



MEMORANDUM

TO: Peter Joseph, Town Manager
FROM: Adam Bliss, Town Engineer
DATE: January 14, 2021
SUBJECT: Town Hall Conceptual Site Plan

This memorandum provides opportunity for Council leadership to review and comment on beautification and functional improvements proposed at Town Hall. Members of the previous Municipal Facilities Committee provided positive feedback on the layout. Staff wants the new Council membership to view the concept before moving forward with design and preparation of bidding documents.

A capital budget of \$75,000 was appropriated in July 2020 for the Town Hall Site Beautification project. The beautification measures are intended to enhance the entrances from the parking lot and Main Street. ADA parking and accessibility into Town Hall will be greatly improved by removing steps, adding ramps, and constructing retaining walls. These welcoming improvements also lend themselves well to stormwater quality treatment, resurfaced walkways, and our Aging in Place initiative. Locally sourced, repurposed materials and stormwater management also address sustainability goals.

The current layout evolved over time as has operations and services within the building. The site will be better balanced by establishing new walkways that better serve both building entrances. Improved access at the Main Street entrance will better serve Planning, Codes, Assessing and Engineering while access from the parking lot facilitates Clerk and Finance visits. The flagpole and Armed Services monument will be relocated to the primary entrance for better visibility. A small park with benches and a stormwater basin/ pollinator garden will anchor the Main Street entrance.

In summary, the improvements provide the following benefits.

- Enhanced ADA accessibility
- Welcoming entrances
- Aging in Place
- Main Street beautification
- Outdoor seating and functionality
- Sustainability
- Stormwater quality treatment

Staff will work with a landscape architect to specify appropriate landscaping and hardscaping materials. We will then prepare bidding and design documents for contractor pricing. An update will be provided to the Council after proposals are received.



Preliminary Goals:
 Improve the overall aesthetics, functionality, vitality, and safety of the property
 Promote inclusiveness and a welcoming landscape
 Promote environmental learning and advocacy
 Improve Main Street streetscape and sidewalk vitality
 Promote a variety of outdoor experiences for the public and employees

Notes:
 1. The designed plan, as shown, is preliminary and based on very limited existing conditions information.
 2. This drawing may not be reproduced or used without the express written consent of Joshua Tompkins Landscape Architecture LLC.



JOSHUA TOMPKINS LANDSCAPE ARCHITECTURE LLC
 36 MARINA ROAD
 YARMOUTH, MAINE 04096 U.S.A.

SITE IMPROVEMENT PLAN CONCEPT

Freeport Town Hall
 Freeport, Maine

Scale: 1" = 10'
 Original Drawing Size: 36" x 24"

Date: 11/6/19
 Designed and Drawn by: Joshua Tompkins in partnership with Andrew Johnston of Atlantic Resource Consultants
 Issued for: Adam Bliss, Town Engineer, Review

207 805 4374
 JT@JOSHUA-TOMPKINS.COM
 WWW.JOSHUA-TOMPKINS.COM