

HARRIMAN

# TOWN OF BEDFORD

Municipal Facilities Master Plan and Space Needs Assessment

Volume One: Space Program, Existing Facility Assessments and  
Space Utilization Analysis Draft

August 03, 2017

**TAB ONE: Executive Summary**

Narrative

- K. Police
- L. Recreation
- M. Supervisor of the Checklist
- N. Town Manager

**TAB TWO: Existing Facilities Assessment**

Existing Facilities Narrative

Existing Facilities Assessments

- A. 4 Sunset Lane
- B. BCTV
- C. Highway Garage
- D. Library
- E. Nashua Road Facility
- F. Pool Facility
- G. Public Safety Complex
- H. Stevens Buswell Community Center
- I. Town Hall
- J. Town Office
- K. Transfer Station

**TAB FOUR: Space Inventory and Utilization Analysis**

Space Inventory and Utilization Narrative

Summary: Existing Building Utilization Analysis

Utilization Analysis by Building

- A. 4 Sunset Lane
- B1. BCTV
- B2. BCTV Annex
- C. Highway Garage
- D. Library
- E. Nashua Road Facility
- F. Pool Facility
- G. Public Safety Complex
- H. Stevens Buswell Community Center
- I. Town Hall
- J1. Town Office Building
- J2. Shed at Town Office
- K1. Transfer Station
- K2. Recycle Center

**TAB THREE: Space Needs Assessment**

Space Program Narrative

Net Program Summary

Gross Program Summary

Space Program by Department

- A. Assessor
- B. BCTV
- C. Building Department
- D. Town Clerk
- E. Department of Public Works (DPW)
- F. Finance
- G. Fire Department
- H. IT Manager
- I. Library
- J. Planning

In April of 2017 the Town of Bedford, New Hampshire engaged Harriman Architects and Engineers to develop a facilities master plan and perform a space needs analysis for the Town’s municipal facilities and operations. The comprehensive plan will provide guidance for both short and long-term planning goals for the Town. The study includes the following types of 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

**Storage, Maintenance and Services**

- Highway Garage – 19 Chubbuck Road
- Transfer Station – 77 Chubbuck Road
- Nashua Road Facility (old Highway Garage) – 19 Nashua Road

**Library**

- Town Library – 3 Meetinghouse Road

**Public Safety**

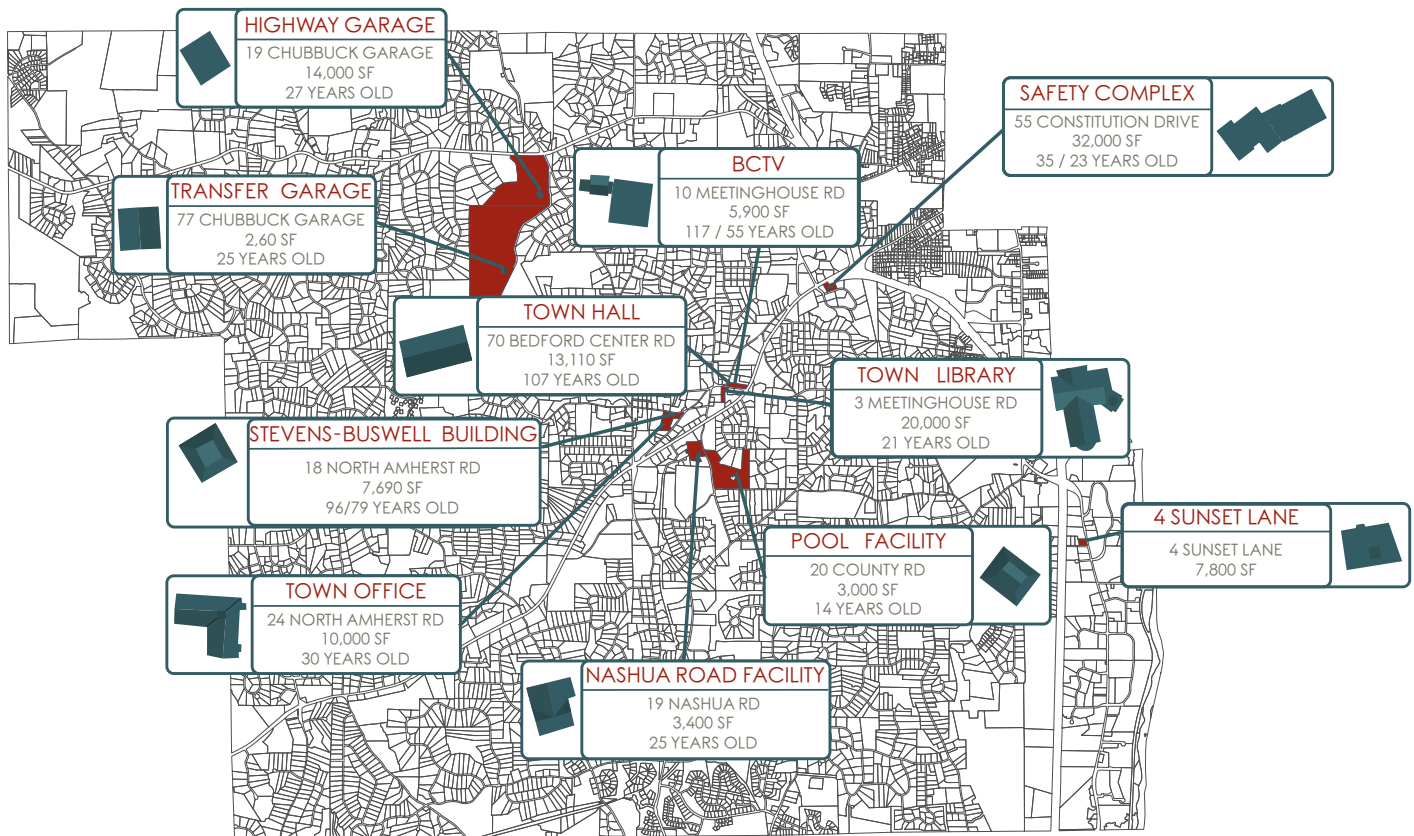
- Bedford Safety Complex – 55 Constitution Drive
- 4 Sunset Drive - Leased space

**Pools / Bath House**

- Bedford Pool Facility – 20 County Road

**Community Center**

- Stevens-Buswell Building – 18 North Amherst Road



Harriman is contracted to perform the following tasks for the study:

- Space Programming and Assessments
- Conceptual Design and Alternative Scenarios Development
- Preferred Scenario Development
- Final Report and Presentation

The work contained in this Volume One is the work to date for the Space Programming and Assessments Task of the study and is comprised of analytical components which provides the basis for future recommendations. The contents of this portion of the study includes the following:

- Existing Facilities Assessment
- Space Needs Assessment
- Space Inventory and Utilization Analysis

The Facilities Assessments includes the review of existing site and building information for the 11 properties as well as narrative reference to other sites that may provide opportunities for development. Bedford owns a proportionally large number of small buildings which tend to be too small to properly support the programs they house. Further, the small buildings are costly to operate and maintain. The Town Facilities Department has maintained the buildings well: no facilities have a deferred maintenance need that is so bad that they pose a danger to occupants or create a liability to the Town by remaining open. Recommendations to demolish or replace facilities are made due to the fact that they are not able to support their municipal programs in an efficient way or do not make optimal use of precious Town owned acreage. Most recommendations to modify or update facilities are based upon current lack of space of worn out systems and materials.

The Space Needs Assessment includes the review of existing spaces used by the various Town departments and compares those values to actual space requirements needed today. Staffing and support space needs are projected 5, 10, and 20 years into the future when applicable. This ensures potential building projects will have ample square footage to support municipal programs into the future. Questionnaires were filled out by Department Heads to identify space needs and follow up interviews were performed to clarify the type and character of the spaces needed.

Analysis of independent and dependent municipal programs and facilities. Independent programs and facilities can operate well without the need for adjacency of other municipal departments. These programs and facilities are also considered static in the planning process as they do not contain variables that vary widely. Independent programs include a proposed Fire Substation, Highway Garage (DPW), Library, Nashua Road Facility (DPW), Pool Facility, Town Office Shed (DPW), Transfer Station (DPW), and Recycling Center (DPW). Dependent programs require the adjacency of other municipal departments to operate and function properly. Dependent programs include: Town Manager, Town Clerk, Finance Department, Assessor, Planning Department, Building Department, and Supervisors of the Checklist. Dependent programs need to be clustered together and their collective square footage requirements will be considered together in the Concept Options phase.

The Inventory and Space Utilization Analysis documents the efficiency of existing spaces in order to understand if there is available capacity in existing Town buildings to better support municipal departments.

In summary, the findings show that Bedford owns and operates several buildings that do not support the programs they house. The current existing condition is largely based upon the fact that the Town of Bedford has grown substantially over the last 30 years but Town facilities have not been able to grow in proportion to expanded and changing civic needs. Significant deferred maintenance and infrastructures needs are symptoms of the larger issue of space needs across nearly all of Bedford's municipal departments.

Although most of the buildings assessed are in relatively good condition (due to diligent facilities maintenance), 7 of the 11 facilities require significant work mainly due to incompatibility with the programs they serve. These buildings are: BCTV Annex, Nashua Road Facility, Town Hall, Town Office, Safety Complex, and, Stevens-Buswell Building, and 4 Sunset Lane.

For example, the Town Office Building was designed to support a different form of Town government than the current Board of Selectmen/Open Town Meeting form. Its construction does not meet the facilities needs of an institutional municipal building and, as a result, requires a disproportionately large amount of work and renovation to maintain. The Public Safety Complex is built upon a renovated office building and, similarly, lacks appropriate finishes and security typically seen in current public safety buildings.

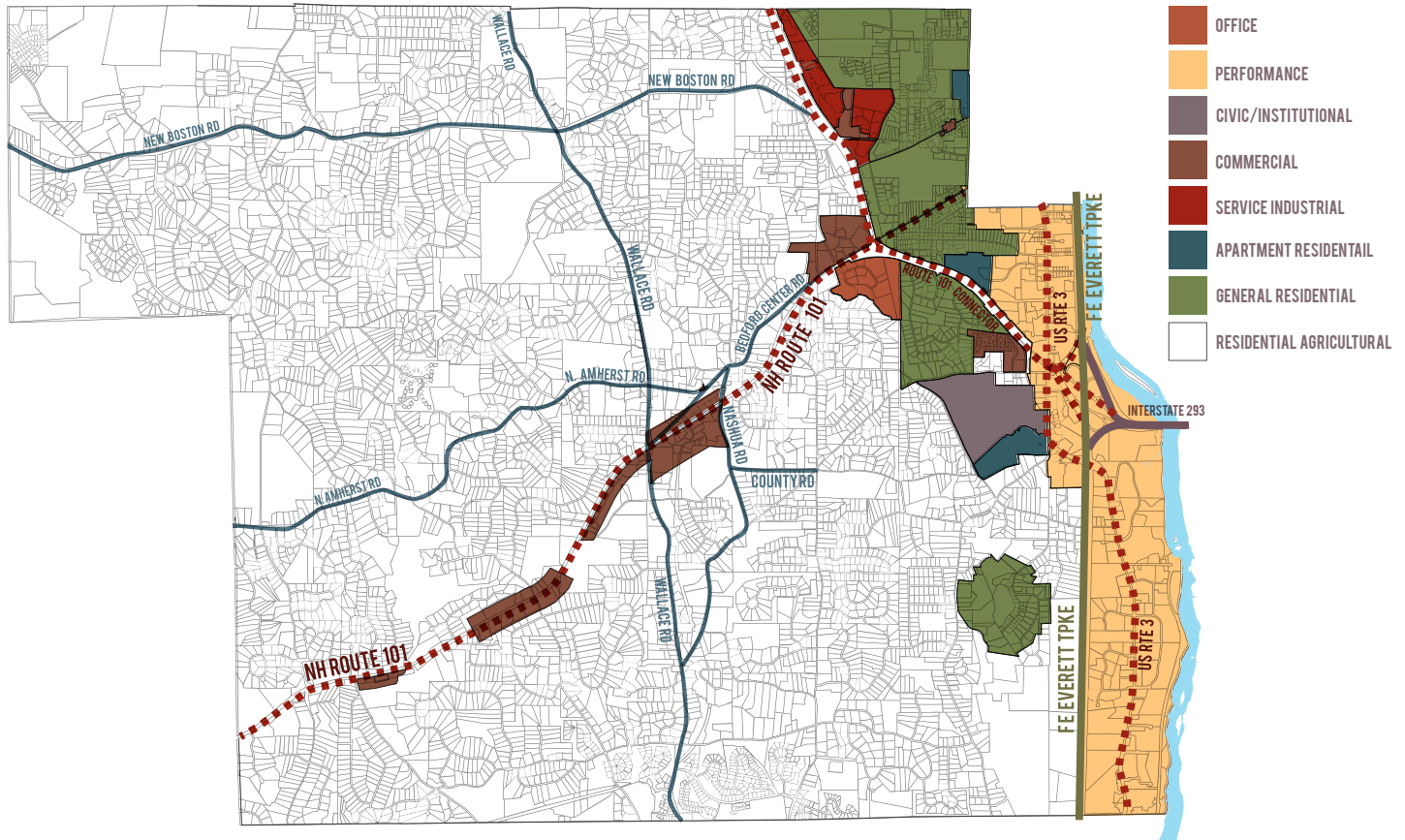
Reused or repurposed buildings such as the Nashua Road Facility and BCTV Annex are examples of underutilized buildings in disrepair that should be seriously considered for demolition. Their value and potential for reuse are low compared to the significant expense of needed major renovations. In both buildings, there are examples of infrastructure deficiencies that would typically support occupied office space. Examples of these deficiencies include: mechanical systems, toilets, appropriate finishes and lighting.

In addition to the fundamental conflict of use, departments such as the Fire Department, Police Department, DPW, Finance Department, Planning Department, and Assessing Department have outgrown their spaces due to Town growth over time. The current space restrictions have placed significant operational restrictions upon the various Town departments; several of which cannot hire needed staff for lack of space. The overcrowding has impacted facilities conditions such as poor lighting in corridors used as work spaces, worn and damaged finishes, and overburden of HVAC and electrical infrastructure.

Facilities deficiencies are not limited to occupied program spaces. Fleet vehicles and apparatus serving DPW, Police, and Fire are currently housed outside and exposed to weather. Current best practices advocate indoor storage of major fleet assets which improve operations, extends vehicle life, and protect the community's investments.

The current space need demonstrates that Bedford's municipal agencies and departments are overcrowded and using 56.8% of the space they actually need to perform their duties in a safe and professional manner. Needs manifest in different ways according to the department type. The Finance Department, for example, lacks separation of work spaces for nearly all its staff which has direct implications for human resources and welfare issues. The department also lacks support spaces such as adequate storage and separate copy spaces. 24 hour operations such as Police, Fire, and DPW all lack space and infrastructure typically needed to meet professional accreditation standards (CALEA for police and APWA for DPW), response time standards (NFPA 1710 for fire), and facility security needs. As noted in the facilities section above, the significant need for more space is the root cause of other issues that create a serious facilities burden, security concerns, and customer service limitations for the Town of Bedford.

The graphic below depicts Bedford’s major roads and development zones which highlights vehicular corridors and areas of population and commercial density. These areas were considered regarding emergency response and convenience of location for Municipal facilities.



BEDFORD TOWN MAP SHOWING MAJOR ROADS AND DEVELOPMENT ZONES

As a matter of record, the following departments, as well as Harriman’s understanding of the department purpose and mission are included here:

**Assessing** - Following the laws governing taxation in the State of New Hampshire, the Assessing Department evaluates and provides a fair tax assessment for all properties, both residential and commercial within the town.

**Building Department** - A division of the Bedford Fire Department responsible for the review of all building plans for compliance with applicable codes and the issuance of required building permits. The Building Department oversees the administration of all applicable Building Codes for the Town of Bedford.

**BCTV** - The local community access television station providing access and awareness of public, education and government community information through programming that falls into three categories, including: Public, non-commercial programming produced by local residents and non-profits; Education, including school related programming that emphasizes classroom, theater, and sports; and Government, including all town meetings, both live and re-broadcast.

**WBNH-LP Radio** - The locally owned radio station and it provides timely and accurate emergency information as well as entertaining and educational programming for the residents of Bedford.

**Finance** - Provides accounting, purchasing, payroll, billing, collection, debt management and cash management services for Town of Bedford departments. Additionally, it provides support services to the Town Manager for the preparation of the annual operating budget and the capital improvement program. The department provides reporting on the financial position and performance of the town to the Town Council and oversees the human resources component of the town.

**Planning** - Builds consensus among Bedford citizens and businesses on the future direction of the community. Facilitates the incorporation of these guidelines into planning documents for use by the town's boards and commissions.

**Police Department** - Responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

**Recreation** - Responsible for developing and providing recreational opportunities for the citizens of Bedford, including fitness programs for all age groups, youth athletic programs, swimming pool and Bedford Old Towne Days.

**Department of Public Works (DPW)** - Responsible for maintaining the Town's physical infrastructure as well as delivering important services, such as plowing and property maintenance. DPW also oversees the upkeep and maintenance of all town owned property.

**Town Clerk** - Responsible for the recording and management of all vital records including births, marriages, and deaths. The Clerk's office oversees all local, state and federal elections; issues licenses including dog licenses. The Clerk's Office is responsible for the maintenance of the Town's most important records.

**Town Manager** - Appointed by the Town Council to be the administrator of all the departments of Town government. The Manager proposes annual Operating and Capital Budgets, implements the policy decisions of the Council, and oversees all personnel administration for all town employees, manages property, real and personal, owned by the Town. With the help of an Executive assistant, this office provides meeting minutes; coordinates Council appointments; and supplies staff support to the Town Council.

**Supervisors of the Checklist** - The three elected Supervisors of the Checklist (terms of 6 years) have duties that include determining if an applicant is legally qualified to vote, updating the Checklist of registered voters, entering newly registered voters, making name and address changes and corrections, and the removal of ineligible voters from the checklist.

**Fire Department** - Provides services to protect life, property and the environment. Those services include responses to fire, medical, rescue, hazardous materials and natural and man-made disaster.

**Information Technology (IT)** - Provides town staff with the appropriate software and technology equipment for the efficient workflow of all departments. IT oversees all aspects of technology driven infrastructure within town offices.

**Library** - Responsible for overseeing the town's literary resources for the enjoyment of the citizens of Bedford while also providing additional cultural programming designed to enhance the educational enrichment of the citizens.

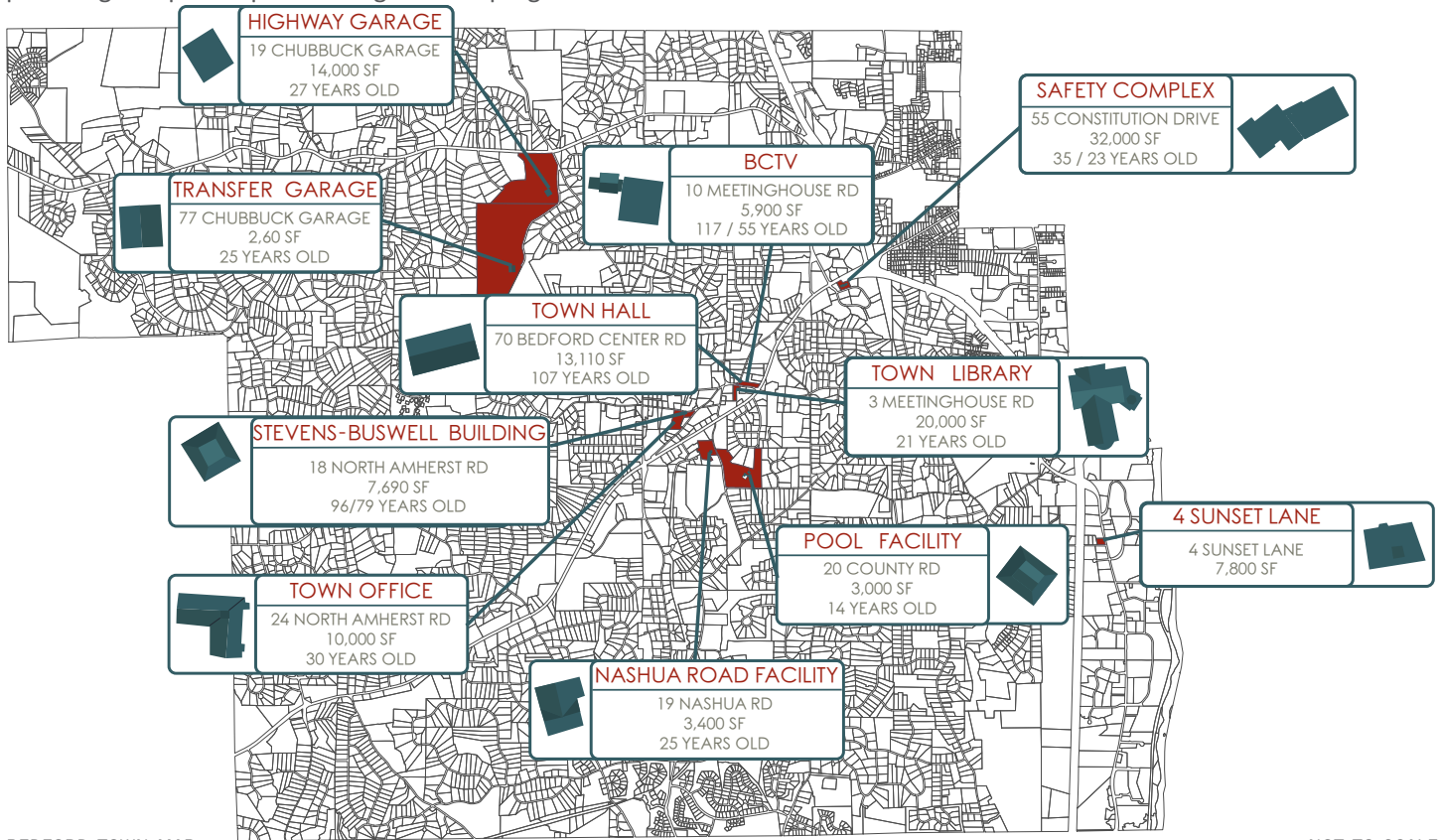
# FACILITIES ASSESSMENT

## EXECUTIVE SUMMARY

The Town of Bedford Municipal Facilities Master Plan included a visual assessment of the 11 facilities in the plan. Buildings were evaluated on a scale of 0 - 5 where 0 is considered in immediate need of repair, 2.5 is considered in good condition, and 5 is considered brand new.

There were 32 evaluative criteria that include the general categories of: Site, Building Exterior, Building Interior, Life Safety, Mechanical Systems, Electrical Systems, Plumbing Systems, and Visible Structure. Anecdotal information from DPW Facilities staff and User Groups were also taken into consideration as was a 2012 facilities report that was created for the Town. Summary data for each facility is provided as shown on the table to the right. Tables were created to show how each building relates to others relative to age, size, and overall condition.

In addition to deferred maintenance needs, major renovations and additions will be required for many Town facilities to meet current and future space needs as outlined in the programming summary. Most of the Bedford municipal facilities were identified as not providing adequate square footage for the program



BEDFORD TOWN MAP

NOT TO SCALE



## FACILITIES ASSESSMENT

they support. One of the results of this condition is the overuse and overcrowding of facilities which directly correlates to increased deferred maintenance needs.

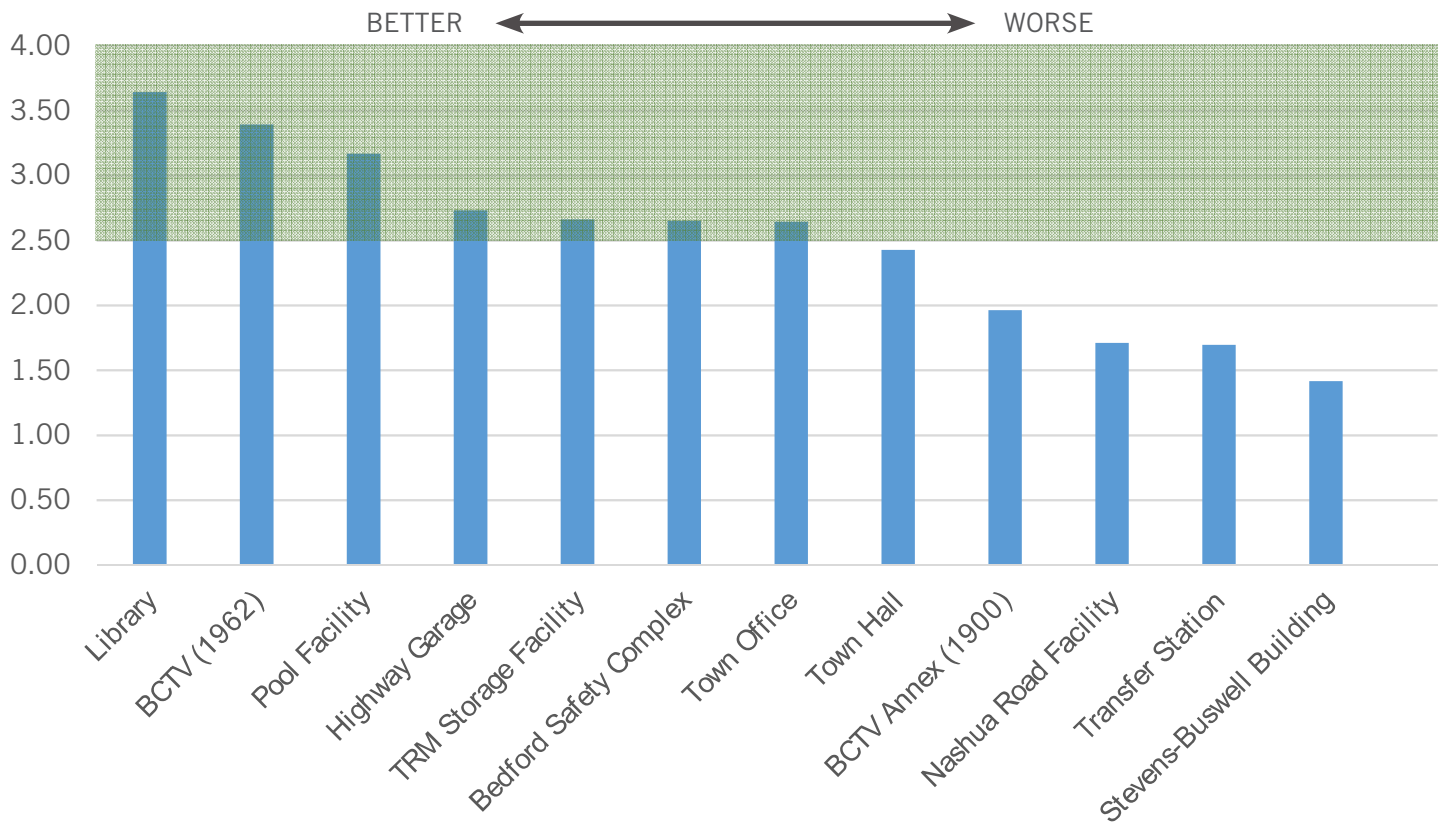
The facility assessment will allow the Town of Bedford to focus capital improvement funds on facilities that will be a long-term assets and rethink spending money on facilities that are financial liabilities to the community.

Review of each building was visual and non-destructive in nature. Therefore, there was limited opportunity to observe items such as structural steel, building insulation, and other elements that are typically hidden from view.

The following charts provide a comparative representation of the various Town owned and/or operated facilities relative to facility condition, age, and size.

### AVERAGE FACILITY RATING

The chart ranks each building on a scale of 0 - 5 with 2.5 representing a facility that is in relatively good condition. Scores are an average of the 32 review criteria used in the facility assessments. Buildings that fall below 2.5 will likely require moderate capital improvements to address deferred maintenance issues. Buildings that fall between



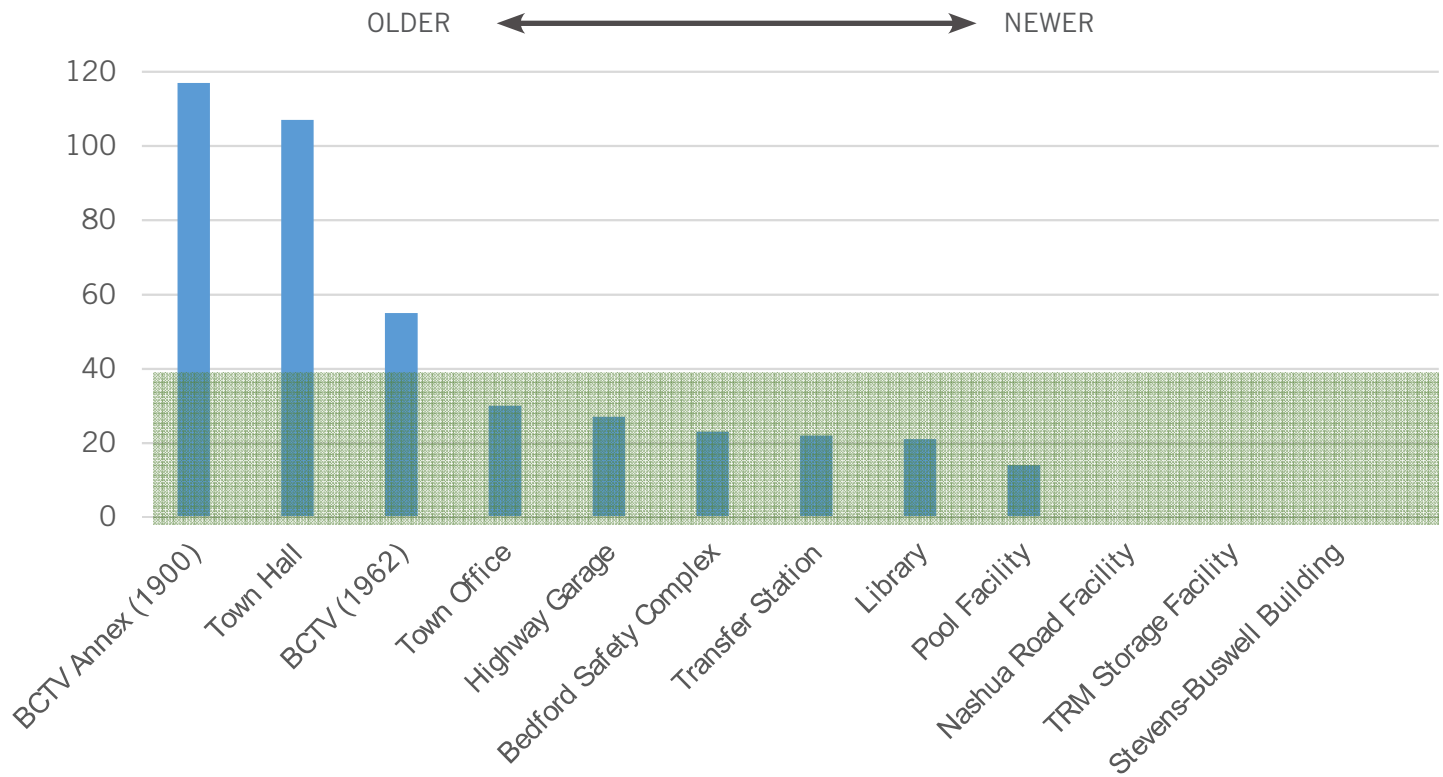
### AVERAGE FACILITY RATING

## FACILITIES ASSESSMENT

1.5 and 2 are in fair to poor condition and will require significant improvements to their infrastructure. See individual facilities assessments for more information.

### FACILITY AGE (IN YEARS)

Generally, municipal facilities contain major systems and infrastructure that have a useful life of roughly 40 years. The importance of this graphic is to demonstrate how many buildings are over 40 years old to identify which buildings will be in need of major systems and infrastructure replacement. The majority of Bedford's facilities are between 20 and 30 years old, indicating strategies for major systems replacement should not be considered a priority for the near-term but should be expected for projects scheduled in the next 10-20 years.



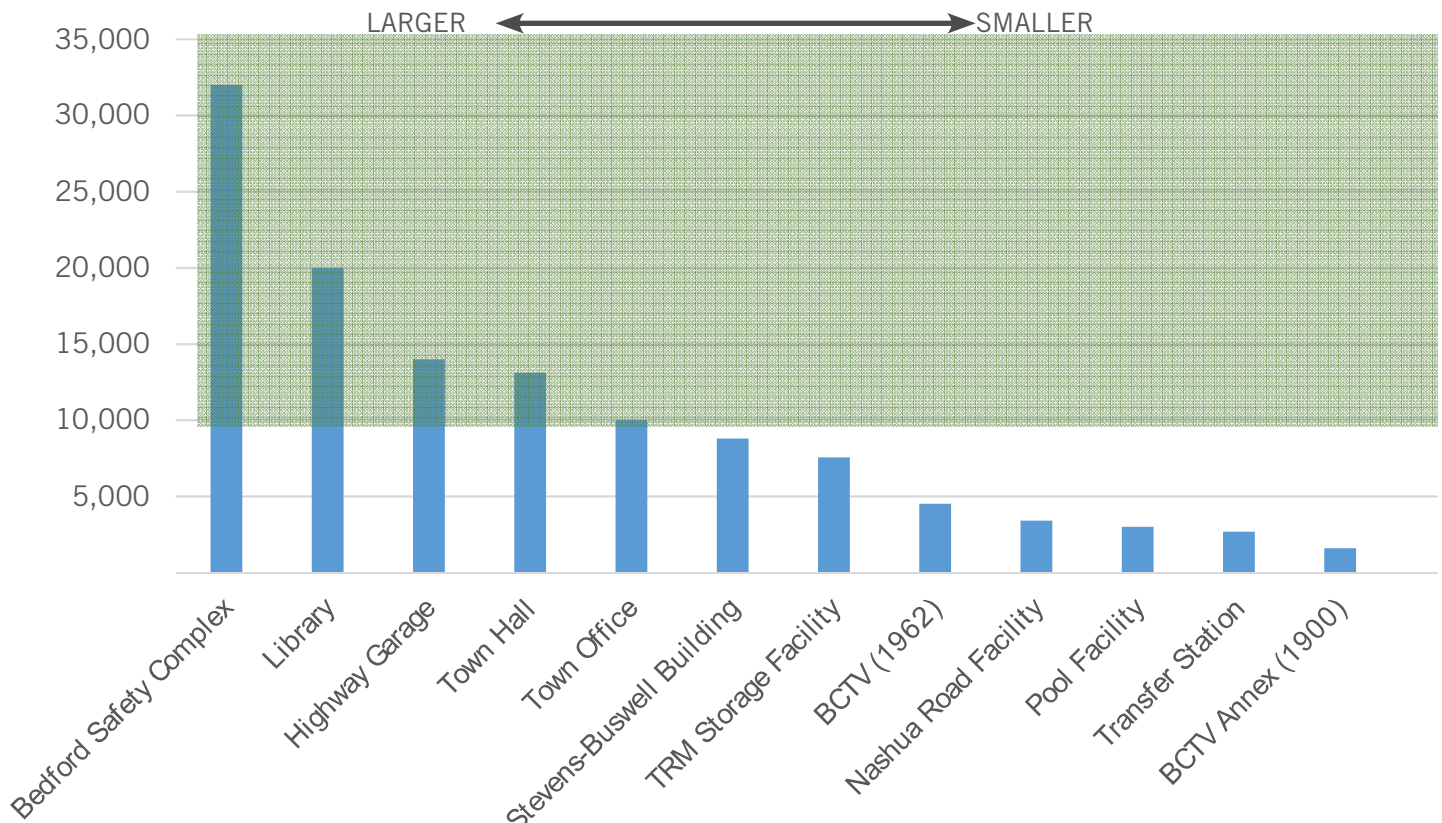
FACILITY AGE, IN YEARS

## FACILITIES ASSESSMENT

### FACILITY SIZE (IN GROSS SQUARE FEET)

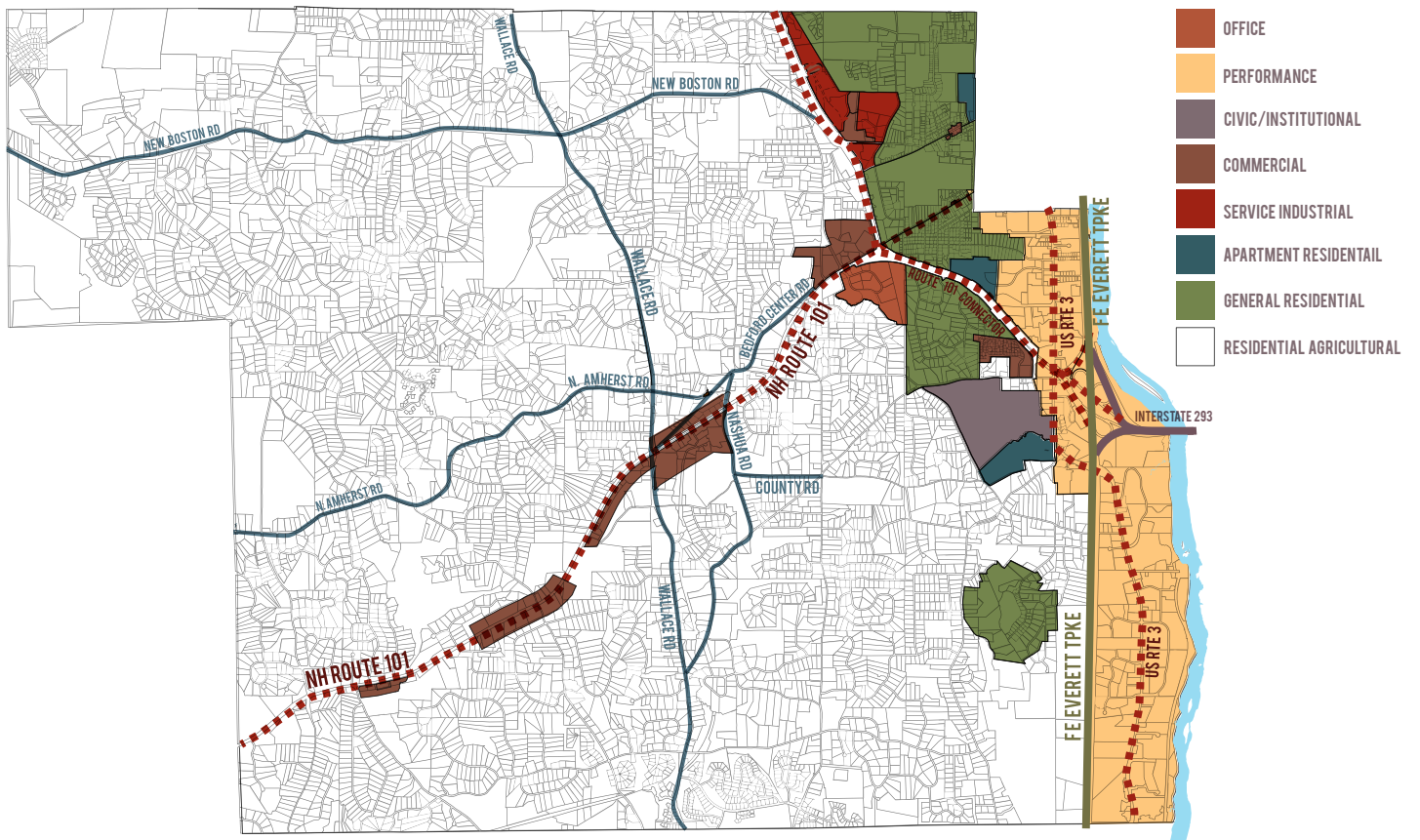
The maintenance and upkeep of public facilities requires time, money, and staffing. Many of Bedford’s municipal facilities are located in small buildings that are more expensive to maintain compared to being consolidated in larger buildings. By utilizing fewer, large buildings, Bedford will realize a reduction in duplicating systems that require a high level of maintenance such as: boilers, toilet rooms, kitchens, and air handling equipment.

As a rule of thumb, 10,000 square feet (SF) is the threshold size for an efficient building. The chart shows that over half of Bedford’s facilities are under the 10,000 SF threshold.



FACILITY AREA: IN GROSS SQUARE FEET

**FACILITIES ASSESSMENT**



BEDFORD TOWN MAP SHOWING MAJOR ROADS AND DEVELOPMENT ZONES

NOT TO SCALE

# A. 4 Sunset Lane

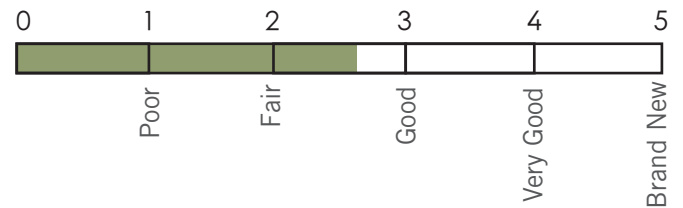
## General Description

The 4 Sunset Drive property is currently owned by the Town and leased to a private business. The developed property was formerly a Napa Auto Parts retail store and has a one story metal building occupying 7,650 GSF. The property is under specific consideration to be used as a fire substation with hopes the existing building can be adaptively reused to serve the Fire Department's program.

## Development Constraints

Although the property is in an ideal location to address the high call volume on the South River Road corridor, the building may pose limitations to providing adequate infrastructure and/or footprint for public safety use. Revised concept design layouts based upon previous studies will need to be completed to verify adequacy of the existing building to be utilized for a fire substation. The site lacks a signalized intersection which is an important element for improving response times. The addition of a traffic signal at this location will be an added cost to the project's development.

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





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.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- |  |   |
|--|---|
| <b>Context, Access and Circulation</b>                           | <ul style="list-style-type: none"> <li>A. The developed site is located along an existing commercial corridor on South River Rd and accessed via Sunset Lane, an internal, un-signalized street.</li> <li>B. The site and building are being specifically considered as a possible location for a fire substation to service the high call volume on the South River Road corridor.</li> <li>C. The existing driveway is located well away from South River Rd. on Sunset Ln. Parking lots flank the north (front) and west end of the building. The building entrance is on the South River Rd. end of the building. The service/ loading door is to the rear/ west end of the building.</li> </ul>                      |
| <b>Property and Site Vistas, Topography and Natural Features</b> | <ul style="list-style-type: none"> <li>D. The building entrance is located on the northeast corner facing the side street, Sunset Lane to the north and South River Rd. to the east. The building and site are visible from both public streets.</li> <li>E. Topography and drainage: The site is developed, generally flat with surface drainage to adjacent swales.</li> </ul>  |
| <b>Site Features and Improvements</b>                            | <ul style="list-style-type: none"> <li>F. Pavements: The parking lots appear to be in good condition.</li> <li>G. The site has older trees along Sunset Ln. and more recent landscaping and lawns installed with the building construction.</li> </ul>  |
| <b>Utilities</b>   | <ul style="list-style-type: none"> <li>H. The site is served by public water and sewer.</li> </ul>  |
| <b>Solar Orientation and Climate</b>                             | <ul style="list-style-type: none"> <li>I. The long, front façade and side which would have the apparatus bay doors is north-facing toward Sunset Ln. If a new building were developed and oriented toward South River Rd. those apparatus bays would be east facing.</li> <li>J. East or west facing apparatus bays would have paved apron areas receiving south sun.</li> </ul>  |
| <b>Opportunities and Constraints</b>                             | <ul style="list-style-type: none"> <li>K. Access and Context – given the specific consideration of this parcel as a fire substation, the existing site access is limited and the intersection of South River Rd and Sunset Ln is not signalized. The lot frontage on South River Rd is 240 ft. If the apparatus bays are oriented toward South River Rd., the emergency vehicle driveway curb opening should be located as far from the intersection at Sunset Ln as possible.</li> <li>L. Utilities – the building is served by public utilities. The redevelopment of the site may require replacement of stormwater detention or treatment facilities including the use of subsurface treatment structures.</li> </ul> |



BUILDING EXTERIOR / MAIN ENTRY

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
- Existing parking areas are in good condition however vehicle circulation changes will be needed to meet the program needs of a fire station.
  - Sunset Drive lacks a traffic signal which is assumed to be a critical element for response apparatus given the volume of traffic on South River Road.
  - Existing storm water retention areas may need to be relocated, potentially underground, to make space for the circulation of response apparatus.

- Structural**
- Premanufactured building appeared to be in good condition.

- Building Envelope**
- Building cladding is corrugated metal siding and is in good condition aside from a few locations of minor damage and denting.



BUILDING INTERIOR

- Building Interior**
- The building interior has been recently fit up to accommodate its current use. Most finishes are in good condition however assemblies such as ceilings had exposed batt insulation at the top edge and other elements indicating short-term construction solutions.

- Life Safety**
- The fire alarm system appears functional. There appears to be a lack of strobe coverage.
  - Sprinkler system is not installed
  - Exit signage appears minimal.

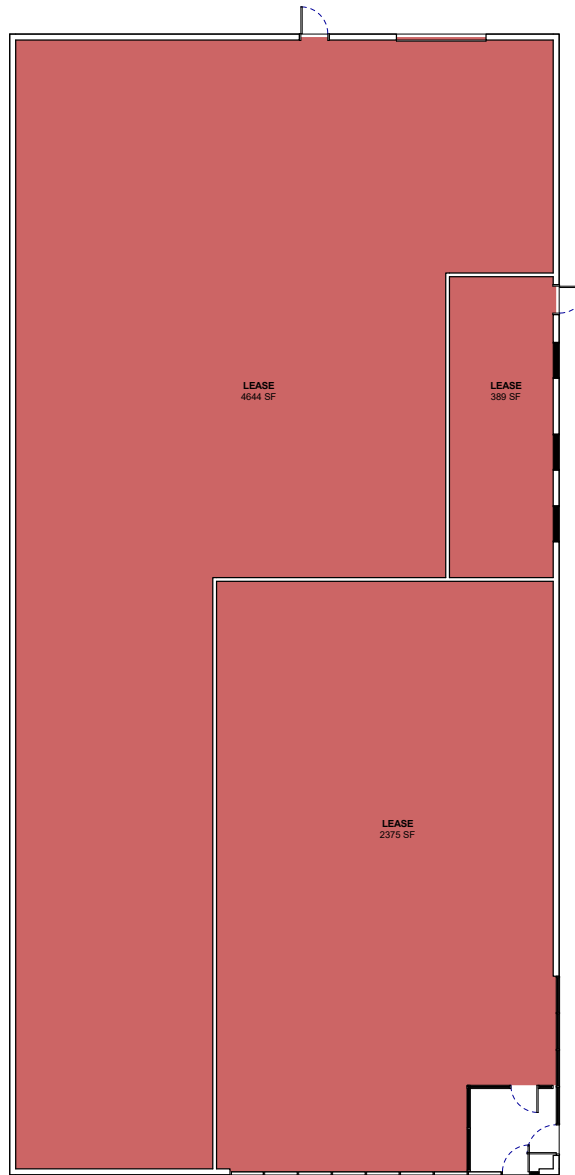
- Mechanical**
- Bathroom exhaust fan is installed directly beside the supply diffuser.
  - Ventilation is not provided in the Mail Entry Vestibule.
  - (3) Condensing units are installed on grade along the south wall. Coils show signs on being partially obstructed.



3D MODEL VIEW

- Plumbing**
- Lavatory drain piping is not covered and faucets do not meet current ADA requirements.
  - Utility sink faucet does not have vacuum breaker backflow protection at hose connection.





FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

LEASE 7,408 SF

**GENERAL BUILDING**

CIRCULATION 90 SF

BUILDING SERVICES 0 SF

WALLS AND PARTITIONS 312 SF

**ALL DEPARTMENT USE**

SHARED SPACE 0 SF

**TOTAL AREA** 7,810 SF

1ST FLOOR: 7,810 SF

TOTAL GROSS AREA: 7,810 SF



EXTERIOR BACK

### SUMMARY FINDINGS

#### Site

See 'Site Issues, Needs, and Observations' section.

#### Exterior Systems

The exterior assembly appeared to be in good condition. The building is relatively new.

#### Roof Systems

Review of the low pitched metal roof from the ground appeared to be in good condition.

#### Interior System

Interior finishes were typically in good condition however several areas contained finishes such as drywall that were not taped or painted. The specific condition of the building interior is of little concern as a renovation of the property will likely result in the gutting of the building.



EXTERIOR BASE



CORDS HANGING FROM CEILING



EXISTING

### SUMMARY FINDINGS

#### Mechanical Systems

Garage and open storage space are heated by gas-fired suspended unit heaters. Heating and ventilation is provided for the office areas.

