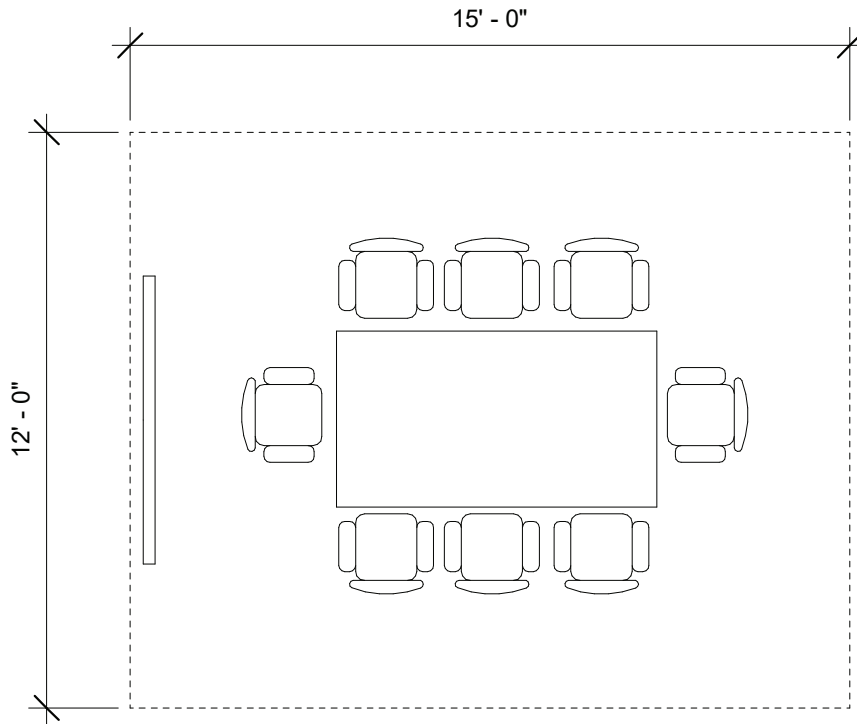


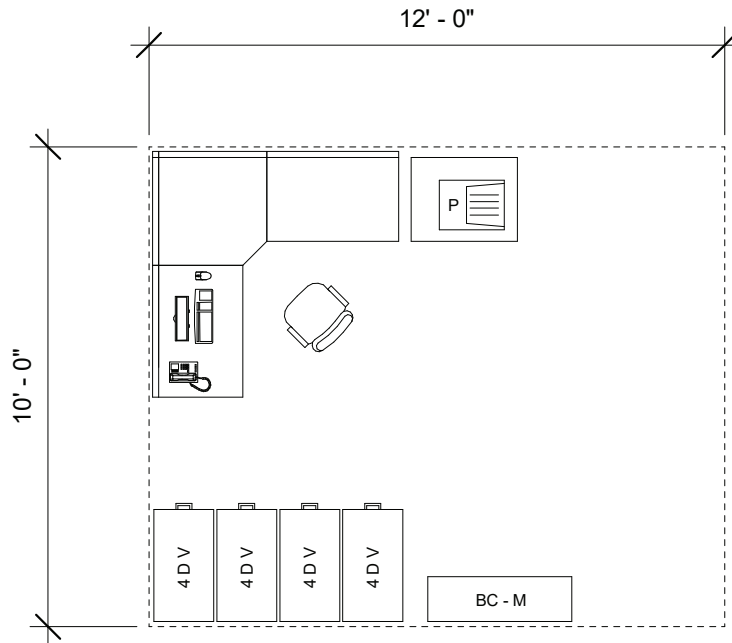
Land Planning Conference Room



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 1	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 123 sf (shared)	Proposed - 100 sf
Functional Description	Meetings 6-8 People	
Public Access	Public Access Controlled Via Staff	
Adjacencies	Central to Land Planning Group	
Furnishings and Equipment	(1) 72" x 36" Conference table (8) Chairs (1) Whiteboard	
Notes		

Conservation Commission

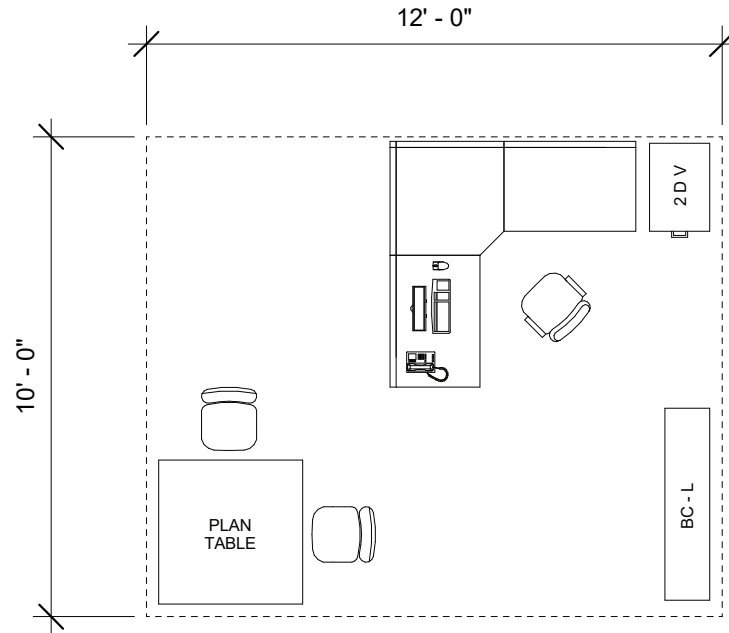


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 2	
Occupant Name	Jeff Summers	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 90 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Cons Com Admin	Building Commissioner, BOH, ZBA, Permitting & Inspection
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(4) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium

Notes

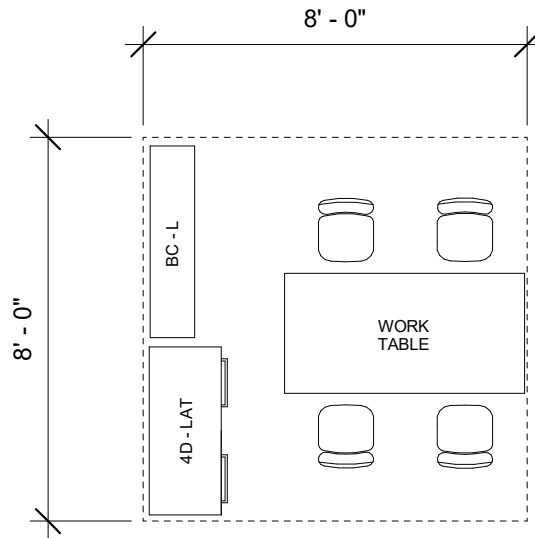
Building Commissioner



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 4	
Occupant Name	Bob Egan	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 107	Proposed - 120 sf
Functional Description	Deskwork Small Meetings	Plan Review
Public Access	Public Access Via Staff	
Adjacencies	Part-Time Assistants / Inspectors Permitting and Inspections	BOH, ZBA, CONS COM
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Plan Review Table (2) Guest Chairs	(1) 2 Drawer Vertical File Cabinet (1) Bookcase - Large
Notes		

Fire Department, Plumbing, Wiring Inspectors

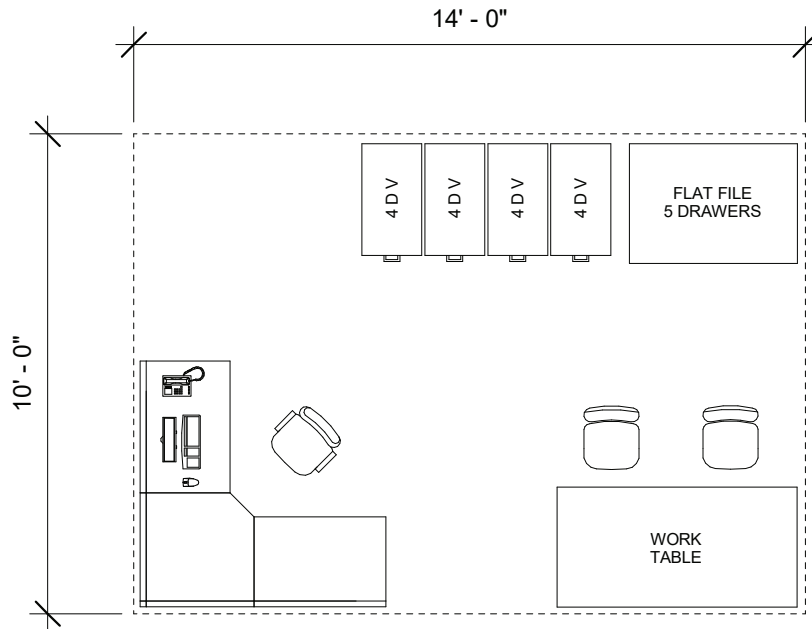


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 5	
Occupant Name	3-4 Various Inspectors	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0	Proposed - 64 sf
Functional Description	Deskwork Small Meetings	Plan Review
Public Access	Public Access Via Staff	
Adjacencies	Building Commissioner Building Commissioner Admin	Permitting & Inspections, CONS COM., BOH, ZBA
Furnishings and Equipment	(1) Work Table (4) Guest Chairs	(1) 4 Drawer Lateral File Cabinet (1) Bookcase - Large

Notes

Permitting and Inspections

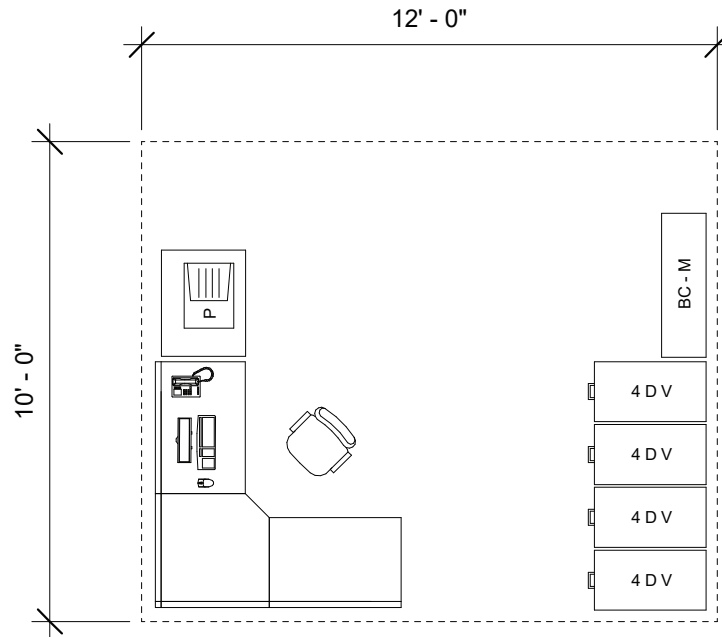


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 6	
Occupant Name	Jo-Ann Pilczak	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 238 sf	Proposed - 140 sf
Functional Description	Deskwork Small Meetings	Plan Review
Public Access	Public Access Via Service Counter	
Adjacencies	Building Commissioner and Admin.	BOH, ZBA, CONS COM.
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Plan Review Table (2) Guest Chairs	(4) 4 Drawer Vertical File Cabinets (2) 5 Drawer Flat Files

Notes

Board of Health



All drawings at 1/4" = 1'
unless otherwise noted

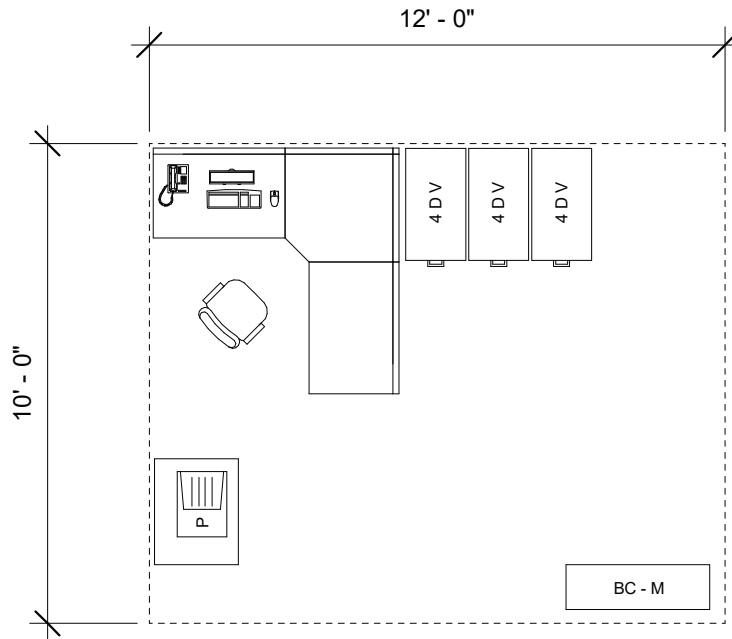
Program Number	TH - 7	
Occupant Name	Susan Sarni	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 90 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	BOH Admin.	Permitting and Inspections, Planning, ZBA, Building Commission, CONS COM.
Furnishings and Equipment	(1) Computer Stations (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(4) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium
Notes		

