

➤ Technology:

Sound system for selectmen/meetings

Call-in phone

Microphone for the public

LCD projector and screen

Room darkening capabilities

Live streaming video:

There is no A/V Booth.

The Town uses Town Hall Streams for their streaming services.

Any meeting space should be configured for live stream.

This amounts to audio/video equipment mounted in the corners near the ceilings or on the walls.

Possible audio equipment may be tabletop.

Building Inspectors' Office

- Purpose of Space
 - Office space for the Building Inspectors and Code Enforcement staff
- Number of Occupants Suggested Room Size
 - 3 Occupants 594 SF
 - Building Inspector – PT (Peter Rowell)
 - Assistant Building Inspector – FT (Chuck Marsden)
 - Administrative Assistant – FT (Sandy Dufresque)
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
 - Some come in early and work late with public meetings
- Architectural Elements
 - Public Counter with three (3) spots for public interface, one HC (min)
 - Personal storage for coat, boots/shoes, briefcase or bag, and refrigerator large enough for lunches
- FF&E
 - Public tackboard for notices- **LF**
 - Desks with returns – (3)
 - Task chairs - (3)
 - Lateral Files – 4 drawer – (2)
 - Tabletops over flat files and/or lateral files for spread space – one per desk
 - Lateral Files – 2 drawer – (7): Active files take up 3 drawers; Pending files take up 2 drawers
 - Flat Files – (2)
 - Hanging racks for 20 drawing sets – (2)
 - Plan rolls take up 6 SF (Two former outhouses full)
- Accessibility/Adjacency
 - Adjacent to the Document Storage – critical
 - Adjacent to a conference room shared with the Town Planner
- Archives
 - Current document storage required for the life of the building – 2019: 40, 4 drawer FC, plus a box with reference cards. Current growth is 4 FC per year, or 40 more FC per 10-year period.
- Acoustics
 - Terrible now.
 - Would be better if there was a glass barrier between public and the staff as staff cannot hear phone conversations when there are conversations at the counter.
- Technology
 - Double monitors on each desk
 - Desktop phones
 - Plotter
 - High speed scanner
 - Localized printer

Big screen for projecting plans to discuss with applicant at the counter

➤ Comments on Present Layout

Feels crowded, with little or no layout space and no area to meet with the public except standing in a congested area where all business is transacted. Interface with the public is confusing as one enters into the space in a u-shaped area rather than being greeted by staff at a counter or window.

Tax Collector/Town Clerk's Office

- Purpose of Space
 - Office space for the Tax Collector/Town Clerk and Staff
- Number of Occupants Suggested Room Size
 - 3 Occupants 510 SF
 - Tax Collector/Town Clerk (Donna DeCotis)
 - Deputy Town Clerk/Deputy Tax Collector (Amy Thibodeau)
 - Administrative Assistant – PT (Toni)
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
 - Sightline to the public counter from the offices
 - Personal storage for coat, boots/shoes, briefcase or bag, and lunches
- FF&E
 - Public Counter with three (3) spots for public interface, ADA (Assistant sits there)
 - Desk outside of office for public research with computer and spread space
 - Desks with returns – (2)
 - Task chairs - (3)
 - Lateral Files – 5 drawer – (1)
 - Lateral Files – 4 drawer – (1)
 - Lateral Files – 3 drawer – (1)
 - Shelving – 3 shelves each – (2)
- Accessibility/Adjacency
 - Adjacent to the Public
 - Adjacent to the Vault
 - Near the Tax Assessor's Office, but separate
 - Private area just outside the office, a nook for (2) people to fill out absentee ballots. Needs privacy screen, but not completely private.
- Archives
 - Keeps records in perpetuity
 - Archive materials go in the historic fireproof vault within the room
 - Are there any records that can go to remote document storage/archives within the building? If so, what quantities?
 - Estimate quantities of banker boxes stored per year, if applicable
- Acoustics
 - Noise between the desks is a problem when staff is on the phone or talking with the public at the counter
 - Noise from the public areas a problem with conducting work on the phone
- Technology
 - Copier within the space (2) one B+W and one color

