



HARRIMAN

## AGENDA

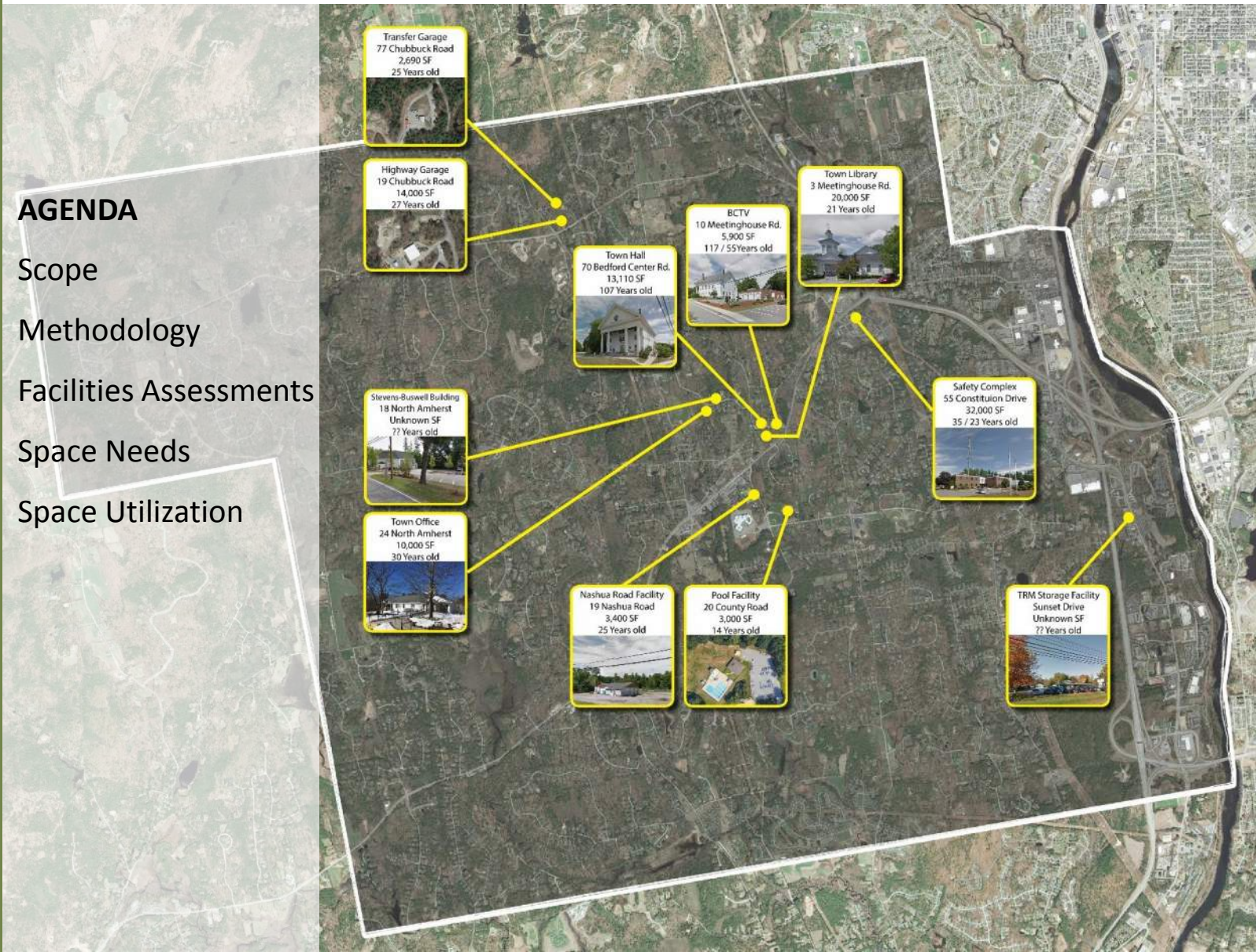
Scope

Methodology

Facilities Assessments

Space Needs

Space Utilization

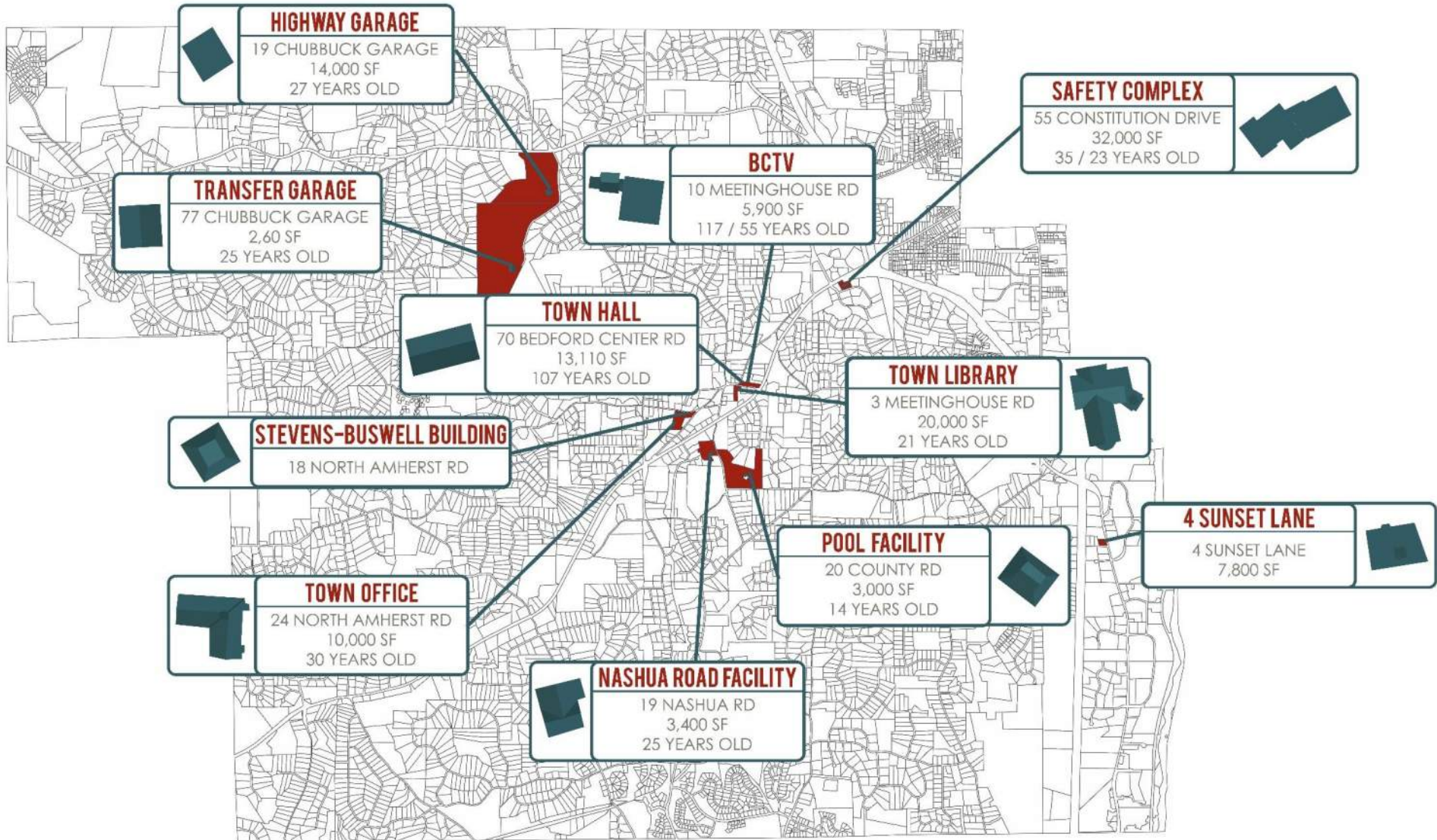


## TOWN OF BEDFORD

Facilities Masterplan

18 July 2018





## Town Facilities for this study includes the following facilities and locations:

### Town Hall

- Bedford Town Hall – 70 Bedford Center Road

### Municipal Offices

- Bedford Town Office – 24 North Amherst Road (main building only).

### Public Meeting Room

- BCTV – 10 Meetinghouse Road

### Public Works

- Highway Garage – 19 Chubbuck Road
- Transfer Station – 77 Chubbuck Road

### Library

- Town Library – 3 Meetinghouse Road

### Public Safety

- Bedford Safety Complex – 55 Constitution Drive

### Storage, Maintenance, and Services

- Nashua Road Facility (old Highway Garage) – 19 Nashua Road
- TRM Storage Building – Leased space on Sunset Drive

### Pools / Bath House

- Bedford Pool Facility – 20 County Road

### Community Center

- Stevens-Buswell Building – 18 North Amherst Road

HIGHWAY GARAGE

27 YEARS OLD

TRANSFER GARAGE

25 YEARS OLD

TOWN HALL

13,110 SF

107 YEARS OLD

BCTV

10 MEETINGHOUSE RD

5,900 SF

SAFETY COMPLEX

55 CONSTITUTION DRIVE

32,000 SF

35 / 23 YEARS OLD

TOWN LIBRARY

3 MEETINGHOUSE RD

20,000 SF

21 YEARS OLD

POOL FACILITY

20 COUNTY RD

3,000 SF

14 YEARS OLD

4 SUNSET LANE

4 SUNSET LANE

7,800 SF

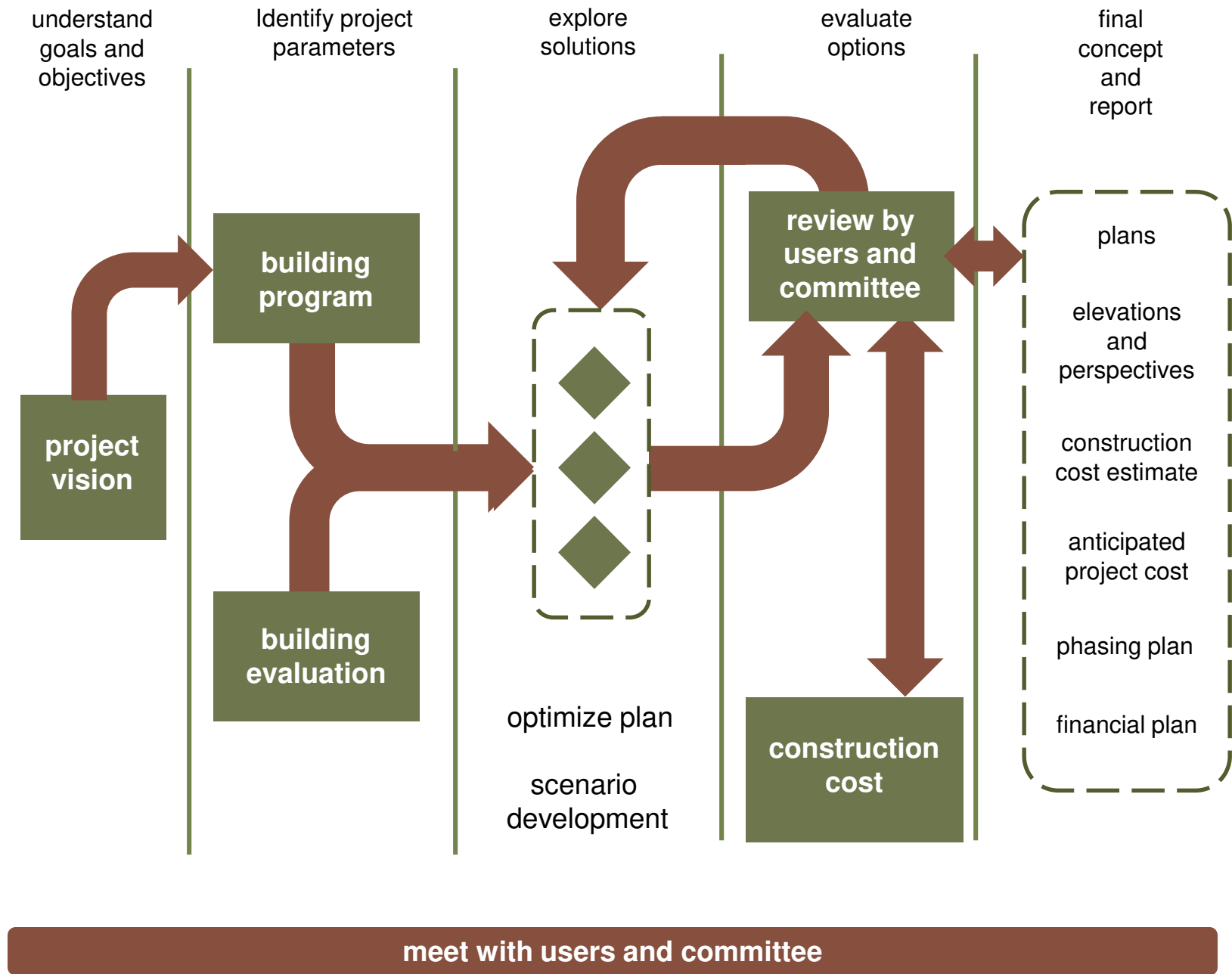
NASHUA ROAD FACILITY

## **Develop a plan that will identify short and long term improvements which will achieve the following objectives:**

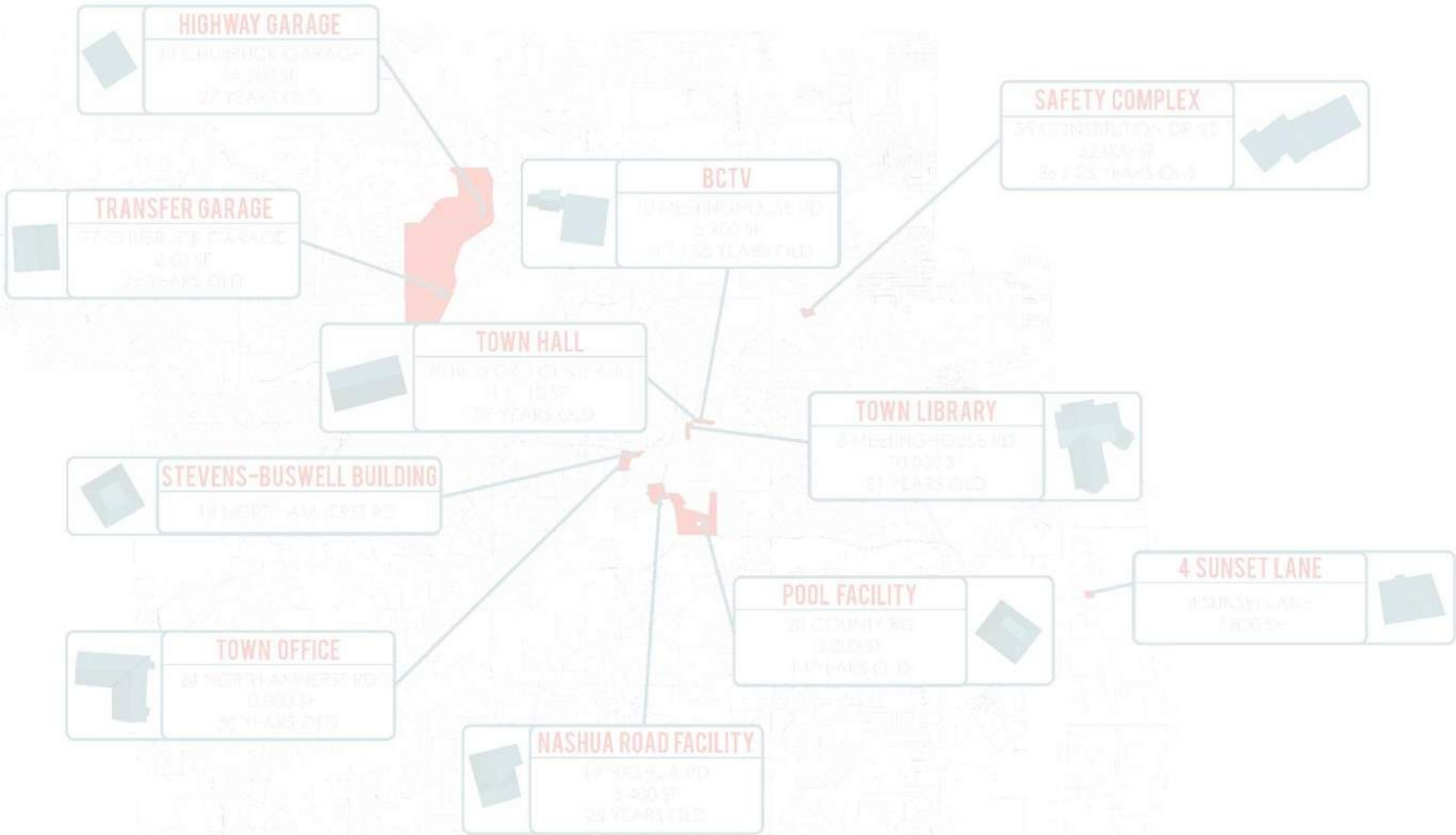
1. Develop Space Needs Analysis
2. Evaluate services for feasibility of combining or co-locating
3. Evaluate the physical location of town facilities for highest and best use
4. Evaluate public safety location and plan
5. Evaluate safety and security needs
6. Evaluate potential for leased space or other options
7. Evaluate feasibility and provide cost analysis as well as cost benefit analysis.
8. Develop a phasing and implementation plan.

