TRACY MEMORIAL
VILLAGE HALL

CHATHAM, NEW YORK

EXISTING CONDITIONS REPORT

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TRACY MEMORIAL VILLAGE HALL

HISTORY

The Tracy Memorial Village Hall was constructed in 1913 to the designs of Horace W. Peaslee. It was a gift from Mrs. Delia E. Tracy and Mrs. Margaret T. Tracy in memory of Albert E. Tracy. Horace Peaslee was born in Malden Bridge in 1884 and graduated from Chatham High School. He studied at Cooper Union in New York City and later at Cornell University, where he received a Bachelor of Architecture degree in 1910.

Winning the competition for the Tracy Memorial launched his career, which continued in Washington, DC until his death in 1959. At various times he worked as an architect in the Office of Public Buildings and Grounds of the U.S. Department of the Interior, as well as in other Federal agencies. In addition to the Tracy Memorial, his other major works include the D.C. War Memorial on the Mall, the restoration of St. John's Episcopal Church on Lafayette Square, Meridian Hill Park, the landscaping of the Marine Corps Memorial at Arlington National Cemetery, and the grounds of President Eisenhower's estate at Gettysburg, PA.

Since its completion in 1913, the Tracy Memorial has clearly been appreciated by the residents of Chatham with the result that virtually all of its historic building fabric has survived intact.

INTRODUCTION

The Tracy Memorial Village Hall is located at north end of Main Street in the Village of Chatham, NY. Five streets, including County Rte. 66, intersect at a busy traffic circle in front of the building. The area surrounding the Hall is populated with small to medium sized commercial and residential buildings, and an active rail line is a short distance away to the east.

The Village Hall is a masonry building designed in the Classical Revival style, with a full-height columned portico and pediment of white marble at the main, west, façade. In plan, the building is a simple rectangle. The building is two stories high plus a full basement and houses various village functions including the clerk's office, police department, courtroom, court offices, file storage, and a food pantry.

In addition to the Village Hall, two garages for the storage of fire department equipment have been constructed behind the building in 1925 and 1953, respectively. The fire department no longer uses these buildings, and currently they are used to store police equipment and miscellaneous maintenance items.

Generally, the Tracy Memorial Village Hall and its two outbuildings appear to have been well maintained, and are in good condition. Changes to the building from its original use and appearance in 1913 appear to have been minimal. Many of the conditions items noted in the following sections are minor or cosmetic in nature. However, remedying items regarding moisture infiltration at the basement and Americans with Disabilities Act (ADA) compliance will be important to preserving the building and continuing its important use as the center of Village government.

TRACY MEMORIAL VILLAGE HALL

EXISTING CONDITIONS

SITE

The site is relatively flat, with several mature trees. A small area of lawn surrounds the building on the west and south sides. This lawn is bordered by the round-about intersection and sidewalks to the west, and a two story building to the south. The north and east sides of the building are surrounded by an asphalt driveway, which connects to the two garage outbuildings to the east. Windows at the basement level are partially below grade and protected by concrete window wells with removable wood covers.

- In the years since construction, the existing grade has risen several inches at the west facade, obscuring the granite water table and requiring the basement window wells to be extended up with a concrete curb.
- The curb extension of the north window well on the west façade has lost its connection to the window well wall below due to water entering the joint between the curb and the exterior wall, freezing and expanding. The gap between the curb and the wall at the south side has been filled with mortar.
- Several window wells were filled with water, and all were damp. The surfaces of the concrete curbs are partially covered in biological growth.
- The grade slopes back towards the building slightly at the south elevation.
- Several mature trees are planted very close to the building. The leaf litter interferes with the roof drainage systems and may contribute to surface stains at various parts of the building.
- The drip-line of the main roof has eroded the soil at the west and south facades. The grass is not healthy in these areas.

EXTERIOR

The exterior walls of the building have a brick face in Flemish bond, over terra cotta structural tile back-up. Columns, capitals, pediment, cornices, band courses, doors surrounds, window sills, and keystones are white marble. The water table at grade is pink granite. Generally, the masonry appears to be in good condition. Cornices on the east wing are sheathed in a subtly corrugated sheet metal.

The main entrance to the building is through a double height portico at the west façade with monolithic marble columns topped with an ornately carved variation of ionic capitals. The flooring of the portico is thick square tile of strongly veined grey and white stone. The grand entrance steps and wing walls are of pink granite, which matches the water table. Two large wrought iron light fixtures flank either side of the main door.

The building has two secondary entrances and a second floor emergency exit. On the north elevation a wheelchair accessible ramp of brick and concrete with a new masonry opening into the building have been added to provide wheelchair accessibility to the first floor of the building. At the east elevation, a simple rear entrance at grade enters the building at the stair landing between the first and basement floor levels. The second floor emergency exit is at the south elevation in a former window opening, and connected to grade with a metal fire escape.

The windows are typically wood double-hung with modern aluminum exterior storm windows. Flat masonry arches are used to header the masonry openings typically. Openings on the main part of the building have marble keystones in the masonry arches. First floor windows on the west elevation also have marble panels below each window. A large Palladian window with a marble keystone and lintels is centered in the east elevation above the main stair.

MASONRY

- The exterior masonry has been repointed. Several areas of mortar spatter were observed. In some areas it appears the mortar was not properly removed from the joint, and a thin surface coating was smeared over the joint. In most areas, a saw was used to cut out the historic mortar, and typically all joints were over-cut, damaging the brick beyond the joint.
- Brick masonry between the water table and belt course at the basement level is generally more deteriorated than other areas. This is due to high moisture conditions as a result of water run-off from the main roof splashing back onto the masonry and into window wells. The moisture is particularly bad at the valleys formed where the west pediment intersects the main roof on the west elevation.
- Foundation drains and dampproofing, if present, are not effectively reducing water infiltration at exterior basement walls. Exterior walls are damp, and there is significant water damage at the basement interior.
- The cornice and pediment stone has some yellow discoloration from environmental staining, but otherwise is generally in good condition. There are green stains from

copper flashing above, and black streaks in locations where roof mastic has been applied above. Vertical mortar joints are in fair to poor condition, and in some locations have been filled with sealant.

- The skyward joints of the marble band course all exhibit hairline cracks. There are several areas of rust staining and chips at the edges.
- The granite water table has open mortar joints. The water table is very dirty where adjacent to the asphalt driveway on the east elevation.
- Exposed electrical and communication wires have been attached to the exterior walls of the building, especially at the south elevation.
- The brick masonry has many miscellaneous abandoned ferrous anchors, which have caused staining in some locations, and bricks with chips or holes.