#### Plumbing Systems

Domestic hot water is generated by a gas-fired storage hot water heater installed in May 2009.

#### Electrical Systems

Electrical service entrance appears good condition. The office area lighting consists of 2x4 fluorescent fixtures, Storage area lighting consists of linear fluorescent strip lights with reflectors.

#### Life Safety Systems

The fire alarm system appears functional. There appears to be a lack of strobe coverage. Exit signage appears minimal.



EXISTING MECHANICAL



EXISTING INSULATION

**General Description (1900)**

The BCTV Annex is a two story wood frame structure built in 1900 originally housing the town’s fire department. The structure is in fair condition given its age. Recent structural reinforcements have been made to the roof and southern wall. Several renovations have also been done in recent years to the first and second floor creating new rooms with GWB partitions and a toilet room on the second floor.

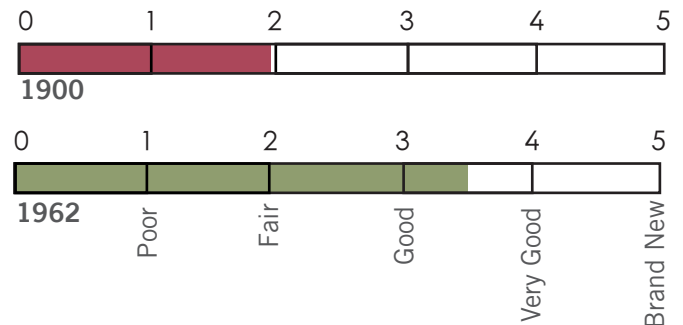
**General Description (1962)**

The BCTV building is a single story steel and CMU structure with brick veneer built in 1962 to serve as a fire station. The building now houses the town’s cable television station, TV and radio studios as well as the Town Council's “Town Meeting Room” such that meetings can be broadcast town wide. Overall, the facility is in very good condition and appears to be well maintained throughout.

**Development Constraints**

The BCTV building shares a site with the Old Town Hall. Parking is very limited on site given the assembly use of both buildings. The steep slope of the eastern half of the property is likely to complicate the ability to add parking area on this site.

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



SITE PLAN

SCALE: 1" = 160'-0"



Refer to Town Hall facility assessment, I, for site assessment information

**Zoning Provisions**

Zone: "RA" Residential and Agriculture and Historic District

Permitted Uses: All commercial uses.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**      A. Refer to Town Hall Site Analysis
  
- Property and Site Vistas, Topography and Natural Features**      B. Refer to Town Hall Site Analysis
  
- Site Features and Improvements**      C. Refer to Town Hall Site Analysis
  
- Utilities**      D. Refer to Town Hall Site Analysis
  
- Solar Orientation and Climate**      E. Refer to Town Hall Site Analysis
  
- Opportunities and Constraints**      F. Refer to Town Hall Site Analysis

**Facility Summary**

The BCTV building is made up of 2 structures, the wood framed Annex and the renovated fire station that is currently occupied by the BCTV. The Annex dates to 1900 and is used primarily as a storage facility for archive Town documents and currently DPW Facilities office space. Despite recent upgrades to the structure, there is exterior "bowing" to the walls, leading to concern that additional work would be required to guarantee its integrity for any future use. To utilize the Annex building, a full interior fitup would be required.

The BCTV building is a former fire station that has been completely renovated to serve the office, storage, production, and broadcast needs of BCTV. Overall the building is in good condition regarding finishes and mechanical and electrical systems. The exterior renovation fits in well with the historic Bedford Village context.

All town meetings requiring broadcast are held in the BCTV's large town meeting room. Due to this fact, parking on the site can be an issue for users. Due to the nature of use for formal Town meetings and the expensive equipment in the building, there are limits to broader community access of the large meeting room by the Town.



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR / SIDE & REAR

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**                    See main building summary.
  
- Structural**
  - The north wall is observed to be bowing out at the second level – above what appears to be a steel tie rod.
  - Evidence of steel reinforcement to south wall is observed.
  - Signs of reinforcement to roof from interior are visible, but only in part as interior of second floor ceiling is clad in new GWB.
  
- Building Envelope**
  - Foundation does not appear original, but is in good condition.
  - Windows need to be re-glazed.
  - Overhangs are in need of paint.
  - Some rot of wood siding is observed at grade.
  - Door on second floor in exterior wall with no stair or landing beyond is a safety hazard.
  - Exterior doors show signs of corrosion.
  
- Building Interior**
  - Doors are original/unrated and in need of repair/refinish.
  - Walls, base, flooring, stairs, handrails and interior doors are all in poor condition due to age or usage (past or current).
  
- Life Safety**
  - No Exit Signage.
  - Fire Alarm system is deficient.
  - Partial emergency lighting observed. The emergency lights are LED type, some are integrated with the exit signs and some are standalone units.
  
- Mechanical**
  - The building is heated by an older oil fired system that should be replaced with a modern system that can provide heating, cooling, and humidity control.
  - Furnace draft control is stuck open and breeching duct joints have gaps possibly permitting fumes to enter the building.
  
- Plumbing**
  - Utility sink is installed in second floor bathroom.
  
- Electrical**
  - Electrical panel is severed by the BCTV building electrical system.
  - The building is served by an exterior generator via the BCTV building.
  - Lighting controls for automatic off is deficient.



BUILDING EXTERIOR / MAIN ENTRY

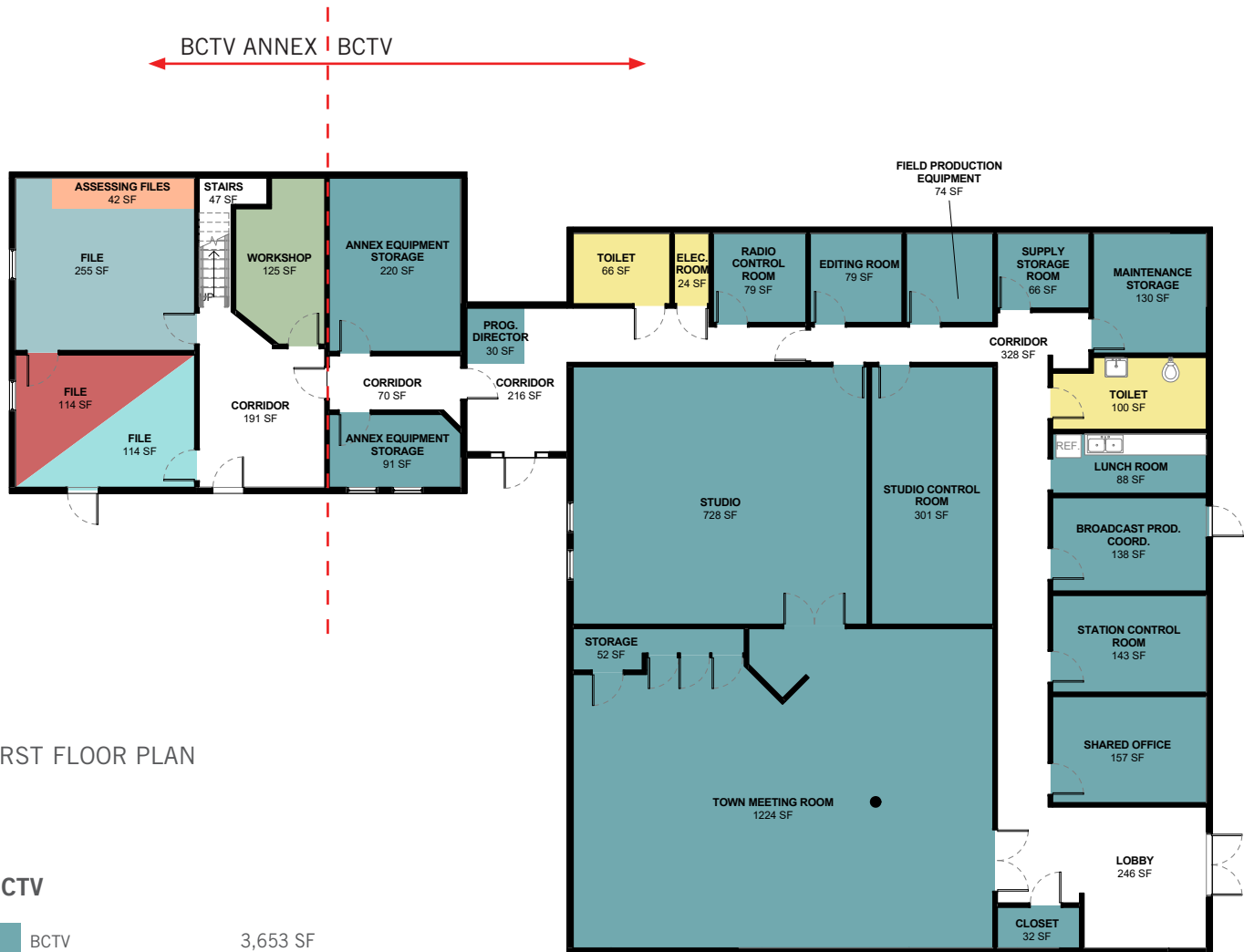


BUILDING EXTERIOR / SIDE & REAR

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
  - Minor cracking and separation of concrete stair from walkway observed at entry door.
  - Ramp does not meet ADA requirements for railing.
- Structural**
  - No significant structural issues were observed for this facility.
- Building Envelope**
  - North wall of building has single window installed in roughly cut opening. Walled over at interior. Wood stud and insulation visible from exterior.
  - Brick veneer appears in good condition overall. Minor discoloration and residue from past attachments to façade observed throughout.
  - Some corrosion is observed at main entry door frame.
- Building Interior**
  - All occupied interior spaces appear in very good physical condition and well maintained.
- Life Safety**
  - Sprinklers are not present in building but all other life safety system appear to be as required. The fire alarm control panel is a newer Fire-Lite alarms addressable system. The fire alarm system serves the Annex and the Old Town Hall. Strobe coverage is lacking in a few areas. Pull stations are mounted at 54” which is above the ADA height of 48”. The exit signage appears adequate with the exception of the main hall. The emergency lighting is newer LED type integrated with the exit signs.
- Mechanical**
  - The building is heated and cooled by a relatively new propane fueled AHU.
  - The older condensing units are installed on grade and may be subject to obstructions form natural debris.
- Plumbing**
  - Toilet room fixtures meet ADA accessibility requirements but may not meet fixture count needs given the assembly occupancy of the large meeting room.
  - Utility faucet installed without a backflow preventer at the hose connection.
- Electrical**
  - New/recent upgrades to electrical service was observed. The building utilizes a 50kW emergency generator served by an underground propane tank.
  - The basic building lighting is Fluorescent, the fixture are functional but new technology should be considered.
  - An Automatic off lighting control system such as Occupancy sensors should be added to force lighting fixtures off (to meet the States energy code).





FIRST FLOOR PLAN

**BCTV**

<span style="display: inline-block; width: 15px; height: 15px; background-color: #4682B4; border: 1px solid black; margin-right: 5px;"></span> BCTV	3,653 SF
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black; margin-right: 5px;"></span> TOWN MANAGER	114 SF
<span style="display: inline-block; width: 15px; height: 15px; background-color: #DC143C; border: 1px solid black; margin-right: 5px;"></span> FINANCE	114 SF

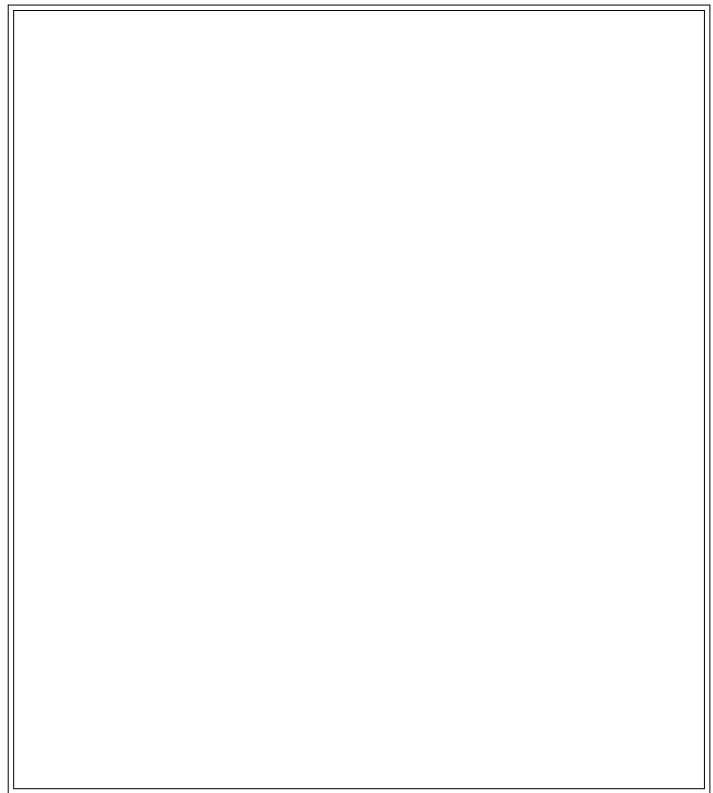
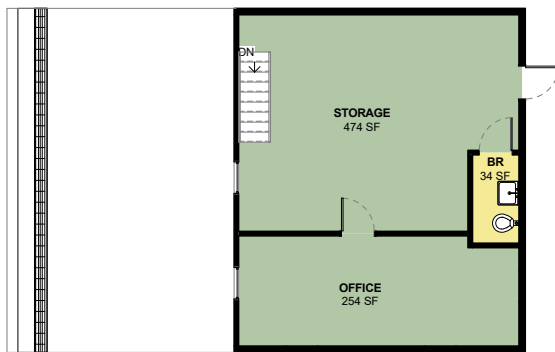
**GENERAL BUILDING**

<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFFFFF; border: 1px solid black; margin-right: 5px;"></span> CIRCULATION	866 SF
<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black; margin-right: 5px;"></span> BUILDING SERVICES	190 SF
<span style="display: inline-block; width: 15px; height: 15px; background-color: #000000; border: 1px solid black; margin-right: 5px;"></span> WALLS AND PARTITIONS	406 SF

**ALL DEPARTMENT USE**

<span style="display: inline-block; width: 15px; height: 15px; background-color: #C08080; border: 1px solid black; margin-right: 5px;"></span> SHARED SPACE	0 SF
---	------

**TOTAL AREA** 5,088 SF



SECOND FLOOR PLAN

**BCTV ANNEX**

	ASSESSOR	42 SF
	DPW	853 SF

**GENERAL BUILDING**

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

**TOTAL AREA** 1,820 SF

1ST FLOOR:	6,169 SF
2ND FLOOR:	840 SF
<u>TOTAL GROSS AREA:</u>	<u>6,909 SF</u>



DAMAGE AT WOOD SIDING AND TRIM

**SUMMARY FINDINGS:**

**Site**

Although site terrain will complicate and add cost to development, additional parking areas should be explored on the eastern side of the property. Existing radio antenna is directly adjacent to the East side of the building.

**Exterior Systems**

The brick façade is in need of minor repointing in several location that show hairline cracks. The chimney was observed to have been repaired recently.



STRUCTURAL REINFOR CONCRETES AT SOUTH WALL

**Roof Systems**

New roofing was observed.

**Interior System**

The interior spaces are functional, though spare. Given that the annex space has primarily been utilized by the town as a storage facility, much work needs to be done in order to use the space as an occupied and habitable space. Finishes are worn and need updating. The second floor houses an open space with office for Facilities on the front of the building and a restroom. The rest room is not ADA compliant and the egress from this level is not code compliant, due to the steepness of the stair, its width and missing handrails.



CRACK IN CONCRETE STAIR CORROSION AT DOOR FRAME

**Mechanical Systems**

The oil-fired furnace is heating the building with the breeching in the storage space. The heat recovery unit has been installed to provide ventilation. A portable air conditioning unit is installed in the second floor office space.

**Plumbing Systems**

A toilet and utility sink are provided in the second floor bathroom. A Studor brand maxivent is installed at the top of the drain pipe instead of penetrating the roof.



WINDOW COVERED FROM INTERIOR

**Electrical Systems**

The panelboard serving the area is old but functional. The fluorescent lighting currently works but considerations should be made to upgrade to newer technology. An Automatic off lighting control system such as occupancy sensors should be added to force lighting fixtures off (to meet the States energy code).

**Life Safety Systems**

The building does not have a sprinkler system although other life safety systems were observed to be in place.



COOLING SYSTEM

**SUMMARY FINDINGS:**

**Mechanical Systems**

The building is heated and cooled by a relatively new propane fueled packaged heating and air conditioning units located within the building. Additional heat is provided by electric wall-mounted heaters. Humidifier systems are integrated into ventilation systems. Overall condition of the humidifiers is unknown. Propane gas tubing is piped to a manifold on the wall in the Maintenance Room. Toilet exhaust fans are integrated with the lights. A split AC system is provided in the data/electronics room.



BOILER IN CLOSET WITH EXPOSED EXHAUST VENT

**Plumbing Systems**

Domestic water is supplied through the meter in the old Town Hall. Domestic hot water is generated through an electric point-of-use water heater installed on the floor in the Maintenance Room in 2016.

**Electrical Systems**

New/recent upgrades to electrical service was observed. (clearance does not meet NEC but was reported as allowed due to space limitations). Fluorescent Lighting is functional but to reduce maintenance and energy cost new technologies (LED lighting) should be considered. An Automatic off lighting control system such as Occupancy sensors should be added to force lighting fixtures off (to meet the States energy code).



SPECIALIZED LIGHTING

**Life Safety Systems**

The building does not have a sprinkler system although other life safety systems were observed to be in place. The fire alarm system serves the Annex and the Old Town Hall. Strobe coverage is lacking. Pullstations are mounted at 54" which is above the ADA height of 48". The exit signage appears adequate with the exception of the main hall. The emergency lighting is newer LED type integrated with the exit signs.



LIFE SAFETY

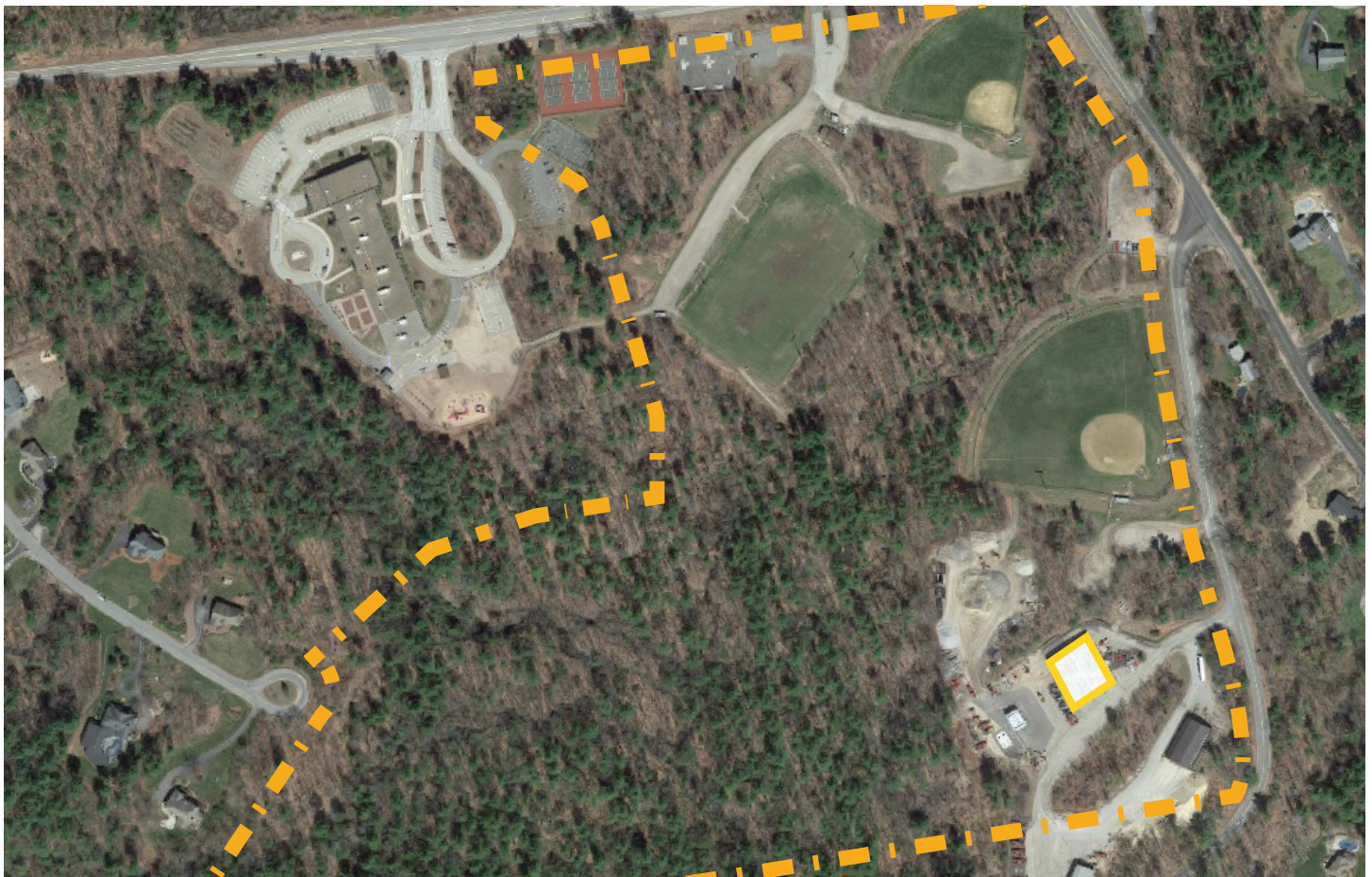
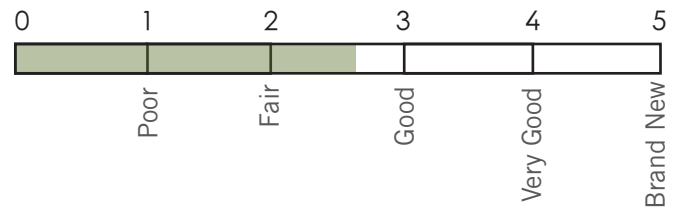
**General Description**

The DPW Highway Garage is the primary building that makes up the DPW campus. It is a large pre-engineered steel and CMU building built in 1990 to house the town’s maintenance vehicles and equipment as well as provide office and work space for DPW staff. Overall, the facility appears structurally sound and in adequate physical condition for its use, but many of the interior spaces and operational systems are in need of repair or replacement.

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

**Development Constraints**

The DPW campus is sited on the southeastern corner of the property and extends south onto an adjacent Town owned property that abuts Chubbuck Road. Neighboring residential properties may limit expansion and operational improvement options due to sound and light transmission considerations. Existing play fields to the north also limit expansion potential.



SITE PLAN

SCALE: 1" = 400'-0"



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

**Zoning Provisions**

Zone: "RA" Residential and Agriculture

Permitted Uses: Residential and agriculture uses. Some institutional uses including schools.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**
  - A. Direct, gated access to the Highway Building Chubbuck Rd that is served by Wallace Rd as well as direct secondary access for maintenance vehicles at the southerly end of the site to Chubbuck Rd.
  - B. The site is a campus of maintenance buildings and service areas including fuel island, salt barn, storage shed, outdoor sand/ yard storage and outdoor vehicle storage areas. The structures and services areas are all interconnected for vehicle access and ease of circulation.
  - C. Parking at the front, right side of the building is awkwardly laid out.
  
- Property and Site Vistas, Topography and Natural Features**
  - D. This maintenance facility has few site amenities; of note is the established neighborhoods across Chubbuck Rd.
  - E. The parking areas are buffered by dense vegetation at the perimeter of the site.
  - F. Topography and drainage: the building is surrounded by paved surfaces. Drainage is sheet flow away from the building. A significant drainage channel at the southwesterly limit of the site crosses under Chubbuck Rd in a box culvert, via a defined drainage channel through the residential subdivision to the river beyond.
  
- Site Features and Improvements**
  - G. Pavements: Pavements have been upgraded in areas, patched in others and generally appears to be in fair to poor condition.
  - H. The area around the front entrance could be enhanced to delineate public parking and reinforce the main entrance.
  
- Utilities**
  - I. The site is served by a public water and septic system. The useful life and capacities are not known.
  
- Solar Orientation and Climate**
  - J. The service doors of the building are south-facing. The entire facility is exposed to sunlight from all directions
  - K. Winter storms are partially buffered from the north by woods at the public works building. Otherwise, the site is open to prevailing, seasonal winds and breezes.
  
- Opportunities and Constraints**
  - L. Access and Context – the site has direct access and egress to Chubbuck Rd.
  - M. Chubbuck Rd. also provides access to the Transfer Station.
  - N. Future Expansion on-site – the site appears to have several areas for expansion of services areas and structures except along the Chubbuck Rd frontage to the south and east which abuts a residential subdivision.

**Facility Summary**

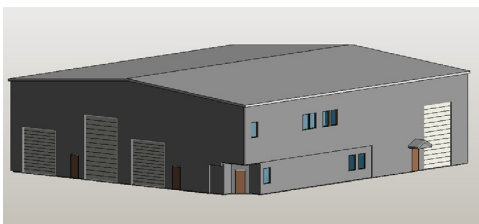
The Highway Garage is the operations center for the Department of Public Works. The Facility's site also contains a fuel island which is used by other municipal vehicles. Recent upgrades to life safety systems such as carbon monoxide exhaust at the vehicle areas are examples of positive improvements, however the facility lacks the square footage needed to meet its program needs. Interior finishes need updating and replacement with more durable, facility-appropriate choices. Missing program areas for staff and equipment are needed to create a more professional environment and efficient work area. Given the significant space need at this location, a major renovation and extensive addition are recommended for this facility.



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR/SIDE & REAR



3D MODEL VIEW

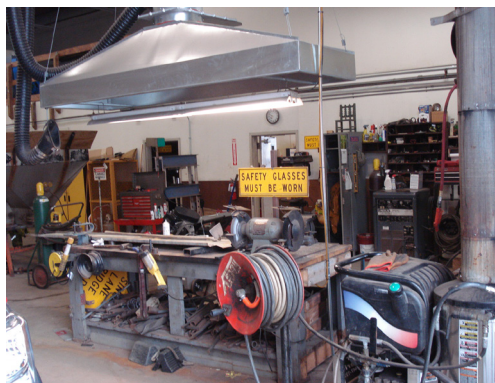
**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
  - The DPW campus includes other buildings and program areas such as: fuel island, wood framed salt barn, wood framed storage shed, outdoor sand/yard storage, and several outdoor vehicle storage areas. Most of the DPW fleet is parked outdoors with exposure to weather.
  
- Structural**
  - The observed steel framing appears to be in good condition with no significant deficiencies noted.
  
- Building Envelope**
  - Metal siding stained and damaged near garage entries from vehicular collisions. Trim is loose or damaged in several locations. Various patches in metal siding observe around building exterior. Significant staining at grade on CMU walls from water/soil exposure.
  - Canopies and overhangs are weather damaged and in need of repair.
  - Exterior metal doors and frames show signs of corrosion. Several garage doors are punctured/dented.
  - Recent upgrades and repairs to the roof were noted.
  
- Building Interior**
  - Flooring and ceilings are worn and in need of replacement. VCT shows signs of water infiltration at joints on first floor; cracked and discolored on second floor.
  - Second floor has painted and unpainted plywood floors in some locations. Where carpeted, carpet is stained and in need of replacement.
  - Walls and doors are in need of repainting.
  - ACT ceiling throughout is mismatched, damaged and in need of repair at many locations.
  - Wooden stair from garage to level 2 has open treads and railing on one side only.
  - Water infiltration is evident at interior GWB walls and ACT ceilings at east corner of building and under west corner garage door.
  - FRP wall panels and floor tile in restrooms heavily worn.
  
- Life Safety**
  - Facility is not sprinklered, but other life safety devices appear to be installed as required.
  - The fire alarm system is a 4 zone Fire-Lit system. Strobes do not meet ADA. Strobe coverage is not adequate.
  - Exit sign and emergency lighting appears adequate.





GRILLS/VENT FOR NEW CO SYSTEM



VENT AT WELDING STATION



HEATING FUEL PROPANE TANKS

### FACILITY ISSUES, NEEDS AND OBSERVATIONS

#### Mechanical

- A new carbon monoxide (CO) ventilation system has been installed with vehicle hook ups in the maintenance bays and a large exhaust vent in the vehicle storage area.
- Ventilation upgrades to the welding hood was noted.
- The HVAC system was noted as being recently replaced
- Packaged terminal air conditioning unit (PTAC) was left in place to augment to the cooling of the front office area.
- Vehicle exhaust system has been installed in the truck repair bays.
- Truck repair bays are heated by propane-fired infrared heaters and a waste oil-fired furnace.
- Vehicle parking area is heated by (2) two propane-fired unit heaters
- Heating of the wood shop is provided by the older gas-fired furnace located on the Mezzanine. Outside air is not ducted to this unit.
- Toilet exhaust is interlocked with the lights.
- Exhaust hood is not installed above the electric stove.
- The coils of the smaller condensing unit (ACCU-1) is very dirty; perhaps debris from the grounds maintenance.

#### Plumbing

- Plumbing fixtures, especially in locker areas, are insufficient to serve the number of staff and provide appropriate gender parity
- Domestic supply water provided by Pennichuck Corp.
- Filter installed to reduce levels of chlorine
- Waste drains to septic system
- Domestic hot water is generated through a 40 gal. electric hot water heater (dated 10/2003) located on the mezzanine and another electric heater located above the truck bay wash station.
- Eyewash stations are installed. Means of tempering the supply water is unknown.
- Hose bibbs and the faucet at the utility sink are installed without backflow protection.
- Faucet at utility sinks
- Lavatory fixtures are pulling away from the wall.

#### Electrical

- Recent improvements to electrical systems were noted.
- Recently upgraded high bay lighting was noted in the vehicle maintenance, vehicle storage, and mezzanine areas
- The office area lighting consists of 2 x 4 fluorescent fixtures.
- Lighting controls are minimal



FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

DPW 11,420 SF

**GENERAL BUILDING**

CIRCULATION 983 SF

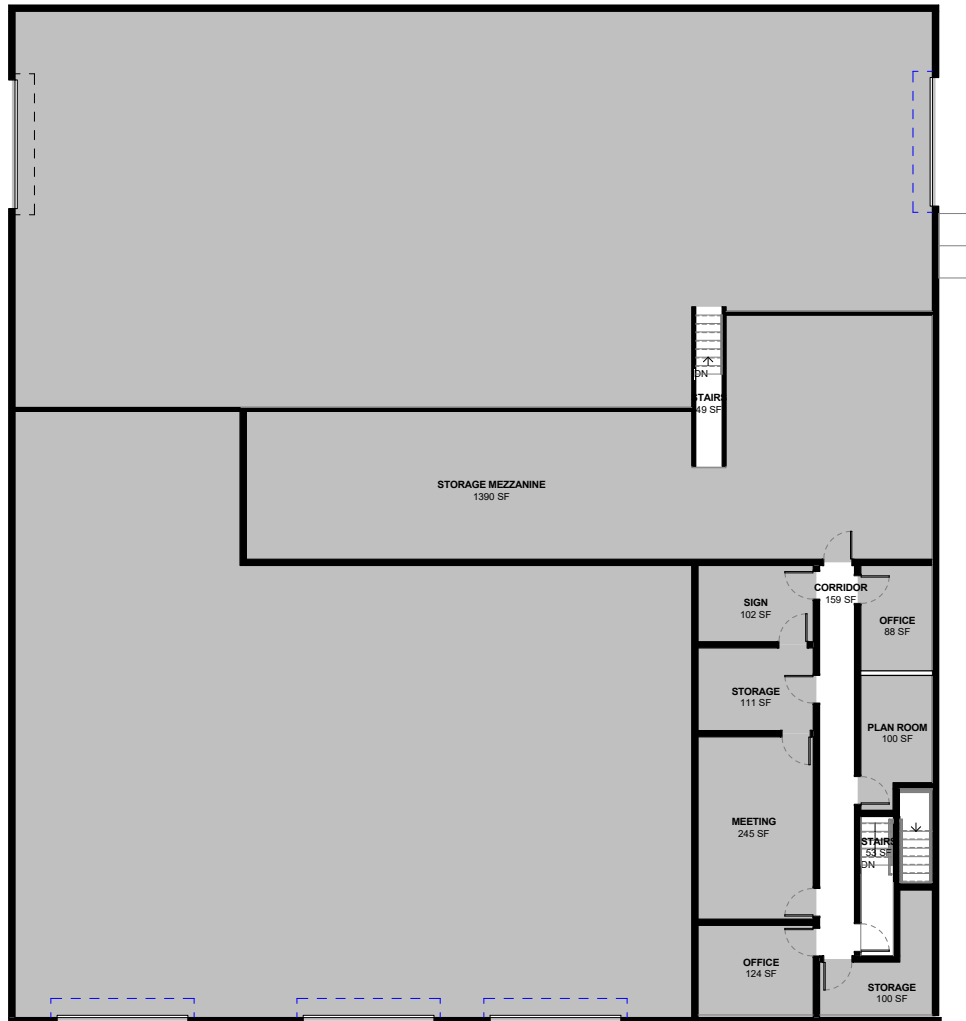
BUILDING SERVICES 156 SF

WALLS AND PARTITIONS 1,296 SF

**ALL DEPARTMENT USE**

SHARED SPACE 0 SF

**TOTAL AREA** 13,828 SF



SECOND FLOOR PLAN

1ST FLOOR:	10,952 SF
2ND FLOOR:	2,876 SF
<b>TOTAL GROSS AREA:</b>	<b>13,828 SF</b>



CORROSION AT DOOR FRAMES

**SUMMARY FINDINGS:**

**Site**

The Highway Garage and DPW campus are well located with relatively direct access to all areas of the Town via Wallace Road and New Boston Road. The site appears to contain the capacity for improvements such as covered vehicle storage elements, an expanded or replacement garage, and internal reorganization for improved operational efficiencies

**Exterior Systems**

The condition of the building exterior is typical of its industrial use. However, the extent of wear and damage to siding and other elements is reflective of overuse of the available space and need for additional support areas.

**Roof Systems**

Access to the roof was not available at the time of the assessment. Recent repairs to the existing metal roof were noted as part of the 2012 facility recommendations report.

**Interior System**

The Highway Garage is primarily industrial space. Interior finishes throughout the maintenance areas are worn. Walls need fresh paint. The office spaces are also showing wear and tear. Carpet and other flooring materials are in need of replacement. Walls need to be painted and ceiling tiles, where occurring are dirty or damaged.

Storage is relatively well organized in this facility, especially the spare parts room.

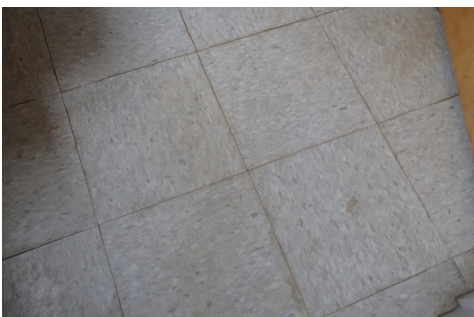
Programmatically, the facility would benefit from additional bays for maintenance and storage of equipment and vehicles during inclement weather.



OPEN STAIR TREADS  
MISSING RAILING



PATCHING AND CORROSION AT SIDING



WATER INFILTRATION AT VCT



COOLING SYSTEM

**SUMMARY FINDINGS:**

**Mechanical Systems**

Significant improvements to ventilation have been made recently which contribute to improved indoor air quality and occupant safety. Upgrades to HVAC improve occupant comfort and energy efficiency. Infrared heating at high bay spaces is consistent with current best practices.

**Plumbing Systems**

Improvements to toilet and locker areas is required and will require a substantial renovation to the existing building's office space areas.

**Electrical Systems**

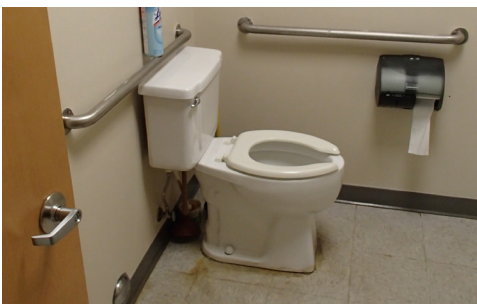
The electrical service entrance appears in good working order. Fluorescent fixtures in the vehicle bays are in good condition. There is a lack of lighting control.

**Life Safety Systems**

Aside from not being sprinklered, the building has older life safety elements such as emergency lighting, fire alarm control panel, horn strobes, exit signs, pull stations, and heat detectors. Upgrades to these systems is recommended as noted in the 2012 facilities report as well as improvements in exit signage.



DOMESTIC HOT WATER HEATER



TYPICAL RESTROOM PLUMBING FIXTURES



LIFE SAFETY

## D. Library

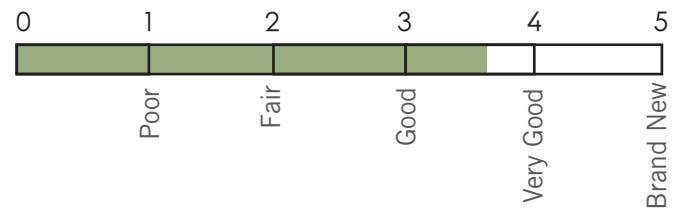
### General Description

The Town Library is a two-story structure built in 1996 on Meetinghouse Road in the old town center and adjacent to the Bedford Village Common. The building sits on a sloped site with entrances at both levels and parking to the east and south of the building. Given the age of the building, there are few deficiencies noted in the physical condition of the facility, but available space for library functions requires review.

### Development Constraints

The 2.11 acre site is very narrow and deep making vehicular access and circulation difficult. At the time of this assessment, the Town is planning to construct a new parking lot on an adjacent Town owned parcel to the east of the existing main parking area.

<b>Address</b>	3 Meetinghouse Rd
<b>Site Size</b>	2.11 Acres
<b>Year Constructed</b>	1996
<b>Use</b>	Office/Storage
<b>Building GSF</b>	20,399
<b>Number of Floors</b>	1
<b>Construction type</b>	Steel frame
<b>Overall Average Rating (scale of 0-5)</b>	3.64
<b>Overall Condition Rating</b>	Good - Very Good



SITE PLAN

GRAPHIC SCALE 1" = 160'-0"



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

**Zoning Provisions**

Zone: "RA" Residential and Agriculture / Historic District

Permitted Uses: All commercial uses.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**
- A. Direct access and drop off from Meetinghouse Rd.
  - B. The Library orients toward Town Hall and provides a strong civic presence at the intersection of Meetinghouse Rd. and Bedford Center Rd.
  - C. The Library abuts additional town-owned land and the Village Common which provides additional parking accessed via Bell Hill Rd. to the west.
  - D. Rear parking lot includes one-way, angled parking. The parking lot is long and narrow. Plans for future expansion are underway.
  - E. A single driveway connects the large, rear parking to the front and creates a pinch point.
- Property and Site Vistas, Topography and Natural Features**
- F. The Building has a “front lawn and landscaped” presence on Meetinghouse Rd. Amenities include stone walls, wooden gates, hedges and ornamental plantings. The Main drop off anchors the front parking lot and included HC spaces and drop off area.
  - G. The parking areas are buffered by dense vegetation at the perimeter of the lots.
  - H. Topography and drainage: the building is located at the high point of the site. Slopes are to the rear of the site predominantly.
- Site Features and Improvements**
- I. Pavements: The parking lots appear to be in good condition. Sidewalk pavers are damaged and are being replaced with brick.
- Utilities**
- J. The site is served by a well and septic system. The useful life and capacities are not known.
- Solar Orientation and Climate**
- K. The front of the building is north-facing. It is elongated north-south with the front wing, elongated east-west. However, the main entrance faces east and south. The building forms creates a southeast oriented entrance and landscape area.
  - L. Northwest winds are partially buffered by adjacent trees; prevailing southwest breezes are buffered along the west side by trees but are funneled toward the south and east over the parking lots.
- Opportunities and Constraints**
- M. Access and Context – The town site and abutting town owned land has frontage on three roads: Meetinghouse Rd at the front, Bell Hill Rd to the west and Rte. 101 to the south-east. While the abutting land provides opportunities for expanded parking and multiple points of access/ egress, the parking should be laid out with generous landscape islands to mitigate the impact of impervious area and to respect the rural character of the adjacent fields and trees.
  - N. Future Expansion on-site – The site is large enough to accommodate future expansion to the rear. Frontage on Meetinghouse Rd is limited by the existing building, driveways and parking area with drop-off.

**Facility Summary**

The Bedford Public Library occupies a prime location in the historic Village. Building systems and finishes are generally in good condition with exceptions such as poor plumbing drainage to the septic field, older lighting, and lack of a securable public area. Interior finishes are in need of improvement in some areas. The greatest need of the library is square footage. The overall space on the upper level works well but is too small. The Childrens’ area on the lower level is broken up by the Story Castle which impedes efficient and flexible use of the space. Building access from both levels limits the ability for the circulation desk to supervise visitors but creates convenient access to the Childrens’ area and meeting rooms.

A substantial addition and renovation of interior areas is recommended but will be influenced by the tight site and need for parking.





BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR / SIDE & REAR



3D MODEL VIEW

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
  - Pavers in site walkways show extensive signs of damage and many have been replaced with red brick
- Structural**
  - To clarify concern about floor framing strength, original shop drawings were reviewed. First floor framing was confirmed to be 150 pounds/square foot.
- Building Envelope**
  - Cultured stone veneer shows some discoloration and wear throughout. Heavily stained at areas of water runoff from roof.
  - Metal flashings and trim near grade are dented and discolored.
  - Generally wood siding is in good condition, but several areas of peeling paint were observed.
  - Significant water damage to siding was noted in the northwest corner building over egress stair roof. Standing puddles of water observed on roof.
  - Drainage at base of egress stair appears insufficient. Signs of water infiltration inside building were observed on the floor by exterior doors.
- Building Interior**
  - Minor wear and tear noted on interior GWB partitions.
  - Wooden handrails at main stair in need of refinishing; non-continuous along run of stair.
  - Kitchenette floor and toilet room vanities show signs of water infiltration.
  - Carpet, particularly on the lower level, is in need of cleaning or replacement in many locations.
  - Water stains were observed on ACT ceiling on lower level in children’s area.
  - Signs of water infiltration were observed near lower level entry and in adjacent storage closet including: ceiling and light staining, floor discoloration and damaged paint finish on GWB walls. This may be traced back to flashing at the horizontal stone cap above the entry.
- Life Safety**
  - The building is fully sprinklered and all life safety devices appear to be as required.
  - Sprinkler system is dry type. Air compressor runs often indicating there may be leaks.
  - The fire alarm system is an addressable Notifier AFP-200 and appears to be in good working condition. Fire strobe covered is lacking in some areas (kitchen, breakroom, small conference room).
  - Exit signage is the older LED technology.
  - Exit stair has a recently installed heating unit that protrudes into the egress path.



TYPICAL STACKS AREA

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

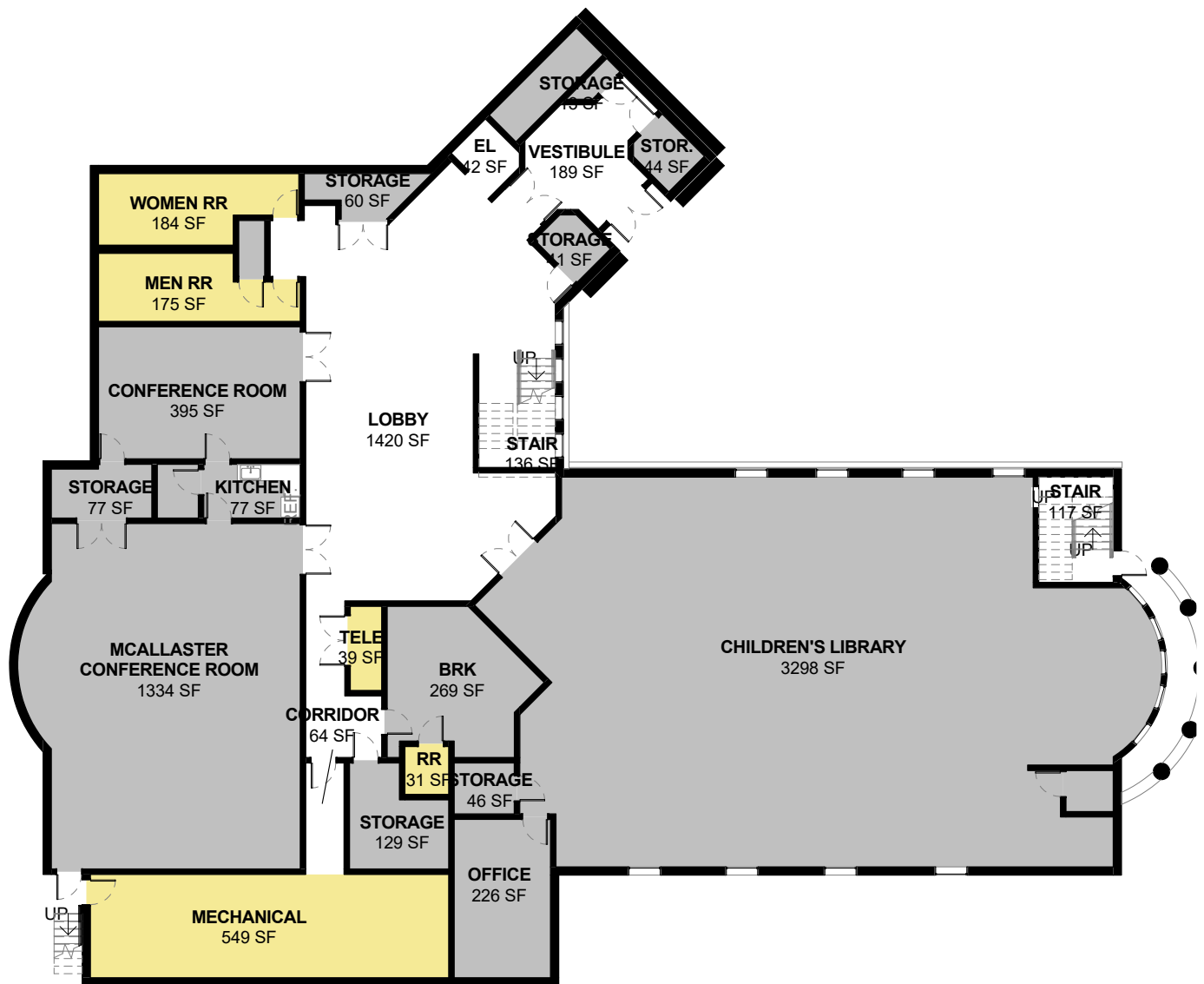
- Mechanical**
  - The building has a brand new HVAC system tied to 17 geothermal wells.
- Plumbing**
  - Kitchenettes, serving the Children’s area and Conference Rooms are in good condition. Toilet rooms meet ADA requirements and are in good condition.
- Electrical**
  - Major electrical systems and entrances are in good condition. A 125kW emergency generator serves the facility. Interior lighting, including recessed and cove should be upgraded to LED Interior lighting, including recessed and cove should be upgraded to LED. The 2x2 sky light fixtures use a fluorescent biax lamp which is expensive to maintain. The other 2x2 fixtures use a ben/U shaped T8 octron lamp. There are also 2x4 fixtures with T8 fluorescent lamps.
  - A lighting control system should be added for automatic off of the light fixtures.
  - Exterior pole mounted fixtures have been upgraded to LED. A CCTV (camera) system was installed to monitor the facility.