### **Evaluation at Three Scales**

- PROGRAM
- FACILITY
- TOWN



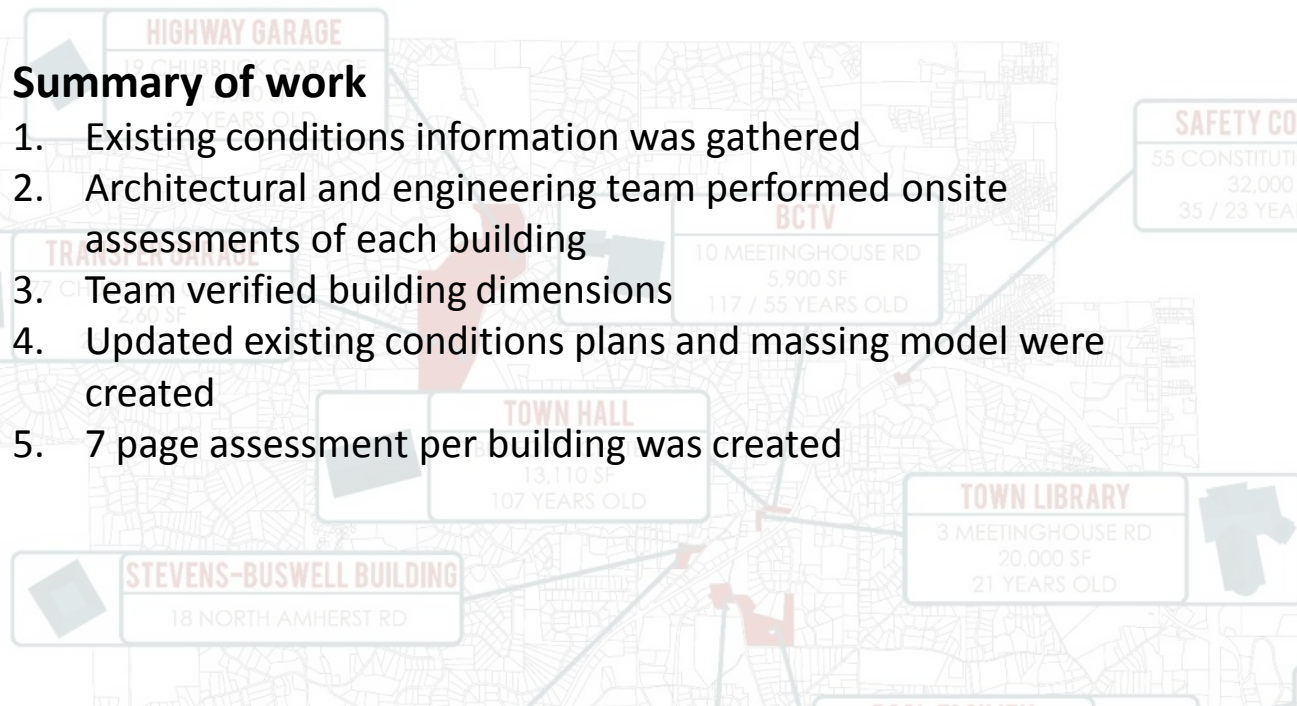




# FACILITY ASSESSMENTS

### Summary of work

1. Existing conditions information was gathered
2. Architectural and engineering team performed onsite assessments of each building
3. Team verified building dimensions
4. Updated existing conditions plans and massing model were created
5. 7 page assessment per building was created



Key Noted Site Plan: See 'Site Issues, Needs, and Observations'



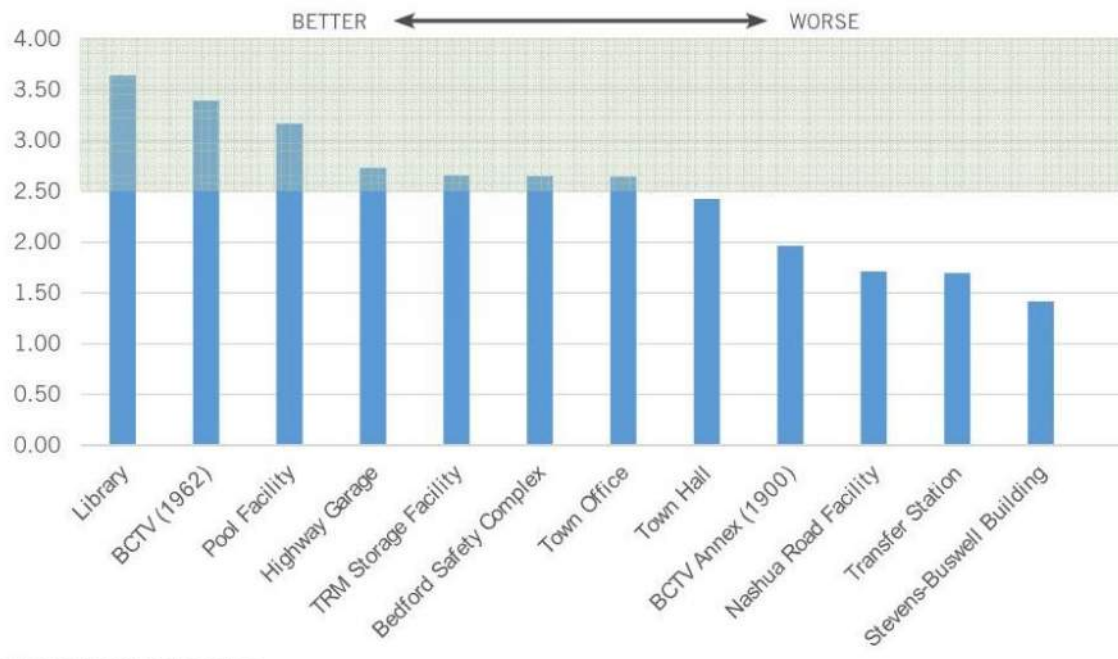
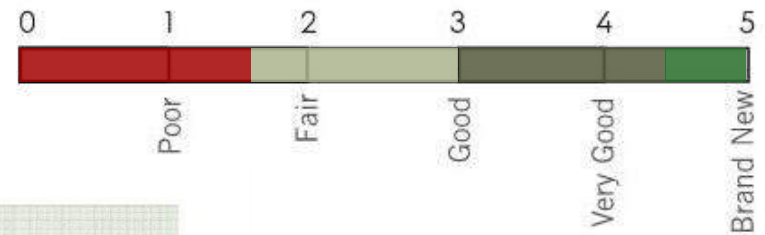
3D MODEL VIEW



## Review Categories

1. Site issues, needs, and observations
2. Exposed building structure
3. Exterior building envelope
4. Life Safety
5. Interior finish conditions
6. Electrical systems
7. Lighting systems
8. Mechanical systems
9. Plumbing systems

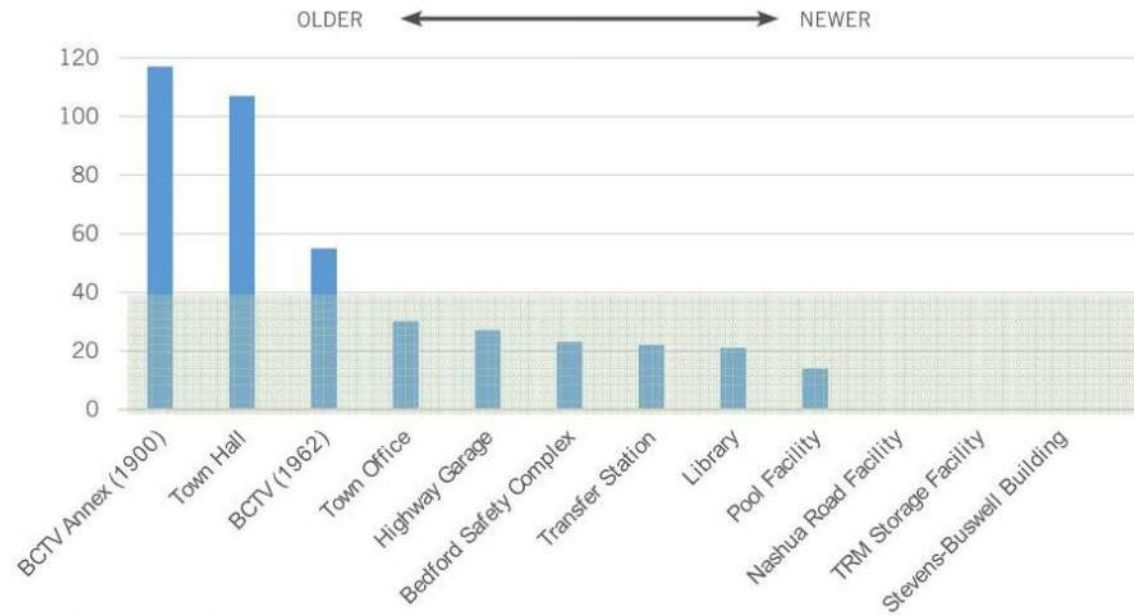
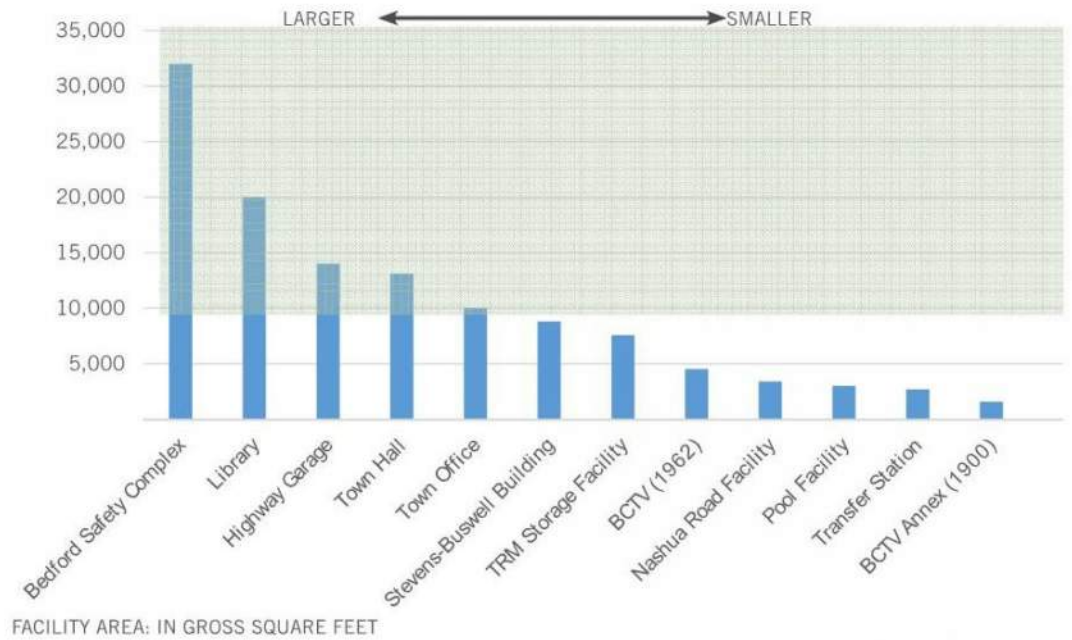
<b>Address</b>	Street Address of Facility
<b>Site Size</b>	Size in Acres
<b>Year Constructed</b>	Date
<b>Use</b>	Primary Use(s) of Facility
<b>Building GSF</b>	Size in Gross Square Feet
<b>Number of Floors</b>	Including Basements
<b>Construction type</b>	Primary Structural System
<b>Average Facility Rating (Scale of 0-5)</b>	Average of all scores
<b>Overall Condition Rating</b>	Poor, Fair, Good, V-Good



AVERAGE FACILITY RATING



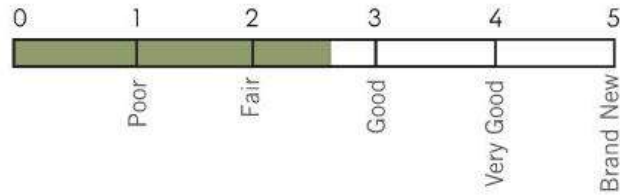
# FACILITY ASSESSMENT



# A. 4 SUNSET LANE



Address	4 Sunset Ln.
Site Size	2 Acres
Year Constructed	1999
Use	Office / Manufacturing
Building GSF	7,810
Number of Floors	1
Construction type	Steel
Overall Average Rating (scale of 0-5)	2.66
Overall Condition Rating	Fair-Good



## Observations and Deficiencies Summary

Site access is very good for a potential fire substation although the S. River Rd intersection should be signalized

Utilities include public water and sewer

Recent upgrades include fit up work for the lease use and significant electrical improvements

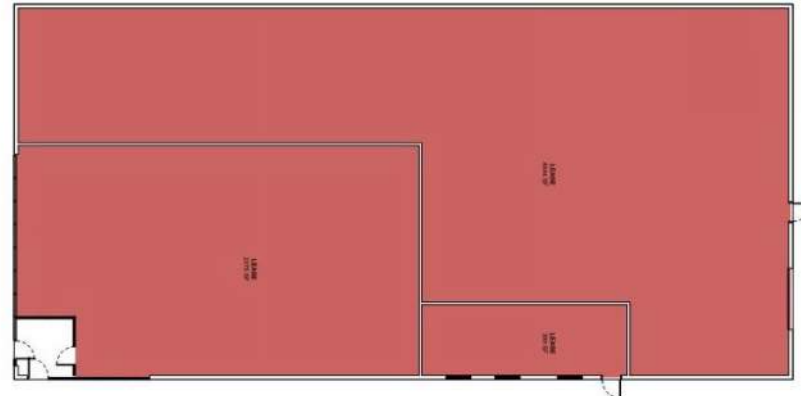
Pre-manufactured steel structure appears to be in very good condition

Exterior siding and storefront are in good condition

Most/all interior finishes would need to be replaced for a major renovation

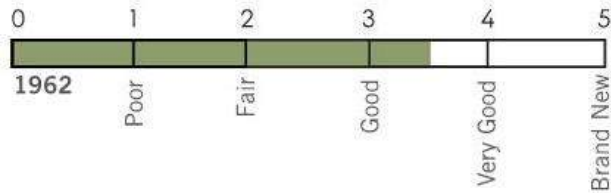
It is unclear if the existing building is truly suitable for use as a fire substation

Building is not sprinklered and fire alarm strobes need to be added for better coverage





**Address** 10 Meetinghouse Rd  
**Site Size** 2.96 Acres  
**Year Constructed** 1900 / 1962  
**Use** Office  
**Building GSF** 6,909 (5,088 / 1,820)  
**Number of Floors** 1 (1 + Mezzanine)  
**Construction type** Wood / CMU & Steel  
**Overall Average Rating** 1.96 / 3.39  
**(Scale of 0-5)**  
**Overall Condition Rating** Poor-Fair / Good - Very Good



## Observations and Deficiencies Summary

Building is located in the center of the historic village

Limited parking is insufficient for accommodating public meetings and is shared with Town Hall

Recent upgrades include interior finishes in the BCTV building

Annex structure is bowed and requires additional reinforcing

Exterior

Most interior finishes are in need of repair or replacement

Building is not sprinklered and fire alarm strobes need to be added for better coverage







Address	10 Meetinghouse Rd
Site Size	2.96 Acres
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Overall Condition Rating	Poor-Fair / Good - Very Good



## Observations and Deficiencies Summary

Building is located in the center of the historic village

Limited parking is insufficient for accommodating public meetings and is shared with Town Hall

Recent upgrades include steel reinforcement to the Annex building

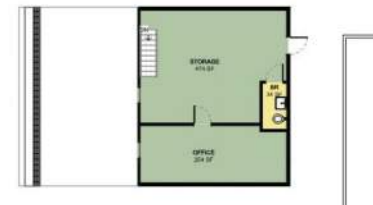
Wood structure is bowed and requires additional reinforcing

Exterior shows minor signs of rot and windows should be re-glazed or replaced; siding and roof are in good condition

Interior is not finished in most areas

Interior accessibility improvements are needed for ADA compliance including an stair and possible lift if second floor becomes occupied

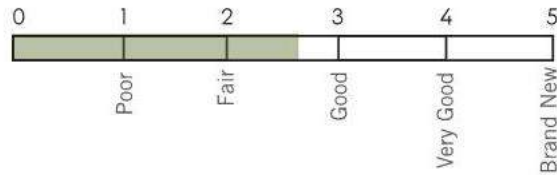
Building is not sprinklered and fire alarm system needs to be improved



# C. HIGHWAY GARAGE



Address	19 Chubbuck Rd
Site Size	61.26 Acres
Year Constructed	1990
Use	Office/Storage
Building GSF	13,828
Number of Floors	1 (1 + Mezzanine)
Construction type	Pre-engineered Steel/Wood
Overall Average Rating (Scale of 0-5)	2.73
Overall Condition Rating	Fair - Good