Zoning Board of Appeals

All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 10	
Occupant Name		
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 100 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Land Planning Group, ZBA Admin.	Building Commissioner, BOH, CONS COM. Permitting & Inspections
Furnishings and Equipment	(1) Computer Stations (1) Desk w/ Return (+ Chair) (1) Printer	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Large
Notes	Dead Storage in Basement	

BOH / ZBA Admin

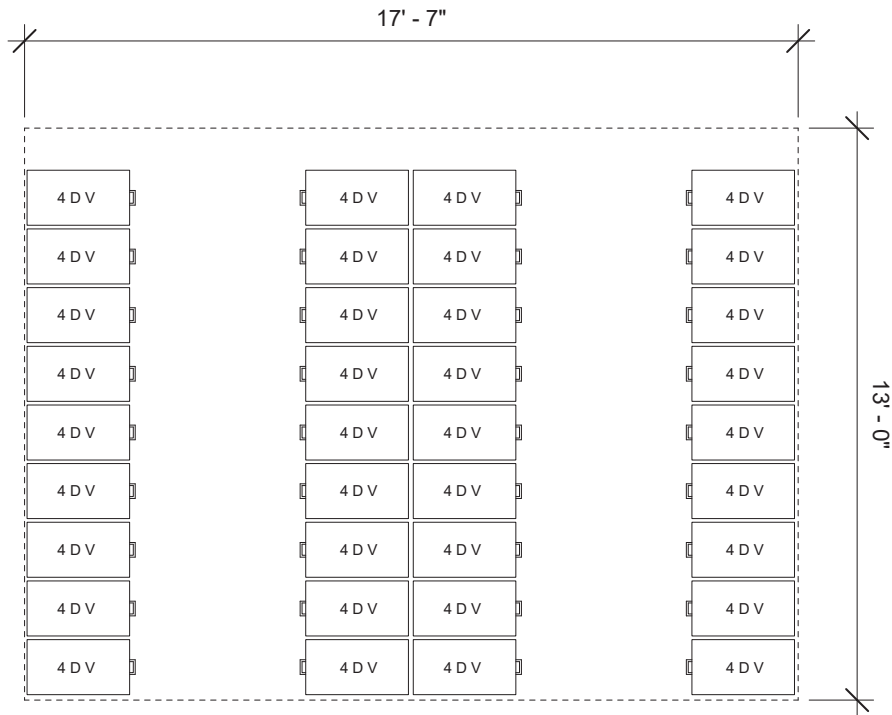


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 9	
Occupant Name	Chrissie Dahlstrom	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 86 sf	Proposed - 100 sf
Functional Description	Deskwork Public Interaction	
Public Access	Public Access Via Service Counter	
Adjacencies	ZBA / BOH	Building Commissioner Permitting and Inspections, CONS COM.
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(3) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium

Notes

Building Department File Storage

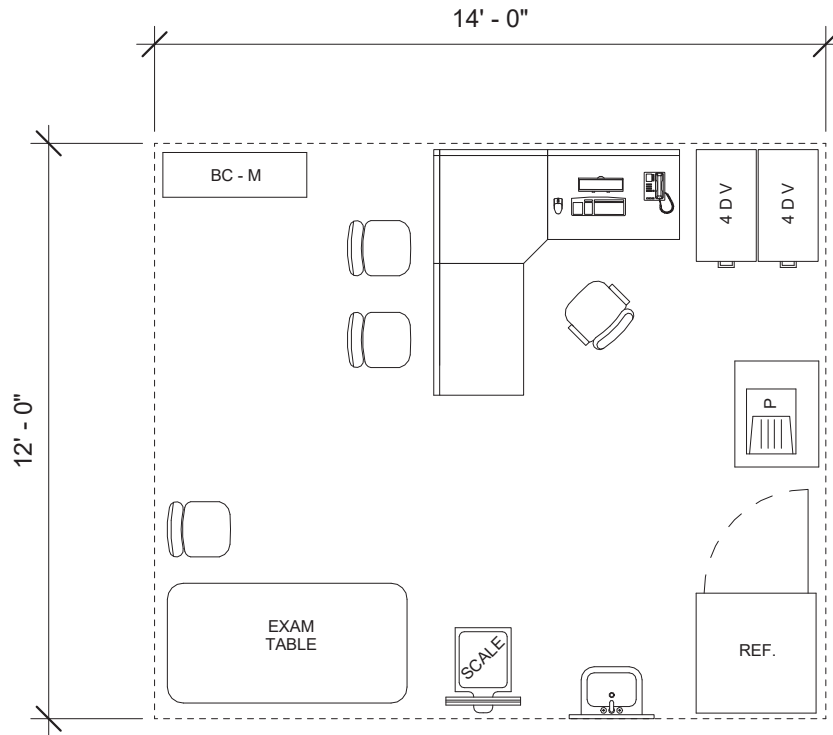


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 11	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 182 sf	Proposed - 260 sf
Functional Description	Storage	
Public Access	No Public Access	
Adjacencies	Land Planning Group	Building Commissioner, CONS COM, Permitting and Inspections, BOH, ZBA
Furnishings and Equipment	(9) 4 Drawer Vertical File Cabinets	

Notes

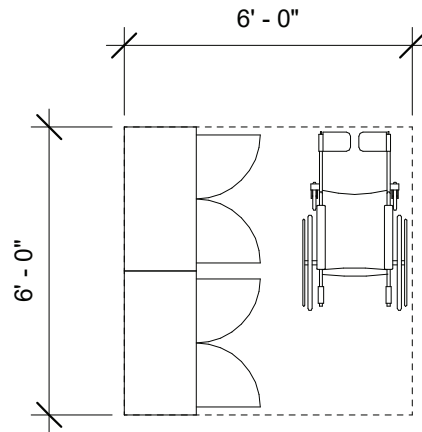
Public Health Nurse



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 12	
Occupant Name	Mary Goodwin	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 124 sf	Proposed - 168 sf
Functional Description	Deskwork Medical Examinations	Patient Visits
Public Access	Direct Public Access	
Adjacencies	BOH	PH Storage Waiting Area
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Exam Table (1) Scale (3) Guest Chairs	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium (1) Wall Mounted Sink (1) Printer (1) Lockable Refridgerator
Notes		

Public Health Storage

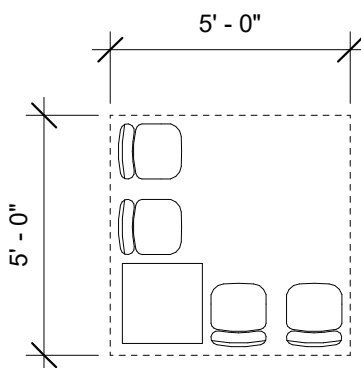


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 13	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 82 sf	Proposed - 36 sf
Functional Description	Medical Storage Wheelchair Storage	
Public Access	No Public Access	
Adjacencies	PH Nurse	
Furnishings and Equipment	(2) Storage lockers	

Notes

Public Health Waiting Area

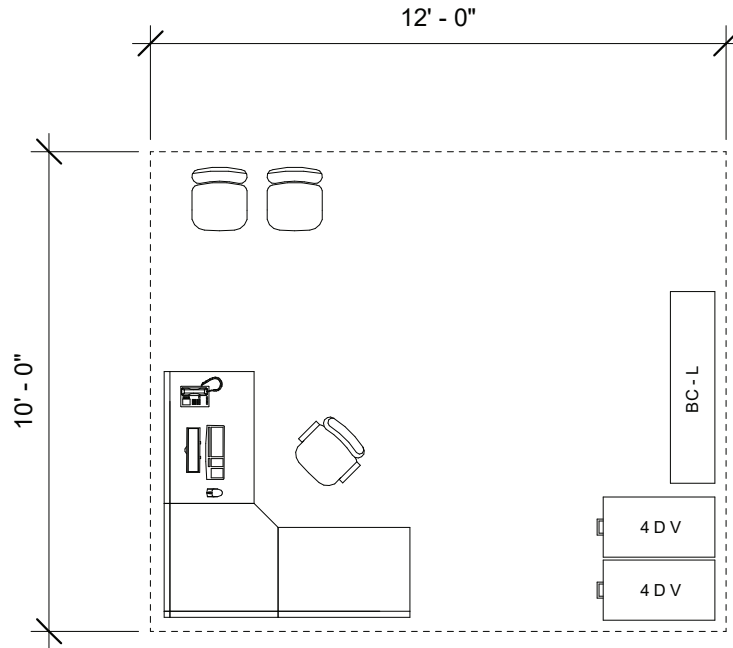


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 14	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 25 sf	Proposed - 25 sf
Functional Description	Public Waiting	
Public Access	Direct Public Access	
Adjacencies	Accessible Public Route	PH Nurse
Furnishings and Equipment	(4) Guest Chairs (1) End Table	

Notes

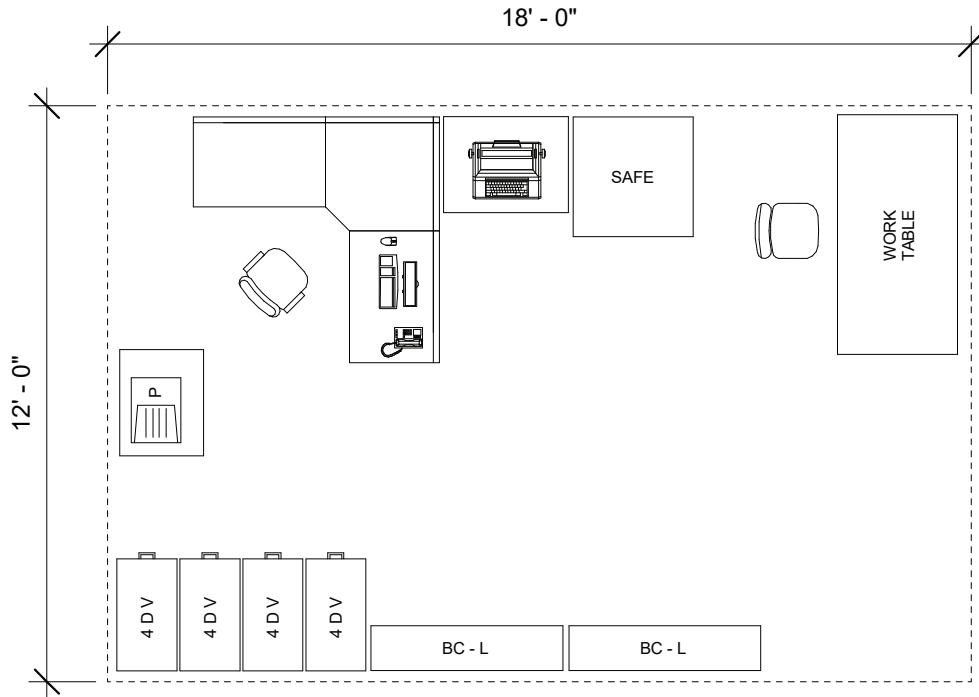
Town Clerk



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 15	
Occupant Name	Carol St. Pierre	
Group	Clerk	
Area (Existing, Proposed)	Existing - 101 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Town Clerk Staff	Town Clerk Vault
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (2) Guest Chairs (1) State Computer	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Large
Notes		

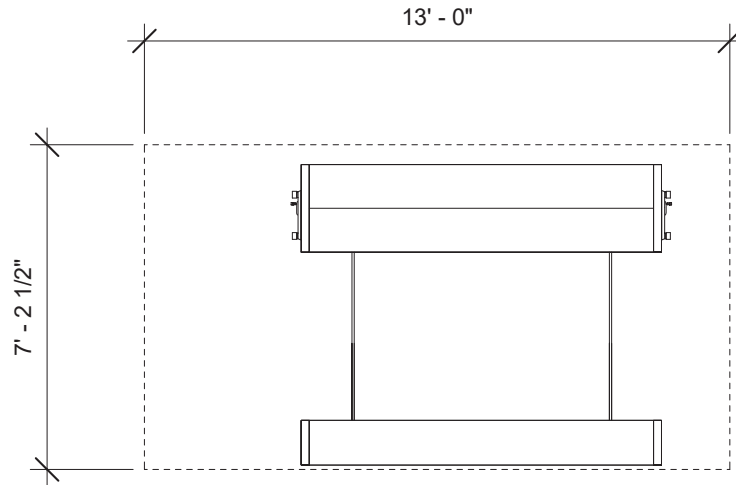
Town Clerk Staff



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 16	
Occupant Name	Elizabeth Anderson	+ 1 Intern
Group	Clerk	
Area (Existing, Proposed)	Existing - 310 sf	Proposed - 216 sf
Functional Description	Deskwork Public Interaction	
Public Access	Public Access Via Service Counter	
Adjacencies	Town Clerk	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Small Workstation W/ Chair (1) State Computer	(4) 4 Drawer Vertical File Cabinets (2) Bookcase - Large (1) Typewriter Station (1) Safe
Notes		

Town Clerk HD Storage (Vault)