PORTICO AND STEPS

- The marble columns exhibit a slight yellow staining on the west face. This could be environmental staining, or a coating may have been applied to the stone.
- The column capitals have a black gypsum crust on the back side. One of the column capitals is also supporting a bird nest.
- The two center columns both have large chips at the base of the capitals. The natural veining of the stone contributed to this damage.
- Paint on the paneled ceiling is peeling. A contemporary flood light fixture at the center of the ceiling is inappropriate.
- The wing walls of the granite steps have stones that have cracked or moved out alignment due to movement and settlement. Many joints have been filled with sealant. Outside faces of the wing walls and adjacent column bases have green stains.
- The existing metal handrail is a contemporary insertion. The posts are rusting at the connection with the steps, and staining the adjacent stone.
- Stone floor pavers are loose laid, uneven, and in some cases are spalling or cracked. There are several plants growing between pavers.

DOORS

- The main entrance at the west elevation used to have an exterior pair of sliding pocket doors which, in combination with the swinging doors, provided an airlock. The pocket doors have been removed, but pockets for these doors remain, and have not been closed off. The hardware to operate the transoms above the main entrance doors no longer function. The stone threshold is cracked.
- The historic swinging doors at the main entrance remain, and are in fair condition. The doors have had several Dutchmen repairs and much of the historic hardware has been replaced or modified. The bead of the exterior astragal has been damaged by impact. The vinyl threshold weather-stripping has failed, and no longer functions.
- The door at the north wheelchair accessible ramp is a contemporary insertion, and construction is not consistent with the historic details of the building. The door knob hardware and clearance at the latch side of the door does not meet ADA requirements. There is no illuminated emergency exit signage.
- The door at the east entrance is a contemporary replacement, and not consistent with the historic details of the building.
- The emergency exit at the second floor fire escape has been inserted into a historic window opening. The door is equipped with panic hardware, but is several steps up off the second floor level, and does not meet code requirements for height, landing size, rise and run of stair, and handrails.

WINDOWS

- Typically, paint on the wood windows is peeling. Several cracked panes of glass were noted. Some window sash are inoperable. No weather-stripping was observed.
- Several aluminum storm sash are broken or missing.
- The Palladian window on the east elevation lacks a storm window for the center window. The lower sash is bowed and missing pull hardware. The south window will not close completely.
- Several of the flat brick arches at the south and west elevation basement windows have deflected downward and are out of alignment. The center basement window on the south elevation has several spalling brick in the arch.

- Historic basement windows have been replaced with contemporary vinyl units. The windows at the west elevation lack exterior casings, possibly due to deterioration. The masonry opening of the north window on the west elevation has been reduced with infilled brick and concrete masonry units. Basement windows are covered in biological growth. Several basement windows do not latch or close properly.
- Paint on the bar grille on the east basement window of the south elevation is peeling.
- Interior window shades are torn or damaged at the second floor courtroom.

WHEELCHAIR ACCESSIBLE RAMP

- Brick masonry at the sides of the ramp is covered in heavy efflorescence and dark biological growth.
- The binder is washing out of the top surface of the concrete walking surface where the ramp extends beyond the edge of the building. This results in a rough, pebbly surface. This is likely due to large quantities of water falling from the roof and running down the lower portion of the ramp, in combination with salt use during winter months.
- The upper portions of the concrete walking surface exhibit green staining, likely from runoff from the copper roof flashing above.
- The slope and total rise of the ramp exceeds building code and ADA limits for an accessible ramp.
- The ramp engages the existing building wall at the northwest corner. Brick joints of the main building are badly washed out in this location.
- Bolts and welds of the handrail show some surface rust.
- Metal ventilation grilles show surface rust and are not secured to prevent entry into the cavity below the ramp.
- The ramp blocks the window of an occupied space beyond.

FIRE ESCAPE

- The fire escape at the south elevation does not meet current code requirements for protection from weather, fire resistance rating of adjacent wall openings, rise and run, width, and railing dimensions.
- The paint condition is generally worn, and paint from prior repainting has dripped down and stained the marble belt course below.

ROOFS

The main roof of the building is a hip roof with a gable end at the west elevation pediment. The roof is currently covered in two layers of asphalt shingles. The center of the hip roof is capped with a highly detailed wood cupola. The cupola has four louvered vent panels, a vertical batten domed metal roof, and is capped with an ornamental metal weathervane. Despite the high profile of the cupola and weathervane, the building does not appear to be equipped with a lightning protection system.

The east wing roof sits lower than the main roof. It is a low slope ethylene propylene diene monomer (EPDM) membrane roof with masonry parapets at the north and south. The roof drains to a built-in gutter in the cornice below. There are several mechanical penetrations in the lower roof including a brick chimney, roof hatch, two plumbing vents and an antenna.

Historically, the upper roof had built-in gutters at the eave edges. Several downspout leader brackets were found at the north, south, and west sides of the building where these leaders were located. Additionally, there are holes in the cornices where the leaders would have penetrated the stone. The eave edges where the gutters were located have been covered with metal flashing, and water simply drips off the roof to the ground or roof below.

The roofs of the building were fully accessible for inspection from above. Attics over the main and lower roofs and the cupola interior are largely inaccessible. It is difficult to assess the performance of the existing roof without access to the underside. Water damage at the interior was only observed adjacent to the masonry chimney on the east elevation.

MAIN ROOF

- The north slope exhibits moss and lichen growth on the surface of the asphalt shingles. Dark staining of the shingles is present at areas adjacent to tall trees to the north and south of the building.
- Ridge vents have been installed, but no other means of venting the attic below is visible. Several ridge vent shingles are missing tabs, and there is a slight bow where the ridge of the west gable meets the pediment.
- Numerous large sealant patches were observed, particularly at the eave flashing and where the valley flashing meets the eave.

- There are several loose and missing brick at the top of the wall below the east eave that separates the main roof from the wing roof.
- The valleys have collected debris.
- The existing metal flashings were installed with the first layer of asphalt shingles and therefore are older than the latest asphalt roof shingle surface.

WEST PEDIMENT

- The intent of the flashing detail between the asphalt shingles and stone pediment cap at the west elevation is unclear. Step flashing is not properly seated into the stone reglet and the joints are covered in failing sealant.
- Skyward joints of the pediment cap stones are coated in black mastic. The black mastic has run down the face of the pediment causing staining on the west elevation.
- Several areas of the stone pediment cap are chipped on the upper surface.