## Observations and Deficiencies Summary

Site access and circulation is good for fleet

Improve visitor and staff parking / circulation

Recent upgrades include roof repairs and new carbon monoxide exhaust system

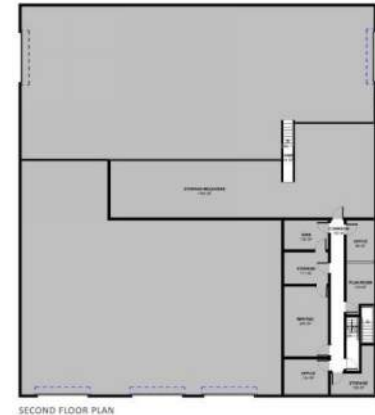
Pre-manufactured steel structure appears to be in good condition

Exterior siding, doors, and canopies are generally in need of repair

Most interior finishes are in need of repair or replacement

Interior accessibility improvements are needed for ADA compliance including an enclosed second stair and elevator or lift

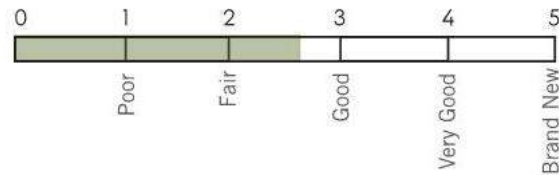
Building is not sprinklered and fire alarm strobes need to be added for better coverage







Address	19 Chubbuck Rd
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Construction type	Pre-engineered Steel/Wood
Overall Average Rating (Scale of 0-5)	2.73
Overall Condition Rating	Fair - Good



## Observations and Deficiencies Summary

Site access and circulation is tight, book return creates a choke point at entry

Proposed parking expansion will be an improvement

Recent upgrades include geothermal system

Visible structure appears to be in good condition

Exterior veneer, siding, doors, and canopies are well maintained and are generally in good condition

Most interior finishes are in fair to good condition but are heavily used and require replacement in some areas

Interior accessibility is good although communicating stair is narrow

Drainage from lower level plumbing to septic is a problem but most systems are in good condition

Building is fully sprinklered and fire alarm system appears to meet requirements

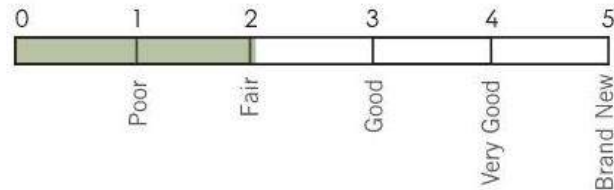




# E. NASHUA ROAD FACILITY



**Address** 19 Nashua Rd  
**Site Size** 7.70 Acres  
**Year Constructed** -  
**Use** Storage  
**Building GSF** 3,736  
**Number of Floors** -  
**Construction type** CMU/Wood  
**Overall Average Rating** 1.71  
(Scale of 0-5)  
**Overall Condition Rating** Poor - Fair



## Observations and Deficiencies Summary

Site access is convenient to service and access central Bedford facilities but is remote from the Highway Garage

Awkward adjacency to parking for fields

Recent upgrades include site improvements

Wood structure appears to be in fair condition and cracking was observed in several locations of the CMU exterior walls

Exterior siding, doors, and canopies are generally in need of repair

Most interior finishes have not been maintained due to the unoccupied storage use of the facility

There is a portable toilet outside the building, there is no working indoor toilet.

Building is not sprinklered and does not have a fire alarm system



# F. POOL FACILITY



Address	20 County Rd
Site Size	29.57 Acres
Year Constructed	2003
Use	Office/Storage
Building GSF	3,000
Number of Floors	1
Construction Type	CMU
Overall Average Rating (Scale of 0-5)	3.17
Overall Condition Rating	Good - Very Good

0      1      2      3      4      5

Poor      Fair      Good      Very Good      Brand New

## Observations and Deficiencies Summary

Site access and parking are adequate

Recent upgrades include improvements to the mechanical system which is in good condition and LED lighting in the parking lot

Visible structure appeared to be in fair to good condition and minor cracks were observed in the CMU exterior walls

Exterior siding, doors, and trim is in need of repair and/or repainting

Interior finishes are in good condition but flooring is very worn and service areas are mostly unfinished

Interior accessibility is good but there are missing ADA compliance items in a few locations

Building is not sprinklered and fire alarm system appears to be adequate



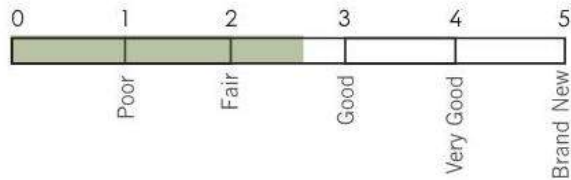




Address 55 Constitution Dr  
 Site Size 2.31 Acres  
 Year Constructed 1982/1994  
 Use Office/Storage  
 Building GSF 34,972  
 Number of Floors 2  
 Construction type Steel Frame w/ Brick Veneer/CMU

Overall Average Rating (Scale of 0-5) 2.65

Overall Condition Rating Fair-Good



Observations and Deficiencies Summary

Site access and congested circulation are not suited for a public safety building

Secure separation of visitor and fleet vehicles is needed

Recent upgrades include roof repairs, electrical service entrance, and LED lighting

Structural steel appears to be in good condition but some corrosion was observed in the apparatus bay

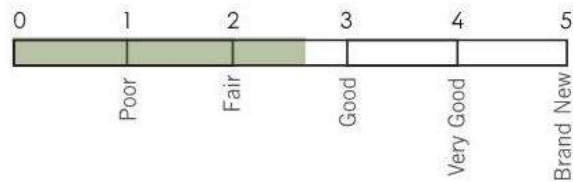






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 Year Constructed 1982/1994  
 Use Office/Storage  
 Building GSF 34,972  
 Number of Floors 2  
 Construction type Steel Frame w/ Brick Veneer/CMU

Overall Average Rating 2.65 (Scale of 0-5)  
 Overall Condition Rating Fair-Good



Observations and Deficiencies Summary

Exterior envelope in original building is in good condition but new CMU envelope does not provide appropriate thermal and moisture barriers

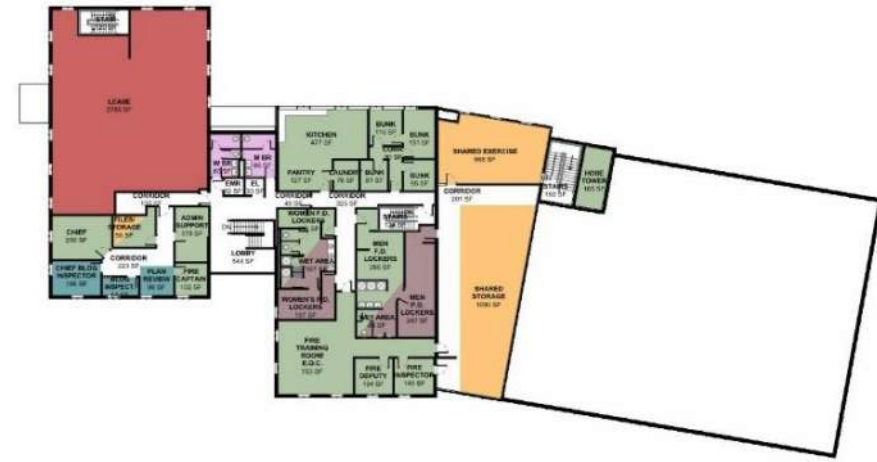
Most interior finishes are typically in need of repair or replacement

Interior accessibility improvements are needed for ADA compliance including improved stair, elevator, and door approach clearances

Building is sprinklered but fire alarm system requires improvement

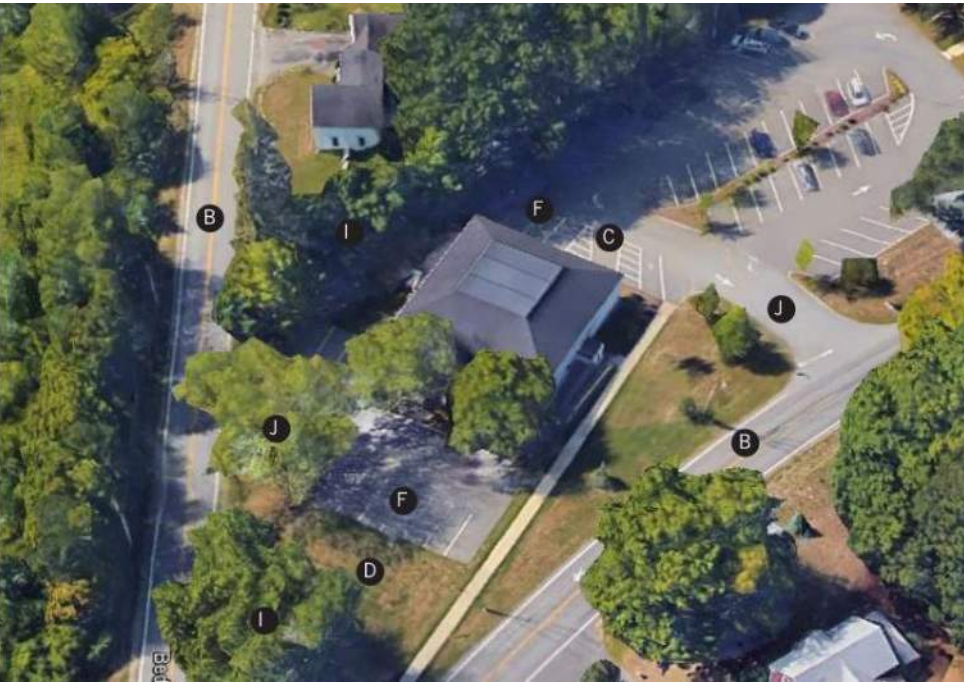
Improvements needed for HVAC throughout including HEPA filtration in police area and improved ventilation throughout building

Electrical and communications systems are not secured or properly separated and should be improved





Address	18 North A
Site Size	1.20 Acres
Year Constructed	1921 / 193
Use	Office
Building GSF	7,692
Number of Floors	2 (1+B)
Construction type	Wood
Overall Average Rating (Scale of 0-5)	1.42
Overall Condition Rating	N/A



### Observations and Deficiencies Summary

Site access and circulation is good

Unable to determine parking adequacy due to undefined building use

Building is under current renovation

Wood structure was partially exposed and appears to be in good condition

Exterior siding is generally in good condition

Interior finishes were not complete at time of assessment

Major building systems were not complete at time of assessment

Life safety systems were not complete at time of assessment

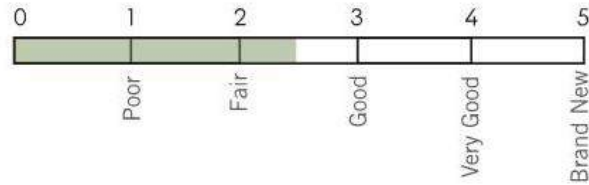




# I. TOWN HALL



Address	70 Bedford Center Rd
Site Size	2.96 Acres
Year Constructed	1910
Use	Assembly
Building GSF	13,271
Number of Floors	2 + Mezzanine
Construction type	Wood
Overall Average Rating (Scale of 0-5)	2.43
Overall Condition Rating	Fair-Good



## Observations and Deficiencies Summary

Building is on the National Register of Historic Places

Limited parking is insufficient for accommodating public events and is shared with BCTV

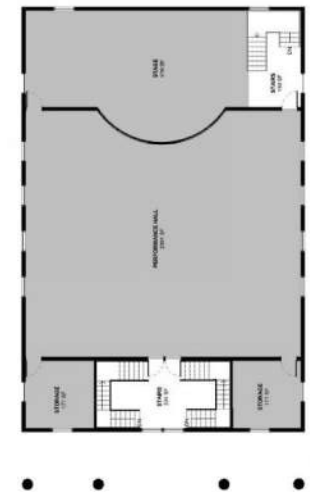
Visible structure was limited to basement lally columns supporting the first floor framing

Exterior elements are in good condition for their age

Most interior finishes are in fair condition but there are many areas in need of repair or replacement from wear or water damage

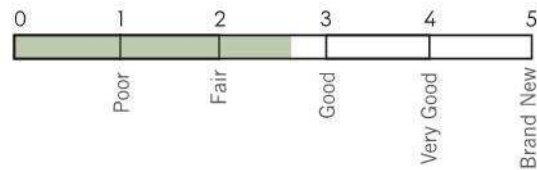
Interior accessibility improvements throughout are needed for ADA compliance

Building is sprinklered and fire alarm strobes and emergency lighting need to be added for better coverage





**Address** 24 North Amherst Rd  
**Site Size** 5.30 Acres  
**Year Constructed** 1987  
**Use** Office  
**Building GSF** 10,368  
**Number of Floors** 2  
**Construction Type** Steel & Wood  
**Overall Average Rating (Scale of 0-5)** 2.64  
**Overall Condition Rating** Fair-to-Good



## Observations and Deficiencies Summary

Site access and circulation is good

Upper level parking is shared with Stevens-Buswell building

Recent upgrades include renovations of areas such as the Planning Department

Wood structure was not visible but construction was reported not to meet commercial standards

Exterior siding, doors, and canopies are generally in fair to good condition

Most interior finishes have been updated recently and issues are mainly limited to worn flooring

Interior accessibility improvements are needed for ADA compliance including a second stair, improved approach clearances at doors, and fire strobe mounting heights

Building is not sprinklered and fire alarm system appears to meet code requirements





# K. TRANSFER STATION



Address	77 Chubbuck Rd
Site Size	123.80 Acres
Year Constructed	1995
Use	Office/Storage
Building GSF	2,676
Number of Floors	1
Construction type	Pre-engineered Steel/Wood
Overall Average Rating (Scale of 0-5)	1.70
Overall Condition Rating	Poor

A horizontal scale from 0 to 5. The scale is divided into five segments: 0 (Poor), 1 (Fair), 2 (Good), 3 (Very Good), and 4 (Brand New). The scale is currently marked at 1.70, which is between 1 and 2.



## Observations and Deficiencies Summary

Site access and circulation is constrained and congested

Safety issues between visitors and large dumpster transport trucks occur during high use times, weekly

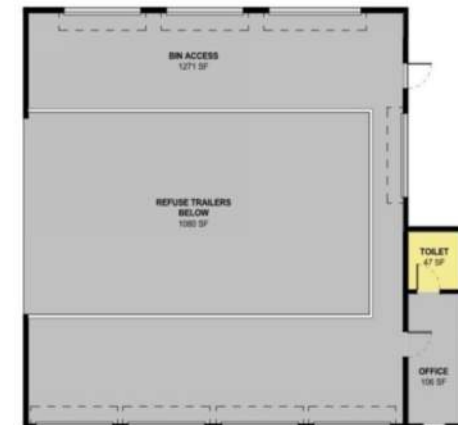
No issues in the pre-manufactured steel structure were observed

Exterior metal siding and doors are generally in need of repair

Most interior finishes, which are limited, are in need of repair or replacement

Interior accessibility improvements are needed for ADA compliance for staff and visitors

Building is not sprinklered and fire alarm systems appear to meet code requirements





Address	77 Chubbuck Rd
Site Size	123,80 Acres
Year Constructed	1995
Use	Office/Storage
Building GSF	2,676
Number of Floors	1
Construction type	Pre-engineered Steel/Wood
Overall Average Rating (Scale of 0-5)	1.70
Overall Condition Rating	Poor

A horizontal scale bar representing the condition rating from 0 to 5. The scale is divided into five segments: 0 (Poor), 1 (Fair), 2 (Good), 3 (Very Good), and 4 (Brand New). The bar is colored red from 0 to 1, and then transitions to a lighter shade for the remaining segments. The overall condition rating of 1.70 is indicated by a vertical line on the bar, positioned between the 1 and 2 marks.



