Department Space Designation										
			Sp	oace						
			Re	eference/						
			St	tandards						
			Ba	ased Typ.						
			ВС	ОМА						
			St	tandards						
			fo	or Type						
				,B, C, D &						SUBTOTAL NET SF PER
			E	2020						DEPARTMENT - does
		Current	Approx. Existing W	orkspace Required			2030			NOT include the 25%
No.					2020 (Current)	2025 Projection	Projection	2035 Projection	Notes (Comments	
		Nullibei	Space Sizes Ty			_		-	, ,	Grossing Factor
OWN AD	MINISTRATOR & SELECTMEN		U	2028	2108				108 Direct Access to the Main Entrance Lobby is not needed	
51	Town Administrator	1		240 1	1 320				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 meetin	gs
52	Assistant Town Admministrator	1		140	1 140				140 10 x 14 Enclosed Office - adjacent to Town Administrator	
53	Admin Assistant/Secretary	1		64 1	1 64	4 64	4 64	4	64 8 x 8 open workstation - adjacent to Town Administrator	
54	Cable TV Booth and Equipment	1		140	1 140	0 140	140) :	140 10 x 14 Enclosed office	
55	Assessor (part time)	1		100	1 100	0 100	100) :	100 10 x 10 -Enclosed office adjacent to TA and Lobby	
56	Conference Room - Small seatubg 4 (shared with Clerk/Tax/Planning/Co	1		144	1 144	4 14	4 144	1	144 12x 14 - Accessible directly from the Lobby and shared with other departments in the Town Hall	
57	Conference Room - Medium seats 8 to 10	1		252 1	1 252	2 25	2 252	2	252 14 x 18 - Adjacent to Town Administrator and Land Use	
58	Large Meeting Room / Selectmen Board Room	1		768 1	1 768	8 768	3 768		768 24 x 32 Accessible from the Lobby and divisible into 2 smaller spaces with folding partitions	
59	Selectmen and Assessor File & Storage Room	1		180	1 180				180 10 x 18 File Room - Secured	2108
TOWN CLI			0	732	972				972	
C1	Town Clerk	1		168 1	1 168				168 12 x 14 Closed Office	
	TOWN CICIK	_		100	1 100	0 10	3 100		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	
C2	Cuctomor Sarvica Contar	1		120	1 120	0 120	120	,	120 Clerk Suite)	
C3	Customer Service Center Clerk Staff Open Work Area - seats 4 (8 x 8 open work stations)	1		64 1	1 120 1 256				Clerk suite) 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					4230 Open Work 8ton - included in C3 44 8 x 8 Open Work 8ton - included in C3	
		1		20 1	1 144					-
C3.2	Clerk Supply Closet Fire Proof Vault	1			1 20				20 4 × 5 Lockable	
C4		1		168 1	1 120				120 12 x 14 Fireproof Room/Safe	
C5	Storage/Files (Clerk only)	1		144 1	1 144				144 12 x 12 Secured space	
27	Clerk 2 Points of Service Windows to Lobby + ADA Station	0			1 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		Shared File Room	
					Located at Rec	Located at Rec	Located at Rec	Located at Rec		
C9	Election Supplies and Records (Located at the Rec Center)	1		0 1	1 Center	Center	Center	Center	Located off site at the Rec Center	972
CODE ENF	ORCEMENT & PLANNING		244	808	812	2 813	2 812	2 8	812 Access from the Lobby and Public.	
