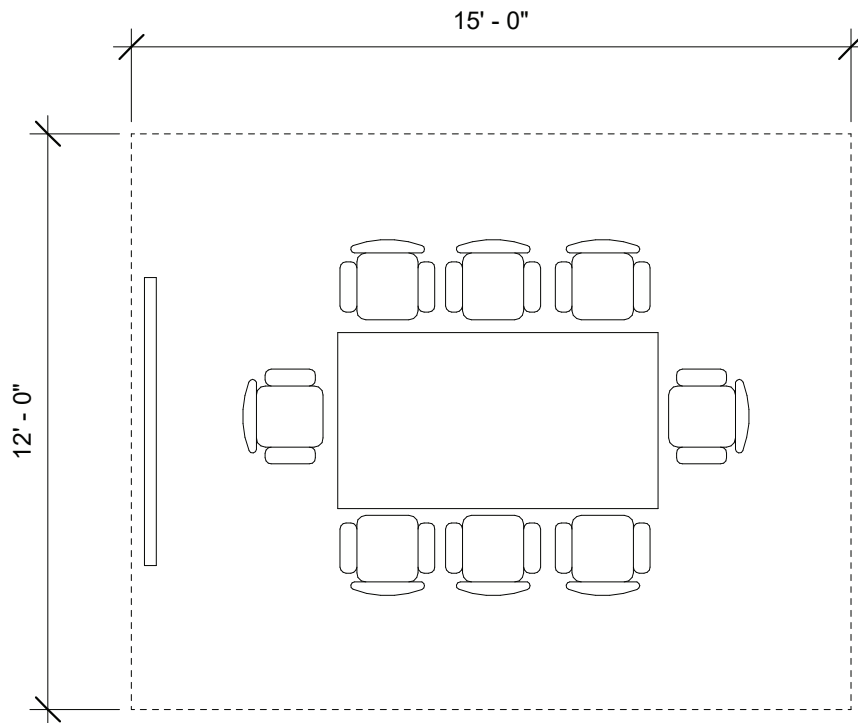
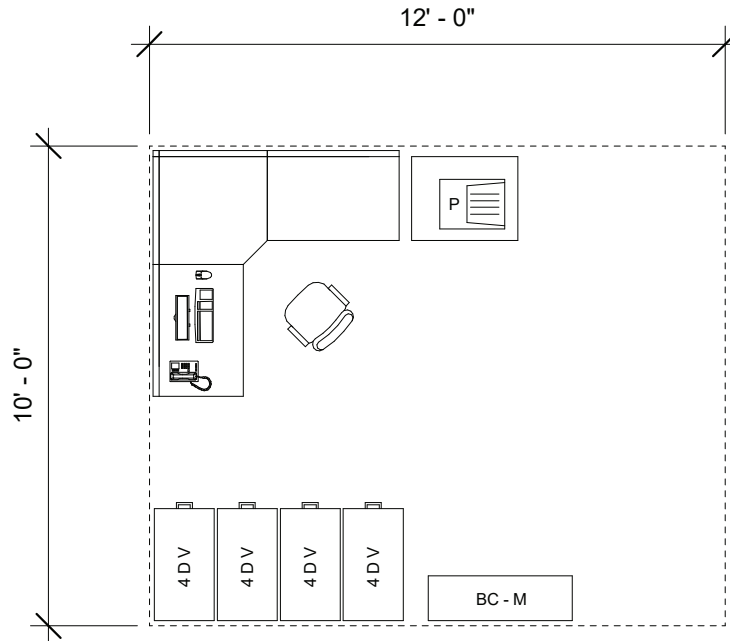


## Land Planning Conference Room



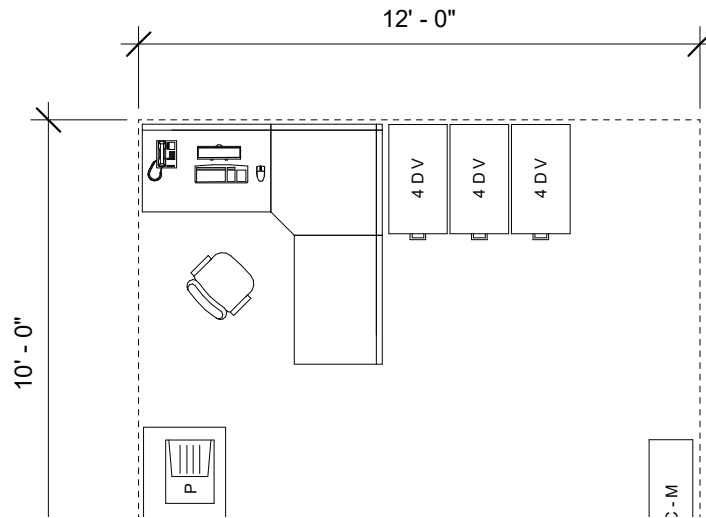
Program Number	TH - 1	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 180 sf
Functional Description	Meetings 6-8 People	
Public Access	Public Access Controlled Via Staff	
Adjacencies	Central to Land Planning Group	
Furnishings and Equipment	72" x 36" Conference table (8) Chairs Whiteboard	
Notes		

## Conservation Commission



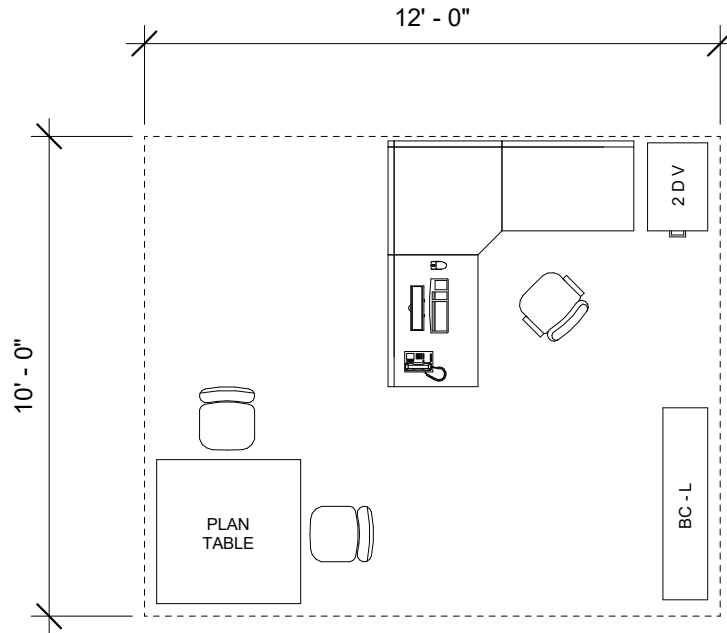
Program Number	TH - 2	
Occupant Name	Jeff Summers	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 180 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Cons Com Admin Permitting and Inspections	BLDG Commissioner, BOH, ZBA
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(4) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium
Notes		

## Conservation Commission and Building Commission Admin



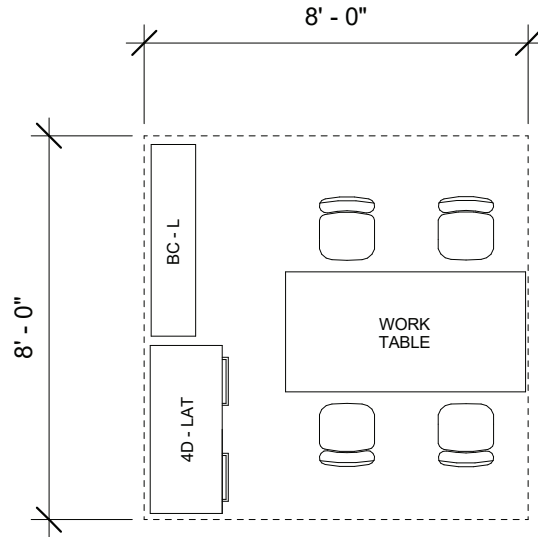
Program Number	TH - 3	
Occupant Name	Angel	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 86 sf	Proposed - 120 sf
Functional Description	Deskwork	Public Interaction
Public Access	Direct Public Access Via Service Counter	
Adjacencies	ZBA / BOH Admin	Building Commissioner, CONS COM, BOH
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(3) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium
Notes		

# Building Commissioner



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

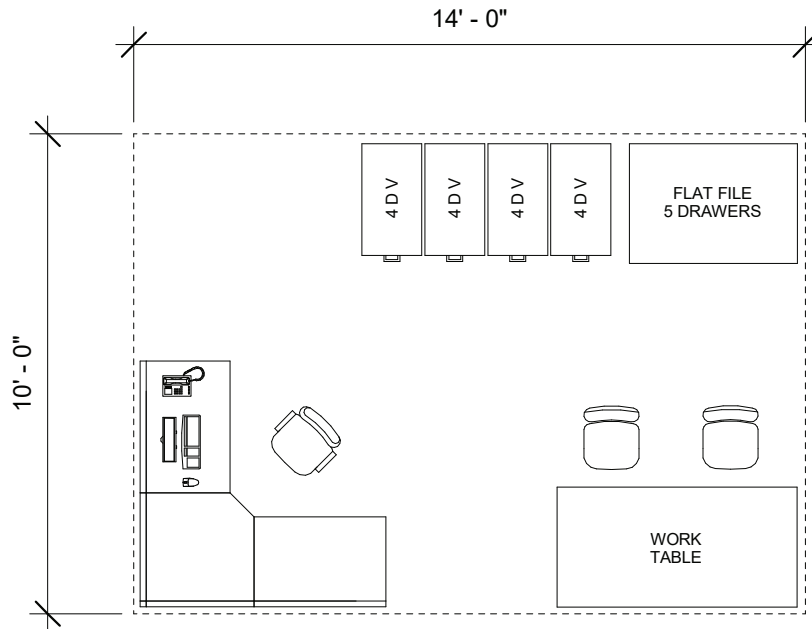
## Fire Department, Plumbing, Wiring Inspectors



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 BOH, ZBA, CONS COM	Permits and Inspections
Furnishings and Equipment	(1) Work Table (4) Guest Chairs	(1) 4 Drawer Lateral File Cabinet (1) Bookcase - Large

