

# **REALLOCATION OF OFFICE SPACE**

**BASED ON TOWN  
DEPARTMENT NEEDS**

**6.25.12**

# **Building Committee Study**

- **Building Committee appointed 2006**
- **Committee recommended**
  - Build new Town Office facility first**
  - Expand Fire Department facility to accommodate both Fire & Police**

# Department Sizes

- **Selectmen's office**

  - 3 employees**

  - 5 Selectmen**

  - Auditors (as many as 4 on site at a time)**

  - Welfare Dept/Food Pantry**

  - Visiting appraisers & the public for  
assessment records & tax maps**

  - Finance**

  - Planning & Zoning**

  - GIS Mapping**

# Department Sizes

- **Town Clerk/Tax Collector**

- 3 employees**

- 1 auditor in/out**

- Visiting public**

- Can be 5 to 6 at a time**

- A lot of transactions are now done either on-line or via mail.**

# Department Sizes

- **Police Department**

- 7 employees**

- 3 full time during day**

- **However, population may increase to as much as eight to 10 for reasons of court, investigation, an arrest or service to the public**
    - **Current facility is inadequate for the performance of many police functions**

# Department Sizes

- **Town Road Department**

- 3 employees

- Building adequate for Road Department needs**

- However, a new salt storage facility needs to be erected**

# **Department Sizes**

- **Fire Department**

**7 employees in building full time**

**On Call Company as needed**

**Recent interior rehab has extended facility adequacy for the future**

# **Police Dept Facility**

- **720 square feet in size — not including basement**
- **Truss construction — none of the walls are weight bearing — all walls can be easily moved**
- **Basement is dry & adequate**
- **Has new Heating & Air Systems**
- **Has secured service window**
- **Has own alarm system**

# **Space Originally Planned for TC/TC Office in new facility**

- **1,366 +1- square feet**
- **Use of one half of vault**
- **Would have combined use of work area and kitchen area with Selectmen's office**

# **Police Dept Needs**

- **More room to accommodate 10+ at a time**
- **An interview room and booking & detention area**

**Currently anyone in custody has "full run" of the building**

**In current facility, children cannot be protected with certain specific guarantees as required by law (sight/sound violations)**

# **TC/TC Needs**

- **Adequate space for 3 employees and equipment**
- **Dry and adequate storage area**
- **Security service window**
- **Alarm system**

# Conclusion

- **The space requirements of the TC/TC's office can more than adequately be accommodated by the present Police Facility**
- **The new space originally planned for the TC/TC's office, will adequately accommodate the Police Dept needs and bring the department into compliance**
- **Town communications can easily be tied through conduits**
- **By taking this action, the Town will save anywhere from \$500,000 to \$1,000,000+ costs for future expansions/construction**
- **Fulfill the goal to have all Town departments on one campus**