## Observations and Deficiencies Summary

Site access and circulation is constrained and congested

Safety issues between visitors and large dumpster transport trucks occur during high use times, weekly

No issues in the steel structure were observed

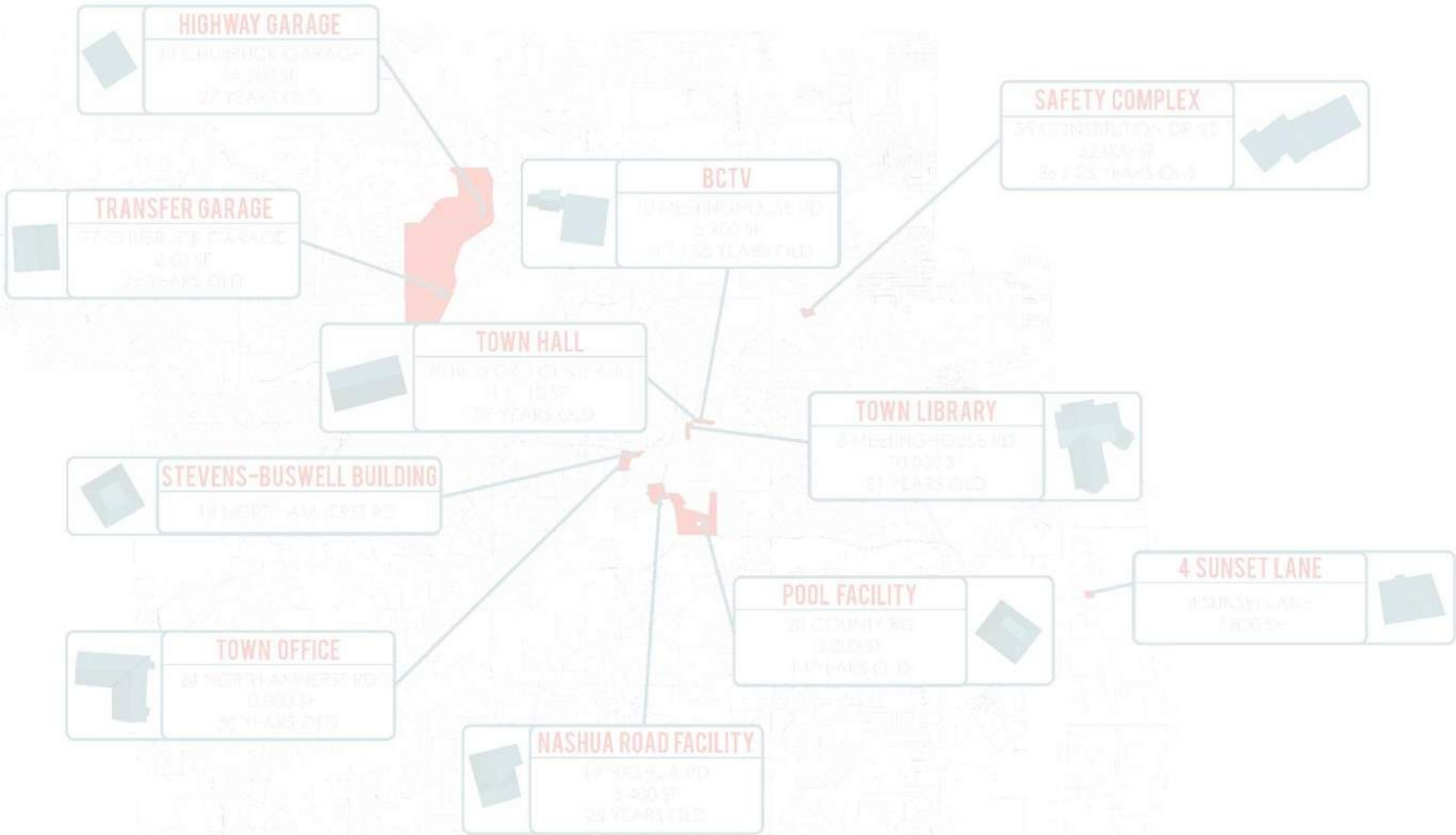
Exterior metal siding and doors are generally in need of repair

There are no finished interior spaces

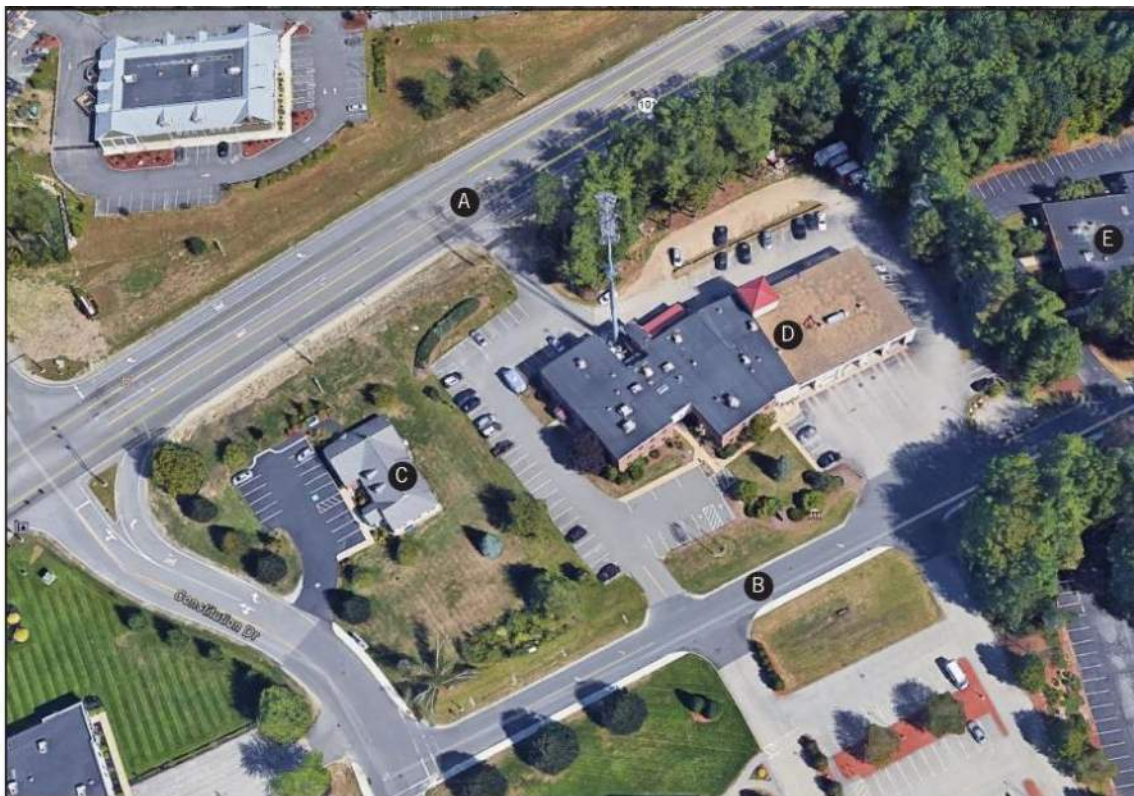
Building is not sprinklered and fire alarm systems appear to meet code requirements







# ADDITIONAL SITE ASSESSMENTS



Key Noted Site Plan: See 'Site Issues, Needs, and Observations'

**Site Plan Legend**

- A. Route 101
- B. Constitution Drive
- C. 2 Constitution Drive
- D. 55 Constitution Drive
- E. 47 Constitution Drive

**Zoning Provisions**

Zone: "OF" Office

Permitted Uses: Offices, Research and Development facilities.

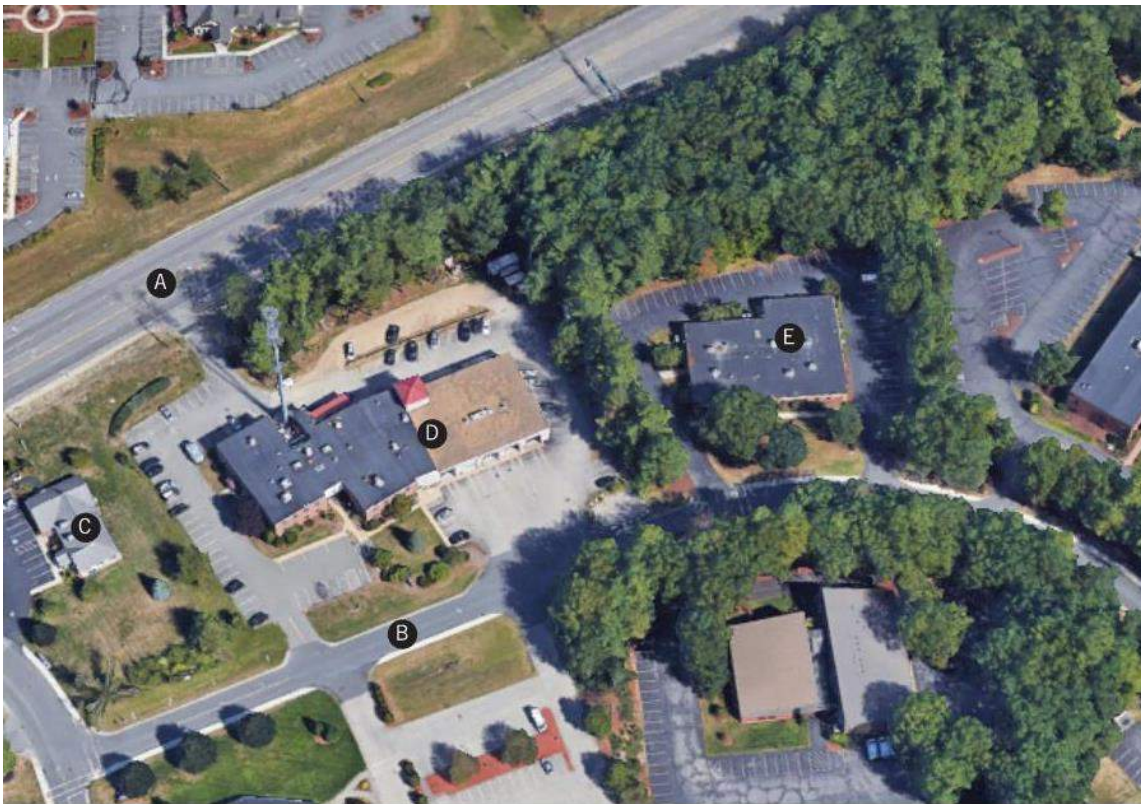
**Observations Summary**

Reviewed for consideration with 55 Constitution Drive

Parcel could increase site size to relieve parking, access, and security concerns







Key Noted Site Plan: See 'Site Issues, Needs, and Observations'

**Site Plan Legend**

- A. Route 101
- B. Constitution Drive
- C. 2 Constitution Drive
- D. 55 Constitution Drive
- E. 47 Constitution Drive

**Zoning Provisions**

Zone: "OF" Office

Permitted Uses: Offices, Research and Development facilities.

**Observations Summary**

Reviewed for consideration with 55 Constitution Drive

Parcel could increase site size to relieve parking, access, and security concerns





Key Noted Site Plan: See 'Site Issues, Needs, and Observations'

**Site Plan Legend**

- A. Constitution Drive
- B. 15 Constitution Drive

**Zoning Provisions**

Zone: "OF" Office

Permitted Uses: Offices, Research and Development facilities.

**Observations Summary**

Reviewed for consideration as a single municipal facility to replace Town Office, Police Department, and potentially BCTV and Library

Police Department is incompatible as an integrated part of a combined facility and existing building is much larger than the Town needs







Key Noted Site Plan: See 'Site Issues, Needs, and Observations'

**Zoning Provisions**

Zone: "PZ" Performance Zoning District

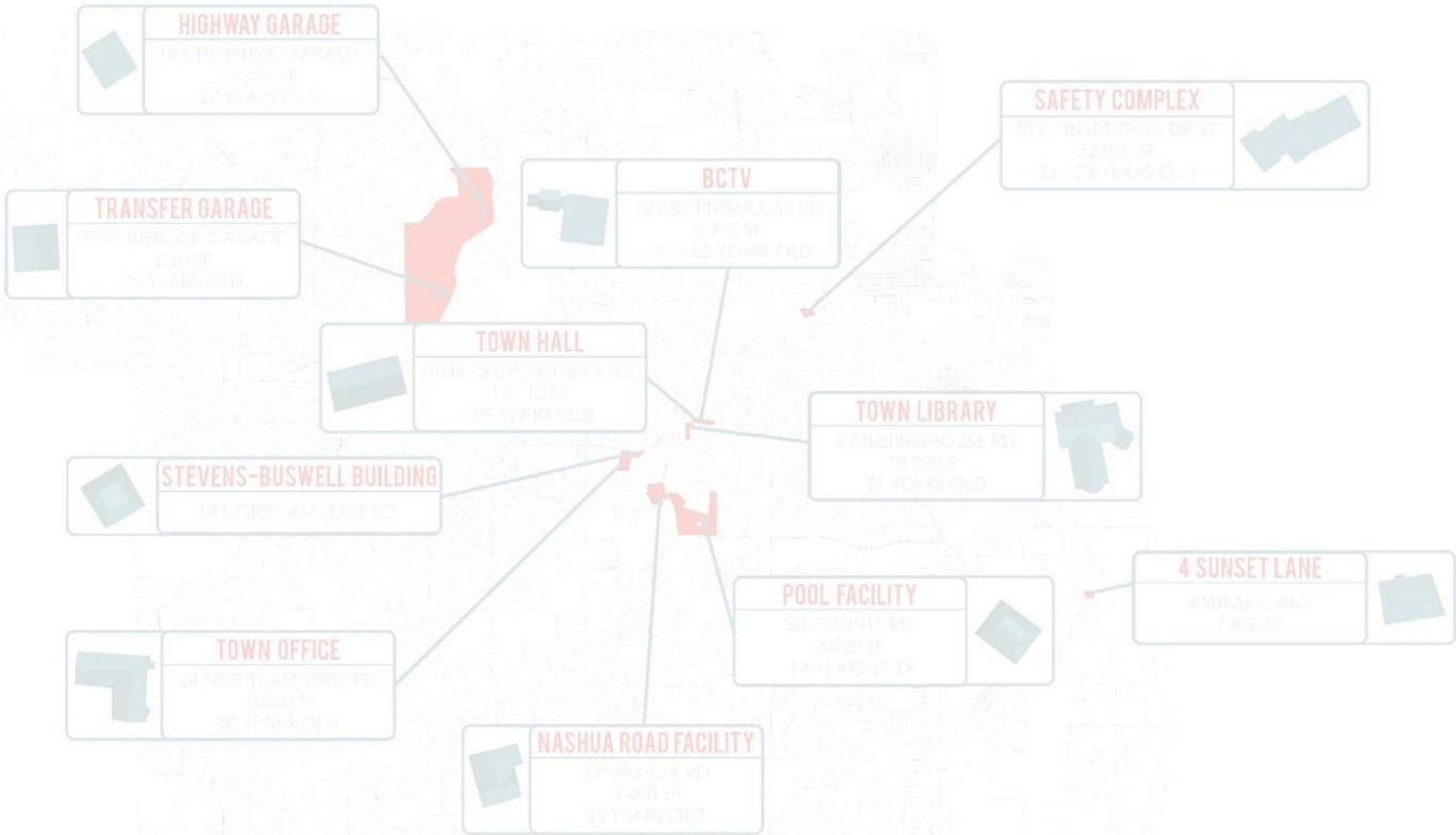
Permitted Uses: Various commercial uses and industrial uses.

**Observations Summary**

Reviewed for consideration as an alternative location for fire substation or combined substation and police department