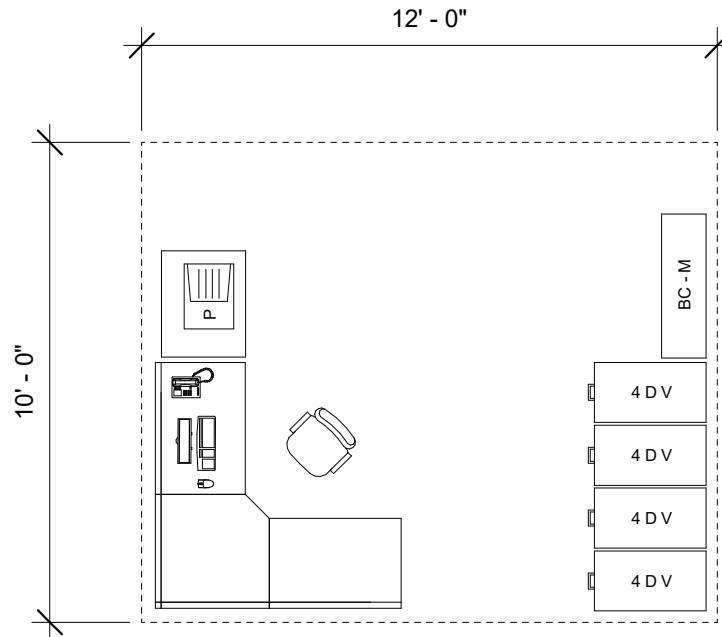
Notes

## Permitting and Inspections



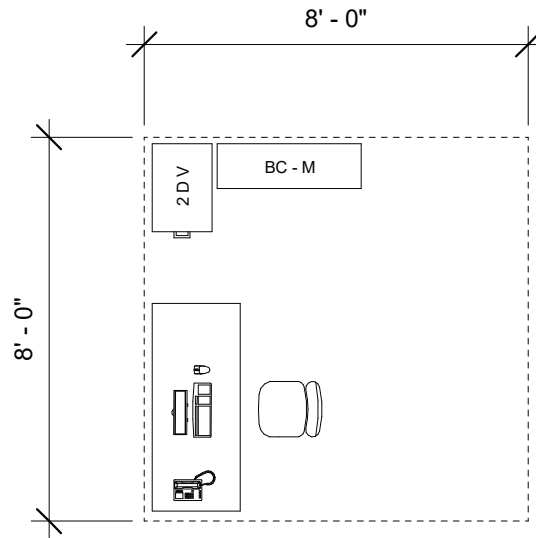
Program Number	TH - 6	
Occupant Name	Jo-Ann Pilczak	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 238 sf	Proposed - 140 sf
Functional Description	Deskwork Small Meetings	Plan Review
Public Access	Public Access Via Service Counter	
Adjacencies	Land Planning Group Building Commissioner	BOH, 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



Program Number	TH - 7	
Occupant Name	Susan Sarni	+1 Additional Part-Time Inspector
Group	Land Planning	
Area (Existing, Proposed)	Existing - 90 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Land Planning Group ZBA Clerk	Permits and Inspections Conservation Commission
Furnishings and Equipment	(1) Computer Stations (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(4) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium
Notes	Privacy is Important	

# Health Inspector

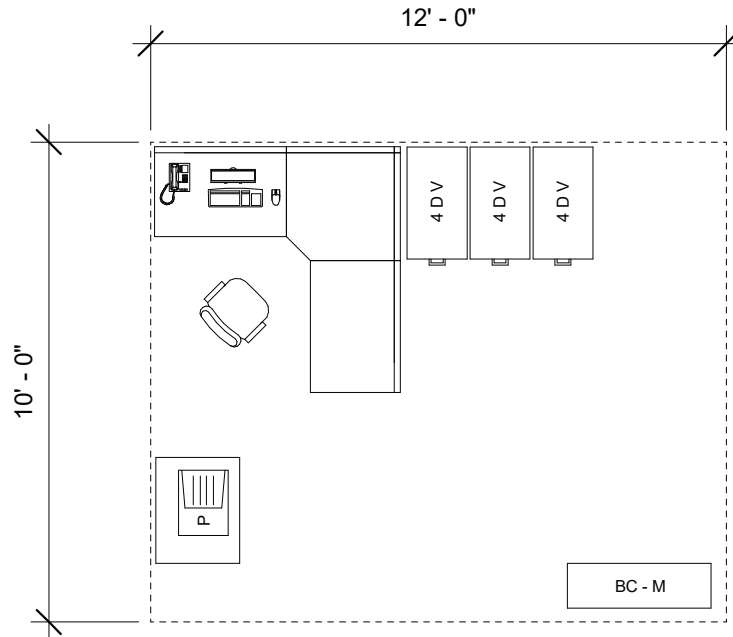


Program Number	TH - 8	
Occupant Name	Part-Time Inspector	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 64 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Land Planning Group	Permits and Inspections
	ZBA Clerk	Conservation Commission
Furnishings and Equipment	(1) Computer Station	(1) 2 Drawer Vertical File Cabinet
	(1) Desk (+ Chair)	(1) Bookcase - Medium

Notes



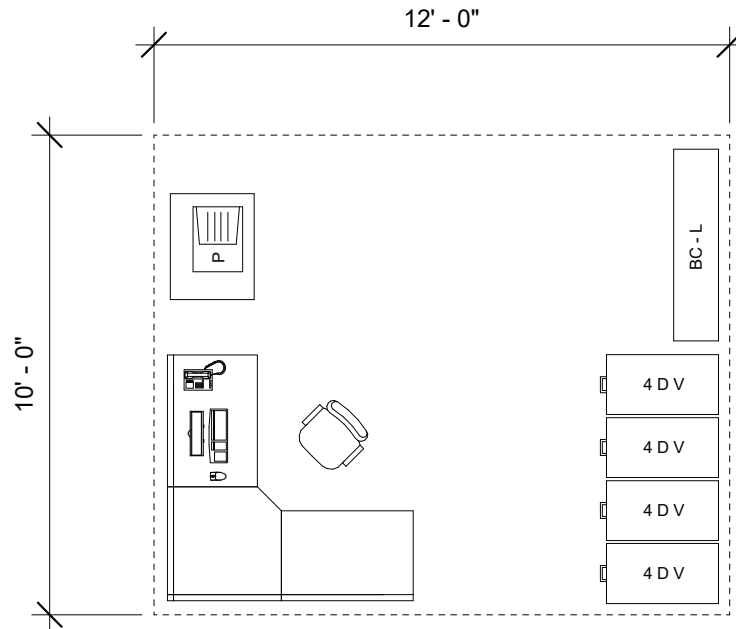
## BOH / ZBA Admin



Program Number	TH - 9	
Occupant Name	Chrissie Dahlstrom	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 86 sf	Proposed - 120 sf
Functional Description	Deskwork	
	Public Interaction	
Public Access	Public Access Via Service Counter	
Adjacencies	ZBA / BOH Admin	Building Commissioner
	BOH, ZBA, CONS COM	Permitting and Inspections
Furnishings and Equipment	(1) Computer Station	(3) 4 Drawer Vertical File Cabinets
	(1) Desk w/ Return (+ Chair)	(1) Bookcase - Medium
	(1) Printer (Shared)	

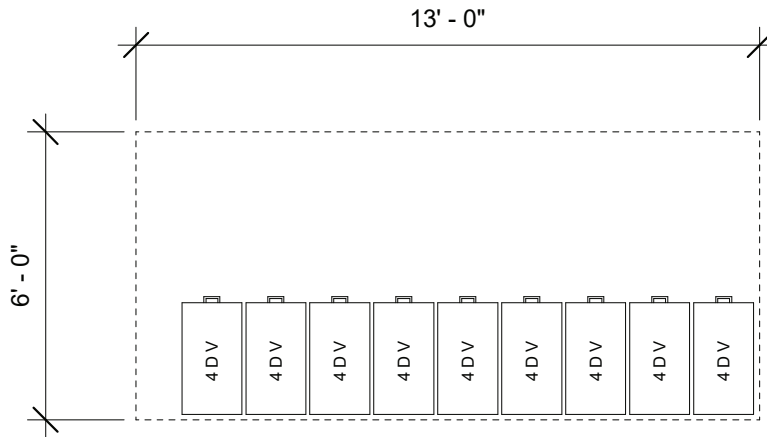
Notes

## Zoning Board of Appeals



Program Number	TH - 10	
Occupant Name	Chrissie Dahlstrom	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Land Planning Group BOH, ZBA, CONS COM	Building Commissioner Permits and Inspections
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Large
Notes	Dead Storage in Basement	

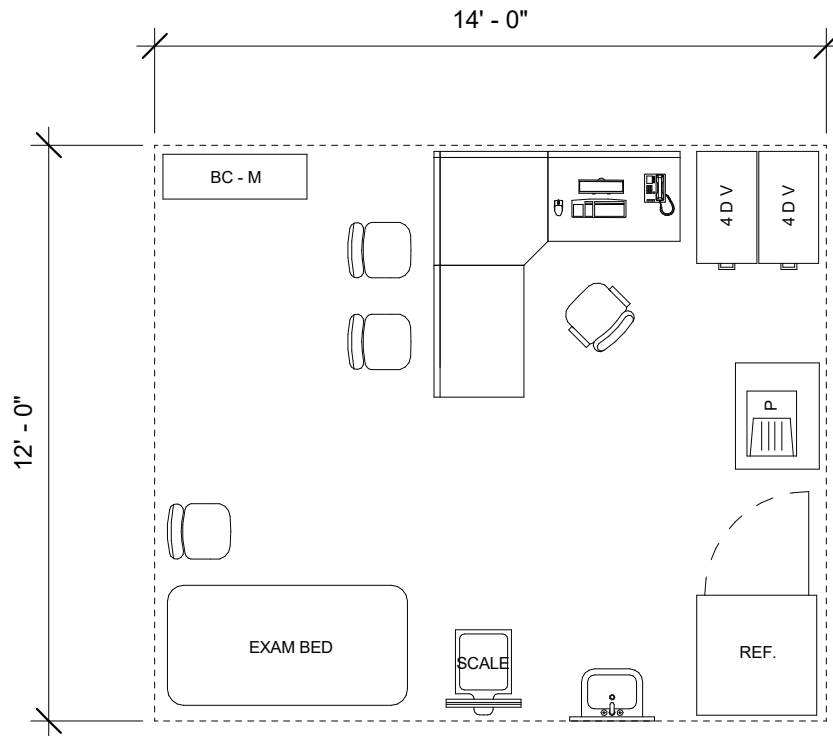
## Building Department File Storage



Program Number	TH - 11	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 72 sf	Proposed - 78 sf
Functional Description	Storage	
Public Access	No Public Access	
Adjacencies	Land Planning Group BOH, ZBA, CONS COM	Building Commissioner Permitting and Inspections
Furnishings and Equipment	(9) 4 Drawer Vertical File Cabinets	