CUPOLA

- Typically, all wood elements exhibit open joints and badly peeling paint with exposed substrate.
- All cap and roof edge flashings are surface nailed without drip edges.
- The lower four courses of shiplap siding on the base are badly deteriorated, particularly at the west face. The galvanized corner flashing on the base siding is loose in some locations. The wood shiplap siding is not historic. Early photographs of the building indicate slate shingles were historically used on these faces.
- Numerous areas of running trim are deteriorated or missing. Areas previously repaired, particularly on the west and north faces, have used material that do not match historic sizes or profiles.
- A wood trim board applied over the upper edge of the cap flashing of the cupola base allows water infiltration. The paint finish on the metal flashing is failing. Weep drains from the interior of the cupola appear to be clogged.
- Two decorative wood spindles have fallen out and are sitting on a shelf above. Large nails used to attach the bottom of the spindles are popping out in multiple locations.

- The metal dome roof was inaccessible for inspection. The vertical batten seams appear to be surface nailed.
- The interior of the cupola is not accessible for inspection.

EAST WING ROOF

- Most of the EPDM roofing appears to be in serviceable condition. Several areas have been previously patched and there are a few bubbles.
- Debris has collected on the roof and in the gutters. The gutter on the north side is clogged with leaves. Seams in the east gutter are not locked and soldered but are covered in sealant. The fascia on the east edge is face nailed.
- An antenna is mounted to the north side of the roof. The cable is loosely laid on the roof and draped over the edge without attachment to the building.
- Lead flashing at the parapets is torn and covered in sealant. The skyward joints of the parapet coping stones are covered in sealant. The face of the south parapet wall is stained with efflorescence.
- The cornice and gutter of the southeast corner have deflected downward. The cause for this deflection is unknown.
- A large section of the corrugated metal used to form the cornice at the south side of the east face has been replaced with material in a profile that does not match the historic cornice molding.

CHIMNEY

- The brick masonry chimney is in fair to poor condition. The upper portion is covered in efflorescence and is out of plumb.
- The top six feet of the chimney has open mortar joints, poor repointing, and some joints are filled with sealant. Some of the bricks are cracked.
- The stone cap is cracked and the top of the chimney does not have a cap to protect the flue from weather or from the entry of animals.

DRAINAGE

- Water from the main roof drains directly to the ground below. No surface drainage system was apparent to collect and drain this large quantity of water.
- Two downspouts for the east wing roof remain at the east elevation of the building, and are connected to an underground drainage system.
- The downspout at the south side of the east elevation is located above, but not actually connected to the pipe boot of the drainage system.
- Square downspouts are not properly adapted to the round drain system pipes below.
- The drainage boots appear to be PVC, which is not ideal for exterior use, as it degrades in sunlight.

STRUCTURE

Because the building is in generally good repair, there were limited opportunities to inspect the structure of the building. It is known that the building is supported by masonry bearing walls of structural clay tile with a brick facing at the exterior. The rectangular mass of the main building is separated from the east wing by an interior masonry bearing wall.

The floor structure is supported by masonry bearing walls. The first floor structure appears to be poured in place concrete, with ribs formed by structural clay tile blocks left in place. It is assumed the second floor is similarly formed. The basement floor is a concrete slab on grade.

The wood framing of the second floor ceilings and roof at the east wing were visible from the roof hatch, however no access was found to provide access to the main roof to verify its structure.

Only two structural concerns were observed:

- A window lintel on the north wall of the northwest room of the basement has been chipped out to allow a higher window head height. The rebar is left exposed and vulnerable to corrosion.
- A load- bearing wall at the southwest corner of the basement appears to have been removed when the vault was taken out, and the space added to the south storage room. A steel beam has been placed at this area to pick up the loads of the two floors and masonry wall above. The wall plaster of the Judge's office above is showing some

cracking, which may be a result of settlement in this area. This could be old damage from when the beam was added, but the area should be investigated to ensure that the structure is stable.

BUILDING SYSTEMS

An adequately sized mechanical room is provided at the northeast corner of the basement which houses all plumbing and HVAC equipment. Heat is provided by a hot water boiler feeding hot water radiators. In some locations these are enclosed in radiator boxes. Air conditioning and/or dehumidification is provided at individual rooms with window units or portable floor units ducted to window openings.

- The heating system was not in operation at the time of inspection. There is evidence of leaks from the heating system at the basement ceiling. Radiator valves are rusty at some locations. Pipes in some places had missing or broken pipe hangers.
- Hinged radiator grilles do not close properly at some locations. Shoe molding at the floor is missing at some of the courtroom covers.
- The boiler lacks a floor drain at the drain/discharge pipe.
- The intake air vent for the boiler lacks an insect screen.
- Storage within the boiler room is inappropriate. Storage of flammable objects in the same room as the fuel oil storage tank is dangerous.
- Zoning for temperature control is minimal. The heat in the court clerk's office is controlled by a thermostat in the court room.
- Three round ceiling grilles at the second floor courtroom may have vented to the cupola, but were not accessible for inspection.

Historically the building had two toilet rooms, one at the first floor, and one at the second floor, just north of the main stair. Fixtures for the second floor women's toilet have been removed, and the room repurposed. The first floor men's toilet has been converted to a single occupancy women's toilet, but a historic stone urinal partition remains in the space, and has been repurposed as a mop closet. The men's toilet has been relocated to the southeast corner of the basement and a locker room with sink and shower has been added adjacent. The locker room is currently not in use.

- The cast iron plumbing waste stack has several rusted and badly cracked fittings.

- Several water supply fittings in the basement show evidence of corrosion, possibly due to galvanic action between dissimilar metals. Some pipes are missing proper caps.
- A pipe from an unknown source discharges into a utility sink within the boiler room.
- All historic fixtures have been replaced. Historic toilet partitions remain in the first floor women's toilet room.
- The women's first floor toilet leaks onto the floor when flushed. This space has no mechanical ventilation. As a result, the window is propped open at all times. Resulting damage to the wood window sill from rain entering the space has been covered with vinyl floor tiles adhered to the window sill. Spring hinges on one of the partition doors has failed, and no longer closes properly. The sink and lavatory are residential grade, and worn.
- The men's toilet is sized to accommodate wheelchair accessibility and provided with grab bars. However, a large step has been added, lifting the toilet several inches off the slab on grade floor. The men's toilet is poorly vented, and the vent fan is not securely attached to the ceiling. The door is dirty and lacks a closer.
- The basement locker room is only accessible through the men's toilet room. It contains a sink, shower, floor drain, and several lockers. The exhaust fan does not appear to function. The space is currently used for storage.
- There is a drinking fountain in the first floor lobby. It is not ADA compliant.
- None of the existing toilet rooms are ADA compliant.

The electrical and communications services for the building enter at the south wall of the basement into a file storage room.

- Access to the main electrical panel is made difficult due to the storage of materials in front of the cabinet.
- Several areas of non-code compliant electrical conditions exist at the basement including unlocked panels accessible to the public, junction boxes with no cover plates, conduit supported convenience outlets, and unsupported electrical conduits at the mechanical room ceiling.
- At the lobby, a water cooler is powered at a wall outlet mounted to the floor.
- Numerous historic light fixtures are used throughout the building, and appear to be in good repair.

