

Department Space Designation

No.	Function	Current Number	Approx. Existing Space Sizes	Space Reference/ Standards Based Typ. BOMA Standards for Type A,B, C, D & E Workspace Types	2018 Required Number	2018 (Current)	2025 Projection	2030 Projection	2035 Projection	Notes/Comments	SUBTOTAL PER DEPARTMENT	
				<b>953</b>	<b>1384</b>	<b>1394</b>	<b>1394</b>	<b>1394</b>	<b>1394</b>			
<b>TOWN ADMINISTRATOR</b>												
S1	Town Administrator	1	168	192	1	192	192	192	192	12 x 16 - Enclosed office adjacent to Smaller Conference Room (3 file cabinets). Current size does not allow for adequate space including small table for 2-3 person meetings		
S2	Assistant TA/Assessing	1	115	140	1	140	140	140	140	10 x 14 Enclosed Office - adjacent to Town Administrator		
S3	Secretary	1	64	140	1	140	140	140	140	10 x 14 Enclosed Office - adjacent to Town Administrator		
S4	Finance Director	1	160	140	1	140	140	140	140	10 x 14 Enclosed office		
S5	Water/Sewer Office	1	144	160	2	160	160	160	160	10 x 16 - Enclosed office shared by 2 staff - can be located on a higher floor in a multi-story building or away from Public entrance in 1 story. Currently houses 2 staff.		
S6	Building and Grounds	1	158	140	1	150	150	150	150	10 x 15 - Enclosed office - can be located on a higher floor in a multi-story building or away from Public entrance in 1 story		
S7	Building and Grounds Storage	1	0	100	1	100	100	100	100	1- x 10 - Locked Room adjacent to B&G Office		
S8	Conference Room - seats 8 to 10 (Added to Program)	1	0	192	1	192	192	192	192	12 x 16 - Adjacent to Town Administrator and Land Use		
S9	General and Assessor File Room	1	144	180	1	180	180	180	180	10 x 18 File Room	1394	
				<b>454</b>	<b>800</b>	<b>752</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>Adjacent to the Main Entrance, Lobby, Accounting, Land Use Planning</b>		
<b>TOWN CLERK</b>												
C1	Town Clerk/Tax Collector	1	370	120	1	120	120	120	120	10 x 12 Closed Office		
C2	DELETED											
C3	Town Clerk/Tax Collector Deputy	1	Included in C1	48	1	96	144	144	144	Open work station for 3 total staff accessible to the service counter - C3, C3.1, C3.2 are combined into one room/space with a U-shaped work station at each of the 3 service windows		
C3.1	Town Clerk/Tax Collector Assistant	1	Included in C1	48	1	Included in C3	Included in C3	Included in C3	Included in C3	8 x 6 Open Work Station - <b>Included in C3</b>		
C3.2	Town Clerk/Tax Collector Assistant (potential future PT)	0	Included in C1	48	1	Included in C3	Included in C3	Included in C3	Included in C3	8 x 6 Open Work Station - <b>Included in C3</b>		
C4	Fire Proof Vault (Main Level)	1	84	120	1	120	120	120	120	10 x 12 Fireproof Room/Safe		
C5	Storage/Files (Clerk only)	1	Included in C1	100	1	100	100	100	100	10 x 10 Secured space		
C7	Clerk 3 Points of Service Windows to Lobby + ADA Station	0	Included in C1	0	1	Included in C3	Included in C3	Included in C3	Included in C3	Staffed by Assistant Clerk and Deputy Clerk (C3, C3.1, C3.2) - 3 points of service to Lobby plus ADA Accessible service counter		
C8	Clerk Dead File Room (can be remote from Clerk office)	1	Included in Off Site Storage below	216	1	216	216	216	216	Can be remote from Clerk office - lower level, basement, etc.		
C9	State Computer Work Station - Public Access	1	Included in C1	100	1	100	100	100	100	Clerk Suite	800	
				<b>835</b>	<b>2092</b>	<b>1488</b>	<b>1488</b>	<b>1488</b>	<b>1488</b>	<b>Access to the Lobby and Public. Requires access to secondary/back entrance for staff circulation separate from Lobby</b>		
<b>LAND USE</b>												