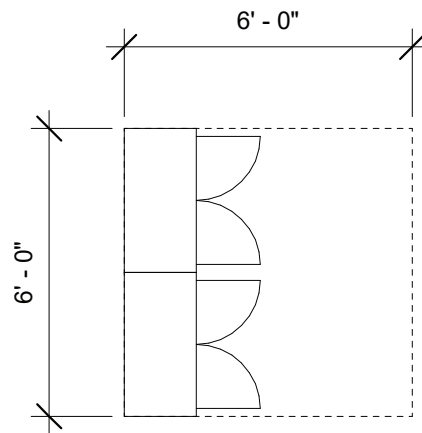
Notes

## Public Health Nurse



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	Vaccinations
Public Access	Direct Public Access	
Adjacencies	BOH Accessible Public Route	PH Storage Waiting Area
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Exam Bed (1) Scale (3) Guest Chairs	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Medium (1) Wall Mounted Sink (1) Printer (1) Lockable Refridgerator
Notes		

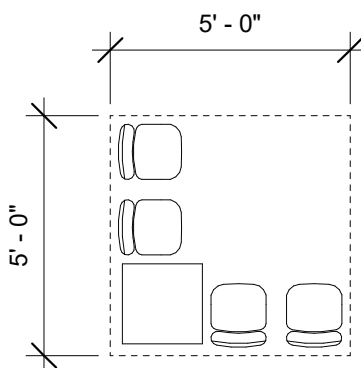
## Public Health Storage



Program Number	TH - 13	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 36 sf
Functional Description	Medical Storage Wheelchair Storage	
Public Access	No Public Access	
Adjacencies	Accessible Public Route	PH Nurse
Furnishings and Equipment	(2) Storage lockers	

Notes

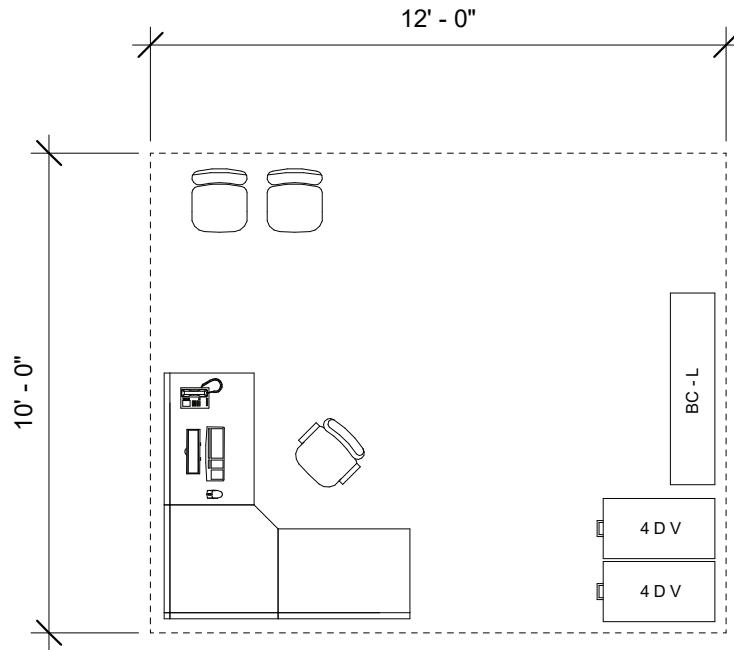
## Public Health Waiting Area



Program Number	TH - 14	
Occupant Name	N/A	
Group	Land Planning	
Area (Existing, Proposed)	Existing - 0 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	

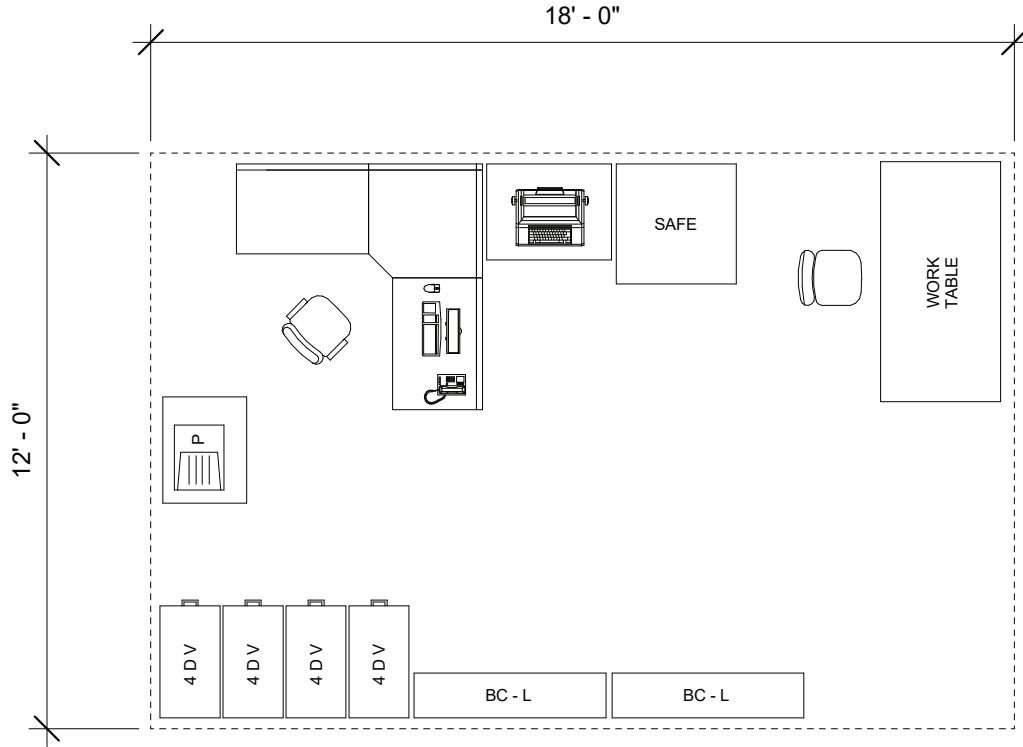
Notes

# Town Clerk



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	(2) 4 Drawer Vertical File Cabinets (1) Bookcase - Large
Notes		

## Town Clerk Staff



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

(4) 4 Drawer Vertical File Cabinets

(1) Desk w/ Return (+ Chair)

(2) Bookcase - Large

(1) Printer (Shared)

(1) Typewriter Station

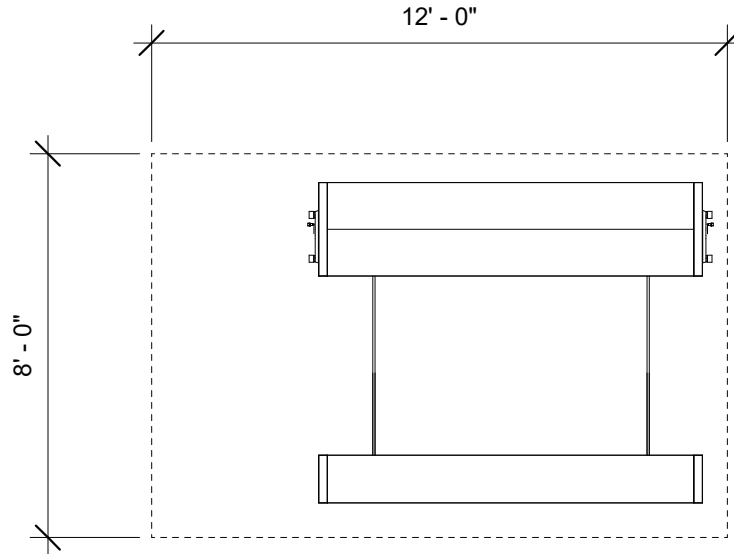
(1) Small Workstation W/ Chair

(1) Safe

Notes



## Town Clerk HD Storage (Vault)



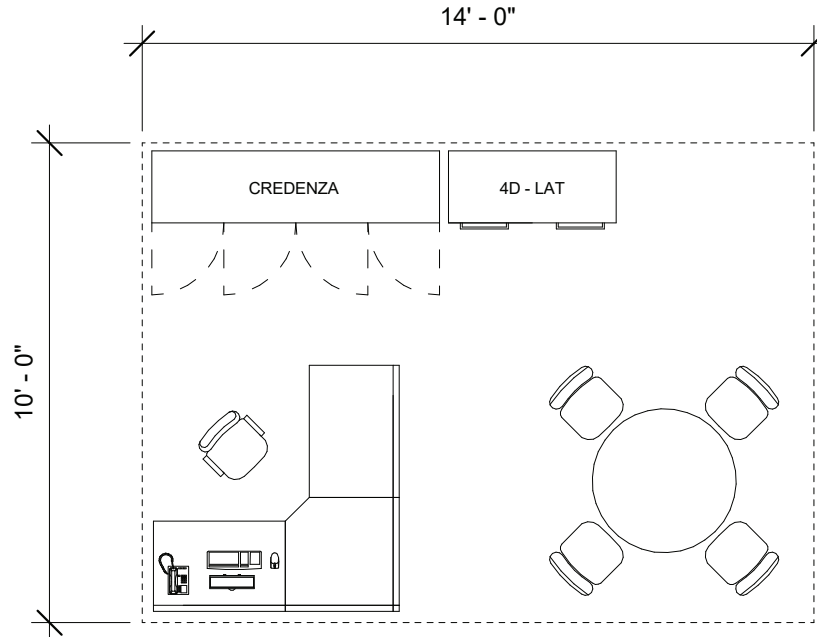
Program Number	TH - 17	
Occupant Name		
Group	Clerk	
Area (Existing, Proposed)	Existing -94 sf	Proposed - 96 sf
Functional Description	Storage	
Public Access	No Public Access	
Adjacencies	Town Clerk	Town Clerk Staff