Printer (1) at the front for state connected computers (2) for public access – new tax system for DMV/BMSI

Computer (1) public access to look up taxes, set up at the counter between the state connected computers

➤ Safety

Stationary transaction window with pass-through slot or deal tray

➤ Comments on present layout

There is no room for the three staff to function properly, extremely limited privacy between them and from the public. Limited security is a problem given their proximity to the main entrance and that this department handles money. There have been security problems in the past. Town records are required to be kept on site in perpetuity and

Vault

- Purpose of Space
Secure, dry, lockable storage for Town Records

- Number of Occupants Suggested Room Size
0 Occupants Current vault is 44 SF
If moves to an addition: say 64 SF or more

- Hours of Use:
All hours the town hall is open
Monday to Friday 8 AM to 4:30 PM

- Architectural Elements & FF&E
Movable shelving by a vendor.

- Accessibility/Adjacency
Adjacent to the Town Clerk offices

- Acoustics
n/a

- Technology
Police Box Alarm, portable?

- Comments on present layout
The existing archive needs will fit within the existing vault if the Town purchases a movable storage shelving system such as DuPont Storage Systems, or equal. There is some growth inherent in the design. This is a good short-term solution and the storage shelving can be relocated to a larger fire rated vault when more space is available in an expansion.

Finance Director's Office

- Purpose of Space
Private office space for the Finance Director (also the Benefits Administrator)
- Number of Occupants Suggested Room Size
1 Occupants SF

Finance Director (FT) (New or Recent Hire)
- Hours of Use
All hours the town hall is open and after hours, weekends, during audits, end of year August - April
Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
Personal storage for coat, boots/shoes, briefcase or bag, and lunches
- FF&E
Desk with three returns – (1)
Task chair - (1)
Lateral Files – 5 drawer – (2) existing Public – Current Year, Prior Year
Lateral Files – 5 drawer – (1) more proposed Public – Prior-Prior Year
Vertical Files – 4 drawer – (4) one of which is fire resistant and lockable
Small Conference Table
Guest seats – (2)
Shelving – (1) 8 LF x 5 high – Town Reports, Annual Reports, policies, newsletters, statutes
- Accessibility/Adjacency
Adjacent to the Treasurer, Selectmen's Office, Town Manager, Town Clerk/Tax Assessor, Tax Assessor (Payroll back up for Finance Director), Clerk of Records, Safe (which is currently on the stage), Hallway copier/scanner
- Archives
Keeps current year, prior year, and would like to keep prior-prior year within the room
Archive materials presently go to the third floor or to Public Safety
Estimate quantities of banker boxes stored per year
- Acoustics
Private office important for financial conversations with the public, vendor renewals, and staff
- Technology
Desktop dual monitors, localized printer, desk calculator
- Comments on present layout
Lack of privacy is a real problem given the sensitive nature of the work. Also there is a need to be one step removed from the public "walking in" on transactions and the present arrangement does not have queuing space to allow the Finance Director to anticipate visitors. Having all three years of recent records within the Finance Director's Office is a plus for efficiency as they are routinely accessed.

Finance Administrator

- Purpose of Space
 - Office space for the future Finance Administrative/ Shared Office Space
- Number of Occupant Suggested Room Size
 - 1 to 8 Occupants 160 SF
 - Shared use

Finance Administrator (FT or PT)
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
 - Private office
 - A dedicated space within the building
 - Long counter for 2 – 3 work study or volunteers
- FF&E
 - Desk with no return – (1)
 - Task chairs - (8) (Note: not all 8 groups will be in the room at the same time)
 - Lateral Files – 4 drawer – (1)
 - Vertical Files – 4 drawer – wall of files based on need/occupants, TBD
- Accessibility/Adjacency
 - Adjacent to the Finance Director’s office
- Archives
 - Keeps current year, prior year, and would like to keep prior-prior year within the room
 - Archive materials presently go to the third floor or to Public Safety
 - Estimate quantities of banker boxes stored per year
- Acoustics
 - Private office, but within the office there may be some subdivision. There is not a need for full privacy between the various shared use as the public and staff interaction is minimal in this location.
- Technology
 - Localized printer with network capability to share scanner
- Comments on layout
 - There is no space that presently serves for this proposed added staff person. It could be a room with a combined use such as paired with the following:
 - Supervisors of Checklist
 - Conservation Supervisors
 - Historic Preservation
 - Heritage Commission
 - Janice Ireland’s files for Grant and Grant Awards

