

SUMMARY OF SPACES

11/9/2015

1



DEPARTMENT:	CURRENT SIZE:	PROGRAM SIZE:	MODIFICATION #1
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Tax Assessor			
Tax Assessor	90	100	100
Assistant	90	100	100
File/Storage	0	50	
	180	250	200

Finance/Tax			
Chief Financial Officer	100	110	110
Tax Clerks (2)	200	200	200
Tax Collector	100	100	100
Conference Room	200	200	200
Transaction Counter	200	300	100
Cashiers Office	0	150	150
File/Storage	0	100	
	800	1160	860

Recreation			
Recreation Director	100	120	120
Staff Workstation	80	90	90
Recreation Storage	0	600	400
	180	810	610

Council Chambers			
Council Chamber/Courtroom	1000	1000	1200
Court Administrator	25	250	250
Executive Conference Room	220	300	300
File/Storage	0	50	
Prosecutors Office	0	50	50
Defenders Office	0	50	50
Lobby Entry	36	200	200
	1281	1900	2050

Toilets			
Public Toilets (s)	330	440	440
Staff Toilets (s)	0	440	440
	330	880	880

Construction Office			
Construction Secretary	110	110	110
Construction Official	100	100	100
Sub-Code Officials	0	100	
File/Storage	0	100	
Planning & Zoning Office	90	200	200
Transaction Counter	0	50	50
	300	660	460

SUMMARY OF SPACES

11/9/2015

2



DEPARTMENT:	CURRENT SIZE:	PROPOSED SIZE:	MODIFICATION #1
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General Office

Receptionist	90	100	100
Support Staff	90	100	100
Septic Files	90	100	100
Transaction Counter	80	100	100
Tax Map Review	25	50	50
Waiting Area	50	100	100
	425	550	550

Town Clerk

Town Clerk	210	225	225
File/Storage	0	50	
Deputy Manager's Office	210	225	225
	420	500	450

Mail/Postage/Copy Room

Mail/Postage/Copy Room	0	150	150
Copy Storage Room	0	50	50
	0	200	200

Town Manager

Town Manager	210	225	225
File/Storage	0	50	
Manager's Receptionist	110	110	
	320	385	225

Department of Public Works

DPW Office	300	350	350
Break/Shower/Locker Area	1200	1200 (Renovate)	
File/Storage	0	50	
	1500	1600	350

Break/Lunch/Kitchenette

Break/Lunch/Kitchenette	240	400	400
Break Storage	0	50	
	240	450	400

Fitness Center **Eliminated**

Fitness Center	0	600	
Men's Toilet & Shower	0	150	
Women's Toilet & Shower	0	150	
	0	900	

Entry/Lobby/Vestible

Entry Lobby	109	250	250
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DEPARTMENT:	CURRENT SIZE:	PROPOSED SIZE:	MODIFICATION #1
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Police Department

Lobby/Entry	48	100	100
Police Chief	135	150	135
Receptionist	180	200	200
Patrol Room	180	200	200
Sergeants Room	110	200	200
Lieutenant's Room	132	200	150
Detective's Room	0	200	110
Adult Holding/Interview	0	65	65
Juvenile Holding/Interview	0	65	65
Processing Room	150	150	120
Salleyport	0	350	350
Crime Lab	83	150	120
Evidence Room	110	200	150
Armory	0	150	120
Central Records Storage	80	150	150
Property Room	0	60	60
Conference/Operations	200	600	400
Men's Locker Room	380	400	400
Men's Toilet/Shower	71	250	250
Women's Locker Room	0	100	100
Women's Toilet/Shower	68	150	150
Public Toilet	30	65	65
	1957	4155	3660

Utility Spaces

Long Term File Storage	250	800	800
Server Room	0	100	100
Custodians Closet	100	200	200
Mechanical Rooms	100	300	300
	450	1400	1400

Existing Building	10,827
Existing DPW Office	300
Existing DPW Break	1,200
TOTAL Existing	12,327

TOTAL

Existing Building		Original Program		Modification #1 Total	
Net Subtotal=	8,492	Subtotal=	16,050	Subtotal=	12,545
Cir. Factor (.275%)	2,335	CF (.275%)	4,414	CF (3%)	3,764
EB	10,827	OP	20,464	Mod 1	16,309