CE1	Custumer Service Counter and Vestibule	1	80	120	1 120	0 120	120) :	120 10 x 12 - Enclosed office. Accessible from Lobby for Public	
CE2	Planning Administrator	1	100	100	1 100	0 100	100) :	100 10 x 10 open work station adjacent to the Customer Service Counter	
CE3	Code Enforcement/Inspectors	2	64	64 2	2 128	8 128	3 128	3 :	128 8 x 8 open work stations	
CE4	Planning File Room	1		300 1	1 320				320 12 x 16 File Room - secured	
CE5	Small Meeting Room (See item S6)	0	0		1 included in S6					
CE6	Code Enforcement//Planning Work Room	1	0	160	1 144				144 12 x 12- Large table or counter for plan review, maps, etc. and wlaking space around the table	
TAX COLLI		-	221	308	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		2	120		2 128					
TC2	Tax Collector / Deputy Tax Collector (shared office)	1							128 8 x 8 open work station in a shared office totaling 128 5F	
	Vestibule with Customer Service Counter - 2 stations - 1 ADA accessible	1	100	100 1	1 100				100 8 x 10 with 2 service counter stations - 1 is ADA Accessible	
TC3	Small Conference Room (Shared - refer to S6)	U	1	144 1	1 included in S6			included in S6	Shared Small Conference Room - See Item S6	
ГС4						64				
ACCOUNT		2	41	388	308				308 Acconting 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	2 128				128 8 x 8 open work spaces - shared into one room that is 128 SF	
A2	Accountant Office - semi private	0	1	80 1	1 80				80 8 x 10 Semi-privatge work station adjacent to shared accounting work stations A1	
43	Accounting Active File Storage	1	40	100 1	1 100				100 10 x 10 room accessed from Vestibule and Director office. Sound proofing. Current space is too small at 8 x 5	
44	Shared Storage - See SH8	0	0						Shared File Roo - see SH8	308
COMMON	SPACES		1236	1761	1744	4 174	1744	1 17	Hocated in Town Hall	
SH1	Vestibule - ADA Compliant	1	128	80 1	1 128	8 128	3 128	3	128 8 x 16 Existing Vestibule.	
SH2	Lobby	0	480	400	1 256	6 250	5 256	5 2	256 Existing Lobby is 20 x 24 and is a good size. Program indicates a 20 x 20 (400 SF) which is more in keeping with a smaller Town Hall.	
SH3	Central Copier/Printer Room/Postal Machine/Office Supplies	1		120	1 120	0 120	120) :	120 10 x 12 space as a place holder	
SH4	Mailboxes/Mail Room	1		0 1	1 (0	0	0	0 Located in the Copier Room - SH3	
SH5	Public Toilet Rooms (W/M) - ADA	2	384	380 2	2 384	4 384	4 384	4 3	384 Accessible directly from the Lobby - Existing Toilet Rooms are 12 x 16. Final size to be confirmed based on code fixture requirements	
SH6	IT Room	1			1 80				80 8 x 10 Additional Cooling and Secured Space	1
SH8	Central File Room (Clerk Files separate)	0		144 1	1 144				144 12 x 12 Lockable and Shared by mutiple departments	
SH9	Large Meeting Room (Refer to Town Admin & Selectmen)	1		1		Included in S8		Included in S8	See Item S8	
5H10	Medium Meeting Room (Refer to Town Admin & Selectmen)	0			1 Included in S7	Included in S7	Included in S7	Included in S7	See item 57	
SH11	Small Meeting Room (Refer to Town Admin & Selectmen)	0				Included in S7	Included in S7	Included in S7	See Item S6	
SH12	Unisex Staff Toilet Room - Staff use only	0	0	64 1	1 64		4 64	1	64 Located in the Town Staff accessible only space - ADA compliant. In a multi-story Town Hall there will be one (1) per floor	
SH13	Coffee/Staff Break Room	1			1 168				168 12 x 14 with fridge, sink, microwave, and small table to seat 4	
SH14	Electrical Room (Existing)	1	48		1 100				100 6 x 8 Existing Electrical Room - this is small by current standards	
SH15	Mechanical Room (Existing)	1	196	200	1 200				200 Existing Mech Room is 14 x 14 - allowance only at this time	
SH16		0	150	25	4 100				100 Adjacent to the Building Maintenance Supervidor office - one per floor in Mill Building	1744
N 110	Janitor Closet/Mop Sink/Cleaning Supplies SUBTOTAL NSF	U		6025	6172				Adjacent to the Building Maintenance Supervidor office - one per floor in Mill Building 172	1744 5132
		0.25								5132
	Efficiency Grossing Factor @ 25%	0.25		1506	1543				43 Grossing Factor at 25% for a 1 story building . Multi-story grossing factor is in the 30% range.	1
	TOTAL GSF		5936	7531	7715	5 779	5 771!		715	<u>I</u>
			Existing Town Hall SF					13	10% this represents a 30% increase in the Town Hall GSF - resulting in a potential 1 story addition of approximately 1,780 GSF	
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	0 400	9 400) 4	400 Confirm size regired at the Rec Center	
	Seasonal Items Storage Room - required? Store where?			140	1 140	0 140	140) :	140 Holiday Decorations, etc - Confirm size required	1
5 & C	Additional Long Term Admin, Finance and Clerk Storage - combined			400	1 400				400 Confirm size regired at the Rec Center or other off site location	1
	F SITE STORAGE			940	940	0 940	940) 9	gao can be in Bank Building or Off Site Storage or TBD	Ī
									- ,	-