Tax Assessor

- Purpose of Space
 - Private office space for the Tax Assessor and Assistant Assessor
- Number of Occupants Suggested Room Size
 - 1 Occupants 324 SF

Tax Assessor (Ed Tinker) Field Work, Tuesday in office, shared desk (with whom?)
Tax Assessor Assistant (Joanne Drewniak) FT
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
 - Personal storage for coat, boots/shoes, briefcase or bag, and lunches
 - Dedicated public table/counter for tax maps and public computer
 - Low counter for ADA access to the Assessor
 - Lower files to take or give to public (what does this mean?) Is this a document file on the wall for public pamphlets?
- FF&E
 - Desk with U-shape – (1)
 - Desk with L-shape (1)
 - Task chair - (2)
 - Public seats – (2)
 - Lateral Files – 5 drawer – 1 proposed new
 - Lateral Files – 4 drawer – (2) existing, (1) proposed new
 - Vertical Files – 4 drawer – (4) existing, (1) proposed new
 - Vertical Files – 2 drawer – (2) Veteran Exemption
 - Vertical Files – 2 drawer – (2) Elderly Exemption
 - Shelving – (0)
 - Map Lot Number Assessing Card files – note: nothing goes to archives, nothing is digitized
- Accessibility/Adjacency
 - Adjacent to the Tax Collectors Office, but separate, Building Inspector Department, Public
 - Public computer at the tax map/research area
 - Public copier near the tax map/research area
- Archives
 - Keeps only prior year within the room
 - Archive materials presently go to the third floor or to Public Safety
 - Estimate quantities of banker boxes stored per year
- Acoustics
 - Private conversations important
 - Public tax map/research area should be quiet
- Technology
 - Public card operated copier to charge for self-serve copies

- Safety
Stationary transaction window with pass-through slot or deal tray (Question: is this role as transactional that it needs the window to have a pass-through, or is it more for visibility?)

- Comments on present layout
Openness to the former Meeting Room makes acoustical privacy near impossible, which is a critical component for working with the elderly and other members of the public who come in to talk to the Assessor in private, sensitive conversations.

Treasurer's Office

- Purpose of Space
 - Private office space for the Treasurer (PT)
- Number of Occupants Suggested Room Size
 - 1 Occupants 80 sf

Treasurer (Jane Ireland)
Keeps the records in this room for the following groups:
Capital Reserve Funds, Trust Fund, Library, Cemetery and Investment
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM, subset of this time 3-4 hours/day
 - Full time in January
- Architectural Elements
 - Personal storage for coat, boots/shoes, briefcase or bag, and lunches
- FF&E
 - Desk with no return – (1)
 - Task chair - (2)
 - Lateral Files –3 drawer – (1) existing, (2) proposed new
 - Vertical Files – 4 drawer – (1) lockable for the Trust Fund
 - Shelving – (9 LF) existing, (6 LF) proposed new
 - Typewriter Desk (1) for Treasurer's specialized checks
 - Cabinet - 48" w x 18" d x 72" h for the Supervisor of the Checklist (3 member board):
 - Supply shelf for letterhead, envelopes, checks, and desk supplies
- Accessibility/Adjacency
 - Adjacent to the Finance Director (most direct adjacency)
 - Also: Selectmen's Office, Town Administrator, Tax Assessor
 - No public interface
- Archives
 - Keeps only prior year within the room
 - Archive materials presently go to the third floor or to Public Safety
 - Estimate quantities of banker boxes stored per year**
- Acoustics
 - Not as important to be as soundproof as other offices as it is a singular focus role
- Technology
 - Localized printer for the Trust Fund
 - Shredder
- Security
 - Lockable cabinet, safe, door locking as there is cash handling

➤ Comments on present layout

Openness to the former Meeting Room is not as much a problem for this department. The room is oversized for its use, however, it houses the files for an array of committees and boards that use the room on occasion. These could be housed elsewhere in the building and the Treasurer's office could be smaller.