### Furnishings and Equipment

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

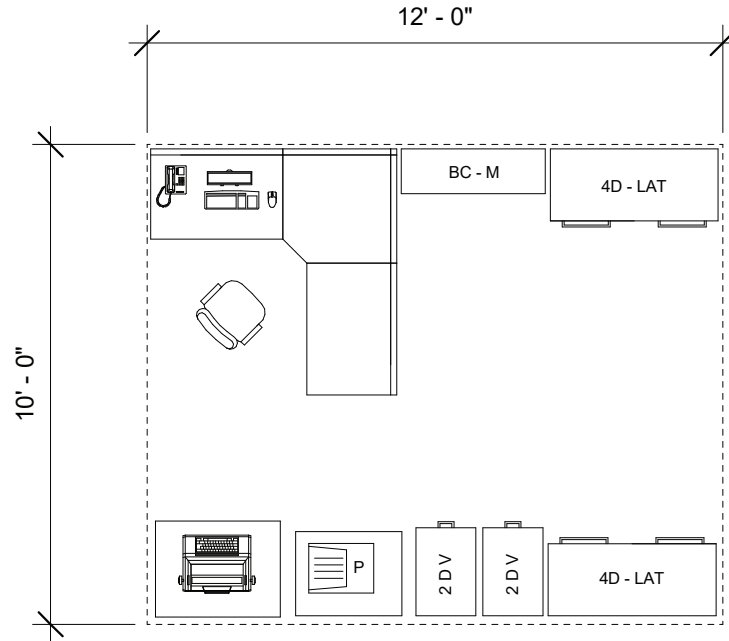
Voting Computers to be stored here

# Town Manager



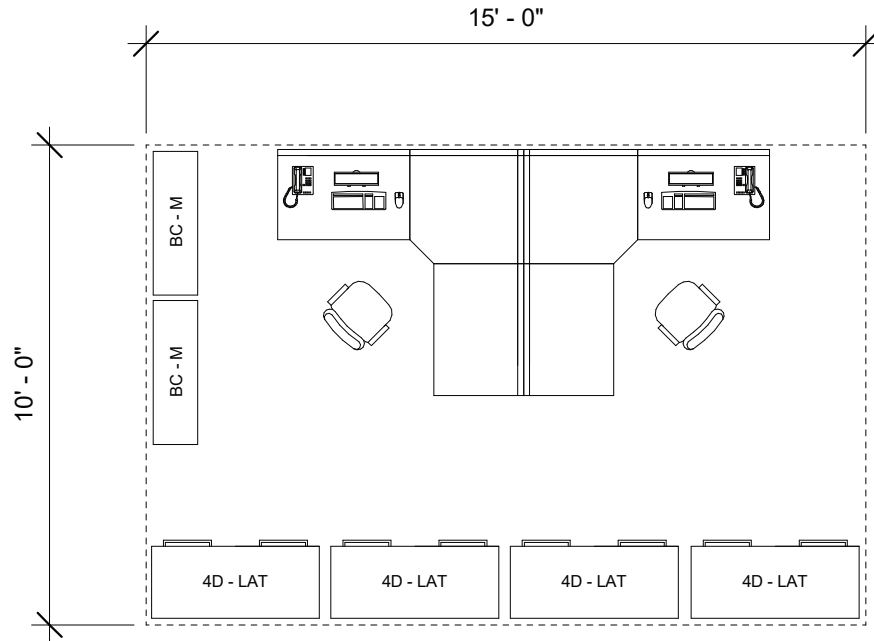
Program Number	TH - 18	
Occupant Name	Chris Senior	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 140 sf
Functional Description	Deskwork Small Meetings	
Public Access	Public Access Via Staff	
Adjacencies	Central BOS Meeting Room	Town Manager Admin
Furnishings and Equipment	(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



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	Lobby
	BOS Meeting Room	
Furnishings and Equipment	(1) Computer Station	(2) 2 Drawer Vertical File Cabinets
	(1) Desk w/ Return (+ Chair)	(2) 4 Drawer Lateral File Cabinets
	(1) Printer (Shared)	(1) Bookcase - Medium
	(1) Typewriter Station	
Notes		

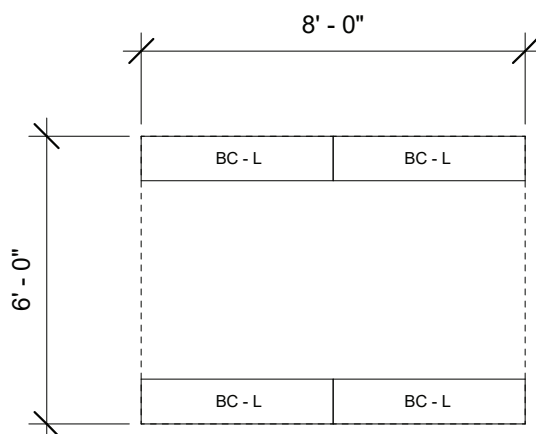
## Executive Assistant to the Town Manager



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

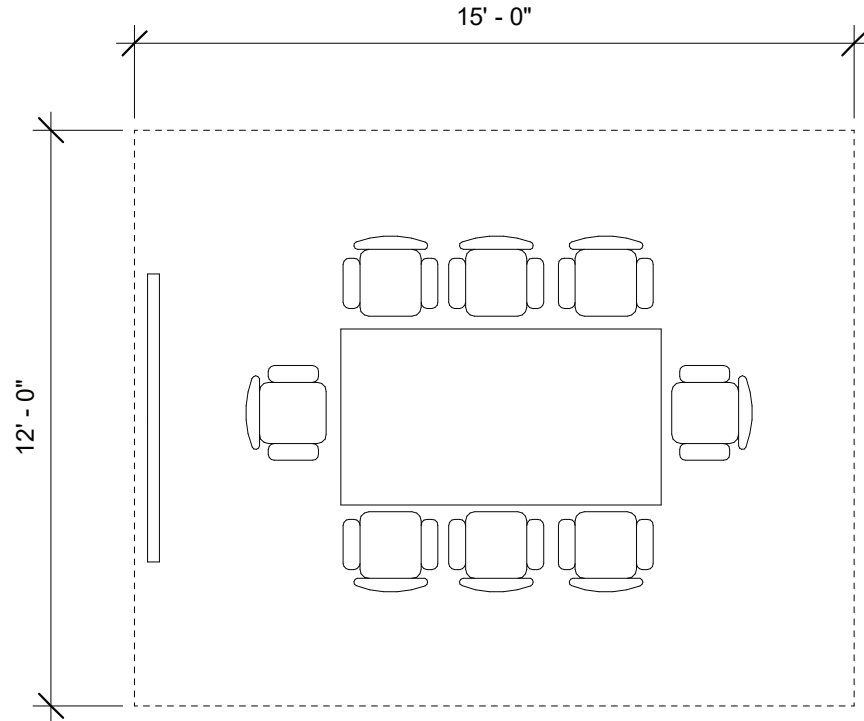
## Town Manager Storage



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	

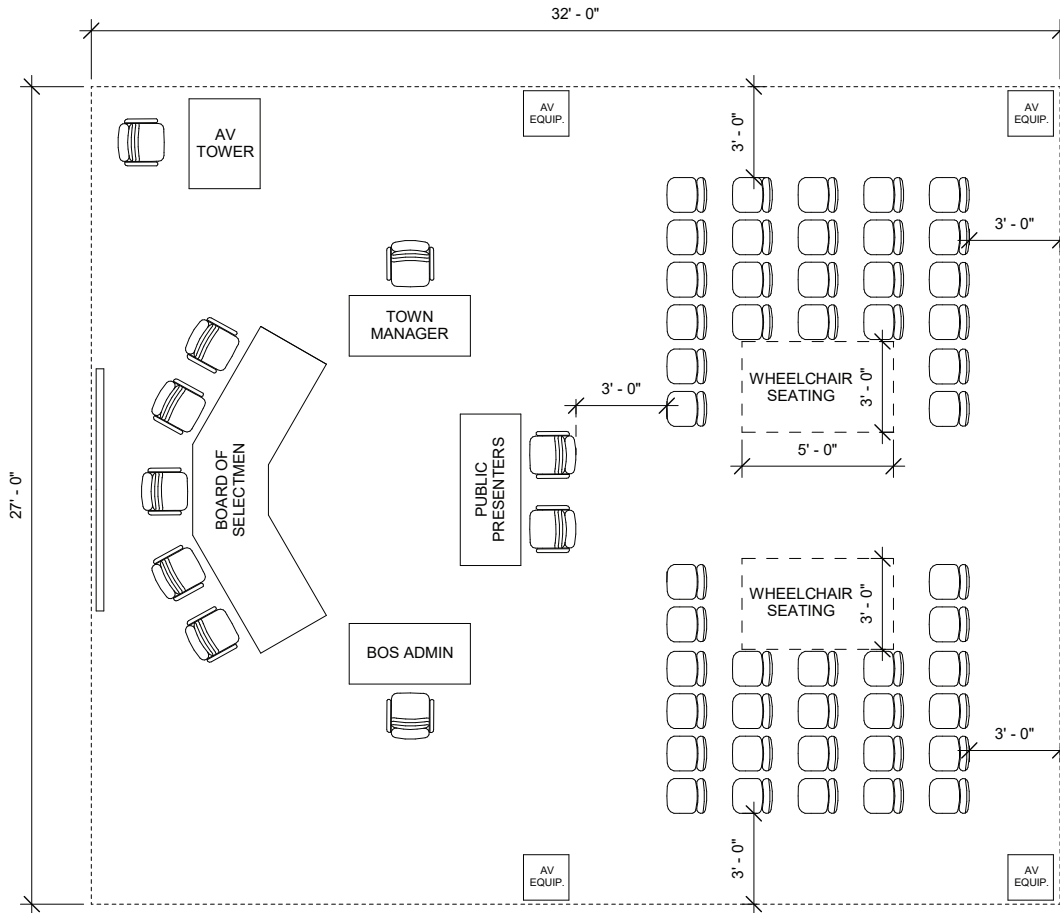
### Notes

## Town Manager Conference



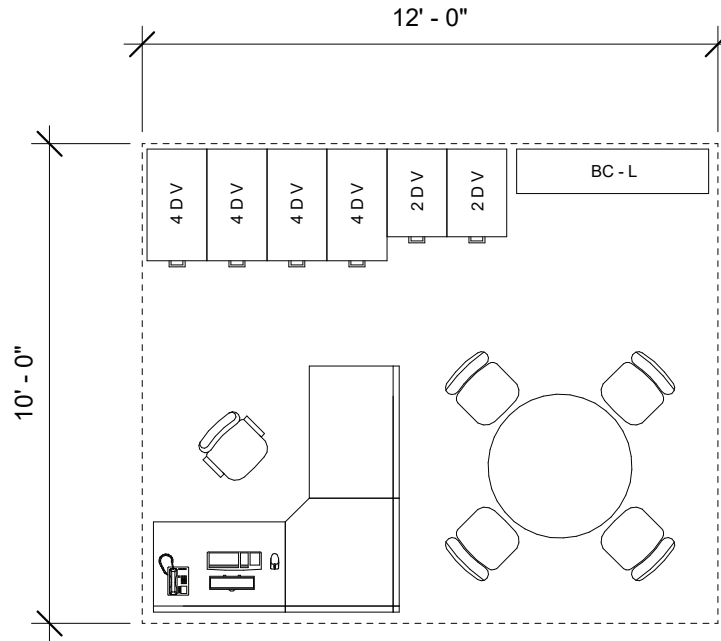
Program Number	TH - 22	
Occupant Name	N/A	
Group	Town Manager / BOS	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 180 sf
Functional Description	Meetings (6-8 People)	
	Collating documents	
Public Access	Public Access Via Staff	
Adjacencies	Town Manager	
	Town Manager Admin	
Furnishings and Equipment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

