



TOWN OF BELMONT, NEW HAMPSHIRE

P.O. BOX 310. BELMONT, NEW HAMPSHIRE 03220-0310

BOARD OF SELECTMEN

Telephone: 267-8300

Fax: 267-8327

MEMO TO: Town Hall Employees
FROM: Frederick Welch, Town Administrator *(RW)*
DATE: May 8, 1996
SUBJECT: Modifications to Building

The Board of Selectmen has met with the Public Works Advisory Committee in regards to the appropriation funding renovations to the Belmont Town Hall.

Prior to the Committee's deliberations regarding any such improvements, the Board of Selectmen would like the employees in the Town hall to have an opportunity for input and advice regarding proposed changes to the Town Hall to be presented to the Public Works Advisory Committee for their consideration, review, and hopefully - their approval.

I would therefore ask, on behalf of the Board of Selectmen, that you present to the Board at your earliest possible opportunity, your written views with regards to changes that should be made in the Town Hall which would make it a more user and employee-friendly facility.

FW/pc

office space for 2 w/decks and sep comp/prn
Adjacent or w/bldg off.
" file space 10-12 cabinets, 2 flat files
" mtg space
2 telephones + line to computer
= storage space for for sale ord, books, plans etc
wall space for town utilized maps
offices close to entrance
adequate bldg directional signage
space for supplies cabinet
" " typewriter
adequate ventilation, light, heating + cooling
mtg room adequate for up to 12 Bd mbrs + 10-20 public.
Book shelves

9/9/96

Town Hall Improvements:

In May the employees who work in the building were asked for their input into plans for the renovations of the building. The employees felt that for each to voice their own concerns might be confusing and counter productive, so they pooled their ideas and created one plan that was submitted to the Board of Selectmen on June 12th. Each full and part time employee located on the main floor of the building had input into the plan.

When deliberating, it was necessary to make some assumptions as well as to work within the improvement criteria as we understood it. They included:

1. This was a limited renovation and not a complete rebuild.
 - a. The major interior renovation would be limited to the main floor.
 - b. Existing support columns would not be relocated.
 - c. The two existing bathrooms would remain in the same place.
2. ADA requires the renovation to be handicapped accessible.
3. The space should suit the user needs of the citizens and the functional needs of the employees.

Process:

1. We started with a footprint of the existing main floor, leaving in only the support columns, vault, chimney, bathrooms and exterior windows.
2. We then listed the offices we needed to provide:
 - a. Town Clerk/Tax Collector
 - b. Land use (Planning, Zoning, Conservation Commission, Code Enforcement, Building & Health)
 - c. Assessing/Selectmen's Secretary
 - d. Town Administrator
 - e. Assistance Office (new)
 - f. Accountant
 - g. Treasurer (new)

And additional areas:

- a. Area for handicapped accessibility.
- b. Area for public to use to look at documents, fill out documents, etc.
- c. Areas for public to wait, if necessary, to speak to someone.
- d. Small area for receptionist (when one is available) who can answer initial questions, hand out forms and direct people.
- e. Small supply closet for everyday items.
- f. Meeting room for smaller meetings.
- g. Area for employee lunch breaks & small fridge, microwave, etc.
- h. Central area copier.

- i. Establish central file room to consolidate property info files, adjacent to land use & assessing offices.

My understanding of the initial Selectmen's concerns:

- a. Wanted a receptionist area.
- b. Didn't want their own office.
- c. Wanted Assistance moved to this level.

Our main intention was to filter out the public as they entered the building by providing those most heavily used services at the front of the building, and placing the less accessed, administrative offices to the rear.

Based on the above, we determined the proposed footprint.

Other items that need addressing:

1. Roof.
2. Exterior aesthetics.
3. Ventilation/Heating/Cooling plant.
4. Phone lines.
5. Exterior and Interior Signage.
6. Centralize fax & town radio location.