Town Administrator

- Purpose of Space
Office space for the Town Administrator
- Number of Occupants Suggested Room Size
1 Occupant 264 sf

Town Administrator (Becky Bergeron)
- Hours of Use
All hours the town hall is open
Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
Personal storage for coat, boots/shoes, briefcase or bag, and lunches
- FF&E
Desk with side return, wood – (1)
Lateral File, wood, 2 drawer - (1)
Vertical File, wood, 2 drawer - (1)
Shelving, wood - (1) 6 LF x 5 high
Task chair - (1)
Round conference table for six (6) people – (1)
Conference table chairs – (6)
- Accessibility/Adjacency
Adjacent to the Finance Director, Selectmen’s Office, Treasurer, Tax Assessor
- Archives
Keeps only prior year within the room
Archive materials presently go to the third floor or to Public Safety
Estimate quantities of banker boxes stored per year
- Acoustics
Total privacy. This is the one space in the entire building that needs total privacy.
- Technology
Personal printer.
Computer networked to the central printer.
- Comments of Present Layout
Not accessible to the public, pass through another office and a web of open IT wires, literally, the Town Administrator’s Office is the old “backstage” of the Meeting Hall theater. It is nicely appointed with mahogany veneer furniture which helps balance the back-of-house feeling.

Selectmen's Office

- Purpose of Space
 - Office space for the selectmen and their staff for research
- Number of Occupants Suggested Room Size
 - 1 Occupant 120 SF

Executive Assistant to the Selectmen and TA (Janice Ireland)
The Selectmen sign manifests in this office 1-2 x's per week, the Treasurer signs checks here too.
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM and more helping on weekends with Finance staff and filing
- Architectural Elements
 - Private office
- FF&E
 - Public counter/interface
 - Public seats (2) plus ADA space (1)
 - Desks (3) Sit/Stands
 - Credenza
 - Task chair - (1)
 - Lift out – 4 drawer – (5) existing, (2) proposed new
 - Vertical Files – 4 drawer – (3) Conservation Commission
 -
 - Lateral Files – 5 drawer - (2 LF) plus (1) Vertical File OR
 - Lateral Files – 5 drawer – (1 LF) plus (3) Vertical Files
- Accessibility/Adjacency
 - Adjacent to the Town Administrator, Finance Director, Treasurer, Tax Assessor
 - This is the staff person that intercepts and greets the public prior to the Town Administrator
- Archives
 - Keeps current year, prior year, prior - prior year within the room
 - Archive materials presently go to the third floor or to Public Safety
 - Estimate quantities of banker boxes stored per year
- Acoustics
 - Total privacy. There are many private conversations that need to occur in this space.
- Technology
 - Single monitor computer
 - Phone
 - Adding machine
 - Local printer
 - Shredder
- Safety
 - Stationary transaction window with pass-through slot or deal tray

➤ Comments on present layout

Openness to the former Meeting Room makes acoustical privacy near impossible. Door transactions are not as safe as glass with pass-through. Currently this office is a pass through and does although there are four walls the public walks through, so the privacy is interrupted with foot traffic.

Planning / Zoning Department

- Purpose of Space
 - Office space for the planning & zoning staff
- Number of Occupants Suggested Room Size
 - 1 Occupant 240 SF

Town Planner and Zoning Officer (Kim Reed)
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
 - Planning Board Meetings
 - This position is also the on-call staff person for Emergency Management 24/7
- Architectural Elements
 - Semi-private office
 - Shelf (8 LF) outside the room for board packet pick up
- FF&E
 - Public Counter (TBC)
 - Desk with one return – (1) – change to Sit/Stand Desk – proposed new
 - Task chair - (1)
 - Public chair – (1) public can sit at the desk return for small meetings
 - Lateral Files – 5 drawer – (2)
 - Shelves – 3 LF x 5 high (2) Grants
 - Conference table for 4 – (1)
 - Conference chairs – (4)
 - Flat files – (1)
- Accessibility/Adjacency
 - Adjacent to the Building Inspection Department, but not within the department as the public cannot differentiate roles and it makes for constant interruptions.
- Archives
 - Once projects are approved, the files are archived in the File room by Tax map lot.
 - All of these files are kept in perpetuity and on site.
 - Because of the quantity of growth, file digitization is likely less costly than continual construction expansion to accommodate growth.
 - The estimate quantities of 4 drawer vertical files per year is included in the Building Department's document storage calculations
- Acoustics
 - Not a fully private office, but not an open office: semi-private?
- Technology
 - Local printer

