

## Candace Daigle

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**From:** Jeanne Beaudin  
**Sent:** Friday, March 14, 2014 8:56 AM  
**To:** Cary Lagace; Candace Daigle; Cynthia Deroy; Steven Paquin; Rick Ball; Elaine Murphy; Denise Rollins; Leslie Frank; Kari Smith; Jen Cashman  
**Cc:** Kelly Davis  
**Subject:** PortOne Architects

Kelly Davis of PortOne Architects will be at Town Hall on Tuesday, March 25<sup>th</sup> to begin interviewing staff on their anticipated office and storage space needs. He would like to spend about 15 minutes with each staff member. Our auditing firm will be in the building during this time frame as well and will be utilizing the conference room so I would plan to meet with Kelly in your offices. Any information you wish to put together prior to his being here, I am sure would be helpful.

He plans to arrive about 10 am.

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Existing 900<sup>th</sup>  
2002-06 2054 w/assessing  
2013 1836 w/o assessing

Confirm centralized  
copy-mailing in  
near us?  
Extra data entry  
Space for CE asst?  
Type writer

Below you will find a list of questions focusing on your Department and how it goes about completing its daily functions. The answers to these questions will help the Building committee make sound decisions and recommendations to the board of selectmen on ways in which to better utilize the Town Buildings and the space within them. The questions are a starting point in the process, if you can think of any other aspects of your department that you feel may be helpful please write them at the end of the question sheet.

1. What departments does your department interact with? Describe purpose & frequency.

*Town Administrator – Few to several times daily-mostly electronic. Related to town-wide projects/issues. Provide support for questions or customers redirected to us from TA's office..*

*Town Clerk/Tax Collector – Few times weekly related to providing electronic support or delivering documents (both ways) including tag-teaming their customers submitting wetland applications and our customers for demos or new primary structures who need to get supporting permits from town clerk. One member of the land use staff remains in the building after closing until the last TC/TC customer leaves the building.*

*Assessor – Few times weekly (depending on time of year) related to landowner names/addresses, title work, parcel descriptions, assessment support, GIS. Most can be accomplished electronically. Customers often access both offices for their needs.*

*Land Use*

*Building Inspector – Continual throughout the day. Includes joint review of applications & files, joint meetings with customers. Sharing of support such as health/building/code related questions, GIS services, Zoning interpretation. Constant sharing of Land Use/building/road files. Shared inspections. Electronic support MGMS. Joint appointment scheduling. Front end permit application processes are by Land use staff (except mechanical, plumbing & electrical).*

*Town Accountant/Treasurer – Infrequent. Some questions ↔ related to invoices. Doesn't usually require face to face.*