FOAM OVERSPRAY IN ATTIC



NEW BOILER



FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

LIBRARY 14,017 SF

**GENERAL BUILDING**

CIRCULATION 2,801 SF

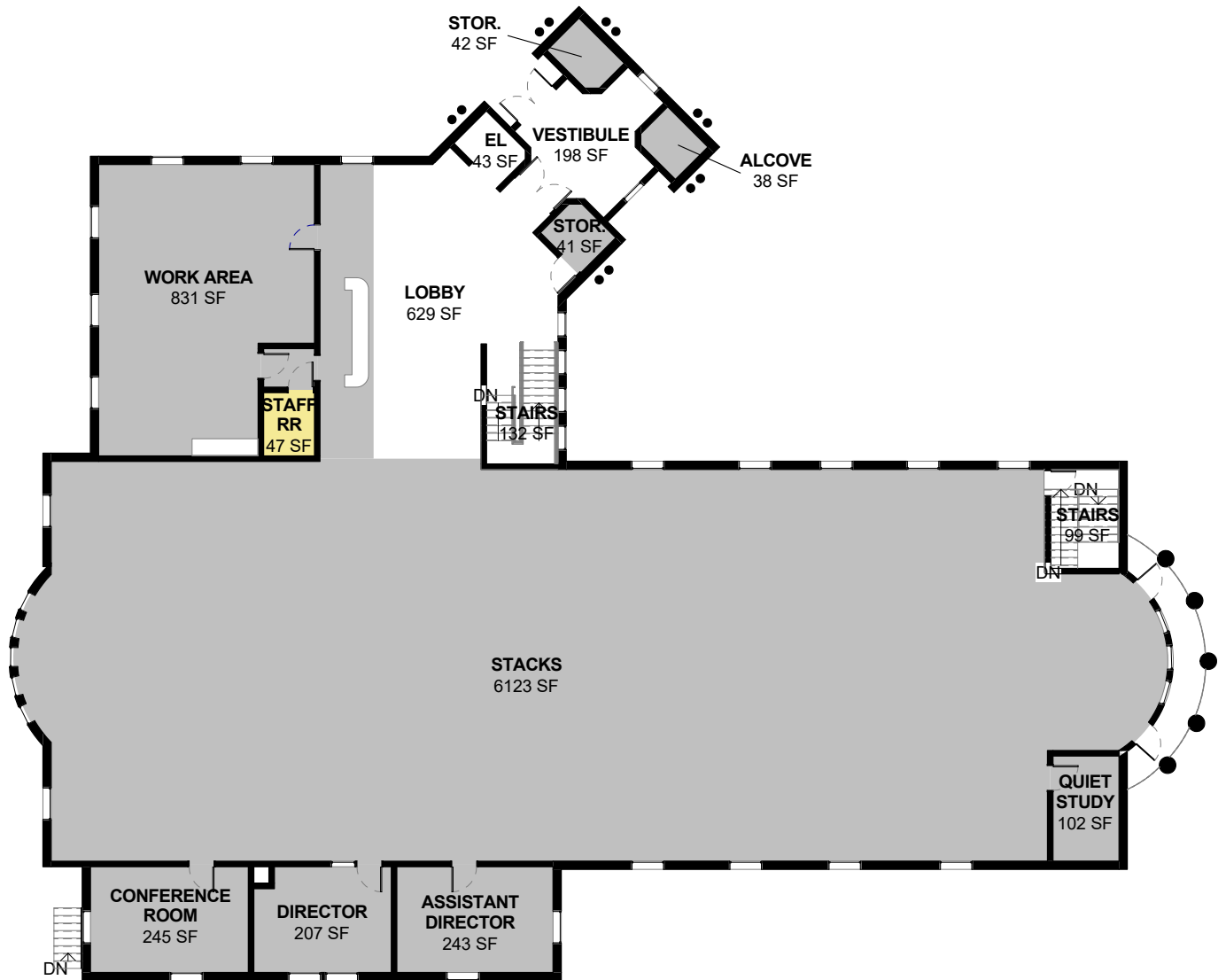
BUILDING SERVICES 994 SF

WALLS AND PARTITIONS 2,587 SF

**ALL DEPARTMENT USE**

SHARED SPACE 0 SF

**TOTAL AREA** 20,399 SF



SECOND FLOOR PLAN

1ST FLOOR:	10,217 SF
2ND FLOOR:	10,182 SF
TOTAL GROSS AREA:	20,399 SF



DAMAGE AT METAL FLASHING AND CAPS

## SUMMARY FINDINGS

### Site

The 2.11 acre site includes a relocated house at its south end. Bedford Village Common, a park area, abuts the southern half of the west edge of the site. Otherwise the site is bordered by residential properties. The town noted that additional parking is planned for a town owned parcel bordering the East edge of the existing library parking area. The proposed area will mirror the long parking lot located south of the existing library building.

### Exterior Systems

Significant water damage to siding and staining of cultured stone was noted as a result of roof water runoff. Evidence of water infiltration was observed in the area of the exit stair discharge. Recent improvements to rainwater management such as gutters, downspouts, and catch basins were noted.



DAMAGED PAVERS WITH BRICK REPLACEMENTS

### Roof Systems

Standing puddles of water observed at a small flat roof canopy however the asphalt shingle roof appeared in good condition.

### Interior System

The interior condition of the Library is in excellent condition. Finishes have been well maintained or recently updated throughout. There is concern from the staff about lack of facility space due to the fact that all library volumes reside on the 6 tier - 7 tier stacks which are currently close to 100% full. Based upon review of existing construction documents, it is recommended that stacks are lowered to 5 tiers maximum to reduce dead load on the upper level floor structure. There is currently no room to store any additional resources.



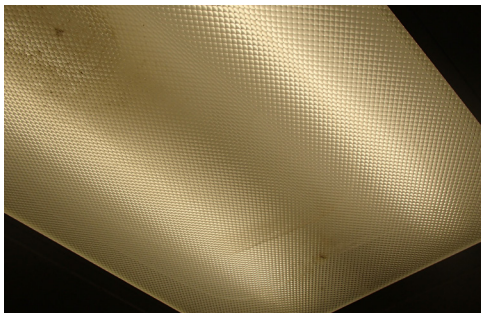
RAILING WEAR NON CONTINUOUS

The lower level houses two large community rooms that are heavily used by the town. There is evidence of some water intrusion at the northwest corner of the McAllister Room near the exit. The remainder of the level houses a large lobby area and the children's library. Staff offices at the children's library are crowded but functional. Again, storage is lacking.



WATER DAMAGE AT SIDING POOLING IN ROOF

The upper level is light and airy appears to function well from a staff/ public perspective. The staff work room would benefit from additional storage capacity as well as work benches for the circulation staff to conduct their work.



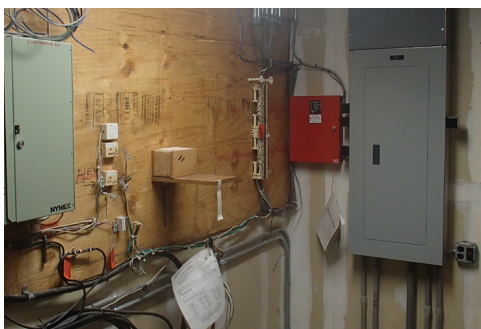
ELECTRIC LIGHTING WITH WATER POOLING

**SUMMARY FINDINGS**

**Mechanical Systems**

The building has a new year-old geothermal heat pump system. Heat pumps serving the first floor are located above the ceilings; heat pumps serving the second floor are located in the attic space. The system consists of 31 heat pumps conditioning the spaces and 3 water side heat pumps and an oil-fired boiler to condition the building heat pump loop. A closed loop geothermal well field is located adjacent to the lower parking lot. Fresh air is provided through a ducted dedicated outside air system.

A portable air conditioning unit is provided in the IT closet to augment the heat pump system and eliminate the need for the respective heat pump to operate 24/7. Exhaust is not provided for the apartment sized electric stove in the lower level break room.



EXISTING ELECTRICAL

**Plumbing Systems**

Domestic supply water provided by Pennichuck Corp. The domestic water is supplied from the meter in the Town Hall building. Booster pump and tank installed Feb. 2017. Currently the pump is turned off.

Domestic hot water is generated through an electric storage tank water heater installed in the boiler room in May 2016. Kitchenettes, serving the Children’s area and Conference Rooms are in good condition. Toilet rooms meet ADA requirements and are in good condition.

**Electrical Systems**

The building utilizes a 125kW standby diesel generator with an integrated sub base tank in good condition. The service entrance panels appear in good working condition.

Fluorescent fixtures appear to be in good working order, to reduce maintenance (the 39watt biax lamps are expensive) and energy cost new technologies (LED lighting) should be considered.



EXISTING MECHANICAL

**Life Safety Systems**

The building is fully sprinklered and all life safety devices appear to be present. The fire alarm system is an addressable Notifier AFP-200 and appears to be in good working condition but it is an older panel. Fire strobe covered is lacking in some areas (kitchen, breakroom, small conference room). Exit signage is the older LED technology.



TYPICAL TOILET ROOM PLUMBING FIXTURES

# E. Nashua Road Facility

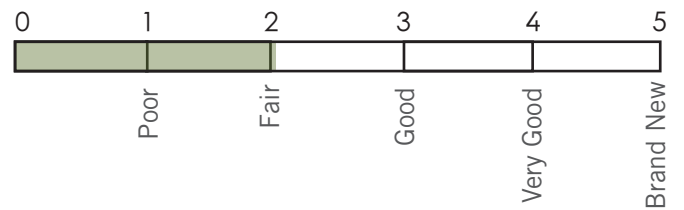
### General Description

The Nashua Road Facility is the former DPW Garage, currently used as a storage facility for vehicles and equipment.

### Development Constraints

The building occupies a small portion of the nearly 7.7 acre site. Other municipal uses including play fields occupy areas to the north and south of the garage facility. The existing parking area and wooded area to the south/southeast may offer development potential for future development of other municipal programs or expanded DPW use.

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



SITE PLAN

SCALE: 1" = 160'-0"



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

**Zoning Provisions**

Zone: "CO" Commercial Zone

Permitted Uses: All commercial uses. Office use.



**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**
  - A. Direct, two driveways from Nashua Road connect to the Nashua Road Facility. A separate driveway to the north provides access to the adjacent field areas.
  - B. The site is the location of the former Public Works headquarters and town landfill. The existing building occupies the southeastern corner of the site and is surrounded by a gravel parking area. The remaining area of the site consists of baseball fields and parking to support the fields: which are located on a capped landfill. The focus of this site assessment is the non-landfill area south and east of an existing arced line of railroad ties. The existing site is utilized by the Bedford DPW to store equipment that serves adjacent playing fields and other recreation amenities. A portable outhouse is located on the north side of the facility.
  - C. Parking at the front, right side of the building is open and not striped.
  
- Property and Site Vistas, Topography and Natural Features**
  - D. This storage and maintenance facility has few site amenities.
  - E. The building’s parking area is buffered by dense vegetation along the southern edge of the site and open to adjacent fields, parking, and Nashua Road on all other sides.
  - F. Topography and drainage: the site is almost completely flat. The building is surrounded by gravel surfaces. Drainage is sheet flow away from the building to the north. A drainage channel develops along Nashua Road at a point north of the assessment area.
  
- Site Features and Improvements**
  - G. Pavements that remain have been generally covered by gravel and remnants appears to be in poor condition.
  
- Utilities**
  - H. The site is served by a public water and septic system. The useful life and capacities are not known.
  
- Solar Orientation and Climate**
  - I. The building is elongated north south. The service door faces east.
  - J. Winter storms are exposed from the north. Otherwise, the site is open to prevailing, seasonal winds and breezes.
  
- Opportunities and Constraints**
  - K. Access and Context – The site has direct access and egress to Nashua Rd.
  - L. Interior vehicular circulation between the building parking area and the ball field parking lot to the north and west, if desired, should be moved away from the existing building parking lot driveway entrance at Nashua Rd.
  - M. Future Expansion on-site – The site is limited by the ball fields/ capped landfill to the north and west. Existing foundation condition at the building site should be determined.

**Facility Summary**

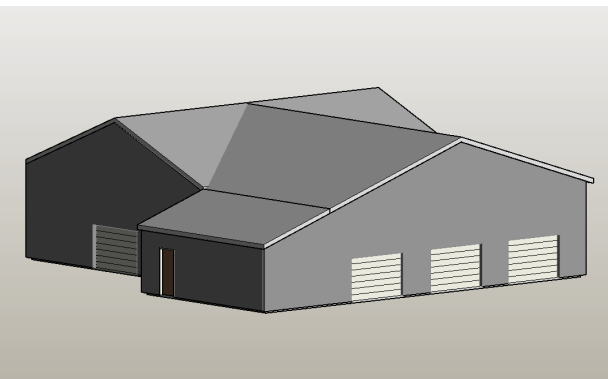
The Nashua Road Facility was the former DPW Highway Garage. When it was replaced, the building was retained for use as a storage facility. The building cannot support any type of occupied program due to the lack of indoor plumbing and other basic infrastructure. Any plans to modify this facility beyond its current use should include serious consideration for complete replacement.



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR/SIDE & REAR



3D MODEL VIEW

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
  - Current parking is comprised of an undefined dirt area that is in need of grading.
  - Site is primarily dirt with blacktop drive at garage bays in need of repair.
- Structural** --
- Building Envelope**
  - Exposed foundation is in OK condition. Some cracking is noted.
  - Masonry walls have been painted, but structural cracks are still apparent.
  - Siding and cladding as well as overhangs are cracked, peeling paint and worn.
  - Roof is rippled and shingles are showing signs of wear and tear.
  - Doors are damaged and in need of refinishing.
  - Plywood coverings on abandoned windows are not sized properly and allow water intrusion behind.
- Building Interior**
  - Interior flooring, base, walls and ceiling are all worn and in need of repair/refinishing.
- Life Safety**
  - The fire alarm system was removed.
  - Exit signs and emergency lighting appears functional and coverage adequate.
- Mechanical** --
- Plumbing**
  - No water provided to the building.
- Electrical**
  - Electrical service entrance is fed overhead to a load center (panelboard) in poor shape. Receptacle in the bay areas are not GFCI type. Lighting in the bay area is strip lights with T12 lamps. Lighting in the office areas consist of surface mounted wraparounds. There is romex on the exterior of the building. Nonmetallic sheath cable (romex) and MC cable were observed in the building.



FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

DPW 3,440 SF

**GENERAL BUILDING**

CIRCULATION 62 SF

BUILDING SERVICES 0 SF

WALLS AND PARTITIONS 234 SF

**ALL DEPARTMENT USE**

SHARED SPACE 0 SF

**TOTAL AREA** 3,736 SF

**TOTAL GROSS AREA:** 3,736 SF



CORNER CRACK AT FOUNDATION



CRACK AT CMU WALL



WEATHERED TRIM AT WINDOW BOARDING



DIRT AND PUDDLING AT SITE

## SUMMARY FINDINGS

### Site

--

### Exterior Systems

Cracking was observed at exterior CMU locations.

### Roof Systems

The roof appeared to be in fair condition.

### Interior System

The space currently functions as garage storage and maintenance area for field and road maintenance equipment. The bulk of the building is garage bays. The construction is CMU with wood truss roof. Within the garage bays, the walls and ceiling are exposed. Structurally appears to be sound, but storage of bulky items poses an issue at this location.

The manager's office has worn VCT flooring that is cracked and separating from the slab. Wall finishes are damaged and worn. There is a lack of adequate storage of office supplies and other materials within this space. The interior condition is generally poor.



FUEL STORAGE



TOILET FACILITY

## SUMMARY FINDINGS

### Mechanical Systems

Portable AC unit located in the office area. Gas-fired furnace provided to heat work shop. The furnace is in good condition.

### Plumbing Systems

No running water in the facility. Portable toilet provided outside office.

### Electrical Systems

The service entrance is old, the lighting is old, the receptacles are no GFCI type.

### Life Safety Systems

No sprinkler system, no fire alarm system, pullstations were observed in the building and should be removed.

## F. Pool Facility

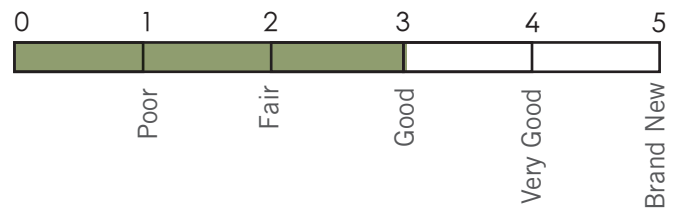
### General Description

The Bedford Memorial Park Pool and Pool Facility sit at the northwest corner of the sports complex at the intersection of County and Nashua Roads. The pool facility is a 3,000 square foot CMU structure housing changing rooms, toilets, shower, staff offices and equipment to service the adjacent pool. Parking is shared with the rest of the sports complex

### Development Constraints

The Pool Facility is bound by parking, the public pool, and play fields which limit growth in most directions except for the northwest.

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



SITE PLAN

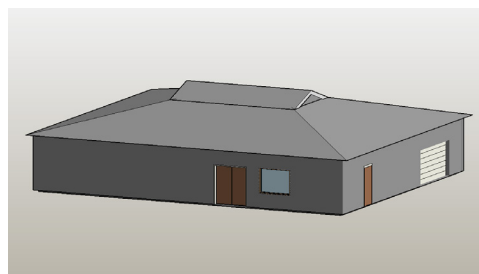
SCALE: 1" = 160'-0"



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR/SIDE & REAR



3D MODEL VIEW

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

**Site**

- Several building entry locations lack ADA compliant access including railing systems.
- LED lighting was recently installed in the parking lot areas.

**Structural**

- All building structure was concealed except for free standing columns and exposed foundation walls, which appeared to be in fair to good condition.
- Evidence of building settlement was observed in the form of cracks in CMU walls.

**Building Envelope**

- Roof shows discoloration overall, especially at boiler vent.
- Rot and damage was observed at several sill and soffit locations.
- Doors at lower level in need of paint and frames have some rot/rust.
- Vinyl siding is generally in serviceable condition, but does contain many cracks, holes and stains.
- Break metal at wall base is weathered and damaged in several locations – especially outside corners.
- CMU walls show cracked mortar joints in many locations - especially at steel lintels over opening.
- Heavy staining from roof run-off and soil splashing onto building at grade is noted at several locations.
- Roof shingles look ripped and worn.
- Exterior doors show signs of corrosion in some locations. All doors require new paint.

**Building Interior**

- Interior finishes in corridors and offices are in good condition overall and appear to be recently installed.
- Resilient flooring in main lobby (now covered with walk-off mat) shows heavy signs of wear and requires replacement.
- Kitchenette floor and toilet room vanities show signs of water infiltration. Many areas of toilet room VCT floors are stained.
- Building lacks ADA compliance in some areas such as stairway railings, toilet room grab bars, and door approach clearances.
- Interior walls are freshly painted, but there are widening settlement cracks at some of the interior walls at the floor joint.
- Ceilings need repainting. Tape joints and j-bead in GWB are showing signs of failure in several locations.
- Floors throughout are in need of fresh paint – especially at toilet areas.
- Benches in changing rooms are showing sign of corrosion at base.
- Protective wrap required on pipes and valves below sink per ADA only partially installed.
- Settlement cracks at interior CMU walls over door openings were observed.



HOSE BIBB

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Life Safety**
- No sprinkler system in the building.
  - Exit signs and fire horn/strobe devices appear to be in good condition and located as required.
  - Emergency lighting is located throughout building, but looks old. Not tested as part of this walk-through here is not a fire alarm panel, fire alarm is a series of local devices.

- Mechanical**
- Recent improvements to mechanical systems include: combustion air termination and general repairs to HVAC systems.
  - This facility is seasonal and does not have any heating or cooling systems.

- Plumbing**
- No issues were reported at the time of the review.

- Electrical**
- Romex was observed and should be replaced by commercial grade wiring in conduit.
  - Interior lighting should be upgraded to LED fixtures with lighting controls and occupancy sensors.
  - Electrical service entrance is fed from a pad mounted transformer.
  - There is not a generator for this facility. The electrical panelboards are in good condition. Lighting consists of surface mounted vapor tight fluorescent fixtures.



FILTER/PUMP ROOM

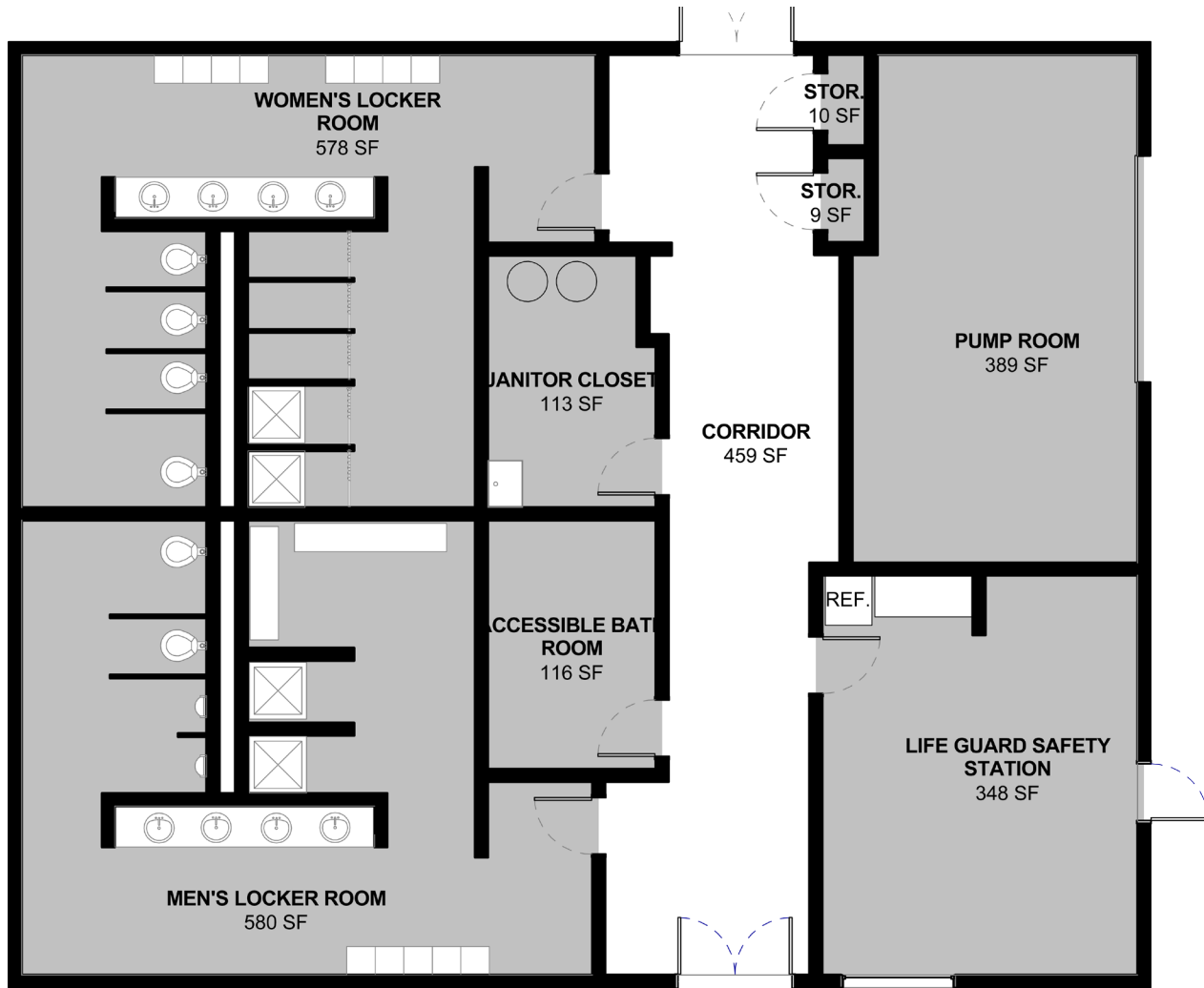
**Facility Summary**

The Pool Facility supports all aspects of the Bedford Public pool including pump/filter, administration/lifeguard, and changing/shower areas. It is a relatively new building in good condition but areas that need improvement include the office and changing rooms. The office should ideally be split from the lifeguard station so that an employee can check visitors entering the facility. Currently visitors need to pass through the building to the pool side before encountering a customer service position. The changing rooms should be reorganized to make the space more open which will improve occupant safety.



BUILDING EXTERIOR





FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

■ REC 2,143 SF

**GENERAL BUILDING**

□ CIRCULATION 459 SF

■ BUILDING SERVICES 0 SF

■ WALLS AND PARTITIONS 398 SF

**ALL DEPARTMENT USE**

■ SHARED SPACE 0 SF

**TOTAL AREA** 3,000 SF

**TOTAL GROSS AREA:** 3000 SF



INTERNAL CMU CRACK AT DOOR HEAD

### SUMMARY FINDINGS

#### Site

See previous section.

#### Exterior Systems

See previous section.

#### Roof Systems

See previous section.

#### Interior System

The interior has been recently repainted (walls and ceiling). Walls are CMU and the ceilings are GWB. The space is functional and provides accommodation for the ADA. Floors are currently unfinished concrete and appear to be in good condition. However there is a crack in the Men's locker area at the floor and wall that appears to be settlement of the foundation/slab separating it from the CMU walls.



MORTAR CRACKS AT CMU



SEPARATION AT WALL AND FLOOR



TYPICAL CORROSION AT BENCHES



INSUFFICIENT ADA WRAP AT SINKS



PLUMBING HOT WATER HEATER



POOL FILTERING EQUIPMENT



LIFE SAFETY

**SUMMARY FINDINGS**

**Mechanical Systems**

Heating is not provided. Exhaust fans are provided for the bathrooms and janitor room and are interlocked with the lights. Exhaust fans are provided for the mechanical spaces.

**Plumbing Systems**

Domestic cold water is provided from a well located near the driveway. Water for the pool system is provided from a well by the ball fields. Domestic hot water is generated from a propane gas-fire water heater installed in June 2017. The combustion air was report to be installed into the attic space. The hot water is tempered through a mixing valve located above the heater. Pool systems appear to be in good condition. Hose connections are provided around the building.

**Electrical Systems**

The electrical service entrance is fed overhead to a load center (panelboard) in poor shape. Receptacle in the bay areas are not GFCI type. Lighting in the bay area is strip lights with T12 lamps. Lighting in the office areas consist of surface mounted wraparounds. There is romex on the exterior of the building. Nonmetallic sheath cable (romex) and MC cable were observed in the building.

**Life Safety Systems**

The fire alarm system was removed. Exit signs and emergency lighting appears functional and coverage adequate.

**General Description**

The Town of Bedford Safety Complex is a 30,000+ square foot facility primarily housing the town’s police and fire departments. The complex consists of a 1987 structure originally built as office space and a 1994 addition designed to house the fire department’s equipment. Although both portions of the complex appear to be structurally sound, interior systems are worn and in need of repair or replacement throughout.

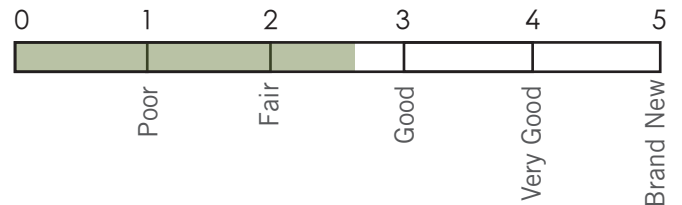
**Development Constraints**

The Safety Complex occupies a 2.3 acre site bound by Route 101 on the north and Constitution Drive on the south. Commercial properties abut the property on the east and west sides. The Police and Fire Department occupy the site completely with need for additional space. They are currently utilizing a portion of the NHDOT easement from Route 101.

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

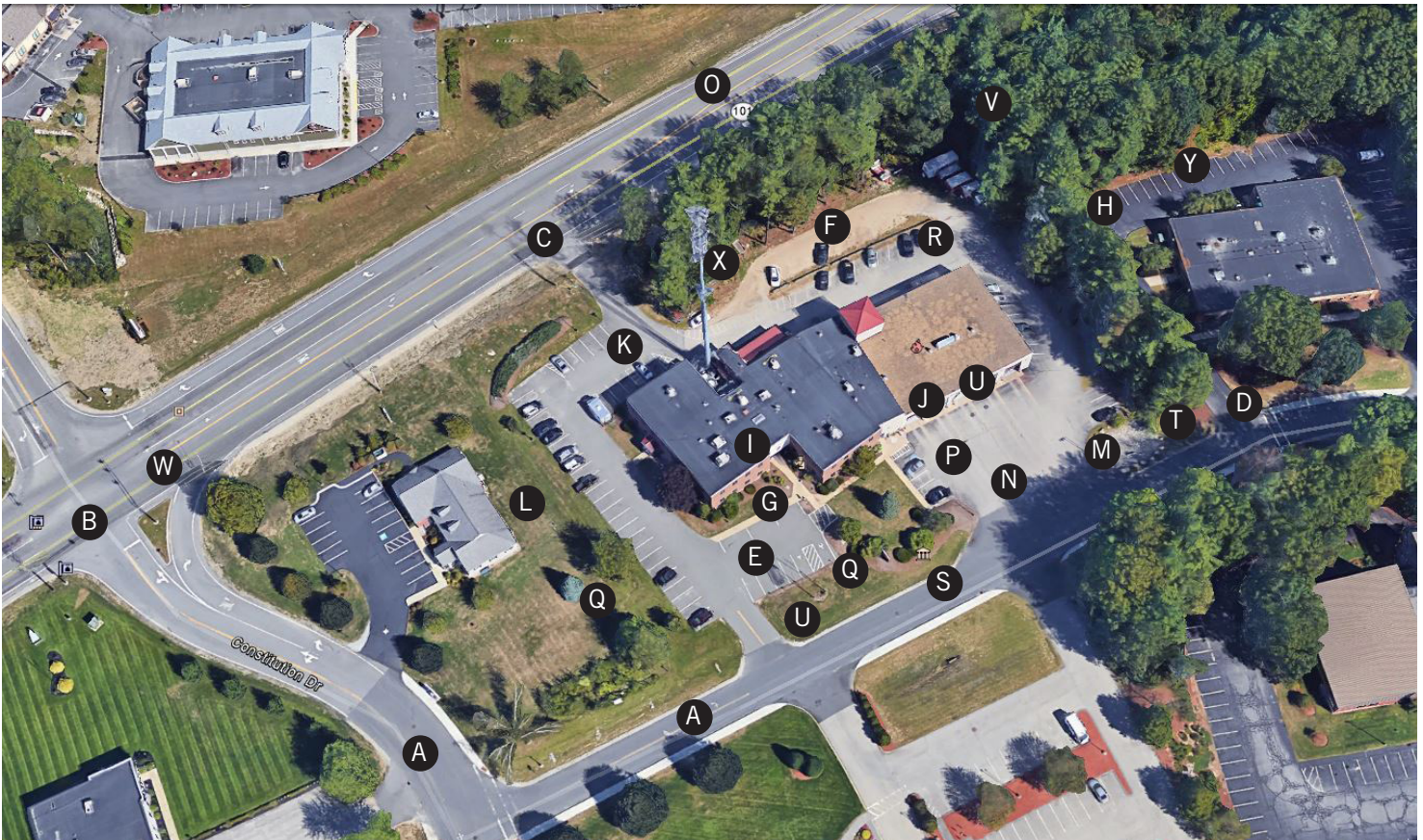
**Overall Average Rating (Scale of 0-5)** 2.65

**Overall Condition Rating** Fair-Good



SITE PLAN

SCALE: 1" = 160'-0"



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

**Facility Summary**

The Safety Complex is a renovated office building dating to 1982 with an addition in 1994 to house Fire Department apparatus bays and program spaces. Currently, it does not meet the operational needs of either the Fire or Police Departments. The site and building fail to accommodate a secure and safe environment for both departments to operate, due in large part to a lack of setbacks and barriers to vehicular and pedestrian traffic. Public access is confusing to navigate and the police staff are forced to cross through the non-secure public area. The facility does not provide the square footage, building hardness (security), or quality of building materials to support the 24/7 operations that currently reside there. A major renovation/addition or relocation is recommended for the Police and Fire Department.

**Zoning Provisions**

Zone: "OF" Office

Permitted Uses: Offices, Research and Development facilities.

**Space and Bulk**

<b>Min. Lot Size</b>	1 acre
<b>Min. Frontage</b>	150 ft.
<b>Front Yard</b>	60 ft.
<b>Rear Yard</b>	30 ft.
<b>Side Yard</b>	30 ft. (60 ft. if corner lot)
<b>Max. Building Height</b>	48 ft.
<b>Max. Building Coverage</b>	25%
<b>Parking Ratio</b>	TBD (required vs. provided)

**SITE ISSUES, NEEDS AND OBSERVATIONS**

<b>Context, Access and Circulation</b>	<ul style="list-style-type: none"> <li>A. Two-way access via Constitutional Drive to Rte. 101. Location of facility creates delayed response times for high volume call areas such as the Route 3 corridor. Response to these locations are up to double the NFPA 170 standard of 4 minutes.</li> <li>B. Rte. 101 intersection fully signalized intersection</li> <li>C. Emergency Access only to Rte. 101 via gated driveway.</li> <li>D. Trees &amp; brush block sight distance to fire apparatus driveway. Fire apparatus turning and maneuvering restricted by flanking vehicular parking. Site congestion results in vehicle damage, delayed emergency response, lack of secure parking for Police, and inconvenience for visitors and staff</li> <li>E. Public parking is not ADA compliant. Parallel spaces restrict access and maneuverability.</li> <li>F. Overflow parking in rear is within the Rte. 101 right-of-way and may indicate that the parcel is exceeding its capacity for the combined uses.</li> <li>G. Pedestrian access is not ADA compliant.</li> <li>H. Proximity to abutting structures and parcels with connectivity may provide expansion or relocation opportunities.</li> </ul>
<b>Property and Site Vistas, Topography and Natural Features</b>	<ul style="list-style-type: none"> <li>I. Public Entrances and Building Facades orient to and are visible from the public streets</li> <li>J. Fire apparatus bays face the public street reflecting traditional orientation for fire stations.</li> <li>K. The rear of the building and some back of the house areas are visible from Rte. 101 but also screened by trees.</li> <li>L. Parking areas have minimal screening to the west and are well screened to the east by trees.</li> <li>M. Topography and drainage: the site is relatively flat, with paved areas sloping away from the building toward landscape areas around the perimeter of the site.</li> <li>N. Stormwater flows primarily by sheet flow. A detention basin receives runoff from the apparatus bay parking lot. There are minimal drainage structures and piped storm water.</li> <li>O. Vegetation: The north and easterly perimeter of the parcel is screened by mature tree growth; the front and west side are lawn with ornamental plantings and minimal screening.</li> </ul>
<b>Site Features and Improvements</b>	<ul style="list-style-type: none"> <li>P. Pavements: The fire apparatus apron has several longitudinal and lateral cracks. This part of the site should be reviewed for pavement resurfacing. Concrete sidewalks are settled and/ or cracked and should be replaced as needed.</li> <li>Q. Area Lighting is minimal. Parking lot areas, walkways and entrances should comply with IES standards and provide energy efficient, full cutoff fixtures.</li> <li>R. Security and Fencing: Needs for secured fenced areas or access restriction should be reviewed. Appropriate fencing and gated entrances should be provided as needed.</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>S. The site is served by public water, sewer power and communication. Sizes and capacities TBD.</li> <li>T. Stormwater: The detention basin is located adjacent to easterly driveway. An analysis of the existing on-site stormwater system should be provided if improvements are proposed to the site.</li> </ul>
<b>Solar Orientation and Climate</b>	<ul style="list-style-type: none"> <li>U. The front of the building, main entrances and apparatus bays are oriented south, south east. This is a favorable orientation for solar control, solar panels, melting of ice and snow, and drying surfaces.</li> <li>V. Winter storms are partially buffered from the north and northeast by woods. The front of the building is exposed to southwest summer breezes and southeasterly rains. The rear of the site is partially exposed to cold NW winter winds (buffered by trees) and cooling, NW summer winds.</li> </ul>
<b>Opportunities and Constraints</b>	<ul style="list-style-type: none"> <li>W. Access and Context – the site has direct access to public streets and access to state highway via signalized intersection.</li> <li>X. Future Expansion on-site – the site is severely limited to building/ program expansion as it is already exceeding the site capacity for parking and maneuvering area. With parking and accessible routes brought to ADA compliance, additional existing parking spaces could also be lost.</li> <li>Y. Proximity of Existing Office Uses – existing public roads, utilities and close proximity of the existing parcel, structures and site improvements to the east (47 Constitutional Drive) may offer options for reconfiguring the existing building and parking on-site and expanding onto the adjacent parcel.</li> </ul>



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR / SIDE & REAR



3D MODEL VIEW

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
  - Concrete walkways around property cracked and damaged in several locations.
  - Operational need has exceeded the site’s available area.
  - Site congestion results in vehicle damage, delayed emergency response, lack of secure parking for police, and inconvenience for visitors and staff.
  
- Structural**
  - Corrosion observed on metal truss system in apparatus bay.
  
- Building Envelope**
  - Brick and CMU facades appear in good condition overall. Minor cracking in some mortar joints and dried caulking at control joints observed. Significant efflorescence at interior of fitness room.
  - Caulking around windows appears to be cracking in many locations.
  - Where foundation is exposed, some cracking and spalling was observed at outside corners.
  - Cracking in front EIFS façade at police station observed at control joint.
  - Applied finish to steel framing at covered car park in need of new application.
  - Metal roofing at canopies appears in good condition.
  
- Building Interior**
  - Many stains, scratches and holes observed in GWB partitions.
  - Veneer doors chipped at edges in many locations. Painted frames in need of repainting.
  - Several doors observed to have additional acoustical measures applied.
  - ACT ceiling damaged in many locations. Some water stains observed. Various tile types used throughout the building
  - Many partitions observed to stop below ACT resulting in unwanted sound transmission.
  - Carpet and VCT flooring and flooring transitions damaged in many locations.
  - At booking/holding cells, significant horizontal cracks observed at CMU interior partitions. Some separation cracks noted between CMU walls and C.I.P. concrete ceilings
  - Perimeter doors at grade are corroded near ground level.
  - Applied finishes at interior stairways on treads and risers are damaged in many locations resulting in a potential trip hazard.
  - Vertical crack in CMU wall and water stains on GWB ceiling of hose tower
  - Water stains noted on GWB ceiling of hose tower.
  
- Plumbing**
  - Toilet fixture counts at restrooms and locker rooms do not meet occupant need.
  - Toilet lavatory drains require coverings.
  - Faucets with hose connections such as utility sink do not have vapor breaker backflow preventers.
  - Fluid draining from the double utility sink flows directly over the floor to the floor drain. Floor drain is showing signs of corrosion.



CAPTION

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Life Safety**
- Unable to verify if emergency lighting system is operational. The vehicle bay area does not have battery packs. It relies solely on the generator although there is no second transfer switch for life safety. The bay area does not meet code for emergency lighting.
  - Lacking exit signage
  - Building has sprinklers throughout.
  - The fire alarm system has been reported as not having enough power for the notification appliances. The bay area strobes appear set to 15cd. There are a few rooms missing strobes (training room). The fire alarm control panel is an older Notifier panel specifically an AFP-200 addressable panel.

- Mechanical**
- Improved cooling and redundant cooling is needed at radio room and server room.
  - Improved ventilation needed at Fire Department kitchen stove, booking area, and radio room.
  - HEPA filtered exhaust and improved ventilation required in Police evidence areas.
  - The Macurco carbon monoxide and diesel gas fume detectors, installed in the apparatus bays as part of the 1994 project, have outlived their 7 to 10 year life expectancy. Consider replacing the detectors and installing the new ones in accordance with manufacturer’s current recommendations.
  - Exhaust is not provided in the main electrical room beyond the Men’s toilet.
  - Some of the rooftop condensing units and associated piping are showing signs of their age.
  - The refrigerant system of the split AC system serving Dispatch frequently requires recharging indicating there may be a small leak. The condensing unit is mounted on grade and is being overtaken by foliage and an apparent animal piling sand up near it.
  - One of the condensing coil fans of rooftop unit RTU-10 was very noisy when operating.
  - Rooftop exhaust fan EF-4 was very noisy.



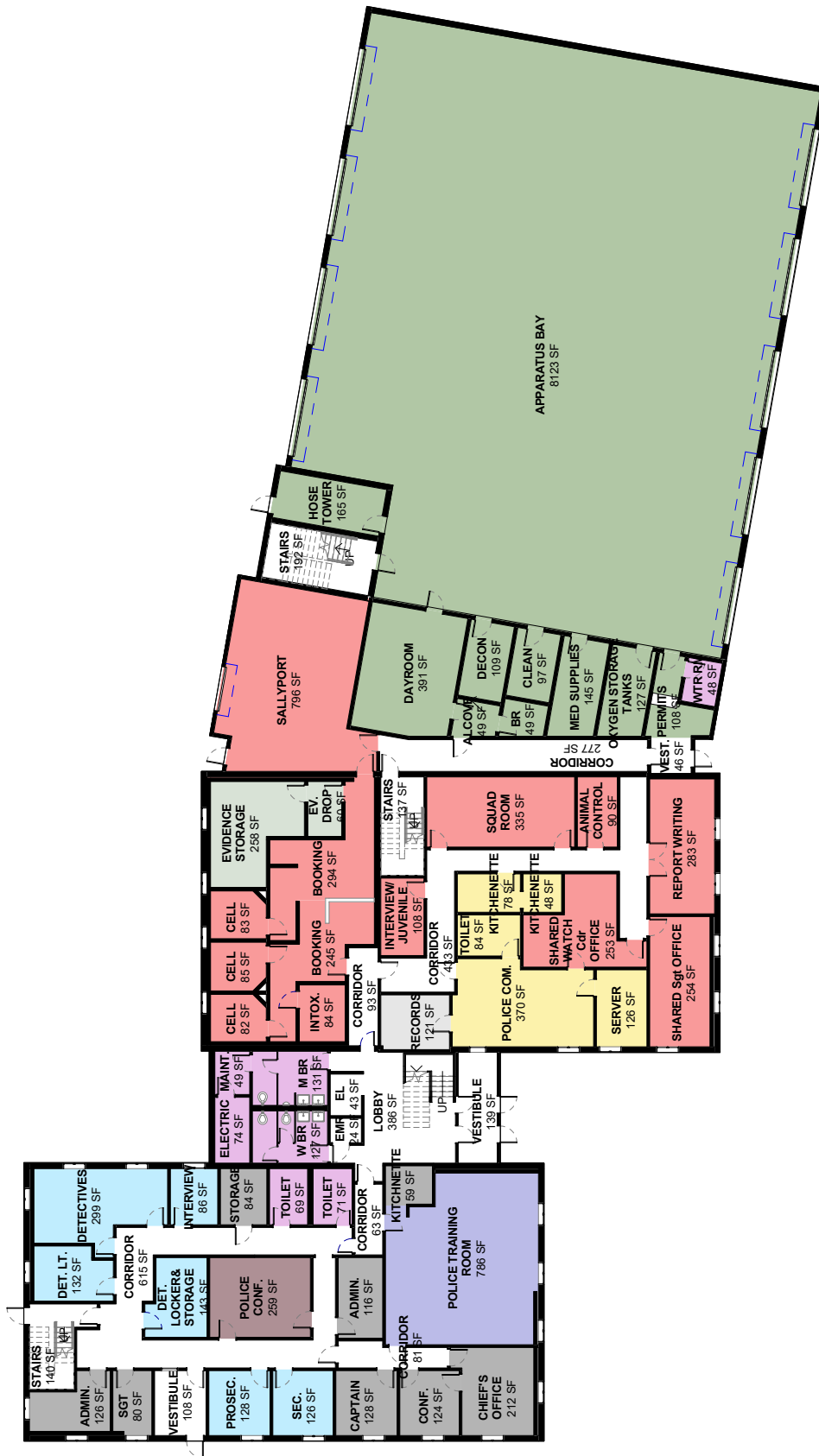
CAPTION

- Electrical**
- Main electrical service upgrades were observed although exit door access and switchgear clearances do not appear to meet current codes. (It was reported that due to space limitations the local official allowed the installation.) No ground or ground jumper was observed on the water entrance.
  - The new 150kW generator is not secured from public access
  - The dispatch area was renovated and upgraded with 2x2 recessed LED lighting.
  - A project upgraded the exterior lighting with pole mounted led fixtures and surface mounted LED lighting fixtures.
  - Lighting controls for automatic off may not be warranted for a 24 hour facility, care should be taken if used.
  - Some lighting fixtures have damaged lenses.



CAPTION





**DEPARTMENT LEGEND**

<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4; border:1px solid black;"></span>	BUILDING DEPARTMENT	466 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90; border:1px solid black;"></span>	FIRE	12,504 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#DC143C; border:1px solid black;"></span>	LEASE	2,789 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#8B4513; border:1px solid black;"></span>	POLICE GENERAL	898 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#A9A9A9; border:1px solid black;"></span>	POLICE ADMIN	929 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#ADD8E6; border:1px solid black;"></span>	POLICE DETECTIVES	771 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#C8E6C9; border:1px solid black;"></span>	POLICE EVIDENCE	458 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#FFFF00; border:1px solid black;"></span>	POLICE COMMUNICATIONS	706 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#FF4500; border:1px solid black;"></span>	POLICE PATROL	2,852 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#D3D3D3; border:1px solid black;"></span>	POLICE RECORDS	121 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#6A5ACD; border:1px solid black;"></span>	POLICE TRAINING	786 SF

**ALL DEPARTMENT USE**

<span style="display:inline-block; width:15px; height:15px; background-color:#FF8C00; border:1px solid black;"></span>	SHARED SPACE	2,032 SF
--	--------------	----------

**GENERAL BUILDING**

<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span>	CIRCULATION	4,659 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#DDA0DD; border:1px solid black;"></span>	BUILDING SERVICES	740 SF
<span style="display:inline-block; width:15px; height:15px; border:2px solid black;"></span>	WALLS AND PARTITIONS	4,260 SF

**TOTAL AREA** 34,971 SF

FIRST FLOOR PLAN



1ST FLOOR:	21,731 SF
2ND FLOOR:	13,241 SF
<b>TOTAL GROSS AREA:</b>	<b>34,972 SF</b>

SECOND FLOOR PLAN



CRACKS IN CMU WALL

**SUMMARY FINDINGS**

**Site**

There are many significant deficiencies on the site ranging from operational security to vehicle flow. Any improvements to the existing site will require removing program elements such as staff and/or apparatus since the issues largely stem from overcrowding.

**Exterior Systems**

CMU wall assemblies had areas of spalling, especially at second floor fitness room, indicating lack of proper thermal and moisture protection including weather barrier and insulation. EIFS façade at police station requires repair at cracked areas. Trees and plantings touching façade in several locations.



DAMAGE AT STONE FLOORING

Applied finish to steel framing at covered car park is in need of new application. Large internal crack in window to server room. Exterior glazing to critical infrastructure such as server room, EOC, lobby, and offices facing public access should be upgraded to improve building hardness/protection of occupants.

**Roof Systems**

Based on recommendations from the 2012 facilities report, a new roof has been installed.



DAMAGED STAIR TREADS

**Interior System**

The interior of the space is clean and fairly well maintained, though its heavy usage and function result in wear and tear. Carpet has been replaced within the past three years at the police department space. However, the rest of the building is in need of updated new materials. Wall and ceiling finishes are worn and/or dated in many locations.

Like the Town Office, organic departmental growth has occurred in this location and operational efficiencies can be found through re-organization of the space. As noted on the programming document, storage is lacking in this facility. Circulation through the building can be improved in this building through careful examination of the program and re-alignment of the physical space to the programmatic needs.



EFFLORESCENCE AT PERIMETER WALLS

Materials at lobby and other building entry locations should be upgraded to improve occupant safety. A major renovation of public access is required to separate secure operational areas from the lobby. Non-secure office areas include the building Building Inspector's offices.



ELECTRIC GENERATOR

**SUMMARY FINDINGS**

**Mechanical Systems**

Heating, ventilation, and air conditioning is provided throughout the facilities (except apparatus bays) through (10) gas-fired packaged rooftop units. Some of the original rooftop units have been replaced. Remaining units have exceeded their expected useful life and utilize refrigerant no longer commonly available. In the event these units fail, replacement rather than repair is likely required and may result in operational delays that are not acceptable to the critical nature of this facility.

The propane gas system is being upgraded with a natural gas system. Supplemental split air conditioning systems are provided in areas such as dispatch and the data closet.

Carbon monoxide-based ventilation system is provided in the sally port. An exhaust and gas-fired make-up air system is provided in the Apparatus Bay to monitor and exhaust carbon monoxide and diesel exhaust fumes. Gas detection devices may be from the original installation.



EXISTING ELECTRICAL

**Plumbing Systems**

Domestic hot water is generated through (2) electric storage hot water heaters and (1) gas-fired storage hot water heater.

**Electrical Systems**

The electrical service entrance was upgraded with the addition of a larger generator. The working clearance does not meet the NEC which is a concern. A ground jumper should be installed across the water meter. Some lighting has been upgraded to LED type fixtures and this should continue. The exterior lighting has been fully upgraded and warrants no changes.



TYPICAL RESTROOM PLUMBING FIXTURES

**Life Safety Systems**

The fire alarm system is an older Notifier addressable panel. Emergency lighting should be added to the truck bays.



