

## Town Hall Space Need Summary

|                      | NSF     | GSF*    |
|----------------------|---------|---------|
| Existing Space       | 9,107   | 14,971  |
| Program Guideline    | 13,851  | 23,547  |
| Space Need (deficit) | (4,744) | (8,576) |

\* Assume 1.7 gross factor for proposed program

| Description  | Space Req'd. | Existing SF  | Deficit/Surplus |
|--|--------------|--------------|-----------------|
| <b>Executive Group</b>                                 | <b>5,575</b> | <b>3,450</b> | <b>(2,125)</b>  |
| Mayor  | 449          | 377          | -72             |
| Finance  | 384          | 347          | -37             |
| MIS  | 344          | 341          | -3              |
| Tax Assessor   | 344          | 630          | 286             |
| Tax Collector  | 344          | 432          | 88              |
| Treasurer/Town Council                                 | 1,544        | 1323         | -221            |
| Shared/General Space                                   | 2,166        |              | -2166           |
| <b>Community Development Group</b>                     | <b>3,100</b> | <b>1,246</b> | <b>(1,854)</b>  |
| Building & Zoning                                      | 688          | 612          | -76             |
| DPW  | 264          | 200          | -64             |
| Planning   | 424          | 319          | -105            |
| Wetlands   | 224          | 115          | -109            |
| Shared/General Space                                   | 1,500        |              | -1500           |
| <b>Service Group</b>                                   | <b>5176</b>  | <b>3299</b>  | <b>-1877</b>    |
| Administration   |              | 294          | 294             |
| Human Resources  | 344          | 176          | -168            |
| Register of Voters                                     | 464          | 125          | -339            |
| Social Services  | 664          | 1,030        | 366             |
| Town Clerk   | 1,740        | 742          | -998            |
| Visiting Nurses Assoc.                                 | 664          | 932          | 268             |
| Shared/General Space                                   | 1,300        |              | -1300           |
| <b>NSF Grand Total</b>                                 |              |              | <b>13,851</b>   |
| <b>Calculated GSF (at factor of 1.7)</b>               |              |              | <b>23,547</b>   |
| <b>Existing GSF*</b>                                   |              |              | <b>14,971</b>   |
| <b>Needed Additional GSF (= Calculated - Existing)</b> |              |              | <b>8,576</b>    |
| <b>New Building Recommended GSF</b>                    |              |              | <b>23,547</b>   |
| <b>Building Addition Recommended GSF</b>               |              |              | <b>11,166</b>   |
| <b>Additional GSF (Storage)</b>                        |              |              | <b>4,300</b>    |
| Fire House   |              |              | 4,300           |
| DPW Garage   |              |              |                 |

\*Includes main Town Hall Building (12,381 SF), Annex (2,250 SF) and DPW office in Garage (340 SF).

|                         |                 |
|-------------------------|-----------------|
| <b>Department:</b>      | Executive Group |
| <b>Full-time staff:</b> | 12              |
| <b>Part-time staff:</b> | 1               |
| <b>Future hires:</b>    |                 |

| Description                   | Preferred Program | Guideline SF | Space Req'd. | Existing SF  | Deficit/Surplus |
|-------------------------------|-------------------|--------------|--------------|--------------|-----------------|
| <b>Office Spaces</b>          |                   |              |              |              |                 |
| Enclosed Executive Offices    | 1                 | 225          | 225          |              |                 |
| Enclosed Large Offices        |                   | 150          | -            |              |                 |
| Enclosed Small Offices        | 6                 | 120          | 720          |              |                 |
| Open Large Office             |                   | 140          | -            |              |                 |
| Open Small Office             |                   | 100          | -            |              |                 |
| Open Workstations             | 5                 | 80           | 400          |              |                 |
| Reception Desk                | 1                 | 80           | 80           |              |                 |
| <b>Total</b>                  |                   |              | <b>1,425</b> | <b>3,450</b> |                 |
| <b>Support Spaces</b>         |                   |              |              |              |                 |
| Reception Seating             | 1                 | 200          | 200          |              |                 |
| Conference Large              | 1                 | 600          | 600          |              |                 |
| Conference Small              | 1                 | 150          | 150          |              |                 |
| Informal Breakout Centers     | 1                 | 80           | 80           |              |                 |
| Printer/Copier/Fax Center     | 1                 | 60           | 60           |              |                 |
| Break Room Service Unit       | 1                 | 340          | 340          |              |                 |
| Information Reference Centers |                   | 150          | -            |              |                 |
| Supply Room                   | 1                 | 40           | 40           |              |                 |
| Work Room                     | 1                 | 200          | 200          |              |                 |
| File Area                     | 6                 | 144          | 864          |              |                 |
| Documents Room                | 1                 | 240          | 240          |              |                 |
| Server Room                   | 1                 | 176          | 176          |              |                 |
| Council Chambers              | 1                 | 1,200        | 1,200        |              |                 |
| <b>Total</b>                  |                   |              | <b>4,150</b> |              |                 |
| <b>Group NSF Total</b>        |                   |              | <b>5,575</b> | <b>3,450</b> | <b>(2,125)</b>  |