- The first floor wall sconces are missing center drop ornaments, have had the arms flipped upside down. The historic glass shades have been replaced, presumably to mask the spiral compact fluorescent light (CFL) bulbs currently used from direct view.
- The chandelier over the main entrance is not original to this location; historic photos indicate a pendant at this location. The current fixture may have been moved from a different space within the building, and its shades have also been replaced.
- The pair of chandeliers in the lobby is fed with surface mounted electrical conduit and boxes, which suggests that they too may have been moved from another space, possibly the northwest room at the first floor, which would mirror the fixtures used in a similar room at the southwest.
- Throughout the building, several glass globes on the chandeliers have been replaced with globes that do not match the originals.
- Original light fixtures in the northwest and southeast rooms of the first floor have been removed and replaced with hanging tube fluorescent fixtures. The basement also uses tube fluorescent fixtures.
- There is an abandoned exterior light fixture above the first floor north window on the west elevation.
- Surface mounted electrical conduit, switches, and outlets have been added to provide power in several locations. Light switches for the first floor northwest rooms (Police offices) are outside of the rooms.
- Electrical outlets in some office spaces appear to be overloaded.
- Electrical wiring to the judge's bench at the second floor courtroom has been run across the floor in surface mounted wall conduit. Communications wiring to the bench has been loosely taped-down to the floor with duct tape.
- Communications wiring is generally surface mounted or draped along walls and not concealed. Abandoned telephone cable appears to have been left in place throughout.

Emergency lighting and fire detection equipment is generally surface mounted and appears to be relatively old technology. The building is not equipped with a fire suppression system. Fire extinguishers are provided throughout the building.

- The extinguishers sit directly on the floor or stands, and are not mounted to the wall.

INTERIOR

The main building entrance opens onto a central lobby at the first floor, surrounded by offices and meeting rooms. To the northeast a corridor leads to the wheelchair accessible entrance at the north elevation. The historic wall layout between the corridor and an adjacent room was reconfigured to allow the corridor to reach the exterior wall where the new entrance was inserted.

To the east of the central lobby is an enclosed stair down to the basement, and an open wood stair up to the second floor. At the second floor, the entire main portion of the building is a large courtroom or meeting space. Smaller offices flank the stair to the north and south.

The historic wall and ceiling finishes are plaster and applied directly to masonry where present. Most of the existing plaster surfaces and moldings are in excellent condition. Several ceiling in smaller east wing spaces have historic tin ceilings. The second floor courtroom has a wood paneled wainscot. A contemporary drop ceiling grid with acoustical tile has been added to several basement rooms. Several basement rooms at the north side have historic wood beaded board wall finishes. Exterior walls have been furred out and covered in gypsum wall board in several basement rooms. This added finish layer conceals damage from repeated moisture infiltration to the basement spaces.

Floor finishes are wood strip flooring throughout the first and second floors, historically. Currently, the lobby has been covered in ceramic tile in a herringbone pattern, and other first floor spaces have been covered in vinyl tile. A room the southeast corner of the first floor was previously floored with a two color, square, diagonal linoleum tile pattern which is exposed beneath the current vinyl tile in a few areas. The second floor retains its wood flooring, which shows some wear. Both the first and second floor toilet rooms retain their historic ceramic penny floor tile, though the tile has been covered with carpet at the second floor. The basement floor is covered in a combination of bare concrete and composition tile. The stair down to the basement is covered in carpet.

Six panel wood doors with a dark stain finish are typical throughout the first and second floor. Wood door casings are painted, typically. Doors and windows in the larger spaces have additional hoods supported by brackets. The basement formerly had a walk-in safe, the door of which remains in the basement.

Miscellaneous remnants of historic features previously removed have been stored in the west basement storage room, and the 1923 garage. Remnants include light fixtures, pieces of doors, hardware, and louvered toilet partitions.

- The memorial plaque in the entrance lobby has a very bright finish. Historic photos indicate the finish to be much darker.
- Plaster walls are generally in good condition, but walls in the southwest first floor office have several cracks.
- Signage is inconsistent and impermanent. Paper notices are frequently taped to doors and walls.
- Multiple layers of paint have reduced the clarity of wood and plaster details at the first and second floors. In some areas, repainting has been sloppy.
- Many of the historic doors remain. Most are in good condition, however several at the first floor were showing signs of wear, and the joinery has come apart, causing the doors to sag. In some cases sagging doors have damaged the floor finishes below. Several of the historic doors are covered in tape or adhesive. Several have been refinished, and do not closely match historic door finishes. A first floor door at the northwest room has a badly burned corner.
- Much of the historic door hardware remains, but spaces which have seen more remodeling, such as basement room and the north rooms of the first floor, have had hardware added, replaced, and historic hardware is often in disrepair. Much of the replacement hardware, particularly in the basement, is residential grade, and in varying states of repair. Padlocks are used on several basement doors. Bumpers are missing from second floor door stops.
- The north rooms of the first floor are used by the Village of Chatham Police Department. These spaces show the greatest wear and tear, and have been modified from their original condition to accommodate changing needs, including the addition of an interior vestibule with bullet proof glass and window film applied to windows. Some of the conditions noted are worn paint, missing window hardware, misaligned light fixtures, poor quality wood Dutchman repairs, and poor replacement and missing hardware to historic doors.
- The main stair is generally in good condition. A carpet runner on the stair traps dirt at the balusters, making cleaning difficult. The wood has dried out over time, and some nails have popped out of place. Several treads are loose. The nosing trim has been removed from the face of the risers on the main stairs to permit the installation of carpet. The railing is chipped in places, and has been reinforced with several metal straps, which may be contributing to open joints at adjacent newel posts. The paint finish on the balusters is worn in places.

- Main and basement stair wall handrails are not continuous, and do not return to the wall as required by code.
- The plaster walls, ceiling, and cornice adjacent to the chimney at the east side of the building have been damaged by water infiltration. This damage is visible from the main stair and former second floor toilet room.
- Historic wood flooring at the second floor is badly worn where unprotected at desk chair locations and where sagging doors scrape the surface.
- A wood paneled judge's bench with seating for a court clerk and a witness box have been constructed at one end of the room. The current layout is not ADA compliant, and lacks proper railings. The back side is unfinished.
- The south room of the east wing, second floor has been divided into two offices using a contemporary partial height wall.
- The basement floor has had a 4" topping applied over the historic slab at the center hall only. This creates a slope and 4" step down at all door openings to adjacent spaces, which is a tripping hazard. The historic slab, where exposed, is uneven.
- Moisture infiltration at the exterior walls and windows of the basement has caused water damage including stained and bubbled gypsum wall board, stained and curling vinyl floor tile, spalling terra cotta wall tile, paint and plaster failure, and mold growth.
- Several areas of peeling paint are found on basement doors and casings. Most basement doors are residential grade replacements.
- Windows at the north wall of the basement have been haphazardly closed or covered by batt insulation and plastic sheeting where obscured at the wheelchair accessible ramp outside.

