

TOWN OF LITTLETON

LITTLETON TOWN OFFICES

SPACE NEEDS PROGRAM

PREPARED FOR:

THE TOWN OF LITTLETON

BY:

**ALLEN LIEB ARCHITECTS & ASSOCIATES, P.C.
7 KIMBALL LANE, BUILDING A
LYNNFIELD, MA. 01940
TEL: 781-246-9333**

DATE: 8 DECEMBER 2017

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INTRODUCTION

Allen Lieb Architects & Associates, P.C., was commissioned by the Town of Littleton to prepare a facility needs analysis study and program of the Municipal Town Offices including the Library, Council on Aging Elder & Human Services, Park & Recreation and Cable TV Department, School Department offices, Maintenance Department, Information Technology, Town Clerk, Veterans Services, Town Administrator Offices, Tax Collector, Accounting, Treasurer Offices, Assessor, Planning, Zoning, Conservation Commission, Building Department, Board of Appeals, Board of Health, Zoning Board of Appeals, Public Meeting areas, etc. The following program has been prepared with the considerations and goals listed below:

Considerations/Goals

Broad scale facility goals and concepts, which will be integrated into the design of the facility for the Town of Littleton

Efficiency

The facility design should provide the departments with clear signage, defining public and private circulation. Site signage will provide direction to all visitors and ample parking facilities should be provided onsite. Administrative areas should be designed to promote efficiency by providing appropriate conference, office and records areas, and enabling department personnel to work in a well-defined space designed for their specific needs.

Flexibility

The needs of the departments require flexible spaces to allow for growth and multiple activities while still maintaining dedicated spaces for specific tasks. These dedicated spaces must also provide internal flexibility as well.

Accessibility

As required by the Massachusetts State Building Code and the Federal Americans with Disabilities Act, all public buildings must be handicapped accessible. This type of access will be provided throughout the facilities, in conformance with 521CMA.

Appropriate Image

A Municipal Facility should present an image appropriate to, and architecturally compatible with the qualities of the Town. In addition, this image should be a secure/strong image, identifying itself as Town offices. This particular quality needs to be seen in the architecture of the facility without becoming a domineering character or symbolism of the architecture.

Security

Due to the important and sensitive nature of law enforcement, security is an important issue. Security is maintained throughout the facility by architectural means such as electronic locking devices, surveillance, cameras, and/or by departmental personnel.

Cost Considerations

The integration of energy efficient design with careful planning and efficient re-use of the existing spaces and structure will increase the overall efficiency of both building and its staff, proving cost-effective over time.

Scope

An important factor in the development of a program for such a facility is to realize that all the specialized components and departments that are to utilize the facility should be sized not only for today's need's but also for the expected long term growth needs for that department. For example, most municipal building projects are financed for a 10 to 20 year period through bonding.

Therefore, the facility should be programmed and designed to serve the departments for at least that length of time. Additionally, and unfortunately, most cities and towns only anticipate an expenditure on any one facility for as long as every 30 to 50 years, therefore, it is even more crucial to design the facility to meet estimated future growth needs as far into the future as cost effectiveness will allow.

There are many ways to address these issues, such as slightly over-sizing an office to allow for the addition of a second or third work station a few years later on. Another method is to plan the facility in such a way so as to allow for easy future expansion of anticipated growth areas without requiring extensive modifications to the existing facility.

Obviously there is a balance to be attained between present budgets, cost effectiveness, and long term planning. This balance is our goal.

Programming The Facility

The following pages contain an outline of the primary areas or spaces found to be beneficial for the new Littleton Town Offices, Library, COA, Park & Recreation and Cable TV and all Department names from the list of Town Departments being serviced (see attached list).

Each of the spaces listed contains descriptive information on the following categories:

Characteristics:	Use of space, types of furniture, etc.
Adjacencies:	Names of other spaces and their direct, or indirect, relationship to the space in question.
Occupancy:	Expected number of people to use the space.
Security:	Typically, minimum, moderate and/or maximum

There will be other considerations for these spaces that are not listed, as this would cause this document to grow into a 500 page specification. However, these items are such as: sound attenuation between sound sensitive areas, finishes or materials for floors, walls and ceilings, types of doors, types of glass, etc., security devices, etc.

Lastly, there are smaller spaces which would not necessarily show up in this program, but would likely be part of the Schematic Design. These spaces are areas such as: closets, smaller storage areas, smaller janitor closets, electric panel closets, mechanical rooms, etc.

QUESTIONNAIRES RECEIVED FROM LITTLETON TOWN DEPARTMENTS

1. Building/BOA/BOH/ZBA
2. Planning/Conservation Commission
3. Assessor
4. Accounting/Treasurer
5. Tax Collector/
6. Town Administrator/Asst./
7. Veterans Services
8. Town Clerk
9. Information Technology
10. Maintenance Dept.
11. Cable TV
12. School Department
13. Parks, Recreation & Community Education
14. Elder & Human Services (COA)
15. Library

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15. Library

REFERENCE # 1

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

This questionnaire has been prepared by Allen Lieb Architects & Associates, PC , 7 Kimball Lane, Building A Suite 3-4, Lynnfield, Ma. 01940 in order to gather specific information about the operations and needs of the various user groups that are scheduled to occupy the proposed combined Littleton Town Offices & Senior Center Renovations and Addition at the present Town offices Building Facility.

Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

We request that the questionnaires be completed and returned to us no later than _____. Following our receipt of the completed questionnaires we will schedule follow-up meetings and tours of existing facilities with each user group for further clarification and discussion.

The questionnaire is divided into Five sections as follows:

1. Office space - Secretarial and Administrative
2. General Requirements
3. Storage, files and computers
4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

BOLAND BERNIER - BUILDING DEPT. - BUILDING COMMISSIONER

Signature: 

Date: 6-22-17

Dept: Building

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

NO, DUE TO VOLUME OF PUBLIC AND
AMOUNT OF STORAGE REQUIRED

c. Please indicate the regular hours and days of operation for your department/committee/office.

7am - 3:30 pm

FULL TIME 40 HOURS

d. Do you hold seasonal hours? If so, what are they, and when?

NO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	X		
More than 20 persons	X		
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

YES

1 STATION

SEEM TO WORK AS WE SHARE
W/ TWO OTHER DEPARTMENTS THAT
HAVE AN ADDITIONAL STATION (COUNTER)

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
	<u>SEE ATTACHED</u>		
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

SEE ATTACHED

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

	<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
#1	Photocopier	FREQUENT	<u>X</u>	_____
#2	" "	FREQUENT	<u>X</u>	_____
#3	" "	FREQUENT	_____	<u>X</u>
#4	" "	FREQUENT	_____	<u>X</u>

Attachment f.

Six work stations required

- Work Station 1 Building Commissioner
 - Paperwork
 - large amount
 - receiving and reviewing plans and associated documents
 - file cabinets
 - desk
 - Drafting table
 - Data Entry
 - Large amount
 - Info data entry
 - Production of Documentation
 - Drafting
 - Rare
 - Production of supplemental department documentation
 - Typewriter
 - Not applicable
 - Computer
 - Large amount
 - Access to online technical data
 - Data input
 - Monitor
 - Large amount
 - Digitize plan review
 - Printers
 - One desk
 - One large blue print size
 - One high capacity
- Work Station 2 Zoning Assistant/Local Inspector/BOH/BOA (shared station)
 - Paperwork
 - large amount
 - receiving and reviewing plans and associated documents
 - file cabinets
 - desk
 - Data Entry
 - Large amount
 - Info data entry
 - Production of Documentation
 - Drafting
 - Rare

- Production of supplemental department documentation
 - Typewriter
 - Not applicable
 - Computer
 - Large amount
 - Access to online technical data
 - Data input
 - Monitor
 - Large amount
 - Digitize plan review
 - Printers
 - One desk
 - One large blue print size
 - One high capacity
- Work Station 3 Administration Help (shared station)
 - Paperwork
 - large amount
 - receiving documents
 - file cabinets
 - desk
 - Data Entry
 - Large amount
 - Info data entry
 - Drafting
 - Not Applicable
 - Typewriter
 - Not applicable
 - Computer
 - Large amount
 - Access to online technical data
 - Data input
 - Monitor
 - Large amount
 - Data entry
 - Printers
 - One desk
 - One large blue print size
 - One high capacity

- Work Station 4 Inspector of Wires
 - Paperwork
 - Moderate amount
 - file cabinets
 - desk
 - Data Entry
 - Moderate amount
 - Info data entry
 - Drafting
 - Not Applicable
 - Typewriter
 - Not applicable
 - Computer
 - Moderate amount
 - Access to online technical data
 - Data input
 - Monitor
 - Moderate amount
 - Printers
 - One large blue print size
 - One high capacity
- Work Station 5 Plumbing, Gas and Sheet Metal
 - Paperwork
 - Moderate amount
 - file cabinets
 - desk
 - Data Entry
 - Moderate amount
 - Info data entry
 - Drafting
 - Not Applicable
 - Typewriter
 - Not applicable
 - Computer
 - Moderate amount
 - Access to online technical data
 - Data input
 - Monitor
 - Moderate amount
 - Printers
 - One large blue print size
 - One high capacity

Current furniture

- 5 desk varying sizes
- 2 printer stands
- Drafting table
- 3 utility tables
- 5 office chairs
- 2 client chairs
- 22 file cabinets varying sizes and shapes

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

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Name, Department and Title of person completing survey:

Michelle Cohn Business Admin / Zoning Assistant / Permitting Technician

Signature: Michelle Cohn

Date: 7-10-17

Dept: BOARD OF HEALTH / BOA

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
<u>Board of Health agent</u>		<u>1</u>	
<u>Board of Health admin</u>	<u>1</u>		
<u>ZBA admin (shared w/BoH and Building dept)</u>			

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

<u>No</u>			

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
<u>BoH agent</u>	<u>1</u>

Office Space, Continued - Question 1b

Dept: BoH/ZBA

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Building/BOH/ZBA is a shared admin, must be in same area

c. Please indicate the regular hours and days of operation for your department/committee/office.

7-3:30 M-F

d. Do you hold seasonal hours? If so, what are they, and when?

N/A

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	<input checked="" type="checkbox"/>		
More than 20 persons	<input checked="" type="checkbox"/>		
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

Counterspace req'd for all 3 depts

Computer for public use required

Counterspace is adequate

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

* For Admin office space requirements
see Building Dept list

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

BOTH office 1 desk, 1 table, 14-four dwr file cabinets,
1 - four dwr lateral file, 2 desk chairs, 1 phone

2BA/1504/bldg 1 desk, 1 table, 1 computer, 2 chairs

GENERAL EQUIPMENT

- i. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier			<input checked="" type="checkbox"/>

REFERENCE # 2

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Name, Department and Title of person completing survey:

Maren Toohill Planning Planning Administrator

Signature: M Toohill

Date: 6/22/17

Dept: Planning

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

[illegible]

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

Administrative Assistant			
1 person ASAP; shared			

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Planning Administrator	1

Office Space, Continued - Question 1b

Dept:

Planning

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Yes.

- c. Please indicate the regular hours and days of operation for your department/committee/office.

9:00 - 5:00 M-F Department

7-10 p.m. Tu/Th For Planning Board and

- d. Do you hold seasonal hours? If so, what are they, and when?

no

Master Plan Implementation
Committee

- e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons			
Less than five persons			✓
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

Yes. shared counter with Building, Board of Health, Conservation & Appeals Board works well. Flexible stations, up to 4 at once works now.

Planning - 1 Additional Full time

Personnel - Part-time Admin.

has now 1 set flat file - for plan files
files - Basement - Files (

Conference & Meeting Space 2. at this time
Library
School

Storage Room for drawings etc.

Conservation Agent - Amy Green (Part-time,
Mon - Thurs 9-1)

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If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

AMY GREEN / CONSERVATION COORDINATOR / CONCA

Signature: amy green

Date: 7.10.2017

Dept: CONSERVATION COMMISSION

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
<u>Cooperation Coordinator</u>		<u>/</u>	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

<u>CLERICAL</u>		<u>/</u>	
<u>(long term projection)</u>			

b. Do any of your personnel require private offices? If so, please indicate title/classification and how many? NO

<u>Title/Classification</u>	<u>Amount</u>

Office Space, Continued - Question 1b

Dept: _____

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not

Our space is currently shared with Building Planning Board & Board of Health which is very useful. We can also cover for each other as needed

c. Please indicate the regular hours and days of operation for your department/committee/office.

M-Th 9-1

d. Do you hold seasonal hours? If so, what are they, and when?

N

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

Every Day	Some Days	Seasonally/Rarely (dates?)
<u>A constant stream of townspeople</u>		
<u>More than 20 persons</u>		
<u>Five to 20 persons</u>		
<u>Less than five persons</u> ✓		
<u>No public contact in our office</u>		
<u>Other (please indicate)</u>		

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

2 1/2 of full length counter

Sharing with other offices, but generally sufficient. If there was more I'd use it for spreading out plans

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>1</u>	<u>_____</u>	<u>computer</u>
Data Entry	<u>_____</u>	<u>_____</u>	<u>_____</u>
Drafting	<u>1</u>	<u>plan review</u>	<u>_____</u>
Typewriters	<u>_____</u>	<u>_____</u>	<u>_____</u>
Computers	<u>1</u>	<u>_____</u>	<u>_____</u>
Monitors	<u>1</u>	<u>_____</u>	<u>_____</u>
Other	<u>_____</u>	<u>_____</u>	<u>_____</u>

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

2-standard 3x5 desks
 2-2 drawer lateral files
 9-4 drawer vertical files
 5 " " " " in the office with storage on top
 3 rolling desks
 3 bulletin boards
 1 space for rolled plans
 1 5 shelf bookcase

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others? Please describe.

<u>Item</u>	<u>Amnt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>1</u>	<u>_____</u>	<u>✓</u>

REFERENCE # 3

REFERENCE #3

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

We request that the questionnaires be completed and returned to us no later than _____. Following our receipt of the completed questionnaires we will schedule follow-up meetings and tours of existing facilities with each user group for further clarification and discussion.

The questionnaire is divided into Five sections as follows:

1. Office space - Secretarial and Administrative
2. General Requirements
3. Storage, files and computers
4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Katherine Miller

Signature: Katherine E Miller

Date: 6-28-17

Dept: Assessor's

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
<u>Assessor</u>	<u>X</u>	<u> </u>	<u> </u>
<u>Asst. Assessor</u>	<u>X</u>	<u> </u>	<u> </u>
<u>Office Asst./Field Lister</u>	<u>X</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation. NO

<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
<u>Assessor</u>	<u>1</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Office Space, Continued - Question 1b

Dept: Assessor

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Tax Collector

c. Please indicate the regular hours and days of operation for your department/committee/office.

8:00 AM - 4:00 PM MON/TUE/WED/THUR
8:00 AM - 12:00 PM FRI

d. Do you hold seasonal hours? If so, what are they, and when? NO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons	X		
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

- A) Yes. We deal with public on a daily basis and require counter space.
- B) 3 stations
- C) 3
- D) Our current office is sufficient
- E) Need Drawing Plan Layout Area 3'x5'

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	<u>3</u>	_____	_____
Monitors	<u>3</u>	_____	_____
Other	_____	_____	_____
Printer	<u>1</u>	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

Assessor's Office:

- 2 Standard Desks
- 7 Cabinets
- 3 Chairs
- 2 Rolling sm. Plastic filing stands
- 1 Printer

Staff Office:

- 8 filing cabinets
- 2 book shelves
- Printer
- Counter w/ shelves underneath
- 2 Desks
- 3 Chairs
- Printer stand
- Office supply cabinet

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>1</u>	_____	_____

STREET WATER
PUMP

OVERPASS

BOOKS

5'

5' 8"

2'

14'

6' DESK

10'

CHIEF
OFFICE

STREET SIDE

7' 3"

10' POST

10' 5"

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>1</u>	<u> </u>	<u> </u>
Data Entry	<u> </u>	<u> </u>	<u> </u>
Drafting	<u> </u>	<u> </u>	<u> </u>
Typewriters	<u> </u>	<u> </u>	<u> </u>
Computers	<u>3</u>	<u> </u>	<u> </u>
Monitors	<u>10</u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

4 Standard desks	3 5 drawer vertical
2 Returns	2 4 drawer vertical
1 Credenza	1 Supply cabinet
1 2x5 table	1 6 shelf book case
1 3 drawer lateral	
1 4 drawer lateral	
1 2 drawer lateral	7 chairs
Provide some fireproof lockers	

GENERAL EQUIPMENT

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<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u> </u>	<u> </u>	<u> ✓ </u>

Asst Treasurer

~~Asst Treasurer~~ - need 2 officers - 2 desk
1 SR

No alarm for Police which they need!

Additional 1 person full time

Asst. Treas. & HR are same

Needs a conference area next to
Finance can share

8-12 people
need video equip
capable

Needed

Storage & filing space needs

Legal requirement and per MASS laws.

Accounting
~~Asst. Treasurer~~

1 Office

need lateral files need fireproof

Thurs. 1 pm

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Name, Department and Title of person completing survey:

Steven Vandi, TREASURER

Signature: 

Date: 6/22/17

Dept: Treasurer's Office

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ass. Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll & Finance Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin Asst. - 1/2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior volunteers 2x per week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

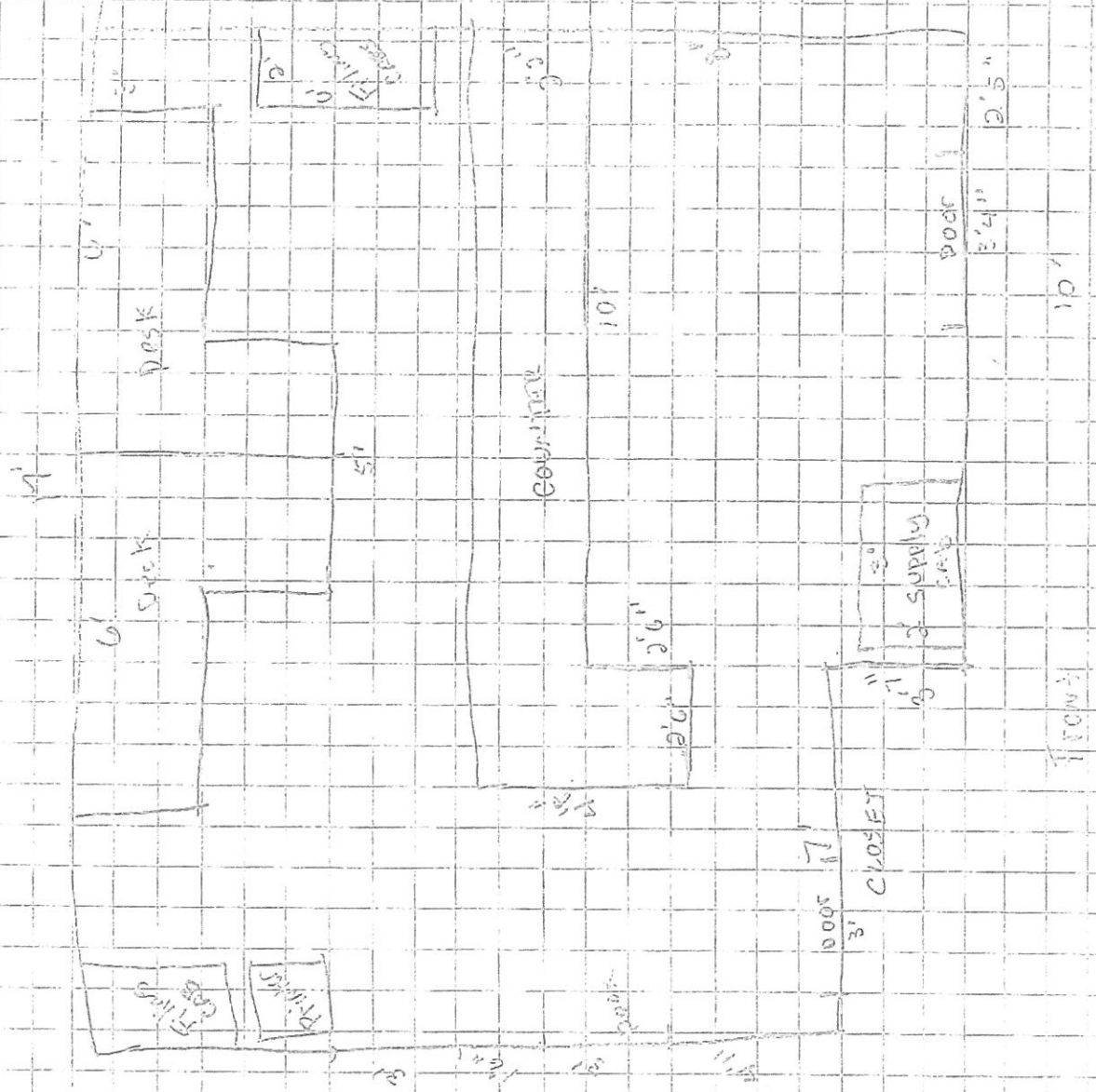
Increase hrs for Admin Asst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Treasurer	1
Ass. Treasurer	1
Admin Asst - 1/2 - need for Conference room	1

Office Space, Continued - Question 1b

Dept: Treasurer



Handwritten notes at the bottom of the page:

10' x 10' (total)
 10' x 10' (total)
 10' x 10' (total)
 10' x 10' (total)

Accounting / Treasurer / Assessor

all one Dept.