| Departments            |
|------------------------|
| Finance                |
| Mayor                  |
| MIS                    |
| Tax Assessor           |
| Tax Collector          |
| Treasurer/Town Council |

|                         |                             |
|-------------------------|-----------------------------|
| <b>Department:</b>      | Community Development Group |
| <b>Full-time staff:</b> | 7                           |
| <b>Part-time staff:</b> | 1                           |
| <b>Future hires:</b>    | 1                           |

| Description                   | Preferred Program | Guideline SF | Space Req'd. | Existing SF  | Deficit/Surplus |
|-------------------------------|-------------------|--------------|--------------|--------------|-----------------|
| <b>Office Spaces</b>          |                   |              |              |              |                 |
| Enclosed Executive Offices    |                   | 225          | -            |              |                 |
| Enclosed Large Offices        |                   | 150          | -            |              |                 |
| Enclosed Small Offices        | 4                 | 120          | 480          |              |                 |
| Open Large Office             |                   | 140          | -            |              |                 |
| Open Small Office             |                   | 100          | -            |              |                 |
| Open Workstations             | 5                 | 80           | 400          |              |                 |
| Reception Desk                | 1                 | 80           | 80           |              |                 |
| <b>Total</b>                  |                   |              | <b>960</b>   | <b>1,246</b> |                 |
| <b>Support Spaces</b>         |                   |              |              |              |                 |
| Reception Seating             |                   | 200          | -            |              |                 |
| Conference Large              | 1                 | 600          | 600          |              |                 |
| Conference Small              | 1                 | 150          | 150          |              |                 |
| Informal Breakout Centers     | 1                 | 80           | 80           |              |                 |
| Printer/Copier/Fax Center     | 1                 | 60           | 60           |              |                 |
| Break Room Service Unit       | 1                 | 340          | 340          |              |                 |
| Information Reference Centers | 1                 | 150          | 150          |              |                 |
| Supply Room                   | 1                 | 40           | 40           |              |                 |
| Work Room                     |                   | 200          | -            |              |                 |
| File Area                     | 5                 | 144          | 720          |              |                 |
| Documents Room                |                   | 240          | -            |              |                 |
| Server Room                   |                   | 176          | -            |              |                 |
| <b>Total</b>                  |                   |              | <b>2,140</b> |              |                 |
| <b>Group NSF Total</b>        |                   |              | <b>3,100</b> | <b>1,246</b> | <b>(1,854)</b>  |

| Departments       |
|-------------------|
| Building & Zoning |
| DPW               |
| Planning          |
| Wetlands          |

|                         |                |
|-------------------------|----------------|
| <b>Department:</b>      | Services Group |
| <b>Full-time staff:</b> | 13             |
| <b>Part-time staff:</b> | 2              |
| <b>Future hires:</b>    | 1              |

| Description                   | Preferred Program | Guideline SF | Space Req'd. | Existing SF  | Deficit/Surplus |
|-------------------------------|-------------------|--------------|--------------|--------------|-----------------|
| <b>Office Spaces</b>          |                   |              |              |              |                 |
| Enclosed Executive Offices    |                   | 225          | -            |              |                 |
| Enclosed Large Offices        |                   | 150          | -            |              |                 |
| Enclosed Small Offices        | 10                | 120          | 1,200        |              |                 |
| Open Large Office             |                   | 140          | -            |              |                 |
| Open Small Office             |                   | 100          | -            |              |                 |
| Open Workstations             | 7                 | 80           | 560          |              |                 |
| Reception Desk                | 1                 | 80           | 80           |              |                 |
| <b>Total</b>                  |                   |              | <b>1,840</b> | <b>3,299</b> |                 |
| <b>Support Spaces</b>         |                   |              |              |              |                 |
| Reception Seating             |                   | 200          | -            |              |                 |
| Conference Large              |                   | 600          | -            |              |                 |
| Conference Small              | 1                 | 150          | 150          |              |                 |
| Informal Breakout Centers     | 1                 | 80           | 80           |              |                 |
| Printer/Copier/Fax Center     | 1                 | 60           | 60           |              |                 |
| Break Room Service Unit       | 1                 | 340          | 340          |              |                 |
| Information Reference Centers | 1                 | 150          | 150          |              |                 |
| Supply Room                   | 1                 | 40           | 40           |              |                 |
| Work Room                     | 1                 | 200          | 200          |              |                 |
| File Area                     | 4                 | 144          | 576          |              |                 |
| Documents Room                | 1                 | 240          | 240          |              |                 |
| Server Room                   |                   | 176          | -            |              |                 |
| Vault                         | 1                 | 1,500        | 1,500        | 1,051        |                 |
| <b>Total</b>                  |                   |              | <b>3,336</b> |              |                 |
| <b>Group NSF Total</b>        |                   |              | <b>5,176</b> | <b>3,299</b> | <b>(1,877)</b>  |

**Departments**

- Administration
- Human Resources
- Register of Voters
- Social Services
- Town Clerk
- Visiting Nurses Assoc.