## Board of Selectmen Meeting Room



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 Flat Panel Wall mounted Display Screen (48) Chairs for Public Seating
Notes	26-50 public seats require 2 wheelchair spaces	

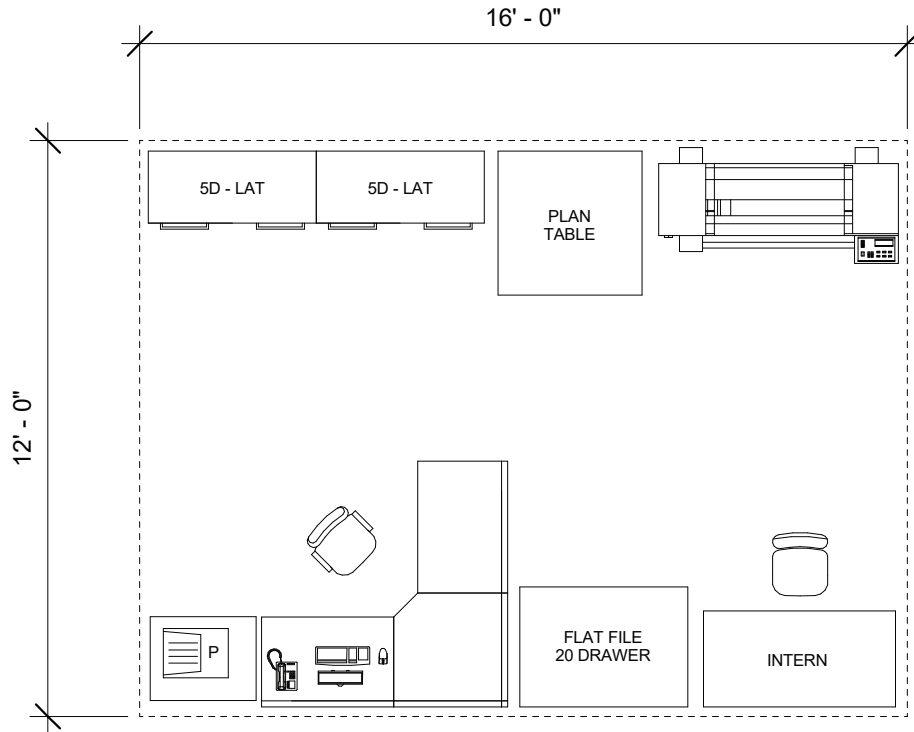
## Human Resources



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		

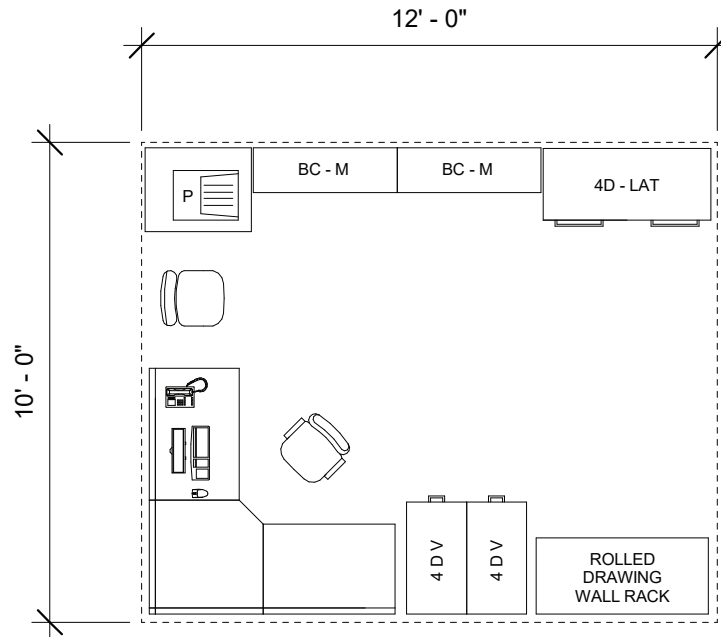


## DPW Director



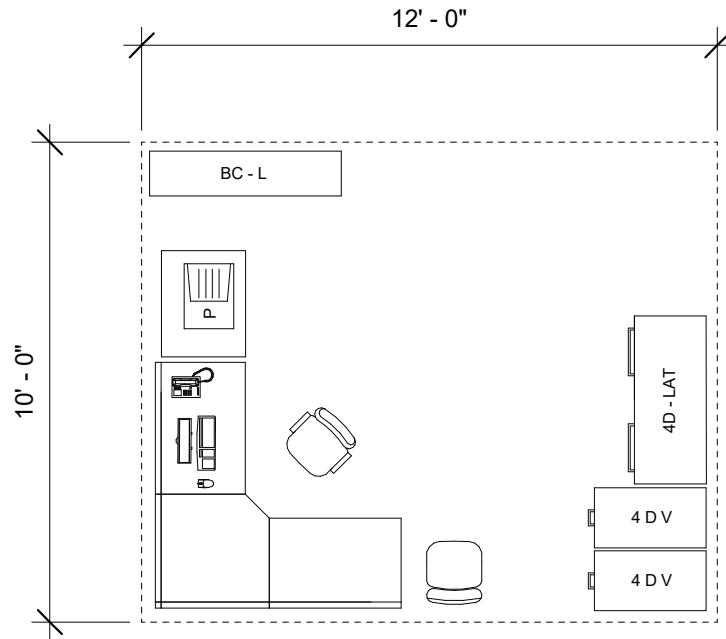
Program Number	TH - 25	
Occupant Name	Brian Joyce	+1 Intern
Group	DPW	
Area (Existing, Proposed)	Existing - 125 sf	Proposed - 192 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	DPW Group	
Furnishings and Equipment	<ul style="list-style-type: none"> <li>(1) Computer Station</li> <li>(1) Desk w/ Return (+ Chair)</li> <li>(1) Printer</li> <li>(1) Plotter</li> <li>(1) Plan Table</li> </ul>	<ul style="list-style-type: none"> <li>(4) 5 Drawer Flat Files</li> <li>(2) 4 Drawer Lateral File Cabinets</li> <li>(1) Intern Desk + Chair</li> </ul>
Notes		

## Facilities



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) Typewriter Station	(2) 2 Drawer Vertical File Cabinets (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Medium
Notes		

## Highway Division



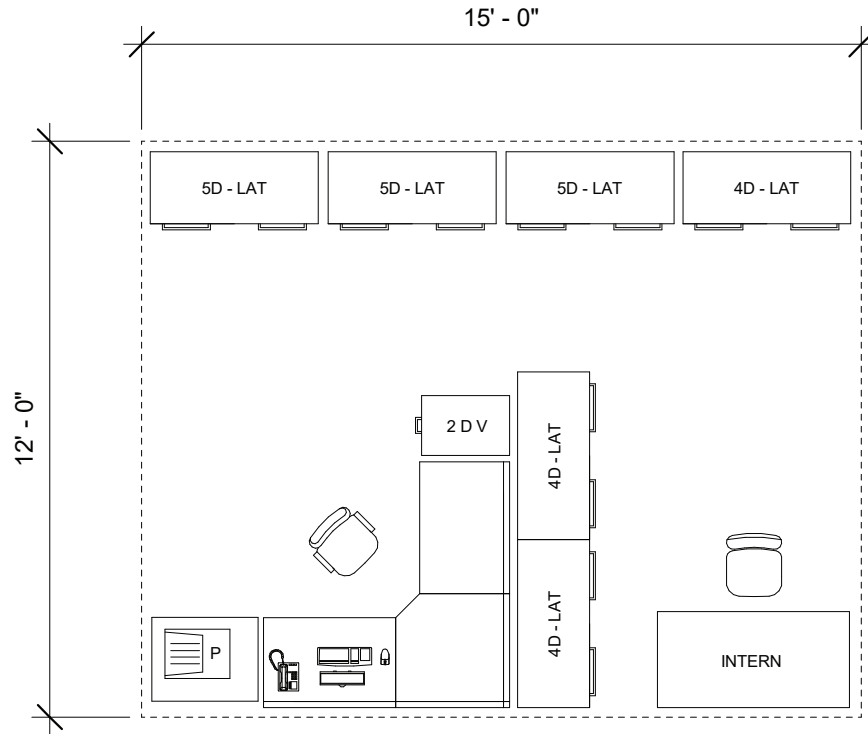
Program Number	TH - 27	
Occupant Name	Carl Sestito	
Group	DPW	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 120 sf
Functional Description	Deskwork	

Public Access      Public Access Via Staff  
 Adjacencies

Furnishings and Equipment	(1) Computer Station	(2) 2 Drawer Vertical File Cabinets
	(1) Desk w/ Return (+ Chair)	(2) 4 Drawer Lateral File Cabinets
	(1) Printer (Shared)	(1) Bookcase - Medium
	(1) Typewriter Station	