Assessors

Share ^{large} Conference Room
small Conference Room

Storage is needed

growth is OK

Needs counter for 5-20 public
& AD compatible

Need a table for Plan layout
& Print

Enough files cabinets

REFERENCE # 4

REFERENCE #4

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Name, Department and Title of person completing survey:

Bonnie Holston - Director of Finance / Town Accounts

Signature: [Handwritten Signature]

Date: 6-26-17

Dept: Accounting

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Donna Holston	✓		
Michelle Reynolds	✓		
Juan Manchus		✓	
Senior worker		✓	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Finance Director	1
would be nice to have shared conference space w/ Treasurer	

Office Space, Continued - Question 1b

Dept: _____

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

We currently share suite w/Treasurer - good fit operationally

- c. Please indicate the regular hours and days of operation for your department/committee/office.

M-Thur. 8³⁰-4

Fri 8³⁰-noon

- d. Do you hold seasonal hours? If so, what are they, and when?

NO

- e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

Every Day	Some Days	Seasonally/Rarely (dates?)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

NO counter space

Current space sufficient

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Accounting

c. Please indicate the regular hours and days of operation for your department/committee/office.

M-F 8-5

d. Do you hold seasonal hours? If so, what are they, and when?

No

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons		✓	
Less than five persons	✓		
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

current model of high counter top is sufficient. 1/24/88

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

all employees have PC w/ dual monitors

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

Three office Desks, Desk chair, Table w/ 4 chairs, 2 4 drawer locked files, Desk extension, procedure
 two office Desks, Desk chair, 2 chairs, 2 5 drawer locked files, 1 2 drawer locked file desk extension
 Paper Board, table, Desk chair, 1 chair,
 Admin Area - Desk, Desk chair, 1 chair,
 Outer office, table, 4 4-drawer vertical file, 1 cabinet, 1 3-drawer locked file, 3 large shelving units w/ wheels
 Present storage - small room, need additional space due to record retention laws

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	_____	_____	_____
Multi-function printer	1	_____	✓
Laser-jet printer	1	✓	_____

REFERENCE # 5

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Name, Department and Title of person completing survey:

Signature: _____

Date: _____

Dept: _____

Tax Collector

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

[illegible]

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>

Office Space, Continued - Question 1b

Dept: _____

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Assessors ??

- c. Please indicate the regular hours and days of operation for your department/committee/office.

Mon - 8a-6p
Tues, Wed - Thurs 8a-4p
Fri 8a-12p

- d. Do you hold seasonal hours? If so, what are they, and when?

no

- e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	<input checked="" type="checkbox"/>		
More than 20 persons	<input checked="" type="checkbox"/>		
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

yes 1
need a counter to take payments
computer on counter for payments.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Receipts .			
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	<u>1</u>	_____	_____
Computers	<u>2</u>	_____	_____
Monitors	<u>2</u>	_____	_____
Other	_____	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

I need a lot more file cabinets .
 I only have 4 2-drawer file cabinets .
 1-desk
 1-chair

GENERAL EQUIPMENT

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<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	_____	<u>✓</u>	_____

I need a small photocopier to make receipt copies for residents. They sometimes don't bring the taxpayer copy for me to stamp.

Tax Collector / Town Clerk

- Needs to be separate
- Traffic is non-stop
- Notary / election /

Town Clerk - Fire Proof cabinet / Vault

Needs: 2 Vaults - 1 downstairs (History)
1 upstairs



3' High lateral
 3' High lateral
 3' High lateral
 3' High lateral

Copier on top
 3' High lateral
 3' High lateral
 3' High lateral

3' High lateral
 3' High lateral
 3' High lateral
 3' High lateral

Counter top (2 heights)
 3' 4" 3' 4" 3' 4" 3' 4"
 3' 4" 3' 4" 3' 4" 3' 4"
 3' 4" 3' 4" 3' 4" 3' 4"

3' 4" 3' 4" 3' 4" 3' 4"

3' 4" 3' 4" 3' 4" 3' 4"

3' 4" 3' 4" 3' 4" 3' 4"

3' 4" 3' 4" 3' 4" 3' 4"

3' 4" 3' 4" 3' 4" 3' 4"

REFERENCE # 6

REFERENCE #6

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TOWN OF LITTLETON

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Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

We request that the questionnaires be completed and returned to us no later than _____. Following our receipt of the completed questionnaires we will schedule follow-up meetings and tours of existing facilities with each user group for further clarification and discussion.

The questionnaire is divided into Five sections as follows:

1. Office space - Secretarial and Administrative
2. General Requirements
3. Storage, files and computers
4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

ANTHONY ANSALDO, (Assistant Town Administrator)

Signature: _____

Date: 6-28-2015

Dept: BOS / Town Administrator

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Town Administrator	1		
Assistant Town Administrator	1		
Executive Assistant	1		

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

Yes		1	

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Town Administrator	1
Assistant Town Administrator	1
HR/EXECUTIVE Assistant	1

Office Space, Continued - Question 1b

Dept: _____

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Yes
HR Director and Part time staff

c. Please indicate the regular hours and days of operation for your department/committee/office.

m-F 8:00/8:30 - 5:00
plus evenings

d. Do you hold seasonal hours? If so, what are they, and when?

No

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons		X	
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

a small table would be useful
+ chair

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	<u>1 ? for PT</u>	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	<u>3 + 1</u>	_____	_____
Monitors	<u>3 + 1</u>	_____	_____
printers Other	<u>3</u>	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

1 standard desk < need more >

1 U desk w/ Credenza + lateral file drawer
+ bookcase

1 L desk < need more >

3 desk chairs

3 side chairs (guests)

also various file cabinets

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	_____	_____	<u>X</u>
Scanner	_____	_____	_____

REFERENCE # 7

REFERENCE #7

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

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If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

John Baraski VETERANS SERVICES
Signature: [Signature] Date: 2/20/2012
Dept: VETERANS SERVICES

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
<u>DIRECTOR OF VETERANS SERVICES</u>		<u>X</u>	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

<u>CLERICAL WORK</u>	<u>1</u>	<u>P.T.</u>	
<u>2</u>			

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
<u>DIRECTOR OF VETERANS SERVICES</u>	<u>1</u>

Office Space, Continued - Question 1b

Dept: VETERANS SERVICES

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

COA - SAME CLIENTS BASE

c. Please indicate the regular hours and days of operation for your department/committee/office.

CURRENTLY 8:30-NOON MONDAY & THURSDAY
REST OF WEEK IS FOR EMERGENCY HELP.

d. Do you hold seasonal hours? If so, what are they, and when?

NO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	X	X	
More than 20 persons		X	
Five to 20 persons		X	
Less than five persons	X		
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1c

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

NO & DO NOT HAVE CURRENTLY

NEED DISPLAY CASE & AREA FOR VETERAN INFO.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	<u>1</u>	_____	<u>COMPUTER</u>
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	<u>1</u>	_____	<u>COMPUTER</u>
Monitors	<u>1</u>	_____	<u>MONITOR</u>
Other	<u>2</u>	_____	<u>FILE CABINETS</u>
	<u>1</u>	<u>STANDARD CABINET.</u>	

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

2 FILE CABINETS.
 1 DESK + CHAIR - DESK
 3 CHAIRS FOR CLIENT INTERVIEWS
 1 COMPUTER STAND
 1 DISPLAY CASE

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>1</u>	<u>X</u>	<u>X</u>
I USE THE SHARED PHOTOCOPIER FOR THE TOWN HALL			

REFERENCE # 8

TOWN OFFICES QUESTIONNAIRETOWN OF LITTLETON

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5. Future growth requirements & Staff

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If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Signature: _____

Date: _____

Dept: _____

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Admin Asst		✓	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

I can only hope			

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>

Office Space, Continued - Question 1b

Dept:

Town Clerk

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

Already Do - would like to split w/Collector

c. Please indicate the regular hours and days of operation for your department/committee/office.

*8-3 Mon-Thurs (these are public hours)
8-2 Fri*

d. Do you hold seasonal hours? If so, what are they, and when?

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	<input checked="" type="checkbox"/>		
More than 20 persons	<input checked="" type="checkbox"/>		
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

It is not sufficient - Quite often line. There are three people in office & the counter is too small & not ADA compliant.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>lots</u>	<u>b/D/Vari/Vitals</u>	<u> </u>
Data Entry	<u>✓</u>	<u> </u>	<u> </u>
Drafting	<u>✓</u>	<u> </u>	<u> </u>
Typewriters	<u>1</u>	<u> </u>	<u> </u>
Computers	<u>1</u>	<u> </u>	<u> </u>
Monitors	<u>1</u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>

Includes
Admin

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

Includes
Admin

- 2 desks / chairs 5 files
Vault w/ 5 files
2 printers

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>1</u>	<u> </u>	<u>✓</u>

Thurs.
9 AM

TOWN OF LITTLETON

Attention Town Clerk

The Allen Lieb Architects & Associates, P.C. has been hired by the Permanent Municipal Building Committee of the Town of Littleton to assess the facility needs of the Town Hall Departments and that of the Public Library, develop space needs facility programs and to design for Preliminary Facility Needs. In doing this work we ask for your assistance.

This questionnaire has been prepared by Allen Lieb Architects & Associates, P.C. 7 Kimball Lane, Bldg. 'A', Ste 3, Lynnfield MA 01940. Its purpose is to gather specific information about the community.

We respectfully request that you complete as much information as possible and return this document to our office.

If you are aware of any related information that you feel would be vital to our project please feel free to include same, or contact our office. Please feel free to attach additional pages as necessary.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and ask for: Allen Lieb or Georgann Lieb.

PLEASE TYPE OR PRINT NEATLY, THANK YOU

RESPONDENT

Name of Person Completing Survey:

Diane Crary

Title:

Town Clerk

Contact Address:

37 Shattuck St. Room 307
Littleton MA 01460

Telephone:

978 (548) 3401

Fax:

978 (952) 2321

Email:

dorothy@littletonma.org

MUNICIPALITY

City ☐ Town ☒ of: Littleton

Area: Municipality Covers 16 Square Miles

Town / City Incorporated in the year 1714

POPULATION

We would appreciate as much of this data as you would have.

Population of Community:

as of 6/26/17

2017	<u>9512</u>	2004	<u>8677</u>
2016	<u>9233</u>	2003	<u>8677</u>
2015	<u>9233</u>	2002	<u>8677</u>
2014	<u>9233</u>	2001	<u>8640</u>
2013	<u>9233</u>	2000	<u>8640</u>
2012	<u>9136</u>	1999	<u>8225</u>
2011	<u>9136</u>	1998	<u>8225</u>
2010	<u>9300</u>	1997	<u>7934</u>
2009	<u>9300</u>	1996	<u>7864</u>
2008	<u>9300</u>	1995	<u>7810</u>
2007	<u>9049</u>	1994	<u>7810</u>
2006	<u>8808</u>	1993	<u>7801</u>
2005	<u>8808</u>	1992	<u>7412</u>

Are you aware of any population projections prepared by yourself, the town, or other agencies, projecting population levels into the future.

Yes ☐ No ☒

If yes could you attach a copy of same.

If no copies are available, could you inform us of where we might get a copy.

or

If you are aware of the results of any such study could you indicate them below, along with a reference as to the source.

Year	Population
_____	_____
_____	_____
_____	_____

Are you aware of any Town Census Data recently compiled?

Yes ☐ No ☒

I just have information readily available to me through my VRIS System.

If yes could you attach a copy of same.

If no copies are available, could you inform us of where we might get a copy.

The Municipality is Serviced by:

Telephone Company:

Career is Earthlink / System's Araya

Electric Company:

LELWD

Gas Company:

National Grid

Cable Television Company:

LCTV

Are there any cellular towers within the Town/City Boundaries?

Yes ☒ No ☐

We thank you for your cooperation.

Sincerely,
Allen Lieb Architects & Associates, P.C.
7 Kimball Lane, Building 'A' Ste:3
Lynnfield, MA 01940

REFERENCE # 9

REFERENCE #9

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Name, Department and Title of person completing survey:

_____ Information Technology _____

Signature: _____ [Signature] _____ Date: 6/27/17 _____

Dept: Information Technology _____

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- [illegible]

Help Desk Support	✓		
2018 - 2019			

- | <u>Title/Classification</u> | <u>Amount</u> |
|--|---------------|
| 2 peak 8x8: | 1 |
| IS Manager | 1 |
| Server Room 7'-0" x 15'-0" | 1 |
| 1 Internal File. | 1 |
| 1 Storage Cabinet 18x36x48" | |
| 3 1/2" x 6" Casset | |
| Server Room 8x14' to stay w/ 8-14' Storage | |
- Continued - Question 1b

Dept: _____

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

not really - ~~it~~ is highly confidential
- equipment cannot be ~~used~~ available to others

c. Please indicate the regular hours and days of operation for your department/committee/office.

M - F 8 - 4

d. Do you hold seasonal hours? If so, what are they, and when?

n/a

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons			
Less than five persons		<input checked="" type="checkbox"/>	
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

n/a

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	<u>2</u>	_____	<u>workstations</u>
Monitors	<u>4</u>	_____	_____
Other	_____	_____	<u>Printer</u>

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

office

2 desks

1 credenza

1 lateral file cabinet

1 supply cabinet

Server Room

Rack with server & switches
4 workstations

desk / supplies

large format printer

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Am't.</u>	<u>Only</u>	<u>Shared</u>
Photocopier (printer)	<u>1</u>	<u>/</u>	_____

IT

Hoping to have additional staff ①

Server Room - on 3rd fl. 15' x 7'
not slot a room needed

Manager → 2 desks (computer)
(2) EXP →

2 offices → whole town
2 dinner files

REFERENCE #10

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Name, Department and Title of person completing survey:

George Dumas - Maintenance Supervisor

Signature: George Dumas

Date: 6/28/17

Dept: Maintenance

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
1 maintenance supervisor	<input checked="" type="checkbox"/>		
cleaning people - 2-3		<input checked="" type="checkbox"/>	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

no			

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
no	

Office Space, Continued - Question 1b

Dept: maintenance

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

- c. Please indicate the regular hours and days of operation for your department/committee/office.

5 Days 7:00 am - 3 pm

- d. Do you hold seasonal hours? If so, what are they, and when?

no

- e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

Every Day

Some Days

Seasonally/Rarely
(dates?)

A constant stream of townspeople

More than 20 persons

Five to 20 persons

Less than five persons

No public contact in our office

Other (please indicate)

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

no

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

CUSTODIAN closet on First Floor Big Enough For cleaning equipment and supplies
5m closet on other floors with sink.

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

1 Desk 3x5
2 Desk chairs

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	_____	_____	_____

REFERENCE #11

TOWN OFFICES QUESTIONNAIRETOWN OF LITTLETON

This questionnaire has been prepared by Allen Lieb Architects & Associates, PC, 7 Kimball Lane, Building A Suite 3-4, Lynnfield, Ma. 01940 in order to gather specific information about the operations and needs of the various user groups that are scheduled to occupy the proposed combined Littleton Town Offices & Senior Center Renovations and Addition at the present Town offices Building Facility.

Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

We request that the questionnaires be completed and returned to us no later than _____. Following our receipt of the completed questionnaires we will schedule follow-up meetings and tours of existing facilities with each user group for further clarification and discussion.

The questionnaire is divided into Five sections as follows:

1. Office space - Secretarial and Administrative
 2. General Requirements
 3. Storage, files and computers
 4. Conference and Meeting Space
 5. Future growth requirements & Staff
- You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

MARK CROOK
Signature: Mark Crook Date: 6/22/17
Dept: CABLE TV.

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Executive Director	X		
Production Supervisor	X		

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Executive Director	1
Production Supervisor	1

Office Space, Continued - Question 1b

Dept: Cable

* 2nd floor (old G/M)

existing storage equipment
studio 20x20 split into two spaces

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

NO. The space is used for TV Productions which sometimes require Silence while Filming.

c. Please indicate the regular hours and days of operation for your department/committee/office.

Mon - Fri 9 - 5

d. Do you hold seasonal hours? If so, what are they, and when?

NO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			
Five to 20 persons	X		
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

We have A counter which is used for check-in and check-out of Video equipment. It is sufficient for our use

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>2</u>	<u>Daily Responsibilities</u>	<u>File cabinet</u>
Data Entry	<u>2</u>	<u>" "</u>	<u>office computer</u>
Drafting	<u> </u>	<u> </u>	<u> </u>
Typewriters	<u> </u>	<u> </u>	<u> </u>
Computers	<u>6</u>	<u>Daily Responsibilities</u> <u>VIDEO EDITING</u>	<u>Specialized</u> <u>video equipment</u>
Monitors	<u>6</u>		<u>Regular computer monitors</u> <u>For Doc work and video production</u>
Other	<u>5</u> XXXXXXXXXX	<u>- Control Room</u> <u>- Studio</u> <u>- Equipment Storage</u> <u>- Classroom</u> <u>- Work area for LHS Student class</u>	<u>Specialized video equipment</u> <u>Tables</u> <u>Blackboard</u> <u>Whiteboard</u>

?

Fire
Room 103
307
Pilot Apt.
Studio

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

We have multiple work stations in the Studio
2 Desk areas for Staff work
1 Control Room for Producing TV Productions
1 Area for meetings and make shift cafeteria for LHS students
1 shelving for equipment storage
1 Main studio Area with Lighting Grid for Productions

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier / Scanner	<u>Daily use</u>	<u>✓</u>	<u>used for multiple copies</u>

CABLE

- What kind of Programs are taped — 3 Channels — 1 gov.
educational — 6 regular meeting
public — 2 times a month
- % of Subscrib. \$ comes to cable
- Volunteers produce program.

Old Gym

- Studio production

- Live news cast
- track 15 children
from school
- end lunch

REFERENCE #12

REFERENCE #12

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

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3. Storage, files and computers
4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Steve Mark
Signature: Steve Mark Date: 9/7/2017
Dept: School

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

Title/Classification	Full Time	Part Time	Seasonal
✓ Superintendent	1	1	0
✓ Special Education + Pupil Serv.	2	2	0
✓ Business office	3	1	0
✓ Curriculum office	1	2	0
✓ Assistant Superintendent	1	0	0
✓ Transit office	3	0	0
✓ Conference Room	12	18	2

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

additional support			
SPED, business office		2	2
unknown Dates/future - 2013			

b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

Title/Classification	Amount
Superintendent	1
Special Ed	1
Business office	2
Curriculum	1

*would like additional office space for separation of spaces.

