1

Travis Ahern, Town Administrator

Sean Reese, DPW Director

Steve Nezuch, DPW Head Mechanic

Meeting 2

Robert Walker, DPW Highway Superintendent

From: Jamay Li / David Steeves, Weston & Sampson Engineers

Date: Dec. 28, 2021

The following is a summary of Holliston DPW's facility needs based on initial staff interviews conducted with Holliston town officials and DPW staff, as well as field observations from a preliminary site walk of two existing DPW sites. The purpose of these discussions and site walk is to assess the current and future space needs of the Department.

Staff interview Meeting #1:

Attendees: Weston & Sampson:

Tony Wespiser, Project Manager

David Steeves, Project Architect

Della Donahue, Architect

Jamay Li, Architect

Town of Holliston:

Travis Ahern, Town Administrator

James Keast, Facilities Director

Sean Reese, DPW Director

Steve Nezuch, DPW Head Mechanic

Location: Holliston Town Hall, 703 Washington St.

Date: Oct. 07, 2021

The following is a summary of Items discussed:

DPW Departments

- The current Town of Holliston DPW operation consists of two departments:
 - 1) Highway Department, located at 63 Arch Street, Holliston, and
 - 2) Water Department, located at 269 Central Street, Holliston
- Also, two Water Department office staff are located at Town Hall, 703 Washington Street.

Summary of the DPW Operations:

- Highway (includes Fleet Maintenance, Tree, and future Parks & Grounds)
- Fleet Maintenance (part of Highway)
- Tree Department (part of Highway)
- Parks & Grounds Department (future expansion department, part of Highway)
- Water

Departments

1) Highway Department

- Currently consists of Highway administration and field staff, two (2) additional Heavy Equipment Operators, the Head Mechanic (Fleet Maintenance), the Field Maintenance Supervisor (anticipated new Parks & Grounds Department), and the Tree Supervisor.
 - There is a plan to create a new Parks & Grounds Division within Highway. This division could be combined with existing Tree Division.
 - Plan to expand to hire three (3) to four (4) future Parks & Grounds work staff under the Field Maintenance Supervisor.
 - Currently Highway, Field, and Tree share the Highway and general work staff. The new/renovated facility should plan for each department to have their own work force and separate necessary shop space.
- Deputy DPW Director is the acting Highway Superintendent.
 - Need one (1) office for DPW Director, one (1) office for DPW Deputy Director, one (1) office for future Highway Superintendent, with one (1) open office area for the Office Manager in adjacent administrative space. Minimal public interface.
 - It is important that the Highway and Water admin spaces are separate, and each have their own access to the public.
- Need one (1) public lobby with waiting chairs and parking stalls and two (2) separate reception windows/counters for Highway and Water, (it is presumed that permitting transactions will continue to be performed at Town Hall, with Water admin staff).
- Need one (1) public restroom off the lobby.
- Need one (1) Copy/File/Mail room and one (1) file storage. Existing system is very paper heavy.
- Need one (1) office supply closet and one (1) PPE storage closet.
- DPW Director is currently acting Tree Warden/Supervisor, and it is presumed that he will continue in this role. No additional office required for potential future Tree Warden.
- Need to provide (1) Shared Foremen's Office for all Highway working Foremen/Supervisors to conduct daily paperwork, etc.
- Need one (1) Storm Event Room with transaction window for contractors (up to 25 outside contractors are utilized during a storm event) to receive work orders. Needs to be a separate space from Highway and Water work staff.
- Need one (1) Muster Room to fit all DPW Department staff (Highway and Water staff) at once.
 - Kitchen: no oven or dishwasher requested, only sink, microwave, and fridge.
- Need one (1) Men's and one (1) Women's locker rooms, shared between Highway and Water.
- Need one (1) Highway Shop with one (1) adjacent Material Storage room (sign storage, tool storage, etc.).
 - Currently have no sign making capacity but they would like to have if there is space.
 - Starting to outsource certain services (example: catch basin cleaning) to save on capital investment in equipment, man hours, staff, etc.
- Need one (1) shop for Parks & Grounds and Tree, or consider whether Parks & Grounds and Tree can/should have separate shops:
 - Parks & Grounds:
 - Would like work bench.
 - Need to be able to do small engine repair (mowers, etc.).
 - Tree:

- Would have bucket truck, pole saws, etc.
- Tool/supply storage.
- Workbench (chainsaw repairs, etc.)

Fleet Maintenance:

- Includes one (1) Head mechanic and one (1) future mechanic. Responsible for maintaining vehicles/equipment for Highway only. Not Water, Police, Fire, Schools, etc.
- Need one (1) office and/or reference room for Head Mechanic adjacent to Maintenance Bays.
- Would like one (1) single fixture restroom adjacent to Maintenance Bays.
- Need three (3) Maintenance bays minimum. Bay depth and vertical clearance are major issues in the current operation.
- Would like one (1) new 5-ton lift and one (1) new 4-post portable lift.
- Would like one (1) dedicated Welding Bay with portable welder and plasma cutter.
- Need one (1) parts storage room, maximum 10'x20' preferably as parts are ordered as needed.
- Need tire storage for pre-rimmed tires. Needs to be accessible but doesn't need to be on the floor (can be on a mezzanine).
- Would like 16' high doors. Vertical clearance is a major issue in the current operation.
- Need fluid storage and distribution system for:
 - 15W-40 motor oil: 275 gal
 - 5W-30 motor oil : 300 gal
 - Hydraulic fluid: 150 gal
 - Transmission fluid (2 types), antifreeze, truck-specific oil: 55 gal drums
 - Waste oil: 275 gal – (reduced from current oversized 475 gal). Do not want a waste oil heater (picked by the Town instead)
- Would prefer an oil changing pit. Weston & Sampson (W&S) to review feasibility and code compliance for confined space work.

DPW Administration:

- DPW Director and Deputy DPW Director will need an office each, totaling in two (2) offices.
- Engineering services are currently outsourced and there is not currently a Town Engineering Department. W&S to review/ consider the feasibility of a new Engineering Department to be included in a new DPW facility. In-house engineering services and staff would consist of one (1) Town Engineer, one (1) Assistant Engineer, and one (1) staff Engineer.

2) Water Department

- DPW Director is currently also acting Water Superintendent; Town intends to fill the position so the Water Superintendent will need one (1) office.
- Water Office Manager and Clerk are currently located offsite in Town Hall and it is anticipated at this time those positions will remain there; (however it would be efficient to have admin staff located with Water Department).
 - If Water Admin were at DPW Facility, they would need public interface for permits, bills, etc. (currently located at Town Hall). No public interface required with workforce.
 - Need separate public interface from Highway.
 - Water meter reading system is connected to Water Admin and would require (1) computer workstation in the open office.
- Need one (1) shared office for Water Foremen to be combined with Water SCADA Room (computers, data racks, etc.) or at least near secure SCADA Room.
- Currently Treatment Operators report directly to plants and the Distribution staff report to Central Street (8 staff total). This staff would share use of the Muster Room with Highway when needed.
- Would like (1) laundry room with washer and dryer.
- Need one (1) separate shop for Water with one (1) adjacent Material Storage and one (1) adjacent secure brass storage, 12'x12' is sufficient.
 - Would like long workbench for maintenance.

Operations / Functions

Salt Shed

- Current salt shed is at Arch St and at the end of its useful life
 - Currently have 800-1000 tons material storage, which is adequate.
 - 5 bays at 200 tons each. It takes about 5 truck loads to fill 1 bay.
 - Currently 1 sand bay, 1 sand/salt mix.
- Seasonal equipment is currently stored in the Salt Shed. Need to move away from this.
- Would like to go towards liquid brine system. Town has tanks at Arch St and currently purchases the brine. Would like to consider what it would take to have the infrastructure to make it.
- Will be pre-treating roadways in the future.

Vehicle storage

- Town preference to have a drive-thru center-aisle vehicle storage set up.
- Town prefers for W&S to consider an open canopy for storage with solar panels on top.

Highway:

- Need covered vehicle storage for forty (40) vehicles / pieces of equipment:
 - (6) Pickup trucks (plow blades)
 - (11) Dump trucks (plow blades)
 - (1) Bucket truck
 - (1) Basin truck
 - (2) mowers
 - (3) John Deere loaders (plow blades)
 - (1) Snow blower attachment to loader
 - (2) John Deere tractors (plow blades)
 - (2) CAT backhoes (plow blades)
 - (1) sidewalk plow
 - (1) Street sweeper
 - (6) Trailers
 - (2) Sidewalk rollers (small)
- Snow operation: (30) plow blades or snow equipment. These do not need to be store inside but they do have specific corresponding vehicles. There is an existing steel rig for mounting sander bodies at Arch Street.

Water:

- Need covered vehicle storage for eight (8) vehicles:
 - (8) Pickup trucks

Wash Bay

- Would like drive-thru bay
- Under carriage wash
- Festoons on either side with wash wand
- Interior catwalk(s)
- Knockdown pad with exterior catwalk and sump
- It was noted that permitting on the site many be difficult as there is no sewer currently existing on site.
- Town's impression of comparable recently-completed DPW facilities was that Hopkinton is too tight, Grafton is great.

Site

- Town would like to evaluate other potential sites in town.
- Existing Highway Dept site at Arch Street has access issues with narrow roads, bridges, culverts, etc. in a residential area. Large vehicle access is difficult.
- Fuel: currently located at Arch Street site

- 10,000-gal above ground gas, 10,000 gal underground diesel.
- Fuel depot is used for all of Town: DPW (Highway and Water), Fire, Police, Ambulance, Facilities, buses, etc.
- Bulk material storage: to match existing (sand, stone, mulch, etc.)
- Existing 30-yard and 15-yard dumpsters at Arch St for general Town trash collected to remain.
- Existing one (1) truck, unmanned, volunteer Fire Station garage space located at Central Street facility: presumed that the garage space (or newly constructed similarly-sized space) will be required to stay in place.
 - Fire Department Bay may be required in the DPW Facility.
 - DPW would like the Fire Truck relocated.
- Facilities Department currently at 1750 Washington Street.
 - Custodians report directly to schools and will remain there.

Space Needs Summary

Developing the final space needs assessment, W&S will review the possibility of departmentally shared spaces between the Highway and Water Departments, (such as Locker Rooms, Muster Room, Vehicle & Equipment Storage, etc.), but also to keep each department operationally independent of each other (Administrative offices, public counters, Shops, material/ specialty Storage, etc.). Public access will be required for both administrative staff and should be limited/controlled with a singular public lobby with two separate transaction windows for each department, (and potentially shared with anticipated future Engineering Department). The Water Department would benefit from consolidating their operation from two different locations (Central St and Town Hall) into one, however not anticipated at this time. Fleet Maintenance need more space for their operation as well as spaces dedicated to storage, welding, etc. and updated maintenance equipment/ lifts.

A dedicated Wash Bay and covered vehicle/equipment storage will protect the capital invests of equipment made by the Town. An efficient and more accessible salt/sand functions will benefit the DPW operations. The Water Department's Central Street site will be evaluated as a possible location for a consolidated DPW facility and may consist of a new or renovated facility. All existing infrastructure located at Arch St would then need to be included or relocated (fuel island, salt shed, dumpsters, bulk material storage, etc.) in the scope of the facility. The Highway Department's Arch Street site will also be evaluated as a possible new-facility location.

Other potential sites in town, as discussed / reviewed with the Town, will also be evaluated for feasibility of accommodating a consolidated facility's operational needs, (building special requirements, town-wide fueling facility, salt/ sand operations, vehicle & equipment storage, bulk material, yard space for large vehicle & towed equipment turning clearances & access. One potential site discussed thus far is located near Pinecrest Golf Course.

Staff count for new/renovated facility

updated 12/28/2021

DIVISION/DEPARTMENT	Office Staff	Field Staff	Seasonal	Future	Total Staff Need
1) DPW Administration	2 ¹				2
2) Highway	2	7		2	11
Parks & Grounds		1 ²		3	4
Tree		3 ³			3
Fleet Maintenance		1		1	2
3) Water	1 ⁴	8 ⁵	1	1	11
4) Facilities ⁶					
5) Engineering ⁷				3	3
Total headcount: (for new/renovated facility)	5	20	1	10	36

¹Includes DPW Director (currently acting Tree Warden & Water Superintendent) and Deputy DPW Director. Note: future Tree Warden position not anticipated for new facility.

² Existing "Field Maintenance Supervisor" from Highway to be allocated to anticipated newly-formed Parks & Grounds department.

³ Existing field staff from Highway to be allocated to new Tree department.

⁴ Water Superintendent position, (currently funded). Two (2) Water admin staff located at Town Hall not anticipated to be located at new facility.

⁵Space at new facility to be provided for Water Plant Operators who report to DPW prior to manning Treatment Plants; includes anticipated new plant operator position.

⁶ Current Town Facilities department not anticipated to be included in new DPW facility at this time (1 current staff, 1 future).

⁷ Engineering is currently outsourced. A new Town Department is included in planning for new/renovated facility.

Staff interview Meeting #2:

Attendees: Weston & Sampson:
David Steeves, Project Architect
Jamay Li, Architect
Moulshree Mittal, Architect

Town of Holliston:
Robert Walker, DPW Highway Superintendent

Location: Highway Department Facility, 63 Arch Street
Date: Nov. 22, 2021

The following is a summary of Holliston DPW's facility needs for the Highway Department based on an interview with Highway Superintendent Robert Walker, as well as field observations from a site walk and building tour of 63 Arch Street. The purpose of these discussions and site walk is to assess the current and future space needs of the Department.

The following is a summary of Items discussed:

Site:

- Currently no issues with neighbors (in past ~15 years)
- Site is too tight for both Highway and Water, okay for just Highway as current operation
- Above ground fiberglass tanks are new (unleaded gas, installed 4-5 years ago)
- Site also has underground diesel

Staff:

- Highway Superintendent needs an office near Highway Office Manager
- Highway Foreman is currently in an open office shared with Office Manager, adjacent to Highway Superintendent office
- **Fleet Maintenance:** Head Mechanic has an office adjacent to the maintenance bays
 - Maintains only Highway fleet vehicles and equipment
 - (1) future mechanic is anticipated, potential to maintain other Town vehicles is possibility
 - Long-range plan could include an additional future mechanic (3 total)
- **Highway:**
 - (9) budgeted field staff: (6) Heavy equipment operators/laborer and (3) crew chiefs (also are Heavy Equipment Operators, HEO's)
 - Highway field staff are currently allocated as needed for all Highway, Tree, and Parks work required, on a daily basis.
 - Currently no dedicated teams for Tree, or Parks & Grounds
 - (1) existing working foreman/crew chief will be specifically Highway
 - (2) future HEO/laborers for Highway specifically
 - Currently have enough people for (1) dedicated Highway crew. Hoping to be able to have (2) active, HIGHWAY-dedicated crews of about (3) people
- **Tree (future):**
 - (1) existing working foreman/crew chief, (1) existing HEO/laborer allocated to Tree specifically. No planned new hires.
 - DPW Director is also acting Tree Warden. There are no plans to hire a Tree Warden
- **Parks & Grounds (future):**
 - Plans to make a new official department under HIGHWAY
 - (1) existing working foreman/crew chief and (3) future HEO/laborers

Operations:

Highway responsible for:

- Sidewalk repairs, culverts, drainage, paving, potholes, plowing, catch basins,
- Beaver dams
 - DPW crews currently spend significant time dealing with dams to prevent flooding issues, particularly 3 problem areas
 - During spring to fall, 2 laborers/week spend a full day breaking down the dams by hand/with potato hooks
 - Currently in conversation with Conservation to use a “beaver deceiver” to mitigate flooding with minimal disruption to the beavers’ habitat
- Signs
 - DPW just installs, signs are ordered as needed
 - Require storage for signs and signposts
 - Currently carpentry tools (work bench, table saw, radial saw, compound saw, drill press, etc.), barricades, cones, etc. are all mixed in with storage, including road paint/stripping for parking spaces (roadways are subbed out)

Parks & Grounds will be responsible for and typically need (1) crew chief + (2-3) laborers to maintain:

- Grass mowing and leaf maintenance (Town cemeteries, parks, schools, municipal buildings etc.),
- Playing field prep and maintenance (baseball, field hockey, soccer, etc.), including field markings and adding more baseball infield clay mix, and
- Town parks, playground, tennis courts, basketball courts, beaches, etc. maintenance.
 - Currently do not have a carpentry shop for picnic bench maintenance, etc. Would like to have one in the future

Tree:

- Currently no dedicated department/work force
- Currently have enough daily work for a full crew, but work force typically must split time 1 day Tree, 4 days Parks
- Would like (1) dedicated Tree HEO, who is currently split between Tree and Parks
- Would like (1) more additional dedicated Tree HEO

Fleet Maintenance is responsible for:

- Currently HIGHWAY only with current mechanic and space capacity
- Water Department subs out to Nick’s Garage and no other Town departments use DPW maintenance
- With more future mechanics, HIGHWAY could maintain more departments’ vehicles, that are currently farmed out
- Would like 3 bays minimum, 4 bays preferred, with at least 1 as a drive thru bay and 1 dedicated to welding
- Fluids Room required: need to verify fluids quantities with mechanic/Town

Trash pick-up at Arch St:

- (1) 30-yard open top dumpster and (1) 6-yard dumpster on site
- Trash collected twice a week by 1-2 laborers from: football fields, baseball fields, downtown area, parks, etc. and deposited in dumpster @ Arch St site
- Dumpster pick from Arch St by a roll off truck, on demand, weekly
- Ideally would like a packer on site, but it is lower priority

Vehicle and Equipment Storage:

- HIGHWAY would like covered storage for all vehicles and equipment
 - Would like it to be one-way, single center drive aisle with angled parking

- With room for ~15 tons of cold patch storage (or can be covered outside)
- Separate seasonal garage with electricity, no heat or plumbing
 - This garage can be remote, but would prefer it to be on site with new/renovated facility
 - Equipment is 50/50 between the seasons (plows would not be included in this)
- Existing garage is a left justified drive aisle with room for 7 large dump trucks to sit next to each other
 - Currently, 80% of the fleet can fit inside the garage snugly (with plows on small trucks)
 - Caged tool area on garage floor

Shops & Employee Facilities:

- Sign Shop: currently used as storage for concrete barricades, signs, etc.
- Carpentry Shop:
 - Currently is also Sign Shop, which is used for storage, and is too small (15' x 20')
 - Need space with work bench for repairs, maintenance, building, etc.
 - No dust collection required
- Would like a small equipment/supply storage area with man door and garage door exterior access and interior access through a hallway
 - For plate compactors, wheelbarrows, rakes, shovels, chainsaws, lawn mowers, etc.
 - This could also double as the Tree Shop with work bench for repairs
- Lockers/Showers/Toilets: preference to have a multi-lav station for hand washing
- Muster/Lunch/Training Room: for department-wide staff, a projector for training purposes preferred

Salt:

- Current salt operation is very inefficient, and the shed is at end of its useful life
 - Delivery trucks can't back in to dump salt deliveries, so HIGHWAY must fill the shed themselves instead
 - Require at least a 30' door for efficient deliveries
- Would like an overhang from the salt shed for hanging sander bodies (at least 6 bodies)
 - Currently have a standalone metal structure on the upper site for this purpose
- 500-600 ton capacity, would like 700 ton including the spill over of the pile
- Need loading ramp
- 200 tons of sand for sand/salt mix
 - Usually treated with magnesium
 - Town is moving away from sand but need to keep some on site in the future just in case
- Moving towards salt brine system
 - This winter will be the first year its used
 - Currently have (3) 3000-gal tanks for storing pretreated brine, would like (4) 5000-gal in the future with overhead coverage (2 for basic salt brine and 2 for salt brine with an additive)
 - Town does not plan on ever making the brine themselves, plan to have deliveries made when needed
 - Town does plan to purchase (1) brine sprayer truck in the future

Wash Bay:

- Would like drive thru wash bay that is long enough to fit 2 trucks end to end (to wash sander bodies in two passes, two trucks at a time)
- Permanent catwalks on both sides for washing high up preferred, mobile catwalks would be okay
- Already have a new pressure washer with under carriage wash, (2 weeks old as of Nov. 2021)

Sustainability:

- Would like any large roof area to have solar potential and to be made of a long-lasting material
 - Use solar to cut down on electricity costs
- Request for W&S to investigate this project being an example project for the State for sustainability/green building

Fuel & Site storage:

- Fuel currently services all Town Departments
 - DPW, Highway, Water, Fire, Police, Ambulances, buses
 - Doesn't need to be covered
 - Prefer above ground tanks in the future (diesel currently underground)
- Bulk material bins (20' x 20') needed for:
 - ¾ stone
 - ¾ dense grade
 - Stone dust,
 - Brick sand,
 - Rip rap
 - 1½ stone
 - Bark mulch
 - Drainage pipes (4" to 30" in diameter)
 - Castings, manhole covers, catch basin frames, etc.
 - 60-yards of infield mix
 - Misc. materials, catch basin/street sweeping spoils, old asphalt, etc.

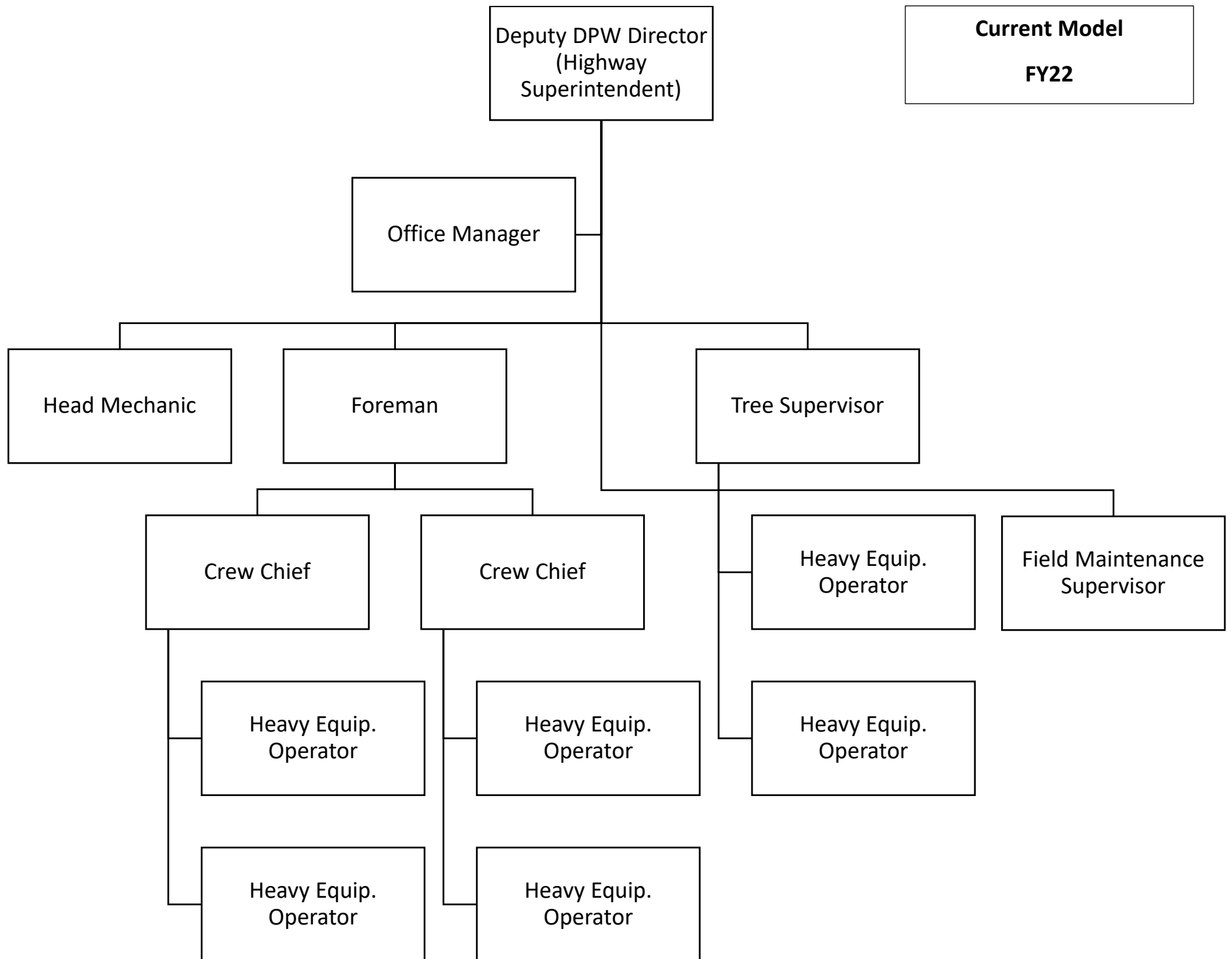
Potential sites

- Discussed potential facility site located near Pinecrest Golf Course's clubhouse and out to Chamberlain St, (town owned land)
- W&S to gather more information from the Town and GIS data to determine its feasibility

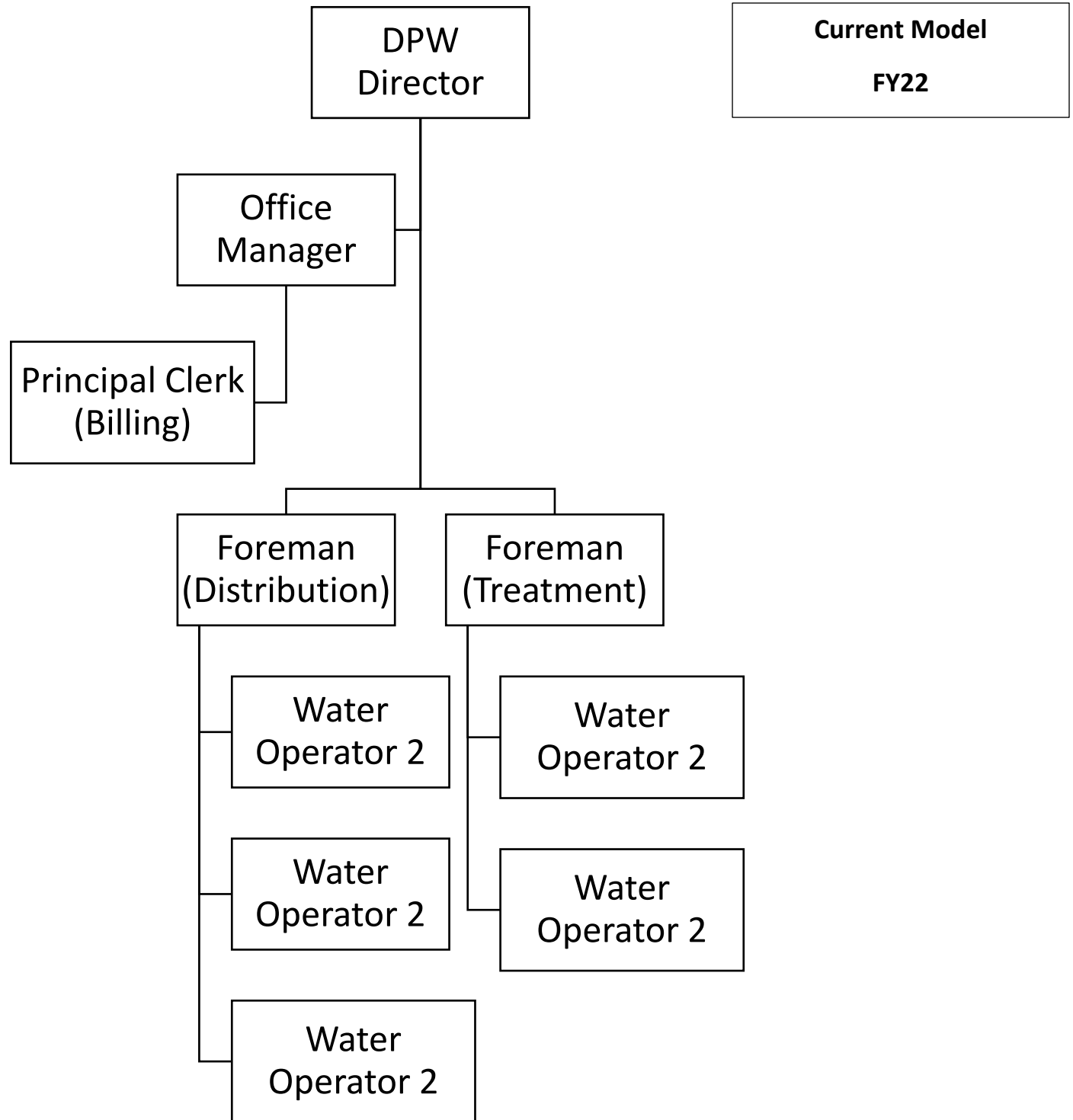
Town of Holliston
DPW Facility Feasibility Study

SECTION 3

STAFF ORGANIZATION CHART & VEHICLE / EQUIPMENT INVENTORY



Current Model
FY22



VEHICLES AND EQUIPMENT

SCHEDULED FOR REPLACEMENT.

					FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
			<u>FRONTLINE</u>	<u>USEFUL</u>									
<u>VEH#</u>	<u>YEAR</u>	<u>DESCRIPTION</u>	<u>BACKUP</u>	<u>LIFE EXP.</u>									
S-1	2017	Chevy Silverado	FL	10 yrs.									60,000
S-2	2018	Chevy Silverado	FL	10 yrs.									
S-3	2021	Chevy Silverado	FL	10 yrs.									
S-4	2017	Chevy Dump Truck	FL	10 yrs.									60,000
S-5	2020	Chevy Dump Truck	FL	10 yrs.									
S-6	2014	Chevy Dump Truck	FL	10 yrs.						50,000			
S-7	2002	Intl. bucket truck	FL	10 yrs.									
S-8	2014	International Dump	FL	15 yrs.									130,000
S-9	2013	Chevy Dump Truck	FL	10 yrs.					50,000				
S-10	2020	International Dump	FL	15 yrs.									
S-11	2019	International Dump	FL	15 yrs.									
S-12	2007	International Dump	FL	15 yrs.					150,000				
S-13	2001	Sterling Basin truck	FL	15 yrs.						200,000			
S-14	2013	International Dump	FL	15 yrs.									130,000
S-15	2015	International Dump	FL	15 yrs.									
S-16	2015	Trackless Mower	FL	15 yrs.									
S-17	2020	J.D.250 Skid Steer	FL	15 yrs.									
S-18	2007	J.D. 544J Loader	FL	15 yrs.						160,000			
S-19	2017	JD Loader	FL	15 yrs.									
S-20	2019	Intl. Dump truck	FL	15 yrs.									
S-21	2014	Cat Backhoe	FL	15 yrs.									120,000
S-22	2011	Prinoth sidewalk plow	FL	10 yrs.			130,000						
S-23	2009	Allianz Sweeper	FL	10 yrs.				243,000					
S-24	2021	Trackless Mower	FL	10 yrs.									
S-25	2012	CAT Excavator	FL	10 yrs.				50,000					

2/17/21

CAPITAL IMPROVEMENTS HIGHWAY

VEHICLES AND EQUIPMENT

<u>SCHEDULED FOR REPLACEMENT.</u>	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
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[illegible]

VEHICLES

SCHEDULED FOR REPLACEMENT.

					FY20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
					FRONTLINE	USEFUL							
VEH#	YEAR	DESCRIPTION	BACKUP	LIFE EXP.									
W-1	2015	Chevy Silverado	FL	8-10 yrs.						60,000			
W-2	2015	Chevy Silverado	FL	8-10 yrs.					60,000				
W-3	2015	Chevy Silverado	FL	8-10 yrs.							60,000		
W-4	2015	Chevy Silverado	FL	8-10 yrs.						60,000			
W-5	2019	Chevy Silverado	FL	10 yrs.									
W-6	2015	Ford -F350 dual axle	FL	8 yrs.				75,000					
W-7	2008	Ford F-350	FL	10 yrs.			60,000						
W-8	2020	Chevy Silverado	FL	8-10 yrs.	ON-ORDER								

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS


12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')		COMMENTS
WATER DEPARTEMENT															
W-1	1	Water	2015	Chevy	Silverado	Pick-Up	VERIFY				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
W-2	2	Water	2015	Chevy	Silverado	Pick-Up	VERIFY				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
W-3	3	Water	2015	Chevy	Silverado	Pick-Up	VERIFY				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
W-4	4	Water	2015	Chevy	Silverado	Pick-Up	VERIFY				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
W-5	5	Water	2019	Chevy	Silverado	Pick-Up	M94-07A				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
W-6	6	Water	2015	Ford	F-350	Pick-Up	M80-358				20' x 8'	7'	<div></div>	<div>PLow</div>	
W-7	7	Water	2008	Ford	F-350	Pick-Up	M92-120				20' x 8'-6"	7'-6"	<div></div>	<div>PLow</div>	
W-8	8	Water	2020	Chevy	Silverado	Pick-Up	VERIFY				20' x 7'	6'-6"	<div></div>	<div>PLow</div>	
-	9	Fire	-	GMC	Tanker 2	Fire Engine	Fire-8523	✓			24' x 8'-6"	8'-6"	<div></div>		To stay at 269 Central St. Not part of DPW
VERIFY	10	Water	2004	Atlas		Compressor	M70-588	✓			10'-6" x 5'	6'	<div></div>		
VERIFY	11	Water		Generac	Magnum	Portable Light	-	✓			14' x 5'	5'	<div></div>		

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS


12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS
VERIFY	12	Water	-	John Deere	Commercial 48	Mower	-	✓	✓		7' x 4'-6"	3'-6"	<input type="checkbox"/>	Confirm Highway Junk
VERIFY	13	Water	-	John Deere	390	Flail Mower	-	✓	✓		8'-6" x 4'	3'	<input type="checkbox"/>	Confirm Highway Junk
VERIFY	14	Water	-			Mower Blade	-	✓	✓		6'-6" x 6'-6"		<input type="checkbox"/>	
VERIFY	15	Water	-			Torch Cart	-	✓			1'-6" x 2'-6"	4'	<input type="checkbox"/>	
VERIFY	16	Water	-			Pavement Cutter	-	✓	✓		2'-6" x 5'	3'-6"	<input type="checkbox"/>	
VERIFY	17	Water	-			Pump	-	✓			3' x 3'	2'	<input type="checkbox"/>	
VERIFY	18	Water	-			Pump	-	✓			3' x 3'	2'	<input type="checkbox"/>	
VERIFY	19	Water	-			Portable Light	-	✓			2' x 2'	5'-6"	<input type="checkbox"/>	
VERIFY	20	Water	-			Portable Light	-	✓			2' x 2'	5'-6"	<input type="checkbox"/>	
VERIFY	21	Water	-			Portable Light	-	✓			2' x 2'	5'-6"	<input type="checkbox"/>	
VERIFY	22	Water	-		EB500	Generator	-	✓			2' x 2'	2'-6"	<input type="checkbox"/>	

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS



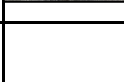

12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS
VERIFY	23	Water	-	North Star		Pressure Washer	-	✓			2'-6" x 2'	2'-6"	<input type="checkbox"/>	
VERIFY	24	Water	-	Magikist		Plunger Pump	-	✓			2' x 2'	3'-6"	<input type="checkbox"/>	
VERIFY	25	Water	-	Honda	1000	Portable Light	-	✓			2' x 1'	2'-6"	<input type="checkbox"/>	
VERIFY	26	Water	-	Sinemaster		Generator	-	✓			2' x 1'	1'-6"	<input type="checkbox"/>	
VERIFY	27	Water	-			Light Compactor	-	✓			3'-6" x 1'-6"	3'	<input type="checkbox"/>	
VERIFY	28	Water	-	Honda	EB5000x	Generator	-	✓			3'-6" x 2'	2'-6"	<input type="checkbox"/>	
VERIFY	29	Water	-			Cement Mixer	-	✓			8'-6" x 4'-6"	5'	<input type="checkbox"/>	
VERIFY	30	Water	-	John Deere	K Series	Backhoe	VERIFY	✓			7'-6" x 4'	3'-6"	<input type="checkbox"/>	
VERIFY	31	Water	-	Car-Mate		Trailer	M95-098				16' x 7'-6"	8'	<input type="checkbox"/>	

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS





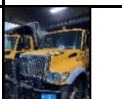


12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS
HIGHWAY DEPARTEMENT														
S-1	32	Highway	2017	Chevy	Silverado	Pick-Up	M84-216				20' x 7'	6'-6"	<div></div> <div>PLow</div>	Not field verified by WSE
S-2	33	Highway	2018	Chevy	Silverado	Pick-Up	M82-975				20' x 7'	6'-6"	<div></div> <div>PLow</div>	
S-3	34	Highway	2021	Chevy	Silverado	Pick-Up	M78-05A				20' x 7'	6'-6"	<div></div> <div>PLow</div>	
S-4	35	Highway	2017	Chevy		Dump	M97360				24' x 8'-6"		<div></div> <div>PLow</div>	
S-5	36	Highway	2020	Chevy		Dump	M76-773				24' x 8'-6"		<div></div> <div>PLow</div>	
S-6	37	Highway	2014	Chevy		Dump	VERIFY				24' x 8'-6"		<div></div> <div>PLow</div>	
S-7	38	Highway	2002	International		Bucket	VERIFY							
S-8	39	Highway	2014	International	Workstar	Dump	VERIFY				22' x 9'	11'-6"	<div></div> <div>PLow</div>	
S-9	40	Highway	2013	Chevy		Dump	VERIFY				24' x 8'-6"		<div></div> <div>PLow</div>	
S-10	41	Highway	2020	International	Workstar	Dump	M21-76A				22' x 9'	11'-6"	<div>SANDER</div> <div>PLow</div>	
S-11	42	Highway	2019	International	Workstar	Dump	VERIFY				22' x 9'	11'-6"	<div>SANDER</div> <div>PLow</div>	

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS


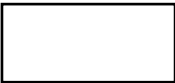

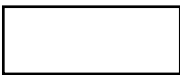

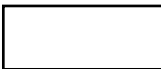







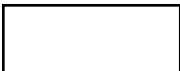
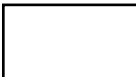



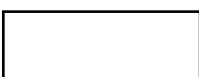
12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')		COMMENTS
S-12	43	Highway	2007	International	Workstar	Dump	M21-79A				22' x 9'	11'-6"	<div><div>SANDER</div></div>	<div>PLOW</div>	Not field verified by WSE
S-13	44	Highway	2001	Sterling		Basin	M60-478				25' x 9'		<div></div>		
S-14	45	Highway	2013	International	Workstar	Dump	M90-374				22' x 9'	11'-6"	<div><div>SANDER</div></div>	<div>PLOW</div>	
S-15	46	Highway	2015	International	Workstar	Dump	VERIFY				22' x 9'	11'-6"	<div><div>SANDER</div></div>	<div>PLOW</div>	
S-16	47	Highway	2015	Trackless	MT	Mower	VERIFY		✓		19' x 5'-6"	7'-6"	<div></div>		
S-17	48	Highway	2020	John Deere	250 Skid Steer	Loader	VERIFY								
S-18	49	Highway	2007	John Deere	544J	Loader	VERIFY				25' x 9'	11'	<div></div>		
S-19	50	Highway	2017	John Deere	624K-II	Loader	VERIFY				26' x 9'	13'	<div></div>		
S-20	51	Highway	2019	International		Dump	M44-46A	✓			22' x 9'	11'-6"	<div><div>SANDER</div></div>	<div>PLOW</div>	
S-21	52	Highway	2014	Cat	430F	Backhoe	VERIFY				22' x 8'	9'	<div></div>		
S-22	53	Highway	2011	Prinoth	SW45	Sidewalk Plow	VERIFY	✓	✓		15'-6" x 4'	7'	<div></div>		

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS

12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS
S-23	54	Highway	2009	Allianz	Johnston MX450	Sweeper	M52-323	✓	✓		17'-6" x 8'	10'		Not field verified by WSE
S-24	55	Highway	2021	Trackless	Series 7	Mower	M94-00A	✓	✓		18' x 7'	7'		
S-25	56	Highway	2012	Cat	304ECR	Excavator	VERIFY				16' x 6'-6"	8'-6"		
S-26	57	Highway	1997	Compac	175V	Roller	VERIFY	✓	✓		7'-6"-4'	5'		
S-28	58	Highway	2000	Ingersoll Rand	DD14	Roller	M17-865	✓	✓		12' x 7'	5'		
S-29	59	Highway	2000	Tenco		Blower	VERIFY	✓	✓		8'-6" x 6'	12'		
S-30	60	Highway	2016	Morbark	M15R	Chipper	M96-006		✓		18' x 7'			
S-31	61	Highway	2017			Compressor	M61-893	✓			13'-6" x 8'	6'-6"		
S-32	62	Highway	1997			Stone Mixer	VERIFY	✓						
S-33	63	Highway	2017			Trailer	VERIFY							Not field verified by WSE
G-1	64	Highway	2017	Chevy	4x4	Pick-Up	VERIFY				20' x 7'	6'-6"	 <div>PLOW</div>	

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS



12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS		
G-2	65	Highway	2017	Chevy		Chassis Cab	VERIFY				22' x 8'	7'	<div></div>	<div>Plow</div>	Recorded at Water site. Confirm "G"	
G-3	66	Highway	2010	Chevy		Rack Body	VERIFY						<div></div>	<div>Plow</div>		
G-4	67	Highway	1992	John Deere	2155	Tractor	VERIFY				12' x 6'-6"	8'-6"	<div></div>		Not field verified by WSE	
G-6	68	Highway	2001	John Deere	5420	Tractor	VERIFY									
G-7	69	Highway	1999			Giant Leaf Vac	VERIFY	✓	✓							Not field verified by WSE
-	70	Highway	-			Truck Lift	VERIFY	✓								Not field verified by WSE
-	71	Highway	-	Bombardier		Sidewalk Plow	M57-779	✓	✓						15'-6" x 4'	7'
-	72	Highway	-	Cat	259D	Loader	VERIFY				12' x 6'	7'	<div></div>			
-	73	Highway	-	Pronovost		Snow Blower	VERIFY	✓	✓		3'-6" x 5'	6'-6"	<div></div>			
-	74	Highway	-	Hudson		Trailer	M26-26A				23' x 8'-6"		<div></div>			
-	75	Highway	-			Trailer	VERIFY				22' x 8'-6"		<div></div>			

VEHICLE AND EQUIPMENT INVENTORY

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS

12/28/2021

TOWN ID #	WSE ID #	DIVISION	YEAR	MAKE	MODEL	DESCRIPTION	PLATE #	INT.	SZNL	PHOTO	SIZE	HT	VEHICLES & ATTACHMENTS (1" = 20')	COMMENTS
-	76	Highway	-			Trailer	M60-490				14' x 7'			
-	77	Highway	-			Trailer	M57-806				13'-6" x 7'			
-	78	Highway	-	Cross Country		Trailer	VERIFY				20' x 7'-6"			
-	79	Highway	-			Trailer	M43-386				15'-6" x 7'			
-	80	Highway	-	-	-	Plow Blade	-		✓		9' x 4'-6"		PLOW	WSE field verified. Confirm vehicle.
-	81	Highway	-	-	-	Plow Blade	-		✓		9' x 4'-6"		PLOW	WSE field verified. Confirm vehicle.
-	82	Highway	-	-	-	Plow Blade	-		✓		9' x 4'-6"		PLOW	WSE field verified. Confirm vehicle.
-	83	Highway	-	-	-	Plow Blade	-		✓		9' x 4'-6"		PLOW	WSE field verified. Confirm vehicle.

Town of Holliston
DPW Facility Feasibility Study

SECTION 4

EXISTING CONDITIONS ASSESSMENT



Town of
Holliston, MA

DPW Facility Feasibility Study

Existing Conditions Assessment

269 Central Street &
63 Arch Street
Holliston, MA 01746

Site Visit:
November 2021

Date Issued:
December 2021



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HIGHWAY DEPARTMENT - 63 ARCH STREET

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SITE INFORMATION

269 CENTRAL ST - BUILDING LOCATION PLAN



SITE INFORMATION

63 ARCH ST - BUILDING LOCATION PLAN



WATER DEPARTMENT - 269 CENTRAL STREET

WATER ADMIN & SHOP BUILDING - EXTERIOR ENVELOPE



Northeast view

The Water Department is currently housed in a single story building with attic space. There is a shed roofed addition off of the main building with very low head clearance (~6'-1" at the exterior low eave) that houses the administrative offices.



Southeast view

The building's exterior envelope is in good condition. It has a CMU base wall with concrete parging on the exterior and wood siding above the concrete. The roof is asphalt and also in good condition. There is daylight in each room/space and the spaces are all conditioned.

There is a gate that locks for secure access to the yard behind the Water admin/shop building.



East Elevation

The Water shop/administrative building is detached from the vehicle storage garage and the Fire garage. The vehicle storage garage and Water shop/admin building create a yard on the south side of the site up to the wetlands.

WATER ADMIN & SHOP BUILDING - EXTERIOR ENVELOPE



West elevation: facing North

A courtyard space is created between the Water shop/admin building and the Fire garage with a wood fence as a security/access measure.

The radio tower is for the SCADA monitoring system (see page 8) and must be incorporated in some form in any future facility.



West elevation: facing northeast

A close up of the exterior wall condition. All materials are in fairly good condition. There is no rust, spalling, cracking, or visible damage to the exterior envelope noted during the site visit. At the roof eaves, there are not gutters and downspouts throughout, and where there are, the gutters are damaged.



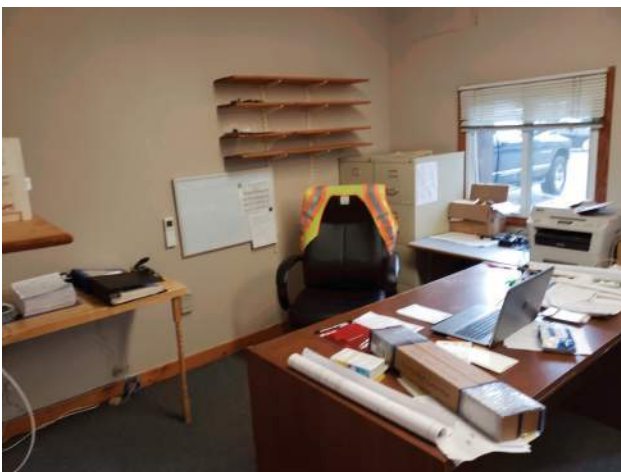
View from across Central St: facing north

Off of Central Street, there is a large horseshoe shaped driveway with signage, a hydrant, a Red Cross donations collection box, and grass ground covering. There are only a few trees at this location, while the back of the site is heavily wooded.

WATER ADMIN & SHOP BUILDING - INTERIOR SPACES, ADMIN*DPW Director's Office*

The DPW Director currently has an office to themselves with a single workstation (left), guest chairs, and a plans/work desk (right). The room is adequately sized with a window/daylight. There is no public access to this office, which is ideal.

In a future facility, there will need to be an additional office for the Water Superintendent. DPW Director is acting Water Super currently.

*Water Foremen Shared Office*

Currently, there is one desk for both the Water Distribution and Water Treatment Foremen, which is inadequate when both roles are filled. At least one workstation per person would be preferred.

They currently share a room with the SCADA monitoring system (see below), but this is not necessary in a future facility.

*SCADA System workstations*

The SCADA is a critical monitoring system for the treatment plants/pump stations. It requires space for 2 computers (1 main, 1 back-up) and is currently in the Shared Water Foremen's Office (12'x15), which is inadequately sized. SCADA needs to be secured with authorized access only, and can be housed separately from the Foremen. Internet with firewall is in this room as well. SCADA requires 24/7/365 power and currently has battery back up, but there is no generator on-site. The 50' tower with radio on-site is for the SCADA system.

WATER ADMIN & SHOP BUILDING - INTERIOR SPACES



Water admin filing cabinets

In the Water admin layout, file storage is currently scattered throughout the office and shop areas. Department would prefer a more consolidated location that is climate controlled, has controlled access, and has room for growth.



Water service record keeping filing

Currently in the Water Shop is filing storage for the water service cards for the Town. These are required to be on-site, but the current set up is not adequate. Because these cards are very important, they should be in a more secure, climate controlled, office environment. Ideally, there would be one centralized record keeping space in the future.



Single use bathroom

There is only one bathroom on-site. It is single occupancy with a toilet, lavatory, shower, washer, and dryer. It is used by both the shop and office staff, which is inadequate for the 9 occupants.

WATER ADMIN & SHOP BUILDING - INTERIOR SPACES, SHOP



Overview of Water Shop: facing South

Water Shop has a single bay with adjacent work bench, material storage area with racks, bathroom, and the “break room.” Garage door is 8’ tall and allows for one Water truck to be parked inside for storage.

Space is conditioned, but not adequately ventilated or lit for optimal working. Above this space is attic storage space for light or seasonal materials/equipment (space heaters).



Work bench

Water work bench and tool boxes with wall storage above. Space is adequate for current needs. It was noted that anything larger than the current set up would become a maintenance and cleanliness issue. More wall storage would be ideal rather than an increase in horizontal space (i.e. no wall openings at the bench).



Break room / meeting table in Shop area

The current Break room and kitchen is open to the working Shop area and material storage. The meeting table fits the 7 field staff members who meet daily in the morning for assignments, but not all staff uses this space all day (goes to treatment plants). Kitchen consists of a microwave, toaster, and fridge.

This space should not be in the Shop area and should be treated as a climate controlled gathering space.

WATER ADMIN & SHOP BUILDING - INTERIOR SPACES, SHOP



Water sampling equipment and storage

There is another fridge for water samples in the same space, as well as the coolers required for transporting samples. Additional shelving would be beneficial for the organization and storage of all the instruments and materials required for sampling.

Sampling equipment and materials should be in a separate, secure room/area than the Shop area, tool bench, and Break Room. All water testing is done at the Treatment Plants or Well sites.



Locker area

Lockers for wet gear (rain suits, wearables) and PPE (respirators, Tyvek suits) storage lockers for each field staff member with shelving above for storage. There is no wash down area other than the shower at 269 Central St. Each Treatment plant has its own facilities for wash down, so it is not required to have them at the department headquarters, but would be nice to have.



Miscellaneous storage room

Off of the DPW Director's office, there is a miscellaneous storage room with various tools, materials, etc. Headroom is an issue overall at this low eave.

WATER ADMIN & SHOP BUILDING - INTERIOR SPACES, SHOP



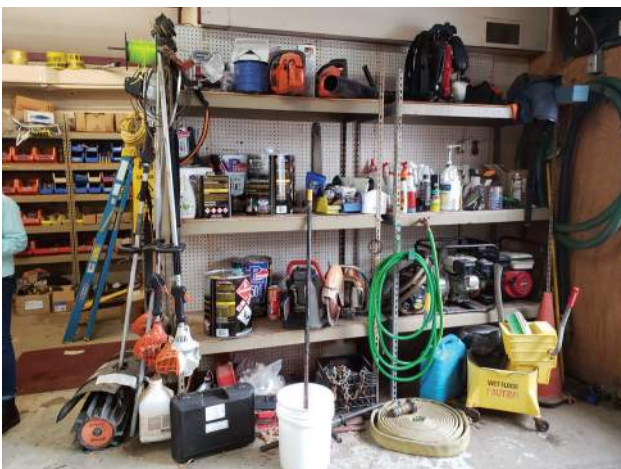
Brass and material storage bins and racks

Water service repair brass parts need to be stored in a warm, dry environment in order to not rust. The storage must also be secure as materials are valuable/expensive.



Material storage racks and equipment

Various equipment and materials for water metering repair are stored inside the shop space on open shelving or on the shop floor. The current (2) 5' shelves are inadequate for storing all the climate sensitive equipment. The rest of the materials and equipment are stored out on-site in the 4 containers. Ideally, all metering repair materials and equipment would have space indoors in a warm, dry climate.



Fuel storage

Fuel storage is on open shelving with pumps, backpack blowers, etc., which is inadequate and unsafe. Fuel should be properly stored in non-combustible cabinets (which has on-site, but none are larger enough for the fuel and is instead used for paints).

WATER VEHICLE STORAGE GARAGE - EXTERIOR ENVELOPE



East Elevation

Vehicle storage garage has deteriorated concrete walls with staining and spalling. The roof is intact but the finish is in poor condition. The roof top units do not seem to be in use as the interior is neither conditioned nor insulated.

There are 3 garage bay access points, but 2 of them have trailers parked directly in the opening so it is not usable at the time of the visit. There are 2 man doors: 1 through the secure storage room, which is not ADA accessible, and 1 through the garage that was blocked with materials.



Southeast view

Above the base CMU wall with concrete finish, the corrugated metal panels are stained, peeling, and rusted in many places. There is no gutter or downspout system for roof drainage.



South Elevation

Openings in the lower base wall have been poorly infilled and patched. There is extensive cracking at the material interfaces.

WATER VEHICLE STORAGE GARAGE - EXTERIOR ENVELOPE



East Elevation

A close up of the exterior wall condition of the Vehicle Storage Garage. The concrete finish is spalled and cracked at several locations, exposing the CMU back-up wall. It is clear in these conditions that there is no insulation in the walls or roof.



Southeast view

The small exterior canopy space is used for storage of exterior pipes and fittings, water main connections, hydrants, etc. In the future, some of this material will be stored at the new Treatment Plant (currently under construction). This is also the access point for the courtyard between the Fire Garage and the Water Admin Building.



South Elevation

A close up of the condition of the exterior wall finishes. Both the upper and lower portions are spalled, cracked, stained, or peeling. The wood header at the door appears unprotected against the weather.

WATER VEHICLE STORAGE GARAGE - INTERIOR



View from South overhead door

There is no ventilation, conditioning, or daylight in the space, and the overhead lighting is very poor. There are sections of the roof that are more translucent than others, but it is unclear if this was intentional for diffuse overhead lighting at one point.

The garage is adequate to store 7 of the 8 Water vehicles, with the other in the Shop.



View south inside the garage: facing north

The slab of the garage is spalled, uneven, and in poor condition in various locations. Drainage is insufficient with pooling at the higher points of the slab.

A section of the garage (to the south) is dedicated the abandoned or disused Highway vehicles and equipment.



View of South overhead door: facing south

The south garage door is the only accessible entrance for foot and vehicular traffic. The floor is partially the same gravel as the exterior driveway while the edge of the existing slab is jagged and damaged.