LIFE SAFETY

**General Description**

The Stevens-Buswell Community Center originally served as a school house when built in 1921 and added onto in 1938. Various town departments had utilized the building until it was vacated. Although the building is still currently vacant, construction work is being performed to renovate the building based on 2011 drawings into a community center with meeting and office space and fully updated mechanical systems and ADA accessibility. The building is leased to the Bedford Historical Society who are leading an effort to convert the building to a community center.

<b>Address</b>	18 North Amherst Rd
<b>Site Size</b>	1.20 Acres
<b>Year Constructed</b>	1921 / 1938
<b>Use</b>	Office
<b>Building GSF</b>	7,692
<b>Number of Floors</b>	2 (1+B)
<b>Construction type</b>	Wood
<b>Overall Average Rating (Scale of 0-5)</b>	1.42
<b>Overall Condition Rating</b>	N/A

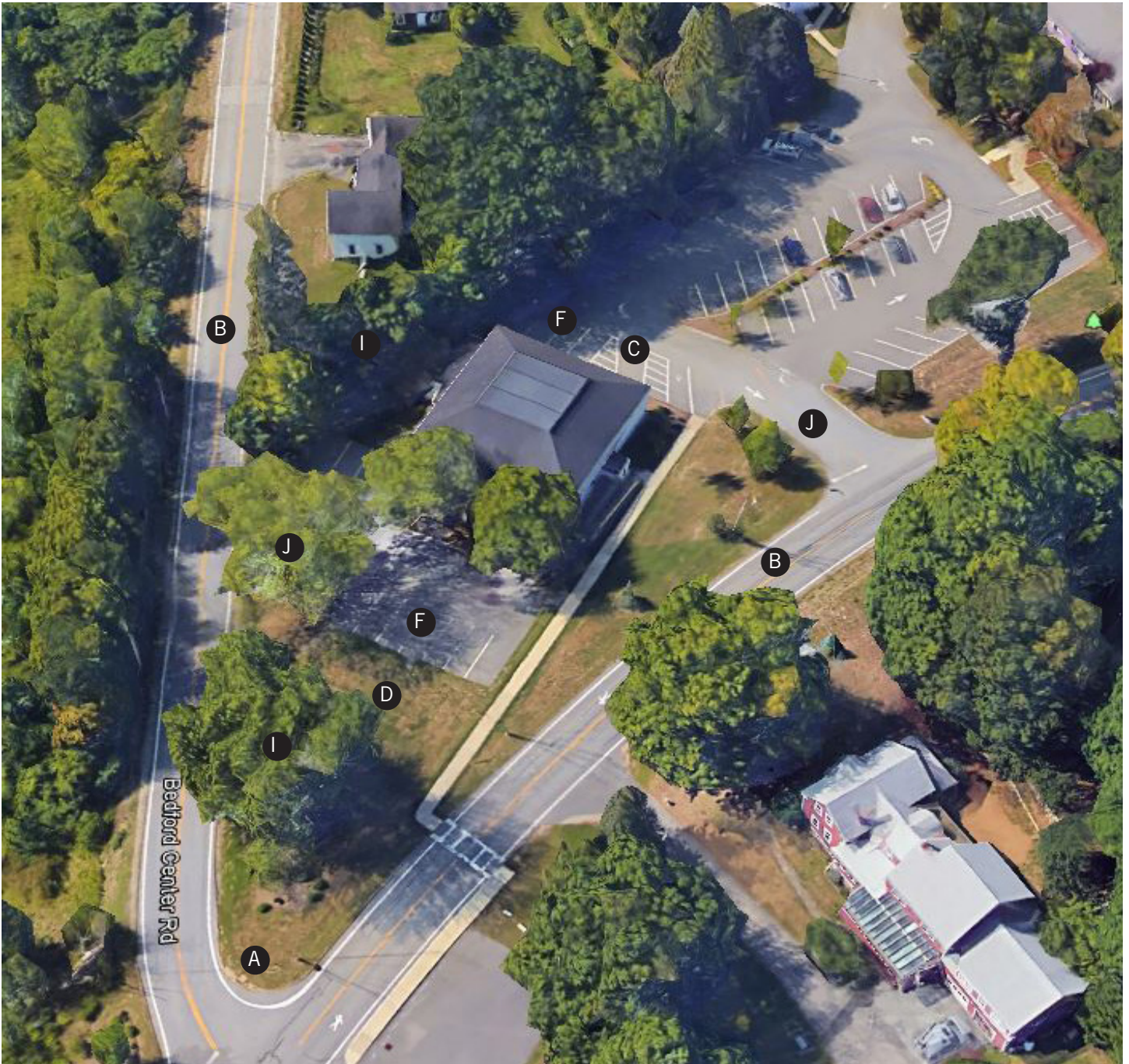
**Development Constraints**

The site sits at the intersection of Bedford Center Road and North Amherst Road. It is comprised mostly of parking and building, with parking lots flanking the east and west sides of the Community Center. Access to the eastern parking lot is via Bedford Center Road. The west parking lot is shared by the Town Office Building with access from North Amherst Road. Any addition to this building would reduce existing parking.



SITE PLAN

SCALE: 1" = 160'-0"



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

**Zoning Provisions**

Zone: "RA" Residential and Agriculture

Permitted Uses: All commercial uses.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**
  - A. The building is prominently located at the intersection of Bedford Center Rd. and North Amherst Rd. to the east and north. The rear of the building shares the same access and parking lot as the Town Offices. Vehicular access to the front entrance is from Bedford Center Rd.
  - B. The site is constrained by two roads and abutting dwelling.
  - C. The rear parking lot includes one-way, angled parking. Several HC parking spaces are located behind the building in the shared parking lot.
  
- Property and Site Vistas, Topography and Natural Features**
  - D. The triangular shaped lot has visibility from both abutting roads. It is set well back from the intersection with a broad lawn, mature trees fronting and flanking the main building entrance. The formal front entrance landscape is interrupted by surface parking.
  - E. Topography and drainage: Slopes are to the rear and sides of the site predominantly.
  
- Site Features and Improvements**
  - F. Pavements: The parking lots appear to be in good condition. A long, straight concrete sidewalk crosses the site along the northerly side of the building. It provides access to the Stevens-Buswell building, rear parking lot and a cross walk in North Amherst Rd.
  
- Utilities**
  - G. The site is served by a well and septic system. The useful life and capacities are not known.
  
- Solar Orientation and Climate**
  - H. The squarish building entrance facade faces north. The right side is northwest facing to North Amherst Rd. The rear orientation is southwest. The front lawn and side lawns have access to plentiful sunlight.
  - I. Northeast winds are partially buffered by adjacent trees; prevailing southwest breezes are tempered by dense trees along the southerly boundary.
  
- Opportunities and Constraints**
  - J. Access and Context – the small site has ample accessibility however, future expansion is constrained by adjacent roads and parking. Each of the two flanking roads would require a 35’ front yard setback from the right-of-way lines further restricting expansion locations. Loss of parking would have to be evaluated with parking demands to meet other expansion plans on the adjoining town lot.
  - K. Utilities – the building is served by well and septic systems. Their location should be determined to assess possible expansion options.



BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR/SIDE & REAR

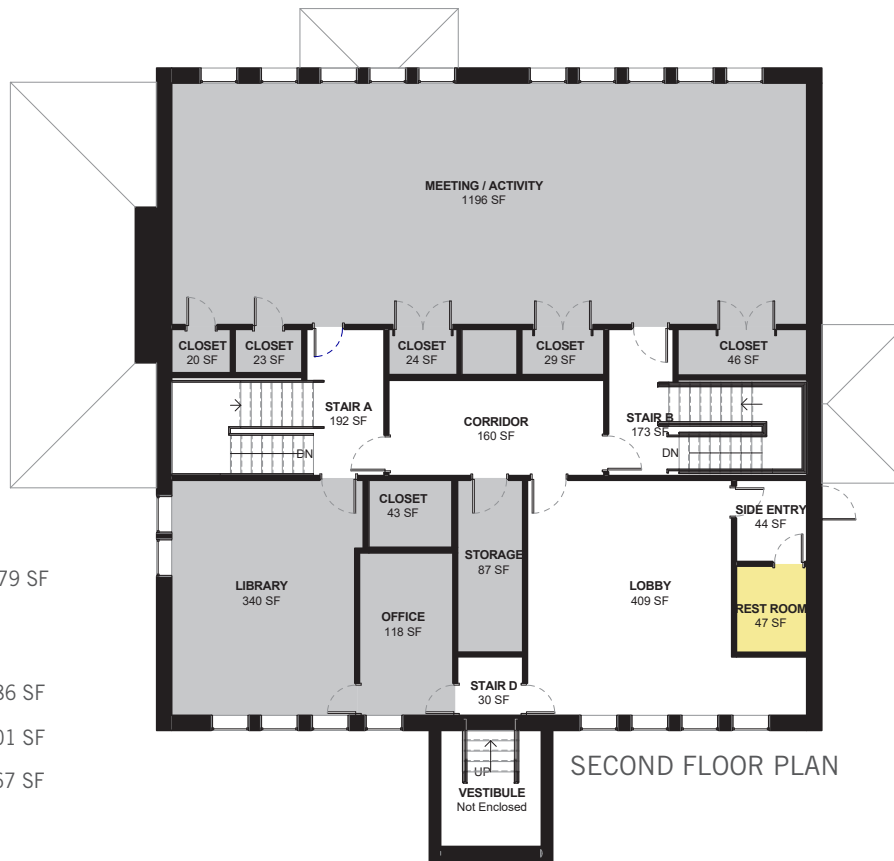
**FACILITY ISSUES, NEEDS, AND OBSERVATIONS**

- Site**
  - Entry stairs show signs of spalling and some previous repairs.
  - Wood rot is evident on the accessible ramp guard components.
  
- Structural**
  - Existing wood framing appeared to be in fair to good condition.
  - However, long spans may create too much deflection for occupant comfort in the larger upper level spaces.
  
- Building Envelope**
  - Concrete, stone and CMU foundations appear in acceptable condition.
  - Wood clapboard siding and trim in need of repair and paint especially at doors and grade.
  - Windows are original and not weather tight and need re-glazing.
  - Roof showing signs of rippling and wear.
  - Many exterior doors in need of repair and showing signs of corrosion.
  
- Building Interior**
  - All interior conditions are noted as ‘poor’ due to the current state of construction at all interior spaces.
  - Rough framed interior partitions are a mix of existing wood lath and plaster with new stud framing.
  
- Life Safety**
  - Life safety systems cannot be assessed at this time as entire building is considered a construction site.
  
- Mechanical**
  - Systems were not reviewable due to rough-in status of construction.
  
- Plumbing**
  - Systems were not reviewable due to rough-in status of construction.
  
- Electrical**
  - Systems were not reviewable due to rough-in status of construction.





FIRST FLOOR PLAN



SECOND FLOOR PLAN

**DEPARTMENT LEGEND**

COMMUNITY CTR. 4,279 SF

**GENERAL BUILDING**

CIRCULATION 1,586 SF

BUILDING SERVICES 401 SF

WALLS AND PARTITIONS 2,567 SF

**ALL DEPARTMENT USE**

SHARED SPACE 0 SF

**TOTAL AREA** 7,247SF

1ST FLOOR: 3,437 SF  
2ND FLOOR: 3,810 SF  
TOTAL GROSS AREA: 7,247 SF



DAMAGED DOOR

### SUMMARY FINDINGS

#### Site

See previous section.

#### Exterior Systems

See previous section.

#### Roof Systems

See previous section.

#### Interior System

This building is currently in a state of construction. New interior partition framing is in place, but little else. Interior finishes are non-existent at this time.



DOOR CORROSION



ROT AT WOOD HANDRAIL AT RAMP



WINDOWS NEED REGLAZING



TYPICAL INTERIOR CONSTRUCTION

## SUMMARY FINDINGS

### Mechanical Systems

The mechanical systems are in construction.

### Plumbing Systems

The plumbing systems are in construction.

### Electrical Systems

The electrical systems are in construction.

### Life Safety Systems

The life safety systems are in construction.



EXPOSED ELECTRICAL



MECHANICAL



OLD AND NEW MECHANICAL SYSTEMS

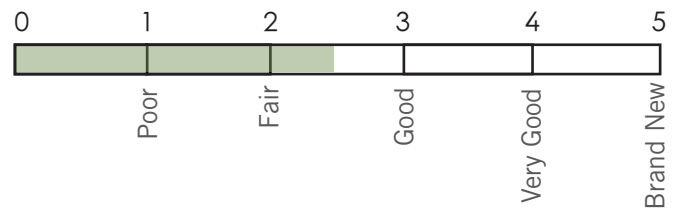
**General Description**

Built in 1910, this is the third public meetinghouse on this site and remains a focal point of the community. The facility houses two large gathering spaces – including a performance stage on the second floor – as well as various support functions to the assembly spaces. The basement functions as mechanical space and storage for various city holdings. Much of the building’s original trim and finishes remain on the interior and are in acceptable condition given their age. Past attempts at modernization such as ADA accessibility and modern/efficient mechanical systems do not bring the facility to current standards. It is listed on the National Register of Historic Places.

**Development Constraints**

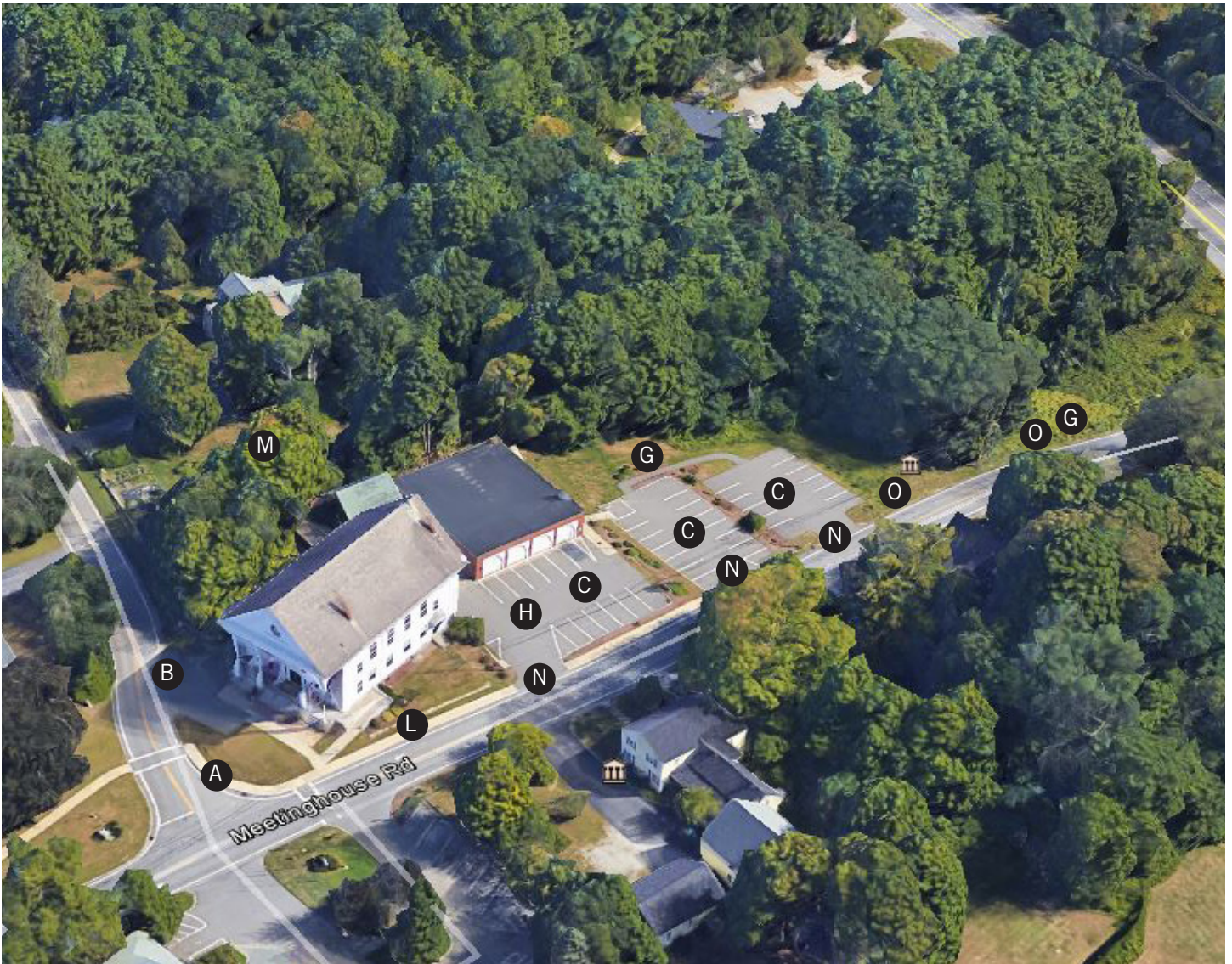
The Town Hall is located at the intersection of Meetinghouse Road and Bedford Center Road on a 2.96 Acre parcel. Sited at the western corner of the property with the BCTV building located immediately to the east, the Town Hall has very limited parking and poor accessible routes to the entry.

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



SITE PLAN

SCALE: 1"= 160'-0"



Key Noted Site Plan: See 'Site Issues, Needs, and Observations' Reference Plan for BCTV Site Assessment

**Zoning Provisions**

Zone: "RA" Residential and Agriculture /  
Historic District

Permitted Uses: All commercial uses.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- |  |  |
|--|--|
| <b>Context, Access and Circulation</b>                           | <ul style="list-style-type: none"> <li>A. Town Hall anchors the prominent intersection of Meetinghouse Rd. and Bedford Center Rd.</li> <li>B. Access to two parking spaces at the front of Town Hall is from Bedford Center Rd with connection to the rear parking area via a narrow driveway squeezed along the left side of the building. The sidewalk connecting the front parking spaces are not ADA complaint due to stairs along the route to the HC ramp on the right side of the building. Access for visitors to the front entrance is from the rear parking lots.</li> <li>C. The balance of the parking is at the rear of Town Hall in front of BCTV building and to the east and is accessed from Meetinghouse Rd. The three parking lots are not interconnected and each has a separate driveway onto Meetinghouse Rd.</li> </ul> |
| <b>Property and Site Vistas, Topography and Natural Features</b> | <ul style="list-style-type: none"> <li>D. Town Hall is at the highpoint for the site. BCTV a former fire station, faces the public street and is directly accessible to the parking.</li> <li>E. Views from the site are to wooded areas to the north and adjacent houses along Meetinghouse Rd.</li> <li>F. The parking areas are buffered by dense vegetation at the rear of the lots.</li> <li>G. Topography and drainage: the site slopes down immediately near Town Hall to the BCTV parking lot. The balance of the site slopes significantly to the east indicated by the terraces between the parking lots. Drainage is to the street and low point of the site to the east.</li> </ul>  |
| <b>Site Features and Improvements</b>                            | <ul style="list-style-type: none"> <li>H. Pavements: Paved parking areas appear in good condition. Curb ramps in the concrete sidewalks should be reconstructed using ADA compliant tactile warning panels.</li> <li>I. Area Lighting appears to be minimal. Parking lot areas, walkways and entrances should comply with IES standards and provide energy efficient, full cutoff fixtures.</li> <li>J. See architectural summary regarding exterior stairs and ramps.</li> </ul>  |
| <b>Utilities</b>   | <ul style="list-style-type: none"> <li>K. The site is served by a public water and septic system. The useful life and capacities are not known.</li> </ul>   |
| <b>Solar Orientation and Climate</b>                             | <ul style="list-style-type: none"> <li>L. The front of the Town Hall faces south, southwest. All buildings receive plentiful east and south light. The rear of BCTV building is north-facing. All parking areas are oriented south.</li> <li>M. Winter storms are partially buffered from the north and northeast by woods.</li> </ul>   |
| <b>Opportunities and Constraints</b>                             | <ul style="list-style-type: none"> <li>N. Access and Context – the site has direct access and egress to Meetinghouse Rd. However, the parking layout should be reconfigured using retaining structures to interconnect the parking lots; to re-orient the parking to minimize driveways/ curb cuts, to eliminate short, dead end parking lots, and to improve pedestrian circulation and access.</li> <li>O. Future Expansion on-site – the steep slope of the site and pronounced drop off to the east are a constraint to expanding parking without retaining structures. With limited site area, consideration should be given to constructing multi-story additions.</li> </ul>  |

**Facility Summary**

The Town Hall, currently occupied by the Recreation Department and Bedford Off-Broadway, is closed to the public beyond scheduled events. The Rec Dept typically utilizes the space well, however the landmark building is not used for Town office or meeting functions. The building’s listing on the National Register of Historic Places puts additional constraints on renovation projects. Any planned changes or modifications to the existing building will require review and approval from authorities having jurisdiction which include historic preservation.



BUILDING EXTERIOR / MAIN ENTRY

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

- Site**
- Concrete stairs and front entrance are crumbling and appear unusually weather-worn. Front stairs have large openings allowing water intrusion and freeze/thaw issues
  - Wooden stair and ramp from stone porch to front entry door unusually worn – perhaps from salt
  - ADA ramp has many structural cracks and heaving. Railing system shows extensive signs of corrosion.
  - Granite retaining walls, porches and foundation/veneers need repointing and realignment at various spot around the site.

- Structural**
- Many lally columns throughout basement supporting first floor.

- Building Envelope**
- Doors were in satisfactory condition for their age.
  - Windows in satisfactory condition for their age.
  - Asphalt shingles on roof appear to be recently installed.
  - Birds observed exiting holes in the soffit along front/west façade.
  - Clapboard siding and wood trim appears in good condition for its age. Paint shows little signs of cracking or peeling. Metal fascia panels between upper and lower windows buckled at many locations, but otherwise appear in stable condition.



BUILDING EXTERIOR/SIDE & REAR

- Building Interior**
- Walls were in need of refinishing (Paint/stain, urethane)
  - Flooring was worn and in need of refinishing at entrance lobby, kitchen, stairways and auditorium. Bathroom VCT cracked and discolored.
  - Handrails were not ADA or code compliant (only 29” AFF)
  - Water damage observed at plaster walls in several locations.
  - Evidence of water infiltration at floor of basement at double doors on east side of building.

- Life Safety**
- Sprinklers have been installed in building.
  - Exit signage was deficient
  - Emergency lighting is installed.
  - Fire alarm system is an extension of the BCTV. The fire alarm devices/appliances are newer but the strobe coverage does not meet the ADA.
  - Emergency lighting coverage appears lacking in the kitchen and attic.



3D MODEL VIEW

- Mechanical**
- The furnaces are older units and do not provide return air for the building.
  - Breeching for furnaces are not properly supported.
  - Two fuel oil tanks are showing signs of their age.
  - Fuel oil lines are directly buried and are not protected.



RAIN LEADER AND DOWNSPOUT

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

**Plumbing**

- Many plumbing pipes and valves not concealed in wall.
- Backflow preventers are not installed at faucet hose connection.
- Water entrance is showing signs of corrosion toilet in basement is showing signs of backflow and appears to be abandoned.
- Sump pump is showing signs of its age.

**Electrical**

- Recent upgrades to electrical service were noted.
- The main electrical service equipment is old. There are some newer branch panelboards.
- There is no generator for this building.
- Lighting consists of fluorescent fixtures.
- Lighting Controls for automatic off is lacking.

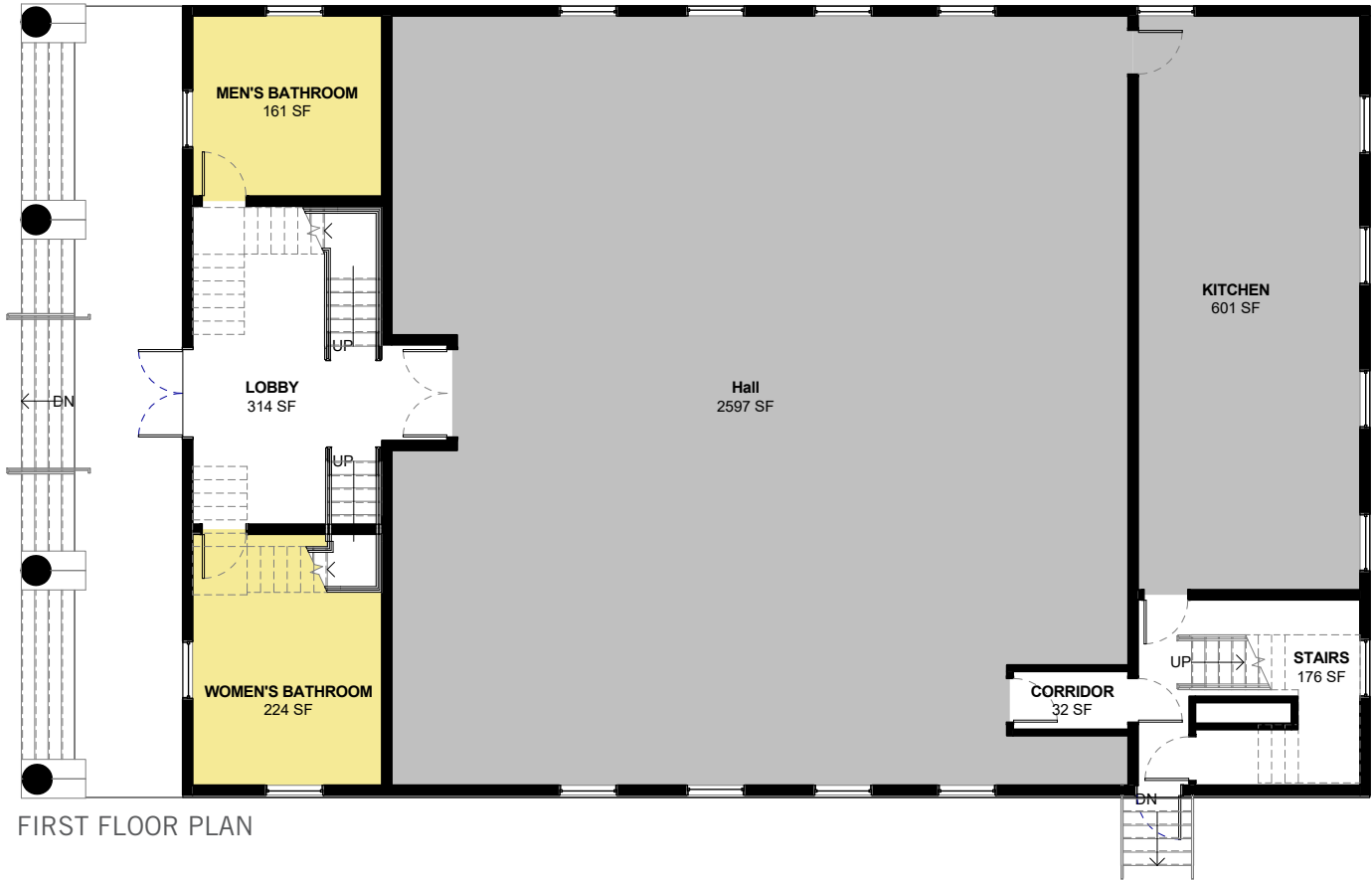


HISTORIC SPRINKLER HEADS



KITCHEN PIPING





FIRST FLOOR PLAN

**DEPARTMENT LEGEND**

■ REC 9,864 SF

**GENERAL BUILDING**

□ CIRCULATION 1,045 SF

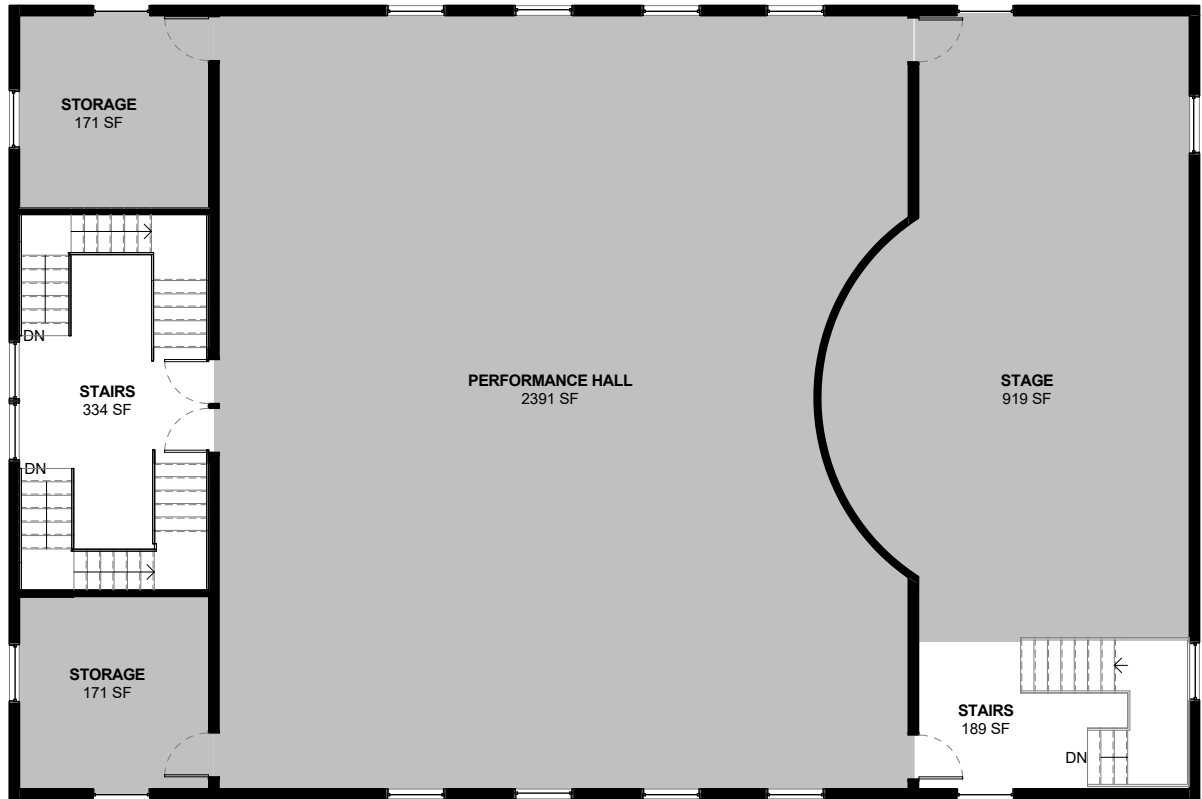
■ BUILDING SERVICES 385 SF

■ WALLS AND PARTITIONS 1,816 SF

**ALL DEPARTMENT USE**

■ SHARED SPACE 0 SF

**TOTAL AREA** 13,271 SF



SECOND FLOOR PLAN

BASEMENT	4,428 SF
1ST FLOOR:	4,428 SF
2ND FLOOR:	4,415 SF
<u>TOTAL GROSS AREA:</u>	<u>13,271 SF</u>



CORROSION AT ENTRANCE CONCRETE STAIR AND WOOD RAMP

## SUMMARY FINDINGS

### Site

Although there is limited parking adjacent to Town Hall, municipal parking does exist on the east side at the BCTV with another lot terraced below, further east. The eastern half of the site, which abuts Route 101, is wooded and steeply sloped. Other parking access is available across Meetinghouse Road at the Bedford Public Library.

### Exterior Systems

Recent improvements to chimneys and gutters are noted. Given the age of the building the painted wood siding and trim are in reasonable condition.

### Roof Systems

--

### Interior System

The Town Hall interiors are of significant historical value and most of the original details and features remain. However, there are a number of ADA and code-related issues within this space, including the restrooms on the main level and non-compliant handrails at the stairways. The building is currently used as a facility for town recreation services and appears to support those functions. However, storage is lacking. Wall and flooring finishes need work in order to preserve the historically significant features and provide the appropriate surfaces for the current use of the space.



DAMAGE AT ADA ENTRY RAMP



REPOINTING REQUIRED AT GRANITE



WATER DAMAGE AT INTERIOR WALLS



BOILER

## SUMMARY FINDINGS

### Mechanical Systems

The building has limited ventilation including kitchen and forced air heating system. Upgrades in HVAC include providing return air and commercial ventilation for the kitchen stove.

### Plumbing Systems

Limitations of the existing historic building result in a toilet room fixture count that is below code for the assembly occupancy use of the building.



EXISTING LIGHTING

### Electrical Systems

Recent upgrades to the existing electrical system were observed. Fluorescent fixtures are old but appear to be in working order, to reduce maintenance and energy cost new technologies (LED lighting) should be considered.

### Life Safety Systems

The building is fully sprinklered and contains a complete life safety system. Although some of the elements such as emergency lighting are old, they appear to be in working order (one unit in the basement does not appear to be fully functional). The fire alarm system is shared with the building next door (BCTV) and is lacking strobe coverage in a few areas.



EXPOSED PLUMBING



CURRENT PLUMBING

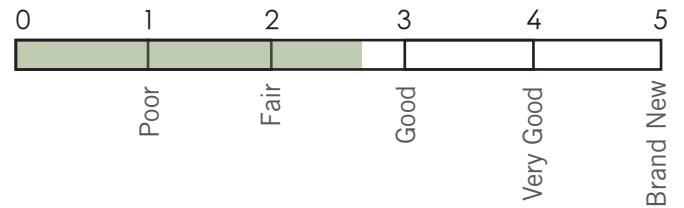
**General Description**

The Town Office for Bedford, NH is a two story building built in 1987 located between North Amherst and Bedford Center Roads. The building houses offices for many of the town's administrative departments including the Town Manager. The building is set into a sloped site with entrances at both levels from adjacent parking areas. Parking on the upper level is shared with an adjoining Town owned property that is occupied by the Stevens-Buswell Building. Most areas of the building can be accessed by the public.

**Development Constraints**

Redevelopment of the Stevens-Buswell Building will likely create a parking shortage on the site. Adjacent residential properties, municipal structures, & infrastructure such as the emergency generator limit easy parking expansion.

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



SITE PLAN

SCALE: 1" = 160'-0"



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

**Zoning Provisions**

Zone: "RA" Residential and Agriculture

Permitted Uses: All commercial uses.  
Government facilities are not identified as a permitted use.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- Context, Access and Circulation**
  - A. Direct access North Amherst Rd
  - B. Parking access also serves rear of Stevens-Buswell Building
  - C. One-way angled parking behind the building for staff and public do business with specific departments. The parking is separated from the building sidewalks by the drive lane requiring pedestrians to walk to cross and walk along the drive lane. Accessible parking spaces do not have an accessible route directly connecting the HC spaces to the building sidewalks.
  
- Property and Site Vistas, Topography and Natural Features**
  - D. The Building is set back from Amherst Rd. The main building entrance is concealed from the street by dense vegetation at the street and on-site landscaping.
  - E. The Main drop off anchors the front parking lot and includes HC spaces and drop off area.
  - F. The parking areas are buffered by dense vegetation at the perimeter of the lots.
  - G. Topography and drainage: the building is located downslope from the street. However, it is elevated above the surrounding landscaped areas and pavement and appears well drained. Stormwater flows primarily by sheet flow.
  
- Site Features and Improvements**
  - H. Pavements: The parking lots appear to be in good condition. Walks and rails will need to be brought to current ADA standards including handrails.
  - I. LED area lighting has been recently added/ updated.
  
- Utilities**
  - J. The site is served by a well and septic system. The useful life and capacities are not known.
  
- Solar Orientation and Climate**
  - K. The front of the building is north-facing. However, the main entrances and rear entrances face east, south and west respectively. The building forms creates a south and southwest oriented entrance and landscape area.
  - L. Winter storms are partially buffered from the north and northeast by woods. The rear entrance of the building is exposed to southwest summer breezes.
  
- Opportunities and Constraints**
  - M. Access and Context – the site has direct access and egress to Amherst Rd.
  - N. Visitors using the rear parking area are forced to drive through both the front and rear parking areas. Those travelling from the west could more easily access those parking areas if the parking lot were reconfigured for two-way circulation.
  - O. Future Expansion on-site – the site is large enough to accommodate future expansion to the rear. The parcel also has frontage on Bedford Center Rd. which would provide ready access from the south.
  - P. A shed located on site is utilized by the Department of Public Works to house the Town Custodian and custodial supplies.
  - Q. Three small outbuildings located on site are operated by the Bedford Historical Society and are not included in the scope of the municipal facilities master plan.

Facility Summary

The Town Office building houses most of Bedford’s administrative departments and is significantly overcrowded. Internal users face extreme crowding of their work environment due to organic growth of departments in the years since the facility was constructed. External users access the building on both levels and face a lack of clear wayfinding and the impact to crowded, inefficient work areas on client/taxpayer interaction.

Finishes are worn and needing replacement, specifically in the public areas.



BUILDING EXTERIOR / SIDE ENTRY



BUILDING EXTERIOR / LOWER ENTRY



3D MODEL VIEW

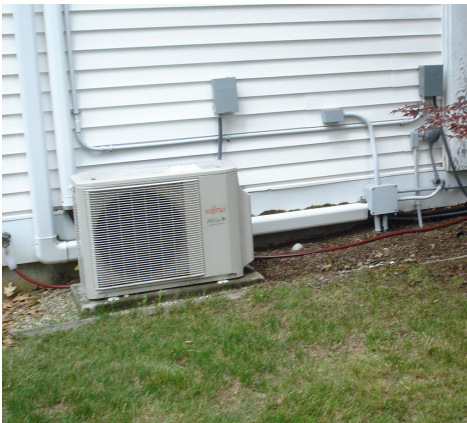
**FACILITY ISSUES, NEEDS, AND OBSERVATIONS**

- Site**
- Several building entry locations lack ADA compliant access including railing systems.
  - LED lighting was recently installed in the parking lot areas.
- Structural**
- All building structure was concealed except for free standing columns and exposed foundation walls, which appeared to be in fair to good condition.
- Building Envelope**
- Roof shows discoloration overall, especially at boiler vent.
  - Rot and damage was observed at several sill and soffit locations.
  - Wood soffit requires repainting.
  - Window at front entrance vestibule rotted at water table level.
  - Doors at lower level in need of paint and frames have some rot/rust.
  - Canopies and overhangs are in need of paint.
  - Vinyl siding is generally in serviceable condition, but does contain many cracks, holes and stains.
  - Break metal at wall base is weathered and damaged in several locations – especially outside corners.
  - Concrete entry stairs and ramp appear to be recently built, but lack appropriate railing systems.
  - ‘Porch’ at secondary entrance to town manager’s office is not ADA compliant - handrails and guard.
  - Soffit vents show sign of damage in wood soffits.
- Building Interior**
- Interior finishes in corridors and offices are in good condition overall and appear to be recently installed.
  - Resilient flooring in main lobby (now covered with walk-off mat) shows heavy signs of wear and requires replaconcrete.
  - Kitchenette floor and toilet room vanities show signs of water infiltration.
  - Many areas of toilet room VCT floors are stained.
  - Building lacks ADA compliance in areas such as stairway railings, toilet room grab bars, and door approach clearances.
  - Toilet vanities show signs of water infiltration as backsplash and wall.
  - Several toilets have been replaced without proper painting of wall behind leaving ‘shadow’ of old toilet bowl.





TYPICAL SPLIT SYSTEM IN OFFICE



TYPICAL CONDENSING UNIT



GAS SERVICE ENTRANCE

### FACILITY ISSUES, NEEDS, AND OBSERVATIONS

#### Life Safety

- No sprinkler system in the building.
- Exit signs and fire horn/strobe devices appear to be in good condition and located as required.
- Emergency lighting is located throughout building, but looks old. Not tested as part of this walk-through.
- Fire alarm fire strobe appliances do not meet the ADA. Fire alarm pullstations are mounted at 58 inches which is higher than the ADA requirements. Bathrooms do not have strobes.

#### Plumbing

- Users complained of periodic smell of sewage.
- At the time of review repairs to the break room sink were being made to clear obstructions.

#### Electrical

- Romex was observed and should be replaced by commercial grade wiring in conduit.
- Interior lighting should be upgraded to LED fixtures with lighting controls and occupancy sensors.

#### Mechanical

- When the propane-fire boiler is operating, fumes are pulled in from the adjacent sump.
- Old direct buried fuel lines have been abandoned in place.
- Some of the ventilation systems are provided without ducted fresh outside air intake.
- One of the packaged units is located above the insulated ceiling and is reported to be causing drafty situations.
- One Lennox air conditioning unit with hydronic reheat coil is located in the boiler room. Unit nameplate indicates R-22 refrigerant.
- Plastic drain line is installed through the wall grill in the elevator machine room.
- Exposed copper pipes installed down through open ceiling tile in storage room.
- Ventilation or fresh outside air is not provided in the Assessing and Planning areas.
- An exhaust fan is installed through the exterior wall in one of the Planning offices.
- Ventilation supply diffusers in the Front Lobby are partially closed, missing vanes, improperly aligned.
- Toilet exhaust fans are interlocked with the lights and do not remain operating after the lights are turned off.
- Exhaust is not provided for copies and printers.

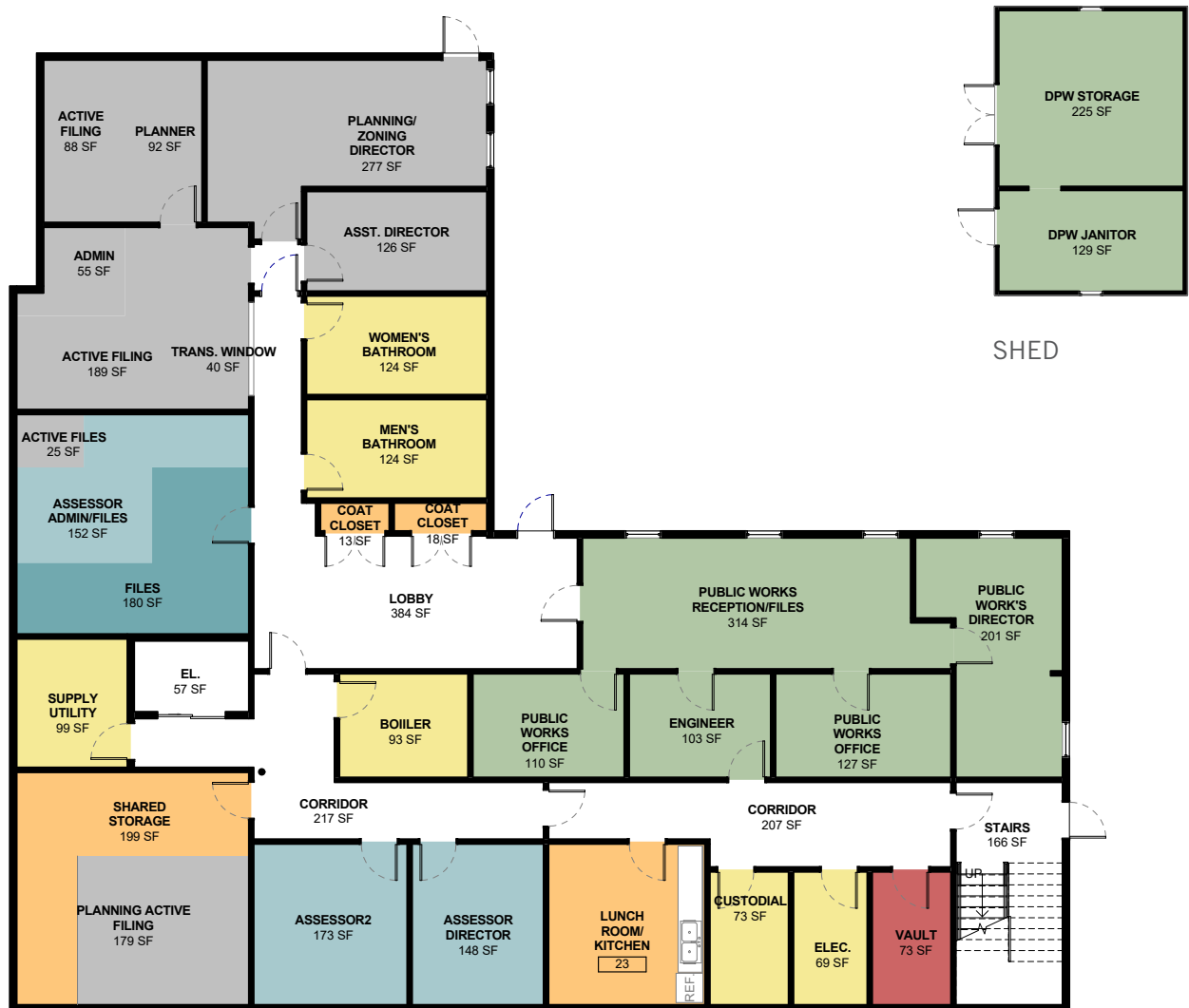
**DEPARTMENT LEGEND - SHED**

■ DPW 354 SF

**GENERAL BUILDING**

■ WALLS AND PARTITIONS 30 SF

**TOTAL AREA 384 SF**



FIRST FLOOR PLAN

**DEPARTMENT LEGEND - TOWN OFFICE**

<span style="display:inline-block; width:15px; height:15px; background-color:#ADD8E6; border:1px solid black;"></span>	ASSESSOR	664 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4; border:1px solid black;"></span>	BUILDING	180 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#6B8E23; 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:#A52A2A; border:1px solid black;"></span>	IT MANAGER	259 SF
<span style="display:inline-block; width:15px; height:15px; background-color:#D3D3D3; 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:#AFEEEE; 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
--	--------------	--------

**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:2px solid black;"></span>	WALLS AND PARTITIONS	1,194 SF

**TOTAL AREA** 10,368 SF



SECOND FLOOR PLAN

1ST FLOOR:	5,145 SF
2ND FLOOR:	5,223 SF
SHED:	411 SF
<b>TOTAL GROSS AREA:</b>	<b>10,779 SF</b>



WORN ROOFING & FLASHING

**SUMMARY FINDINGS:**

**Site**

The Town Office building site on a sloping portion of a 5.3 acre site located between North Amherst and Bedford Center Roads. Parking on the upper level is shared with an adjoining 1.2 acre Town owned property that is occupied by the Stevens Buzwell Building. The southern half and western edge of the site are wooded. Single family residential properties about the eastern side of the parcel.

**Exterior Systems**

The building's exterior is composed of vinyl siding and painted wood trim. Vinyl siding does not show evidence of chalking however there are several areas where broken or loose siding panels were observed. Painted wood trim mainly occurs at window and door openings which tend to have substantial rot at grade or water table locations. Thermal and moisture protection is limited due to the residential construction methods used. Fiberglass insulation in the walls and roof, as observed, do not meet current energy codes and likely result in poor occupant comfort. Poor venting of the roof results in reported ice dams and leaking in the Town Manager's office.



BUILDING EXTERIOR - NON-COMPLIANT BUILDING ACCESS

**Roof Systems**

The asphalt shingle roof is in fair condition with areas of discoloration. Flashing elements are in fair to poor condition with concern focused at connections to vinyl siding termination strips and roof penetrations.

**Interior System**

The interior spaces are generally well maintained. Carpet has been updated within the past two years and walls are generally free of damage and marks. Overall finishes are dated and could benefit from upgrades. There are some deficiencies in building accessibility (ADA) including door hardware, door approach clearances, and toilet room fixture access. The Town Office is home to multiple town departments that have expanded and changed organically over the life of the building. Improvements to departmental work areas and interdepartmental efficiencies are needed as described in the program documents. The resulting scope of required work to this facility for programming reasons will negate many of the favorable scores from the facility assessments.



INTERIOR LOBBY FINISHES WORN & WORN FLOORING UNDER WALK OFF MAT



WATER DAMAGE AT WATER TABLE



TYPICAL TOILET ROOM PLUMBING

**SUMMARY FINDINGS:**

**Mechanical Systems**

Recent upgrades to HVAC systems based on the 2012 Turner report were noted. More substantial improvements to the mechanical systems will likely be paired with a major renovation of the building.

**Plumbing Systems**

Toilet rooms represent a significant deferred maintenance and ADA compliance need. Fixtures and partitions need to meet ADA clearance and approach requirements which will likely result in significant plumbing renovation work and may reduce overall fixture count.



BREAK ROOM PLUMBING

**Electrical Systems**

The building utilizes a 50kW emergency generator powered by an underground propane tank. The service entrance panels appear in relatively good working condition. Fluorescent fixtures appear to be in good working order, to reduce maintenance (the 39 watt ballasts are expensive) and energy cost new technologies (LED lighting) should be considered. Incandescent downlights have retrofit fluorescent lamps installed, consideration should be given either to replace the fixture or add an LED retrofit kit to the existing fixture.