Office Space, Continued - Question 1b

Dept: _____

- we have other staff located in the school that we would like to have in the superintendent's office, but cannot due to limited office space.
- need a larger 3 additional conference room.

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

PO.

we require dedicated School Dept space or office

c. Please indicate the regular hours and days of operation for your department/committee/office.

M-F

9 am to 4 p.m

d. Do you hold seasonal hours? If so, what are they, and when?

PO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons			✓
Five to 20 persons		✓	
Less than five persons			
No public contact in our office			
Other (please indicate)			
Worthy Men 4-6 people			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

we have a poorly configured and small reception area that has a desk for any volunteers, there is no privacy.
we also use this area for social & registrations & public access & waiting area.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

mix of old desks, files, tables,

one area is sectioned off with a cubicle type workstation; but not m. privacy.

one office, shared by all payroll, is divided using an office workstation + dividers. No privacy for payroll conversations.

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Ami.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<input checked="" type="checkbox"/>	_____	_____

Schools Dept

Acct Pays &

- Payroll / needs separate office

- SPED / Acct needs private office

- Transit Office - needed - 3-4

~~need~~ Conference Rm → ~~needed~~ ~~12-16~~ ~~1~~ people

~~need~~ Small Conf. Rm → 8 people

Supt Office - needs larger size

- Bus Registration - May & June - Bus. time for outside people

Sr. Volunteer Desk

- Reception Area - 3-4 people
Need larger area reconfigured

REFERENCE #13

REFERENCE #13

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email anlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Alicia Day, Littleton Parks, Recreation & Community Ed. Dir.

Signature: _____

Date: _____

Dept: _____

Littleton Parks, Recreation, & Community Education

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
<u>PAGE Director</u>	<u>X</u>		
<u>PAGE Assistant Director</u>	<u>X</u>		
<u>Recreation Coordinator</u>	<u>X</u>		
<u>Community Education Coordinator</u>	<u>X</u>		
<u>Administrative Assistant</u>		<u>X</u>	
<u>TASK course Coordinator</u>		<u>X</u>	
* See attached for seasonal employees			
Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.			
<u>A 2nd Admin. Asst. (Dates?)</u>		<u>1</u>	

Additional
workstations
needed
4 additional

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
<u>Director</u>	<u>1</u>
<u>Assistant Director</u>	<u>1</u>
<u>Recreation Coordinator</u>	<u>1</u>
<u>Community Ed. Coordinator</u>	<u>1</u>

3
Kiosk
for public
work or formal
computer/painter

Office Space, Continued - Question 1b

Dept: Parks, Rec, & Community Ed.

Camp Tahattawan Staff		
Title	number of staff	Classification
Camp Director	1	Seasonal
Assistant Director	1	Seasonal
Art Specialist	1	Seasonal
Music Specialist	1	Seasonal
Science Specialist	1	Seasonal
Sports Specialist	1	Seasonal
Lead Counseor - Bobcats	1	Seasonal
Lead Counselor - Hawks	1	Seasonal
Lead Counseor - Foxes	1	Seasonal
Lead Counselor - Tigers	1	Seasonal
Lead Counselor - aftercare	1	Seasonal
Lead Counselor - Wolves	1	Seasonal
Lead Counselor - Deer	1	Seasonal
Senior Counselor	7	Seasonal
Junior Counselor	6	Seasonal

Aquatics Staff		
Title	number of staff	Classification
Aquatics Director	1	Seasonal
Head Lifeguard	1	Seasonal
Sailing Coordinator	1	Seasonal
Snack Shack Manager	1	Seasonal
Swim Instructor	4	Seasonal
Lifeguard	13	Seasonal
Sailing	2	Seasonal
Snack Shack	2	Seasonal

TRAC Staff		
Title	number of staff	Classification
TRAC Course Coordinator	1	Seasonal
Counselors	2	Seasonal

TASK Staff		
Title	number of staff	Classification
TRAC Course Coordinator	1	Part-time
Counselors	3	Part-time

Community Education		
Title	number of staff	Classification
Instructors	85*	Seasonal

* This number changes from Season to season, year to year

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

This completely depends on how much space and how it would be used. Currently, I would say no. We are desperate for many things, storage space, classroom space, work space (for staff & patrons) and break room/kitchen space.

c. Please indicate the regular hours and days of operation for your department/committee/office.

Monday - Thursday 9:00am - 4:00pm
Friday 9:00am - 2:00pm
Saturday - Sunday closed

d. Do you hold seasonal hours? If so, what are they, and when?

Yes (June - August)
Monday - Friday 9:30am - 4:30pm
Saturday - Sunday closed

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			X (Mid-May - July)
More than 20 persons		X	
Five to 20 persons	X		
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

Yes, 1 station (5'2" x 2') This is not adequate to support our patrons. The space is only big enough to allow one person space to fill out forms while they are registering for programs. If there is a line out the door it seriously slows down the process for everyone.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>7</u>	_____	_____
Data Entry	<u>3</u>	_____	_____
Drafting	<u>0</u>	_____	_____
Typewriters	<u>0</u>	_____	_____
Computers	<u>9</u>	_____	_____
Monitors	<u>7</u>	_____	_____
Other	_____	_____	_____

*Additional
lateral files
needed?*

Current

Rec Coordinator's office: (semi-private)

(1) desk, (1) office chair, (1) 4 drawer lateral file cabinet, (1) storage chest (9'x9')

(1) phone, (1) computer, (1) monitor

Conference room: (1) 3'x4' conference table, (8) chairs, (1) photocopier (fax, scan, copy, etc.), (1) refrigerator, (1) water cooler, (1) sink, (1) microwave, and (1) storage chest.

g.

Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

Director's office: (Private) (1) Desk (5'3" x 15"), (1) desk chair, (1) work table (4' x 2'5"), (2) chairs, (2) 4 drawer filing cabinets, (2) 3 drawer filing cabinets, phone, computer, and monitor

Asst. Director's office: (Private) (1) 1" shiped desk (3'5" x 2'10"), (1) desk chair, (1) chair, chest with (1) safe, (1) 3 drawer filing cabinet/shelf combo, (1) 5 drawer filing cabinet, (2) shelving unit, phone, computer, monitor

Main office: (1) service counter, (3) desk spaces, (3) chairs, (2) 2 drawer filing cabinets that doubles as a paper work station, (1) 2 drawer lateral, (3) computers, (3) monitors, (3) phones, (1) black/white printer, (1) paper shredder, (1) cash drawer, and (5) desk drawer/filing drawer combos

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>1</u>	_____	_____

pages missing (?)



Allen Lieb <amlieb@liebarchitects.com>

Town Office Questionnaire - Town of Littleton

1 message

Alicia Day <aday@littletonma.org>

To: "amlieb@liebarchitects.com" <amlieb@liebarchitects.com>

Tue, Jun 27, 2017 at 3:07 PM

Cc: Chris Stoddard <cstoddard@littletonma.org>, Anthony Ansaldi <aansaldi@littletonma.org>

Hello Allen,

Attached is the questionnaire from the Littleton parks, recreation, and community education department. I have a feeling there may be pages missing to the questionnaire. If that is the case I'd glad complete the rest if you can send it to me.


I only provided information on our physical office. I was not able to include the classroom and the additional two storage rooms use on the first floor, the multi-purpose room in townhall, all of the class room that we use through the public school for our community education programs and camp and afterschool recreation programs, the gym space in the public schools for community ed programs and youth sports, our bathhouse, snack shack, and storage at Long Lake.

Thank you,

Alicia Day

Alicia Day
PRCE Director
Town of Littleton
Parks, Recreation & Community Education
978-540-2491
www.littletonrec.com

Like us on Facebook, Follow us on Twitter and Instagram!

 PRCEBuilding Needs Questionnaire06.27.17.pdf
1622K

REFERENCE #14

REFERENCE #14

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

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1. Office space - Secretarial and Administrative
2. General Requirements
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4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email amlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Pamela Campbell DIRECTOR - DEPT OF ELDER + HUMAN SERVICES

Signature: 

Date: 6/26/2017

Dept: ELDER + HUMAN SERVICES

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
DIRECTOR - 1	✓		
OUTREACH COORDINATOR - 1	✓		
OUTREACH COORDINATOR - 1	✓		
VARI DRIVERS - 6			
KITCHEN MANAGER - 1		✓	
		✓	

Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.

DEMENTIA GROUP LEADER - 1	✓	POSS JUN 2018

b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
DIRECTOR	1
OUTREACH WORKER	1
OUTREACH WORKER	1
SHINE COUNSELOR	1

Office Space, Continued - Question 1b

Dept: ETHS

Shine shared an office
A Veterans Agent — confidential needed

Shine is (Volunteer)
But needs
office

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

CONFIDENTIAL NATURE REQUIRES PRIVATE OFFICES

c. Please indicate the regular hours and days of operation for your department/committee/office.

8:30 - 4:30 M-F

d. Do you hold seasonal hours? If so, what are they, and when?

NO

e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople	↑		
More than 20 persons	AVG. 45 VISITS A DAY		
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

YES - ONE IS SUFFICIENT - ~~20~~ 2010
PRESENTLY HAVE AN OFFICE THAT FUNCTIONS AS
FRONT DESK / COPY ROOM / STAFF OFFICE ROOM / BREAK ROOM /
PRIVACY LOUNGE / WAITING AREA /

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
Paperwork	<u>LOTS</u>		
Data Entry		<u>DAILY BUREAU</u>	<u>COMPUTER</u>
Drafting			
Typewriters			
Computers	<u>5</u>	<u>DATA ENTRY</u>	
Monitors	<u>5</u>	<u>DATA ENTRY</u>	<u>POSTER WALLS</u>
Other			

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

5 DESKS
5 DESK CHAIRS
1 PRINTER STAND
1 COMPUTER
7 SIDE CHAIRS

PROGRAM ROOMS
4 CABED TABLES
16 CHAIRS
3 LONG FOLD DOWN TABLES
12 CHAIRS

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>3</u>		<input checked="" type="checkbox"/>

Elderly ~~Space~~ Office

Office space -

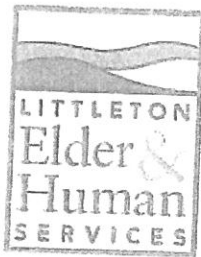
Program space needs

- Pre demential mty. - 11-15 people

17% increase / 680 serviced

Program space ^{needs} needs:

- kitchen space more 20+ people
- friends have a meeting / luncheon once a month for 90 people
- kitchen - seating space - 24 people
expand dining area
- meeting space / needs PA system
- med room - hard floor / sink / lock cabinet
dedicated chairs
- exercise room w/ equipment
(chairs w/ Park & Rec.)
- Needs a conference room for ~~8-10~~ 12 people
- room for staff - driven when they can
drop off info.



Littleton Elder and Human Services/COA
33 Shattuck Street
P.O. Box 1305
Littleton, MA 01460
Phone: 978-540-2470
Fax: 978-952-2363

June 28, 2017

Alan – Georgann – it was a pleasure to meet with you last week. For planning purposes, I have some statistics regarding Elder and Human Services.

In FY16:

Unduplicated residents served: 677 (up from 473 the previous year)
Resident visits: 14,041 (up from 11,516 the previous year)

Elder Population: expected to double by 2015, to almost 40% of town population (figures from 2015 Needs Assessment conducted by Gerontology Institute of UMass Boston)

I've attached the Needs Assessment to this email for your reference.

Office Space Needs: As we discussed, there are two sides to our Department space needs. The first is the typical office-based work. Almost all this work requires private office space to maintain confidentiality as clients discuss their financial situation, family issues, medical problems, etc. It would be good to have offices that could accommodate a staff person plus three others – a mother and two children, say, or an elder and their son and daughter-in-law.

Need offices for:

- Director
- Outreach Coordinator
- 2nd Outreach Coordinator
- Potential additional staff
- SHINE counselor
- (and not strictly part of my dept) Veterans Agent
- Spare lockable office for students/tax prep/hearing testing/visiting counselors
- Need a private waiting area adjacent to the offices of Outreach Workers, SHINE, Vet Agent

- We need a Front Office to greet visitors and register participants, with waiting area for non-confidential visitors, and room for photo copier, computer, etc. Could have a counter – need desk space and chairs.
- Need a staff/break room for employee notices, coffee pot, refrigerator, driver lounge, secure place to charge cell phones and tablets and to leave manifests to be picked up for the next day
- Need a conference room that would hold 12 for meetings, small groups (like Social Anxiety Group), meetings with families, Bereavement Group, etc

Program Space Needs: the programs we run need special space – hard floors for exercise classes, larger spaces, etc. These programs cannot be accommodated in typical Class A or B office space. Here are our most serious needs:

- Increased dining area adjacent to kitchen. (we recently put \$140K into bringing the kitchen up to code and don't really want to move away from it).
- Need ADA-compliant restrooms near enough to the dining area to be practical (right now wheelchair-bound residents must go through 2 fire doors and up the elevator to the 2nd floor to reach a ADA-compliant restroom.)
- Room that accommodates at least 50 for exercise (10 times per week) – hard floor, storage for mats, weights, etc. We are running at ~25 students each session and the multipurpose room is almost at capacity. This would be used for TaiChi, exercise, yoga, line dancing, and programs that don't exist yet.
- Med room – hard floor (washable), with sink and lockable storage. This would be used for twice weekly blood pressure clinics, podiatry clinic, blood sugar testing, and would give space to the Public Health nurse to meet with residents. Could double as a confidential space for meeting if all offices are full.
- Dedicated room for our activity-based dementia group with room for 15 around a large table, with generous storage space for games, materials, and such.
- Craft/activity room for Craft Groups and special programs. A hard floor is desirable in case of spills and generous storage space is needed, some lockable.
- Drop-in room – a quiet, welcoming space that accommodates chairs and couches, computers for internet access, suitable for reading or just relaxing between classes and groups. Also functions as a cooling center in hot weather.
- Larger space for Thrift Shop – the Littleton Friends of the COA (501c3) operate the current Thrift Shop and use the proceeds to the benefit of the COA and town residents. They could use a larger space and storage area.

Shared Spaces: Space is needed that we would be more than willing to share with others (using a reservation system).

- Very Large Meeting Room – accommodate 200 at tables for senior luncheons, volunteer recognition lunches, veterans lunch, holiday parties, etc. This would be most practical as a space that could be sub-divided most of the time.
- Lecture room with PA-AV – many seniors have difficulty hearing presenters and a lecture-style room that would hold ~75 and have built-in PA/AV is needed. This could also be used for committee meetings like the BOS, Planning Board, public meetings, Building Committee.
- A larger conference room – suitable for meetings of 15 – 20, with a conference-style table and chairs.
- Gym/ cafetorium (a hard-floored space for active games, but also suitable for tables, with a dias that can be used as for presentations, music programs, etc.)

REFERENCE #15

REFERENCE #15

TOWN OFFICES QUESTIONNAIRE

TOWN OF LITTLETON

This questionnaire has been prepared by Allen Lieb Architects & Associates, PC, 7 Kimball Lane, Building A Suite 3-4, Lynnfield, Ma. 01940 in order to gather specific information about the operations and needs of the various user groups that are scheduled to occupy the proposed combined Littleton Town Offices & Senior Center Renovations and Addition at the present Town offices Building Facility.

Questionnaires should be completed by every Department Head and/or group that is currently is and is anticipated to occupy the New Town Offices and related department offices, and those persons who rely upon various aspects of Town Hall for meetings, mail, copying, etc. (i.e., Town Manager, Town Clerk, Board of Selectmen, Community Development, Public Health, Building Department, Administration, Veterans Services, Finance Department, etc.); and including the Senior Center Director and Executive Board of Director's. Please answer each question (either typed or printed neatly) in the space provided. If additional space is required, please use the reverse side of each page and/or attach extra sheets. When additional data or inventories are required, please attach.

Answers and comments from all user groups will be compiled and analyzed for the programming and schematic design of the proposed facility. Using the data that you provide, we will explore organizational options and cost effective alternatives for the design and use of the facility. It is important that all responses and requested information be concise and inclusive of *all concerns for each user group* as this information will serve as the basis for space planning and building design. Also, future objectives and planning that may impact the design and/or organization of the proposed spaces should be included with the responses, whether or not specifically requested.

We request that the questionnaires be completed and returned to us no later than _____. Following our receipt of the completed questionnaires we will schedule follow-up meetings and tours of existing facilities with each user group for further clarification and discussion.

The questionnaire is divided into Five sections as follows:

1. Office space - Secretarial and Administrative
2. General Requirements
3. Storage, files and computers
4. Conference and Meeting Space
5. Future growth requirements & Staff

You are requested to provide each user group with a full set of questions.

If you have any questions or comments, please feel free to call this office at 781-246-9333 and/or Email anlieb@liebarchitects.com and ask for Allen Lieb and/or Georgann Lieb;

Name, Department and Title of person completing survey:

Samuel Alvarez, Library Director

Signature: Samuel Alvarez

Date: 6/22/17

Dept: Library

29,710 - see site plan

OFFICE SPACE: ADMINISTRATIVE AND/OR SECRETARIAL

1. If your office, department, or committee does not require any permanent, part-time or seasonal office space, please check the box and go on to the General Equipment section. ☐ If your office, department or committee does require any type of office space, please provide the following answers.

- a. How many full, part-time and/or seasonal personnel are currently employed by your office? Indicate job titles and classifications for each person.

<u>Title/Classification</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Seasonal</u>
Library Director (1)	X		
Assistant Director (1)			
Senior Librarian (3)		X	
Senior Library Tech (2)		X	
Library Tech (4)		X	
Library Assistant (3)		X	
Office Coordinator (1)		X	
Is an increase in personnel anticipated? If so, indicate the number of persons, titles, classifications and possible dates of implementation.			
Not at this time.			

Potential increase personnel 2-4

- b. Do any of your personnel require private offices? If so, please indicate title/classification and how many?

<u>Title/Classification</u>	<u>Amount</u>
Director	1

Office Space, Continued - Question 1b

Dept: Library

Could any of your personnel share office space with another department/committee? What group would best fit in with the space and time concerns of your group? Please indicate if this would be possible and why or why not.

- c. No. We do share meeting rooms for other dept. programming. (P&C & COA) but day to day operations would be hard to share. Our space just isn't set up that way. Other than our meeting rooms. I don't know how it would work. Please indicate the regular hours and days of operation for your department/committee/office.
- d. We are open 52 weeks a year every day except sundays and major holidays for about 45 hours per week.
- Do you hold seasonal hours? If so, what are they, and when?
- NO

- e. How much direct contact does your department have with the public during office hours (do not include public meetings or hearings). Please mark as many as apply.

	Every Day	Some Days	Seasonally/Rarely (dates?)
A constant stream of townspeople			
More than 20 persons	X		(55,457 people last year) - FY 16
Five to 20 persons			
Less than five persons			
No public contact in our office			
Other (please indicate)			

Office Space, Continued - Question 1e

Does your office require counter space to deal with the public? How many stations? What do you presently have? Is it sufficient? Please explain.

Yes. We have a circulation desk on the main floor and in the children's room that is manned all day. An information desk on the ground floor that is staffed part-time as needed. The desk is old and not very efficient or attractive. The children's room circ desk could use more storage & work space.

- f. Please attach a list describing the number of workstations required by your office and what type of work and/or equipment is accommodated by each.

	<u>Amount</u>	<u>Type of Work</u>	<u>Type of Equipment</u>
See attached sheet			
Paperwork	_____	_____	_____
Data Entry	_____	_____	_____
Drafting	_____	_____	_____
Typewriters	_____	_____	_____
Computers	_____	_____	_____
Monitors	_____	_____	_____
Other	_____	_____	_____

- g. Please describe the existing furniture currently in your office(s) (i.e., 2-standard 3x5 desks, 4 desk chairs, one printer stand, etc.).