WATER VEHICLE STORAGE GARAGE - INTERIOR



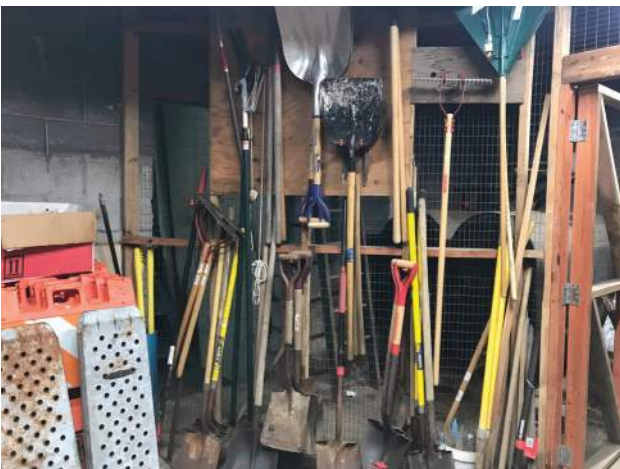
View northeast inside the garage

Materials are currently stacked in the garage area around the perimeter without shelving, taking up valuable vehicle parking space. Most of the materials pictured are discontinued from use (lime) and need to be disposed of. The open roof trusses are also used for storing long sections of PVC pipe and other materials.



Snow plows for Water vehicles

All 8 of the Water vehicles have snow plows that are stored in the garage. They are part of the snow fighting fleet with the Highway Department. These should be incorporated into vehicle storage with their corresponding vehicles in a future facility.



Secure tool storage

Off the garage is a secured tool storage area with wall hooks for seasonal shovels, street signage, etc. The size is adequate but accessing this space is difficult and the circulation space around it is too narrow for navigating while transporting tools.

The oil tank for heating the Fire Garage is also adjacent to this space, adding to circulation difficulties.

SITE COMPONENTS



Bulk material storage

On-site, Water is required to keep various bulk materials for back filling (sand, crushed stone, soil, etc.), some of which is left over from past jobs and needs to be disposed of.



Containers on-site

There are 4 containers on-site full of equipment (seasonal metering, hoses, hydrants, etc.). Since these are not climate controlled, there is a fair amount of equipment that cannot adequately be stored in these units as well as some equipment who's life would be extended with climate controlled storage.



Water mobile tow-behind unit

All mobile operations and work done by the Water Department use this tow-behind trailer for equipment storage and transportation. There is weekly metering week done year round using pumps and generators.

Materials and equipment include clamps, pumps, small sections of pipe, etc.

FIRE STATION - EXTERIOR ENVELOPE



Northeast View

This is an unmanned single bay fire station on the Central St site, but it operates independently of the DPW operations.

The concrete walls are spalled and cracked, and the metal doors are rusted. The building is insulated. All windows are boarded up with painted plywood and there is no daylight.



North Elevation

The garage door is approximately 10' tall x 18' wide, and is dented and rusted in various locations. The existing grade is very steep down to the garage door opening. The grade to the west (right side in this photo) is spilling over and down into the driveway, which could cause operational issues. Additionally, there is no exterior lighting for nighttime access to this garage.



West Elevation

The west elevation abuts the property line and is inaccessible to pedestrians and vehicles. The windows are also boarded up on this side, and the finish has the same issues with rust, cracks, and peeling as the other elevations.

FIRE STATION - INTERIOR



View from North

The single bay is approximately 85' long x 25' wide. There is currently DPW equipment (a sweeper) stored in the fire garage. The overhead lighting is adequate and consistent, unlike the vehicle storage garage.



View from South

The garage is conditioned and has a 6' x 6' mechanical closet adjacent to the space (not pictured) and an oil tank near the secure tool crib in the vehicle storage garage.



Soffit at south end of Fire Garage

Various fire equipment and materials are currently stored in the garage. A soffit at the back end of the garage reduced the height clearance at that location, but it is still adequate to store the Fire vehicle pictured.

HIGHWAY DEPARTMENT - 63 ARCH STREET

HIGHWAY BUILDING - EXTERIOR ENVELOPE



View from northeast: vehicular approach

The Highway Department is housed in a single building with an administration area, shops, and vehicle storage garage. Overall, the building's exterior envelope is in fair condition.

In front of the building is the fuel island and access to the yard behind the building (see page 30).



East elevation: Admin Entrance & Shop Bays

The yellow portion of the building is the admin and shop areas. This envelope is in better condition than the vehicle storage garage, who's roof is rusted and peeling. The admin/shop portion of the building is conditioned and ventilated



North elevation: Admin

The north elevation has restricted access to the interior and is mostly used for parking Highway vehicles, and access to the vehicle storage garage.

HIGHWAY BUILDING - EXTERIOR ENVELOPE



North elevation: vehicle storage garage

The vertical slat wood siding of the vehicle storage garage is in good condition above the CMU base wall, which is poor condition. The CMU may be cosmetic issues rather than structural or material failure.



South elevation: vehicle storage garage

At the vehicle storage garage door openings, the metal jambs have rusted and dripped down the CMU walls. The envelope is still intact but the materials were not treated correctly for external exposure.



A close up of the admin/shop exterior wall. There are various CMU infills where there used to be additional overhead door openings. But there is no obvious cracking or structural issues with these interfaces.

Caption

HIGHWAY BUILDING - INTERIOR, ADMIN



Highway Superintendent's Office

The Highway Superintendent's Office is roughly 10' x 12' with a workstation, guest chairs, and a meeting table. It has daylight, adequate overhead lighting, ventilation, and conditioning.



Highway Office Manager's desk

The Highway Office Manager is and needs to be adjacent to the Highway Superintendent. They have a basic workstation, office copy/scan equipment, office supply storage, and ample filing capacity.



Highway Foreman's desk / filing system

The Highway Foreman is a working foreman with a workstation, currently shared with the Highway Office Manager. They require a basic workstation set up and access to the filing system.

In the current set up, there is no organized space for public interface. There is a counter for the public to fill out paperwork, but they have to enter into the open office to speak with Town employees.

HIGHWAY BUILDING - INTERIOR, EMPLOYEE FACILITIES



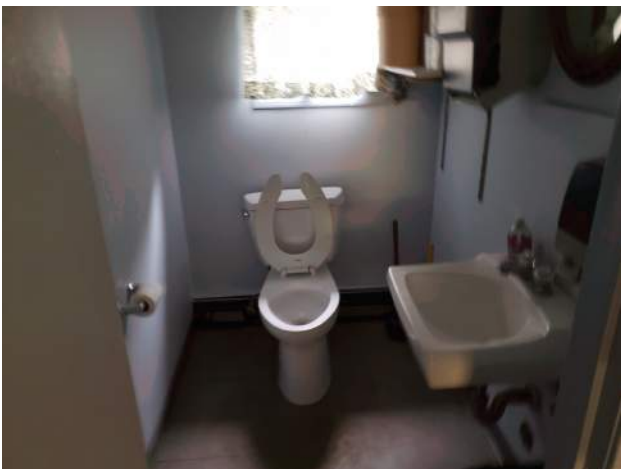
Highway work staff lockers

Work staff lockers are currently in the same space as the break / muster room. There are no shower facilities, dedicated changing areas, bench seating, etc.



Break / Muster Room

Currently, the break room does not fit the entire Highway work force at once. There is a basic kitchenette and fridge.



Single use restroom

Currently there is only 1 single use restroom for all the building staff. There is no separate men's and women's toilets or changing facilities besides this restroom.

HIGHWAY BUILDING - INTERIOR, VEHICLE STORAGE GARAGE



Vehicle storage garage: facing south

The Highway vehicle storage garage can currently store about 80% of the Highway fleet very snugly, with snow plows on the smaller trucks.



Garage entrance: facing northeast

The vehicle storage garage is a left justified drive aisle with 2 aligned approximately 14' x 14' overhead garage doors.



Waste oil tank

There is waste oil storage tanks at the east wall as well as storage drums. These are unprotected by bollard or any guards.

HIGHWAY BUILDING - INTERIOR, VEHICLE STORAGE GARAGE



Secure tool crib

Secure tool storage can be inaccessible with parked vehicles around it. The crib does take up valuable garage floor space. Having a secure tool crib for each department is essential.



Material storage in vehicle garage

The perimeter of the storage garage is used for material storage, like sign posts stacked to lean against the walls. This could be optimized with storage racks or open shelving, and could be moved off of the garage floor to maximize parking capacity.



Sign "Shop" (storage)

Off the vehicle storage garage, there is a Sign Shop space that has been repurposed as sign and sign post storage. Signs are no longer made on-site and are ordered as needed instead. The Town only requires storage of materials/equipment for installation.

HIGHWAY BUILDING - INTERIOR, VEHICLE MAINTENANCE



View facing southeast

The existing mechanic's set up has 3 bays but they are inefficiently laid out. The overall bay depth is very short and the height of the overhead doors are approximately 12' tall. Both factors severely limit the capacities of the repairs. Bucket truck does not fit through shop door (must be at least 14' tall). Due to overhead restriction, some vehicles cannot be maintained on the Mohawk lifts.



Typical maintenance bay: facing east

Currently, there is one mechanic who only maintains the Highway Department's vehicles. In order for Highway to maintain more vehicles, there would need to be more space and more mechanics.



Mechanic's office (off shop space)

There is an office, approximately 9' by 9', for the mechanic off of the maintenance bays with a workstation and no file storage.

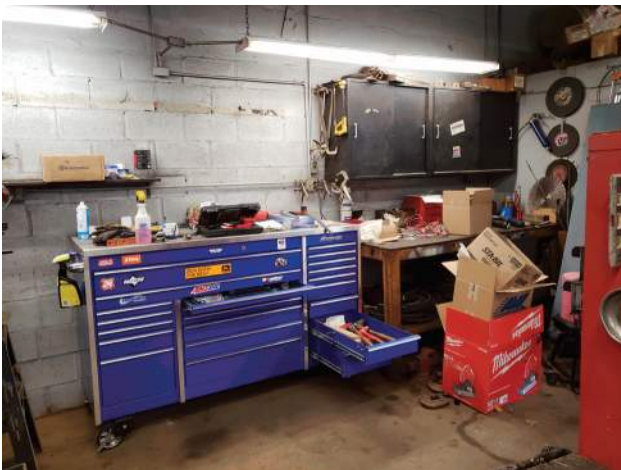
There is no separate restroom for the mechanic(s) in the maintenance area, which would be preferred given how specifically messy the work can be.

HIGHWAY BUILDING - INTERIOR, VEHICLE MAINTENANCE



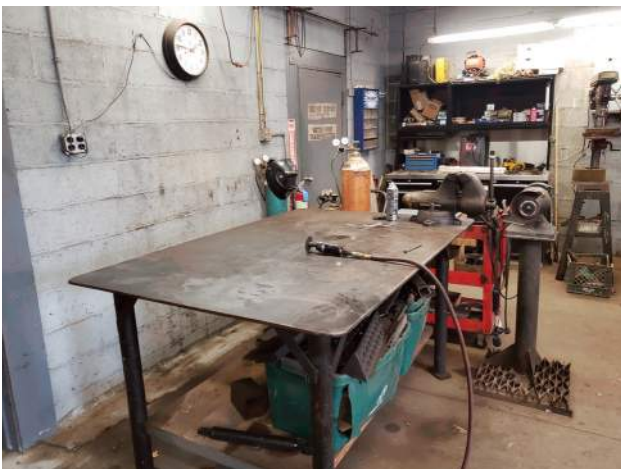
Vehicle parts storage

Along the back walls (to the west) of the maintenance bays is extensive shelving for parts storage. Many materials are outdated and most parts are ordered as needed. The parts storage room is currently adequate but would need some reorganization to optimize the layout.



Tool storage

The mechanic has ample tool storage adjacent to the bays. The area dedicated to tool storage is roughly adequate but lacks efficiency and the layout could be optimized for increased efficiency for the mechanic(s).



Welding station

Currently, there is no dedicated welding area or bay except the work table that the equipment is staged at.

SALT SHED - EXTERIOR ENVELOPE



Salt operation buildings & loading ramp

The salt operation is consolidated to the north part of the site with two separate structures. Both buildings are in poor condition, with peeling paint, rusted headers, weathered siding, and no proper way to enclose the openings.



Salt shed: view from southwest

Operationally, this salt shed is at the end of its useful life. With deliveries, the trucks are unable to back into and dump the salt directly into the salt shed. Instead, the DPW is responsible for moving the salt from a pile made in the yard to the interior. It is extremely inefficient. The door needs to be at least 30' in order for delivery trucks to safely place the salt in the shed.



Secondary sand / salt shed & brine tanks

The Town is moving away from sand-salt mixes towards magnesium-treated salt only and a brine system (winter 2021-2022 is the first season using it). They currently have (3) 3000-gal storage tanks, and would like to increase to (4) 5000-gal tanks with overhead coverage eventually. Brine is delivered to the site and just requires storage. There is no plan to make it on-site in the future.

SALT SHED - INTERIOR



Salt shed interior: facing north

Ideally, a future salt shed would have at least one more bay (totally in 600 tons) to maximize capacity while accounting for the last bay never being full.



Vehicles/equipment in salt shed: facing east

Additionally, due to lack of vehicle and equipment storage space, trailers and vehicles are stored in the salt shed, which is also inefficient and hinders salt operations during storm events.



Secondary sand / salt sheds

The Town is planning to move away from sand/salt mixes, but at the moment, they need to keep sand on-site, just in case.

SITE COMPONENTS



Fuel island at front of building: facing east

The fuel island on-site is used by all Town departments (Highway, Water, Police, Fire, school buses, ambulance, Facilities, etc.).



Above ground fuel storage tank

The above ground, fiberglass unleaded fuel tank currently on-site is only 4-5 years old. There are also underground diesel tanks.



Town dumpsters

There are 2 dumpsters on-site that store trash collected from the Town parks, downtown, baseball fields, football fields, etc. collected by the DPW. The dumpsters are picked up by a contractor with a roll off truck, roughly weekly. Ideally, there would be a trash packer on-site but is a low priority.

SITE COMPONENTS



Snow plow storage in yard

On-site, there were (13) 9' plows and (8) 12' plows recorded. They are currently stored outside in the yard, taking up valuable circulation and material storage space. Ideally in a future facility, the plows would have a spot with their corresponding vehicles and would not be considered with a seasonal storage garage option.



Sander body storage rack (back, upper site)

There is a sander body hanging structure on the upper part of the site behind the Highway Facility. It can currently accommodate 6 sander bodies. Ideally, a version of this structure could be incorporated a future salt shed, preferably with canopy coverage and to continue to accommodate 6 sander bodies.



Smaller vehicle exterior storage

Currently, most small vehicles and equipment are stored outside in the yard at Arch Street. There is no exterior coverage either. Ideally, most, if not all, of these vehicles and equipment can be stored inside in a future facility. All seasonal equipment would be stored in a separate seasonal storage garage (either on-site or off-site in the future).

Town of Holliston
DPW Facility Feasibility Study

SECTION 5

SUMMARY OF SPACE NEEDS

MEMORANDUM

Town of Holliston, Department of Public Works
Preliminary Space Needs Assessment

To: James Keast, Town of Holliston

From: Jamay Li / David Steeves, Weston & Sampson Engineers

Date: Dec. 28, 2021

Space Needs Assessment:

Office & Office Support	
Name of Space	Description
Public Lobby / Waiting	<ul style="list-style-type: none"> - Shared common area for public access to all Departments - Proper circulation for public - Waiting chairs and parking stalls for filling out paperwork
Public Access Control / Counter	<ul style="list-style-type: none"> - Acts as public control point for all departments - Separate counters/windows for Highway and Engineering (anticipated new Town department) <ul style="list-style-type: none"> o Primary public interactions for Water at Town Hall per existing set up
Public Restroom	<ul style="list-style-type: none"> - Not anticipated to be required at future facility at this time
Admin / Open Office Areas	<ul style="list-style-type: none"> - Separate open admin areas for all Departments - Highway and Engineering admin areas off shared Public Lobby/Counter <ul style="list-style-type: none"> o Set back from public counter windows o Privacy and noise control is very important <p>Highway:</p> <ul style="list-style-type: none"> - 1 open admin workspaces with partitions for Office Manager - No scalability or extra rooms/cube space required <p>Engineering (anticipated new Department):</p> <ul style="list-style-type: none"> - 2 open admin workspaces with partitions for newly anticipated Town Engineer positions
Offices	<p>DPW Director:</p> <ul style="list-style-type: none"> - Centralized internally but no public access - Exterior wall with windows - Meeting table for up to 6 people - Director will continue to be acting Tree Warden, do not need a separate office for this position <p>Deputy DPW Director, Highway Super & Water Super:</p> <ul style="list-style-type: none"> - Meeting table for up to 4 people in Deputy Director's office

	<ul style="list-style-type: none"> - Superintendents' offices consistent and standard in size - Highway Super to be near Highway Office Manager - Water Super to be near Water field staff <p>Engineering (New Department):</p> <ul style="list-style-type: none"> - 1 office for newly anticipated Engineering Director position
Shared Foremen's Offices	<ul style="list-style-type: none"> - Separate offices for each department (Highway and Water) - Highway Foremen's office: with 5 workspaces for Highway Foreman, 3 Crew chiefs/working Foreman, and anticipated now Highway Foreman. - Water Foremen's office: with 2 workspaces for Water Distribution and Water Treatment foremen - Copier/scanner - Communal worktable
Water SCADA System	<ul style="list-style-type: none"> - Water foremen require access to separate room to house critical SCADA monitoring system <ul style="list-style-type: none"> o Requires 2 workstations (1 main computer, 1 back-up) o Can be a separate room with controlled access - Must run 24/7/365 with back-up power - Must have antenna for radio
Conference Room	<ul style="list-style-type: none"> - Flexible meeting space for multi-purpose use - Fits up to 12 people - Small kitchenette with sink, counter, and under counter fridge
Copy / Mail Room	<ul style="list-style-type: none"> - Centrally located and shared by all departments - Dedicated copy/mail room - Paper, office supplies, etc. storage closet nearby
Copy / Mail Room Supply Closet	<ul style="list-style-type: none"> - Paper, office supplies, etc. specific to Mail / Copy Room and required supplies
Storage Closets	<ul style="list-style-type: none"> - Coat closet - General admin storage closet - Small supply stock of recycling/compost bins - Engineering survey equipment storage closet
Highway File Storage	<ul style="list-style-type: none"> - Formal, dedicated space for files - Easy, centralized filing system to entice staff to use
Water File Storage	<ul style="list-style-type: none"> - Formal, dedicated space for files - Easy, centralized filing system to entice staff to use - Sensitive documents kept in lockable space near admin - Existing system is very paper heavy, no plans for digitizing
Engineering Layout / Plotter / File Storage Room	<ul style="list-style-type: none"> - Flat file storage and common table for viewing large drawings - Formal, dedicated space for files - Plotter, scanner, etc.
Admin Restrooms	<ul style="list-style-type: none"> - Centrally located toilet facilities for all office staff - 2 single user restrooms
Kitchenette / Break Room	<ul style="list-style-type: none"> - Small break room for all office staff - Kitchen: no oven or dishwasher, only sink, microwave, and fridge - Seats up to 10

Employee Facilities	
Name of Space	Description
Men's Locker Room	<ul style="list-style-type: none"> - Shared by Highway and Water field staff - Multi-lav wash station near entrance - Flex space for future expansion, extra lockers - Half lockers for seasonal employees - Admin/supervisor lockers kept separate from field staff
Women's Locker Room	<ul style="list-style-type: none"> - Women's facilities needed for Highway and Water field staff - Same requirements as Men's Locker Room
Laundry Room	<ul style="list-style-type: none"> - Laundry space for washer and dryer - Primarily for Water Department use
Muster / Training Room	<ul style="list-style-type: none"> - Ability to fit all office and field staff at once, all departments - Kitchen: no oven or dishwasher, only sink, microwave, and fridge - Projector for training
Storm Event Room	<ul style="list-style-type: none"> - Transaction window for contractor pick up <ul style="list-style-type: none"> o Needs to be separate from Highway and Water field staff
PPE / Equipment Storage	<ul style="list-style-type: none"> - Separated by Department - Dedicated PPE storage room <ul style="list-style-type: none"> o Water department wet gear, respirators, Tyvek suits, etc.
Bunk Room	<ul style="list-style-type: none"> - Bunk room space for Fleet and Highway with privacy partitions - Not anticipated to be required at this time

Facility Support / Utility Spaces	
Name of Space	Description
Janitor's Closet	<ul style="list-style-type: none"> - Janitorial spaces with slop sinks, floor drains - Facilities to maintain building janitorial duties
Tel/Data Room	<ul style="list-style-type: none"> - Firewall for internet essential to SCADA system - Involve Town IT Department - Telephone/data storage room (hub closet) - Fiber optic link to Town Hall
Electrical Room	<ul style="list-style-type: none"> - Standard, no special requirements
Mechanical Room	<ul style="list-style-type: none"> - Standard, no special requirements
Plumbing/FP Room	<ul style="list-style-type: none"> - Standard, no special requirements

Workshops	
Name of Space	Description
Highway / Carpentry Shop	<ul style="list-style-type: none"> - Separate carpentry space from sign making/storage - Work bench for repairs, maintenance, fabrication, etc. - Carpentry shop with table saw, radial saw, compound saw, drill press, etc.

	<ul style="list-style-type: none"> - No dust collection required - Sign, post, barricade, cones, etc. storage in adjacent space - Overhead door access to exterior - Man door access to interior and exterior
Sign Shop	<ul style="list-style-type: none"> - Adjacent to Highway workshop space - Sign, post, barricade, etc. storage <ul style="list-style-type: none"> o Size storage by inventory - Overhead door or double door opening between shops - Heated and cooled - Internet connection - Area for fabrication, anticipating future operational needs
Parks & Grounds Workshop	<ul style="list-style-type: none"> - Work bench for small engine repairs (mowers, etc.) - Platform lift - Overhead door access to exterior - Man door access to interior and exterior - Consider whether could be combined with Tree
Tree Workshop	<ul style="list-style-type: none"> - Work bench for small engine repairs (chainsaws, etc.) - Overhead door access to exterior for bucket trucks - Man door access to interior and exterior - Consider whether could be combined with Parks & Grounds
Small engine storage / repair Workshop	<ul style="list-style-type: none"> - Work bench for repairs/maintenance - Storage for plate compactors, wheelbarrows, rakes, shovels, chainsaws, lawn mowers, etc. - Overhead door access to exterior - Man door access to interior and exterior - Could be combined with Tree and/or Parks & Grounds workshop
Water Workshop	<ul style="list-style-type: none"> - Work bench for maintenance, hydrant storage - Wall space for tool storage and mounting - Floor space for tool boxes and repair equipment - Storage area for pumps, emergency repair equipment, etc. - High density rack shelving for tool/material storage - Flammable cabinet for fuel storage - Overhead door access to exterior for access of trailer mobile repair unit - Man door access to interior and exterior
Secured Water Sample Collection Handling/ Storage Room	<ul style="list-style-type: none"> - Secure room with controlled access - Near or adjacent to the Water Workshop - Work counter with under counter storage cabinets for testing materials, sampling equipment, instruments, etc. - Wall shelving for cooler storage - Fridge for water sample storage only - Testing is done at Treatment Plants and Well Sites, testing infrastructure not required at future DPW facility
Secured Brass Storage	<ul style="list-style-type: none"> - Secure room with controlled access - Adjacent to Water workshop only - 12' x 12' would be sufficient

	<ul style="list-style-type: none"> - Heated and cooled
Parts / Material Storage	<ul style="list-style-type: none"> - Adjacent to each workshop - Storage for small hand tools - Open shelving / racks - For Water Department, consider the 4 containers of equipment/materials at Central Street and how much should be planned for in future DPW facility - Meter storage for Water department
Secured Tool Cribs	<ul style="list-style-type: none"> - Separate cribs for Highway, Water, and Fleet Maintenance - Tools/equipment stored in wire mesh cages for inventory control

Fleet Maintenance	
Name of Space	Description
Maintenance Bays (quantity & sizes)	<ul style="list-style-type: none"> - 3 heavy equipment maintenance bays (typical bay = 22' x 50') <ul style="list-style-type: none"> o 1 long-term maintenance bay (extra deep, 22' x 70') o Minimum 1 drive-thru bay - 1 dedicated welding bay with portable welder, plasma cutter (min. 25' wide) - 16' overhead door minimum - Bridge crane, portable and fixed lifts/maintenance equipment to be reviewed and coordinated with Town - Would like an in-ground oil changing pit. WSE to review feasibility - Note: mechanic only maintains DPW Highway vehicles. Future additional Town department vehicle maintenance not anticipated.
Fluids Room	<ul style="list-style-type: none"> - One centralized fluid distribution system - Wall-mounted pumps - Need to confirm size of room to fit: <ul style="list-style-type: none"> o 15-40W motor oil, 275-gal tank o Hydraulic oil, 150-gal tank o 530 Motor oil, 300-gal tank o Transmission fluid (2 types), 55-gal drums o Antifreeze, 55-gal drum o Truck specific oil, 55-gal drum o Waste oil, 275-gal tank (downsized from 475-gal) - No waste oil heater required
Maintenance Parts/ Material Storage	<ul style="list-style-type: none"> - Parts room does not need to be bigger than necessary (10'x20') - Parts are ordered as needed
Tire Storage	<ul style="list-style-type: none"> - Wheeled tire storage on mezzanine - Tire changer and balancer
Hydraulic Hose Workshop	<ul style="list-style-type: none"> - Verify requirement - Hose cut off - Crimping - Fitting storage

	<ul style="list-style-type: none"> - Hose reel rack
Mechanic's Office/ Reference Area	<ul style="list-style-type: none"> - Office off Maintenance floor for Head Mechanic - Close to operations - Reference Area: small computer terminal/reference area with asset system/ fleet management software - Conditioned space
Maintenance Toilet	<ul style="list-style-type: none"> - 1 single user restroom on Maintenance floor
Compressor Room	<ul style="list-style-type: none"> - Compressed air system in separate enclosed space (can be located on mezzanine) - Compressed air throughout vehicle storage
Mezzanine	<ul style="list-style-type: none"> - Used for storage to maximize floor space (including tires) - Seasonal storage for less used parts - Material/equipment lift or portable stairs
Wash Area	
Name of Space	Description
Wash Bay	<ul style="list-style-type: none"> - Drive-thru long enough to fit 2 trucks with sander bodies end to end - Permanent interior catwalks, both sides, is preferred (mobile is okay) - Festoons with wash wands, both sides - Highway has brand new under carriage already
Knockdown Area	<ul style="list-style-type: none"> - Exterior knockdown pad with 2" low-pressure hose and sump - Fixed exterior catwalk on one side

Vehicle / Equipment Storage	
Name of Space	Description
Vehicle and Equipment Storage	<ul style="list-style-type: none"> - Covered storage for <u>all</u> vehicles and equipment - One way, center aisle drive-thru with angled parking - Plows stored at end of parking spot with corresponding vehicles - Consider additional open canopy for equipment storage - Solar PV panel on any large roof areas, especially garages
Seasonal Storage Building / Open Canopy Storage	<ul style="list-style-type: none"> - Can be off-site, preferred to be on-site - Covered or enclosed space, unheated, for out of season equipment storage - Highway equipment is approximately 50/50 between the seasons <ul style="list-style-type: none"> o Would not include plows

Site Operations	
Salt Shed	<ul style="list-style-type: none"> - Ideally 700 ton capacity minimum, including spill over - At least 30' door for efficient deliveries - Exterior loading ramp

	<ul style="list-style-type: none"> - Open canopy off Salt Shed or structure for hanging 6 sander bodies
Sand / Salt mix	<ul style="list-style-type: none"> - Storage for 100 ton of sand of sand/salt mix (magnesium treated) - Moving away from this system to brine but still need to keep on hand
Brine	<ul style="list-style-type: none"> - Currently have (3) 3000-gal tanks for storing pretreated brine - Would like to have (4) 5000-gal tanks in future with overhead coverage (2 basic brine, 2 with additive) - Exploration needed to understand capacity to make brine on-site - Note: first time using brine in Winter 2021-22. More insights to come
Fuel island	<ul style="list-style-type: none"> - Current 10,000-gal above ground tank, unleaded fuel, is sufficient - Current 10,000-gal underground tank, diesel, is sufficient <ul style="list-style-type: none"> o Prefer above ground diesel in future - Used by all Town departments - Does not need to be covered
On-site dumpsters	<ul style="list-style-type: none"> - 2 open top dumpsters - DPW responsible for trash collection throughout Town x2/week - Weekly trash pick-up by roll off truck (on demand) - Ideally would like packer on-site

Bulk material storage	
<div> <div> <div>3/4 stone</div> <div>1 1/2 stone</div> <div>3/4 dense grade</div> <div>Stone dust</div> <div>Brick sand</div> <div>Rip rap</div> <div>Bark mulch</div> <div>Misc. material (casting, street sweepings, asphalt, debris, etc.)</div> </div> <div> <ul style="list-style-type: none"> - Typical bin size = 20' x 20' </div> </div>	
Cold patch	<ul style="list-style-type: none"> - 15 tons - Stored in vehicle storage garage or covered outside
Infield mix	<ul style="list-style-type: none"> - 60-yards - Could possibly be located at ball field facilities
Misc. materials	<ul style="list-style-type: none"> - Typical bin size = 20' x 20' or stored under cover/inside <ul style="list-style-type: none"> o Various, 4" to 30" in diameter o Castings o Manhole covers o Catch basin frames

Town of Holliston
DPW Facility Feasibility Study

SECTION 6

SPACE NEEDS PROGRAM AND ROOM SKETCHES

Building Requirements

Area	Description	Original Size (SF)	Revision 1 Size (SF)	Ref #	Room / Area Dimensions length width size		
Office & Office Support Areas	Vestibule / Lobby / Reception	288	216	A1	12	18	216
	DPW Director Office	224	224	A2	14	16	224
	Deputy DPW Director Office	168	168	A3	12	14	168
	Highway Superintendent Office	168	168	A3	12	14	168
	Highway Open Office (1 Staff)	144	144	A4	12	12	144
	Highway File Storage	100	-	-	0	0	-
	Water Superintendent Office	168	168	A3	12	14	168
	Water & Highway File Storage	224	224	A6	14	16	224
	Town Engineer	168	168	A3	12	14	168
	Engineering Open Office (2 Staff)	320	320	A7	16	20	320
	Engineering Layout / Plotter Area	225	225	A8	15	15	225
	Conference Room	396	320	A9	16	20	320
	Copy / Mail Room	225	168	A10	12	14	168
	Break Room / Kitchenette	168	168	A11	12	14	168
	Small Supply Closet	24	24	A12	4	6	24
	Large Supply / PPE Closet	168	168	A13	12	14	168
	Telephone / Data Room	100	100	A14	10	10	100
	Janitor Closet	36	36	A15	6	6	36
	Admin Restrooms	152	120	A16	15	8	120
	Subtotal:	3,466	3,129				
	Area Grossing Factor (10%):	347	313				
	Circulation (20%):	1,144 @30%	688				
	TOTAL:	4,957	4,130				
Employee Facilities	Men's Locker/Shower/Toilet	540	540	B1	20	27	540
	Women's Locker/Shower/Toilet	180	180	B2	10	18	180
	Laundry Room	64	64	B3	8	8	64
	Muster / Training Room	1,500	900	B4	25	36	900
	Muster / Training Room Storage Closet	90	-	-	0	0	-
	Highway Shared Foremen's Office (5 staff)	256	256	B5	16	16	256
	Water Shared Foremen's Office (2 staff)	192	192	B6	12	16	192
	Water SCADA System Room	96	96	B7	8	12	96
	Storm Event Room	240	168	B8	12	14	168
	Main Electrical Room	224	224	B9	14	16	224
	Plumbing / Fire Protection Room	216	216	B10	12	18	216
	Wet Gear - Water	128	96	B11	8	12	96
	Subtotal:	3,726	2,932				
	Area Grossing Factor (10%):	373	293				
	Circulation (20%):	1,131 @30%	645				
	TOTAL:	5,200	3,870				

Building Requirements

Area	Description	Original Size (SF)	Revision 1 Size (SF)	Ref #	Room / Area Dimensions		
					length	width	size
Work Shops & Material Storage	Highway Sign Shop / Storage	252	96	C1	8	12	96
	Highway / Carpentry Shop	1,350	1,350	C2	30	45	1,350
	Highway Parts & Material Storage (on Mezz.)	288	-	C2	16	18	288
	Highway Tool Crib	140	120	C3	10	12	120
	Parks & Grounds / Tree / Small Engine Repair Shop	1,350	1,350	C2	30	45	1,350
	Parks & Grounds / Tree Parts & Material Storage (on Mezz.)	288	-	C2	16	18	288
	Parks & Grounds / Tree Tool Crib	140	120	C3	10	12	120
	Water Shop	1,350	1,350	C2	30	45	1,350
	Water Secured Brass Storage	100	100	C4	10	10	100
	Water Sample Handling / Storage Area	80	80	C5	8	10	80
	Water Parts & Material Storage (on Mezz.)	288	-	C2	16	18	288
	Water Tool Crib	140	140	C3	10	14	140
	Subtotal:	5,766	4,706				
	Area Grossing Factor (5%):	288	235				
	Circulation (10%):	605	494				
	TOTAL:	6,660	5,435				
Vehicle Maintenance	Maintenance Bay, Heavy Equipment	1,100	1,100	D1	20	55	1,100
	Maintenance Bay, Heavy Equipment	1,100	1,100	D1	20	55	1,100
	Maintenance Bay, Long Term	1,600	1,100	D1	20	55	1,100
	Maintenance Equipment / Material Storage	500	400	D1	20	20	400
	Welding Area	600	400	D1	20	20	400
	Fluid Storage Room	224	224	D2	14	16	224
	Maintenance Parts Storage Room	256	256	D3	16	16	256
	Maintenance Office / Reference Room	120	120	D4	10	12	120
	Maintenance Toilet	64	64	D5	8	8	64
	Compressor Room	180	180	D6	10	18	180
	Subtotal:	5,744	4,944				
	Area Grossing Factor (5%):	287	247				
	Circulation (10%):	603	519				
	TOTAL:	6,634	5,710				
Wash Area	Wash Bay	1,650	1,650	E1	30	55	1,650
	Wash Equipment Room	100	100	E1	10	10	100
	Subtotal:	1,750	1,750				
	Circulation:	n/a	n/a				
	TOTAL:	1,750	1,750				

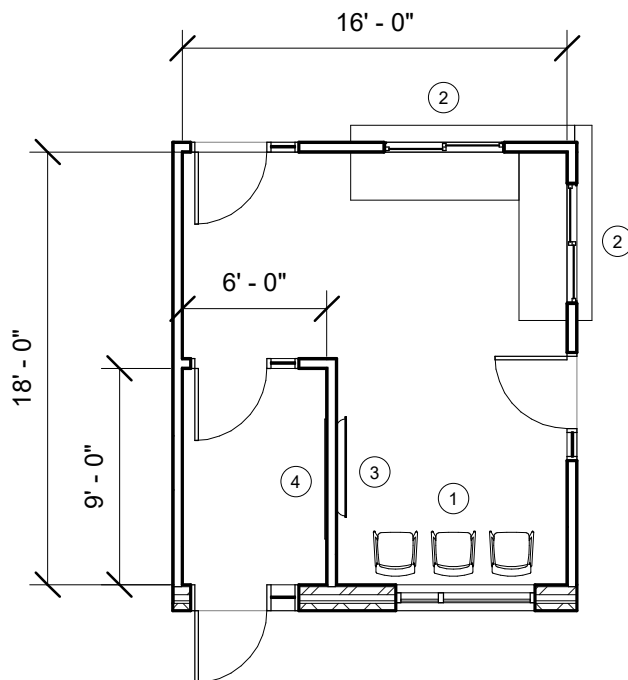
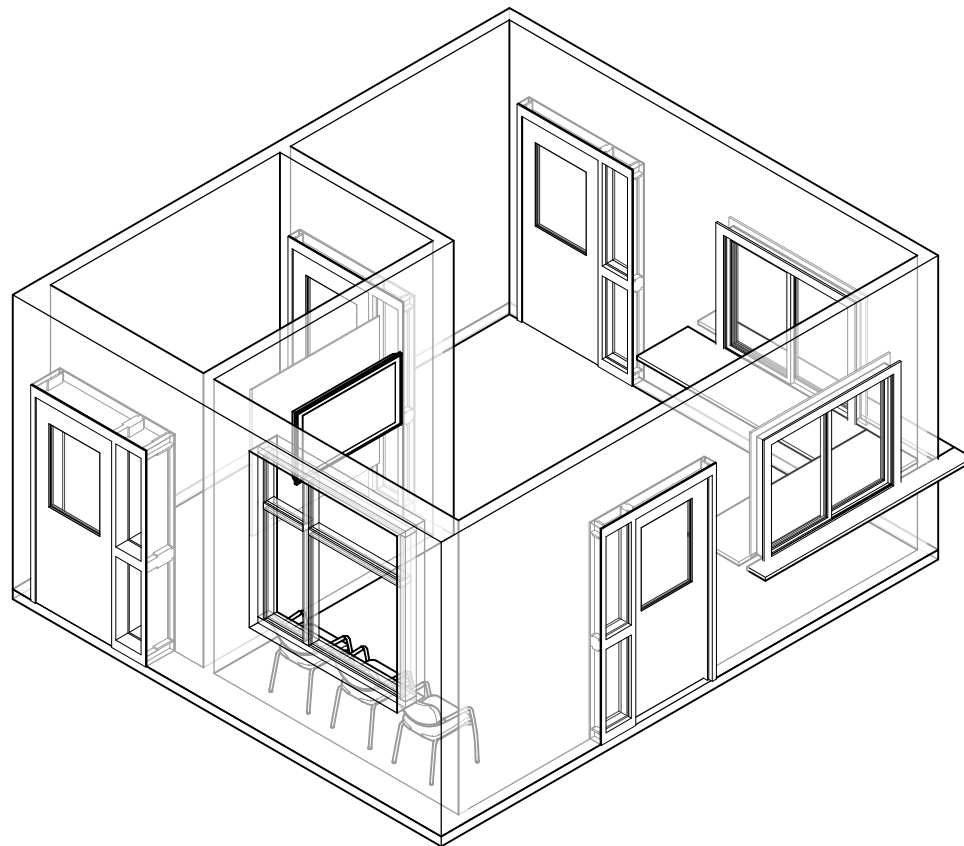
Building Requirements

Area	Description	Original Size (SF)	Revision 1 Size (SF)	Ref #	Room / Area Dimensions		
					length	width	size
Vehicle & Equipment Storage	Vehicle / Equipment Storage	25,000	21,500	F1	100	215	21,500
	Seasonal Equip. Storage Garage / Open Canopy	-	1,600	F1	80	20	1,600
	Subtotal:	25,000	23,100				
	Area Grossing Factor (5%):	1,250	1,155				
	Circulation:	n/a	n/a				
	TOTAL:	26,250	24,255				
TOTAL:		51,451	45,151 12.24%				

<u>Staffing</u>	Current	Future
DPW Administration	2	0
Highway Office Staff	2	0
Highway Field Staff	7	2
Parks & Grounds Field Staff	1	3
Tree Field Staff	3	0
Fleet Maintenance Staff	1	1
Water Administration	1	0
Water Field Staff	8	2
Engineering Administration	0	3
Subtotal:	25	11
TOTAL:	36	

<u>Vehicles (to be housed in new garage)</u>	Current	Future
Highway	26	0
Water	8	0
Subtotal:	34	0
TOTAL (to be housed in new garage):	34	

1. Number of vehicles includes all pickups, sedans, medium & large trucks, tractors, and construction equipment. It does not include small equipment such as trailers, sidewalk plows, mowers, etc.



VESTIBULE / LOBBY / RECEPTION - 288 SF
1/8" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE / GYP, PAINTED

WALLS: GWB, PAINTED

FLOORS: CERAMIC TILE

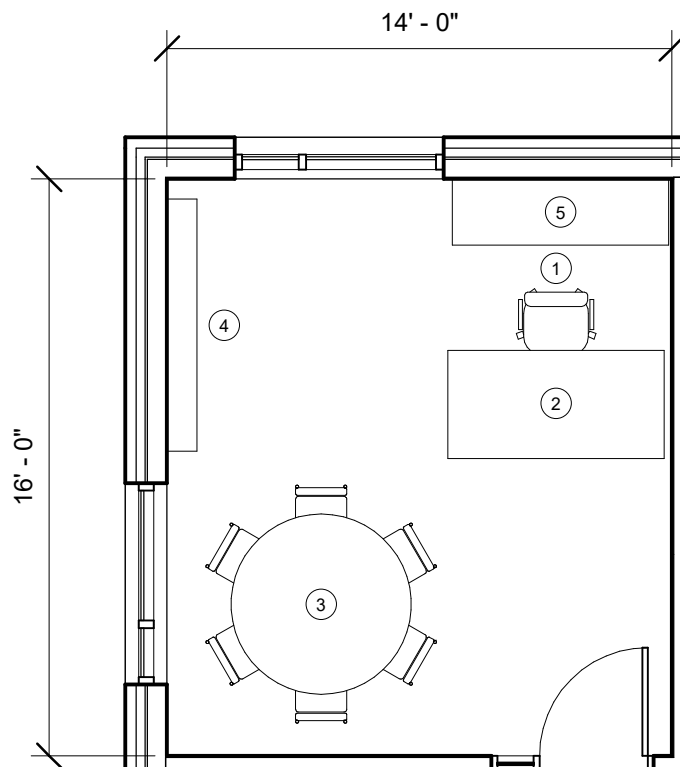
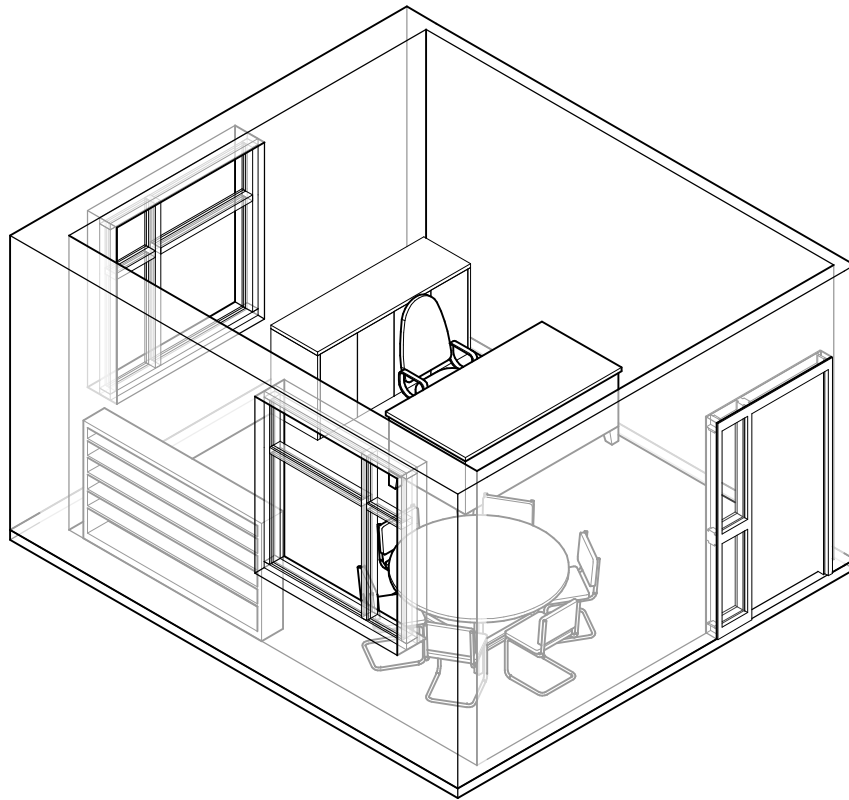
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING

COMPONENTS:

1. (3) WAITING CHAIRS
2. (2) RECEPTION WINDOWS
3. TV MONITOR FOR PUBLIC ANNOUNCEMENTS
4. PUBLIC DISPLAY BOARD

DRAFT



DIRECTOR'S OFFICE - 224 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

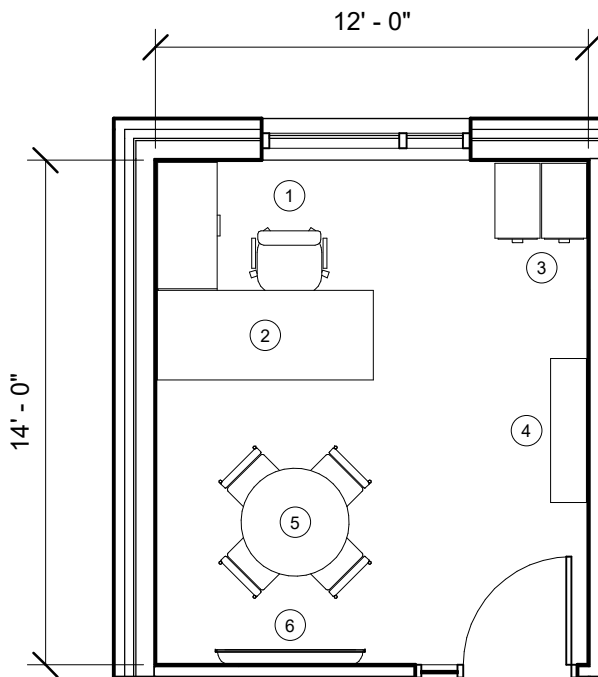
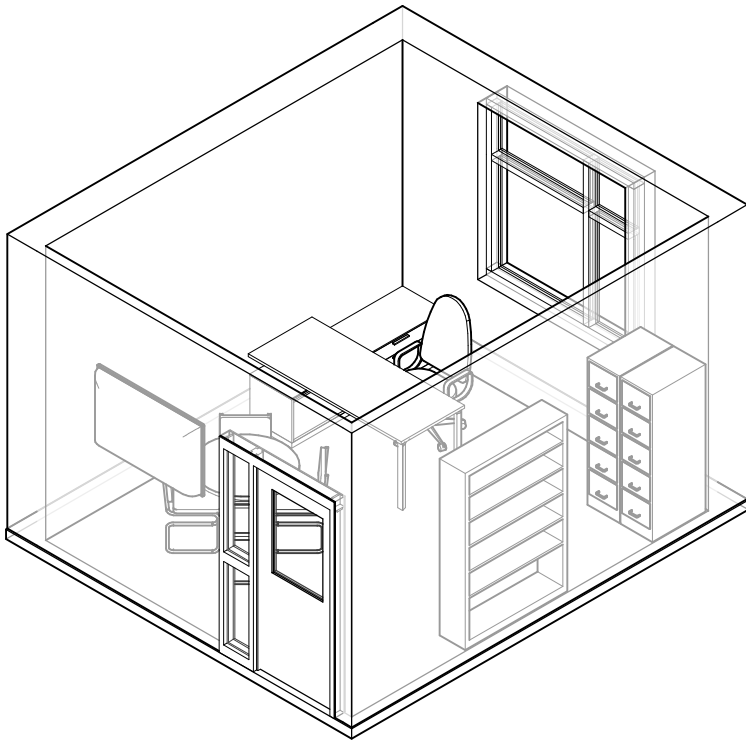
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. EXECUTIVE CHAIR
2. WORKSTATION
3. MEETING TABLE & (6) CHAIRS
4. BOOKCASE
5. CREDENZA

DRAFT



OFFICE - 168 SF
 $\frac{3}{16}'' = 1'-0''$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET

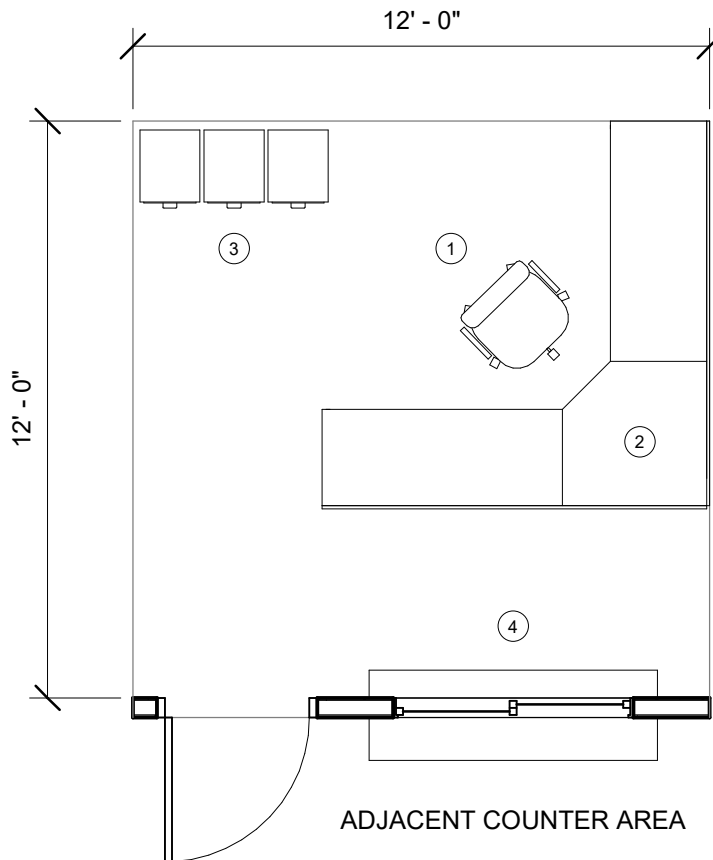
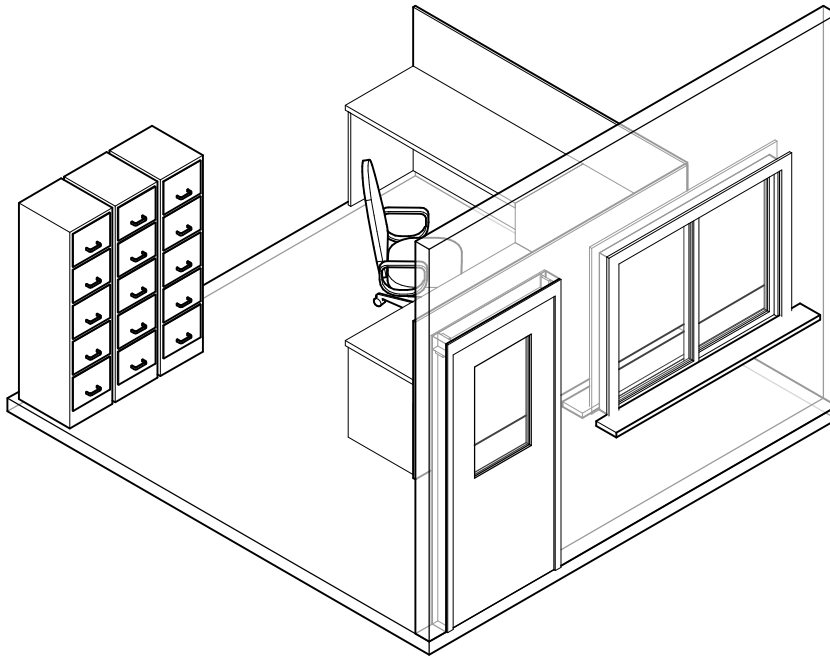
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOW

COMPONENTS:

1. EXECUTIVE CHAIR
2. WORKSTATION
3. BOOKCASE
4. FILE CABINETS
5. SMALL MEETING TABLE & (4) CHAIRS
6. TV MONITOR

DRAFT



HIGHWAY ADMIN AREA - 144 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

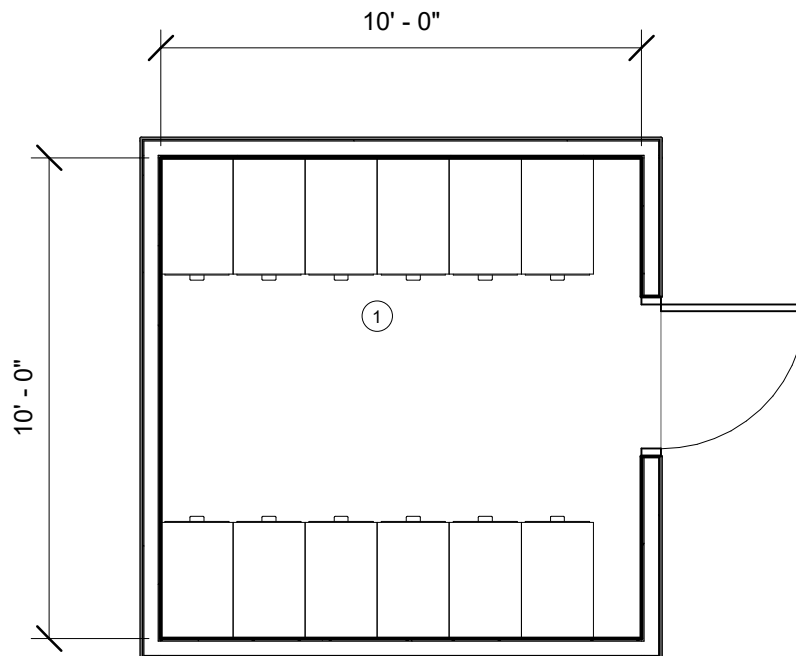
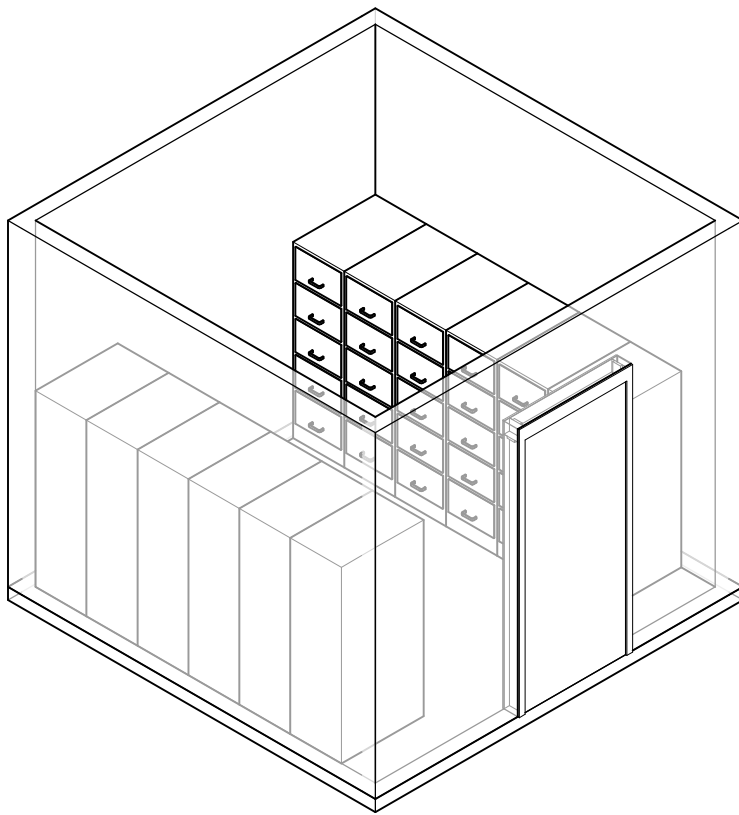
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOW

COMPONENTS:

1. EXECUTIVE CHAIR
2. WORKSTATION
3. FILE STORAGE
4. RECEPTION WINDOW

DRAFT



HIGHWAY FILE STORAGE - 100 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

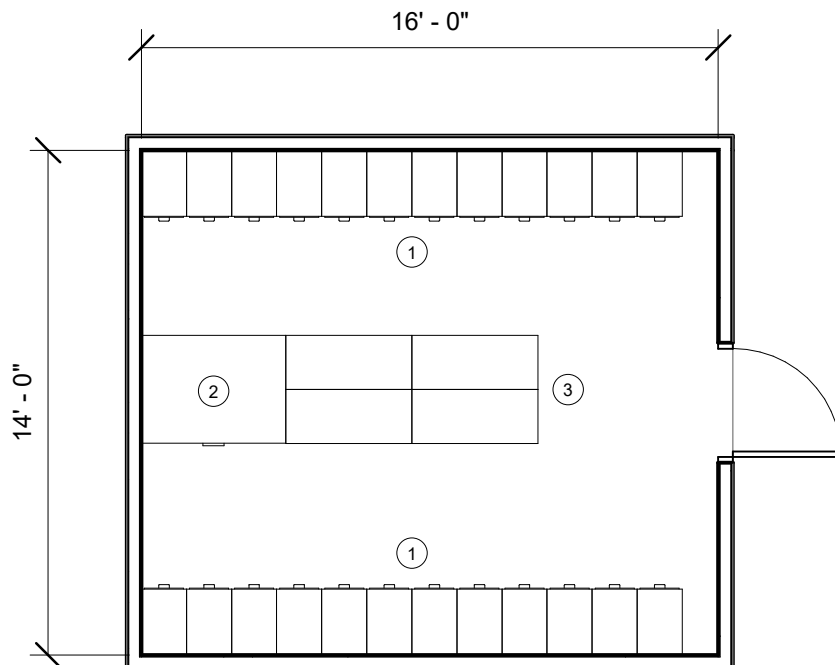
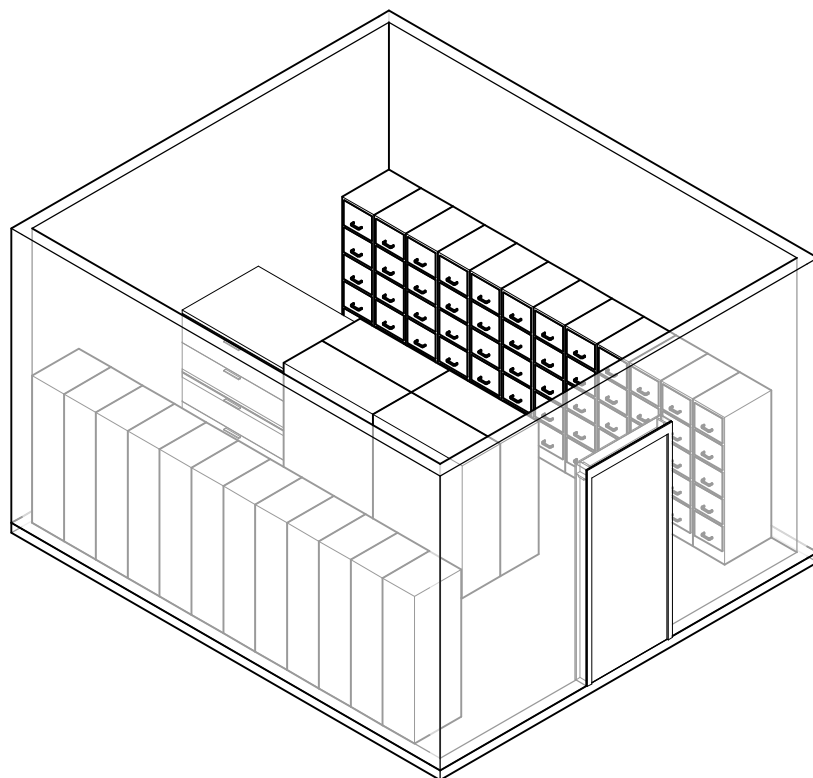
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. (12) 18" X 24" FILE CABINETS

DRAFT



WATER FILE STORAGE - 224 SF
 $\frac{3}{16}'' = 1'-0''$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

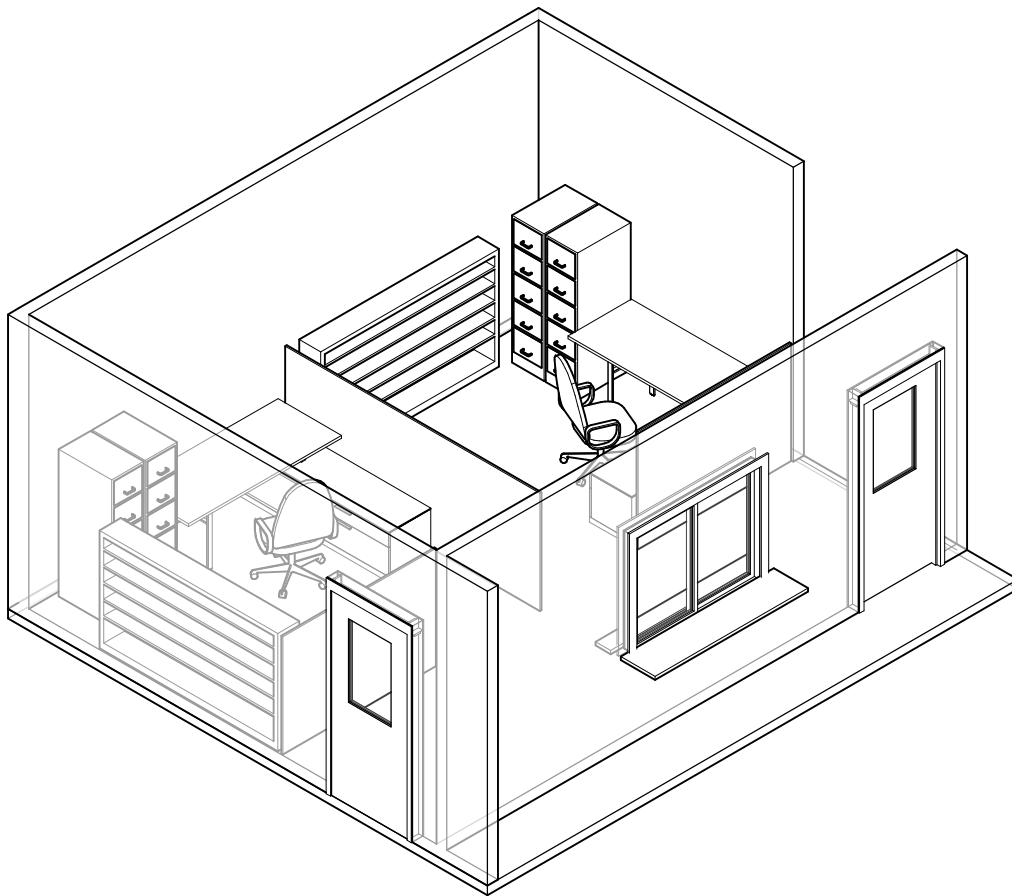
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

COMPONENTS:

1. (24) 5-DRAWER FILE CABINETS
2. (4) FLAT FILED, STACKED 2 HIGH
3. (4) LATERAL FILE CABINETS
42" W X 18" D X 54" H

DRAFT



ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

MEP/DATA REQUIREMENTS:

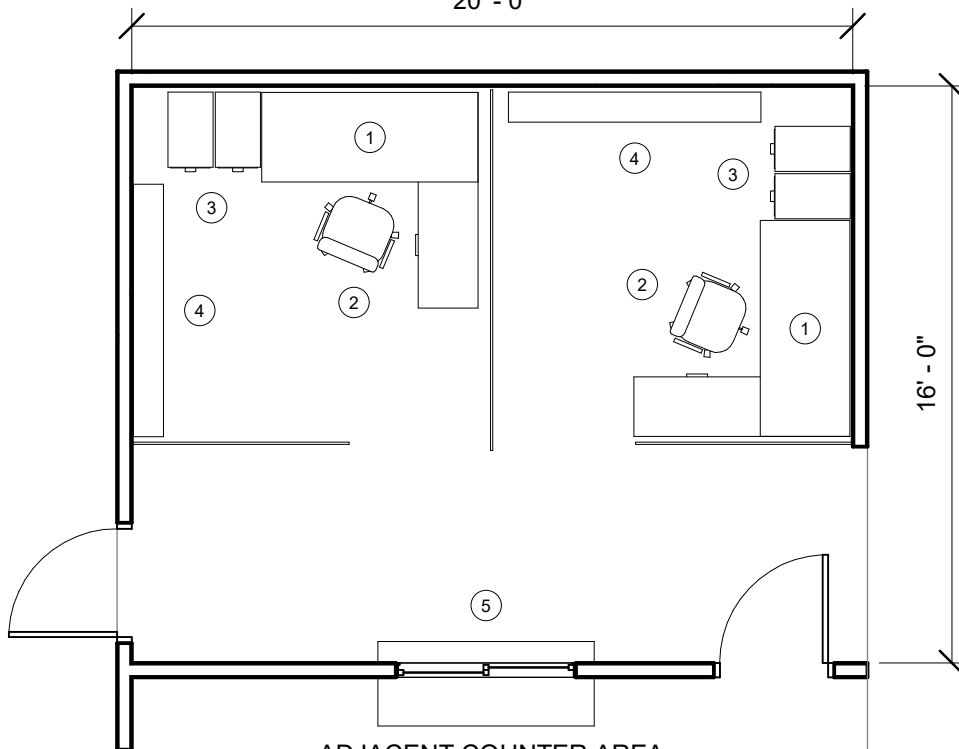
- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. (2) EXECUTIVE CHAIRS
2. (2) WORKSTATIONS
3. FILE STORAGE
4. BOOKCASE
5. RECEPTION WINDOW

20' - 0"

16' - 0"

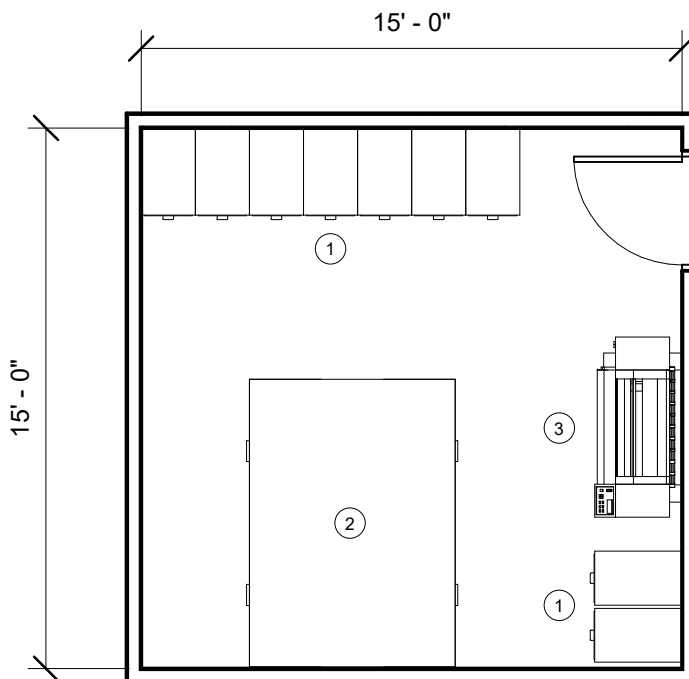
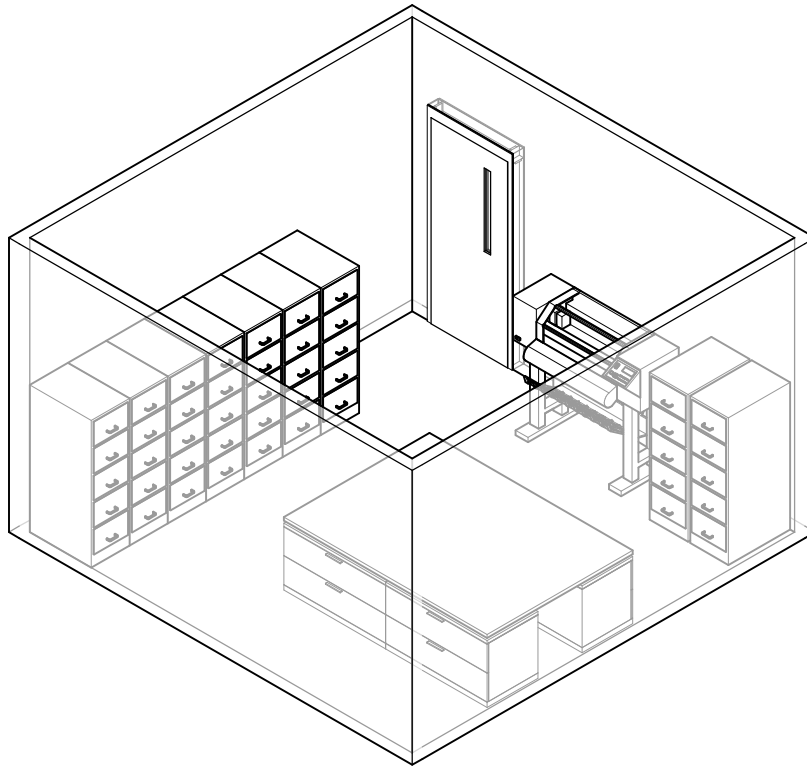


ADJACENT COUNTER AREA

ENGINEERING ADMIN AREA - 320 SF

3/16" = 1'-0"

DRAFT



ENGINEERING LAYOUT / PLOTTER AREA - 225 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

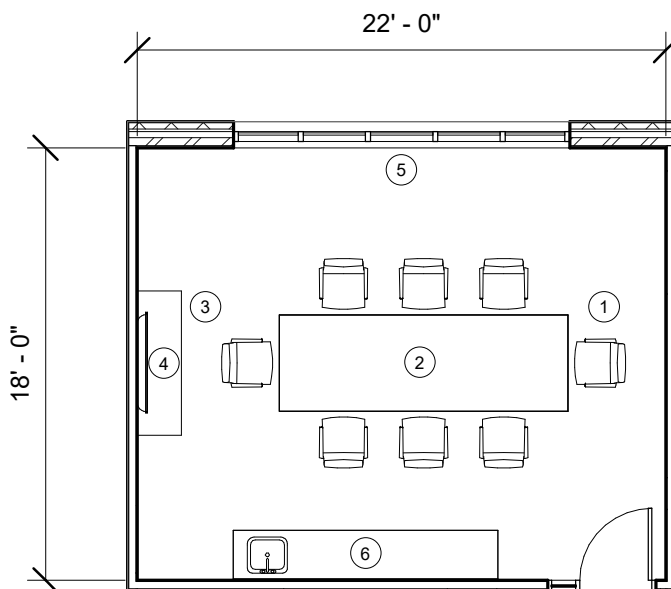
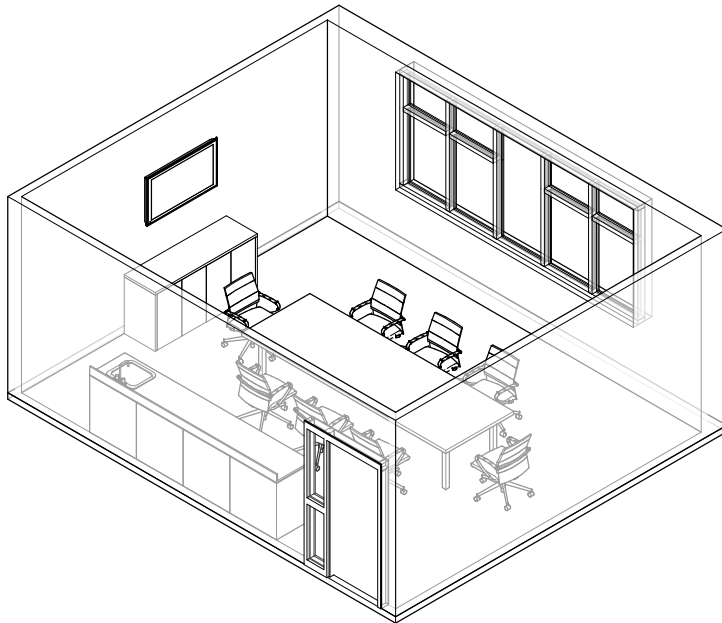
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. (9) FILE CABINET
2. LAYOUT TABLE & FLAT FILES (BELOW)
3. PLOTTER

DRAFT



CONFERENCE ROOM - 396 SF
 1/8" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

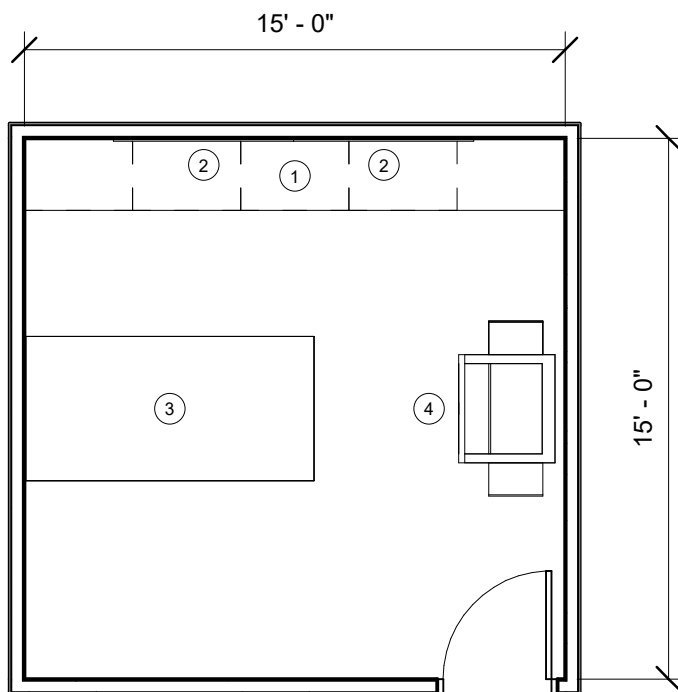
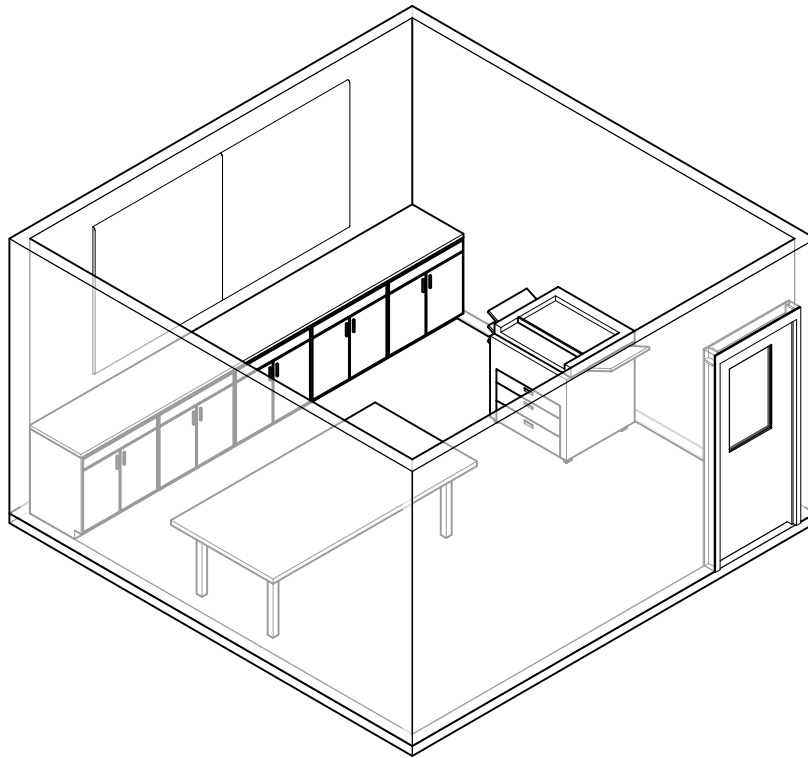
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS
- FLOOR OUTLETS FOR CONF. TABLE

COMPONENTS:

1. (8) CHAIRS
2. CONFERENCE TABLE W/ CENTRAL POWER / DATA CONSOLE
3. CREDENZA
4. LARGE FORMAT TV / MONITOR
5. ROOM DARKENING SHADES FOR PRESENTATION
6. KITCHENETTE W/ SINK AND UC FRIDGE

DRAFT



COPY/ FILE/ MAIL ROOM - 225 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

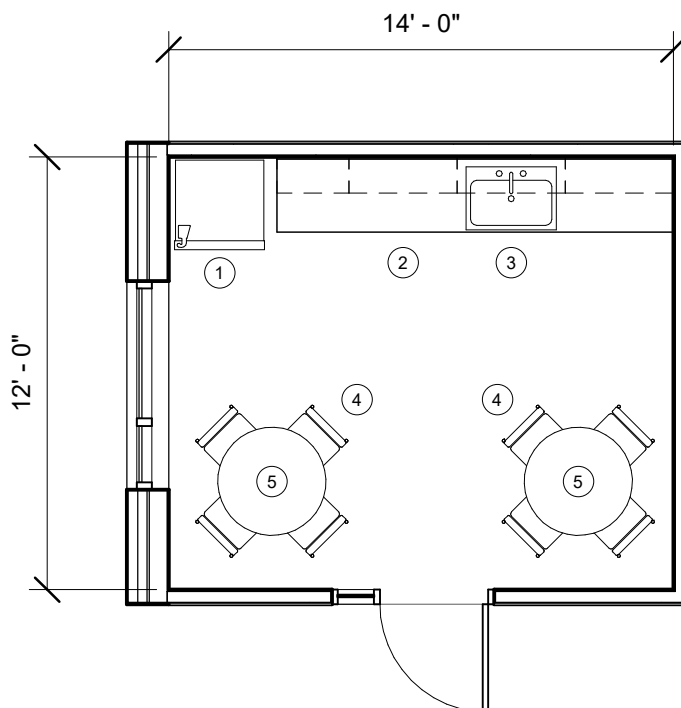
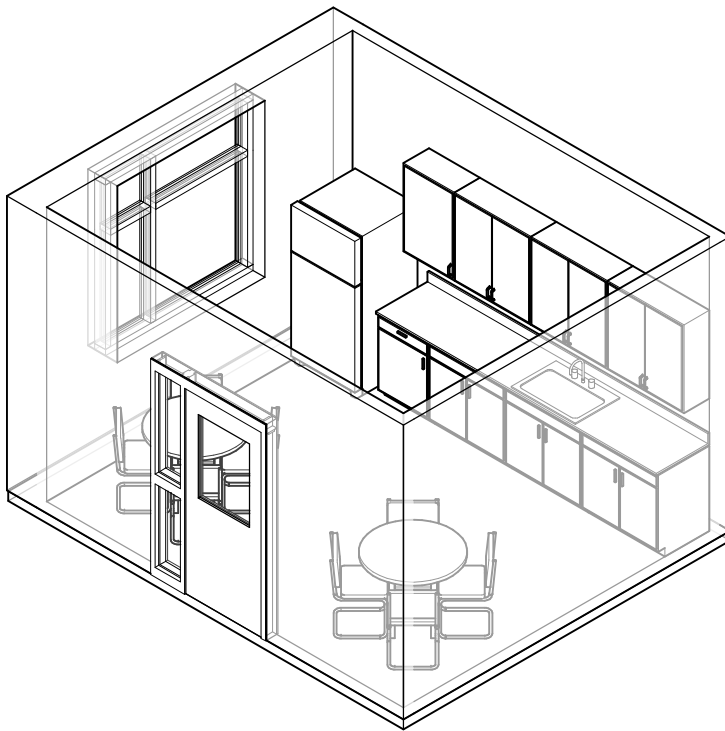
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. WORK COUNTER & BASE CABINETS (BELOW)
2. BULLETIN BOARD
3. LAYOUT TABLE
4. COPIER / PRINTER

DRAFT



BREAK ROOM / KITCHENETTE - 168 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: VCT TILE

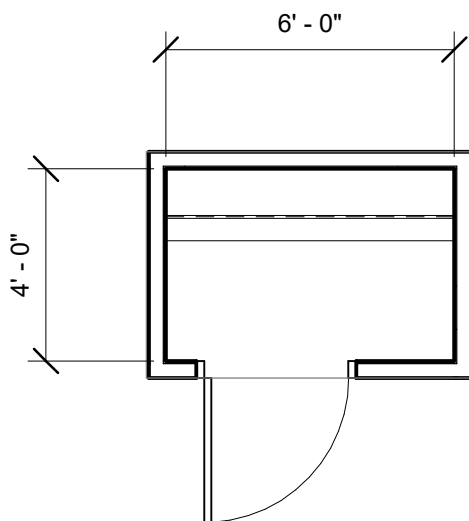
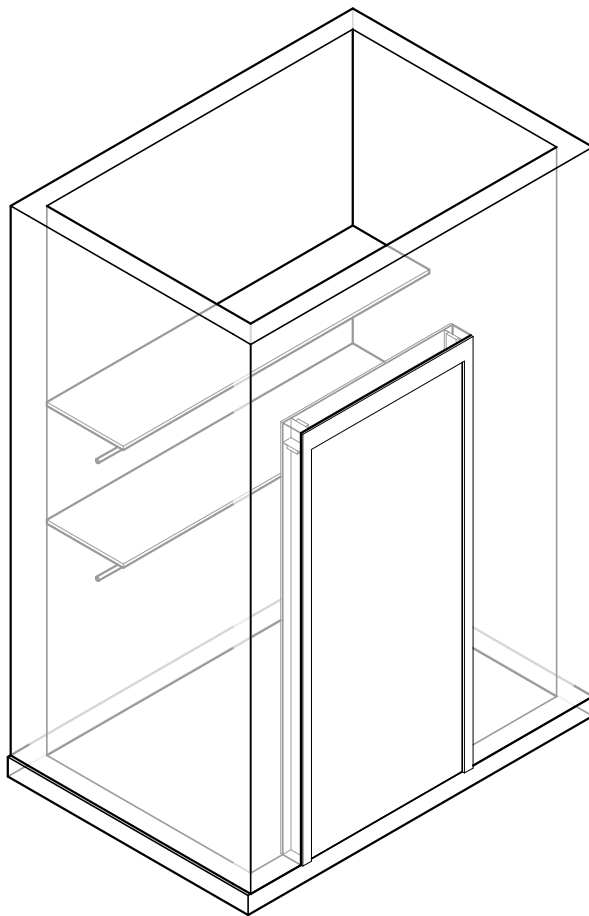
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING

COMPONENTS:

1. REFRIGERATOR
2. COUNTER, BASE CABINETS (BELOW) & WALL HUNG CABINETS (ABOVE)
3. STAINLESS STEEL SINK
4. (8) CHAIRS
5. (2) 36" DIAMETER TABLES

DRAFT



STORAGE CLOSET - 24 SF
 $1/4" = 1'-0"$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: VCT TILE

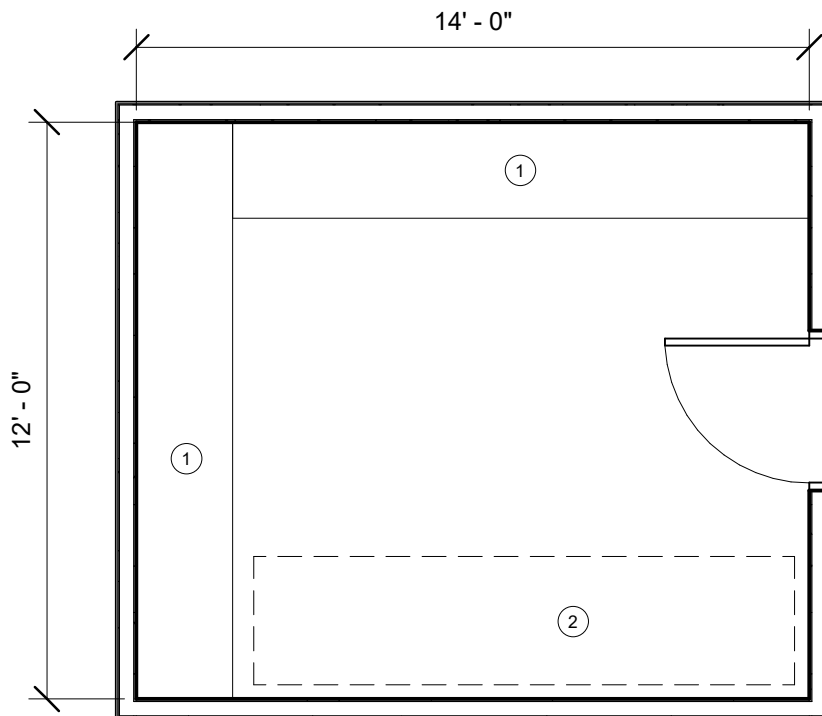
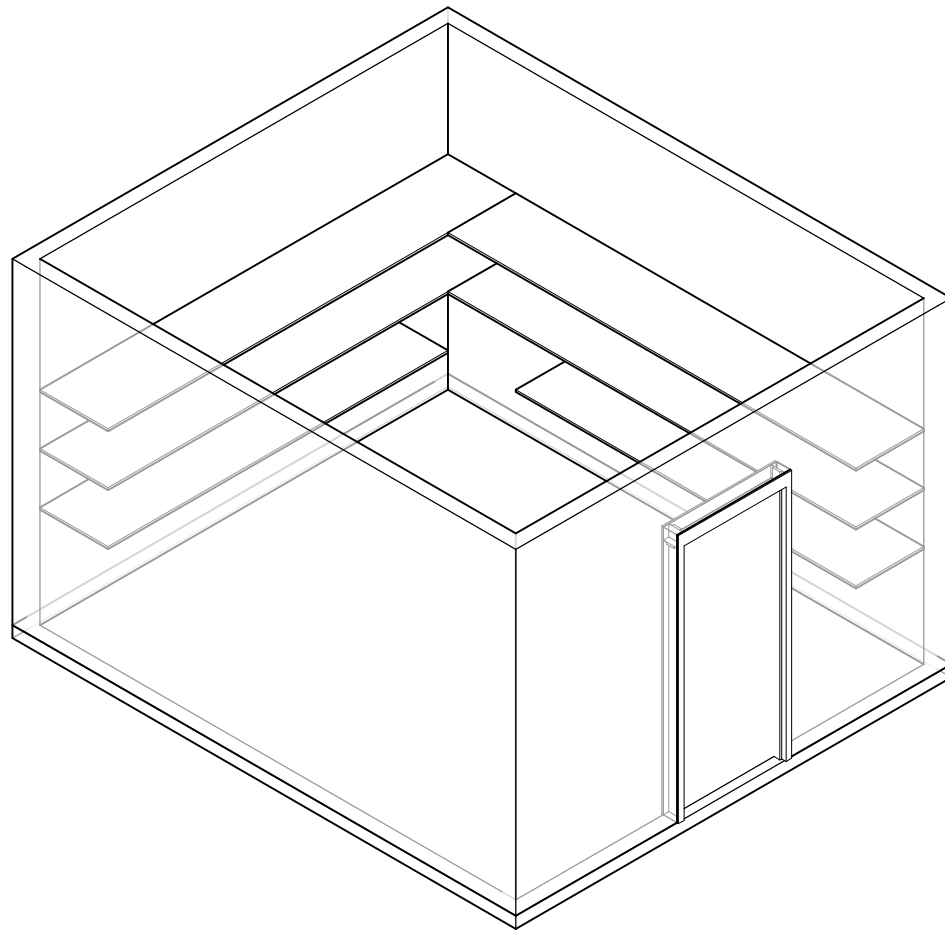
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS

COMPONENTS:

1. (2) SHELF WITH POLE

DRAFT



LARGE SUPPLY / PPE CLOSET - 168 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

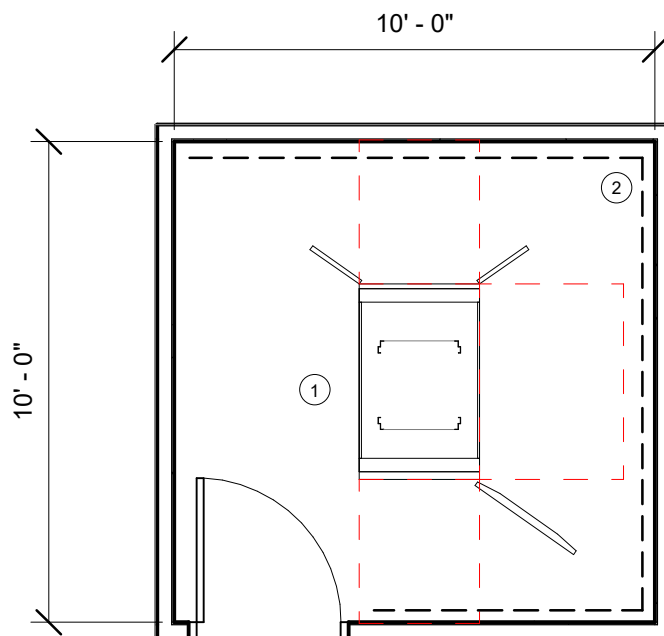
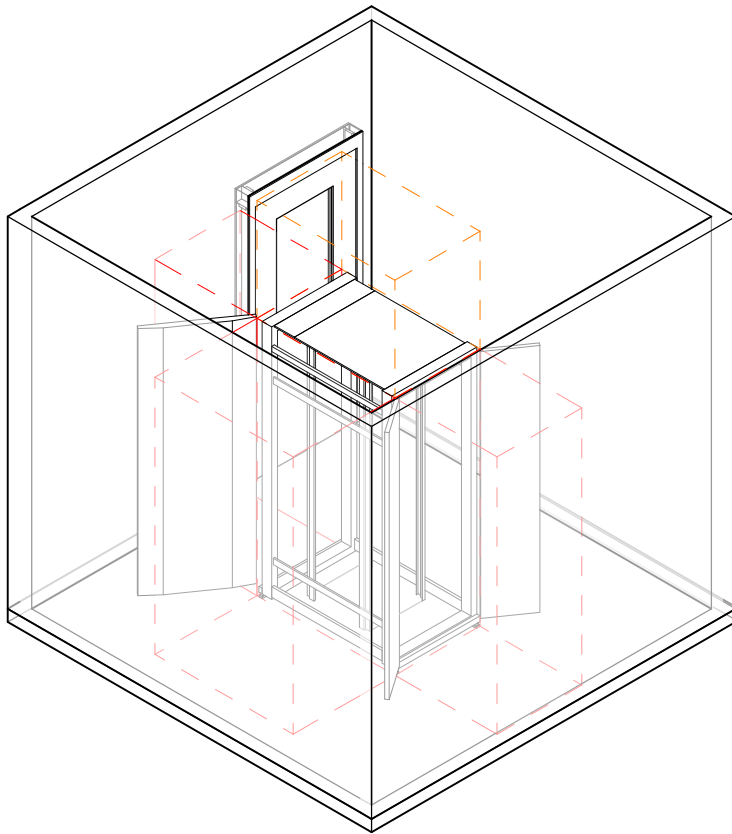
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. 2' - 0" DEEP SHELVING
2. BULK FLOOR STORAGE

DRAFT



TEL / DATA ROOM - 100 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: GWB, PAINTED

FLOORS: RESILIENT FLOORING

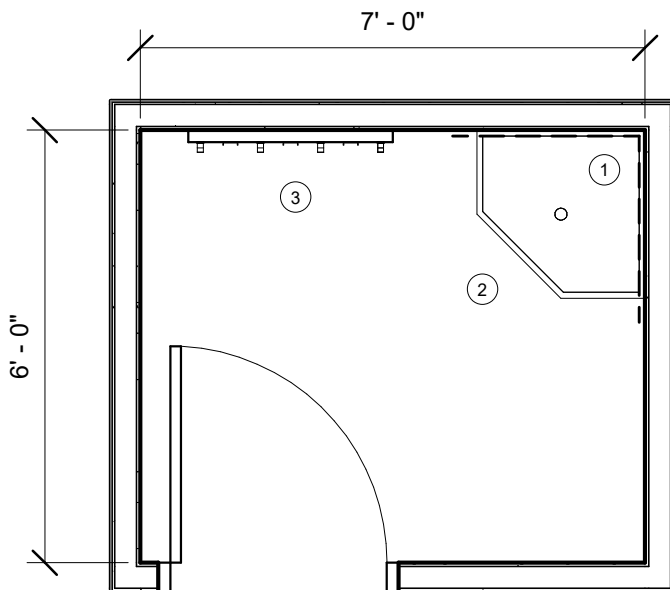
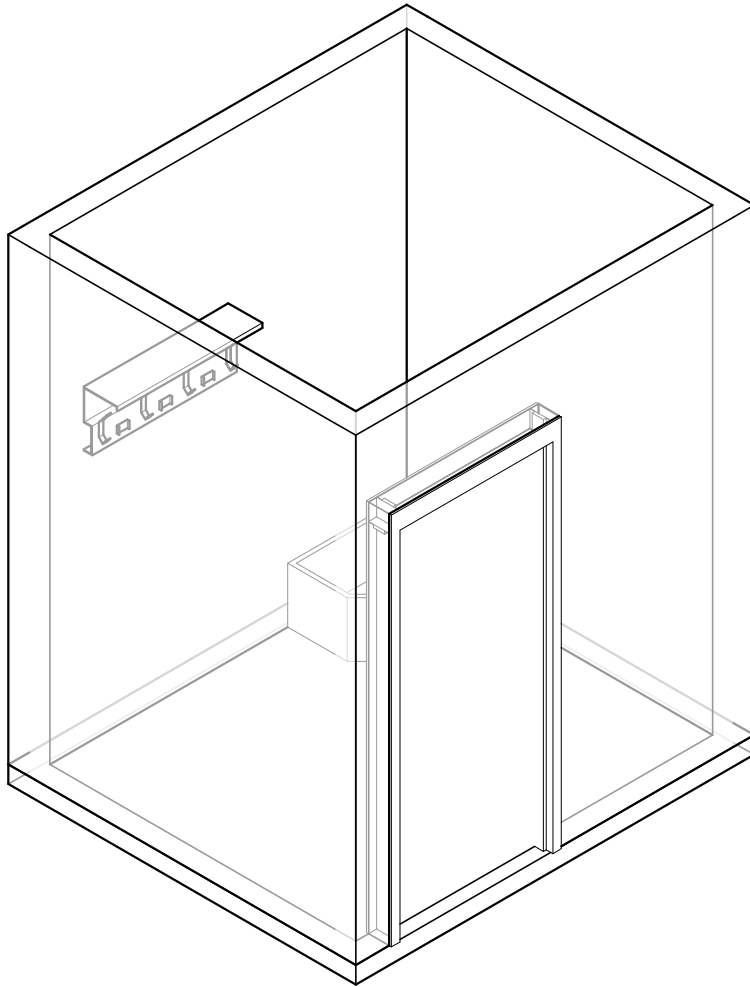
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- RACK-MOUNTED POWER

COMPONENTS:

1. DATA RACK
2. PLYWOOD BACK BOARD FOR BUILDING SYSTEM COMPONENTS (SECURITY, CAMERA, ETC.)

DRAFT



JANITOR CLOSET - 42 SF
 3/8" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: FRP PANELING / GWB, PAINTED

FLOORS: RESILIENT FLOORING

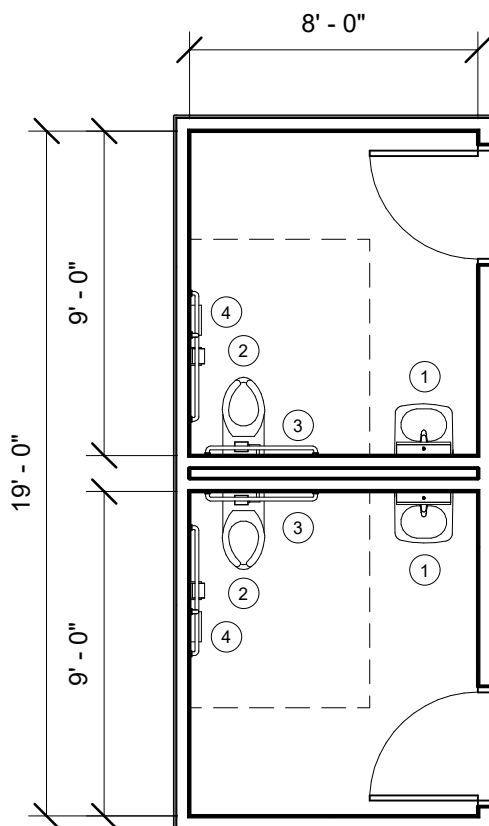
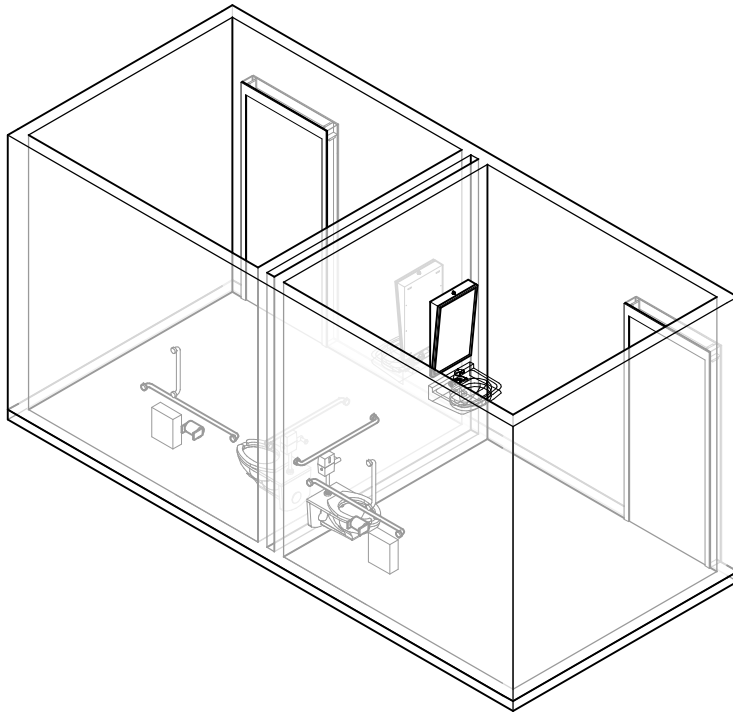
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING

COMPONENTS:

1. FRP PANELING AT SINK
2. MOP SINK
3. MOP AND BROOM HOLDER & SHELF

DRAFT



MALE & FEMALE TOILET FACILITIES - 152 SF
 $\frac{3}{16}" = 1'-0"$

ROOM FINISHES:

CEILING: ACT TILE / GYP,
PAINTED

WALLS: CERAMIC TILE / GWB,
PAINTED

FLOORS: CERAMIC TILE

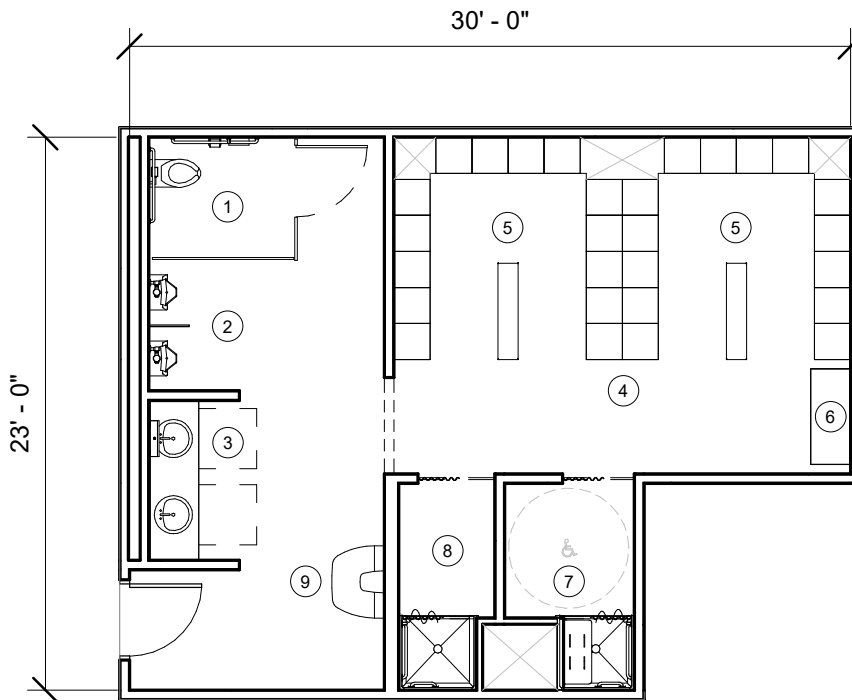
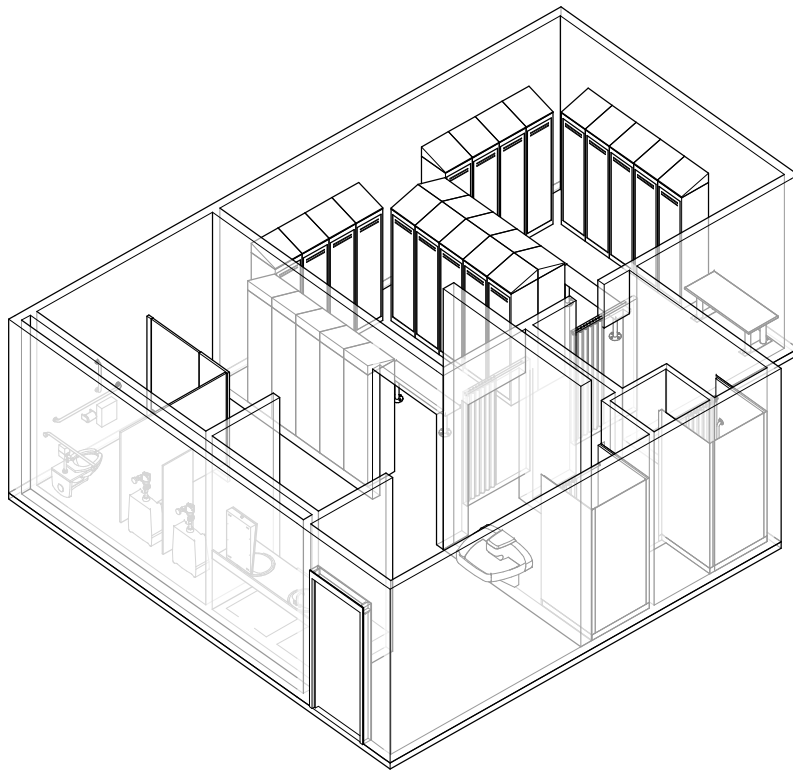
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

COMPONENTS:

1. (2) WALL HUNG SINKS
2. (2) WALL HUNG TOILETS
3. (2) 36" GRAB BAR
4. (2) 42" GRAB BAR

DRAFT



MALE LOCKER ROOM - 609 SF
 1/8" = 1'-0"

ROOM FINISHES:

CEILING: MOISTURE
RESISTENT ACT TILE

WALLS: GWB, PAINTED

FLOORS: RESINOUS

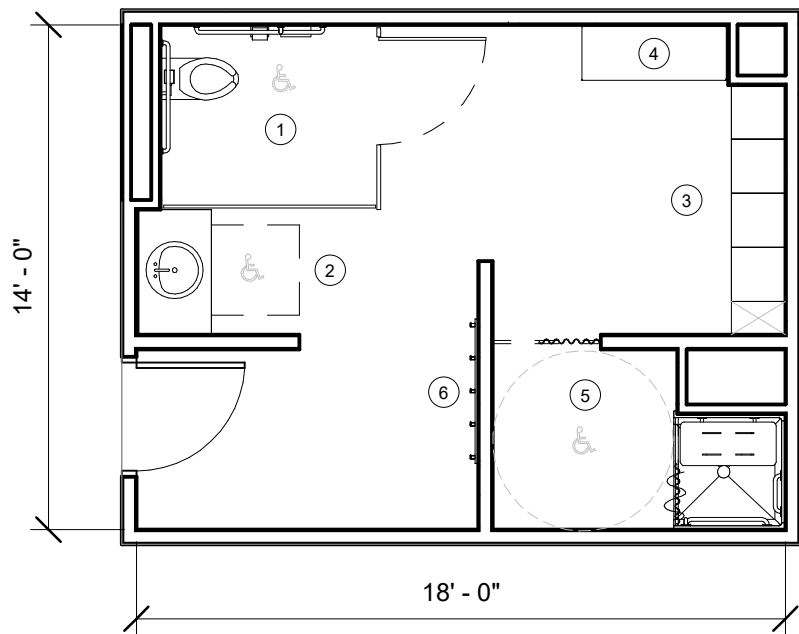
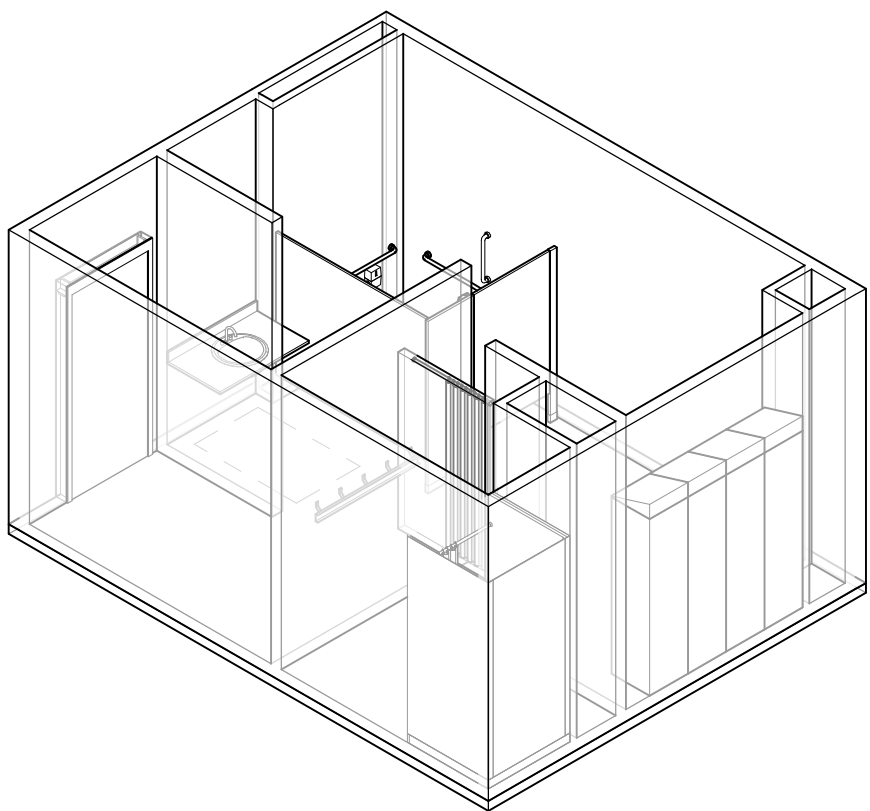
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

COMPONENTS:

1. ADA TOILET STALL
2. WALL HUNG URINALS
3. DOUBLE SINK W/ COUNTER
4. (28) 18" X 18" METAL LOCKERS
5. BENCH
6. ADA BENCH
7. ADA SHOWER STALL
8. STANDARD SHOWER STALL
9. MULTI-LAV STATION

DRAFT



FEMALE LOCKER ROOM (4) - 252 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: MOISTURE
RESISTENT ACT TILE

WALLS: CERAMIC TILE / GWB,
PAINTED

FLOORS: RESINOUS

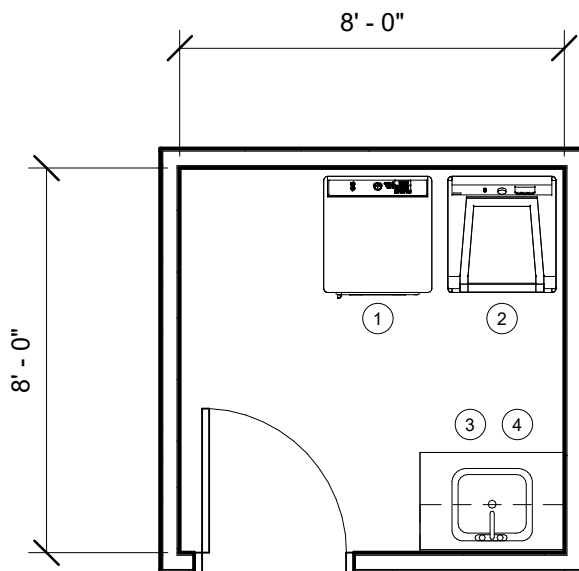
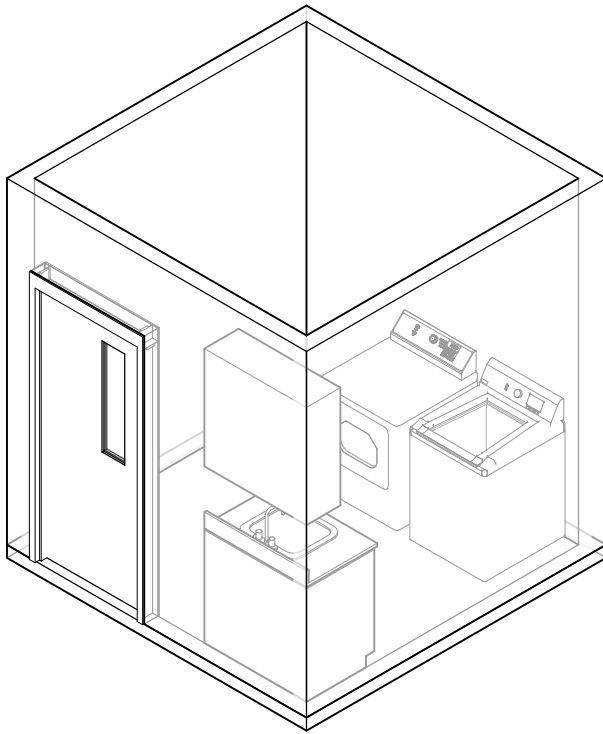
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

COMPONENTS:

1. ADA TOILET STALL
2. SINK W/ COUNTER
3. (2) 18" X 18" METAL LOCKERS
4. ADA BENCH
5. ADA SHOWER STALL
6. WALL HOOKS

DRAFT



LAUNDRY ROOM - 64 SF
1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

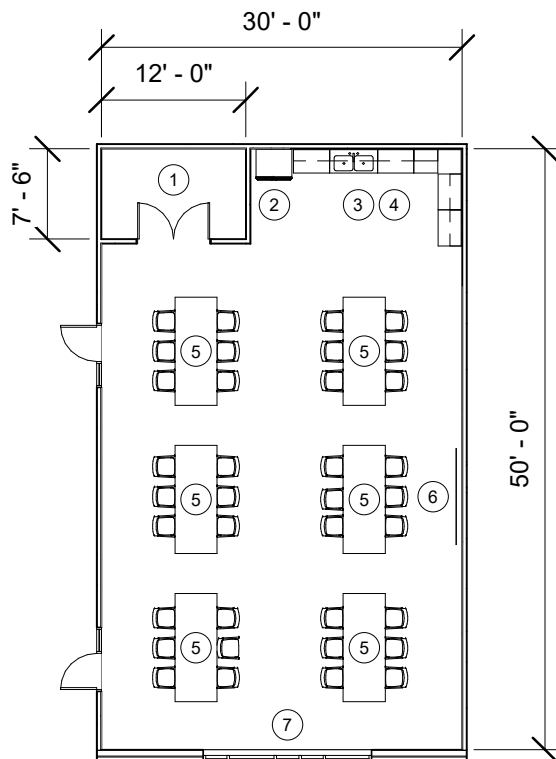
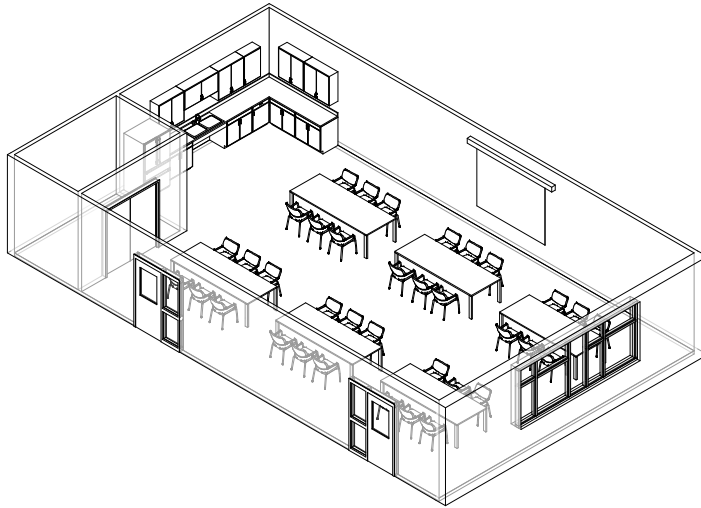
FLOORS: RESINOUS EPOXY

MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

DRAFT



MUSTER ROOM - 1,500 SF
 1/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

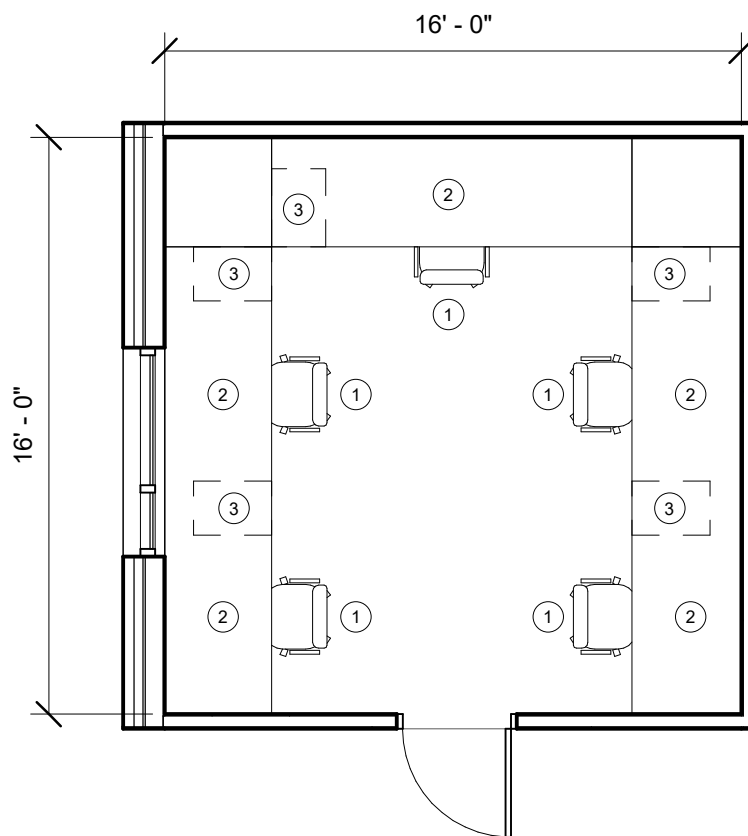
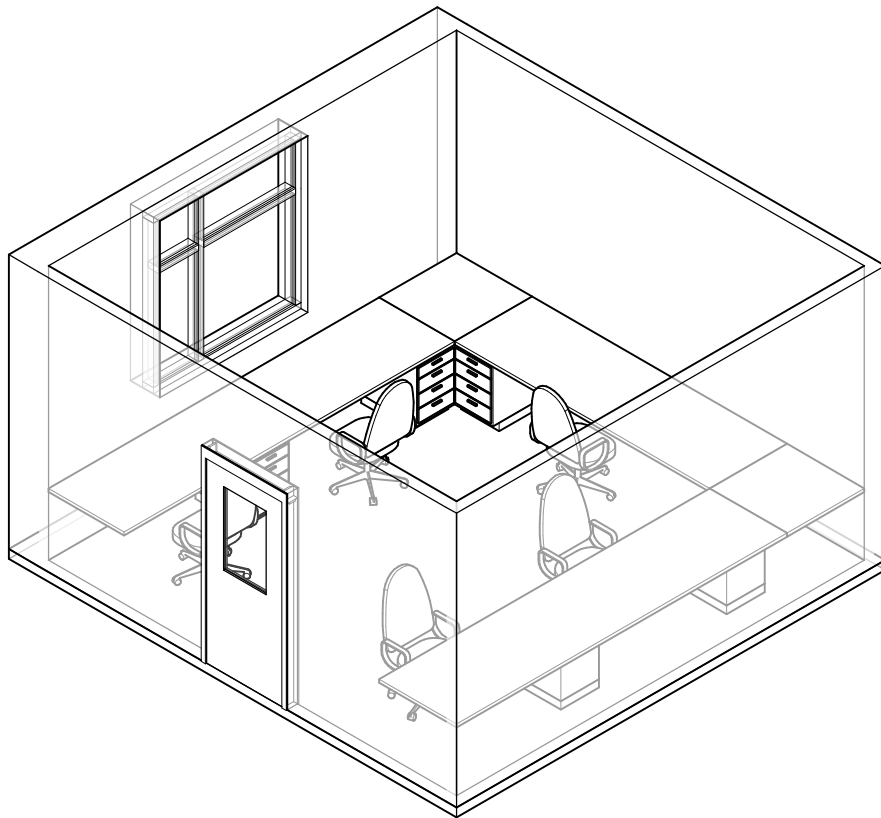
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. STORAGE CLOSET
2. REFRIGERATOR
3. PLASTIC LAMINATE COUNTER & BASE CABINETS (BELOW)
4. WALL HUNG CABINETS (ABOVE)
5. (36) CHAIRS AT (6) 42" X 114" TABLES
6. PROJECTOR SCREEN
7. ROOM DARKENING SHADES

DRAFT



HIGHWAY FOREMEN'S OFFICE (5) - 256 SF
 $3/16" = 1'-0"$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

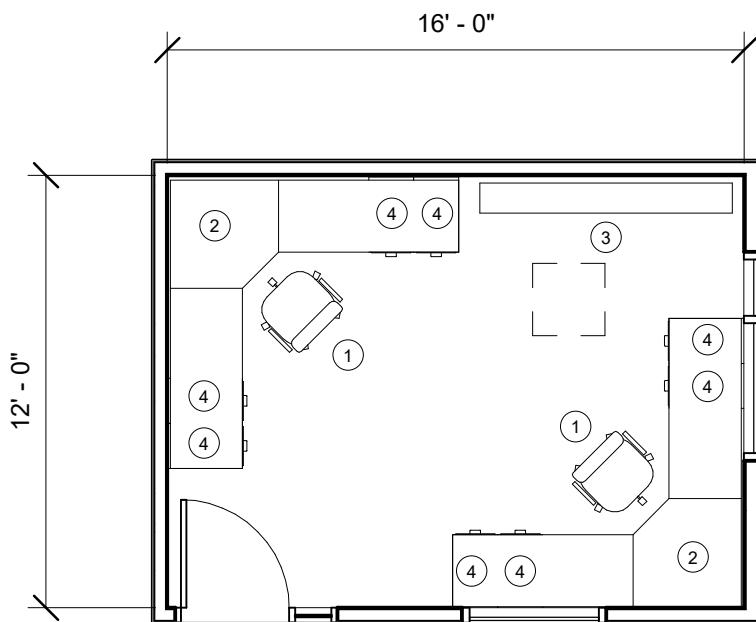
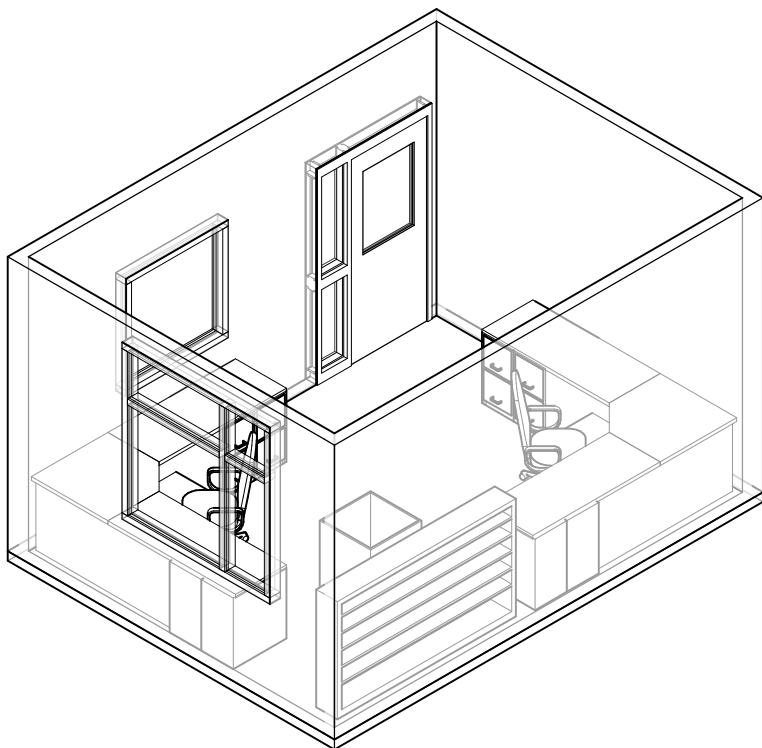
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING

COMPONENTS:

1. (5) EXECUTIVE CHAIRS
2. (5) WORKSTATIONS
3. FILE CABINET

DRAFT



SHARED OFFICE - 192 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

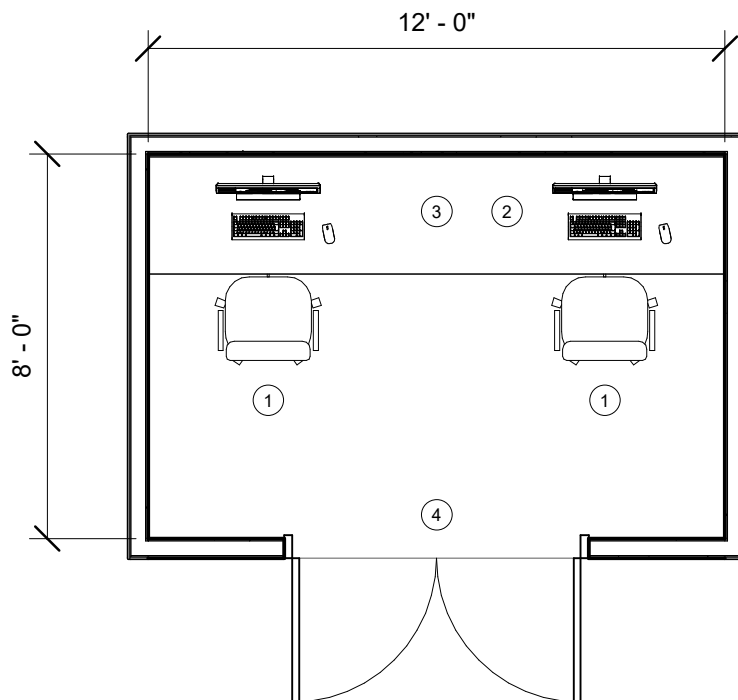
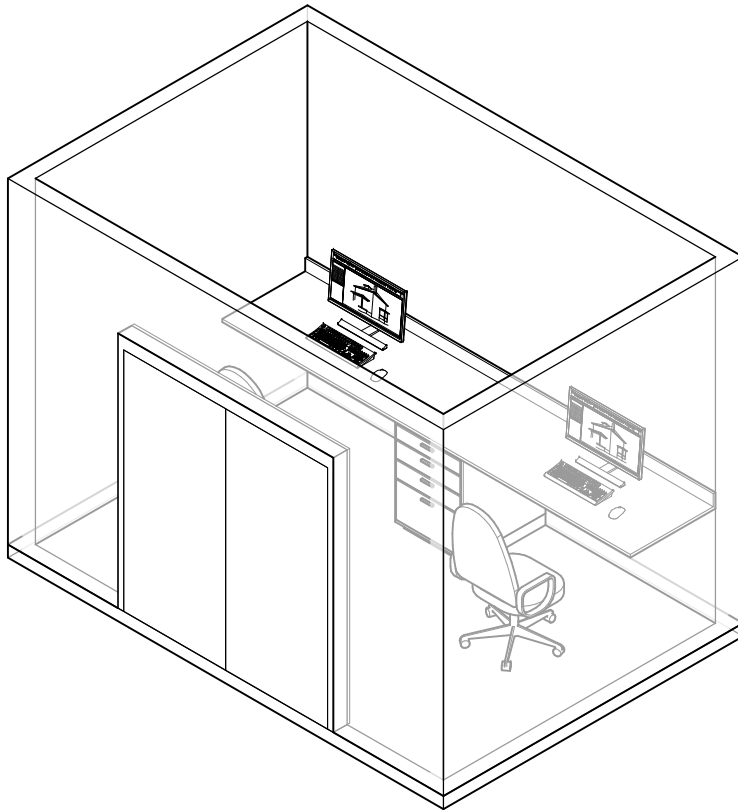
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. (2) EXECUTIVE CHAIRS
2. (2) WORKSTATIONS
3. BOOKCASE
4. FILE CABINET

DRAFT



WATER SCADA SYSTEM ROOM - 96 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: CARPET TILE

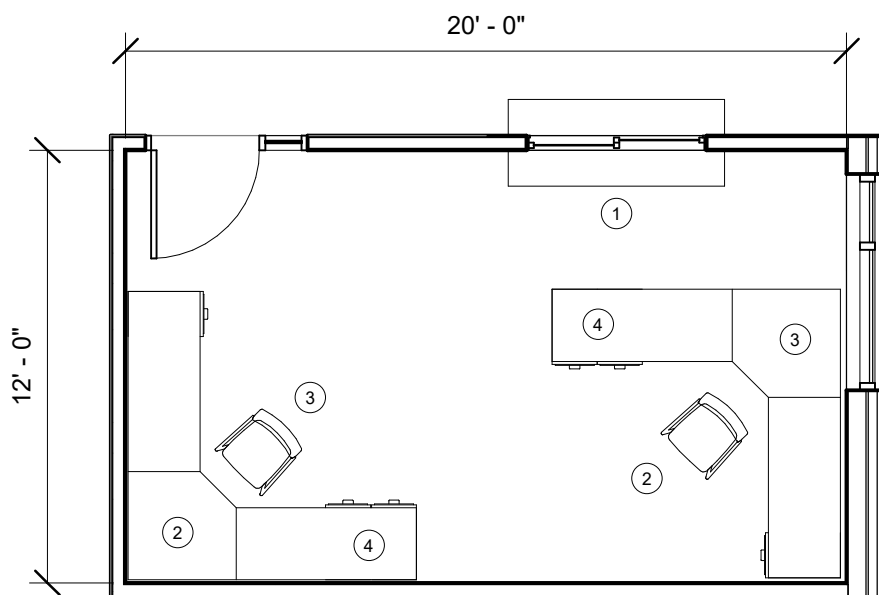
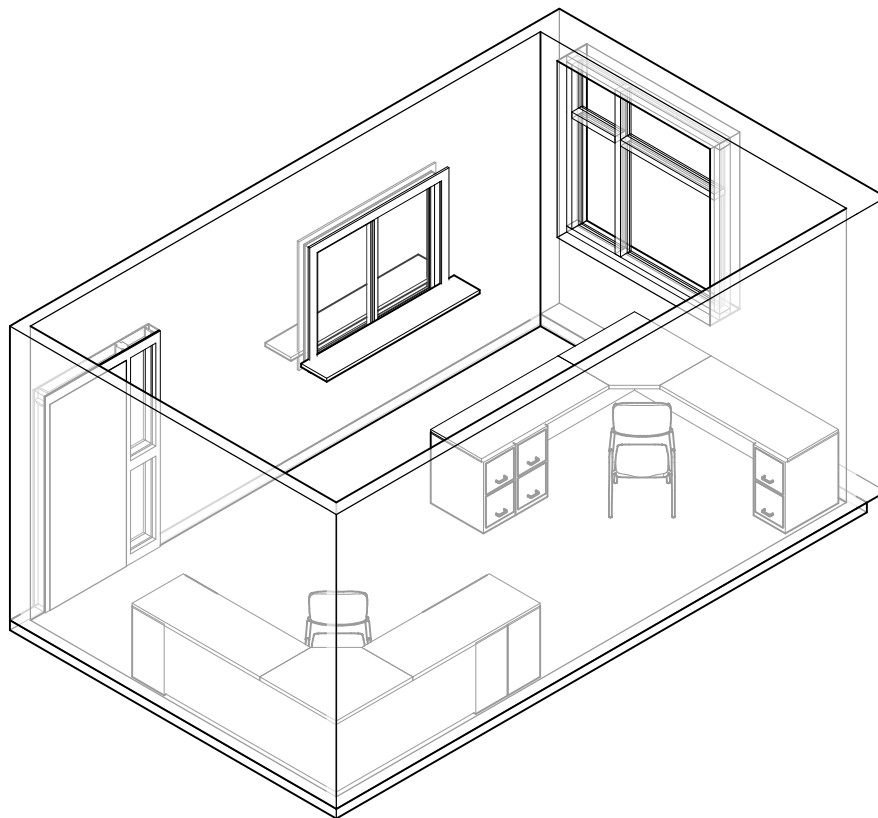
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. (2) CHAIRS
2. COUNTER WITH (2) COMPUTERS
3. UNDER COUNTER DRAWERS
4. SECURE ACCESS

DRAFT



STORM EVENT ROOM - 240 SF
 $\frac{3}{16}" = 1'-0"$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: GWB, PAINTED

FLOORS: LINOLEUM

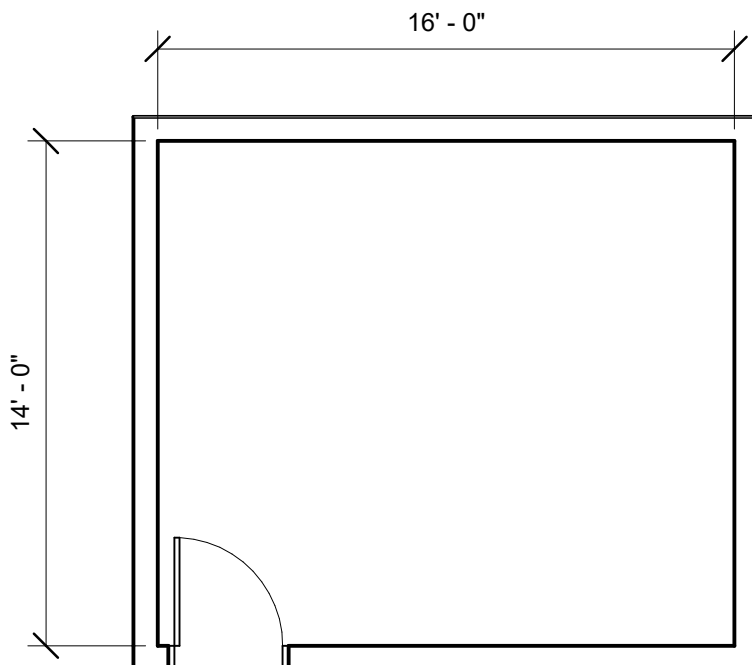
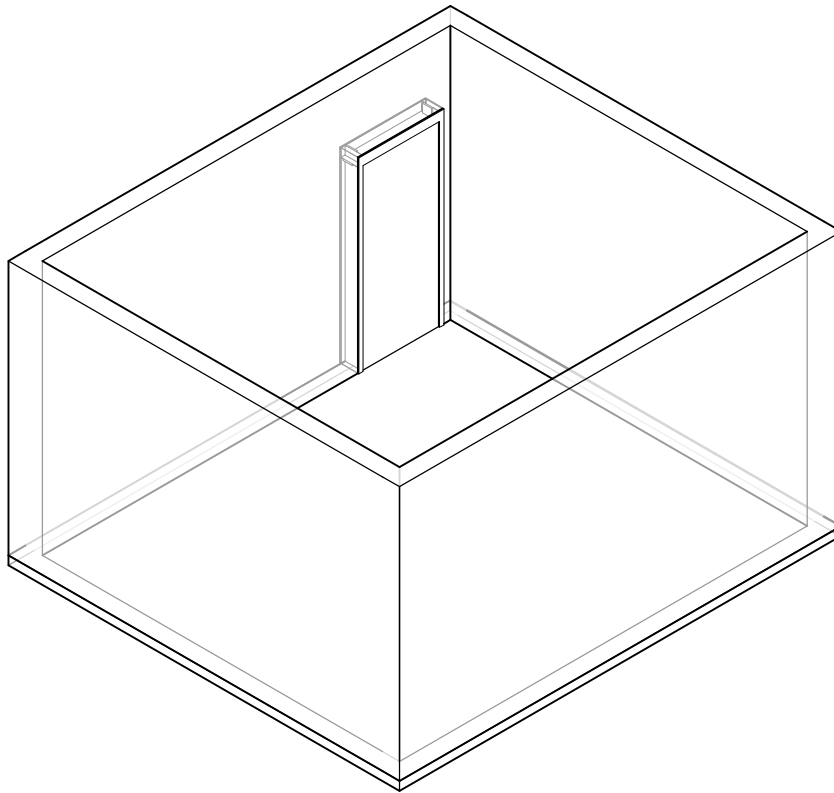
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING W/ WINDOWS

COMPONENTS:

1. CONTRACTOR COUNTER & TRANSACTION WINDOW
2. (2) WORKSTATIONS
3. (2) CHAIRS
4. FILE CABINETS

DRAFT



ELECTRIC ROOM - 224 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

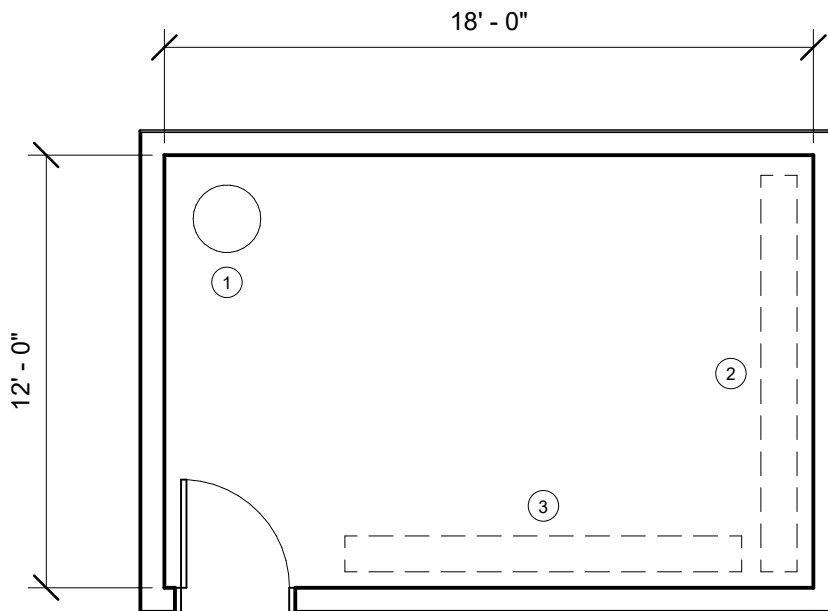
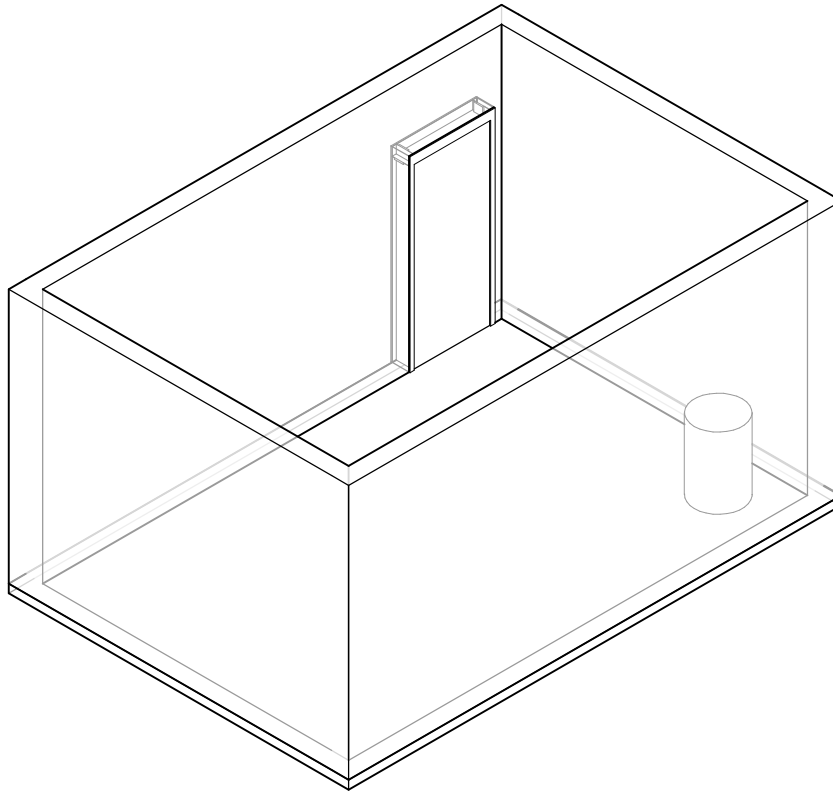
FLOORS: SEALED CONCRETE

MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS

COMPONENTS:

DRAFT



PL / FIRE PROTECTION ROOM - 216 SF
 $3/16" = 1'-0"$

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: SEALED CONCRETE

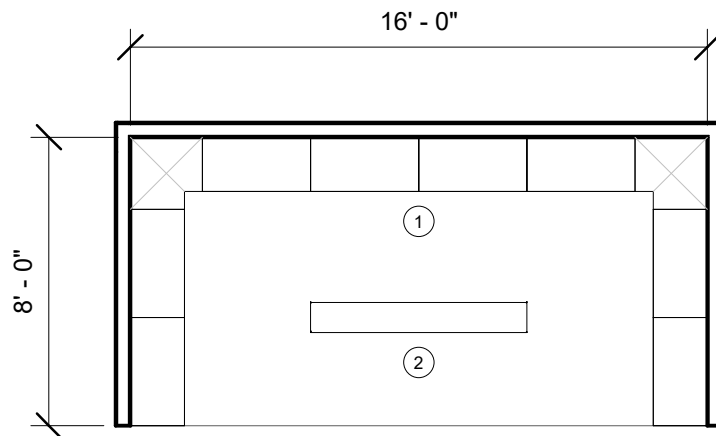
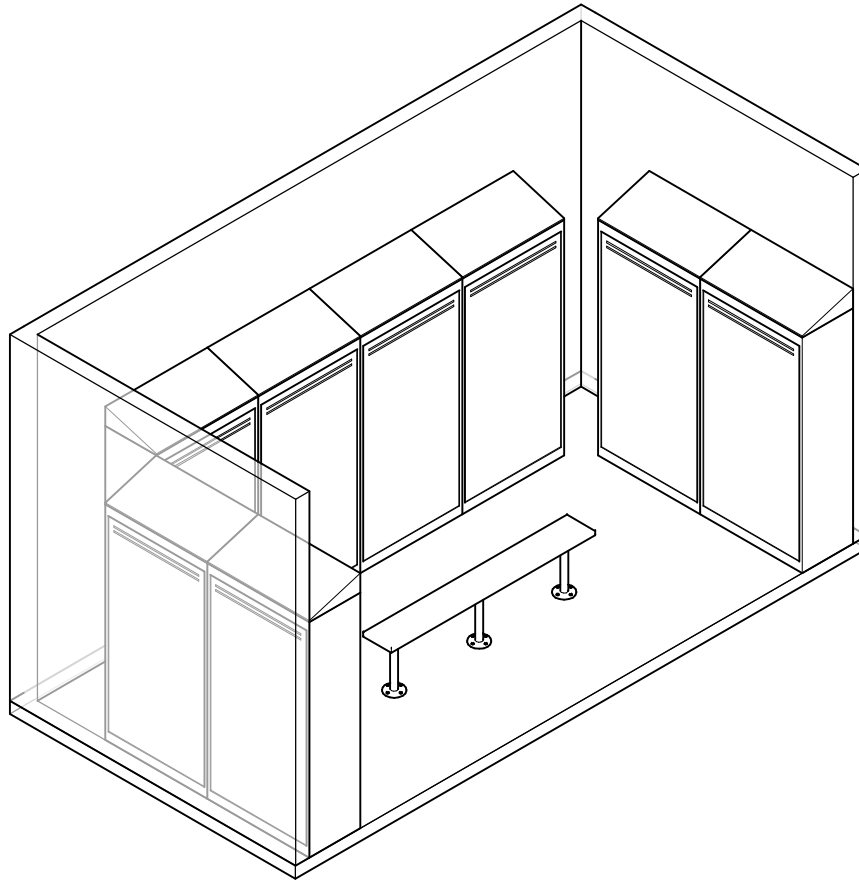
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING

COMPONENTS:

1. HOT WATER HEATER
2. WET / DRY SERVICE ENTRY
3. DOMESTIC SERVICE ENTRY

DRAFT



WET GEAR LOCKER ALCOVE - 128 SF
 $3/16" = 1'-0"$

ROOM FINISHES:

CEILING: ACT TILE

WALLS: CERAMIC TILE / GWB, PAINTED

FLOORS: RESINOUS EPOXY

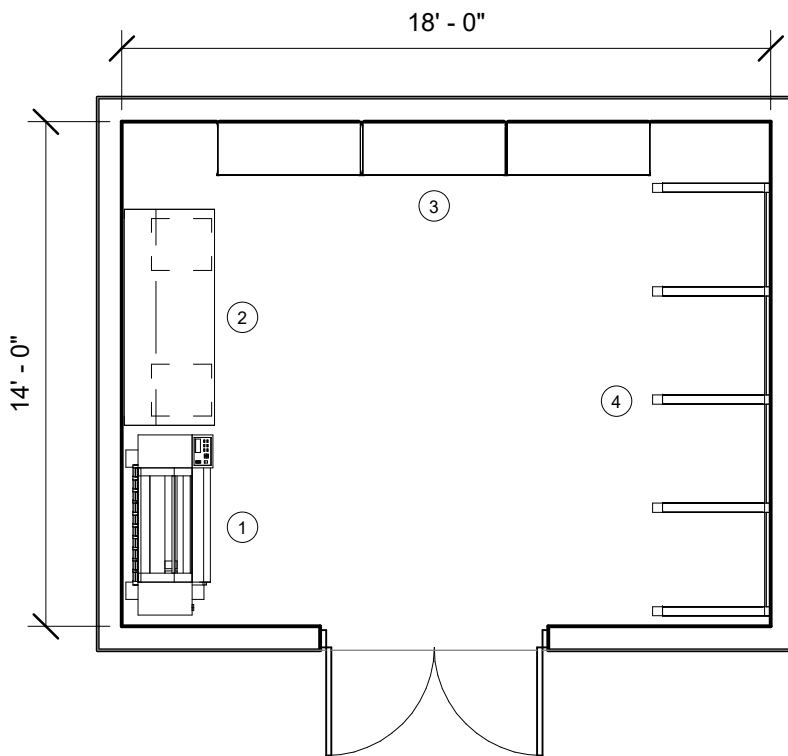
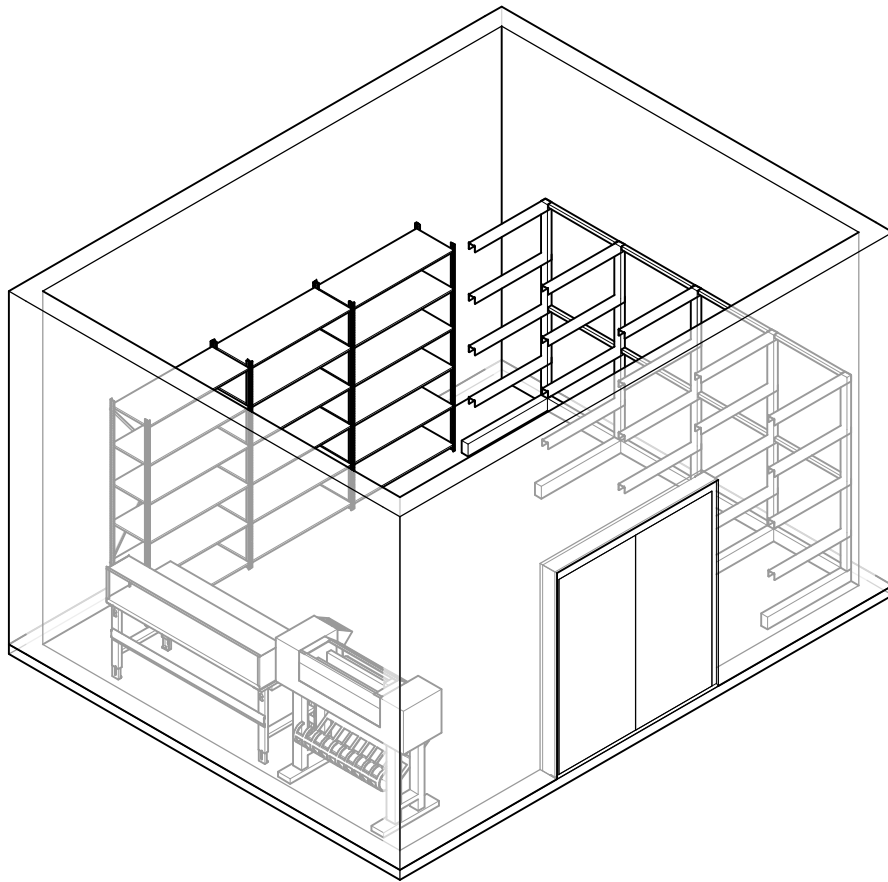
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. (8) 18" X 24" LOCKERS
2. BENCH

DRAFT



HIGHWAY SIGN SHOP / STORAGE - 252 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: RESILIENT FLOORING

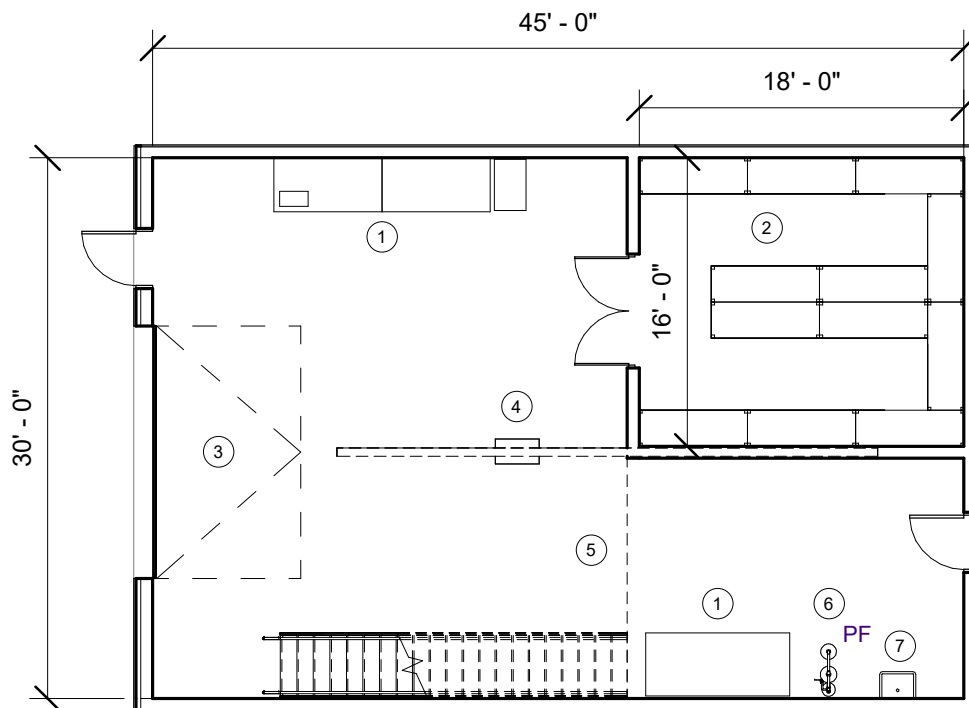
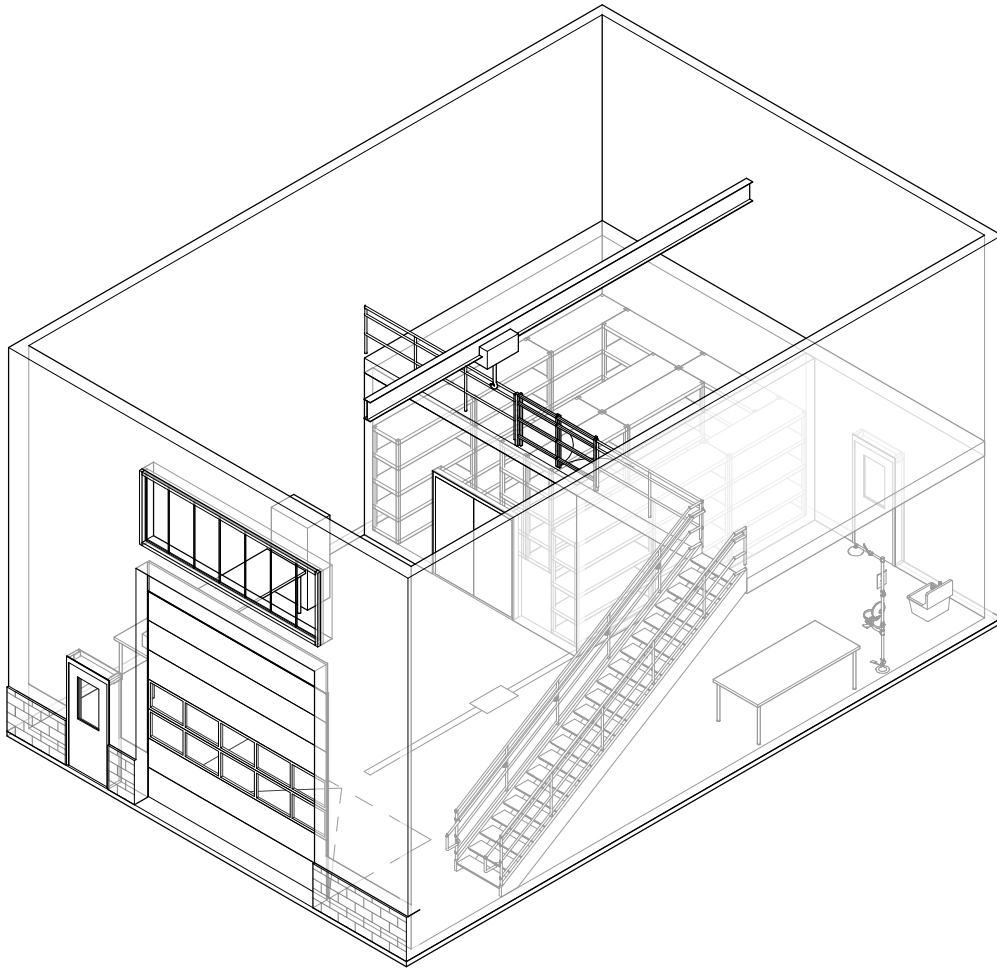
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. PLOTTER
2. WORKBENCH
3. (3) 48" X 18" X 84" UTILITY SHELVING
4. CANTILEVER STORAGE RACK

DRAFT



WORKSHOP - 1350 SF
 3/32" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: SEALED CONCRETE

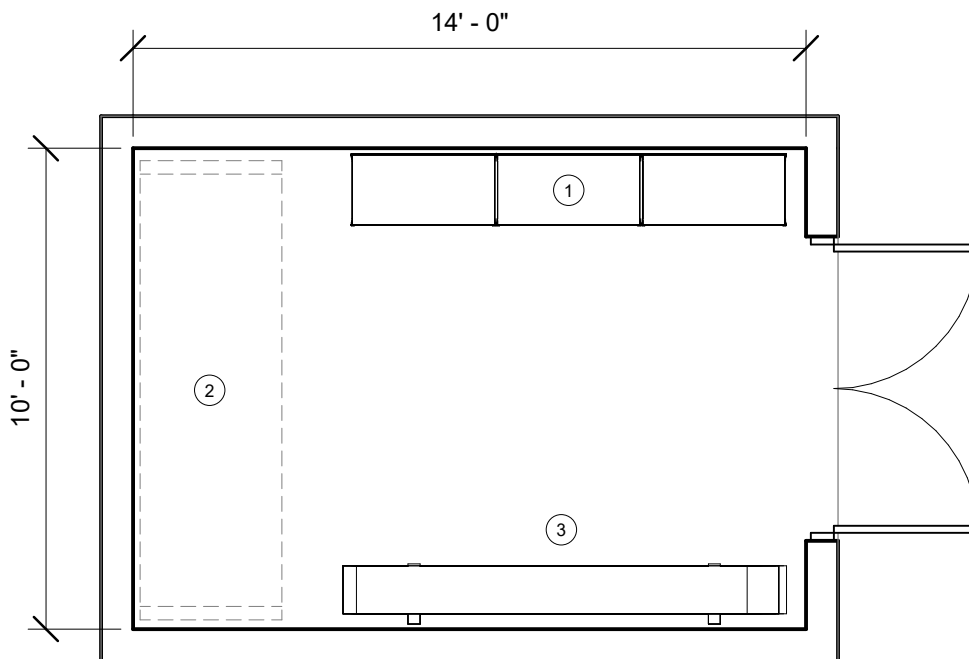
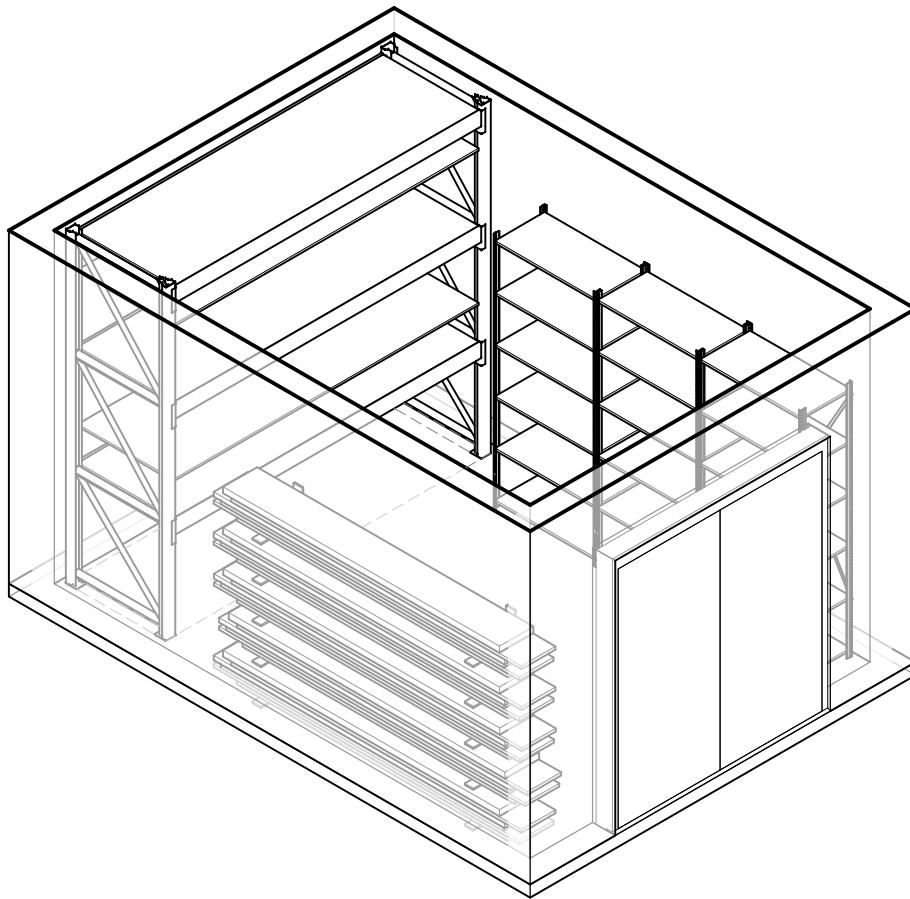
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING

COMPONENTS:

1. WORK BENCH
2. PARTS & MATERIAL STORAGE ROOM
3. OVERHEAD DOOR ACCESS
14' W X 16' H
4. MONORAIL CRANE
5. MEZZANINE STORAGE (ABOVE)
WITH STAIRS & SWING GATE ACCESS
6. EMERGENCY EYE WASH
7. SHOP SINK

DRAFT



TOOL CRIB - 140 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

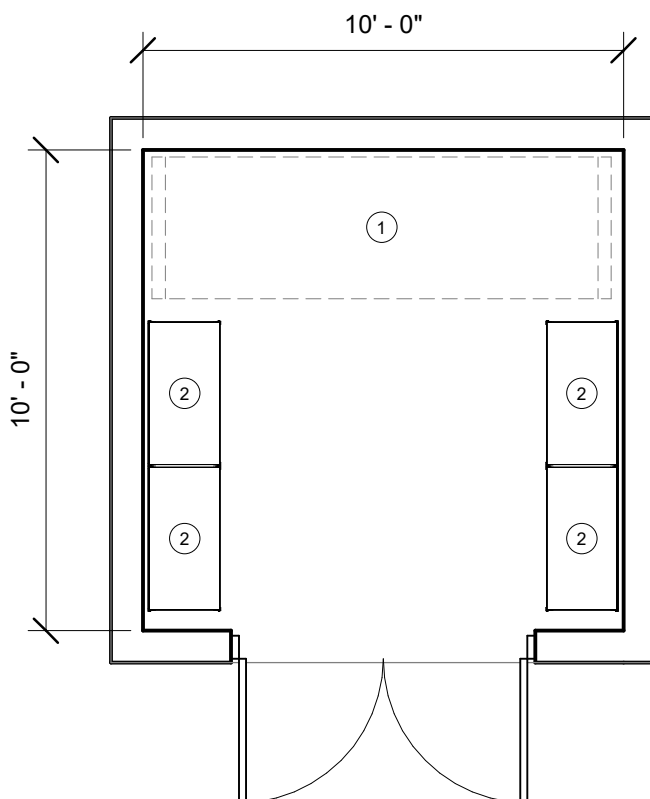
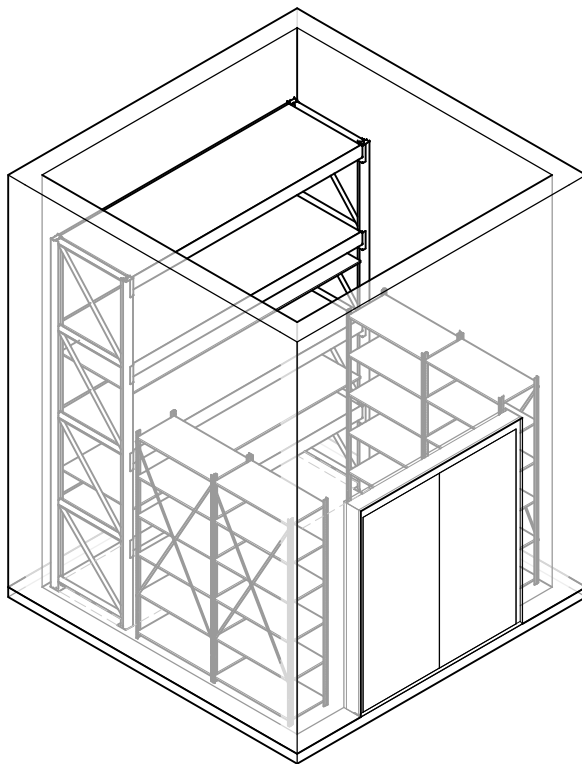
FLOORS: SEALED CONCRETE

MEP/DATA REQUIREMENTS:

COMPONENTS:

1. UTILITY SHELVING
2. 36" DEEP HEAVY DUTY STORAGE SHELVING
3. MATERIAL STORAGE

DRAFT



WATER SECURED BRASS STORAGE - 100 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: SEALED CONCRETE

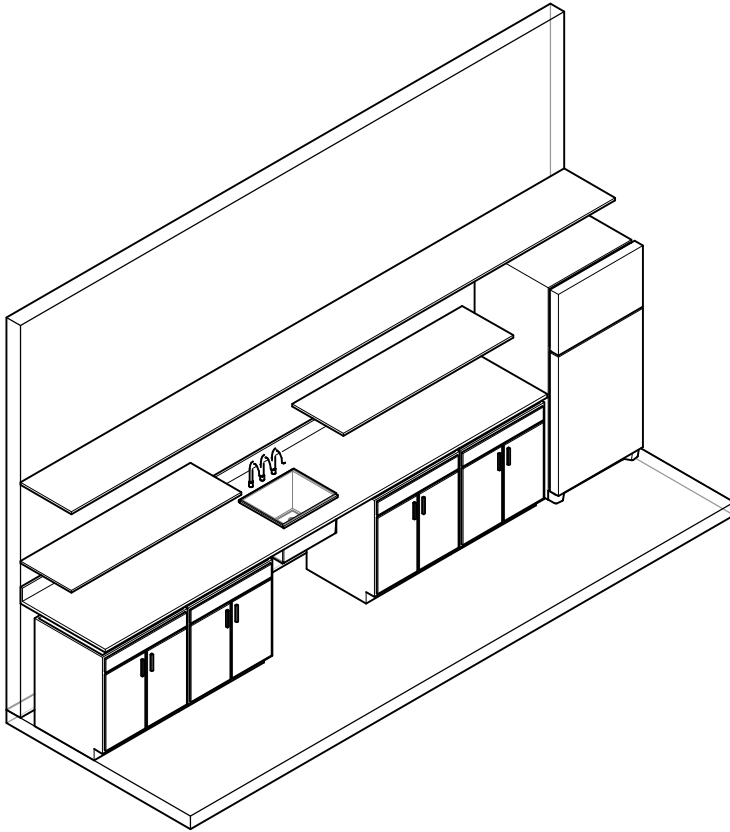
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS

COMPONENTS:

1. 36" DEEP HEAVY DUTY STORAGE SHELVING
2. UTILITY SHELVING

DRAFT



ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

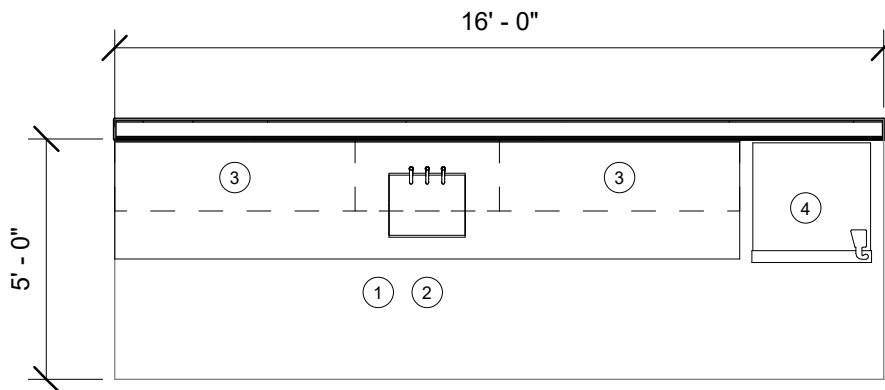
FLOORS: SEALED CONCRETE

MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

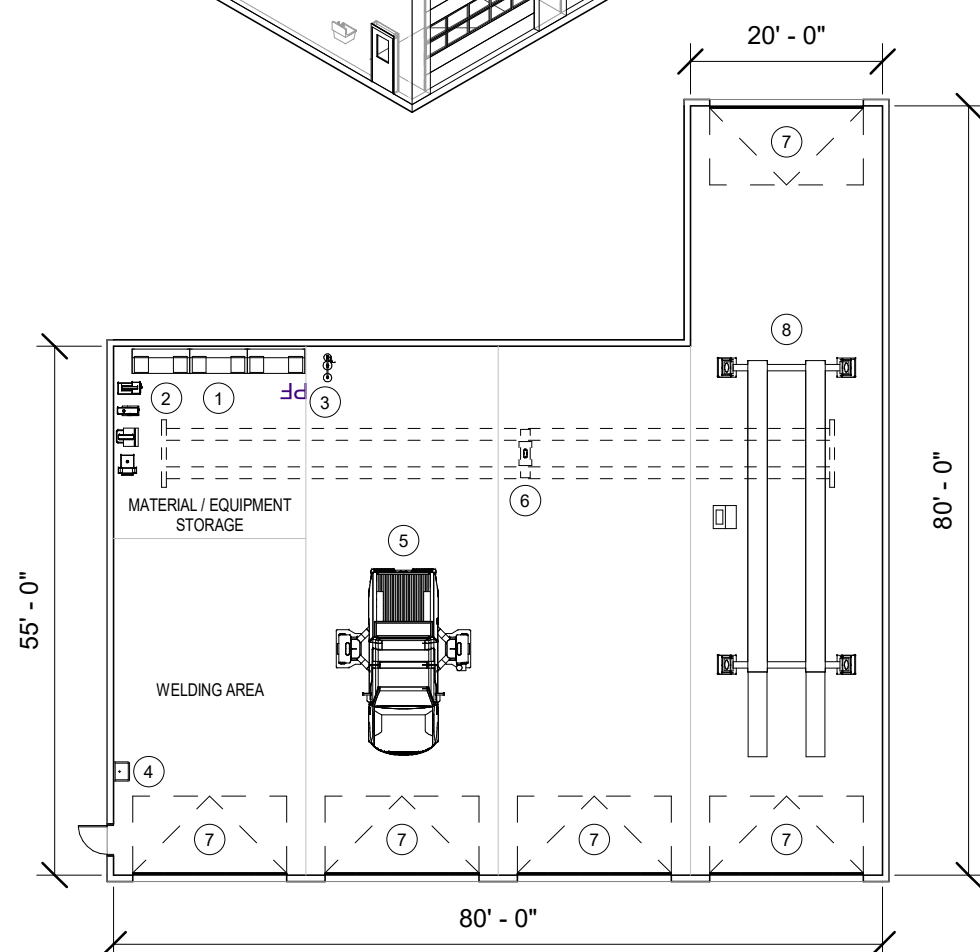
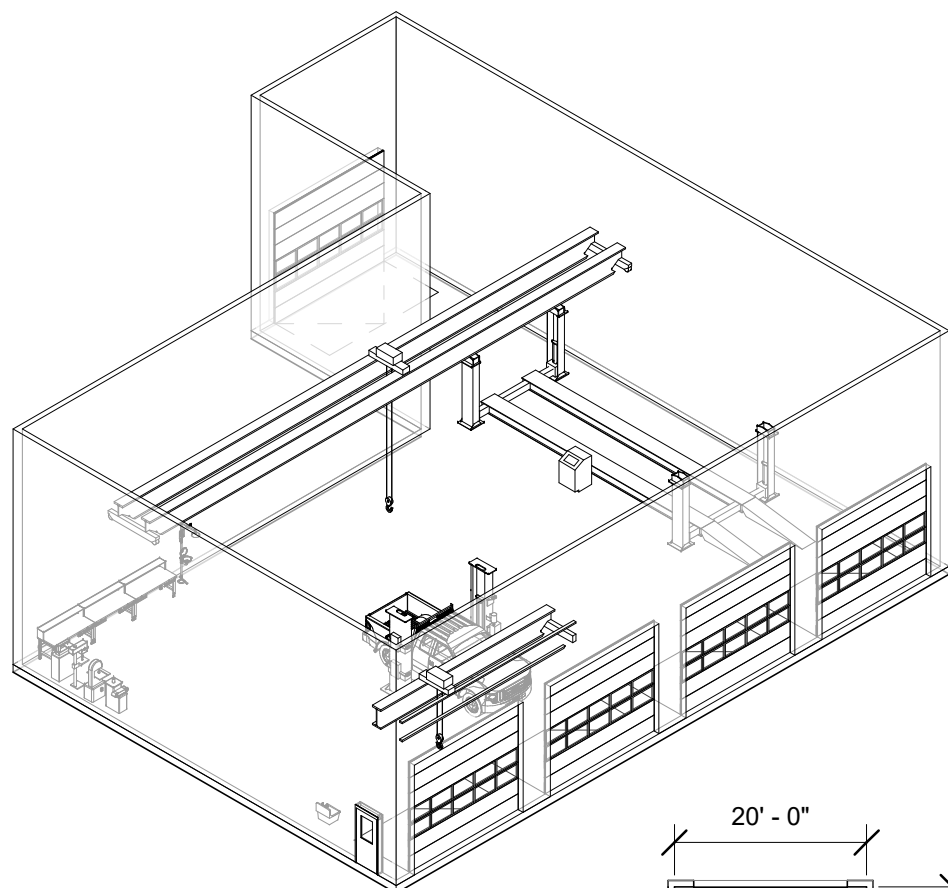
COMPONENTS:

1. COUNTER WITH BASE CABINET STORAGE (BELOW)
2. STAINLESS STEEL SINK
3. 18" DEEP SHELVING (ABOVE)
4. REFRIGERATOR



WATER SAMPLE HANDLING AREA - 80 SF
 1/4" = 1'-0"

DRAFT



ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CONCRETE TO 3'-4", METAL PANEL ABOVE

FLOORS: SEALED CONCRETE

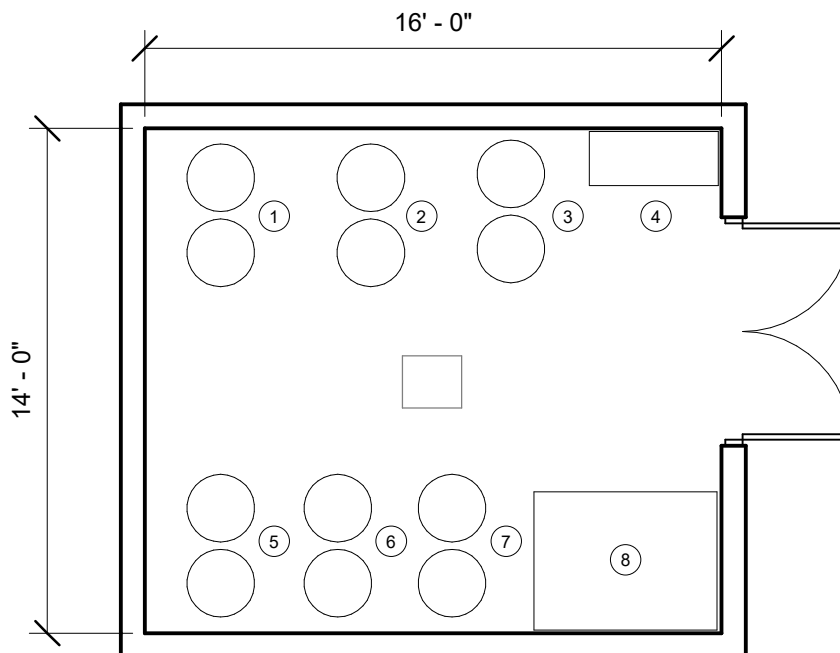
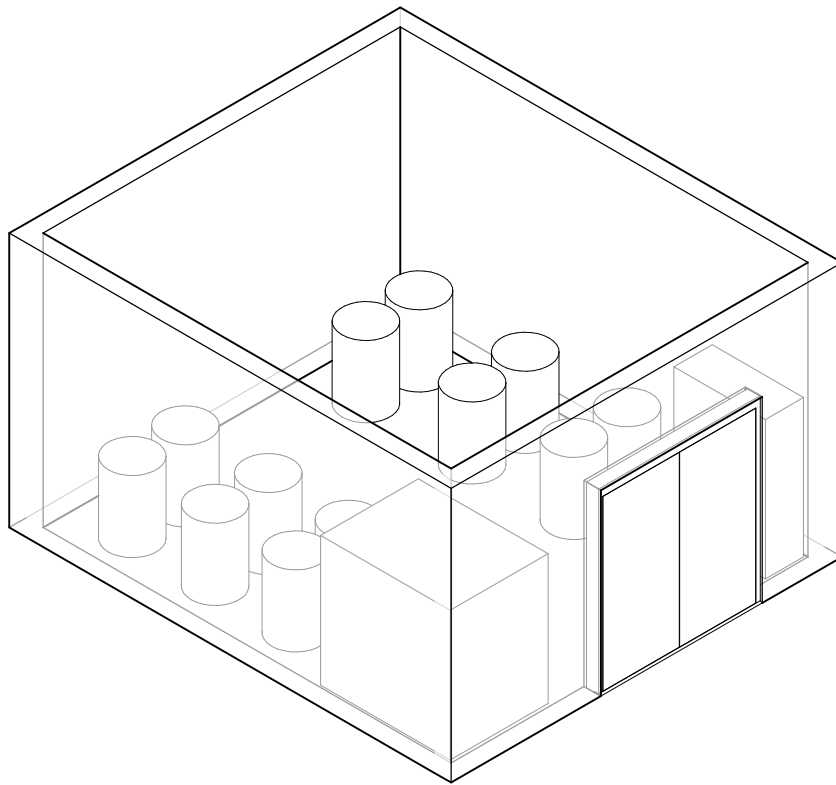
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS
- NATURAL LIGHTING

COMPONENTS:

1. WORKBENCHES
2. CARPENTRY TOOLS
3. EMERGENCY EYE WASH
4. SHOP SINK
5. CAR LIFT
6. OVERHEAD CRANE
7. OVERHEAD DOOR ACCESS 18' W X 16' H
8. FOUR POST LIFT

DRAFT



FLUIDS ROOM - 224 SF
 3/16" = 1'-0"

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: SEALED CONCRETE

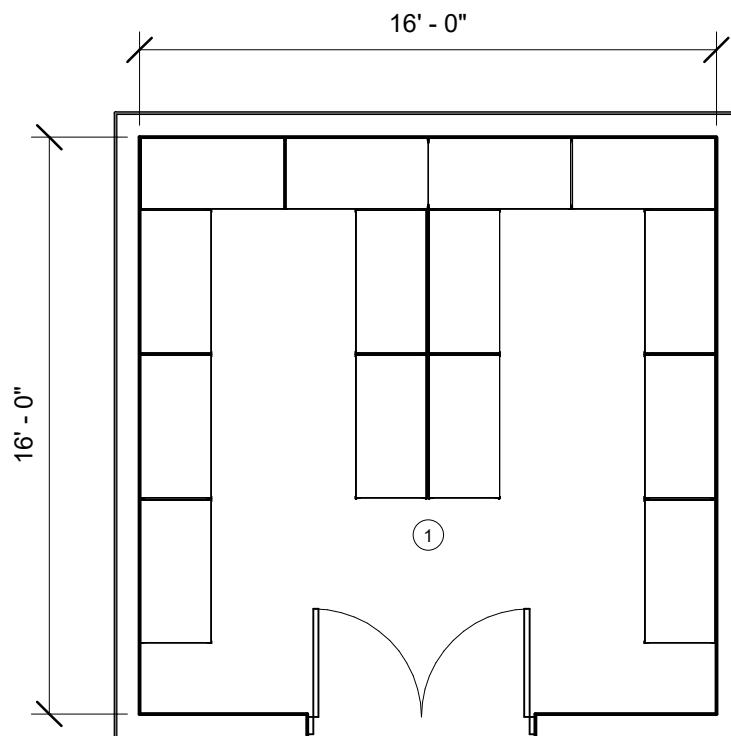
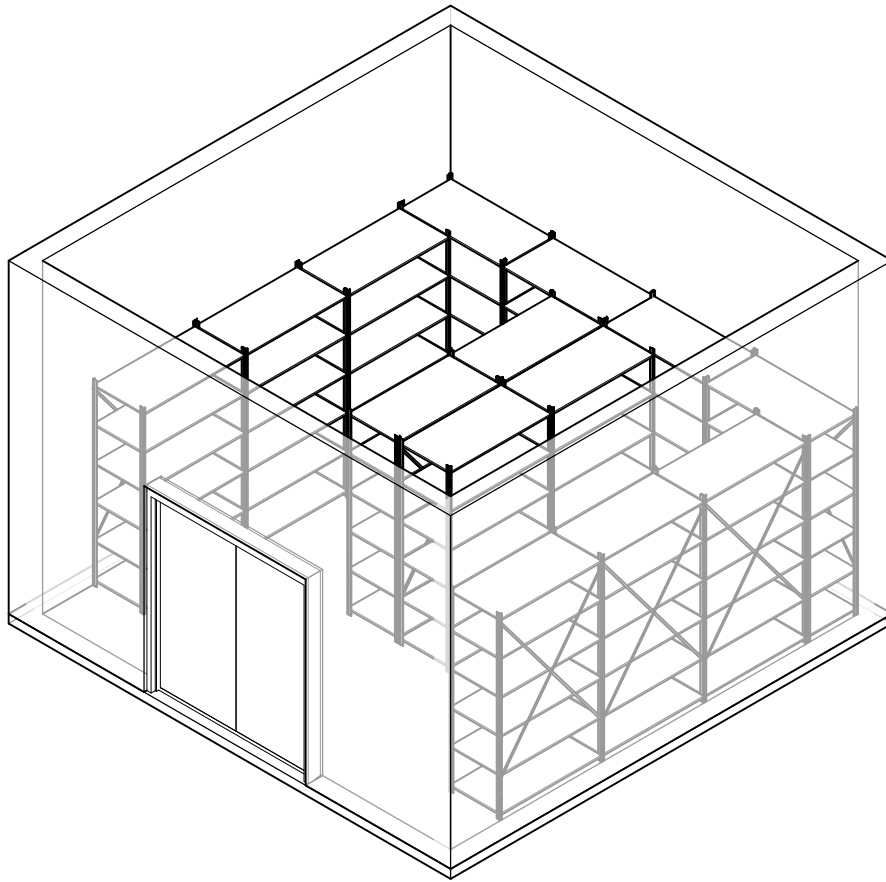
MEP/DATA REQUIREMENTS:

- HEATING / COOLING
- DEDICATED EXHAUST SYSTEM
- GFI ELECTRICAL OUTLETS
- COMPRESSED AIR FOR PHNEUMATIC PUMPS
- CONTAINMENT SUMP

COMPONENTS:

1. (2) SYNTHETIC OIL - 55GAL
2. (2) ANTIFREEZE - 55GAL
3. (2) HYDRAULIC OIL - 55GAL
4. FLAMMABLE STORAGE CABINET
5. (2) 530 MOTOR OIL - 55GAL
6. (2) TRANSMISSION FLUID, TYPE 1
7. (2) TRANSMISSION FLUID, TYPE 2
8. TANK FOR WASTE OIL

DRAFT



MAINTENANCE PARTS STORAGE - 256 SF
 $3/16" = 1'-0"$

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CMU, PAINTED

FLOORS: SEALED CONCRETE

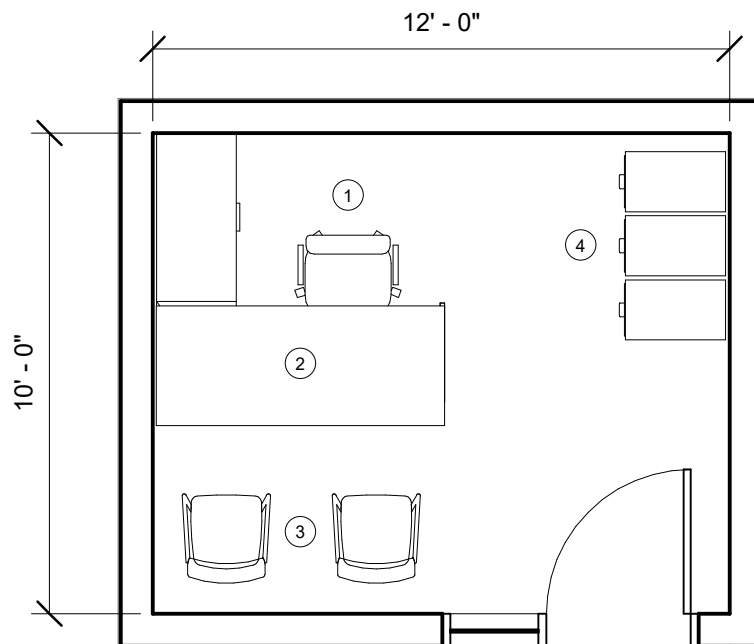
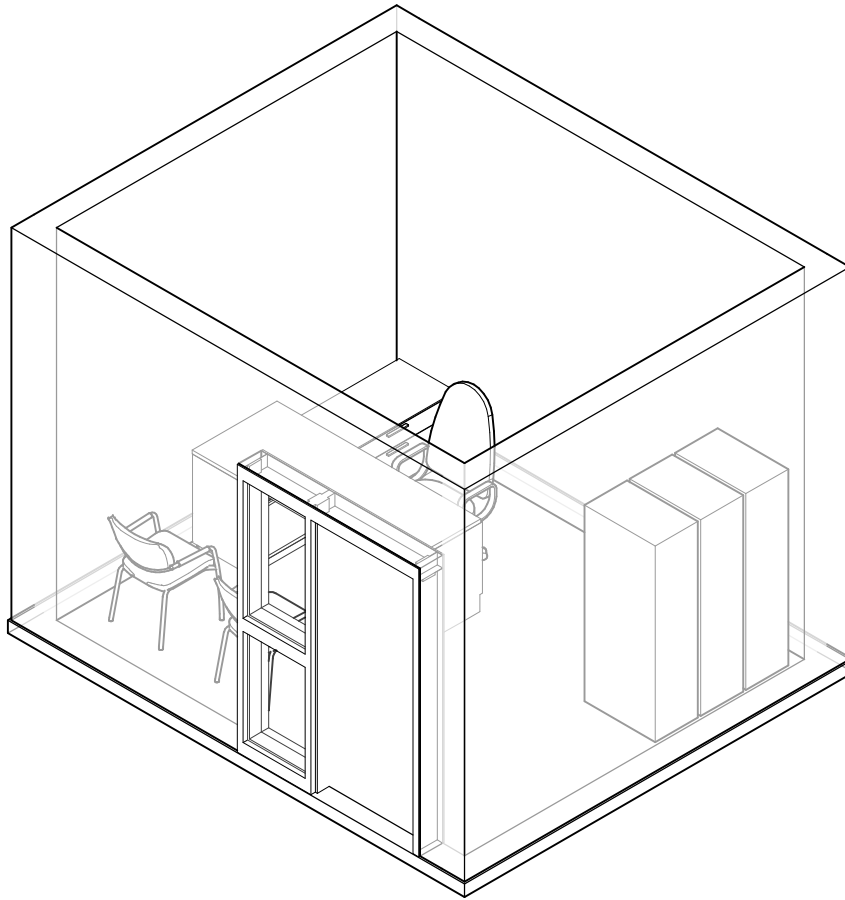
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- HEATING / COOLING

COMPONENTS:

1. (14) 48" UTILITY SHELVING

DRAFT



MECHANIC'S OFFICE - 144 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: ACT TILE

WALLS: CMU, PAINTED

FLOORS: RESILIENT FLOORING

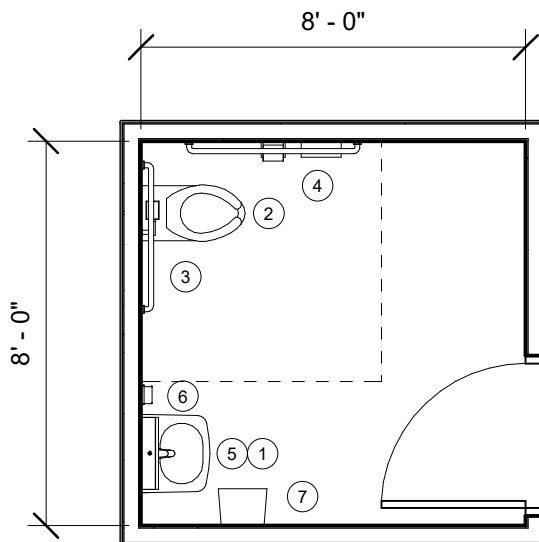
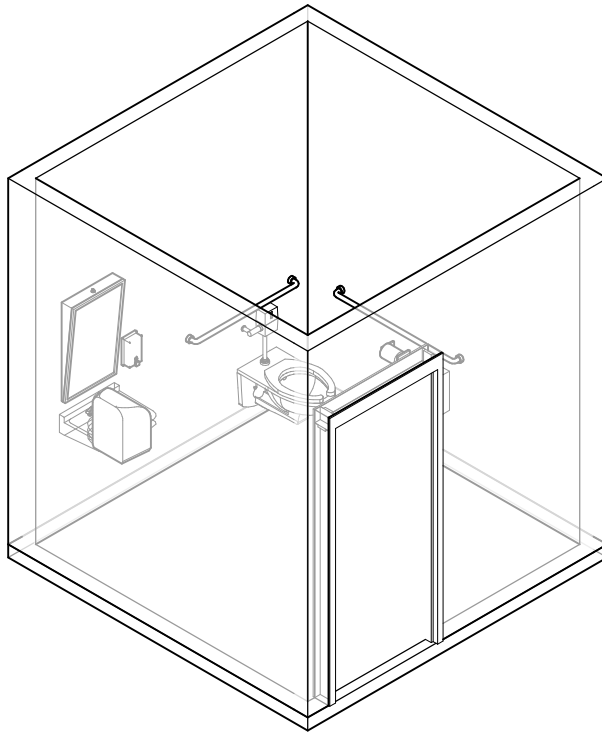
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS FOR LIGHTING CONTROLS

COMPONENTS:

1. EXECUTIVE CHAIR
2. WORKSTATION
3. GUEST CHAIRS
4. FILE CABINETS

DRAFT



MAINTENANCE TOILET - 64 SF
 1/4" = 1'-0"

ROOM FINISHES:

CEILING: MOISTURE
RESISTENT ACT TILE

WALLS: CERAMIC TILE / GWB,
PAINTED

FLOORS: CERAMIC TILE

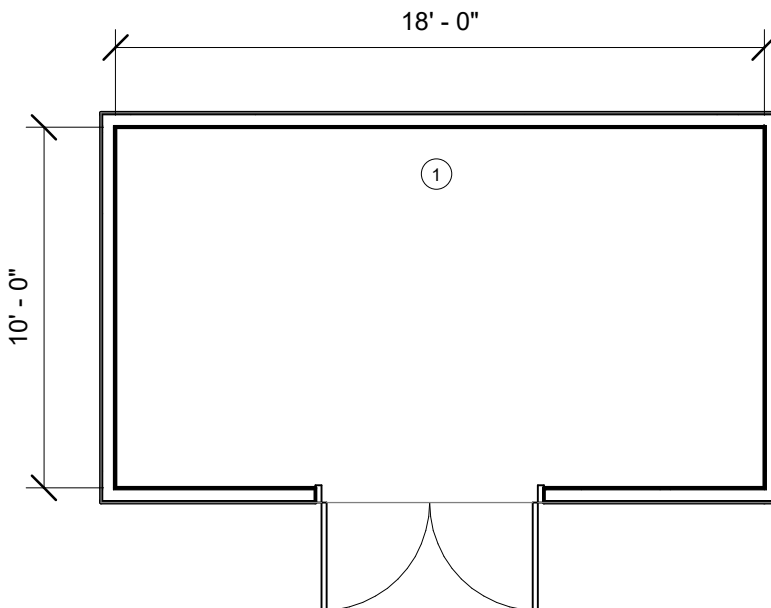
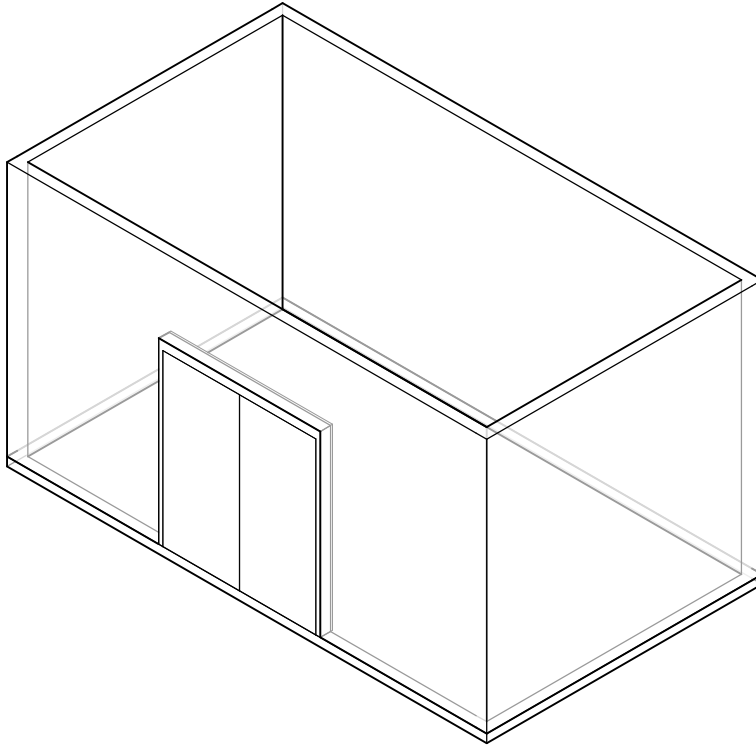
MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- TEL / DATA OUTLET JACKS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

COMPONENTS:

1. WALL HUNG SINK
2. WALL HUNG TOILET
3. 36" GRAB BAR
4. 48" GRAB BAR
5. MIRROR
6. SOAP DISPENSER
7. PAPER TOWEL DISPENSER

DRAFT



COMPRESSOR ROOM - 180 SF
 $\frac{3}{16}" = 1'-0"$

ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: GWB, PAINTED

FLOORS: SEALED CONCRETE

MEP/DATA REQUIREMENTS:

- DUPLEX ELECTRICAL OUTLETS
- DATA OUTLET JACKS

COMPONENTS:

1. WALL MOUNTED PANELS

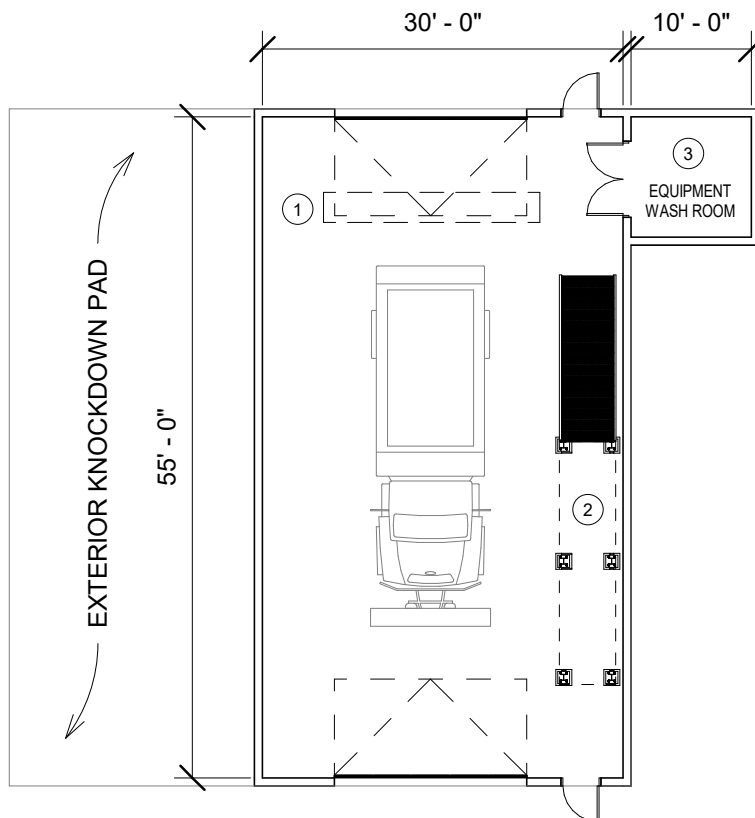
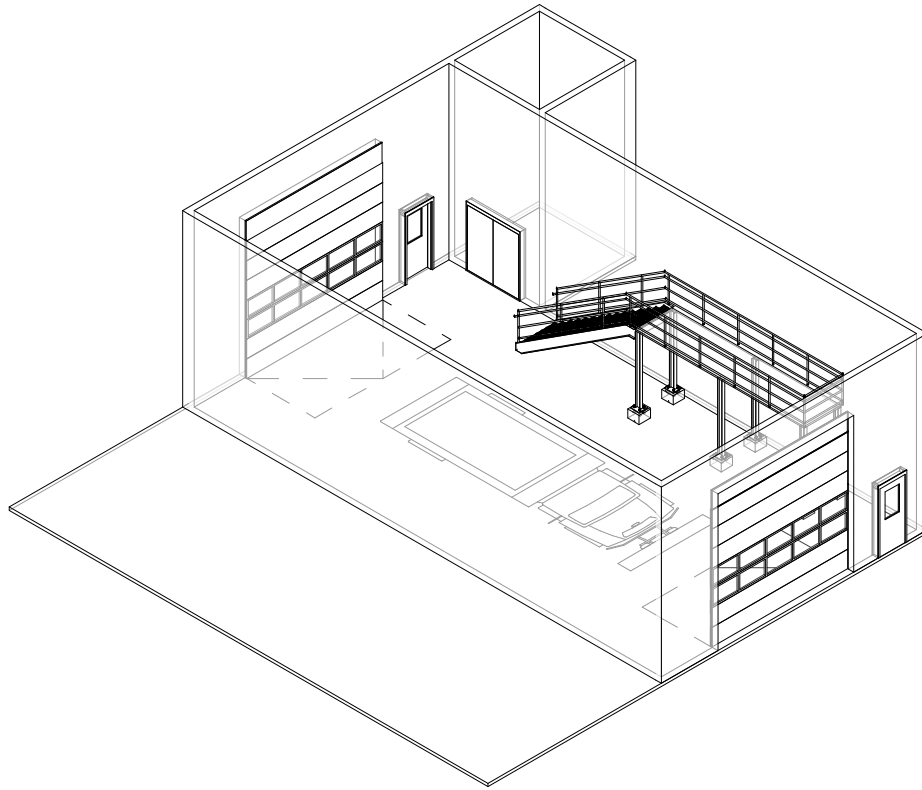
DRAFT

ROOM FINISHES:**CEILING:** PVC PANELS**WALLS:** PVC PANELS**FLOORS:** SEALED CONCRETE**MEP/DATA REQUIREMENTS:**

- DUPLEX ELECTRICAL OUTLETS
- HEATING / COOLING
- OCCUPANCY SENSORS
FOR LIGHTING CONTROLS

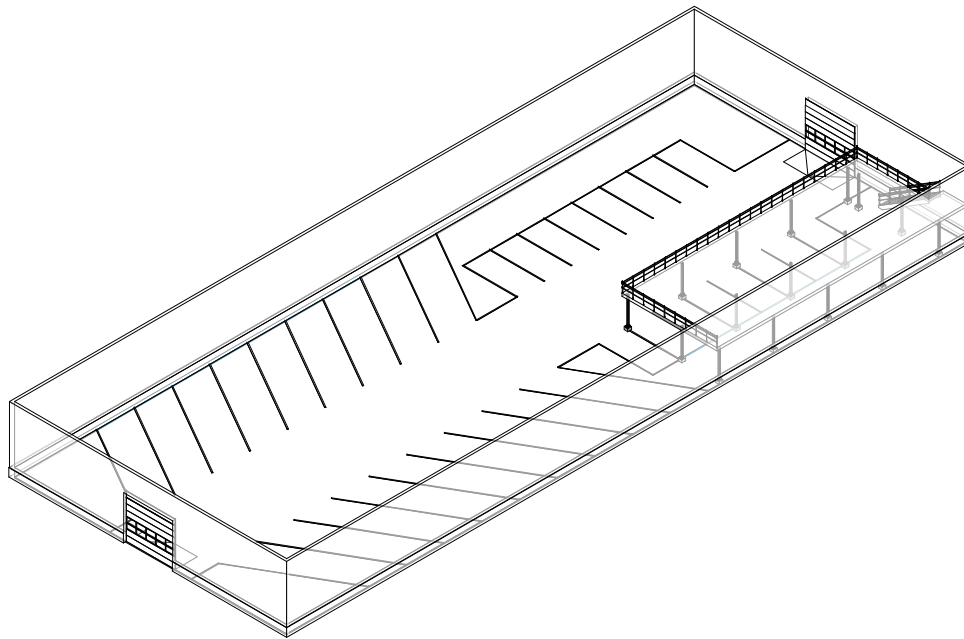
COMPONENTS:

1. UNDERCARRIAGE WASH
2. FIXED STEEL CATWALK
3. MANUAL WASH EQUIP. PACKAGE



WASH BAY - 1,750 SF
1/16" = 1'-0"

DRAFT



ROOM FINISHES:

CEILING: OPEN TO STRUCTURE

WALLS: CONCRETE TO 3'-4",
METAL PANEL ABOVE

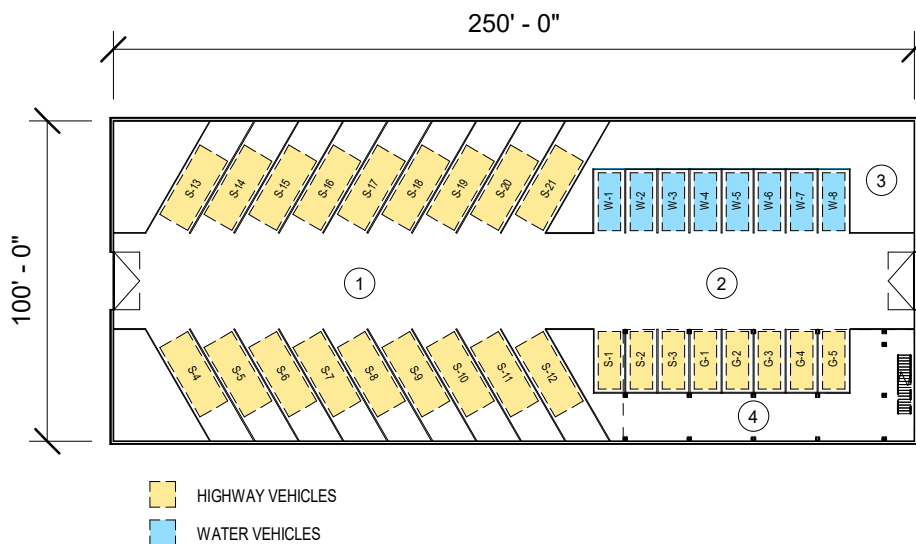
FLOORS: SEALED CONCRETE

MEP/DATA REQUIREMENTS:

- HEATING / COOLING
- VENTILATION

COMPONENTS:

1. (18) LARGE VEHICLE PARKING STALLS
2. (16) SMALL VEHICLE PARKING STALLS
3. AREA FOR EQUIPMENT & MATERIAL STORAGE
4. MEZZANINE SPACE (ABOVE)



VEHICLE STORAGE GARAGE - 25,000 SF

1" = 60'-0"

DRAFT

Town of Holliston
DPW Facility Feasibility Study

SECTION 7

SPACE NEEDS GUIDELINES & HISTORIC DPW FACILITY COMPARISON METRICS

**Department of Public Works
Conceptual Space Needs Guidelines
WORK SHEET**

These guidelines have been prepared by Weston & Sampson based upon our experience with more than 100 public works facility projects in the last 15 years. These guidelines can be utilized by communities to identify an estimated facility size prior to undertaking a comprehensive programming effort.

Guidelines (as developed from similar completed DPW projects):

		Target
Administration	Average SF per Admin Person	570
Employee Facilities	Average SF per Work Force Person	111
Shops (including Maintenance)	Average SF per Division	3,021
Vehicle / Equipment Storage (for centre drive-thru)	Average SF per Rolling Stock	694
Vehicle / Equipment Storage (for stacked parking)	Average SF per Rolling Stock	591
Wash /Other	Average SF	2,512

Note: Average SF guidelines include all common spaces including circulation, toilets, common reception, etc.

TARGET SPACE NEEDS				Target SF
		Qty	SF	
Administration	Number of Administration Personnel	8	x 570 =	4,556
Employee Facilities	Number of Work Force Employees	28	x 111 =	3,094
Shops	Number of Shops	4	x 3,021 =	12,084
	(List of Divisions)	(place "x" below)		
	- Highway	x		
	- Vehicle Maintenance	x		
	- Water	x		
	Total:	3		
	Assume Shop Space based on 2/3 of Divisions :	2		
Vehicle / Equipment Storage	Number of Vehicles (see note 1)	36	x 694 =	25,000
Vehicle / Equipment Storage Adjustment for Canopy				0
Wash	(see note 2)	1	x 2,512 =	2,512
TOTAL ENCLOSED SF:				47,246
CANOPY OPTION ADJUSTMENT				
			Canopy	
			(if yes - place "x" below)	
Canopy for Partial Covered Storage of Vehicles/Equipment				0

Notes:

- When determining number of vehicles, include all pickups, sedans, medium & large trucks, large tractors, and construction equipment. Do not include small equipment such as trailers, sidewalk plows, mowers, etc. This smaller equipment is built into the guidelines.
- Assumes manual wash bay with separate equipment room.

\\wse03.local\WSE\Projects\MA\Holliston MA\ENG21-0868 Holliston DPW\Deliverables\Update Report 02-02-2022\Report Files\3-Holliston DPW S

REQUIRED SITE SIZE ESTIMATE

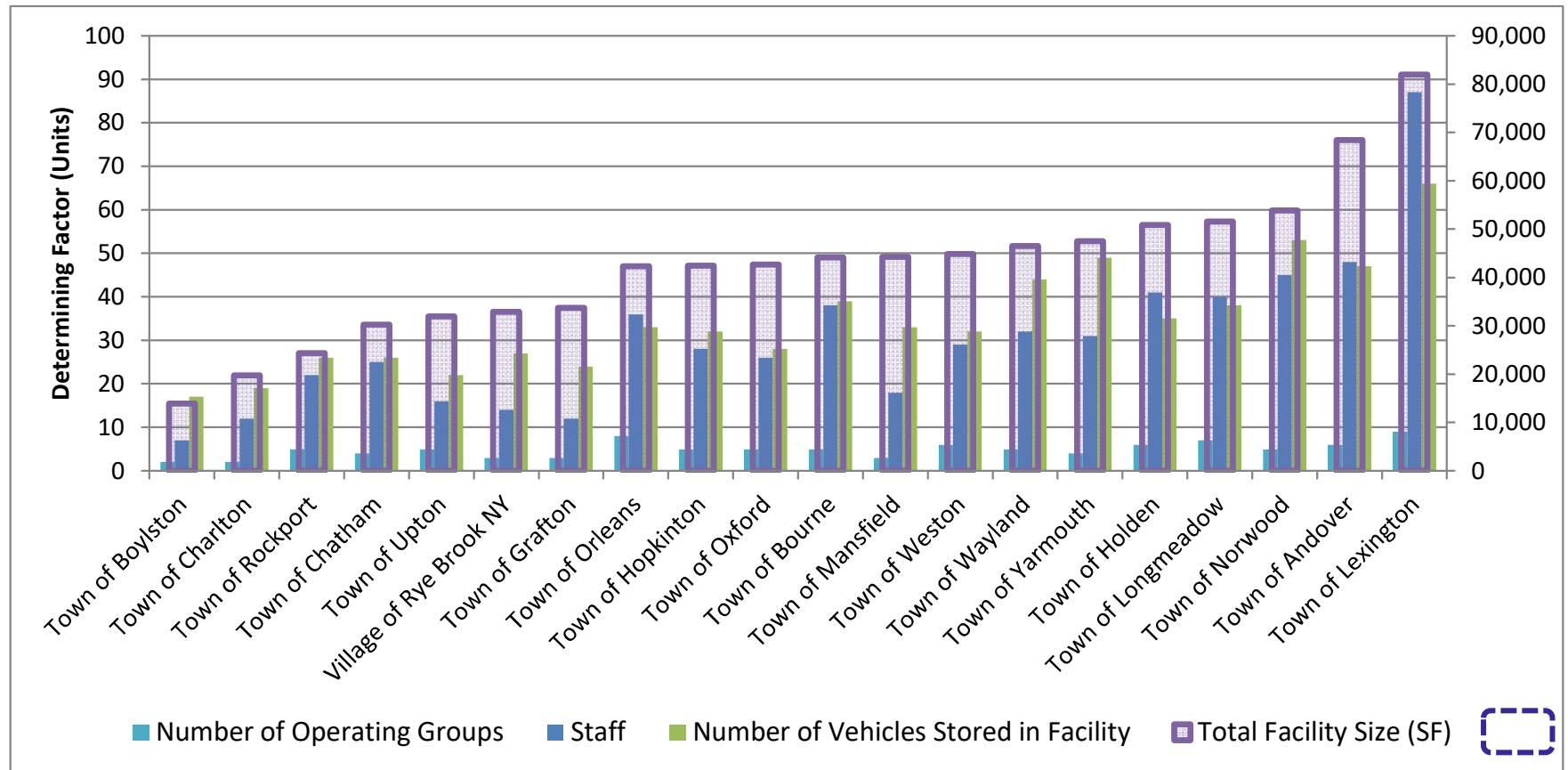
	Building Footprint (SF) (enclosed + canopy)	Developed Area (acres)	Developed Area (SF)	SF of Site Needed per SF Bldg Footprint	SF of Site Needed per Bldg Footprint (with 30' setbacks)
Town of Hopkinton DPW	38,100	2.6	113,256	2.97	3.72
Town of Orleans DPW	42,278	6.3	274,428	6.49	8.11
Town of Andover DPW	61,600	8.4	365,904	5.94	7.43
Town of Middleborough DPW	37,300	5.0	217,800	5.84	7.30
Town of Burlington DPW (Site 1)	28,400	2.6	113,256	3.99	4.98
Town of Burlington DPW (Site 2)	39,900	2.9	126,324	3.17	3.96
Town of Wayland DPW	46,521	5.8	252,648	5.43	6.79
Town of Bourne DPW	44,140	6.8	296,208	6.71	8.39
Town of Longmeadow DPW	51,529	6.1	265,716	5.16	6.45
Town of Mansfield DPW	44,300	4.9	213,444	4.82	6.02
City of Medford DPW					
Town of Holden DPW					

Average Site Size per SF Building Footprint 5.05 6.31

Holliston Bldg Footprint	45,150	
Minimum Site Size for Holliston	285,082	SF
	6.5	Acres

**Department of Public Works
Metrics for Facility Comparisons**

					Metrics which should be used when comparing facilities					
Date	Town	Population	Size of Town (Sq. Miles)	Miles of Road	Number of Operating Groups	Staff	Number of Vehicles Stored in Facility	Proposed Building Size (SF)	Canopy Size (SF)	Total Facility Size (SF)
2015	Town of Boylston	4,355	16.0	55	2	7	17	13,926	0	13,926
2012	Town of Charlton	13,000	43.8	127	2	12	19	17,312	2,400	19,712
2018	Town of Rockport	6,952	17.5	33	5	22	26	19,341	5,020	24,361
2005	Town of Chatham	6,100	24.4	66	4	25	26	28,771	1,500	30,271
2018	Town of Upton	7,773	21.7	80	5	16	22	31,950	0	31,950
2018	Village of Rye Brook NY	9,589	3.5	30	3	14	27	32,883	0	32,883
2018	Town of Grafton	17,800	23.3	84	3	12	24	33,710	0	33,710
2017	Town of Orleans	5,900	22.7	51	8	36	33	42,278	0	42,278
2017	Town of Hopkinton	14,900	28.2	106	5	28	32	42,410	0	42,410
2018	Town of Oxford	13,980	27.5	90	5	26	28	42,701	0	42,701
2015	Town of Bourne	19,800	52.9	200	5	38	39	39,040	5,100	44,140
2017	Town of Mansfield	23,200	20.7	113	3	18	33	36,300	8,000	44,300
2011	Town of Weston	11,300	17.3	88	6	29	32	41,846	3,024	44,870
2015	Town of Wayland	13,000	15.9	96	5	32	44	39,869	6,652	46,521
2019	Town of Yarmouth	23,339	28.2	240	4	31	49	43,400	4,100	47,500
2018	Town of Holden	28,600	10.6	110	6	41	35	43,412	7,459	50,871
2017	Town of Longmeadow	15,800	9.7	98	7	40	38	44,858	6,671	51,529
2015	Town of Norwood	28,600	10.6	110	5	45	53	53,870	0	53,870
2018	Town of Andover	35,490	32.1	186	6	48	47	60,000	8,400	68,400
2008	Town of Lexington	31,400	16.5	117	9	87	66	78,000	4,000	82,000
2024	Town of Holliston	14,950	19.0	105	7*	36	33	45,150	3,240	48,390
					*including 3 add'l under HWY					



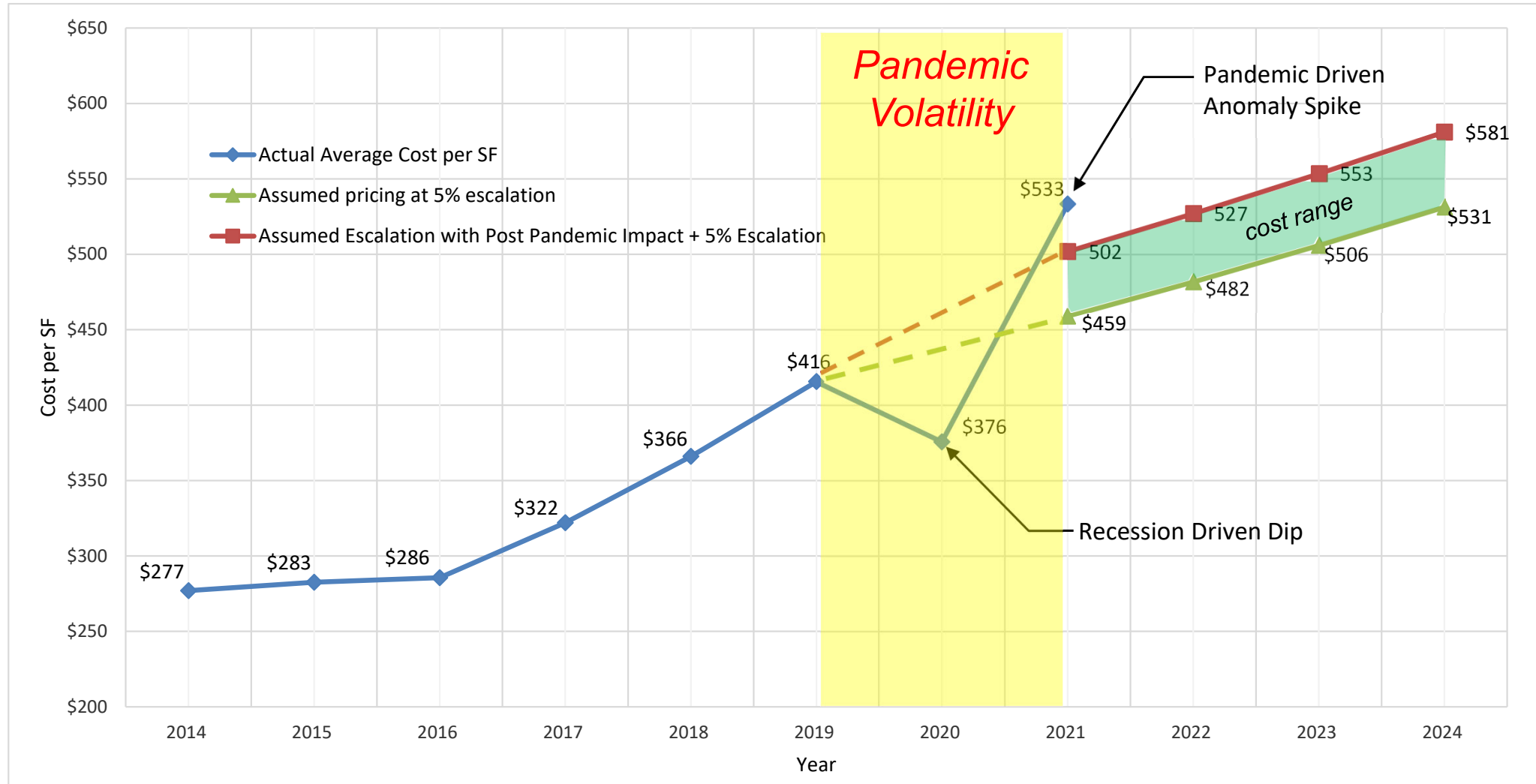
Town of Holliston
DPW Facility Feasibility Study

SECTION 8

DPW COST DATABASE

Town of Holliston DPW Facility Feasibility Study

Construction Costs



Note: This information does not reflect soft costs. Soft costs historically add another 25% to the overall project cost.

Holliston DPW Conceptual Cost Estimate Price Comparison to Recent Projects



DPW Project Cost Data					2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Description	Size (SF)	Bid Date	Low Bid Price	Average Bid Price	2014 Avg Cost per SF	2015 Avg Cost per SF	Avg Cost per SF	Avg Cost per SF	Avg Cost per SF	Avg Cost per SF	Avg Cost per SF	Avg Cost per SF	Assumed Avg Cost per SF	Assumed Avg Cost per SF	Assumed Avg Cost per SF
Wayland Public Works Facility	39,869	2014	\$ 8,877,000	\$ 10,519,754	\$264										
Medford Public Works Facility	45,000	2014	\$ 12,186,000	\$ 12,340,333	\$274										
Bourne Public Works Facility	39,040	2014	\$ 10,441,002	\$ 11,063,598	\$283										
Norwood Public Works Facility	53,870	2014	\$ 14,902,289	\$ 15,437,343	\$287										
Boylston Highway Facility	13,926	2015	\$ 3,364,000	\$ 3,935,419		\$283									
Hopkinton Public Works Facility	42,410	2016	\$ 11,532,000	\$ 12,112,833			\$286								
Orleans Public Works Facility	42,278	2017	\$ 11,774,000	\$ 12,833,834				\$304							
Andover Municipal Services Facility	54,088	2017	\$ 16,049,000	\$ 18,413,675				\$340							
Longmeadow Public Works Facility	44,858	2018	\$ 12,707,000	\$ 14,773,364					\$329						
Rye Brook NY Public Works Facility	32,883	2018	\$ 11,193,943	\$ 13,184,654					\$401						
Grafton DPW Facility	33,710	2018	\$ 11,713,205	\$ 12,399,201					\$368						
Middleboro DPW Facility	34,000	2019	\$ 13,673,300	\$ 14,355,199						\$422					
Yarmouth DPW Facility	37,990	2019	\$ 14,633,435	\$ 16,367,227						\$431					
Burlington DPW Facility	66,200	2019	\$ 23,925,000	\$ 26,074,333						\$394					
Holden DPW Facility	42,000	2020	\$ 14,519,200	\$ 15,780,624							\$376				
Rockport DPW Facility	22,658	2021	\$ 12,550,000	\$ 13,799,954								\$609			
Marshfield DPW Facility	25,156	2021	\$ 11,071,000	\$ 11,509,058								\$458			
Actual Average Cost per SF:					\$277	\$283	\$286	\$322	\$366	\$416	\$376	\$533	--	--	--
Assumed pricing at 5% escalation												\$459	\$482	\$506	\$531
Assumed Escalation with Post Pandemic Impact + 5% Escalation												\$502	\$527	\$553	\$581

Town of Holliston

DPW Facility Feasibility Study

HOLLISTON DPW ESTIMATED 2024 COSTS, BASED ON HISTORIC DPW COST DATA

- Holliston DPW Facility (low end range)
 - Construction Cost: 45,150 SF @ \$531 / SF = \$23,900,000
 - Soft Costs: 25% of 23,900,000 = \$6,000,000 *
 - Total Project Cost: \$29,900,000
- Holliston DPW Facility (high end range)
 - Construction Cost: 45,150 SF @ \$581 / SF = \$26,200,000
 - Soft Costs: 25% of 21,100,000 = \$6,500,000 *
 - Total Project Cost: \$32,700,000

TOTAL PROJECT COST RANGE: \$29.9 Million - \$32.7 Million

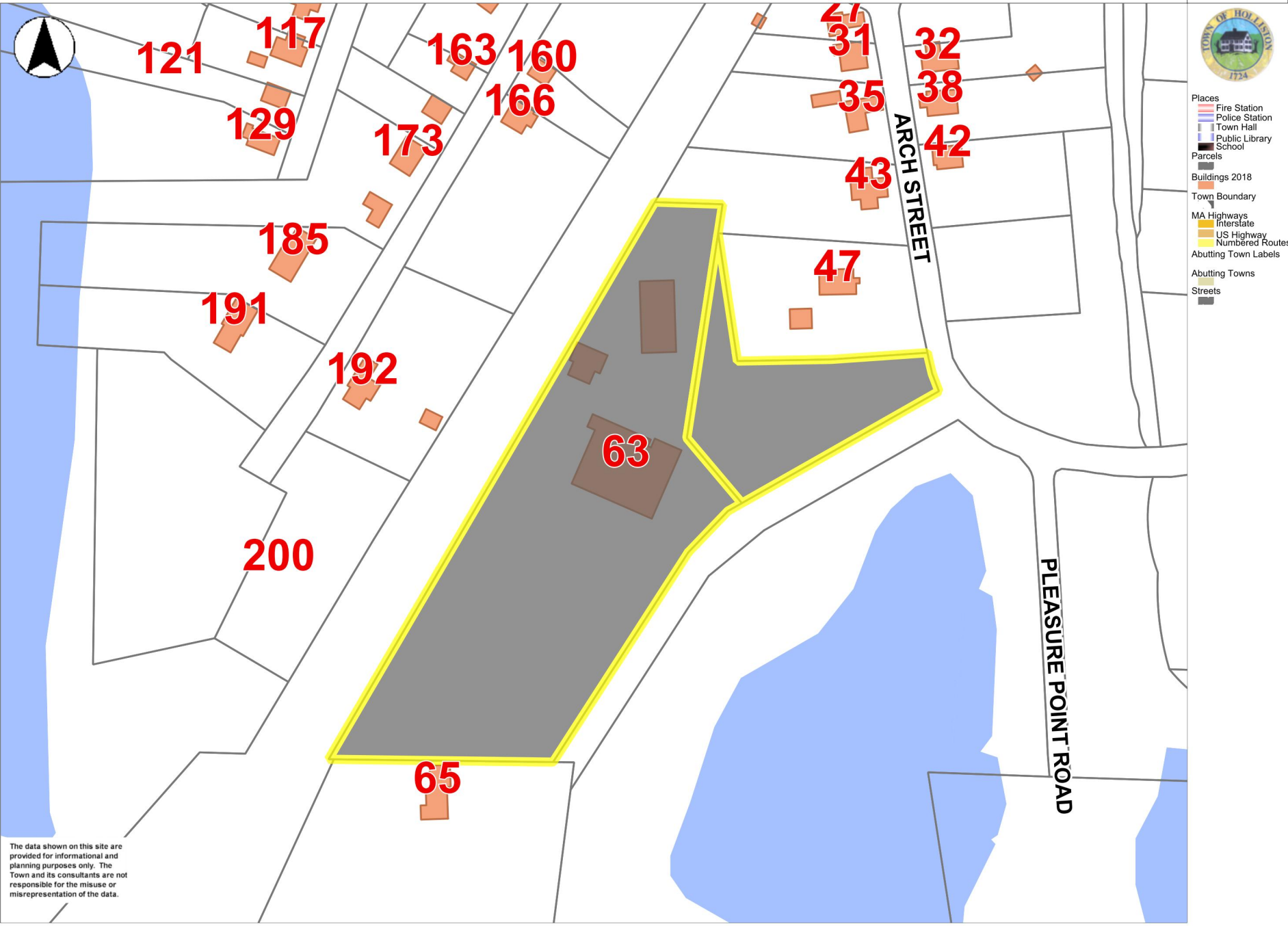
*** Note: Soft costs listed above include professional services for decommissioning existing sites**

Town of Holliston
DPW Facility Feasibility Study

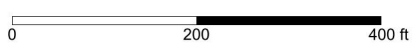
APPENDIX A

63 ARCH ST

MEDWAY



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



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- NOTES:
1. PARCEL BOUNDARIES, 2019 AERIAL IMAGERY AND DEP WETLAND OUTLINES ARE PROVIDED FROM MASS MAPPER.
 2. ZONING DISTRICT: RESIDENTIAL
LOT SIZE: 2.94 AC
ZONING RESTRICTIONS TABLE:

DIMENSION	Required
Min. Lot Area (s.f.)	30,000
Min. Lot Frontage (ft.)	120
Min. Lot Depth (ft.)	150
Min. Front Yard (ft.)	30
Min. Side Yard (ft.)	20
Min. Rear Yard (ft.)	30
Building Height (stories)	2 ½
Building Height (ft.)	35
Max. Cover (%) (Building, Structures & Accessory Buildings)	30
 3. EXISTING USE: HIGHWAY DEPARTMENT BUILDING (VEHICLE & EQUIPMENT STORAGE, VEHICLE MAINTENANCE GARAGE, ADMINISTRATION OFFICES, TOWN VEHICLE FUELING)
 4. AREA SUMMARY TABLE:

LOCATION	AREA (sf)
Highway Offices	1,625
Vehicle Storage Garage	5,640
Vehicle Maintenance	1,665
Sand Shed	1,340
Salt Shed	3,400
Salt Shed Loading Ramp	500
Fuel Island	300
Above ground storage tanks (Diesel/Gasoline)	650
Outdoor Snow Plow Storage	800
Outdoor Vehicle Storage	8,510
Sander Body Storage	575
Material Storage Bins	2,000
TOTAL	27,005
 5. TOTAL LIMIT OF POTENTIAL DEVELOPMENT
AREA = 69,450 SF



Project:
DEPARTMENT OF PUBLIC
WORKS FEASIBILITY STUDY



TOWN OF HOLLISTON
63 ARCH STREET
HOLLISTON, MA 01746



Weston & Sampson Engineers, Inc.
100 Foxborough Boulevard
Foxborough, MA 02035
(508) 698-3034 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

Revisions:

Rev Date Description

Issued For: CONCEPTUAL

SCALE: AS NOTED

Date: FEBRUARY 2022

Drawn By: CTK

Reviewed By: ZDW

Approved By: JRF

W&S Project No: ENG21-0868

Drawing Title:

CONCEPTUAL
BASE PLAN
63 ARCH STREET
HIGHWAY
DEPARTMENT

Sheet Number:

FIG.1

WESTON & SAMPSON COPYRIGHT 2021

MEMORANDUM

TO: File

FROM: Colleen Kennedy

DATE: December 20, 2021

SUBJECT: Holliston Public Works Zoning and Permitting Review - 63 Arch Street Highway Department **DRAFT**

SITE INFORMATION:

Parameter	Information	Notes:
Site Address:	63 Arch Street	
Map/Lot:	008.0-00007-0029.0	
Size (acres):	2.94 acres	
Zoning District	Residential	
Book/Page:	-0000	

ZONING INFORMATION:

Zoning District: Residential District

Zoning Map Date: May 2011

Zoning By-Law Date: May 2021

Overlay Districts:

District	Applicable	Notes:
Flood Plain District (FPD)	NO	
Ground Protection District	NO	This parcel is excluded from the Lake Winthrop Aquifer Drainage Boundary designated on Map "Zone II and Zone III Delineation, Holliston, MA."