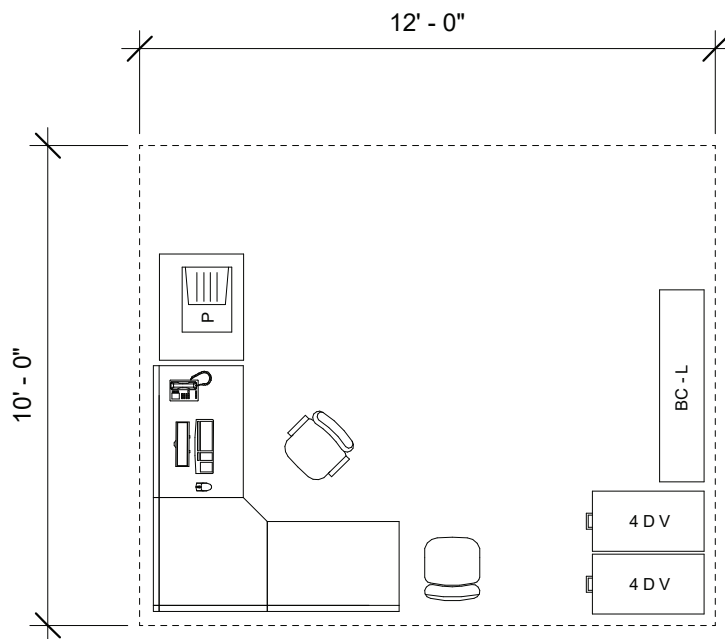
Notes

## Sewer Department



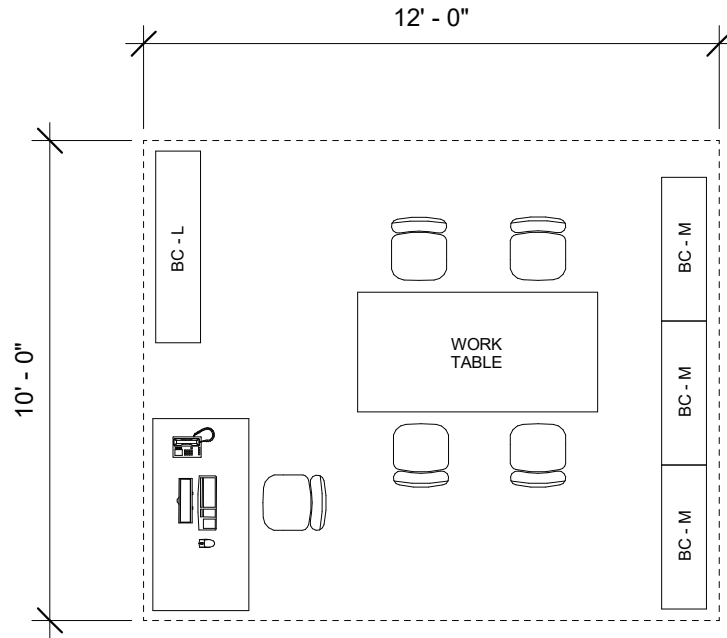
Program Number	TH - 28	
Occupant Name	Michelle Leary	+ (1) Intern
Group	DPW	
Area (Existing, Proposed)	Existing - 139 sf	Proposed - 180 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	DPW Group	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer	(1) 2 Drawer Vertical File Cabinets (3) 4 Drawer Lateral File Cabinets (3) 5 Drawer Lateral File Cabinets
Notes		

## Procurement Officer



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



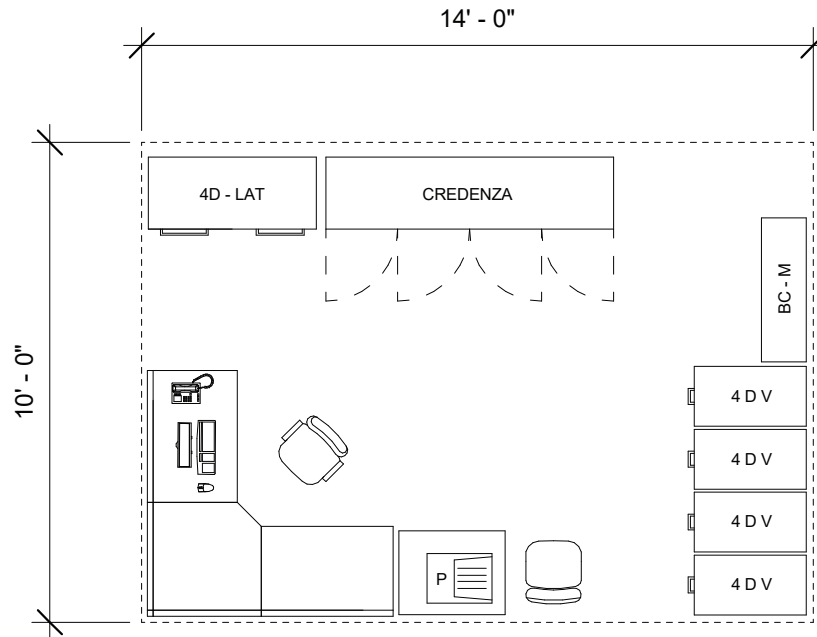
Program Number	TH - 30	
Occupant Name	Custodial Staff	
Group	DPW	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 120 sf
Functional Description	Deskwork	

Public Access	Public Access Via Staff
Adjacencies	DPW Group

Furnishings and Equipment	(1) Computer Station	(2) 2 Drawer Vertical File Cabinets
	(1) Desk w/ Return (+ Chair)	(2) 4 Drawer Lateral File Cabinets
	(1) Printer (Shared)	(1) Bookcase - Medium
	(1) Typewriter Station	

Notes

# Town Assessor



Program Number TH - 31

Occupant Name Mary Quill

Group Assessor

Area (Existing, Proposed) Existing - 120 sf

Proposed - 120 sf

Functional Description Deskwork

Public Access Public Access Via Staff

Adjacencies Financial Group  
Collector

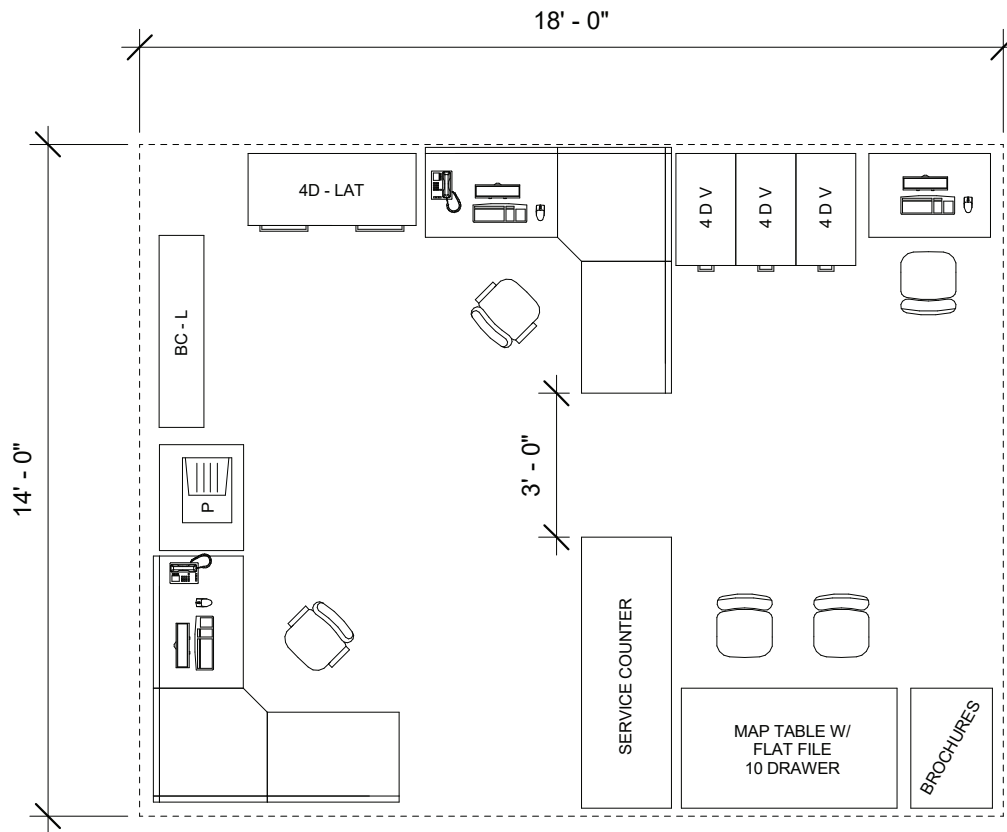
Permitting and Inspections

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

## Town Assessor Admin



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



## Financial Director

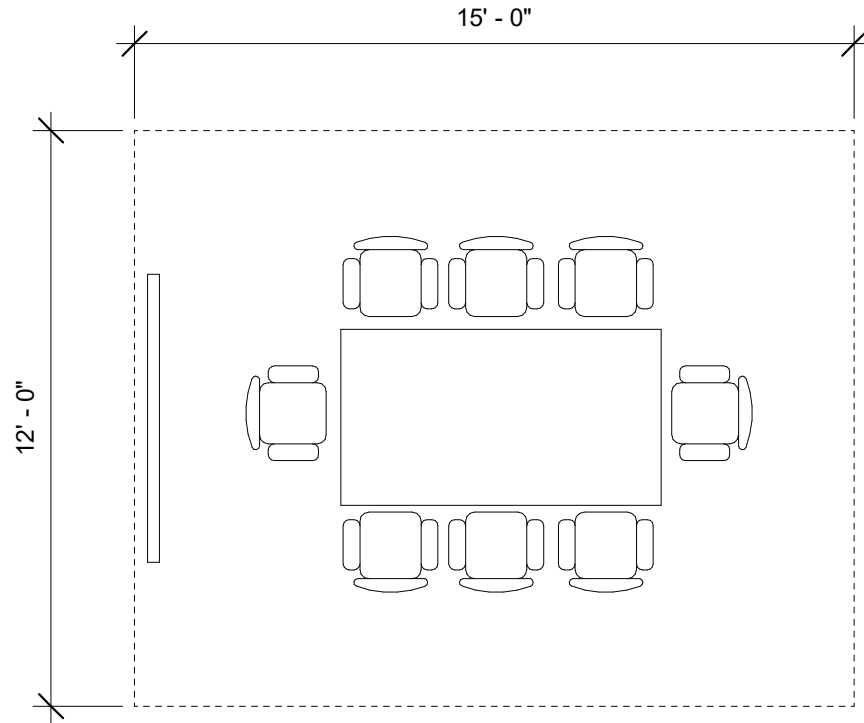
Program Number	TH - 33	
Occupant Name	Mary Gallagher	
Group	Financial Group	
Area (Existing, Proposed)	Existing - 296 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Financial Group	
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared) (1) Typewriter Station	(2) 2 Drawer Vertical File Cabinets (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Medium
Notes		

## Assistant Town Accountant

Program Number	TH - 34	
Occupant Name	Jane Henderson	
Group	Financial Group	
Area (Existing, Proposed)	Existing - 226 sf	Proposed - 120 sf
Functional Description	Deskwork	
Public Access	Public Access Via Staff	
Adjacencies	Financial Group	
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		