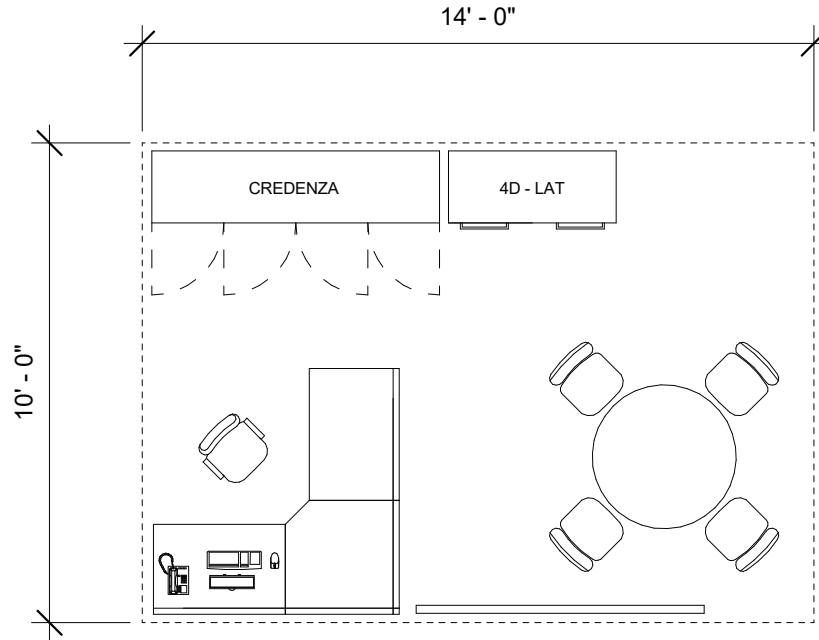
All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 17	
Occupant Name		
Group	Clerk	
Area (Existing, Proposed)	Existing -94 sf	Proposed - 94 sf
Functional Description	Storage	
Public Access	No Public Access	
Adjacencies	Town Clerk	Town Clerk Staff
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes Town Clerk Vault should be accessible to
Town Clerk and Town Clerk Staff only

Voting Computers to be stored here

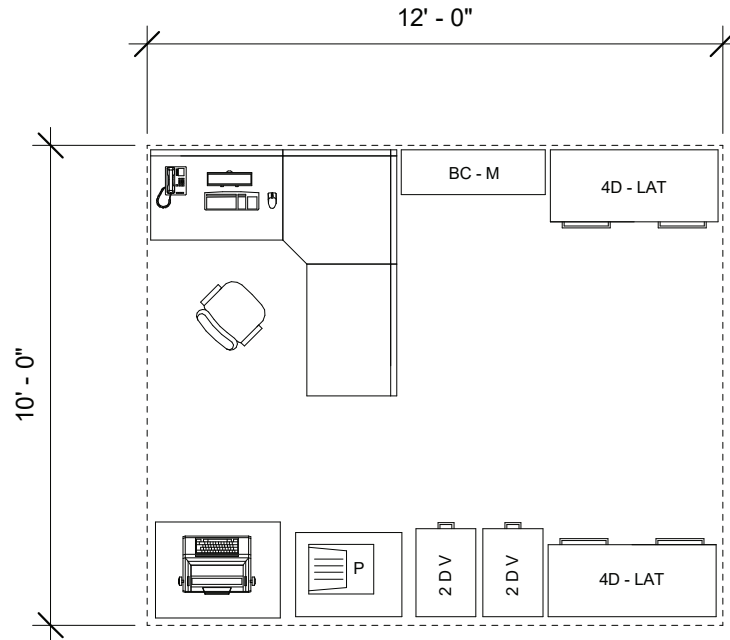
Town Manager



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 18	
Occupant Name	Chris Senior	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 140 sf
Functional Description	Deskwork Small Meetings	
Public Access	Public Access Via Staff	
Adjacencies	Central BOS Meeting Room	Town Manager Admin
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Credenza (1) Whiteboard	(1) 4 Drawer Lateral File Cabinets (1) 36" Dia round Table (4) Guest Chairs
Notes		

Assistant to Town Manager

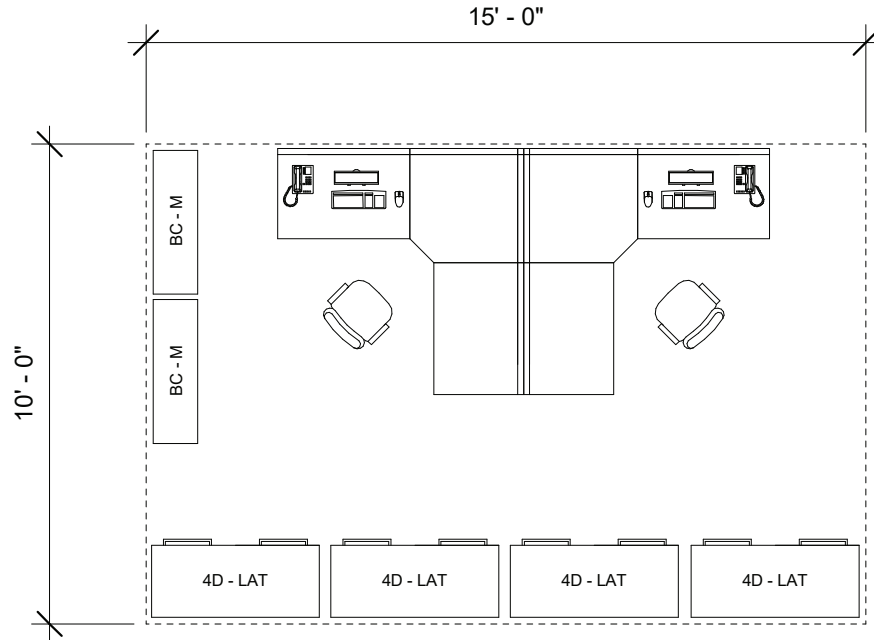


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 19	
Occupant Name	Jennifer Oram	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 120 sf
Functional Description	Deskwork Public Interaction	
Public Access	Direct Public Access	
Adjacencies	Town Manager BOS Meeting Room	Lobby
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Typewriter Station	(2) 2 Drawer Vertical File Cabinets (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Medium

Notes

Executive Assistant to the Town Manager

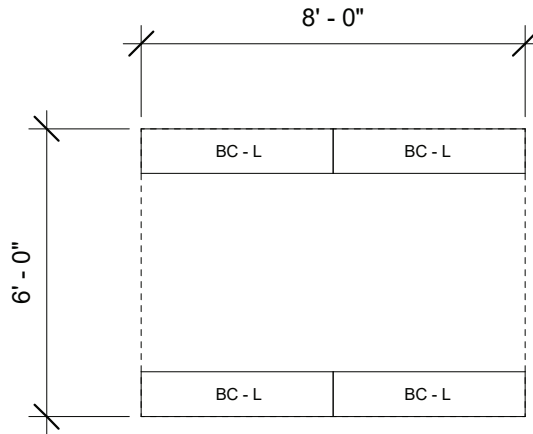


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 20	
Occupant Name	Tracy Connors	+ 1 Future Admin Assistant
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 150 sf
Functional Description	Deskwork Public Interaction	
Public Access	Public Access Via Staff	
Adjacencies	Town Manager BOS Meeting Room	Lobby
Furnishings and Equipment	(2) Computer Station (2) Desk w/ Return (+ Chair)	(4) 4 Drawer Lateral File Cabinets (2) Bookcase - Medium

Notes

Town Manager Storage

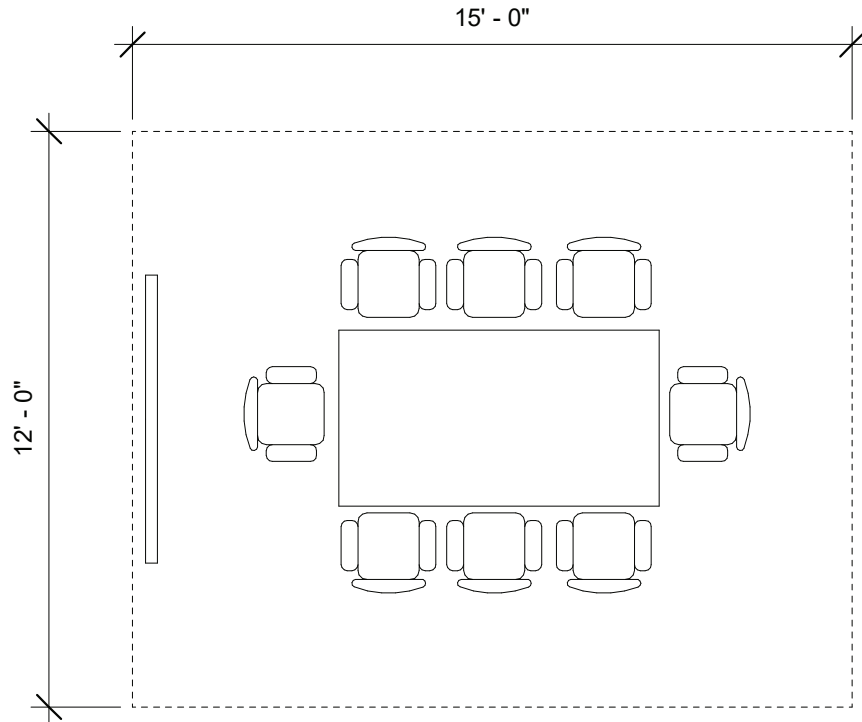


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 21	
Occupant Name	N/A	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 66 sf	Proposed - 48 sf
Functional Description	Storage	
Public Access	No Public Access	
Adjacencies	Town Manager Town Manager admin	
Furnishings and Equipment	(4) Bookcase - Large	

Notes

Town Manager Conference

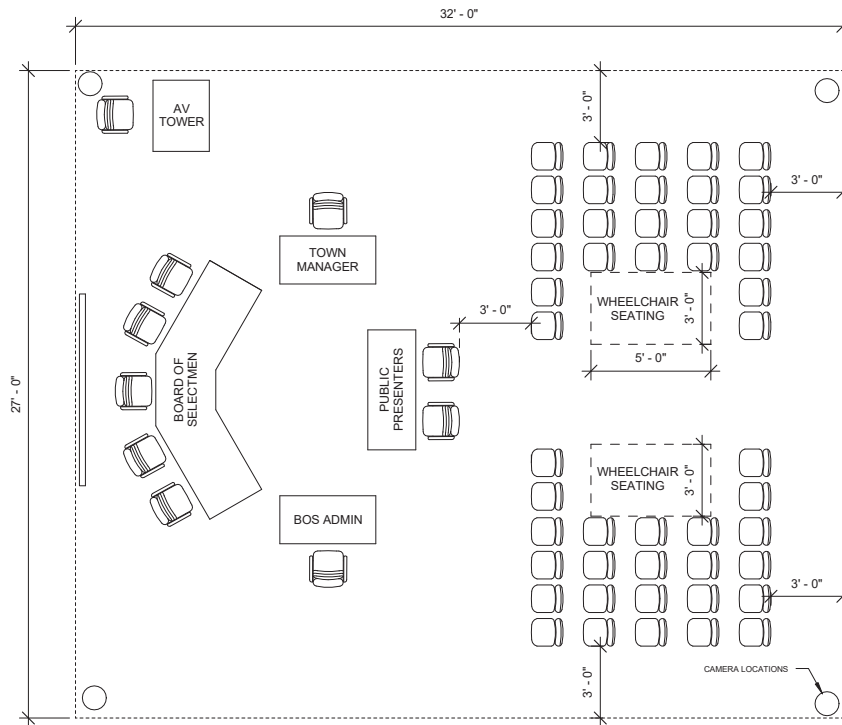


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 22	
Occupant Name	N/A	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 180 sf
Functional Description	Meetings (6-8 People) Collating documents	
Public Access	Public Access Via Staff	
Adjacencies	Town Manager Town Manager Admin	
Furnishings and Equipment	72" x 36" Conference table (8) Chairs (1) Whiteboard	

Notes

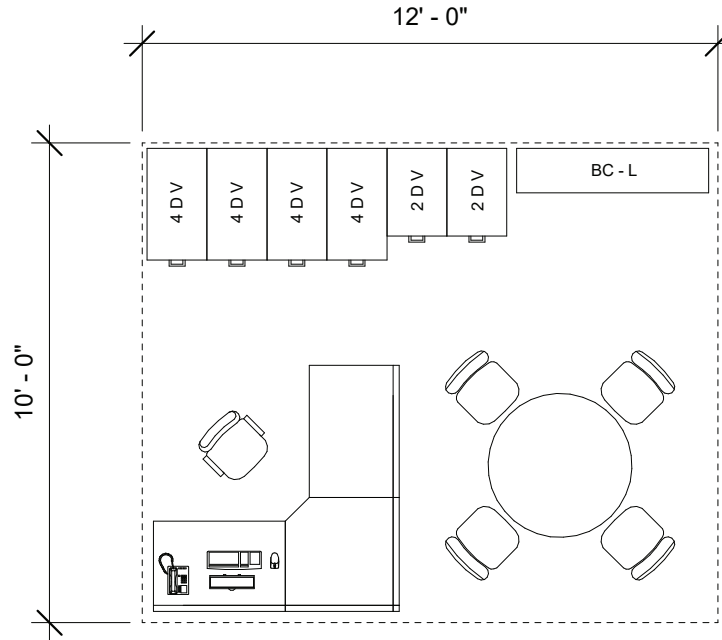
Board of Selectmen Meeting Room



SCALE - 1/8" = 1'