See attached sheet

GENERAL EQUIPMENT

1. Does your office, department, or committee require the use of any of the following items? Mark as many as apply. Additionally, is this equipment currently in use by you only, or is it shared with others. Please describe.

<u>Item</u>	<u>Amt.</u>	<u>Only</u>	<u>Shared</u>
Photocopier	<u>6</u>	<u>1</u>	<u>5</u>
			↳ Public - 1
			↳ Staff - 4

1f. Library Workstations:

The library currently has 12 workstations dedicated to staff.

- 5 Circulation Desk stations with computers/monitors (3 at the main desk and 2 at the children's desk – used for checking in/out items, general reference, museum pass/room reservations, etc.)
- 2 Tech Services stations with computers (used for cataloging and acquisitions)
- 1 Office Coordinator desk with computer (used for billing/invoice processing, scheduling, other duties).
- 1 large island counter-space (used for processing books)
- 1 Information Desk with computer (used for general reference questions/research assistance)
- 2 staff workstation with computer (used by staff when an additional workstation is needed and other workstations are in use).
- 1 Director's desk with computer (used for the general duties of the director)
- 13 patron computers – 9 on the main floor and 4 in the children's room (used for patrons to browse the internet, check the library catalog, Microsoft office, printing, etc).

1g. Library Furniture:

- Library Director's office contains:
 - 1 standard L-shaped desk, 1 large filing cabinet (5 drawers), 1 small filing cabinet (3 drawers), 1 small storage cabinet, 2 bookcases (4 shelves each), 2 lounge chairs and 1 office chair.
- Office Coordinators Desk:
 - 1 standard L-shaped desk, attached to a 8 ft. long countertop that holds 2 printers.
- Processing/Tech Services area
 - 2 staff workstation desks, 1 large island (approximately 5'x3'), 1 large countertop (5'x3') with large cabinets attached, a second large countertop (approximately 12'x3') with a sink and cabinets attached.
- Main Circulation Desk area:
 - 1 large U-Shaped circulation desk (approximately 20'x 8') with 3 workstations and cabinet/cubby space.
- Children's Room Circulation Desk:
 - 1 large U-shaped circulation desk (approximately 10'x6') with 2 workstations and cabinet/cubby space.
 - 1 bookcase (approximately 4'wide x 4' high)
- Information Desk Area:
 - 1 standard L-Shaped Desk

Proposed Future Library Project & Grant Overview:

New construction (22,880 square feet) to be located on the slope behind Town Hall on 3.4 acres of land (see schematic design photos attached).

Architect: Johnson Roberts - 15 Properzi Way, Somerville MA 02143 - (617) 666-8585
Philip O'Brien - Senior Architect

OPM: CDR Maguire - 2 Granite Ave, Suite 150, Milton MA 02186 -
Al Calcagno - Senior Project Manager

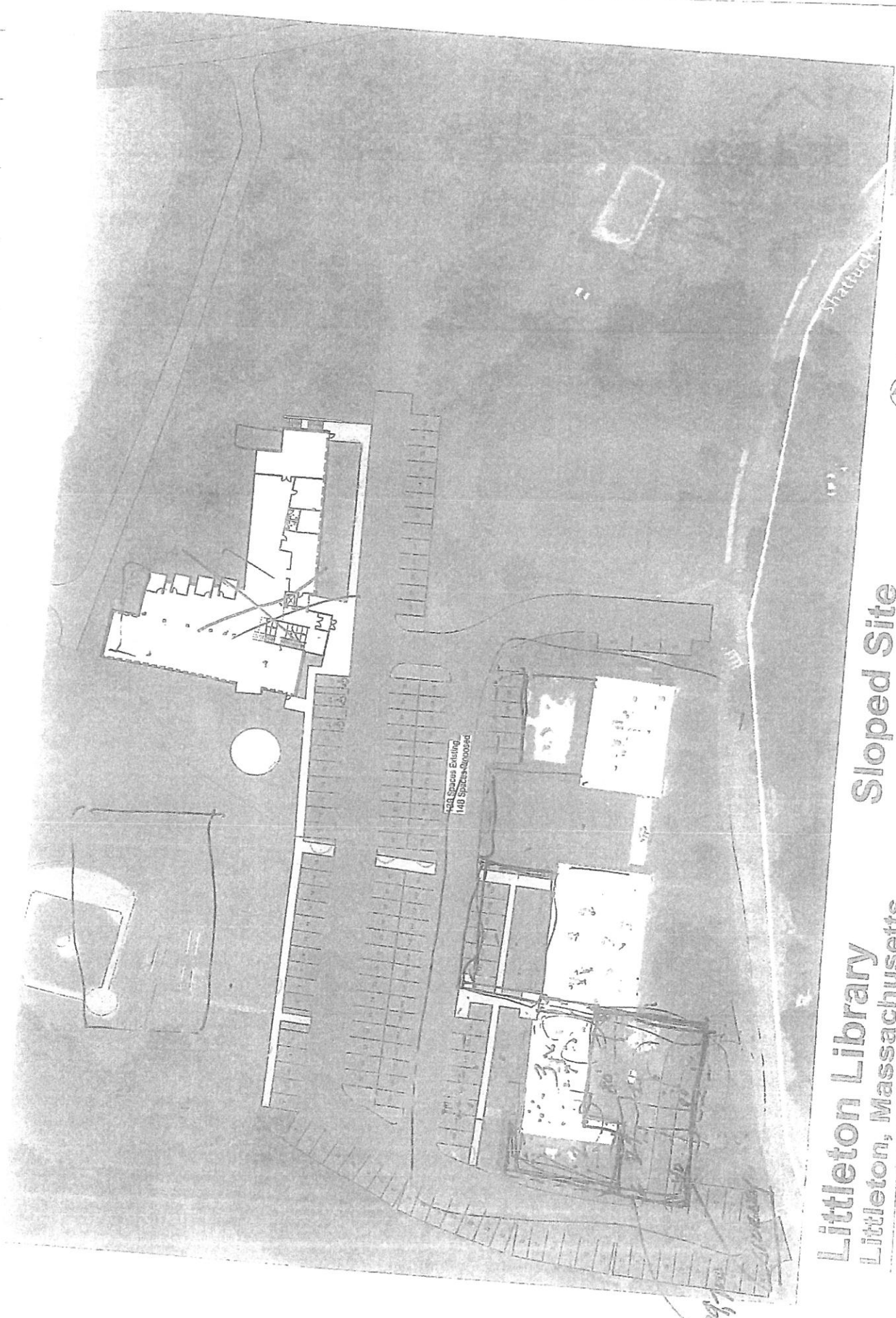
- Estimated total cost is \$13.1 million.
- Grant to cover up to 47% of the costs or \$5.7 million
- Bringing the cost to the Town at \$7 million.
- The \$7 million price tag will be offset by fundraising which is currently underway.
- Approximately \$300,000 already raised
- Application submitted to Massachusetts Board of Library Commissioners (MBLC) in January 2017.
- 33 Libraries in Massachusetts have applied.
- First grant round to be announced in July 2017
- Any library which did not make the first grant round to be put on a waiting list
- Grant announcements are then made annually until every library has received a grant.
- When a grant announcement is made, the library has 6 months to go to Town Meeting to obtain the Town's portion of the costs.
- If the vote passes with the Town an additional schematic design process begins with input from the Town, final designs are drawn, and construction begins.

The new building would contain:

- Larger Children's Room
- Larger meeting spaces (1 large meeting space which can be divided into smaller rooms, conference space, 4 small meeting rooms)
- An ADA compliant building.
- More shelf space for the growing collection
- Floor load capacities more compliant for a library (150lbs per sq. ft.)
- LEED-certified Green building
- Larger space for staff

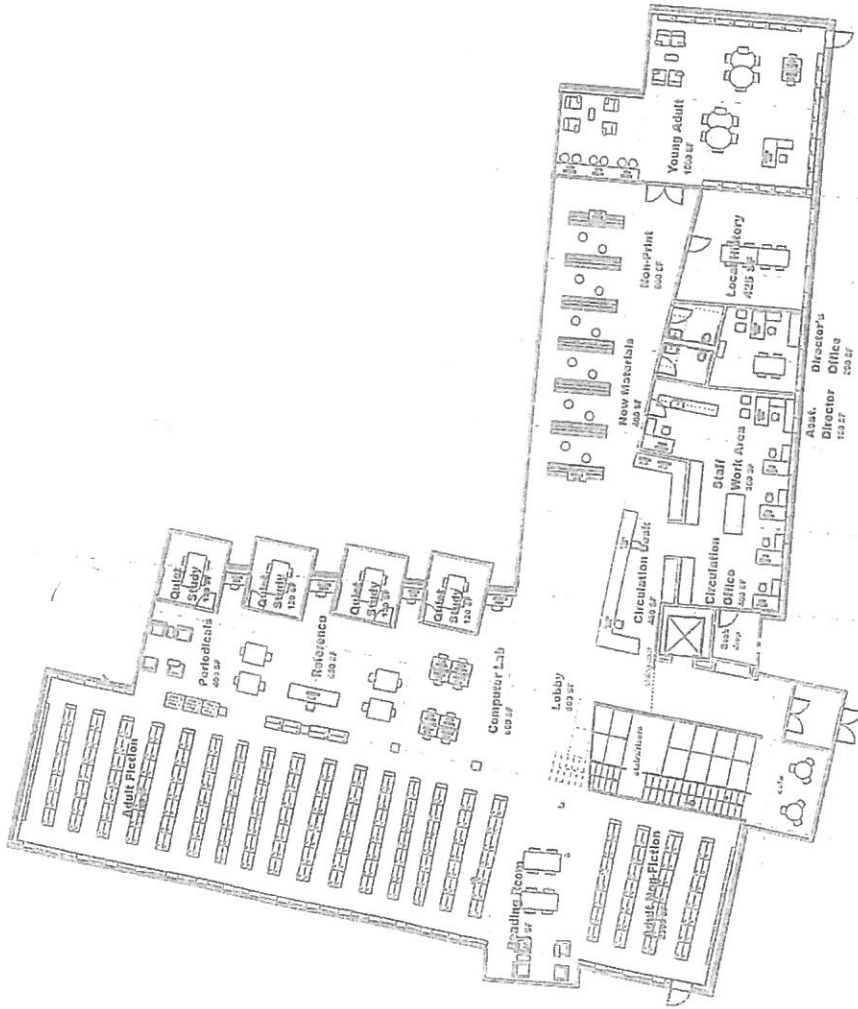
Additional information on the project can be found at www.littletonlibraryproject.org

Additional questions can be forwarded to Library Director at salvarez@littletonlibrary.org or by phone at 978-540-2601



Littleton Library
Littleton, Massachusetts
SITE PLAN

JOHNSON
ROBERTS
ARCHITECTS
15 PROPERTI WAY
SOMERVILLE, MA
9.28.2016 02173-3228

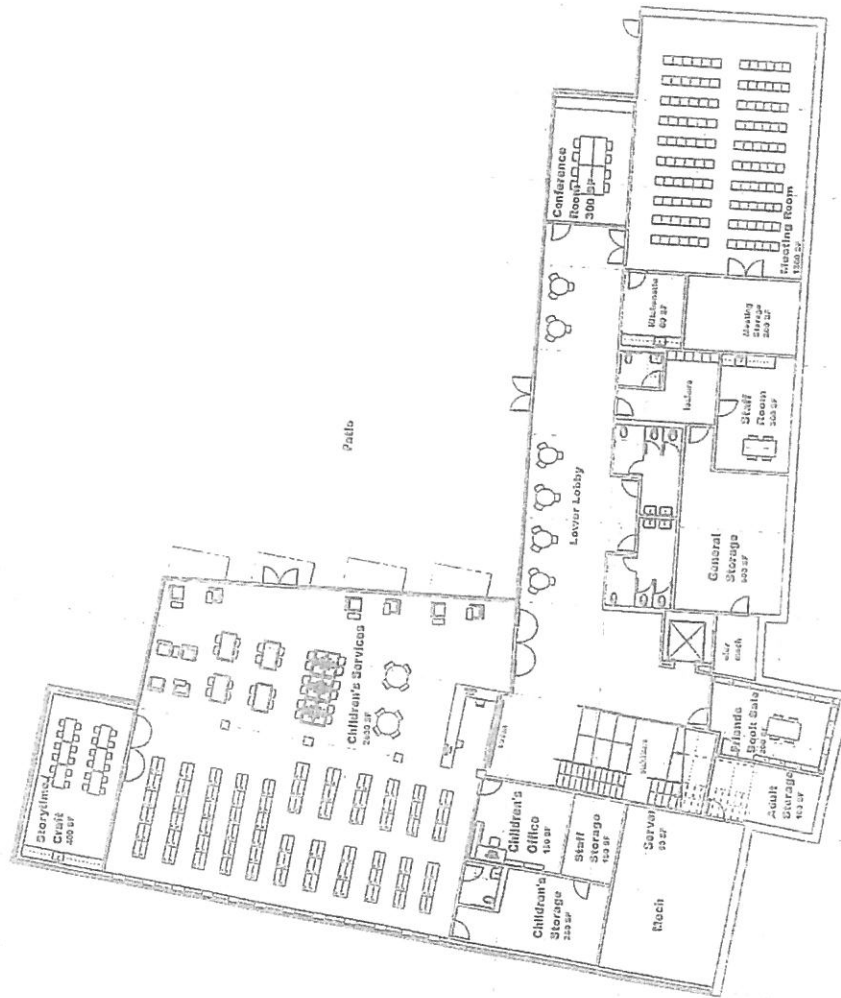


Littleton Library Littleton, Massachusetts Upper Floor Plan

Sloped Site



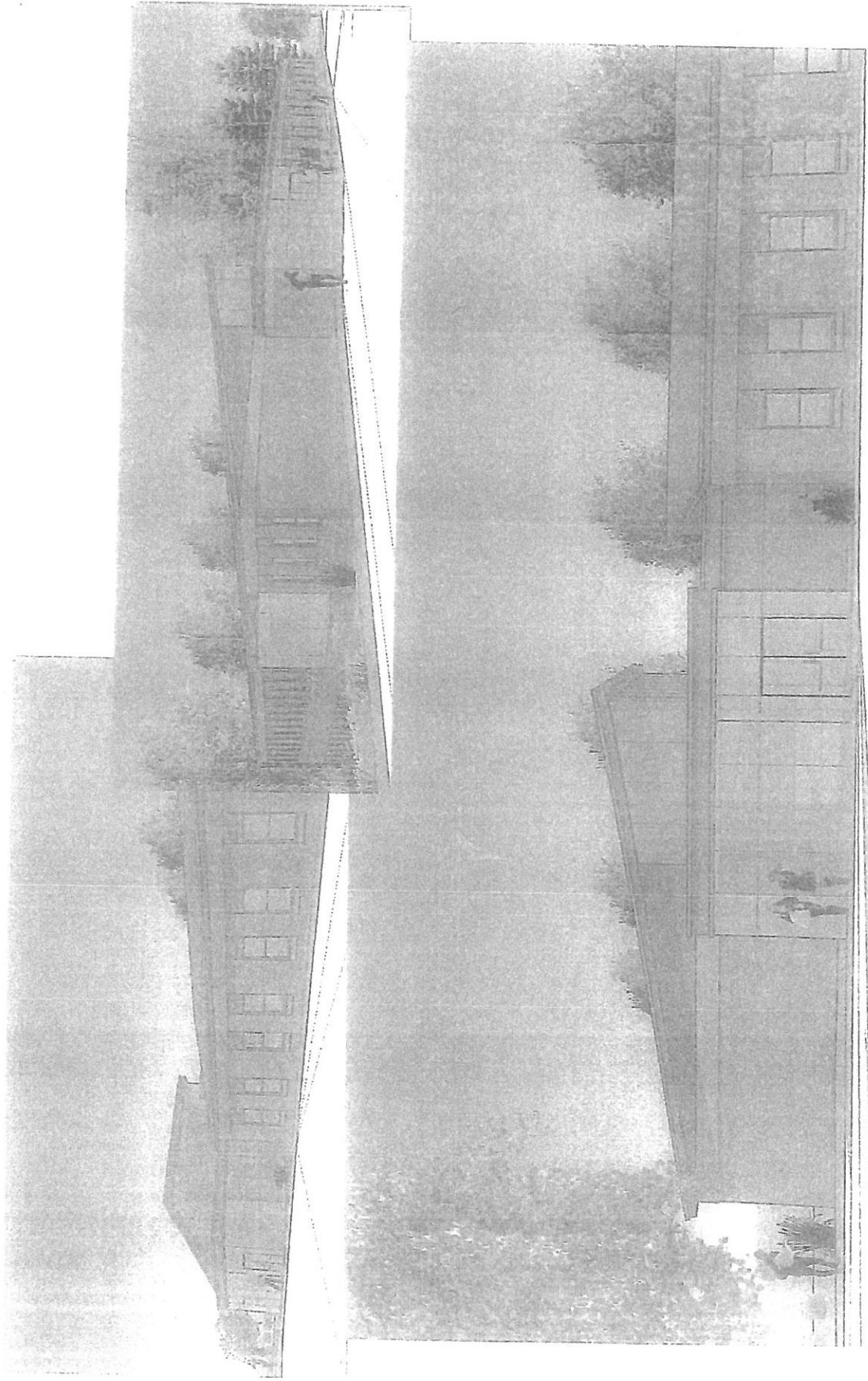
157 PROPERZ WAY
 SOMERVILLE, MA
 9.28.2016 02143-3220



12,375 SF Upper Floor
 12,070 SF Lower Floor
 24,445 Total GSf

Littleton Library Littleton, Massachusetts Lower Level Plan

Sloped Site



Littleton Library
Littleton, Massachusetts

Sloped Site

RENDERINGS

JOHNSON
ROBERTS
ASSOCIATES

ARCHITECTS

15 PROPERLY WAY
SOMERVILLE, MA
02143-3229

9.26.2016

Library

- multi Purpose Room is moved - need 100 people
Divided

- ~~Issues~~ Library # floor bad

- ② ADA

- ③ Space -- multi space & Books

- Library
Options - Security
Objections

Thrift
floor bad
daily operations while doing

- July - will know about grant

- Square feet for new 11,000.

- Meeting space - 3 -

- Public Space 1 for 49
can be used 2 for small

- Wet site
to Hester library projects org.

**SPACE NEEDS PROGRAM
QUESTIONNAIRE SUMMARY**

LITTLETON TOWN OFFICES

REFERENCE #1

Board of Health/ZBA/Building Department/BOA

Characteristics:

Administrative offices to serve the needs of the Board of Health/ZBA/Building Department with public counter.

Workstations	5	Utility Tables	3
File Cabinets	22	Drafting Table	1
Photocopier	4	Printer Stands	2
Desks	5		

Extend Public Counter to incorporate all 3 departments (BOH, BOA, ZBA, Bldg.Dept.) and Computers

Workstation #1: Building Inspector

Workstation #2: Zoning Assit. Local inspector/BOA/BOH shared

Workstation #3: Administrative Assistant

Workstation #4: Inspector of Wirs

Workstation #5: Plumbing, Gas & Sheet Metal

Comments:

Full Time BOH Administrative, 1 part-time BOH Agent, Full time Building Department and ZBA Agent shared with BOH and Building Department

REFERENCE #2

Planning Board / Conservation Commission

Characteristics:

Administrative offices to serve the needs of the Planning Board / Conservation Commission / Board of Health/Appeals Board /Building Dept. with public counter.

Workstations	4	Plan review table/ work table	
File Cabinets	15	Bookcase	1
Small credenza	2		

Extend Public Counter to share with Building, Board of Health, Conservation and Appeals Board. Could use storage room for rolled drawings, etc.