TRACY MEMORIAL VILLAGE HALL

GARAGE - 1925

The 1925 garage building is a three bay, one story brick building. It is located behind and east of Tracy Memorial Hall. The main, west, elevation faces the rear of Tracy Memorial Hall and has three garage door openings with wood overhead doors. The roof is a low-slope membrane roof which drains to the back, east, wall of the building and is surrounded by a parapet on the north, south, and west sides. The roof is supported by three steel beams, visible inside. Two of the beams have been encased, one of the beams is left exposed, for use as a crane. Interior masonry buttresses and the roof beams help provide lateral support for the long north and south walls. Three flower shaped cast iron rosettes on the north and south walls indicate the locations of anchors attaching the masonry walls to the roof beams. The building interior is a single open space with no dividing walls. The interior walls and ceiling are coated in reflective paint. Currently, the building is used for storage.

- Generally, the brick masonry was in fair condition. The west elevation has been recently repointed, however the mortar is quite weathered on the remaining three facades. The east portion of the south façade has many eroded and broken bricks. There are numerous miscellaneous abandoned anchors on the walls of the building. Two openings in the east wall have been bricked in.
- A concrete block chimney has been added to the north east corner of the building. It is covered in vegetation, which traps moisture.
- The wood garage doors are in fair condition. The paint finish is badly worn, peeling, and the wood substrate beneath is exposed in areas. Metal lintels are beginning to rust. The north door has been disconnected from the opener mechanism and wood trim is missing from the frame. The sill of the middle door is broken, and the man-door is sagging. The south door was not securely attached to the wall and the frame appears broken at the head.
- The windows in the north and south walls are vinyl replacements with wood trim. The trim is unpainted, poorly detailed, and badly deteriorated.
- The roof was not accessed for inspection, but as viewed from the Tracy Memorial Hall roof above, it appeared to be in fair condition. There is a small tree growing out of the southeast corner of the roof, adjacent to the parapet. The flashing at the east edge of the roof appears to be aluminum, applied over older copper flashing, which

is a concern for galvanic corrosion. A large tree at the northwest corner and a vine growing up the chimney contribute leaf litter to the roof. There is no gutter at the east edge of the roof, water drains directly to the ground.

- Heat for the building appears to be provided from a furnace in the northeast corner of the garage. A heating oil storage tank for the furnace is also located nearby. Hot air is blown into the space from a number of ducts at the furnace, but the ducts are not extended through the space.
- One sink is in use at the southwest corner of the building. It appears there used to be a second sink at the northeast corner, but it has been removed.
- Some electrical conduit has been run on the exterior of the building, and these appear badly corroded. Most of the electrical conduit is surface mounted on the interior.
- Three unused junction boxes exist over the three garage doors, it appears these openings had light fixtures above them at one time.
- The interior appears to have been originally lit from incandescent ceiling pendant fixtures. The fixtures remain, but the globes and bulbs have been removed. The globes are stored within the building. Currently, pendant tube fluorescent fixtures are used for lighting.
- The concrete floor slab is stained, uneven, and in some places appears to be covered by dirt. A large floor grate is at the center of the floor.
- The plaster ceiling has a hole in it at the northeast corner, adjacent to the chimney.

GARAGE - 1953

The 1953 garage is a one story, two bay wide building constructed of concrete block. The garage is located immediately to the east of Tracy Memorial Village hall, between the hall and the 1925 Garage. The main elevation faces north and has two garage door openings with wood overhead doors. The roof is a low slope membrane roof with a parapet at the north edge. Two encased beams support the roof structure, and are visible inside. The interior walls and ceiling are coated with a reflective metallic coating. The building stores two vehicles for the village police department. One room has been partitioned from the main space for file storage. This storage space was not accessible for inspection.

- The masonry walls are in good condition. Previous cracks from settlement have been repointed, but the mortar is a poor color match for the original. The block is spattered with paint in some locations.
- The wood garage doors are in fair condition. The paint is peeling, and there is some biological growth. Lintels have begun to rust, and the lintel over the west opening is displaced outward. The overhead doors do not have automatic openers. The man door at the west side is rusty.
- Typically, the window opening lintels are beginning to rust.
- The wood trim board below the roof edge on the east, south, and west walls has peeling paint.
- There is no gutter at the south edge of the roof, water drains directly to the ground.
- A furnace and oil tank are located in the southeast corner of the building. There are several ducts coming off the furnace in different directions, but they are not connected to grilles within the space.
- Electrical wiring is provided with surface conduit. Most of the conduit is interior, but there is some exterior conduit. Some wiring is exposed without conduit.
- Water is provided to a hose bib in the northeast corner. The bib is supported approximately eighteen inches off the ground by the supply pipe, but not anchored to the wall. The pipe appears to leak slightly.

TRACY MEMORIAL VILLAGE HALL

BUILDING CODE SUMMARY

The Tracy Memorial Village Hall is subject to the requirements of the 2013 Building Code and Existing Building Code of New York State. Additions, alterations, and repairs to the building must meet these code requirements, however, the code allows for some limited exceptions for historic buildings. The following information is included to highlight broad issues with respect to building code compliance. A comprehensive code analysis is recommended prior to beginning any construction project.

The New York State Existing Building Code does not require existing buildings to provide accessible means of egress, however, providing an accessible route to all public spaces, including the second floor court room and basement floors is essential to continued use of the building. This would best be accomplished through the installation of an elevator provided in a three story addition to the existing building.

The current wheelchair accessible entrance ramp at the north elevation is too steep, too long without landings, and not sheltered from weather. A new accessible entrance is needed.

The existing fire escape on the south side of the building does not comply with code for multiple reasons, including: it is too narrow, not sheltered from weather, has open risers, lacks a guardrail, and terminates with a ladder. This fire escape provides a needed second means of egress from the second floor court room. The basement is not provided with the required means of egress. It is recommended that the existing fire escape be removed, and a new, three- story enclosed fire stair be provided in an addition to the existing building.

The building's existing toilet rooms are not wheelchair accessible, and do not have accessible fixtures. There are also not enough fixtures to accommodate the building's occupancy. Toilet rooms need to be reconfigured, and possibly moved to locations which can accommodate a greater number of fixtures.