LU1	Planner	1	168	120	1	120	120	120	120	10 x 12 - Enclosed office. Accessible from Lobby for Public - potential from the Public Access Room LU-8.		
LU2	Building Official w/ PT Inspector or FD Inspector	1	204	300	1	300	300	300	300	15 x 20 Shared work space. Accessible from Lobby for Public. - potential from the Public Access Room LU-8.		
LU3	Land Use Tech	1	300	300	1	300	300	300	300	15 x 20 - Enclosed office. Accessible from Lobby for Public. - potential from the Public Access Room LU-8.		
LU4	Land Use Assistant/Admin	1	98	64	1	64	64	64	64	8 x 8 Open Cubicle with access to Lobby Point-of-Service Window to Lobby and access to LU-8 (Public Access Work Room/Tax Map Room & Computer)		
LU5	Inspector - Future	0	0	64	1	Included in LU2	Included in LU2	Included in LU2	Included in LU2	Refer to LU2 - shared office space		
LU6	Land Use Building Clerk - PT	1	0	64	1	64	64	64	64	8 x 8 Open Cubicle with access to Lobby Point-of-Service Window to Lobby and access to LU-8 (Public Access Work Room/Tax Map Room & Computer)		
LU7	Land Use Work Room	1	There is no current LU Work Room - included in LU1, LU2, LU3, LU4	520	1	520	520	520	520	20 x 26 work room adjacent to the Lobby. Contains files, plotter, large printer, 2 work tables. This space will contain files currently located in LU1, LU2, LU3 and LU4 and Basement of Town Hall		
LU8	Public Access Work Room/Tax Map Room & Computer	1	65	120	1	120	120	120	120	10 x 12 Room adjacent to the Lobby and next to Land Use suite for public access - Tax Maps and Public Access Computer		
LU9	Land Use File Room	1	Included within LU1, LU2, LU3, LU4	0	1	Included in LU7	Included in LU7	Included in LU7	Included in LU7	Refer to LU7 - Land Use Work Room		
LU10	LU Conference Room - seats 8 to 10 (shared with other departments)	0	0	140	0	Included in S8	Included in S8	Included in S8	Included in S8	Refer to SH9 - shared Conference Room		
LU11	Additional Off Site Storage	0	Currently in Basement of Town Hall	400	1	Off Site Storage	Off Site Storage	Off Site Storage	Off Site Storage	Off site storage. Location and size to be determined. Please refer to the Off Site Storage section below	1488	
				<b>1047</b>	<b>1408</b>	<b>1204</b>	<b>1204</b>	<b>1204</b>	<b>1204</b>	<b>Programs may take place after regular Town Hall office hours (evening and weekends)</b>		
<b>PARKS &amp; REC</b>												
PR1	Director	1	100	100	1	100	100	100	100	10 x 10 Enclosed Office - lockable		
PR2	Vestibule/Waiting/Reception	1	100	64	1	64	64	64	64	8 x 8 ADA Accessible - the need for this depends on the final location of Parks and Rec. Dept.		
PR3	Supervisors Office - Shared	0	0	100	1	100	100	100	100	10 x 10 Shared Office by Supervisors		
PR4	Function Room/Exercise Room	1	409	600	1	600	600	600	600	20 x 30 Space - multipurpose		
PR5	Exercise Room Storage	1	255	120	1	120	120	120	120	10 x 12 - Adjacent to the Exercise Space		
PR6	Kitchen & Pantry	1	38	120	1	120	120	120	120			
PR7	File Room	1	16	100	1	100	100	100	100	10 x 10 Secured Room		
PR8	Unisex Toilet Room	1	45	64	1	0	0	0	0	Dependent on the location of the Park and Rec Dept.		
PR9	Seasonal Items Storage Room	1	84	140	1	Off Site Storage	Off Site Storage	Off Site Storage	Off Site Storage	Can be located off site - refer to Off Site Storage below	1204	
				<b>160</b>	<b>378</b>	<b>378</b>	<b>378</b>	<b>378</b>	<b>378</b>	<b>Locate in the Town Hall - requires a separate entrance for privacy. Security is a concern.</b>		
<b>WELFARE &amp; GENERAL ASSISTANCE</b>												
W1	Welfare Director	1	120	150	1	150	150	150	150	10 x 15 Enclosed with security. Files located within the office. Panic button connected to the PD. Sound proofing. Current size at 8 x 15 is inadequate for office space needs.		