Comments:

One full time / need **asap** one part time for planning

One part time staff for conservation

REFERENCE #3

Assessors

Characteristics:

Administrative offices to serve the needs of the Assessor's Office with public counter. Also requires corridor access to table with maps.

Workstations	3	Plan review/work table 3' x 5'	1
File Cabinets	8	Bookshelves	2
2x3 Storage Cabinet	7	Computers & Monitors	3
Flat Files	15 drawers	Printer & Stand	2

Extend Public Counter to incorporate ADA compatible and shelves.

Comments:

3 full time staff. Could share space with Tax Collector/Accounting/Treasurer. Also needs additional storage and small conference room to share.

Littleton Town Offices, Continued

REFERENCE #4

Town Accountant/Treasurer

Characteristics:

Administrative offices to serve the needs of the Town Accountant, shares space with Treasurer and good fit

Workstations	7	Table 2' x 5'	1		
File Cabinets	13	Bookshelves	6		
Supply Cabinet	2	Computers	3	Monitors	6

Comments:

5 full time, 3 part time. Current high countertop is sufficient. Shared Conference space with Treasurer needed. Need Fire-proof lateral files. Also need alarm system to the Police and a small conference room which can be shared by Accounting & Finance with video equipment capable.

REFERENCE #5

Tax Collector

Characteristics:

Administrative offices to serve the needs of the Tax Collector with public counter.
Secure window to public with security glazing.

Workstations	1
File Cabinets (2 drawer)	4
2x3 Storage Cabinet	1

Extend Public Counter to incorporate computer on counter for payments, Needs additional file cabinets and small photocopies to make copies for taxpayers

Comments:

1 part- time staff.
Area needed for 3x3x3 safe

REFERENCE #6

Board of Selectmen/Town Administration

General Office-Board of Selectmen

Characteristics:

Administrative offices to serve the needs of the Board of Selectmen and Town Administrator

Workstations	1		
File Cabinets	4	Bookshelves	
2x3 Storage Cabinet	1	Work Table for use by Selectmen or for special projects.	

Comments:

Secretary to Board of Selectmen also serves as HR Executive Assistant.

Private Office-Town Administrator

Characteristics:

Private administrative office to serve the needs of the Town Administrator

Workstations	1	File Cabinets	2
Bookshelves		Small Conference Table for private meetings	

Littleton Town Offices, Continued

Private Office-Assistant Town Administrator

Characteristics:

Administrative office to serve the needs of the Town Administrator

Workstations	1	File Cabinets	2
Bookshelves			

Comments:

Small table with chairs would be useful.

HR/Executive Assistant

Characteristics:

Administrative offices to serve the needs of the Personnel Office.

Workstations	1		
File Cabinets	5	Bookshelves	
2x3 Storage Cabinet	1		

Comments:

Currently one part time position.

Public Meeting Space for 30-50 Seats

Littleton Town Hall, Continued

REFERENCE #7

Veteran's Services

Characteristics:

Administrative offices to serve the needs of the Veteran's Services

Workstations	1	Display Case	1
File Cabinets	2	Shared photocopiers	1
2x3 Storage Cabinet	1	Computer & Monitor	1

Comments:

Currently one part time position. Could share space with COA since same client base.

REFERENCE #8

Town Clerk

Characteristics:

Administrative offices to serve the needs of the Town Clerk with public counter.

Workstations	2		
File Cabinets	5	Bookshelves	
Vault with 5 files	1		

Extend Public Counter to also incorporate ADA Compliant. Need larger counter

Comments:

One full time staff; one part-time Administrative Asst.
Area needed for 4 ft x 2.5 ft x 6 ft high rolling safe.

Littleton Town Offices, Continued

REFERENCE #9

Information Technology Department

Characteristics:

Administrative offices to serve the needs of the Town of Littleton

Workstations	2	Rack with Server/Switches
File Cabinets	1	Large format printer
2x3 Storage Cabinet	1	3'x 5' closet

Comments:

Need "Help Desk Support" full time

Not able to share space because of confidential nature

Need Server room with added shelving

Provide small office within existing server room at existing Town Hall Facility

REFERENCE #10

Maintenance Supervisor

Characteristics:

Supervisor with 2-3 part-time cleaning people

Workstations 1
Small Closet on first floor for cleaning equipment and supplies
Small closet on all floors with sink

Comments:

Currently 1 full time position.

With 2-3 part-time cleaning people

REFERENCE #11

Cable T.V.

Characteristics:

Office for Executive Director and Production Supervisor and studio for various programs.

Workstations	2
Video Equipment Storage Cabinet	2
Break/Meeting Room/Lunch area for High school students	
Control Room	1
2 Studios needed	

Comments:

2 Full time; need of small counter for checking in/out video equipment

Littleton Town Offices, Continued

REFERENCE #12

Littleton School Department

Characteristics:

Administrative Offices to serve the needs of Town of Littleton Schools and public

12 people full time

2 part-time needed for the future

6-8 separate private offices needed especially for payroll/A/P.

Transit Office needed for 3-4 people

Plus conference room for 12-16 people and small conference room

Reception area needed to handle bus registration & public access for 4-6 people

REFERENCE #13

Littleton Park, Recreation & Community Education

Characteristics:

Offices for Directors and Coordinators to serve the needs of the Town of Littleton

Workstations	4
Kiosks for Public Use	3 with Computers & Printers
Small Counter Space	
File Cabinets	10 Need additional lateral file cabinets
Computers w/ Monitors	9
Refrigerator	1
Conference table w/ chairs	1
Book shelves	1

Need additional lateral files; need additional kiosks in reception area to serve public when registrations and include computer and b/w printers (3). Need Conference room with 12 chairs

Littleton Town Offices, Continued

REFERENCE #14

LITTLETON ELDER & HUMAN SERVICES/COA

Administrative/Director Office and see Additional offices below

Characteristics:

Administrative office to serve the needs of the Senior Center

Workstations	5	Bookshelves
File Cabinets	5	2x3 Storage Cabinet 1

Reception area outside of Offices of Outreach/Shine/Veterans Agent

Comments: Additional Administrative Offices Needed:

Outreach Coordinators Office (2)

2 offices needed

SHINE Office

One office needed

Veterans Agent (SEE ABOVE, BUT NOT PART OF COA)

One office needed

Spare lockable office for Students/Tax prep/hearing test/visiting counselors

Kitchen

Characteristics

Kitchen area allowing the preparation of meals. Residential size and equipment.

Sink	Refrigerator
Microwave	Stove/Oven
Vending machines	CATV

Comments:

Locate adjacent to dining room.

Conference Room

Characteristics:

Area to for 12-15 for meetings and special groups

Reception Area for Greeting visitors and registrations

Comments:

Work counter with shared computer/printer access and chairs.

Dining Room

Characteristics:

Multi-purpose space for meals, meetings, card games etc. Flexible layout for rows tables and chairs or informal arrangements.

Stacking chairs	Access to storage facilities
Folding tables	
A/V Screen	

Comments:

Equip for meetings, allow for flexibility, this area will be senior center primary function space, locate adjacent to kitchen.

Littleton Town Offices, Continued

Program Room

Characteristics:

Activity room with hard floor for easy clean-up/ tables, chairs and storage space, some with locks

Medical Room

Characteristics:

Hard floor that is washable with sink and lockable storage

Thrift Shop

Large room with display shelves and storage area

Exercise Room:

Accommodates at least 50 people/ can be a shared space with Park and Rec

Additional Needs:

ADA Compliance restrooms near dining room

Drop-in room for a welcoming space with chairs and couches and computer/internet access
suitable for reading and relaxing

Littleton Town Offices, Continued

REFERENCE #15

LITTLETON LIBRARY

Library Director Office – Full Time

Separate office with desk/chairs, files (2), storage cabinet, 2 bookcases, 2 lounge chairs, computer

Additional Part Time Staff

Assistant Director (1)

Senior Librarian (3)

Senior Library Tech (2)

Library Tech (4)

Library Assistant (3)

Office Coordinator (1)

Office Coordinators Desk

Desk with chair with counter (8ft.) to hold 2 printers

Processing/Tech Service Area

2 workstations, with large countertop with cabinets attached and another large countertop with a sink and cabinet attached, 2 computers

Main Circulation Desk

1 large U-shaped desk with 3 workstations and cabinets

Children's Room Circulation Desk

1 large U-shaped desk with 2 workstations and cabinets attached and one bookcase

Information Desk Area:

1 standard workstation (L-shaped Desk)

Additional Information:

13 patron computers (9 on main floor, 4 in children's room) to browse internet/catalog, etc.

1 Director full time/ 14 part-time personnel

55,457 towns people in the library FY'16

Open 52 weeks a year except Sundays and major Holidays

Meeting Rooms Needed

Littleton Town Offices, Continued

Additional Building Services Needed (Existing and New Building)

Sprinkler/Water Meter Room

Characteristics: Adequate space for the equipment that monitors, controls and supplies the fire suppression system and main water distribution system to the facility.
Open space Wall mounted equipment
Adjacency: None specific
Occupancy: N/A
Security: Moderate

Electric Room

Characteristics: Space provided for the primary electrical distribution for the facilities' electrical system(s).
Open space Wall mounted equipment
Adjacency: Direct to incoming services
Occupancy: N/A
Security: Maximum

Emergency Electric Room

Characteristics: Space provided for the electrical distribution to the emergency generator.
Separate area required by code.
Open space Wall mounted equipment
Adjacency: Direct to incoming services
Occupancy: N/A
Security: Maximum

Telephone / Data / Fiber

Characteristics: Proper and secure area for the main distribution panels for the facilities' telephone systems and in a designated portion of the same room for main data / fiber service connections
Open space Wall mounted equipment
Adjacency: Direct to incoming services
Occupancy: N/A
Security: Maximum

Records Storage-Town Hall

Characteristics: Open space with metal shelving separated into Police for the secure storage of "dead" records as required by State Laws.
Metal Shelving
Adjacency: None specific
Occupancy: N/A
Security: Moderate

Vault

Characteristics: Vault type records storage room if such facility is deemed required by Town.
Metal Shelving
Adjacency: None specific
Occupancy: N/A
Security: Moderate

Littleton Town Offices, Continued

<u>Janitors Closets</u>	<u>(one required each floor of building)</u>
Characteristics:	Storage closet for janitorial supply items Slop sink at one location
Adjacency:	None specific
Occupancy:	N/A
Security:	N/A

Existing Municipal Offices Tabulation (Existing/New)

School Department

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
3,264 GSF	+4,781 GSF	+1,517 GSF	+46.47%

Maintenance Department

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
0%	+14,878 GSF	+14,878 GSF	+100%

Information Technology

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
220 GSF	+396 GSF	+176 GSF	+80%

Town Clerk

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
660 GSF	+1292 GSF	+632 GSF	+.9561%

Veterans Services

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
119 GSF	+154 GSF	+35 GSF	+29.4%

Town Administrator Suite

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
644 GSF	+1496 GSF	+852 GSF	+1.323%

Tax Collector

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
675 GSF	+952 GSF	+277 GSF	+41.03%

Lunch Room

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
176 GSF	+392 GSF	+216 GSF	+1.227%

Accounting/Treasurer

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
1,408 GSF	+1,876 GSF	+468 GSF	+33.24%

Assessor

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
748 GSF	+257 GSF	-491 GSF	- 65.64%

Planning/Conservation Commission

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
840 GSF	+928 GSF	+88 GSF	+0.105%

Building/Board of Assessor/Board of Health/Zoning Board

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
583 GSF	+1,260 GSF	+677 GSF	+1.16%

Public Library

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
16,964 GSF	+24,636 GSF	+7,672 GSF	+44.95%

Council on Aging (Senior Center) (Elder Human Services)

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
10,868 GSF	17,040 GSF	+ 6,172 GSF	+56.79%

Park and Recreation

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
8,750 GSF	Including Building Dept./ Assessor, BOH, Zoning/ Records 12,432 GSF	+3,682 GSF	+42%

Cable T.V.

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
4,872 GSF	2,444 GSF	-2,428	-49.84%

Bridge 2nd Floor

<u>Existing Gross Area</u>	<u>Proposed Gross Area</u>	<u>Net Difference</u>	<u>%</u>
0 GSF	+830 GSF	+830 GSF	100%

ESTIMATE CONSTRUCTION COST AVERAGE

<u>TOWN HALL</u>			<u>MUNICIPAL OFFICE BUILDING</u>	<u>MUNICIPAL OFFICE BUILDING</u>
Procurement	4.21 X 1.2	\$5.05	17.96	4.67
General Requirements	39.93 x 1.2	\$47.92	17.96	23.15
Concrete	24.79 x 1.2	\$29.75	26.18	24.49
Masonry	18.73 x 1.2	\$22.48	24.21	21.71
Metals	31.28 x 1.2	\$37.54	23.28	30.3
Wood/Plastics	20.37 x 1.2	\$24.44	7.34	5.4
Thermal/Moisture Protec	11.77 x 1.2	\$14.12	21.52	20.94
Openings	18.18 x 1.2	\$21.82	15.67	13.7
Finishes	37.01 x 1.2	\$44.41	30.29	36.7
Specialities	4.31 x 1.2	\$5.72	2.15	22.22
Furnishings	0.46 x 1.2	\$0.55	0.26	22.7
Elevators	3.64 x 1.2	\$4.37	5.24	4.97
Fire Supression	4.46 x 1.2	\$4.99	3.25	3.56
Plumbing	8.17 x 1.2	\$9.80	11.1	23.6
HVAC	21.94 x 1.2	\$26.33	53.96	22.12
Electrical	29.94 x 1.2	\$35.93	28.21	38.09
Electric Soft/Security	0.92 x 1.2	\$1.10	6.06	2.54
		<u>\$336.32</u>		
Communication			<u>4.4</u>	<u>10.21</u>
			\$299.04	\$331.68
Demolition @ 20%		<u>\$67.64</u>	<u>\$59.81</u>	<u>\$66.34</u>
		\$403.96	\$358.85	\$398.02
AVERAGE RENOVATION:	\$386.84 GSF			

Allen Lieb Architects & Associates, P.C.
7 Kimball Lane, Building A, Suite 3-4
Lynnfield, MA 01940

CODE ANALYSIS FOR:

**Proposed Additions &
Renovations
Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460**

Prepared for:

Mr. Roland Bernier, Building Commissioner
and the
Permanent Municipal Building Committee
Littleton Town Offices Building Additions & Alteration
37 Shattuck Street
Littleton, MA 01460

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INTRODUCTION

The Code Analysis for the proposed additions to the existing Littleton Town Hall at 37 Shattuck Street, Littleton, MA represents the observations and interpretations of all applicable Federal, State, and local building codes for the proposed project. As part of our scope we have performed an extensive Code Study for the proposed facility including egress calculations, accessibility, and fire resistance.

GENERAL QUALIFIERS

- I. This CODE ANALYSIS was prepared for the exclusive use of the Town of Littleton, MA (referred hereafter as Client). No other party is entitled to rely on the conclusions, observations, specifications, or data contained herein without the express written consent of Allen Lieb Architects & Associates, P.C. (referred hereafter as Architect).
- II. This report was prepared pursuant to an agreement between the Client and Architect. All uses of this report are subject to, and deemed acceptance of, the interpretations contained therein.

III. Purpose of Report

It is the Architect's understanding that this report is to be used in connection with the additions and renovations to the existing Town Hall structure at 37 Shattuck Street, Littleton, MA and specifically for the construction of a 3-story addition to house new accessible toilet rooms, mechanical and electrical facilities, and egress stair and elevator.

This stated purpose has been a significant factor in determining the scope and level of services provided for in the agreement. Should the purpose for which the report is to be used or the proposed use of the site / building change, this report is no longer valid, and use of this report by Client or others without the Architect's review and written authorization shall be at the Client's sole risk. Should the Architect be required to review the report after its date of submission, Architect shall be entitled to additional compensation at then existing rates or such other terms as agreed between Architect and the Client.

IV. Scope of Services

The observations and interpretations described herein are based solely on the scope of services provided pursuant to the agreement. Architect has not performed any additional observations, investigations, studies, or testing not specifically stated herein. Architect shall not be liable for the existence of any condition, the discovery of which required the performance of services not authorized under this agreement.

V. Time

The passage of time may result in significant changes in building codes, accessibility codes and guidelines, building technology, economic conditions, or site variations that would render the report inaccurate. Accordingly, neither the client, nor any other party, shall rely on the information or conclusions contained in this report after (6) months from the date of submission without the express written consent of the Architect. Reliance on the report after such period of time shall be at the user's sole risk. Should the Architect be required to review the report after (6) months from the date of submission, Architect shall be entitled to additional compensation at then existing rates or such other terms as may be agreed upon between Architect and the Client.

VI. Conclusions

The conclusions stated in this report are based upon:

1. Observations of existing physical conditions;
2. Information and program provided by the Client;
3. The Architect's interpretation of the current Federal, State and local jurisdiction building and accessibility codes applicable to said project.
4. All information contained herein is observation and interpretation and should be reviewed with the local governing Code jurisdiction before its implementation into the project documents.

- VII. Architect has endeavored to perform its services based upon architectural practices accepted at the time they were performed. Architect makes no other representations, express or implied, regarding information, data, analysis, calculations, and conclusions contained herein.

Project : Proposed Additions and Renovations to Littleton Town Hall
37 Shattuck Street
Littleton, MA 01460

Project No: 2017-04

Analysis
Prepared by: Allen M. Lieb, AIA, NCARB
Project Architect

Date: 14 August 2017

Project Description:

The Town of Littleton has endeavored to renovate and provide additions the existing Town Hall that currently houses Town Offices, and will allow for new town offices in the existing structure, with the 3-story addition to provide new accessible toilets, egress/ingress elements (stair and elevator), and electrical and mechanical facilities.

Project Location:

37 Shattuck Street
Littleton, MA 01460

Proposed Occupancy:

Town Offices and facilities with accessory assembly use rooms

Zoning Classification

o (N/A)

Applicable Codes:

International Building Code, IBC 2009
780 CMR The Massachusetts State Building Code, 8th Edition
NFPA 101 – 1994 Life Safety Code (consultation only)
NFPA 10-1994 Portable Fire Extinguishers
527 CMR The Massachusetts State Fire Prevention Code
524 CMR The Massachusetts State Elevator Code
248 CMR The Massachusetts Plumbing and Gas Code

Applicable Accessibility Codes + Standards:

521 CMR Architectural Access Board Guidelines for Massachusetts
ADA (Americans with Disabilities Act, as amended 1994) - Title II Public Entities
ADAAG (Americans with Disabilities Act Accessibility Guidelines, as amended 1994)
CABO/ANSI A117.1 1992 (for audio and visual alarms only)

Use Group Classification:

Use Group 'B' – Business. 780 CMR 304.0 Business Use Group. Table 304.2 Business Occupancies "Civic Administration".

Construction Type Classification (existing and new buildings are sprinklered):

- Option A : Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)
- New 3-story addition to the existing Town Hall
 - masonry bearing walls with pre-cast concrete plank floors, roof framing of wood or open web steel joists or girders with metal decking and Class C roof covering
- Option B : Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)
- New 3-story addition to the existing Town Hall
 - masonry bearing walls with pre-cast concrete plank floors, roof framing of wood or open web steel joists or girders with metal decking and Class C roof covering
 - Note: the existing Town Hall structure though consistent with Type 3B Construction can also be classified as Type 5B Construction consistent with the use of wood framing in structures. For the purposes of this study Type 5B Construction is examined as an alternate as in certain conditions fire rating requirements are less in this construction type though the area limitations between fire walls are more restrictive. We endeavor to examine this option as the Client has indicated possible future expansion of 20,000 SF which may be allowed under Type 5B Construction without incorporating future fire wall construction.