TYPICAL EXISTING LIGHTING,  
SURVEILLANCE CAMERA, & HVAC

**Life Safety Systems**

Emergency lighting exists throughout the building however battery pack units are older and should be replaced. Horn strobes, pull stations, and fire alarm control panels are all in relatively good working condition.



HORN STROBE, PULL STATION,  
AND OLDER EMERGENCY LIGHTING

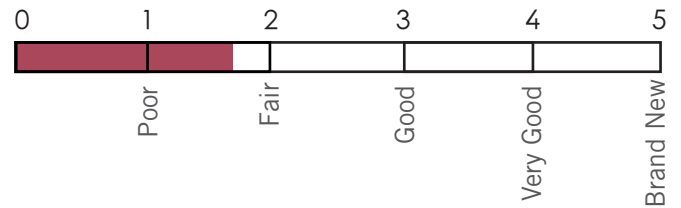
**General Description**

The Transfer Station is the largest of a cluster of small buildings on a 123 acre site. Other buildings include a recycling center, swap shop, and Police vehicle impound. A large outdoor area exists to dump masonry, earth, and vegetation debris: most of which is recycled and/or repurposed.

**Development Constraints**

Steep terrain and capped landfill areas create limitations for further site development. Existing developed site area, including the capped landfills, occupy roughly 1/3 of the otherwise wooded property. Impact and disturbance of neighboring residences from site activity is an ongoing consideration. The Town has provided buffers and taken other measures to limit noise and light impacts.

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



SITE PLAN

SCALE: 1" = 400'-0"



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

**Zoning Provisions**

Zone: "RA" Residential and Agriculture

Permitted Uses: All commercial uses.  
Government facilities are not identified  
as a permitted use.

**SITE ISSUES, NEEDS AND OBSERVATIONS**

- |  |  |
|--|--|
| <b>Context, Access and Circulation</b>                           | <ul style="list-style-type: none"> <li>A. The Transfer Station is located on Chubbuck Rd that is served by Wallace Rd. The single access drive causes traffic delays during weekend hours.</li> <li>B. In addition to the transfer station, the site is occupied by a cluster of small buildings. These include a recycling center, swap shop, and police vehicle impound area.</li> <li>C. Site service areas include a masonry dump, soil and vegetative debris areas storing material to be recycled and repurposed.</li> </ul> |
| <b>Property and Site Vistas, Topography and Natural Features</b> | <ul style="list-style-type: none"> <li>D. The large site includes capped landfills and steep slopes.</li> <li>E. The site is predominantly wooded. However, additional buffers have been added to mitigate the impact of noise from the on-site operations on the neighborhoods to the east and west of the property.</li> </ul>   |
| <b>Site Features and Improvements</b>                            | <ul style="list-style-type: none"> <li>F. The vehicular circulation is constricted by the dead-end road access.</li> <li>G. Vehicular circulation crosses the same locations required for the replacement of trash trailers resulting in safety concerns.</li> </ul>   |
| <b>Utilities</b>   | <ul style="list-style-type: none"> <li>H. The site is served by a well and septic system. The useful life and capacities are not known.</li> </ul>   |
| <b>Opportunities and Constraints</b>                             | <ul style="list-style-type: none"> <li>I. Access and Context – the site has one access and egress to Chubbuck Rd. which in causes traffic congestion during busy weekend hours.</li> <li>J. On-site vehicular conflicts with maintenance needs has created safety concerns.</li> <li>K. Future Expansion on-site – the site is constrained by the existing capped landfills, steep slopes and further expansion of activities will have to continue to address noise impacts on adjacent neighborhoods.</li> </ul>                 |

**Facility Summary**

The Transfer Station is the Department of Public Works location that has the highest level of direct customer interface. Limitations imposed by terrain and trash trailer capacity create conflicts between customers’ vehicles and DPW vehicles that are managing high volume times such as weekends. These limitations result in long cueing lines to the facility that, sometimes, extend into Chubbuck Road.

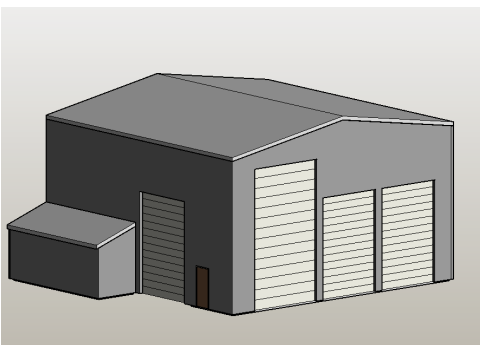




BUILDING EXTERIOR / MAIN ENTRY



BUILDING EXTERIOR/SIDE & REAR



3D MODEL VIEW

**FACILITY ISSUES, NEEDS AND OBSERVATIONS**

**Site**

- Site ingress and egress is singular which causes periodic traffic problems on weekends.
- Vehicular circulation travels across the same space needed to replace trash trailers which creates safety concerns.

**Structural**

- The observed steel framing appears to be in good condition with no significant deficiencies noted.

**Building Envelope**

- Exposed foundation is pitted and showing signs of elemental exposure.
- Siding and doors are damaged from vehicular and equipment collisions. Steel siding is showing signs of corrosion at grade.
- Large opening in panel joints are observed in several locations.
- Windows are in need of resealing.
- Recycle station is open to elements with no means of closing and securing the building.
- Openings are cut into metal sheathing and not framed openings leading to deformity in the walls.
- Bollards at all locations are showing signs of corrosion and need to be refinished.

**Building Interior**

- All finishes and systems in the office area are in need of repair or replacement.
- Dumpster bay has insulation picked at and worn, perhaps by wildlife.
- Guardrails along bays need to be refinished.
- All interior walls/ceilings, flooring, base and doors are dirty, worn, and in need of cleaning/repair and refinishing.
- Horizontal ledge along truck bays collecting garbage and not allowing it to slide into bin below.
- The main portions of the building are basically open to the elements and serve their industrial purpose in this manner.
- The toilet is also serving as a janitor closet and storage room. The toilet has handrails, but ADA clearances are not met. There is a need for additional counter space in the office as this also serves as the staff break area.



EXTERIOR OFFICE

### FACILITY ISSUES, NEEDS AND OBSERVATIONS

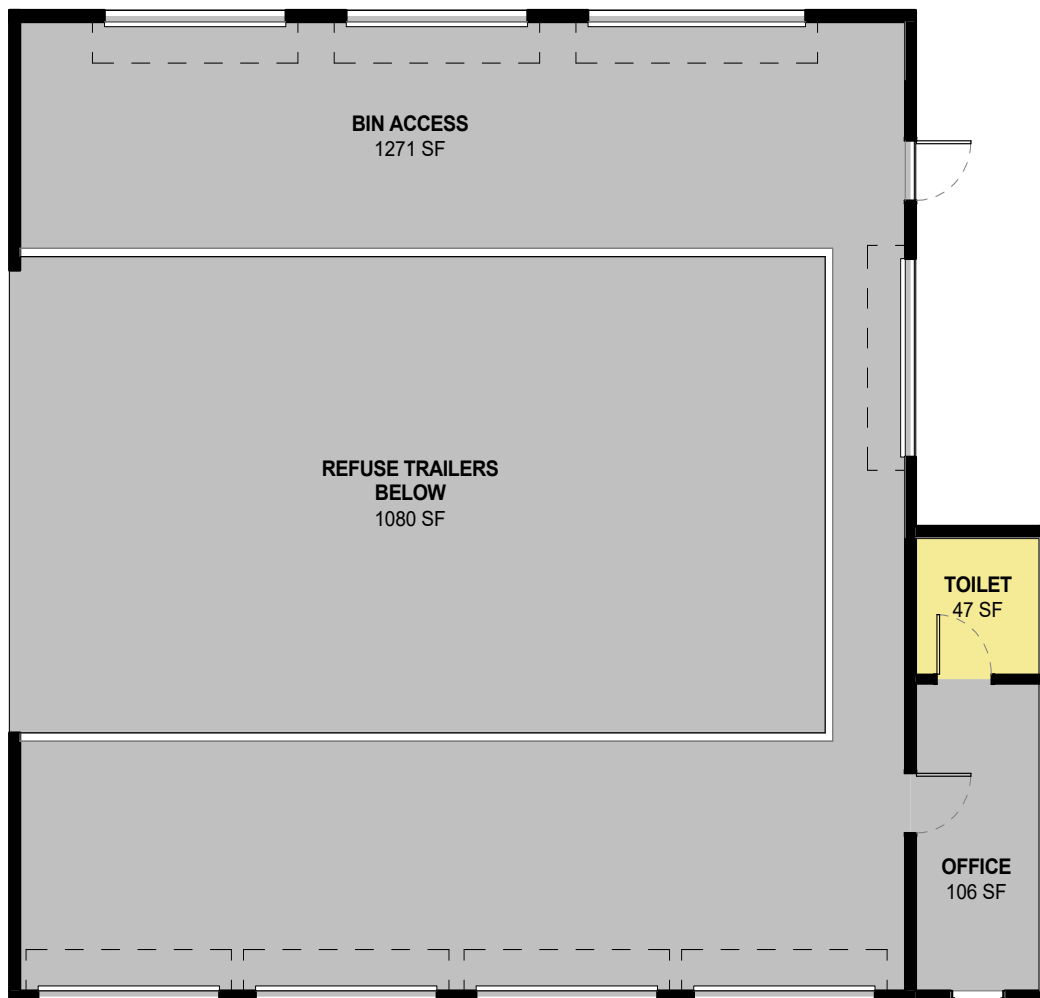
- Life Safety**
- Facility is not sprinklered, but other life safety devices appear to be installed as required.
  - Emergency battery units installed in the trash room appear to be exposed to extreme temperatures this would have an impact on the battery life.
  - Fire alarm system is a zoned conventional system
- Mechanical**
- The single enclosed and conditioned space is the manager's office which consists of the office and the adjoining restroom.
  - A new repla concrete exhaust fan was observed.
- Plumbing**
- Plumbing fixtures are appropriate for this type of facility.
- Electrical**
- Single PV cell on roof of office area.



REAR RECYCLING STATION



EXTERIOR SIDING DAMAGE



TRANSFER STATION

**DEPARTMENT LEGEND**

■ DPW 2,457 SF

**GENERAL BUILDING**

□ CIRCULATION 0 SF

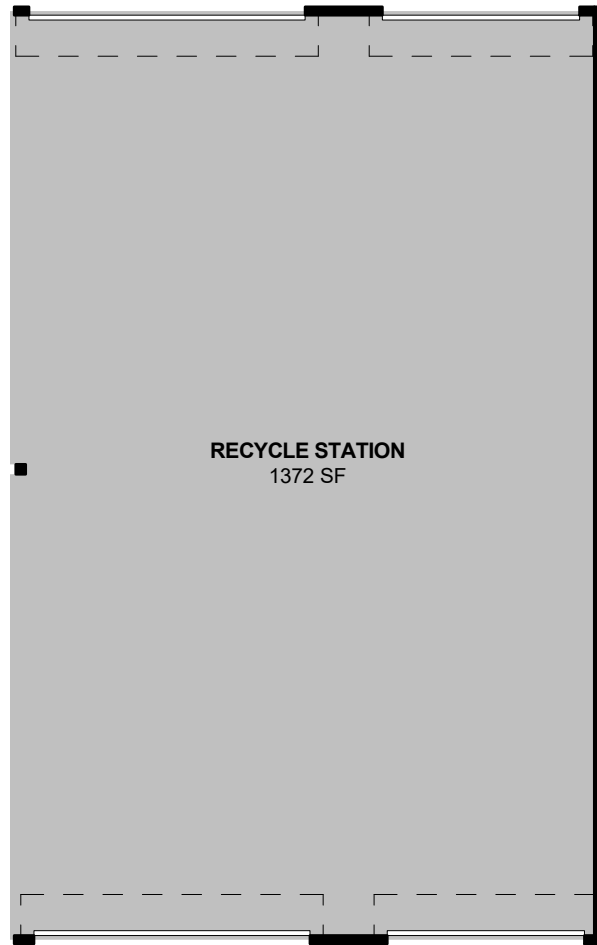
■ BUILDING SERVICES 47 SF

■ WALLS AND PARTITIONS 174 SF

**ALL DEPARTMENT USE**

■ SHARED SPACE 0 SF

**TOTAL AREA** 2,678 SF



RECYCLE CENTER

**DEPARTMENT LEGEND**

■ DPW 1,372 SF

**GENERAL BUILDING**

□ CIRCULATION 0 SF

■ BUILDING SERVICES 0 SF

■ WALLS AND PARTITIONS 53 SF

**ALL DEPARTMENT USE**

■ SHARED SPACE 0 SF

**TOTAL AREA** 1,425 SF

TRANSFER STATION	2,678 SF
RECYCLE CENTER	1,425 SF
<b>TOTAL GROSS AREA:</b>	<b>4,103 SF</b>



CORROSION AT DOOR FRAMES

**SUMMARY FINDINGS**

**Site**

See previous section.

**Exterior Systems**

See previous section.

**Roof Systems**

See previous section.

**Interior System**

The main portions of the building are basically open to the elements and serve their purpose in this manner. The only enclosed and conditioned space is the manager's office. This space consists of the office and the adjoining restroom. The interior finishes are extremely worn. Flooring is extremely worn VCT with large areas of exposed concrete and walls are painted GWB. There is a lack of storage in this space. The toilet is also serving as a janitor closet and storage room. There are handrails along the toilet, but ADA clearances are non-existent due to the lack of storage space. There is a need for additional counter space in the office as this also serves as the staff break area.



DAMAGED INSULATION AT CEILING



OPENING IN METAL PANEL SIDING



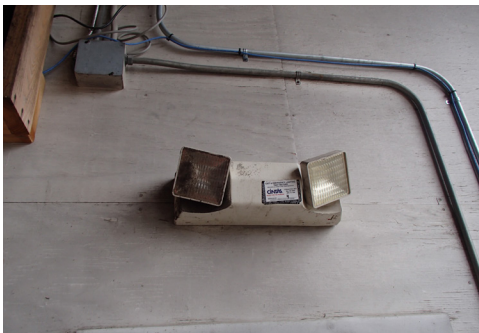
VEHICLE DAMAGE AT DOOR  
GARAGE OPENING



TYPICAL RESTROOM PLUMBING FIXTURES



PLUMBING



LIFE SAFETY



LIFE SAFETY

## SUMMARY FINDINGS

### Mechanical Systems

The single enclosed and conditioned space is the manager's office which consists of the office and the adjoining restroom. Heating for the office is provided by a section of electric baseboard radiation. Cooling for the office is provided by a window-mounted air conditioning unit. A new replacement exhaust fan was observed in the bathroom.

### Plumbing Systems

Plumbing fixtures are appropriate for this type of facility. Well water pump was recently replaced. Water for emergency use is provided in the truck loading bay.

### Electrical Systems

Plumbing fixtures are appropriate for this type of facility. Well water pump was recently replaced. Water for emergency use is provided in the truck loading bay.

### Life Safety

Sprinkler system is not installed.

**General Description**

2 Constitution Drive is a privately owned parcel under consideration for municipal use. Interest in the site stems from its adjacency to the Bedford Safety Complex located at 55 Constitution Drive. The site is relatively flat, with a one-story bank building and parking on the west side. The site is mostly open with limited vegetation buffer.

<b>Address</b>	2 Constitution Drive
<b>Site Size</b>	1.06 Acres
<b>Year Constructed</b>	1971
<b>Use</b>	Office
<b>Building GSF</b>	3,500
<b>Number of Floors</b>	1
<b>Construction type</b>	Wood

**Development Constraints**

The site would be used for Police fleet parking so the existing building would need to be demolished. To meet program needs, infrastructure such as catch basins, storm water retention, and utilities may need to be relocated.



SITE PLAN

SCALE: 1" = 160'-0"



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.

**Space and Bulk**

<b>Min. Lot Size</b>	1 acre
<b>Min. Frontage</b>	150 ft.
<b>Front Yard</b>	60 ft.
<b>Rear Yard</b>	30 ft.
<b>Side Yard</b>	30 ft. (60 ft. if corner lot)
<b>Max. Building Height</b>	48 ft.
<b>Max. Building Coverage</b>	25%
<b>Parking Ratio</b>	TBD (required vs. provided)



**General Description**

15 Constitution Drive is a privately owned parcel under consideration for municipal use. Interest in the site stems from the building size which could potentially house many of the Town’s municipal programs. The site is relatively flat, with a two-story office building and parking primarily on the north side. There is a wooded buffer surrounding most of the property. Vehicular circulation rings the building.

<b>Address</b>	15 Constitution Drive
<b>Site Size</b>	9.09 Acres
<b>Year Constructed</b>	1988
<b>Use</b>	Office
<b>Building GSF</b>	97,266
<b>Number of Floors</b>	2
<b>Construction type</b>	Steel

**Development Constraints**

The existing building represents a significant amount of commercial space and would be costly to procure. Shifting municipal functions to this location would abandon nearly all Town use in the historic Bedford Village.



SITE PLAN

SCALE: 1" = 160'-0"



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.

**Space and Bulk**

<b>Min. Lot Size</b>	1 acre
<b>Min. Frontage</b>	150 ft.
<b>Front Yard</b>	60 ft.
<b>Rear Yard</b>	30 ft.
<b>Side Yard</b>	30 ft. (60 ft. if corner lot)
<b>Max. Building Height</b>	48 ft.
<b>Max. Building Coverage</b>	25%
<b>Parking Ratio</b>	TBD (required vs. provided)

**General Description**

47 Constitution Drive is a privately owned parcel under consideration for municipal use. Interest in the site stems from its adjacency to the Bedford Safety Complex located at 55 Constitution Drive. The site is relatively flat, with a one-story office building surrounded by parking on 3 sides. There is a thin wooded buffer on the east and west edges of the property and a thick wooded buffer to the north that occupies roughly half the site acreage.

<b>Address</b>	47 Constitution Drive
<b>Site Size</b>	1.66 Acres
<b>Year Constructed</b>	1980
<b>Use</b>	Office
<b>Building GSF</b>	11,661
<b>Number of Floors</b>	1
<b>Construction type</b>	Masonry

**Development Constraints**

The existing building is not suited to support the public safety program intended for this site. In any scenario, the existing building would need to be demolished. If expanded use is needed beyond the existing improved footprint, infrastructure such as catch basins, storm water retention, and utilities may need to be relocated.



SITE PLAN

SCALE: 1" = 160'-0"



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.

**Space and Bulk**

<b>Min. Lot Size</b>	1 acre
<b>Min. Frontage</b>	150 ft.
<b>Front Yard</b>	60 ft.
<b>Rear Yard</b>	30 ft.
<b>Side Yard</b>	30 ft. (60 ft. if corner lot)
<b>Max. Building Height</b>	48 ft.
<b>Max. Building Coverage</b>	25%
<b>Parking Ratio</b>	TBD (required vs. provided)

**General Description**

270 South River Road Drive is a privately owned parcel under consideration for municipal use. Interest in the site stems from its appropriate location and size to potentially support a combined Police headquarters and Fire Department substation. The site is relatively flat, with a one-story building on the southeast corner. The site consists of roughly 2/3 wooded area. It abuts the Everett Turnpike along the West side.

<b>Address</b>	270 South River Road
<b>Site Size</b>	5.20 Acres
<b>Year Constructed</b>	1930
<b>Use</b>	Educ
<b>Building GSF</b>	5,607
<b>Number of Floors</b>	1
<b>Construction type</b>	Wood

**Development Constraints**

The site, including existing building and former building foundations / slabs, would need to be cleared to provide space needed to support the required program. Multiple curb cuts to South River Road are needed for ingress and egress needs. A traffic signal may need to be installed to clear the road for emergency response apparatus.



SITE PLAN

SCALE: 1" = 160'-0"



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.

Another crucial step in determining the direction of the Municipal Facility Master Plan for the Town of Bedford, New Hampshire is to understand the space program requirements of each municipal department. To that end, Harriman performed a space needs assessment to determine the square footage area needs of the various municipal departments. . Each department head was interviewed and asked a series of questions about the following:

- Current and projected staffing
- Current spatial use vs departmental needs
- Requested and/or required adjacencies to other departments
- Any specific needs that departments had or needed to be satisfied in order to operate according to current municipal department standards.

This is a vital step in the process as it benchmarks existing spaces used by the various Town departments and compares those values to actual space requirements needed today. Typical interview questions included:

- Does the overall size of your current facilities suit the departments' current need?
- Does the site/location, including parking work well?
- What is the current total number of staff in the department?
- What is anticipated for the future?

Detailed responses to these questionnaires are included within this report.

Our initial analysis shows a pattern, Town-wide, of staff working within space constraints that do not properly support their needs. Nearly every municipal department in Bedford is working within the space available to them which is deficient and creating significant limitations. These limitations include but are not limited to: working productively, conducting professional and confidential business, both internally and with external “customers”, having proper adjacencies to other departments serving a similar function, and providing active and archival storage.

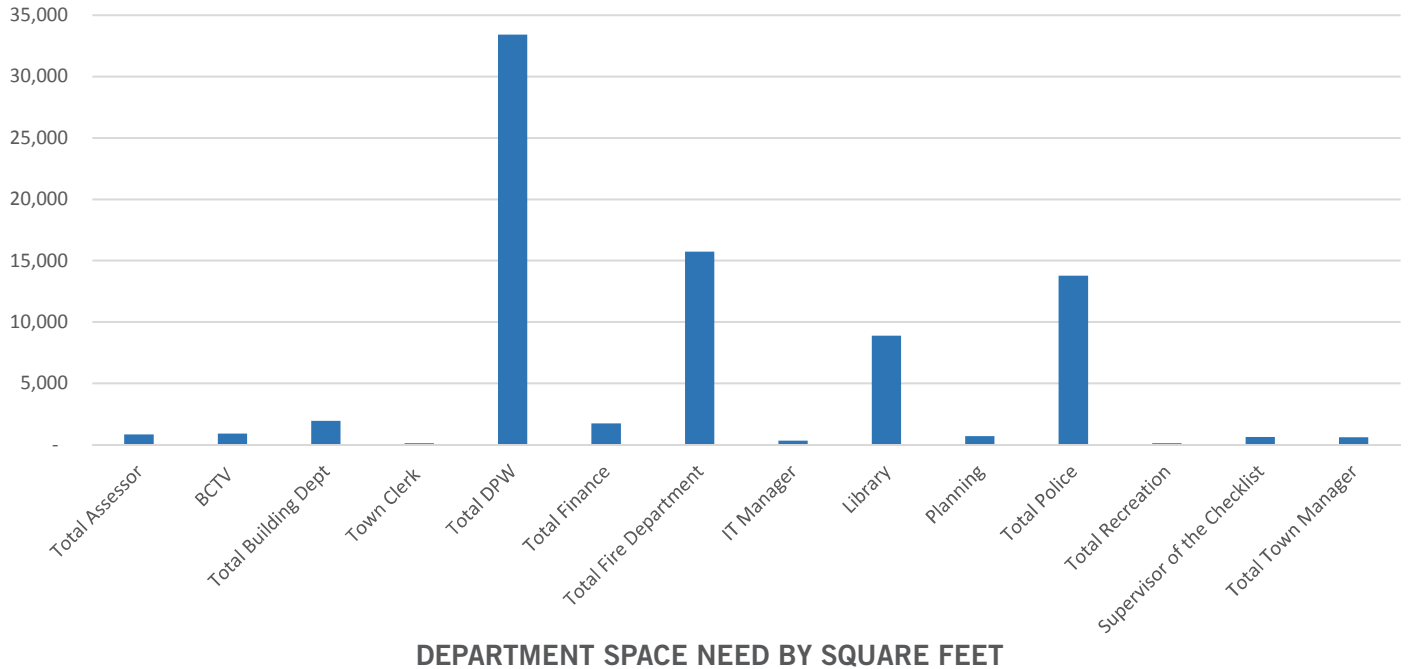
Space needs manifest in different ways according to the type of department. The Finance Department, for example, lacks a separation of work spaces for nearly all its staff which has direct implications for human resources and social service issues. The department also lacks support spaces such as adequate storage and separate copy spaces. 24-hour operations such as Police, Fire, and DPW all lack space and infrastructure typically needed to meet professional accreditation standards (CALEA for police and APWA for DPW), response time standards (NFPA 1710 for fire), and facility security needs.

Existing space constraints are severe in the case of critical departments such as Police, Fire and Public Works, which affect worker safety and responsiveness to the community in addition to simply impacting staff productivity. Space needs in these Departments extend to vehicle fleet needs. Many Town vehicles, that represent significant investment and provide emergency response, are not located in appropriate environmental conditions or secure areas that would benefit both operations and reduce long-term maintenance needs.

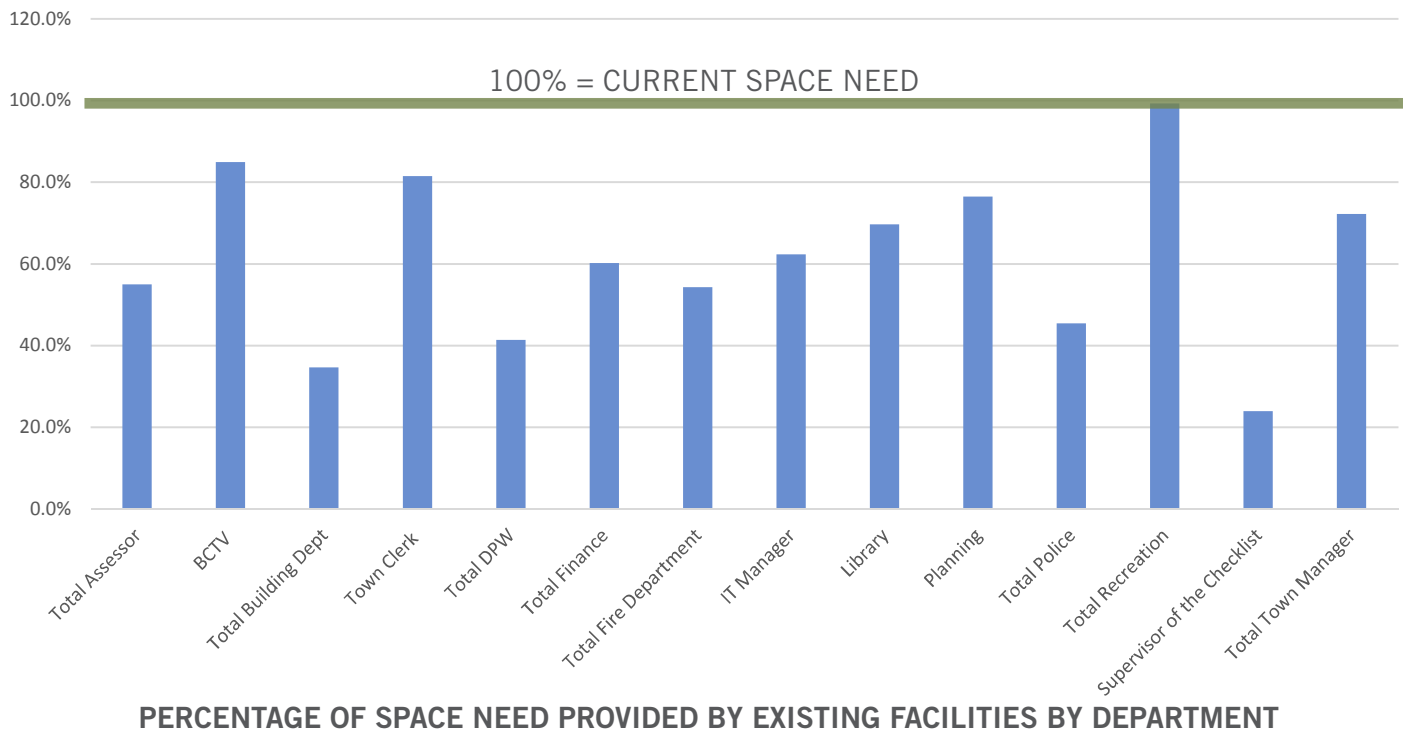
Our analysis includes the Net Program area required as well as the Gross Building area anticipated for each department. The net area is the actual usable program which is the interior area of rooms. The gross building area is the perimeter of the building from the outside walls. We evaluated the current area of each space as well as the future area. The following Gross Program Summary indicates that the current programs occupy an area of approximately 105,000 square feet but requires approximately 185,000 square feet to function properly.

The Net Program Summary also indicates that actual program space is needed throughout the Town. The existing departments currently occupy approximately 77,300 sf of usable space and approximately 141,500 square feet of usable space is required for the Town of Bedford to function efficiently and serve its citizens and clientele.

As the chart below depicts, most municipal departments occupy less square footage (area) than they need. Graphic bars indicate the square footage required by each department to provide the correct amount of area to meet current and future need. The departments that have the greatest space need are also those who run critical facilities such as DPW, Fire, and Police. Smaller administrative departments may appear to have minimal space needs, however consideration of their size and relative need is crucial to a successful programming process.

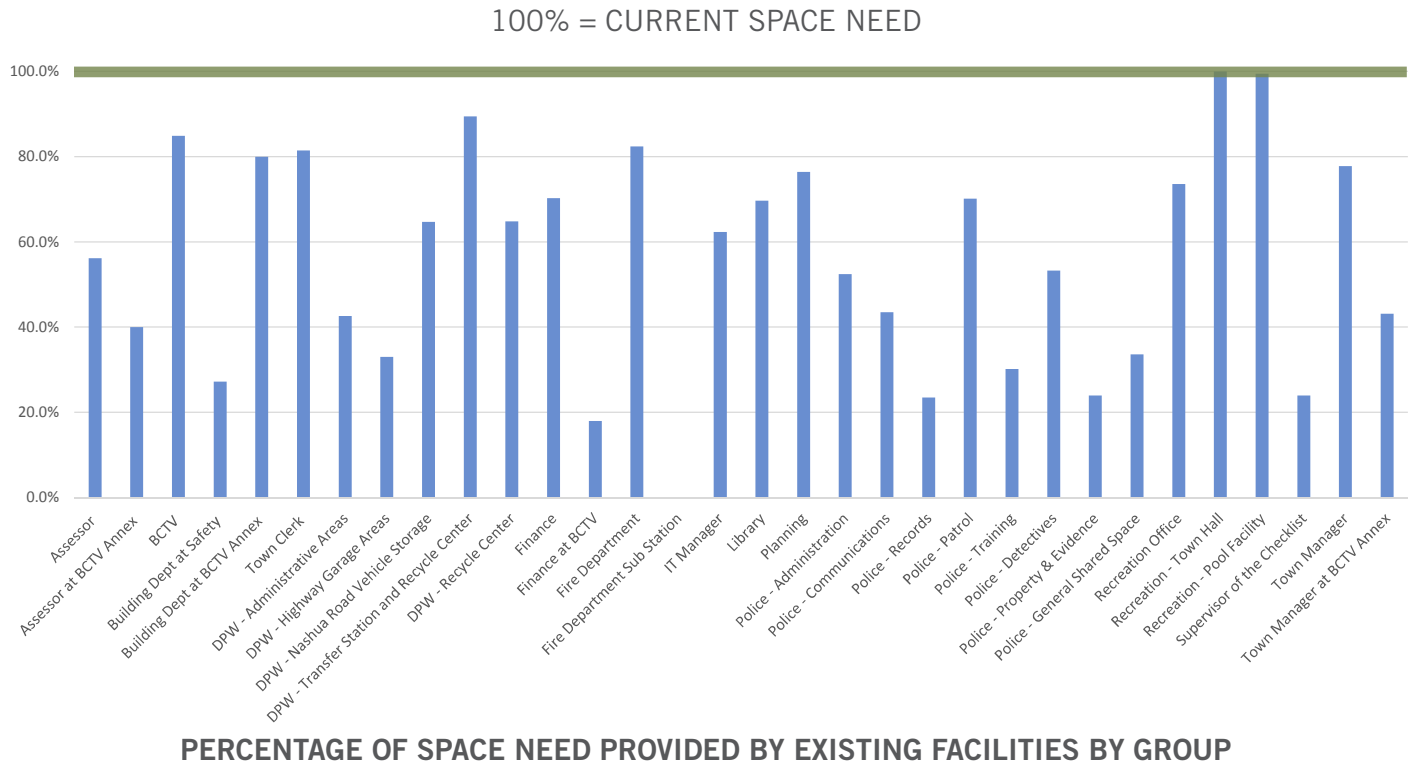


As the chart below depicts, most municipal departments occupy less square footage (area) than they need. 100% represents the perfect amount of area a department needs to perform its operations. The tops of the graphic bars indicate the relative gap between current space provided and the department’s space need. This chart shows the magnitude of need relative to a department’s area.





The chart below is a more refined analysis of relative need broken down into smaller user groups than simply by each department. 100% represents the perfect amount of area a group needs to perform its operations. The tops of the graphic bars indicate the relative gap between current space provided and the group's space need. This chart shows the magnitude of need relative to a group's area.



The Space Needs Assessments with associated back up information and questionnaires are included in this section as follows:

Gross Program Summary

Net Program Summary

Space Program by Department

- |                                     |  |
|-------------------------------------|--|
| A. Assessor                         | I. Library                                     |
| B. BCTV                             | J. Planning                                    |
| C. Building Department              | K. Police DEPARTMENT SPACE NEED BY SQUARE FEET |
| D. Town Clerk                       | L. Recreation                                  |
| E. Department of Public Works (DPW) | M. Supervisor of the Checklist                 |
| F. Finance                          | N. Town Manager                                |
| G. Fire Department                  |  |
| H. IT Manager                       |  |

## 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)		
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 Storang	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>

## 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)		
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>

## A1. Assessor

Following the laws governing taxation in the State of New Hampshire, the Assessing Department evaluates and provides a fair tax assessment for all properties, both residential and commercial within the town.

Description	Existing	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	

### I. Space Program

#### A. Office

1. Assessor - Bill	148	1	160	160	0	0	0	1
2. Asst. Assessor	173	1	120	120	0	0	0	1
3. Admin - Karen	80	1	100	100	0	0	0	2, 7
4. Data Collector-PT	0	0		0	100	0	0	3
Sub-Total:	401			380	100	0	0	

#### B. Meeting Spaces

1. Meeting Room	0	1	192	192	0	0	0	4
Sub-Total:	0			192	0	0	0	

#### C. Storage

1. File Room	72	1	220	220	0	0	0	2, 7
2. Storage	0	1	60	60	0	0	0	5
3. Central Storage	0	1	200	200	0	0	0	8, 9
Sub-Total:	72			480	0	0	0	

#### D. Support

1. Kitchenette	0	1	10	10	0	0	0	6
2. Copy/Work Area	0	1	60	60	0	0	0	6
3. Transaction Counter	0	1	20	20	0	0	0	
Sub-Total:	0			80	0	0	0	

#### E. Existing Percentage of Shared Space Allocated to Department

1. Shared Space	78							
Sub-Total:	78							

#### Subtotal Net Program Area

	551			1,132	100	0	0	
--	-----	--	--	-------	-----	---	---	--

#### Existing Grossing Factor Assumptions

Circulation %	227							
Building Services	78							
Walls and Partition %	113							
Sub-Total:	418			453	40	0	0	

Grossing Factor:	1.76	actual		1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>969</b>			<b>1585</b>				

#### Anticipated Future Additional Space Requirements

2022	140						
2027		0					
2037			0				

## A1. Assessor

### II. Comment Key

- 1 Privacy and sound isolation required for confidential meetings and private conversations.
- 2 Tax cards file area and Administrative personnel in shared or adjacent space with proximity to Building Department and Planning. Current 354 SF represents combined space for administrative personnel and files. Roughly 50-75% of files are associated with the Building Department, not Assessing.
- 3 Part-Time Data Collector needed within 5 years. Position mostly works in the field: touch down station needed.
- 4 Small meeting room for 6-8 people to hold confidential meetings. Space can be shared with Planning and DPW.
- 5 Current shared storage area provides roughly 60 SF for Assessing.
- 6 Shared plotting, copy, scan, and layout area with Planning and DPW. Additional printer in Director's office desired.
- 7 Property Record Cards need to be immediately accessible by Karen. If not in the same space then adjacent. +/- 10 cabinets
- 8 Planning & Building Records could be stored in a central storage location.
- 9 BCTV storage can be consolidated into the Central storage location.

## A2. Assessor at BCTV Annex

The Assessor currently has one rack of files stored in BCTV Annex

Description	Existing	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Storage</b>									
1. Files	42	1		100	100	0	0	0	1
2.	0				0		0	0	
Sub-Total:	42				100	0	0	0	
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	42				100	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	7								
Building Services	2								
Walls and Partition %	5								
Sub-Total:	14				40	0	0	0	
Grossing Factor:	1.33	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>56</b>				<b>140</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1 Most storage consists of plans that should be under the building department.





**QUESTIONNAIRE**

**Date:** May 11, 2017  
**To:** William Ingalls, Town Assessor  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

**GENERAL QUESTIONS:**

**1. Does the overall size of the Town Office suit your current need?**

So far, the space works. The size is okay, but the configuration could be better. Space need requires confidential office spaces.

**2. Do you believe the overall size of the Town Office suits your future need?**

A part time Data Collector may need to be hired in the next 2 years if the decision is made to go in that direction. Need a space ½ the size of Bill's: touch down space. Data collector would spend most of their time in the field.

**3. What parts of the Town Office work best?**

Current office is converted storage, no window, isolated.

**Why?**

Minimal distractions.

**4. What parts of the Town Office represent the biggest challenge?**

Big issues with soundproofing, especially with break room next to Assessor's office. Lack of public service interface. All plot plans are stored in four tall file cabinets by map and lot with separate cabinets for subdivisions. HVAC issues, ice damming, poor insulation, poor public accommodation at assessing.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

OK, but there are some complaints for lack of stairs to access lower level.

**Does parking meet the current need?**

We need signage.

**STAFFING QUESTIONS:**

6. **What is your current total number of staff?**

3 full time

<b>Director</b>	Bill
<b>Managers</b>	Assistant
<b>Full Time Admin</b>	Karen
<b>Part-time</b>	
<b>Volunteer (if categorized separately from above)</b>	

**SPACE NEEDS QUESTIONS:**

7. **Do you have empty of vacant spaces in your building?**

No

8. **Do you have areas of overcrowding?**

Yes

**Where?**

Central storage area, planning, finance and DPW admin.

9. **Do you have common spaces or rooms that are underutilized?**

No

**How often are they used?**

Our break room serves as a meeting room.

10. **Do you have common spaces or rooms that are overbooked?**

N/A

**How often is this a problem?**

**11. What is your total current file storage need?**

3 lateral, 1 legal, 3 bookshelves, 2 two-drawer laterals. May be compact storage, but need to have Building Permit and Assess together. Reference photos.

**Has this number increasing or decreasing?**

Increasing, mobile storage could be used to serve both Assessing and Planning (and Building Department).

**Do you need secure of locked storage?**

**12. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size?**

Plotter, large printer. Need to have an additional printer/scanner/copier (similar to the one upstairs in Tax) available when Planning is printing a major run on the large printer.

**OPERATIONAL QUESTIONS:**

**13. Are there other Town departments or groups you would benefit from being located close to?**

Building Department. Need to be next to Planning Department.

**14. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

BCTV large meeting room

**Building and room:**

FD and Assessing

**15. Is there another location that would suit your department better than where it currently is?**

47 Constitution (has roughly 6,000 more SF than current Town Office building). Could use current Town Office building for long-term storage and lease the rest.

**16. Fleet:**

Uses small Honda hybrid for Bill, Assistant uses a Town SUV (2 total vehicles). If Town hired a Data Collector, they might need another car for them.



## B. BCTV

BCTV is the local community access television station providing access and awareness of public, education and government community information through programming that falls into three categories, including: Public, non-commercial programming produced by local residents and non-profits; Education, including school related programming that emphasizes classroom, theater, and sports; and Government, including all town meetings, both live and re-broadcast.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Station Manager		1		140	140				1
2. Shared Office	157								
3. Asst Station Manager		1		120	120				1
4. Broad. Prod. Coord.	138	1		138	138				
5. Radio Station Prog Dir	24	1		100	100				
6. Flex Workspace		1		100	100				
Sub-Total:	319	5			598				
<b>B. Meeting Spaces</b>									
1. Town Meeting Room	1224	1		1,225	1,225				2
2. Studio	728	1		728	728				
3. Med. Conf. Room		1		150	150				
4.									
Sub-Total:	1,952	3			2,103				
<b>C. Storage</b>									
1. Station Control Room	143	1		200	200				
2. Field Production Equip	74	1		100	100				
3. Storage - TMR	52	1		52	52				
4. Closet - LOBBY	32	1		32	32				
5. Maintenance Storage	130	1		130	130				
6. Supply Storage	66	1		66	66				
7. Annex Equip Storage	220	1		220	220				
8. Annex Equip Storage	91	1		91	91				
9. Locked Storage	-	1		60	60				
Sub-Total:	808	9			951				
<b>D. Support</b>									
1. Lunch Room	88	1		88	88				
2. Studio Control Room	301	1		301	301				
3. Editing Room	79	2		80	160				
4. Radio Control Room	79	1		79	79				
Sub-Total:	547	5			628				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	3,626				4,280	0	0	0	

## B. BCTV

### Existing Grossing Factor Assumptions

Circulation %	866				
Building Services	190				
Walls and Partition %	406				
Sub-Total:	<b>1,462</b>	1712	0	0	0

Grossing Factor:	1.40 actual	1.40	1.40	1.40	1.40
<b>Gross Building Area:</b>	<b>5,088</b>	<b>5992</b>			

### Anticipated Future Additional Space Requirements

2022	0		
2027		0	
2037			0

## II. Comment Key

- 1 Director and Manager share office which requires editing equipment to work while being near the lobby.
- 2 Existing Large Meeting Room has occupancy limitations compared to its area.

**QUESTIONNAIRE**

**Date:** May 03, 2017  
**To:** William Jennings, Station Manager  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

**GENERAL QUESTIONS:**

1. Does the overall size of the Town Office suit your current need?
2. Do you believe the overall size of the Town Office suits your future need?
3. What parts of the Town Office work best?

**Why?**

4. What parts of the Town Office represent the biggest challenge?
5. Does the Site, including parking and safe pedestrian circulation, work well?

**Does parking meet the current need?**

**STAFFING QUESTIONS:**

6. What is your current total number of staff?

3 Total full time plus 1 contractor (radio program director). Generally, 3 will work as a model for full time staff going into the future.

<b>Director</b>	
<b>Managers</b>	
<b>Full Time Admin</b>	
<b>Part-time</b>	
<b>Volunteer (if categorized separately from above)</b>	8 people, government videographers, use control room then leave. Total time requirement for all volunteers together roughly 32 hours.



**SPACE NEEDS QUESTIONS:**

7. **Do you have empty of vacant spaces in your building?**

8. **Do you have areas of overcrowding?**

**Where?**

9. **Do you have common spaces or rooms that are underutilized?**

**How often are they used?**

10. **Do you have common spaces or rooms that are overbooked?**

**How often is this a problem?**

11. **What is your total current file storage need?**

**Has this number increasing or decreasing?**

**Do you need secure of locked storage?**

12. **Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size?**

Communications Equipment

**OPERATIONAL QUESTIONS:**

13. **Are there other Town departments or groups you would benefit from being located close to?**

14. **What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

**Building and room:**

15. **Is there another location that would suit your department better than where it currently is?**

## C1. Building Dept at Safety

The Building Department is a division of the Bedford Fire Department and is responsible for the review of all building plans for compliance with applicable codes and the issuance of required building permits. The Building Department oversees the administration of all applicable Building Codes for the Town of Bedford

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	166	1		180	180				
2. Manager	0	0			0				
3. Building Inspector	64	1		120	120				
4. Part Time	1	1	1	64	64	64			
4. Permit Technician	0	1	1	120	120				5
Sub-Total:	231	4			484	64			
<b>B. Meeting Spaces</b>									
1. Meeting Room	0	1		150	150				
Plan Review Area	98	1		120	120				1
Sub-Total:	98	2			270				
<b>C. Storage</b>									
1. File Room	137	1		390	390				2, 7, 8
2. Storage		1		150	150				1
3. Archive Storage		1		300	300				3
Sub-Total:	137	3			840				
<b>D. Support</b>									
1. Kitchenette	0	1		10	10				
2. Copy/File Area	-	1		120	120				6
3. Transaction Counter	0	1		40	40				5
Sub-Total:	0	3			170				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	40								
Sub-Total:	40								
<b>Subtotal Program Area</b>									
	<b>506</b>				<b>1,764</b>	<b>64</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	93								
Building Services	15								
Walls and Partition %	82								
Sub-Total:	<b>190</b>				706	26	0	0	
Grossing Factor:	1.38	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>696</b>				<b>2,470</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	90			
					2027		0		
					2037			0	

## C1. Building Dept at Safety

### II. Comment Key

- 1 File cabinet and flat file storage currently locate in circulation area of Plan review space. Bookcase for current code books located in new plan review area.
- 2 Existing file room shared with Fire Department.
- 3 Archive storage, currently at BCTV Annex needs a home: could be within Building Dept or somewhat remote.
- 4 Locked storage currently located in Manager's office.
- 5 Transaction counter is the public side of Permit Technician office.
- 6 Copy area includes plotter & copier.
- 7 Filing storage (+/- 190 SF) currently located in Assessing Department needs to be moved to Building Department.
- 8 40% belongs to Building and remainder to Fire Dept.

## C2. Building Dept at BCTV Annex

The Building Department currently houses archive records at the BCTV Annex on the first floor.

Description	Existing	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Storage</b>									
1. Files	255	1		300	300	0	0	0	1
2.	0				0		0	0	
Sub-Total:	255				300	0	0	0	
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	<b>255</b>				<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	44								
Building Services	6								
Walls and Partition %	31								
Sub-Total:	<b>81</b>				120	0	0	0	
Grossing Factor:	1.32	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>336</b>				<b>420</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1 Most storage consists of plans that should be under the building department.



## C. Building Department

### QUESTIONNAIRE

**Date:** May 11, 2017  
**To:** Wayne Richardson, Code Official  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

### GENERAL NOTES:

- Space for dedicated archival storage.
- No process for logging documents out.
  - Missing documents.
- Layout area with projection area for reviewing and marking up plans.

### GENERAL QUESTIONS:

1. **Does the overall size of the Safety Building suit your current need?**

Size is likely okay – use of space, not so much. Layout is a problem.

2. **Do you believe the overall size of the Safety Building suits your future need?**

No

3. **What parts of the Safety Building work best?**

General office area (need to move technology & layout).

#### **Why?**

Proximity of fire & building to each other, making it convenient to meet with developers, contractors, etc.

4. **What parts of the Safety Building represent the biggest challenge?**

Office area

#### **Why?**

Lack of record storage, inadequate reception area.

5. **Does the Site, including parking and safe pedestrian circulation, work well?**

No

**Does parking meet the current need?**

## C. Building Department

No – not enough parking to have “seminars” at certain times. FD frequently blocks off drive lanes for hose testing and training.

### STAFFING QUESTIONS:

6. **What is your current total number of staff?**

2.5 (No need for more staff for FT Bldg dept., BUT add 1 ½ time permit technicians to expedite permit requests. 700-800 rental units for Health Dept. to oversee: may need to add a housing inspector.)

<b>Director</b>	
<b>Managers</b>	1
<b>Full Time Admin</b>	1
<b>Part-time</b>	.5 (Health Inspector)
<b>Volunteer (if categorized separately from above)</b>	

### SPACE NEEDS QUESTIONS:

7. **Do you have empty of vacant spaces in your building?**

Yes (at some point). There is need for a common reception area building-wide: no real accessibility to the 2nd floor (elevator is too small).

8. **Do you have areas of overcrowding?**

Yes

**Where?**

Administrative office. Building Dept. training needs to be @ BCTV to deal with security issues at public safety building.

9. **Do you have common spaces or rooms that are underutilized?**

Unknown (large display w/ computer to review large format images & mark-up).

**How often are they used?**

## C. Building Department

Unknown

**10. Do you need space to lay out large format drawings? How often per week?**

For internal review Almost daily. With the public 3-4 times a month.

**11. Do you have common spaces or rooms that are overbooked?**

Not for our activities.

**How often is this a problem?**

**12. What is your total current file storage need?**

Four 4 drawer file cabinets. The town in general is lacking in good archival storage.

**Has this number increasing or decreasing?**

Fairly steady at this time.