Location is very remote to provide service needed from the Police Department



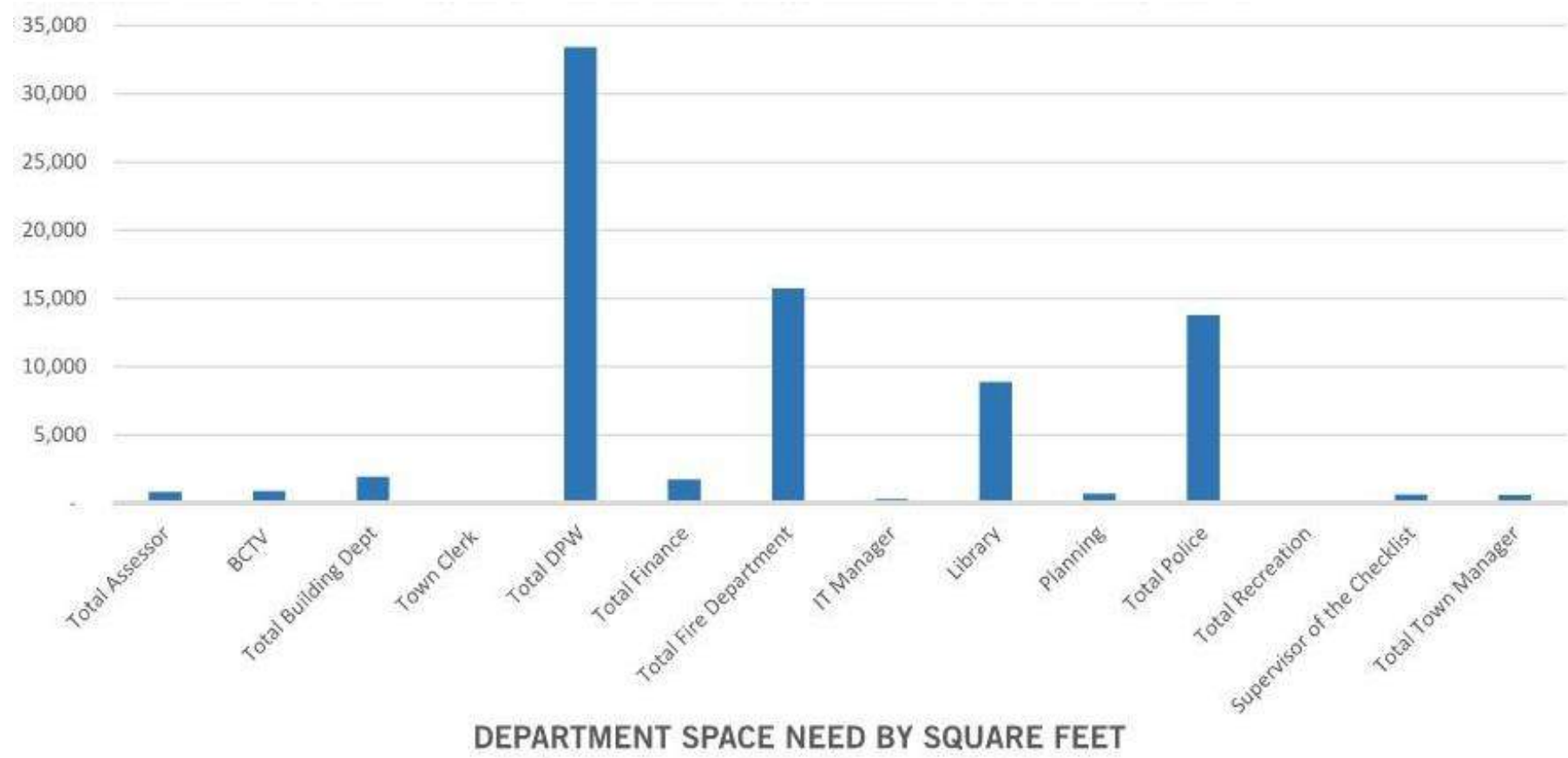


# SPACE NEEDS ASSESSMENTS



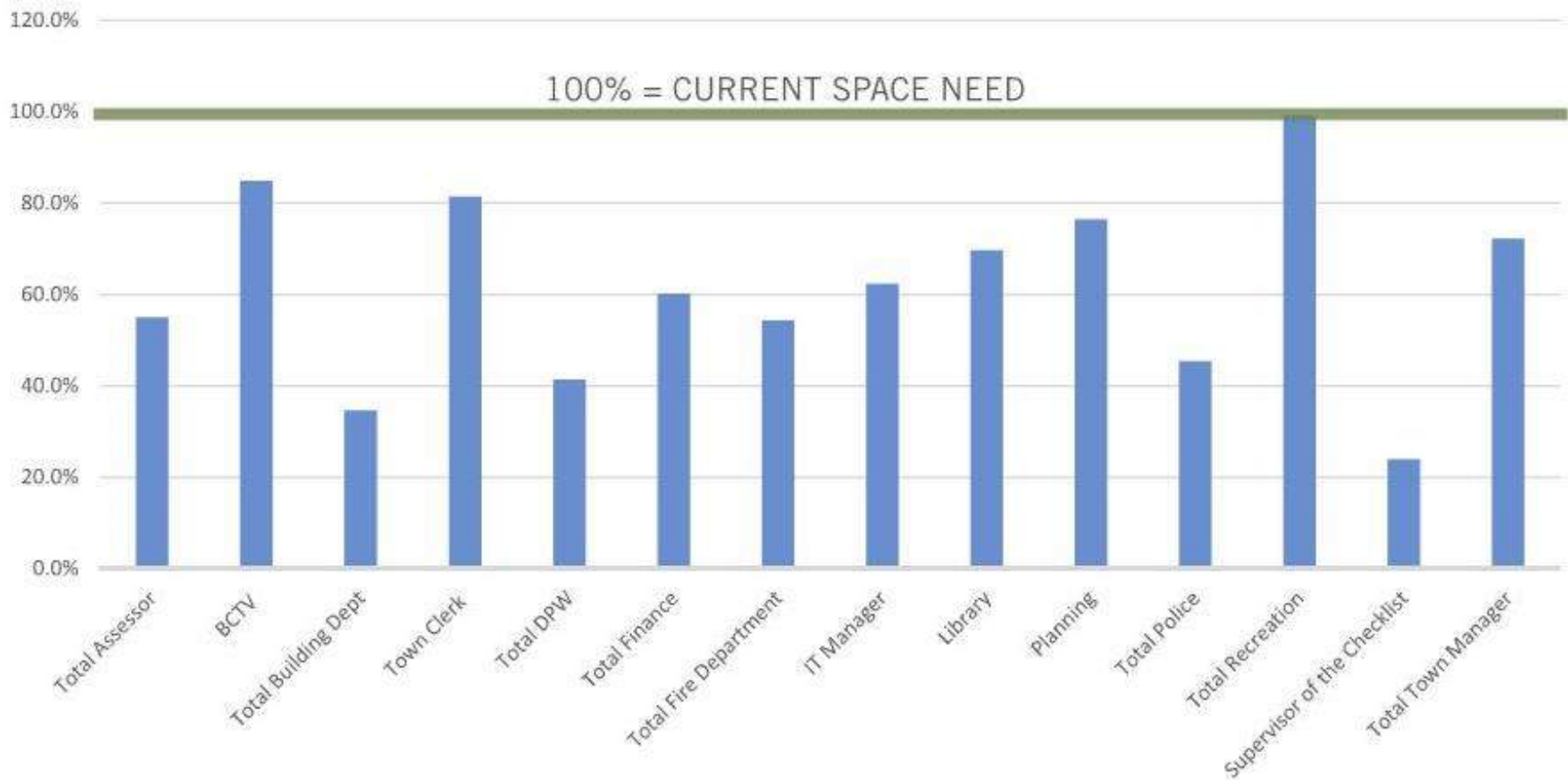


# SPACE NEEDS





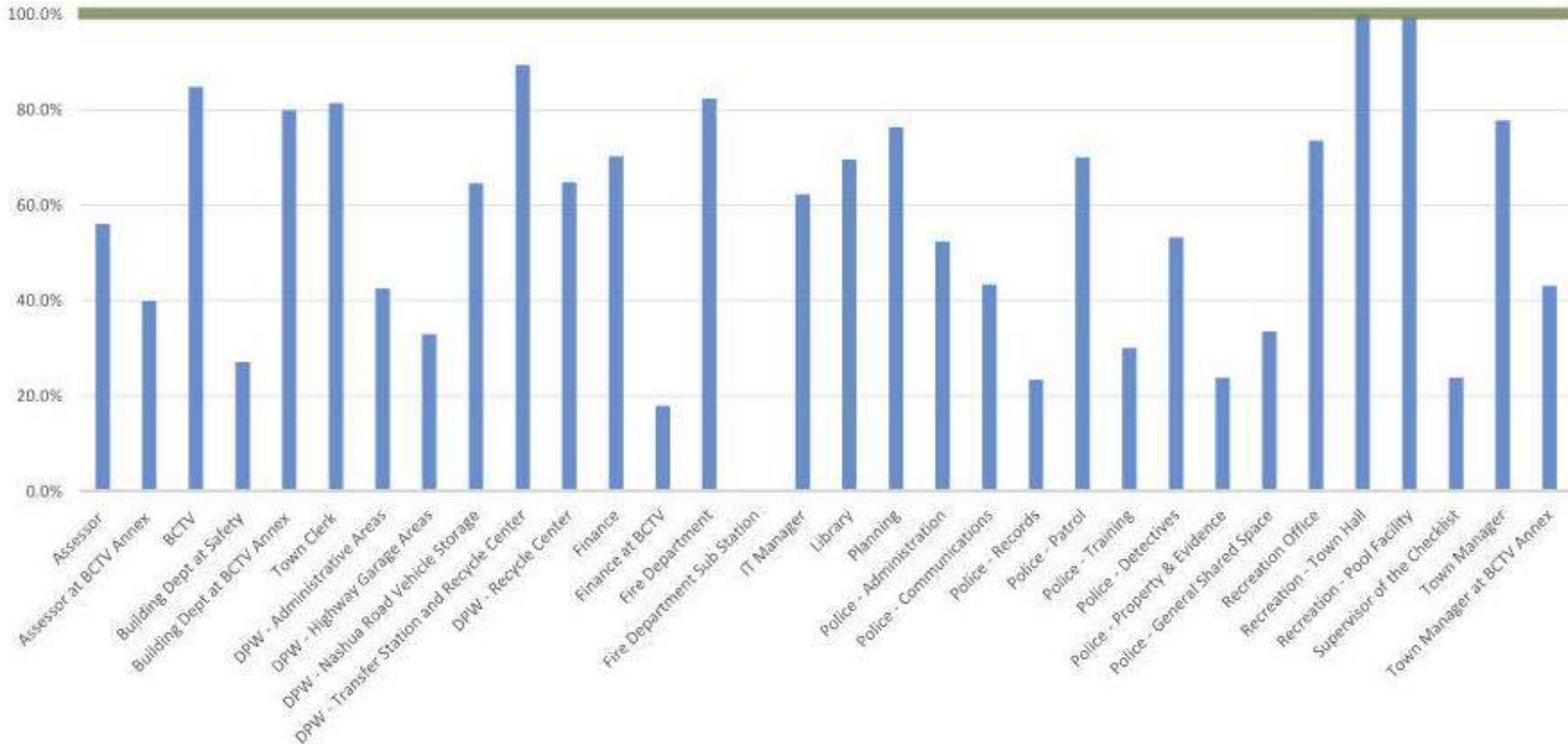
# SPACE NEEDS



PERCENTAGE OF SPACE NEED PROVIDED BY EXISTING FACILITIES BY DEPARTMENT

# SPACE NEEDS

100% = CURRENT SPACE NEED



PERCENTAGE OF SPACE NEED PROVIDED BY EXISTING FACILITIES BY GROUP



## DEFINITIONS

- gross building area:** Area of entire building including exterior walls
- net usable area assigned to departments:** Interior area of each room per department. Interior walls are excluded
- shared space:** Includes usable space such as conference rooms, storage rooms, etc. that are not assigned to a department
- circulation (corridors, stairs, elevators):** This includes the area of entry lobbies, corridors, elevators and stairs
- building services:** Includes the areas allocated to mechanical, utility, restrooms
- walls and partitions:** Includes the total area of all exterior walls and partitions throughout the building

Description	Exist		2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current	Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
A1. Assessor	969		1,585	140	-	-	1,725	(756)
A2. Assessor at BCTV Annex	56		140	-	-	-	140	(84)
<b>Total Assessor</b>	<b>1,025</b>		<b>1,725</b>	<b>140</b>	<b>-</b>	<b>-</b>	<b>1,865</b>	<b>(840)</b>
<b>B. BCTV</b>	<b>5,088</b>		<b>5,992</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,992</b>	<b>(904)</b>
C1. Building Dept at Safety	696		2,470	90	-	-	2,559	(1,863)
C2. Building Dept at BCTV Annex	336		420	-	-	-	420	(84)
<b>Total Building Dept</b>	<b>1,032</b>		<b>2,890</b>	<b>90</b>	<b>-</b>	<b>-</b>	<b>2,979</b>	<b>(1,947)</b>
<b>D. Town Clerk</b>	<b>519</b>		<b>637</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>637</b>	<b>(118)</b>
E1. DPW - Administrative Areas	1,749		3,373	734	-	-	4,106	(2,357)
E2. DPW - Town Office Shed	384		-	-	-	-	-	384
E3. DPW - BCTV Annex	1,160		-	-	-	-	-	1,160
E4. DPW - Highway Garage Areas	13,828		41,870	-	-	-	41,870	(28,042)
E5. DPW - Nashua Road Vehicle Storag	3,736		5,777	-	-	-	5,777	(2,041)
E6. DPW - Transfer Station and Recycle	2,678		2,993	-	-	-	2,993	(315)
E7. DPW - Recycle Center	1,425		2,200	-	-	-	2,200	(775)
<b>Total DPW</b>	<b>23,535</b>		<b>54,013</b>	<b>734</b>	<b>-</b>	<b>-</b>	<b>56,947</b>	<b>(33,412)</b>
F1. Finance	2,462		3,324	179	0	0	3,503	(1,041)
F2. Finance at BCTV	151		840	0	0	0	840	(689)
<b>Total Finance</b>	<b>2,613</b>		<b>4,164</b>	<b>179</b>	<b>0</b>	<b>0</b>	<b>4,343</b>	<b>(1,730)</b>
G1. Fire Department	18,670		21,823	840	0	0	22,663	(3,993)
G2. Fire Department Sub Station	0		11,726	0	0	0	11,726	(11,726)
<b>Total Fire Department</b>	<b>18,670</b>		<b>33,549</b>	<b>840</b>	<b>-</b>	<b>-</b>	<b>34,389</b>	<b>(15,719)</b>
<b>H. IT Manager</b>	<b>548</b>		<b>711</b>	<b>168</b>	<b>0</b>	<b>0</b>	<b>879</b>	<b>(331)</b>
<b>I. Library</b>	<b>20,400</b>		<b>29,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,289</b>	<b>(8,889)</b>
<b>J. Planning</b>	<b>2,267</b>		<b>2,657</b>	<b>308</b>	<b>0</b>	<b>0</b>	<b>2,965</b>	<b>(698)</b>
K1. Police - Administration	1,386		2,335	308	0	0	2,643	(1,257)
K2. Police - Communications	1,053		2,170	252	0	0	2,422	(1,369)
K3. Police - Records	180		767	0	0	0	767	(587)
K4. Police - Patrol	4,257		5,510	560	0	0	6,070	(1,813)
K5. Police - Training	1,173		3,892	0	0	0	3,892	(2,719)
K6. Police - Detectives	1,365		2,310	252	0	0	2,562	(1,197)

Gross Program Summary

Description	Exist		2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current	Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
K7. Police - Property & Evidence	684		2,296	252	196	112	2,856	(2,172)
K8. Police - General Shared Space	1,341		3,640	350	0	0	3,990	(2,649)
<b>Total Police</b>	<b>11,439</b>		<b>22,921</b>	<b>1,974</b>	<b>196</b>	<b>112</b>	<b>25,203</b>	<b>(13,764)</b>
L1. Recreation Office	309		420	0	0	0	420	(111)
L2. Recreation - Town Hall	13,271		13,271	0	0	0	13,271	-
L3. Recreation - Pool Facility	3,000		3,000	0	0	0	3,000	-
<b>Total Recreation</b>	<b>16,580</b>		<b>16,691</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,691</b>	<b>(111)</b>
<b>M. Supervisor of the Checklist</b>	<b>197</b>		<b>823</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>823</b>	<b>(626)</b>
N1. Town Manager	1,405		1,456	350	0	0	1,806	(401)
N2. Town Manager at BCTV Annex	151		350	0	0	0	350	(199)
<b>Total Town Manager</b>	<b>1,556</b>		<b>1,806</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>2,156</b>	<b>(600)</b>
<b>TOTAL AREA</b>	<b>105,469</b>		<b>177,869</b>	<b>4,782</b>	<b>196</b>	<b>112</b>	<b>185,159</b>	<b>(79,690)</b>

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
A1. Assessor	551	1,132	100	0	0	1,232	(681)
A2. Assessor at BCTV Annex	42	100	0	0	0	100	(58)
<b>Total Assessor</b>	<b>593</b>	<b>1,232</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>1,332</b>	<b>(739)</b>
<b>B. BCTV</b>	<b>3,626</b>	<b>4,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,280</b>	<b>(654)</b>
C1. Building Dept at Safety	506	1,764	64	0	0	1,828	(1,322)
C2. Building Dept at BCTV Annex	255	300	0	0	0	300	(45)
<b>Total Building Dept</b>	<b>761</b>	<b>2,064</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>2,128</b>	<b>(1,367)</b>
<b>D. Town Clerk</b>	<b>312</b>	<b>455</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>455</b>	<b>(143)</b>
E1. DPW - Administrative Areas	993	2,409	524	0	0	2,933	(1,940)
E2. DPW - Town Office Shed	354	0	0	0	0	-	354
E3. DPW - BCTV Annex	887	0	0	0	0	-	887
E4. DPW - Highway Garage Areas	11,420	34,892	0	0	0	34,892	(23,472)
E5. DPW - Nashua Road Vehicle Stc	3,440	5,252	0	0	0	5,252	(1,812)
E6. DPW - Transfer Station and Rec	2,457	2,721	0	0	0	2,721	(264)
E7. DPW - Recycle Center	1,372	2,000	0	0	0	2,000	(628)
<b>Total DPW</b>	<b>19,551</b>	<b>45,274</b>	<b>524</b>	<b>0</b>	<b>0</b>	<b>47,798</b>	<b>(28,247)</b>
F1. Finance	1,376	2,374	128	0	0	2,502	(1,126)
F2. Finance at BCTV	114	600	0	0	0	600	(486)
<b>Total Finance</b>	<b>1,490</b>	<b>2,974</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(1,612)</b>
G1. Fire Department	13,589	15,588	600	0	0	16,188	(2,599)
G2. Fire Department Sub Station	0	9,381	0	0	0	9,381	(9,381)
<b>Total Fire Department</b>	<b>13,589</b>	<b>24,969</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>25,569</b>	<b>(11,980)</b>
<b>H. IT Manager</b>	<b>239</b>	<b>508</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>628</b>	<b>(389)</b>
<b>I. Library</b>	<b>13,844</b>	<b>20,921</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,921</b>	<b>(7,077)</b>
<b>J. Planning</b>	<b>1,321</b>	<b>1,898</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>2,118</b>	<b>(797)</b>
K1. Police - Administration	1,009	1,668	220	0	0	1,888	(879)
K2. Police - Communications	767	1,550	180	0	0	1,730	(963)
K3. Police - Records	131	548	0	0	0	548	(417)
K4. Police - Patrol	3,099	3,936	400	0	0	4,336	(1,237)
K5. Police - Training	854	2,780	0	0	0	2,780	(1,926)
K6. Police - Detectives	993	1,650	180	0	0	1,830	(837)