The building is currently not protected by a fire suppression system. An addition to the building will require a sprinkler system to be added throughout the existing building. Due to the building's solid masonry and concrete construction, this will be difficult to accomplish without a great deal of exposed piping. An exception may be pursued with the local building inspector to eliminate this requirement in all or some of the existing building spaces.

TRACY MEMORIAL VILLAGE HALL

RECOMMENDATIONS

GENERAL

The Tracy Memorial Village Hall is a significant historic building that was originally well-designed and constructed using the highest level of building technology and materials available. It continues to function very well as a government facility for the Village and, properly restored and maintained, will continue to serve effectively for years to come.

NATIONAL REGISTER LISTING

The Tracy Memorial meets multiple evaluation criteria for listing in the National Register of Historic Places. Listing will provide a level of protection for the building, and will provide access to government funding for preservation and restoration. A National Register listing as an individual building, or as a contributing element to a larger National Register district should be pursued by the Village.

The first pertinent evaluation criteria is an, "Association with the lives or persons significant in our past." The Tracy family was a prominent family of local significance. The building was donated as a memorial to Albert E. Tracy by his wife, and mother, Mrs. Margaret T. Tracy and Mrs. Delia E. Tracy.

The architect, Horace W. Peaslee, was another significant person. Peaslee was a native of Columbia County, but later went on to be an architect in the Office of Public Buildings and Grounds in Washington, D.C.

The second pertinent evaluation criteria is an, "Embodiment of distinctive characteristic of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components lack individual distinction." The Tracy Memorial Hall is a fine example of the Classical Revival style. The building is clad in Flemish bond brick veneer walls and a full- height columned portico and pediment of white marble at the main façade, and features a domed wood cupola with weathervane at the center of the roof. The interior features a symmetrical floor plan with monumental stair, classically inspired wood trim work, and coved plaster ceilings. The Hall retains a remarkable amount of these historic details, which contribute to its historic significance.

The Tracy Memorial Village Hall is also a good example of structural clay tile building technology and method of construction. The use of structural clay tile for fire rated

construction was popular in commercial and institutional buildings in the early 20th century. Exterior walls, interior load bearing walls, and pans of the concrete floor structures were all constructed of this material. Use of terra cotta structural tile became infrequent as the use of concrete masonry units increased in popularity. This building remains an interesting artifact to study a now extinct building technology and method of construction.

HISTORIC STRUCTURE REPORT

The preparation of a historic structure report is the next step in developing a disciplined approach to the care of a historic building. This existing conditions report is the first piece, which has examined all elements of the building to determine the existing conditions, and scope of needed repair, restoration, or replacement. To complete the historic structure report, a team of architects, architectural historians, and building conservators will investigate and record the building, prepare a set of measured floor plans, carefully review archival information, prepare a history of the construction and evolution of the building, and examine the structure to determine the date or origin of building elements. This information is combined into a report that is a permanent written and graphic record of these findings. Assembling the minutia of the Tracy Memorial Village Hall's history and current conditions creates a benchmark that will not only provide a guide for immediate work, but will also furnish future generations with a clear picture of what was found in our time.

REPAIRS, RESTORATION, AND RENOVATION

Recommended repair and renovation work to the Tracy Memorial Village Hall can be broken into four levels of priority. The priorities are listed below in order of most urgent to least urgent. These priority areas can be further broken down into smaller projects to accommodate available funds if needed, however, combining work into larger phases will achieve some cost savings overall.

PRIORITY ONE: ROOF AND DRAINAGE

1. Provide a new roof and flashings. The existing shingle roofing and flashings are near the end of their service and life.

2. Restore deteriorated cupola elements. Provide new metal roofing and flashings, replace missing and inappropriate wood trim, and paint. Investigate re-opening the cupola to provide interior ventilation.

3. Repair and remove debris from the roof, gutters, and parapets of the low slope EPDM roof on the east wing. Consider replacing EPDM roofing with a more durable material.
4. Repair the sheet metal cornices where damaged on the east wing.
5. Rebuild top five feet of brick masonry chimney. Clean and repair the flue to ensure proper function. Replace cracked capstone and provide metal weather cap to protect from weather and animal ingress.
6. Restore the built-in gutters and downspouts at the main roof.
7. Properly connect the new and existing downspouts to the existing underground drainage system. Inspect the existing system with a drain camera, and repair as needed to ensure it is functioning correctly.
8. Cut back or remove adjacent trees as needed to reduce leaf litter and environmental staining of stone masonry.
9. Re-grade lawn areas to return to historic grade level at building and slope to drain water away from building.
10. Repair basement window wells and provide for adequate drainage. Provide new fixed metal grilles at window wells to allow more light to basement, improve ventilation, deter litter, and improve security. Replace basement windows with more durable windows that are detailed to be visually compatible with the historic windows.
11. Provide access to attic spaces via lockable roof hatch.

PRIORITY TWO: UPGRADE SYSTEMS

1. Engage a mechanical engineer to evaluate the existing hot water radiator heating system to identify potential equipment upgrades or replacements. Repair leaks and create additional zones for better temperature control.
2. Study ways to provide a ducted HVAC system.
3. Upgrade the existing electrical system and conceal all conduits.
4. Provide and conceal upgraded communications wiring.
5. Remove storage and debris from the boiler room.

6. Upgrade the fire detection and emergency lighting systems.

7. Provide a fire suppression system.

PRIORITY THREE: ACCESSIBILITY, EGRESS UPGRADES AND GARAGE RESTORATION

1. Remove the 1953 garage. Renovate the 1925 garage to accommodate functions currently housed in the 1953 garage, or rehabilitate building for another use appropriate to the structure.

2. Provide a new three-story addition to provide an accessible entrance, code compliant fire stair, and ADA compliant elevator to provide access to the basement, first, and second floors.

3. Provide ADA compliant toilet facilities. Increase the number of plumbing fixtures to better accommodate the building occupancy.

4. Remove the existing wheelchair accessible ramp at the north façade of the building. Restore the exterior masonry wall and basement windows.

5. Remove the existing second floor exit door and fire escape at the south elevation. Provide a new window to match adjacent historic windows in the existing opening.

PRIORITY FOUR: GENERAL BUILDING RESTORATION

1. Restore the granite steps and stone tile flooring of the main entrance portico. Provide new handrail.

2. Clean exterior stone elements to remove environmental staining. Repoint and provide T-caps at all skyward facing joints.

