

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
Executive Group	5,575	3,450	(2,125)
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
Community Development Group	3,100	1,246	(1,854)
Building & Zoning	688	612	-76
DPW	264	200	-64
Planning	424	319	-105
Wetlands	224	115	-109
Shared/General Space	1,500		-1500
Service Group	5176	3299	-1877
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
NSF Grand Total			13,851
Calculated GSF (at factor of 1.7)			23,547
Existing GSF*			14,971
Needed Additional GSF (= Calculated - Existing)			8,576
New Building Recommended GSF			23,547
Building Addition Recommended GSF			11,166
Additional GSF (Storage)			4,300
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).

Department:	Executive Group
Full-time staff:	12
Part-time staff:	1
Future hires:	

Description	Preferred Program	Guideline SF	Space Req'd.	Existing SF	Deficit/Surplus
Office Spaces					
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		
Total			1,425	3,450	
Support Spaces					
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		
Total			4,150		
Group NSF Total			5,575	3,450	(2,125)

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

Department:	Community Development Group
Full-time staff:	7
Part-time staff:	1
Future hires:	1

Description	Preferred Program	Guideline SF	Space Req'd.	Existing SF	Deficit/Surplus
Office Spaces					
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		
Total			960	1,246	
Support Spaces					
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	-		
Total			2,140		
Group NSF Total			3,100	1,246	(1,854)

Departments
Building & Zoning
DPW
Planning
Wetlands

Department:	Services Group
Full-time staff:	13
Part-time staff:	2
Future hires:	1

Description	Preferred Program	Guideline SF	Space Req'd.	Existing SF	Deficit/Surplus
Office Spaces					
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		
Total			1,840	3,299	
Support Spaces					
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	
Total			3,336		
Group NSF Total			5,176	3,299	(1,877)

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