Program Number	TH - 23	
Occupant Name		
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 506 sf	Proposed - 864 sf
Functional Description	Meetings (+/- 50 People) (Bi-Weekly)	
Public Access	Direct Public Access	
Adjacencies	Public Access (ADA Access) Town Manager	Town Manager Admin BOS Admin
Furnishings and Equipment	Councilor Table + (5) Chairs Cable Access AV Equipment + (1) Chair (1) Printer (Shared) Town Manager Table + Chair BOS Admin Table + Chair	Public Presentation Table + Chairs Large wall mounted display screen (48) Chairs for Public Seating
Notes	26-50 public seats require 2 wheelchair	spaces

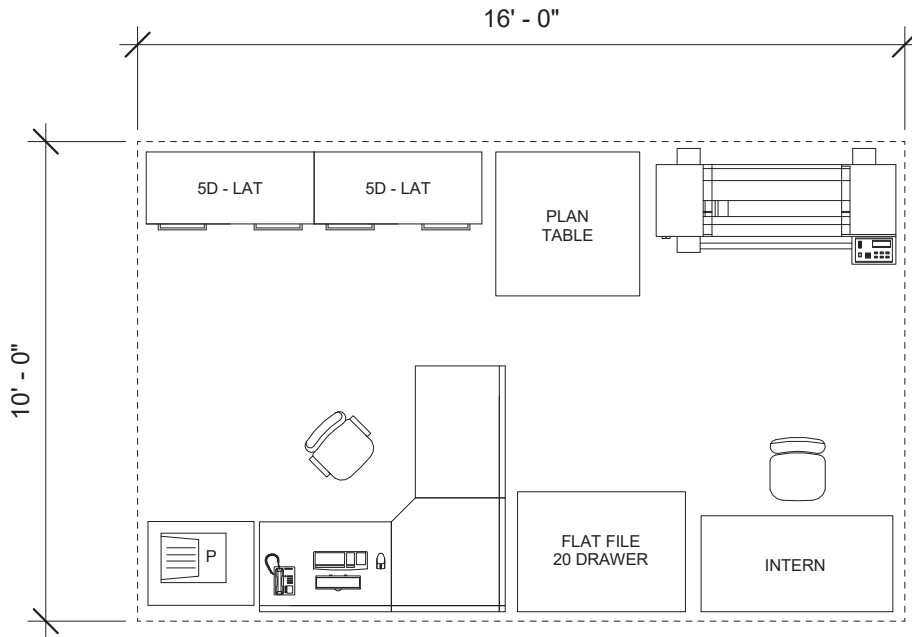
Human Resources



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 24	
Occupant Name	Lisa Uglialoro	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 120 sf
Functional Description	Deskwork Small Meetings (daily)	
Public Access	Public Access Via Staff	
Adjacencies	Town Manager Staff	All Departments
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) 36" Dia round Table (4) Guest Chairs	(4) 4 Drawer Vertical File Cabinets (2) 2 Drawer Vertical File Cabinets (1) Bookcase - Large
Notes	Currently uses space in BOS meeting room	

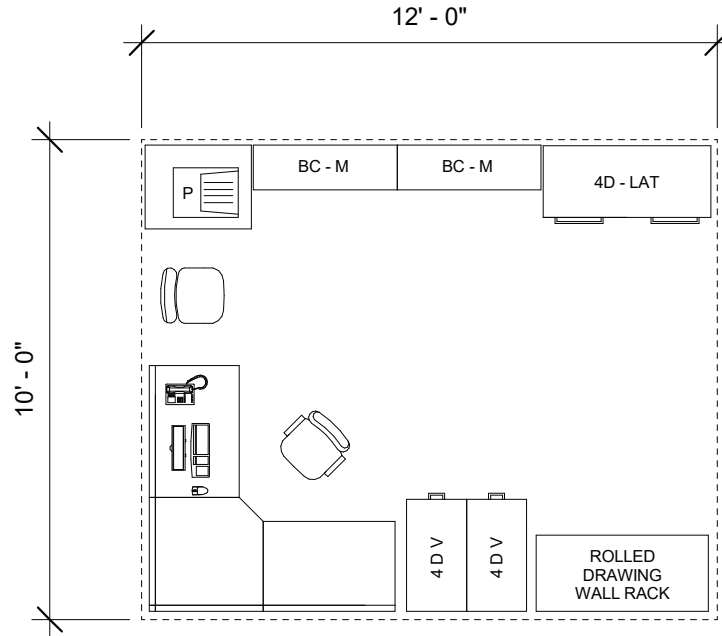
DPW Director



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 25	
Occupant Name	Brian Joyce	+1 Intern
Group	DPW	
Area (Existing, Proposed)	Existing - 125 sf	Proposed - 160 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (1) Plotter (1) Plan Table	(4) 5 Drawer Flat Files (2) 4 Drawer Lateral File Cabinets (1) Intern Desk + Chair
Notes		

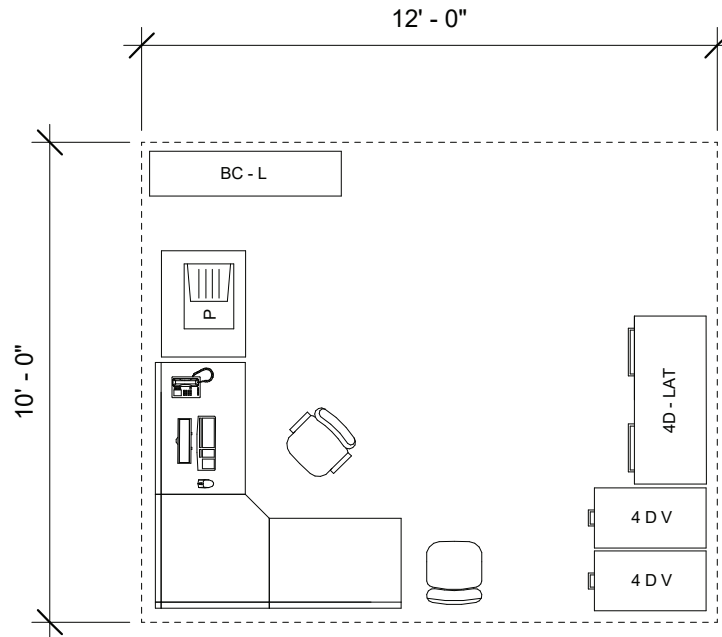
Facilities



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 26	
Occupant Name	Mark Kelly	
Group	DPW	
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Town Manager BOS Meeting Room	Lobby
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Guest Chair	(2) 2 Drawer Vertical File Cabinets (1) 4 Drawer Lateral File Cabinets (2) Bookcase - Medium (1) Rolled Drawing Wall Rack
Notes		

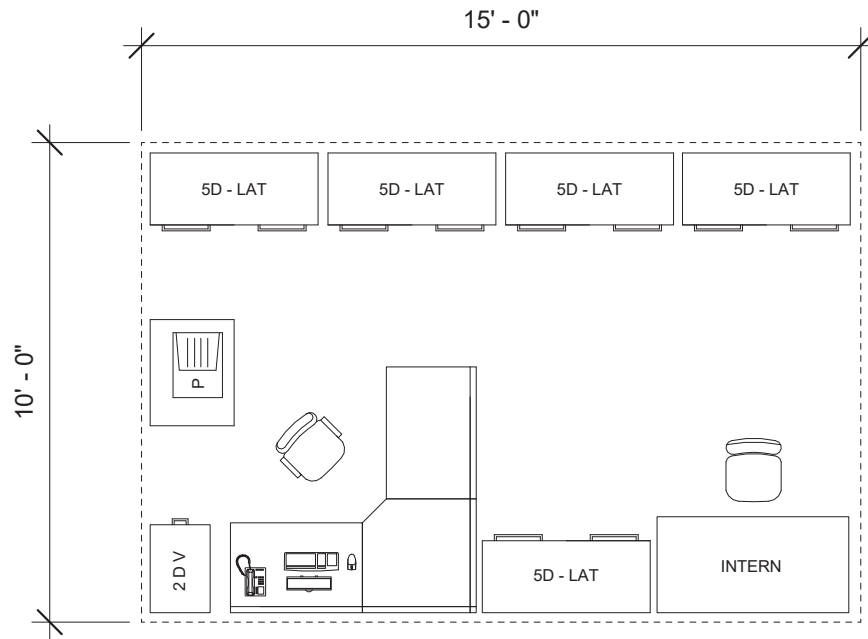
Highway Division



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 27	
Occupant Name	Carl Sestito	
Group	DPW	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies		
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Guest Chair	(2) 2 Drawer Vertical File Cabinets (1) 4 Drawer Lateral File Cabinets (1) Bookcase - Large
Notes	Currently located off site	

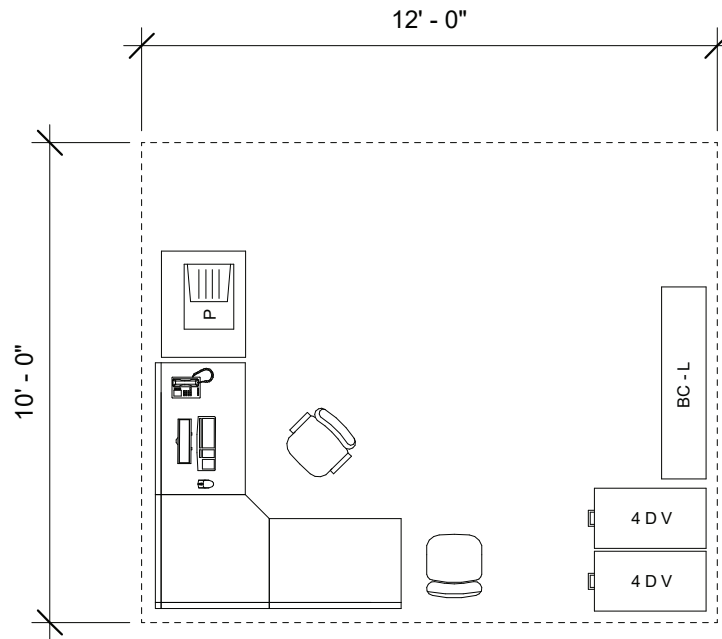
Sewer Department



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 28	
Occupant Name	Michelle Leary	+ (1) Intern
Group	DPW	
Area (Existing, Proposed)	Existing - 140 sf	Proposed - 150 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (1) Intern Desk and Chair	(1) 2 Drawer Vertical File Cabinets (5) 5 Drawer Lateral File Cabinets
Notes		

Procurement Officer

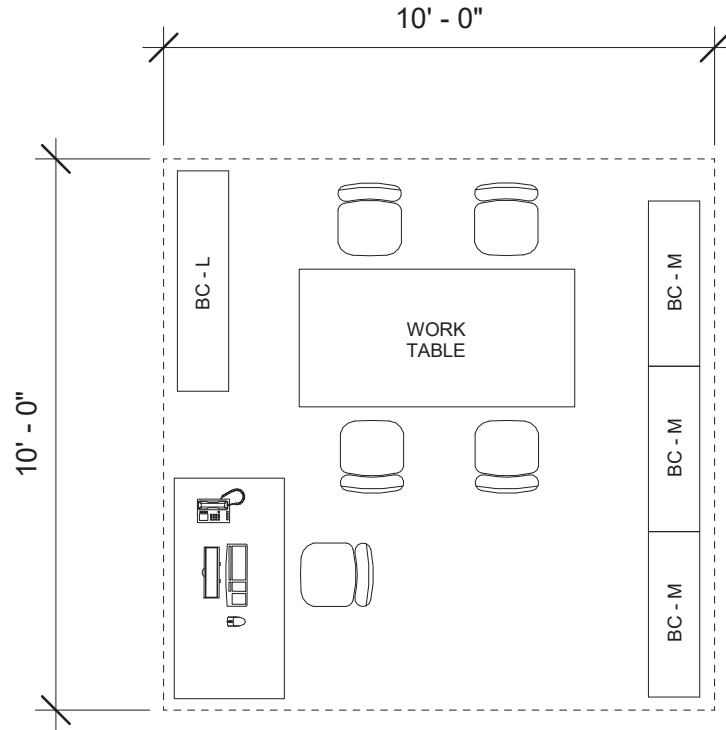


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 29	
Occupant Name	Susan Bruce	
Group	DPW	
Area (Existing, Proposed)	Existing - 152 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(1) Guest Chair (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Large