Height and Area Limitations Criteria (Option A):

(Type 3B –Unprotected Construction / Use Group 'B" Business)

<u>Height Limitations:</u> (Option A)	3 stories 40'	tabular height limitation (780 CMR Table 503)
	1 story 20'	increase for 780 CMR 504.2 Automatic Sprinkler
	4 stories 60'	allowed by Code
	3 stories 33'-6"	designed addition - OK
<u>Area Limitations:</u> (Option A)	14,400 SF	tabular area limitation (780 CMR Table 503)
	28,800 SF	(200% increase for 1 and 2 story buildings equipped with an Automatic Sprinkler System per 780 CMR 506.3)
	21,600 SF	(2% increase for each 1% of street frontage exceeding 25% = 150% increase for perimeter access on site and posted fire lane)
	64,800 SF	sub-total
	12,960 SF	20% reduction for 3-story building (780 CMR Table 506.4)
	51,840 SF	Total allowed by CODE > 12,804 SF
Future addition	51,840 SF	Total allowed by CODE > 12,804+6,000 SF (OK) > 18,804 SF (OK)

Height and Area Limitations Criteria (Option B):

(Type 5B –Unprotected Construction / Use Group 'B' Business)

Height Limitations:
(Option B)

2 stories 30'	tabular height limitation (780 CMR Table 503)
1 story 20'	increase for 780 CMR 504.2 Automatic Sprinkler
3 stories 50'	allowed by Code
3 stories 33'-6"	designed addition - OK

Area Limitations:
(Option B)

7,200 SF	tabular area limitation (780 CMR Table 503)
14,400 SF	(200% increase for 1 and 2 story buildings equipped with an Automatic Sprinkler System per 780 CMR 506.3)
10,800 SF	(2% increase for each 1% of street frontage exceeding 25% = 150% increase for perimeter access on site and posted fire lane)

32,400 SF sub-total

6,480 SF	20% reduction for 3-story building (780 CMR Table 506.4)
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25,920 SF Total allowed by CODE > 12,804 SF

Future addition

25,920 SF	Total allowed by CODE > 12,804+6,000 SF (OK)
	> 18,804 SF (OK)

Fire Separation Requirements:

- Option A :** **Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)**
- New 3-story addition to the existing Town Hall
 - masonry bearing walls with pre-cast concrete plank floors, roof framing of wood or open web steel joists or girders with metal decking and Class C roof covering

Exterior Wall Fire Resistance Ratings per 780 CMR table 705.2

- Use Group B	0 to 5 FT Fire separation Distance	2 Hour
	Greater than 5 to 10 FT	1 Hour
	Greater than 10 to 15	0 Hour

Fire Resistance Ratings of Structure Elements (780 CMR table 602)

- Exterior Walls (loadbearing)	2 Hour
- Fire Walls and Party Walls	2 Hour
- Fire Enclosure of exits	2 Hour*
- Shafts and Elevator Hoistways	2 Hour
- Mixed-use	N/A
- Exit access corridors (if part of a means of egress stair)	1 Hour
- Smoke Barriers (refer to corridors)	1 Hour
- Storage Rooms over 100 SF (w/ sprinkler and smoke barriers)	0 Hour
- Corridors (per 780 CMR Table 1011.4 Corridor Fire Resistance Rating)	0 Hour w/ sprinkler
- Nonloadbearing Partitions	0 Hour
- Interior Loadbearing partitions, columns, girders, Etc.	0 Hour
- Structural members supporting wall	0 Hour
- Floor construction including beams	0 Hour
- Roof construction 15' or less in height to lowest member	0 Hour

*In buildings with stairs connecting 4 stories or less, the fire resistance rating for egress stairs shall be reduced from 2-hour to 1-hour (780 CMR 1014.11 Interior Stairway Enclosures).

- Option B :** **Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)**
- **New 3-story addition to the existing Town Hall**
 - **masonry bearing walls with pre-cast concrete plank floors, roof framing of wood or open web steel joists or girders with metal decking and Class C roof covering**

Exterior Wall Fireresistance Ratings per 780 CMR table 705.2

Use Group B	0 to 5 FT Fire separation Distance	2 Hour
	Greater than 5 to 10 FT	1 Hour
	Greater than 10 to 15	0 Hour

Fire Resistance Ratings of Structure Elements (780 CMR table 602)

- Exterior Walls (loadbearing)	0 Hour
- Fire Walls and Party Walls	2 Hour
- Fire Enclosure of exits	1 Hour*
- Shafts and Elevator Hoistways	1 Hour
- Mixed-use	N/A
- Exit access corridors (if part of a means of egress stair)	1 Hour
- Smoke Barriers	1 Hour
- Storage Rooms over 100 SF (w/ sprinkler and smoke barriers)	0 Hour
- Corridors (per 780 CMR Table 1011.4 Corridor Fireresistance Rating)	0 Hour w/ sprinkler
- Nonloadbearing Partitions	0 Hour
- Interior Loadbearing partitions, columns, girders, Etc.	0 Hour
- Structural members supporting wall	0 Hour
- Floor construction including beams	0 Hour
- Roof construction 15' or less in height to lowest member	0 Hour

*In buildings with stairs connecting 4 stories or less, the fire resistance rating for egress stairs shall be reduced from 2-hour to 1-hour (780 CMR 1014.11 Interior Stairway Enclosures).

Minimum Travel Distance / Minimum # of exits / Dead-end corridors :

- Option A :** **Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)**
 New 3-story addition to the existing Town Hall
- Option B :** **Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)**
 New 3-story addition to the existing Town Hall

Minimum Travel Distance:
(780 CMR Table 1006.5 Length of Exit Access Travel)

Use group B 250 FT w/ sprinkler system

AUGUST 14, 2017

Minimum # of Exits:

(780 CMR Table 1010.2 Min. Number of Exits for Occupant Load)

Use Group B

SF total program (new addition and existing)

20,484 SF Floor (basement) 1 / 100 SF per person = 205 persons
- 500 or less = 2 Exits

21,912 SF Floor -FIRST 1 / 100 SF per person = 219 persons
- 500 or less = 2 Exits

25,112 SF Floor -SECOND 1 / 100 SF per person = 251 persons
67,508 GSF 675 persons

- 500 or less = 2 Exits

Dead End Corridors:

780 CMR 1011.2 Dead Ends

The length of a dead-end passageway or corridor shall not be more than 20 feet.

Exceptions: In occupancies in use Group B... the length of dead end passageway shall not be more than 50 feet.

Occupant Load Calculations:

Option A : Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)
New 2-story addition to the existing Town Hall

Option B : Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)
New 2-story addition to the existing Town Hall

Use Group B

67,508 SF total program

20,484 SF Floor B / 100 SF per person = 205 persons

21,912 SF Floor 1 / 100 SF per person = 219 persons

23,412 SF Floor 2 / 100 SF per person = 234 persons

= 658 PERSONS TOTAL

New Addition Use Group B

1 st	0SF	1/0 person	0
2 nd	99.28SF	2/100 person	99.28
3 rd	99.28SF	3/100 person	<u>99.28</u>
			198.56 PERSONS TOTAL

Total Existing Building Thru Additions
856.68 persons

Egress Components and Calculations:
(based on a program of 67,508GSF
total)

per 780 CMR Table 1009.2 Egress Width Per Occupant w/ sprinkler system

Option A : Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)
New 2-story addition to the existing Town Hall

Option B : Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)
New 2-story addition to the existing Town Hall

Floor SECOND (2)

(251 persons)

Stairs

251 persons x 0.2 "/person = 50.2 inches min required < 48" **OK**

Doors, ramps, corridors

251 persons x 0.15 "/person = 50.2 inches min required < 36" doors **OK**

251 persons x 0.15 "/person = 50.2 inches min required < 60" ramps **OK**

251 persons x 0.15 "/person = 50.2 inches min required < 60" corridors **OK**

Floor FIRST (1)

(219 persons) Stairs

219 persons x 0.2 "/person = 43.8 inches min required < 48" **OK**

Doors, ramps, corridors

219 persons x 0.15 "/person = 43.8 inches min required < 60" doors **OK**

219 persons x 0.15 "/person = 43.8 inches min required < 60" ramps **OK**

219 persons x 0.15 "/person = 43.8 inches min required < 60" corridors **OK**

Floor 1 egress calculations take into account the combined load of both levels as persons would egress from Level 2 and Level 3 down to egress at grade.

Floor BASEMENT (B)

(205 persons) Stairs

205 persons x 0.2 "/person = 30.75 inches min required < 36" **OK**

Doors, ramps, corridors

205 persons x 0.15 "/person = 30.75 inches min required < 36" doors **OK**

205 persons x 0.15 "/person = 30.75 inches min required < 36" ramps **OK**

205 persons x 0.15 "/person = 30.75 inches min required < 60" corridors **OK**

Occupants at the basement level would exit directly at grade.

Areas of Refuge / Areas of Rescue Assistance:

All exits are required to be accessible and shall exit at grade onto accessible routes which lead away from the building, or shall lead to areas of refuge / areas of rescue assistance which meets the criteria of 780 CMR 1007.0 Accessible Means of Egress, 780 CMR 1007.5 Areas of refuge, and the criteria set forth in the AAB (Architectural Access Board Guidelines for the Commonwealth of MA, as amended), and the ADAAG (Americans with Disabilities Act Accessibility Guidelines as Amended 1994). Areas of Refuge / Areas of Rescue assistance spaces at egress doors shall be provided based on the total occupant load of the building divided by the total numbers of means of egress doors. Each Area of Rescue Assistance (if required) shall contain a minimum of (4 spaces) wheelchair spaces, Typical (1 space per 200 occupants). $675/200=$

Energy Code

The proposed facility shall comply with the necessary regulations and criteria of 780 CMR Chapter 13 Energy Conservation.

Option A : **Type 3B – Unprotected (780 CMR 604.0 Type 3 Construction)**
 New 2-story addition to the existing Town Hall

Option B : **Type 5B – Unprotected (780 CMR 606.0 Type 5 Construction)**
 New 2-story addition to the existing Town Hall

Option A shall comply with all criteria of the Energy Code.

Vapor Barrier / Air Barrier:

Minimum requirements for compliance include a 0.1 perm max. vapor barrier / air barrier (equal to 4 mil poly) installed at wall and roof construction assemblies. All joints in the barrier shall be air tight through the sealing of barrier material joints with approved methods and materials.

Vestibule:

A vestibule must be provided at all building entrances per 780 CMR 1304.6 Vestibules, and shall have a minimum distance of 7 FT between doors when fully closed. Doors shall be equipped with self-closing hardware. Note exceptions for doors not intended as building entrances.

Louvers:

Air -tight dampers shall be provided in elevator venting louvers per 780 CMR 1304.7 Air-tight Dampers. Other mechanical components that allow infiltration through an air barrier are also required to have air-tight dampers.

R-Values:

Littleton, MA, County, Climate Zone 13a

Existing Town Hall Wall Area	=	27,632 SF
Existing Town Hall Glazed Area	=	6,064 SF
Percentage %	=	21.95%
New Addition Wall Area	=	9,934 SF
New Addition Glazed Area	=	770 SF
Percentage %	=	7.75%

Table 1304.2.5 Building Envelope Requirements Climate Zone 13a (Glazing Area 10% or less above Grade Wall Area) will apply for the proposed building addition to the existing Town Hall as the glazing area of the building addition is 9% of the total addition wall area.

-	Above Grade Walls	
	Framed or Masonry < 35 psf (continuous insulation)	R-7
	Metal Framing (R + c.i. Continuous Insulation)	R-13+R-3 c.i.
-	Window Assemblies	U 0.7
-	Roof Assemblies (continuous insulation)	
	Non-wood joist/truss	R-15
	All-wood joist/truss	R-14
-	Roof Assemblies (insulation between framing)	
	Non-wood joist/truss	R-19
	All-wood joist/truss	R-19
-	Floor Assemblies (continuous insulation)	
	Non-wood joist/truss	R-19
	All-wood joist/truss	R-19
	Concrete Slab or Deck	R-17
	Slab, Perimeter, and Below Grade Wall	R-5
-	Floor Assemblies (insulation between framing)	
	Non-wood joist/truss	R-25
	All-wood joist/truss	R-19
	Concrete Slab or Deck	N/A
	Slab, Perimeter, and Below Grade Wall	R-5

Miscellaneous Requirements:

Roofing:

Low slope roof coverings shall comply with 780 CMR 1507.3 with minimum 1/4" per foot for built-up and EPDM or single-ply membrane roofing systems. Cricket flashing may be installed at minimum 1/8" per foot.

Single-Ply roof coverings (thermoset/thermoplastic) shall comply with 780 CMR 1507.3.2, .3 and shall not be installed on roof slopes above 2:12.

Roofing shall meet all Class C Fire Resistant rating criteria per 780 CMR 1506.1.3. Class C roof coverings.

Minimum Habitable Room Size Requirements:

780 CMR 1204.0 room Dimensions. Habitable rooms shall have an area of not less than 70SF. A habitable room other than a kitchen shall not be less than 7 Ft in any dimension.

Fire Extinguishers:

Shall be provided in accordance with NFPA 10 Portable Fire Extinguishers and installed throughout the facility at a travel distance between devices not to exceed 75 FT.

Accessibility:

All new existing construction to remain shall comply with the complete criteria of the 521 CMR Architectural Access Board Guidelines for the Commonwealth of MA (AAB) and the Americans with Disabilities Act Accessibility Guidelines, as amended 1994 (ADAAG). The criteria will apply to either Option A or Option B.

The primary accessible components for the proposed additions and renovations to the Town Hall shall be: accessible routes in and around the facility including entrances, ramps, and all egress components.

Office spaces, public lobbies and work areas shall also comply with the criteria of the guidelines. Counter heights in work areas may exceed 34" AFF with the understanding by the Client that an employee with a disability can request a reasonable accommodation that can include the lowering of counters and cabinets in work areas.

Toilet and shower facilities are required to comply with the criteria of the AAB and ADAAG. Private toilet rooms connected to private offices shall be designed to be adaptable for the future installation of accessible features if so requested by an employee under Title I of the ADA. These rooms shall comply with the criteria of 521 CMR 30.0 Toilet Rooms and ADAAG 1994.

Signage shall be provided in compliance with 521 CMR 41.0 Signage and ADAAG 1994 4.30 Signage and shall include Braille.

Site Accessibility : Parking shall be provided in accordance with both the AAB and ADA. These sections also apply to new entrances, accessible routes, parking areas, and emergency egress from the proposed building.

Plumbing Criteria (fixture counts):

Use Group B, Employee (Non-Industrial) and Use Group B Office Buildings
(more restrictive requirements combined Table 1 Minimum Facilities for Building Occupancy):

Water Closets

M 1 per 25 occupants (337.50 occupants total [all floors] / 25 = 5.1 or 5 WC's / total floors 1 and 2
F 1 per 20 occupants (337.50 occupants total [all floors] / 20 = 6.4 or 7 WC's / total floors 1 and 2

Consult with MEP engineers for minimum carriage requirements for wall hung water closets to establish thickness of plumbing chase walls.

Urinals

M 33% of total fixture count (14 WC's total x 33% = 4.62 or 5 Urinals total)

Lavatories

M 1 per 50 occupants (337.50 occupants total / 50 = 6.75 or 7 LAV's / total floors 1 and 2 (10 provided)
F 1 per 50 occupants (337.50 occupants total / 50 = 6.75 or 7 LAV's / total floors 1 and 2 (10 provided)

Drinking Fountains

3 per floor

Service Sinks

2 per floor

Floor Drains

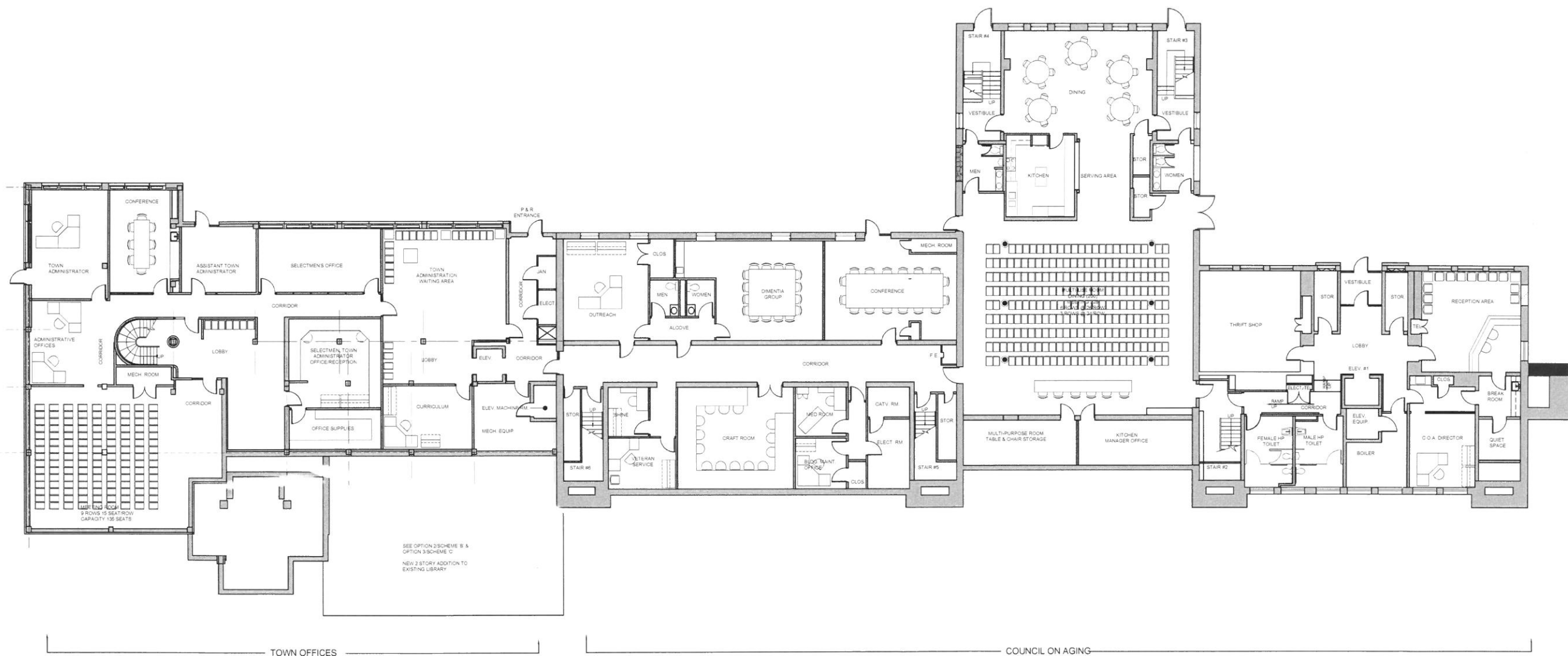
Shall be provided in every toilet and shower facility room as required by Code.