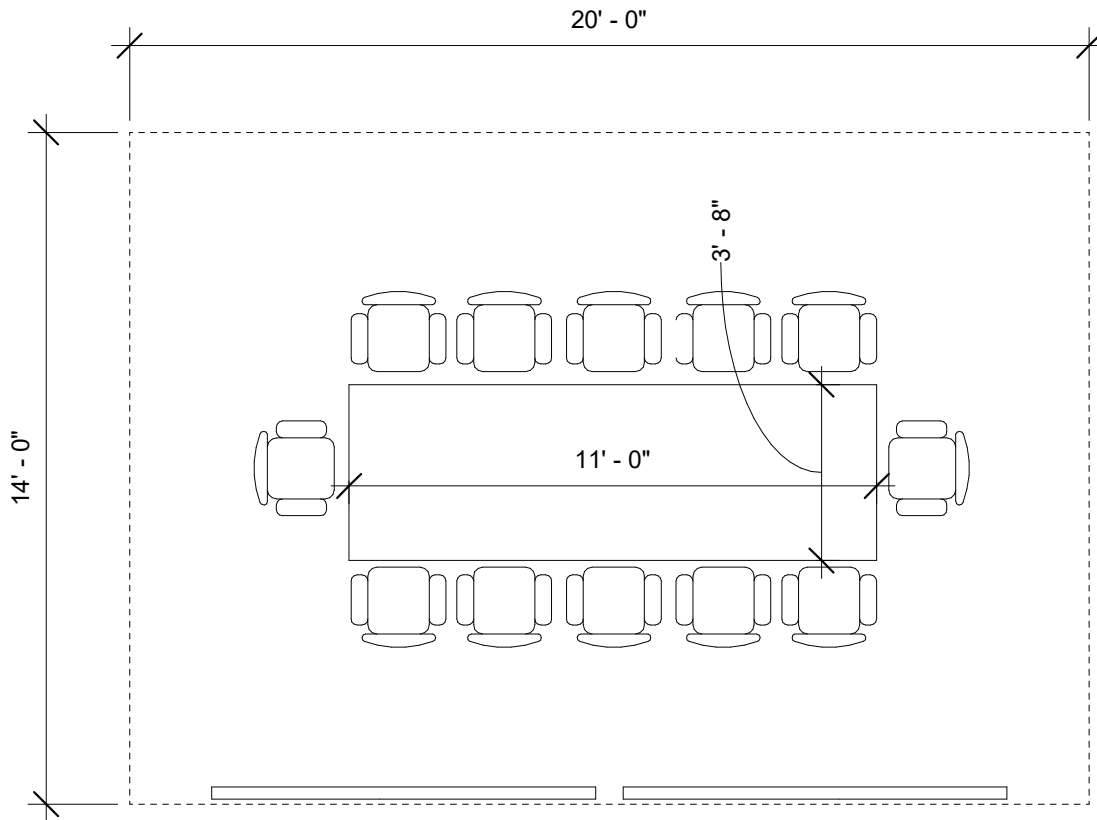
## Small Conference Room



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

## Large Conference Room



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

## Town Treasurer Collector

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 (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		

## Town Treasurer Collector Staff

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 - 216 sf
Functional Description	Deskwork	
Public Access	Public Access Via Service Counter	
Adjacencies	Financial Group	
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		

## Information Technology

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		
Adjacencies	IT Storage	TEL / DATA
Furnishings and Equipment	(1) Computer Station (1) Desk w/ Return (+ Chair) (1) Printer (Shared)	(2) 2 Drawer Vertical File Cabinets (2) 4 Drawer Lateral File Cabinets (1) Bookcase - Medium

Notes



# IT Storage

Program Number	TH - 41	
Occupant Name		
Group	IT Group	
Area (Existing, Proposed)	Existing - 8 sf	Proposed - 160 sf
Functional Description	Deskwork	
	Public Interaction	
Public Access		
Adjacencies	Information Technology	

Furnishings and Equipment

Notes

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## TEL/DATA

Program Number	TH - 42	
Occupant Name		
Group	IT Group	
Area (Existing, Proposed)	Existing - 0 sf	Proposed - 24 sf
Functional Description		
Public Access		
Adjacencies	Information Technology	
Furnishings and Equipment		

Notes

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## Staff Break Room / Kitchen

Program Number	TH - 43	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 120 sf
Functional Description	Food Storage and Preparation Eating	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes

# Copy Room 1

Program Number TH - 44

Occupant Name  
Group

Area (Existing, Proposed) Existing - 120 sf Proposed - 120 sf

Functional Description Copying  
Document Preparation

Public Access No Public Access

Adjacencies Land Planning Group

Furnishings and Equipment

Notes

## Copy Room 2

Program Number	TH - 45	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 120 sf
Functional Description	Copying	
	Document Preparation	
Public Access	No public Access	
Adjacencies	Town Manager Group	

Furnishings and Equipment

Notes

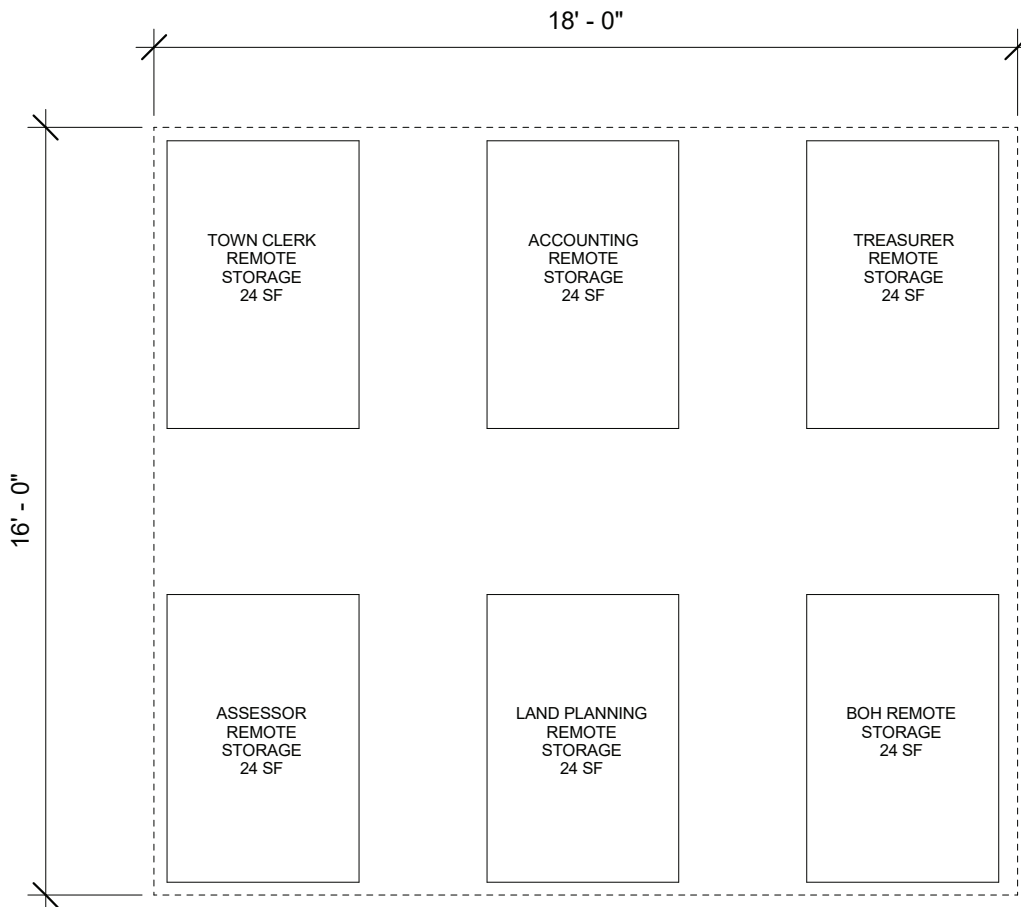
## Copy Room 3

Program Number	TH - 46	
Occupant Name		
Group		
Area (Existing, Proposed)	Existing - 120 sf	Proposed - 120 sf
Functional Description	Copying Document Preparation	
Public Access	No Public Access	
Adjacencies	DPW Group	

Furnishings and Equipment

Notes

## Remote Storage



Program Number TH - 47

Occupant Name

Group

Area (Existing, Proposed)

Proposed - 500 sf

Functional Description Remote Storage

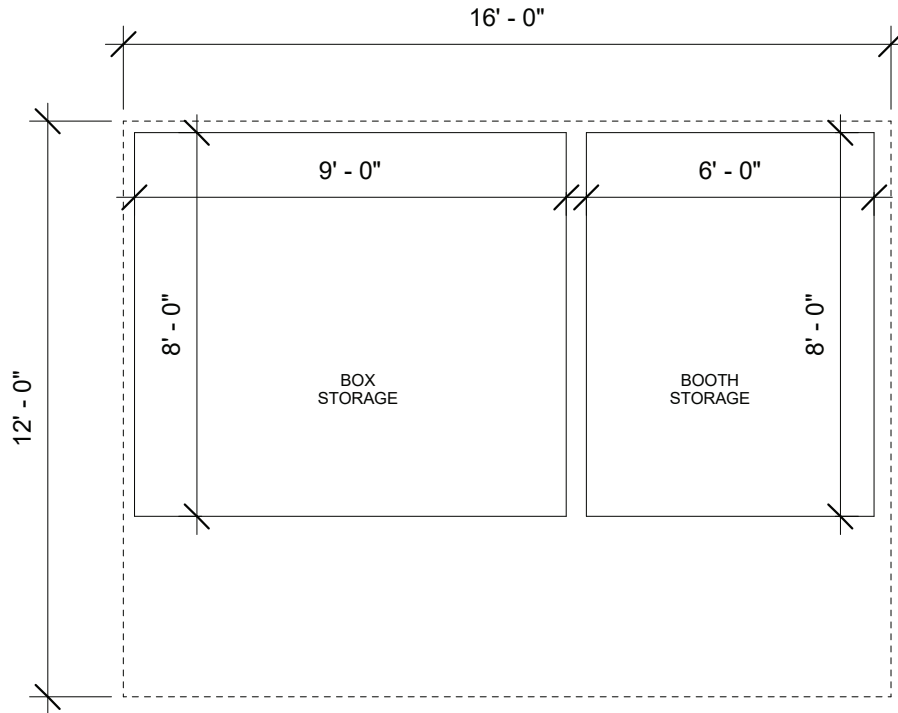
Public Access

Adjacencies

Furnishings and Equipment

Notes

## Town Clerk Remote Voting Booth Storage



Program Number TH - 48

Occupant Name

Group

Area (Existing, Proposed) Existing - 120 sf

Proposed - 192 sf

Functional Description Remote Storage

Public Access

Adjacencies

Furnishings and Equipment

Notes 2017 Town Population - 7,991

2017 Registered Voters - 5,968

(1) voting booth for every 75 voters

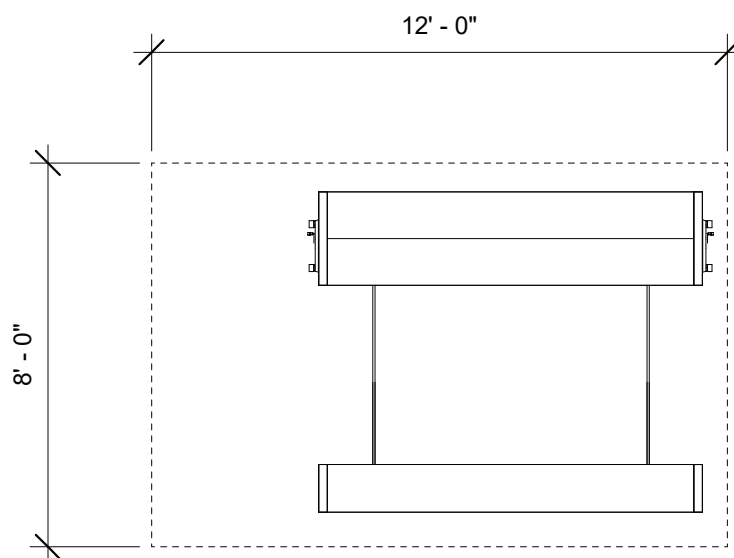
80 booths needed

Voting boxes now in basement cage (81 SF)