Notes

Custodial Office

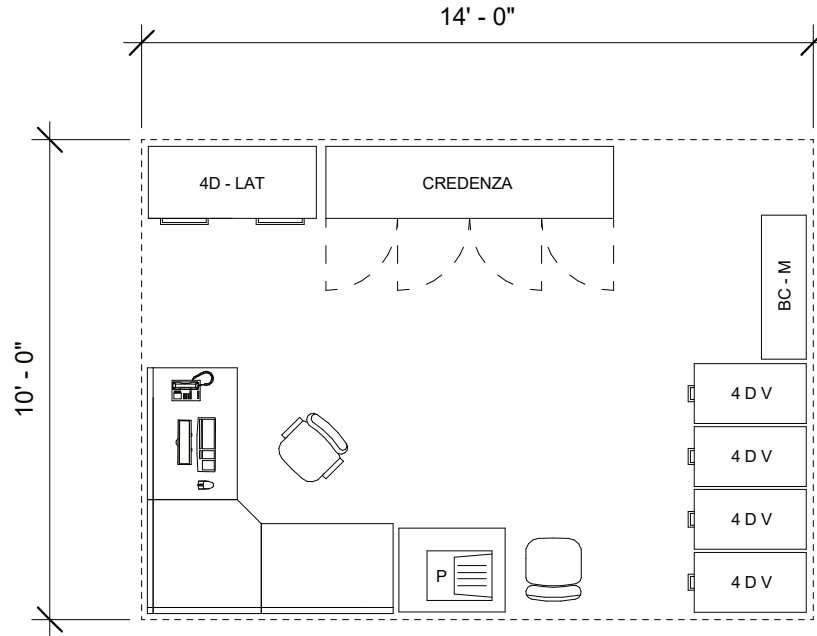


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 30	
Occupant Name	Custodial Staff	
Group	DPW	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 100 sf
Functional Description	Deskwork	Storage
Public Access	No Public Access	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Computer Station (1) Desk (+ Chair) (1) Work Table (4) Guest chairs	(3) Bookcase - Medium (1) Bookcase - Large

Notes

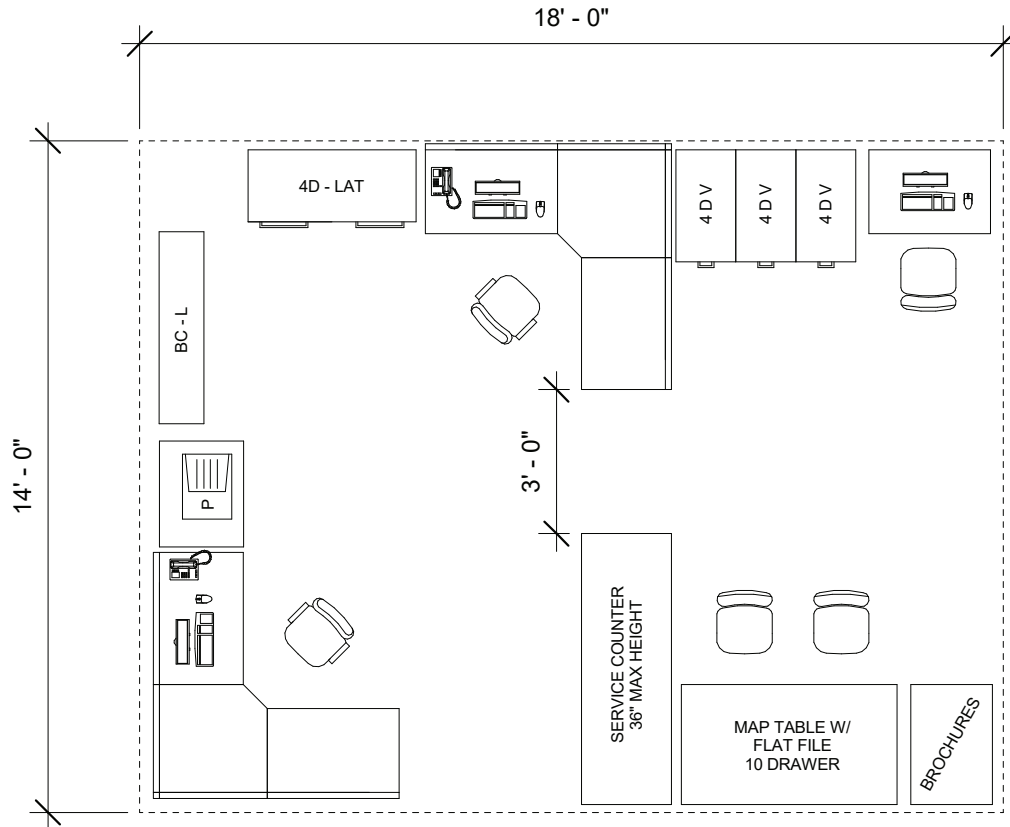
Town Assessor



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 31	
Occupant Name	Mary Quill	
Group	Assessor	
Area (Existing, Proposed)	Existing - 194 sf	Proposed - 140 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Financial Group	Permitting and Inspections
	Collector	
Furnishings and Equipment	(1) Computer Station	(4) 4 Drawer Vertical File Cabinets
	(1) Desk w/ Return (+ Chair)	(1) 4 Drawer Lateral File Cabinets
	(1) Printer	(1) Bookcase - Medium
	(1) Credenza	(1) Guest Chair
Notes		

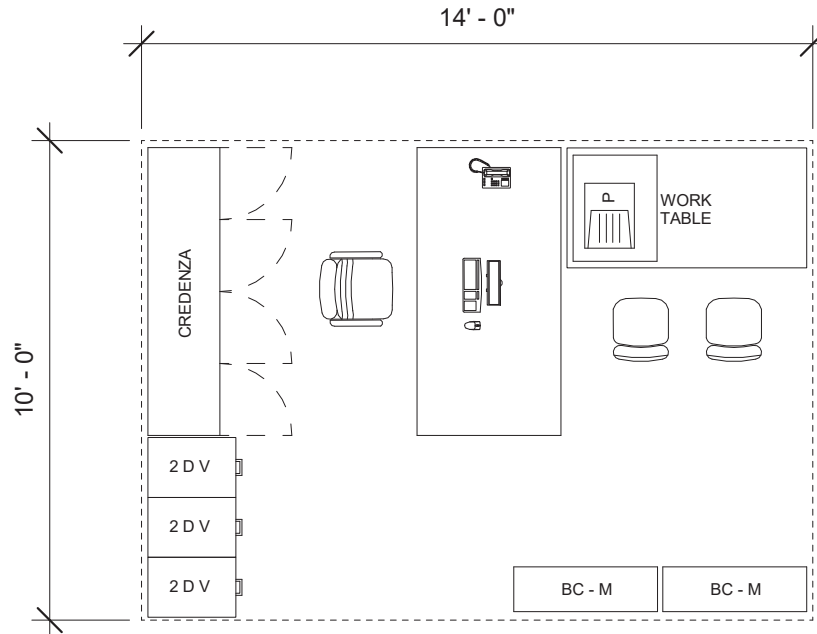
Town Assessor Admin



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 32	
Occupant Name	Ellen Warner	Trish O’Kane
Group	Assessor	
Area (Existing, Proposed)	Existing - 250 sf	Proposed - 252 sf
Functional Description	Deskwork	
Public Access	Public Access Via Service Counter	
Adjacencies	Financial Group	Permitting and Inspections
	Treasurer Collector	Land Planning
Furnishings and Equipment	(2) Computer Station (2) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Map Table + Brochure Display (3) Guest Chairs	(3) 4 Drawer Vertical File Cabinets (1) 4 Drawer Lateral File Cabinets (1) Bookcase - Large (1) Public Computer Station (1) ADA Compliant Service Counter
Notes		

Finance Director

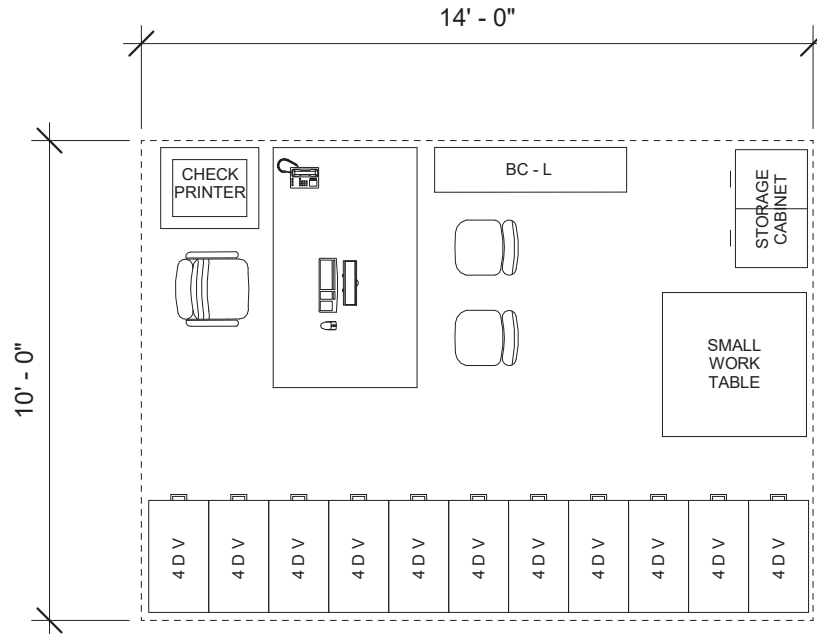


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 33	
Occupant Name	Mary Gallagher	
Group	Financial	
Area (Existing, Proposed)	Existing - 230 sf	Proposed - 140 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Financial Group	Assessor
	Town Manager	Copy Room
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Credenza	(3) 2 Drawer Vertical File Cabinets (2) Guest Chairs (2) Bookcases - Med (1) Work Table