Village Center Commercial District	NO	
Senior Residential Overlay	NO	

DIMENSIONAL REGULATIONS:

DIMENSION	Required	Provided	Notes
Min. Lot Area (s.f.)	30,000		
Min. Lot Frontage (ft.)	120		
Min. Lot Depth (ft.)	150		
Min. Front Yard (ft.)	30		
Min. Side Yard (ft.)	20		
Min. Rear Yard (ft.)	30		
Building Height (stories)	2 ½		
Building Height (ft.)	35		
Max. Cover (%) (Building, Structures & Accessory Buildings)	30		
Floor Ratio (FAR)	-		

Notes:

PERMITTING SUMMARY:

- 1) Site Plan Review from the Planning Board
 - An application for site plan approval shall be in conformance with the Planning Board's Site Plan Review Rules and Regulations, which shall be filed with the Town Clerk, Planning Board, and the Inspector of Buildings.
 - The Planning Board shall serve as the Special Permit Granting Authority for any Site Plan approval application that also requires a Special Permit.
 - The Board shall promptly transmit one copy the application plans to the following Town agencies: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Board of Selectmen, and Highway Superintendent. The Town agencies shall report any recommendations in writing to the Planning Board.
- 2) Land Disturbance Permit from the Planning Board
 - When there is an application for Land Disturbance Permit, a Special Permit authorized by the Board of Appeals for Removal of earth products should not also be required:
 - The removal from any premises of more than ten (10) cubic yards of earth

products, including sod, loam, sand, or gravel, shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law. (Land Disturbance Permit from the Planning Board includes activities that include clearing, grading, excavation, or other site work that will result in a land disturbance)

- The Permitting and Special Permit Grant Authority is The Board of Appeals, except as otherwise specifically designated in this by-law for the issuance of Special Permits

3) Notice of Intent from the Conservation Commission

- Frontage of Parcel is located within the 100' Wetland Buffer Zone of the Wetlands surrounding Winthrop Lake across the street.
- Holliston Town Map "Zone II and Zone III Delineation" which shows 63 Arch Street excluded from the Groundwater Protection Zone III boundary. However, the stormwater runoff of the existing site flows directly into the wetlands that are included in the Zone III delineation, so the Zone III stormwater runoff and recharge requirements should apply to the Site Design.

4) General Building Permits

- The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

LANDFILL:

The Parcel is located across from "Holliston Union Street Dump." Address: 201 Union Street, Tires Dump, established in 1958 and is inactive today.

DESIGN AND PERMITTING CONSIDERATIONS:

Holliston Zoning Bylaws (May 2021)	
<u>SECTION III - USE REGULATIONS</u>	
C. Applicability	
B. INSTITUTIONAL AND EXEMPT USES	
3. Public buildings, structures and premises owned or leased by or from the municipality for their use or other uses expressly allowed elsewhere within this By-Law, or MGL C. 40A, and which may also include uses such as passive and active recreational areas and be inclusive of structures which may exceed the height limitations to which they would otherwise be subject under Section IV-B of the Town of Holliston Zoning By-Law.	Y - Permitted Use
4. Public Utilities	Y - Permitted Use
G. INDUSTRIAL AND OUTDOOR USES	
4. Building materials and equipment exposed to view the extent necessary during active continuous construction work on the same lot	Y - Permitted Use

5. Outdoor storage of building materials and equipment, excluding scrap and junk, which is not provided for elsewhere in this by-law, if the same is subjected to screening and does not occupy an area exceeding 25% of the ground floor area of the main building on the lot	Y - Permitted Use
6. Outdoor storage of building or other materials or equipment not covered elsewhere in this by-law	SP - Use allowed under Special Permit by the Special Permit Granting Authority
SECTION V - SPECIAL REGULATIONS	
SECTION V-H: OPEN SPACE RESIDENTIAL DEVELOPMENT	
2. Applicability	
A. Open Space Residential Development (OSRD) projects are permitted by right within both Agricultural-Residential A & B (AR-1 and AR-2) and Residential (R-1) zoning districts in accordance with the additional requirements of Site Plan Review and definitive subdivision approval specified herein.	This parcel is NOT located within an Open Space affiliation
V-J FLOOD PLAIN DISTRICT REGULATIONS	
2. Flood Plain District The district includes all special flood hazard areas within the Town of Holliston designated as Zone A and, AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.	This parcel is NOT located within a FEMA Zone A or AE
3. Use and Development Regulations. All development in this district, including structural and non-structural activities, whether permitted by right or by special permit	The roadway leading up to the parcel is however located in a Zone AE. Flood Plain regulations may be applicable for any proposed utility connections within the roadway.
V-L GROUNDWATER PROTECTION DISTRICT	
2. Special Definitions - The following definitions apply to specialized words or terms associated with this District.	
T. Zone III – The land area beyond the area of Zone II from which surface water and groundwater drain into Zone II.	
3. Establishment and Delineation of Groundwater Protection District	
The boundaries of this district are delineated on maps at a scale of 1" = 600' entitled "Aquifer Protection District, Town of Holliston" and 1" = 3000' entitled "Zone II and Zone III Delineation" (prepared by Whitman & Howard, 1996 and approved by the Attorney General on September 21, 2000) on file in the office of the Town Clerk and Inspector of Buildings, which maps are hereby made part of this by-law. These boundaries reflect the best hydrogeologic information available as of the date of the maps. In the event of a dispute about the location of district boundaries on an individual property and the criteria of Zones I, IA, II and III, below, the criteria shall control.	Note: See Map "Zone II and Zone III Delineation" which shows the parcel excluded from the Zone III boundary. Confirm with the Town this is correct due to the site's raised elevation.

The Groundwater Protection District includes the aquifer itself, the land above the aquifer and the aquifer's significant areas of recharge, consisting of:	
A. Zone I – Zone I is the 400-foot protective radius required around Holliston's public water supply wells which are be owned by the water supplier or controlled through a conservation restriction.	
B. Zone IA - Cone of influence of all existing (confirmed by long-term pump test) municipal wells within the town.	
1) The cones-of-depression and respective areas of influence and recharge generated by the municipal wells after at least five (5) days of continuous pumping at their respective rated capacities.	
C. Zone II - Major aquifers and primary areas of recharge.	
1) All of the five principal aquifers within the Town of Holliston, including: (1) the Hopping Brook Aquifer; (2) the Jar Brook Aquifer; (3) the Lake Winthrop Aquifer (4) the Dopping Brook Aquifer; and (5) the Bogastow Brook Aquifer as delineated on the aforesaid Aquifer Protection District maps.	
2) Any unconsolidated geologic deposit exhibiting an average saturated thickness of 20 feet or greater and an average transmissivity of 1000 square feet per day or greater	
3) All DEP-designated "Zone II" areas of public water supplies as set forth in 310 CMR 22.21, exclusive of all Zone II areas meeting the criteria of Zone IA above.	
D. Zone III - Secondary recharge areas.	
1) All land contiguous to Zone II, above, underlain by glaciofluvial or glaciofluvial/lacustrine deposits in which the prevailing direction of groundwater flow is toward Zone II, above.	
4) Zone III: Permitted Uses.	
a. All uses permitted and as regulated in the underlying zoning districts.	
b. New commercial and new industrial development must recharge roof, parking and drive runoff on site to the maximum extent practicable with parking and drive runoff discharged to oil/gas trap catch basins with appropriate sumps prior to recharge per current DEP Stormwater Management Guidelines.	Note: The stormwater runoff of the existing site flows directly into the wetlands included in the Zone III delineation, so these should apply to the Site Design.
SECTION VII - SITE PLAN REVIEW	
2. Applicability of Site Plan Review.	
b. Apart from 2.a., in all districts:	
i. No building or accessory structure (whether otherwise allowed by right or by special permit) shall be: (1) erected, (2) enlarged or be subject to any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, (3) increased in its gross floor area by more than twenty five percent (25%), whether accompanied by exterior construction or not,	Yes, increase in structure size
ii. No parking area shall be physically expanded by an increase in parking surface area of ten percent (10%) or more,	Yes, increase in impervious area
iii. No changes in use resulting in an increase in parking area requirements greater than or equal to 10 spaces,	

iv. No new or expanded outside storage of materials, and	Yes, increase in storage material bins
v. No new drive-thru facilities, new or expanded Medical Marijuana Treatment Center/Registered Marijuana Dispensary new or expanded Marijuana Establishment, conversion of or expansion of a Medical Marijuana Treatment Center/Registered Marijuana Dispensary to a Marijuana Establishment, or non-accessory solar energy generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.	

Holliston General Bylaws (May 10, 2021)	
Wetlands Protection - Article XXXI	
Section 3. Jurisdiction	
Except as permitted by the Conservation Commission no person shall commence to remove, fill, dredge, build upon, discharge into, or otherwise alter the following resource areas:	
A. Any wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, beaches, and any lands under bodies and/or intermittent or perennial streams, brooks and creeks	
B. Lands adjoining the resource areas specified in Section II.A out to a distance of 100 feet , known as the buffer zone	Yes, the frontage of the parcel is located within the 100' Wetland Buffer Zone
C. Perennial rivers, streams, brooks, and creeks	
D. Lands adjoining the resource areas specified in Section II.C out to a distance of 200 feet, known as the riverfront area	
E. Any lands subject to flooding or inundation by groundwater or surface water	

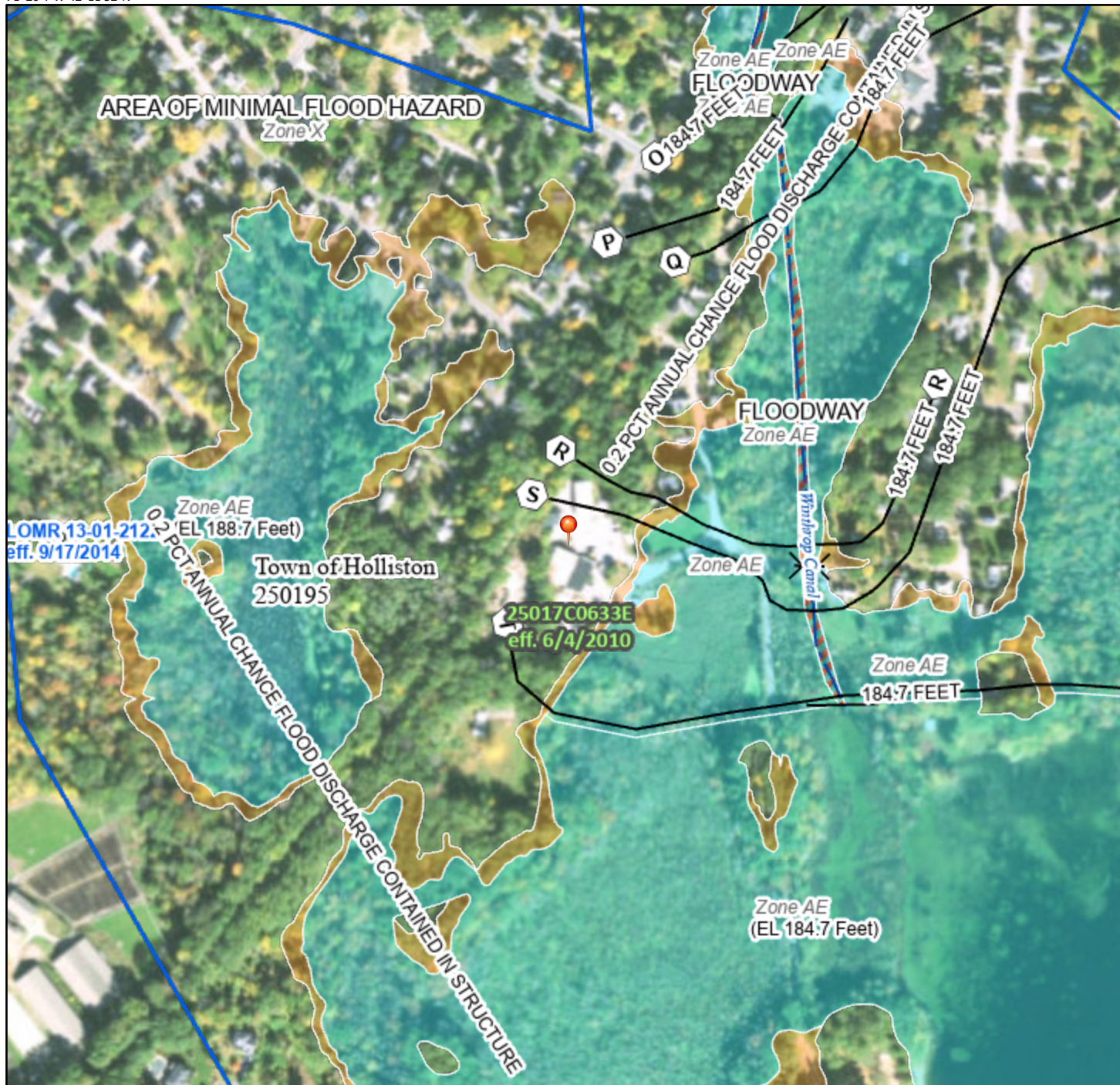
Article XLI Stormwater Management and Land Disturbance By-Law	
C. Applicability	
No person shall undertake an activity which may include clearing, grading, excavation, or other site work that will result in a land disturbance exceeding any of the following thresholds, without a Land Disturbance Permit from the Planning Board: 1. Any activity that will result in soil disturbance of 10,000 s.f. or more, or more than 25% of the parcel or lot, whichever is less. 2. Paving in excess of a total of 500 s.f. of commercial and industrial driveways, parking lots and other impervious non-roadway surfaces. 3. Any activity that will disturb over 250 s.f. of land with 10% or greater slope. 4. An alteration, redevelopment or conversion of land use involving the following: auto fueling, service and sale facilities, fleet storage yards, commercial nurseries and landscaping facilities.	Yes - Required

ARTICLE XXII REMOVAL OF EARTH PRODUCTS	
Section 1.	
The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand, or gravel , shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law.	
Section 2.	
Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable.	Earthwork Special Permit from the Board of Appeals is required (but not when there is already a Land Disturbance Permit required)

National Flood Hazard Layer FIRMette



71°26'4"W 42°11'52"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

71°25'26"W 42°11'25"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 5/10/2022 at 4:32 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

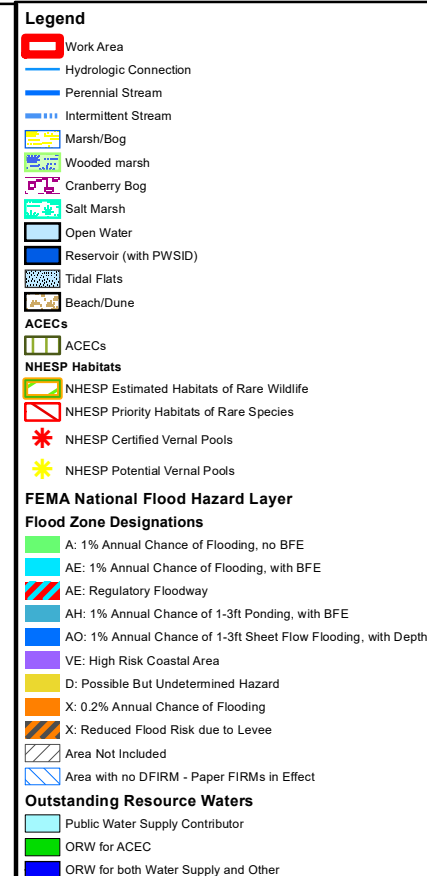
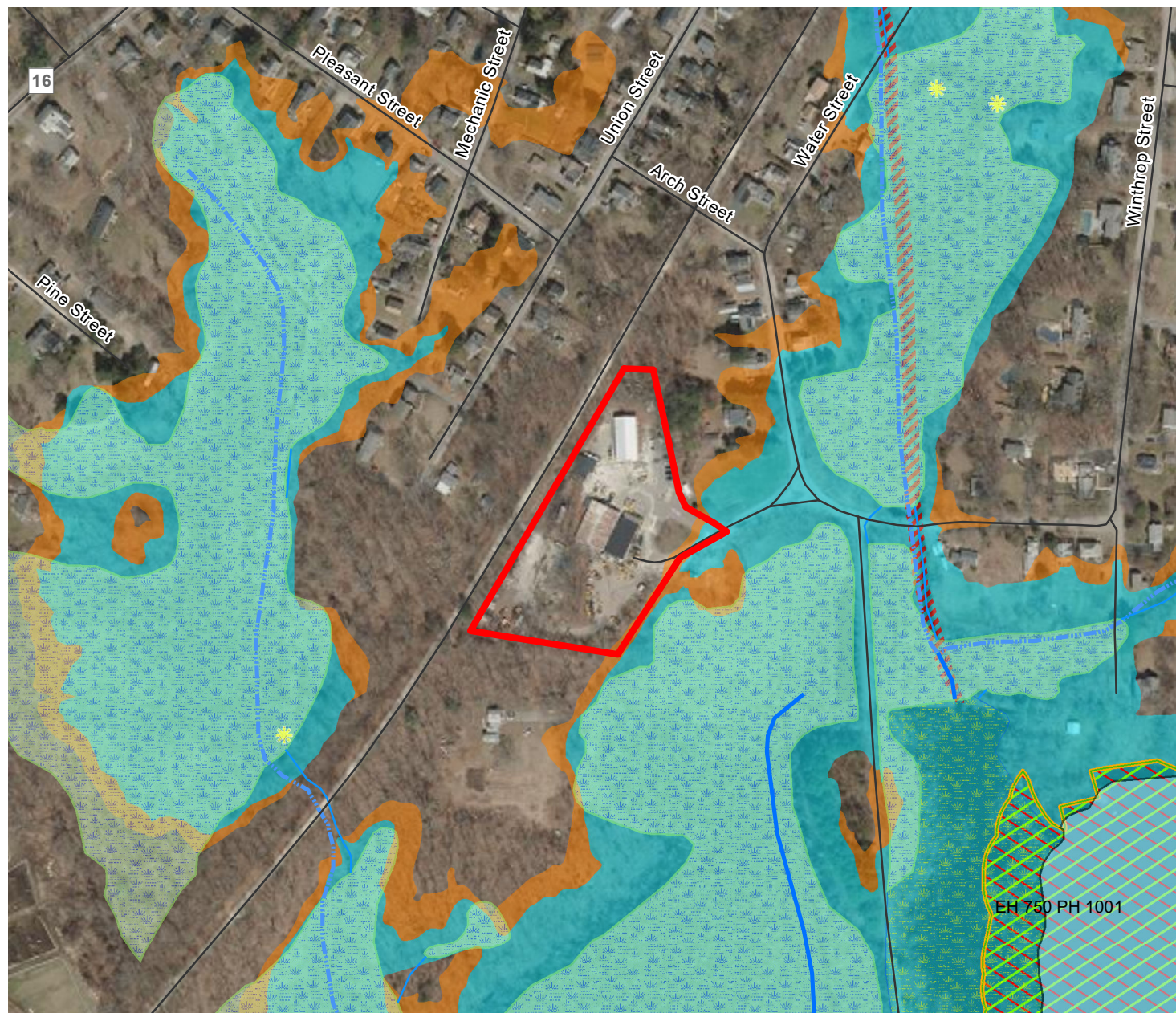


FIGURE 1

63 Arch Street
Holliston MA

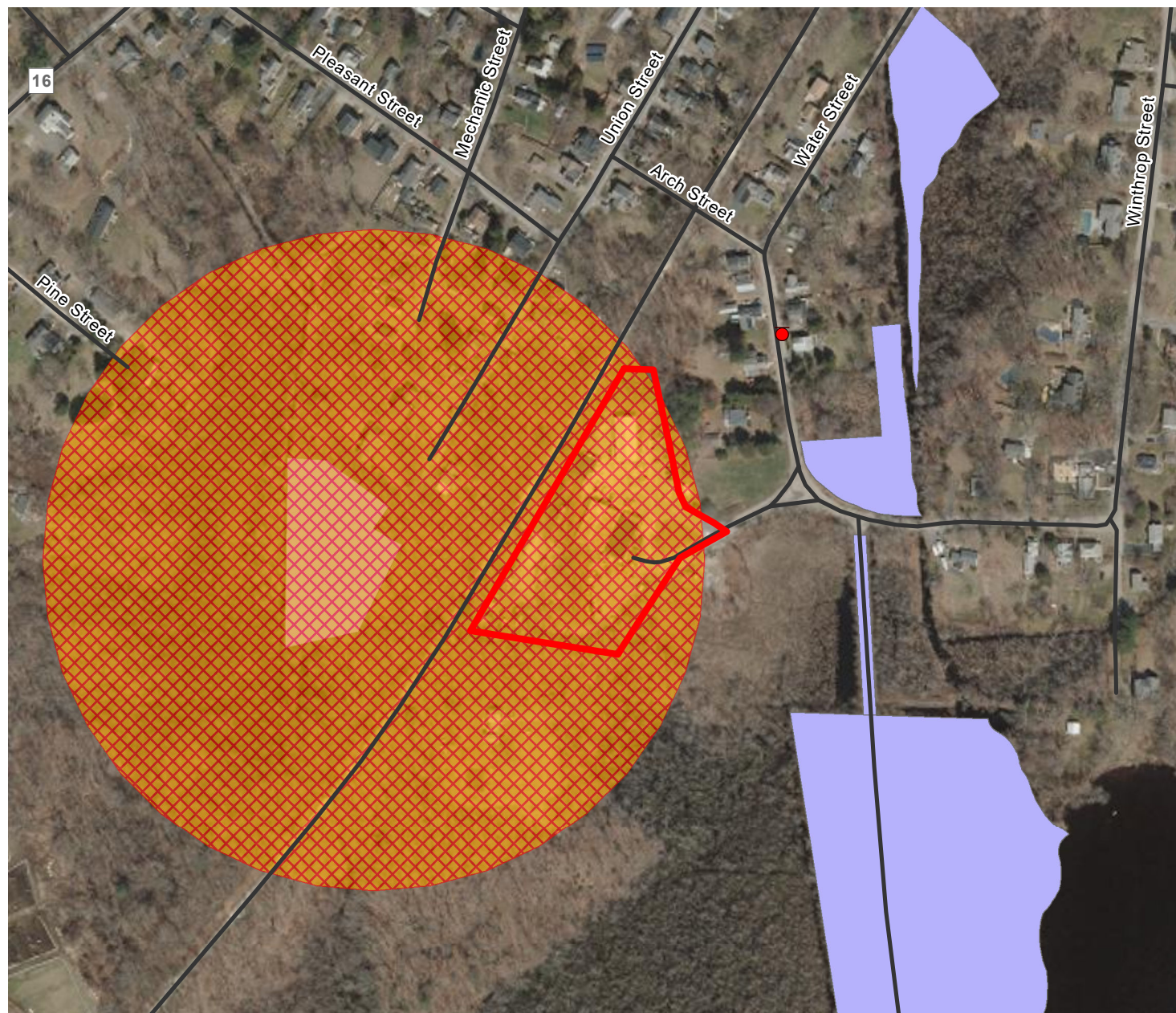
Environmental
Resource Map

Weston & SampsonSM



300 150 0 300
Feet

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs



Legend

- Work Area
- State Registry of Historic Places
- All Underground Storage Tanks
- Tier Classified Sites**
 - ◆ Tier 1A
 - ◆ Tier 1B
 - ◆ Tier 1C
 - ◆ Tier 1D
 - ◆ Tier II
- PUBLIC WATER SUPPLIES**
 - ▲ Community Ground Water
 - ▲ Community Surface Water
 - ▲ Surface Distribution Site
 - ▲ Non-Transient Non-Community
 - ▲ Transient Non-Community
 - ▲ Proposed Well
- CH21E AUL Sites**
 - ⊘ CH21E AUL Sites
- DEP BWP Major Facilities**
- Large Quantity Generators (LQG)**
 - ◇ EPA/RCRA-regulated Hazard. Waste
 - ◇ MA-regulated Hazard. Waste
 - ◇ MA and EPA/RCRA-regulated Hazard. Waste
- Zone I**
- Solid Waste Facilities - All Landfills
- IWPA's
- DEP Approved Zone IIs
- Zone A
- ZONE B
- ZONE C
- <all other values>
- OWNER_TYPE**
 - Conservation Organization
 - County
 - Federal
 - Land Trust
 - Municipal
 - Other
 - Private
 - Private Non-Profit
 - Private-Private Dispute
 - Public Non-Profit
 - State
 - State-Municipal Dispute
 - State-Non-Profit Dispute
 - State-Private Dispute
 - State-State Dispute
 - Unknown

FIGURE 1
63 Arch Street
Holliston MA

Human Receptor Map

Weston & SampsonSM



300 150 0 300
Feet

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs

Town of Holliston
DPW Facility Feasibility Study

APPENDIX B

269 CENTRAL ST





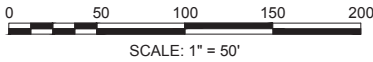
The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

0 400 800 ft

Printed on 05/10/2022 at 04:19 PM




- NOTES:
1. PARCEL BOUNDARIES, 2019 AERIAL IMAGERY AND DEP WETLAND OUTLINES ARE PROVIDED FROM MASS MAPPER.
 2. ZONING DISTRICT: RESIDENTIAL
LOT SIZE: 6.13 AC
ZONING DIMENSIONS:
- | DIMENSION | Required |
|---|----------|
| Min. Lot Area (s.f.) | 30,000 |
| Min. Lot Frontage (ft.) | 120 |
| Min. Lot Depth (ft.) | 150 |
| Min. Front Yard (ft.) | 30 |
| Min. Side Yard (ft.) | 20 |
| Min. Rear Yard (ft.) | 30 |
| Building Height (stories) | 2 ½ |
| Building Height (ft.) | 35 |
| Max. Cover (%) (Building, Structures & Accessory Buildings) | 30 |
3. EXISTING USE: WATER DEPARTMENT BUILDING
HOLLISTON FIRE DEPARTMENT ENGINE: THE FOUNDRY STATION
 4. AREA SUMMARY TABLE:
- | LOCATION | AREA (sf) |
|------------------------------|---------------|
| Water Dept. Offices | 1,600 |
| Shops | 1,060 |
| Fire Dept. Engine | 1,255 |
| Vehicle Equip/Storage Garage | 5,385 |
| Equip. Storage Trailers | 960 |
| Material Storage Bins | 500 |
| Outdoor Material Storage | 2,560 |
| TOTAL | 13,320 |
5. TOTAL LIMIT OF POTENTIAL DEVELOPMENT
AREA = 38,945 SF



Project:

DEPARTMENT OF PUBLIC
WORKS FEASIBILITY STUDY



TOWN OF HOLLISTON
63 ARCH STREET
HOLLISTON, MA 01746

Weston & Sampson

Weston & Sampson Engineers, Inc.
100 Foxborough Boulevard, Suite 250
Foxborough, MA 02035
(508) 698-3034 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

Revisions:

Rev	Date	Description

Issued For: CONCEPTUAL

SCALE: AS NOTED

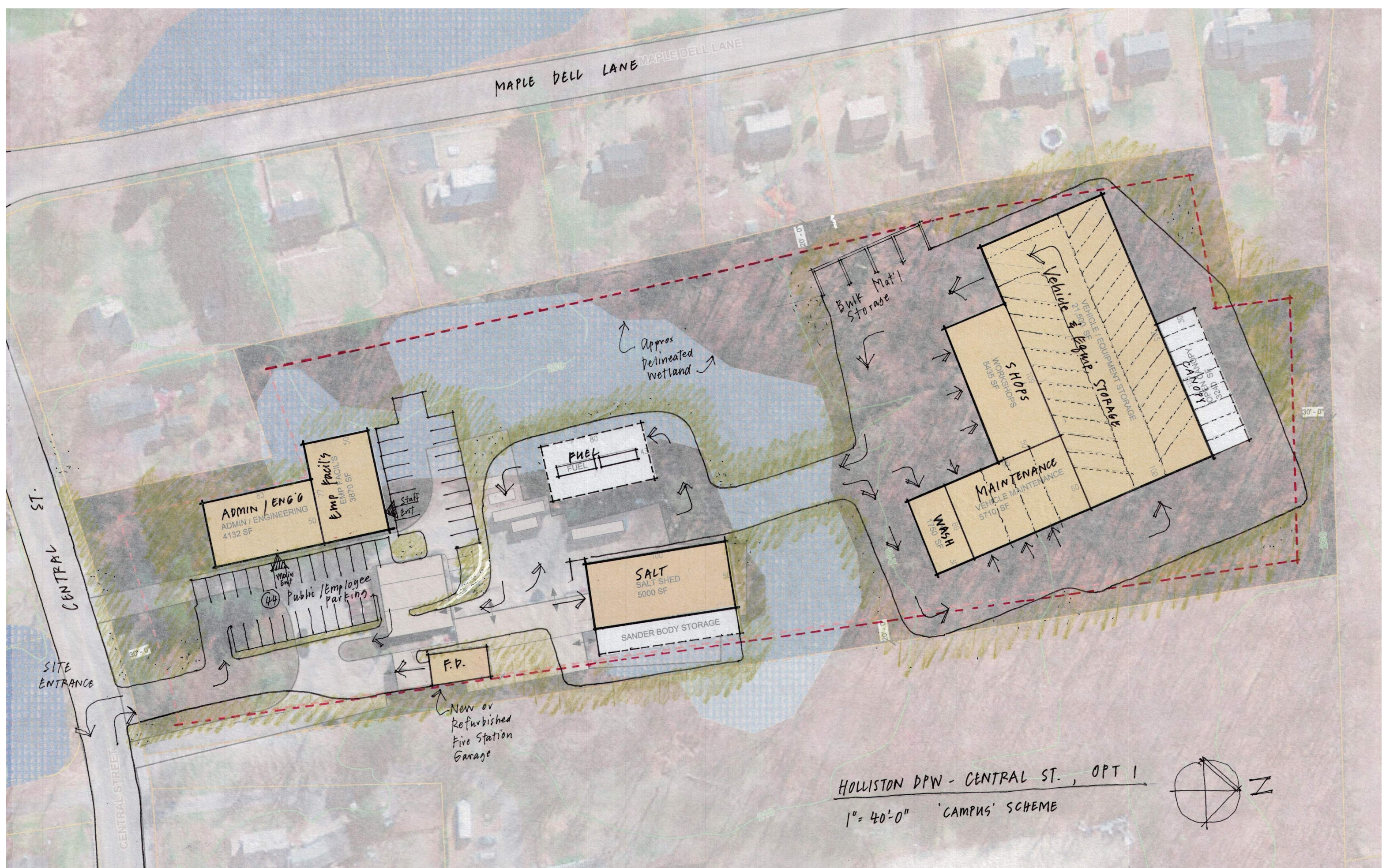
Date: FEBRUARY 2022
Drawn By: CTK
Reviewed By: ZDW
Approved By: JRF
W&S Project No: ENG21-0868

Drawing Title:

CONCEPTUAL
BASE PLAN
269 CENTRAL
STREET
WATER
DEPARTMENT

Sheet Number:

FIG.2



MEMORANDUM

TO: File

FROM: Colleen Kennedy

DATE: December 20, 2021

SUBJECT: Holliston Public Works Zoning and Permitting Review - 269 Central Street Water Department & Fire Department (The Foundry Station) **DRAFT**

SITE INFORMATION:

Parameter	Information	Notes:
Site Address:	269 Central Street	
Map/Lot:	136008F000900140	
Size (acres):	6.13 acres	
Zoning District	Residential	
Book/Page:	12747-1810	

ZONING INFORMATION:

Zoning District: Residential District

Zoning Map Date: May 2011

Zoning By-Law Date: May 2021

Overlay Districts:

District	Applicable	Notes:
Flood Plain District (FPD)	NO	
Ground Protection District	YES	This parcel is located within the Zone III Boundary on the Town Map "Zone II and Zone III Delineation, Holliston, MA."

Village Center Commercial District	NO	
Senior Residential Overlay	NO	

DIMENSIONAL REGULATIONS:

DIMENSION	Required	Provided	Notes
Min. Lot Area (s.f.)	30,000		
Min. Lot Frontage (ft.)	120		
Min. Lot Depth (ft.)	150		
Min. Front Yard (ft.)	30		
Min. Side Yard (ft.)	20		
Min. Rear Yard (ft.)	30		
Building Height (stories)	2 ½		
Building Height (ft.)	35		
Max. Cover (%) (Building, Structures & Accessory Buildings)	30		
Floor Ratio (FAR)	-		

Notes:

PERMITTING SUMMARY:

- 1) Site Plan Review from the Planning Board
 - An application for site plan approval shall be in conformance with the Planning Board's Site Plan Review Rules and Regulations, which shall be filed with the Town Clerk, Planning Board, and the Inspector of Buildings.
 - The Planning Board shall serve as the Special Permit Granting Authority for any Site Plan approval application that also requires a Special Permit.
 - The Board shall promptly transmit one copy the application plans to the following Town agencies: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Board of Selectmen, and Highway Superintendent. The Town agencies shall report any recommendations in writing to the Planning Board.

- 2) Land Disturbance Permit from the Planning Board
 - When there is an application for Land Disturbance Permit, a Special Permit authorized by the Board of Appeals for Removal of earth products should not also be required:
 - The removal from any premises of more than ten (10) cubic yards of earth

products, including sod, loam, sand, or gravel, shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law. (Land Disturbance Permit from the Planning Board includes activities that include clearing, grading, excavation, or other site work that will result in a land disturbance)

- The Permitting and Special Permit Granting Authority is The Board of Appeals, except as otherwise specifically designated in this by-law for the issuance of Special Permits

3) Notice of Intent from the Conservation Commission

- Wetlands are in the center of the parcel. The 100' Wetland Buffer Zone restrictions are applicable.

4) Special Permit Granting Authority - Ground Water Protection Overlay District

- The Holliston Town Map "Zone II and Zone III Delineation" which shows 269 Central Street located in the Groundwater Protection Zone III boundary.
- Required for expansion of pre-existing non-conforming uses to the extent allowed in the underlying district.

5) General Building Permits

- The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

OPEN SPACE:

Parcel is Open Space Level of Protection is defined as "in perpetuity" by the MassGIS Oliver mapping database. Municipal properties can be protected via the Town Meeting Vote or City Council Order to acquire them.

DESIGN AND PERMITTING CONSIDERATIONS:

Holliston Zoning Bylaws (May 2021)	
<u>SECTION III - USE REGULATIONS</u>	
C. Applicability	
B. INSTITUTIONAL AND EXEMPT USES	
3. Public buildings, structures and premises owned or leased by or from the municipality for their use or other uses expressly allowed elsewhere within this By-Law, or MGL C. 40A, and which may also include uses such as passive and active recreational areas and be inclusive of structures which may exceed the height limitations to which they would otherwise be subject under Section IV-B of the Town of Holliston Zoning By-Law.	Y - Permitted Use
4. Public Utilities	Y - Permitted Use
G. INDUSTRIAL AND OUTDOOR USES	

4. Building materials and equipment exposed to view the extent necessary during active continuous construction work on the same lot	Y - Permitted Use
5. Outdoor storage of building materials and equipment, excluding scrap and junk, which is not provided for elsewhere in this by-law, if the same is subjected to screening and does not occupy an area exceeding 25% of the ground floor area of the main building on the lot	Y - Permitted Use
6. Outdoor storage of building or other materials or equipment not covered elsewhere in this by-law	SP - Use allowed under Special Permit by the Special Permit Granting Authority
SECTION V - SPECIAL REGUALTIONS	
SECTION V-H: OPEN SPACE RESIDENTIAL DEVELOPMENT	
2. Applicability	
A. Open Space Residential Development (OSRD) projects are permitted by right within both Agricultural-Residential A & B (AR-1 and AR-2) and Residential (R-1) zoning districts in accordance with the additional requirements of Site Plan Review and definitive subdivision approval specified herein.	This parcel is located within a Protected Open Space layer, however, the propsoed design will not be subdivision work related
V-J FLOOD PLAIN DISTRICT REGULATIONS	
2. Flood Plain District The district includes all special flood hazard areas within the Town of Holliston designated as Zone A and, AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.	This parcel is NOT located within a FEMA Zone A or AE
3. Use and Development Regulations. All development in this district, including structural and non-structural activities, whether permitted by right or by special permit	
V-L GROUNDWATER PROTECTION DISTRICT	
2. Special Definitions - The following definitions apply to specialized words or terms associated with this District.	
T. Zone III – The land area beyond the area of Zone II from which surface water and groundwater drain into Zone II.	Yes, the parcel is located within a Zone III
3. Establishment and Delineation of Groundwater Protection District The boundaries of this district are delineated on maps at a scale of 1" = 600' entitled "Aquifer Protection District, Town of Holliston" and 1" = 3000' entitled "Zone II and Zone III Delineation" (prepared by Whitman & Howard, 1996 and approved by the Attorney Generalbon September 21, 2000) on file in the office of the Town Clerk and Inspector of Buildings, which maps are hereby made part of this by-law. These boundaries reflect the best hydrogeologic information available as of the date of the maps. In the event of a dispute about the location of district boundaries on an individual property and the criteria of Zones I, IA, II and III, below, the criteria shall control.	Map "Zone II and Zone III Delineation" which shows the parcel located in the Zone III boundary.
The Groundwater Protection District includes the aquifer itself, the land above the aquifer and the aquifer's significant areas of recharge, consisting of:	

A. Zone I – Zone I is the 400-foot protective radius required around Holliston’s public water supply wells which are be owned by the water supplier or controlled through a conservation restriction.	
B. Zone IA - Cone of influence of all existing (confirmed by long-term pump test) municipal wells within the town.	
1) The cones-of-depression and respective areas of influence and recharge generated by the municipal wells after at least five (5) days of continuous pumping at their respective rated capacities.	
C. Zone II - Major aquifers and primary areas of recharge.	
1) All of the five principal aquifers within the Town of Holliston, including: (1) the Hopping Brook Aquifer; (2) the Jar Brook Aquifer; (3) the Lake Winthrop Aquifer (4) the Dopping Brook Aquifer; and (5) the Bogastow Brook Aquifer as delineated on the aforesaid Aquifer Protection District maps.	
2) Any unconsolidated geologic deposit exhibiting an average saturated thickness of 20 feet or greater and an average transmissivity of 1000 square feet per day or greater	
3) All DEP-designated “Zone II” areas of public water supplies as set forth in 310 CMR 22.21, exclusive of all Zone II areas meeting the criteria of Zone IA above.	
D. Zone III - Secondary recharge areas.	
1) All land contiguous to Zone II, above, underlain by glaciofluvial or glaciofluvial/lacustrine deposits in which the prevailing direction of groundwater flow is toward Zone II, above.	
4) Zone III: Permitted Uses.	
a. All uses permitted and as regulated in the underlying zoning districts.	
b. New commercial and new industrial development must recharge roof, parking and drive runoff on site to the maximum extent practicable with parking and drive runoff discharged to oil/gas trap catch basins with appropriate sumps prior to recharge per current DEP Stormwater Management Guidelines.	Stormwater Design Parameter
SECTION VII - SITE PLAN REVIEW	
2. Applicability of Site Plan Review.	
b. Apart from 2.a., in all districts:	
i. No building or accessory structure (whether otherwise allowed by right or by special permit) shall be: (1) erected, (2) enlarged or be subject to any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, (3) increased in its gross floor area by more than twenty five percent (25%), whether accompanied by exterior construction or not,	Yes, increase in structure size
ii. No parking area shall be physically expanded by an increase in parking surface area of ten percent (10%) or more,	Yes, increase in impervious area
iii. No changes in use resulting in an increase in parking area requirements greater than or equal to 10 spaces,	
iv. No new or expanded outside storage of materials, and	Yes, increase in storage material bins

v. No new drive-thru facilities, new or expanded Medical Marijuana Treatment Center/Registered Marijuana Dispensary new or expanded Marijuana Establishment, conversion of or expansion of a Medical Marijuana Treatment Center/Registered Marijuana Dispensary to a Marijuana Establishment, or non-accessory solar energy generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.	
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Except as permitted by the Conservation Commission no person shall commence to remove, fill, dredge, build upon, discharge into, or otherwise alter the following resource areas:	
A. Any wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, beaches, and any lands under bodies and/or intermittent or perennial streams, brooks and creeks	Yes, wetlands are located within the property
B. Lands adjoining the resource areas specified in Section II.A out to a distance of 100 feet , known as the buffer zone	Yes, parcel is located within the 100' buffer
C. Perennial rivers, streams, brooks, and creeks	
D. Lands adjoining the resource areas specified in Section II.C out to a distance of 200 feet, known as the riverfront area	
E. Any lands subject to flooding or inundation by groundwater or surface water	

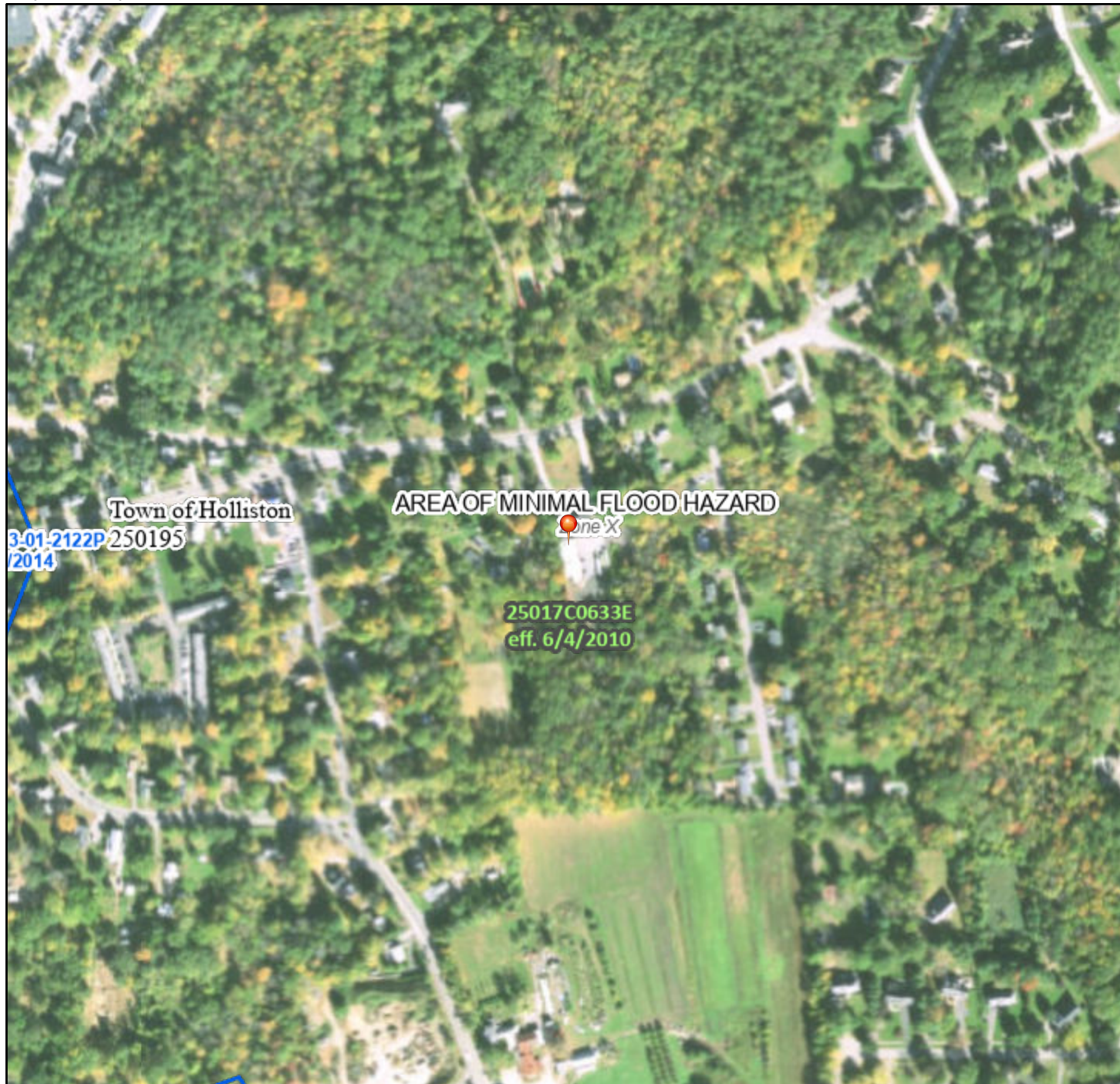
Article XLI Stormwater Management and Land Disturbance By-Law	
C. Applicability	
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ARTICLE XXII REMOVAL OF EARTH PRODUCTS	
Section 1.	
The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand, or gravel , shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law.	
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Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable.	Earthwork Special Permit from the Board of Appeals is required (but not when there is already a Land Disturbance Permit required)

National Flood Hazard Layer FIRMMette



71°25'24"W 42°12'15"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

71°24'47"W 42°11'48"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
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		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

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The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **5/10/2022 at 4:34 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

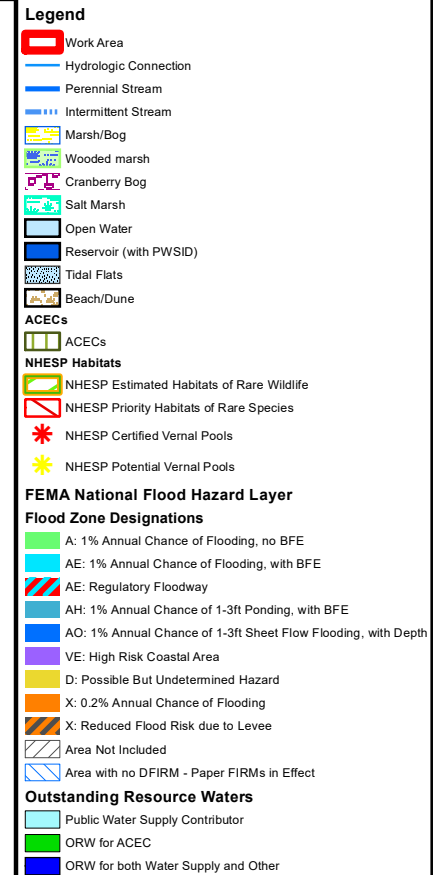
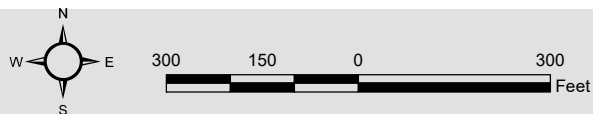


FIGURE 3

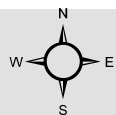
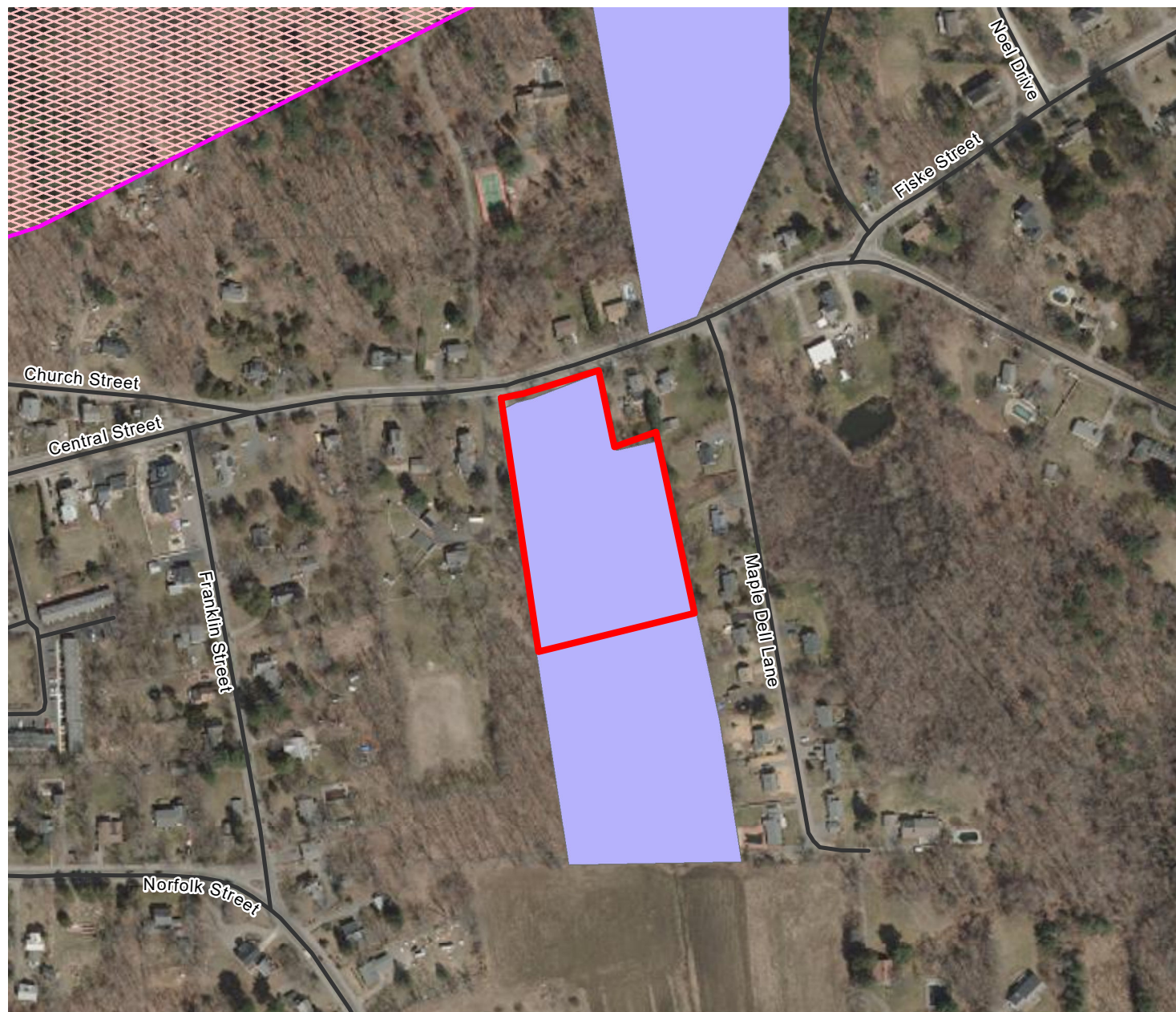
269 Central Street
Site Alternative 1
Holliston MA

Environmental
Resource Map

Weston & SampsonSM



Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs



300 150 0 300
Feet

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs

Legend

- Work Area
- State Registry of Historic Places
- All Underground Storage Tanks

Tier Classified Sites

- ◆ Tier 1A
- ◆ Tier 1B
- ◆ Tier 1C
- ◆ Tier 1D
- ◆ Tier II

PUBLIC WATER SUPPLIES

- ▲ Community Ground Water
- ▲ Community Surface Water
- ▲ Surface Distribution Site
- ▲ Non-Transient Non-Community
- ▲ Transient Non-Community
- ▲ Proposed Well