### Net Program Summary

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
K7. Police - Property & Evidence	498	1,640	180	140	80	2,040	(1,542)
K8. Police - General Shared Space	976	2,600	250	0	0	2,850	(1,874)
<b>Total Police</b>	<b>8,327</b>	<b>16,372</b>	<b>1,410</b>	<b>140</b>	<b>80</b>	<b>18,002</b>	<b>(9,675)</b>
L1. Recreation Office	176	300	0	0	0	300	(124)
L2. Recreation - Town Hall	10,464	10,464	0	0	0	10,464	-
L3. Recreation - Pool Facility	2,143	2,143	0	0	0	2,143	-
<b>Total Recreation</b>	<b>12,783</b>	<b>12,907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,907</b>	<b>(124)</b>
<b>M. Supervisor of the Checklist</b>	<b>112</b>	<b>588</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>588</b>	<b>(476)</b>
N1. Town Manager	799	1,040	250	0	0	1,290	(491)
N2. Town Manager at BCTV Annex	114	250	0	0	0	250	(136)
<b>Total Town Manager</b>	<b>913</b>	<b>1,290</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>1,540</b>	<b>(627)</b>
<b>TOTAL AREA</b>	<b>77,461</b>	<b>135,732</b>	<b>3,416</b>	<b>140</b>	<b>80</b>	<b>141,368</b>	<b>(63,907)</b>



Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
A1. Assessor	551	1,132	100	0	0	1,232	(681)
A2. Assessor at BCTV Annex	42	100	0	0	0	100	(58)
<b>Total Assessor</b>	<b>593</b>	<b>1,232</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>1,332</b>	<b>(739)</b>



**A1. Town Office-Lower Level**

**DEPARTMENT LEGEND - TOWN OFFICE**

<span style="display:inline-block; width:15px; height:15px; background-color: #4682B4; border:1px solid black;"></span> ASSESSOR	664 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #008080; border:1px solid black;"></span> BUILDING	180 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #006400; border:1px solid black;"></span> CLERK	352 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #90EE90; border:1px solid black;"></span> DPW	829 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #DC143C; border:1px solid black;"></span> FINANCE	1,090 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #8B4513; border:1px solid black;"></span> IT MANAGER	259 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #A9A9A9; border:1px solid black;"></span> PLANNING	838 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #696969; border:1px solid black;"></span> RECREATION	147 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #A0522D; border:1px solid black;"></span> CHECK-LIST SUPERVISOR	91 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #40E0D0; border:1px solid black;"></span> TOWN MANAGER	682 SF

**ALL DEPARTMENT USE**

<span style="display:inline-block; width:15px; height:15px; background-color: #FFD700; border:1px solid black;"></span> SHARED SPACE	996 SF
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**GENERAL BUILDING**

<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> CIRCULATION	2,402 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #FFFF00; border:1px solid black;"></span> BUILDING SERVICES	824 SF
<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> WALLS AND PARTITIONS	1,194 SF



**BCTV**

<span style="display:inline-block; width:15px; height:15px; background-color: #008080; border:1px solid black;"></span> BCTV	3,653 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #40E0D0; border:1px solid black;"></span> TOWN MANAGER	114 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #DC143C; border:1px solid black;"></span> FINANCE	114 SF

**GENERAL BUILDING**

<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> CIRCULATION	866 SF
<span style="display:inline-block; width:15px; height:15px; background-color: #FFFF00; border:1px solid black;"></span> BUILDING SERVICES	190 SF
<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> WALLS AND PARTITIONS	406 SF

**ALL DEPARTMENT USE**

<span style="display:inline-block; width:15px; height:15px; background-color: #FFD700; border:1px solid black;"></span> SHARED SPACE	0 SF
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**A2. BCTV Annex**

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
A1. Assessor	551	1,132	100	0	0	1,232	(681)
A2. Assessor at BCTV Annex	42	100	0	0	0	100	(58)
<b>Total Assessor</b>	<b>593</b>	<b>1,232</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>1,332</b>	<b>(739)</b>



A1. Town Office – Lower Level Detail Plan

### Space Needs Summary

Spaces are split across lower level

Storage space in BCTV Annex is utilized for Assessor records

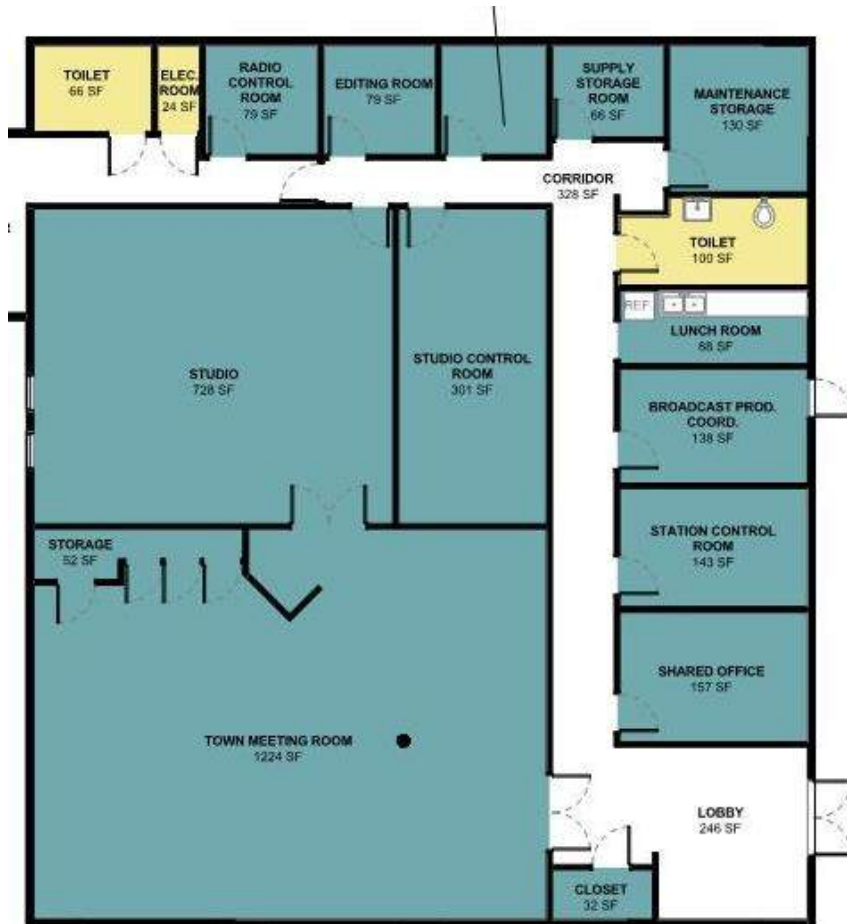
Assessor cards are commonly accessed by Planning and Building Departments

Current space lacks private meeting space

Touch down space needed for future data collector position

Office spaces are located in converted basement area

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
<b>B. BCTV</b>	<b>3,626</b>	<b>4,280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,280</b>	<b>(654)</b>



### Space Needs Summary

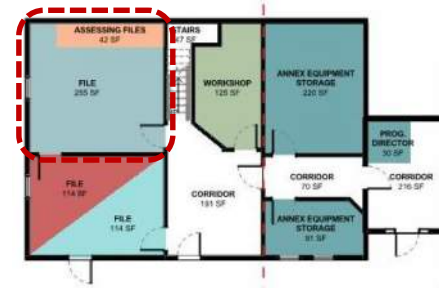
- Space deficiencies result from existing shared work and office areas that should be separated
- Large meeting room layout and seating capacity is low due to repurposed space
- Overall, most spaces work well for the BCTV need



Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
C1. Building Dept at Safety	506	1,764	64	0	0	1,828	(1,322)
C2. Building Dept at BCTV Annex	255	300	0	0	0	300	(45)
<b>Total Building Dept</b>	<b>761</b>	<b>2,064</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>2,128</b>	<b>(1,367)</b>



C1. Safety Building-Upper Level



**BCTV**

- BCTV 3,653 SF
- TOWN MANAGER 114 SF
- FINANCE 114 SF

**GENERAL BUILDING**

- CIRCULATION 866 SF
- BUILDING SERVICES 190 SF
- WALLS AND PARTITIONS 406 SF

**ALL DEPARTMENT USE**

- SHARED SPACE 0 SF

C2. BCTV Annex

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
C1. Building Dept at Safety	506	1,764	64	0	0	1,828	(1,322)
C2. Building Dept at BCTV Annex	255	300	0	0	0	300	(45)
<b>Total Building Dept</b>	<b>761</b>	<b>2,064</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>2,128</b>	<b>(1,367)</b>



C1. Safety Building-Upper Level

### Space Needs Summary

- Staff areas are located in the Upper Level of the Public Safety Building
- Storage space in BCTV Annex is utilized for records
- Adjacency with Fire Chief is good but adjacency with Planning and DPW Admin would improve level of service to Town
- Administration and copy areas are shared with Fire Department
- Lack of layout space to review plans

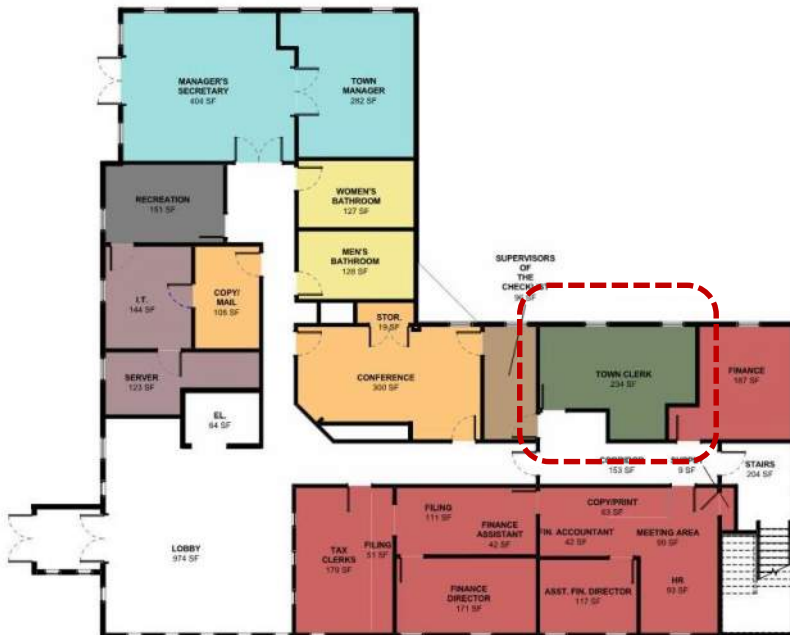
Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
D. Town Clerk	312	455	0	0	0	455	(143)

### Space Needs Summary

Space deficiencies result from an existing single shared work and office area that should be separated and/or better arranged

Adjacency to the Town Manager and Supervisor of the Checklist is important

Overall, existing space works for the Town Clerk need



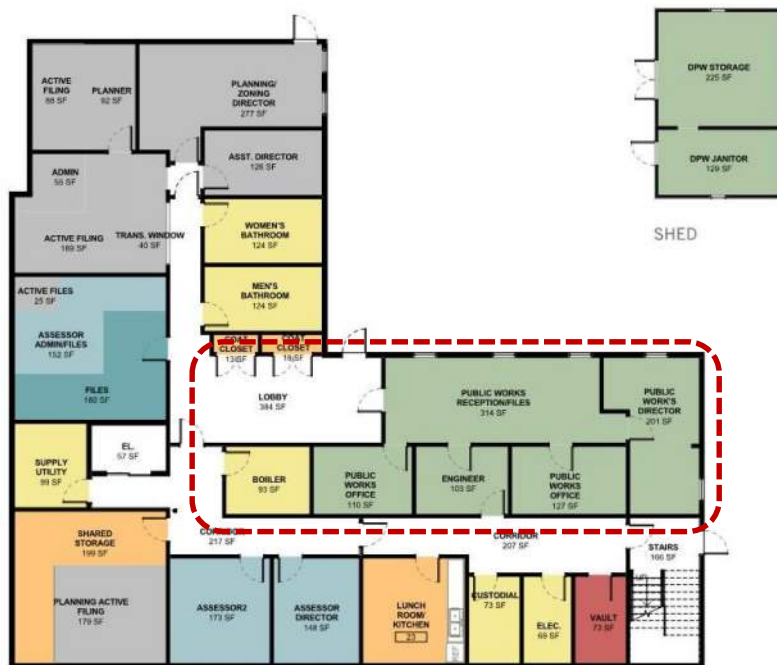
#### DEPARTMENT LEGEND - TOWN OFFICE

- ASSESSOR: 664 SF
- BUILDING: 180 SF
- CLERK: 352 SF
- DPW: 829 SF
- FINANCE: 1,090 SF
- IT MANAGER: 259 SF
- PLANNING: 838 SF
- RECREATION: 147 SF
- CHECK-LIST SUPERVISOR: 91 SF
- TOWN MANAGER: 682 SF

D1. Town Office-Upper Level



Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
E1. DPW - Administrative Areas	993	2,409	524	0	0	2,933	(1,940)
E2. DPW - Town Office Shed	354	0	0	0	0	-	354
E3. DPW - BCTV Annex	887	0	0	0	0	-	887
E4. DPW - Highway Garage Areas	11,420	34,892	0	0	0	34,892	(23,472)
E5. DPW - Nashua Road Vehicle Stc	3,440	5,252	0	0	0	5,252	(1,812)
E6. DPW - Transfer Station and Rec.	2,457	2,721	0	0	0	2,721	(264)
E7. DPW - Recycle Center	1,372	2,000	0	0	0	2,000	(628)
<b>Total DPW</b>	<b>19,551</b>	<b>45,274</b>	<b>524</b>	<b>0</b>	<b>0</b>	<b>47,798</b>	<b>(28,247)</b>



**E1. Administrative Areas-Town Office-Lower Level**

**DEPARTMENT LEGEND - TOWN OFFICE**

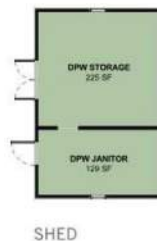
ASSESSOR	664 SF
BUILDING	180 SF
CLERK	352 SF
DPW	829 SF
FINANCE	1,090 SF
IT MANAGER	259 SF
PLANNING	838 SF
RECREATION	147 SF
CHECK-LIST SUPERVISOR	91 SF
TOWN MANAGER	682 SF

**ALL DEPARTMENT USE**

SHARED SPACE	996 SF
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**GENERAL BUILDING**

CIRCULATION	2,402 SF
BUILDING SERVICES	824 SF
WALLS AND PARTITIONS	1,194 SF



SHED

**E2. Town Office Shed**



**BCTV ANNEX**

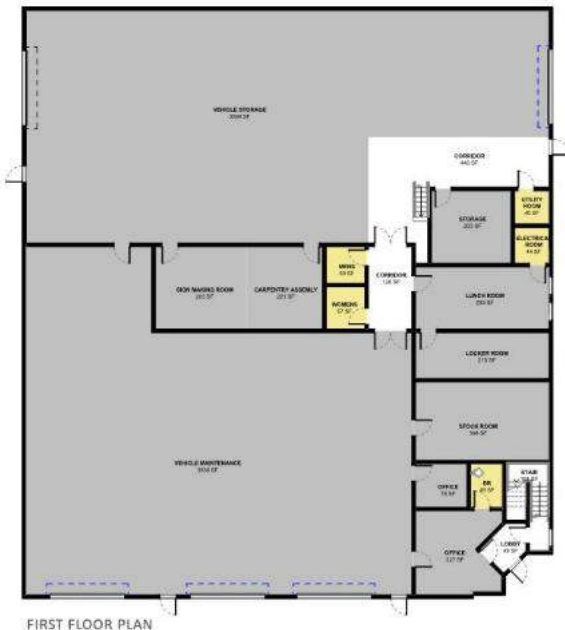
ASSESSOR	42 SF
DPW	853 SF

**GENERAL BUILDING**

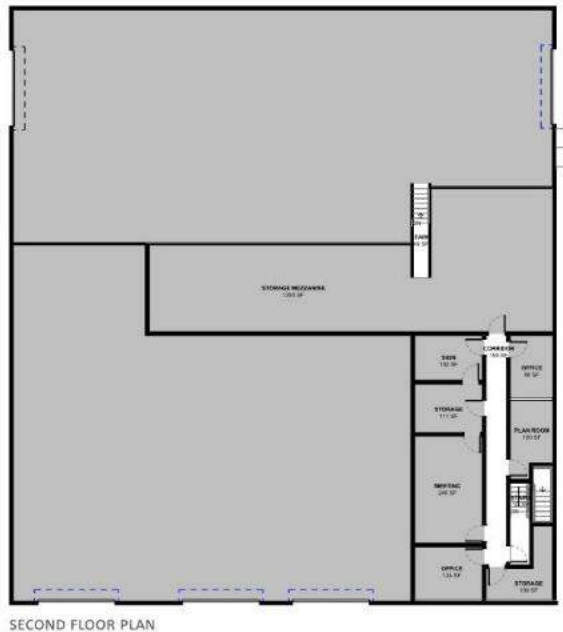
BUILDING SERVICES	34 SF
CIRCULATION	238 SF
WALLS AND PARTITIONS	169 SF

**E3. BCTV Annex**

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
E1. DPW - Administrative Areas	993	2,409	524	0	0	2,933	(1,940)
E2. DPW - Town Office Shed	354	0	0	0	0	-	354
E3. DPW - BCTV Annex	887	0	0	0	0	-	887
E4. DPW - Highway Garage Areas	11,420	34,892	0	0	0	34,892	(23,472)
E5. DPW - Nashua Road Vehicle Stc	3,440	5,252	0	0	0	5,252	(1,812)
E6. DPW - Transfer Station and Rec.	2,457	2,721	0	0	0	2,721	(264)
E7. DPW - Recycle Center	1,372	2,000	0	0	0	2,000	(628)
<b>Total DPW</b>	<b>19,551</b>	<b>45,274</b>	<b>524</b>	<b>0</b>	<b>0</b>	<b>47,798</b>	<b>(28,247)</b>