Notes

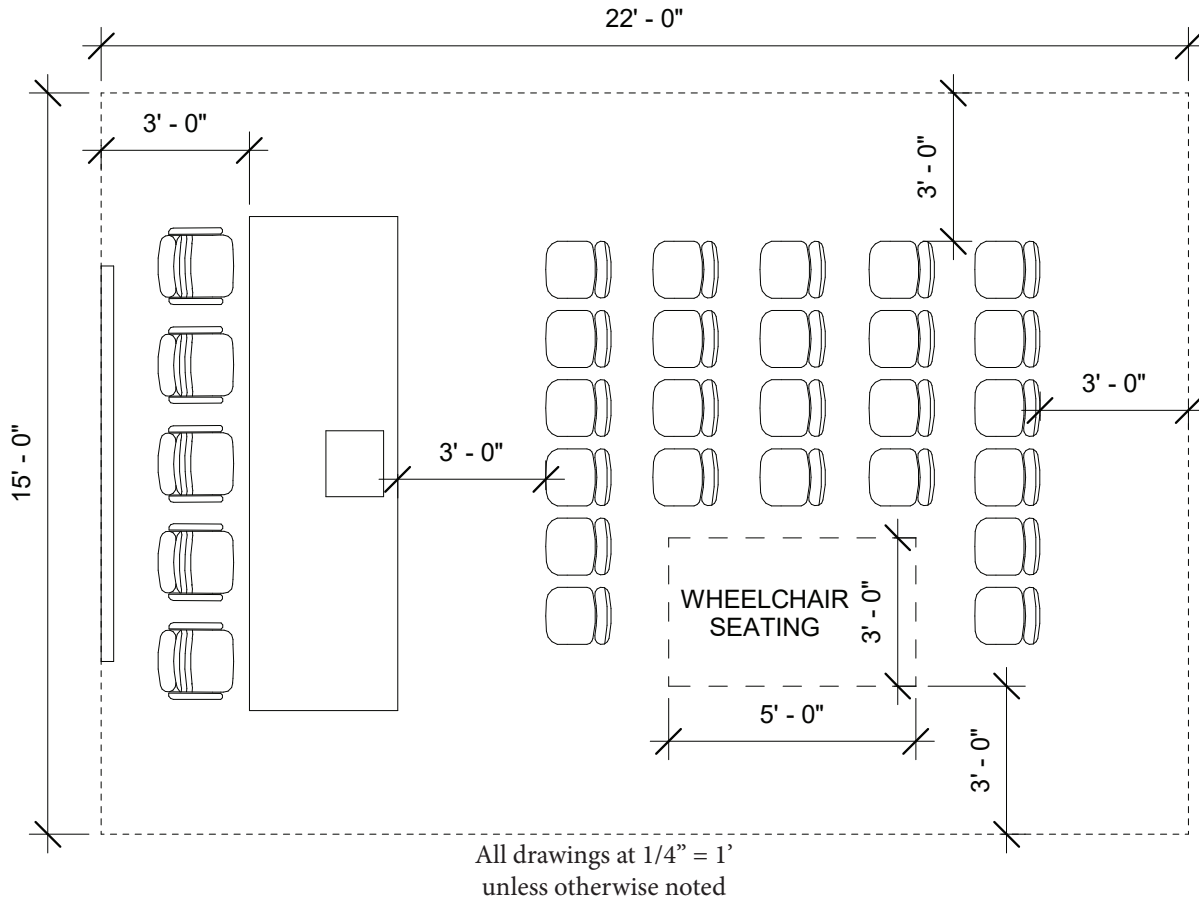
Assistant Town Accountant



All drawings at 1/4" = 1'
unless otherwise noted

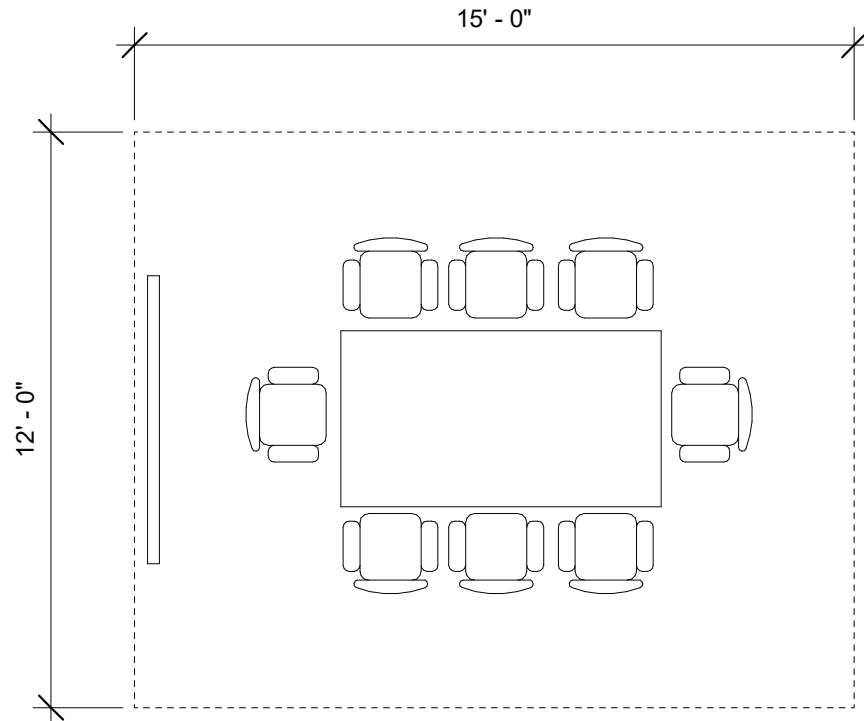
Program Number	TH - 34	
Occupant Name	Jane Henderson	
Group	Financial Group	
Area (Existing, Proposed)	Existing - 294 sf	Proposed - 140 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Financial Group	Assessor
	Town Manager	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Typewriter Station (1) Check Printer	(2) 2 Drawer Vertical File Cabinets (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Large
Notes		

Meeting Room



Program Number	TH - 35	
Occupant Name	N/A	
Group		
Area (Existing, Proposed)	Existing - 683 sf	Proposed - 330 sf
Functional Description	Large Meetings (+/- 25 people)	
Public Access	Public Access Via Staff	
Adjacencies		
Furnishings and Equipment	(1) Head Table + (5) Chairs (24) Chairs (General Seating)	(1) Projector Station (1) Whiteboards
Notes	2-25 public seats req. 1 wheelchair Space Replaces Existing Basement Meeting Rm	

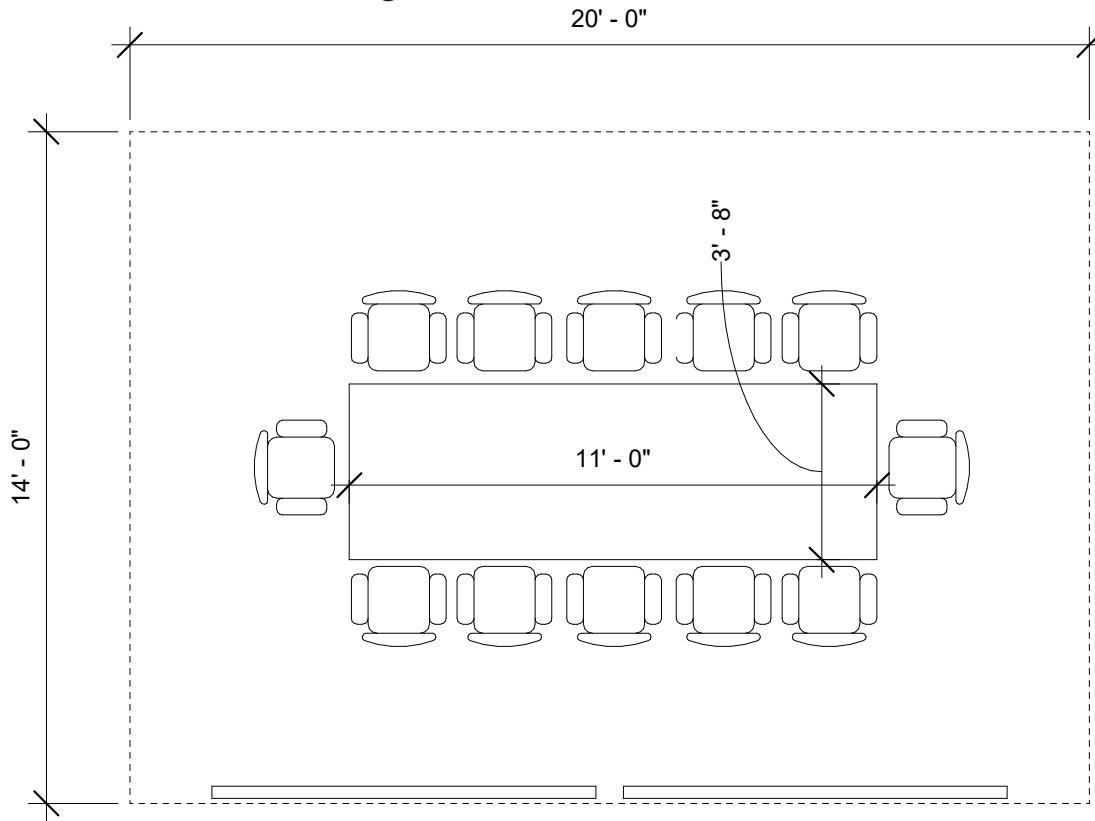
Small Conference Room



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 36	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 174 sf	Proposed - 180 sf
Functional Description	Small Meetings	
Public Access	Public Access Via Staff	
Adjacencies		
Furnishings and Equipment	(1) 36" x 72" Conference Table (8) Chairs	(1) Whiteboard
Notes	Replaces Existing Hallway Meeting Area	

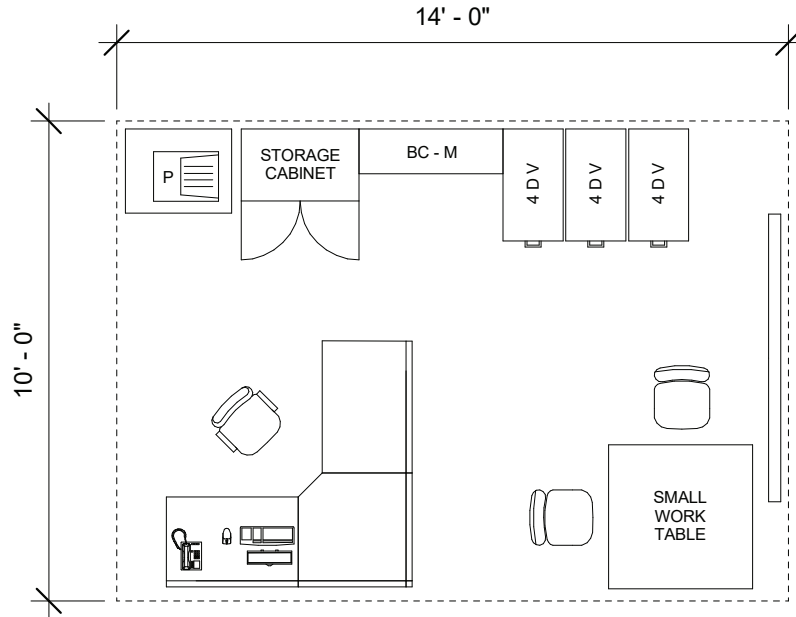
Large Conference Room



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 37	
Occupant Name	N/A	
Group		
Area (Existing, Proposed)	Existing - 369 sf	Proposed - 280 sf
Functional Description	Large Meetings	
Public Access	Public Access Via Staff	
Adjacencies		
Furnishings and Equipment	(1) Conference Table (12) Chairs (2) Whiteboards	
Notes	Replaces Existing Front Conference Room in Original Building	

Town Treasurer Collector



All drawings at 1/4" = 1'
unless otherwise noted

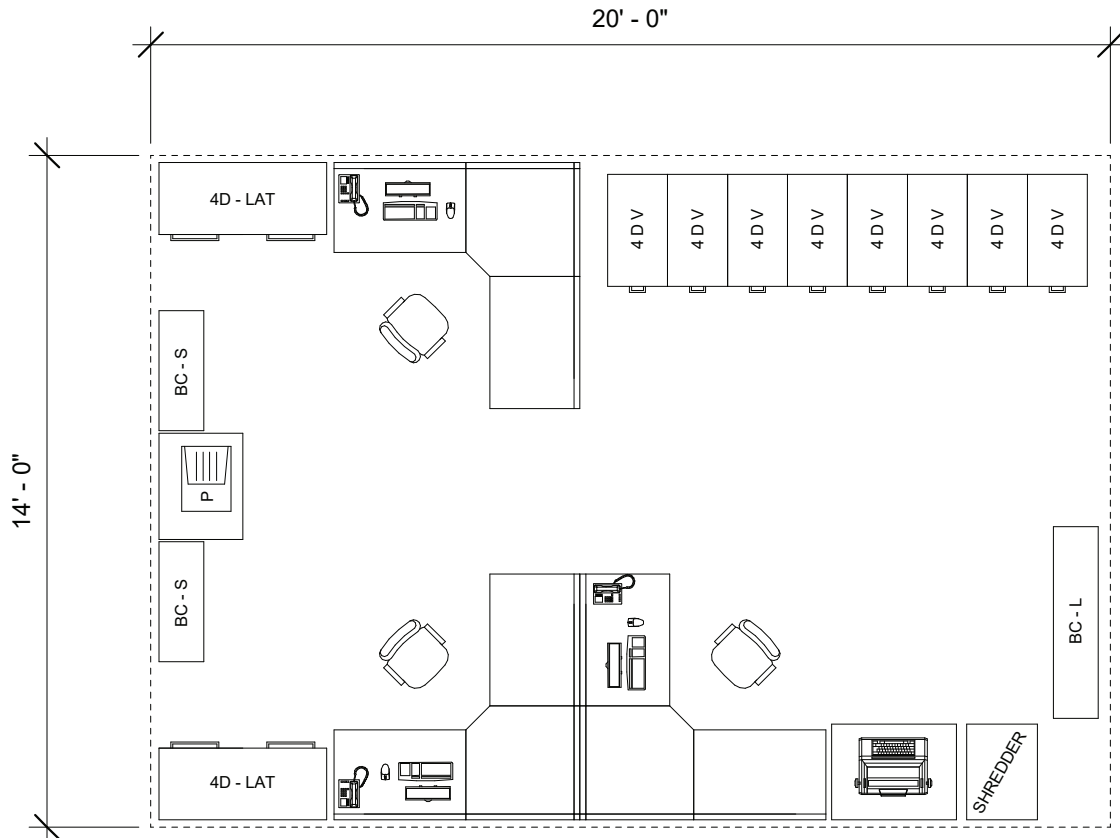
Program Number	TH - 38	
Occupant Name	Paula Linhares	
Group	Financial Group	
Area (Existing, Proposed)	Existing - 126 sf	Proposed - 140 sf
Functional Description	Deskwork	

Public Access Public Access Via Staff
Adjacencies Financial Group

Furnishings and Equipment	(1) Computer Station	(2) Guest Chairs
	(1) Desk w/ Return (+ Chair)	(3) 4 Drawer Vertical File Cabinets
	(1) Printer	(1) Bookcase - Medium
	(1) Lockable Fireproof Storage Cabinet	(1) Whiteboard
	(1) Small work table	