CH21E AUL Sites

- ⊘ CH21E AUL Sites

DEP BWP Major Facilities

Large Quantity Generators (LQG)

- EPA/RCRA-regulated Hazard. Waste
- MA-regulated Hazard. Waste
- MA and EPA/RCRA-regulated Hazard. Waste

Zone I

- Solid Waste Facilities - All Landfills

IWPAs

- DEP Approved Zone IIs

Zone A

- Zone A

ZONE B

- ZONE B

ZONE C

- ZONE C

<all other values>

OWNER_TYPE

- Conservation Organization
- County
- Federal
- Land Trust
- Municipal
- Other
- Private
- Private Non-Profit
- Private-Private Dispute
- Public Non-Profit
- State
- State-Municipal Dispute
- State-Non-Profit Dispute
- State-Private Dispute
- State-State Dispute
- Unknown

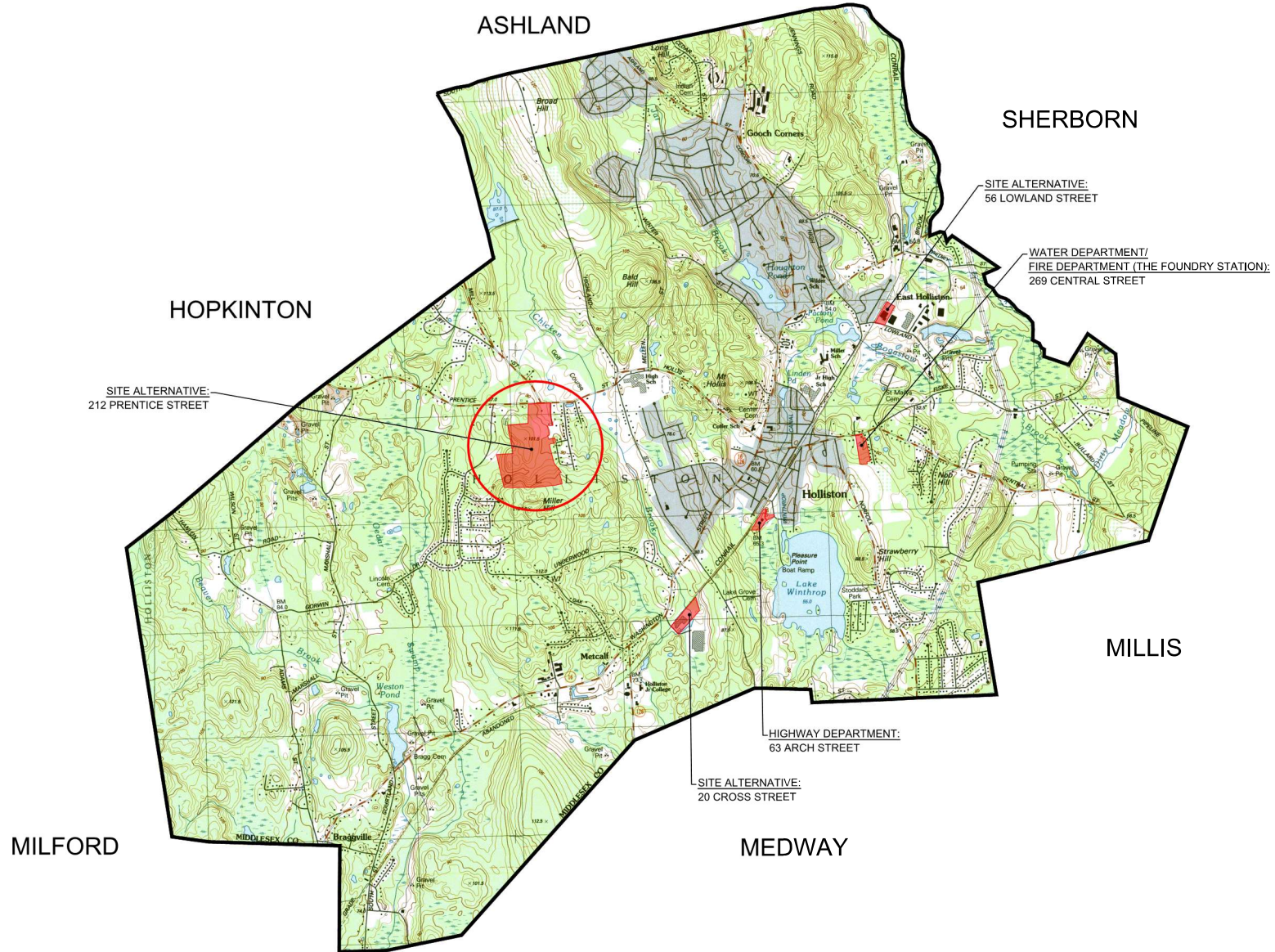
FIGURE 2
269 Central Street
Site Alternative 1
Holliston MA

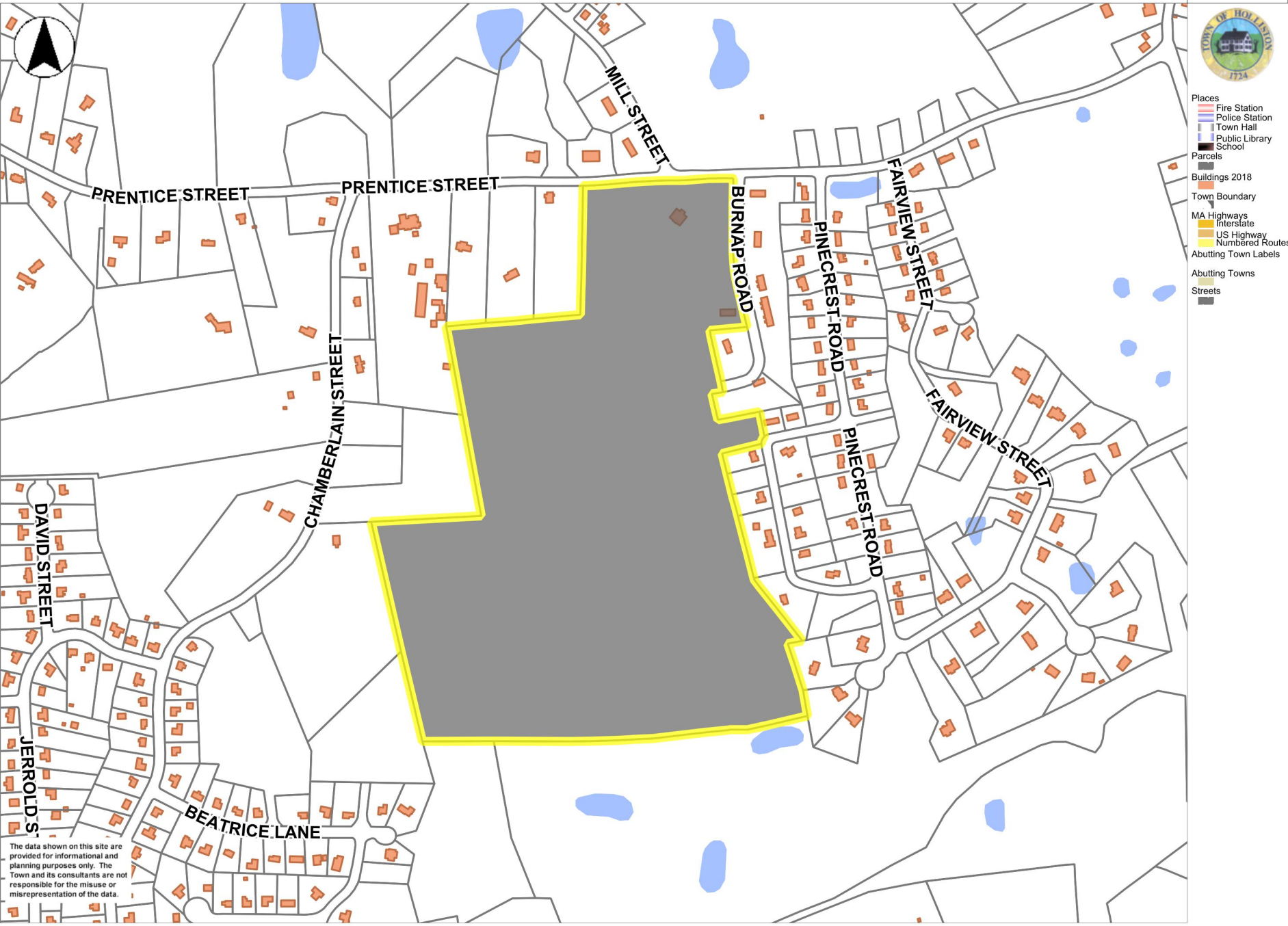
Town of Holliston
DPW Facility Feasibility Study

APPENDIX C

212 PRENTICE ST

Town of Holliston
DPW Facility Feasibility Study
212 Prentice Street





- Places
 - Fire Station
 - Police Station
 - Town Hall
 - Public Library
 - School
- Parcels
- Buildings 2018
- Town Boundary
- MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
- Abutting Town Labels
- Abutting Towns
- Streets

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

0 800 1600 ft

Printed on 05/10/2022 at 04:09 PM

N

NAD 83

NOTES:

1. PARCEL BOUNDARIES, 2019 AERIAL IMAGERY AND DEP WETLAND OUTLINES ARE PROVIDED FROM MASS MAPPER.

2. ZONING DISTRICT: AGRICULTURAL-RES DIST. B
LOT SIZE: 69 AC
ZONING DIMENSIONS:

DIMENSION	Required
Min. Lot Area (s.f.)	40,000
Min. Lot Frontage (ft.)	180
Min. Lot Depth (ft.)	200
Min. Front Yard (ft.)	40
Min. Side Yard (ft.)	30
Min. Rear Yard (ft.)	40
Building Height (stories)	2 ½
Building Height (ft.)	35
Max. Cover (%) (Building, Structures & Accessory Buildings)	25

3. EXISTING USE: PINECREST GOLF COURSE, CLUB HOUSE, DRIVING RANGE AND PARKING. THE REST OF THE PARCEL IS UNDEVELOPED LAND OWNED BY THE TOWN.

4. TOTAL LIMIT OF POTENTIAL DEVELOPMENT AREA = 1,476,525 SF (33.89 AC)

0

120

200


400

600

SCALE: 1" = 120'

Project:

DEPARTMENT OF PUBLIC WORKS
FEASIBILITY STUDY



TOWN OF HOLLISTON
63 ARCH STREET
HOLLISTON, MA 01746

Weston & Sampson

Weston & Sampson Engineers, Inc.
100 Foxborough Boulevard, Suite 250
Foxborough, MA 02035
(508) 698-3034 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

Revisions:

Rev	Date	Description

Issued For:

CONCEPTUAL

SCALE: AS NOTED

Date: FEBRUARY 2022

Drawn By: CTK

Reviewed By: ZDW

Approved By: JRF

W&S Project No: ENG21-0868

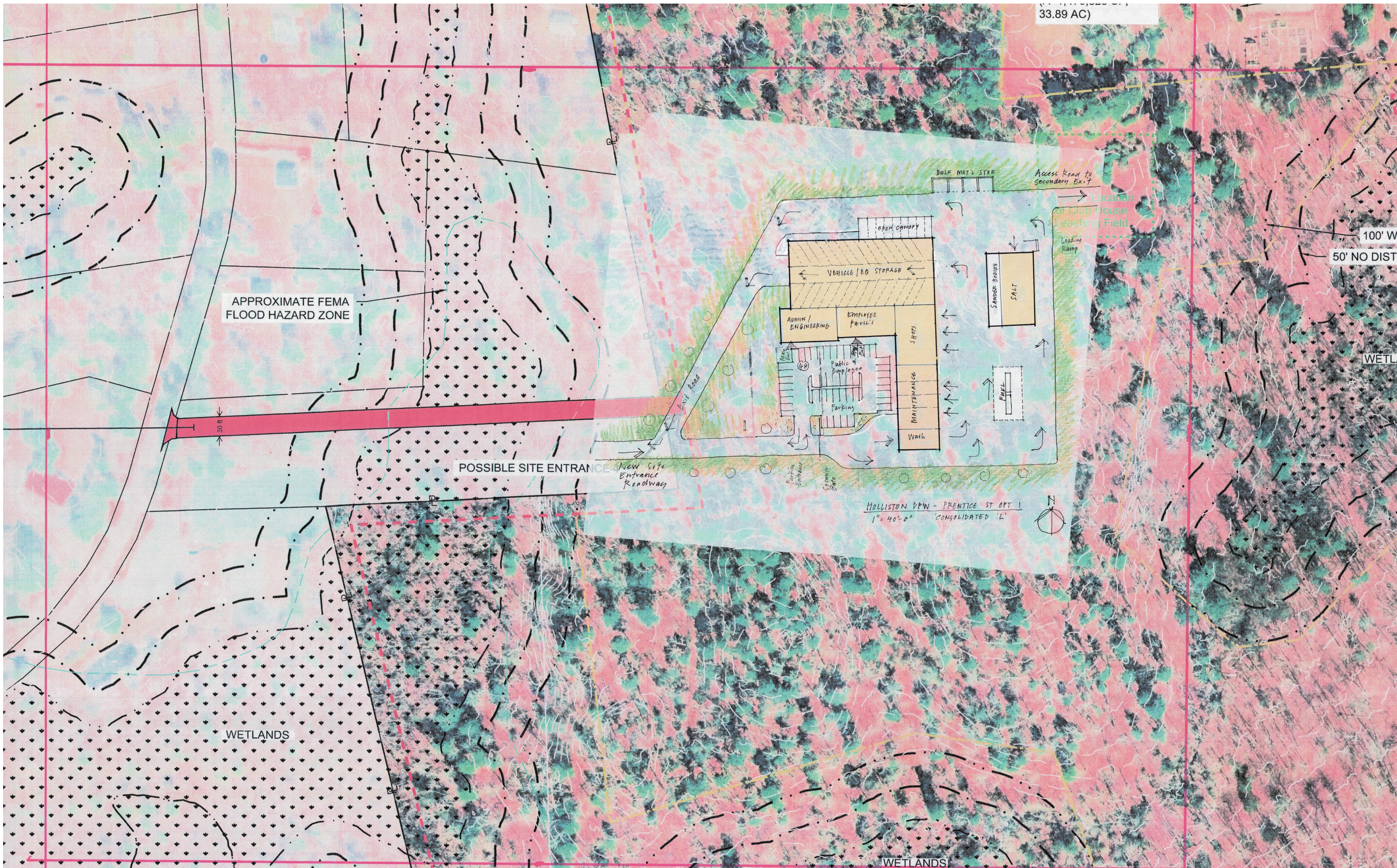
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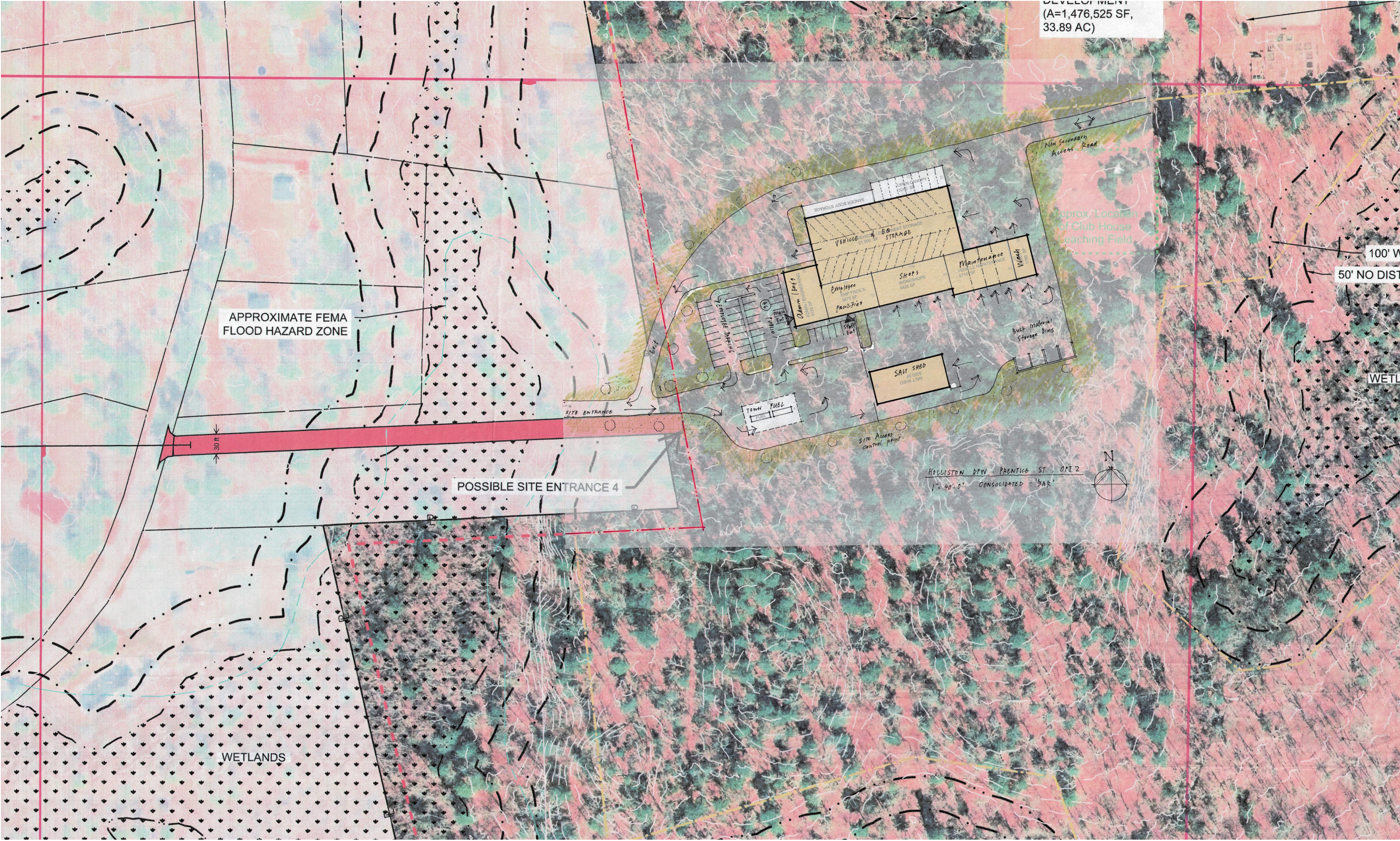
CONCEPTUAL
BASE PLAN
212 PRENTICE STREET

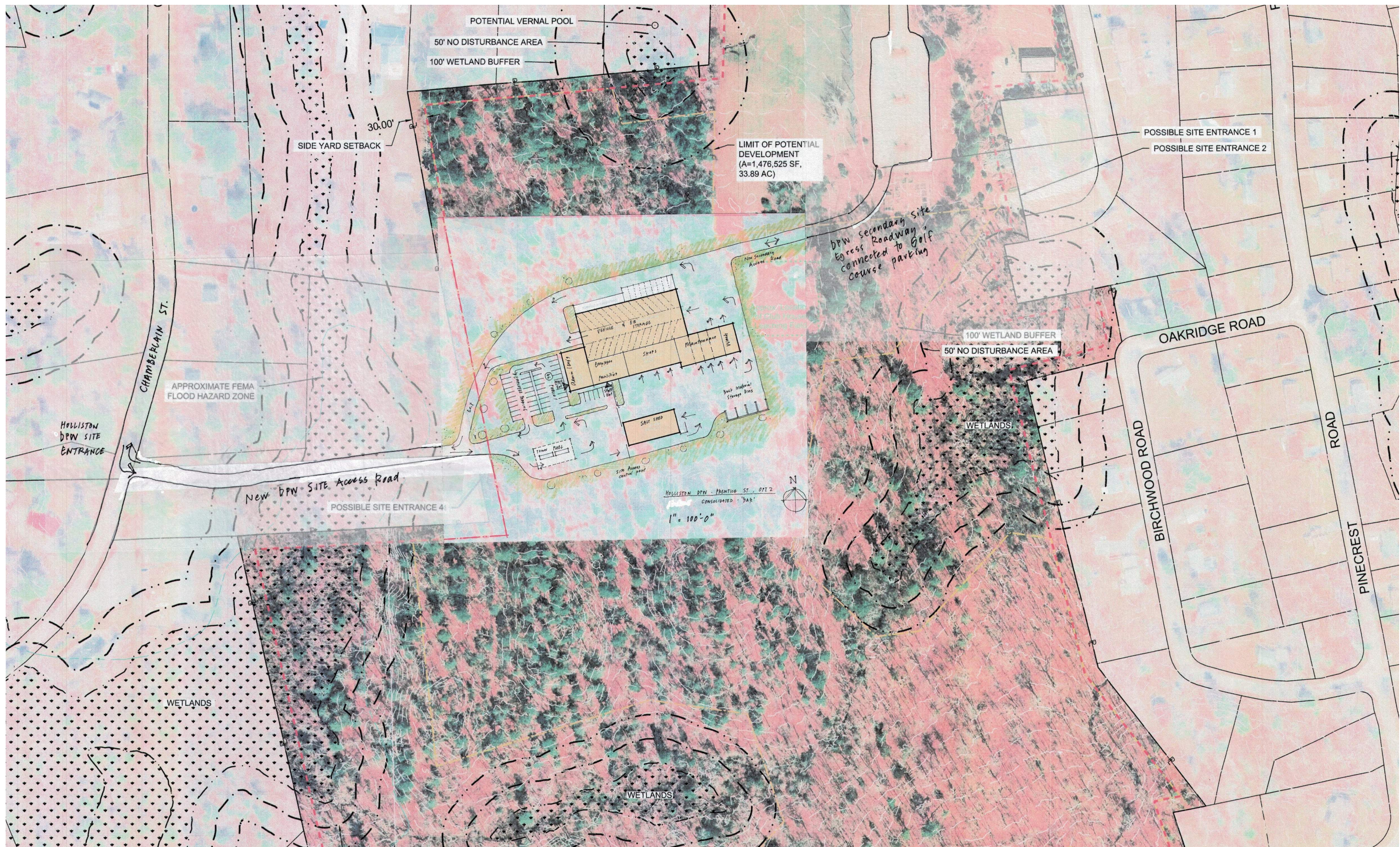
Sheet Number:

FIG.3

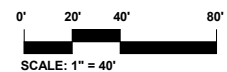
WESTON & SAMPSON COPYRIGHT 2021



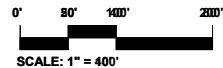








212 PRENTICE STREET - OPTION 4 - PREFERRED



212 PRENTICE STREET - OPTION 4 - PREFERRED

TOWN OF HOLLISTON
DEPARTMENT OF PUBLIC WORKS





MEMORANDUM

TO: File

FROM: Colleen Kennedy

DATE: March 22, 2022

SUBJECT: Holliston Public Works Zoning and Permitting Review - 212 Prentice Street **DRAFT**

SITE INFORMATION:

Parameter	Information	Notes:
Site Address:	212 Prentice Street	
Map/Lot:	008.0-00007-0029.0	
Size (acres):	69.0 acres	
Zoning District	Agricultural-Residential Dist. B	
Book/Page:	17709-0339	

ZONING INFORMATION:

Zoning District: Residential District

Zoning Map Date: May 2011

Zoning By-Law Date: May 2021

Overlay Districts:

District	Applicable	Notes:
Flood Plain District (FPD)	YES	Yes, a portion of this parcel is located with the FEMA Flood Zone A
Ground Protection District	YES	Yes, a portion of this parcel is in Zone III of the "Zone II and Zone III Delineation, Holliston, MA" Map

Village Center Commercial District	NO	
Senior Residential Overlay	NO	

DIMENSIONAL REGULATIONS:

DIMENSION	Required	Provided	Notes
Min. Lot Area (s.f.)	40,000		
Min. Lot Frontage (ft.)	180		
Min. Lot Depth (ft.)	200		
Min. Front Yard (ft.)	40		
Min. Side Yard (ft.)	30		
Min. Rear Yard (ft.)	40		
Building Height (stories)	2 ½		
Building Height (ft.)	25		
Max. Cover (%) (Building, Structures & Accessory Buildings)	30		
Floor Ratio (FAR)	-		

Notes:

PERMITTING SUMMARY:

- 1) Site Plan Review from the Planning Board
 - An application for site plan approval shall be in conformance with the Planning Board's Site Plan Review Rules and Regulations, which shall be filed with the Town Clerk, Planning Board, and the Inspector of Buildings.
 - The Planning Board shall serve as the Special Permit Granting Authority for any Site Plan approval application that also requires a Special Permit.
 - The Board shall promptly transmit one copy the application plans to the following Town agencies: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Board of Selectmen, and Highway Superintendent. The Town agencies shall report any recommendations in writing to the Planning Board.
- 2) Land Disturbance Permit from the Planning Board
 - When there is an application for Land Disturbance Permit, a Special Permit authorized by the Board of Appeals for Removal of earth products should not also be required:
 - The removal from any premises of more than ten (10) cubic yards of earth

products, including sod, loam, sand, or gravel, shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law. (Land Disturbance Permit from the Planning Board includes activities that include clearing, grading, excavation, or other site work that will result in a land disturbance)

- The Permitting and Special Permit Grant Authority is The Board of Appeals, except as otherwise specifically designated in this by-law for the issuance of Special Permits.

3) Notice of Intent from the Conservation Commission

- Required for work within the 100' wetland buffer zone and 100' vernal pool buffer zone.
- Holliston Town Map "Zone II and Zone III Delineation" which shows 212 Prentice Street is in the Groundwater Protection Zone III boundary.

4) General Building Permits

- The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

5) The existing area at 212 Prentice Street for consideration of the new DPW Facility is undeveloped land. The conceptual site layout proposes approximately 3.5 acres of impervious area. If the proposed layout creates five or more acres of impervious area, then that triggers a Massachusetts Environmental Policy Act (MEPA) threshold. An Environmental Notification Form (ENF) and MEPA review would be required.

FLOODPLAIN CONSIDERATIONS:

- 1) A portion of this site is in the FEMA Flood Hazard Zone A area. FEMA Zone A area boundaries are generally determined using approximate methodologies. Because detailed hydraulic analyses have not been performed, no Base Flood Elevations (BFEs) or flood depths have been provided. The conservation commission may require a Flood Analysis to calculate an accurate flood elevation if filling is proposed within the Zone A boundary. Given the potential restriction related to the 100-year flood zone on the site, we would anticipate any proposed roadway will be within the floodplain limits. Additionally, any earthwork proposed for the site entrance road to the site will be required to be balanced (i.e. Net zero for cut/fill).

ADDITIONAL PERMITTING REQUIRED FOR SITE ENTRANCE AT CHAMBERLAIN STREET:

A Chamberlain Street Site Entrance would require approximately 6,150 square feet of wetland removal/alteration for a 36' width access drive, that is also located within a FEMA Flood Zone A. Permitting for this drive would include:

1) Environmental Notification Form (ENF): MEPA

Required Per *MEPA Regulation 301 CMR 11.03 (3) (b) d.* alteration of 5,000 or more square feet of bordering or isolated vegetated wetlands.

- 2) Environment Impact Report (EIR): MEPA
Required for work within one mile of an environmental justice community.
- 3) Chapter 401 Water Quality Certification (WQC): MassDEP
Required for alteration of 5,000 or more square feet of bordering or isolated vegetated wetlands
- 4) Pre-Construction Notification (PCN): Army Corps of Engineers (ACOE)

Required for alteration of 5,000 or more square feet of bordering or isolated vegetated wetlands
- 5) Massachusetts Historical Commission (MHC) Review and Compliance

Required for any projects that require funding, licenses, or permits from any state agency must be reviewed by MHC in compliance with Massachusetts General Laws Chapter 9, sections 26-27C (401 WQC permit review).

DESIGN AND PERMITTING CONSIDERATIONS:

Holliston Zoning Bylaws (May 2021)	
SECTION III - USE REGULATIONS	
C. Applicability	
B. INSTITUTIONAL AND EXEMPT USES	
3. Public buildings, structures and premises owned or leased by or from the municipality for their use or other uses expressly allowed elsewhere within this By-Law, or MGL C. 40A, and which may also include uses such as passive and active recreational areas and be inclusive of structures which may exceed the height limitations to which they would otherwise be subject under Section IV-B of the Town of Holliston Zoning By-Law.	Y - Permitted Use
4. Public Utilities	Y - Permitted Use
G. INDUSTRIAL AND OUTDOOR USES	
4. Building materials and equipment exposed to view the extent necessary during active continuous construction work on the same lot	Y - Permitted Use
5. Outdoor storage of building materials and equipment, excluding scrap and junk, which is not provided for elsewhere in this by-law, if the same is subjected to screening and does not occupy an area exceeding 25% of the ground floor area of the main building on the lot	Y - Permitted Use
6. Outdoor storage of building or other materials or equipment not covered elsewhere in this by-law	SP - Use allowed under Special Permit by the Special Permit Granting Authority
SECTION V - SPECIAL REGULATIONS	
SECTION V-H: OPEN SPACE RESIDENTIAL DEVELOPMENT	
2. Applicability	

A. Open Space Residential Development (OSRD) projects are permitted by right within both Agricultural-Residential A & B (AR-1 and AR-2) and Residential (R-1) zoning districts in accordance with the additional requirements of Site Plan Review and definitive subdivision approval specified herein.	This parcel is NOT located within an Open Space affiliation
V-J FLOOD PLAIN DISTRICT REGULATIONS	
2. Flood Plain District The district includes all special flood hazard areas within the Town of Holliston designated as Zone A and, AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.	This parcel is located within a FEMA Zone A
3. Use and Development Regulations. All development in this district, including structural and non-structural activities, whether permitted by right or by special permit	
V-L GROUNDWATER PROTECTION DISTRICT	
2. Special Definitions - The following definitions apply to specialized words or terms associated with this District.	
T. Zone III – The land area beyond the area of Zone II from which surface water and groundwater drain into Zone II.	
3. Establishment and Delineation of Groundwater Protection District	
The boundaries of this district are delineated on maps at a scale of 1" = 600' entitled "Aquifer Protection District, Town of Holliston" and 1" = 3000' entitled "Zone II and Zone III Delineation" (prepared by Whitman & Howard, 1996 and approved by the Attorney General on September 21, 2000) on file in the office of the Town Clerk and Inspector of Buildings, which maps are hereby made part of this by-law. These boundaries reflect the best hydrogeologic information available as of the date of the maps. In the event of a dispute about the location of district boundaries on an individual property and the criteria of Zones I, IA, II and III, below, the criteria shall control.	Note: See Map "Zone II and Zone III Delineation" which shows the parcel in the Zone III boundary.
The Groundwater Protection District includes the aquifer itself, the land above the aquifer and the aquifer's significant areas of recharge, consisting of:	
A. Zone I – Zone I is the 400-foot protective radius required around Holliston's public water supply wells which are be owned by the water supplier or controlled through a conservation restriction.	
B. Zone IA - Cone of influence of all existing (confirmed by long-term pump test) municipal wells within the town.	
1) The cones-of-depression and respective areas of influence and recharge generated by the municipal wells after at least five (5) days of continuous pumping at their respective rated capacities.	
C. Zone II - Major aquifers and primary areas of recharge.	
1) All of the five principal aquifers within the Town of Holliston, including: (1) the Hopping Brook Aquifer; (2) the Jar Brook Aquifer; (3) the Lake Winthrop Aquifer (4) the Dopping Brook Aquifer; and (5) the Bogastow Brook Aquifer as delineated on the aforesaid Aquifer Protection District maps.	

2) Any unconsolidated geologic deposit exhibiting an average saturated thickness of 20 feet or greater and an average transmissivity of 1000 square feet per day or greater	
3) All DEP-designated "Zone II" areas of public water supplies as set forth in 310 CMR 22.21, exclusive of all Zone II areas meeting the criteria of Zone IA above.	
D. Zone III - Secondary recharge areas.	
1) All land contiguous to Zone II, above, underlain by glaciofluvial or glaciofluvial/lacustrine deposits in which the prevailing direction of groundwater flow is toward Zone II, above.	
4) Zone III: Permitted Uses.	
a. All uses permitted and as regulated in the underlying zoning districts.	
b. New commercial and new industrial development must recharge roof, parking and drive runoff on site to the maximum extent practicable with parking and drive runoff discharged to oil/gas trap catch basins with appropriate sumps prior to recharge per current DEP Stormwater Management Guidelines.	Design Parameter Stormwater Management
SECTION VII - SITE PLAN REVIEW	
2. Applicability of Site Plan Review.	
b. Apart from 2.a., in all districts:	
i. No building or accessory structure (whether otherwise allowed by right or by special permit) shall be: (1) erected, (2) enlarged or be subject to any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, (3) increased in its gross floor area by more than twenty five percent (25%), whether accompanied by exterior construction or not,	Yes, increase in structure size
ii. No parking area shall be physically expanded by an increase in parking surface area of ten percent (10%) or more,	Yes, increase in impervious area
iii. No changes in use resulting in an increase in parking area requirements greater than or equal to 10 spaces,	
iv. No new or expanded outside storage of materials, and	Yes, increase in storage material bins
v. No new drive-thru facilities, new or expanded Medical Marijuana Treatment Center/Registered Marijuana Dispensary new or expanded Marijuana Establishment, conversion of or expansion of a Medical Marijuana Treatment Center/Registered Marijuana Dispensary to a Marijuana Establishment, or non-accessory solar energy generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.	

Holliston General Bylaws (May 10, 2021)	
Wetlands Protection - Article XXXI	
Section 3. Jurisdiction	
Except as permitted by the Conservation Commission no person shall commence to remove, fill, dredge, build upon, discharge into, or otherwise alter the following resource areas:	

A. Any wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, beaches, and any lands under bodies and/or intermittent or perennial streams, brooks and creeks	
B. Lands adjoining the resource areas specified in Section II.A out to a distance of 100 feet , known as the buffer zone	Yes, the parcel is located within the 100' Wetland Buffer Zone
C. Perennial rivers, streams, brooks, and creeks	
D. Lands adjoining the resource areas specified in Section II.C out to a distance of 200 feet, known as the riverfront area	
E. Any lands subject to flooding or inundation by groundwater or surface water	
Section 8. Permits and Conditions	
To Prevent resource area loss, the Commission shall require applicants to avoid alternation wherever feasible; to minimize alterations; and, where alteration is unavoidable and has to be minimized, to provide full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation but, because of the high likelihood of failure of replication, only with specific plans, professional design, proper safeguards, adequate security, and professional monitoring and reporting to assure success.	Authorization of Wetland removal/replication area is done by the Conservation Commission

Article XLI Stormwater Management and Land Disturbance By-Law	
C. Applicability	
<p>No person shall undertake an activity which may include clearing, grading, excavation, or other site work that will result in a land disturbance exceeding any of the following thresholds, without a Land Disturbance Permit from the Planning Board:</p> <ol style="list-style-type: none"> 1. Any activity that will result in soil disturbance of 10,000 s.f. or more, or more than 25% of the parcel or lot, whichever is less. 2. Paving in excess of a total of 500 s.f. of commercial and industrial driveways, parking lots and other impervious non-roadway surfaces. 3. Any activity that will disturb over 250 s.f. of land with 10% or greater slope. 4. An alteration, redevelopment or conversion of land use involving the following: auto fueling, service and sale facilities, fleet storage yards, commercial nurseries and landscaping facilities. 	Yes - Required

ARTICLE XXII REMOVAL OF EARTH PRODUCTS	
Section 1.	
The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand, or gravel , shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law.	
Section 2.	

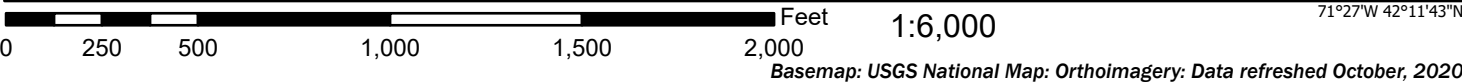
Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable.	Earthwork Special Permit from the Board of Appeals is required (but not when there is already a Land Disturbance Permit required)
--	---

DRAFT

National Flood Hazard Layer FIRMMette



71°27'38"W 42°12'9"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

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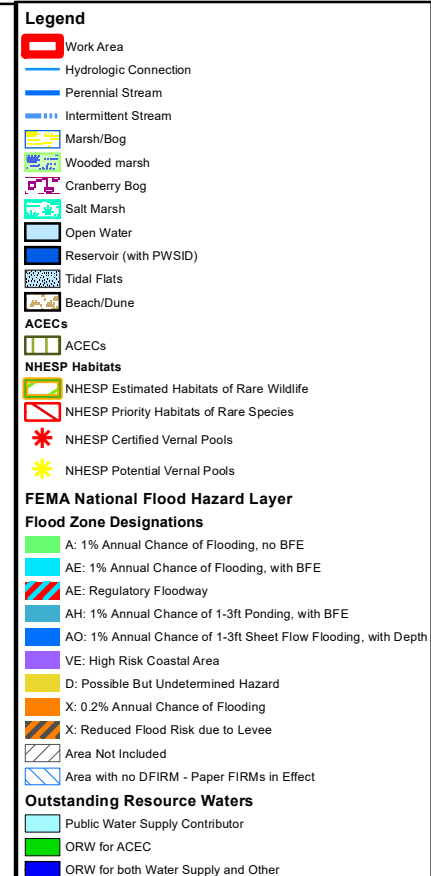
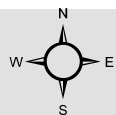


FIGURE 3
212 Prentice Street
Site Alternative 2
Holliston MA

Environmental
Resource Map



300 150 0 300
Feet

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs

Legend

- Work Area
- State Registry of Historic Places
- All Underground Storage Tanks

Tier Classified Sites

- ◆ Tier 1A
- ◆ Tier 1B
- ◆ Tier 1C
- ◆ Tier 1D
- ◆ Tier II

PUBLIC WATER SUPPLIES

- ▲ Community Ground Water
- ▲ Community Surface Water
- ▲ Surface Distribution Site
- ▲ Non-Transient Non-Community
- ▲ Transient Non-Community
- ▲ Proposed Well

CH21E AUL Sites

- ⊘ CH21E AUL Sites

DEP BWP Major Facilities

Large Quantity Generators (LQG)

- ◆ EPA/RCRA-regulated Hazard. Waste
- MA-regulated Hazard. Waste
- MA and EPA/RCRA-regulated Hazard. Waste

Zone I

- Solid Waste Facilities - All Landfills

IWPAs

- DEP Approved Zone IIs

Zone A

- ZONE B

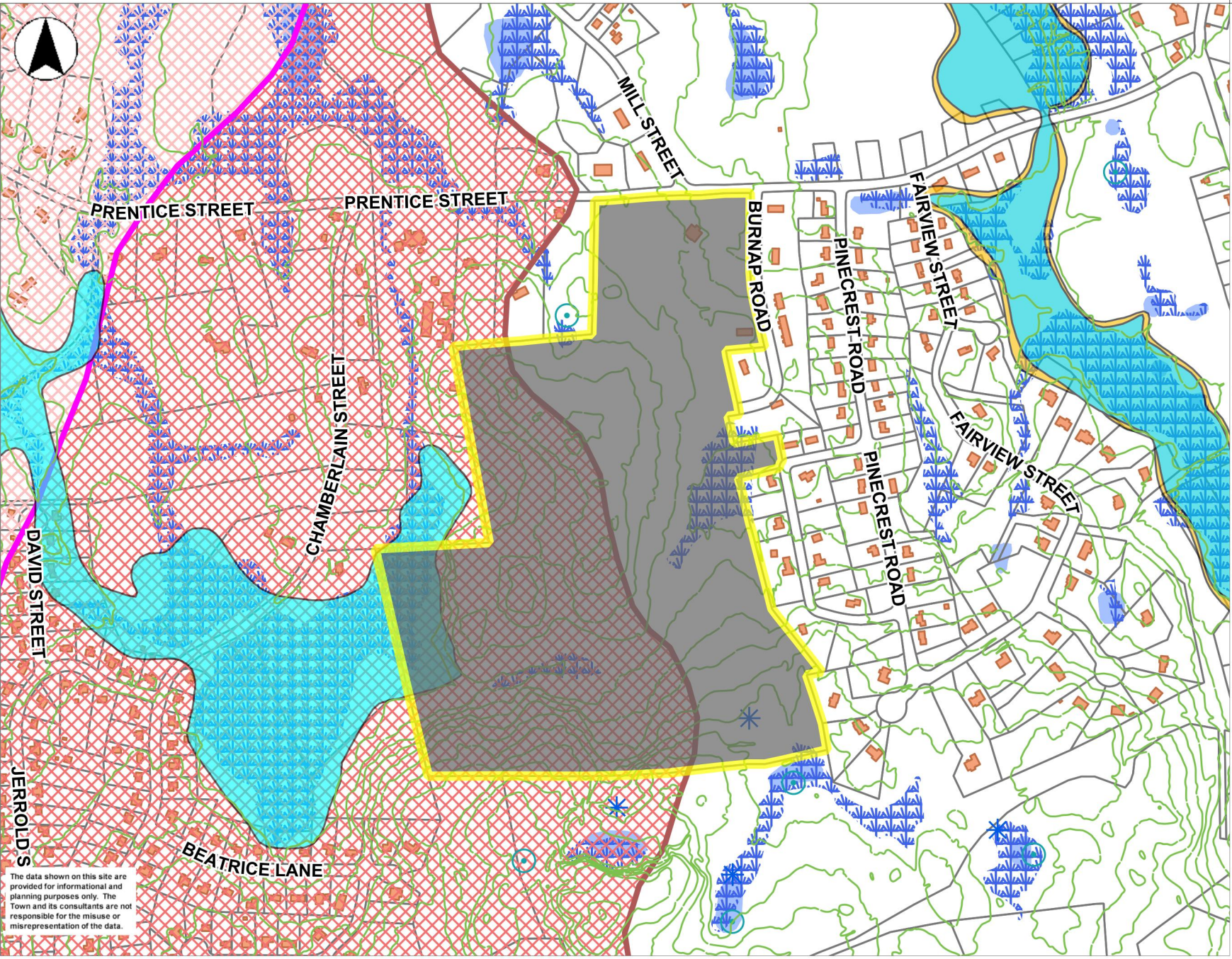
ZONE C

- <all other values>

OWNER_TYPE

- Conservation Organization
- County
- Federal
- Land Trust
- Municipal
- Other
- Private
- Private Non-Profit
- Private-Private Dispute
- Public Non-Profit
- State
- State-Municipal Dispute
- State-Non-Profit Dispute
- State-Private Dispute
- State-State Dispute
- Unknown

FIGURE 3
212 Prentice Street
Site Alternative 2
Holliston MA



- Places
- Fire Station
 - Police Station
 - Town Hall
 - Public Library
 - School
 - 10 Foot Contours
- FEMA Q3 Flood Zones
- AE
 - AH
 - AO
 - V
 - VE
 - ANI
 - X500
 - D
 - UNDES
- MA NHESP Estimated Habitat
- MA NHESP Priority Habitat
 - MA NHESP Certified Vernal Pools
 - MA NHESP Potential Vernal Pools
 - Zone1 Wellhead Protection
 - Zone1a Wellhead Protection
 - MA DEP Approved Zone II
 - Zone3 Wellhead Protection
 - DEP Wetlands
- Parcels
- Buildings 2018
 - Town Boundary
 - MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
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0 800 1600 ft

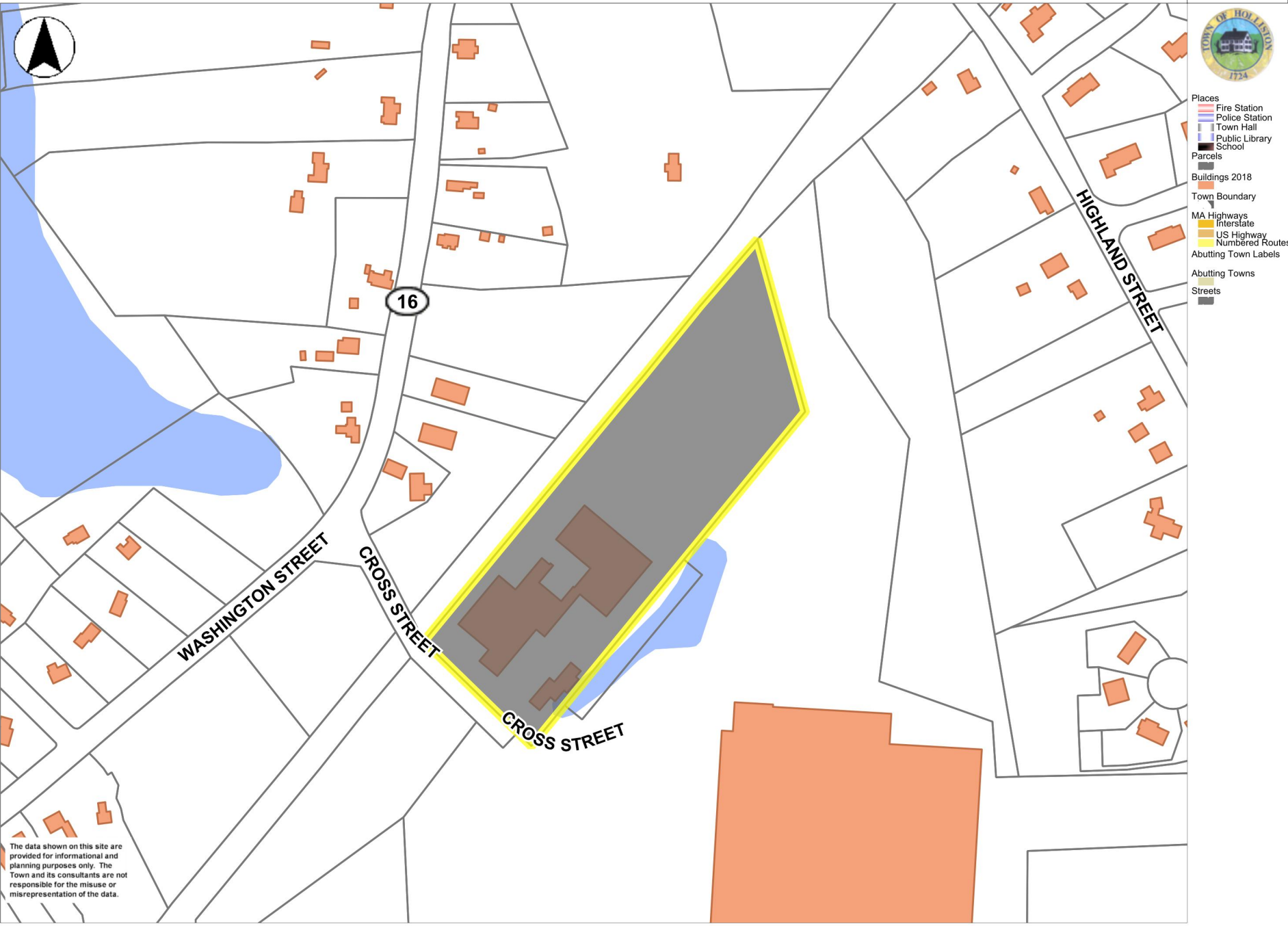
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Town of Holliston
DPW Facility Feasibility Study

APPENDIX D

20 CROSS ST

MEDWAY

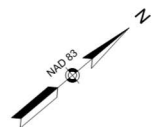


- Places
 - Fire Station
 - Police Station
 - Town Hall
 - Public Library
 - School
- Parcels
- Buildings 2018
- Town Boundary
- MA Highways
 - Interstate
 - US Highway
 - Numbered Routes
- Abutting Town Labels
- Abutting Towns
- Streets

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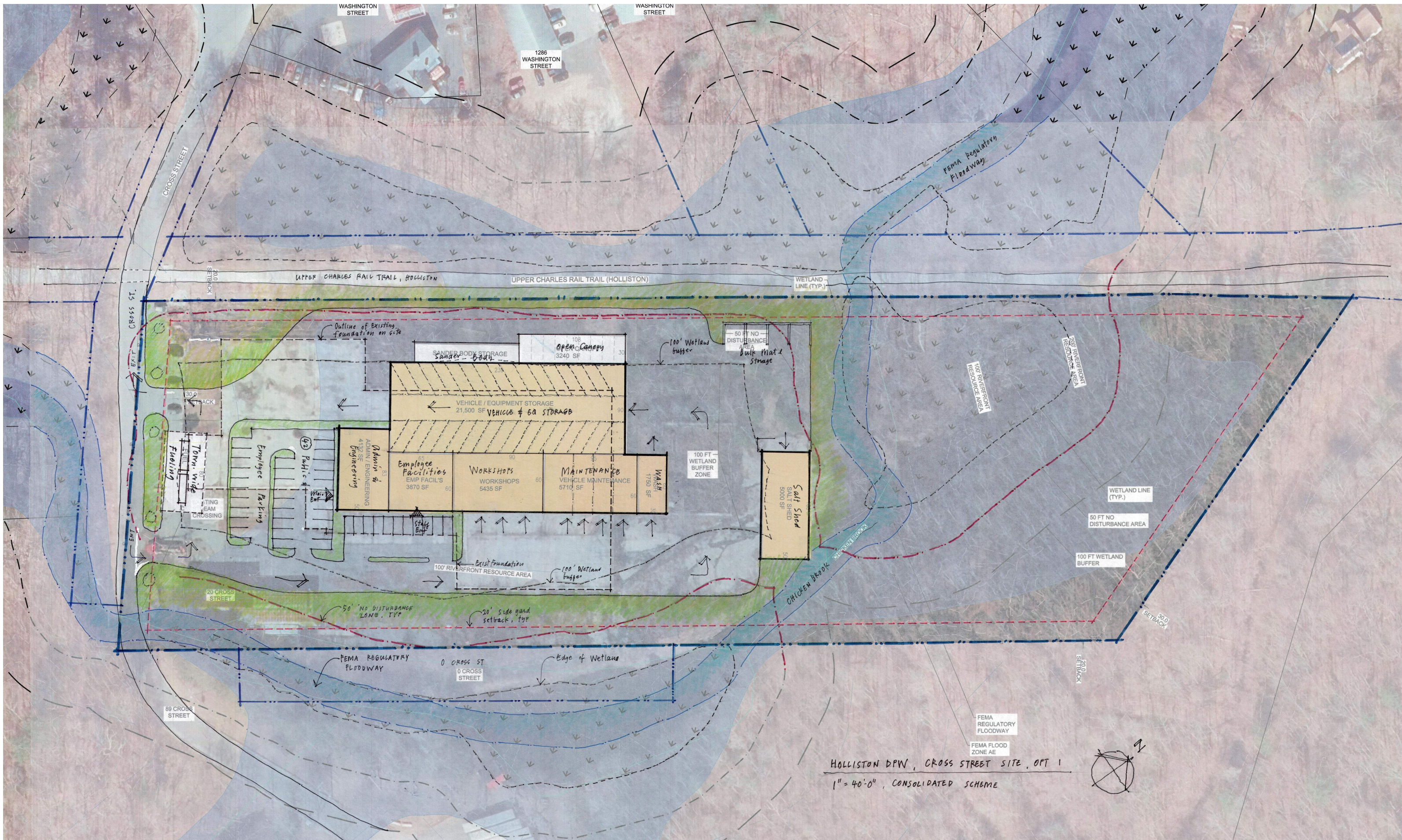
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Rev	Date	Description





MEMORANDUM

TO: File

FROM: Colleen Kennedy

DATE: June 20, 2022

SUBJECT: Holliston Public Works Zoning and Permitting Review - 20 Cross Street **DRAFT**

SITE INFORMATION:

Parameter	Information	Notes:
Site Address:	269 Central Street	
Map/Lot:	1360050000100140	
Size (acres):	8.653 acres	(376,925 square feet)
Zoning District	I-Industrial	
Book/Page:	16681-0039	

ZONING INFORMATION:

Zoning District: Industrial District

Zoning Map Date: May 2011

Zoning By-Law Date: May 2021

Overlay Districts:

District	Applicable	Notes:
Flood Plain District (FPD)	YES	FEMA Zones: Zone X: Non-jurisdictional, Zone AE: BFE 232.2 – 233 feet, Regulatory Floodway
Ground Protection District	NO	
Village Center Commercial District	NO	
Senior Residential Overlay	NO	

DIMENSIONAL REGULATIONS:

DIMENSION (Industrial District)	Required	Provided	Notes
Min. Lot Area (s.f.)	20,000		
Min. Lot Frontage (ft.)	100		
Min. Lot Depth (ft.)	150		
Min. Front Yard (ft.)	30		
Min. Side Yard (ft.)	20		
Min. Rear Yard (ft.)	30		
Building Height (stories)	3		
Building Height (ft.)	40		
Max. Cover (%) (Building, Structures & Accessory Buildings)	40		
Floor Ratio (FAR)	0.5		

Notes:

PERMITTING SUMMARY:

- 1) Site Plan Review from the Planning Board
 - An application for site plan approval shall be in conformance with the Planning Board's Site Plan Review Rules and Regulations, which shall be filed with the Town Clerk, Planning Board, and the Inspector of Buildings.
 - The Planning Board shall serve as the Special Permit Granting Authority for any Site Plan approval application that also requires a Special Permit.
 - The Board shall promptly transmit one copy the application plans to the following Town agencies: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Board of Selectmen, and Highway Superintendent. The Town agencies shall report any recommendations in writing to the Planning Board.
- 2) Special Permit from, Special Permit Granting Authority (SPGA), Floodplain District
 - Required for structure or use which has been deemed non-conforming, can be extended, changed or altered so as to increase its ground coverage by more than a total of twenty (20) percent.
- 3) Land Disturbance Permit from the Planning Board
 - When there is an application for Land Disturbance Permit, a Special Permit authorized by the Board of Appeals for Removal of earth products should not also be required:
 - The removal from any premises of more than ten (10) cubic yards of earth

products, including sod, loam, sand, or gravel, shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law. (Land Disturbance Permit from the Planning Board includes activities that include clearing, grading, excavation, or other site work that will result in a land disturbance)

- The Permitting and Special Permit Grant Authority is The Board of Appeals, except as otherwise specifically designated in this by-law for the issuance of Special Permits

4) Notice of Intent from the Conservation Commission and MassDEP

Resource Areas:

- Bordering Vegetated Wetlands
- 100' Wetland Buffer Zone
- Land under Water Bodies & Waterways – Chicken Brook
- 200' Riverfront Area
- Land Subject to Flooding – FEMA Zone AE and Regulatory Floodway

5) General Building Permits

- The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

OTHER SITE CONSIDERATIONS:

- 1) The Parcel is the former Axton-Cross site, contaminated and may be taken over by the town.
- 2) Most of the parcel is located within FEMA Zone AE and a Regulatory Floodway across the site.