➤ Safety

The present location is within a fire egress and is illegal as it blocks the egress from the second floor directly to the outside. In addition, it is the only isolated space from all other staff, with the "Courtroom" as a buffer, a room that is often empty. It is possible for the public to wander into the Courtroom and then to this room without being detected. With only one staff person personal safety is a potential problem. Staff call buttons help with this issue, but creating a space that is less isolated would be a better solution.

➤ Comments on present layout

The present space is far too small for the volume of paperwork handled. There is little layout space nor good public interface space. With working sometimes 12-hour days, air conditioning would be nice during the summer swelter times.

PROGRAM REQUIREMENTS

By Shared Spaces

Large Conference Room

- Purpose of Space
 - Large meetings of Staff, Small Committees or Department Heads
 - Could be two (2) small connected conference rooms
- Number of Occupants Suggested Room Size
 - 12 Occupants 200 sf
- Hours of Use
 - All hours the town hall is open and after hours, until as late as 11 PM
 - Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
 - Private room
- FF&E
 - Conference table for 12 – (1)
 - Conference chairs – (12)
 - Public seats – (4 – 6)
- Accessibility/Adjacency
 - Could be anywhere within the building, but if it is open late it should be within the secure zone open to the public
- Acoustics
 - Arrangement of space and sound system should be set up for optimal speaking voice from all parts of the room
- Technology:
 - Conferencing phone for outside call ins
 - LCD projector and screen
 - Room darkening capabilities
 - Live streaming video - This amounts to audio/video equipment mounted in the corners near the ceilings or on the walls. Possible audio equipment may be tabletop.
 - Ability to Skype or Zoom
 - Computer or tablet with app

Small Conference Room

- Purpose of Space
Small meetings of Staff, Committees
- Number of Occupants Suggested Room Size
6 Occupants 120 sf
- Hours of Use
All hours the town hall is open and after hours, until as late as 11 PM
Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
Private room
- FF&E
Conference table for 6 – (1)
Conference chairs – (6)
- Accessibility/Adjacency
Could be anywhere within the building, but if it is open late it should be within the secure zone open to the public
- Acoustics
Arrangement of space and sound system should be set up for optimal speaking voice from all parts of the room
- Technology:
Conferencing phone for outside call ins
LCD projector and screen
Room darkening capabilities
Live streaming video - This amounts to audio/video equipment mounted in the corners near the ceilings or on the walls. Possible audio equipment may be tabletop.
Ability to Skype or Zoom
Computer or tablet with app

Staff Break Room

- Purpose of Space
 - Break room / Kitchen for the staff to use during the day
 - Backup meeting room
- Number of Occupants Suggested Room Size
 - 6-8 Occupants 250 sf
- Hours of Use
 - All hours the town hall is open
 - Monday to Friday 8 AM to 4:30 PM
- Architectural Elements
 - Private room
 - Keypad use
- FF&E
 - Kitchenette (locate so that when the room is being used as a backup meeting room, other staff not in the meeting can still access the kitchenette without disturbing the meeting)
 - Base and wall cabinets
 - Refrigerator* – full size
 - Microwave
 - K-Cup beverage maker
 - Sink
 - Dining table for 6 – (1)
 - Dining chairs – (6)
 - First Aid Station
 - Cot (1) for someone to lay down if temporarily ill
- Accessibility/Adjacency
 - Adjacent to the offices
- Acoustics
 - Private so that noise doesn't travel to the public areas or disturb work areas
- Technology
 - TBD