**What is your need for oversize paper storage?**

Only active files are stored at the Bldg. Dept. Digital file archive is acceptable. A dedicated documents person/archivist would be an asset. We have an issue with documents getting lost – the town shouldn't lend out docs. See flow chart on town website to navigate where plans are stored.

- Stick racks to hold 35-40 sets at a time (5-6 racks).
- Flat files
- Rolled drawings

**Do you need secure or locked storage?**

Not for our work.

**13. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size?**

Large format scanner printer, department copier

**OPERATIONAL QUESTIONS:**

**14. Are there other Town departments or groups you would benefit from being located close to?**



## C. Building Department

Yes

### **Which ones?**

Planning & Zoning and Assessing

### **15. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:** BCTV – Build & Health seminars/trainings.

**Building and room:** Old fire station – plan archives.

### **16. Is there another location that would suit your department better than where it currently is? Where?**

### **17. Do you have any fleet needs for Inspections vehicles?**

Two full-time, one part-time.

## D. Town Clerk

The Town Clerk's Office is responsible for the recording and management of all vital records including births, marriages, and deaths. The Clerk's office oversees all local, state and federal elections; issues licenses including dog licenses. The Clerk's Office is responsible for the maintenance of the Town's most important records.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Clerk	234	1		160	160				
2. Assistant-Part-time	-	1		64	64				1
3.					0				
Sub-Total:	234				224				
<b>B. Meeting Spaces</b>									
1.	0				0				
1.									
Sub-Total:	0				0				
<b>C. Storage</b>									
1. Active Files	0	1		24	24				2
2. Storage	0	1		100	100				3
3. Election Machines	0	1		12	12				4
3. Election Boxes	0	1		60	60				4
Sub-Total:	0				196				
<b>D. Support</b>									
1. Kitchenette	0	1		10	10				
2. Copy/File Area	0	1		25	25				
3.	0								
Sub-Total:	0	2			35				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	78								
Sub-Total:	78								
<b>Subtotal Program Area</b>									
	<b>312</b>				<b>455</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	112								
Building Services	39								
Walls and Partition %	56								
Sub-Total:	<b>207</b>				182	0	0	0	
Grossing Factor:	1.66	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>519</b>				<b>637</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## D. Town Clerk

### II. Comment Key

- 1 Assistant currently located in Clerk's office.
- 2 Storage includes: past ballots (archive), fireproof safe for minutes of past elections, cabinet for notebooks (burial transmits)
- 3 Active Files need to stay in Clerk's office.
- 4 Election Machines currently located in Conference Room closet. Election boxes located in the Safety Complex. Prefer to store boxes at the High School where the elections are held. Election Machines need to be located close to Town Clerk.

## D. Clerk Supervisors

### QUESTIONNAIRE

**Date:** May 01, 2017  
**To:** Lori Radke, Town Clerk & Supervisors of the Checklist  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

### GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

Yes, current space works well.

**2. Do you believe the overall size of the Town Office suits your future need?**

Current 1 full time / 1 part-time (student). No reason for needing overlap in Town Clerk position currently or in the foreseeable future. Staffing will likely not need to change however, hours for part-time (currently 4 hours per week) would increase over time.

**3. What parts of the Town Office work best?**

**4. What parts of the Town Office represent the biggest challenge?**

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Yes

**6. Does parking meet the current need?**

Yes

### STAFFING QUESTIONS:

**1. What is your current total number of staff?**

1.5

<b>Director</b>	1
<b>Managers</b>	
<b>Full Time Admin</b>	1
<b>Part-time</b>	Supervisors of the Checklist, hours depending on number of elections during a given year. Supervisors will never be more than 3 given current laws. Supervisors are elected officials.

## D. Clerk Supervisors

<b>Volunteer (if categorized separately from above)</b>	Student/staff to fill in
---	--------------------------

### SPACE NEEDS QUESTIONS:

2. **Do you have empty of vacant spaces in your building?**

No

3. **Do you have areas of overcrowding?**

Additional work station area per person would help.

**Where?**

4. **Do you have common spaces or rooms that are underutilized?  
How often are they used?**

5. **Do you have common spaces or rooms that are overbooked?**

No

6. **What is your total current file storage need?**

Clerk stores documents including minutes, election equipment, ballots (22 months): all which need to be locked. Currently equipment and other documents are not stored in the same room or same floor. Need lockable dedicated storage for Town Clerk use: bigger than the vault room by 2x. Digital format would alleviate need for paper storage which is mandated by law.

**Has this number increasing or decreasing?**

Increasing

**Do you need secure of locked storage?**

Yes, need separate, lockable storage space/room for Supervisor's records. Adjacent to work area. Need to keep Checklists for 7 years.

7. **Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size?**

## D. Clerk Supervisors

Election equipment, Machinery, signs, supplies. Supervisors need a work/layout/copy space to utilize periodically. Central copy area and work/layout area could be separate spaces.

### OPERATIONAL QUESTIONS:

- 8. Are there other Town departments or groups you would benefit from being located close to?**

Yes

**Which ones?**

Town Clerk and Supervisors need to be next to or very close to one another. Supervisor proximity to window clerks is helpful.

Town Clerk: needs to be close to Supervisors, Finance, Town Manager, and Town Councilors.

- 9. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:** High School for voting (both Town Clerk and Supervisors).

**Building and room:** High school gymnasium

- 10. Is there another location that would suit your department better than where it currently is?**

No



## E1. DPW - Administrative Areas

Public Works is responsible for maintaining the Town's physical infrastructure as well as delivering important services, such as plowing and property maintenance. DPW also oversees the upkeep and maintenance of all town owned property.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	201	1	1	180	180				
2. Reception	100	0	1	100	0				6
3. Town Engineer	103	1	1	120	120	120			
4. Facility Manager		1	1	160	160				7
5. Facility Staff						120			
6. Engineer	127	1	1	120	120				
7. Engineering Tech	110	1	1	120	120				
8. Files	211	1	0	300	300	100			6
9. Dedicated file storage		1	0	100	100				
10. Custodian		1	1	120	120				
11. Flex work stations		1	1	64	64	64			Intern
12. Business Manager	0	1	1	0	0	120			
Sub-Total:	852	10			1,284	524	0	0	
<b>B. Meeting Spaces</b>									
1. Meeting Room	0	1		200	200				2
					0				
Sub-Total:	0	1			200				
<b>C. Storage</b>									
1. File Room	-	2		200	400				1
2. Storage		1		150	150				
3. Custodial supplies		1		200	200				
4. Locked Storage		1		60	60				3
Sub-Total:	0	5			810				
<b>D. Support</b>									
1. Kitchenette	0	1		10	10				
2. Copy/File Area	0	1		25	25				
3. Plotting Area	0	1		80	80				
Sub-Total:	0	3			115				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	141								
Sub-Total:	141								
<b>Subtotal Program Area</b>									
	993				2,409	524	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	410								
Building Services	141								
Walls and Partition %	205								
Sub-Total:	756				964	210	0	0	
Grossing Factor:	1.76	actual			1.40	1.40	1.40	1.40	



## E1. DPW - Administrative Areas

Gross Building Area: 1,749

3373

Anticipated Future Additional Space Requirements

2022 734

2027 0

2037 0

**II. Comment Key**

- 1 Reception/ administrator space is shared with file storage. Need to consolidate files in Garage bldg to Admin area
- 2 Small meeting room for 8-10 people. Space can be shared with Planning and Assessing.
- 3 Locked storage room required for personnel files.
- 4 Bedford DPW seeks to obtain the Accreditation credential from the APWA (American Public Works Association). Compliance with APWA guidelines will affect current and future space needs requirements.
- 5 APWA accreditation process: just beginning to learn about the process
- 6 Admin Assistant and Reception are connected.
- 7 Currently located at BCTV Annex

## E2. DPW - Town Office Shed

The Public Works Dept. currently houses an office and storage space for the town custodian in a shed behind the existing Town Office Building

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Custodian	129	0	1	0	0				1
2.	0				0				
Sub-Total:	129	0			0	0	0	0	
<b>B. Meeting Spaces</b>									
1. Meeting Room	0	0			0				
Sub-Total:	0	0			0				
<b>C. Storage</b>									
1. Custodial supplies	225	0		0	0				2
2. Storage		0	0	0	0				
Sub-Total:	225	0			0				
<b>D. Support</b>									
1. Kitchenette	0								
3. Copy/File Area	0								
Sub-Total:	0	0			0				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	<b>354</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	0								
Building Services	0								
Walls and Partition %	30								
Sub-Total:	<b>30</b>				0	0	0	0	
Grossing Factor:	1.08	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>384</b>				<b>0</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1 Town Custodian utilizes office space in a small detached shed (16x24, 384 GSF) on the Town Office property. Current space is included with DPW Administrative space needs.
- 2 Town Custodian utilizes storage and work space in a small detached shed on the Town Office property. Current space is included with DPW Administrative space needs.



## E3. DPW - BCTV Annex

The Public Works Dept. currently houses an office and storage space for the Director of Facilities at this location

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Facility Manager	254				0				1
2. Facility Staff					0				
					0				
					0				
Sub-Total:	254	0			0	0	0	0	
<b>B. Meeting Spaces</b>									
1. Meeting Room	0	0			0				
					0				
Sub-Total:	0	0			0				
<b>C. Storage</b>									
1. File Room	0	0							2
2. Storage	474				0				1
3. Storage	125				0				2
Sub-Total:	599	0			0				
<b>D. Support</b>									
1. Kitchenette	0				0				
2. Copy/File Area	0				0				
3. Restroom	34				0				
Sub-Total:	34	0			0				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	<b>887</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	147								
Building Services	21								
Walls and Partition %	105								
Sub-Total:	<b>273</b>				0	0	0	0	
Grossing Factor:	1.31	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,160</b>				<b>0</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## E3. DPW - BCTV Annex

### II. Comment Key

- 1 Current space need is relocated to DPW Admin Location
- 2 Current space need for Shop and Archive Files is located at DPW Garage

## E4. DPW - Highway Garage Areas

The Highway Garage is the primary maintenance, storage and staging area for the Dept.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Superintendent	124	1	1	160	160				
2. Assistant Super.	227	1	1	120	120				1
3. Road Coordinator	78	1	1	120	120				
4. Environ. Coordin.	80	1	1	120	120				
5. Parks Coordin.	80	1	1	120	120				
6. Sign Foreman		1	1	120	120				
7. Full Time		20	20	64	1,280				4
8. Admin Staff	0	1	1	64	64				
Sub-Total:	589	27			2,104				
<b>B. Meeting Spaces</b>									
1. Meeting Room	245	1		360	360				2
2. Kitchen		1		150	150				3
3. Muster Room		1		624	624				3
Sub-Total:	245	3			1,134				
<b>C. Storage</b>									
1. Tool Crib	-	3		200	600				
2. Stock Room	368	1		400	400				
3. Tire Storage		1		1,000	1,000				
4. File/Plan Room		1		600	600				5
5. Storage	111	1		200	200				5
6. Workshop		1		200	200				5
7. Sign / message equip		1		1,000	1,000				
8. Sign Making	263	1		300	300				
9. Carpentry Assembly	221	1		250	250				
10. Sign	102	1		150	150				
11. Storage Mezz	1390	1		1,390	1,390				
12. Storage	203	1		250	250				
13. Storage	100	1		150	150				
14. General Storage		1		3,000	3,000				
Sub-Total:	2,758	16			9,490				
<b>D. Support</b>									
1. Bunk	-	1		0	0				3
2. Lunch	293	1		300	300				3
3. Vehicle Maintenance	3936	1		3,936	3,936				
4. Vehicle Storage/SetUp	3599	1		17,928	17,928				7
Sub-Total:	7,828	4			22,164				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	11,420				34,892	0	0	0	

## E4. DPW - Highway Garage Areas

### Existing Grossing Factor Assumptions

Circulation %	983				
Building Services	156				
Walls and Partition %	1269				
Sub-Total:	<b>2,408</b>	6978	0	0	0
Grossing Factor:	1.21 actual	1.20	1.20	1.20	1.20
<b>Gross Building Area:</b>	<b>13,828</b>	<b>41,870</b>			

### Anticipated Future Additional Space Requirements

2022	0		
2027		0	
2037			0

## II. Comment Key

- Managers utilize 1 shared office space.
- Meeting Room has limited access / egress and is the only space available for bunking staff. 15 people in mtg room
- Muster Roof currently combined with kitchenette but cannot accommodate all staff or provide bunking space.
- Full Time Staff areas are approximate based on specific work areas throughout facility including: sign making, carpentry, welding, metal work, & plan room.
- Currently located at BCTV Annex
- Not used
- 5 small trucks @ 9'x20' space = 900 SF  
5 Trailers @ 8'x18' space = 720 SF  
21 large vehicles @ 12'x32' space = 8,064 SF  
Footprint for (11) 45 degree angled large vehicle stalls each side of a 24' drive aisle = 16,008 NSF. There is void space from the angled striping that accommodates all trailers and potentially 2 small trucks.  
Footprint (3) 90 degree small vehicle stalls each side of a 24' drive aisle = 1,920 NSF

## E5. DPW - Nashua Road Vehicle Storage

The Nashua Road Facility provides storage for supply and lawn maintenance equipment

Description	Exist Current Area	Space Needs - 2017				2022 Anticipated Future Area	2027 Anticipated Future Area	2037 Anticipated Future Area	Comments
		Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)				
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Office	124	1		124	124				
2. Office	78	1		78	78				
Sub-Total:	202	2		202	202				
<b>B. Meeting Spaces</b>									
1.	0	0		0	0				
2.	0	0		0	0				
Sub-Total:	0	0		0	0				
<b>C. Storage</b>									
1. Garage Bay	1313	1		2,100	2,100				
2. Garage Bay	1925	1		2,900	2,900				
Sub-Total:	3,238	2		5,000	5,000	0	0	0	
<b>D. Support</b>									
1. Restroom	-	1		50	50				
Sub-Total:	0	1		50	50				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	<b>3,440</b>			<b>5,252</b>	<b>5,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	62								
Building Services	0								
Walls and Partition %	234								
Sub-Total:	296			525	525	0	0	0	
Grossing Factor:	1.09			1.10	1.10	1.10	1.10	1.10	
<b>Gross Building Area:</b>	<b>3,736</b>			<b>5,777</b>	<b>5,777</b>				
<b>Anticipated Future Additional Space Requirements</b>									
				2022	0	0	0	0	
				2027		0	0	0	
				2037				0	

## II. Comment Key

Consider moving storage to DPW garage





## E6. DPW - Transfer Station and Recycle Center

The Transfer Station is the primary refuse collection and recycling center for the municipality

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Office	106	1		160	160				
2.				0	0				
3.				0	0				
4.				0	0				
Sub-Total:	106	1			160				
<b>B. Meeting Spaces</b>									
1.		0		0	0				
2.		0		0	0				
Sub-Total:	0	0			0				
<b>C. Storage</b>									
1. Bin Access	1271	1		1,271	1,271				
2. Refuse Trailers	1080	1		1,080	1,080				
3.					0				
Sub-Total:	2,351	2			2,351				
<b>D. Support</b>									
1. Break Room		1		100	100				
2. Toilet		1		50	50				
3. Shower/Locker Room		1		60	60				
Sub-Total:	0	3			210				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	2,457				2,721	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	0								
Building Services	47								
Walls and Partition %	174								
Sub-Total:	221				272	0	0	0	
Grossing Factor:	1.09				1.10	1.10	1.10	1.10	
<b>Gross Building Area:</b>	<b>2,678</b>				<b>2,993</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key



## E7. DPW - Recycle Center

The Transfer Station is the primary refuse collection and recycling center for the municipality

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Office				0	0				
2.				0	0				
3.				0	0				
4.				0	0				
Sub-Total:	0	0			0				
<b>B. Meeting Spaces</b>									
1.		0		0	0				
2.		0		0	0				
Sub-Total:	0	0			0				
<b>C. Storage</b>									
1. Recycle Shed	1372	1		2,000	2,000				
2.		1			0				
3.		1			0				
Sub-Total:	1,372	3			2,000				
<b>D. Support</b>									
1. Break Room				0	0				
2. Toilet	0			0	0				
3. Shower/Locker Room				0	0				
Sub-Total:	0	0			0				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	1,372				2,000	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	0								
Building Services	0								
Walls and Partition %	53								
Sub-Total:	53				200	0	0	0	
Grossing Factor:	1.04				1.10	1.10	1.10	1.10	
<b>Gross Building Area:</b>	<b>1,425</b>				<b>2,200</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key



**QUESTIONNAIRE**

**Date:** May 01, 2017  
**To:** Jeff Foote, Director of Public Works  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

**GENERAL QUESTIONS:**

**1. Does the overall size of the Town Office suit your current need?**

Town Office Bldg: Director, 2 engineers (part time), 1 technician, 1 secretary: total 4 full time and 1 part-time with no additional space available. 2 current offices were closets. 5 years: +1 business administrator, + 1 environmental permitting  
Town Office out building: 1 custodian office: Total 1 5 years: +1 custodian  
BCTV bldg: 1 Facilities: Total 1 (has workshop on site which is good). 5 years: +1 facilities maintenance  
DPW Garage: 1 Highway Super, 4 managers, 20 full time employees: 25 Total 1 year: +1 funded position: operator. 5 years: +1 admin asst  
Transfer Station: 1 foreman, 3 laborers: 4 total

**2. Do you believe the overall size of the Town Office suits your future need?**

No

**3. What parts of the Town Office work best?**

Parking

**4. What parts of the Town Office represent the biggest challenge?**

T.O.B.: Space constraints, no print room/workroom, water supply (contaminants), Septic – odor.  
Out building: person would be in the DPW suite in the T.O.B.  
BCTV: parking & no space for deliveries. ADA compliance.  
DPW Garage: parking (especially for visitors), no bunking options, lunch room size, too small  
Crowding at T.O.B. creates conflict: noise, energy level, competing interests with limited space.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Does parking meet the current need?

**STAFFING QUESTIONS:**

**6. What is your current total number of staff?**

See above

<b>Director</b>	
-----------------	--

<b>Managers</b>	
<b>Full Time Admin</b>	
<b>Part-time</b>	
<b>Volunteer (if categorized separately from above)</b>	

**SPACE NEEDS QUESTIONS:**

**7. Do you have empty or vacant spaces in your building?**

**8. Do you have areas of overcrowding?**

**Where?**

**9. Do you have common spaces or rooms that are underutilized?**

**How often are they used?**

**10. Do you have common spaces or rooms that are overbooked?**

Jeff's office table is the biggest space downstairs. Conference room upstairs is insufficient: constant conflicts with other needs and departments.

**How often is this a problem?**

Very often

**11. What is your total current file storage need?**

Converting large format converting to digital storage: Space need not increasing. Standard size files are being digitally scanned. Paper storage needs more space.

**Has this number increasing or decreasing?**

**Do you need secure or locked storage?**

**12. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size?**

Plotter, CAD stations, plan review desk/counter

**OPERATIONAL QUESTIONS:**

- 13. Are there other Town departments or groups you would benefit from being located close to? Which ones?**

Planning. Could share plan review area, plotter, etc.

- 14. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

Public meetings held at: Old Town Hall, Library, DPW Garage, BCTV

- 15. Is there another location that would suit your department better than where it currently is? Where?**

Highway Garage is well located. Building Dept, Planning Dept, and Public Works should be in the same building for good customer service. Peter in BCTV is isolated from other DPW administrative functions.

**FLEET AND OTHER NEEDS:**

- 16. Vehicle Fleet**

**Number of small trucks:** 13

**Number of large trucks:** 20

**Estimated increase over 10 & 20 years:**

5 years: 3 large 10 years: 3 more large. 20 years: 3 large

- 17. Type of vehicle maintenance performed in-house**

TBD, Wed

**Special Equipment?**

Lift

**Pits?**

No

**Vehicle Wash?**

No

- 18. Salt Barn 96x60x10. 4,00 ton capacity**

- 19. Equipment Storage**



**20. Off Season Storage**

**21. Fuel Island serves all municipal vehicles**

Capacity 10,00 Gallons gas, 10,000 gallons diesel

Oversight from office No current direct observation

**22. Yard Storage Limited, need more. Currently use 2 locations**

**23. Non-staff/ visitor parking?**

No parking for visitors. No go good separation currently

**24. Vehicle traffic concerns at current location**

Noise, aesthetics, salt contamination (killing nearby trees) dust issues impact neighbors.

Landscaping could help but there are issues with the salt limiting ability for screen trees to grow.

Difficult relationship with neighbors.

Safety for surrounding area

Central location for plowing / sanding / other town-wide projects

7/11/2017

**TOWN OF BEDFORD  
HIGHWAY DEPARTMENT EQUIPMENT**

Vehicle # & Vehicle	LC#	ID# Vehicle	MAKE	MODEL	YEAR
G-1 Grader	G03067	3YK00403	CAT	135H	1999
L-1 Loader (Transfer Station)	G21591	VCEOL70FA00062624	Volvo	L70F	2009
L-2 Loader (Highway)	G14376	V622578 transfer of plates	Volvo	L70H	2016
T-10 1-Ton	G20666	1FDXF47R78EE21734	Ford	F450	2008
T-11 6 Wh. Dump	G23637	1HTWDAAR8EH498722	Intl	7400SFA	2014
T-12 6 Wh. Dump	G22307	1HTWDAAR9BJ371210		7400SFA	2011
T-14 6 Wh. Dump	G22132	1HTWDAAR3BJ331690	Int'l	7400 SFA 4x2	2011
T-15 6 Wh. Dmp.	G21489	1HTWDAAR1AJ259287	Int'l	7400	2010
T-16 1-Ton/pickup (sign dept.)	G01151	1FDSF35F81ED14758	Ford	F350	2001
T-17 6 Wh. Dmp	G23789	1HTWDAAR1EH780569	Int'l	7400	2014
T-18 6 Wh. Dmp	G21519	1HTWDAAR3AJ259288	Int'l	7400	2010
T-19 Pickup (Mark)	G16928	1FDSF35L63ED58220	Ford	F350	2003
T-21 Pick up (Peter - Facilities Manager)	G21559	1FTMF1EWOAKB15447	Ford	F150	2010
T-22 6-Wh. Dmp	G23158	1HTWDAAR8DJ240854	Int'l	7400	2013
T-23 6 Wh. Dmp	G22580	1HTWDAAR6CJ606504	Intl	7400	2012
T-24 1.5Ton	G23865	1FDUF5HT4EEA10919	Ford	F550	2014
T-25 10-Wh Dmp	G23790	1HTGRSJT7EH780521	Intl	7600	2014
T-26 6-Wh. Dmp	G22579	1HTWDAAR8CJ606505	Int'l	7400	2012
T-27 Pickup (Building Maintenance Truck)	G15028	2FTRF18W14CA78936	Ford	F-150	2004

*Do not  
Add  
Remove*

Vehicle # & Vehicle	LC#	ID# Vehicle	MAKE	MODEL	YEAR	
T-29	6-Wh. Dmp	G24255	3HAWDAARXFL638748	Int'l	7400	2015
T-30	1-Ton+	G22133	1FDUF5HT1BEA42240	Ford	F550	2011
T-31	1-Ton	G24055	1FDUF5HT1EEB67016	Ford	F550	2014
T-32	6-Wh. Dmp.	G16958	3HAWDSTR7GL221589	Int'l	7400	2016
T-33	6-Wh. Dmp	G23134	1HTWDAARXDJ240855	Int'l	7400	2013
T-34	1-Ton	G18356	3C7WRNAJ9GG319300	Dodge	RAM	2016
T-35	6 wh.-Dump	G20634	3HAWDSTR9HL474916	Int'l	7400	2017
T-36	1-Ton (Pick up)	G20635	1FTWF31558EE21733	Ford	F350	2008
T-37	6-Wh. Dmp.	G24256	3HAWDAAR1FL638749	Intl	7400	2015
T-38	Pickup	G24254	1FTMF1EF7EKE92475	Ford	F-150	2014
T-39	6-Wh. Dmp.	G23545	3HAWDSTR7HL474915	INTL	7400	2017
T-40	Hwy Pickup	G25577	1FTBF2B62GED28960		F250	2016
T-1	Tractor	G08214	M110GXDTC 51449	Kubota	M110GXDTC	2014
	Compressor	G05496	186263U90329	Inger	P185WJD	1990
	Compressor System With Air Dryer		S/N 0707310249 S/N TMS003007060736	I-R T30 I-R TMS30		
	Compressor (towable)	G20489	4FVCABAA28U391611	IR P185 "Platinum" series (with John Deere 4024T diesel engine)		
	Chipper	G04114	18451	Bandit	200T	2003
	Utility Trailer	G01237	5ANNA16211R006581	Midat	MALS	2001
	Flat Bed Trailer	G08128	1RBT27207LDD05812	Rogers	TAG21-2	1989
	Utility Trailer-LF	G05690	1A9ME4007LS134494	Crosley	ME400	1990

**ROLLER – Double drum with Kubota diesel engine, dual 40" Brand: STONE, Model: WP4100  
Serial #: 042011299 Purchased in 12/10 and received at Highway Garage 2/17/2011**

Vehicle # & Vehicle	LC#	ID# Vehicle	MAKE	MODEL	YEAR	
Car Hwy	G24677	2FABP7BV4BX148183	Ford	Crown Vic	2011	
Car 45 TOB	G17545	1FMCU9G93GUC68145	Ford	Escape	2016	
Car 46 TOB	G17546	1FMCU9G96DUB42566	Escape	Ford	2013	
Car 50 TOB	G18091	JHMES96645S005972	Honda	Civic (Silver)	2005	
Esc.1 DPW (Adm.)	G17962	1FMYU96H85KC12158	Escape	Ford	2005	
Esc. 2 DPW (Town Engineer)	G23574	1FMCU9D7XBKC38504	Escape	Ford	2011	
Esc. 3 DPW (Jim)	G23796	1FMCU9D72CKC28180	Escape	Ford	2012	
T-41 Sewer (Supercab SRW 4x4)	G18092	1FT7X2B6XHEC57110	Ford	F250	2017	
S-1 Sweeper (TYMCO 600 COMDEX)	G20633	1HTJTSKN6EH018806	TYMCO	COMDEX	2014	
		Regenerative Air Sweeper				
B-3 Backhoe/ Loader	G18795	1T0410KXECE226032	John Deere	410K	2012	
		Bulldozer	4KS00522 (Serial) ID # S22032	CAT	D3C	1998
B-4 Backhoe/ Loader	G22785	1T0310SJLBD206842	John Deere	310SJ	2011	
		Transfer Station				
T.S. Tractor	G22951	2HSFRALR6WCO55321	Intl	9100	1998	
DPW Topcon Laser Pkg. RL-H36		Serial #32-0267				
T-2 Sidewalk Tractor (MT) (51" snowblower and sander attachment – with purchase)	G17300	MT6-1631	Trackless	MT6	2013	
Generator (Sewer Dept.)	G00230	1N9XG1519B2109026		Newco	1994	
Generator (Highway Garage)		Serial #2115330	Kohler	45RZG		
Generator (Transfer Station)			Kohler	50 REOZJD	2013	
		With KSS 200 AMP Automatic Transfer Switch				

		ID#			
T-3	Tractor/Mower G20063 With Boomer	Serial #50744	Kubota	M105XDTC	2007
	Jetter (used) G21192 (Highway Garage)	Serial #WMTR-85441 VIN #921929	SRECO	HV-1800-TR	1985
PR-1	Parks & Rec G19061	1FTNF21506ED96162	Ford	F250	2006
SS	Parks G20010 (Skid Steer)	CAT0232DEDPR00819		232D	2016
	Forklift	H177B36919Z	Hyster	6K	2002
#1	Message Board G23636	5F12S161XC1001646	Wanco		2012
#2	Message Board G24404 (Trailer, Solar)	5F12S1617D1001508	Wanco	WTMMB	2013
	Multiquip Rammer - <b>Purchased on 12/3/2015</b>	A-3963 <b>4 Cycle</b>		Mikasa Series MTX60HD	
	Compactor	Wacker WP1550AW Serial #10544611	Vibroplate	W004132	2016
	Portable Welder (1)	Welder Ranger 250 GXT Engine Driven w/electric (805956295)		LINK2382-4)	
	20" Honda Road Saw	Serial 154592		(Purchased 12/8/2016)	
#3	Message Board G04523 (Trailer, Solar)	5F12S6169F1003926	Wanco	WTMMB	2015

**HAND HELD TRIMBLE – DPW OFFICE**

- 1 Trimble Handheld GPS unit #5650474812 with other items for the unit  
Purchased on 5/19/2017*

40 pieces of Equipment

***PARKS – VEHICLES & EQUIPMENT  
(UNDER HIGHWAY JURISDICTION)***

<b>G20615</b>	<b>VIN 53592</b>	<b>Kubota</b>	<b>M8540</b>	<b>2008</b>
<b>G04117</b>	<b>81714</b>	<b>Kubota</b>	<b>L3010D</b>	<b>2002</b>
<b>G18933</b>	<b>1S9BF12196W835353</b>	<b>Custom Black Trailer</b>	<b>Ladscap</b>	<b>2006</b>
<b>G02873</b>	<b>5ANNC162OYR001246</b>	<b>MIDA Trailer</b>	<b>MACH16</b>	<b>2000</b>
<b>G04676</b>	<b>5A3U616D8XL003681</b>	<b>Carmate Trailer</b>	<b>CM616A-H</b>	<b>1999</b>
<b>_____</b>	<b>50PAK2428GL000281</b>	<b>Belmont Trailer</b>	<b>DO924TD</b>	<b>2016</b>

***EQUIPMENT***

	<b>Toro Mower Z Master</b>	<b>2006</b>
	<b>Toro Mower Z Master</b>	<b>2007</b>
<b>LP 37</b>	<b>Bobcat 3400 Deluxe Utility Veh. With 40 gallon sprayer</b>	<b>2013</b>
	<b>Scag</b>	<b>2005</b>
<b>924506</b>	<b>Ariens</b>	<b>Snow King</b>
<b>406954</b>	<b>Shindaina weed wacker</b>	<b>T230</b>
<b>4114245</b>	<b>Shindaina brush cutter</b>	<b>C350</b>
<b>1017072</b>	<b>Shindaina weed wacker</b>	<b>T230X</b>
<b>261115916</b>	<b>Stihl chainsaw</b>	<b>MS290</b>
<b>4502637</b>	<b>Stihl chainsaw</b>	<b>029 Super</b>
<b>263356709</b>	<b>Stihl Blower</b>	<b>BR 420</b>
<b>270245388</b>	<b>Stihl weed wacker</b>	<b>FS90R</b>
<b>297395422</b>	<b>Stihl Back-pack blower</b>	<b>BR600</b>
<b>288344658</b>	<b>Stihl Back-pack blower</b>	<b>BR600</b>
<b>291749648</b>	<b>Stihl Chainsaw</b>	<b>MS192TC</b>



## F1. Finance

The Finance Department provides accounting, purchasing, payroll, billing, collection, debt management and cash management services for Town of Bedford departments. Additionally, it provides support services to the Town Manager for the preparation of the annual operating budget and the capital improvement program. The department provides reporting on the financial position and performance of the town to the Town Council and oversees the human resources component of the town.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	171	1		160	160				3
2. HR Manager	93	1		140	140				4
3. Asst. Finance Dir.	117	1		140	140				4
4. Fin. Accountant	42	1		100	100				
5. Fin. Assistant	42	1		100	100				
6. Tax Clerks	179	3		64	192				
7. Full Time	0	1		64	64	128			1, 2, 5
8. Intern		2		64	128				
Sub-Total:	644	11			1,024	128	0		
<b>B. Meeting Spaces</b>									
1. Meeting Room	99	1		150	150				4
Sub-Total:	99	1			150				
<b>C. Storage</b>									
1. Vault	73	1		150	150				1
2. Tax Rec Storage	0	1		150	150				
3. HR Rec Storage	0	1		150	150				
4. Storage	187	1		250	250				1, 6
5. Supply	9	1		20	20				
6. Filing	162	1		200	200				
7. Locked Storage		1		60	60				
Sub-Total:	431	7			980				
<b>D. Support</b>									
1. Copy/File Area	63	1		100	100				1
2. Transaction Counter		3		40	120				2
Sub-Total:	0	4			220				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	202								
Sub-Total:	202								
<b>Subtotal Program Area</b>									
	<b>1,376</b>				<b>2,374</b>	<b>128</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	589								
Building Services	203								
Walls and Partition %	294								
Sub-Total:	<b>1,086</b>				950	51	0	0	
Grossing Factor:	1.79	actual			1.40	1.40	1.40	1.40	



## F1. Finance

<b>Gross Building Area:</b>	<b>2,462</b>	<b>3324</b>
<u>Anticipated Future Additional Space Requirements</u>		
2022	179	
2027		0
2037		0

### II. Comment Key

- 1 Full Time staff areas are shared with file storage and copy areas which greatly reduce the usefulness of work areas.
- 2 3 transaction windows to Lobby are staffed by full time employees.
- 3 Director needs space for U shaped desk and seating for 4 people.
- 4 2 managers: HR & Asst Director of Finance. HR requires private, confidential space to meet. HR needs to seat 2 people in office. Meeting room adjacent HR Manager.
- 5 Future full time employee will be in HR
- 6 Storage divided into 3 categories: Finance, Tax, HR.
- 7 Archive storage in BCTV bldg. Want to keep archive storage off site if possible. Digitizing archive storage would be a good solution.

## F2. Finance at BCTV

The Finance Department utilizes this facility for storage of inactive records

Description	Existing	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Storage</b>									
1. Files	114	1		600	600	0	0	0	
2.	0				0		0	0	
Sub-Total:	114				600	0	0	0	
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	114				600	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	20								
Building Services	3								
Walls and Partition %	14								
Sub-Total:	37				240	0	0	0	
Grossing Factor:	1.32	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>151</b>				<b>840</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1
- 2



## QUESTIONNAIRE

**Date:** May 01, 2017  
**To:** Theresa Young, Finance Director  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

### GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

Not enough room for current staff with need for additional staff. Need work space for copying, printing, binding that is separate from staff work spaces. Noise is a big problem: both across Department and from floor to floor

**2. Do you believe the overall size of the Town Office suits your future need?**

No

**3. What parts of the Town Office work best?**

Clerk windows (3 together) work well, but noise issues need to be addressed. Adjacency to Town Clerk and Town Manager is good. Lobby works well but due to lack of space meetings, sometimes confidential meetings, need to be held in the lobby where sound travels.

**4. What parts of the Town Office represent the biggest challenge?**

Lack of space in general: staff, meeting, storage, work/copy. Lack of proper separation of secure and confidential file storage.

**Why?**

Issues include poor climate control for both staff and archival storage needs. Big issues with noise / sound travel building-wide.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Yes

**Does parking meet the current need?**

Meets current need (typically 10 available spaces at any time) but could probably not add another department. Opening Stevens-Buzzwell building will likely create parking issues.

## STAFFING QUESTIONS:

### 6. What is your current total number of staff?

8

<b>Director</b>	1
<b>Managers</b>	2
<b>Full Time Admin</b>	5
<b>Part-time</b>	0
<b>Volunteer (if categorized separately from above)</b>	0

- 5 years: Add 1 HR full time staff. 10 years: 1 full time finance person within 10 years. Part time has not worked.
- Finance, Tax, HR, Welfare included in Finance Department.
- HR (1 person) needs its own separate space with separate entry, ideally directly off the lobby. Needs space to meet with 4 people in separate room with close adjacency to HR office. Doesn't need to be directly adjacent to Finance. Secure storage for payroll, drug testing, grievances, workers comp, evaluations.
- 3 window clerks and Finance (Theresa & 2 finance clerks) need to be together.
- Other 2 in department: fund accountant (work station need only) and assistant finance director (separate office)

## SPACE NEEDS QUESTIONS:

### 7. Do you have empty of vacant spaces in your building?

No

### 8. Do you have areas of overcrowding?

Yes

**Where?**

Offices, Record Storage, No meeting space

### 9. Do you have common spaces or rooms that are underutilized?

No

**How often are they used?**

**10. Do you have common spaces or rooms that are overbooked?**

Yes, conference room shared by entire building.

**How often is this a problem?**

All the time – EG welfare & Personnel

**11. What is your total current file storage need?**

See photos: room across the hall needs to provide double the space to consolidate file storage in 1 location.

**Has this number increasing or decreasing?**

Increasing

**Do you need secure of locked storage?**

Yes

**12. Does your department use or need any specialized equipment that requires dedicated space?  
Type of equipment and size?**

Printer & folder stuffer – copy room

**OPERATIONAL QUESTIONS:**

**13. Are there other Town departments or groups you would benefit from being located close to?  
Which ones?**

Town Manager, DPW, Assessing, Town Clerk

**14. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:** Conference Room

**Building and room:** Storage in other rooms: File Room, Vault/Tax Record Room, BCTV

**15. Is there another location that would suit your department better than where it currently is?**

No

**Where?**

## F. Finance

Wherever suits town resident

Employee areas need to be improved: lunch room, lack of large enough space to gather everyone together (24-30 people). This could include, in part, larger corridor space to bleed out of main function space. Lack of good, comfortable break space.

- Meeting room for 8-12 people
- Large meeting room for 20-30 people

## G1. Fire Department

The Bedford Fire Department provides services to protect life, property and the environment. Those services include responses to fire, medical, rescue, hazardous materials and natural and man-made disaster.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Fire Chief	250	1	1	180	180				1
2.		1	0	140	140	0			2
3. Fire Captain	102	1	1	140	140	140			
4. Deputy	134	1	1	140	140				
5. Fire Inspector	140	1	1	140	140				
6. Shift Lieutenant	0	4	4	64	256				3
7. Call Lieutenant		1	1	64	64				
8. Admin Support	120	1	1	120	120				
9. Permits	108	1	1	150	150				
10. Full Time-Firefighter	-		24	0	0	10			4
11. Part Time-Firefighter	-		8	0	0				5
Sub-Total:	854	12	43		1,330	150	0	0	
<b>B. Meeting Spaces</b>									
1. Training Room/E.O.C.	753	1		1,008	1,008	250			6, 15
2. Day Room	391	1		500	500				7, 14
Sub-Total:	1,144	2			1,508	250	0	0	
<b>C. Storage</b>									
1. File Room	-	1		100	100				1
2. General Storage	-	1		150	150				
3. Response Storage		1		120	120				
4. Medical&Tank Supply	145	1		300	300				
Sub-Total:	145	4			670	0	0	0	
<b>D. Support</b>									
1. Kitchen/Pantry	604	1		840	840				
2. Copy/File Area	58	1		160	160				
3. Transaction Counter	0	1		40	40				8, 9
4. Apparatus Bay	8,123	1		8,123	8,123				12
5. Hose Tower	165	1		165	165				
6. Decontamination	109	1		120	120				
7. Gear Cleaning	97	1		120	120				
8. Fitness Area		1		400	400				
9. Turnout	-	1		580	580	200			11
10. Bunk	81	4		125	500				13
11. Bunk	116								13
12. Bunk	95								13
13. Bunk	151								13
14. Bunk Corridor	80								13
15. Laundry	76	1		100	100				
16. Toilet	49	1		72	72				
17. Locker / Shower		43		20	860				
18. Women Lockers	116	1			0				
19. Womens' Shower	76	1			0				
20. Men's Locker	266	1			0				
21. Men Showers	99	1			0				10
Sub-Total:	10,361	62			12,080	200	0	0	



## G1. Fire Department

### E. Existing Percentage of Shared Space Allocated to Department

1. Shared Space	1085
Sub-Total:	1,085

#### Subtotal Program Area

<b>13,589</b>	<b>15,588</b>	<b>600</b>	<b>0</b>	<b>0</b>
---------------	---------------	------------	----------	----------

#### Existing Grossing Factor Assumptions

Circulation %	2488				
Building Services	395				
Walls and Partition %	2198				
Sub-Total:	<b>5,081</b>	6235	240	0	0

Grossing Factor: 1.37 actual 1.40 1.40 1.40 1.40

**Gross Building Area: 18,670 21,823**

#### Anticipated Future Additional Space Requirements

2022	840		
2027		0	
2037			0

## II. Comment Key

- 1 Chief is remote from operations. File storage occurs in Chief's office, Administrator, and throughout facility. Chief accesses files in his office regularly. Need for meeting with 4 people in his office
- 2 Deputy Chief of Operations and the Captain of Prevention & Administration are separated within the building.
- 3 Shift Lieutenants utilize Day Room & Officer bunk and include Fire Inspector.
- 4 Full Time Fire Fighters utilize Day Room, Kitchen, Pantry, Bunk Areas, Lockers, Turnout, and Gym.
- 5 Part Time Fire Fighters are considered 'Call Firefighters' in Organizational Chart. Utilize Turnout, Lockers, & gym.
- 6 Training Room doubles as Town's Emergency Operations Center (EOC).
- 7 Day Room is an office environment with work stations.
- 8 Transaction counter is included in Administrator's square footage.
- 9 Permits transacted in shared public space at entry corridor near Apparatus Bay.
- 10 Turnout area is currently distributed throughout the Apparatus Bay. Assume 10 SF per Fire Fighter incl. circulation.
- 11 Current Turnout serves 29 full time staff
- 12 Trailers need to be covered: provide square footage for shelter or substation to accommodate: 3 trailers. Accommodate for additional apparatus in substation: support vehicle (SUV/pickup, staff car). Ladder, engine, & swiftwater boat would move.
- 13 Accommodate for bunk, day room, kitchen in substation. Need more bunks: from 4 to 8, plus substation.
- 14 Account for 24 sf per FF for a total of 6 when fully staffed.
- 15 E.O.C. currently allotted in PD program. Need 100 sf of storage adjacent to FD Training Room for Storage of equipment

## G2. Fire Department Sub Station

The Bedford Fire Department provides services to protect life, property and the environment. Those services include responses to fire, medical, rescue, hazardous materials and natural and man-made disaster.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Watch Desk		1		100	100				
2. Shift Officer		1		150	150				
3. Patrol		1		100	100				
4.					0				
Sub-Total:	0	3	0		350	0	0	0	
<b>B. Meeting Spaces</b>									
1. Conference Room		1		220	220				
2. Day Room		1		380	380				
Sub-Total:	0	2			600	0	0	0	
<b>C. Storage</b>									
1. Records	-	1		30	30				
2. General Storage	-	2		236	472				
3. Storage		1		188	188				
4. Storage		1		50	50				
5. Medical&Tank Supply		1		50	50				
Sub-Total:	0	6			790	0	0	0	
<b>D. Support</b>									
1. Kitchen/Pantry		1		250	250				
2. Aparatus Bay		1		3,300	3,300				
3. Mechanic		1		216	216				
4. Mask Clean		1		50	50				
5. Ice		1		40	40				
6. Laundry		1		145	145				
7. Gear Lockers		1		285	285				
8. Fitness Area		1		500	500				
9. Bunkrooms		5		140	700				
10. Mezzanine		1		1,400	1,400				
11. Janitor		1		30	30				
12. Restroom		2		75	150				
13. Laundry		1		75	75				
14. Mechanical / Electrical		1		300	300				
18. Women Lockers		1		100	100				
18. Men's Locker		1		100	100				
19.					0				
Sub-Total:	0	21			7,641	0	0	0	
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space									
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	0				9,381	0	0	0	

Existing Grossing Factor Assumptions

Circulation %					
Building Services					
Walls and Partition %					
Sub-Total:	0	2345	0	0	0
Grossing Factor:	actual	1.25	1.25	1.25	1.25
<b>Gross Building Area:</b>	<b>0</b>	<b>11,726</b>			
<u>Anticipated Future Additional Space Requirements</u>					
			0		
				0	
					0

**II. Comment Key**

**QUESTIONNAIRE**

**Date:** May 01, 2017  
**To:** Scott Wiggin, Fire Chief  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

**GENERAL QUESTIONS:**

**1. Does the overall size of the Fire Department suit your current need?**

Too small. A substation would alleviate space burden. 6 staff min. 7 fully staffed. 24 on, 72 off shifts. Substation estimated roughly 10,000 SF. Needs include turnout area, apparatus storage for trailers.

**2. Do you believe the overall size of the Town Office suits your future need?**

No

**3. What parts of the Fire Department work best?**

Central location is good, good access to all areas. Good visibility for public. Upgrades for some interior spaces and MEP systems.

**4. What parts of the Fire Department represent the biggest challenge?**

Sleeping quarters, locker rooms, apparatus floor for turnout gear, apparatus bay storage. Other Town needs, like voting booths, are stored in the Safety complex.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Parking is terrible, not enough. When training happens, there is not enough parking to support public.

**Does parking meet the current need?**

**STAFFING QUESTIONS:**

**6. What is your current total number of staff?**

32 (Chief will forward org chart to Becky)

<b>Director</b>	
<b>Managers</b>	
<b>Full Time Admin</b>	
<b>Part-time</b>	(Paid on-call "volunteers" - 8 (in addition to 32 staff))

<b>Volunteer (if categorized separately from above)</b>	
---	--

**SPACE NEEDS QUESTIONS:**

**7. Do you have empty or vacant spaces in your building?**

**8. Do you have areas of overcrowding?**

**9. Do you have common spaces or rooms that are underutilized?**

Link area is poorly utilized.

**10. Do you have common spaces or rooms that are overbooked?**

Sometimes: 1/per month with public function conflicts.

**11. What is your total current file storage need?**

Some files stored in BCTV buildings. Storage spaces need to be conditioned. File storage for inspections located in corridor.

**Has this number increasing or decreasing?**

Increasing.

**Do you need secure or locked storage?**

Personnel files locked and stored in the Chief's office.

**12. Does your department use or need any specialized equipment that requires dedicated space?  
Type of equipment and size?**

**OPERATIONAL QUESTIONS:**

**13. Are there other Town departments or groups you would benefit from being located close to?  
Which ones?**

Building department, police department

**14. What other spaces in Town do you currently utilize for your functions and/or events?**

BCTV big meeting room for televised events.

### **Building and room:**

- 15. Is there another location that would suit your department better than where it currently is?  
Where?**

### **FLEET & OTHER NEEDS:**

- 16.** Vehicles & Apparatus Substation will require additional apparatus purchase in combination with reuse of existing apparatus & equipment.

**Number of small trucks?**

**Number of apparatus?**

**Estimated increase over 10 & 20 years?**

- 17.** Mock up area: use land fill or highway garage for training

- 18. Non-staff/ visitor parking?**

Satisfactory but could be improved upon. Police tend to use available spaces.

- 19. Vehicle traffic concerns at current location?**

Safety for surrounding area

Access to calls: South River Road can be up to 7-10 minutes from wheels rolling to wheels stopped on scene. Calls from Concord to local dispatch: 2 minutes, 1 ½ minutes to responders are in vehicle. Opticon equipped.









## H. IT Manager

The IT department provides town staff with the appropriate software and technology equipment for the efficient workflow of all departments. IT oversees all aspects of technology driven infrastructure within town offices.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	144	1		160	160				
2.	-	1				120			1
3.	-	1		0	0				
Sub-Total:	144	3			160	120	0		
<b>B. Meeting Spaces</b>									
1.	-	0			0				
	-	0			0				
Sub-Total:	0	0			0	0	0		
<b>C. Storage</b>									
1. Server Room	123	1		140	140				
2. Storage/Work Area	-	1		80	80				2
Sub-Total:	123	2			220	0	0		
<b>D. Support</b>									
1. Hardware	-	1		80	80				2
2. Touch Down Space	-	1		48	48				1
3.	-				0				
Sub-Total:	0	5			128	0	0		
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	42								
Sub-Total:	42								
<b>Subtotal Program Area</b>									
	<b>309</b>				<b>508</b>	<b>120</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	128								
Building Services	46								
Walls and Partition %	65								
Sub-Total:	<b>239</b>				203	48	0	0	
Grossing Factor:	1.77	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>548</b>				<b>711</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	168			
					2027		0		
					2037			0	

## H. IT Manager

### II. Comment Key

- 1 Full Time staff is an on site service provider: third party requiring a touch down area.
- 2 Storage and Hardware work area could be combined by adding upper shelving to work area.

### QUESTIONNAIRE

**Date:** May 01, 2017  
**To:** Nate Gagne, IT Manager  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

### GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

Current office does not work well.

Lack of setup work space.

Server room currently doubles as a work space. IT typically goes to user or a problem rather than people coming to him. Primary server room is located at Safety Building.

- a. Better space would include a primary and secondary desk for touch down (for third party provider): office would double. Server room needs to be secure, no windows. Build room needs to be adjacent. Current office is fine, really need a third room for build & maintenance.