Booths in Auditorium Ticketing (38 sf)



## Accounting HD Storage

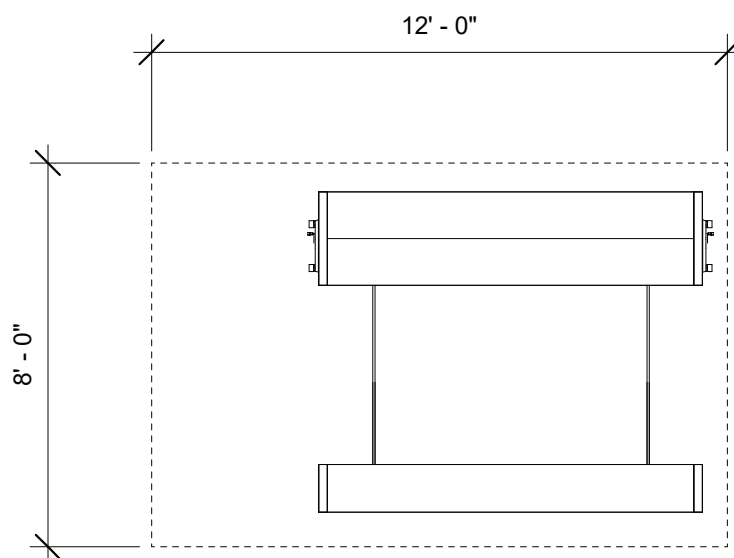


Program Number	TH - 49	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 51 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes

## Treasurer HD Storage

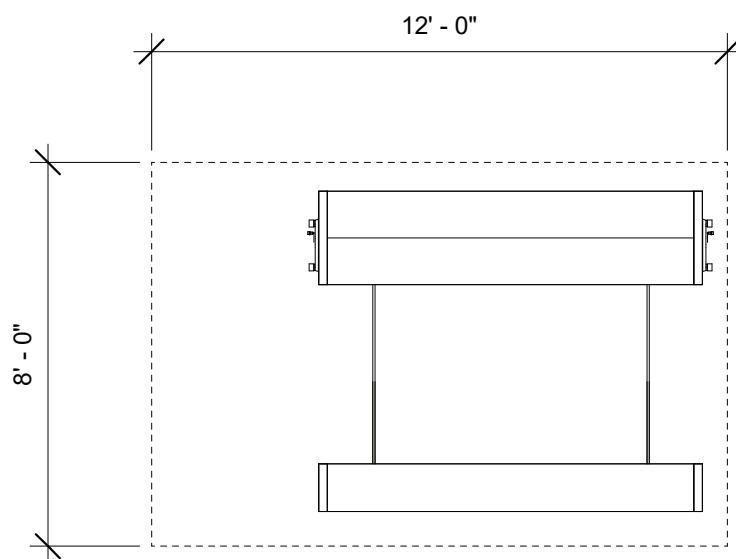


Program Number	TH - 50	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 40 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes

## Assessor HD Storage

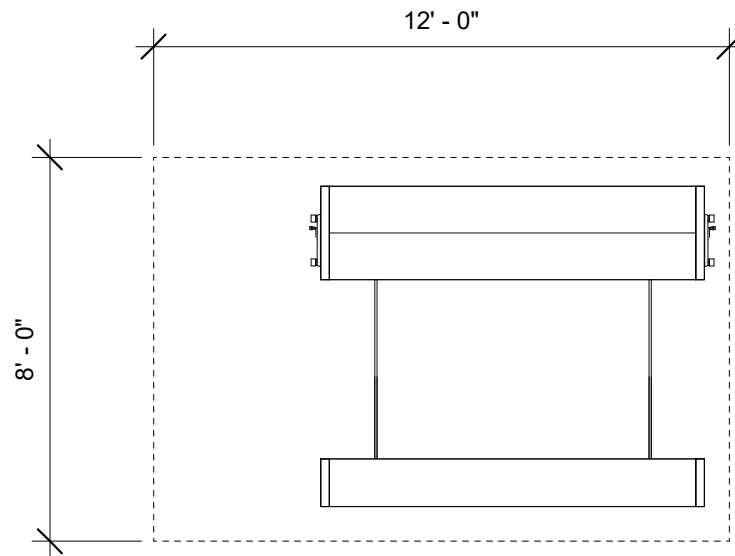


Program Number	TH - 51	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 53 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes

## BOS HD Storage



Program Number TH - 52

Occupant Name

Group HD Storage Group

Area (Existing, Proposed) Existing - 25 sf

Proposed - 100 sf

Functional Description HD Storage

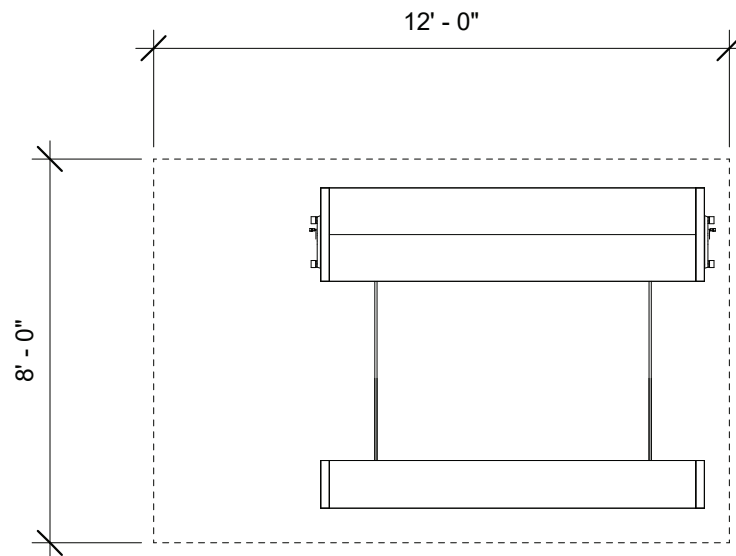
Public Access No Public Access

Adjacencies

Furnishings and Equipment

Notes

## Land Planning HD Storage



Program Number TH - 53

Occupant Name

Group HD Storage Group

Area (Existing, Proposed) Existing - 60 sf

Proposed - 100 sf

Functional Description HD Storage

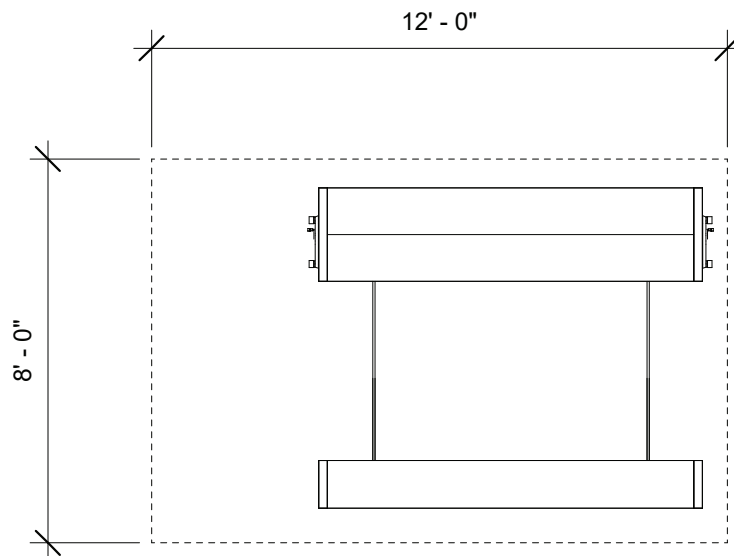
Public Access No Public Access

Adjacencies

Furnishings and Equipment

Notes

## Permits and Inspections HD Storage

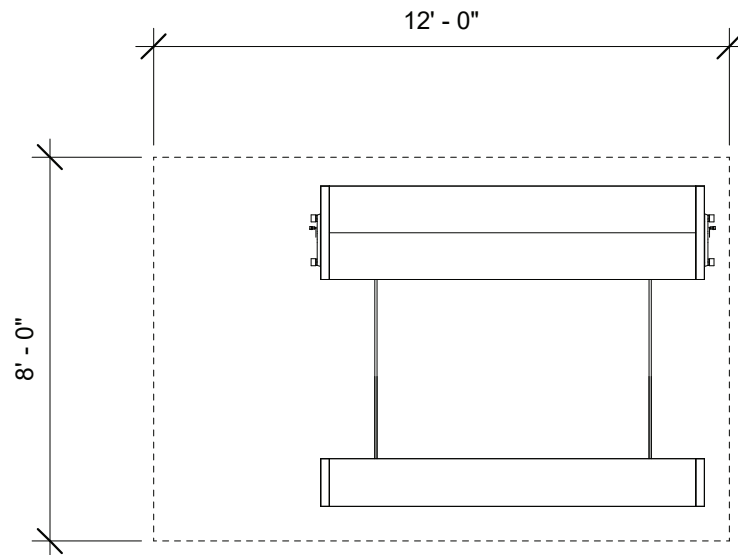


Program Number	TH - 54	
Occupant Name		
Group	HD Storage Group	
Area (Existing, Proposed)	Existing - 60 sf	Proposed - 100 sf
Functional Description	HD Storage	
Public Access	No Public Access	
Adjacencies		

Furnishings and Equipment

Notes

## BOH HD Storage



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

Notes