3. Provide masonry repairs where miscellaneous anchors and cables are removed from exterior walls.

4. Restore wood pocket doors and existing entrance doors and hardware at the main entrance.

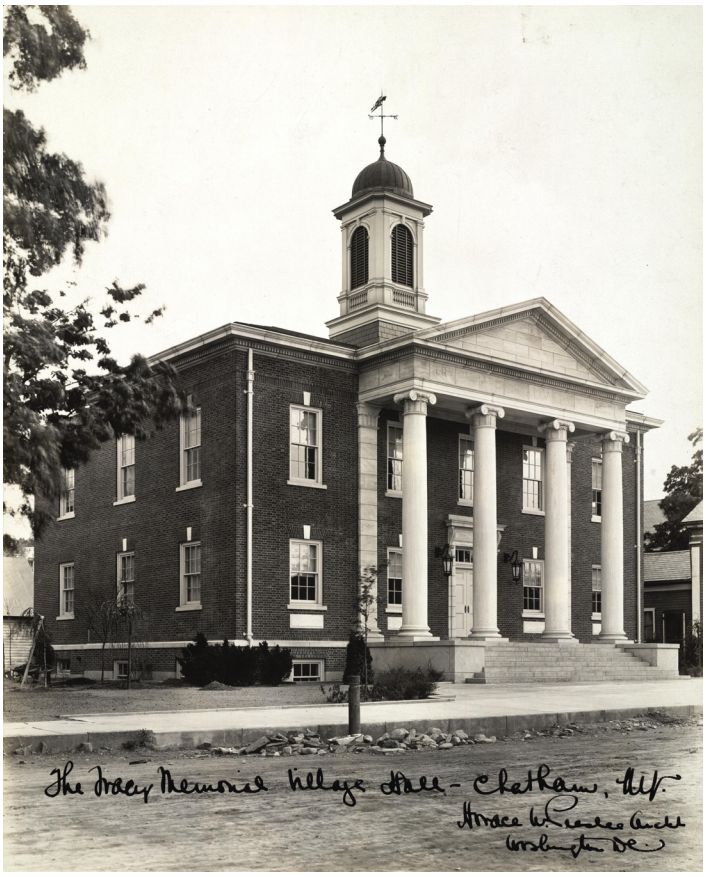
5. Restore historic wood windows and provide operable storm windows with screens.

6. Restore historic door finishes and hardware. Repair joinery as needed. Provide new doors and hardware at the basement level.

7. Design solution to remove four inch step at all basement level door thresholds.
8. Replace inappropriate flooring throughout the first floor. Refinish existing second floor wood floors.
9. Repair plaster and wood finishes adjacent to chimney leaks.
10. Restore and clean historic light fixtures. Replace inappropriate glass globe replacements. Find alternatives to exposed Compact Fluorescent (CFL) bulbs.
11. Repair areas of damaged plaster.
12. Repair wood railing and treads of main stair. Provide continuous wood railing at walls. Replace carpet.
13. Provide a judge's bench to meet contemporary courtroom requirements for power, communications, and compliance with the Americans with Disabilities Act.
14. Restore finial on exterior fountain.

TRACY MEMORIAL VILLAGE HALL

IMAGES



Historic Photograph. Tracy Memorial Village Hall (Chatham, N.Y.). [Cornell University Library, ca.1913-ca.1950.]

West façade. Note the changes to the paving, landscaping, mature trees, removal of historic roof leaders, and additions of the center railing and wheelchair accessible ramp. [JGWA 2014]

(Left) West Entrance Steps. Historic sliding doors have been removed from the main entrance. The contemporary handrail is rusting, and staining the granite steps. [JGWA 2014]

(Below) Black drips and yellow discoloration are visible on the west pediment.[JGWA 2014]

(Left) The surface of the handicap accessible ramp is badly worn from roof run off, and mortar has washed out from the mortar joints above the area where the ramp intersects the west wall. [JGWA 2014]

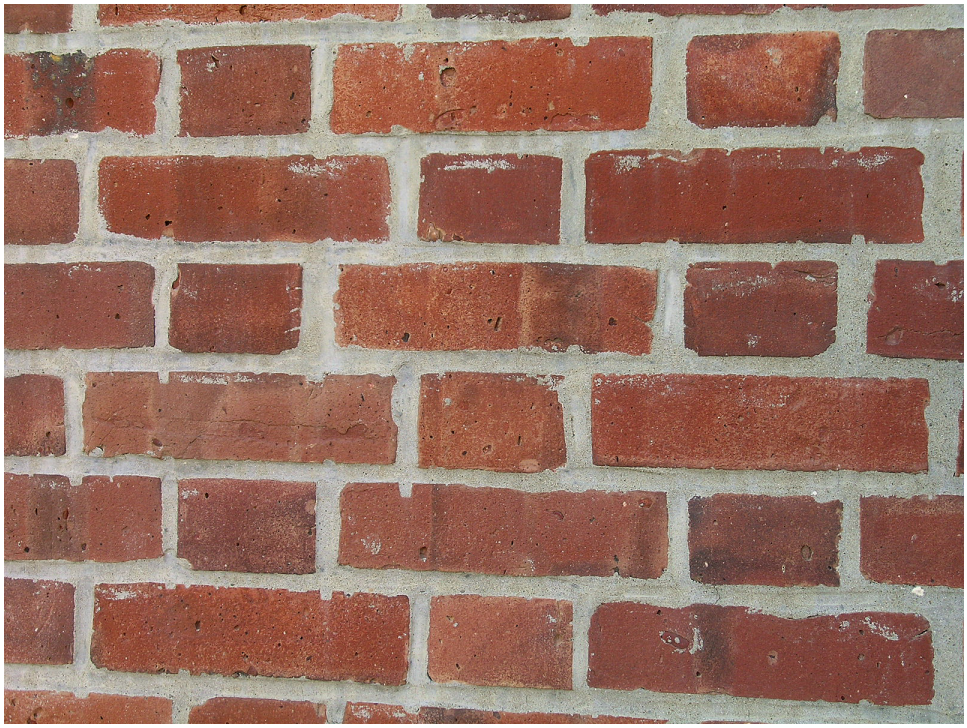
(Below) The original masonry opening of the northwest window well has been reduced with concrete block, and the contemporary replacement window is covered in biological growth. All window wells are damp. At the right, a large mortar patch was used to fill the gap where the top of the window well has frost jacked away from the wall. [JGWA 2014]

(Left) Former roof leader location and hangers. West elevation shown. Also note the proximity of mature trees on the north elevation. [JGWA 2014]

(Below) The step in the roof slope indicates the location of historic built- in gutters, which have been covered over with copper flashing.[JGWA 2014]

(Left) Electrical service entrance, metal fire escape, and second floor emergency exit in a historic window opening at the south elevation. [JGWA 2014]

(Below) Use of mechanical saws in previous brick repointing campaigns has resulted in over-cut mortar joints. This is a typical condition. [JGWA 2014]



Cupola paint is badly worn and there are numerous areas of missing or inappropriate wood trim replacement. Metal roofing and flashing is poorly detailed. [JGWA 2014]

The chimney is no longer plumb, and leans slightly. Numerous joints have been repointed with inappropriate mortar or sealant. Cracked brick joints and units contribute to water infiltration and damage to the spaces below. [JGWA 2014]

(Left) Historic photograph of Tracy Memorial Village Hall (Chatham, N.Y.). [Cornell University Library, ca.1913-ca.1950.]