**2. Do you believe the overall size of the Town Office suits your future need?**

**3. What parts of the Town Office work best?**

**4. What parts of the Town Office represent the biggest challenge?**

Adjacency to copier and overall volume of people through is a problem. Very distracting

**Does the Site, including parking and safe pedestrian circulation, work well?**

**Does parking meet the current need?**

All Bedford municipal facilities, except DPW, run on a fiber loop. System designed for redundancy.

Current video system is no longer adequate but is not serviceable and has issues with writing over interviews / discovery.

Video covers DPW, impound lot, library, Town Office lobby. Cannot add cameras to the system. Current bandwidth for video is currently OK with exception of DPW facilities.

Need to harden IT sites such as Library, where IT is located in the basement: prone to flooding. Network closet accessible by Library staff. Town Offices also vulnerable.

EOC currently in Fire Department training room. Just bought 2 WAPs for space.

## STAFFING QUESTIONS:

**1. What is your current total number of staff?**

1 on site with third partner service provider (needs a touch down area)

<b>Director</b>	
<b>Managers</b>	1
<b>Full Time Admin</b>	
<b>Part-time</b>	
<b>Volunteer (if categorized separately from above)</b>	

## SPACE NEEDS QUESTIONS:

1. Do you have empty of vacant spaces in your building?
2. Do you have areas of overcrowding?
3. Do you have common spaces or rooms that are underutilized? \_\_\_\_\_
  - a. How often are they used? \_\_\_\_\_
4. Do you have common spaces or rooms that are overbooked? \_\_\_\_\_
  - a. How often is this a problem? \_\_\_\_\_
5. What is your total current file storage need? \_\_\_\_\_
  - a. Has this number increasing or decreasing? \_\_\_\_\_
  - b. Do you need secure of locked storage? \_\_\_\_\_
6. Does your department use or need any specialized equipment that requires dedicated space?
  - a. Type of equipment and size \_\_\_\_\_
  - b. Type of equipment and size \_\_\_\_\_

### OPERATIONAL QUESTIONS:

1. **Are there other Town departments or groups you would benefit from being located close to?**

**Which ones?** \_\_\_\_\_

2. **What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

There are no spaces in the safety building dedicated for IT use, adjacent to IT equipment.

Server room is good sized but is cold and loud, not suited for working.

3. **Is there another location that would suit your department better than where it currently is?**

**Where?**

Pros and cons to being at the safety complex. Being at Town Hall has political benefits due to proximity to multiple departments. There are more IT issues/needs at Town Hall than Safety Complex (Town hall = more short-term, Safety Complex = fewer long-term).



## I. Library

The library is responsible for overseeing the town's literary resources for the enjoyment of the citizens of Bedford while also providing additional cultural programming designed to enhance the educational enrichment of the citizens.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	207	1	1	200	200				
2. Assistant Director	122	1	1		140				1
3. Childrens Librarian	226	1	1		200				
4. Reference Librarian	122	1	1		140				1
5. Tech Services		1	3	32	96				7
6. Tech Work Table		1		48	48				7
7. Head of Circulation		1	1	32	32				7
8. Inter-Library Loan		1	1	32	32				7
9. Office	0	1	1		120				
10. Volunteer	0	1	1		64				
Sub-Total:	677	10			1,072				
<b>B. Meeting Spaces</b>									
1. McAllaster Room	1334	1			2,400				5
2. Lower Conf. Room	395	1			395				
3. Quiet Study	102	1			120				
4. Upstairs Conf. Room	245	1			294				2
5. Meeting Room	0	1		288	288				8
6. Meeting Room	0	1		600	600				8
Sub-Total:	2,076	6			4,097				
<b>C. Storage</b>									
1. Stacks	3392	0			8,000				3
2. Audio/Visual	168	0			0				
3. Storage Rooms	493	0			0				
Sub-Total:	4,053	0			8,000				
<b>D. Children's Area</b>									
1. Childrens Stacks	1872	0			3,552				3, 6
2. Reference	289								
3. Story Castle	233				500				
4. Craft Area	268								
5. Informal Seating	636	0			500				6
Sub-Total:	3,298	0			4,552				
<b>E. Reference</b>									
1. Stacks	677	0			0				4
2. Seating	1348	0			0				4
3. Tutoring Rooms	0	3		100	300	100			
Sub-Total:	2,025	3			300				
<b>F. Young Adults</b>									
1. Stacks	197	0			900				4
2. Work Rm/Maker Space	0	0			300				4, 8
3. Informal Seating	341	0			0				4
Sub-Total:	538	0			1,200				



## I. Library

### G. Support

1. Kitchenette	77	0	100			
2. Circulation Work Area	831	0	1,200			
3. Break Room	269	0	400			
Sub-Total:	1,177	6	1,700			

### E. Existing Percentage of Shared Space Allocated to Department

1. Shared Space	0
Sub-Total:	0

### Subtotal Program Area

<b>13,844</b>	<b>20,921</b>	<b>0</b>	<b>0</b>	<b>0</b>
---------------	---------------	----------	----------	----------

### Existing Grossing Factor Assumptions

Circulation %	2801				
Building Services	994				
Walls and Partition %	2761				
Sub-Total:	6,556	8368	0	0	0

Grossing Factor: 1.47 actual 1.40 1.40 1.40 1.40

**Gross Building Area: 20,400 29,289**

### Anticipated Future Additional Space Requirements

2022	0		
2027		0	
2037			0

## II. Comment Key

- 1 Asst Director and Reference Librarian share (1) 243 SF office
- 2 Currently used as archives, no public access.
- 3 Current Stacks are too high and too full and should be spread across a greater area.
- 4 SF included in existing adult Stacks
- 5 McAllaster Room often not large enough to host large events.
- 6 Stacks, Story Castle, and seating included in Children's Library SF.
- 7 Tech Services accounted for in Work Area (831 sf)
- 8 Space could be located off-site

## QUESTIONNAIRE

**Date:** May 11, 2017  
**To:** Mary Ann Senatru, Director, Bedford Public Library  
**From:** William Gatchell/Richard Smith  
**RE:** Facility Use and Space Needs Questionnaire

### GENERAL QUESTIONS:

1. Does the overall size of the Library suit your current need?
2. Do you believe the overall size of the Library suits your future need?
3. What parts of the Library work best?
4. What parts of the Library represent the biggest challenge?

Meeting rooms are part of the library.

#### Why?

Can't close off rest of library from public meeting spaces. Need a policy to close meeting spaces at 8:30. Children's room is maxed out. Summer children's program brings in 1,000 kids over the summer. No real space for young adults/teens.

5. Does the Site, including parking and safe pedestrian circulation, work well?

#### Does parking meet the current need?

Not enough parking (67 spaces). Story time and large meetings create parking overcrowding. Parking problem is a Town Center problem: other Town buildings compound parking issues. Need to think about parking at a Town scale. Estimate and additional 40 spaces would help. Better handicap accessible spaces are needed. Population has doubled in the last 30-35 years. Use patterns change throughout the day.

### STAFFING QUESTIONS:

1. What is your current total number of staff?

8 FT, 12 PT

Director	1
----------	---

# I. Library

<b>Managers</b>	Asst. Directors – Childrens’, Reference, Tech Services, Circulation (5 total)
<b>Full Time</b>	Listed Above
<b>Part-time</b>	Listed Above
<b>Volunteer (if categorized separately from above)</b>	Student/staff to fill in

Open 7 days per week

## SPACE NEEDS QUESTIONS:

- 1. Do you have empty or vacant spaces in your building?**

No

- 2. Do you have areas of overcrowding?**

Yes

**Where?**

Meeting rooms are overbooked, 100+ meetings per month between the 3 meeting rooms: most are non-library meetings. Mostly Bedford non-profits

- 3. Do you have common spaces or rooms that are underutilized?**

No

- 4. Do you have common spaces or rooms that are overbooked?**

See Richard Smith notes

- 5. What is your total current number of volumes?**

71,000

**Has this number increasing or decreasing?**

Remain same based on space constraints. There is a demand and need for additional stacks to hold more volumes and lower stack height overall (both adult and children’s areas).

**What do you expect the number of volumes to be in the next 10 years?**

# I. Library

All volumes are stored on stacks, no books in storage or in an annex. Stacks are tall and totally full.

## OPERATIONAL QUESTIONS:

- 1. Are there other Town departments or groups you would benefit from being located close to?**

Yellow house next door could be purchased and connected to Library: Recreation Department, Town offices, other departments that have a direct customer service element.

- 2. What other spaces in Town do you currently utilize for Library functions and/or events?**

### Building and room:

Town Gazebo, Old Town Hall, Intermediate School (McKelby), High School (although it's difficult to procure).

- 3. Is there another location that would suit the Library better than where it currently is?**

### Where?

Library is in a great location.

- Library owns grassy area where geothermal wells are. Town park on other side. Craftworkers Guild is in the original library building. CW Guild not affiliated or connected to Library in any real way.
  - Harriman to provide guidance about vision and needs for the future.
  - STEM / maker space needs. All programs are overbooked.
  - Acoustics issues: space is very loud.
  - No immediate need for coffee/food but some recent inquiries about coffee. Used to have a coffee machine that has closed.
  - Synergy with theater. Bedford Off Broadway.
  - Interest in a drive thru window.
- 6.**



# Adams & Smith

---

Architects/Consultants

9 May 2017

To: William Gatchell  
Judy Johnson

From: Richard Smith, Adams & Smith LLC

re: Site visit- Bedford Public Library  
Bedford, NH

We visited the Bedford Public Library on 1 May 2017, toured the facility and interviewed the Library director, Mary Ann Senatro, and the assistant director, Miriam Johnson. My observations and comments are as follows:

The Bedford Public Library is located in the historic center of Bedford, a suburban town of 22,636 people just west of Manchester. The population of the town has doubled in the past 20 years, and it is expected to rise to 25,000 by 2020. The neighborhood has a strong New England character, and across the intersection from the Library is the historic Town Hall, a grand temple fronted clapboard building with Classical Revival detailing. Together, the Library and Town Hall set the tone for the center of town. The Town Offices and the recently created Village Common are also adjacent.

The library was designed by Dennis Mires, a Manchester architect, in association with Aaron Cohen, a well known library consultant based in New York. The construction drawing package was produced in 1995, and the library was completed in 1996. The building as built has a gross floor area of 19,980 square feet on two levels. The upper level houses adult services and staff work space; the lower level has a broad foyer, two meeting rooms, the Children's Room, public toilets and mechanical spaces. Parking is distributed across the site, with a smaller lot at the street level and a lower lot sloping off to the rear with the Craft Center at the foot of the parking lot. The design addresses this with entrances on both upper and lower levels. The entry is treated as a separate pavilion announcing the library to the street, with pedimented porticos on three sides and a lantern crowning the pavilion. The façade materials are white painted clapboards and trim in conformity to the typical materials in the village.

The library site was somewhat constrained by the site geometry, a narrowing site width and the need for access to the lower parking, and the design consequently has a front block parallel to the street and a narrower wing towards the back. The pedestrian approach at the lower level is a walk between the driveway retaining wall and the building into the lower level of the entry pavilion.

## *Parking*

The parking lot utilizes diagonal parking spaces and a one way loop to fit into the site constraints. There are 51 spaces in the lower lot, including the four in front of the Craft

# Adams & Smith

---

## Architects/Consultants

Center, and 13 spaces in the upper lot. This generally conforms to public library standards for parking count relative to building size, but the staff has seen periods in which there was a higher demand than these spaces could provide. They feel the Town Center area could use an additional 40 spaces. At present the parking imposes constraints on meeting room use, and because of this the Library generally does not book its meeting rooms on weekends. The number of handicapped parking spaces has also proved inadequate for the demand. Parking for staff has been an issue, the library could use 10 staff parking spaces.

There is an exterior book return near the upper level front entrance. This is very heavily used by the public and frequently the cart has to be emptied on weekends.

### *Staffing*

The Bedford Public Library has a director, five department heads (assistant director, adult services, reference, circulation, and children's services), with a total of 8 full time and 12 part time staff, with one position being added in the future. The library is typically staffed by 4 persons. It is open 7 days and 63 hours per week.

In addition, there are volunteers who handle such tasks as donations, returns sorting and DVD repair.

# Adams & Smith

---

Architects/Consultants

## **Space conditions and utilization**

The Bedford Public Library was designed more than twenty years ago. The library world has been evolving rapidly since then, driven by the impacts of an information based society and a constantly shifting environment of digital and print media. This has not only impacted the ways in which the public uses a public library, but it has also meant that the rate of change in public utilization has accelerated significantly. The concept of a public library is constantly changing, and this has posed challenges for all public libraries in their response to evolving needs.

The existing building has been well maintained, but the wear and tear of twenty years of use has taken a toll. Elements of the design and furnishings that were commonly accepted at the time are now in need of reassessment and updating, with an eye to accommodating a fluidly changing library world and making the best use of the existing space.

The overall collection has 71,000 items. This has been stable for several years, mainly because of space constraints, and it is weeded regularly. The Library would prefer to be able to accommodate some growth; the widely cited Wisconsin standards suggest about 5 volumes per capita, which would suggest a collection of 100-125,000 items for a town of this size.

### *Entry*

The entry pavilion has entrances on two levels, and the main stair and an elevator are adjacent. The upper level entrance has good sight lines to the main desk, but the lower level entrance leads into an unsupervised area with limited views of the Children's Room desk, which only emerges from behind the main stair after passing halfway through the space. The lack of supervision and a sense of welcome makes this space a sort of no man's land between activities, alleviated when there is a meeting with numbers of people.

There has been discussion about having food in the library, and this space might be a logical area to do so. Whether this means anything beyond a Keurig machine needs to be assessed, as there are issues of management and distraction from providing library service when staff is involved. There are some tables in the space now, but they feel a bit unmoored.

The lower level is surrounded by spaces that can be closed off after hours. The main stair, however, is open, and there is no easy way to close it off at the upper level. There is a need to keep the upper level entry open and accessible to the elevator for meeting attendees with mobility issues who park in the upper lot, as well as for everyone in winter. Without a way to close off the entry area, meetings are restricted to library hours when the rest of the building is open. As a result the utilization of the meeting rooms is limited by the operating hours of the library. Reworking this for security should be a priority.



# Adams & Smith

---

## Architects/Consultants

A local hobbyist group has made use of the space under the main stairs to install a model railroad. This is a unique amenity that appeals to children. It does, however, enclose this space and makes the stair mass more opaque, which limits sight lines to the Children's room entrance from the lower entry.

The lower level space is lit by 2x2 recessed fluorescent fixtures with parabolic louvers. The layout of the lighting does little to illuminate the walls, and the upper part of the walls are dark due to the cutoff angles of the parabolic louvers. Lighting that is more responsive to the art gallery use of the space would improve it functionally and visually.

### *Meeting Rooms*

The meeting spaces at the Bedford Public Library are heavily used by the Town. It is the singular meeting location in town, and many local non-profits make use of the meeting facilities. The library has two primary meeting rooms off the lower entry. The main meeting room, the McAllaster Room, can seat 70-80; and the smaller room, the Richmond Room, seats 20-25. These rooms are heavily in demand, as is the small group study room on the upper level. Between the three, the library hosts more than 100 meetings per month. The upper level also has the Historical Room. The two main meeting rooms appear to work well for their uses, though the lighting could use upgrades with more current systems.

As noted above, a key issue for the meeting rooms is the inability to close off the meeting room suite from the rest of the library for off hours use.

The Library does make use of the adjacent Common and gazebo for some outdoor programming, and large programs at sometimes scheduled in the historic Town Hall, which can seat 300.

### *Adult Services*

Adult services occupies the upper level of the building. Apart from staff workrooms, the Historical Room and a small meeting room, the floor is a single large space. The character and finishes are traditional and of good quality. Adult Services hosts an average of 400 persons per day, with peak use between 5 and 7 PM. It generally works fairly well as an adult library, though there a number of issues.

- The book stacks are largely 7 tiers high. This is generally a response to housing a growing collection in a finite space, and it tends to be a problem in communities that value a large collection. The stack height compartmentalizes the space and limits visibility and a sense of connection to many areas. Seating areas within the tall stacks feel very closed in and isolated.
- There is no designated space for Young Adults. While they do use all parts of the library, giving them a well defined "home base" within the library is the general

# Adams & Smith

---

Architects/Consultants

practice. There is also the question of whether young adults would prefer their space to have something other than traditional character and furnishings.

- There is a need for tutoring space in suburban libraries today, and here as in many towns the public library offers the most appropriate place for an adult to work with a child in a safe environment. Bedford only has one room appropriate for this purpose. Tutoring takes place now at tables in the adult area, but this imposes some disruption on other patrons.
- There is interest in creating a “maker space” for such uses as housing a 3D printer, but at the moment there is no obvious place to put one.
- The lighting does not coordinate very well with the furniture, especially in areas with tall book stacks. This makes uneven light levels, and it can be difficult to see book titles, especially on lower shelves.
- The openness of the space and lack of enclosed small group meeting or tutoring spaces means that sounds travels all over.
- The main staff workroom has had to adapt to an increasing flow of materials through interlibrary loans. Some reconsideration of the furnishings and ergonomics is needed, and there are staff concerns about sight lines from the office to the front desk. There was a concern expressed that the circulation desk should be more central.

## *Children's Room*

The Children's Room is a very active space, and it is bursting at the seams. There is a huge demand for services and programming, and the program space is very heavily scheduled. Summer reading programs have served 1000 attendees.

- The space is very full. Part of this is caused by the “castle” which is a permanent installation in the space. While this is an intricate, fun area, it carves up the room and limits the flexibility of programming in this area, as well as limiting sight lines for supervision of activities. Consideration should be given to whether this should be removed or reworked this to open up the space.
- Immediately adjacent to this is an area with picture books in moveable bins. It is highlighted by a curved wall of windows, but the amount of collection storage fills the space, restricting the seating space by the windows and isolating it from the main portion of the room.
- The shelving is mostly 5 tiers high. While this height is common in children's rooms, it is preferably only used for older children's collections. In large quantities as we see here it closes in the room and isolates back corners. There has been an effort to set shelves on the diagonal to improve sight lines from the desk, but with the tall shelves the center of the room feels walled in and closed off from the daylight on the sides.

# Adams & Smith

---

Architects/Consultants

- The children's desk seems very high. Normally the counter tops are set at 30" high in a children's space to make it more approachable; this one is at 34", the maximum height allowed by ADA, with a higher section at the front..
- Here also the lighting is obsolete. The 2x2 recessed fluorescent lights with parabolic louvers are essentially holes in the ceiling with light shining out of them. The ceiling gets no light, so it remains dark, and the contrast level at the light fixtures creates eye fatigue. The light fixture locations are not coordinated with the shelving layout, and poor lighting at lower shelves is an issue.

## **Structural Design**

In reviewing the original drawings, I found that the upper level floor structure is noted as being designed for a 100 pound per square foot live load. Most building codes, including those in effect at the time of the original design, call for a 150 pound per square foot live load capacity in stack areas, and given the fluctuations in space usage this capacity is normally used throughout a public library. This should be reviewed to verify whether this is indeed the capacity, because it would limit the planning options for the upper level.

## **Mechanical Systems**

The building was recently converted to a ground source heat pump system. There is a 2012 report by the H.L. Turner group that evaluates the building envelope, mechanical and other building systems, as well as site conditions.

The building program requirements for the Bedford Public Library were reviewed by Richard Smith of Adams & Smith LLC in May and June 2017. A comparison was made between the present library and its collections with industry standards, and areas of question were identified for further discussion. The State of New Hampshire does not maintain any standards for public library collections and services, and the Wisconsin Public Library Standards, 2010 edition and Anders Dahlgren's guide to library planning have been used as bases of comparison.

The comparison is based on the projected service population of 25,000 in 2020. This falls on the border between two size categories in the Wisconsin Standards, and they have been averaged to establish the Wisconsin standards for each category. The initial step was to use a standards based comparison to identify Bedford's position in this spectrum. This should be evaluated with consideration of the character and educational level of the users of this library; the educational attainments and income levels of the town's citizens would typically result in demands for a relatively high level of library services.

### **Parking**

The Massachusetts and Wisconsin standards call for one parking space per 400 gross square feet. For the existing library, this would suggest 50 parking spaces. The existing parking lot utilizes diagonal parking spaces and a one way loop to fit into the site constraints. There are 51 spaces in the lower lot, including the four in front of the Craft Center, and 13 spaces in the upper lot. This generally conforms to public library standards for parking count relative to building size, but the staff has seen periods in which there was a higher demand than these spaces could provide, which suggests heavy demand for library services and competition for parking with other Town center activities. They feel the Town Center area could use an additional 40 spaces. At present the parking imposes constraints on meeting room use, and because of this the Library generally does not book its meeting rooms on weekends. The number of handicapped parking spaces has also proved inadequate for the demand. Parking for staff has been an issue, the library could use 10 staff parking spaces.

### **Seating**

The best available guideline for seating is Anders Dahlgren's handbook on planning public libraries. For a service population of 25,000, he recommends 4.5 seats per thousand population, which computes to 113 seats (exclusive of meeting room and computer work station seats). The present building has 76 seats in Adult services on the main level and 30 seats in the Children's Room, totaling 106 seats. Most of the seats are at tables of four, which is a configuration that often is not used efficiently, since people don't want to share tables with strangers. There is also the issue of the relative lack of lounge seating. Comfortable seating to sit and read is desirable in a library, and this building has relatively little. There is also the question of comfort, given the high, wood capped arms of the lounge chairs.

Given the above, additional seating would be desirable in both the adult and children's areas, and a reduction in tables should be offset by an increase in comfortable seating. Furthermore, some of the seating increase would ideally be provided in 3-4 new quiet study rooms, perhaps with some of the existing tables being moved to those rooms to free up space for lounge seating in the main library areas.

## Collections

The following tables give the Wisconsin Standards recommendations for various elements of library collections relative to a population of 25,000 and compare them to Bedford's holdings.

Volumes held per capita (print)

\* with e-books

	Wisconsin Std	Bedford
Basic	2.9	2.88
Moderate	3.5	
Enhanced	3.9	(3.8)*
Excellent	4.6	

Periodical titles received per 1,000 population

	Wisconsin Std	Bedford
Basic	6.4	4.9
Moderate	7.4	
Enhanced	9.0	
Excellent	11.2	

Audio recordings held per capita

	Wisconsin Std	Bedford
Basic	0.18	
Moderate	0.23	
Enhanced	0.27	
Excellent	0.37	0.83

Video recordings held per capita

	Wisconsin std	Bedford
Basic	0.21	0.22
Moderate	0.25	
Enhanced	0.32	
Excellent	0.47	

Collection size (Print, Audio and Video per capita)

\* with e-books

	Wisconsin std	Bedford
Basic	3.3	
Moderate	4.0	4.05
Enhanced	4.5	(4.97)*
Excellent	5.5	

#### Public use computers per 1,000 population

	Wisconsin std	Bedford
Basic	0.57	
Moderate	0.73	
Enhanced	0.87	1.00
Excellent	0.1.36	

#### FTE Staff per 1000 Population

	Wisconsin Std	Bedford
Basic	.5	
Moderate	0.5	
Enhanced	0.6	
Excellent	0.7	

#### Hours Open

	Wisconsin std	Bedford
Basic	58	
Moderate	61	
Enhanced	64	63
Excellent	67	

The Bedford Public Library's collection is overall appropriate to the size of the service population, especially when the e-book collection is taken into account. In general, however, the shelving for Bedford's collection is very full. On the upper level, most shelves are packed end to end, which creates difficulties for housing the collection and getting books in and out of the shelves easily. The typical standard is to consider a shelf full when it is 85% occupied with materials; many of the Bedford library's shelves are 100% full. Some flexibility could be gained by making more use of the bottom shelves of the stack ranges; however, these are the shelves that the public has the most difficulty in using or seeing material stored there. There is ongoing weeding of the collection to maintain it at a manageable size, but there is slow growth in some areas, and 15-20% increase in shelving capacity would be beneficial to the library.

#### Meeting Space

The library's meeting spaces are on the lower level. The main meeting room, the McAllaster Room, can seat around 100 people. The smaller Richmond Room seats 20-25. The rooms are heavily used, though they are not booked on weekends due to parking constraints. Larger programs have been held from time to time in the old Town Hall across the street, which reportedly can hold 300. There have been issues with being able to schedule library programs in this space.

## **Other considerations**

The lower level lobby has issues of sightlines for visibility of and control from the Children's room; it would be desirable to have a line of sight from the children's room desk to the lower entrance. Additionally, the lighting in this area is not optimal for the art displays that take place here. New lighting more appropriate to that purpose should be installed.

The lower lobby is also a likely place to install a "café". It is unlikely that a real commercial operation could work here; this should be more at the level of a Keurig machine, some tables and chairs, and perhaps some sale of small pastries. It should not be tasked to library staff, and keeping it relatively small and simple could keep it at a scale where it could be managed by the friends of the library or a vendor. We would recommend installing a more cleanable floor surface in the areas used for food and drink.

The connecting stair from the lower to the upper level is of minimal code width and does not make a very comfortable stair for two people to use at the same time. However, correcting this would be fairly expensive unless it was part of a larger project. Sound drifting up from the lower level has been an ongoing issue, and consideration should be given to partial enclosure, perhaps glazed, on the side towards the main adult services area.

The upper level lobby has no provision to separate the stairs from the Adult Services area. This creates security issues for off hours use of the meeting space, which exacerbates issues of scheduling to meet the demand for meeting space. Architectural enclosure or a rolling grille to isolate the stair and the upper entrance from the rest of the floor should be included to address this issue.

At present, there is not a dedicated teen space that has architectural definition and sound isolation. A space with seating and technology selected to appeal to teens and space for this collection would improve the library experience for the teens and for adults, who would be less impacted by the socializing and noise that is invariably generated by any group of teens. It should be on the main level with proximity to the reference area for homework assistance and designed to allow for informal observation and supervision by library staff.

There is presently no toilet room on the upper level, and there is not a dedicated toilet room in the Children's Room. For comfort, accessibility and security, there should be two single occupant toilet rooms on the upper level and a family toilet room in the children's room with a baby changing station.

Depending on where and how an addition to the existing building is located, there may need to be additional circulation space to connect a relocated lower entrance to the existing lobby.

### Summary of additional space needs:

Adding the following program spaces would enhance the library's ability to deliver the services sought by its patrons. Priority items are as follows.

#### *Adult services*



Additional seating space for lounge seating would be made available by the addition of space to relocate the teens and moving some table seating to the tutoring rooms

#### *Children's room*



In addition, reworking the "castle" to provide more flexibility and use for activities other than formal story times should be considered.

#### *Meeting rooms*

Expansion of parking would give the library more options for scheduling of the existing meeting space. Additionally, there should be discussions with the Town about making more use of the Old Town Hall for the largest library events. The scheduling for the Old Town hall in the summer is apparently very competitive, and it is perhaps an issue that extends beyond just the library's needs.

Beyond this, adding one meeting room of 300-400 sf would be very useful for smaller meetings. This should be in the meeting room cluster if possible; otherwise it would be on the upper level.

#### Totals



**Bedford Public Library  
Collection breakdown**

<b>Adult Services</b>	Print	Magazine	Audio	DVD vid	CD's	audio book	e-book	Other	Computers
Atlas	15								
Audio e-book			15,967						
Audio book			2,143						
Biographies	1,816								
Blu-ray				445					
Business reference	38								
Career guidance	502								
DVD's				3,764					
Electronic book (cnsrtm)							21,761		
Express books	27								
Fiction	10,540								
Graphic novels	196								
Large print	1,412								
Literacy	51		12						
magazine-ebook							1,170		
Magazines		1,612							
Maps	18								
Mcnaughton Biogr.	10								
McNaughton Fiction	153								
Mcnaughton Non-fic	11								
Music CD's					2,495				
Mysteries	3,247								
New Hampshire Room	960	21		6	3				
Newspapers		36							
NH state documents	73								
Non fiction	17,804								
Office collection	130								
Oversize	552								
Reference	1,043	3						3	
Science fiction	1,068								
Travel	796			141		59			
<b>Total</b>	<b>40,462</b>	<b>1,672</b>	<b>18,122</b>	<b>4,356</b>	<b>2,498</b>	<b>59</b>	<b>22,931</b>	<b>3</b>	<b>0</b>

<b>Teen collections</b>	Print	Magazine	Audio	DVD/vid	CD's	audio book	e-book	Other	Computers
Audiobooks						270			
Teen books	2,871								
Video games				28					
YA audiobooks						98			
YA Fiction	2,064								
YA Graphic novels	505								
<b>Totals</b>	<b>5,440</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>368</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Children's Services</b>	Print	Magazine	Audio	DVD/vid	CD's	audio book	e-book	Other	Computers
ILL	4								
Board books	123								
Children's office	283		4		36				
Early readers	1,146								
Early reader NF	507								
Juvenile audiobooks						545			
Juvenile biography	969								
Juvenile Blu-ray				116					
Juvenile CD-ROM's					3				
Juv chapter books	1,471								
Juvenile DVD's				993					
Juvenile fiction	3,764								
Juv graphic novels	503								
Juvenile holiday	1,165								
Juvenile magazines		419							
Juvenile music CD's					80				
Juvenile non fiction	8,929								
Juvenile oversize	37								
Juvenile reference	43								
Juvenile video games				42					
parent/teacher	421		1	21					
Picture books	6,552								
Puzzles and games								7	
Story Collection	250								
<b>Totals</b>	<b>26,167</b>	<b>419</b>	<b>5</b>	<b>1,172</b>	<b>119</b>	<b>545</b>	<b>0</b>	<b>7</b>	<b>0</b>

	Print	Magazine	Audio	DVD/vid	CD's	audio book	e-book	Other	Computers
<b>Grand totals</b>	<b>72,069</b>	<b>2,091</b>	<b>18,127</b>	<b>5,556</b>	<b>2,617</b>	<b>972</b>	<b>22,931</b>	<b>10</b>	<b>0</b>

101,432

124,363



## J. Planning

The Planning & Zoning Department builds consensus among Bedford citizens and businesses on the future direction of the community. They facilitate the incorporation of these guidelines into planning documents for use by the town's boards and commissions.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Director	277	1		200	200				5
2. Asstant Director	126	1		160	160				5
3. Assistant Planner	92	1		140	140	120			1, 5
3. Admin - Full Time	124	1		120	120				3, 5
4. Part Time Planner		0				100			8
Sub-Total:	619	4			620	220			
<b>B. Meeting Spaces</b>									
1. Meeting Room	0	1	12	288	288				2
Sub-Total:	0	1			288				
<b>C. Storage</b>									
1. Active Filing	481	1		650	650				5,7
2. Storage	0	1		160	160				
4.	0	0		0	0				
Sub-Total:	481	2			810				
<b>D. Support</b>									
1. Kitchenette	0	1		20	20				
2. Copy/File Area	0	1		100	100				6
3. Transaction Counter	45	1		60	60				
Sub-Total:	45	5			180				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	176								
Sub-Total:	176								
<b>Subtotal Program Area</b>									
	<b>1,321</b>				<b>1,898</b>	<b>220</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	513								
Building Services	177								
Walls and Partition %	256								
Sub-Total:	946				759	88	0	0	
Grossing Factor:	1.72	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>2,267</b>				<b>2657</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	308			
					2027		0		
					2037			0	

## J. Planning

### II. Comment Key

- 1 Current assistant planner occupies space within a file room. Needs dedicated office space adjacent to file rooms.
- 2 Current Planner has group meeting space within her office. Needs dedicated area for staff and client meetings seating 12 people, as well as meeting space within directors office for smaller groups.
- 3 Requires transaction counter with room for a computer monitor.
- 4 Active Land Use Board files need to be easily accessible in Planning office. Hold files between 3 Boards: Zoning, Land Use, Planning Board, Conservation Commission, Historic commission.
- 5 Active files located in each Planners' office.
- 6 Copy area needs to include plotter.
- 7 Active Filing is Land-Use Board Filing
- 8 Intern Space

## QUESTIONNAIRE

**Date:** May 11, 2017  
**To:** Becky Hebert, Town Planner  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

## GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

No, overall the office space is small. Mark's office is too small to accommodate seating for meeting space at his desk, Becky's office is large but the conference table is small and should really provide seating for at least 6 people. Karin Elmer's and Christine's space are encumbered by files and storage. Karin's space does not have a window. The lobby and counter work great and any new office layout should also have a counter space for working with customers.

**2. Do you believe the overall size of the Town Office suits your future need?**

No, overall the staff at the Town Office have outgrown the space available. There is also a need for additional filing/storage. Karin's office space also doubles as file storage area. ,

**3. What parts of the Town Office work best?**

The Planning Department counter works well.

**Why?**

The counter provides a spaces for customer service interactions. There is enough room to layout plans and help customers review planning files. The computer on the counter also allows us to share GIS information with customers. The counter is a first stop for patrons but is the only one on the lower level and is used frequently by people looking for Assessing or DPW.

**4. What parts of the Town Office represent the biggest challenge?**

Storage space, office space, hallways.

**Why?**

The Town Office building has an awkward layout and there is insufficient space to store files. Also not all of the workspaces in the lower level have adequate access to windows and natural light.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Yes

**Does parking meet the current need?**

Yes

**STAFFING QUESTIONS:**

**6. What is your current total number of staff?**

3 full time and one part time. In the future I would like enough space for four full time staff and one intern.

<b>Director</b>	
<b>Managers</b>	
<b>Full Time</b>	
<b>Part-time</b>	
<b>Volunteer (if categorized separately from above)</b>	

Open 7 days per week

**SPACE NEEDS QUESTIONS:**

**7. Do you have empty of vacant spaces in your building?**

No

**8. Do you have areas of overcrowding?**

Yes

**Where?**

Karin’s and Mark’s offices have overcrowding. There is not enough space for file storage. Becky’s conference area several times a day. Both the Planning Director and Assistant Planning Director need space to review plans and meet with customers. Library/reference area is accessed by all and currently stored in Becky’s office. Planning needs to have a meeting space where planning can have private conversations with concerned residents or applicants.

**9. Do you have common spaces or rooms that are underutilized?**

No

**10. Do you have common spaces or rooms that are overbooked?**

The upstairs conference room is often booked and the Town Office could use additional shared meeting space.

**How often is this a problem?**

Weekly

**11. What is your total current file storage need?**

Ideally Planning would have one central filing location. The land use Board files are in three different locations. Mylars are kept in vertical storage cabinets.

**Has this number increasing or decreasing?**

Always increasing. There is always a flow of paper coming into the office space.

**Do you need secure or locked storage?**

No

**12. Does your department use or need any specialized equipment that requires dedicated space?**

Yes, mylar filing cabinets, and we need access to the plotter.

**Type of equipment and size**

The Planning Department purchased the plotter.

**Type of equipment and size**

Mylar vertical filing cabinet, file storage for land use applications, conference room for meeting space, counter & with computer kiosk for public use.

**OPERATIONAL QUESTIONS:**

**13. Are there other Town departments or groups you would benefit from being located close to?**

Which ones?

**DPW, Building Department, & Assessing**



14. What other spaces in Town do you currently utilize for your functions and/or events?

Building and room:

**Library conference room because they provide better technology for meetings.**

Building and room:

**BCTV meeting room**

Building and room:

**Plotter storage room on the lower level**

15. Is there another location that would suit your department better than where it currently is?

Where?

**The current location is nice because of its proximity to residential population and central location. , It would be great to have to more access to the Building Department, but ideally Planning would also stay close to DPW.**

4/25/2017

## Facilities Study

### Planning Department

Inventory \* Projected Space Requirements \* Existing Conditions

#### INVENTORY:

##### Storage room:

- |   |  |          |
|---|--|----------|
| 1. 4-Drawer file cabinets:<br>(52" TALL, 15" WIDE, 26" DEEP)      | 6 ZBA (8.5' long total x 2.6')<br>6 ConCom & ZBA (8.5' long)<br>6 Old PB file cabinets (from town manager office)..... | 18 Total |
| 2. 2-Drawer file cabinets:  | 1 ConCom old files (from town manager office).....   | 1 Total  |
| 3. Metal Flat File – large:                                       | 1 unit, PB Mylars, 10-drawer, (3.5' x 2.5').....   | 1 Total  |
| 4. Misc – micro fiche and equipment                               |  |          |
| 5. Storage Cabinet (in hall w/PB binders) 80"T x 36"W x 18"D..... |  | 1 Total  |

##### Assessing office:

- |   |  |         |
|---|--|---------|
| 6. 4-Drawer file cabinets: 3 PB Subdivision (52"T, 15"W, 26"D)..... |  | 3 Total |
|---|--|---------|

##### Planning Department Common Area/Executive Assistant work space:

- |   |  |          |
|---|--|----------|
| 7. 4-Drawer file cabinets: PB working files (52"T x 15"W x 26"D).....           |  | 14 Total |
| 8. 5-Drawer file cabinets: PB working files (65"T x 15"W x 26"D).....           |  | 5 Total  |
| 9. 2-Drawer lateral cabinets: Storage (3' wide approx. 30" T).....              |  | 5 Total  |
| 10. 2-Door storage cabinet w/lock: (3' W x 2.5' D).....                         |  | 1 Total  |
| 11. Wooden book shelf: (3' W x 1.5' D x 70"T).....                              |  | 1 Total  |
| 12. 2-Drawer file cabinet: Under counter storage.....                           |  | 1 Total  |
| 13. Wooden Desk ( 5'W x 3'D).....   |  | 1 Total  |
| 14. Wooden Hutch (3'W X 18"D x 70" T).....                                      |  | 1 Total  |
| 15. Floor/wooden rolled plan holder (2' W x 2"D x 18"T).....                    |  | 1 Total  |
| 16. Cardboard plan storage/holder 3'W x 18"D) on top of cabinets.....           |  | 2 Total  |
| 17. Metal/wood large, cabinet top, plan storage unit (approx. 2' w x 18"D)..... |  | 2 Total  |

##### Assistant Planning Director Office: (Office size: 9.5' x 14') ( Desk/work area size: 6.5" x 9')

- |   |  |         |
|---|--|---------|
| 18. 4-Drawer lateral file, HDC files (3' Wide x 18" deep).....  |  | 1 Total |
| 19. Bookcase (2.5'W x 12"D x 53"T).....                         |  | 1 Total |
| 20. Metal rolling plan rack (2' W x 18" D).....                 |  | 1 Total |
| 21. Wood desk (6.5"W x 3'D) w/1 chair, and 2 chairs facing..... |  | 1 Total |
| 22. Wooden credenza (6.5'W x 20" D).....                        |  | 1 Total |
| 23. Wooden desk connector (4'W x 2"D) .....                     |  | 1 Total |

##### Planning Director Office: (Office size: 11' x 22') (Desk area: 10' x 9')

- |   |  |         |
|---|--|---------|
| 24. Conference table w/ 4-6 chairs, 5'Long x 30" Wide, need 6' x 9' foruse..... |  | 1 Set   |
| 25. Wooden book shelves, 7.5' long total for three, x 1'D x70"T.....            |  | 3 Total |

26. 4-Drawer file cabinets, 5' long total, 26"D x 48" T.....	4 Total
27. Metal rolling plan racks, 4' long total by 2'D.....	2 Total
28. Wooden desk, 5.5'W x 2.5'D.....	1 Total
29. Wooden desk connector, 2 pieces, 7.5'w x 2'D.....	1 set
30. Wooden desk, small 4'W x 18" D.....	1 Total
31. Wooden file cabinet, 2.5 wide x 1.5' d.....	1 Total

Planner I Office: (Office size: 13' x 14")

32. 4-Drawer, Large lateral files, 3' W x 48" H, site plans.....	2 Total
33. 5-Drawer, Large lateral file, 42" W x 58" T, supplies, enforcement files.....	1 Total
34. 2-Drawer, lateral file, 3'Wide.....	1 Total
35. Wooden table (lateral file under, 6' x 18").....	2 Total
36. Wooden desk w/ chair, 6'W x 30"D.....	1 Total
37. Wooden desk addition (forms Lshape) 44" x 28".....	1 Total
38. Mylar cabinets, 19.5" x 34".....	4 Total

**EQUIPMENT INVENTORY**

Planning Counter:

1. 1 - Dell Drive
2. 1 - Monitor
3. 1- Keyboard
4. 1 - Mouse
5. 1 - Camera w/charger

Director:

6. 2 - Monitors
7. 1 - Keyboard
8. 1 - Mouse
9. 1 - Laptop HP
10. 1 - Printer Brother
11. 1 - Phone Mitel
12. 1 - Dock station
13. 1 - Portable heater
14. 1 - fan
15. 1 - heater

Assistant Director:

16. 1 - Mitel phone
17. 2 - Monitors
18. 1 - Keyboard
19. 1 - Laptop
20. 1 - Drive
21. 2 - Speakers mini
22. 1 - Dock station
23. 1 - fan

Planner I:

24. 1 - Drive

- 25.1 – Printer HP
- 26.1 – Mitel phone
- 27.2- Monitors
- 28.1- Keyboard
- 29.1 – Mouse
- 30.1 – Heater
- 31.1 – fan

Executive Assistant:

- 32.1 – Drive
- 33.1 – Monitor
- 34.1 – Printer Brother
- 35.1 – Keyboard
- 36.1 – Mouse
- 37.1 – Mitel phone
- 38.1 - fan

**ADDITIONAL SPACE NEEDS:**

1. Approx: 10 additional 4-Drawer file cabinets for Planning Board
  - 5 additional 4-Drawer file cabinets for ZBA
  - 2 additional 4-Drawer file cabinets, legal size) for Conservation Commission
  - 1 additional 4-Drawer file cabinet for HDC..... 18
- Total
  
2. Mylar cabinets: 2 more.
3. Large conference room.
4. Also:

**MISC SPACE NEEDS:**

1. Need to be near color copier/printer.
2. Need to be near color plotter.
3. Need counter area.
4. Need access to Building Department files.
5. Additional:

**Attached: Existing Conditions floor plan (approximate)**



## K1. Police - Administration

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Police Chief	212	1	1	220	220				
2. Deputy chief	0	0	0	0	0	180			
3. Captain	128	1	1	160	160				
6. Admin Sgt.	80	1	1	120	120	40			2
7. Admin Support Spec	126	1	1	120	120				
8. Administrator	0	1	1	96	96				
Sub-Total:	546	5			716	220			
<b>B. Meeting Spaces</b>									
1. Chief Conference	124	1		192	192				3
Sub-Total:	124	1			192	0			
<b>C. Storage</b>									
1. File Storage		1		60	60				
2. Supply Storage	84	1		120	120				
3. General Storage		1		120	120				
4. IA / personnel files		1		100	100				1
Sub-Total:	84	4			400	0			
<b>D. Support</b>									
1. Reception / Admin	116	1		100	100				
2. waiting area		1		100	100				
2. Toilet - Unisex		1		60	60				
4. Kitchenette	59	1		100	100				
Sub-Total:	175	4			360	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	80								
Sub-Total:	80								
<b>Subtotal Program Area</b>									
	<b>1,009</b>				<b>1,668</b>	<b>220</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	185								
Building Services	29								
Walls and Partition %	163								
Sub-Total:	377				667	88	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,386</b>				<b>2,335</b>				
<b>Anticipated Future Additional Space Requirements</b>									
						308			
							0		
								0	

## K1. Police - Administration

### II. Comment Key

- 1 Administrator keeps IA files & other secured files: supports Chief & Captain
- 2 Could be used as Professional Standards office: need for paper layout work area.
- 3 Chief's Conference Room seat 6-8 people. Shared by Administrative Division

## K2. Police - Communications

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Dispatch Supervisor		1	1	120	120	180			1
2. Communications Staff	370	3	8	120	360				2
3.									
Sub-Total:	370	4			480	180			
<b>B. Meeting Spaces</b>									
1.									
Sub-Total:	0	0			0	0			
<b>C. Storage</b>									
1. Staff Locker	0	1	9	10	90				
2. Supply Storage	0	2		150	300				
3. General Storage	0	1		100	100				
4. Radio Room / Support	0	1		200	200				
Sub-Total:	0	5			690	0			
<b>D. Support</b>									
1. Toilet - Unisex	84	1		60	60				3
2. Kitchenette	126	1		60	60				3
3. Officer Counter	0	1		60	60				4
4. Server Room	126	1		120	120				
5. File/Copy Area	0	1		80	80				
Sub-Total:	336	5			380	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	61								
Sub-Total:	61								
<b>Subtotal Program Area</b>									
	767				1,550	180	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	140								
Building Services	22								
Walls and Partition %	124								
Sub-Total:	286				620	72	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,053</b>				<b>2,170</b>				
<b>Anticipated Future Additional Space Requirements</b>									
						252			
							0		
								0	



## K2. Police - Communications

### II. Comment Key

- 1 Communications Supervisor needs separate office.
- 2 Dispatch floor is open with 3 consoles.
- 3 Staff locker, toilet, and kitchenette required.
- 4 Officer counter to isolate Records staff from Patrol.

### K3. Police - Records

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Records	121	2	2	64	128				1
2.									
Sub-Total:	121	2			128	0			
<b>B. Meeting Spaces</b>									
1.									
Sub-Total:	0	0			0	0			
<b>C. Storage</b>									
1. File Copy Area		1		60	60				
2. Records Storage		1		320	320				2
Sub-Total:	0	1			380	0			
<b>D. Support</b>									
1. Reception		1		40	40				1
Sub-Total:	0	1			40	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	10								
Sub-Total:	10								
<b>Subtotal Program Area</b>									
	<b>131</b>				<b>548</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	24								
Building Services	4								
Walls and Partition %	21								
Sub-Total:	<b>49</b>				219	0	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>180</b>				<b>767</b>				
<b>Anticipated Future Additional Space Requirements</b>									
						2022	0		
						2027		0	
						2037			0

### II. Comment Key

- 1 Records needs separate space from dispatch with connection to lobby for business hours public interface.
- 2 Records Storage currently located I Shared Storage are on upper level.



## K4. Police - Patrol

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist Current Area	Space Needs - 2017				2022	2027	2037	Comments
		Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Report Writing	283	8		36	288				
2. Shared Patrol SGT	254	5		100	500				
3. Shared Watch Cmdr	253	3		140	420				
4. Traffic Division	0	1			0	200			1
5. Community Policing	0	1			0	200			1
6. Animal Control	90	1		120	120				
7. Admin Specialist	0	0		0	0				2
Sub-Total:	880	19			1,328	400			
<b>B. Meeting Spaces</b>									
1. Squad Room	335	1	12	288	288				
Sub-Total:	335	1			288	0			
<b>C. Storage</b>									
1. Long Gun Lockers	0	6		20	120				
2. Secure Sallyport	656	2		500	1,000				4
3. General Storage	0	2		120	240				
4. Booking Area	539	1		300	300				
5. Holding Cell-Adult	82	1		80	80				3
6. Holding Cell-Adult	85	2		80	160				
7. Holding Cell-Adult	83				0				
8. Intoxilizer	84	1		100	100				
9. Holding Cell-Juvenile		1		120	120				
10. Interview Room	108	1		100	100				
11. Bail Commissioner	0	1		80	80				
Sub-Total:	1,637	18			2,300	0			
<b>D. Support</b>									
1. Kitchenette	0	1		20	20				
Sub-Total:	0	1			20	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	247								
Sub-Total:	247								
<b>Subtotal Program Area</b>									
	3,099				3,936	400	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	567								
Building Services	90								
Walls and Partition %	501								
Sub-Total:	1,158				1574	160	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>4,257</b>				<b>5,510</b>				

## K4. Police - Patrol

Anticipated Future Additional Space Requirements

2022	560		
2027		0	
2037			0

**II. Comment Key**

- 1 Future position: does not currently exist.
- 2 Administrative support listed in Administrative Division.
- 3 Sight & sound separation required from general booking, interview room, & adult holding cells.
- 4 2 active sallyport bays required.

## K5. Police - Training

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1.									
Sub-Total:	0	0			0				
<b>B. Meeting Spaces</b>									
1. Training Room	786	1		1,440	1,440				1
Sub-Total:	786	1			1,440				
<b>C. Storage</b>									
1. Training Storage	0	1		120	120				
2. EOC Storage	0	1		100	100				
3. DT Storage	0	2		120	240				
4. General Storage	0	1		100	100				
5. Armory-Repair	0	1		60	60				
6. Armory- Storage	0	1		60	60				
7. Ammo/Target Storage	0	1		100	100				
8. Weapons Cleaning	0	1		60	60				
9. Long Gun Lockers	0	2		20	40				
Sub-Total:	0	11			880				
<b>D. Support</b>									
1. Toilet - Unisex	0	1		60	60				2
2. DT	0	0							
3. Fitness	0	1		400	400				3
Sub-Total:	0	2			460				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	68								
Sub-Total:	68								
<b>Subtotal Program Area</b>									
	<b>854</b>				<b>2,780</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	156								
Building Services	25								
Walls and Partition %	138								
Sub-Total:	<b>319</b>				1112	0	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,173</b>				<b>3,892</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## K5. Police - Training

### II. Comment Key

- 1 Training Room to hold entire current & future department: 60 people. Room to be multipurpose for training, community, EOC, bunking, & DT.
- 2 Multiple Storage areas to provide maximum flexibility for Training Room.
- 3 Fitness room to house firearms simulator (estimated 140 SF footprint).