Notes

Town Treasurer Collector Staff

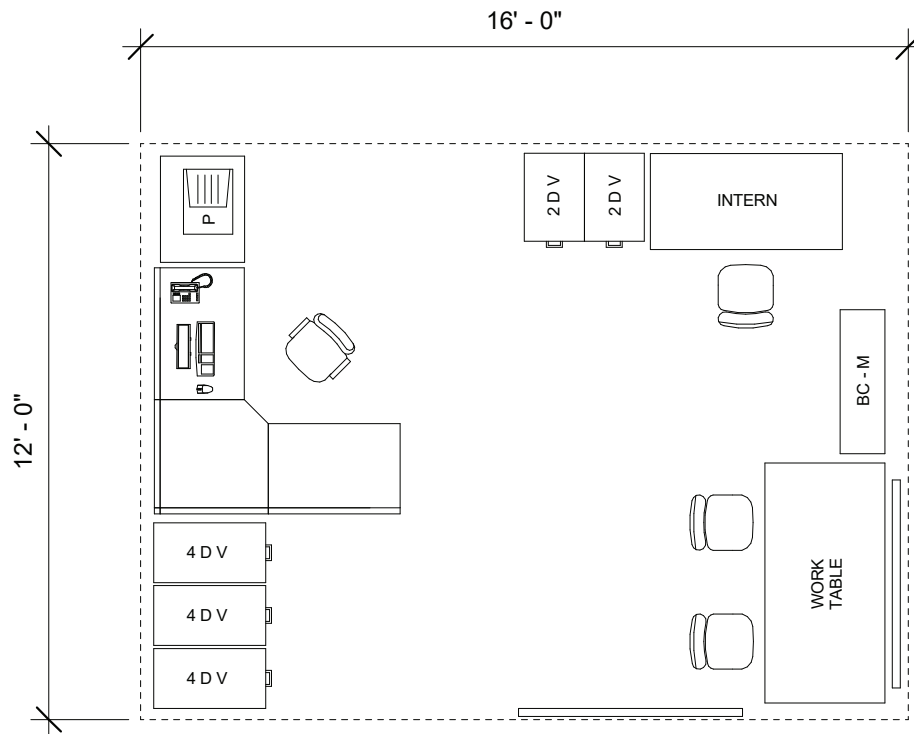


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 39	
Occupant Name	Payroll - Gina Detrani	Deputy Treasurer Collector - Karen Crowell
Group	Financial Group	Collections - Linda Litchfield
Area (Existing, Proposed)	Existing - 481 sf	Proposed - 280 sf
Functional Description	Deskwork	
	Public Interaction	
Public Access	Public Access Via Service Counter	
Adjacencies	Financial Group	Assessor
Furnishings and Equipment	(3) Computer Station	(10) 4 Drawer Vertical File Cabinets
	(3) Desk w/ Return (+ Chair)	(2) 4 Drawer Lateral File Cabinets (lockable)
	(1) Printer (Shared)	(1) Bookcase - Large
	(1) Typewriter Station	(1) Shredder

Notes

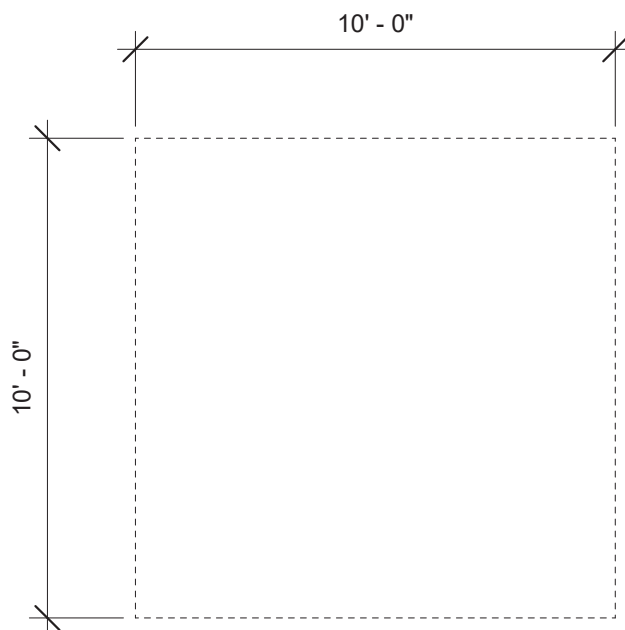
Information Technology



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 40	
Occupant Name	Ron Menard	+ 1 Intern or Tech Support Staff Member
Group	IT Group	
Area (Existing, Proposed)	Existing - 156 sf	Proposed - 192 sf
Functional Description	Deskwork Public Interaction	
Public Access	No Public Access	(Vendors and Town Hall staff only)
Adjacencies	IT Storage	TEL / DATA
Furnishings and Equipment	(2) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (1) Intern Desk + Chair (1) Work Table	(2) 2 Drawer Vertical File Cabinets (3) 4 Drawer Lateral File Cabinets (1) Bookcase - Medium (2) 42" Flatscreen wall mounted displays (3) Guest Chairs
Notes		

IT Storage



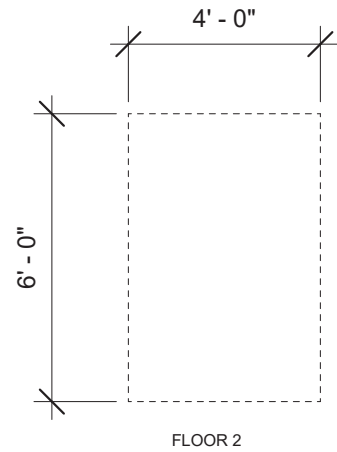
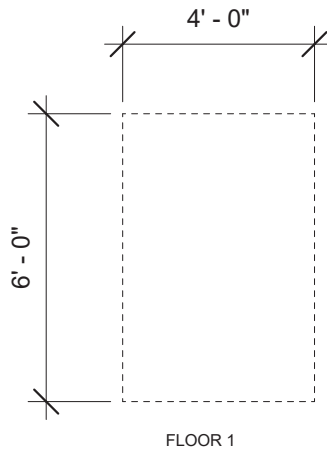
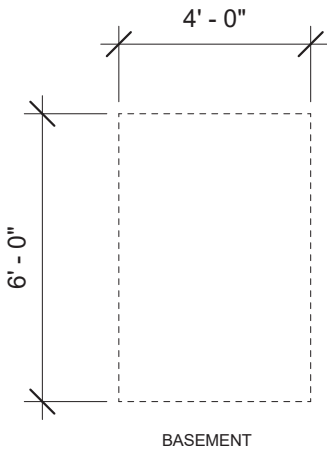
All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 41	
Occupant Name		
Group	IT Group	
Area (Existing, Proposed)	Existing - 8 sf	Proposed - 100 sf
Functional Description	Deskwork	
	Public Interaction	
Public Access	No Public Access	
Adjacencies	Information Technology	

Furnishings and Equipment

Notes

TEL/DATA



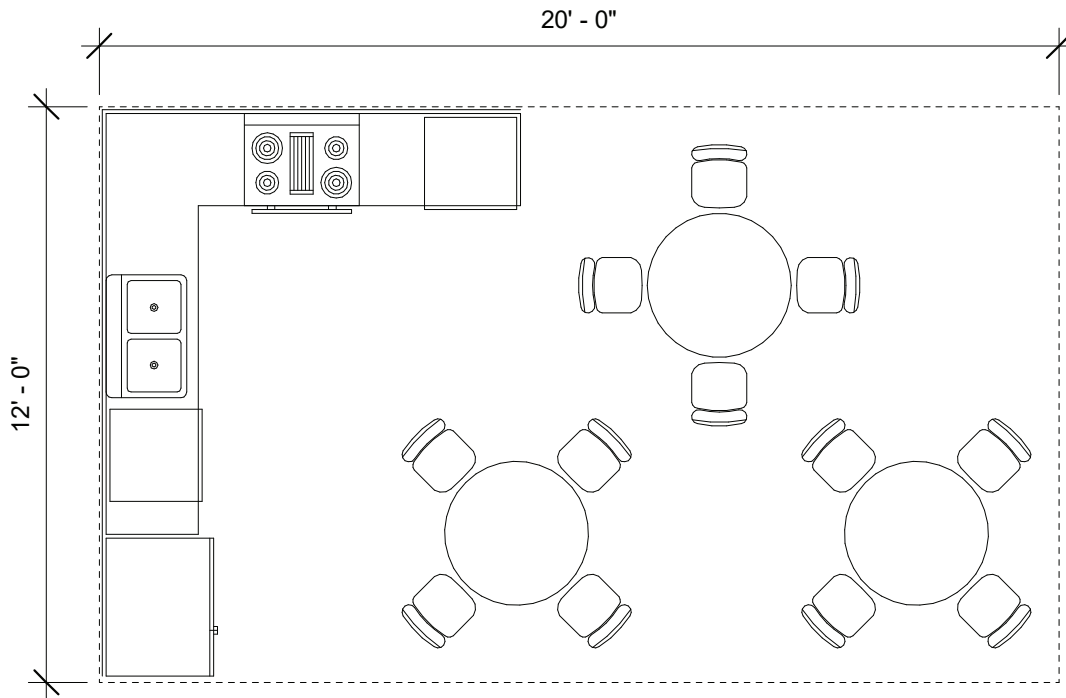
All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 42
Occupant Name	
Group	IT Group
Area (Existing, Proposed)	Existing - 0 sf Proposed - 72 sf
Functional Description	
Public Access	No Public Access
Adjacencies	Information Technology

Furnishings and Equipment

Notes

Staff Break Room / Kitchen

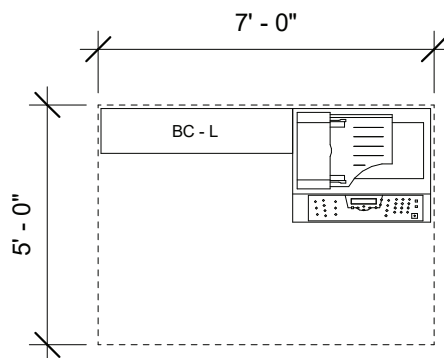


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 43	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 250 sf	Proposed - 240 sf
Functional Description	Food Storage and Preparation Eating	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(3) 36" Dia. Tables (12) Chairs	ADA Compliant Kitchenette

Notes

Copy Room 1

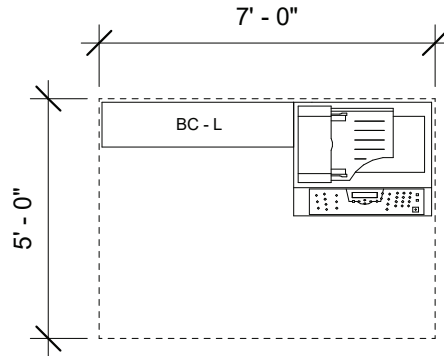


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 44	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 42 sf	Proposed - 35 sf
Functional Description	Copying Document Preparation	
Public Access	No Public Access	
Adjacencies	Land Planning Group	
Furnishings and Equipment	(1) Full Size Copy Machine	(1) Bookcase - Large

Notes

Copy Room 2

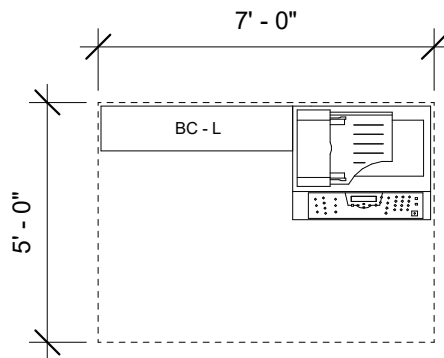


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 45	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 42 sf	Proposed - 35 sf
Functional Description	Copying Document Preparation	
Public Access	No public Access	
Adjacencies	Town Manager Group	
Furnishings and Equipment	(1) Full Size Copy Machine	(1) Bookcase - Large

Notes

Copy Room 3

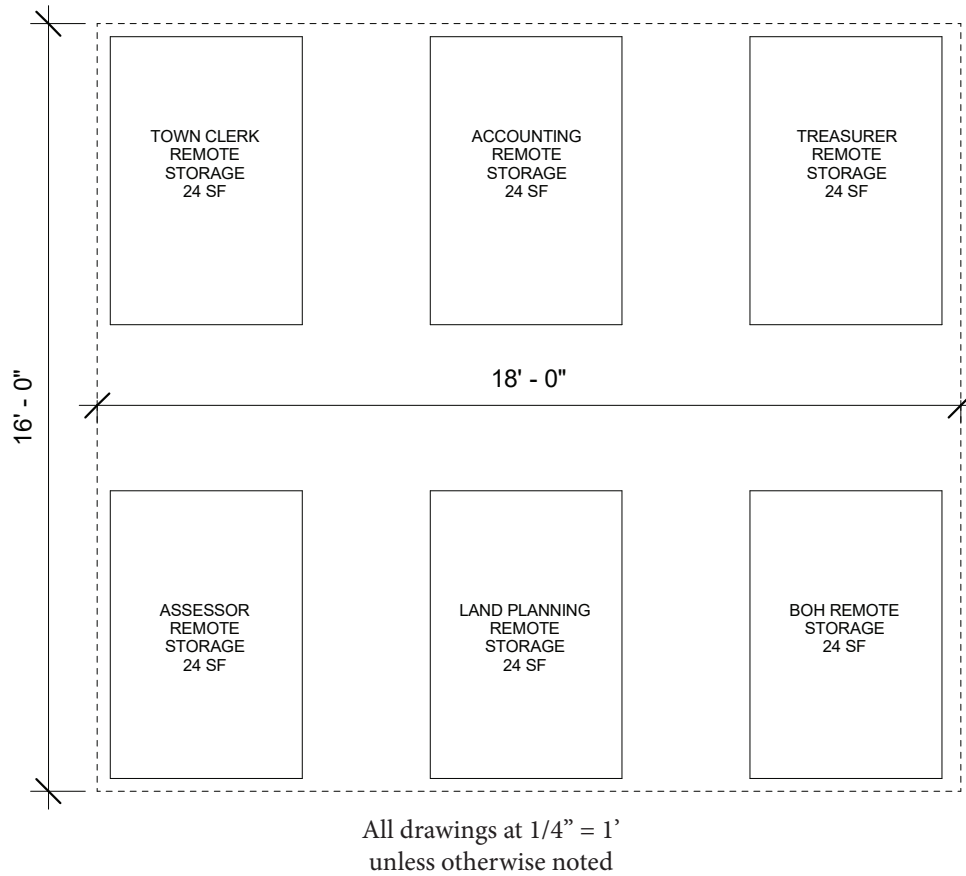


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 46	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 35 sf
Functional Description	Copying Document Preparation	
Public Access	No Public Access	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Full Size Copy Machine	(1) Bookcase - Large