(Below) Lobby and main stair. Note the modified installation of wall light sconces and modern tile floor. [JGWA 2014]

(Above) Second floor Court Room with historic ceiling pendant fixtures. [JGWA 2014]

(Left) Second floor Court Room. Note modern exit door in historic window opening at right. Communications wiring has been taped to the floor and covered with a walking mat. [JGWA 2014]

(Above) The judge's podium does not meet Americans with Disabilities Act requirements for accessibility. Communications wiring is taped to the floor on the right and electrical power is provided to the left with surface mounted wall conduit. Both are tripping hazards. [JGWA 2014]

(Left) Many of the historic doors remain and are in good condition. However, some doors showed signs of deterioration, including failing hardware, sagging, and mis-aligned joints as shown here. [JGWA 2014]

(Above) The village police offices have been greatly altered from their original conditions. Historic light fixtures have been replaced with fluorescent pendants, a vestibule has been added within this room, hardware has been removed from windows, and the floor has been covered in vinyl floor tile. [JGWA 2014]

(Left) A hallway and door have been added at the northeast corner of the first floor to provide a wheelchair accessible entrance at the exterior ramp. The door and frame details are not consistent with the historic character of the building. [JGWA 2014]

(Above) Second floor former bathroom. Historic metal ceiling appears to be in good condition, but wood trim around the roof hatch and the plaster wall finishes adjacent to the chimney show evidence of water damage. [JGWA 2014]

(Left) First floor women's toilet room. The wood toilet partition and penny floor tile appear to be historic. The sink and toilet have been replaced with modern residential grade fixtures, and the toilet appears to leak. [JGWA 2014]

(Above) Typical Basement door. Most of the doors and hardware have been replaced, and are residential grade. Most of the doors have a 4" sloping step, as visible here, which is a tripping hazard. [JGWA 2014]

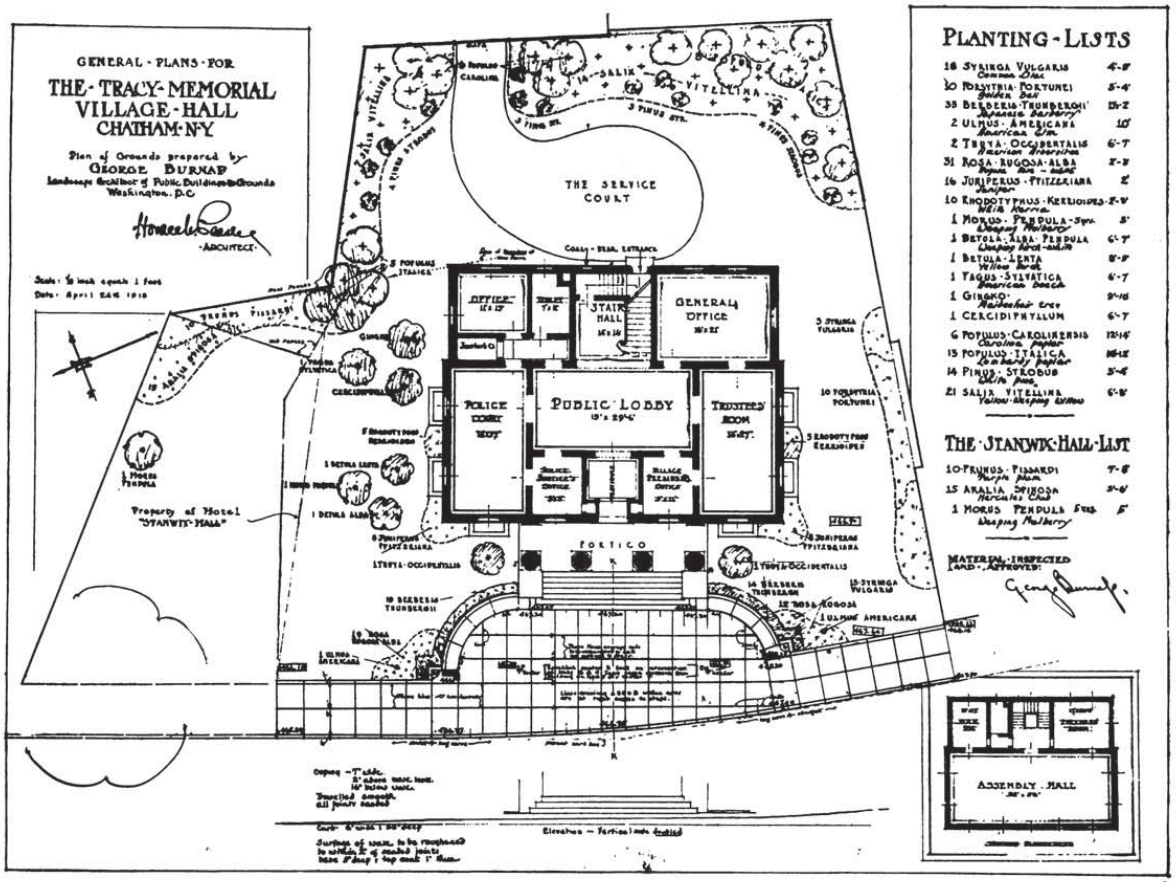
(Left) The west basement window on the north elevation, behind the wheelchair accessible ramp, has been modified. A portion of the concrete lintel above this opening has been removed, exposing the reinforcing, to accommodate a contemporary replacement window. [JGWA 2014]

(Above) Rising damp in the basement walls has caused staining, dark mold growth, paint and adhesive failures in the floor and wall finishes. [JGWA 2014]

(Left) Rising damp has caused plaster wall finishes to spall from exterior basement walls. The white, substance on the terra cotta block appears to be mold. [JGWA 2014]

(Above) Many electrical and plumbing conduits are not properly anchored to the ceiling. In some locations they are merely propped up by other pipes. [JGWA 2014]

(Left) Several cracked cast-iron waste pipe fittings were noted in the basement. [JGWA 2014]



TRACY MEMORIAL VILLAGE HALL, CHATHAM, N. Y.
MR. HORACE W. PEASLEE, *ARCHITECT*

Horace Peaslee's plans for the Tracy Memorial Village Hall. George Bernap, "General Plans for the Tracy Memorial Village Hall, Chatham, N.Y." *The American Architect*, Vol. CIV, No. 1961, July 23, 1913. Digitized by Google.