

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	2020 Required Number	2020 (Current)	2025 Projection	2030 Projection	2035 Projection	Notes/Comments	SUBTOTAL NET SF PER DEPARTMENT - does NOT include the 25% Grossing Factor
TOWN ADMINISTRATOR & SELECTMEN			0	2028		2108	2108	2108	2108	Direct Access to the Main Entrance Lobby is not needed	
S1	Town Administrator	1		240	1	320	320	320	320	16 X 20 - Enlosed office adjacent to Smaller Conference Room and includes space for small area for meetings. Current size does not allow for adequate space including small table for 2 -3 person meetings	
S2	Assistant Town Admnistrator	1		140	1	140	140	140	140	10 x 14 Enclosed Office - adjacent to Town Administrator	
S3	Admin Assistant/Secretary	1		64	1	64	64	64	64	8 x 8 open workstation - adjacent to Town Administrator	
S4	Cable TV Booth and Equipment	1		140	1	140	140	140	140	10 x 14 Enclosed office	
S5	Assessor (part time)	1		100	1	100	100	100	100	10 x 10 -Enclosed office adjacent to TA and Lobby	
S6	Conference Room - Small seatubg 4 (shared with Clerk/Tax/Planning/Cd	1		144	1	144	144	144	144	12x 14 - Accessible directly from the Lobby and shared with other departments in the Town Hall	
S7	Conference Room - Medium seats 8 to 10	1		252	1	252	252	252	252	14 x 18 - Adjacent to Town Administrator and Land Use	
S8	Large Meeting Room / Selectmen Board Room	1		768	1	768	768	768	768	24 x 32 Accessible from the Lobby and divisible into 2 smaller spaces with folding partitions	
S9	Selectmen and Assessor File & Storage Room	1		180	1	180	180	180	180	10 x 18 File Room - Secured	
TOWN CLERK			0	732		972	972	972	972		2108
C1	Town Clerk	1		168	1	168	168	168	168	12 x 14 Closed Office	
C2	Customer Service Center	1		120	1	120	120	120	120	Enclosed space accessible directly from Clerk Office & Lobby, split into two halves by the service window and counter. Public side accommodates two - ADA compliant (can also be located within the Clerk Suite)	
C3	Clerk Staff Open Work Area - seats 4 (8 x 8 open work stations)	1		64	1	256	256	256	256	Open work station for 4 total staff accessible to the service counter - combined into one room/space work stations and access to the service window(s)	
C3.1	File Room - Shared	1		48	1	144	144	144	144	8 x 8 Open Work 8ion - included in C3	
C3.2	Clerk Supply Closet	1		20	1	20	20	20	20	4 x 5 Lockable	
C4	Fire Proof Vault	1		168	1	120	120	120	120	12 x 14 Fireproof Room/Safe	
C5	Storage/Files (Clerk only)	1		144	1	144	144	144	144	12 x 12 Secured space	
C7	Clerk 2 Points of Service Windows to Lobby + ADA Station	0		0	1	Included in C2	Included in C2	Included in C2	Included in C2	Staffed by Assistant Clerk and Deputy Clerk (C3) - 2 points of service to Lobby plus ADA Accessible service counter	
C8	Clerk Dead File Room (can be remote from Clerk office)	1		0	1	Included in SH8	Included in SH8	Included in SH8	Included in SH8	Shared File Room	
C9	Election Supplies and Records (Located at the Rec Center)	1		0	1	Located at Rec Center	Located at Rec Center	Located at Rec Center	Located at Rec Center	Located off site at the Rec Center	972
CODE ENFORCEMENT & PLANNING			244	808		812	812	812	812	Access from the Lobby and Public.	
CE1	Customer Service Counter and Vestibule	1		80	120	1	120	120	120	10 x 12 - Enclosed office. Accessible from Lobby for Public	
CE2	Planning Administrator	1		100	100	1	100	100	100	10 x 10 open work station adjacent to the Customer Service Counter	
CE3	Code Enforcement/Inspectors	2		64	64	2	128	128	128	8 x 8 open work stations	
CE4	Planning File Room	1			300	1	320	320	320	12 x 16 File Room - secured	
CE5	Small Meeting Room (See item S6)	0		0	64	1	Included in S6	Included in S6	Included in S6	Shared Small Conference Room - See Item S6	
CE6	Code Enforcement//Planning Work Room	1		0	160	1	144	144	144	12 x 12- Large table or counter for plan review, maps, etc. and wlaking space around the table	
TAX COLLECTOR			221	308		228	292	228	228	Tax Collector adjacent to Clerk and needs to be accessible from the Main Lobby. Accessible to Public during normal business hours Security is KEY	
TC1	Tax Collector / Deputy Tax Collector (shared office)	2		120	64	2	128	128	128	8 x 8 open work station in a shared office totaling 128 SF	
TC2	Vestibule with Customer Service Counter - 2 stations - 1 ADA accessible	1		100	100	1	100	100	100	8 x 10 with 2 service counter stations - 1 is ADA Accessible	
TC3	Small Conference Room (Shared - refer to S6)	0		1	144	1	Included in S6	Included in S6	Included in S6	Shared Small Conference Room - See Item S6	
TC4							64				
ACCOUNTING			41	388		308	308	308	308	Accounting can be located internally within Town Hall and does not require direct Lobby access	
A1	Accounting Staff Office - Shared by 2 staff	2			64	2	128	128	128	8 x 8 open work spaces - shared into one room that is 128 SF	
A2	Accountant Office - semi private	0		1	80	1	80	80	80	8 x 10 Semi-privateg work station adjacent to shared accounting work stations A1	
A3	Accounting Active File Storage	1		40	100	1	100	100	100	10 x 10 room accessed from Vestibule and Director office. Sound proofing. Current space is too small at 8 x 5	
A4	Shared Storage - See SH8	0		0	144	1	Included in SH8	Included in SH8	Included in SH8	Shared File Roo - see SH8	308
COMMON SPACES			1236	1761		1744	1744	1744	1744	Located in Town Hall	

OFF SITE STORAGE REQUIREMENTS - THIS NEEDS TO BE CONFIRMED BY THE TOWN

C9	Election Supplies and Records (Located at the Rec Center)			400	1	400	400	400	400	Confirm size required at the Rec Center
	Seasonal Items Storage Room - required? Store where?			140	1	140	140	140	140	Holiday Decorations, etc - Confirm size required
S & C	Additional Long Term Admin, Finance and Clerk Storage - combined			400	1	400	400	400	400	Confirm size required at the Rec Center or other off site location
TOTAL OFF SITE STORAGE				940		940	940	940	940	can be in Bank Building or Off Site Storage or TBD

can be in Bank Building or Off Site Storage or _____ TBD