PROGRAM REQUIREMENTS

Utility

Public Kitchenette

- Purpose of Space:
Kitchenette to serve staff or outside volunteers (such as voting workers) to use when the Town Hall is in use
- Number of Occupants Suggested Room Size
Not applicable 40 SF
- Hours of Use:
All hours the town hall is open
- Space Size:
Counter in a niche of about 8 LF
- Architectural Elements
Handicapped cabinetry
- FF&E
Base and wall cabinets
Refrigerator* – Full size for staff lunches
Microwave
K-Cup beverage maker
Sink
Water cooler or drinking fountain with filtered water and bottle fill
- Accessibility/Adjacency
Adjacent to the spaces it serves
One of the Kitchenettes should be adjacent to the Meeting Hall
- Acoustics
Separated enough from the space it serves so not to disturb meetings
- Technology
TBD

Note: There should be one kitchenette per floor

Bathrooms

Code requirements for a building occupancy of TBD

Male

Female

___ Water Closets

___ Water Closets

___ Urinals

___ Lavatories

___ Lavatories

___ Water Fountains

There will need to be ADA bathrooms on both floors of the building.

Bathroom layouts and quantities will need to be calculated based on the layout and discussions with the Code Enforcement Officer.

Baby changing stations in all bathrooms and all the standard complement of toilet accessories.

Suggested room size: TBD

Entry Vestibules (2)

- Purpose of Space
 - Entry vestibule for the town hall
 - Air lock entry

- Number of Occupants Suggested Room Size
 - Not applicable 84 sf, minimum 7 feet x 12 feet

- Hours of Use
 - All hours the town hall is open / during scheduled meetings

- Architectural Elements
 - Walk off matts (2) or Pedigrid type with recessed drain

- FF&E
 - Not applicable

- Accessibility/Adjacency
 - Adjacent to the Meeting Room
 - Adjacent to the Town Clerk

- Acoustics
 - Not applicable

- Technology
 - Possibly an automatic door opener for ADA access to the outside doors (less than 5 lbs. of pull strength)

Note: There will be two entry vestibules in order to be able to access the Town Hall from the Town Hall parking lot at the First Floor level, or from the Church parking lot to the Second Floor.

Lobby 1

- Purpose of Space
 - Entry vestibule for the town hall on the floor that does not contain the Meeting Room
 - Information dissemination
 - Gathering, queuing up for town services at various departments

 - Number of Occupants Suggested Room Size
 - Not applicable 120 SF

 - Hours of Use
 - All hours the town hall is open / during scheduled meetings

 - Space Size
 - More than just a corridor, but a place that conversations can be held while people can pass.

 - Architectural Elements
 - Durable materials
 - Easy to clean
 - High traffic

 - FF&E
 - Tackboard for announcements – 8 LF
 - Rack for documents
 - Table for Town Reports and Agendas

 - Accessibility/Adjacency
 - Adjacent to the Town Clerk

 - Acoustics
 - Room deadening ceilings to keep conversations from disturbing the work at the Clerk’s office or other town office transaction counters.

 - Technology
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- Note: There are two entry lobbies in order to be able to access the Town Hall from the parking lot at the first floor level, or from the Church parking lot to the second floor.

Lobby 2 – Adjacent to the Meeting Room

- Purpose of Space
 - Used for overflow for well-attended public meetings in the Meeting Room
 - Serves as a welcoming ante-room to the main meeting hall
 - A place for those whose items are not on the agenda can step out for private conversations or wait for their scheduled time

- Number of Occupants Area per Occupant: Minimum area per code:

25 Occupants seated	7 SF/pp	175 SF, varies with room layout
50 Occupants standing room only	3 SF/pp	150 SF

- Hours of Use
 - All hours the town hall is open / during scheduled meetings

- Architectural Elements
 - Durable materials
 - Easy to clean
 - High traffic

- FF&E
 - Seating for 25

- Accessibility/Adjacency
 - Adjacent to the Meeting Room

- Acoustics
 - Room deadening ceilings to keep conversations from disturbing the work in the Meeting Room

- Technology
 - Screen and audio, but not two-way communication

- Note: There are two entry lobbies in order to be able to access the Town Hall from the parking lot at the First Floor level, or from the Church parking lot to the Second Floor.