*General Assistance – Some electronic support – electronically.*

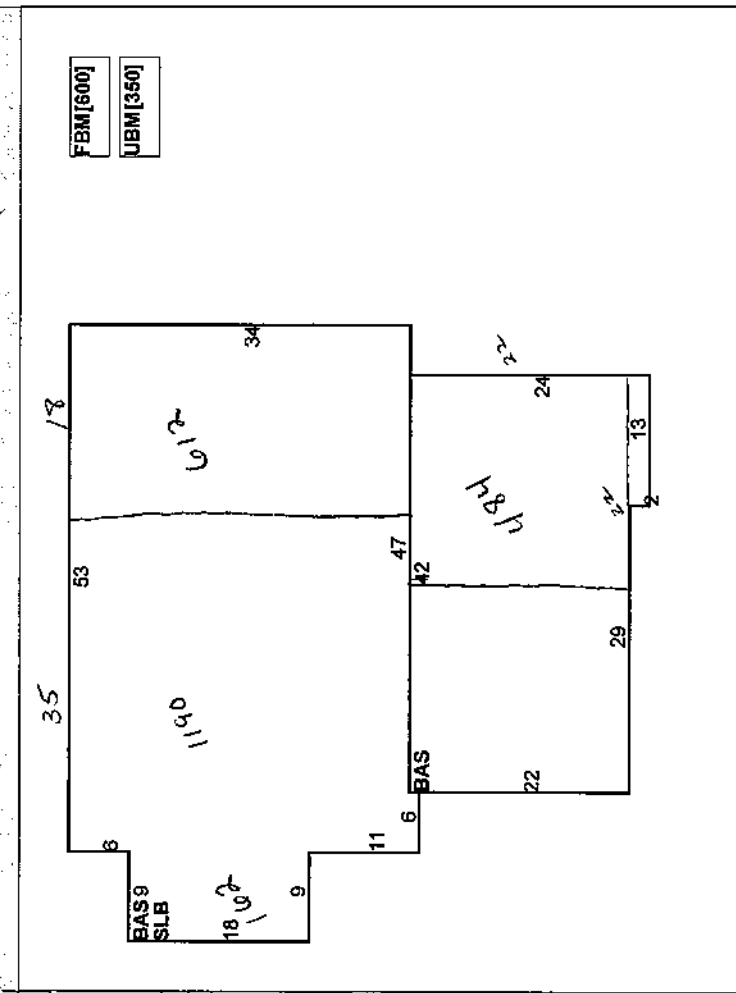
*Police – Minimal. Provide some GIS/road info type support. Face to face. They come to us.*

*Water & sewer – Minimal. Provide some GIS/easement/road type support, plan copies. They come to us.*

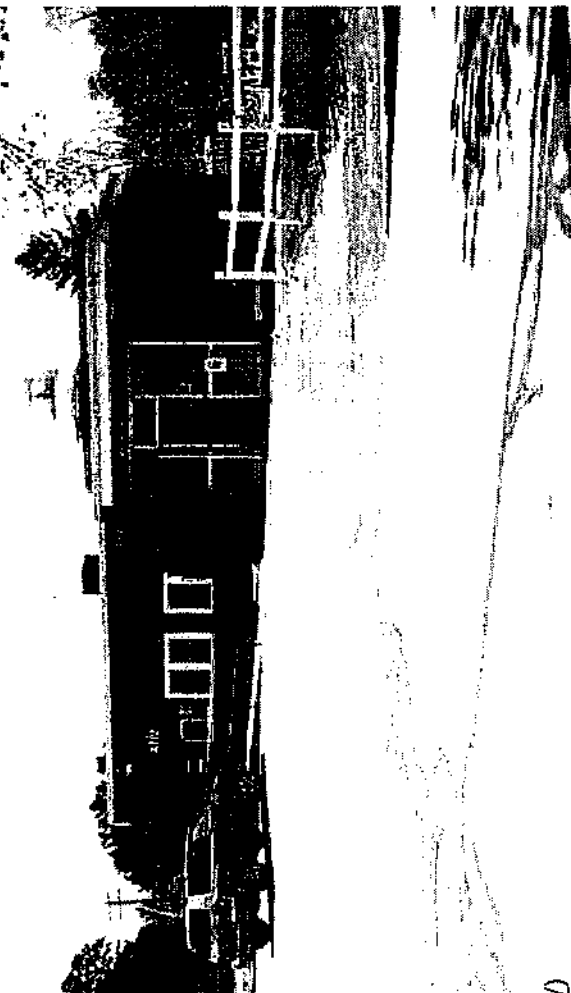
*Buildings & Grounds – Minimal. Provide some easement/road type info. They come to us.*

2. Does your department have public interaction? Describe purpose & frequency. *Yes. Continual throughout the day. Probably 60/40 electronic/face to face. Permits (building, driveway, electrical, plumbing, mechanical, change of use, change of tenant, special events, apartment, home occupation, signs, sewer, water), info, maps/mapping/aerials/GIS, records searches, the only public access maps/computer terminal in the organization, complaints, State permit assistance, public/private road files/issues, town-owned property issues, realtors, finance companies, foreclosure properties, business resources, insurance companies, help finding property bounds, etc., Planning Board/apps, Zoning Board/apps, Conservation Commission/apps, open applications, developments under construction, town project info, abutter issues, inspections, fees.*
3. Number of work stations in your department? *3 employees, 1 public access and 1 typewriter. One extra computer terminal due to be installed for intermittent/temporary use.*