## K6. Police - Detectives

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Det. Lt.	132	1		140	140				
2. Det Sgt.		1		120	120	180			
3. Detectives	299	6		100	600				1
4. Prosecutor	128	1	1	160	160				
5. Prosecutor Admin	126	1	1	120	120				
Sub-Total:	685	10			1,140	180			
<b>B. Meeting Spaces</b>									
1. Hard Interview Room	86	1	3	100	100				2
2. Polygraph Room	0	1	3	100	100				2
3. Detectives conf room	0	1	6	150	150				3
Sub-Total:	86	3			350	0			
<b>C. Storage</b>									
1. Detective Locker	143	1							
2. General Storage		1		100					
3. Secure File Storage		1		100					
4. Equipment Storage		1		100					4
Sub-Total:	143	4			0	0			
<b>D. Support</b>									
1. Kitchenette	0	1		20	20				
2. Pros. Wtg. Room		1		80	80				
3. Toilet - Unisex		1		60	60				5
Sub-Total:	0	3			160	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	79								
Sub-Total:	79								
<b>Subtotal Program Area</b>									
	993				1,650	180	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	182								
Building Services	29								
Walls and Partition %	161								
Sub-Total:	372				660	72	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,365</b>				<b>2,310</b>				
<b>Anticipated Future Additional Space Requirements</b>									
						252			
							0		
								0	



## K6. Police - Detectives

### II. Comment Key

- 1 Detectives work area to be open, collaborative with work stations
- 2 Hard interview & polygraph rooms soundproofed.
- 3 Conference Room seats 6: used for line up, interview viewing, confidential meetings.
- 4 Equipment Storage to house technical detective equipment.
- 5 Toilet located near interview rooms.

## K7. Police - Property & Evidence

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Evidence Custodian					0				1
Sub-Total:	0	0			0	0			
<b>B. Meeting Spaces</b>									
1. Evidence Viewing	0	1		120	120				2
Sub-Total:	0	1			120	0			
<b>C. Storage</b>									
1. Evidence Drop Off	60	1		80	80				
2. Evidence Processing	0	1		140	140				
3. Evidence-Bulk	258	1		300	300	80	80	80	3
4. Evidence-Cash-Val	0	1		40	40		20		3
5. Evidence-Weapons	0	1		100	100	20	20		3
6. Evidence-Narcotics	0	1		100	100		20		3
7. Evidence-Vehicle	0	1		500	500				3
8. Property Room	0	1		60	60				
9. Property Room-bikes	140	1		200	200	80			4
Sub-Total:	458	9			1,520	180	140	80	
<b>D. Support</b>									
1.					0				
Sub-Total:	0				0	0			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	40								
Sub-Total:	40								
<b>Subtotal Program Area</b>									
	<b>498</b>				<b>1,640</b>	<b>180</b>	<b>140</b>	<b>80</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	91								
Building Services	14								
Walls and Partition %	81								
Sub-Total:	<b>186</b>				656	72	56	32	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>684</b>				<b>2,296</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	252			
					2027		196		
					2037			112	

## K7. Police - Property & Evidence

### II. Comment Key

- 1 Evidence Custodian office/work space located in Detectives work area.
- 2 Evidence viewing could be done in an interview room but is best connected to secure evidence storage areas.
- 3 Evidence storage to meet CALEA requirements of 2 lock minimum & separation of evidence types.
- 4 Bikes property currently stored in shared storage on 2nd floor.

## K8. Police - General Shared Space

The Police Department is responsible for enforcing applicable laws and ensuring the public safety of all citizens within the town of Bedford.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1.					0				
Sub-Total:	0	0			0				
<b>B. Meeting Spaces</b>									
1. Conference Room	259	1		360	360				
Sub-Total:	259	1			360				
<b>C. Storage</b>									
1.					0				
Sub-Total:	0	0			0				
<b>D. Support</b>									
1. Men's Locker	347	1	50	20	1,000				1
Men's Shower	100								
2. Women's Locker	116	1	10	20	200	250			1, 2
Women's Shower	76								
3. Lunch Room	0	1	1	320	320				
4. Secure Lobby	0	1	1	300	300				
5. Soft Interview Room	0	1		100	100				
6. Staff Toilets	0	2		128	256				
7. Public Toilet	0	1	1	64	64				
Sub-Total:	639	8			2,240	250			
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	78								
Sub-Total:	78								
<b>Subtotal Program Area</b>									
	976				2,600	250	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	179								
Building Services	28								
Walls and Partition %	158								
Sub-Total:	365				1040	100	0	0	
Grossing Factor:	1.37	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>1,341</b>				<b>3,640</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	350			
					2027		0		
					2037			0	

## K8. Police - General Shared Space

### II. Comment Key

- 1 20 SF per officer
- 2 Womens locker requires additional SF to provide appropriate area.
- 3 Lobby needs direct access to Record window, dispatch window, soft interview room, secure area, public toilet, & training room.

## QUESTIONNAIRE

**Date:** May 01, 2017  
**To:** John Bryfonski, Police Chief  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

## GENERAL QUESTIONS:

1. **Does the overall size of the Town Office suit your current need?**

No

2. **Do you believe the overall size of the Town Office suits your future need?**

No

3. **What parts of the Town Office work best?**

None

### **Why?**

The current space is totally dysfunctional.

4. **What parts of the Town Office represent the biggest challenge?**

Lack of parking and perimeter security.

### **Why?**

Lack of space and dysfunctional utility.

5. **Does the Site, including parking and safe pedestrian circulation, work well?**

No

### **Does parking meet the current need?**

No, not enough for staff. The Department has recorded more than several minor motor vehicle accidents in the rear parking lot due to inadequate space for both employee and cruiser parking leading to many mishaps between cruiser(s) and personally owned vehicles.

## STAFFING QUESTIONS:

### 6. What is your current total number of staff?

39 sworn/52 total

<b>Director</b>	1 Chief; 1 Deputy
<b>Managers</b>	3 Lieutenants
<b>Full Time Admin</b>	39 Sworn; 13 CIV
<b>Part-time</b>	2 CIV PTE
<b>Volunteer (if categorized separately from above)</b>	5-Special Officers/CERT.

2011-2016	AVERAGE ANNUAL INCREASE	4%
2015-2016	4.8% (June to June)	
2014-2015	3.9%	
2013-2014	-1.6%	
2012-2013	5.5%	
2011-2012	7%	

- Calls for Service increased +19.6% from 2011 to 2016. Calls for service (CFS) remain the keystone determinant for initial workload analysis and staffing requirement(s).

2015-2016	4.8% increase in calls for service (CFS)
(JUNE TO JUNE)	19% increase in officer initiated activity
	14% increase in total calls for service and officer initiated activity
2015-2016	4.8% INCREASE IN DISPATCHED CALLS (Officer initiated activity excluded)
2015-2016	10.3% increase YTD (June to June) calls handled by communications (14,734 v. 16,260) Includes officer initiated activity.
2016 Projected:	+5.5% Increase in calls handled by Communications (30,822 v. 32,520)

## K. Police Department

### SUMMARY

During 2016, the Department handled 9,207 calls for service (CFS); an increase of 300 CFS when compared to 2015 for an overall 3.3% increase in CFS this year (8,907 v. 9,207/+300). [Note: CFS are defined as requests for police service(s) from the public resulting in the deployment of police resources.] Officer initiated activity reflected a 15% increase for 2016 (18,153 v. 20,965/+2,812) while total incident report(s) (all activity whether a police response was required or not) are up by 11% (27,059 v. 30,172/+3,113). Calls handled by the Police Department's Communications Center (Police/Fire/EMS) reflected an 11% increase (30,822 v. 34,173/+3,351). Additionally, in end-of-year data we find the Police Department responded to 2,084 "911" police-related calls for service and 1,832 "911" fire/medical calls for service for a total of 3,916 police responses to "911" calls. The Communications Center handled 32,244 business line calls during 2016 for a total call aggregate duration of more than 600 hours. The Communications Center staff achieved an average of 90.3% in dispatching police related calls for service in two (2) minutes or less during 2016. The Department expects CFS to increase dramatically in 2018 (est. 4-6%) due to increased commercial development in Town (e.g. Market & Main; Apartment(s) adjacent to Whole Foods; Maple Ridge Apartments, etc.).

### **SPACE NEEDS QUESTIONS:**

#### **7. Do you have empty of vacant spaces in your building?**

No-The Department, while not fully staffed as of 25MAY17 (-3 on board vacancies), is beyond capacity in all operational divisions (Patrol, Detectives and Communications/Records) that adversely affects morale, efficiency and effectiveness for the entire agency.

- Patrol Operations: Increased staffing and CFS will require an increase in the number of Watch Commanders (LTs) that are required to oversee operations on each shift. The current Watch Commander Office is at capacity and the addition of any new positions will require a "hot-desk" arrangement (sharing of desk/storage/computer(s) etc.). The Patrol Officers Room is too small to accommodate the anticipated increase in staffing nor is the space optimally designed for work especially when out-going shifts are debriefed in that space while the oncoming shift is in Roll Call in the Roll Call Room (functions cannot be combined due to the need to retain officers on-line for deployment until 5-minutes before the hour). There is insufficient (no) storage for specialized operational equipment (e.g. Technical Accident Reconstruction related equipment; operational training equipment; etc.). Patrol Operations is geographically isolated from criminal investigations division that contributes to ineffective operational relationships and exchange of information. The Patrol Division does not have its own designated interview room equipped for audio/video recording to facilitate investigations. There is no interview room on the "public" side forcing officers to take initial complaints in the lobby with no sense of privacy and thus is exposed to interruption by pedestrian traffic in the building. Insufficient space allotted for cruiser parking behind the station resulting in congestion and traffic flow problems leading to



## K. Police Department

several minor accidents involving cruiser(s) and personally owned vehicles. Multiple arrest situations resulting in officer(s) handling subjects in custody outside the station due to congestion in the sally port area. Evidence processing is co-located in booking (CALEA), which is contrary to proper evidence handling and processing and presents a risk to staff and risk of loss of evidence/property. Patrol Division personnel have to use a public bathroom in the lobby or the facilities on the other side of the building in Administration as there are no facilities for them to use within their designated operational space.

- Detective Division: Evidence Room is overcrowded; Access to evidence processing is through booking/detention which is not safe/secure (CALEA); Current interview room is too small and should be in a secure area to comply with non-Miranda interview(s) but retain internal security; Detective office is at capacity and unable to handle future growth of new School Resource Officer to be assigned AUG-2017 (SRO/Program is organized under the Detective Division); Detective Sergeant shares space with subordinates; Technical equipment storage is in the same room as the detective's lockers, which is technically not a locker room; No provision for multiple audio/video recorded interviews conducted simultaneously on same or different case(s); Physical separation of detectives from patrol breeds institutional segregation and efficiencies as well as professional/social dysfunction. Inadequate file storage space for the Prosecutor and Prosecutor's administrative assistant.
- Communications/Records: Records clerk share same office space which is inadequate for two employees; Records clerks who are responsible for handling public inquiries are separated and not visible to the public window for accessibility purposes; Communications Center is in a low grade security setting with windows exposing the center and its occupants to intrusion/blast effects; COM Center and PD radio/server/switch/video/audio recording room is exposed to intrusion/blast due to external window; Inadequate space for future expansion of anticipated communications supervisor; EOC should be located in close proximity with the COM Center to increase information fusion during emergencies; Archive file storage is minimally secure; not climate controlled and inefficient.
- Administration: Department Training Coordinator has inadequate storage for training related materials (e.g. ammunition; weapons; weapons cleaning; target(s) etc.; Fleet maintenance storage is co-located in the Sally Port (CALEA), although segregated by fencing staff must access the sally port to gain entry to the fleet and other equipment storage area located in the fenced off sally port area; Training Room is used by the public and as such the Department "competes" for use of the facility; The size of the training room is inadequate for inter-departmental meetings with members of several area agencies (e.g. chief's meetings, or training/presentations for multiple agencies therefore the Department is not able to host these events and thus loses cost savings associated with "hosting". Administrative Assistant is exposed to the public in a non-secure location; Official personnel file storage is reaching capacity and is currently in the Deputy Chief/Captain's office; Administrative staff parking is limited and at times non-existent if the training room is used by a large public group (e.g. Chief, Captain, Administrative Assistant, Prosecutor and Assistant, Detectives).

# K. Police Department

## 1. Do you have areas of overcrowding?

Yes

### Where?

Insufficient locker space; insufficient secure bathroom facilities, Detective SGT shares space w/subordinates; insufficient evidence storage and processing (CALEA); no secure weapon storage (CALEA); no secure ammo storage (CALEA); Patrol Officers Room insufficient storage; portables, tasers and other equipment stored in Roll Call (disruptive at shift change); no secure juvenile detention/interview space (CALEA); no public interview space; insufficient Com Center space; Patrol Sgts. offices also has their locker storage in their office that limits/eliminates equipment storage and space to change uniforms/street clothes; no weapons maintenance/cleaning area; equipment storage in sally port (CALEA); evidence access co-located in booking area (CALEA); no bio-med storage (CALEA); no forensics work area; Insufficient number of interview rooms; no defensive tactics training; no firearms training (range access issues); Com Center not hardened; Admin-Secretary unprotected; Incident Command Vehicle stored outside causing premature deterioration of unit; Administrative Operations totally separated from Field Operations leads to dysfunctional internal operations/relationships; insufficient and unsecure records archive space (CALEA); exterior security non-existent; Interior security due to design and co-location of non-law enforcement business line(s) impacts law enforcement security (CALEA); Watch Commander's office = no growth potential; separating offices for off-watch commander; sound isolation for state/personal meetings, lack of training room; Emergency Operations Center (EOC) is co-located in Fire Training Room reducing efficiency/effectiveness of staff operations during emergency operations.

## 2. Do you have common spaces or rooms that are underutilized?

No

## 3. Do you have common spaces or rooms that are overbooked?

Yes – Training and Conference.

### How often is this a problem?

Weekly.

## 4. What is your total current file storage need?

Lack 2<sup>nd</sup> sally port bay/space, no soft interview room; poor ventilation; restrooms; gym; lockers; lack impound lot. Undergoing archive assessment; Prosecutor's secretary has insufficient records storage – requires rolling records storage (better estimate after assessment/purge).

### Has this number increasing or decreasing?

## K. Police Department

**Pending assessment.**

**Do you need secure of locked storage?**

Yes

- 5. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size**

Incident Command Vehicle; \$170K equipment with sensitive electronics stored outside; only three years old and already signs of chassis and other deterioration, motorcycle.

**Type of equipment and size:**

radar trailers (2), pedal bikes (5).

### **OPERATIONAL QUESTIONS:**

- 6. Are there other Town departments or groups you would benefit from being located close to?**

No

**Which ones?**

Only perhaps co-location of an ambulance bay to accommodate FD needs in central area.

- 7. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

Old Town Hall (events); Private and other PD firearms ranges.

**Building and room:**

Gym/workout facilities for Defensive Tactics Instruction.

- 8. Is there another location that would suit your department better than where it currently is?**

**Where?**

Central business district – Route 3 corridor - could be combined w/FD – 101 (Diagonal from current location).

## 9. What areas require fundamental improvements to meet CALEA standards?

The Department was informally assessed by a CALEA inspector three years ago; the informal review indicated exterior, interior security, evidence storage, booking/detention; sally port; equipment storage were not consistent with CALEA standards.

### FLEET AND OTHER NEEDS:

#### 1. Fleet

##### Number of small trucks, specialty vehicles

ICV, motorcycle (1); radar trailers (2); mountain bike (3).

##### Number of cruisers

22 including administrative cruisers and detective units.

##### Estimated increase over 10 & 20 years:

4

2. **Communication Tower: On site and remote sites at 334 Rt. 101, Station Road, New Boston AF Tracking.**
3. **Vehicle Evidence Bay Impound is current a non-secure, uncovered, site at DPW; no interior vehicle evidence storage; no secure vehicle evidence storage; no facility to conduct vehicle searches in inclement weather except sally port.**
4. **Sallyport Functions also as equipment storage (CALEA violation). Frequent sally port congestion occurs causing second officer to initially handle prisoners outside the building.**
5. **Training spaces Co-utilization with public on site; no secure training for firearms; simulations/tactical or defensive tactics; EOC is co-located in FD training room.**
6. **Emergency Generator Yes, on site but not secure (CALEA violation).**
7. **Non-staff/ visitor parking Insufficient – no staff parking when public is using training room; overcrowded parking for personally owned employee vehicles and cruisers behind the station resulted in several minor motor vehicle accidents and damage to personal and town owned vehicles.**
8. **Vehicle traffic concerns at current location**
  - a. **Safety for surrounding area: Station perimeter is not secure; equipment is not secure.**
  - b. **Access to calls.**

## K. Police Department

- c. **Route 101 carries interstate volume including semi-trucks carrying hazardous materials; due to the close proximity to Route 101; the PD Communications Center (COM Center) is potentially exposed to a condition presented by a HAZMAT situation that would require the evacuation of the Department and most importantly the COM Center. While evacuation of the Department per se is manageable, we will continue to provide service and the FD would be handling the HAZMAT because they are equipped, the COM Center, the critical link for the PD and FD is potentially exposed to shut down for an evacuation. The PD has developed and trained personnel on our evacuation and continuity of operations plan for the COM Center but the best solution is to locate the COM Center in a hardened site not so exposed to potential external/environmental threat(s).**

## L1. Recreation Office

The Recreation Department is responsible for developing and providing recreational opportunities for the citizens of Bedford, including fitness programs for all age groups, youth athletic programs, swimming pool and Bedford Old Towne Days.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Manager	151	1	1	140	140				
2. Recreation Assist.		1	1	100	100				1
3. Part Time	0	0			0				3
Sub-Total:	151	2			240				
<b>B. Support</b>									
1. File Storage	0	1		60	60				4
2.		0		0					
3.		0		0					
Sub-Total:					60				
<b>C. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	25								5
Sub-Total:	25								
<b>Subtotal Program Area</b>									
	176				300	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	72								
Building Services	25								
Walls and Partition %	36								
Sub-Total:	133				120	0	0	0	
Grossing Factor:	1.76	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>309</b>				<b>420</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- Assistant works in the Directors office as shared space. Asst. isn't required to be in the space, but should be adjacent. Part-time position should evolve into full time so it is represented as full time.
- Town Hall and Pool are assigned in their entirety to Recreation
- Future employees likely to be contracted and not need touch down space or dedicated office space.
- Storage off Recreation Direction Director's office.
- Shared space assumed to be seating area off corridor.



## L2. Recreation - Town Hall

The Recreation Department is responsible for developing and providing recreational opportunities for the citizens of Bedford, including fitness programs for all age groups, youth athletic programs, swimming pool and Bedford Old Towne Days.

Description	Exist Current Area	Space Needs - 2017				2022 Anticipated Future Area	2027 Anticipated Future Area	2037 Anticipated Future Area	Comments
		Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)				
<b>I. Space Program</b>									
<b>A. Town Hall</b>									
1. Performance Hall	2391	1		2,391	2,391				1
2. Stage	919	1		919	919				3
3. Storage	342	2		171	342				5
4. Hall	2597	1		2,597	2,597				2
6. Lobby	314	1		314	314				
7.					0				
Sub-Total:	6,563	6			6,563				
<b>D. Support</b>									
1. Kitchen	601	1		601	601				3
2. Basement Storage	2700	1		2,700	2,700				4
3. B.O.B. Storage	600	1		600	600				
Sub-Total:	3,901				3,901				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	10,464				10,464	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	1045								
Building Services	385								
Walls and Partition %	1377								
Sub-Total:	2,807				2807	0	0	0	
Grossing Factor:	1.27	actual			1.27	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>13,271</b>				<b>13,271</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1 Performance Space is adequate however the large space is often occupied by smaller classes due to lack of smaller recreation spaces to use.
- 2 Hall Space is limited by columns which reduce ability to house large group events. Lack of storage space requires moving equipment in and out of bathrooms for event setup.
- 3 Space is adequate for needs served.



## L2. Recreation - Town Hall

- 4 Most of basement storage space is adequate for the variety of uses served by the Recreation Department. Lack of climate control has not been identified as an issue or liability.

### L3. Recreation - Pool Facility

The Recreation Department is responsible for developing and providing recreational opportunities for the citizens of Bedford, including fitness programs for all age groups, youth athletic programs, swimming pool and Bedford Old Towne Days.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Pool Facility</b>									
1. Women's Locker	578	1		578	578				2
2. Janitor Closet	113	1		113	113				
3. Accessible Bath	116	1		116	116				
4. Men's Locker	580	1		580	580				2
6. Pump Room	389	1		389	389				
6. Lifeguard Station	348	1		198	198				
7. Staff Office		1		150	150				
Sub-Total:	2,124	7			2,124				
<b>B. Support</b>									
1. Storage	9	1		9	9				
2. Storage	10	1		10	10				
3.		0		0	0				
Sub-Total:	19				19				
<b>C. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Program Area</b>									
	2,143				2,143	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	459								
Building Services	0								
Walls and Partition %	398								
Sub-Total:	857				857	0	0	0	
Grossing Factor:	1.40				1.40	1.25	1.25	1.25	
<b>Gross Building Area:</b>	<b>3,000</b>				<b>3,000</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

### II. Comment Key

- Building layout does not work well for use. Was apparently part of a larger Community Center project.
- Locker rooms are hidden and considered unsafe: people can hide. Plumbing fixtures are not commercial grade.



## QUESTIONNAIRE

**Date:** May 11, 2017  
**To:** Jane O'Brien, Rec. Coordinator  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

## GENERAL QUESTIONS:

1. Does the overall size of the Town Office suit your current need?

Not enough space due to storage in office.

2. Do you believe the overall size of the Town Office suits your future need?

No

3. What parts of the Town Office work best?

4. What parts of the Town Office represent the biggest challenge?

Office location down hallway next to bathrooms.

### Why?

Lack of signage/wayfinding is an issue

5. Does the Site, including parking and safe pedestrian circulation, work well?

Yes

### Does parking meet the current need?

Yes

Fields scheduling done by Rec Dept but programs are run by affiliated leagues. So Rec is not responsible for athletics equipment.

## STAFFING QUESTIONS:

6. What is your current total number of staff?

2

<b>Director</b>	1 Work area needs work space for Director with space to meet with 1 adult and 1-2 of adult's children. Meetings typically take 10-20 minutes. Camp sign up takes longer.
<b>Managers</b>	1 Rec Manager
<b>Full Time</b>	
<b>Part-time</b>	1 (20 hours per week) Rec assistant. Currently works remotely some time: Director needs 20 hours to be spent in office to free up Director time for other things. Part-time staff needs separate space for privacy and to accommodate multiple tasks/customers at once. Could be located next to Director, near Director, or in/off Lobby.
<b>Volunteer (if categorized separately from above)</b>	Student/staff to fill in

## SPACE NEEDS QUESTIONS:

**1. Do you have empty of vacant spaces in your building?**

No

**Where?**

**2. Do you have areas of overcrowding?**

Yes

**Where?**

When there is a need to meet with 3-6 people, office is too small. Need is periodic: at least 1 per week. Shared conference room would work well.

**3. Do you have common spaces or rooms that are underutilized?**

No

**How often are they used?**

**4. Do you have common spaces or rooms that are overbooked?**

Town Hall

**How often is this a problem?**

Rare

**5. What is your total current file storage need?**

2 years worth of records, rotates in office as well as Town Hall basement.

**Has this number increasing or decreasing?**

Stayed same

**Do you need secure or locked storage?**

No.

**6. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size**

Camp, foosball, ping pong tables, tubs of basketballs, craft supplies, beach toys, Lego, fans, TV. Day camp location changes from year to year, typically at an elementary school.

**Type of equipment and size**

Most equipment and programs are located Old Town Hall

**OPERATIONAL QUESTIONS:**

**1. Are there other Town departments or groups you would benefit from being located close to?**

Yes

**Which ones?**

Finance, but not essential to have close adjacency

**2. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

Pool Building.

**Building and room:**

Town Hall

**Building and room:**

School Facilities.

**3. Is there another location that would suit your department better than where it currently is?**

Yes

**Where?**

Steven-Buswell building was intended as part of municipal campus, earmarked as a community center. It is undetermined the extent of rec use available if this is a community center. It would be a better space due to consolidation of all rec admin and program elements in 1 building. Would still use Town Hall.

## RECREATION SPECIFIC QUESTIONS

**1. Is your program most active seasonally?**

**2. Do you have distributes office needs based on programs?**

**3. What facilities to you utilize?**

- Memorial Elementary Gym & Cafe
- Woodbury Elementary Summer Camp Gym & 2 Classrooms
- Riddle Brook Elementary Classrooms
- McKelvie Intermediate Classrooms & Cafe
- Middle School
- High School
- Town Hall Both Floors
- Other

## M. Supervisor of the Checklist

The three elected Supervisors of the Checklist (terms of 6 years) have duties that include determining if an applicant is legally qualified to vote, updating the Checklist of registered voters, entering newly registered voters, making name and address changes and corrections, and the removal of ineligible voters from the checklist.

Description	Exist	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Office</b>									
1. Part Time	96	3		96	288				
2.		0			0				
Sub-Total:	96	3			288				
<b>B. Meeting Spaces</b>									
1.					0				
Sub-Total:		0			0				
<b>C. Storage</b>									
1. File Room	0	1		60	60				1
2. Storage		1		180	180				2
3.					0				3
Sub-Total:	0	2			240				
<b>D. Support</b>									
1. Kitchenette		1		10					
2. Copy/File Area		1		60	60				
3.									
Sub-Total:					60				
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	16								
Sub-Total:	16								
<b>Subtotal Program Area</b>									
	<b>112</b>				<b>588</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	46								
Building Services	16								
Walls and Partition %	23								
Sub-Total:	<b>85</b>				235	0	0	0	
Grossing Factor:	1.76	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>197</b>				<b>823</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	



## M. Supervisor of the Checklist

### II. Comment Key

- 1 Active file storage located in office area.
- 2 Needs to be adjacent to Clerk/Finance/TM and Councilors. Checklists kept for 7 years.
- 3 Election Equipment currently stored at Safety Complex

# M.TOWN CLERK/SUPERVISORS OF THE CHECKLIST

## QUESTIONNAIRE

**Date:** May 11, 2017  
**To:** Lori Radke, Town Clerk  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

## GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

Yes, current space works well.

**2. Do you believe the overall size of the Town Office suits your future need?**

Current 1 full time / 1 part-time (student). No reason for needing overlap in Town Clerk position currently or in the foreseeable future. Staffing will likely not need to change however, hours for part-time (currently 4 hours per week) would increase over time.

**3. What parts of the Town Office work best?**

**4. What parts of the Town Office represent the biggest challenge?**

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Yes

**Does parking meet the current need?**

Yes

## STAFFING QUESTIONS:

**6. What is your current total number of staff?**

1.5

<b>Director</b>	1
<b>Managers</b>	
<b>Full Time</b>	1

# M.TOWN CLERK/SUPERVISORS OF THE CHECKLIST

<b>Part-time</b>	3 Supervisors of the Checklist, hours depending on number of elections during a given year. Supervisors will never be more than 3 given current laws. Supervisors are elected officials
<b>Volunteer (if categorized separately from above)</b>	Student/staff to fill in

## SPACE NEEDS QUESTIONS:

- 1. Do you have empty or vacant spaces in your building?**

No

**Where?**

- 2. Do you have areas of overcrowding?**

Additional work station area per person would help.

**Where?**

- 3. Do you have common spaces or rooms that are underutilized?**

**How often are they used?**

- 4. Do you have common spaces or rooms that are overbooked?**

No

**How often is this a problem?**

- 5. What is your total current file storage need?**

Clerk stores documents including minutes, election equipment, ballots (22 months): all which need to be locked. Currently equipment and other documents are not stored in the same room or same floor. Need lockable dedicated storage for Town Clerk use: bigger than the vault room by 2x. Digital format would alleviate need for paper storage which is mandated by law.

**Has this number increasing or decreasing?**

Increasing

# M.TOWN CLERK/SUPERVISORS OF THE CHECKLIST

## Do you need secure or locked storage?

Yes, need separate, lockable storage space/room for Supervisor's records. Adjacent to work area. Need to keep Checklists for 7 years.

## 6. Does your department use or need any specialized equipment that requires dedicated space?

### Type of equipment and size

Election equipment

### Type of equipment and size

Machinery, signs, supplies. Supervisors need a work/layout/copy space to utilize periodically. Central copy area and work/layout area could be separate spaces.

## OPERATIONAL QUESTIONS:

### 1. Are there other Town departments or groups you would benefit from being located close to?

Yes

#### Which ones?

Town Clerk and Supervisors need to be next to or very close to one another. Supervisor proximity to window clerks is helpful.

#### Town Clerk:

Needs to be close to Supervisors, Finance, Town Manager, and Town Councilors.

### 2. What other spaces in Town do you currently utilize for your functions and/or events?

#### Building and room:

High School for voting (both Town Clerk and Supervisors).

#### Building and room:

High school gymnasium

### 3. Is there another location that would suit your department better than where it currently is?

No

# M.TOWN CLERK/SUPERVISORS OF THE CHECKLIST

## N1. Town Manager

The Town Manager, appointed by the Town Council, is the administrator of all the departments of Town government. The Manager proposes annual Operating and Capital Budgets, implements the policy decisions of the Council, and oversees all personnel administration for all town employees, manages property, real and personal, owned by the Town. With the help of an Executive assistant, this office provides meeting minutes; coordinates Council appointments; and supplies staff support to the Town Council.

Description	Exist Current Area	Space Needs - 2017				2022 Anticipated Future Area	2027 Anticipated Future Area	2037 Anticipated Future Area	Comments
		Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)				

### I. Space Program

#### A. Office

1. Town Manager	282	1	200	200				
2. Assist Manager		0	0	0	150			
3. Admin Assistant	404	1	150	150				
4. Part Time		0	0	0	100			1
Sub-Total:	686	2		350	250			

#### B. Meeting Spaces

1. Meeting Room		1	430	430				2
2. Meeting Room		1	140	140				2
Sub-Total:	0	2		570				

#### C. Storage

1. Active & B.O.S. files		1	120	120				
2. Archive				0				3
Sub-Total:	0	1		120				

#### D. Support

1. Kitchenette		0		0				
3. Copy/File Area		0		0				
Sub-Total:	0	0		0				

#### E. Existing Percentage of Shared Space Allocated to Department

1. Shared Space	113							
Sub-Total:	113							

#### Subtotal Program Area

799	1,040	250	0	0
-----	-------	-----	---	---

#### Existing Grossing Factor Assumptions

Circulation %	329						
Building Services	113						
Walls and Partition %	164						
Sub-Total:	606		416	100	0	0	

Grossing Factor:	1.76	actual	1.40	1.40	1.40	1.40
<b>Gross Building Area:</b>	<b>1,405</b>		<b>1,456</b>			

#### Anticipated Future Additional Space Requirements

2022	350		
2027		0	
2037			0

## N1. Town Manager

### II. Comment Key

- 1 Intern-special projects-economic development: need limited workspace.
- 2 Larger meeting room used periodically: 2-3 times per month - seats 15-18. Small meeting room used for frequent meetings of 6-8 people.
- 3 Archive storage falls under Town Clerk storage needs.

## N2. Town Manager at BCTV Annex

The Town Manager, appointed by the Town Council, is the administrator of all the departments of Town government. The Manager proposes annual Operating and Capital Budgets, implements the policy decisions of the Council, and oversees all personnel administration for all town employees, manages property, real and personal, owned by the Town. With the help of an Executive assistant, this office provides meeting minutes; coordinates Council appointments; and supplies staff support to the Town Council.

Description	Existing	Space Needs - 2017				2022	2027	2037	Comments
	Current Area	Total # of Sp.	# of occup	Area of Ea. Sp. (sq. ft.)	Net Area Sub-Total (sq. ft.)	Anticipated Future Area	Anticipated Future Area	Anticipated Future Area	
<b>I. Space Program</b>									
<b>A. Storage</b>									
1. Files	114	1		250	250	0	0	0	1
2.	0				0		0	0	
Sub-Total:	114				250	0	0	0	
<b>E. Existing Percentage of Shared Space Allocated to Department</b>									
1. Shared Space	0								
Sub-Total:	0								
<b>Subtotal Net Program Area</b>									
	114				250	0	0	0	
<b>Existing Grossing Factor Assumptions</b>									
Circulation %	20								
Building Services	3								
Walls and Partition %	14								
Sub-Total:	37				100	0	0	0	
Grossing Factor:	1.32	actual			1.40	1.40	1.40	1.40	
<b>Gross Building Area:</b>	<b>151</b>				<b>350</b>				
<b>Anticipated Future Additional Space Requirements</b>									
					2022	0			
					2027		0		
					2037			0	

## II. Comment Key

- 1 Town Meeting minutes and reports





## QUESTIONNAIRE

**Date:** May 01, 2017  
**To:** Rick Sawyer, Town Manager  
**From:** William Gatchell  
**RE:** Facility Use and Space Needs Questionnaire

## GENERAL QUESTIONS:

**1. Does the overall size of the Town Office suit your current need?**

Yes, plenty of space for Town Manager use. Bigger than it needs to be. Space could be reconfigured to provide a separate conference room not in Rick's office.

**2. Do you believe the overall size of the Town Office suits your future need?**

Not sure if space could accommodate an Asst Town Manager office/position.

**3. What parts of the Town Office work best?**

Close to finance is good: direct interactions at least twice per day.

**4. What parts of the Town Office represent the biggest challenge?**

HVAC, some of which have been solved, but occupant comfort is still an issue. Roof leaks from ice dams. Sound transmission from adjacent toilet rooms. Toilet rooms facing public and office areas. Lack of privacy, makes significant issues in confidentiality from through wall sound transmission.

**5. Does the Site, including parking and safe pedestrian circulation, work well?**

Recent upgrades like door openers address real ADA issues. Also no flat landing pad in front of doors, long sloped ramp to front door. Confusion for access point to building including front and back. Where is the front door? Direct stair access inside building for patrons to navigate more easily. Town custodian should be moved out of trailer which should be storage only: if it remains at all.

**Does parking meet the current need?**

Meets current need and Stevens-Buswell building should not overwhelm current parking.

## STAFFING QUESTIONS:

1. **What is your current total number of staff?**

2

<b>Director</b>	1 - Rick
<b>Managers</b>	1 future Assistant Manager
<b>Full Time</b>	1 – Dawn – needs table for Notary Work
<b>Part-time</b>	½ time greeter located in lobby
<b>Volunteer (if categorized separately from above)</b>	

Need adjacent Meeting Room

## SPACE NEEDS QUESTIONS:

1. **Do you have empty of vacant spaces in your building?**

No

**Where?**

2. **Do you have areas of overcrowding?**

Not in the manager's space but many areas including multiple staff in 1 office. Also files and staff should be better separated. Areas include Planning, finance, DPW admin. Lack of space presents a problem for level of service to the taxpayer.

**Where?**

3. **Do you have common spaces or rooms that are underutilized?**

No, but meeting space in Rick's office would be better utilized as a separate space.

4. **How often are they used?**

5. **Do you have common spaces or rooms that are overbooked?**

Need a meeting space for lower level. Library common meeting spaces are overbooked and there is a need for more spaces.

**How often is this a problem?**

- 6. What is your total current file storage need?**

**Has this number increasing or decreasing?**

Increasing

**Do you need secure or locked storage?**

- 7. Does your department use or need any specialized equipment that requires dedicated space?**

**Type of equipment and size**

Under counter paper shredder, could use common shredder.

**Type of equipment and size**

Need separate printer to print confidential files.

## **OPERATIONAL QUESTIONS:**

- 1. Are there other Town departments or groups you would benefit from being located close to?**

**Which ones?**

Finance, personnel, planning, DPW admin. Planning and Town Manager act as a combined economic development capacity.

- 2. What other spaces in Town do you currently utilize for your functions and/or events?**

**Building and room:**

BCTV large meeting space used by Town Manager multiple times per week. It is not good for informal meetings. McAllister Room at Library used heavily for informal/smaller meetings as an alternate to BCTV space.

**Building and room:**

For the building there is a benefit to having a 10 person meeting room in the lower level, and making Rick's conference room a separate space.

- 3. Is there another location that would suit your department better than where it currently is?**

**Where?**

Previous campus option discussed at 47 Constitution Drive next to FD apparatus bay. 101 corridor is more advantageous. Not in any current facilities.

Another key component to developing the Bedford Municipal Facilities Master Plan is to understand the efficiency of the existing space within a building. The Space Inventory and Utilization Analysis examines the efficiency of existing building and spaces. Utilizing the data collected through the department interviews and facilities review, Harriman used that data to develop the Utilization Analysis.

Each building was analyzed according to how much space is dedicated to different functions in order to determine the efficiency of the building.

The following information was examined and documented for each building:

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

This information is useful in determining the available net program space of each building without modifying the circulation routes or building services which are some of the more expensive items to relocate. The building efficiency does not address whether or not a building is overcrowded. That is information that can be determined from the space needs assessment.

A summary of the Inventory and Utilization Analysis follows and indicates that for the buildings that we studied there is approximately 88,500 square foot of net program space available. The Gross Area of the buildings studied is approximately 125,500 square feet.

The following includes the Space Inventory and Utilization Analysis summary and by building:

Summary: Existing Building Utilization Analysis

Utilization Analysis by Building

- A. 4 Sunset Lane
- B1. BCTV
- B2. BCTV Annex
- C. Highway Garage
- D. Library
- E. Nashua Road Facility
- F. Pool Facility
- G. Public Safety Complex
- H. Stevens Buswell
- I. Town Hall
- J1. Town Office Building
- J2. Shed at Town Office
- K1. Transfer Station
- K2. Recycle Center

## EXISTING BUILDING UTILIZATION SUMMARY

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%
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>

## 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



A. 4 Sunset Lane

	1st floor	2nd floor	total area
gross building area:			7,810
net usable area assigned to departments:			7,408
shared space (conf, mail, storage, lunch):	-	-	-
circulation (corridors, stairs, elevators):			90
building services (restrooms, utility, mechanical):		-	-
walls and partitions:			312

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
usable area	7,408	100.00%	-	90	-	312	7,810
<b>total departments</b>	<b>7,408</b>	<b>100.00%</b>	<b>-</b>	<b>90</b>	<b>-</b>	<b>312</b>	<b>7,810</b>

**B2. BCTV**

	1st floor	2nd floor	total area
gross building area:	5,088	-	5,088
net usable area assigned to departments:	3,626		3,626
shared space (conf, mail, storage, lunch):		-	-
circulation (corridors, stairs, elevators):	866	-	866
building services (restrooms, utility, mechanical):	190	-	190
walls and partitions:			406

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
bctv	3,626	100.00%	-	866	190	406	5,088
<b>total departments</b>	<b>3,626</b>	<b>100.00%</b>	<b>-</b>	<b>866</b>	<b>190</b>	<b>406</b>	<b>5,088</b>

**B2. BCTV Annex less BCTV in Annex**

	1st floor	2nd floor	total area
gross building area:	980	840	1,820
net usable area assigned to departments:			1,378
shared space (conf, mail, storage, lunch):	-	-	-
circulation (corridors, stairs, elevators):	238	-	238
building services (restrooms, utility, mechanical):		34	34
walls and partitions:			170

ADD TO PROGRAM SHEETS			SHARED SPACE	EXISTING GROSS AREAS / DEPT			TOTAL GROSS
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
dpw	853	61.90%	-	147	21	105	1,126
assessor	42	3.05%	-	7	2	5	56
building dept	255	18.51%	-	44	6	31	336
finance	114	8.27%	-	20	3	14	151
town manager	114	8.27%	-	20	3	14	151
<b>total departments</b>	<b>1,378</b>	<b>100.00%</b>	<b>-</b>	<b>238</b>	<b>35</b>	<b>169</b>	<b>1,820</b>

**C. Highway Garage**

	1st floor	2nd floor	total area
gross building area:	10,952	2,876	13,828
net usable area assigned to departments:	11,420		11,420
shared space (conf, mail, storage, lunch):		-	-
circulation (corridors, stairs, elevators):	722	261	983
building services (restrooms, utility, mechanical):	156	-	156
walls and partitions:			1,269

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
highway garage	11,420	100.00%	-	983	156	1,269	13,828
<b>total departments</b>	<b>11,420</b>	<b>100.00%</b>	<b>-</b>	<b>983</b>	<b>156</b>	<b>1,269</b>	<b>13,828</b>

D. Bedford Public Library

	1st floor	2nd floor		total area
gross building area:	10,217	10,182		20,399
net usable area assigned to departments:				11,819
shared space (conf, mail, storage, lunch):	-	-	-	-
circulation (corridors, stairs, elevators):	1,832	969		2,801
building services (restrooms, utility, mechanical):	947	47	-	994
walls and partitions:				4,785

ADD TO PROGRAM SHEETS			SHARED SPACE	EXISTING GROSS AREAS / DEPT			TOTAL GROSS
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
library	11,819	100.00%	-	2,801	994	4,785	20,399
<b>total departments</b>	<b>11,819</b>	<b>100.00%</b>	<b>-</b>	<b>2,801</b>	<b>994</b>	<b>4,785</b>	<b>20,399</b>

E. DPW - Nashua Road Facility

	1st floor	2nd floor	total area
gross building area:	3,736	-	3,736
net usable area assigned to departments:	3,440		3,440
shared space (conf, mail, storage, lunch):		-	-
circulation (corridors, stairs, elevators):	62		62
building services (restrooms, utility, mechanical):	-	-	-
walls and partitions:			234

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
nashua road	3,440	100.00%	-	62	-	234	3,736
<b>total departments</b>	<b>3,440</b>	<b>100.00%</b>	<b>-</b>	<b>62</b>	<b>-</b>	<b>234</b>	<b>3,736</b>

F. Pool Facility

	1st floor	2nd floor	total area
gross building area:	3,000	-	3,000
net usable area assigned to departments:	2,143		2,143
shared space (conf, mail, storage, lunch):		-	-
circulation (corridors, stairs, elevators):	459		459
building services (restrooms, utility, mechanical):	-	-	-
walls and partitions:			398

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
pool building	2,143	100.00%	-	459	-	398	3,000
<b>total departments</b>	<b>2,143</b>	<b>100.00%</b>	<b>-</b>	<b>459</b>	<b>-</b>	<b>398</b>	<b>3,000</b>

**G. Public Safety Complex**

	1st floor	2nd floor	total area
gross building area:	21,731	13,241	34,972
net usable area assigned to departments:			23,423
shared space (conf, mail, storage):		2,032	2,032
circulation (corridors, stairs, elevators):	2,753	1,907	4,660
building services (restrooms, utility, mechanical):	593	146	739
walls and partitions:			4,118

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
building department	466	1.99%	40	93	15	82	696
fire	12,504	53.38%	1,085	2,488	395	2,198	18,670
lease	2,789	11.91%	242	555	88	490	4,164
police admin	929	3.97%	80	185	29	163	1,386
police communications	706	3.01%	61	140	22	124	1,053
police records	121	0.52%	10	24	4	21	180
police patrol	2,852	12.18%	247	567	90	501	4,257
police training	786	3.36%	68	156	25	138	1,173
police detectives	914	3.90%	79	182	29	161	1,365
police evidence	458	1.96%	40	91	14	81	684
police - general	898	3.83%	78	179	28	158	1,341
<b>total departments</b>	<b>23,423</b>	<b>100.00%</b>	<b>2,030</b>	<b>4,660</b>	<b>739</b>	<b>4,117</b>	<b>34,969</b>



H. Stevens Buswell

	1st floor	2nd floor	total area
gross building area:	3,437	3,810	7,247
net usable area assigned to departments:	2,426	1,928	4,354
shared space (conf, mail, storage, lunch):	-	-	-
circulation (corridors, stairs, elevators):	560	1,008	1,568
building services (restrooms, utility, mechanical):	354	47	401
walls and partitions:			924

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
usable area	4,354	100.00%	-	1,568	401	924	7,247
<b>total departments</b>	<b>4,354</b>	<b>100.00%</b>	<b>-</b>	<b>1,568</b>	<b>401</b>	<b>924</b>	<b>7,247</b>

I. Town Hall

	basement	1st floor	2nd floor	total area
gross building area:	4,428	4,428	4,415	13,271
net usable area assigned to departments:				10,464
shared space (conf, mail, storage, lunch):			-	-
circulation (corridors, stairs, elevators):		522	523	1,045
building services (restrooms, utility, mechanical):	-	385	-	385
walls and partitions:				1,377

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
recreation	10,464	100.00%	-	1,045	385	1,377	13,271
<b>total departments</b>	<b>10,464</b>	<b>100.00%</b>	<b>-</b>	<b>1,045</b>	<b>385</b>	<b>1,377</b>	<b>13,271</b>

## J1. TOWN OFFICES

	1st floor	2nd floor	total area
gross building area:	5,145	5,223	10,368
net usable area assigned to departments:			5,059
shared space (conf, mail, storage):	406	427	833
circulation (corridors, stairs, elevators):	1,031	1,395	2,426
building services (restrooms, utility, mechanical):	582	255	837
walls and partitions:			1,213

ADD TO PROGRAM SHEETS			SHARED SPACE	EXISTING GROSS AREAS / DEPT			TOTAL GROSS
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
assessing	473	9.35%	78	227	78	113	969
clerk	234	4.63%	39	112	39	56	480
dpw	855	16.90%	141	410	141	205	1,752
finance	1,228	24.27%	202	589	203	294	2,516
IT manager	267	5.28%	42	128	46	65	548
planning	1,069	21.13%	176	513	177	256	2,191
recreation	151	2.98%	25	72	25	36	309
checklist super	96	1.90%	16	46	16	23	197
town manager	686	13.56%	113	329	113	164	1,405
<b>total departments</b>	<b>5,059</b>	<b>100.00%</b>	<b>832</b>	<b>2,426</b>	<b>838</b>	<b>1,212</b>	<b>10,367</b>

## J2. Shed at Town Office

	1st floor	2nd floor	total area
gross building area:			384
net usable area assigned to departments:			354
shared space (conf, mail, storage, lunch):	-	-	-
circulation (corridors, stairs, elevators):			-
building services (restrooms, utility, mechanical):		-	-
walls and partitions:			30

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>				<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)	
	current usable area	current usable area / total 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	
usable area	354	100.00%	-	-	-	30	384	
<b>total departments</b>	<b>354</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30</b>	<b>384</b>	

**K1. DPW - Transfer Station**

	1st floor	2nd floor	total area
gross building area:	2,678		2,678
net usable area assigned to departments:			2,457
shared space (conf, mail, storage, lunch):		-	-
circulation (corridors, stairs, elevators):	-		-
building services (restrooms, utility, mechanical):	47	-	47
walls and partitions:			174

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
transfer station	2,457	100.00%	-	-	47	174	2,678
<b>total departments</b>	<b>2,457</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>47</b>	<b>174</b>	<b>2,678</b>

**K2. DPW - Recycle Center**

	1st floor	2nd floor	total area
gross building area:	1,425		1,425
net usable area assigned to departments:			1,372
shared space (conf, mail, storage, lunch):	-	-	-
circulation (corridors, stairs, elevators):	-		-
building services (restrooms, utility, mechanical):	-	-	-
walls and partitions:			53

<u>ADD TO PROGRAM SHEETS</u>			<u>SHARED SPACE</u>	<u>EXISTING GROSS AREAS / DEPT</u>			<u>TOTAL GROSS</u>
departments	exist program area (sf)	% of usable area	shared space allocation (sf)	circulation space allocation (sf)	building services space allocation (sf)	wall and partition space allocation (sf)	total area assigned to each department (sf)
	current usable area	current usable area / total 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
recycle center	1,372	100.00%	-	-	-	53	1,425
<b>total departments</b>	<b>1,372</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53</b>	<b>1,425</b>