E4. Highway Garage

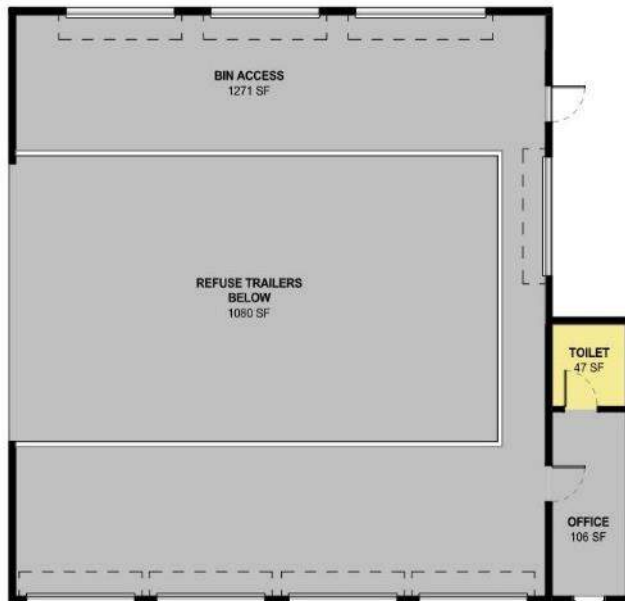


E4. Highway Garage

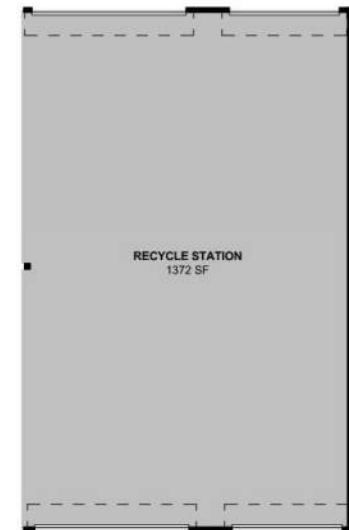


E5. Nashua Road

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
E1. DPW - Administrative Areas	993	2,409	524	0	0	2,933	(1,940)
E2. DPW - Town Office Shed	354	0	0	0	0	-	354
E3. DPW - BCTV Annex	887	0	0	0	0	-	887
E4. DPW - Highway Garage Areas	11,420	34,892	0	0	0	34,892	(23,472)
E5. DPW - Nashua Road Vehicle Stc	3,440	5,252	0	0	0	5,252	(1,812)
E6. DPW - Transfer Station and Rec.	2,457	2,721	0	0	0	2,721	(264)
E7. DPW - Recycle Center	1,372	2,000	0	0	0	2,000	(628)
<b>Total DPW</b>	<b>19,551</b>	<b>45,274</b>	<b>524</b>	<b>0</b>	<b>0</b>	<b>47,798</b>	<b>(28,247)</b>



**E6. Transfer Station**



**E7. Recycling Center**



Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
E1. DPW - Administrative Areas	993	2,409	524	0	0	2,933	(1,940)
E2. DPW - Town Office Shed	354	0	0	0	0	-	354
E3. DPW - BCTV Annex	887	0	0	0	0	-	887
E4. DPW - Highway Garage Areas	11,420	34,892	0	0	0	34,892	(23,472)
E5. DPW - Nashua Road Vehicle Stc	3,440	5,252	0	0	0	5,252	(1,812)
E6. DPW - Transfer Station and Rec.	2,457	2,721	0	0	0	2,721	(264)
E7. DPW - Recycle Center	1,372	2,000	0	0	0	2,000	(628)
<b>Total DPW</b>	<b>19,551</b>	<b>45,274</b>	<b>524</b>	<b>0</b>	<b>0</b>	<b>47,798</b>	<b>(28,247)</b>

### Space Needs Summary

DPW program is spread across the Town and would benefit from consolidation

Space deficiencies exist in nearly all locations, especially Administrative Areas and Highway Garage: staff and vehicle space needs

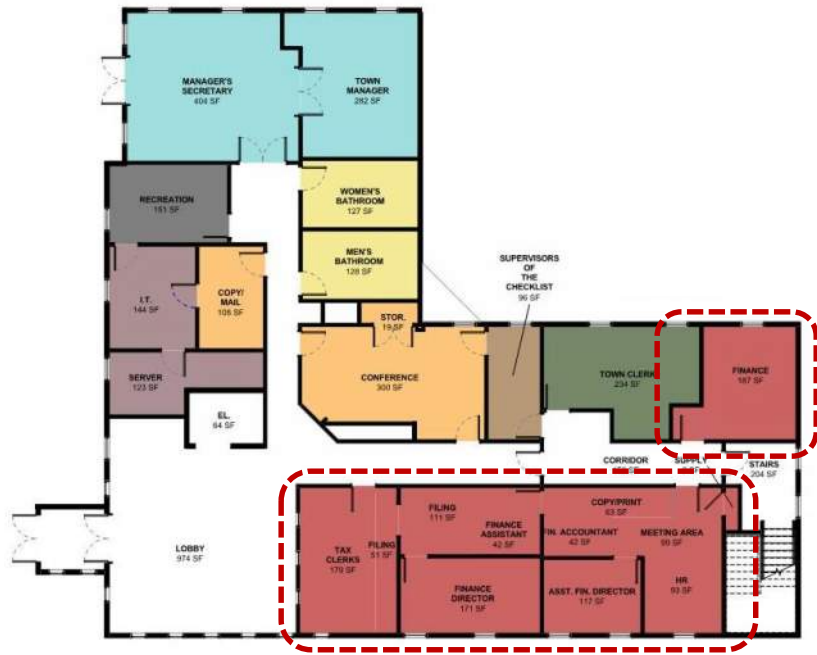
Benefit from adjacency with Planning and Building Departments

Areas such as Shed and Transfer Station house office space in substandard conditions

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
F1. Finance	1,376	2,374	128	0	0	2,502	(1,126)
F2. Finance at BCTV	114	600	0	0	0	600	(486)
<b>Total Finance</b>	<b>1,490</b>	<b>2,974</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>3,102</b>	<b>(1,612)</b>

### Space Needs Summary

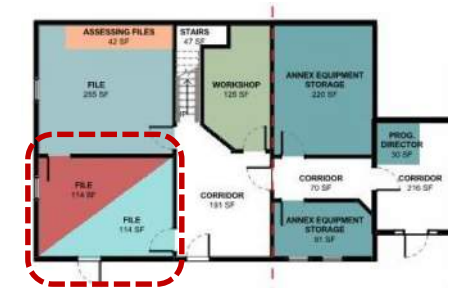
- Space deficiencies are significant for this department
- Additional private offices and common work areas are needed
- Adjacency with Town Manager is important
- Consolidate storage within the department



F1. Town Office-Upper Level

#### DEPARTMENT LEGEND - TOWN OFFICE

ASSESSOR	664 SF
BUILDING	180 SF
CLERK	352 SF
DPW	829 SF
FINANCE	1,090 SF
IT MANAGER	259 SF
PLANNING	838 SF
RECREATION	147 SF
CHECK-LIST SUPERVISOR	91 SF
TOWN MANAGER	682 SF



<b>BCTV</b>	3,653 SF
TOWN MANAGER	114 SF
FINANCE	114 SF

F2. BCTV Annex

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
G1. Fire Department	13,589	15,588	600	0	0	16,188	(2,599)
G2. Fire Department Sub Station	0	9,381	0	0	0	9,381	(9,381)
<b>Total Fire Department</b>	<b>13,589</b>	<b>24,969</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>25,569</b>	<b>(11,980)</b>



G1. Public Safety Building-Lower Level



G1. Public Safety Building-Upper Level



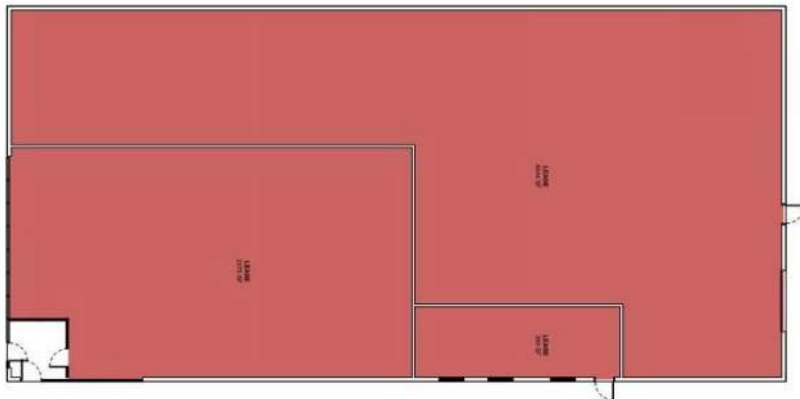
Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
G1. Fire Department	13,589	15,588	600	0	0	16,188	(2,599)
G2. Fire Department Sub Station	0	9,381	0	0	0	9,381	(9,381)
<b>Total Fire Department</b>	<b>13,589</b>	<b>24,969</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>25,569</b>	<b>(11,980)</b>

### Space Needs Summary

Space deficiencies result from existing shared work and office areas that should be separated from Police and Building Department

Administration is separated from operations

Covered area needed for trailers and other support apparatus



G1. 4 Sunset Lane Building

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
H. IT Manager	239	508	120	0	0	628	(389)

### Space Needs Summary

Limited space need based on work area and server room needs

IT is under Police Department and has overlap in the Public Safety Building

Location adjacent to several Town departments is convenient

Current location off shared work/copy room and lobby can be disruptive



#### DEPARTMENT LEGEND - TOWN OFFICE

- ASSESSOR 664 SF
- BUILDING 180 SF
- CLERK 352 SF
- DPW 829 SF
- FINANCE 1,090 SF
- IT MANAGER 259 SF
- PLANNING 838 SF
- RECREATION 147 SF
- CHECK-LIST SUPERVISOR 91 SF
- TOWN MANAGER 682 SF

H. Town Office-Upper Level





Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
I. Library	13,844	20,921	0	0	0	20,921	(7,077)

### Space Needs Summary

Significant space need based on several areas including large meeting areas, Children's Library, administration, and Young Adult area

Current location works well but is too small

Town holds all volumes in circulation resulting in tall stacks throughout and prefers enough space to lower stack heights

Option to separate access to public rooms from library program areas is needed for better off hours use of the building



I. Library- Lower Level

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
<b>J. Planning</b>	<b>1,321</b>	<b>1,898</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>2,118</b>	<b>(797)</b>

### Space Needs Summary

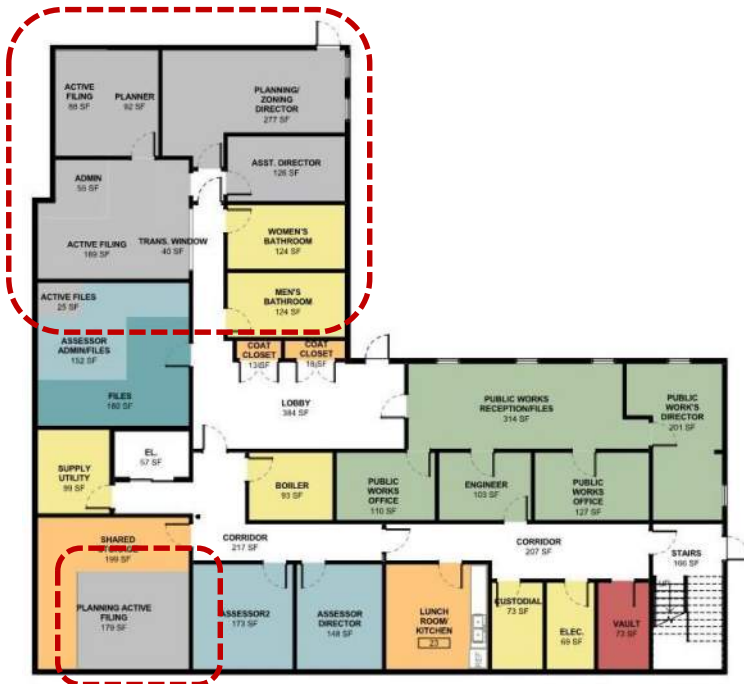
Planning department has been reconfigured but still has space needs for current and future program

Additional separation of file storage and work areas is needed

Shared meeting spaces are needed

Adjacency with DPW Administration and Town Manager is good

PLANNING

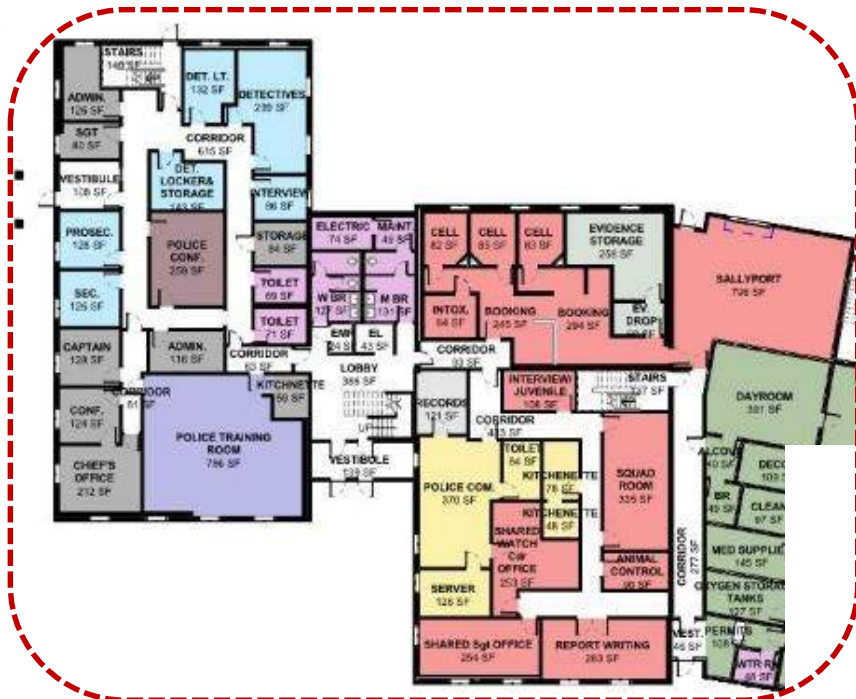


### DEPARTMENT LEGEND - TOWN OFFICE

- ASSESSOR 664 SF
- BUILDING 180 SF
- CLERK 352 SF
- DPW 829 SF
- FINANCE 1,090 SF
- IT MANAGER 259 SF
- PLANNING 838 SF
- RECREATION 147 SF
- CHECK-LIST SUPERVISOR 91 SF
- TOWN MANAGER 682 SF

H. Town Office-Lower Level

Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
K1. Police - Administration	1,009	1,668	220	0	0	1,888	(879)
K2. Police - Communications	767	1,550	180	0	0	1,730	(963)
K3. Police - Records	131	548	0	0	0	548	(417)
K4. Police - Patrol	3,099	3,936	400	0	0	4,336	(1,237)
K5. Police - Training	854	2,780	0	0	0	2,780	(1,926)
K6. Police - Detectives	993	1,650	180	0	0	1,830	(837)
K7. Police - Property & Evidence	498	1,640	180	140	80	2,040	(1,542)
K8. Police - General Shared Space	976	2,600	250	0	0	2,850	(1,874)
<b>Total Police</b>	<b>8,327</b>	<b>16,372</b>	<b>1,410</b>	<b>140</b>	<b>80</b>	<b>18,002</b>	<b>(9,675)</b>



G1. Public Safety Building-Lower Level



G1. Public Safety Building-Upper Level



Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
K1. Police - Administration	1,009	1,668	220	0	0	1,888	(879)
K2. Police - Communications	767	1,550	180	0	0	1,730	(963)
K3. Police - Records	131	548	0	0	0	548	(417)
K4. Police - Patrol	3,099	3,936	400	0	0	4,336	(1,237)
K5. Police - Training	854	2,780	0	0	0	2,780	(1,926)
K6. Police - Detectives	993	1,650	180	0	0	1,830	(837)
K7. Police - Property & Evidence	498	1,640	180	140	80	2,040	(1,542)
K8. Police - General Shared Space	976	2,600	250	0	0	2,850	(1,874)
<b>Total Police</b>	<b>8,327</b>	<b>16,372</b>	<b>1,410</b>	<b>140</b>	<b>80</b>	<b>18,002</b>	<b>(9,675)</b>

**Space Needs Summary**

Space deficiencies exist in all police divisions including fleet

Shared locker areas with Fire Department is remote from other police program

Administration and detectives are separated from booking and patrol by an unsecured lobby area

Repurposing of an office building has created law enforcement spaces that do not meet or make it difficult to meet national professional standards

Lack of secure site and building areas presents a safety concern for staff throughout all divisions