4. Number of storage cabinets in your department (file/supplies)? *25 file cabinets, 9 small floor equipment cart/cabinets, 3 open floor-ceiling shelving units, 4 full-sized tax map tables, 2 full-sized double-door storage cabinets, 1 stack of flat files, 6 vertical plan files, 2 lateral file cabinets, plotter, lg format copier, 99 lf of open wall/book shelves, 20' of closed wall cabinets.*  
*Basement: 2 sets of flat files, 1 fireproof file cabinet, 1 full-sized double-door storage cabinet, 2 open floor-ceiling shelving units.*
5. Does your Department require any special needs? (vault, security, records, conference area, etc) *Conference area for staff/customers including space for plan viewing. Meeting area for boards and public hearings. Load bearing area for central LU/Bldg files location within LU area. Close/interconnectivity of related staff space due to constant interaction/covering work stations when staff is in/out, providing customer service. Public access terminal and customer area located outside of immediate staff work area with convenient access/counter to administrative asst's work area. IT access for computers, printers. Ability to hold conversations with property owners/developers away from the public area. Map display area.*
6. Does your Department utilize any equipment beyond personal desk/computer/phone (copier, plotter, etc.)? Description, location, frequency. *Daily/as needed - Desktop copier, large format copier, plotter, fax, laminator, document binding machine, scanner, typewriter, 5 personal printers, town radio, main copier, mailing machine.*
7. Does your Department utilize any common areas (kitchen, mail room, copy room, public access computer/maps, conference room, notice board) *Kitchen, mail room, copy room, public access, conference room, notice board*
8. Could your department utilize offsite storage? Describe purpose & size. *Yes – see Basement list in #4 above.*
9. Is there anything that could be changed in your current office space that would help you operate more proficiently? *Better centralization within the LU area of shared LU/bldg files. A little more counter/table space for customer/public access use. A better configured admin asst area (not a walkthrough hallway, more customer counter space, better layout).*



Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	18		Office Bldg				
Model	94		Commercial				
Grade	03		Average				
Stories	1						
Occupancy	4						
Exterior Wall 1	20		Brick/Masonry				
Exterior Wall 2	01		Flat				
Roof Structure	03		Asph/F Gls/Comp				
Roof Cover	01		Minim/Masonry				
Interior Wall 1	08		Average				
Interior Wall 2	04		Electric				
Interior Floor 1	07		Electr Basebrd				
Interior Floor 2	04		Unit/AC				
Heating Fuel	3400		OFFICE BLD MDL-94				
Heating Type	00						
AC Type	3						
Bldg Use	02		HEAT/AC SPLIT				
Total Rooms	03		MASONRY				
Total Bedrms	02		AVERAGE				
Total Baths	05		SUS-CEIL & WL				
Color	02		AVERAGE				
MFGH	10						
Heat/AC							
Frame Type							
Baths/Plumbing							
Ceiling/Wall							
Rooms/Prtns							
Wall Height							
% Conn Wall							



OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)													
Code	Description	Sub	Sub Description	L/B	Units	Unit Price	Yr	Gde	Dp	Rt	Chd	%Chd	Mpr Value
PAV1	PAVING-ASPH	L		7,800	150	2003		0				40	4,700
VL1	VAULT-AVG	B		300	93.00	1984		2				100	10,000

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprac. Value
BAS	First Floor	2,920	2,920	2,920	99.98	291,942
FBM	Basement, Finished	0	600	180	29.99	17,996
SLB	Slab	0	1,970	59	2.99	5,899
UBM	Basement, Unfinished	0	350	53	15.14	5,299