Notes

Remote Storage



Program Number TH - 47

Occupant Name

Group

Area (Existing, Proposed) Existing - 454 sf

Proposed - 288 sf

Functional Description Remote Storage

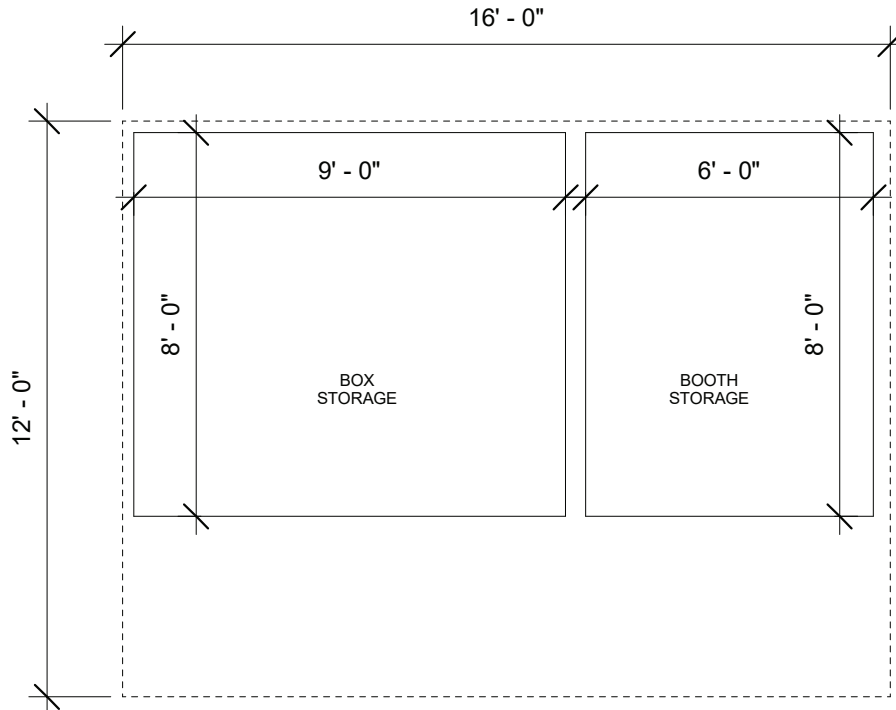
Public Access No Public Access

Adjacencies

Furnishings and Equipment

Notes

Town Clerk Remote Voting Booth Storage



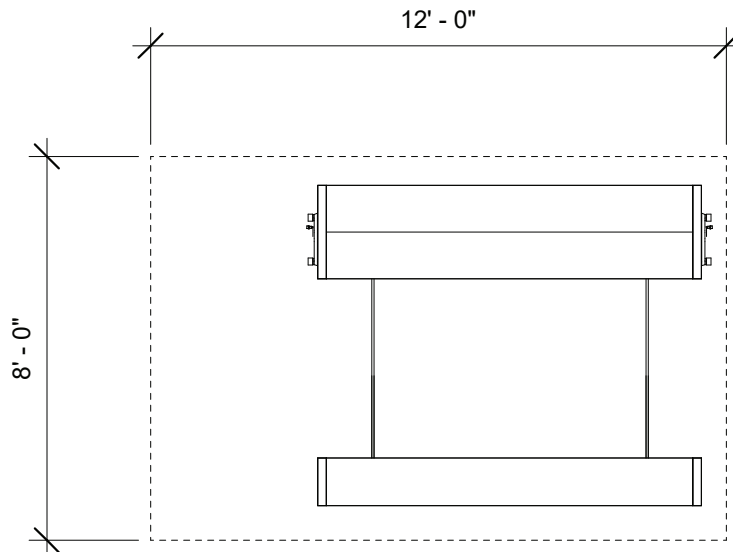
All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 48	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 192 sf
Functional Description	Remote Storage	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes	2017 Town Population - 7,991	2017 Registered Voters - 5,968
	(1) voting booth for every 75 voters	80 booths needed
	Voting boxes now in basement cage (81 SF)	Booths in Auditorium Ticketing (38 sf)

Accounting HD Storage

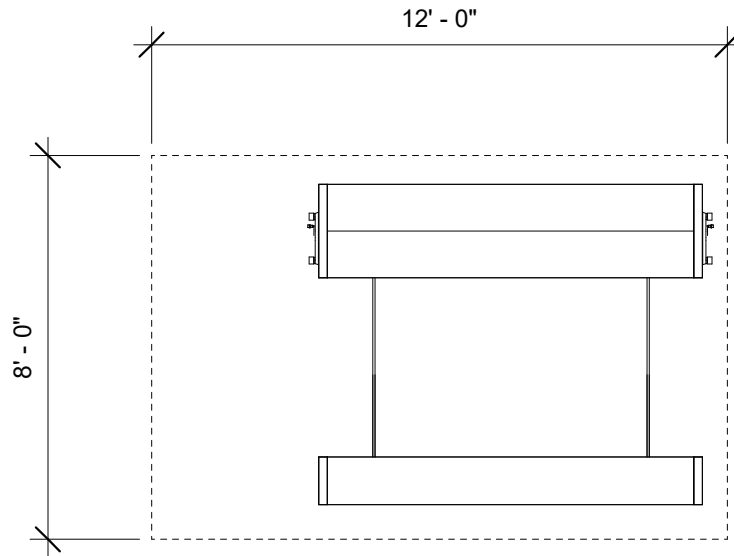


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 49	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 51 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

Treasurer HD Storage

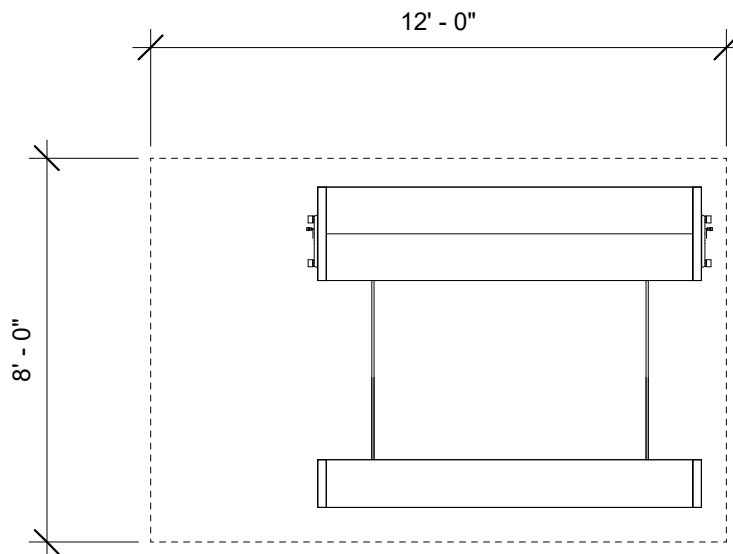


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 50	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 40 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

Assessor HD Storage

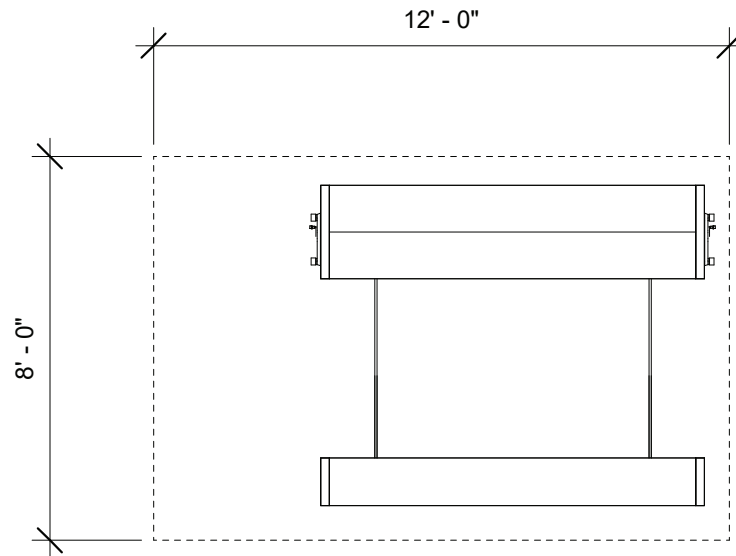


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 51	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 53 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

BOS HD Storage

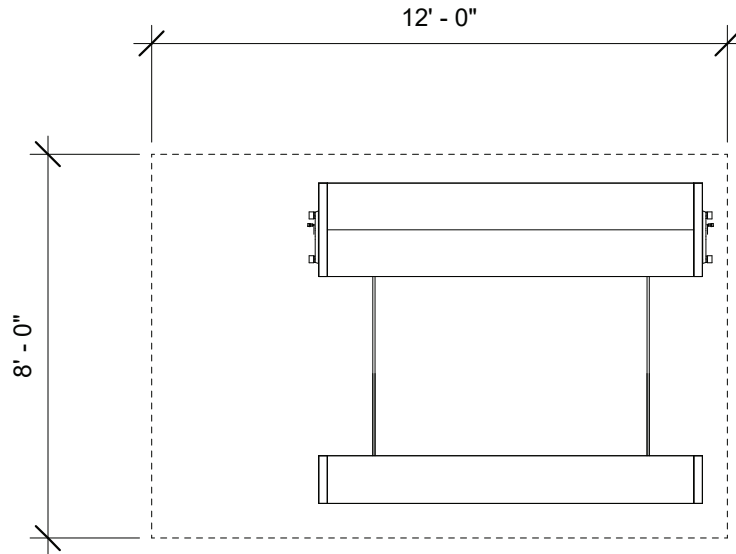


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 52	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 25 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

Land Planning HD Storage

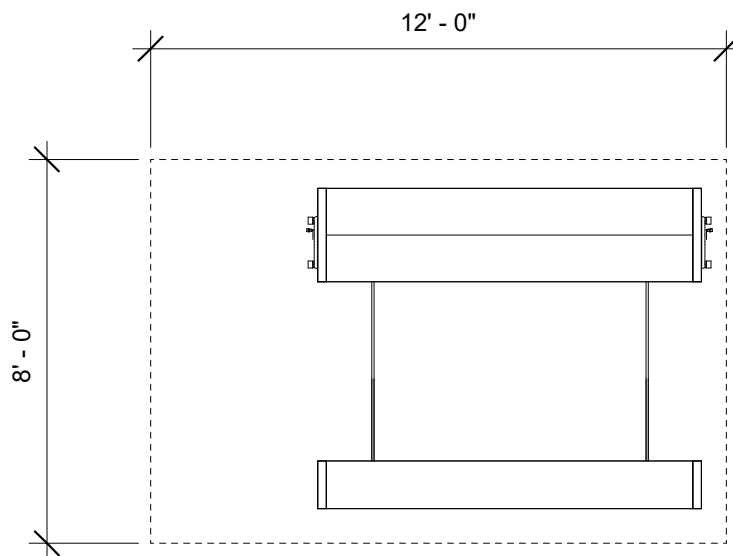


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 53	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 60 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

Permits and Inspections HD Storage

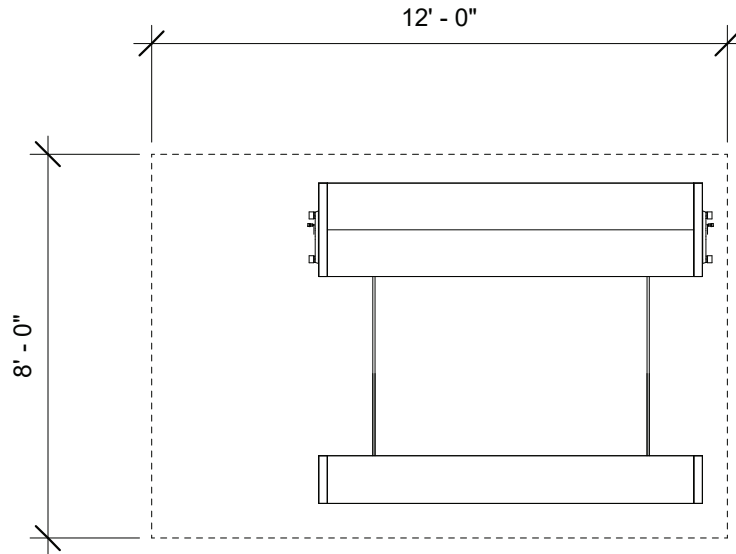


All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 54	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 60 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes

BOH HD Storage



All drawings at 1/4" = 1'
unless otherwise noted

Program Number	TH - 55	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 44 sf	Proposed - 100 sf
Functional Description	HD Storage Group	
Public Access	No Public Access	
Adjacencies		
Furnishings and Equipment	(1) Row - High Density Mobile Shelving	

Notes