PROGRAM REQUIREMENTS

Storage

Storage – Attic

The existing attic is not accessible but is useful for archive storage for a number of departments. Not being accessible by vertical access means that staff needs to carry heavy file boxes upstairs (sometimes two levels) to archive. This discourages filing practices and creates physical problems for some. New space should replace this use so that the archive storage is centralized, more convenient to use, and accessible by vertical access and not just stairs.

Storage – Basement

- Purpose of Space
 - Storage for four (4) Departments

- The Program anticipates the following:
 - Prior Town Hall studies have shown that creating a basement under the existing Town Hall is technical infeasible and cost prohibitive;
 - New basement space is less land-consumptive than adding area above-grade;
 - New basement space is usually less costly to build than above-ground space as the cost differential is primarily a change from below-frost footings to a full foundation and slab.
 - Archive storage does not need windows as peopled spaces do;
 - Archive storage can be in a dry and dehumidified space;
 - The size of the addition is predicated on the amount of space needed above for Town Hall functions and the basement can be all or part of that space with the minimum SF area to meet a 10-year need.
 - The basement should be ADA accessible for staff physical safety and convenience;
 - Archives should be split into four rooms that are lockable;
 - One of the Document Storage Rooms is sized based on the Building Inspection Department's sizable current need and doubled and extrapolated to meet their needs 10 years out.
 - Note: taking the Building Inspection Department document storage as an example: if the documents continue to grow at the same rate or more it makes much more sense to have the applicants send digital applications. Since the documents need to be legally stored on site, presumably the capital cost of digitization is much less than continuing to expand in space, not to mention the constraints on expansion space. Perhaps the capital cost of digitization could be carried as a soft cost in this construction project?

PROGRAM REQUIREMENTS

Mechanical

IT Closet

The current IT equipment is located along the wall outside the Town Administrator's Office. The least costly approach to accommodating IT in a protected room (from dust or accidental damage) would be to enclose that area in a closet, rather than move the IT central system location. The IT Closet should be about 6 feet x 8 feet in size and be climate controlled. The goal would be to bring the server here from Public Works where it now resides.

Mechanical Room

Size and location to be determined with the Mechanical Engineers' input. The Town Hall is presently heated with a GeoThermal system. This is fed from wells in the field above the Town Hall. Additions on this side of the building need to be carefully placed to avoid the main feed to the building.

Sprinkler Entrance Room

Size and location to be determined with the Mechanical Engineers' input.

Elevator Machine Room

Size and location to be determined with the elevator manufacturer.

Electric Room

Size and location to be determined with the Electrical Engineers' input.

Emergency Generator

Size and location to be determined with the Electrical Engineers' input. The emergency generator should be designed to handle heat and air conditioning (if applicable), the computer server(s) and system technologies, the security system and a string of lights for egress safety.

PROGRAM REQUIREMENTS

Other Considerations

General

- All public interface counters shall be at the ADA level or as two-level to allow for standing and ADA height.

After-Hours Accessed Spaces

- Should there be a separate entrance to the main meeting room?
- Other spaces that need to be accessed by the public and staff after-hours include:
 - o Bathrooms
 - o Water cooler/drinking fountain
 - o Kitchenette
- How to treat the security of office spaces and files?
 - o Office spaces should have lockable doors that are locked during specific hours
 - o Keypad codes for committees have been discussed as preferable to keys as they can be periodically changed and monitored to see who has accessed the building.

Security

- For Staff during working hours
 - o Bulletproof glass (TBC)
 - o Panic button at desks (All currently have)
 - o Second way out of each room with public counter
 - o Keyed or keypad access before and after opening hours
 - o Remote locking of the exterior doors to immediately restrict outside access when lockdown needed
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- For Public
 - o Lighting for after hours
 - o Motion detection lighting
 - o Emergency police call stations (blue light) for parking lots, pathways and new entries on both levels
 - o Shoveling and ice removal on pathways, especially if the church lot is used as overflow
 - o Consider all of the ADA parking spaces located on the lower level parking lot
- For Other
 - o Security System for building
 - o Alarms on mechanical equipment