--- END OF ANALYSIS ---

COST ANALYSIS FOR DIFFERENT OPTIONS

Option 1/Scheme 'A'	December, 2017	June, 2018	June, 2019	June, 2020	
Renovate Town Hall	\$11,462,942	\$11,749,516	\$12,278,244	\$12,824,626	
Renovate Existing Library to Office Space	\$8,999,357	\$9,201,843	\$9,615,925	\$10,043,834	
TOTALS OPTION 1/SCHEME 'A' - no library	\$20,462,299	\$20,951,359	\$21,894,169	\$22,879,406	
New Library Without Grant				\$13,100,000	
New Library With Grant				\$7,255,253	
TOTAL OPTION 1/SCHEME 'A' New Library				\$35,979,406	
No Grant					
TOTAL OPTION 1/SCHEME 'A' New Library					
With Grant				\$30,134,659	
Option 2/ Scheme 'B'					
Renovate DCU Building (excludes Acquisition)	\$6,548,570	\$6,695,913	\$6,993,881	\$7,305,109	
Renovate Town Hall	\$11,462,942	\$11,720,858	\$12,242,436	\$12,787,225	
Addition to Existing Library 9,928 GSF	\$4,399,970	\$4,498,969	\$4,699,173	\$4,908,287	
TOTALS OPTION 2/SCHEME'B'	\$22,411,482	\$22,915,740	\$23,935,490	\$25,000,621	
Option 3/Scheme 'C'					
Renovate Town Hall	\$11,462,942	\$11,720,858	\$12,242,436	\$12,787,225	
2-Story Addition to Town Hall Over Parking Lot	\$8,203,730	\$8,388,314	\$8,761,594	\$9,151,485	
Addition to Existing Library, 9,928 GSF	\$4,399,970	\$4,498,969	\$4,699,173	\$4,908,287	
TOTALS OPTION 3/SCHEME 'C'	\$24,066,642	\$24,608,141	\$25,703,203	\$26,846,997	

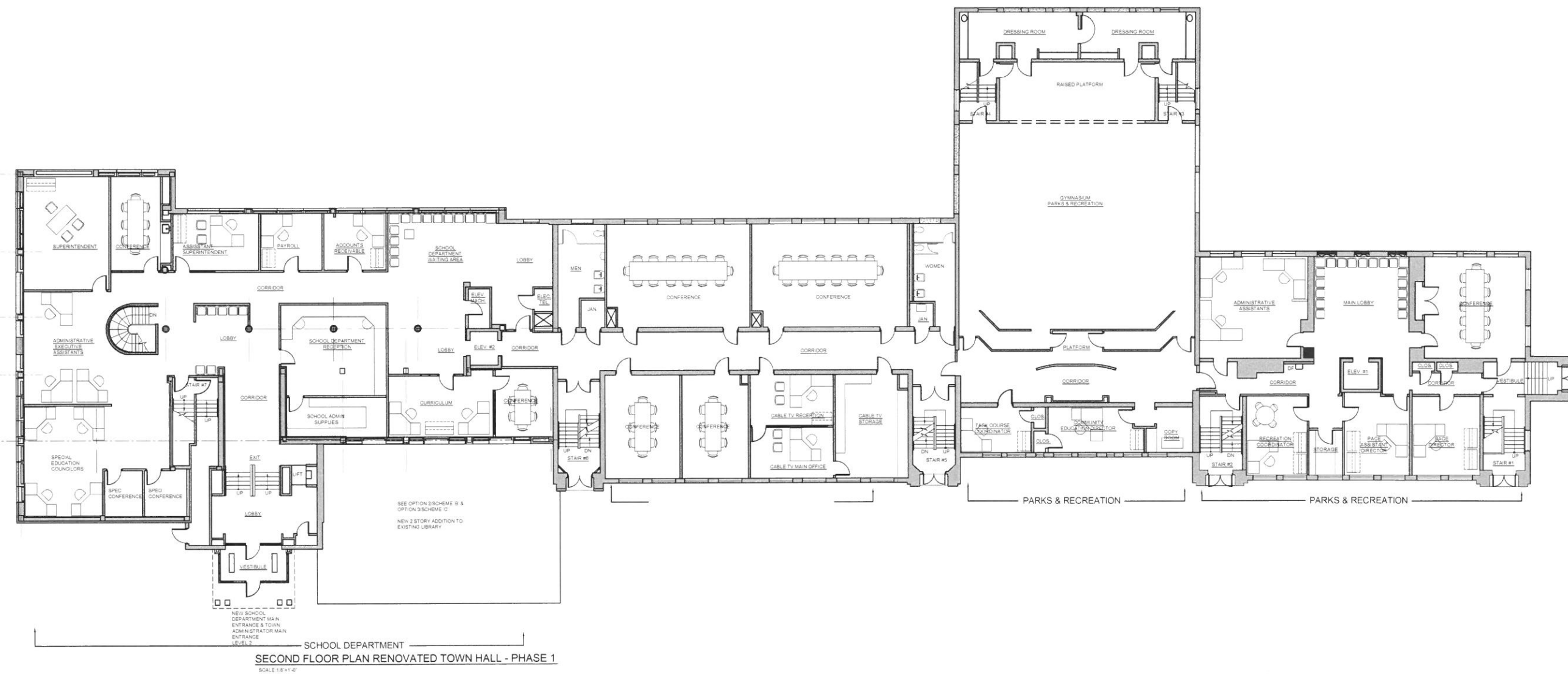
**SCHEMATIC SCHEME
DRAWINGS:
'A', 'B' AND 'C'**



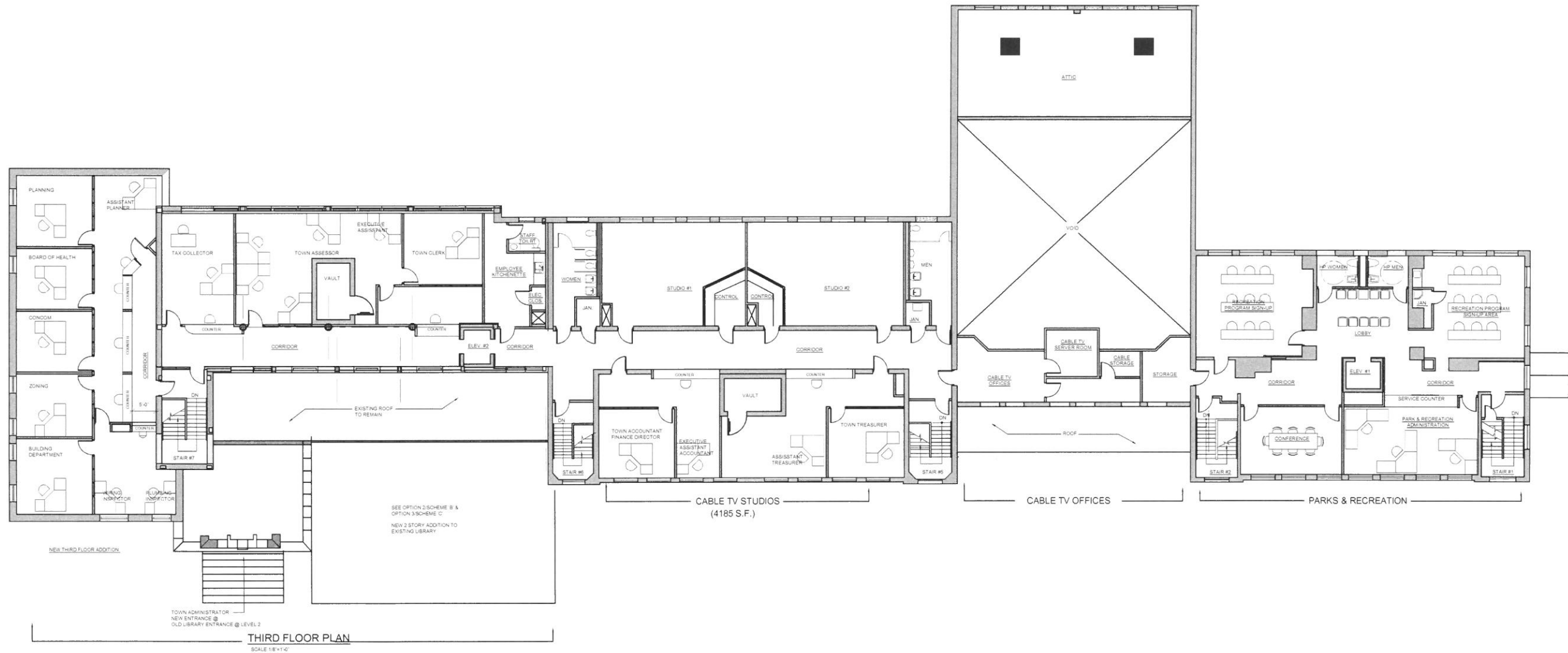
FIRST FLOOR PLAN RENOVATED TOWN HALL - PHASE 1

SCALE 1/8"=1'-0"

RENOVATE EXISTING LIBRARY TO OFFICE SPACE OPTION 1/SCHEME 'A'



RENOVATE EXISTING LIBRARY TO OFFICE SPACE
OPTION 1/SCHEME 'A'



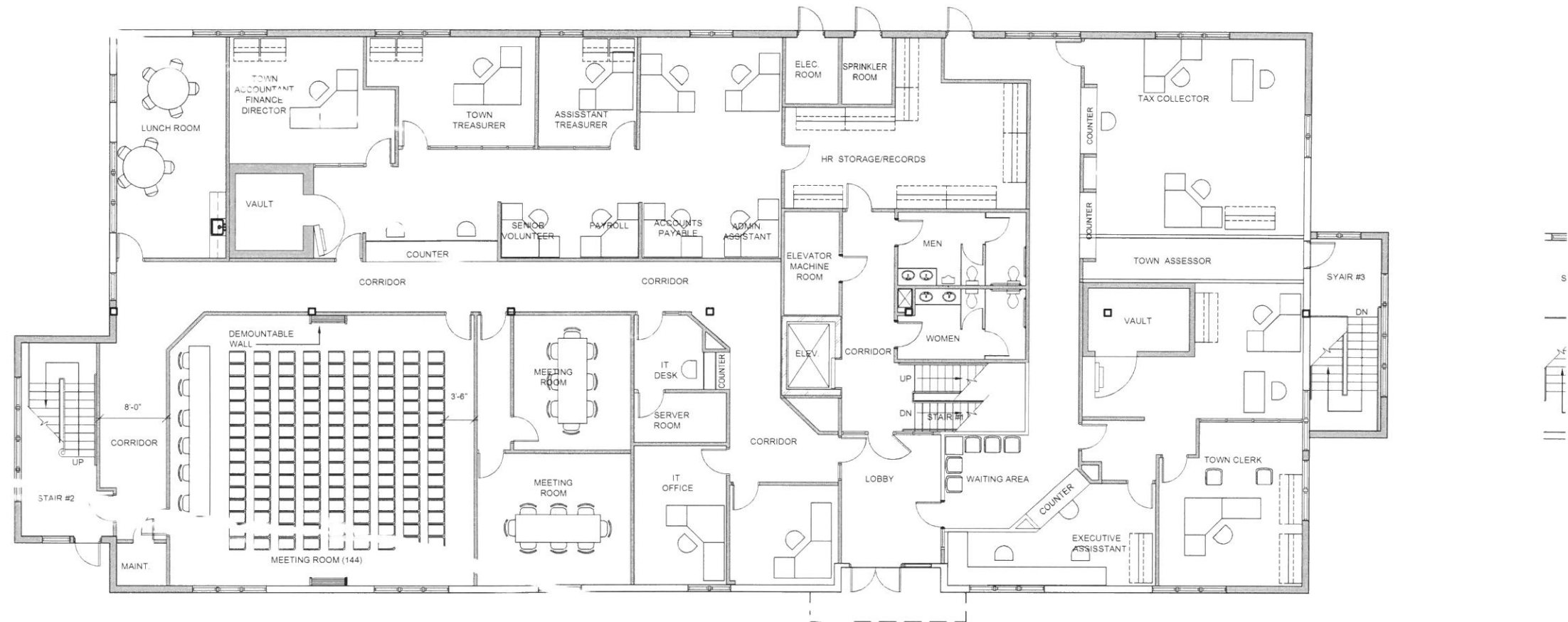
THIRD FLOOR PLAN RENOVATED TOWN HALL
SCALE 1/8"=1'-0"

RENOVATE EXISTING LIBRARY TO OFFICE SPACE OPTION 1/SCHEME 'A'



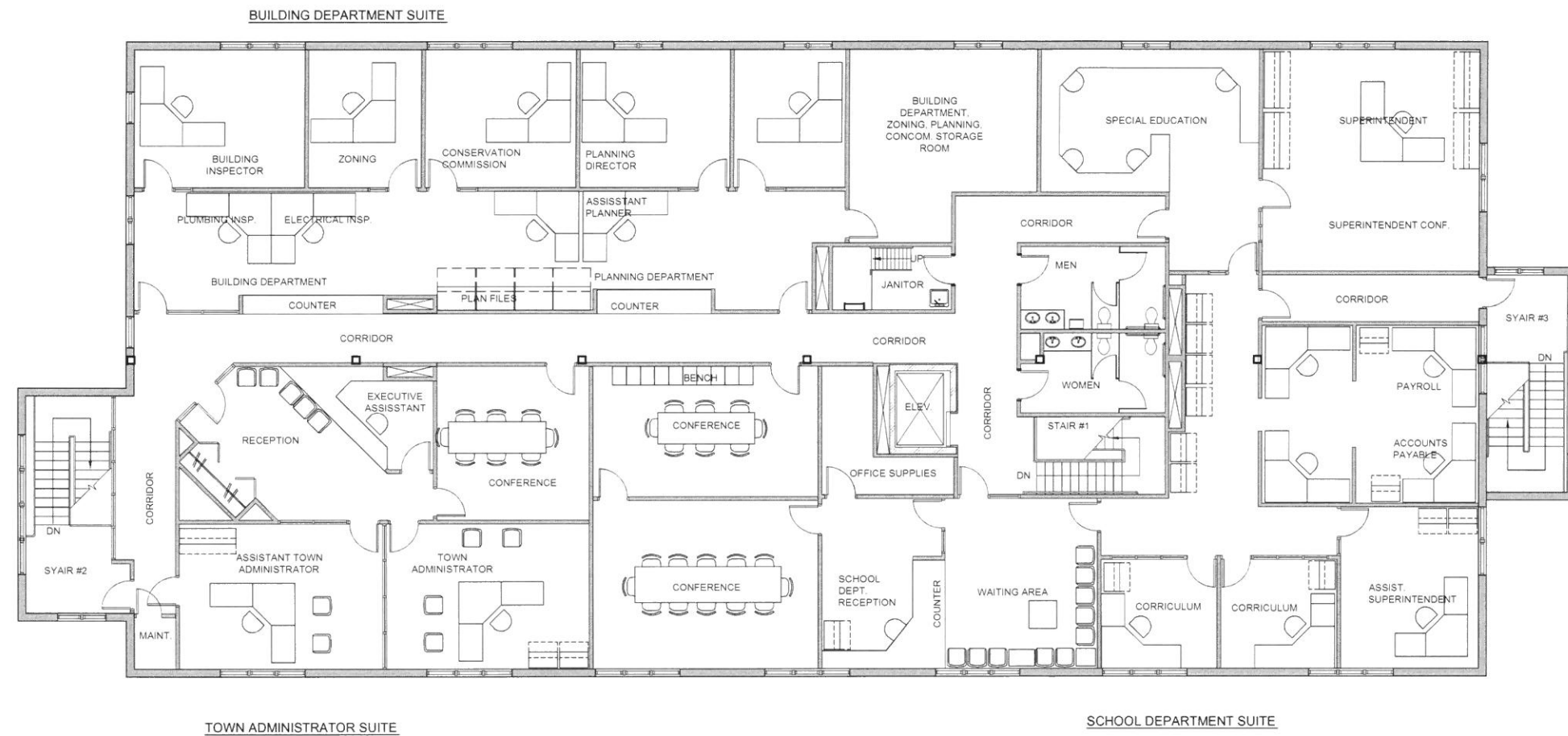
ALLEN M. LIEB ARCHITECTS
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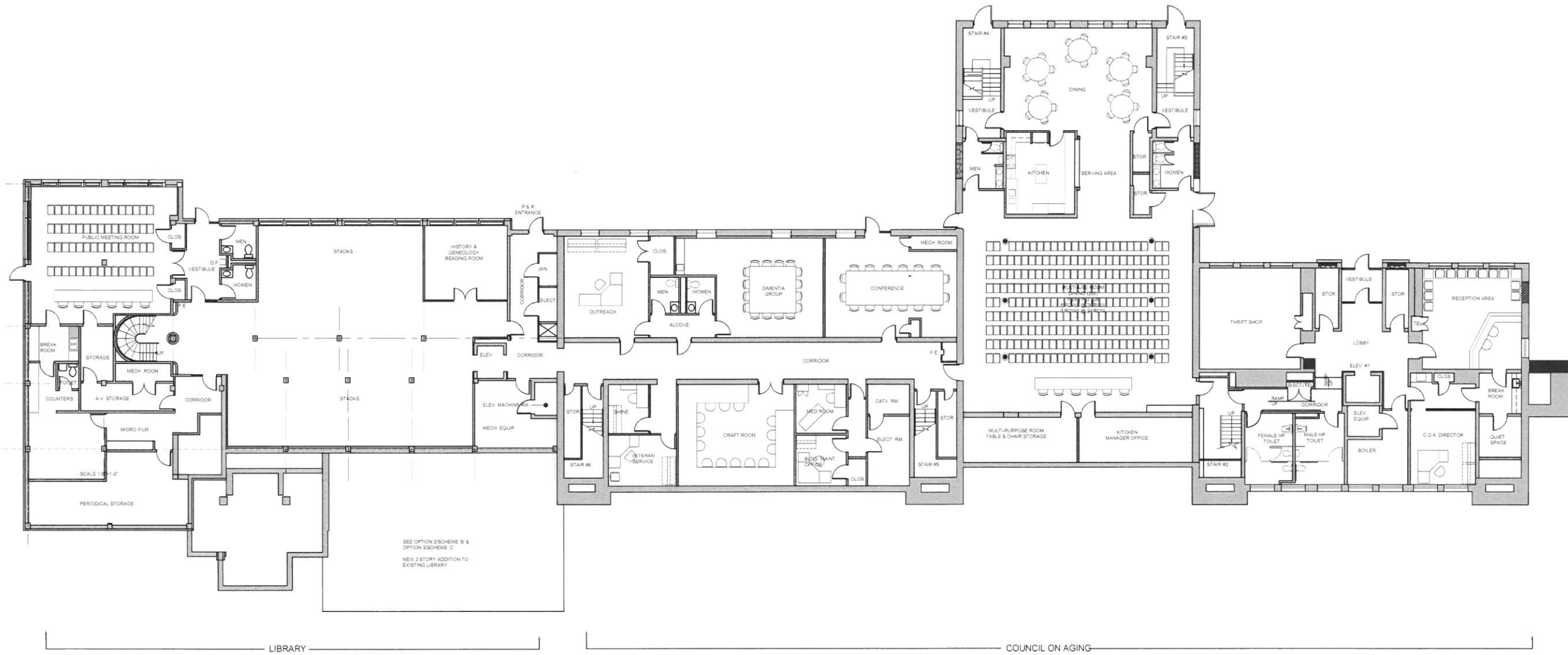
FIRST FLOOR PLAN-DCU BUILDING -PHASE 3
SCALE: 1/8"=1'-0"

RENOVATED DCU BUILDING



SECOND FLOOR PLAN - RENOVATED D.C.U. BUILDING
SCALE: 1/8"=1'-0"