W2	Clerk	0	0	64	1	64	64	64	64	8 x 8 Open work station		
W3	Interview Room	1	40	100	1	100	100	100	100	10 x 10 room accessed from Vestibule and Director office. Sound proofing. Current space is too small at 8 x 5		
W4	Secured Vestibule	0	0	64	1	64	64	64	64	8 x 8 Secured Vestibule accessed from separate entrance. Buzzer system access.	378	
				<b>788</b>	<b>2725</b>	<b>1804</b>	<b>1804</b>	<b>1804</b>	<b>1804</b>	<b>Located in Town Hall</b>		
<b>COMMON SPACES</b>												
SH1	Vestibule - ADA Compliant	1	276	80	1	64	64	64	64	8 x 8 space as a place holder		
SH2	Lobby	0	Included in SH2	256	1	256	256	256	256	16 x 16 space as a place holder		
SH3	Copier/Printer Room/Postal Machine/Office Supplies	1	90	120	1	120	120	120	120	10 x 12 space as a place holder		
SH4	Mailboxes/Mail Room	1	Included in SH3	0	1	0	0	0	0	Located in the Copier Room - SH3		
SH5	Public Toilet Rooms (W/M) - ADA	2	128	100	2	200	200	200	200	Accessible directly from the Lobby - sizes to be confirmed based on code fixture requirements		
SH6	IT Room	1	80	80	1	80	80	80	80	Additional Cooling and Secured Space		
SH8	Central File Room (Clerk Files separate)	0	0	180	1	Included in S9	Included in S9	Included in S9	Included in S9	See Item S9		
SH9	Conference Room - seats 30	1	130	600	1	600	600	600	600	20 x 30 - Adjacent to the Lobby and shared by multiple functions and Committees/Commissions - will accommodate 30 people		
SH10	Large Meeting Room	0	0	900	1	0	0	0	0	Will continue to use the Corner Meeting House for large meetings		
SH11	Unisex Staff Toilet Room - Staff use only	0	0	64	1	64	64	64	64	Located in the Town Staff accessible only space - ADA compliant. In a multi-story Town Hall there will be one (1) per floor		
SH12	Coffee/Staff Break Room	1	84	120	1	120	120	120	120	10 x 12 with fridge, sink, microwave, and small table to seat 4		
SH13	Mechanical Room	1	located in Basement	200	1	200	200	200	200	allowance only at this time - can be located in attic space, grade level, or basement (if applicable)		
SH14	Janitor Closet/Mop Sink/Cleaning Supplies	0	0	25	4	100	100	100	100	Adjacent to the Building Maintenance Supervisor office - one per floor in Mill Building	1804	
				<b>8787</b>	<b>7020</b>	<b>7068</b>	<b>7068</b>	<b>7068</b>	<b>7068</b>			
				<b>Efficiency Grossing Factor @ 20%</b>	<b>1757</b>	<b>1404</b>	<b>1414</b>	<b>1414</b>	<b>1414</b>	<b>1414</b>	<b>Grossing Factor reduced to 20% for a 1 story building . May increase to 25% if more than one story</b>	<b>7068</b>
				<b>10544</b>	<b>8424</b>	<b>8482</b>	<b>8482</b>	<b>8482</b>	<b>8482</b>			

OFF SITE STORAGE REQUIREMENTS

LU11	Land Use Off Site Storage			400	1	400	400	600	600	20 x 30 space. Actual need to be provided by the Town. The SF indicated is an estimate only. Ideally the LU Storage should be located in the same location with the LU Department and not off site	
PR9	Seasonal Items Storage Room			140	1	140	140	140	140		
S & C	Admin, Finance and Clerk Storage - combined			600	1	600	600	600	600		
<b>TOTAL OFF SITE STORAGE</b>				<b>1140</b>		<b>1140</b>	<b>1140</b>	<b>1340</b>	<b>1340</b>	<i>can be in Bank Building or Off Site Storage or</i>	<i>TBD</i>

NOTES: LU, Town Clerk/Tax, Selectmen/TA and Finance currently use the Basement of the Town Hall for storage. There is no current off site storage. The 600 SF noted above for S&C will be for files that are not accessed regularly, cannot be saved electronically, and must be retained. These will be stored in boxes or file cabinets. Space Reference/ Standards Based Typ. BOMA Standards for Type A,B, C, D & E Workspace Types for similar Municipal Project Types (see attached reference sheet for work space types)