

DATE: 8/10/12

SUBJECT: Town Hall Interview for Space Requirements

Present: Rhea Taylor, Bruce Nixon

Rhea and I meet with Christie LaPlante and Denise French in an attempt to understand the space requirements within the Town Hall. What follows are those requirements, some areas are approximates:

Town Administrator:

Current office space is 10' x 12'. However, this office is shared with town Welfare Administrator on an as needed bases and 4 x 10 feet is taken up by an isle leading to the conference room and an additional side exit. A 10' x 12' unencumbered office is acceptable.

Tax Collector:

Current work space of 8' x 10' plus the 4' x 8' Selectmen's table and 35 feet of shelves and files cabinets in addition to a 4' x 4' safe and three 4' x 5' map files. A 10' x 12' work area with appropriate file space is sufficient.

Town Clerk (2):

Current workspace of 12' x 18' with an entrance from the lobby with an Isle running through area leading into main Town Hall work areas. An area the size of the conference room, 12' x 28', would adequately accommodate all requirements.

Back Up/Part Time: 8' x 12' shared space.

Selectmen:

Currently meet around a 3' x 8' table with an additional row of folding chairs to accommodate the public. An area of 14' x 18' would be sufficient in most cases.

Side Entrance Lobby: 11' x 14'

Public Restroom: 5' x 6' located off the side entrance lobby.

Heater Room: 5' x 6' located off the side entrance lobby.

Police Waiting Area: 6' x 12' located off the side entrance lobby.

Front Entrance Lobby: 10' x 16' with a 5' x 6' area leading to the basement stairway.

"Employee" Restroom: 7' x 11' located off the front entrance lobby

Janitorial and supply storage closet: 5' x 11' located adjacent to the "employee" restroom and accessed through that restroom.