RENOVATED DCU BUILDING



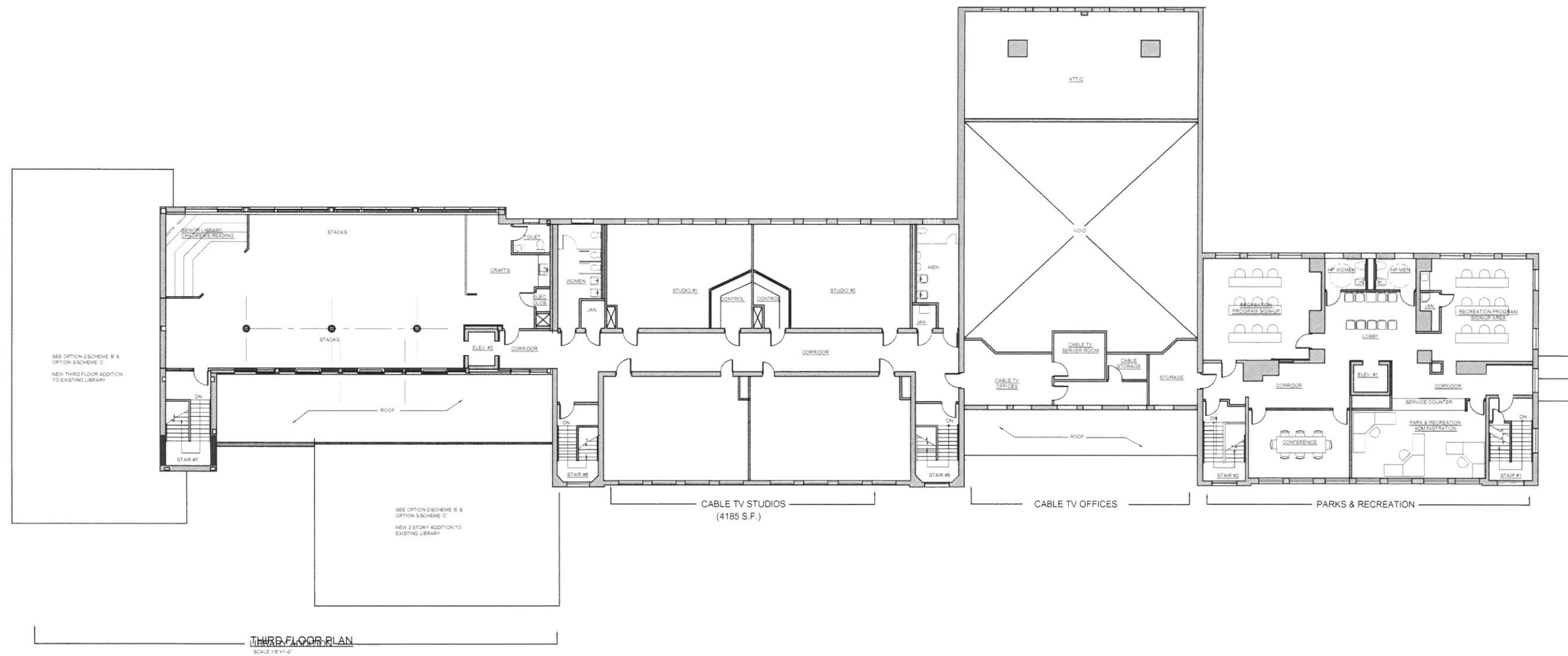
FIRST FLOOR PLAN RENOVATED TOWN HALL - PHASE 1

SCALE 1/8"=1'-0"

RENOVATE TOWN HALL ~ OPTIONS 'A', 'B', & 'C'

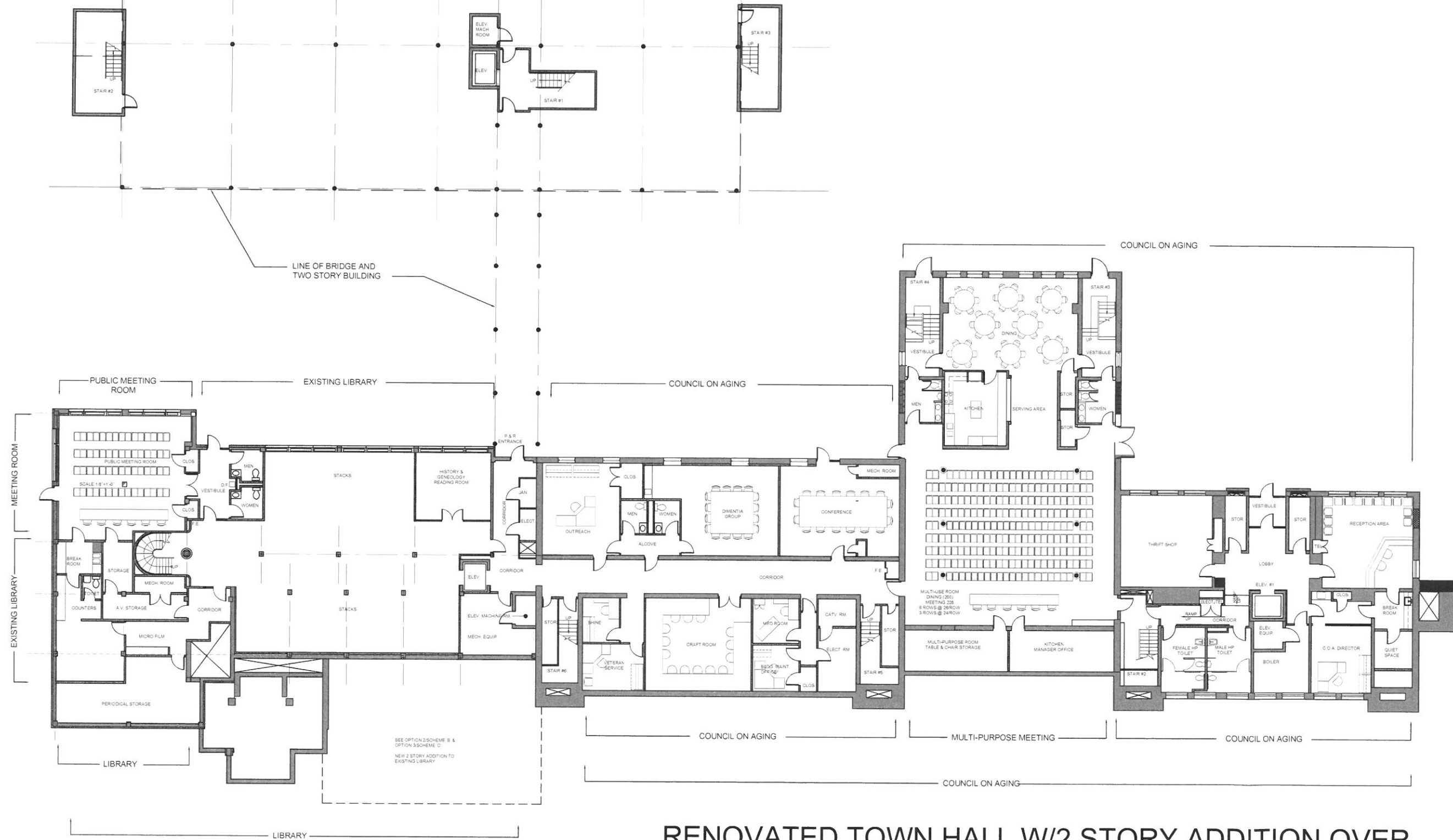


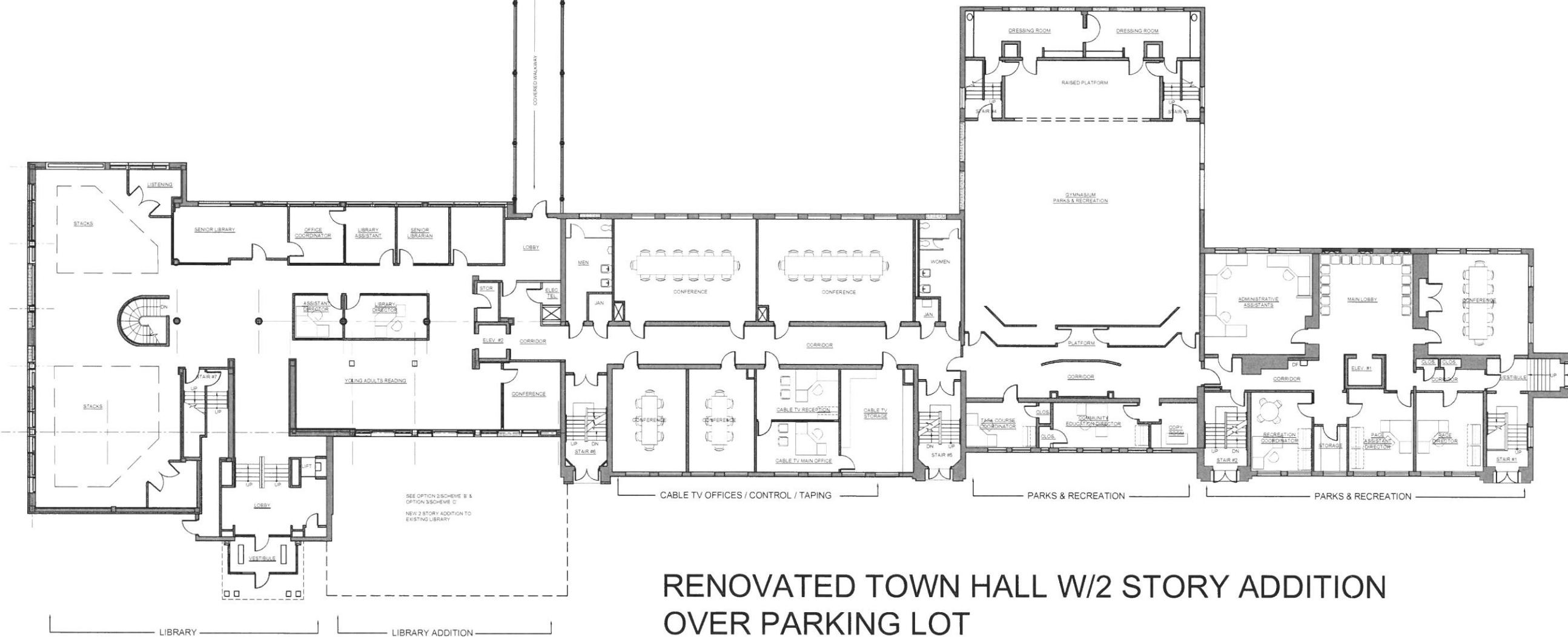
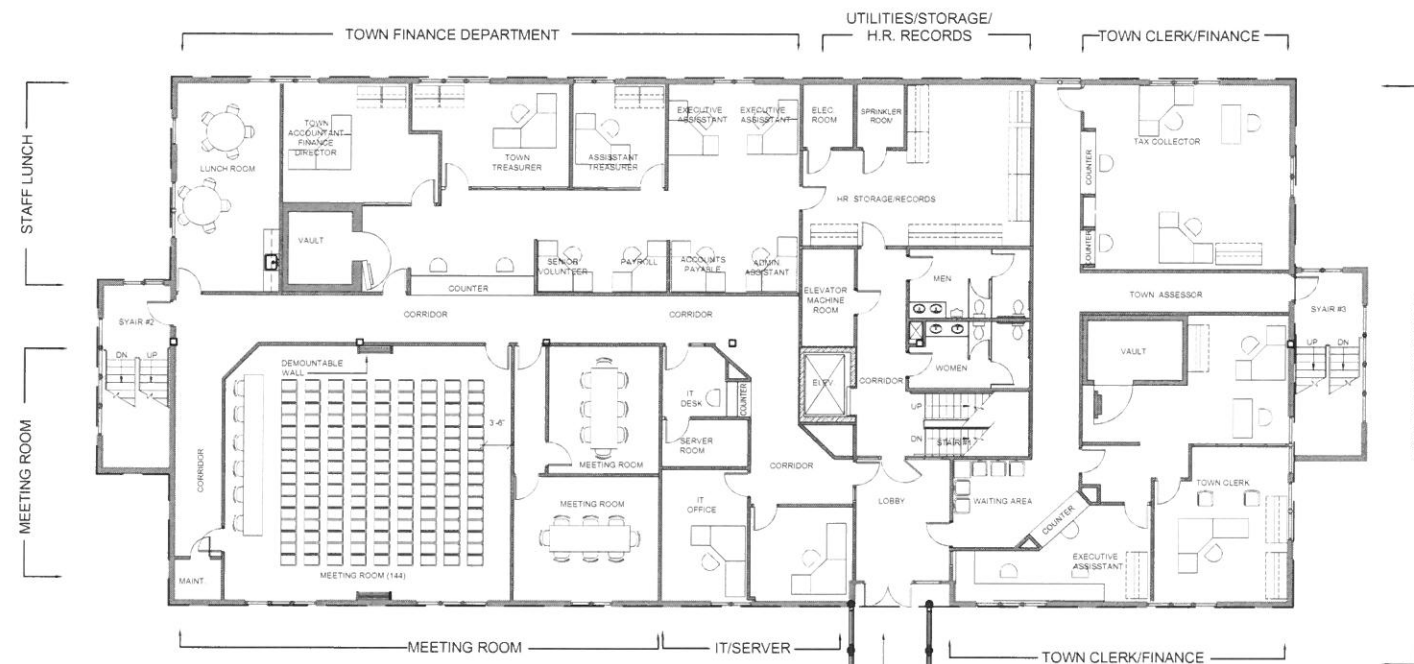
RENOVATE TOWN HALL ~ OPTIONS 'A', 'B', & 'C'



THIRD FLOOR PLAN RENOVATED TOWN HALL
SCALE 1/8"=1'-0"

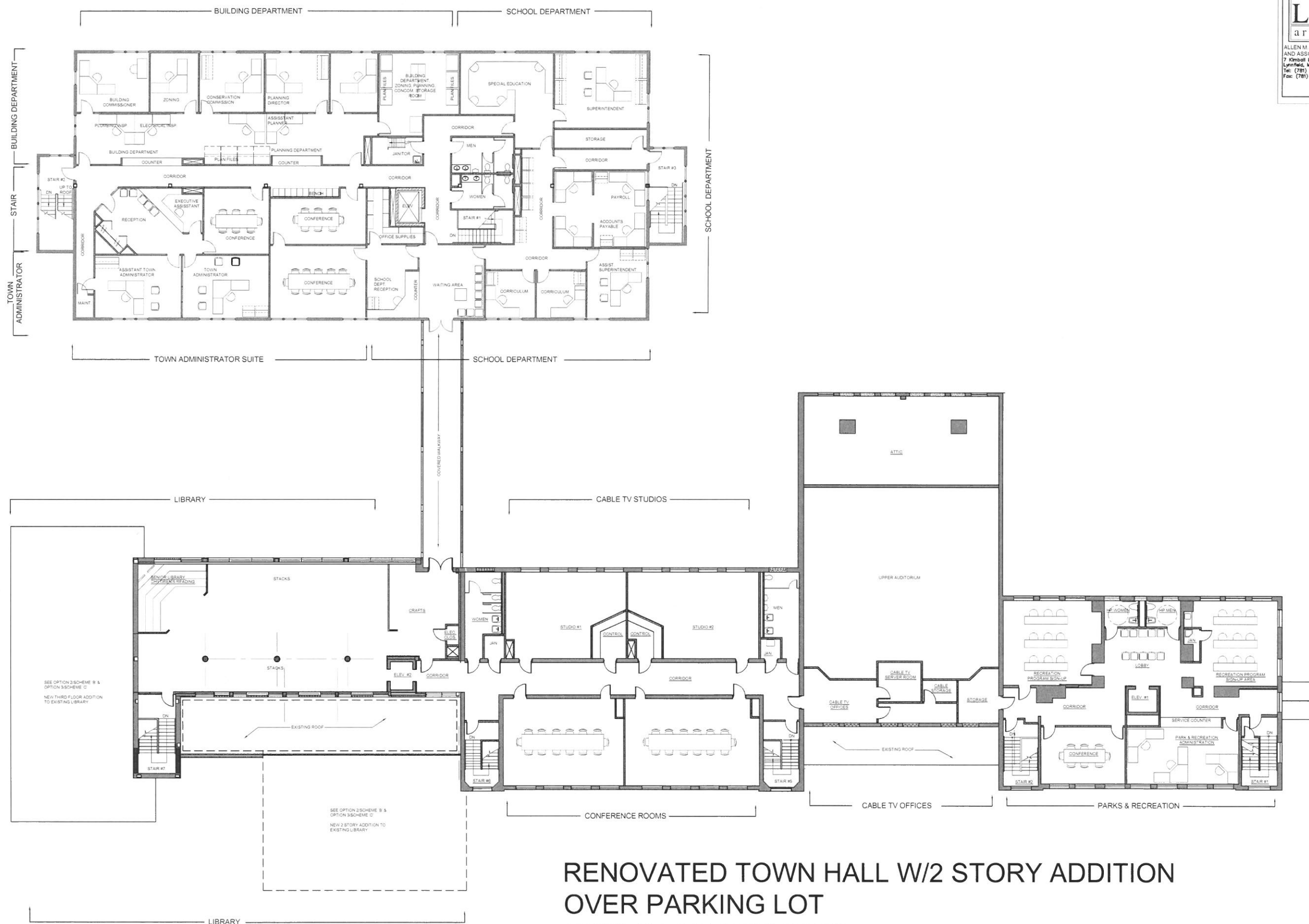
RENOVATE TOWN HALL ~ OPTIONS 'A', 'B', & 'C'





SECOND FLOOR PLAN ~ RENOVATED TOWN HALL W/NEW ADDITION OVER PARKING LOT
SCALE 1/8"=1'-0"

RENOVATED TOWN HALL W/2 STORY ADDITION OVER PARKING LOT OPTION 3/SCHEME 'C'



RENOVATED TOWN HALL W/2 STORY ADDITION OVER PARKING LOT OPTION 3/SCHEME 'C'

THIRD FLOOR PLAN ~ RENOVATED TOWN HALL W/NEW ADDITION OVER PARKING LOT
SCALE 1/8"=1'-0"

Recommendations for Scheme Selection:

The process used for the recommendation in our professional opinion is based on the design that accommodates the space needs necessary for each department, and yet satisfies the required space allocation necessary for each respective department, as well as providing department space for operations, security, future growth, utilizes remodeled existing space areas at a reasonable cost, and utilizes as many of the existing areas of the existing spaces and their related adjacencies.

Also, we have developed three (3) Schematic Design Options, which are defined as the following:

1. **Option 1/Scheme 'A'**

Renovate existing Library areas into new office space and including the renovation of the existing Town Offices, including the redesign of those areas on the First Floor, Second Floor and Third Floor to accommodate program requirements. This Scheme is based on the basis that a new public Library is constructed on another location at the existing site as developed as of this date. Also this design Option 1/Scheme 'A' requires the Town of Littleton to purchase the existing DCU Bank Building and renovate same to accommodate required additional office space to meet the needs of the Program requirement. This additional cost is approximately \$2,500,000 +/-.

2. **Option 2/Scheme 'A', 'B', 'C'**

Renovate the entire existing Town Hall facilities, including the addition of a third floor at the existing library at the far left of the existing Library entrance, and the addition of a new 2 story addition at the far right of the existing Library entrance. These additions would provide sufficient additional space for the Library to meet their program needs, and would allow the presently designed new Library not to be constructed. This would also save at least \$4.5 million in construction cost.

3. **Option 3/Scheme 'C'**

Complete renovation of the existing Town Offices on all floor levels, including the addition of a 3rd floor at (1 story) on the far left of the present Library entrance and a new 2 story addition to the right of the Library entrance for additional area to meet the program needs of the Library and would exceed the floor area necessary and equal to the new Library Building in floor area and would allow for the additional accommodations equal to the proposed new Library.

Further, total renovation, modernization and expansion of the existing Town Hall Municipal Offices will meet program areas of various Departments. Also the construction of a raised two-story addition (over existing parking lot) to

accommodate the necessary Town Hall Municipal space needs necessary to comply with program Department needs and provide a minimum 20 year future growth space areas, along with a short bridge between the existing renovated building and the new 2 story addition.

This office recommends that the Town of Littleton proceed with **Option 3/Scheme 'C'**, which is in our Professional Opinion the most efficient and cost effective solution to satisfying the Program Needs of the Town Municipal Offices and Library needs, as well as the most cost-effective. In addition, it also provides based on program data collected gives the Town of Littleton a solution to provide for the growth of the Town, additional office space for the respective Departments and the future additional needs for the various departments based on necessary future growth and most importantly the most cost effect and efficient scheme. In addition, Scheme 'C' allows that the Town can continue to operate while the addition is being built and the additions to the Library are also built. Also, there is an option to reduce the cost by eliminating one of the Library additions (the one-story addition to the left of the Library entrance). This would be a savings of \$4.399 million or \$4.9 million depending when the project would move ahead.