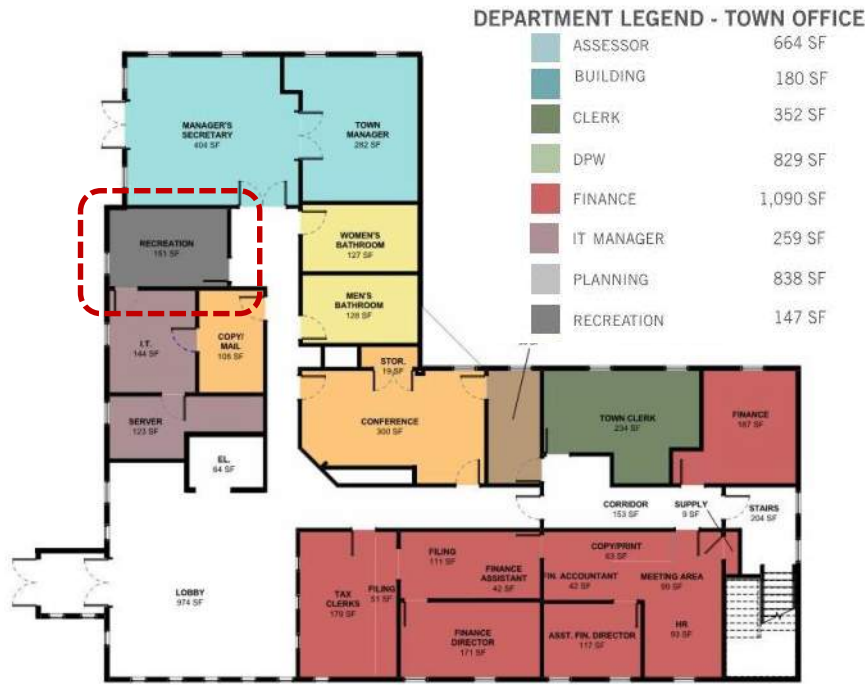
Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
L1. Recreation Office	176	300	0	0	0	300	(124)
L2. Recreation - Town Hall	10,464	10,464	0	0	0	10,464	-
L3. Recreation - Pool Facility	2,143	2,143	0	0	0	2,143	-
<b>Total Recreation</b>	<b>12,783</b>	<b>12,907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,907</b>	<b>(124)</b>

### Space Needs Summary

Recreation office and storage program is spread across Bedford

Recreation office in Town Office is not well matched to community service needs and is too small

Storage for recreation supported camp supplies and activities is in the basement of Town Hall



L1. Town Office-Upper Level



L2. Town Hall



L3. Pool Facility

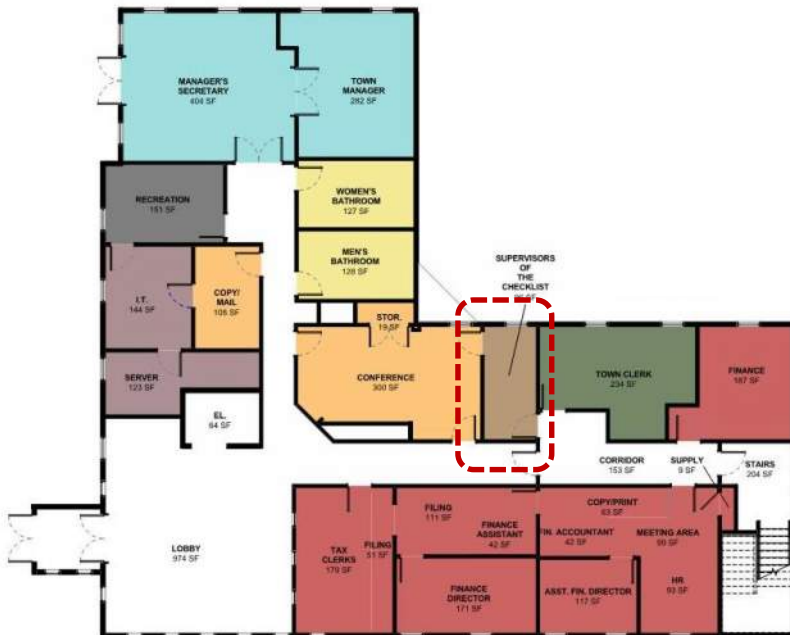
Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
M. Supervisor of the Checklist	112	588	0	0	0	588	(476)

### Space Needs Summary

Limited space available for work and layout areas

Voting machines are stored in Public Safety Building but could be relocated to High School

Adjacency to Town Clerk is important



#### DEPARTMENT LEGEND - TOWN OFFICE

- ASSESSOR 664 SF
- BUILDING 180 SF
- CLERK 352 SF
- DPW 829 SF
- FINANCE 1,090 SF
- IT MANAGER 259 SF
- PLANNING 838 SF
- RECREATION 147 SF
- CHECK-LIST SUPERVISOR 91 SF
- TOWN MANAGER 682 SF

H. Town Office-Upper Level



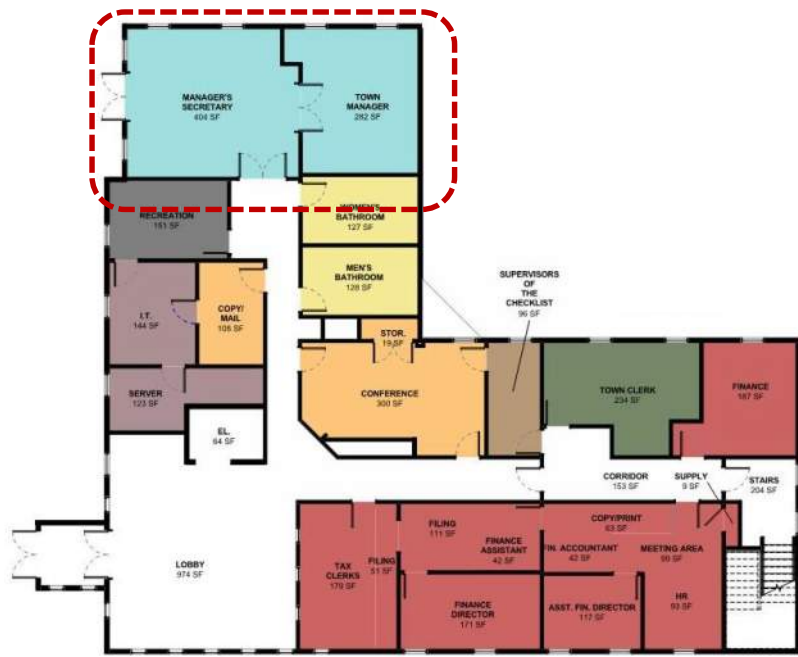
Description	Exist	2017	2022	2027	2037	Total Net Area Required (sf)	Delta Between Exist and Required Area (sf)
	Current Area	Net Area Required (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)	Anticipated Future Area (sf)		
N1. Town Manager	799	1,040	250	0	0	1,290	(491)
N2. Town Manager at BCTV Annex	114	250	0	0	0	250	(136)
<b>Total Town Manager</b>	<b>913</b>	<b>1,290</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>1,540</b>	<b>(627)</b>

### Space Needs Summary

Space needs result from an awkward use of existing Town Office building and mismatch of current and former types of town government

Dedicated Manager's office plus adjacent shared meeting room is needed vs existing office and meeting space in single office

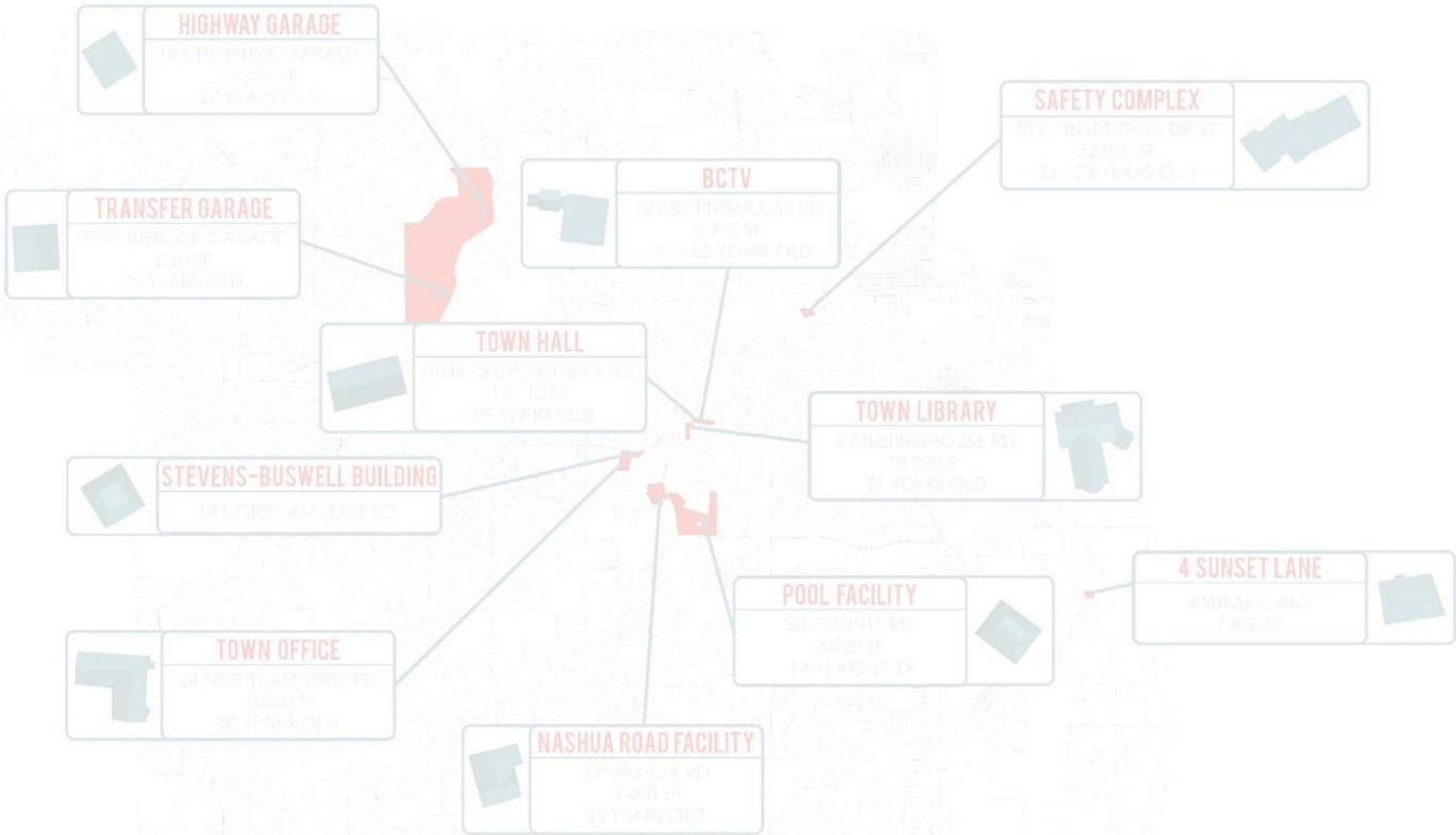
Location adjacent to several Finance, Town Clerk, Assessor, and Planning is convenient



#### DEPARTMENT LEGEND - TOWN OFFICE

- ASSESSOR 664 SF
- BUILDING 180 SF
- CLERK 352 SF
- DPW 829 SF
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H. Town Office-Upper Level



# SPACE UTILIZATION ANALYSIS

# EXISTING BUILDING UTILIZATION SUMMARY

SPACE UTILIZATION

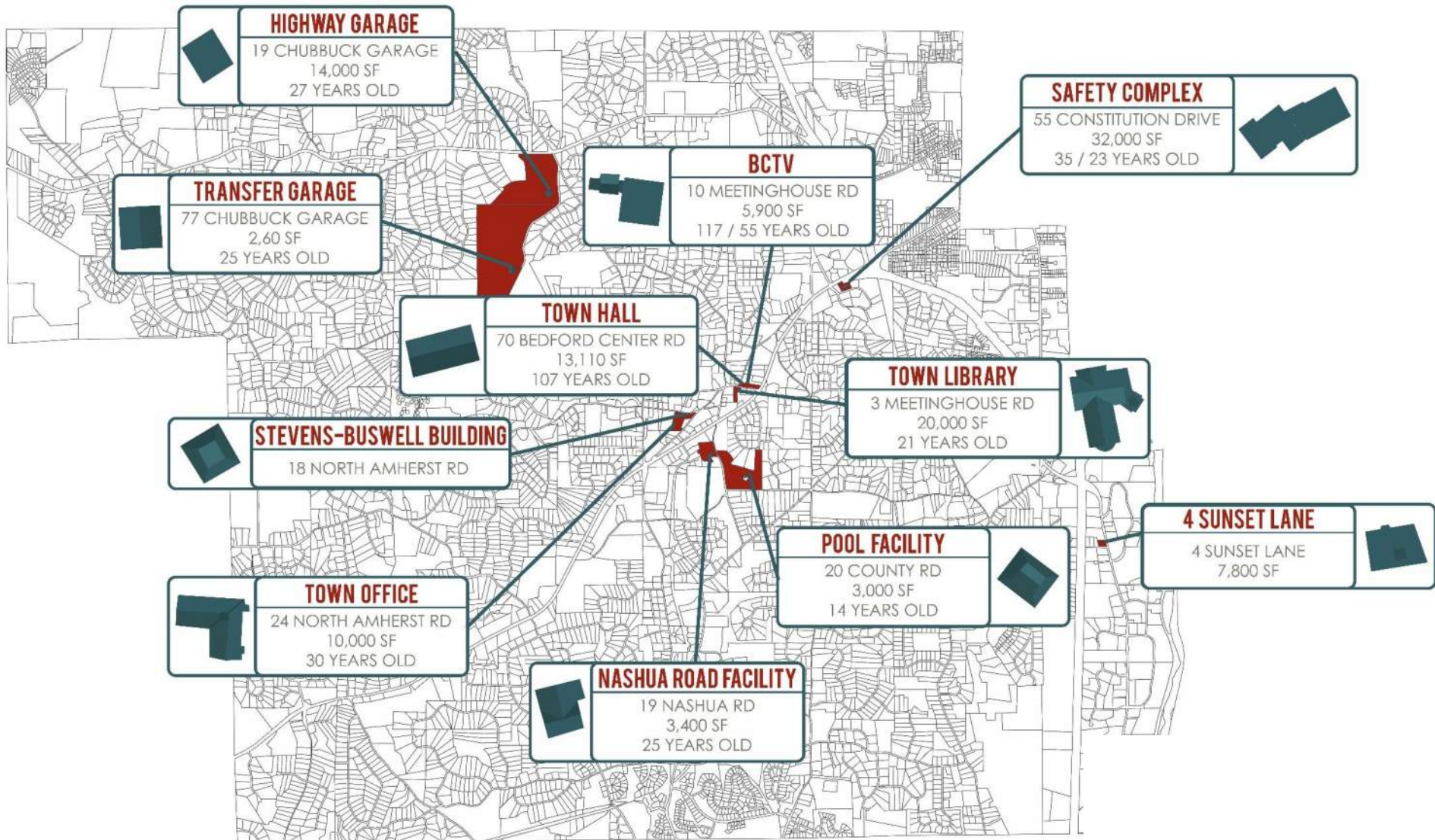
building	PROGRAM	SHARED	EXISTING GROSS AREAS / DEPT			TOTAL	UTILIZATION
	AREA	SPACE				GROSS	
	exist program area (sf)	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total building area (sf)	building utilization percentage
	current usable area	shared space x % usable area	circulation area x % usable area	building services x % usable area	area of walls and partitions x % usable area	program area + shared space + circulation space + building services + walls and partitions	program and shared area / total area)
A 4 Sunset Lane Leased	7,408	-	90	-	312	7,810	94.85%
B1 BCTV	3,626	-	866	190	406	5,088	71.27%
B2 BCTV Annex	1,378	-	238	35	169	1,820	75.71%
C Highway Garage	11,420	-	983	156	1,269	13,828	82.59%
D Library	11,819	-	2,801	994	4,785	20,399	57.94%
E Nashua Road Facility	3,440	-	62	-	234	3,736	92.08%
F Pool Facility	2,143	-	459	-	398	3,000	71.43%



# EXISTING BUILDING UTILIZATION SUMMARY

SPACE UTILIZATION

building	PROGRAM	SHARED	EXISTING GROSS AREAS / DEPT			TOTAL	UTILIZATION
	AREA	SPACE				GROSS	
	exist program area (sf)	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total building area (sf)	building utilization percentage
	current usable area	shared space x % usable area	circulation area x % usable area	building services x % usable area	area of walls and partitions x % usable area	program area + shared space + circulation space + building services + walls and partitions	program and shared area / total area)
G Public Safety Complex	23,423	2,030	4,660	739	4,117	34,972	72.78%
H Stevens Buswell	4,354	-	1,568	401	924	7,247	60.08%
I Town Hall	10,464	-	1,045	385	1,377	13,271	78.85%
J1 Town Office	5,059	832	2,426	838	1,212	10,368	56.82%
J2 Shed at Town Office	354	-	-	-	30	384	92.19%
K1 Transfer Station	2,457	-	-	47	174	2,678	91.75%
K2 Recycle Center	1,372	-	-	-	53	1,425	96.28%
<b>total</b>	<b>88,717</b>	<b>2,862</b>	<b>15,198</b>	<b>3,785</b>	<b>15,460</b>	<b>126,026</b>	<b>72.67%</b>



# QUESTIONS