DESIGN AND PERMITTING CONSIDERATIONS:

Holliston Zoning Bylaws (May 2021)	
<u>SECTION III - USE REGULATIONS</u>	
C. Applicability	
B. INSTITUTIONAL AND EXEMPT USES	
3. Public buildings, structures and premises owned or leased by or from the municipality for their use or other uses expressly allowed elsewhere within this By-Law, or MGL C. 40A, and which may also include uses such as passive and active recreational areas and be inclusive of structures which may exceed the height limitations to which they would otherwise be subject under Section IV-B of the Town of Holliston Zoning By-Law.	Y - Permitted Use (Industrial District)
4. Public Utilities	Y - Permitted Use
G. INDUSTRIAL AND OUTDOOR USES	

4. Building materials and equipment exposed to view the extent necessary during active continuous construction work on the same lot	Y - Permitted Use
5. Outdoor storage of building materials and equipment, excluding scrap and junk, which is not provided for elsewhere in this by-law, if the same is subjected to screening and does not occupy an area exceeding 25% of the ground floor area of the main building on the lot	Y - Permitted Use
6. Outdoor storage of building or other materials or equipment not covered elsewhere in this by-law	SP - Use allowed under Special Permit by the Special Permit Granting Authority
SECTION V - SPECIAL REGULATIONS	
V-J FLOOD PLAIN DISTRICT REGULATIONS	
2. Flood Plain District The district includes all special flood hazard areas within the Town of Holliston designated as Zone A and, AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.	Yes, this parcel is located within a FEMA Zone X, Zone AE, Regulatory Floodway
3. Use and Development Regulations. All development in this district, including structural and non-structural activities, whether permitted by right or by special permit	
3.B. Special Permit Uses	
1. No construction requiring any utility, including electric, water, gas and telephone lines, or waste disposal or drainage facilities shall be permitted within the zone unless the Special Permit Granting Authority (SPGA) grants a Special Permit, based on a determination that all utilities are located and constructed so as to minimize or eliminate flood damage.	
2. No crossing of a wetland shall be permitted within the zone unless the SPGA grants a Special Permit based on a determination that no reasonable alternative access to land otherwise inaccessible exists and that such access way is constructed so as to avoid significant alteration of wetlands, significant reduction of flood storage capacity and minimizes or eliminates damage due to flooding. In a riverine situation, the Town of Holliston shall notify adjacent communities, the NFIP State Coordinator and FEMA Region I NFIP Program Specialist of alteration or relocation of a watercourse.	Special Permit required for crossing a wetland within a Flood Zone
C. Prohibited Uses	
1. No new building or structure, except fences, shall be erected or constructed.	
2. No existing building, structure or use which has been deemed non-conforming shall be extended, changed or altered so as to increase its ground coverage by more than a total of twenty (20) percent; except as allowed by Special Permit under Section I-C of this by-law.	Special Permit required for increasing building size by more than 20%
3. No dumping, filling, excavation or relocation of earth products or other site alteration not herein provided for shall be permitted.	
V-L GROUNDWATER PROTECTION DISTRICT	
2. Special Definitions - The following definitions apply to specialized words or terms associated with this District.	

T. Zone III – The land area beyond the area of Zone II from which surface water and groundwater drain into Zone II.	No, the parcel is NOT located within the Groundwater Protection District
3. Establishment and Delineation of Groundwater Protection District	
The boundaries of this district are delineated on maps at a scale of 1" = 600' entitled "Aquifer Protection District, Town of Holliston" and 1" = 3000' entitled "Zone II and Zone III Delineation" (prepared by Whitman & Howard, 1996 and approved by the Attorney General on September 21, 2000) on file in the office of the Town Clerk and Inspector of Buildings, which maps are hereby made part of this by-law. These boundaries reflect the best hydrogeologic information available as of the date of the maps. In the event of a dispute about the location of district boundaries on an individual property and the criteria of Zones I, IA, II and III, below, the criteria shall control.	Map "Zone II and Zone III Delineation" which shows the parcel located in the Zone III boundary.
SECTION VII - SITE PLAN REVIEW	
2. Applicability of Site Plan Review.	
b. Apart from 2.a., in all districts:	
i. No building or accessory structure (whether otherwise allowed by right or by special permit) shall be: (1) erected, (2) enlarged or be subject to any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, (3) increased in its gross floor area by more than twenty five percent (25%), whether accompanied by exterior construction or not,	Yes, increase in structure size
ii. No parking area shall be physically expanded by an increase in parking surface area of ten percent (10%) or more,	Yes, increase in impervious area
iii. No changes in use resulting in an increase in parking area requirements greater than or equal to 10 spaces,	
iv. No new or expanded outside storage of materials, and	Yes, increase in storage material bins
v. No new drive-thru facilities, new or expanded Medical Marijuana Treatment Center/Registered Marijuana Dispensary new or expanded Marijuana Establishment, conversion of or expansion of a Medical Marijuana Treatment Center/Registered Marijuana Dispensary to a Marijuana Establishment, or non-accessory solar energy generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.	

Holliston General Bylaws (May 10, 2021)	
Wetlands Protection - Article XXXI	
Section 3. Jurisdiction	
Except as permitted by the Conservation Commission no person shall commence to remove, fill, dredge, build upon, discharge into, or otherwise alter the following resource areas:	
A. Any wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, beaches, and any lands under bodies and/or intermittent or perennial streams, brooks and creeks	Yes, wetlands are located within the property

B. Lands adjoining the resource areas specified in Section II.A out to a distance of 100 feet , known as the buffer zone	Yes, parcel is located within the 100' buffer
C. Perennial rivers, streams, brooks, and creeks	
D. Lands adjoining the resource areas specified in Section II.C out to a distance of 200 feet, known as the riverfront area	
E. Any lands subject to flooding or inundation by groundwater or surface water	
Section 8. Permits and Conditions	
To Prevent resource area loss, the Commission shall require applicants to avoid alternation wherever feasible; to minimize alterations; and, where alteration is unavoidable and has to be minimized, to provide full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation but, because of the high likelihood of failure of replication, only with specific plans, professional design, proper safeguards, adequate security, and professional monitoring and reporting to assure success.	Authorization of Wetland removal/replication area is done by the Conservation Commission

Article XLI Stormwater Management and Land Disturbance By-Law	
C. Applicability	
No person shall undertake an activity which may include clearing, grading, excavation, or other site work that will result in a land disturbance exceeding any of the following thresholds, without a Land Disturbance Permit from the Planning Board:	Yes - Required
1. Any activity that will result in soil disturbance of 10,000 s.f. or more, or more than 25% of the parcel or lot, whichever is less. 2. Paving in excess of a total of 500 s.f. of commercial and industrial driveways, parking lots and other impervious non-roadway surfaces. 3. Any activity that will disturb over 250 s.f. of land with 10% or greater slope. 4. An alteration, redevelopment or conversion of land use involving the following: auto fueling, service and sale facilities, fleet storage yards, commercial nurseries and landscaping facilities.	

ARTICLE XXII REMOVAL OF EARTH PRODUCTS	
Section 1.	
The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand, or gravel , shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law.	
Section 2.	

Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable.	Earthwork Special Permit from the Board of Appeals is required (but not when there is already a Land Disturbance Permit required)
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310 CMR DEPARTMENT OF ENVIRONMENTAL PROTECTION:

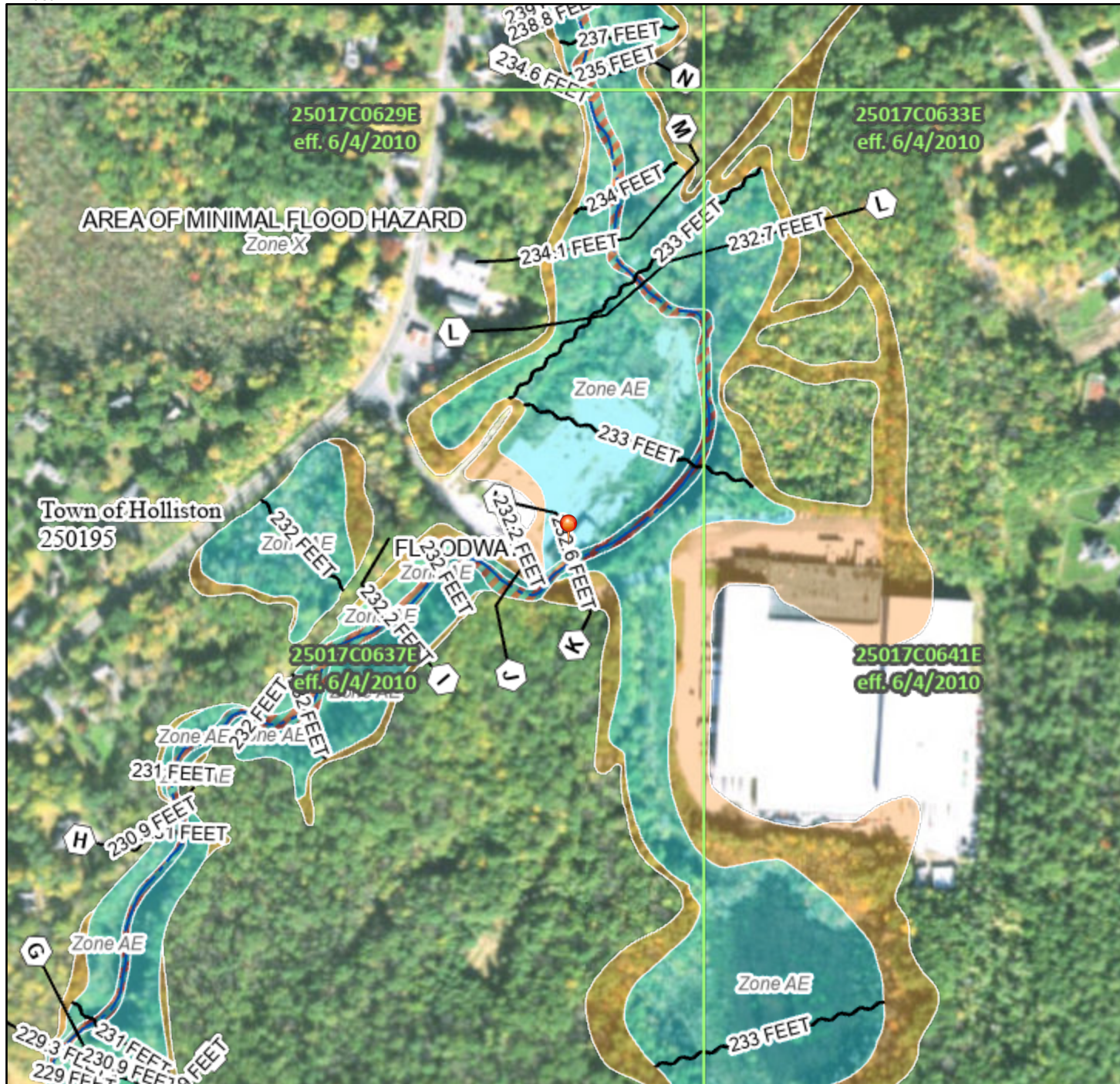
310 CMR 10.00: WETLANDS PROTECTION	
10.55: Bordering Vegetated Wetlands (Wet Meadows, Marshes, Swamps and Bogs)	
(2) <u>Definition, Critical Characteristics and Boundary</u>	
a) Bordering Vegetated Wetlands are freshwater wetlands which border on creeks, rivers, streams, ponds, and lakes	Notice of Intent Required - work in 100-ft Wetland Buffer
(4) General Performance Standards.	
(a) Where the presumption set forth in 310 CMR 10.55(3) is not overcome, any proposed work in a Bordering Vegetated Wetland shall not destroy or otherwise impair any portion of Bordering Vegetated Wetland shall not destroy or otherwise impair any portion of said area.	
10.56 Land Under Water Bodies and Waterways (under any Creek, River, Stream, Pond or Lake)	
3. <u>Evaluation of Alternatives.</u>	
(d) No Significant Adverse Impact.	
1. Within 200-foot riverfront areas, the issuing authority may allow the alteration of up to 5000 square feet or 10% of the riverfront area within the lot, whichever is greater,	Notice of Intent Required - 200-foot Riverfront Area of Chicken Brook
a. At a minimum, a 100-foot-wide area of undisturbed vegetation is provided. This area shall extend from mean annual high-water along the river unless another location would better protection. If there is not a 100 ft wide area of undisturbed vegetation within the river front area, existing vegetative cover shall be preserved or extended to the maximum extent feasible to approximate a 100-foot-wide corridor of natural vegetation.	
b. Stormwater is managed according to standards established by the Department in its Stormwater Policy.	
10.58 Riverfront Area	
(2)(a) 1. Intermittent streams are not rivers as defined herein because surface water does not flow within them through the year.	Chicken Brook is located within parcel
(2)(a) 3. The Riverfront Area is the area of land between a river's mean annual highwater line, measured horizontally outward from the river and a parallel line located 200 feet away, except that the parallel line is located.	200' Riverfront Buffer
3. Evaluation of Alternatives.	

(4)(d) No Significant Adverse Impact. The work, including proposed mitigation measures, must have no significant adverse impact on the riverfront area to protect the interests identified in M.G.L. c. 131, § 40.	
(4)(d)(1) Within 200-foot riverfront areas, the issuing authority may allow the alteration of up to 5,000 square feet or 10% of the riverfront area within the lot, whichever is greater, on a lot recorded on or before October 6, 1997 or lots recorded after October 6, 1997 subject to the restrictions of 310 CMR 10.58(4)(c)2.b.vi., or up to 10% of the riverfront area within a lot recorded after October 6, 1997, provided that:	Notice of Intent Required - Proposed work within 200-foot Riverfront Area of Chicken Brook
a. At a minimum, a 100-foot-wide area of undisturbed vegetation is provided. This area shall extend from mean annual high-water along the river unless another location would better protection. If there is not a 100 ft wide area of undisturbed vegetation within the river front area, existing vegetative cover shall be preserved or extended to the maximum extent feasible to approximate a 100-foot-wide corridor of natural vegetation.	100-foot no disturb buffer
b. Stormwater is managed according to standards established by the Department in its Stormwater Policy.	
c. Proposed work does not impair the capacity of the riverfront area to provide important wildlife habitat functions. Work shall not result in an impairment of the capacity to provide vernal pool habitat identified by evidence from a competent source, but not yet certified. For work within an undeveloped riverfront area which exceeds 5,000 square feet, the issuing authority may require a wildlife habitat evaluation study under 310 CMR 10.60.	
d. Proposed work shall not impair groundwater or surface water quality by incorporating erosion and sedimentation controls and other measures to attenuate nonpoint source pollution.	
(4)(d)2. 2. Within 25-foot riverfront areas, any proposed work shall cause no significant adverse impact	25-foot no impact buffer

National Flood Hazard Layer FIRMette



71°26'38"W 42°11'17"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 6/15/2022 at 3:17 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

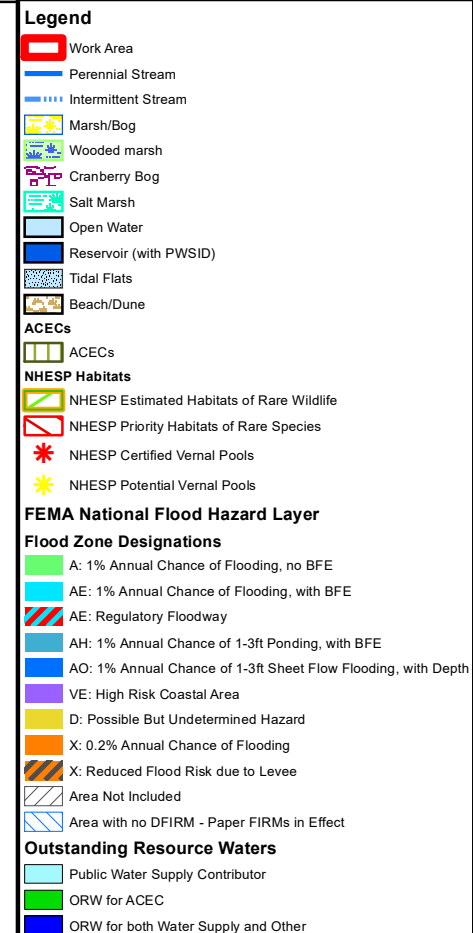
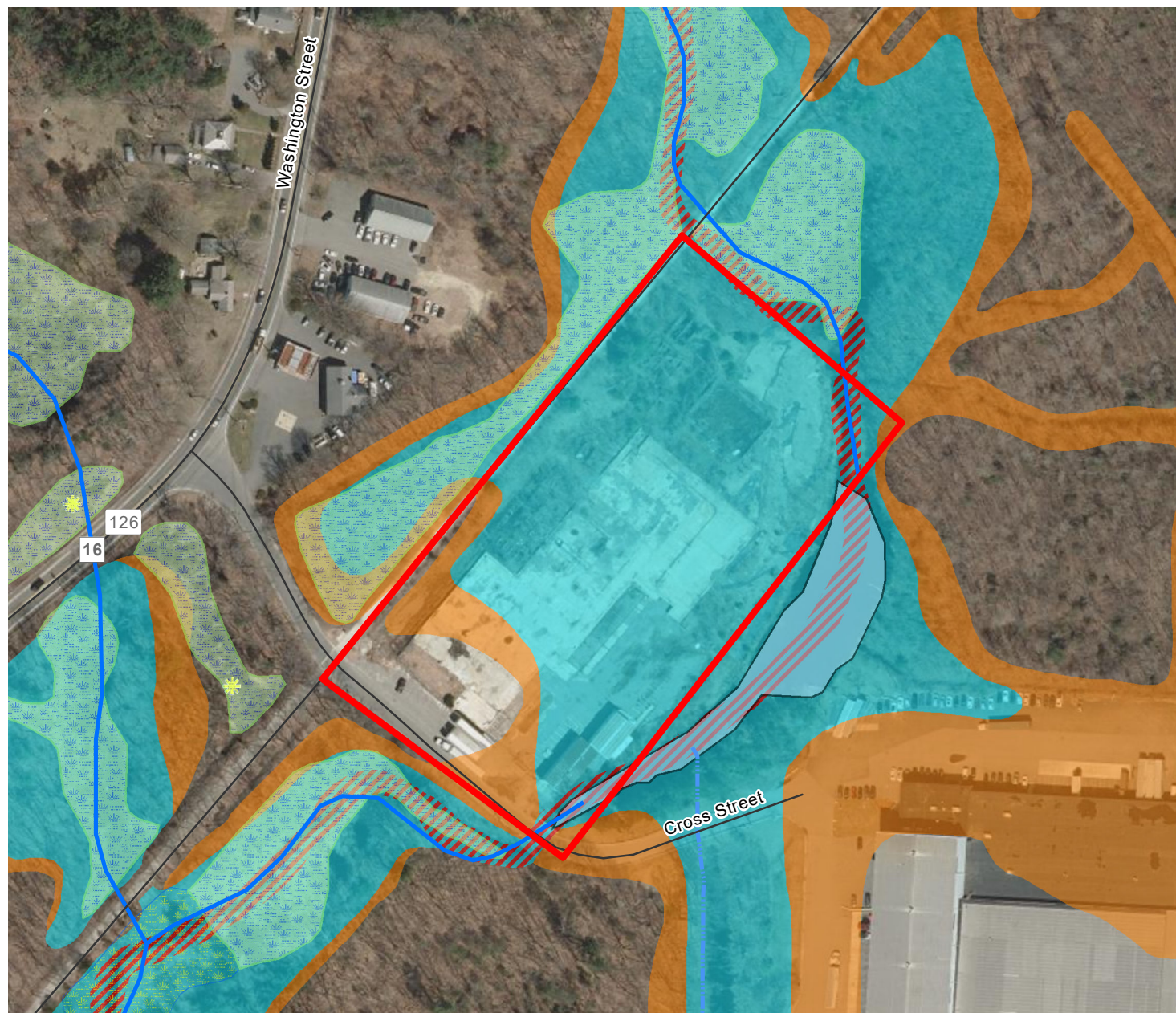


FIGURE 1
DPW Feasibility Study
20 Cross Street
Holliston MA

Environmental
Resource Map

Weston & SampsonSM

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs



Legend

- Work Area
- State Registry of Historic Places
- All Underground Storage Tanks

Tier Classified Sites

- ◆ Tier 1A
- ◆ Tier 1B
- ◆ Tier 1C
- ◆ Tier 1D
- ◆ Tier II

PUBLIC WATER SUPPLIES

- ▲ Community Ground Water
- ▲ Community Surface Water
- ▲ Surface Distribution Site
- ▲ Non-Transient Non-Community
- ▲ Transient Non-Community
- ▲ Proposed Well

CH21E AUL Sites

- CH21E AUL Sites

DEP BWP Major Facilities

Large Quantity Generators (LQG)

- EPA/RCRA-regulated Hazard. Waste
- MA-regulated Hazard. Waste
- MA and EPA/RCRA-regulated Hazard. Waste

Zone I

- Solid Waste Facilities - All Landfills

IWPAs

- DEP Approved Zone IIs

Zone A

- ZONE B

- ZONE C

- <all other values>

OWNER_TYPE

- Conservation Organization
- County
- Federal
- Land Trust
- Municipal
- Other
- Private
- Private Non-Profit
- Private-Private Dispute
- Public Non-Profit
- State
- State-Municipal Dispute
- State-Non-Profit Dispute
- State-Private Dispute
- State-State Dispute
- Unknown

FIGURE 2

DPW Feasibility Study
20 Cross Street
Holliston MA

Human Receptor Map

Weston & SampsonSM



200 100 0 200
Feet

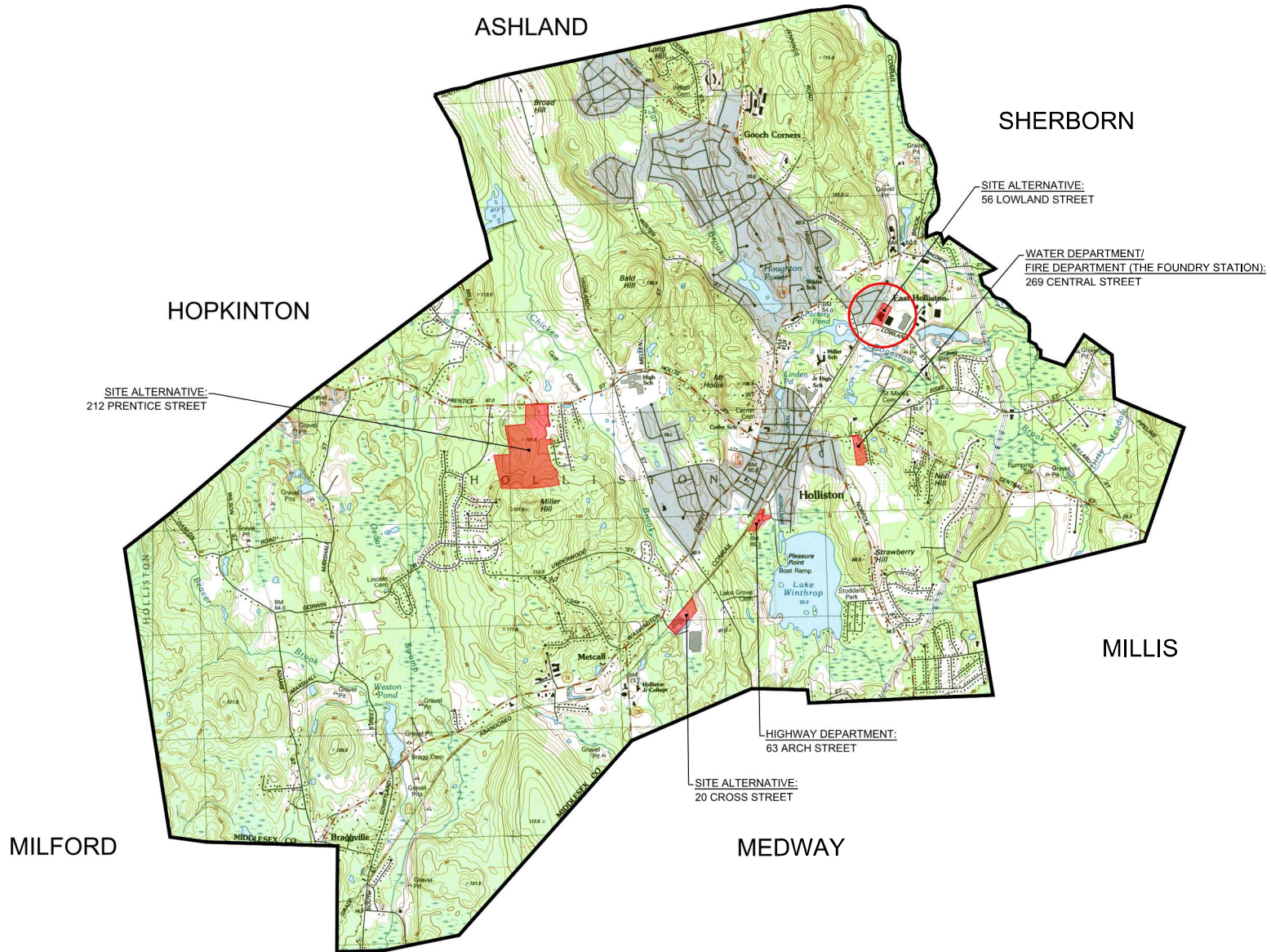
Data Source: Office of Geographic and Environmental Information (MassGIS),
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Town of Holliston
DPW Facility Feasibility Study

APPENDIX E

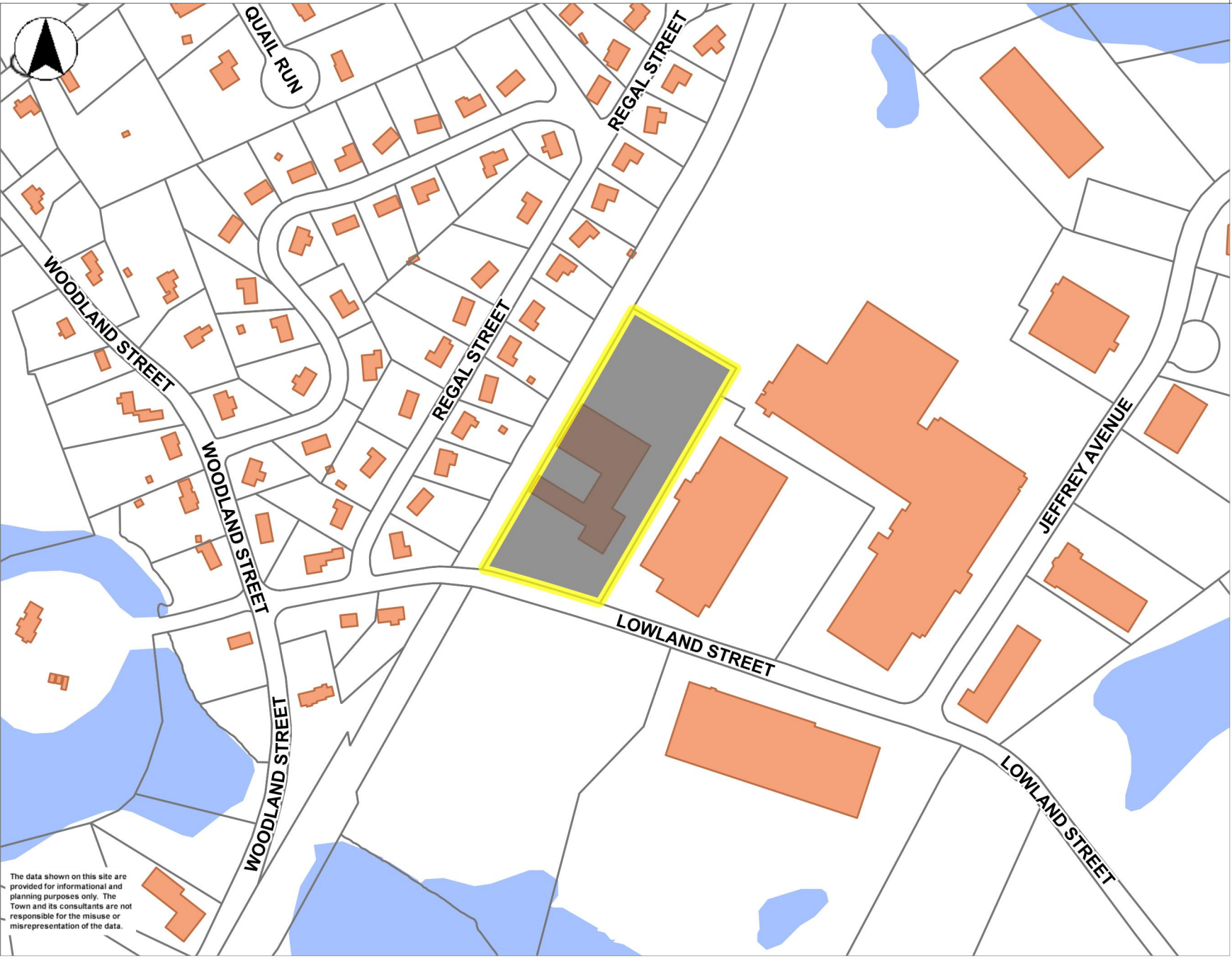
56 LOWLAND ST

Town of Holliston
DPW Facility Feasibility Study
56 Lowland Street





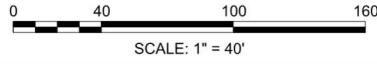
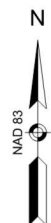
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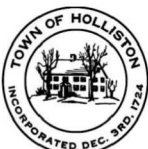
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Project:

DEPARTMENT OF PUBLIC
WORKS FEASIBILITY STUDY



TOWN OF HOLLISTON
63 ARCH STREET
HOLLISTON, MA 01746

Weston & Sampson

Weston & Sampson Engineers, Inc.
100 Foxborough Boulevard Suite 250
Foxborough, MA 02035
(508) 698-3034 (800) SAMPSON
www.westonandsampson.com

Consultants:

Seal:

Revisions:

Rev	Date	Description

Issued For: CONCEPTUAL

SCALE: AS NOTED

Date: JUNE 2022

Drawn By: CTK

Reviewed By: ZDW

Approved By: JRF

W&S Project No: ENG21-0868

Drawing Title:

**CONCEPTUAL
BASE PLAN
56 LOWLAND
STREET**

Sheet Number:

FIG.4

WESTON & SAMPSON COPYRIGHT 2021



MEMORANDUM

TO: File

FROM: Colleen Kennedy

DATE: June 20, 2022

SUBJECT: Holliston Public Works Zoning and Permitting Review - 56 Lowland Street **DRAFT**

SITE INFORMATION:

Parameter	Information	Notes:
Site Address:	56 Lowland Street	
Map/Lot:	1360120000400351	
Size (acres):	4.02 acres	
Zoning District	Industrial (I)	
Book/Page:	71676-213	

ZONING INFORMATION:

Zoning District: Industrial District

Zoning Map Date: May 2011

Zoning By-Law Date: May 2021

Overlay Districts:

District	Applicable	Notes:
Flood Plain District (FPD)	NO	
Ground Protection District	Yes	This parcel is located in Zone II from the Lake Winthrop Aquifer Drainage Boundary designated on Map "Zone II and Zone III Delineation, Holliston, MA."

Village Center Commercial District	NO	
Senior Residential Overlay	NO	

DIMENSIONAL REGULATIONS:

DIMENSION	Required	Provided	Notes
Min. Lot Area (s.f.)	20,000		
Min. Lot Frontage (ft.)	100		
Min. Lot Depth (ft.)	150		
Min. Front Yard (ft.)	30		
Min. Side Yard (ft.)	20		
Min. Rear Yard (ft.)	30		
Building Height (stories)	3		
Building Height (ft.)	40		
Max. Cover (%) (Building, Structures & Accessory Buildings)	40		
Floor Ratio (FAR)	0.5		

Notes:

PERMITTING SUMMARY:

- 1) Site Plan Review from the Planning Board
 - An application for site plan approval shall be in conformance with the Planning Board's Site Plan Review Rules and Regulations, which shall be filed with the Town Clerk, Planning Board, and the Inspector of Buildings.
 - The Planning Board shall serve as the Special Permit Granting Authority for any Site Plan approval application that also requires a Special Permit.
 - The Board shall promptly transmit one copy the application plans to the following Town agencies: Building Inspector, Board of Health, Conservation Commission, Water Commissioners, Police Chief, Fire Chief, Board of Selectmen, and Highway Superintendent. The Town agencies shall report any recommendations in writing to the Planning Board.
- 2) Land Disturbance Permit from the Planning Board
 - When there is an application for Land Disturbance Permit, a Special Permit authorized by the Board of Appeals for Removal of earth products should not also be required:
 - The removal from any premises of more than ten (10) cubic yards of earth

products, including sod, loam, sand, or gravel, shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law. (Land Disturbance Permit from the Planning Board includes activities that include clearing, grading, excavation, or other site work that will result in a land disturbance)

- The Permitting and Special Permit Granting Authority is The Board of Appeals, except as otherwise specifically designated in this by-law for the issuance of Special Permits

3) Special Permit Granting Authority - Ground Water Protection Overlay District

- The Holliston Town Map “Zone II and Zone III Delineation” which shows 56 Lowland Street located in the Groundwater Protection Zone II boundary.
- Required for expansion of pre-existing non-conforming uses to the extent allowed in the underlying district.

4) General Building Permits

- The Building Department administers the State Building Code and issues building, plumbing & gas, electrical, sheet metal, occupancy, and sign permits. In Holliston, the Zoning Bylaw is enforced by the Zoning Enforcement Officer who is the Inspector of Buildings (aka Building Inspector).

DESIGN AND PERMITTING CONSIDERATIONS:

Holliston Zoning Bylaws (May 2021)	
<u>SECTION III - USE REGULATIONS</u>	
C. Applicability	
B. INSTITUTIONAL AND EXEMPT USES	
3. Public buildings, structures and premises owned or leased by or from the municipality for their use or other uses expressly allowed elsewhere within this By-Law, or MGL C. 40A, and which may also include uses such as passive and active recreational areas and be inclusive of structures which may exceed the height limitations to which they would otherwise be subject under Section IV-B of the Town of Holliston Zoning By-Law.	Y - Permitted Use
4. Public Utilities	Y - Permitted Use
G. INDUSTRIAL AND OUTDOOR USES	
4. Building materials and equipment exposed to view the extent necessary during active continuous construction work on the same lot	Y - Permitted Use
5. Outdoor storage of building materials and equipment, excluding scrap and junk, which is not provided for elsewhere in this by-law, if the same is subjected to screening and does not occupy an area exceeding 25% of the ground floor area of the main building on the lot	Y - Permitted Use
6. Outdoor storage of building or other materials or equipment not covered elsewhere in this by-law	SP - Use allowed under Special Permit by the Special Permit Granting Authority
<u>SECTION V - SPECIAL REGULATIONS</u>	

SECTION V-H: OPEN SPACE RESIDENTIAL DEVELOPMENT	
2. Applicability	
A. Open Space Residential Development (OSRD) projects are permitted by right within both Agricultural-Residential A & B (AR-1 and AR-2) and Residential (R-1) zoning districts in accordance with the additional requirements of Site Plan Review and definitive subdivision approval specified herein.	This parcel is NOT located within an Open Space affiliation
V-J FLOOD PLAIN DISTRICT REGULATIONS	
2. Flood Plain District The district includes all special flood hazard areas within the Town of Holliston designated as Zone A and, AE on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program.	This parcel is NOT located within a FEMA Zone A or AE
V-L GROUNDWATER PROTECTION DISTRICT	
2. Special Definitions - The following definitions apply to specialized words or terms associated with this District.	
3. Establishment and Delineation of Groundwater Protection District	
The boundaries of this district are delineated on maps at a scale of 1" = 600' entitled "Aquifer Protection District, Town of Holliston" and 1" = 3000' entitled "Zone II and Zone III Delineation" (prepared by Whitman & Howard, 1996 and approved by the Attorney General on September 21, 2000) on file in the office of the Town Clerk and Inspector of Buildings, which maps are hereby made part of this by-law. These boundaries reflect the best hydrogeologic information available as of the date of the maps. In the event of a dispute about the location of district boundaries on an individual property and the criteria of Zones I, IA, II and III, below, the criteria shall control.	Note: See Map "Zone II and Zone III Delineation" which shows the parcel in Zone II
The Groundwater Protection District includes the aquifer itself, the land above the aquifer and the aquifer's significant areas of recharge, consisting of:	
A. Zone I – Zone I is the 400-foot protective radius required around Holliston's public water supply wells which are be owned by the water supplier or controlled through a conservation restriction.	
B. Zone IA - Cone of influence of all existing (confirmed by long-term pump test) municipal wells within the town.	
1) The cones-of-depression and respective areas of influence and recharge generated by the municipal wells after at least five (5) days of continuous pumping at their respective rated capacities.	
C. Zone II - Major aquifers and primary areas of recharge.	
1) All of the five principal aquifers within the Town of Holliston, including: (1) the Hopping Brook Aquifer; (2) the Jar Brook Aquifer; (3) the Lake Winthrop Aquifer (4) the Dopping Brook Aquifer; and (5) the Bogastow Brook Aquifer as delineated on the aforesaid Aquifer Protection District maps.	Yes, Bogastow Brook Aquifer
2) Any unconsolidated geologic deposit exhibiting an average saturated thickness of 20 feet or greater and an average transmissivity of 1000 square feet per day or greater	

3) All DEP-designated "Zone II" areas of public water supplies as set forth in 310 CMR 22.21, exclusive of all Zone II areas meeting the criteria of Zone IA above.	
D. Zone III - Secondary recharge areas.	
1) All land contiguous to Zone II, above, underlain by glaciofluvial or glaciofluvial/lacustrine deposits in which the prevailing direction of groundwater flow is toward Zone II, above.	
4) Zone III: Permitted Uses.	
a. All uses permitted and as regulated in the underlying zoning districts.	
b. New commercial and new industrial development must recharge roof, parking and drive runoff on site to the maximum extent practicable with parking and drive runoff discharged to oil/gas trap catch basins with appropriate sumps prior to recharge per current DEP Stormwater Management Guidelines.	
SECTION VII - SITE PLAN REVIEW	
2. Applicability of Site Plan Review.	
b. Apart from 2.a., in all districts:	
i. No building or accessory structure (whether otherwise allowed by right or by special permit) shall be: (1) erected, (2) enlarged or be subject to any change in the location of the exterior walls so as to increase the building footprint by ten percent or more, (3) increased in its gross floor area by more than twenty five percent (25%), whether accompanied by exterior construction or not,	Yes, increase in structure size
ii. No parking area shall be physically expanded by an increase in parking surface area of ten percent (10%) or more,	Yes, increase in impervious area
iii. No changes in use resulting in an increase in parking area requirements greater than or equal to 10 spaces,	
iv. No new or expanded outside storage of materials, and	Yes, increase in storage material bins
v. No new drive-thru facilities, new or expanded Medical Marijuana Treatment Center/Registered Marijuana Dispensary new or expanded Marijuana Establishment, conversion of or expansion of a Medical Marijuana Treatment Center/Registered Marijuana Dispensary to a Marijuana Establishment, or non-accessory solar energy generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.	

Article XLI Stormwater Management and Land Disturbance By-Law	
C. Applicability	

<p>No person shall undertake an activity which may include clearing, grading, excavation, or other site work that will result in a land disturbance exceeding any of the following thresholds, without a Land Disturbance Permit from the Planning Board:</p> <ol style="list-style-type: none"> 1. Any activity that will result in soil disturbance of 10,000 s.f. or more, or more than 25% of the parcel or lot, whichever is less. 2. Paving in excess of a total of 500 s.f. of commercial and industrial driveways, parking lots and other impervious non-roadway surfaces. 3. Any activity that will disturb over 250 s.f. of land with 10% or greater slope. 4. An alteration, redevelopment or conversion of land use involving the following: auto fueling, service and sale facilities, fleet storage yards, commercial nurseries and landscaping facilities. 	Yes - Required
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ARTICLE XXII REMOVAL OF EARTH PRODUCTS	
Section 1.	
The removal from any premises of more than ten (10) cubic yards of earth products, including sod, loam, sand, or gravel , shall be prohibited except when incidental to and in connection with the construction of a building or street or other activity authorized in the zoning by-law or Article XLI Stormwater Management and Land Disturbance By-Law.	
Section 2.	
Removal of earth products prohibited by Section 1 of Article XXII may be authorized by the Board of Appeals by Special Permit provided it determines that the activities involved are not harmful or detrimental to the present or future character of the neighborhood or the Town. Before issuing such a special permit the petitioner shall file a bond or other security satisfactory to the board to guarantee performance of the conditions of the special permit. The permit issued shall be granted only to the petitioner as a personal right and shall not be transferable.	Earthwork Special Permit from the Board of Appeals is required (but not when there is already a Land Disturbance Permit required)

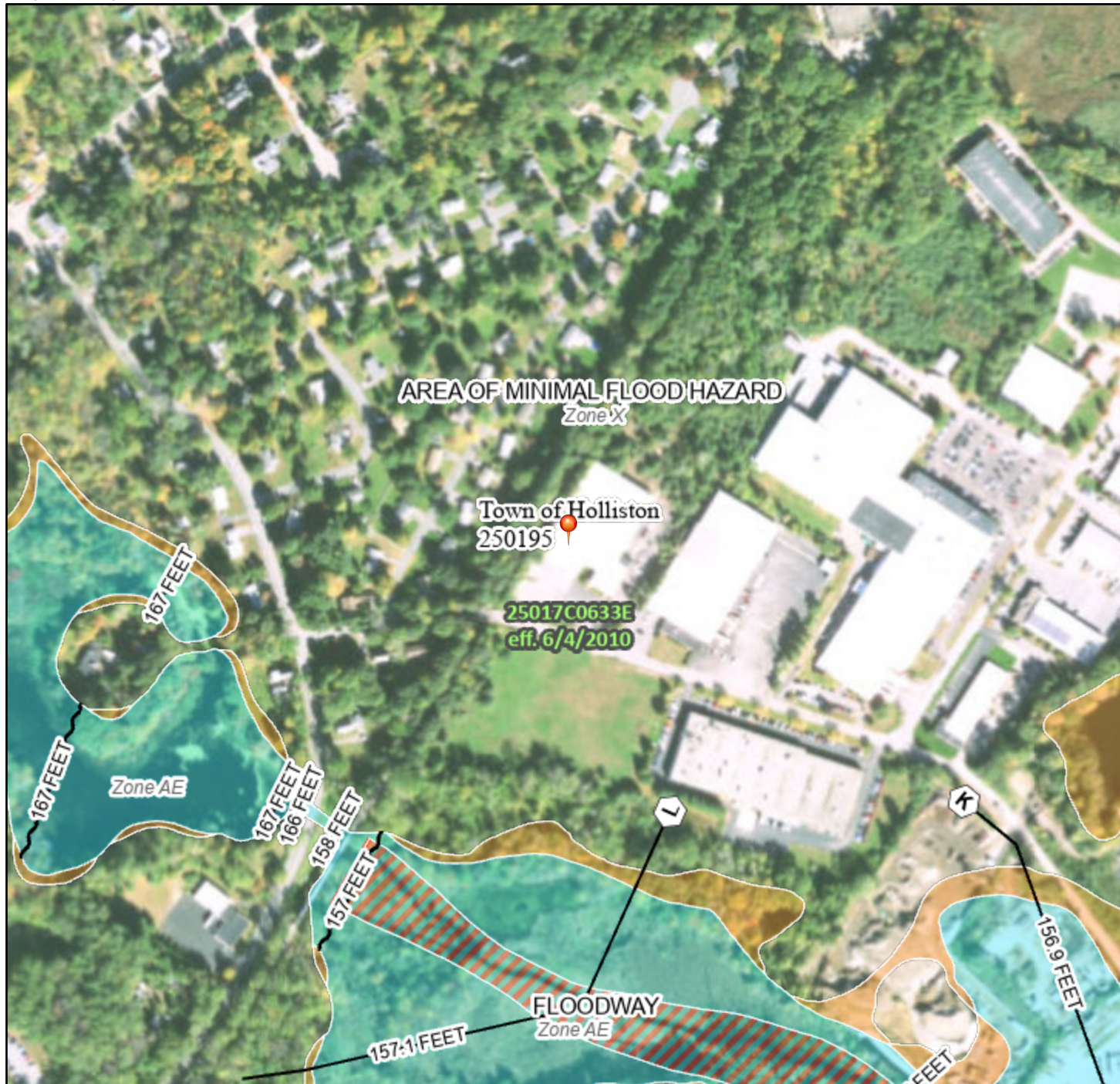
310 CMR 22 Drinking Water Regulations	
22.21: Groundwater Supply Protection	
(2) Wellhead Protection Zoning and Nonzoning Controls	
(a) Wellhead protection zoning, and non-zoning controls submitted to the Department in accordance with 310 CMR 22.21(1), shall collectively prohibit the siting of the following land uses within the Zone II , or Zone III if the criteria of 310 CMR 22.21(1)(f) have been met, of the proposed well, wellfield, or spring, whichever is applicable:	Wellhead Protection Zone II Design Parameters
4. stockpiling and disposal of snow or ice removed from highways and streets located outside of Zone II that contains sodium chloride, chemically treated abrasives or other chemicals used for snow and ice removal;	Design Parameter - Snow Stockpiling restriction
5. petroleum, fuel oil and heating oil bulk stations and terminals, including, but not limited to, those listed under Standard Industrial Classification (SIC) Codes 5171 (not including liquified petroleum gas) and 5983. SIC Codes are established by the U.S. Office of Management and Budget and may be determined by referring to the publication, Standard Industrial Classification Manual	Design Parameter – Fuel storage

<p>7. facilities that generate, treat, store or dispose of hazardous waste that are subject to M.G.L. c. 21C and 310 CMR 30.000: Hazardous Waste, except for the following:</p> <ul style="list-style-type: none"> a. very small quantity generators, as defined by 310 CMR 30.00: Hazardous Waste b. household hazardous waste collection centers or events operated pursuant to 310 CMR 30.390: Special Provisions for Accumulation of Household Hazardous Waste And/or Hazardous Waste Generated by Very Small Quantity Generators c. waste oil retention facilities required by M.G.L. c. 21, § 52A; and d. treatment works approved by the Department designed in accordance with 314 CMR 5.00: Ground Water Discharge Permit Program <p>for the treatment of contaminated ground or surface waters.</p>	
<p>8. any floor drainage systems in existing facilities, in industrial or commercial hazardous material and/or hazardous waste process areas or storage areas, which discharge to the ground without a DEP permit or authorization. Any existing facility with such a drainage system shall be required to either seal the floor drain (in accordance with the state plumbing code, 248 CMR 10.00: Uniform State Plumbing Code), connect the drain to a municipal sewer system (with all appropriate permits and pre-treatment), or connect the drain to a holding tank meeting the requirements of all appropriate DEP regulations and policies.</p>	

National Flood Hazard Layer FIRMette



71°25'14"W 42°12'54"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		Coastal Transect
		Base Flood Elevation Line (BFE)
OTHER FEATURES		Limit of Study
		Jurisdiction Boundary
OTHER FEATURES		Coastal Transect Baseline
		Profile Baseline
OTHER FEATURES		Hydrographic Feature
		Digital Data Available
MAP PANELS		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **6/15/2022 at 3:15 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Legend

- Work Area
- Perennial Stream
- Intermittent Stream
- Marsh/Bog
- Wooded marsh
- Cranberry Bog
- Salt Marsh
- Open Water
- Reservoir (with PWSID)
- Tidal Flats
- Beach/Dune
- ACECs
- ACECs
- NHESP Habitats**
- NHESP Estimated Habitats of Rare Wildlife
- NHESP Priority Habitats of Rare Species
- ★ NHESP Certified Vernal Pools
- ★ NHESP Potential Vernal Pools
- FEMA National Flood Hazard Layer**
- Flood Zone Designations**
- A: 1% Annual Chance of Flooding, no BFE
- AE: 1% Annual Chance of Flooding, with BFE
- AE: Regulatory Floodway
- AH: 1% Annual Chance of 1-3ft Ponding, with BFE
- AO: 1% Annual Chance of 1-3ft Sheet Flow Flooding, with Depth
- VE: High Risk Coastal Area
- D: Possible But Undetermined Hazard
- X: 0.2% Annual Chance of Flooding
- X: Reduced Flood Risk due to Levee
- Area Not Included
- Area with no DFIRM - Paper FIRMs in Effect
- Outstanding Resource Waters**
- Public Water Supply Contributor
- ORW for ACEC
- ORW for both Water Supply and Other

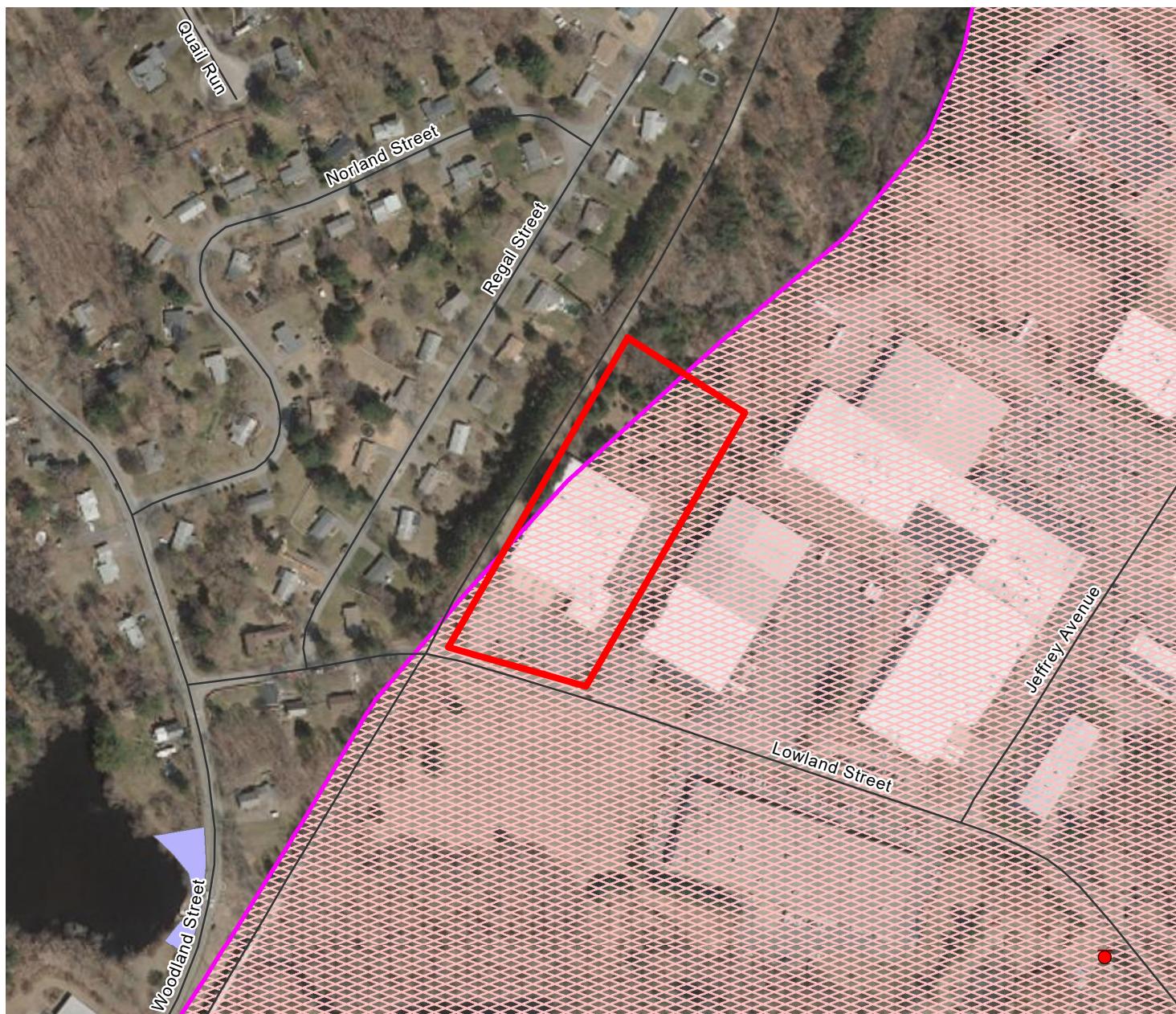
FIGURE 1

DPW Feasibility Study
56 Lowland Street
Holliston MA

Environmental
Resource Map

Weston & SampsonSM

Data Source: Office of Geographic and Environmental Information (MassGIS),
Commonwealth of Massachusetts Executive Office of Environmental Affairs



- Legend**
- Work Area
 - State Registry of Historic Places
 - All Underground Storage Tanks
 - Tier Classified Sites**
 - ◆ Tier 1A
 - ◆ Tier 1B
 - ◆ Tier 1C
 - ◆ Tier 1D
 - ◆ Tier II
 - PUBLIC WATER SUPPLIES**
 - ▲ Community Ground Water
 - ▲ Community Surface Water
 - ▲ Surface Distribution Site
 - ▲ Non-Transient Non-Community
 - ▲ Transient Non-Community
 - ▲ Proposed Well
 - CH21E AUL Sites**
 - CH21E AUL Sites
 - DEP BWP Major Facilities**
 - Large Quantity Generators (LQG)**
 - ◇ EPA/RCRA-regulated Hazard. Waste
 - MA-regulated Hazard. Waste
 - MA and EPA/RCRA-regulated Hazard. Waste
 - Zone I**
 - Solid Waste Facilities - All Landfills
 - IWPA's
 - DEP Approved Zone IIs
 - Zone A**
 - Zone A
 - Zone B**
 - Zone B
 - Zone C**
 - Zone C
 - <all other values>**
 - <all other values>
 - OWNER_TYPE**
 - Conservation Organization
 - County
 - Federal
 - Land Trust
 - Municipal
 - Other
 - Private
 - Private Non-Profit
 - Private-Private Dispute
 - Public Non-Profit
 - State
 - State-Municipal Dispute
 - State-Non-Profit Dispute
 - State-Private Dispute
 - State-State Dispute
 - Unknown

FIGURE 2
DPW Feasibility Study
56 Lowland Street
Holliston MA